

Bypass Electronic Reporting Through the California Integrated Water Quality System (CIWQS)

This guidance document was developed to assist in using the electronic Self- Monitoring Reports (eSMR) module of CIWQS to report noncompliant or prohibited anticipated and unanticipated bypasses at publicly owned treatment works in compliance with the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule (eReporting). This module for bypass reporting not to be confused with the other separate module for spill reporting from collection systems enrolled under the Sanitary Sewer System Order 2022-0103-DWQ.

This method of reporting shall be used for the notice that is required ten days prior to a noncompliant or prohibited anticipated bypass and the five-day written notice after a noncompliant or prohibited unanticipated bypass. Twenty-four-hour oral reporting requirements are unchanged.

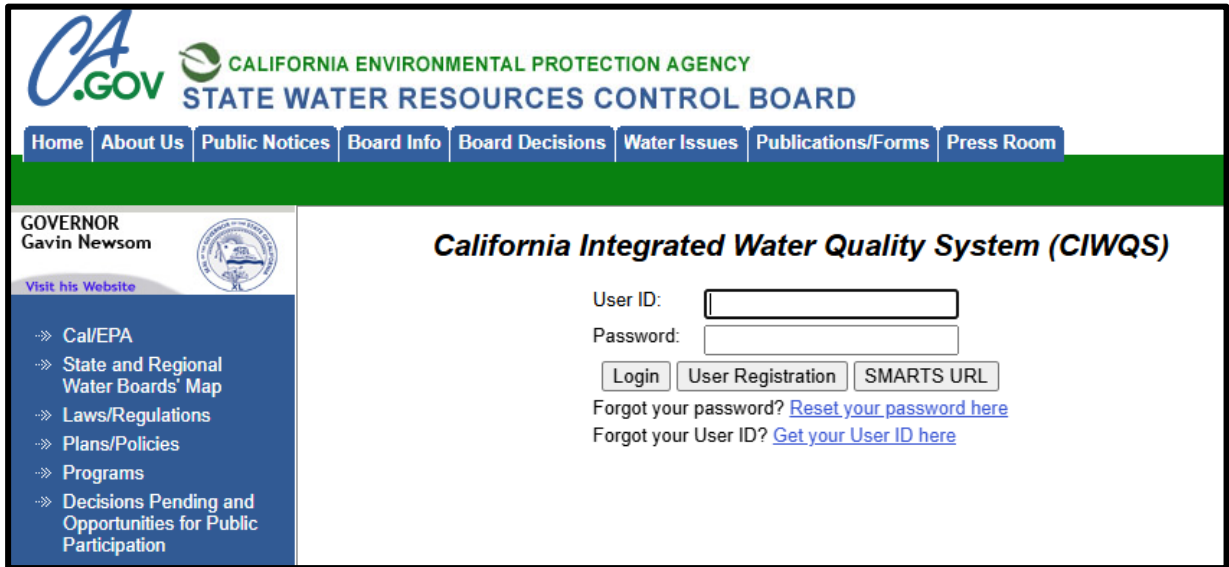
These Bypass reports use the “On Demand” type of report. These reports don’t have a date-specific due date that displays, but according to your permit’s Standard Provisions, are due five days after the noncompliant or prohibited bypass event or ten days in advance of a noncompliant or prohibited anticipated bypass. New On Demand reports will be available to start reporting a new event, after a previously initiated report has been certified by a Legally Responsible Official (LRO).

As with other types of eSMRs, users with Data Submitter or LRO rights can prepare a bypass report. Only users with LRO rights can certify and submit a bypass report.

Questions regarding logging in or CIWQS functionality should be directed to the CIWQS Help Desk (ciwqs@waterboards.ca.gov). Questions regarding the report content or permit compliance should be directed to your case manager.

