

SANITARY SEWER SYSTEMS GENERAL ORDER ORDER 2022-0103-DWQ

**Guidance Document
Electronic Sanitary Sewer System Service Area Boundary
Submittal Tool**



Last Revised: June 2025

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Logging In

To log in, open the: [Sanitary Sewer System Boundary Submittal Tool](https://s4l.waterboards.ca.gov/s4l/login) (<https://s4l.waterboards.ca.gov/s4l/login>). Clicking this link will take you to the external tool where you will enter your California Integrated Water Quality System (CIWQS) username and password into their respective boxes, then click “Log in.” The tool is case sensitive, meaning you **must** enter your login information **exactly** as it is used in CIWQS.

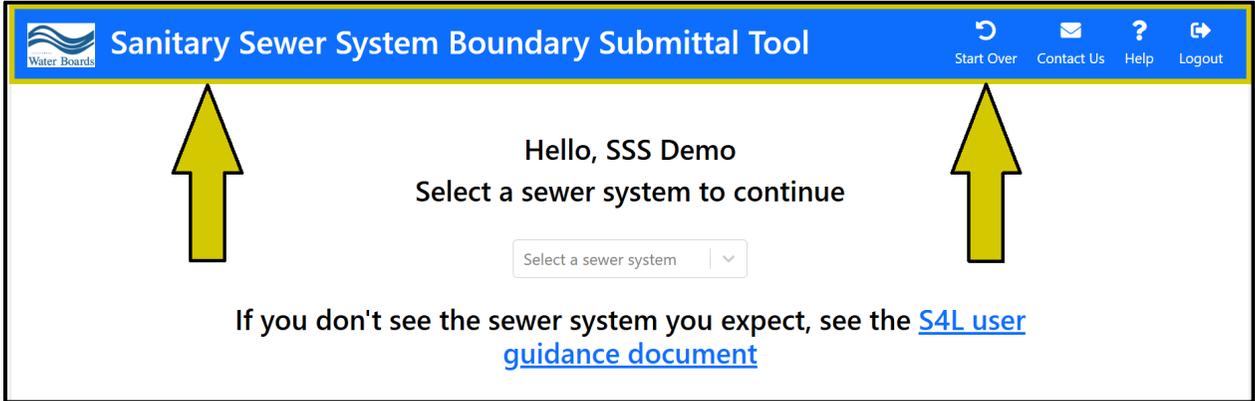
If your login information is not recognized, you will see the following error message:

The login credentials you have entered do not match a CIWQS user account.
Please check them and try again.

If this occurs, you either typed your login information incorrectly, or you are not a registered CIWQS user. If you are not a registered user, you may register by clicking the “User Registration” button on the [CIWQS](https://ciwqs.waterboards.ca.gov/) login screen (<https://ciwqs.waterboards.ca.gov/>). Refer to the guidance for [Registering a Legally Responsible Official User Account in the California Integrated Water Quality System](https://www.waterboards.ca.gov/water_issues/programs/sso/docs/2023/how-to-register-legally-responsible-official-user-account.pdf) (https://www.waterboards.ca.gov/water_issues/programs/sso/docs/2023/how-to-register-legally-responsible-official-user-account.pdf), or view the guidance video titled [How to Designate the Legally Responsible Official in CIWQS 2022-0103-DWQ](https://youtu.be/-BYE6ndhuqU) (<https://youtu.be/-BYE6ndhuqU>) for additional information on obtaining an account.

Header Layout

The header bar (shown by the arrows) is always available throughout the Sanitary Sewer System Boundary Submittal Tool. Let us start from the left.



Clicking the Water Boards logo will take you to the State Water Resources Control Board home page.



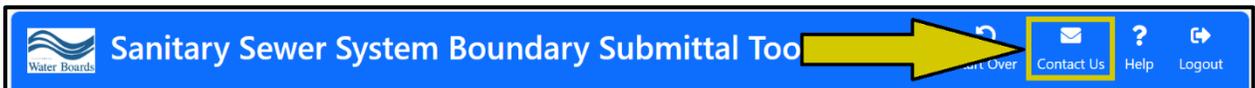
Clicking on the text “Sanitary Sewer System Boundary Submittal Tool” will take you to the Sanitary Sewer Systems General Order webpage, where you can find additional guidance and information.



Clicking the Start Over icon will take you to the Boundary Submittal Tool home page.



Clicking the Contact Us icon will initiate an email to the Sanitary Sewer System helpdesk at SanitarySewer@Waterboards.ca.gov.



Clicking the Help icon will bring you to this Guidance Document.



Clicking the Logout icon will open a pop-up box asking if you wish to proceed. Click "OK" to log out or click "Cancel" to close the pop-up box and return to the main page.



Selecting a Sewer System (home page)

This is the home page of the Sanitary Sewer System Boundary Submittal Tool. Clicking the “Start Over” icon in the header bar will bring you back to this page.

The first step is to select the sewer system for which you will upload a boundary. The sanitary sewer systems that you are associated with in CIWQS, either as a Legally Responsible Official or as a data submitter, should be available in the drop-down menu. You have the following two options:

- 1) Click on the arrow next to the drop-down box, then scroll through the drop-down menu and click on the appropriate system. The list is in alphanumeric order by Waste Discharge Identification (WDID) number.

Sanitary Sewer System Boundary Submittal Tool

Start Over Contact Us Help Logout

Hello, SSS Demo

Select a sewer system to continue

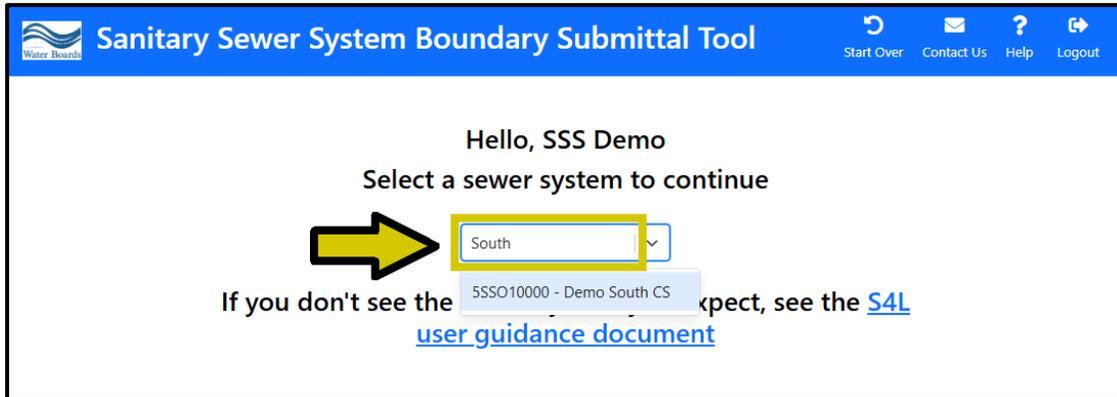
Select a sewer system

If you don't see the use

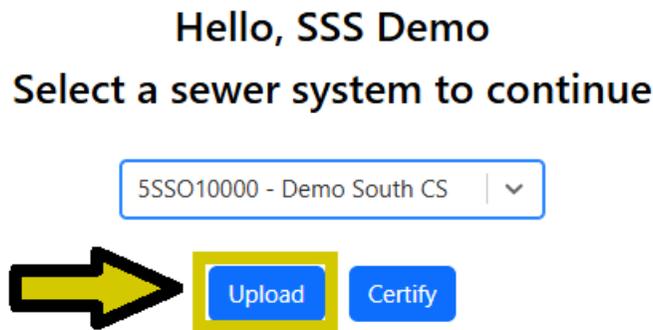
expect, see the [S4L](#)

- 1SSO10003 - Bodega Bay CS
- 1SSO10025 - Etna CS
- 2SSO10155 - Millbrae City CS
- 2SSO10167 - Pleasanton City CS
- 2SSO10179 - San Jose City CS
- 3SSO10257 - New Galaxy

- 2) Click into the box and start typing the name of the system or the system's WDID number. Click on the correct entry when it appears in the filtered list. This function is not case sensitive and you do not have to type in the complete name or WDID number.



