

**SANITARY SEWER SYSTEMS GENERAL ORDER
ORDER 2022-0103-DWQ**

**GUIDANCE FOR REGISTERING FOR A LEGALLY RESPONSIBLE OFFICIAL
USER ACCOUNT IN THE CALIFORNIA INTEGRATED WATER QUALITY
SYSTEM (CIWQS)**



Last Revised: June 2023

Registering for a Legally Responsible Official User Account in the California Integrated Water Quality System (CIWQS) Guidance Document

Per Section 5.1 of General Order 2022-0103-DWQ, the Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

To register for a Legally Responsible Official User Account:

1. Log into the CIWQS website at:

<https://ciwqs.waterboards.ca.gov/>

2. Click on the “User Registration” button.

California Integrated Water Quality System (CIWQS)

User ID:

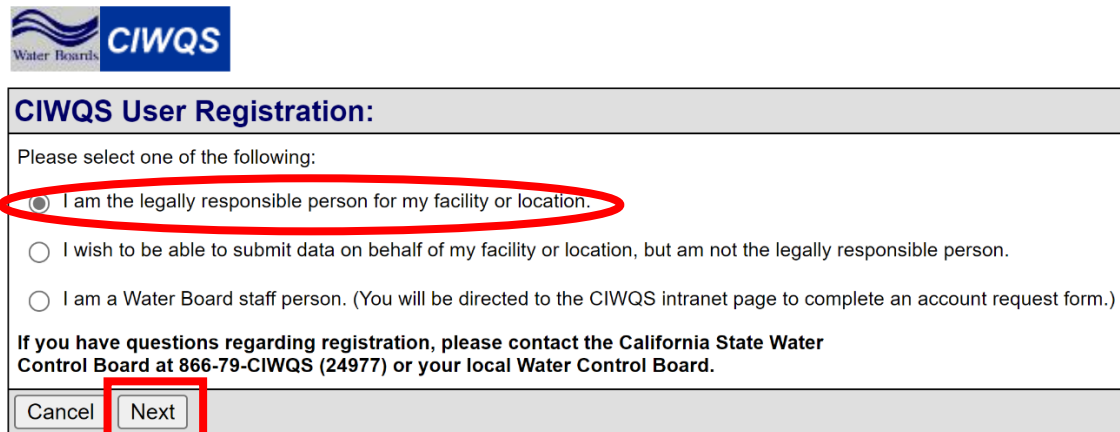
Password:

Forgot your password? [Reset your password here](#)

Forgot your User ID? [Get your User ID here](#)

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3. Select “I am the legally responsible person for my facility or location” and click on the “Next” button.



CIWQS User Registration:

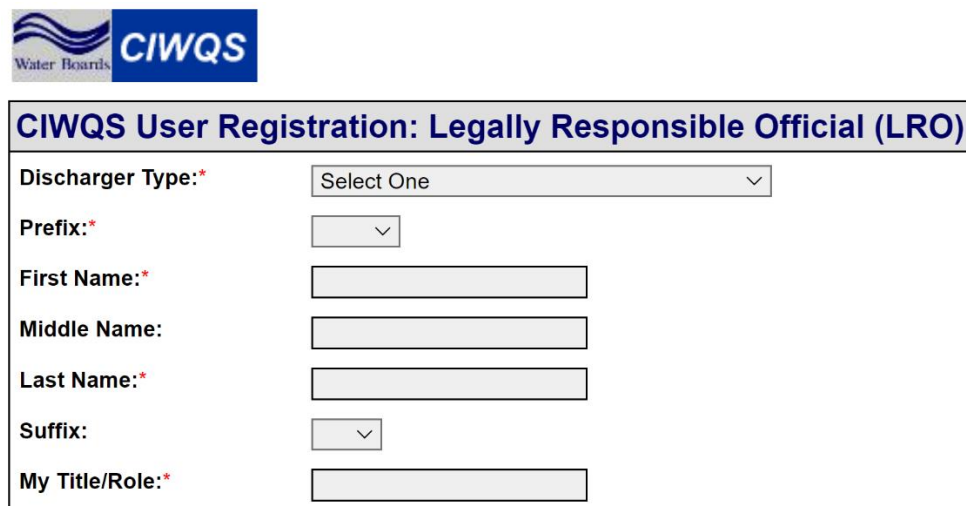
Please select one of the following:

- I am the legally responsible person for my facility or location.
- I wish to be able to submit data on behalf of my facility or location, but am not the legally responsible person.
- I am a Water Board staff person. (You will be directed to the CIWQS intranet page to complete an account request form.)

