

Industrial Waste Facility Online Reporting System (IWFORS) Instructions for Entering Supplemental SMRs

After registering the account and obtaining access to the IWFORS system from the Los Angeles County Sanitation Districts (LACSD), Log in at: <https://lacsdp-public.govonlinesaas.com/pub/login>.

Click for "Online Help"

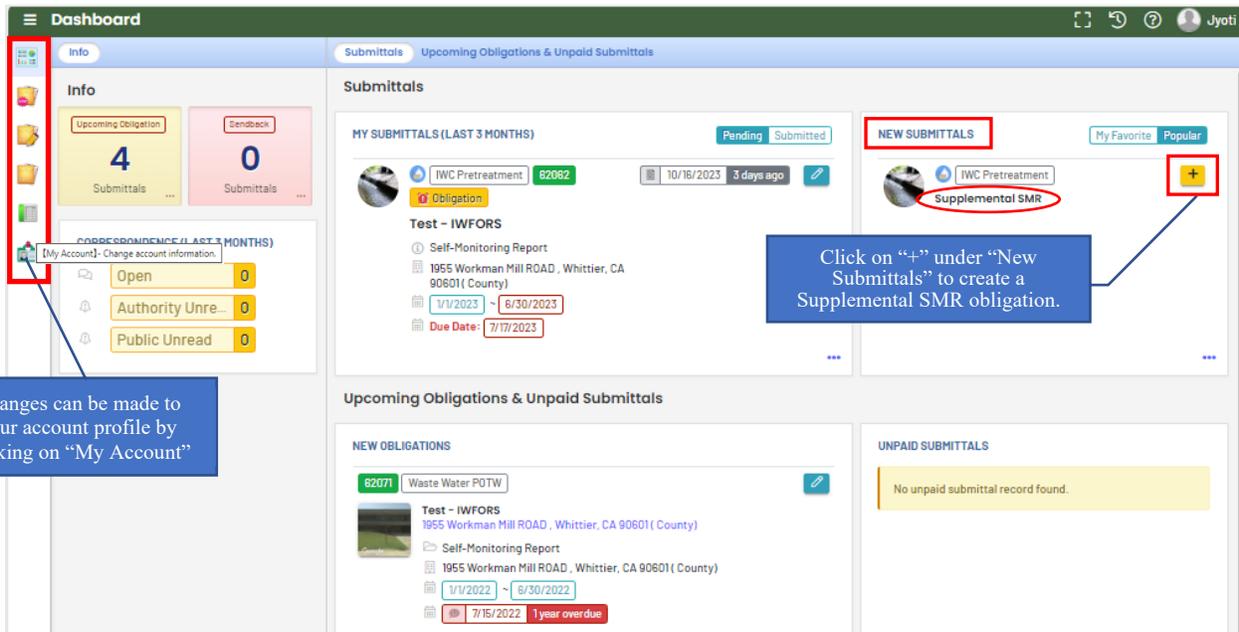
On the Dashboard, the submittals for Surcharge Statement (if applicable) and Self-monitoring Report (SMR) obligations will be visible. By clicking on the options on the left sidebar, selection can be made to toggle or open windows for a new submittal or manage pending submittals, tracking submittal status, upcoming obligations for the next two years, and account profile or "My Account".

Navigate the left sidebar to track submittals and manage "My Account".