Once you have selected the sewer system you are looking for, click the “Upload” button to start the boundary submittal process.



If the sanitary sewer system that you are looking for does not appear on the list, log into CIWQS and confirm that you can access the sanitary sewer system in CIWQS.



- If you can access the sanitary sewer system in CIWQS, contact the Sanitary Sewer System helpdesk at SanitarySewer@Waterboards.ca.gov for further assistance.
- If you cannot access the sanitary sewer system in CIWQS, first click “View/Change My Personal Information” in the CIWQS main menu.

Then, scroll to the bottom of the page (see dark red arrow) and click the “Request Additional Facility” button (indicated by the yellow arrow).

Street Direction:

Street Name:

Street Type:

Suite/Apt/Mail Stop:

City:

State:

Zip Code:

My Phone Number:

My Fax Number:

My Email Address:

Task Email Upcoming Due Days Limit: * If field is left empty the Upcoming Due Days will use the default value of 7. To Disable save field as 0.

Task Email Past Due Days Limit: * If field is left empty the Past Due Days will use the default value of 7. To Disable save field as 0.

My Related Parties (Organizations and People):

Name	Type	How Related
State Water Resources Control Board	Organization	Legally Responsible Official

My Related Facilities:

Name	Address	How Related
City Of Lakeport CS	225 Park Street, Lakeport, CA 95453	Is A Data Submitter For
Demo North CS	, , CA	Is A Data Submitter For
Glendora City CS	116 East Foothill Boulevard, Glendora, CA 91741	Is Onsite Manager For

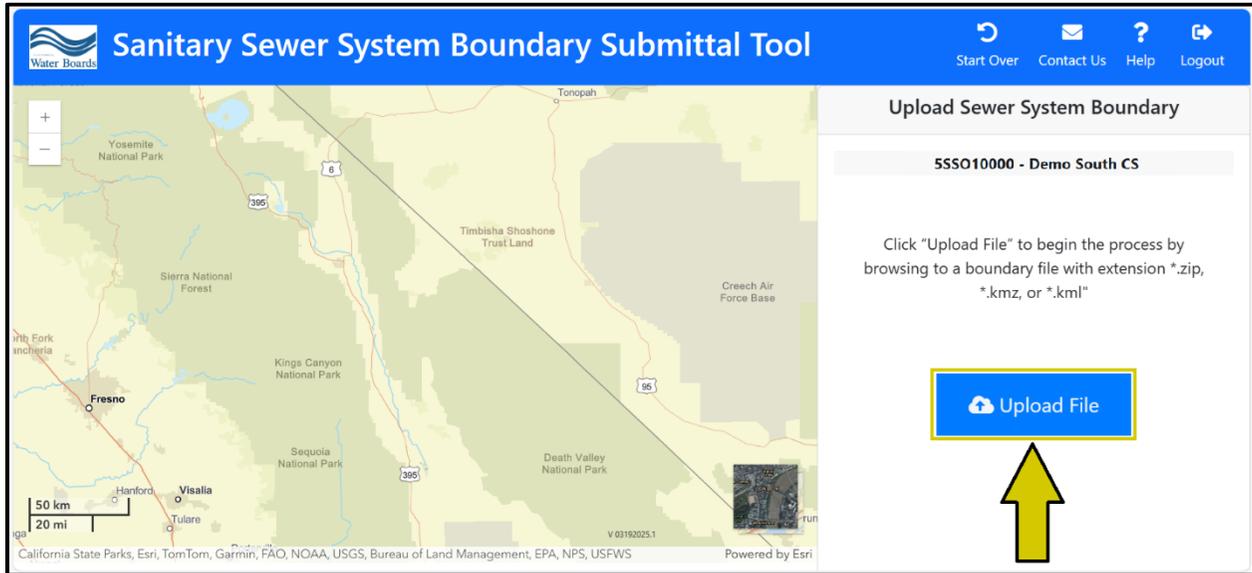
Request Additional Facility

Request Other Changes

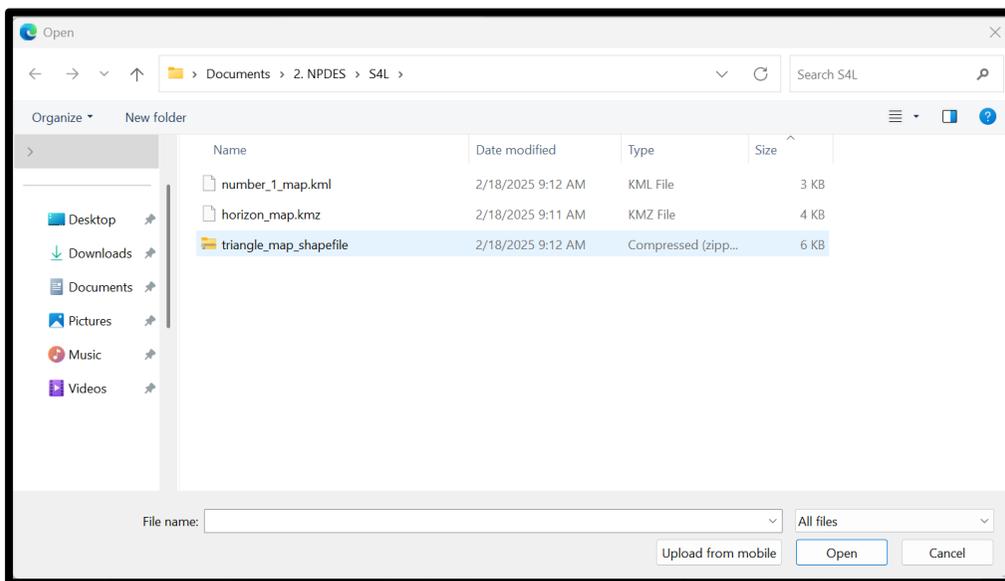
Save Changes

Upload a Sewer System Boundary

When uploading a file for the first time, you will see the following page with an adjustable and moveable map on the left side and the “Upload File” button on the right.



Clicking the “Upload File” button will take you to the file selection window, allowing you to select a file.

