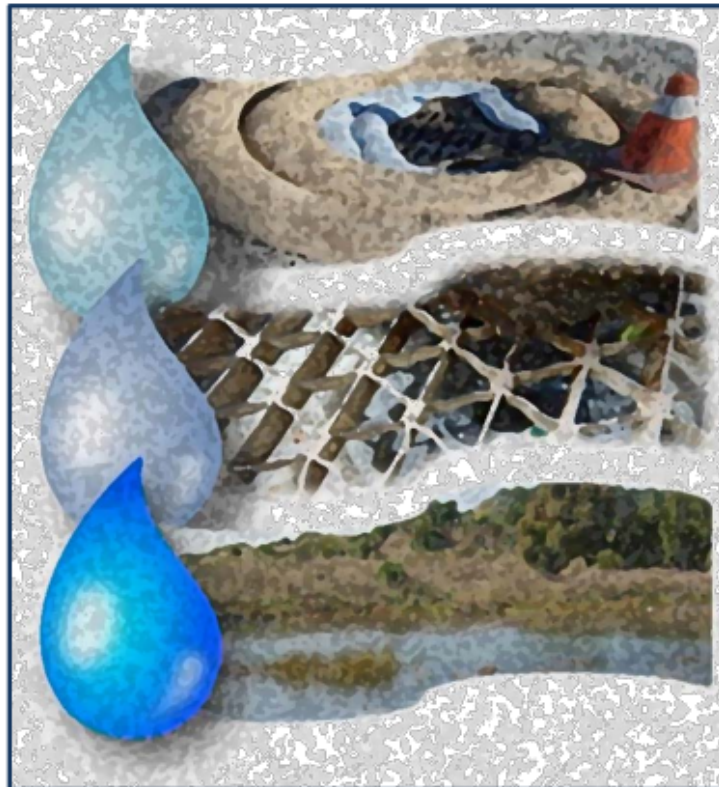


**STORMWATER INDUSTRIAL GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE**

Notice of Non-Applicability (NONA)



Last Revised: February 2024

Stormwater Industrial General Permit (IGP) – Notice of Non-Applicability (NONA)

Any Discharger operating a facility described in [Attachment A](#) (https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/2014indgenpermit/atta.pdf) may register for a NONA if their facility meets one of the following criteria as stated in the “Special Conditions” section (XX.C) of the [Industrial General Permit](#) (https://www.waterboards.ca.gov/water_issues/programs/stormwater/igp_20140057dwq.html):

Dischargers Claiming “No Discharge” through the NONA

Entities that claim “No Discharge” of stormwater from their facility through the Notice of Non-Applicability shall meet the following eligibility requirements:

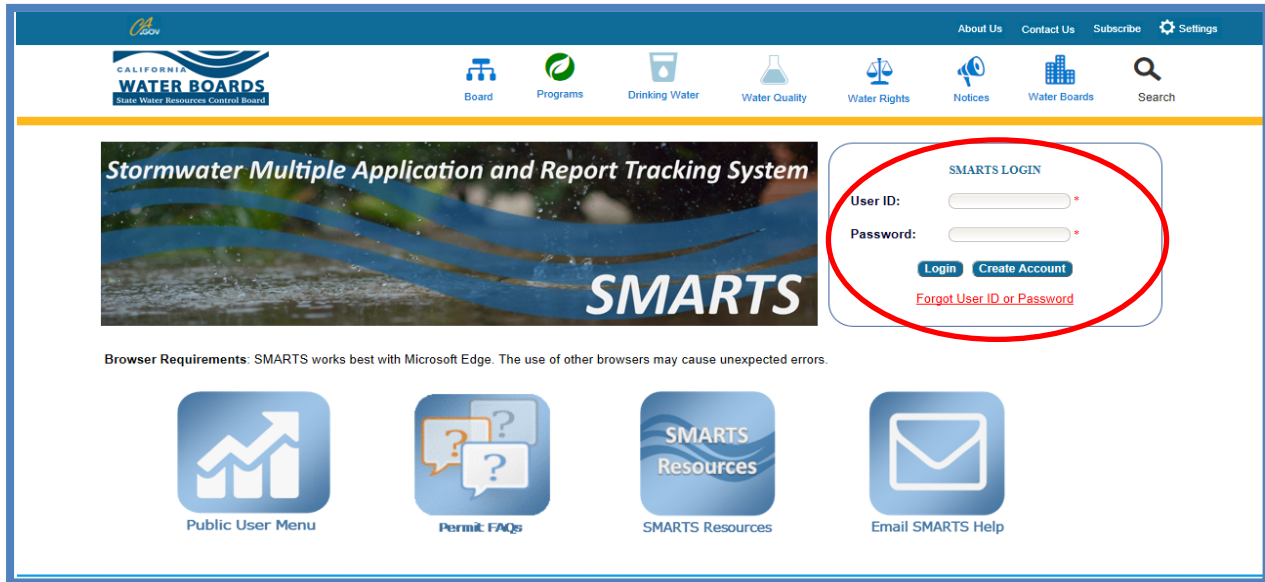
1. The facility is engineered and constructed to have contained the maximum historic precipitation event (or series of events) using the precipitation data collected from the National Oceanic and Atmospheric Agency’s website (or other nearby precipitation data available from other government agencies) so that there will be no discharge of industrial stormwater to waters of the United States; or,
2. The facility is located in basins or other physical locations that are not hydrologically connected to waters of the United States.

