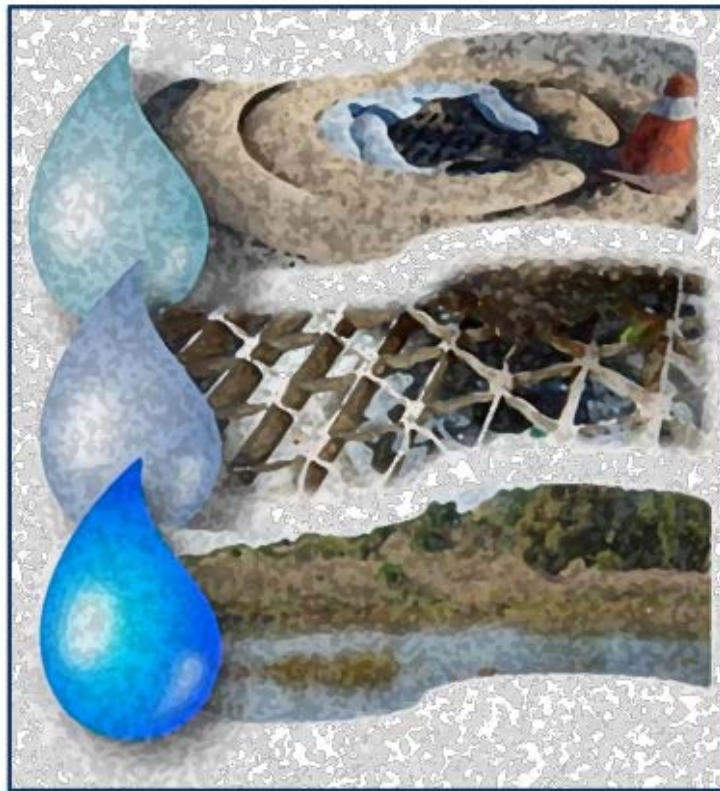




INDUSTRIAL GENERAL PERMIT

DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE



AD HOC MONITORING REPORT



Storm Water Industrial General Permit Monitoring Report (Ad Hoc Report):

Dischargers are required to enter, certify, and submit all sampling and analytical results for all individual or Qualified Combined Samples through SMARTS. The Discharger shall submit all sampling and analytical results for all samples within 30 days of obtaining all results for each sampling event. The Ad Hoc Report is used to submit monitoring results through SMARTS. Ad Hoc Reports can be entered by any SMARTS user that is linked to the facility but can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file. The next series of screenshots are provided to walk a SMARTS user through this process step-by-step.

1. Please log on to SMARTS: <https://smarts.waterboards.ca.gov>

Welcome to the State Water Resources Control Board

Office of Governor
Edmund G. Brown Jr.
Visit his Website

Water Boards Storm Water Multiple Application & Report Tracking System

Welcome to Storm Water Multiple Application and Report Tracking System

SMARTS

SMARTS was developed as an online database for dischargers to electronically file their storm water permit documents. The system allows the Region and State Board staff, as well as the public, to access storm water data through submitted documents.

Need to sign up for a SMARTS account? All SMARTS users must have their own account. Click the "Get Started" button below for instructions.

[Get Started](#)

SMARTS LOGIN

User ID:

Password:

[Login](#)

Forgot User ID or Password?
[Click here](#)

PUBLIC ACCESS
Public Access to NOI, SWPPPs & Annual Reports data

[View SW Data](#)

WATER BOARD LINKS

- Cal/EPA
- State and Regional Water Boards' Map
- Laws/Regulations
- Plans/Policies
- Programs
- Decisions Pending and Opportunities for Public Participation

Web Browser Requirements: SMARTS runs on Internet Explorer 11. You must use Internet Explorer 11.

