

# Sewage Notification Data System Instructions

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## Quick Tips for reports

1. Fill out each field in order: left to right, top to bottom.
2. As you go through the form, fill out any editable fields.  
You do not need to fill out pre-filled or grayed-out fields.
3. Once all fields are filled out or gray, click **Next**.

The screenshot shows a form titled "1. Incident Information" with the following fields and their fill order indicated by red arrows:

Report Class	Incident Date	Incident Time	AM or PM
Select Report Class	Report Date	Report Time	Enter AM or PM
Reporter Name	Reporting Type	Event Type	Permittee Class
ngalamb...			Permittee Class
Permittee Name	Permittee ID	Sanitary	Municipality
Enter Permittee Name			Municipality
Location	Latitude (optional)	Longitude (optional)	
Location			
Water Body	Water Body Description		
Water Body			
Volume (in gallons) of Event	Rainfall Data (in inches)	Duration of Event Hours	Duration of Event Minutes

At the bottom of the form, there are three buttons: "← BACK", "SAVE FOR LATER", and "NEXT >".

# Instructions

## 1. My Incidents

This is where you can view all of your submitted and saved reports.

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**Sewage Notification System**

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LOGOUT [↗](#)

HOME MY INCIDENTS

List of My Incidents [+](#) NEW INCIDENT

Incident Number <a href="#">↕</a>	Permittee Name	Reporting Type	Event Type	Permittee Class	Report Class	Outfall ID	Submitted Date	Actions
22000060	MASSACHUSETTS WATER RESOURCES AUTHORITY	Initial-Ongoing	CSO - Treated	CSO	Public Notification Report	MWR018	6/1/22, 5:54 PM	<a href="#">MANAGE</a>
22000059	-	-	-	-	Public Notification Report	-	-	<a href="#">EDIT</a>

- Saved Incident Reports** can be edited
- Submitted Incident Reports** can be viewed, but not edited
- Reports must be submitted to satisfy the regulatory requirements
- Columns can be sorted by clicking on the column title

## 2. New Incident

Click **New Incident** to add the first **Public Notification Report** for an event (soon after the event), or to add a **Verified Event Data report** (to satisfy the monthly reporting requirement).

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HOME MY INCIDENTS

List of My Incidents [+](#) NEW INCIDENT

Incident Number <a href="#">↕</a>	Permittee Name	Reporting Type	Event Type	Permittee Class	Report Class	Outfall ID	Submitted Date	Actions
22000060	MASSACHUSETTS WATER RESOURCES AUTHORITY	Initial-Ongoing	CSO - Treated	CSO	Public Notification Report	MWR018	6/1/22, 5:54 PM	<a href="#">MANAGE</a>
22000059	-	-	-	-	Public Notification Report	-	-	<a href="#">EDIT</a>

### a. Incident Information

Fill out each field left to right, top to bottom, then hit **Next**. Based on your inputs, subsequent fields may become pre-filled or grayed out – these are not required to be entered by hand. Look at the

Definitions section of this document for explanations of what each field means.

## Create Incident

1 Incident Information      2 Public Advisory Notification Questions      3 Supporting Documents      4 Review and Submit

1. Incident Information

Report Class Select Report Class	Incident Date Incident Date	Incident Time Incident Time	AM or PM Select AM or PM
Reporter Name ngalambosdep@mailinator.com	Reporting Type Select Reporting Type	Event Type Select Event Type	Permittee Class Select Permittee Class
Permittee Name Enter Permittee Name	Permittee ID Permittee Id	Outfall ID Select Outfall ID	Municipality Select Municipality
Location Location	Latitude (optional) Latitude	Longitude (optional) Longitude	
Water Body Water Body	Water Body Description Water Body Desc		
Volume (in gallons) of Event	Rainfall Data (in inches)	Duration of Event Hours	Duration of Event Minutes

← BACK      SAVE FOR LATER      NEXT →

### b. Public Advisory Notification Questions

Answer each of the questions if you are submitting a **Public Notification Report**. These are to confirm whether you have complied with all notification requirements. Include an explanation if you answered “No” for any question.

Create Incident

1 Incident Information      2 Public Advisory Notification Questions      3 Supporting Documents      4 Review and Submit

2. Public Advisory Questions

Did the permittee issue the public advisory notification within two hours of discovery of the discharge or overflow, or in an alternative timeframe approved by MassDEP in accordance with 314 CMR 16.04(4)?

