

# Facility at-a-Glance Report Fact Sheet

*Summary: User specified criteria return a list of facilities by name, agency, address, city, Regional Board, and Identifier. The user can drill down using the “Glance Report” link to information on the facility’s regulatory measures, violations, enforcement and inspections.*

## Using the Report (Navigation)

### Location

This report is located on the Public Reports web site at [http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/publicreports.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml) under the Facilities Reports heading. The user can also type “CIWQS Public Reports” in the search box at the top right-hand corner of any Water Board page.

### Search Criteria

Facility name, physical address, zip code, and related party name are free text boxes and are optional. Exact names may not match spelling in CIWQS so users may broaden their results by using partial names or searching by city or county.

The City and County criteria are “pick lists.” These display several items and have a scroll bar on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

The final gray button, which is called “Generate Report,” starts the query.

### Hyperlinks

The search results display a list of places that match the search criteria. These results can be exported to Excel or viewed in a printer-friendly version. Users can click on the Refine Search link to go back to the search criteria page with the original criteria retained.

The Place ID link takes the user into the Facility at-a-Glance report for that particular facility. Columns can be sorted by clicking on the column header hyperlinks. Clicking on the same heading twice will sort in reverse.

At the Facility at-a-glance report level, clicking on the plus sign on the left side of any section will expand the section to provide more data. Clicking on the minus sign hides that section’s data. Using the plus and minus buttons at the top of the report will do the same for the entire report.

Within each section the data can also be sorted by the column header hyperlinks. This level contains links to the Interactive Violation Report and the MMP Report search screens.

The violation description field’s default is to display 50 characters, which may truncate the description. Clicking on the Description heading hyperlink will display the entire description.

At the top of the report, the user has the option of a printer-friendly version or downloading the report into Excel. At the bottom of the report, the user can go back to the top of the page or can click “Back to Main Page” and return to the Run Report page.

## Search Criteria

- Facility Name
- Physical Address
- City
- Zip code
- County
- Related Party Name

## Search Results Heading

- Place ID (links to Glance Report)
- Place Name
- Agency Name
- Address
- County

## How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866-792-4977 or [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov)) if you believe a report has not been refreshed.

Note: Regional Boards are in the process of entering backlogged data. As a result, data may be incomplete.

## More information

For definitions of terms used in the report, see the [glossary](#). For more information about a particular violation, please note the Violation ID and contact Erin Mustain or Jarma Bennett.

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## Detailed Report Headings

- Facility General Information
  - Region
  - Place ID
  - Place Name
  - Place Type
  - Place Address
  - Place County
- Related Parties
  - Party
  - Party Type
  - Party Name
  - Role
  - Classification (for org.)
- Regulatory Measures
  - Reg. Measure ID
  - Reg. Measure Type
  - Program
  - Order No.
  - Effective Date
  - Expiration Date
  - Status
- Violations
  - Violation ID
  - Occurred Date
  - Violation Type
  - Violation Description
  - Status
  - Priority
  - Source

MMP Sections have same fields as violation.

- Enforcement Action
  - Enf. ID
  - Enf. Type
  - Enf. Order No.
  - Effective Date
  - Status
- Inspections
  - Inspection ID
  - Inspection Type
  - Lead Inspector
  - Actual End Date
  - Planned
  - Violation

## Report Facts

- Sections contract and expand, making a report with hundreds of violations easier to view
- Updated nightly
- Exportable to Excel