2. From the Main menu select "Reports":

Water Boards Storm Water Multiple Application & Report Tracking System

Help [Logout](#)

You are logged-in as: .
If this account does not belong to you, please log out. Navigate To:

Welcome to the Storm Water Multiple Application and Report Tracking System - SMARTS

Select Program to Access

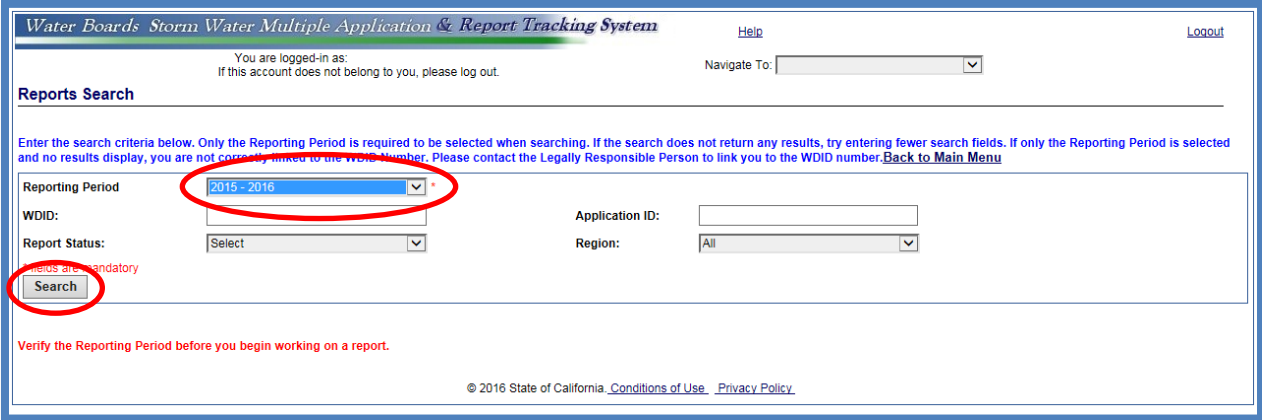
- [Construction General Permit](#)
- [Industrial General Permit](#)
- [Municipal Phase I Permit](#)
- [Municipal Phase II Permit](#)
- [Caltrans MS4 Permit](#)
- [Documents Ready for Certification](#)
- [Reports](#)**
- [Manage Linked Users](#)
- [Outstanding Invoices](#)
- [Recertification](#)
- [Update User Profile](#)
- [Public Search Menu](#)

Last 10 Records Previously Saved

Application ID	Permit Type	Document Type	Facility Name	Status
----------------	-------------	---------------	---------------	--------

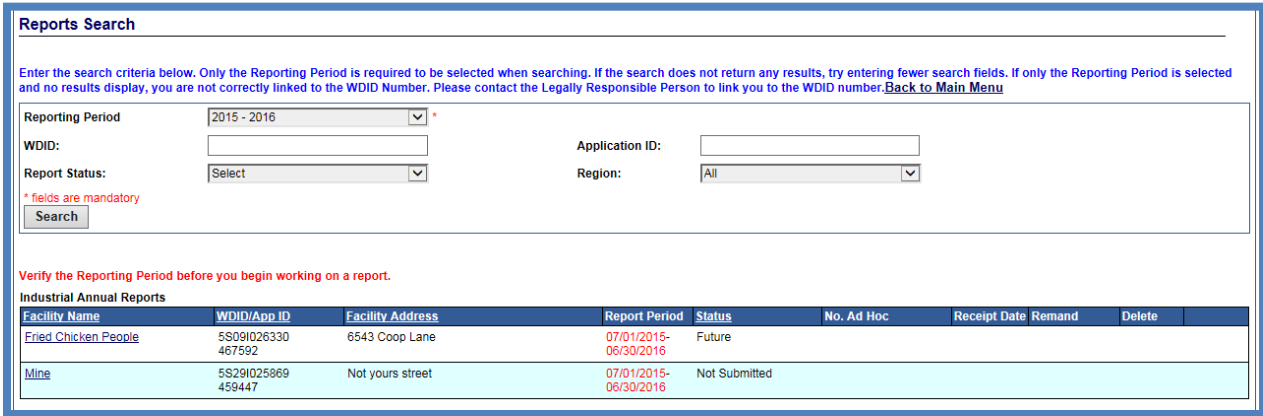
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3. Search for reports using the reporting period. Any facility that you are linked to will display once you select search:



Only the "Reporting Period" is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the WDID Number. Please contact the Legally Responsible Person to link you to the WDID number.

4. Select the facility you wish to start working on by clicking on the facility name link:



5. Once you have selected the facility you will be able to select "New Ad Hoc Report":
A new report needs to be created for each sampling event conducted at the facility for each Qualifying Storm Event (QSE) (or any sampling event conducted at a storm water discharge compliance point).