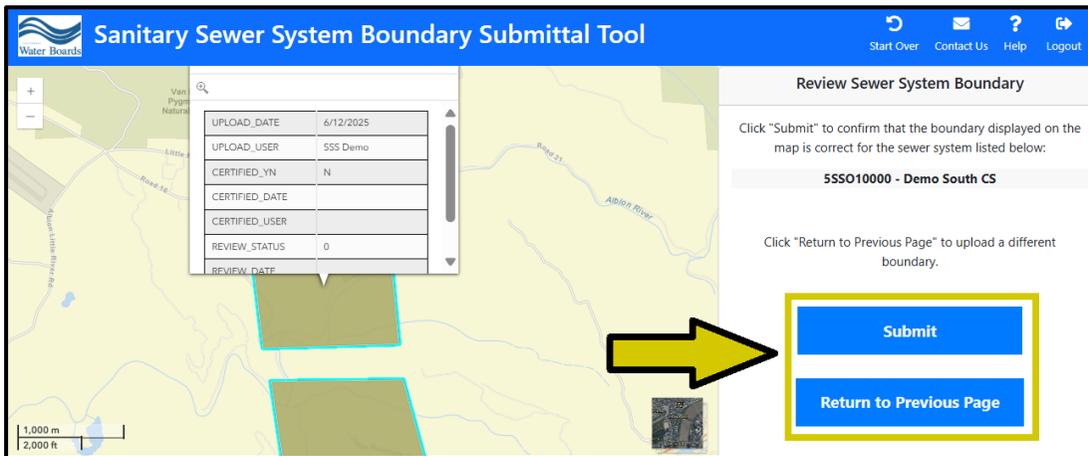


The Submittal Tool provides several checks to confirm the file meets the [Electronic Sanitary Sewer System Service Area Boundary Map Specifications](https://www.waterboards.ca.gov/water_issues/programs/ssso/docs/electronic-sewer-system-service-area-boundary-map-specifications.pdf) (https://www.waterboards.ca.gov/water_issues/programs/ssso/docs/electronic-sewer-system-service-area-boundary-map-specifications.pdf) of a valid geospatial boundary

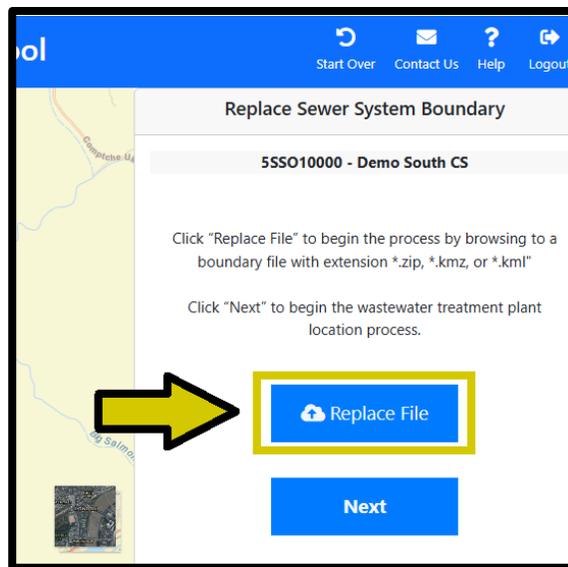
file. If it does not, you will receive a pop-up box containing an error message describing the problem.

If the file is validated successfully, you will be taken to the submission page. You should now see your service area boundary on the interactive map on the left and two buttons on the right:

- 1) "Submit" – Select this button to finish uploading the file to the Water Boards' database. Your Legally Responsible Official will still need to certify the boundary.
 - 2) "Return to Previous Page" – Select this buttons to return to the upload screen.
- NOTE:** Returning to the previous page will remove the current file and boundaries. **Your upload will NOT be saved.**



If you have previously submitted a boundary for the sewer system, you will see the following panel on the right side of the screen instead.



NOTE: replacing the existing submitted boundary will replace it in the Water Boards' database, and it will no longer be viewable or retrievable.

Certify a Sewer System Boundary

Only a Legally Responsible Official can certify their sewer system's uploaded service area boundary. Once a boundary file is uploaded, the "Certify" button on the home page becomes active, turning from grey to blue. You can reach this page by clicking the Start Over icon in the header.

S4L user guidance document'."/>

Water Board Sanitary Sewer System Boundary Submittal Tool Start Over Contact Us Help Logout

Hello, SSS Demo
Select a sewer system to continue

5SSO10000 - Demo ...

Upload Certify

If you don't see the sewer system you expect, see the [S4L user guidance document](#)

To certify a sewer system boundary, first, review the boundary on the map to confirm that the shape represents the service area boundary of the sanitary sewer system on which you are working. You can select different basemaps to assist in your review.

Sanitary Sewer System Boundary Submittal Tool

Water Boards | Start Over | Contact Us | Help | Logout

Certify Sewer System Boundary

5SSO10000 - Demo South CS

I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.

Certify System Boundary

Skip to Certify WWTP(s)

Sanitary Sewer System Boundary Submittal Tool

Water Boards | Start Over | Contact Us | Help | Logout

Certify Sewer System Boundary

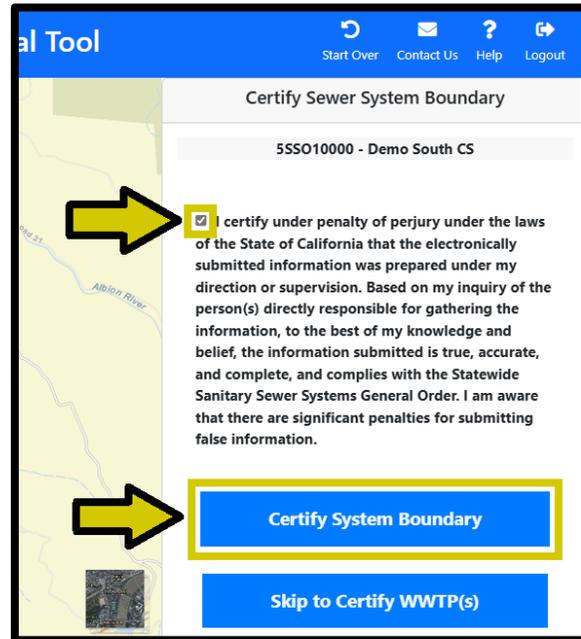
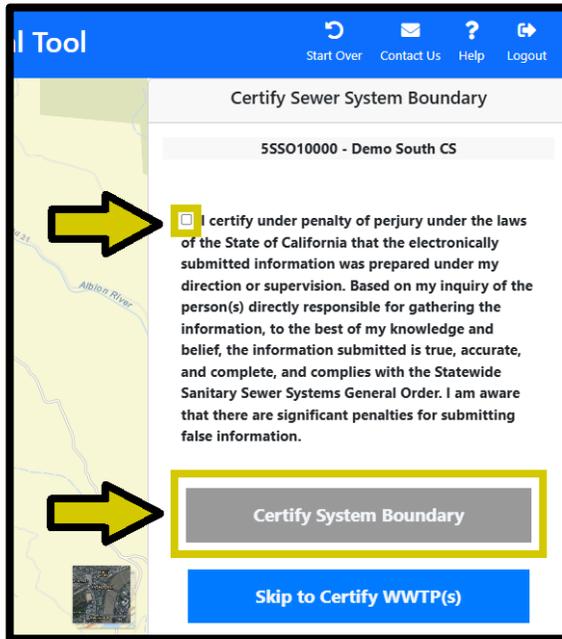
5SSO10000 - Demo South CS

I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.

