

## Industrial Waste Facility Online Reporting System (IWFORS) Instructions for Entering 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>.

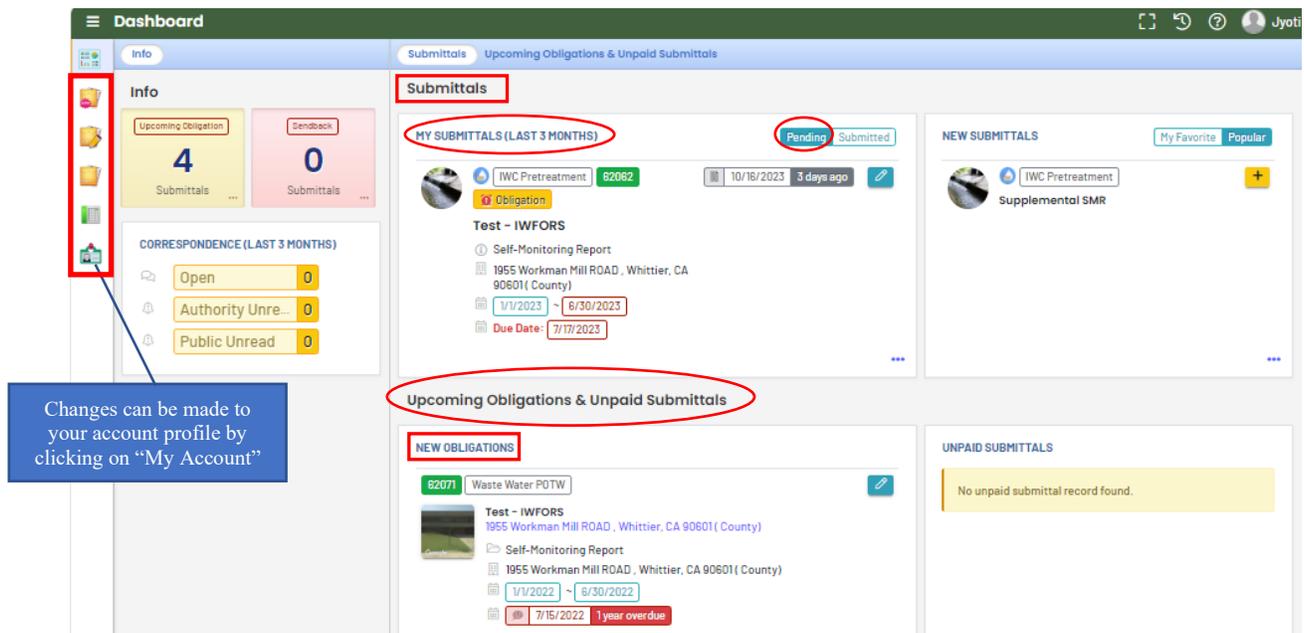
Click for "Online Help"

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 can be accessed and edited prior to submission.

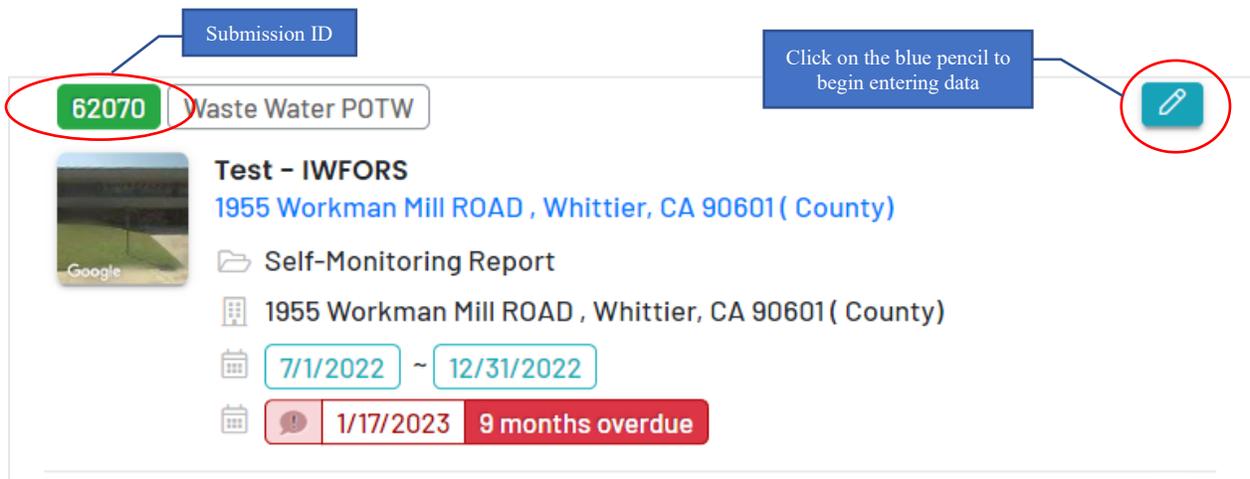
Navigate the left sidebar to track submittals and manage "My Account".