6. Select the Event Type and click “Start Monitoring Report”:

General Info

In order to change the information of an NOI, please click the link: [Click here to go to NOI screens](#)

A. Event Type:
Event Type:

B. Owner Information (Read Only):

Owner Name:	Test	Contact Name:	RWQCB Test
Owner Address:	1001 I Street	E-mail:	r5s_stormwater@waterboards.ca.gov
City/State/Zip:	Sacramento CA 95814	Phone:	999-999-9999

C. Site Information (Read-Only):

Site Name:	Mine	Contact Name:	RWQCB Test
Physical Address:	Not yours street	E-mail:	r5s_stormwater@waterboards.ca.gov
City/State/Zip:	Auburn CA 95814	Phone:	999-999-9999

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7. From the “Monitoring Location” tab, you can select locations that you have already created or create new locations. If you have already created your locations please proceed to Step 12 to enter sampling information.

8. From the “Monitoring Location” tab, click “Create New Monitoring Location.”:

Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | Certify | Status History | Back to Report Main

Click on "Create New Monitoring Location" to add a monitoring location. To view/edit/delete previously entered data, use the table below.

Monitoring Location Name	Discharge Point Type	Description	Latitude	Longitude	Status	Delete
--------------------------	----------------------	-------------	----------	-----------	--------	--------

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9. Enter Monitoring Location Information:

***NOTE:** if the information does **not** have a star next to it, that field is not required. You can read about each field entry below.

- *** Discharge Point Type: Effluent, Influent, Internal, Receiving Water**
If you are sampling storm water from a discharge location coming off your facility, this is effluent monitoring.
- **TMDL or Ocean Discharge**
Not required if it is not applicable. If you are not sure, contact your Regional Water Quality Control Board.¹
- **Water Body Name**
Not required (You can select from the drop down menu).
- *** Monitoring Location Name (25 Characters)**
The name of what your discharge location is called.
- **Description**
Although this field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW corner outfall).
- *** Latitude and Longitude (lat/long)**
You can use the 'view map tool' to locate the facility and then click on the map to specify the location where the sampling was completed.
- **Accuracy**
Accuracy of the location inputted from the lat/long.
- **Datum**
Map datum of the location inputted from the lat/long.
- *** Status**
Active or inactive (e.g. active would be current monitoring locations, inactive would be for the situation where a monitoring location was used in the past, but is no longer being used).

¹ http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml

10. Once you save the monitoring location you will be able to view it in this tab:

Click on "Create New Monitoring Location" to add a monitoring location. To view/edit/delete previously entered data, use the table below.

Create New Monitoring Location

Monitoring Location Name	Discharge Point Type	Description	Latitude	Longitude	Status	Delete
Test 1	Influent Monitoring	Location in North East Corner	38.58178	-121.49209	Active	Delete

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Add as many monitoring locations as you need for your facility. When you have all monitoring locations entered you select "Next" to move on to the "Raw Data" tab.

***NOTE:** These monitoring locations will be saved for the next time you enter a report.

11. You will now be able to enter sampling results for the monitoring locations you created. You can use the "Raw Data" tab to enter sample results individually **or** you can use the "PET" tab to create an excel file containing results for upload. The PET entry is **not** required as you can enter everything via the "Raw Data" tab. Should you wish to use the PET please see the CIWQS guide attached at the end of this document for instructions.

12. To enter data on the "Raw Data" tab you will select "Enter New Sample":

Click on "Enter New Sample" to enter the sampling results. To view/edit/delete previously entered data, click on the Sample ID.

Enter New Sample

Sample ID	Monitoring Location Name	Sample Date	Sample Time	% of Total Discharge	Discharge Start Date	Discharge Start Time
-----------	--------------------------	-------------	-------------	----------------------	----------------------	----------------------

Back Next

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13. Enter the Information:

***NOTE:** if the information does not have a star next to it, that field is not required. You can read about each field entry below.

- * Monitoring Location**
 Will be populated from the “Monitoring Location” tab that you entered previously.
- % of Total Discharge**
 Not required.
- * Sample Date and Time**
 The Date and Time the sample was taken (time is in 24-Hour format).
- Estimated Discharge Start Date and Time**
 The Date and Time the discharge started at that monitoring location (time is in 24-Hour format).

14. SMARTS will automatically populate some parameters off of the “Requirements” tab in the NOI. You can add additional parameters that you sampled or delete parameters that you did not collect.