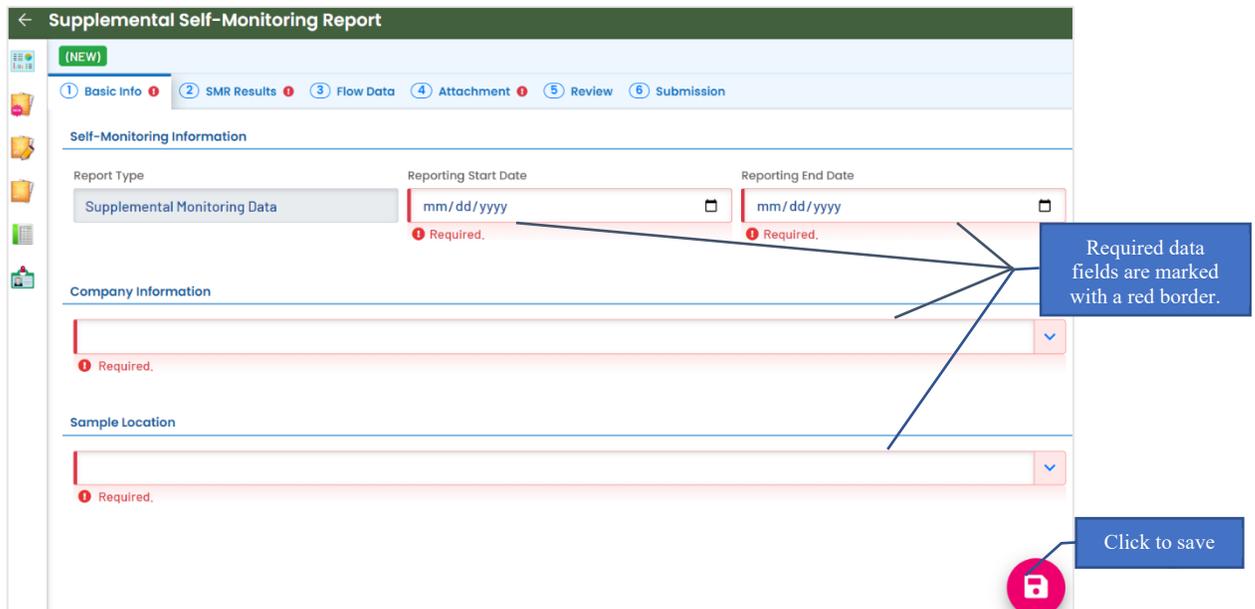
- TIPS: (1) A required or mandatory data field is marked with a **RED** border
 (2) Periodically click  or the floating “Save” button on the bottom right of the screen to save your work.
 (3)  or red exclamation mark indicates input is required for a tab.

The user is advised that changes or edits are not allowed following the successful submission of an SMR through IWFORs. Therefore, the user should save and review the submittal at every step, and be mindful of the sample date, lab, parameters, results, and the units prior to submission. Partially entered submittals that have been saved but not yet submitted or with “pending” status can be accessed and edited prior to submission.

Supplemental SMR submission is optional, however it is a requirement for the Industrial User (IU) to submit all the sample results collected at the legal sampling point when they are in accordance with the test methodology of 40 CFR Part 136. The samples must also be analyzed by a State certified laboratory that has been assigned a “Lab Code” by Los Angeles County Sanitation Districts (LACSD).



By scrolling on the above screen, select the yellow  sign under “New Submittals” to create a Supplemental SMR obligation. The following screen appears. It opens on the tab for Basic Info. The Supplemental SMR submittal process involves filling in the requirements under following six tabs.



(1) BASIC INFO TAB

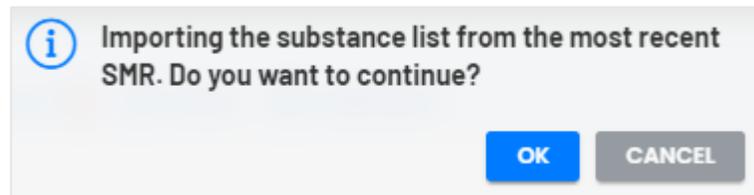
Enter the reporting period “start” and “end” dates for the sampling date of the data that needs to be entered. The sample date must fall between a range of start and end dates, even if the reporting period is not correctly entered. Select the facility name and the sample location from the drop-down list for each required field as shown below.

The status of the Supplemental SMR remains “NEW” with no Submission ID unless the SMR is saved.