- 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.

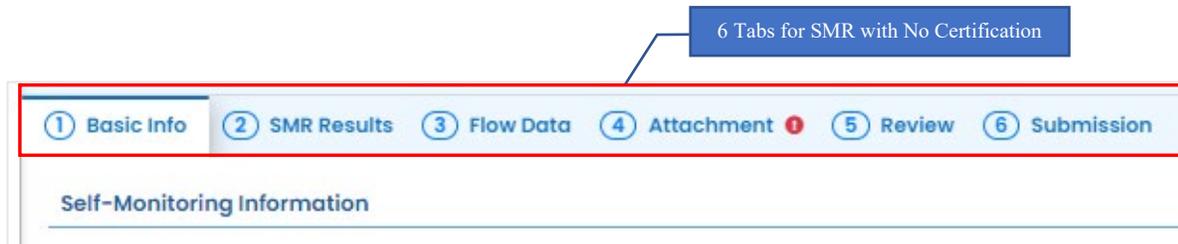
On the Dashboard, the submittals for Surcharge Statement (if applicable) and Self-monitoring Report (SMR) obligations will be visible. By clicking on the options on the left sidebar, selection can be made to toggle or open windows for a new submittal or manage pending submittals, tracking submittal status,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



By scrolling down on the above screen, select an SMR obligation under “Submittals” “My Submittals” “Pending Submittals”, or “New Obligations” under “Upcoming Obligations & Unpaid Submittals”.



Click on the blue pencil to begin entering data. It opens on the tab for Basic Info. Usually, the SMR submittal process involves fulfilling the requirements under six tabs as shown below.



However, based on the EPA category of the permit, if a discharger is required to submit a certification for Total Toxic Organics (TTO), Pollution Prevention, or Centralized Waste Treatment, an additional tab for Certification also appears in the reporting obligation. The SMR screen appears as shown below when there is a TTO Certification requirement in the permit. The additional tab appears automatically for the permits with the certification requirement.