When claiming the “No Discharge” option, a No Discharge Technical Report is required with the NONA submittal via SMARTS. The No Discharge Technical Report is developed, signed, and stamped by a California licensed professional engineer demonstrating the facility meets the eligibility requirements described above.

For additional questions, contact the SMARTS Help Desk at stormwater@waterboards.ca.gov.

The NONA must be certified and submitted by the facility’s Legally Responsible Person (LRP). The following steps guide a LRP to certify and submit the NONA.

1. Log into [SMARTS](https://smarts.waterboards.ca.gov): (<https://smarts.waterboards.ca.gov>)
Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.



2. Select Permit and Application Type

From the Main Menu, the user must go to the “Start a New Application” drop-down list, select “Industrial Permits”, and then select “Industrial Notice of Non-Applicability”.



3. Select the Organization Record

The LRP may create a new organization or select an existing organization (if created and linked previously). Only LRPs may create new organizations. A DAR or DEP may only link the new application to an existing organization they are currently linked to.¹ Mark the bubble under the "select" column for the "Organization ID" and select "Next" at the bottom left corner of the screen.

Select	Organization ID	Organization Name	Address	Business Type
<input checked="" type="radio"/>	0	Create New Organization	Create New Organization	
<input type="radio"/>	810632	Test Owner Co	3737 Main St Riverside CA 92501	City/Town Agency
<input type="radio"/>	861151	Help Desk	1001 I Street Sacramento CA 95814	Private Individual
<input type="radio"/>	879862	Test	555 I Street Sacramento CA 95820	State Agency
<input type="radio"/>	881593	Test Org	1001 I Street Sacramento CA 95814	Other
<input type="radio"/>	883215	Test Org 1	1 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	883216	Test Org 2	2 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	883217	Test Org 3	3 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	883218	Test Org 4	4 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	883219	Test Org 5	5 Test Street Sacramento CA 95814	Private Individual

4. Create New Organization Record

If the LRP is creating a new organization, enter all organization information required below. If not creating new organization, go to step 5.

NOTE: the organization name and organization address may differ or can be the same as the facility/business name and facility/business address. Once complete, select "Create Organization".

Organization Name:

Foreign Address: Yes No

Address Line 1:

Address Line 2:

City:

State:

Zip:

Business Type:

Federal Tax Id: Mandatory for Private Business.

