

# How to Submit an Ad Hoc Report for Construction Site Monitoring

State Water Board Order No. 2009-009-DWQ, the Construction General Permit (CGP) is a National Pollutant Discharge Elimination System (NPDES) permit that implements Federal regulations (40 CFR § 122.44) requiring enrollees to self-report effluent monitoring for their covered discharges. The CGP requires some permittees to self-report effluent monitoring information under specific circumstances. For example, if the permittees are Risk Level or Type 2 then they are subject to Numeric Action Levels (NALs). If the permittees are Risk Level or Type 3 then they are subject to Numeric Effluent Limitations (NELs). All Risk Level and Type 2 and 3 CGP permittees must report results of their sampling and analysis of effluent discharges to characterize discharges associated with construction activity from the entire area disturbed by the project. Risk Level and Type 1 permittees must conduct water quality monitoring of their effluent **only** if non-visible pollutants are present on the project.

The CGP requires both annual (September 1 of each year) and ad hoc electronic reporting of this information, depending on the circumstances. These instructions are specifically for ad hoc reporting. We will produce similar instructions for annual reporting as soon as possible.

All of this effluent monitoring information must be reported electronically through the Stormwater Multi Application & Report Tracking System (SMARTS) by the deadlines listed below:

Risk Level/LUP Type	Non-Visible Monitoring Results <sup>1</sup>	Effluent Monitoring Results	NAL Exceedance Results	NEL Exceedance Results
1	Prior to Annual Report Submittal		N/A	N/A
2	Prior to Annual Report Submittal		10 days after storm event conclusion	N/A
3			5 days after storm event conclusion	

## For more information on the CGP:

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/construction.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml)

If you have any questions please contact the Storm Water help desk at [smarts@waterboards.ca.gov](mailto:smarts@waterboards.ca.gov) or 1-866-563-3107.

<sup>1</sup> Up to date analytical data must be included in the SWPPP

# Instructions

## Objectives

- Learn how to enter effluent monitoring data for Construction sites.

## Prerequisites

- Best used in Internet Explorer.
- Data reviewed by a Qualified SWPPP Practitioner.

## Logging into SMARTS

1. Open Internet Explorer and visit <https://smarts.waterboards.ca.gov/>



NOTE: This screen provides notifications regarding system maintenance times and/or other important information about SMARTS.

2. Enter your User ID & Password.

SMARTS LOGIN

User ID:

Password:

Login



NOTE: The User ID and Password are case sensitive.

## Ad Hoc Report

1. After logging in, select the menu item:

"Annual Report"



NOTE: Ad Hoc reports for monitoring data are part of the Annual Report. At the end of the reporting year all Ad Hoc reports will be submitted as part of the Annual Report.

## 2. Select the Construction Site to begin the Ad Hoc Report

Facility/Site Name:

WDID:

Facility/Site Address:

City:  Zip:  County:


Region:

Reporting Period:

Report Status:

Program Type:

Industrial Annual Reports										
Facility Name	WDID	Facility Address	Report Period	Status	Receipt Date	Entry By	Remand	Delete	Required?	
Construction Annual Reports										
<b>Construction Site</b>	5834C360043	NWC 10th and I St	07/01/2010-06/30/2011	Future						Y

 **NOTE:** Both Construction & Industrial Annual Reports are accessible via this search screen.

## 3. Begin a New Ad Hoc Report

Annual Report :

New Adhoc Report :

This section allows you to start a new adhoc report.

Event Type:  \*

Event Start Date/Time:   \*  Date in MM/DD/YYYY and Time in HH24:MI format

Event End Date/Time:   \*  Date in MM/DD/YYYY and Time in HH24:MI format

Rain fall amount:  Inches

No.of Business days:  \*

- a. Select **“Event Type”**
  - 1) Rain Event: Storm Event producing 0.50 inches of precipitation or more.
  - 2) Non-Storm Water Discharge Event: All other discharges.
- b. Enter **“Event Start Date/Time”** (Time is optional)
- c. Enter **“Event End Date/Time”** (Time is optional)
- d. Enter **“Rain fall amount”** in inches
  - 1) Recorded from onsite rain gauge or nearby governmental rain gauge..
- e. Enter **“Number of Business Days”** during rain event
  - 1) Effluent monitoring is only required during normal site business hours.
- f. Click on **“Start New Event Report”**



NOTE: Ad hoc reports may be saved at anytime and users can return at a later time to complete the submittal. Ad Hoc reports associated with this WDID are listed at bottom of the screen under **“Ad Hoc Reports”**

**4. General Information**

Owner/Site information to verify you are working in the correct WDID. If the information needs to be updated, click on **“Click here to go to NOI screens”** link.