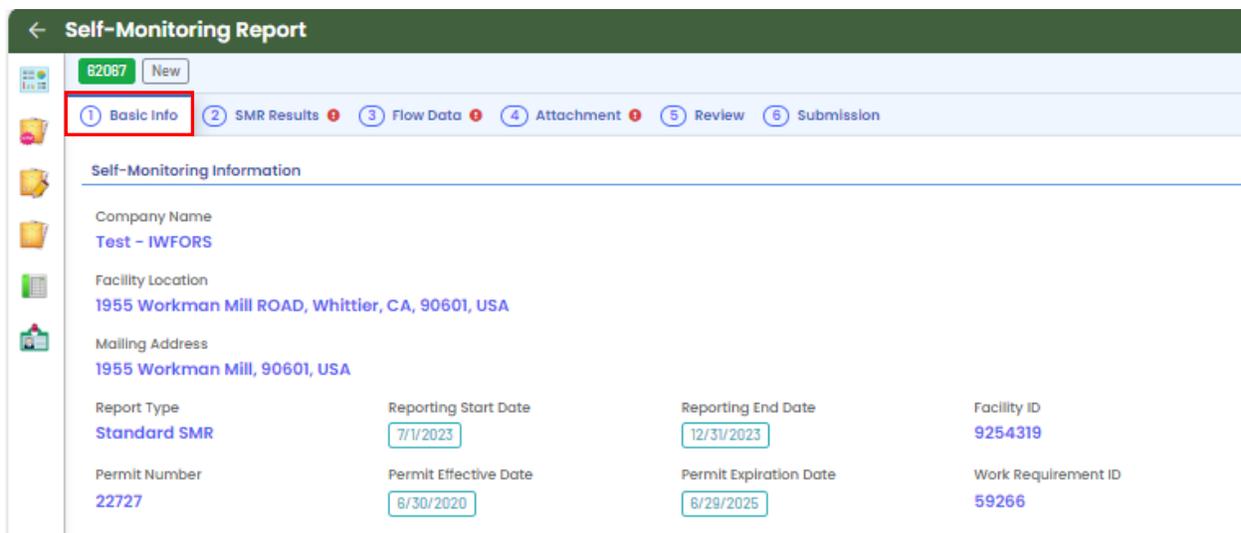


Remaining tabs shown are the same for all the permittees whether they require a certification or not. Each tab is described below in detail.

### (1) BASIC INFO TAB

Confirm the details of the facility name, address, permit number, facility ID, permit effective dates, and the monitoring period for which the SMR data is being entered. If a different obligation is needed, go back to the “Dashboard” and select the desired one.

Once the Basic Info is confirmed, click the “SMR Results” tab at the top of the screen 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 following screen opens.

## (2) SMR RESULTS TAB

Self-Monitoring Report

62070 | Open

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

1955 Workman Mill ROAD, Whittier, CA, 90601, USA

9254319B

FINAL

07/01/2022 ~ 12/31/2022

No Discharge

Add Substances/Dates

Ad Hoc Batch Edit Copy & Paste

Instruction: Add substances and dates from the component on the right.

Pick Dates: 07/01/2022 ~ 12/31/2022

Jan 2024

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Pick Substances:

- 101 - pH
- 102 - Conductivity
- 103 - Turbidity
- 104 - Color, Apparent
- 105 - Flash Point
- 106 - SER
- 107 - SAR

Total: 943

If there was no discharge during the entire reporting period, the box for “no discharge” on the top right corner of the screen must be checked and the “red save button” at the bottom of the screen should be clicked. This will complete the SMR submittal for “No Discharge During the Reporting Period” and the red exclamation mark will disappear.

For a Standard SMR including a Delinquent or Deficient SMR obligation, the SMR Results tab includes the list of SMR substances automatically, therefore they are pre-populated. When there is any Industrial Waste discharge during a reporting period, a sample must be collected and analyzed for the SMR parameters. The end date of 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 or after the monitoring period (for Delinquent or Deficient SMRs). A sample date prior to the monitoring period will not be accepted or saved by the system. Click the red save button each time prior to moving on to the next step.

If sampling was conducted on more than one day for any of the SMR parameters, select the second sampling date from the calendar and click save. The SMR parameters for each permit are pre-populated and available to fill in. Leave the result box (Reporting Value) empty for a sample date when there is not a result available to input.

For each parameter listed, enter data from laboratory results:

Substance

01/19/2023

pH

Max: 0 Min: 0 Avg: 0

Reporting Value

= S.U.

Federal limit (Daily Minimum): 5.0 S.U. Local limit (Daily Minimum): 6.0 S.U.