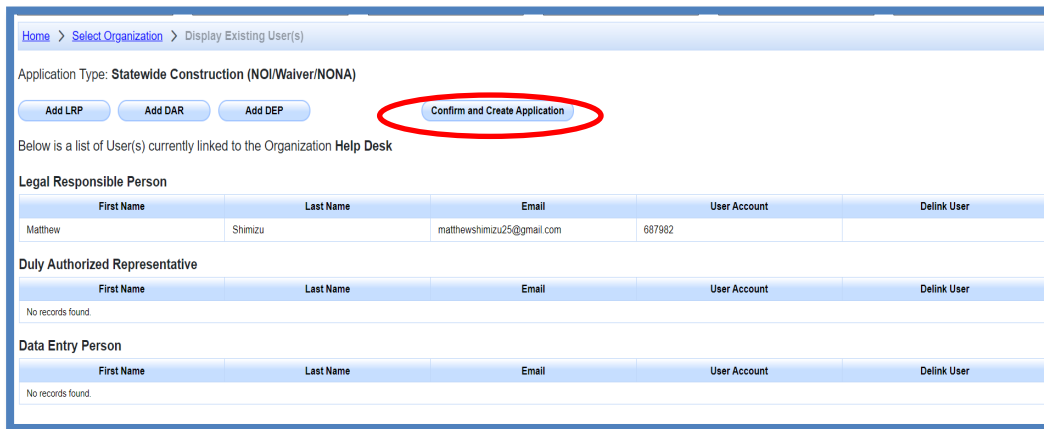
© 2022 State of California. Conditions of Use Privacy Policy

¹ If the user does not see an organization listed, contact the LRP to link user or contact the Stormwater Help Desk to update your user account to an LRP.

5. Linked Users

Verify, add, or remove users linked to the new application. Users already linked to the organization automatically populate in this section.

NOTE: A LRP can link or delink LRPs and DARs with the same email domain, or DEPs. For assistance linking a DAR with a different email domain, contact the Stormwater Help Desk at stormwater@waterboards.ca.gov. Additionally, DARs may link or delink DEPs, and DEPs cannot link or delink any user. Click the “Confirm and Create Application” button to continue.



6. Operator Information

Enter all required Operator Information. Once all required information is entered select “Save & Continue.”

NOTE: The option to auto-populate the operator contact information is available as a drop-down box. Select the user’s information to be populated from their linked account. Verify the information once it is populated for accuracy.

If at any time during the application process the user needs to stop and return to the application at a later time, select “Save & Exit”. To return to the application, select “Pending Applications” from the “Main Menu”, then select the application ID number under the “Application ID” column on the left-hand side.



7. Facility Information

Enter all required facility information.

The screenshot shows the 'Water Boards Storm Water Multiple Application & Report Tracking System' interface. At the top, it indicates the user is logged in as 'lest123' and provides a 'Navigate To:' dropdown menu. The main section is titled 'Facility Information' and contains several tabs: 'Operator Info', 'Facility Info' (selected), 'Addl. Facility Info', 'Attachments', 'Certification', 'Reports', 'Inspections', 'Print', 'Status History', and 'Linked Users'. Below the tabs, there are fields for 'Facility Name', 'Street Address', 'Address Line 2', 'Latitude', 'Longitude', 'City', 'County', 'Regional Board', 'State/Zip', 'Contact First Name', 'Contact Last Name', 'Title', 'Phone', 'E-mail', 'Primary SIC Code 1', and 'Total Site Size'. A 'LookUp Map' link is visible next to the Longitude field. At the bottom, there are 'Save & Exit' and 'Save & Continue' buttons, and a note that fields marked with an asterisk are mandatory.

If the facility's Latitude and Longitude coordinates are not known, click the Lookup Map for assistance.

This close-up shows the 'Latitude:' and '*Longitude:' input fields. To the right of the Longitude field is a blue link labeled 'Lookup Map', which is circled in red. Below the fields, there is a blue instruction: '(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)'. The entire section is enclosed in a blue-bordered box.

Enter the street address and select "Go!". Click "Set Coordinates" to populate the latitude and longitude.

The screenshot shows the 'Lookup Map' interface. At the top, it displays the current coordinates: 'Latitude: 38.58178 Longitude: -121.49209 *Longitudes should always be negative.' Below this is a 'Set Coordinates' button, circled in red. The main area contains a map of Sacramento, CA, with a search bar containing '1001 I Street, Sacramento' and a 'Go!' button, also circled in red. The map shows the location of 1001 I Street, Sacramento, CA 95814, USA.