To add a parameter to only the report you are working on select “cancel”

To add a parameter to all reports in the future select “OK”

15. Enter results from sample analysis:

***NOTE:** if the information does not have a star next to it, that field is not required. You can read about each field entry below.

General Info	Monitoring Location	Raw Data	PET	Data Summary	Attachments	Notes	Certify	Status History	Back to Report Main
Enter the sample data along with measurements (lab results).									
Monitoring Location:	Select	*	Sample Date:	MM/DD/YYYY	*	Estimated Discharge Start Date:	MM/DD/YYYY		
% of Total Discharge:			Sample Time:	HH24:MI	*	Estimated Discharge Start Time:	HH24:MI		
Parameter	ND/DNQ Entry Result Qualifier	Result	Unit Conversions Units	Analytical Method	Method Detection Limit (MDL)	Reporting Limit (RL)	Analyzed By	Entry By	Delete
Oil and Grease	=		* mg/L	E1664A	*		Lab	Raw Data	Delete
pH	=		* SU	A4500HB	*		Lab	Raw Data	Delete
Total Suspended Solids (TSS)	=		* mg/L	A2540D	*		Lab	Raw Data	Delete
Add Additional Parameter									
Save & Stay Save & Add New Sample Save & Back To List Delete Sample									
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- ***Result**
Enter the numerical value.
- **Units**
You cannot change units in this column so please be sure you enter the result value correctly.
- ***Analytical Method**
All methods approved in 40 C.F.R. 136.3 will be entered into SMARTS. If a method is not there you can request for it to be added by the Water Board.
- ***Method Detection Limit (MDL)**
This is provided by the lab.
- **Reporting Limit (RL)**
This is provided by the lab.
- **Analyzed By**
Select Lab or Self.

***NOTE:**

If the analytical result is less than the Method Detection Limit (MDL):

- Use **ND** as the Qualifier
- Leave the Result field blank
- Enter the MDL

If the analytical result is less than Reporting Limit (RL) but greater than or equal to the MDL:

- Use **DNQ** Detected Not Quantifiable as the Qualifier
- Enter the test Result
- Enter the MDL and RL

***NOTE:**

pH paper does not have a standard test method so it is appropriate to select “pH_paper” as the test method. Most pH paper is designed to provide a very coarse measurement of pH. A method detection limit is required to be entered and as pH paper has no MDL so you can enter the number one (1). Portable Calibrated Meters will be marked a under “pH_field” test method as all meters are different. The MDL on this would be based on the calibration on the meter. It is a coarse measurement that is dependent on the meter, calibration, and care. A method detection limit is required to be entered and pH meters are calibrated off a range of buffer solutions it has no MDL so you can enter the number one (1).

16. After all results are entered you can move on to the “Data Summary” tab to verify that all information is correctly entered: If you need to make changes you can go back and edit the entry.

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes Certify Status History Back to Report Main											
Monitoring Location	Sample Date	Sample Time	% of Total Discharge	Parameter	Result in Units	Analytical Method	Method Detection Limit (MDL)	Reporting Limit (RL)	Analyzed By	Entry From	Delete
Test 1	02/25/2016	10:00		Oil and Grease	ND mg/L	E1664A	1	5	LAB	Raw Data	Delete
Test 1	02/25/2016	10:00		pH	=6.5 SU	pH_Field	1		SELF	Raw Data	Delete
Test 1	02/25/2016	10:00		Total Suspended Solids (TSS)	=60 mg/L	A2540D	20		LAB	Raw Data	Delete

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 Current Page:1 Total Pages:1

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17. Moving on to the “Attachments” tab you will upload the analytical lab reports:

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes Certify Status History Back to Report Main											
Please click on the “Upload Attachment” button to upload the corresponding file. Upload Attachment											
Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.											
Attachment ID	File Type	File Title	Date Attached	File Description	Part No	Delete					

[Back](#)
[Next](#)

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Please use file type “Laboratory Results” and then continue to upload the file from your computer.

Water Boards Storm Water Multiple Application & Report Tracking System 2

SMARTS File Upload

WDID: 5S29I025869 Owner: Test
1001 I Street Sacramento, CA 95814 [Close Window](#)

Please provide the following details to upload the corresponding files.