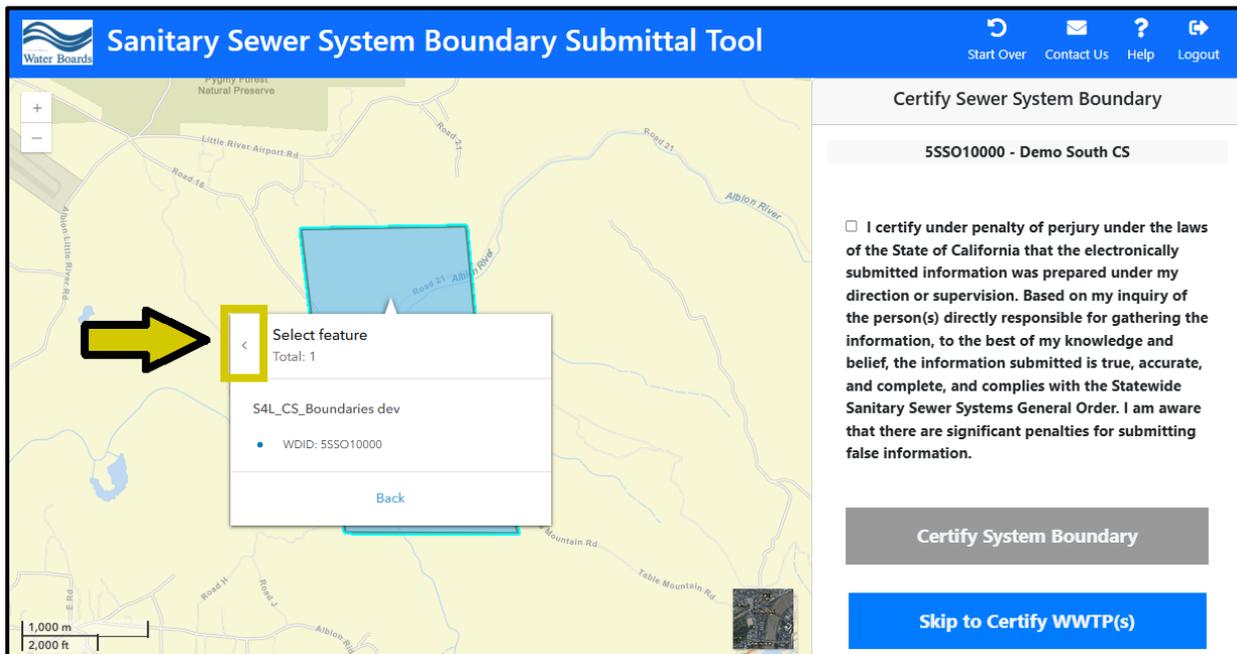
Certify System Boundary

Skip to Certify WWTP(s)

Once you have confirmed that the boundary is correct, toggle the checkbox next to the certification statement to enable the “Certify System Boundary” button. Once it turns from grey to blue, click to “Certify System Boundary” button to certify.



You can check the certification status at any point by clicking the arrow in the pop-up on the map.



UPLOAD_DATE	6/12/2025
UPLOAD_USER	SSS Demo
CERTIFIED_YN	Y
CERTIFIED_DATE	6/12/2025
CERTIFIED_USER	SSS Demo
REVIEW_STATUS	0

Getting to the Wastewater Treatment Plant Location Verification Page

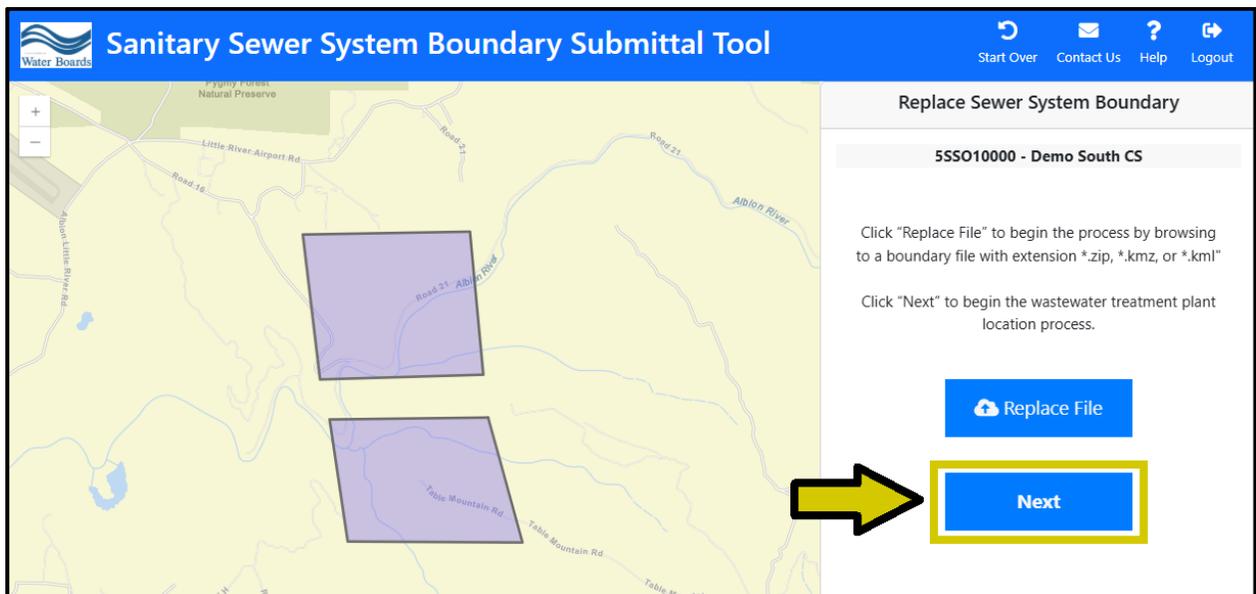
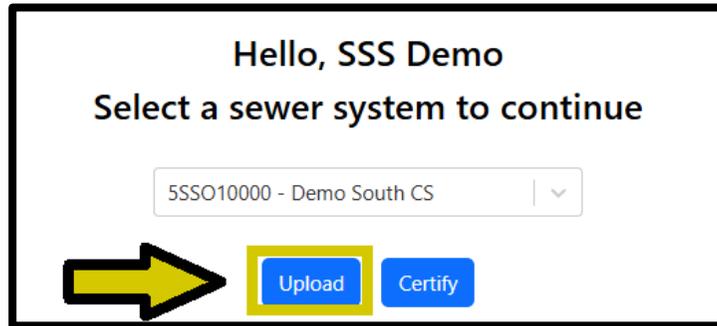
NOTE: you will not be able to validate wastewater treatment plant (WWTP) location(s) until you have uploaded a sewer system boundary.

There are multiple ways to reach the WWTP location verification page.