If an SMR was previously submitted through IWFORs, “Import Substance List” from the right sidebar is an available option to populate the substances for the new Supplemental SMR.

The screenshot shows the 'Supplemental Self-Monitoring Report' form. The 'Basic Info' tab is selected. The 'Reporting Start Date' is 01/01/2023 and the 'Reporting End Date' is 06/30/2023. The 'Company Information' dropdown is set to 'Test - IWFORs' with address '1955 Workman Mill ROAD, Whittier, CA 90601'. The 'Sample Location' dropdown is set to '46806 9254319B' with address '1955 Workman Mill ROAD, Whittier, CA 90601'. The right sidebar shows 'Related SMR Submittal' with a 'Self-Monitoring Report' entry for '82062' submitted on 10/19/2023, due on 7/17/2023 (5 months overdue). An 'Import Substance List' button is visible at the bottom of the sidebar.

There are two ways to create the substance list for the new supplemental SMR: (1) Import the substance list from a SMR previously submitted through IWFORs or (2) “Ad Hoc” or manually select from a list of substances. If the “Import Substance List” option is selected, click the **Import Substance List** button and the following message will appear:

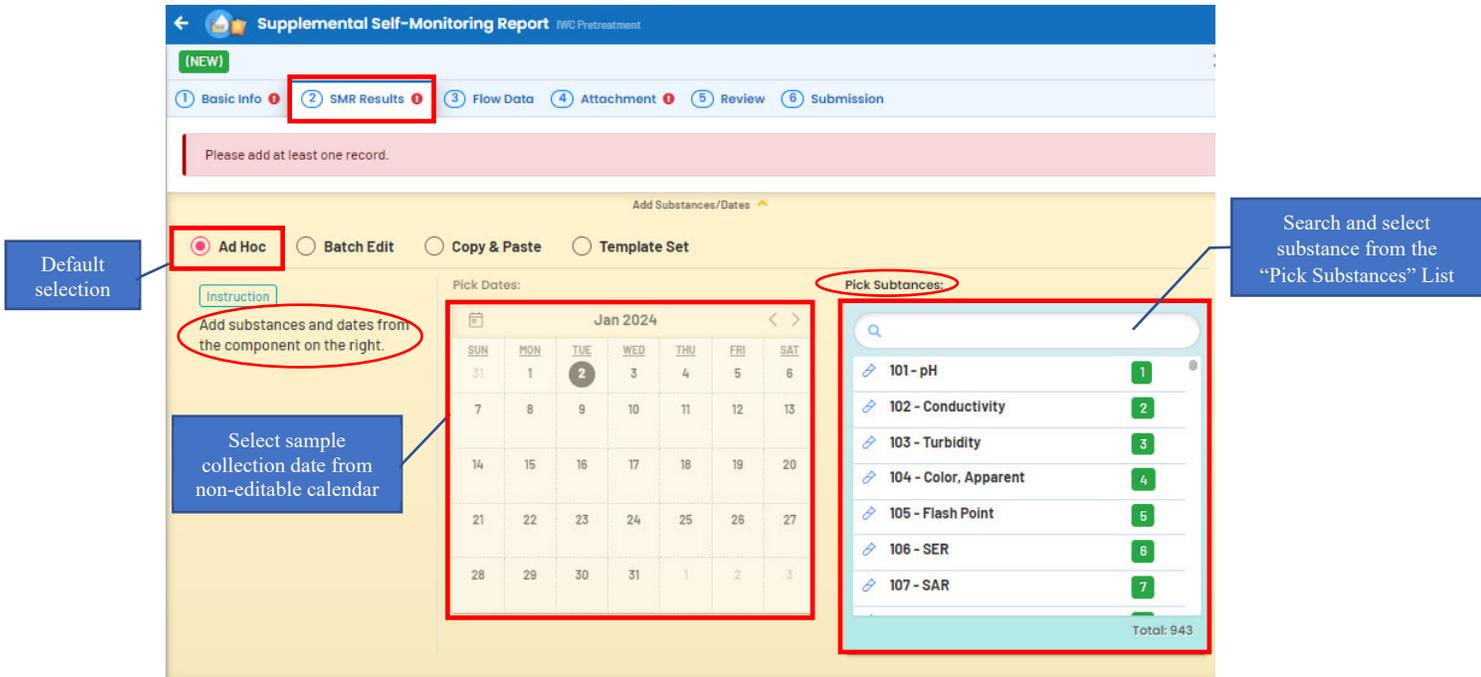


Click ‘OK’ to import substance list to the “SMR Results” tab and proceed to the “SMR Results” tab to enter sampling results for the substances populated or to “Ad Hoc” or manually select from a list of substances for the new Supplemental SMR. Click  to save before leaving the Basic Info screen.

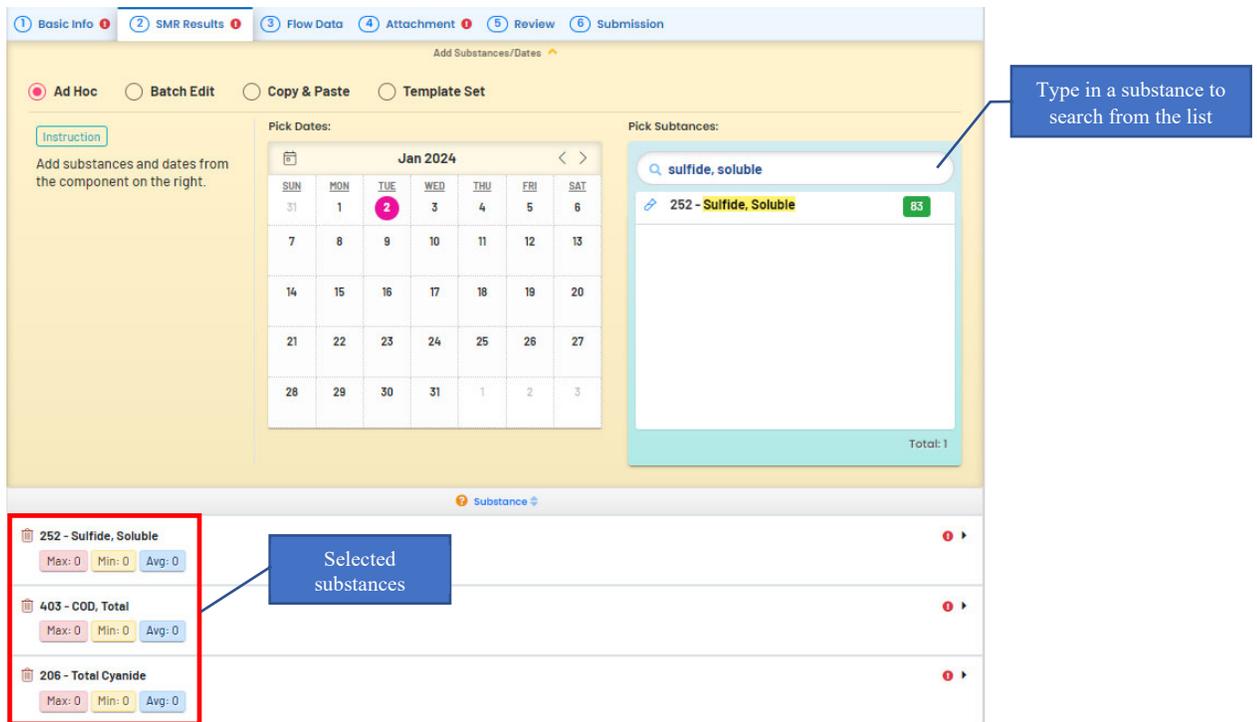
(2) SMR RESULTS TAB

Once the Basic Info is confirmed, click the “SMR Results” tab at the top of the screen marked with number “2” and the red exclamation  mark. The exclamation mark signifies that work needs to be completed in that tab prior to submitting the obligation. The default selection is “Ad Hoc” page.