Solids, Suspended

Max: 0 Min: 0 Avg: 0

Reporting Value

= mg/L

Sulfide, Soluble

Max: 0 Min: 0 Avg: 0

Reporting Value

= mg/L

Local limit (At Any Time): 0.1 mg/L

Chloride

Max: 0 Min: 0 Avg: 0

Reporting Value

= mg/L

Local limit (At Any Time): 8100 mg/L

COD, Total

Max: 0 Min: 0 Avg: 0

Reporting Value

= mg/L

Click on arrow to expand

Enter result from the lab report

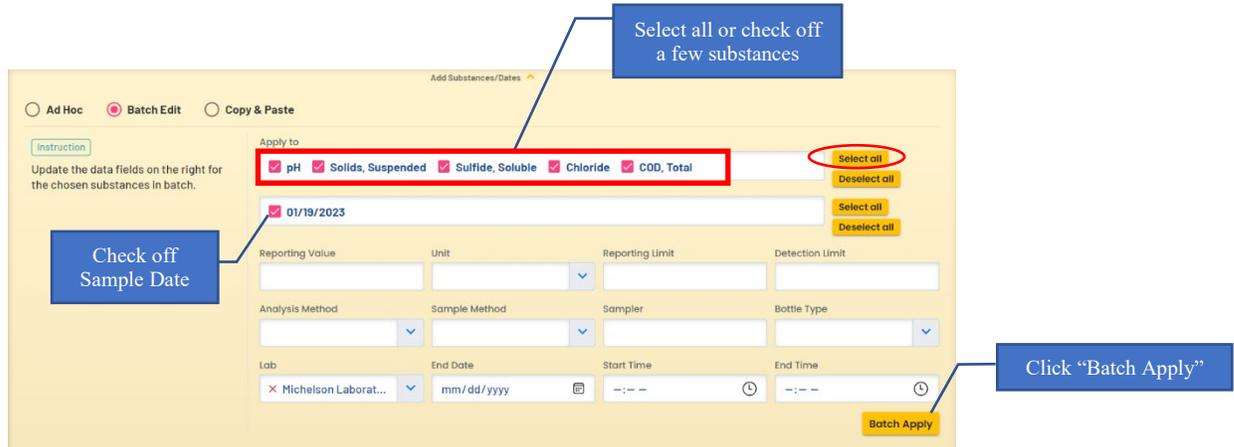
Enter values for all the parameters **except** for the fields “LACSD calculates this value” or “This value will be auto-calculated” (usually for Total Metals, TTOs, etc.). The lab information still must be entered for these fields and for all other substances. If some substances are analyzed by a contracted lab, select the LACSD approved lab that analyzed that substance.

For the results with all the detected values, only the lab selection is the required parameter for a successful submission. However, for parameters that have a non-detect or less than (<) value, enter ND (capitalized) in the result, and select the arrow ► next to the parameter to view the additional required data for the parameter.

Enter reporting limit (RL, PQL). 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.).

Alternately, to enter or select a lab for multiple parameters all together, on the SMR Results screen select Batch Edit. It shows the following screen with all the substances in the SMR list:

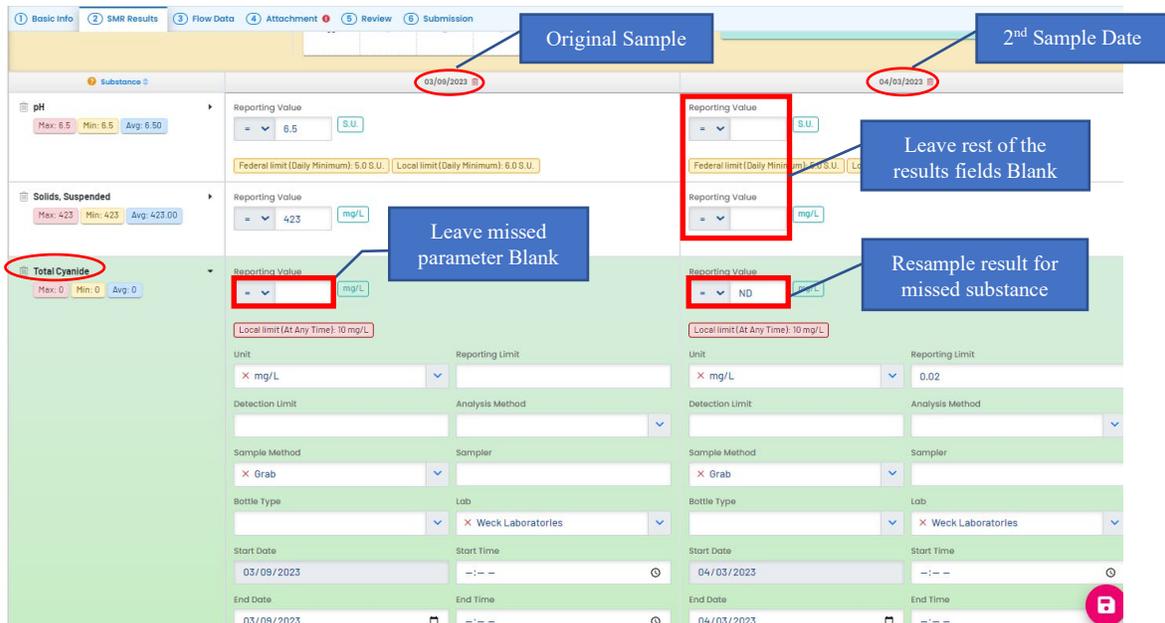
To apply the lab, or an “ND” result for some or all of the substances at once instead of entering them one by one in the SMR results fields, select the substances by checking the “Select All” button or, select a few substances. The sample date must be checked, the desired field such as lab must be selected from the drop-down list and the “Batch Apply” button is clicked.