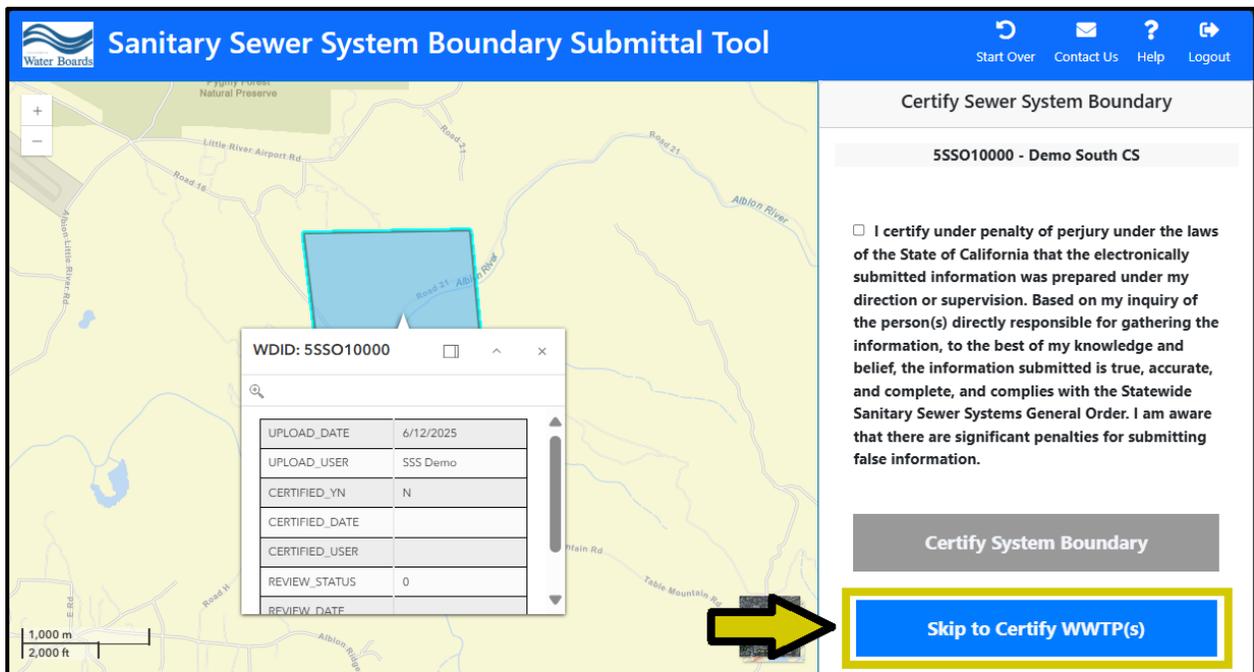
- 1) You can proceed there after you successfully upload a service area boundary by clicking the “Next” button.

The screenshot displays the 'Sanitary Sewer System Boundary Submittal Tool' interface. The top header bar is blue and contains the 'Water Boards' logo, the title 'Sanitary Sewer System Boundary Submittal Tool', and navigation icons for 'Start Over', 'Contact Us', 'Help', and 'Logout'. The main area is split into a map on the left and a text panel on the right. The map shows a geographical area with roads (e.g., Little River Airport Rd, Table Mountain Rd) and water bodies (e.g., Albion River). Two orange polygons represent the uploaded service area boundaries. The right-hand panel contains the following text: '5SSO10000 - Demo South CS', 'Your boundary has been successfully uploaded.', 'A LRO must certify the boundary to fulfill section 5.14 of the [Sanitary Sewer System Order](#).', 'Click "Next" to verify wastewater treatment plant location(s)', 'Or', 'Click the "Start Over" icon in the header bar to return to the system selection page.' A blue button labeled 'Next' is highlighted with a yellow border, and a yellow arrow points from the map area towards this button.

- 2) Or, once you have a service area boundary on file, you can click “Next” from the Replace Sewer System Boundary page, which can be accessed by clicking “Upload” from the home page.



- 3) You can also reach the WWTP location verification page through the Certify process. You can choose to “Skip to Certify WWTP(s)” from the Certify Sewer System Boundary page, accessible by clicking the “Certify” button at the home page. Use this option when a boundary has already been certified and you do not want to record a new boundary certification date.



NOTE: Please remember to return to this page later and certify the service area boundary to meet Sanitary Sewer Systems Order requirements, if you have not already done so.

- 4) You can also click “Next” at the end of the boundary certification process to reach the WWTP location verification page.

Sanitary Sewer System Boundary Submittal Tool

Water Boards | Start Over | Contact Us | Help | Logout

5SSO10000 - Demo South CS

Your boundary has been successfully certified.

Click "Next" to verify wastewater treatment plant location(s)
Or
Click the "Start Over" icon in the header bar to return to the system selection page.

Next

WDDID: 5SSO10000

UPLOAD_DATE	6/12/2025
UPLOAD_USER	SSS Demo
CERTIFIED_YN	Y
CERTIFIED_DATE	6/12/2025
CERTIFIED_USER	SSS Demo
REVIEW_STATUS	0
REVIEW_DATE	

Verifying Wastewater Treatment Plant Location(s)

You will not be able to verify wastewater treatment plant (WWTP) location(s) until after you have uploaded a sewer system boundary. Once a service area boundary has been uploaded, WWTP(s) with valid WDID number(s) from your most recent Annual Report will be shown on the map for verification. There are three possible statuses associated with the verification process:

- **Pending** – the default status for a WWTP located within the uploaded boundary. A WWTP location with this status will not be sent to the certification process. Use this status while you are checking on the geographic location of the WWTP receiving the sanitary sewer's waste or while you are getting help with resolving an incorrect value.
- **Confirmed** – the status for a WWTP correctly located within the uploaded boundary. A WWTP location with this status can be certified to meet Sanitary Sewer Systems Order requirements.
- **Not within boundary** – the default status for a WWTP located outside of the uploaded boundary. A WWTP location with this status cannot be interacted with directly through the Sanitary Sewer System Service Area Boundary Submittal Tool.
 - If your WWTP is correctly assigned this status, you are not required to certify its location per Sanitary Sewer Systems Order requirements.
 - If your WWTP is incorrectly assigned this status, contact the Sanitary Sewer Systems helpdesk at SanitarySewer@waterboards.ca.gov for assistance correcting the location information.

Note: if you do not see a WWTP that you expect, please refer to the missing wastewater treatment plant location(s) chapter of this Guidance Document.

There are three key features on the WWTP location verification page:

- 1) In the upper left corner (indicated by the dark red arrow) is the legend where the symbology for WWTP points is displayed.
- 2) In the center of the map (circled) is the boundary that was uploaded for the sanitary sewer for which you are submitting information. The WWTP locations are compared against the boundary to determine whether they are inside or outside of the uploaded shape.
- 3) Any valid WWTP(s) from your latest Annual Report are listed in the table (indicated by the yellow arrow) on the right-side panel.

The screenshot displays the 'Sanitary Sewer System Boundary Submittal Tool' interface. The top navigation bar includes the Water Boards logo and links for 'Start Over', 'Contact Us', 'Help', and 'Logout'. The main area is divided into a map and a right-side panel.

Legend: A red-bordered legend box in the upper left corner of the map area contains the following items:

- WWTP location (represented by a yellow pin icon)
- Pending (represented by a white circle with a black border)
- Confirmed (represented by a blue circle with a white border)
- Not within boundary (represented by a red circle with a white border)

A dark red arrow points to this legend box.

Map: The map shows a geographical area with a blue circle highlighting a specific boundary. A yellow pin icon is placed within this boundary, representing a WWTP location. A yellow arrow points from the map towards the right-side panel.