- a. Click “Next” to continue

**5. Monitoring Location Tab**

In this tab you create & maintain monitoring locations on the project site.

- a. Click the **“Create a New Monitoring Location”** button if the appropriate monitoring location has not been created.

Event Type:	RAIN EVENT	Event Period:	10/04/2010 - 10/13/2010	Event Status:	In-Progress	No. of Business days:	5
<a href="#">General Info</a> <a href="#">Mon. Locations</a> <a href="#">Raw Data</a> <a href="#">Data Summary</a> <a href="#">Daily Averages</a> <a href="#">Attachments</a> <a href="#">Certify</a> <a href="#">Back to Report Home Page</a>							
<input type="button" value="Create New Monitoring Location"/>							
Monitoring Location Name	Discharge Point Type	Description	Latitude	Longitude	Status	Delete	
MonLoc1	Effluent Monitoring		38.56535	-121.50879	ACTIVE	<a href="#">Delete</a>	
<input type="button" value="Back"/> <input type="button" value="Next"/>							
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**b. Enter Monitoring Location Information**


<a href="#">General Info</a> <a href="#">Mon. Locations</a> <a href="#">Raw Data</a> <a href="#">Data Summary</a> <a href="#">Daily Averages</a> <a href="#">Attachments</a> <a href="#">Certify</a> <a href="#">Back to Report Home Page</a>	
Add/Edit Monitoring Location	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Facility	asdf *
Discharge Point Type	Select *
Monitoring Location Name	<input type="text"/> *
CDF Identifier	<input type="text"/> *
Description	<input type="text"/>
Latitude	<input type="text"/> * 2.(Decimal degrees only, minimum 5 significant digits! Ex: 99.99999)
Longitude	<input type="text"/> * 2.(Decimal degrees only, minimum 5 significant digits! Ex: 99.99999)
Accuracy	Select *
Datum	Select *
Status	ACTIVE *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<small>* - Indicates required.</small>	

**1) Select “Discharge Point Type” from drop down**


- a) Effluent Monitoring
- b) Influent Monitoring
- c) Internal Monitoring
- d) Receiving Water Monitoring

2) Enter “**Monitoring Location Name**”

3) Enter “**CDF Identifier**”

 NOTE: For future use to link data from a MS Excel spreadsheet template to upload all monitoring data at one time.

4) Enter “**Description**” (not required)

 NOTE: Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW corner outfall)

5) Enter “**Latitude**” in decimal degrees

6) Enter “**Longitude**” in decimal degrees


7) Select “**Accuracy**” (optional)

8) Select “**Datum**” (optional)

9) Select “**Status**”

a) Active

b) In-Active

 NOTE: For different rain events, monitoring locations may not discharge so you can choose to in-activate the monitoring location.

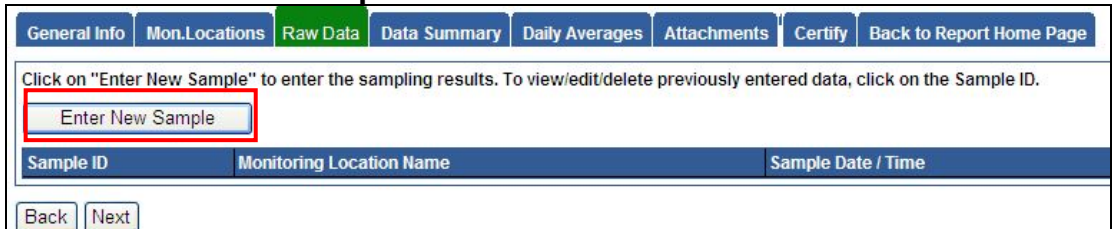
10) Click “**Save**” and repeat steps i – ix to add all monitoring locations

11) Click “**Next**” to continue to Raw Data tab.

## 6. Raw Data Tab

All monitoring data will be entered in this tab.

a. Select “**Enter New Sample**”



NOTE: The basic parameters and parameters specific to the site will be populated in the table.



b. Select “**Monitoring Location**” from the drop down box for this sample.

c. Enter “**Sample Date/Time**”

The date and time must be in the following format:

MM/DD/YYYY HH:MM. There must be a space in between the

date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00).

