



San José-
Santa Clara
Regional
Wastewater
Facility

IDOC-ODOC Tracker

Document Tracking, Visibility,
& Automation



Presented by Maurice Ortiz

Why We Created the Tracker



Centralized document tracking

All IDOCs and ODOCs in one place



Improved visibility

See who owns what and what needs attention



Reduced manual follow-up

Automation ensures timely communication



Accountability & ownership

Clear responsibility and supervisor oversight



Compliance & readiness

Track expirations and maintain current, accurate records



Automated notifications

Power Automate keeps the right people informed

Tracker Layout Overview



Navigation tabs help users focus on what matters most



Grouped by Analyst for clear ownership and workload visibility



Key information at a glance with color-coded tags and status indicators



Quick access to details and attachments

ESD_Quality and Client Support
IDOC-ODOC Tracker ☆ ⓘ

Most Current DOC: Yes X

All Current DOCs Archived I

Analyst ↑	Analysis	Most Current DOC	Completion D...	Expiration Date	Analyst Supervisor	DOC Type	Status	DOC Workgroup	Open Record	Attach
Arnie Labiano (6)										
Arnie Labiano	BOD-Read	✓	3/30/2026	3/30/2027	Mahanama, Buddhima	IDOC	✓ Active	Biology	View Details / Files	📎
Arnie Labiano	Hydrogen Sulfide by GC	✓	3/4/2026	3/4/2027	Mahanama, Buddhima	IDOC	✓ Active	Organics	View Details / Files	📎
Arnie Labiano	ICP-OES	✓	4/3/2026	4/3/2027	Mahanama, Buddhima	IDOC	✓ Active	Trace Inorganics	View Details / Files	📎
Arnie Labiano	LDO	✓	3/20/2026	3/20/2027	Mahanama, Buddhima	IDOC	✓ Active	Biology	View Details / Files	📎
Arnie Labiano	NH3-FIA	✓	3/4/2026	3/4/2027	Mahanama, Buddhima	IDOC	✓ Active	Process & Gavimetric	View Details / Files	📎
Arnie Labiano	NO2-FIA	✓	3/4/2026	3/4/2027	Mahanama, Buddhima	IDOC	✓ Active	Process & Gavimetric	View Details / Files	📎
Brenda Lu (14)										
Brenda Lu	624 Volatile Organics	✓	2/25/2026	2/25/2027	Le, Ngoc	IDOC	✓ Active	Organics	View Details / Files	📎
Brenda Lu	BOD-Setup	✓	9/12/2025	9/12/2026	Le, Ngoc	ODOC	✓ Active	Biology	View Details / Files	📎
Brenda Lu	BOD-Total	✓	4/1/2025	4/1/2026	Le, Ngoc	IDOC	✗ Expired	Biology	View Details / Files	📎
Brenda Lu	Enterococcus	✓	5/6/2025	5/6/2026	Le, Ngoc	ODOC	✗ Expired	Biology	View Details / Files	📎
Brenda Lu	Ion Chromatography	✓	6/6/2025	6/6/2026	Le, Ngoc	ODOC	✓ Active	Organics	View Details / Files	📎

Important Columns

Column		Purpose
 Analyst		Owner of the DOC
 Analysis		Analysis name
 Most Current DOC		Indicates the latest approved version
 Completion Date		Date the DOC was completed
 Expiration Date		Date the DOC expires / needs renewal
 Analyst Supervisor		Oversight and accountability
 DOC Type		IDOC or ODOC classification
 Status		Current DOC lifecycle status
 DOC Workgroup		Functional workgroup / category
 Open Record		Quick access to details and files
 Attachments		Supporting documents and evidence

Statuses & Workflow

Each DOC moves through a structured lifecycle to ensure accuracy and compliance.



Clear statuses help everyone know where each DOC stands.