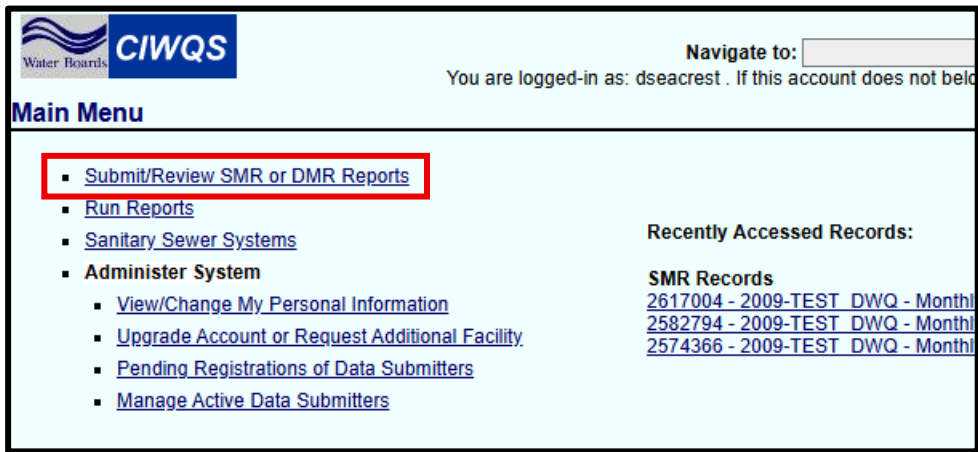
Bypass Reporting

A. Log into CIWQS



The screenshot shows the homepage of the California Environmental Protection Agency State Water Resources Control Board. The header includes the CA.GOV logo and navigation links: Home, About Us, Public Notices, Board Info, Board Decisions, Water Issues, Publications/Forms, and Press Room. On the left, there is a section for Governor Gavin Newsom with a link to visit his website and a list of links: Cal/EPA, State and Regional Water Boards' Map, Laws/Regulations, Plans/Policies, Programs, and Decisions Pending and Opportunities for Public Participation. The main content area is titled "California Integrated Water Quality System (CIWQS)" and features a login form with fields for User ID and Password, and buttons for Login, User Registration, and SMARTS URL. There are also links for "Forgot your password?" (Reset your password here) and "Forgot your User ID?" (Get your User ID here).

B. Select the “Submit/Review SMR or DMR Reports” menu item from the main menu



The screenshot shows the CIWQS Main Menu. The header includes the Water Boards logo and the CIWQS logo. A "Navigate to:" field is present. Below the header, the user is logged in as "dseacrest". The Main Menu is displayed with a list of options: "Submit/Review SMR or DMR Reports" (highlighted with a red box), "Run Reports", "Sanitary Sewer Systems", and "Administer System". The "Administer System" section includes links for "View/Change My Personal Information", "Upgrade Account or Request Additional Facility", "Pending Registrations of Data Submitters", and "Manage Active Data Submitters". On the right, there is a section for "Recently Accessed Records:" with a sub-section for "SMR Records" listing three records: "2617004 - 2009-TEST DWQ - Monthl", "2582794 - 2009-TEST DWQ - Monthl", and "2574366 - 2009-TEST DWQ - Monthl".

C. If you are related to more than one facility using eSMR, you will be prompted to select the facility for which you are reporting and then you will be presented with an order selection table. If you are related to one facility, you will be taken directly to the order selection table. Click on the order number of the permit for which you are reporting.

SMR / DMR Reporting

Facility Name: Test

Select the order that details the requirements for this Self Monitoring Report:

☒ Show Active ☐ Show All

Order Number	Order Type	Program	Effective Dates
2009-TEST DWQ	NPDES Permits	NPDNONMUNIPRCS	12/31/2009 -

- D. On the Report Selection Screen, by default, unsubmitted On Demand reports will appear at the top of the table. If you do not see them, review the status criteria checked. At a minimum, you must have the “Future” checkbox checked for reports that have not yet been initiated and “In-Progress” checked for reports that have been started but not certified. Other checkboxes can be checked as well. Click the “Refresh List” button after modifying the criteria.

Show reports that meet these criteria

Status:

☐ Submitted - report was already submitted to water board

☒ In-Progress - report has been edited but not submitted

☐ Past Due - report deadline has passed and report has not been submitted

☒ Future - report due date is in the future

☐ Withdrawn - report has been withdrawn

Show Report Due Between: and

- E. Find and select the Report Name: *On Demand SMR (Anticipated Bypass Event)* or *On Demand SMR (Unanticipated Bypass Event)*.