Right-side Panel: The panel is titled '5SSO10000 - Demo South CS'. It contains the following text: 'Please select and confirm each wastewater treatment plant (WWTP) location that falls within the uploaded boundary:'. Below this is a table with the following data:

Selection	WWTP WDID	WWTP Name	Status
<input type="radio"/>	5C551001001	Moccasin Powerhouse	<input type="radio"/> Confirm <input checked="" type="radio"/> Pending

Below the table, the text reads: 'Once all wastewater treatment plant location(s) within the system boundary have been assigned a status, click "Submit" to save the status(es)'. Below this is the word 'Or'. Further down, it says: 'Click "Cancel" to start over at the system selection page.' and 'Note: Your work will not be saved if you click "Cancel"'. At the bottom of the panel are two blue buttons: 'Submit' and 'Cancel'.

Hovering your mouse over the [?] button next to the Status column in the table will display additional instructions about the “Pending,” “Confirmed” and “Not within boundary” statuses.

5SSO10000 - Demo South CS

Please select and confirm each wastewater treatment plant (WWTP) location that falls within the uploaded boundary:

Selection	WWTP WDID	WWTP Name	Status ?
<input type="radio"/>	5C551001001	Moccasin Powerhouse	<input type="radio"/> Confirm <input checked="" type="radio"/> Pending



5SSO10000 - Demo South CS

Please select and confirm each wastewater treatment plant (WWTP) location that falls within the uploaded boundary:

Selection	WWTP WDID	WWTP Name	Status ?
<input type="radio"/>	5C551001001	Moccasin Powerhouse	

Once all wastewater treatment plant location(s) within the boundary have been assigned a status, click “Submit” to save your work.

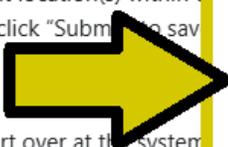
Click “Cancel” to start over at the system.

Note: Your work will not be saved if you close the browser.

Submit

Cancel

- If the WWTP location is correct, select “Confirm”.
- If the WWTP location is:
 - incorrect, or;
 - you need additional time for review, maintain the “Pending” status and contact SanitarySewer@waterboards.ca.gov for support.
- If the WWTP location is not shown, verify your Annual Report and contact SanitarySewer@waterboards.ca.gov for additional support.



You may encounter the following page if the WWTP location(s) from your most recent Annual Report are outside of the uploaded boundary. Zoom in or out of the map using the [+] and [-] buttons (indicated by the dark red arrow) and use the topographical features surrounding the WWTP marker (circled) to identify the location.

Sanitary Sewer System Boundary Submittal Tool

255010167 - Pleasanton City CS

None of the wastewater treatment plant(s) (WWTP) from your most recent Annual Report are located within the uploaded boundary.

Selection	WWTP WDID	WWTP Name	Status
<input type="radio"/>	2019025001	City of Livermore Water Reclamation Plant	Not Within Boundary

If all wastewater treatment plant location(s) are displayed correctly, in accordance with the [Electronic Sanitary Sewer System Service Area Boundary Map Formatting Requirements](#), no further action is required for wastewater treatment plant location(s).

If a wastewater treatment plant location is incorrectly marked "Not within boundary" and the wastewater treatment plant location is actually within the boundary, contact SanitarySewer@waterboards.ca.gov for support before returning to this page.

A Legally Responsible Official (LRO) must certify the boundary to fulfill section 5.14 of the Sanitary Sewer Systems Order. To do this, an LRO can use the "Start Over" icon in the header to return to the system and action (upload or certify) selection page.

Hover your mouse over the [?] button next to the Status column in the table to display the additional instructions:

- If the WWTP location shown is correct, select "Confirm."
- If the WWTP location shown is:
 - incorrect, or;
 - you need additional time for review, maintain the "Pending" status and contact SanitarySewer@waterboards.ca.gov for support.
- If the WWTP location is not shown, verify your Annual Report and contact SanitarySewer@waterboards.ca.gov for additional support.

To confirm that a WWTP location inside the boundary is correct, you must first click the radio button in the “Selection” column (shown by the yellow arrow). The teardrop indicating the location of the WWTP on the map (circled) will become larger in response.

Sanitary Sewer System Boundary Submittal Tool

SSSO10000 - Demo South CS

Please select and confirm each wastewater treatment plant (WWTP) location that falls within the uploaded boundary:

Selection	WWTP WDID	WWTP Name	Status
<input checked="" type="radio"/>	SSS1001001	Moccasin Powerhouse	<input type="radio"/> Confirm <input checked="" type="radio"/> Pending

Once all wastewater treatment plant location(s) within the system boundary have been assigned a status, click "Submit" to save the status(es)

Or

Click "Cancel" to start over at the system selection page.

Note: Your work will not be saved if you click "Cancel".

Submit

Cancel

You can zoom in or out of the map using the [+] and [-] buttons (indicated by the red arrow).

Legend

WWTP location

- Pending
- Confirmed
- Not within boundary

100 m
200 ft

If the point correctly indicates the wastewater treatment plant location, click the “Confirm” radio button (shown by the arrow below). The WWTP location will turn blue (circled) on the map.

The screenshot shows the 'Sanitary Sewer System Boundary Submittal Tool' interface. On the left, a map displays a wastewater treatment plant location marked with a blue pin, which is circled in red. A legend indicates that a blue pin represents a 'Confirmed' location. On the right, the control panel shows a table with the following data:

Selection	WWTP WDID	WWTP Name	Status
<input checked="" type="radio"/>	SC551001001	Moccasin Powerhouse	<input checked="" type="radio"/> Confirm <input type="radio"/> Pending

A red arrow points to the 'Confirm' radio button. Below the table, there are 'Submit' and 'Cancel' buttons.

If you are not sure about a location, click the “Pending” radio button (shown by the arrow below) to change the point’s status. The WWTP location will turn yellow (circled on the map below). Remember to return to the Sanitary Sewer System Boundary Layer Submission Tool after consulting with other sources for the location of the WWTP.

The screenshot shows the 'Sanitary Sewer System Boundary Submittal Tool' interface. On the left, a map displays a wastewater treatment plant location marked with a yellow pin, which is circled in red. A legend indicates that a yellow pin represents a 'Pending' location. On the right, the control panel shows a table with the following data:

Selection	WWTP WDID	WWTP Name	Status
<input checked="" type="radio"/>	SC551001001	Moccasin Powerhouse	<input type="radio"/> Confirm <input checked="" type="radio"/> Pending

A red arrow points to the 'Pending' radio button. Below the table, there are 'Submit' and 'Cancel' buttons.

To save your work, click the “Submit” button. “Pending” and “Confirmed” statuses can be saved and retrieved when you resume working on verifying WWTP location(s) later.

5SSO10000 - Demo South CS

Please select and confirm each wastewater treatment plant (WWTP) location that falls within the uploaded boundary:

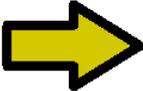
Selection	WWTP WDID	WWTP Name	Status 
<input checked="" type="radio"/>	5C551001001	Moccasin Powerhouse	<input type="radio"/> Confirm <input checked="" type="radio"/> Pending

Once all wastewater treatment plant location(s) within the system boundary have been assigned a status, click “Submit” to save the status(es)

Or

Click “Cancel” to start over at the system selection page.

Note: Your work will not be saved if you click “Cancel”.