Select Batch Apply when finished and save.

### For SMRs With More Than One Sample Date:

If there is more than one sample date, select the second date from the calendar and save. A column with second date is added for the SMR Parameters. In the example below, Total Cyanide was missed in the sampling and analysis on the original sample date of March 9, 2023. Therefore, a sample for Total Cyanide was collected on April 3, 2023, and analyzed only for that substance. In the column for March 9<sup>th</sup>, the results field for Total Cyanide should be left blank, whereas, for the sample date of April 3<sup>rd</sup> results field for all the substances should be left blank except for Total Cyanide. The result and the lab should be added for Total Cyanide. Since the result is “ND” a reporting limit must also be entered for a successful submission. The entries should be saved upon any changes.



Proceed to tab 3: Flow Data. If any error is remaining in the SMR Results tab, the exclamation sign will not disappear, therefore, review and make corrections as necessary.

### (3) FLOW DATA TAB

After the SMR Results tab is completed and saved, click on the Flow Data tab on top with number 3 and a red exclamation mark. The exclamation mark indicates that the flow data is not complete.

Under flow data, the Reporting Period Daily Average and Daily Maximum are required for all SMR submittals except for “No Discharge During the Reporting Period” SMRs.



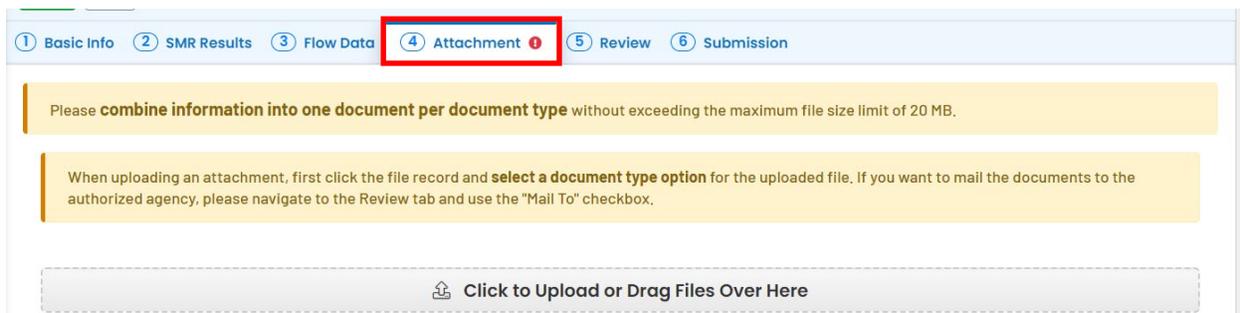
To add each type of flow, select green arrow  to expand,

Enter as follows:

- Start Date → **Reporting period beginning date**
- End Date → **Reporting period ending date**
- Flow Data Source → Either **Adjusted Metered Water Supply** or **Direct Measurement (for facilities with flow meter requirement)**
- Reading Value → **Numerical value of flow**
- Unit → Usually **GPD**

Save and proceed to Tab 4: Attachment.

### (4) ATTACHMENT TAB



Scanned or electronic copies of the supporting data (lab results, chain of custody) are required attachments which should be uploaded under this tab. If only a hard copy of the supporting data is available, check the “Mail To” box under “Tab 5 Review”. Submit the hard copies of the Lab 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, a deficient SMR enforcement action will be issued.