Was the public advisory notification posted to the permittee's website along with information about any treatment of the discharge or overflow and information about closure or advisory status of water resources areas in accordance with 314 CMR 16.04(3)?

Was the public advisory notification issued by text or email to all entities required by 314 CMR 16.04(4) including state, local, and federal agencies, news organizations, and subscribers?

### c. Supporting Documents

For **Public Notification Reports**, you must attach a copy of your Public Advisory Notification. Depending

on the timing of your data entry, you may need to attach multiple Public Advisory Notifications.

**Create Incident**

1 Incident Information    2 Public Advisory Notification Questions    **3 Supporting Documents**    4 Review and Submit

**3. Supporting Documents** (Attach a Copy of Public Advisory Notification(s) for this event. If possible, send this documentation as a .PDF file. Maximum file size should not exceed 10MB.)

Drag and drop file here  
or  
[BROWSE FOR FILE](#)

**Supporting Documents**

File Name	File Size	Action
-----------	-----------	--------

**Saved Documents**

File Name	Upload By	Upload Date and Time	Action
-----------	-----------	----------------------	--------

[← BACK](#)    [SAVE FOR LATER](#)    [NEXT →](#)

d. **Review and Submit**

Click **Save for later** to return later and finalize the report.

Click **Submit** to submit the report and satisfy regulatory requirements. Submitted reports can be viewed on the public database.

**Create Incident**

1 Incident Information    2 Public Advisory Notification Questions    3 Supporting Documents    **4 Review and Submit**

**4. Review and Submit Incident**

Report Class	Incident Date	Incident Time	AM or PM
Public Notification Report	Jun 1, 2022	8:00	PM

Additional Information (optional)

Unsaved Documents  
1 url.png

Saved Documents

[← BACK](#)    [SAVE FOR LATER](#)    [SUBMIT →](#)

3. Click **Manage** to view details on submitted reports

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HOME MY INCIDENTS ngalambosdep LOGOUT

List of My Incidents + NEW INCIDENT

Incident Number	Permittee Name	Reporting Type	Event Type	Permittee Class	Report Class	Outfall ID	Submitted Date	Actions
22000060	MASSACHUSETTS WATER RESOURCES AUTHORITY	Initial-Ongoing	CSO - Treated	CSO	Public Notification Report	MWR018	6/1/22, 5:54 PM	MANAGE
22000059	-	-	-	-	Public Notification Report	-	-	EDIT

a. Details can be viewed under **Incident Details** and **Supporting Documents**

INCIDENT DETAILS SUPPORTING DOCUMENTS VIEW AND ADD UPDATE REPORTS

1. Incident Information

Incident Number 22000060	Incident Date May 30, 2022	Incident Time 13:00	AM or PM AM
Reporting Type Initial-Ongoing	Reporter Name ngalambosdep@mailinator.com	Report Class Public Notification Report	Event Type CSO - Treated

4. Add **Update Reports** if applicable

If the event is still ongoing at the time of the first **Public Notification Report**, an **Update Report** must be added if there are additional updates associated with the event. In the Data System, the **Public Notification Report** is a parent report, and the **Update Report** is a child report.

a. Go to **My Incidents**. Find the **Initial Notification Report** associated with the event, and click **Manage**

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HOME MY INCIDENTS ngalambosdep LOGOUT

List of My Incidents + NEW INCIDENT

Incident Number	Permittee Name	Reporting Type	Event Type	Permittee Class	Report Class	Outfall ID	Submitted Date	Actions
22000060	MASSACHUSETTS WATER RESOURCES AUTHORITY	Initial-Ongoing	CSO - Treated	CSO	Public Notification Report	MWR018	6/1/22, 5:54 PM	MANAGE
22000059	-	-	-	-	Public Notification Report	-	-	EDIT

b. Go to **Update Reports**

View previously saved or submitted **Update Reports** in the table.

Click **New Update Report** to add a new **Update Report** as a child report.

## Manage Incident

INCIDENT DETAILS SUPPORTING DOCUMENTS **VIEW AND ADD UPDATE REPORTS**

List of Update Reports + NEW UPDATE REPORT

Incident Number	Reporting Type	Event Type	Permittee Class	Report Class	Submitted Date	Actions
22000060-1	Ongoing	Public Notification Report	CSO	CSO - Treated	6/1/22, 6:10 PM	<a href="#">VIEW</a>

Previous **1** Next Total Results: 1 10/Page

- c. Fill out each field left to right, top to bottom, then hit **Next**. Based on your inputs, subsequent fields may become pre-filled or grayed out – these are not required to be entered by hand.