- d. Enter the “**Qualified SWPPP Practitioner’s**” name
- e. Enter “**% of Total Discharge**”  
This is the percent contribution of discharge point as compared to the sum of all discharge points (100%). Can be area or flow weighted.
- f. Enter the results for the parameter(s) listed

Parameter	ND Entry Result Qualifier	Result	Unit Conversions Units	Analytical Method	Method Detection Limit	Analyzed By	Delete
pH	=		SU	A4500HB		LAB	
Turbidity	=		NTU	GRAB		LAB	

- 1) If a pH sample is not required, enter zero for the result. Click "Save & Stay". A hyperlink will appear on the right to "delete". Click the hyperlink to delete the parameter.

**Non-Visible Pollutant/Non-Storm Water Discharge Sample**

- 2) To add additional parameters for a non-visible pollutant discharge or non-storm water sample, click the "**Add Additional Parameter**" button and enter the additional parameters to the table.

- 3) Enter the Parameter Name and click “**Search**”

Parameter	Attribute Description	Storet Number	Cas Number	Pcs Number	Action
Copper	Copper, Total Recoverable			01119	Select
Copper	Copper, Percent Removal			51402	Select
Copper	Copper, Dissolved			01040	Select
Copper	Copper, Total			01042	Select

- 4) When a parameter result(s) appears, choose the appropriate selection by clicking the “**Select**” hyperlink under the "**Action**" column.

- 5) Selected parameter is added to the Raw Data table

Parameter	ND Entry Result Qualifier	Result	Unit Conversions Units	Analytical Method	Method Detection Limit	Analyzed By	Delete
pH	=		SU	A4500HB		LAB	Delete
Turbidity	=		NTU	GRAB		LAB	Delete
Copper, Total	=		ug/L	E200.8		LAB	Delete

- 6) Enter the result for this parameter
- 7) If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifier to



"<", enter the MDL value, and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifier to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

- 8) If the sample result units do not match the units listed in SMARTS, convert the result units by using the "Unit Conversions" table. Click the "**Unit Conversions**" hyperlink to view this table.
- 9) Click "**Save & Stay**"
- 10) Repeat Steps iii – ix to add additional parameters.



NOTE: The following are instructions on each "**Save**" button:

- "**Save & Stay**": Saves any changes that have been made on the screen and will remain on the screen.
- "**Save & Add New Sample**": Saves any changes that have been made on the screen and clears the data fields for a new sample record. This is to be used when multiple monitoring locations and/or samples need to be entered.
- "**Save & Back to List**": Saves any changes that have been made on the screen and takes the user back to the "Create New Event" screen.

## 7. Data Summary Tab

This tab allows users to review all data entered on the Raw Data tab. Return to the Raw Data tab if edits are necessary

Monitoring Location	Sample Date / Time	% of Total Discharge	Parameter	Result in Units	Analytical Method	Method Detection Limit	Analyzed By	QSP Practitioner	Delete
MonLoc1	12/01/2010 00:00:00	25	Copper, Total	=0.0636 ug/L	E200.8		LAB	John Doe	<a href="#">Delete</a>
MonLoc1	12/01/2010 00:00:00	25	pH	=8.5 SU	GRAB		SELF	John Doe	<a href="#">Delete</a>
MonLoc1	12/01/2010 00:00:00	25	Turbidity	=225 NTU	GRAB		SELF	John Doe	<a href="#">Delete</a>
MonLoc1	12/02/2010 00:00:00	75	pH	=8 SU	GRAB		SELF	John Doe	<a href="#">Delete</a>
MonLoc1	12/02/2010 00:00:00	75	Turbidity	=275 NTU	GRAB		SELF	John Doe	<a href="#">Delete</a>

Back Next

Click "**Next**" when done reviewing the data.

- a. Click "**Back**" to go to Raw Data tab.

## 8. Daily Average Tab

Enter the daily average for pH and/or turbidity for each business day of the rain event. The number of days is automatically populated based on the business days entered when starting the report.