8. Save Facility Information

Once all required information is entered select "Save & Continue".

The screenshot shows the 'Facility Information' form with various fields filled out. The 'Save & Continue' button is circled in red. The form includes fields for Facility Name, Street Address, Contact Information, and Regional Board. A red circle highlights the 'Save & Continue' button.

9. Additional Facility Information

Select the reason^{2,3} for filing a NONA and complete the required fields.

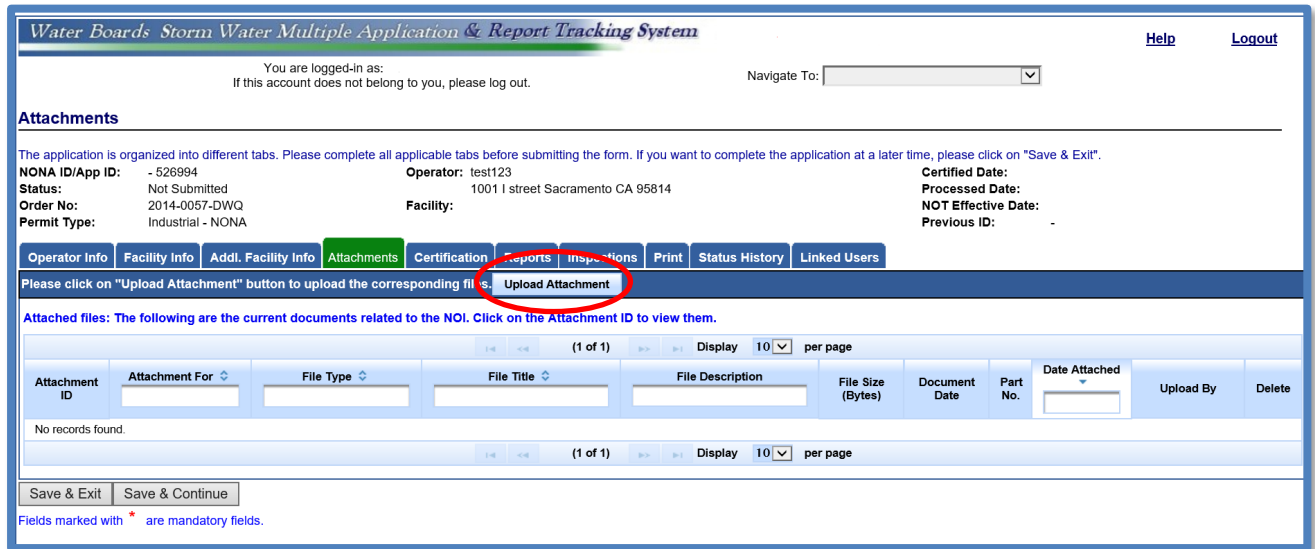
The screenshot shows the 'Additional Facility Information' form. The 'Reason For Filing NONA' section is highlighted with a red circle. The form includes radio button options for 'No discharge to Waters of the US because...', 'Is the completed No Discharge Technical Report signed by a Professional Engineer?', 'Not required to be permitted because:', and 'Other'. A red circle highlights the 'Other' option.

² **NOTE:** If "No discharge to Waters of the US" option is selected, upload a No Discharge Technical Report in "Attachments" tab

³ **NOTE:** If selected "Other" enter the explanation in the text field box.