Filters & Views



All Current DOCs

View all active documents across analysts



DOC Requiring Attention

See items that are expired or need action



My DOCs

Personalized view of your assigned documents



Archived DOCs

Access historical records

ESD Quality and Client Support IDOC-ODOC Tracker ☆ ☾										
All Current DOCs Archived DOCs DOC Requiring Attention My DOCs										
Most Current DOC No X										
Analyst	Analysis	Completion Date	Expiration Date	Analyst Supervisor	DOC Type	Status	DOC Workgroup	Open Record	Attachments	+ Add column
Rachel Unger	HPC	4/23/2025	4/23/2026	Mughwala, Priti	IDOC	Superseded	Biology	View Details / Files		
Rachel Unger	Hydrogen Sulfide	5/9/2025	5/9/2026	Mughwala, Priti	IDOC	Superseded	Organics	View Details / Files		
Rachel Unger	NH3-FA	5/13/2025	5/13/2026	Mughwala, Priti	IDOC	Superseded	Process & Gaseous	View Details / Files		
Rachel Unger	NO2-FA	5/13/2025	5/13/2026	Mughwala, Priti	IDOC	Superseded	Process & Gaseous	View Details / Files		
Sandra Galvez	Enterococcus	4/23/2025	4/23/2026	Mughwala, Priti	ODOC	Superseded	Biology	View Details / Files		
Sandra Galvez	Total Coliforms	4/23/2025	4/23/2026	Mughwala, Priti	ODOC	Superseded	Biology	View Details / Files		
Sandra Galvez	Total Residual Chlorine	4/2/2025	4/2/2026	Mughwala, Priti	IDOC	Superseded	Biology	View Details / Files		
Sandra Galvez	TSS-Low	4/6/2025	4/6/2026	Mughwala, Priti	ODOC	Superseded	Process & Gaseous	View Details / Files		
Sandra Galvez	Turbidity	4/6/2025	4/6/2026	Mughwala, Priti	ODOC	Superseded	Process & Gaseous	View Details / Files		
Shannon Vahn	KF-CDS	5/2/2025	5/2/2026	Maharana, Budd	IDOC	Superseded	Trace Inorganics	View Details / Files		
Tung Wai	Chlorophyll A	6/12/2025	6/12/2026	Mughwala, Priti	IDOC	Superseded	Biology	View Details / Files		

ESD Quality and Client Support IDOC-ODOC Tracker ☆ ☾										
All Current DOCs Archived DOCs DOC Requiring Attention My DOCs										
Status: Near Expiration X Expired X										
Analyst	Most Current DOC	Analysis	Completion Date	Expiration Date	DOC Type	Status	DOC Workgroup	Open Record	Attachments	+ Add column
Chieh, Alexander (3)										
Ismail Talavera	Enterococcus	5/6/2025	5/6/2026	ODOC	Expired	Biology	View Details / Files			
Ismail Talavera	Ion Chromatography	4/30/2025	4/30/2026	IDOC	Expired	Organics	View Details / Files			
Ismail Talavera	Total Coliforms by Coliform 24	5/6/2025	5/6/2026	ODOC	Expired	Biology	View Details / Files			
Le, Ngoc (11)										
Brenda Lu	BOD-Total	4/1/2025	4/1/2026	IDOC	Expired	Biology	View Details / Files			
Brenda Lu	Enterococcus	5/6/2025	5/6/2026	ODOC	Expired	Biology	View Details / Files			
Brenda Lu	Total Coliforms by Coliform 24	5/6/2025	5/6/2026	ODOC	Expired	Biology	View Details / Files			
Terence Egan	B14 Mutate Organics	5/20/2025	5/20/2026	ODOC	Expired	Organics	View Details / Files			
Terence Egan	BUS	5/21/2025	5/21/2026	ODOC	Expired	Organics	View Details / Files			
Terence Egan	H2S Low	5/14/2025	5/14/2026	ODOC	Expired	Organics	View Details / Files			