## Create Incident

1 Incident Information 2 Public Advisory Notification Questions 3 Supporting Documents 4 Review and Submit

### 1. Incident Information

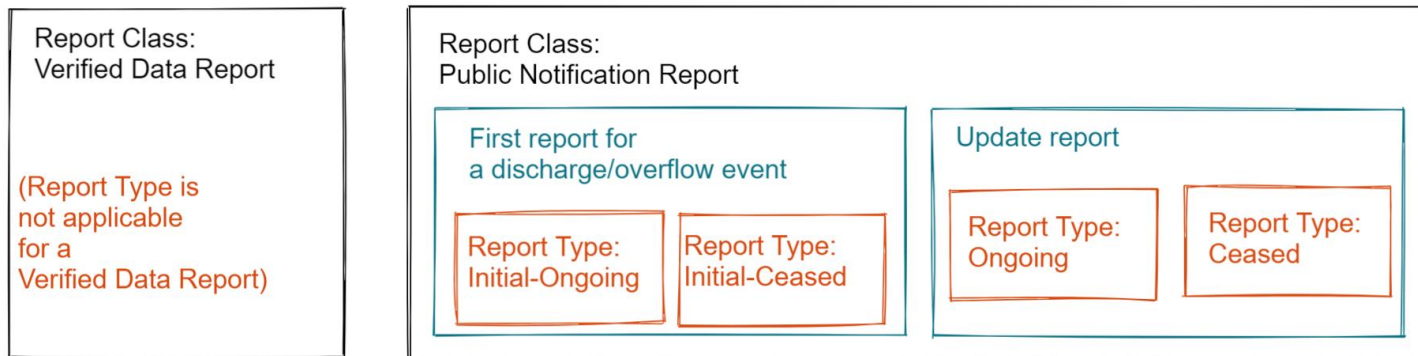
Report Class	Incident Date	Incident Time	AM or PM
Select Report Class	Incident Date	Incident Time	Select AM or PM
Reporter Name	Reporting Type	Event Type	Permittee Class
ngalambosdep@mailinator.com	Select Reporting Type	Select Event Type	Select Permittee Class
Permittee Name	Permittee ID	Outfall ID	Municipality
Enter Permittee Name	Permittee Id	Select Outfall ID	Select Municipality
Location	Latitude (optional)	Longitude (optional)	
Location	Latitude	Longitude	
Water Body	Water Body Description		
Water Body	Water Body Desc		
Volume (in gallons) of Event	Rainfall Data (in inches)	Duration of Event Hours	Duration of Event Minutes

[← BACK](#) [SAVE FOR LATER](#) [NEXT >](#)

- d. Continue to add **Update Reports** for each 8-hour update until the event has ceased.

## More Tips

1. If your system has any CSOs, the **Permittee Class** is **CSO**, even if you are reporting a non-CSO event.
2. You are able to view the reports that you have saved or submitted. If someone else has submitted an event for your facility through a different account, you will not be able to view it in your account.
3. Permittees have up to 18 hours after the Public Advisory Notification is issued to submit the **Public Notification Report**. See also the [Sewage Notification Timeline document](#) for help understanding the required timelines.
4. If you have issued multiple Public Advisory Notifications by the time you submit a report into the Data System, you can combine them into one **Public Notification Report**. You should attach all of the Public Advisory Notifications in the report, either as separate attachments or one combined attachment.
5. If the first **Public Notification Report** is **Initial-Ongoing**, you should add **Update Reports** until the event ceases. Below is an example for an event that was ongoing at the time of the first **Public Notification Report**, ongoing at the time of the next **Public Notification Report**, and ceased by the time of the third **Public Notification Report**:
  - a. First report: Public Notification Report, Initial-Ongoing
  - b. Update Report: Public Notification Report, Ongoing
  - c. Update Report: Public Notification Report, Ceased
6. If the first **Public Notification Report** is **Initial-Ceased**, you do not need to add any **Update Reports**.
7. Each **Verified Data Report** includes details for the entire discharge or overflow event. **Update Reports** are not applicable to **Verified Data Reports**.
8. Report a retraction into the Data System as a **Verified Data Report** with Volume = 0, Rainfall = 0, and Duration = 0.
9. Below are how the different Report Classes and Report Types relate to each other:



## Definitions

### 1. Report Class

- a. **Public Notification Report** is submitted after issuing the Public Advisory Notification, soon after discovering the discharge or overflow event. Permittees have up to 18 hours after the Public Advisory Notification is issued to submit the Public Notification Report.
- b. **Verified Data Report** is submitted during the month following the event by the 15<sup>th</sup> of the month, and includes updated data compared with the **Public Notification Report**.