Search results:

ID	Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date
3031855	On Demand SMR (Unanticipated Bypass Event)	SUMRPT	On Demand	N/A	N/A	Future	
3031854	On Demand SMR (Anticipated Bypass Event)	SUMRPT	On Demand	N/A	N/A	Future	
2782095	August 2025	view or modify this report	DES	Monthly	08/01/2025 - 08/31/2025	11/15/2025	In-Progress
2782387	2025/10/01 (Begin Drafting Technical Report)	PROGRPT	Once	10/01/2025 - 10/15/2025	10/15/2025	In-Progress Past Due	

- F. Navigate to the “Addtnl Questionnaire” tab. Once you start completing fields on this tab, be sure to click the “Save Questionnaire Details” button at the bottom of the tab before navigating away from this page.
- G. Respond to the topics presented.
- a. Anticipated Bypass
 1. Bypass Description

Using no more than 1000 characters, narratively describe the conditions which make the bypass necessary, including location, structure, or other details of the anticipated event.

2. Bypass Receiving Water

Using no more than 100 characters, provide the name of the receiving water into which the bypassed water will be discharged, either directly or indirectly.

3. Bypass Treatment Plant Equipment Code

Select up to four pieces of equipment that will be bypassed during the event. Use “Other treatment plant equipment” if the specific equipment that will be bypassed during the event is not listed.

4. Bypass Duration – Start Date

Enter the anticipated start date of the event, either by typing it into the field or clicking on the calendar icon and selecting the date.

5. Bypass Duration – End Date

Enter the anticipated end date of the event, either by typing it into the field or clicking on the calendar icon and selecting the date.

6. Bypass Duration - Start Time

Enter the anticipated start time of the event, on the date selected in item 4, above.

7. Bypass Duration - End Time

Enter the anticipated end time of the event, on the date selected in item 5, above.

8. Bypass Volume – Quantification Method

Select the option that best describes the way that the bypass volume was determined.

9. Bypass Volume – Gallons

Enter the number of gallons estimated to be bypassed during the event.

10. Bypass Cause Code

Check the box prior to the label that best describes the cause of the anticipated bypass. You may select up to four. If all or part of the cause was due to something not listed, check the box prior to “Other” and describe it in the text box using no more than 1,000 characters.

11. Bypass Corrective Action Code

Check the box prior to the label that best describes how the bypass will be corrected. You may select up to four. If all or part of the corrective action will be something not listed, check the box prior to “Other” and describe it

in the text box using no more than 1,000 characters. If nothing will be done, select the box prior to “None Available.”

12. Bypass Impact Code

Check the box prior to the label that best describes the anticipated impact of the bypass. You may select up to four. If all or part of the impact was something not listed, check the box prior to “Other” and describe it in the text box using no more than 1,000 characters.

b. Unanticipated Bypass

1. Bypass Description

Using no more than 1000 characters, narratively describe the conditions which led to the bypass, including location, structure, or other details of the unanticipated event.

2. Wet Weather Occurrence

Select “Yes” if the bypass event occurred during or as a result of a storm. Select “No” if the bypass event was not associated with a storm event.

3. Bypass Receiving Water

Using no more than 100 characters, provide the name of the receiving water into which the bypassed water was discharged, either directly or indirectly.

4. Bypass Treatment Plant Equipment Code

Select up to four pieces of equipment that was bypassed during the event. Use “Other treatment plant equipment” if the specific equipment that will be bypassed during the event is not listed.

5. Bypass Duration – Start Date

Enter the start date of the event, either by typing it into the field or clicking on the calendar icon and selecting the date.

6. Bypass Duration – End Date

Enter the end date of the event, either by typing it into the field or clicking on the calendar icon and selecting the date.

7. Bypass Duration - Start Time

Enter the start time of the event, on the date selected in item 5, above.

8. Bypass Duration - End Time

Enter the end time of the event, on the date selected in item 6, above.

9. Bypass Volume – Quantification Method

Select the option that best describes the way that the bypass volume was determined.

10. Bypass Volume – Gallons

Enter the estimated number of gallons to be bypassed during the event.

11. Bypass Cause Code

Check the box prior to the label that best describes the cause of the unanticipated bypass. You may select up to four. If all or part of the cause was something not listed, check the box prior to “Other” and describe it in the text box using no more than 1,000 characters.

