SANITARY SEWER SYSTEMS GENERAL ORDER
ORDER 2022-0103-DWQ

GUIDANCE FOR UPLOADING AN EXISTING
SEWER SYSTEM MANAGEMENT PLAN
IN THE
CALIFORNIA INTEGRATED WATER QUALITY SYSTEM
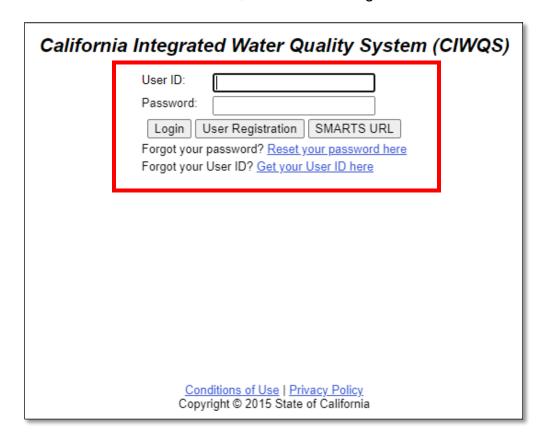**(CIWQS)**

Last Revised: April 2023

Per Section 5.2 of General Order 2022-0103-DWQ, the Legally Responsible Official of an existing Enrollee under Order 2006-0003-DWQ, after certifying continuation of existing regulatory coverage to the reissued Order, shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database before June 5, 2023. The Legally Responsible Official shall upload all the document files that contribute to the entire Plan, including documents referenced in the Plan.

An existing Enrollee that continues regulatory coverage under Order 2022-0103-DWQ is required to upload its existing Sewer System Management Plan regardless of whether the Enrollee has uploaded its Sewer System Management Plan into CIWQS in the past.
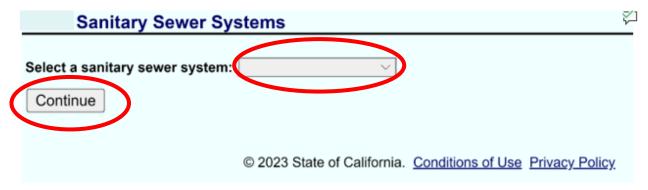
The Legally Responsible Official must:

1. Log into the CIWQS website at:

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

2. Enter the "User ID" and "Password", then click on "Login" button.

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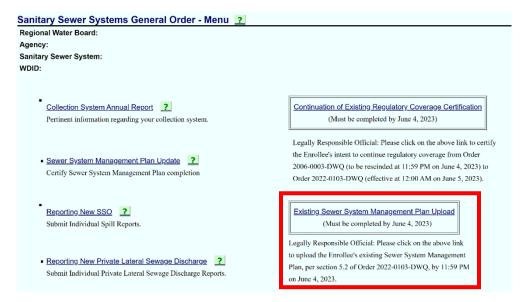3. Click on the "Sanitary Sewer Systems" link under the Main Menu.

4. From the dropdown menu, select the sanitary sewer system that is continuing coverage. Click on the "Continue" button.
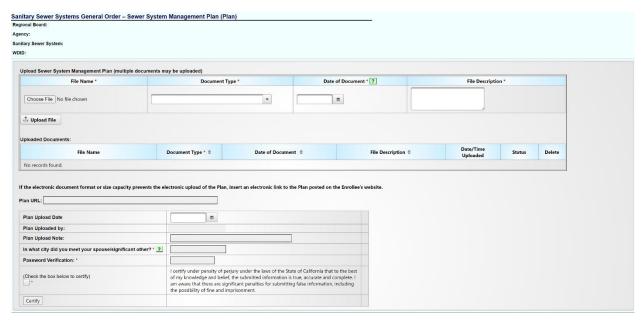

NOTE: The Legally Responsible Official must upload the applicable existing Sewer System Management Plan for each system separately (for agencies with multiple sewer systems).

5. Click on "Existing Sewer System Management Plan Upload" link.

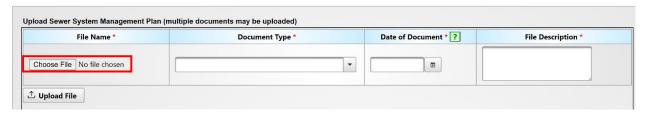The "Existing Sewer System Management Plan Upload" form will appear as shown in the image below:
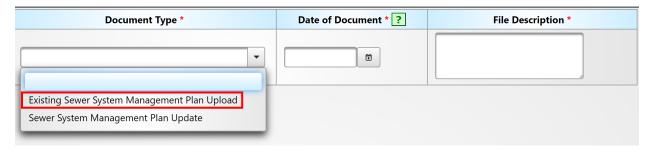

NOTE: If file(s) are less than 75 megabytes, proceed to "Procedure for Uploading File(s) Less than 75 Megabytes" starting on page 4. If file(s) are larger than 75 megabytes, proceed to "Procedure for Providing Links to Document(s) Larger Than 75 Megabytes" starting on page 5. Once the upload is completed, proceed to step 6.