### 2. Incident Date, Incident Time, AM or PM

- a. Date and time the event began. **Update Reports** should use the same date and time as the first Public Notification Report.

### 3. Reporter Name

- a. The account used to submit the report. This field is pre-populated based on the account used to submit the report.

### 4. Report Type

- a. For a **Public Notification Report**, this describes the status of the discharge or overflow event. This is not applicable for **Verified Data Report**.
- b. For the first **Public Notification Report** submitted for an event, there are two options:
  - i. **Initial-Ongoing** should be used when the event is ongoing at the time the data is entered into the system.
  - ii. **Initial-Ceased** should be used when the event has ceased by the time the data is entered into the system.
- c. If any further data reports are entered into the system for a given event, an **Update Report** must be submitted. There are two types of **Update Reports**:
  - i. **Ongoing** should be used when the event is ongoing at the time the data is entered into the system.
  - ii. **Ceased** should be used when the event has ceased by the time the data is entered into the system.

### 5. Event Type

- a. The type of discharge or overflow event. For help deciding which **Event Type** to choose, see the [Reportable Events Flowchart](#).
  - i. CSO (Combined Sewer Overflow) is discharge from a sewer system that conveys sanitary wastewater and stormwater mixed together. There are two CSO **Event Types**:
    1. **CSO – Treated**
    2. **CSO – Untreated**
  - ii. Partially Treated discharge is sanitary wastewater that has not received full treatment. There are two Partially Treated **Event Types**:
    1. **Partially Treated – Blended** events are when treatment plant receives water from a combined sewer system, and intentionally diverts part of the stream around secondary treatment units during wet weather events. This water counts as “blended” even if it meets effluent limits. This option should only be selected for systems with CSOs.
    2. **Partially Treated – Other**
  - iii. SSO (Sanitary Sewer Overflow) is any discharge or overflow of untreated or partially treated wastewater from a sanitary sewer system. There are three **SSO Event Types**:
    1. **SSO – Discharge Through Wastewater Outfall**
    2. **SSO – System Surcharging Under High Flow Conditions**
    3. **SSO – Failure of Pump Station or Associated Force Main**

### 6. Permittee Class



- a. **CSO permittees** hold permits for outfalls connected to systems that convey both sanitary wastewater and stormwater. CSO permittees may also hold permits for wastewater treatment facilities.
- b. **Non-CSO permittees** hold permits for wastewater treatment facilities and/or own or operate sanitary sewer systems.

**7. Permittee Name**

- a. The entity responsible for the discharge or overflow event.

**8. Permittee ID**

- a. The permittee's NPDES or Groundwater Discharge permit number, where applicable. Sewer systems without a treatment plant or CSO will not have a permit number.

**9. Outfall ID**

- a. The permittee's ID for the outlet from which the discharge or overflow flowed into the water body, where applicable.

**10. Municipality**

- a. The city or town where the discharge or overflow occurred.

**11. Location**

- a. A description of the location where the discharge or overflow event occurred.

**12. Latitude, Longitude**

- a. Coordinates of the location where the discharge or overflow event occurred.

**13. Water Body**

- a. Water body where the discharge or overflow occurred.

**14. Water Body Description**

- a. Water body where the discharge or overflow occurred. Manually enter this field if **Water Body** prefills as **Other**

**15. Volume (in gallons) of Event**

- a. Volume of the discharge or overflow.
- b. This field is only applicable for **Verified Data Reports**. For **Public Notification Reports**, volume information should be included in the attached public advisory notification document.

**16. Rainfall Data (in inches)**

- a. Rainfall data for the storm event associated with the discharge or overflow event, if applicable.
- b. This field is only applicable for **Verified Data Reports**.
- c. For SSO events unrelated to wet weather, **Rainfall Data** can be input as "0".

**17. Duration of Event Hours and Duration of Event Minutes**

- a. Duration of the discharge or overflow.
- b. This field is only applicable for **Verified Data Reports**. For **Public Notification Reports**, duration should be included in the attached public advisory notification document.
- c. For an event that lasted one and a half hours, this would be input as:
  - i. **Duration of Event Hours: 1**
  - ii. **Duration of Event Minutes: 30**