NOTE: Only WWTP location(s) with “Confirmed” statuses can be certified. If you are not a Legally Responsible Official, once the appropriate WWTPs have been confirmed you must reach out to notify the Legally Responsible Official that the location(s) are ready to be certified.

Certifying Wastewater Treatment Plant Location(s)

If you are a Legally Responsible Official for the sewer system, you will see the “Certify” button at the bottom of the panel after successfully saving your WWTP location(s). Click the “Certify” button to go to the WWTP certification page.

55SO10000 - Demo South CS

Wastewater treatment plant (WWTP) location information has been successfully updated.

WWTP WDID	WWTP Name	Status 
5C551001001	Moccasin Powerhouse	Pending

The Legally Responsible Official must certify the boundary and wastewater treatment plant location information to fulfill section 5.14 of the [Sanitary Sewer Systems Order](#) requirements.

Click “Certify” below to certify the wastewater treatment plant location(s)

Or

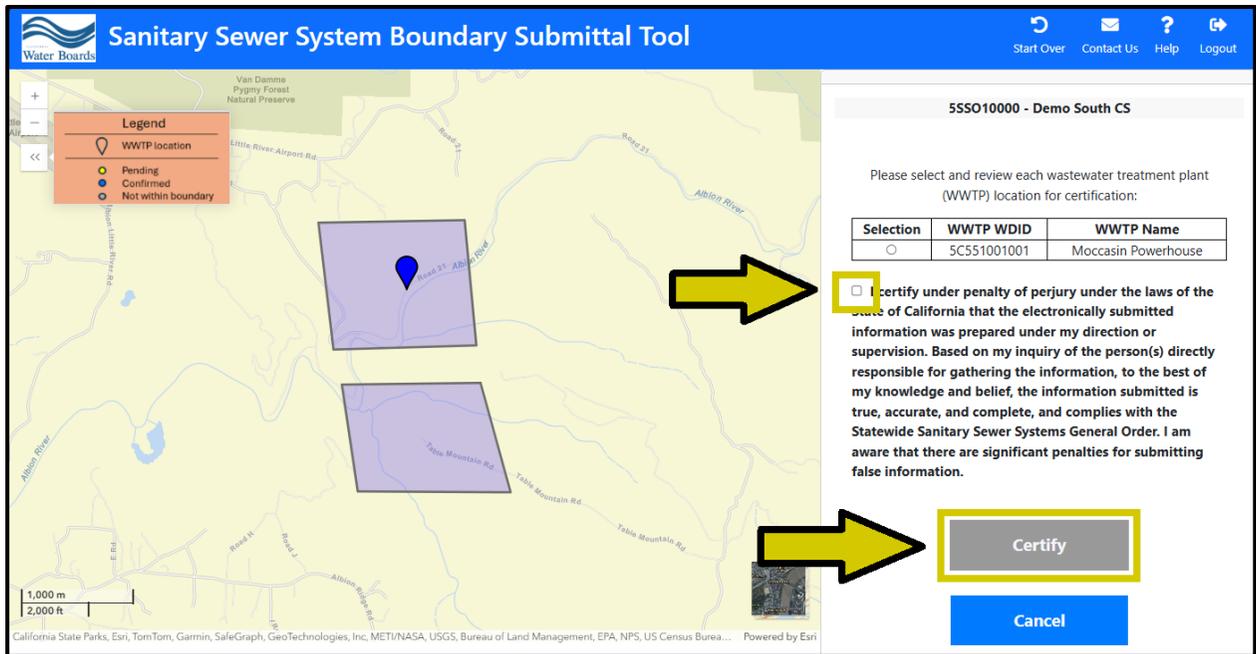
Click the “Start Over” icon in the header bar to return to the system and action (upload or certify) selection page

Or

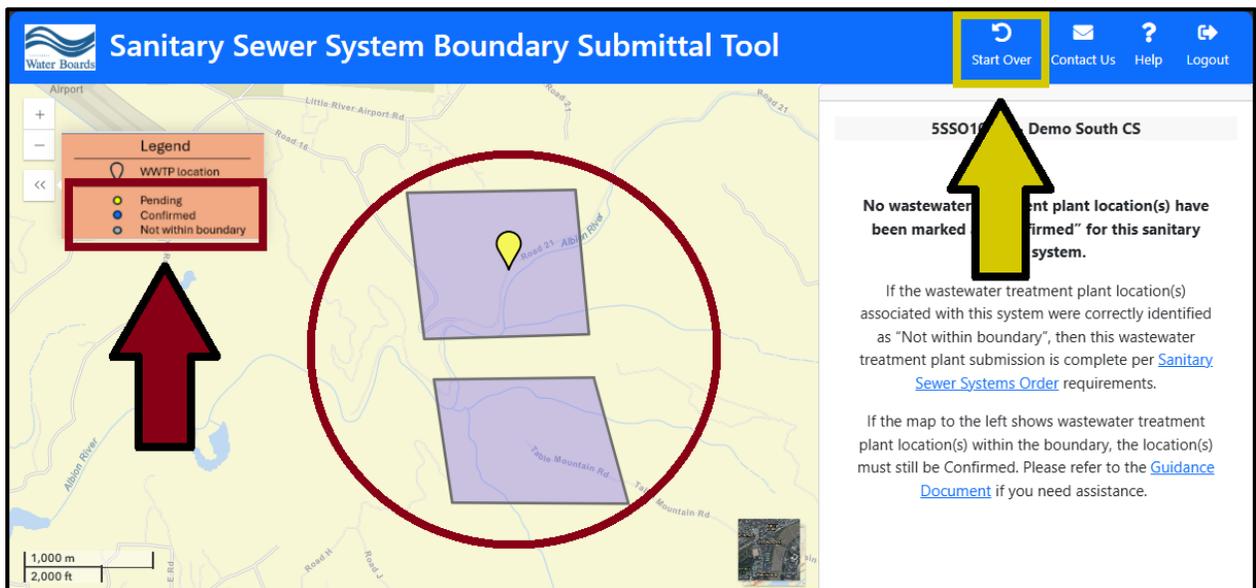
Click “Logout” if you are done.

Certify

Only “Confirmed” WWTP location(s) will show up on the subsequent list for certification. To certify, click the checkbox next to the certification statement first to acknowledge, then click the “Certify” button after it turns from grey to blue.



You may alternatively reach the page below, indicating that none of the WWTP location(s) are eligible for certification yet. This is because there are no “Confirmed” status(es) to certify. See the legend on the map (shown by the dark red arrow) to review color-coding.



Remember to return to the Sanitary Sewer System Boundary Layer Submission Tool after consulting with other sources for the location of the WWTP, amending the most recent annual report, and/or working with the Sanitary Sewer helpdesk to update an incorrect WWTP location. You will not be in compliance with the Sanitary Sewer Systems Order until WWTP location(s) that are within the boundary have been certified.

Click the “Start Over” button (shown by the yellow arrow) in the header bar to return to the home page and take more actions.

