

# *Administrative Civil Liability (ACL) Report*

## *Fact Sheet*

*Summary: User-specified summary search criteria return a summary of ACL amounts by Region. Users can then drill down to a list of ACLs that shows enforcement action information, the initial assessment, amount paid, amount pending, and total assessed.*

### Using the Report (Navigation)

#### Location

This report is located on the Public Reports web site at [http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/publicreports.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml) under the Enforcement Reports heading. The user can also type "CIWQS Public Reports" in the search box at the top right-hand corner of any Water Board page.

#### Search Criteria

Regulatory Measure Status and program are "pick lists." They display several items and have scroll bars on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

"Enforcement Addresses MMP?" is a radio button selection. Click the "Yes" button to see only ACLs that address MMP violations. Click "No" to see ACL that do not address MMPs. "Both" shows all ACLs based on other criteria.

The Effective Date boxes are "free text" and require the format MM/DD/YYYY (e.g., 01/08/2007 for January 8, 2007). The user can click on the calendar icon on the right to select a value with the mouse rather than typing it.

The final gray button, which is called "Submit," starts the query.

#### Hyperlinks

In the Summary report, the Number of Actions column contains hyperlinks for the number of ACLs in a region that meet the chosen criteria. Clicking on this number takes the user to the Detailed ACL Report.

The "New ACL Summary Search" takes the user back to a blank search criteria page. The "Refine ACL Search Criteria" takes the user to the search page that retains their previously selected criteria.

The Detailed ACL Report default displays 25 records per page and has hyperlinks to navigate to other pages. The Reg. Meas. ID takes the internal user to the CIWQS Enforcement record.

Some fields under the Discharger and Program columns will have a hyperlink with a plus (+) sign. This indicates that there are multiple values. Clicking on the hyperlink with open a new box and display those values.

### Summary Search Criteria

- Search by:
- Regulatory Measure Status
- Program
- Addresses MMP
- Effective Date range

### Summary Report

- Regional Board
- Number of Actions
- Liability Total
- Paid/Completed Liability
- Pending Liability
- Total Project
- Project Paid/Completed
- Project Pending
- Total (Project + Liability)
- Total Paid
- Total Pending

At each level of detail, the user has the option of a printer friendly version or downloading the report into Excel.

Columns can be sorted by clicking on the column header hyperlink. Clicking on the same heading twice will sort in reverse.

At the bottom of the pages, there is a link back to the top of the page and the link "Back to the Main Menu" takes the user to the Public Reports web page.

## How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866-792-4977 or [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov)) if you believe a report has not been refreshed.

Note: Regional Boards are in the process of entering backlogged data. As a result, data may be incomplete.

## More information

For definitions of terms used in the report, see the [glossary](#). For more information about a particular violation, please note the Violation ID and contact Erin Mustain or Jarma Bennett (see contact information).

## Detail Reported Fields

- Region
- Region Measure ID
- Reg. Measure Status
- Discharger
- Facility
- Enforcement Acton Type
- Effective Date
- ACL Complaint Issuance Date
- Hearing Waived/ ACL Settled
- Order Adoption Date
- Enforcement Action Order Number
- Addresses MMP
- Program
- Fund
- Initial Assessed
- Liability Total
- Liability Completed
- Liability Pending
- Project Total
- Project Paid
- Project Pending
- Total (Project + Liability)
- Total Paid
- Total Pending
- Final Completion Date

## Report Facts

- Exportable to Excel
- Pop ups where multiple values exist

## Contact Information

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