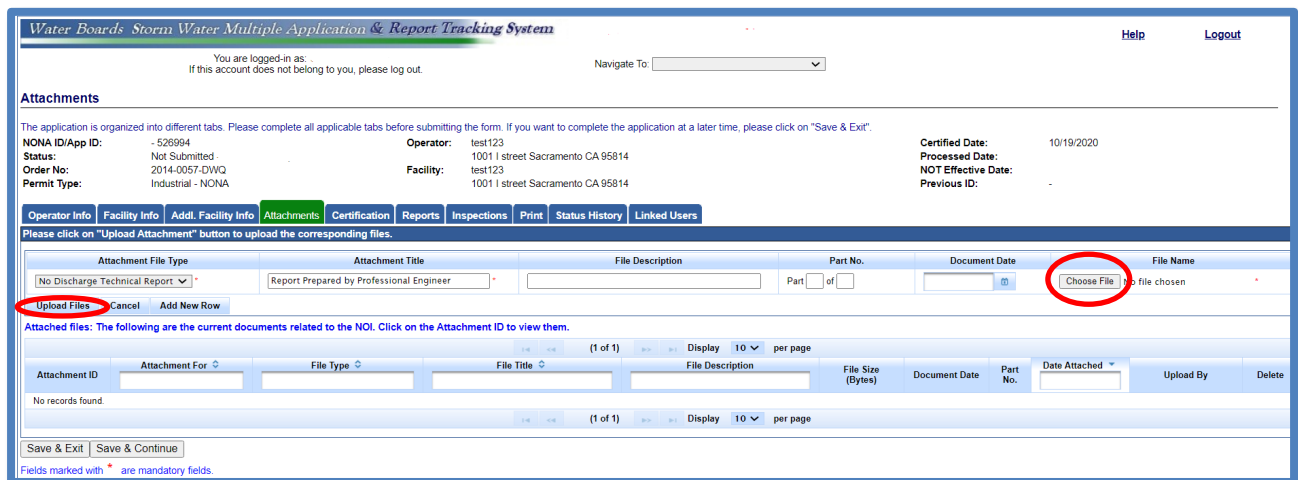
10. Attachments

Upload documents such as the No Discharge Technical Report if the “No discharge to Waters of the US” option is selected. Click “Upload Attachment”.



- Attachment File Type: Select “No Discharge Technical Report”, or other file types corresponding to the required documents. Additional files such as “Supporting Documentation” may be attached as applicable.
- Attachment Title: Enter the title of the document.
- Choose File: Locate the file on the computer by clicking browse and select it.
- Select “Upload Files” once files have been selected

NOTE: Any one file must not exceed 75 MB. If a file is larger than that, it must be divided into multiple files. Use the “Part No.” fields in these situations. The “Document Date” should be used to record when the document was signed or approved.



Verify the documents were uploaded correctly, select “Save & Continue”.

Water Boards Storm Water Multiple Application & Report Tracking System

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

Attachments

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

NONA ID/App ID: - 526994 **Operator:** test123
Status: Not Submitted - certification required 1001 I street Sacramento CA 95814
Order No: 2014-0057-DWQ **Facility:** test123
Permit Type: Industrial - NONA 1001 I street Sacramento CA 95814

Certified Date: 10/19/2020
Processed Date:
NOT Effective Date:
Previous ID:

Operator Info | Facility Info | Addl. Facility Info | **Attachments** | Certification | Reports | Inspections | Print | Status History | Linked Users

Please click on "Upload Attachment" button to upload the corresponding files. Upload Attachment

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

Attachment ID	Attachment For	File Type	File Title	File Description	File Size (Bytes)	Document Date	Part No.	Date Attached
2759227	NOI/NEC	No Discharge Technical Report	Prepared by Professional Engineer	PDF	2201389		/	11/23/2020

Save & Exit | **Save & Continue**

Fields marked with * are mandatory fields.

11. Certification

Select “Perform Completion Check”

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] - [Email]
If this account does not belong to you, please log out. Navigate To: [Dropdown] Help Logout

Certification

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

NONA ID/App ID: - 526994 **Operator:** test123
Status: Not Submitted 1001 I street Sacramento CA 95814
Order No: 2014-0057-DWQ **Facility:**
Permit Type: Industrial - NONA

Certified Date:
Processed Date:
NOT Effective Date:
Previous ID:

Operator Info | Facility Info | Addl. Facility Info | Attachments | **Certification** | Reports | Inspections | Print | Status History | Linked Users

Perform the completion check to verify that all required information is completed. Click the button below to start completion check.

