

Need Assistance? Contact Sara Tom in Engineering at tom@drsrd.com or (925) 875-2256.

2023 Update: How To Submit Dental Permit Annual Self-Monitoring Report

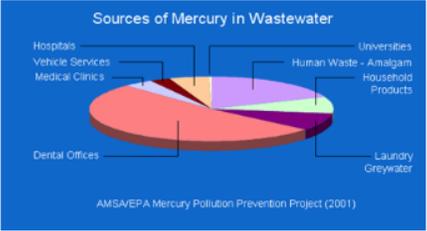
1. Go to our website, www.drsrd.com.
2. Hover over the menu item “Do Business With Us” and scroll down and click “Dental Offices”.
3. Click on the link for the Annual Self-Monitoring Report to download the .PDF.

DENTAL OFFICES

Font Size: [+](#) [-](#) [+](#) [Share & Bookmark](#) [Feedback](#) [Print](#)

!!DUE DECEMBER 15, 2023: [Annual Self-Monitoring Report](#)

Citizen Self Service Portal Update: Existing permit holders can be upload the Annual Self-Monitoring Report as an attachment using the above .PDF copy. You will still need to create an account using your existing email address (must be same as on file with the District) in order to submit your report. You may also fill out the online fillable form if you are able to view it.



AMS/EPA Mercury Pollution Prevention Project (2001)

4. Fill out the form completely and sign it. Scan ALL THREE PAGES as a .PDF.
5. Go to our Citizen Self Service site.
https://selfservice.drsrd.com/EnerGov_Prod/selfservice#/home
6. Log in or register for an account if you have not already done so. To register, enter the dental office’s email address on record with the District. **If you use another email address, we will need to add you as a contact so you can view the permit.** You should get an email from Energov (the Citizen Self Service application) asking you to confirm registration.
7. Click on “confirm” in the email. This will open a new page asking you to continue to register. The page should look similar to the example below. Enter your new username and password and click on the box where it says “is this you” if it gives you the correct email address.

✔ I'm not a robot

* Username

* Password

OK

* Confirm Password

Email

Is this you?

Sara Citizen

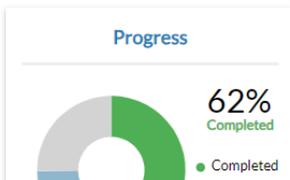
Continue

8. Once you have successfully registered, sign in. After you have signed in, click “Dashboard” on the homepage. Click on the tile named Active Permits, then click on your permit number. You will be able to open your permit summary. **Note: You already have a permit. Do NOT apply for another dental permit on the website.**

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Permit - Dental Facility Compliance Report	Status: Issued	Project Name:
IVR Number: 100091	Applied Date: 07/07/2022	Issue Date: 10/18/2022
District: Pleasanton	Assigned To: Olson, Stefanie	Expire Date: 10/19/2026
Finalized Date:		
Description: <input style="width: 100%;" type="text"/>		

- Summary
- Locations
- Fees
- Attachments
- Contacts
- Sub-Records
- More Info



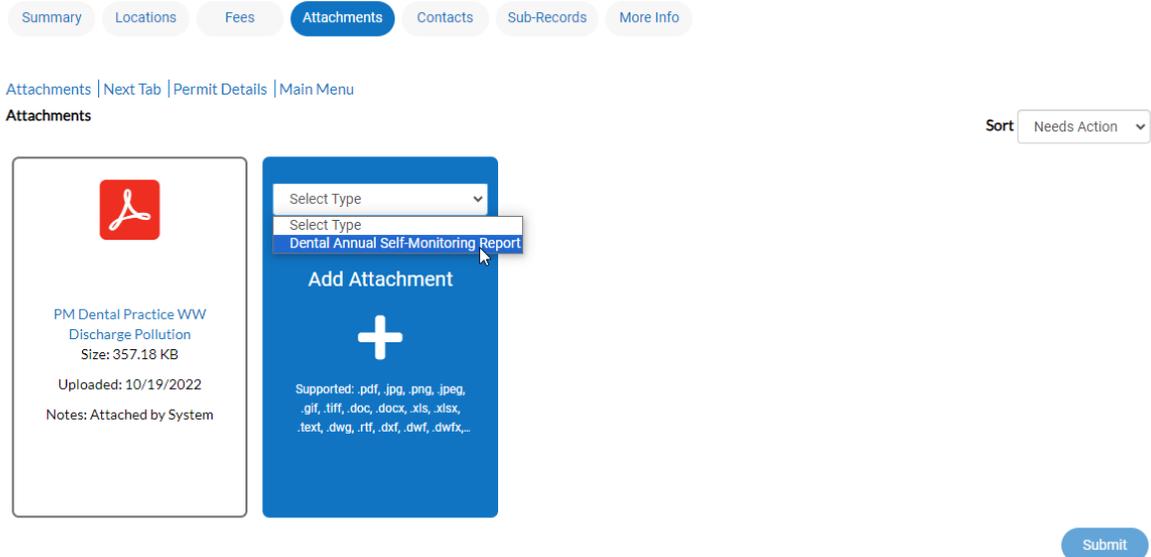
- Workflow

 - ✔ All Required Documents Received from Applicant - Passed : 10/18/2022
 - ✔ Issue Dental Permit - Passed : 10/19/2022

Available Actions

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9. Go to the tab “Attachments”. Upload your .PDF by clicking the plus sign under “Add Attachment” and choose “Self-Monitoring Report” from the drop-down list for type. If you have waste off-haul receipts, upload those as a separate attachment as well.



10. Click Submit (right-hand button). Your submittal will be accepted into review by our staff.

NOTE: If you cannot see your Dental permit or encounter an error uploading your attachment:

- a. Log out. Then clear your browser’s cache “For All Time.”
- b. Close ALL browser windows.
- c. Re-open the browser and go back to the CSS site and follow the steps above again. If this still does not work, please contact Sara Tom in Engineering at tom@dsrsd.com or (925) 875-2256 for assistance.