In addition to importing the substance list from a SMR previously submitted through IWFORs, the substance list for Supplemental SMR can also be manually selected from the “Pick Substances” list on the right side of the screen. The substance needs to be selected once and it will be added to the SMR list as shown below. Click  to save the selection of substances. The calendar is greyed out unless at least a substance is selected. Once a substance list is populated or selected from the “Pick Substances” list, the calendar becomes available to select a sample date.



The end date for the 24-hour composite sampling must be selected as the “Sample Date” from the calendar on “SMR Results” screen by scrolling back to the desired date and year. The sample date must be within the monitoring period. Click  to save prior to moving on to the next step.



If sampling was conducted on more than one day, select the second sampling date from the calendar and click  to save. If the lists of substances for the two sampling dates differ, a second or separate Supplemental SMR is required because leaving a required “Reporting Value” field blank for a substance is not acceptable in a Supplemental SMR. For each parameter listed, enter data from laboratory results.

Example: Supplemental samples were collected on two separate dates.

Leaving a required "Reporting Value" field blank is not acceptable.

For a non-detect or less than (<) value, enter "ND" (must be capitalized) for "Report Value".

When a group of substances with a total calculated substance (i.e., Total Metals, TTOs, etc.) is selected, the substance marked with "This value will be auto-calculated" is the calculated substance that requires no data entry or is marked with "N/A" for the "Reporting Value". When submitting data for a group of substances, enter values for all the parameters except for the calculated substance marked with "This value will be auto-calculated".

The substance marked with "This value will be auto-calculated" requires no data entry

For parameters with a non-detect or less than (<) value, enter “ND” (capitalized) for “Result Value”, a black arrow with a red exclamation mark  will appear next to the parameter indicating additional data is required. Click on the black arrow  next to the parameter to view the additional required data for the parameter (Note: “Required” fields are marked with a RED border).

When “Report Value” = “ND”, click black arrow to expand section for additional data

Enter RL or PQL value for the “ND” result.

Keep the auto-populated “Unit” as lab result or convert as needed

Select or batch select “Lab” that analyzed the parameter from the dropdown.

Enter “Reporting Limit” (RL, PQL) for the “ND” result(s). Ensure units on lab results correspond with the units in IWFORS. If not, convert the result to correct unit of measurement (i.e., mg/L → ug/L, °C → °F, etc.)

“Lab” information must be entered for all the substances except the calculated substances. If some substances are analyzed by a contracted lab, select the LACSD approved lab that analyzed that substance. Alternately, to enter or select a lab for multiple parameters, select “Batch Edit” from the “SMR Results” tab:

Select Batch Edit

If there is more than one sample date, select the parameters for each date and enter the results and the lab for each and save.

Click **Batch Apply** or the “Batch Apply” button to populate the selection. If any error is remaining in the “SMR Results” tab during data entry, the exclamation mark  mark will not disappear, therefore, review and make corrections as necessary before proceeding to the “Flow Data” tab at the top of the screen marked with number “3”.

Ad Hoc Batch Edit Copy & Paste

Instruction
 Update the data fields on the right for the chosen substances in batch.

Apply to
 pH Solids, Suspended Sulfide, Soluble Chloride COD, Total

01/19/2023

Reporting Value Unit Reporting Limit Detection Limit

Analysis Method Sample Method Sampler Bottle Type

lab End Date Start Time End Time

× Michelson Laborat... mm/dd/yyyy --:-- --:--

Select all Deselect all
 Select all Deselect all
 Batch Apply

(3) FLOW DATA TAB

For Supplemental SMR submission, flow data is not a requirement. Therefore, there is no red exclamation mark on the “Flow Data” tab.

