Industry Advisory Council Meeting

Tuesday, March 21, 2023

Industrial Waste Facility Online Reporting System

Public Portal

Welcome to the
Industrial Waste Facility
Online Reporting System (IWFORS)

Username

Password **(Forgot Password?)**

Login

Register Account

For assistance, please visit our website or contact us at:

✉ Surcharge: surchargeinfo@lacsd.org
☏ Surcharge: (562) 908-4288, extension 2600
⑦ Online Help ⬈

100 YEARS

LOS ANGELES COUNTY SANITATION DISTRICTS

A Century of Service

What is IWFORS?

Industrial Waste Facility Online Reporting System

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- **An online reporting system for you to prepare and submit documents (i.e., Surcharge Statements and Self-Monitoring Reports) through a Public Portal**

- **Follows U.S. EPA guidelines (Cross-Media Electronic Reporting Rule-CROMERR) for a paperless reporting system**

- **IWFORS Implementation Schedule:**
  ➢**Surcharge Statements – LIVE on July 1,** 2022 **for the 2021-2022 Surcharge Statement**
  ➢**Self-Monitoring Reports – Testing Phase (scheduled to go LIVE by the end of 2023)**

What's new?
Industrial Waste Facility Online Reporting System

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Paper Submittal

- Paper package contains static surcharge forms and tables (flow volume, water usage verification, & COD/SS calculation).

- Need to obtain electronic versions of the surcharge forms and tables on our website: Surcharge Forms | Los Angeles County Sanitation Districts (lacsd.org)

- Data entry is time consuming and prone to errors (i.e., facility information, calculation/rounding, charge rates, etc.)

➤ Paper statements and attachments are manually scanned and profiled into our Document Management System then sent to our Surcharge Group.

➤ Surcharge assistant transcribes information from the paper submittal to electronic format through the IWFORS Agency Portal for verification, calculation, and billing.

Online Submittal

- Starting FY 2021-2022, IWFORS Public Portal allows you to submit online, no need to download the electronic versions.

- Surcharge forms and tables online are dynamic and facility information is auto-populated for the surcharge statement.

- Calculation is performed by IWFORS, therefore, reduces errors and provides data granularity.

➤ Online statements and attachments uploaded to IWFORS are automatically profiled and sent to our Document Management Systems.

➤ Submittal receipt is generated automatically by IWFORS.

➤ Online help is available – YES, we can see the statement you are working on in IWFORS and offer assistance.

How to get started?

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1. **Create an IWFORS user account - Responsible Official or RO Account**
   https://lacsd-public.govonlinesaas.com/pub/login

2. **Complete an Electronic Signature Agreement (ESA)**
   (mail the signed ESA to us**)**

➢ **The Sanitation Districts will verify the ESA and notify the RO by email when the identity verification process is complete.**

➢ **After the identity verification process is complete for a facility or facilities listed in the ESA , the RO account user will be granted permissions or RO privileges for online submittals.**

➢ **The RO and can then extend privileges to Consultant account user(s).**

Where do I get help?

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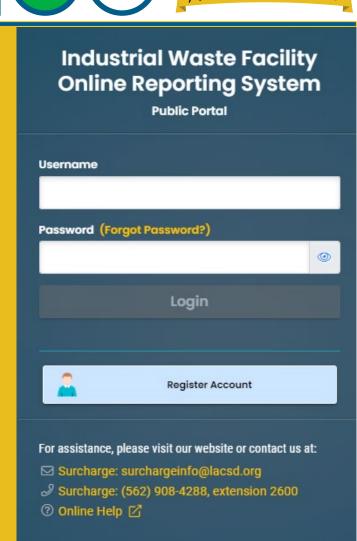- ## Visit our website:

  https://www.lacsd.org/IWFORS
  Or
  https://www.lacsd.org
  » Services » Wastewater Programs & Permits » Industrial Waste Pretreatment Program » Online Reporting System (IWFORS)

- ## IWFORS Public Portal:

  https://lacsd-public.govonlinesaas.com/pub/login

  ➢ **Surcharge: surchargeinfo@lacsd.org**

  ➢ **Surcharge: (562) 908-4288, extension 2600**

  ➢ **Online Help**

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Questions