If you have questions regarding registration, please contact the California State Water Control Board at 866-79-CIWQS (24977) or your local Water Control Board.

Cancel **Next**

4. Select “Sanitary Sewer Overflows (SSO)” as Discharger Type. Enter Prefix, First Name, Middle Name, Last Name, Suffix, and Title/Role.



CIWQS User Registration: Legally Responsible Official (LRO)

Discharger Type:*

Prefix:*

First Name:*

Middle Name:

Last Name:*

Suffix:

My Title/Role:*

NOTE: If an item contains a red star, then input is required.

5. Enter the waste discharge identification number (WDID) of the sanitary sewer system that you will be representing, as the Legally Responsible Official. Then press the “Validate WDID” button to ensure the system is an “Active” enrollee in the CIWQS database.



CIWQS User Registration: Legally Responsible Official (LRO)

Discharger Type:*

WDID:*

Enter your WDID in the field above, and click 'Validate WDID'.

Prefix:*

First Name:*

Middle Name:

Last Name:*

Suffix:

My Title/Role:*

My Mailing Address:

6. Enter Street Number, Street Direction, Street Name, Street Type, Suite/Apt/Mail Stop, City, State, Zip Code, Country, Email Address, Phone Number/Extension, and Fax Number/Extension.

My Mailing Address:

Street Number:*

Street Direction:

Street Name:*

Street Type:

Suite/Apt/Mail Stop:

City:*

State:*

Zip Code:*

Country:*

Email Address:*

* Phone numbers should be stored format 999-999-9999
* Phone extensions should only include numbers (no 'x')

Phone Number: Extension:

Fax Number: Extension:

NOTE: If an item contains a red star, then input is required.

7. Provide a unique User ID, Account PIN, and answers to five unique Security Questions. Click on the “Next” Button. The “?” in red next to the fields provides details on those fields and the appropriate format to use.

Requested User ID: ?*	<input type="text"/>
	(30 character maximum)
Account PIN: ?*	<input type="text"/>
Security Questions (answer five unique questions):*	
<input type="text" value="In what city did you meet your spouse/significant other?"/>	▼
<input type="text"/>	
<input type="text" value="In what city did you meet your spouse/significant other?"/>	▼
<input type="text"/>	
<input type="text" value="In what city did you meet your spouse/significant other?"/>	▼
<input type="text"/>	
<input type="text" value="In what city did you meet your spouse/significant other?"/>	▼
<input type="text"/>	

NOTE: If an item contains a red star, then input is required. Your User ID cannot be more than 30 characters. Your PIN can be used to reset your account if you forget your security question answers and inadvertently lock your account; store your User ID and PIN in a safe place.

8. Click on the “Print Electronic Submittal Authorization Form”.

CIWQS User Registration: Legally Responsible Official (LRO)

Your pending CIWQS user account has been created, but is not automatically active. To complete the user registration process, please click the “Print Electronic Submittal Authorization Form” button below, print and sign the resulting form, and mail it to the address specified at the bottom of the form.

Print Electronic Submittal Authorization Form

After your signed form has been received, reviewed, and approved, you will receive an email with a temporary password for your CIWQS user account.

If you have additional questions or concerns, or you have not received any response regarding your mailed form for a long period of time, please contact the CIWQS Help Center for further assistance - 866-79-CIWQS (24977) or ciwqshelp@waterboards.ca.gov.

Return to CIWQS Login Screen

9. Print and sign the Electronic Submittal Authorization Form.

NOTE: Wet signatures are required.

10. Mail the signed Electronic Submittal Authorization Form to:

State Water Resources Control
 Division of Water Quality
 c/o DMR Processing Center / CIWQS Registration
 PO BOX 100 Sacramento, CA 95812-1000

NOTE: If you are the Legally Responsible Official of multiple systems, you must add each system to your Legally Responsible Official account.

CIWQS Help Center: Processing User Accounts

The CIWQS Help Center will process registration forms once they receive the mailed-in copy. The Legally Responsible Official will receive an emailed confirmation with their user account and password information. If you have any registration questions, regarding a user account, contact the CIWQS Help Center staff at:

Email: ciwqs@waterboards.ca.gov

Phone Number: (866) 792-4977

Guidance Document: Registering for a Legally Responsible Official User Account in the California Integrated Water Quality System (CIWQS) Database