12. Bypass Corrective Action Code

Check the box prior to the label that best describes how the bypass was or will be corrected. You may select up to four. If all or part of the corrective action is not listed, check the box prior to “Other” and describe it in the text box using no more than 1,000 characters. If nothing will be done, select the box prior to “None Available.”

13. Bypass Impact Code

Check the box prior to the label that best describes the impact of the bypass. You may select up to four. If all or part of the impact was something not listed, check the box prior to “Other” and describe it in the text box using no more than 1,000 characters.

H. Click the “Save Questionnaire Details”

I. Based on the noncompliant circumstances of the bypass , navigate to the “Violations” tab and complete it accordingly.

a. Click the “Add Violation” button.

b. Select the radio button associated with “Other Violation Type”.

On Demand SMR (SUMRPT) (Anticipated Bypass Event)		Report Effective Dates: N/A
Status: In-Progress		All Electronic Date: 08/01/2014
Data Summary Export: Export to Excel		
Self-Determined Violation Entry Screen		
Entry Type:	☐ Effluent Violation (Select Parameter) ☒ Other Violation Type (Select Violation Type)	
Violation Type:*	Order Conditions ▼ ? Listing and Description of Violation Types	
Occurrence Date:*		
Originating Facility:*	▼	
Monitoring Location: #	▼	
Discharger Comment *		Corrective Action *
Save		Close

c. Select “Order Conditions” as the Violation Type.

d. Add the date the bypass violation started in the format mm/dd/yyyy.

e. Confirm the Originating Facility where the bypass occurred.

f. Do not select a monitoring location.

- g. Describe the violation of the permit as it relates to the bypass event in the “Discharger Comment” field.
- h. Describe how the conditions were corrected in the “Corrective Action” field.
- i. Click the “Save” button.
- J. If you are a Data Submitter, you have completed the data entry. Notify an LRO that the report is ready to be certified.
- K. If you are an LRO, navigate to the “Submittal” tab.
 - a. Provide a brief cover letter for the report by A. uploading an attachment or B. include a statement in the cover letter text box and click the “Save” button.

On Demand SMR (SUMRPT) (Anticipated Bypass Event) Report Effective Dates: N/A

Status: In-Progress All Electronic Date: 08/01/2

Data Summary Export: [Export to Excel](#)

No self-determined violations were entered for this report.

A cover letter describing your report must be either uploaded (Option A) OR entered as plain text into the field below (Option B) before you can 'Certify & Submit' the report.

Option A: Select a document on your computer by clicking 'Browse', locating your file, and then clicking 'Upload File':

File*	
Choose File	No file chosen
Upload File	

Uploaded cover letter(s):

Option B: Enter plain text in the field below, and then click the 'Save' button above:

This report is for the anticipated bypass event occurring on 11/10/2025.

- b. Click the “Certify & Submit” button.

On Demand SMR (SUMRPT) (Anticipated Bypass Event) Report Effective Dates: N/A

Status: In-Progress All Electronic Date: 08/01/2

Data Summary Export: [Export to Excel](#)

c. Review the certification statement presented and check the box.

On Demand SMR (SUMRPT) (Anticipated Bypass Event) Status: In-Progress Data Summary Export: Export to Excel	Report Effective Dates: N/A All Electronic Date: 08/01/2014
Certifier Information	
1) Select the checkbox if you agree with the certification language below: ☐ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I certify that I am Danika Seacrest and am authorized to submit this report on behalf of Burbank WRP. I understand that I am submitting the following report(s): • On Demand SMR (SUMRPT) (Anticipated Bypass Event) I understand that data submitted in this report(s) can be used by authorized agencies for water quality management related analyses and enforcement actions, if required. I am also aware that my user ID, password, and answer to a challenge question constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.	

d. Enter your CIWQS password into the password field

2) Re-enter your CIWQS account password below: * Passwords must be 7-16 characters.

e. Respond to the security question provided

3) Answer the following security question: In what city does your nearest sibling live? *

f. Click the “Certify and Submit” button

J. Once the report has been submitted, the report must be “withdrawn” by Water Board staff in order to add additional information. If this is necessary, be sure that an LRO recertifies and submits the amended report.