If the permittee has a special certification requirement such as for TTO, a separate tab for it will be present here (as described in the beginning of the instructions). Similar to the SMR Results and Flow Data tabs with a red exclamation ! mark, it will disappear when the box below the statement is checked (Refer to Page 3).

### (5) REVIEW TAB

Under Review tab incomplete sections are marked with red cross x mark. If the permittee has an approved Toxic Organic Management Plan (TOMP), a third x will appear for Certification below Flow Data. Once the SMR and flow information are correctly entered and saved in their respective tabs, the red x marks will change to green check marks.

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

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal 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 Uploaded Attachment

Missing required attachment.

\* Laboratory Data Laboratory Data      Mail to

OR,

1 Basic Info 2 SMR Results 3 Flow Data 4 Attachment 5 Certification 6 **Review** 7 Submission

Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal 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
- ✗ Certification

Mandatory Attachment Uploaded Attachment

Missing required attachment. No record.

Select All Mail to

\* Laboratory Data Laboratory Data     Mail to

When the data is complete and correct, the red x marks for the incomplete data and ! for the SMR Results, Flow Data, and the Attachment tabs will clear and a green ✓ will appear next to the sections that are properly completed.

**Self-Monitoring Report**

62067 Open

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

Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

**Submittal 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** **Uploaded Attachment**

Missing required attachment. No record.

Select All Mail to

**\* Laboratory Data** Laboratory Data

Mail to

Green check marks appear

Lab data is required submittal

Press to review SMR submittal before submission

Check box if hard copies are being mailed to LACSD

Check the “Mail to” box above if a hard copy of the supporting data is being mailed to LACSD instead of uploading under Attachment tab. The red exclamation mark ! next to “Attachment” will clear.

**CERTIFICATION TAB (Shows Up Only For The SMRs Requiring Certification)**

The language of the TTO certification statements for the three EPA categories is shown below for the permittees with these requirements. The red circled blank square needs to be checked for the SMR with the certification requirement to be submitted successfully.

Metal Finishing 40 CFR Part 433 Certification Statement:

49926 New

1 Basic Info 2 SMR Results 3 Flow Data 4 Attachment 5 **Certification** 6 Review 7 Submission

Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment standard for Total Toxic Organics (TTO), I certify that, to the best of my knowledge and belief, no dumping of concentrated toxic organics into the wastewater has occurred since filing of the last discharge monitoring report, I further certify that this facility is implementing the toxic organic or solvent management plan submitted to the control authority.

I have read and agree to the above certification statement.

Required.

Pollution Prevention (P2) Alternative Certification Statement:

1 Basic Info 2 SMR Results 3 Flow Data 4 Attachment 5 **Certification** 6 Review 7 Submission

I certify that to the best of my knowledge and belief that wastewater generated from this facility is treated using the appropriate control technologies regulated under the P2 Alternative prior to discharge since filing of the last Self-Monitoring Report in compliance with EPA Pretreatment regulations 40 CFR Part 455. I further certify that P2 Alternative is being implemented in the manner set forth in this facility's Industrial Wastewater Discharge Permit Requirement List and that the Sanitation Districts' written approval will be obtained prior to any changes occur related to the implementation of the P2 Alternative at this facility.

I have read and agree to the above certification statement.

## Centralized Waste Treatment Multiple Wastestreams 40 CFR Part 437D Certification Statement:

① Basic Info ② SMR Results ③ Flow Data ④ Attachment ⑤ Certification ⑥ Review ⑦ Submission

I certify to the best of my knowledge and belief that the facility is operating its treatment systems to provide equivalent treatment as set forth in the initial certification since the filing of the last Self-Monitoring Report in compliance with EPA Pretreatment regulations 40 CFR Part 437D. The Sanitation Districts will be immediately notified in writing of any planned changes to the treatment systems with supporting information to establish equivalent treatment by the modified systems and the Sanitation Districts' written approval will be obtained prior to implementation of the modified systems at this facility.

I have read and agree to the above certification statement.