Business Day Number	Business Day Date	pH Average / SU (Please enter this value if you have pH in your sample)	Turbidity Average / NTU	Calculation Summary (Maximum 2000 characters. If more upload an attachment)
1	12/01/2010	8.5	250	Average of all samples taken
2	12/02/2010	8.0	275	Average of all samples taken

Save


Back Next

- Enter “**Business Day Date**”
- Enter “**pH**” average
- Enter “**Turbidity**” average
- Enter “**Calculation Summary**”  
A summary is required so Water Board staff can view what individual samples were used to calculate the submitted average.
- Follow steps a – d for additional business days.
- Click “**Save**” when complete.
- Click “**Next**” to go to Attachment Tab


## 9. Attachments Tab

Scanned or electronic documents required for the SMARTS report are attached using this tab.

General Info	Mon. Locations	Raw Data	Data Summary	Daily Averages	Attachments	Certify	Back to Report Home Page
Please click on Upload Attachment button to upload the corresponding files						Upload Attachment	
Attached files: The following are the current documents related to the SWARM Reports. Click on the link to view them.							

 NOTE: Laboratory reports are required to be attached to the report to validate data.

- Click “**Upload Attachment**”

 NOTE: Separate Browser Window will pop-up. Make sure pop-up blockers are turned off.

Please provide the following details to upload the corresponding files.

Attachment FileType: SWPPP

Attachment Title:

File Description:

If Partial Document, Part No 1 of Total Parts 1

Click "Browse" to locate the file and then click "Upload File"

File Name:

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)

- Select the appropriate “**Attachment File Type**” from the drop down menu



- c. Give the file an “**Attachment Title**”
- d. If necessary, enter a “**File Description**”
- e. If the document is large, you can upload in portions. i.e. 1 of 5, 2 of 5 etc...
- f. Click “**Browse**” to locate the “**File Name**” on your computer. Click “Open” to select the file.
- g. Click “**Upload**” to upload the attachment to SMARTS.
- h. Once the file has successfully uploaded, it will populate in the Attachment table on the bottom of the screen.

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

Attachment ID	File Type	File Title	File Desc	Part #
<a href="#">1029781</a>	SWPPP	SWPPP		1/1
<a href="#">1033097</a>	Laboratory Results	Lab Results		1/1

Fields marked with \* are mandatory fields.

- i. Close the attachment window
- j. Click “**Next**” to go to the Certify Tab

## 10. Certify Tab

[General Info](#) | [Mon. Locations](#) | [Raw Data](#) | [Data Summary](#) | [Daily Averages](#) | [Attachments](#) | **[Certify](#)** | [Back to Report Home Page](#)

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

Please take a moment to review, print (if necessary), and certify your submission.  
[Review & Print Ad Hoc report](#)

**Report Certification:**  
 You can now certify this Report by completing the form below.

**Approve 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 Name: John Doe \*  
 Date: 12/14/2010

- a. Click “**Perform Completion Check**”
  - 1) Any mandatory fields without data will be displayed.
    - a) Correct any errors and Perform Completion Check again
  - 2) If no errors are found:
    - a) You can choose to “**Review & Print the Ad Hoc report**” for your files
    - b) Mark the Certification Statement and click the “**Certify Ad Hoc Report.**”
      - a. If you are a Data Entry Person, notify the Legally Responsible Person and/or Approved Signatory to certify the Ad Hoc Report.

## 11. Ad Hoc Report(s) table

**New Adhoc Report:**  
 This section allows you to start a new adhoc report.

Event Type:  +

Event Start Date/Time:  +  Date in MM/DD/YYYY and Time in HH24:MI format

Event End Date/Time:  +  Date in MM/DD/YYYY and Time in HH24:MI format

Rain fall amount:  inches

No.of Business days:  +

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**Adhoc Reports**

Event Id	Event Type	Start Date & Time	End Date & Time	Status	Recieved Date	Remand	Delete
689821	RAIN EVENT	10/19/2010 00:00	10/21/2010 00:00	Submitted		<a href="#">Remand</a>	<a href="#">Delete</a>
688674	RAIN EVENT	10/04/2010 00:00	10/13/2010 00:00	Submitted		<a href="#">Remand</a>	<a href="#">Delete</a>
691894	RAIN EVENT	12/01/2010 00:00	12/02/2010 00:00	In-Progress		<a href="#">Remand</a>	<a href="#">Delete</a>

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- Ad Hoc reports that are **“In-Progress”** or **“Submitted”** are listed in the Ad Hoc reports table.
- To continue an **“In-Progress”** or view a **“Submitted”** report, click on the **“Event ID”** to open the report.
- “In-Progress”** reports can be deleted by clicking the **“delete”** link on the right.
- “Submitted”** reports may be remanded if changes are required after the LRP or Approved Signatory certified the report.