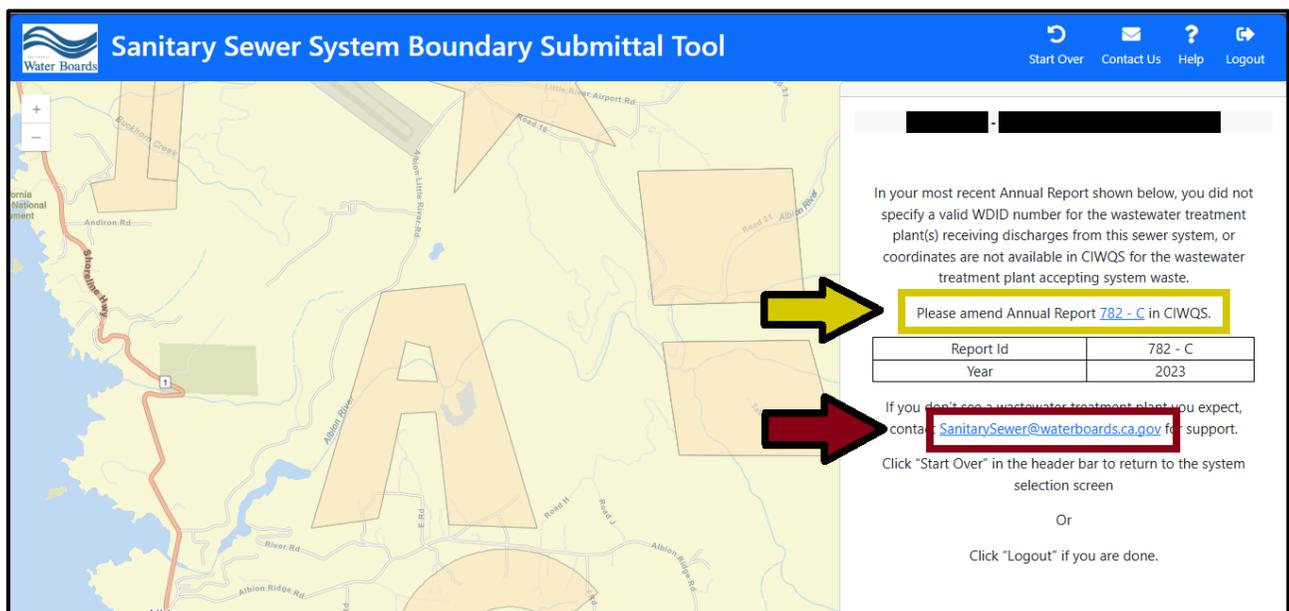
Missing Wastewater Treatment Plant Location(s)

You may encounter an error page if there is a problem with the WWTP location information in CIWQS. There are two possible error pages associated with missing WWTP location information.

- 1) **Invalid WWTP information** – this error page can occur when the Sanitary Sewer System Boundary Submittal Tool is unable to retrieve valid WWTP information for a sanitary sewer.

This may be due to an invalid WWTP WDID number in your most recent Annual Report. The Submittal Tool does not accept self-referential WDID number(s) such as 5SSO10000; a valid WWTP WDID number should not contain the letters “SSO.” To amend the Annual Report, click the Report Id number linked on the error page (as shown by the yellow arrow below).

Alternately, this may be due to missing WWTP coordinate information. After confirming that you provided a valid WWTP WDID number in your most recent Annual Report, please contact the Sanitary Sewer helpdesk at SanitarySewer@waterboards.ca.gov for assistance correcting the WWTP coordinate information (as shown by the dark red arrow below).

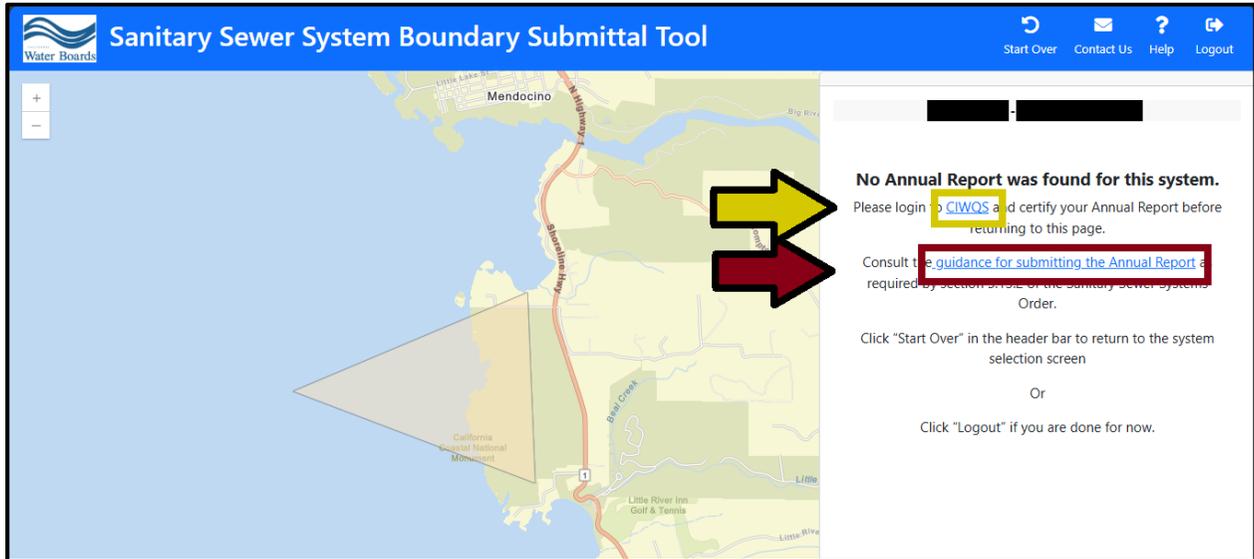


The screenshot shows the "Sanitary Sewer System Boundary Submittal Tool" interface. The header bar includes the Water Boards logo and navigation links: "Start Over", "Contact Us", "Help", and "Logout". The main content area displays a map on the left and an error message on the right. The error message states: "In your most recent Annual Report shown below, you did not specify a valid WDID number for the wastewater treatment plant(s) receiving discharges from this sewer system, or coordinates are not available in CIWQS for the wastewater treatment plant accepting system waste." Below this message is a yellow-bordered box containing the text "Please amend Annual Report [782 - C](#) in CIWQS." A yellow arrow points from this box to the text "Please amend Annual Report 782 - C in CIWQS." in the message. Below the yellow box is a table with the following data:

Report Id	782 - C
Year	2023

Below the table, the error message continues: "If you don't see a wastewater treatment plant you expect, contact SanitarySewer@waterboards.ca.gov for support." A dark red arrow points from this text to the email address. The message concludes with: "Click 'Start Over' in the header bar to return to the system selection screen" and "Or Click 'Logout' if you are done."

- 2) **Missing Annual Report** – this error page may occur if there is no Annual Report for this sanitary sewer in CIWQS. Log in to [CIWQS](https://ciwqs.waterboards.ca.gov/) (<https://ciwqs.waterboards.ca.gov/>) to ensure that the Annual Report is certified by a Legally Responsible Official before returning to the Sanitary Sewer System Boundary Submittal tool (as shown by the yellow arrow below).



If you need help accessing and submitting an Annual Report, please consult the [Guidance for Submitting the Annual Report in the California Integrated Water Quality System](https://www.waterboards.ca.gov/water_issues/programs/ss0/docs/2024/submitti ng-annual-report-in-CIWQS.pdf) (https://www.waterboards.ca.gov/water_issues/programs/ss0/docs/2024/submitti ng-annual-report-in-CIWQS.pdf) as shown by the dark red arrow.