ESD Quality and Client Support IDOC-ODOC Tracker ☆ ☾										
All Current DOCs Archived DOCs										
Persons: [Me] X										
Analyst	Most Current DOC	Analysis	Completion Date	Expiration Date	DOC Type	Status	DOC Workgroup	Open Record	Attachments	+ Add column
Maurice Ortiz	Enterococcus	7/9/2025	7/9/2026	IDOC	Active	Biology	View Details / Files			
Maurice Ortiz	pH	7/8/2025	7/8/2026	IDOC	Active	Biology	View Details / Files			
Maurice Ortiz	Total Coliforms	7/10/2025	7/10/2026	IDOC	Active	Biology	View Details / Files			
Maurice Ortiz	Total Residual Chlorine	7/10/2025	7/10/2026	IDOC	Active	Biology	View Details / Files			
Maurice Ortiz	Hydrogen Sulfide	7/20/2026	7/20/2027	ODOC	Active	Organics	View Details / Files			
Maurice Ortiz	Total Mercury	8/12/2025	8/12/2026	ODOC	Active	Trace Inorganics	View Details / Files			
Maurice Ortiz	Ion Chromatography	6/25/2025	6/25/2026	IDOC	Active	Organics	View Details / Files			
Maurice Ortiz	Alkalinity	7/28/2025	7/28/2026	ODOC	Active	Process & Gaseous	View Details / Files			
Maurice Ortiz	NH3-FA	7/27/2025	7/27/2026	ODOC	Active	Process & Gaseous	View Details / Files			
Maurice Ortiz	NO2-FA	7/27/2025	7/27/2026	ODOC	Active	Process & Gaseous	View Details / Files			
Maurice Ortiz	TSS-Low	9/6/2025	9/6/2026	ODOC	Active	Process & Gaseous	View Details / Files			

Visual Design & Usability



Color-Coded Workgroups

Easily identify the functional area at a glance



Status Indicators

Quickly see which documents are Active



Action Buttons

“View Details / Files” provides one-click access



Attachments

Supporting documentation is easily accessible

Analyst: Ismael Talavera X		Most Current DOC: Yes X								
Analyst ↑ ▾	Analysis	Most Current DOC	Completion D...	Expiration Date	Analyst Supervisor	DOC Type	Status	DOC Workgroup	Open Record	Attachments
Ismael Talavera	Enterococcus	✓	5/6/2025	5/6/2026	AC Chieh, Alexander	ODOC	Expired	Biology	View Details / Files	
Ismael Talavera	Hydrogen Sulfide by GC	✓	8/24/2025	8/24/2026	AC Chieh, Alexander	ODOC	Active	Organics	View Details / Files	
Ismael Talavera	Ion Chromatography	✓	4/30/2025	4/30/2026	AC Chieh, Alexander	IDOC	Expired	Organics	View Details / Files	
Ismael Talavera	LDO	✓	1/13/2026	1/13/2027	AC Chieh, Alexander	ODOC	Active	Biology	View Details / Files	
Ismael Talavera	NH3-FIA	✓	8/24/2025	8/24/2026	AC Chieh, Alexander	ODOC	Active	Process & Gavimetric	View Details / Files	
Ismael Talavera	NO2-FIA	✓	8/24/2025	8/24/2026	AC Chieh, Alexander	ODOC	Active	Process & Gavimetric	View Details / Files	
Ismael Talavera	pH	✓	1/3/2026	1/3/2027	AC Chieh, Alexander	ODOC	Active	Biology	View Details / Files	
Ismael Talavera	Total Coliforms by Colilert 24	✓	5/6/2025	5/6/2026	AC Chieh, Alexander	ODOC	Expired	Biology	View Details / Files	
Ismael Talavera	Total Residual Chlorine	✓	1/3/2026	1/3/2027	AC Chieh, Alexander	ODOC	Active	Biology	View Details / Files	
Ismael Talavera	TSS-Low	✓	1/3/2026	1/3/2027	AC Chieh, Alexander	ODOC	Active	Process & Gavimetric	View Details / Files	
Ismael Talavera	Turbidity	✓	1/3/2026	1/3/2027	AC Chieh, Alexander	ODOC	Active	Process & Gavimetric	View Details / Files	

Power Automate Email Notifications

Automated email notifications help keep the right people informed at the right time—ensuring timely action, maintaining compliance, and reducing manual follow-up.