When the box below the statement is checked, the red exclamation ! mark on the Certification tab disappears. If the box is not checked, the red exclamation ! mark will not disappear and the SMR submission will not be possible.

Finally, click on the PDF hyperlink  to generate a PDF report for the SMR. Below is an example of a PDF report generated, which should be reviewed in its entirety before submission.



# Self-Monitoring Report



ID 62070

## Self-Monitoring Information

Company Name  
**Test - IWFORS**

Facility Location  
**1955 Workman Mill ROAD, Whittier, CA, 90601, USA**

Mailing Address  
**1955 Workman Mill, 90601, USA**

Report Type	Reporting Start Date	Reporting End Date
<b>Standard SMR</b>	<b>07/01/2022</b>	<b>12/31/2022</b>
Permit Number	Permit Effective Date	Permit Expiration Date
<b>22727</b>	<b>06/30/2020</b>	<b>06/29/2025</b>

Facility ID  
**9254319**

## Sample Location

No Discharge

## **(7) SUBMISSION TAB Or (6) For SMRs Not Requiring Certification Statement**

The following screen appears.

Click on the check box for the certification statement, answer the security question and enter the PIN created at the time of registration.

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: What is your favorite movie? \*

Show Question Answer

**PIN Number**

PIN: \*

Once these are entered correctly, the Review Submittal button at the bottom of the screen turns blue.

**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.

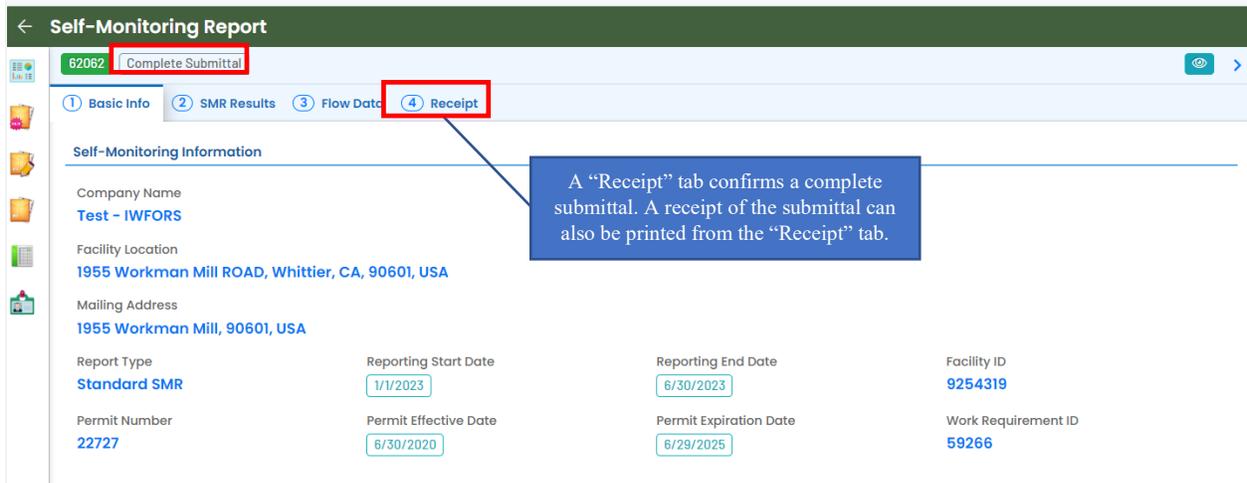
**Disclaimer**

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.

Click the Button when it turns Blue

**Review Submittal**

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.



**Self-Monitoring Report**

62062 Complete Submittal

① Basic Info ② SMR Results ③ Flow Data ④ Receipt

**Self-Monitoring Information**

Company Name  
Test - IWFORs

Facility Location  
1955 Workman Mill ROAD, Whittier, CA, 90601, USA

Mailing Address  
1955 Workman Mill, 90601, USA

Report Type Standard SMR	Reporting Start Date 1/1/2023	Reporting End Date 6/30/2023	Facility ID 9254319
Permit Number 22727	Permit Effective Date 6/30/2020	Permit Expiration Date 6/29/2025	Work Requirement ID 59266

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