1 Basic Info 2 SMR Results 3 Flow Data 4 Attachment 5 Review 6 Submission

No record found.

(4) ATTACHMENT TAB

The “Attachment” tab is marked with a number “4”. Official laboratory results and chain of custody are required documents that need to be submitted along with the Supplemental SMR. If scanned or electronic copies of the supporting data are available, they should be uploaded under this tab. If only a hard copy of the supporting data is available, check the “Mail To” box under “Review” tab marked with a number “5” on the top of the screen (see “Review Tab” below). Submit the hard copies of the “Laboratory Data” by mail to LACSD clearly delineating the SMR monitoring period and permit information. If LACSD do not receive the hard copies of the data, the Supplemental SMR will be rejected.

1 Basic Info 2 SMR Results 3 Flow Data 4 Attachment 5 Review 6 Submission

Please **combine information into one document per document type** without exceeding the maximum file size limit of 20 MB.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the “Mail To” checkbox.

Click to Upload or Drag Files Over Here

(5) REVIEW TAB

Under the “Review” tab, incomplete sections are marked with a red cross “x” mark. Check the “Mail to” box if hard copies of the attachment(s) and/or “Laboratory Data” are submitted by mail to LACSD. Once the SMR information is correctly entered and saved in their respective tabs, the red “x” marks will change to ✓ green check marks.

Incomplete tab/section marked with a Red exclamation

A green check indicates the tab/section is properly completed

Check box(es) if hard copies of the attachment(s) are mailed to LACSD

Submitted Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info
 ✗ SMR Results
 ✓ Flow Data

Mandatory Attachment

Missing required attachment.

Select All Mail to

* **Laboratory Data** Laboratory Data Mail to

xml txt pdf
 zip xls xlsx

Uploaded Attachment

No record.

When all supplemental SMR information has been properly entered, the red exclamation  marks next to section tabs will clear. Click on the PDF hyperlink  to generate a PDF report for the supplemental SMR.

Exclamation marks will clear after SMR information is properly entered for each tab

Press to review SMR submittal before submission

Submitted Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ SMR Results
 ✓ Flow Data

Mandatory Attachment

All required attachments were included.

Uploaded Attachment

Below is an example of a PDF report generated, which should be reviewed in its entirety before submission.



Supplemental SMR



ID **62228**

Self-Monitoring Information

Company Name
Test - IWFORS

Facility Location
1955 Workman Mill ROAD , Whittier, CA 90601

Mailing Address
1955 Workman Mill 90601

Report Type	Reporting Start Date	Reporting End Date
Supplemental Monitoring Data		

Facility ID
9254319

Sample Location

No Discharge

(6) SUBMISSION TAB

Certify the submittal by reading and checking the box for the certification statement, answer the security question, and enter the PIN created at the time of registration. Once these are entered correctly, the “Review Submittal” button at the bottom of the screen turns blue.

① Basic Info ② SMR Results ③ Flow Data ④ Attachment ⑤ Review ⑥ Submission

Certification Statement

Declaration of accuracy information provided: *

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

I have read and agree to the above certification statement

Security Question

Security Question: Who is your favorite author? *

Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Review Submittal

Click the “Review Submittal” when button turns blue.

A confirmation receipt for a successful submittal is generated as shown below which should be kept on file as confirmation of the submittal. A confirmation email is also sent to the registered account.

Supplemental Self-Monitoring Report

62232 Complete Submittal

1 Basic Info 2 SMR Results 3 Flow Data 4 Receipt

Self-Monitoring Information

Report Type: Supplemental Monitoring Data
Reporting Start Date: 01/01/2023
Reporting End Date: 12/31/2023

Company Information

Test - IWFORs
1955 Workman Mill ROAD, Whittier, CA 90601
9254319

Sample Location

46806 9254319B
1955 Workman Mill ROAD, Whittier, CA 90601

A "Receipt" tab confirms a complete submittal. A receipt of the submittal can also be printed from the "Receipt" tab.