Trigger	Email Action	Benefit
 DOC Expiring in 30 Days	Email to assigned analyst	Prevent expired documents and maintain compliance
 DOC Requires Attention	Escalation email to analyst, supervisor & QA Manager	Ensure timely action on critical items

DOC EXPIRED: 625

OM

Ortiz, Maurice

To

Egan, Terrence; Le, Ngoc

Cc

Chieh, Alexander

This message was sent with High importance.

Hello Terrence,

This is an automated DOC notification.

The following DOC expires at the end of the day and requires attention.

DOC: 625

DOC Workgroup: Organics

Expiration Date: 05/21/2026

Please review the DOC record and take action as needed.

[Open DOC Record](#)

Thank you.
QA Team

Benefits & Impact



Improved Visibility

See what's active, what's due, and what needs attention.



Increased Accountability

Clear ownership and supervisor oversight.



Reduced Administrative Effort

Automation eliminates manual follow-ups.



Better Organization

Centralized access with files and attachments.



Data for Better Decisions

Will support reporting, trends, and process improvements in the near future.

Why Use a SharePoint Library Instead of Folders?

SharePoint libraries are designed to work smarter, keep us organized, and help us stay compliant—now and as we grow.

SharePoint Library



Metadata & Columns

Capture key information (e.g., status, owner, review date) to organize and find documents easily.



Powerful Views & Filtering

Create custom views, filter by status, owner, due date, and more—without moving or duplicating files.



Permissions & Security

Manage access at the library, folder, or item level to ensure the right people see the right information.



Version History & Audit Trail

Track changes, restore previous versions, and maintain a clear audit trail for compliance.



Automation & Workflows

Trigger approvals, notifications, and reviews to keep processes moving and documents current.



Search & Findability

Enterprise search and metadata make it easy to find what you need—fast.

VS.

Folders



Limited Organization

Relies on manual folder structures that are hard to maintain and scale.



Hard to Filter or Sort

No built-in views—finding information requires opening multiple folders.



Basic Permissions

Permissions are harder to manage and typically all-or-nothing at the folder level.



No Version Control

Risk of overwriting files with no easy way to see changes or restore previous versions.



No Automation

Manual tracking and follow-up increases risk of missed deadlines and errors.



Harder to Find Information

Search is limited; relies on remembering folder names and locations.



SharePoint libraries bring structure, visibility, and control—helping us work smarter and stay compliant.

Future Projects

We are continuously working to expand the capabilities of the IDOC-ODOC Tracker and improve the way we manage information.



CARs (Corrective Action Requests)

- Build a module to track CARs from creation to closure.
- Improve response tracking, accountability, and resolution timelines.
- Generate reports and dashboards to monitor CAR trends and performance.



Document Tracking

- Implement a document tracking system to monitor all controlled laboratory documents.
- Track document status, versions, approvals, and expiration dates.
- Improve visibility and ensure compliance with regulatory requirements.



SharePoint – End Product

- Migrate to SharePoint as the central platform for document management and collaboration.
- Enable secure access, version control, and streamlined workflows.
- Create a centralized, user-friendly experience to support efficiency, transparency, and data integrity.



Live Demo

Let's walk through the IDOC-ODOC Tracker and see how it works in action!

-  Navigate views & filters
-  Review grouped analyst section
-  Open a record & view details/files
-  See status indicators in real time



Acknowledgments

A big thank you to the individuals who contributed their time, expertise, and support to make the IDOC-ODOC Tracker a success.

Alexander Chieh

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Laboratory Supervisor

Ismael Talavera

Chemist I

Erin Parrinello

Chemist I

City of San Jose

Capital of Silicon Valley

Your collaboration and dedication drive
efficiency, transparency, and better outcomes.

≡ *Thank you!* ≡



Questions?

Thank you!

We appreciate your time.



Let's discuss how the IDOC-ODOC Tracker continues to drive efficiency and compliance.