Procedure For Uploading File(s) Less Than 75 Megabytes

I.   Under "File Name", click on the "Choose File" button. From your files, select the Existing Sewer System Management Plan file that is to be uploaded.

II.   Under "Document Type", select "Existing Sewer System Management Plan Upload" from the drop-down menu.

III.   Under "Date of Document", select the date of the document using the calendar.

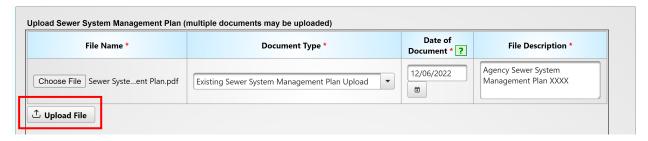**NOTE:** The Date of Document is the date when the document was created or last updated.

IV.   Under "File Description", type in a description of the attached document.
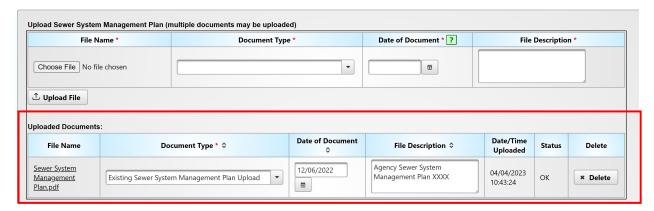

NOTE: The File Description must include appropriate information to identify the document.

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V.   Click on the "Upload File" button.

File Name *	Document Type *	Date of Document * [?]	File Description *
[Choose File] Sewer Syste...ent Plan.pdf	Existing Sewer System Management Plan Upload ▾	12/06/2022 📅	Agency Sewer System Management Plan XXXX

Upload Sewer System Management Plan (multiple documents may be uploaded)
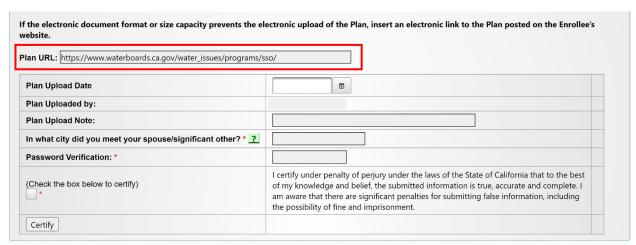
[⬆ Upload File]

VI.   After the upload is complete, verify that the information entered is correct. Click on the "Delete" button if the information is incorrect and repeat steps I – V to upload the correct document.

Upload Sewer System Management Plan (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * [?]	File Description *
[Choose File] No file chosen	▾	📅	

[⬆ Upload File]

Uploaded Documents:

File Name	Document Type * ⇕	Date of Document ⇕	File Description ⇕	Date/Time Uploaded	Status	Delete
Sewer System Management Plan.pdf	Existing Sewer System Management Plan Upload ▾	12/06/2022 📅	Agency Sewer System Management Plan XXXX	04/04/2023 10:43:24	OK	✕ Delete

VII. Repeat steps I – VI to upload additional documents as needed.

Procedure For Providing Links To Document(s) Larger Than 75 Megabytes

I.   In the "Plan URL" box, insert the link to the agency's website which contains the Existing Sewer System Management Plan (or documents referenced in the Plan).

If the electronic document format or size capacity prevents the electronic upload of the Plan, insert an electronic link to the Plan posted on the Enrollee's website.

Plan URL: https://www.waterboards.ca.gov/water_issues/programs/sso/

Plan Upload Date	📅
Plan Uploaded by:	
Plan Upload Note:	
In what city did you meet your spouse/significant other? * [?]	
Password Verification: *	
(Check the box below to certify) ☐ *	I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
[Certify]	

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FINAL STEPS AFTER UPLOADING THE PLAN DOCUMENTS OR INSERTING THE URL ADDRESS TO THE PLAN

6. To the right of the "Plan Upload Date", select the date of the upload using the calendar if not automatically populated by the system.
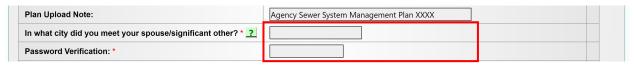

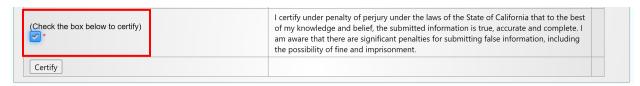7. To the right of the "Plan Upload Note", type in a note if necessary.

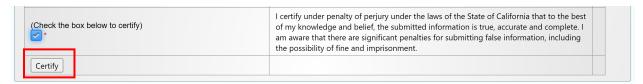**NOTE:** The Plan Upload Note must include appropriate information to identify the document.

8. Input your security question answer and password.

9. Check the box to certify under the penalty of perjury.

10. Click on the "Certify" button.

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11. Upon successful Plan upload and certification, the following message will appear Click on the "Close" button.

NOTE: The "Sanitary Sewer Systems General Order – Menu" page will reappear.