Attachment File Type *	Attachment Title *	File Description	Parts *	Document Date	File Name
Laboratory Results	Lab Report	Laboratory Analysis for Samples from 2/25/2016	Part 1 of 1		C:\Users\rgreenwood\Do... Browse...
[SELECT]			Part 1 of 1		Browse...

[Upload File](#)

- File size should be less than 75MB. Those greater than 75MB will not be uploaded. MS Office, PDF, and Picture files are accepted. (PDF is recommended)
- Fields marked with * are mandatory fields.
- Please be advised that preliminary tests of the upload function suggest that large files could take a long time to upload. Our estimated upload times for a FAST connection is as follows:

File Size	Estimated Time
5 MB	3 - 5 min.
25 MB	15 - 20 min.
75 MB (max size)	25 - 30 min.

Attached files: The following are the current documents related to the NOI. Click on the link to view them.

18. The “Notes” tab will allow you to enter any notes or comments about the Ad Hoc Report:

19. The “Certify” tab will have the SMARTS user perform a completion check on the Ad Hoc Report:

The “Perform Completion Check” will provide any errors as to the Ad Hoc report being submitted (e.g. lab results were uploaded incorrectly).

Anyone can perform this check but if a DEP performs the check it will only allow them to notify the LRP or DAR that the report needs to be certified and submitted.

DEP completing the check will see this:

Once the DEP selects “Submit to LRP/AS” they will see that an email was sent and the status is “Not Submitted – certification required”

20. The Ad Hoc Report needs to be certified and submitted by the LRP or DAR. This can be done by the LRP or DAR selecting the report from the "Reports" menu selection and selecting the "Ad Hoc Report" that needs certification: (same report search process as outlined in the beginning of the guide)²

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. [Help](#) [Logout](#)

Navigate To: [Dropdown]

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 5S29I025869
 Report Period: 2015-16

Annual Report:
 Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
849291	Annual Report	Not Submitted	07/01/2016			

Ad Hoc Report:

Click on the "New Ad Hoc Report" button to start a new Industrial Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.

Ad Hoc Reports associated with this Annual Report are listed below. Click on the Event ID link to access an Ad Hoc Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
865708	Qualifying Storm Event	07/01/2015 00:00	06/30/2016 00:00	Not Submitted - certification required			Delete

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Go to the "Certify" tab

General Info | Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | **Certify** | Status History | Back to Report Main

Before certifying the report, the system must verify that all required sections have been completed. To perform this check, click the button below:

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Verify the report's accuracy and "Submit/ Certify" by selecting the check box and entering in the password and security question answer

General Info | Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | **Certify** | Status History | Back to Report Main

Completion/Error Check Completed: Report appears to be complete!

Please take a moment to review, print (if necessary), and certify your submission.
[Review and Print Ad Hoc Report](#)
 You can now save this Ad Hoc Report after completing the form below.

Select Certification & Submission check list

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Certifier Details

Certifier Name: [Name] Date Report Received: 03/04/2016
 Certifier Title: Test

Please answer your security question and password before certifying the document.

What is your father's middle name? [Text Box]
 Please enter your password [Text Box]

On Clicking the Certify Later button, the status of the document is updated to Not Submitted - certification required. You can later certify it in bulk by going to Applications submitted to LRP for certification (NOI, NOT, Annual Report, Ad Hoc Report, COI) in Pending Documents link in the Main Menu.

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² *NOTE: If the Data Entry Person (DEP) has properly sent the "Ad Hoc Report" for certification to the LRP/DAR then they can also view reports ready for certification in the "Documents Ready for Certification" SMARTS menu option.

21. A confirmation Screen will then confirm submission of the Ad Hoc Report in SMARTS:

Storm Water Monitoring Report

Facility Name: Mine Operator Name: Test WDID: 5S29I025869
 Report Period: 2015-16 Report Status: **Submitted**

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes **Certify** Status History Back to Report Main

Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S29I025869
Report Period	2015-16
Certifier Name	
Date Certified	03/04/2016
Certification ID	865708

All records must be retained for 5 years from the date of the report or monitoring activity.

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22. If an Ad Hoc Report was submitted and an error was found afterwards, the LRP has the ability to "Remand" the report and have it edited. The report however would need to be certified and submitted again.

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 5S29I025869
 Report Period: 2015-16

Annual Report:
 Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
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Ad Hoc Report:

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Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
865708	Qualifying Storm Event	07/01/2015 00:00	06/30/2016 00:00	Submitted	03/04/2016	Remand	

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