Perform Completion Check

The eAuthorization Form is required to be on file before the NOI can be processed and WDID number assigned. Please print the eAuthorization Form for the organization and mail the original signed copy to the Water Boards.

Print E Authorization Form

Fields marked with * are mandatory fields.

© 2019 State of California. Conditions of Use. Privacy Policy.

The completion check function provides a notification of any errors that must be corrected prior to submission of the NONA. If the “Perform Completion Check” function returns errors, correct them prior to submission of the NONA.

Note: The NONA cannot be certified and submitted unless the Electronic Authorization Form is on file with the State Water Resource Control Board (Water Board). Click the “Print E-Authorization Form,” sign with an original wet ink signature and mail⁴ it to one of the addresses on the form.

⁴ **NOTE:** The E-Authorization Form must be mail in with original wet signature. No photocopies, scanned, emailed, or faxed forms will be accepted.

Any user may perform the completion check but only the LRP may certify and submit it. A DAR or DEP cannot certify and submit the NONA.

LRP Certification

There are two options for the LRP to submit the NONA:

- a. The LRP may access the “Documents Ready for Certification” SMARTS menu option if notified by the DEP.
 - Select the NONA to certify by checking the box next to the Application ID under the Applications table.
 - Check the box next to the certification statement, answer the security questions, and enter the user account password
 - Click “Certify Selected” to submit the NONA.

Home > Certification Documents Detail

Below is a list of applications and/or reports that are ready to be submitted. Select the application or report to submit by checking the Select Box.
Note: If the Select Box is not displayed, your Signed Electronic Authorization Form has not been received.

Select	Application ID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Application PDF
<input type="checkbox"/>	595732	Construction	Test Dig 1001 I Street Sacramento CA 95814	Test Traditional Wastew 1 777 I Street San Francisco CA 96001	Application PDF

Certification & Submission Checklist

You can now certify the above documents by completing the form below:

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 gather and evaluate 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, to the best of my knowledge and belief, the information submitted is 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.

I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

Certified By

Certifier Name: Matthew Shimizu
Certifier Title: Scientific Aid
Date: 02/01/2024

Please answer your security question before certifying the document.

What was your 1st job? *

Enter your password: *

- b. If the NONA is not listed in the “Documents Ready for Certification” SMARTS menu option, the LRP may access the NONA directly.
 - Log in and go to “Pending Applications” in the main menu.
 - Open the Application ID.
 - Click on the “Certification” tab and perform the completion check.
 - Check the certification boxes, enter the answer to the security question and password, and click the “Certify Application” button

Operator Info | Facility Info | Addl. Facility Info | Attachments | **Certification** | Reports | Inspections | Print | Status History | Linked Users

Preview Application | Your Application Fee is \$0

The application is complete. Please continue to certify and submit the application to the Water Boards.

Certification & Submission Checklist :

Read and check the boxes next to each certification statement:

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

Certified By:

Certifier Name: Salvador Chaparro
Certifier Title: Discharger Test
Date: 10/19/2020

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

What is the name of a college you applied to but did not attend? *

Please enter your password *

Certify Later adds the application to the Documents Ready for Certification where multiple applications may be certified at the same time.

The eAuthorization Form is required to be on file before the NOI can be processed and WVID number assigned. Please print the eAuthorization Form for the organization and mail the original signed copy to the Water Boards.

Fields marked with * are mandatory fields.

A DAR/DEP completing this check will see the following screen:

The screenshot shows a web interface with a navigation bar containing tabs: Operator Info, Facility Info, Addl. Facility Info, Attachments, Certification (highlighted), Reports, Inspections, Print, Status History, and Linked Users. Below the tabs, there is a 'Preview Application' button and the text 'Your Application Fee is \$0'. A green message states: 'The Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.' Below this is a 'Send Email to LRP/AS' button. A note explains: 'On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.' There are also 'Save & Exit' and 'Save & Continue' buttons. A footer note says 'Fields marked with * are mandatory fields.' and a copyright notice at the bottom reads '© 2019 State of California. Conditions of Use. Privacy Policy.'

12. A confirmation screen confirms submission of the NONA in SMARTS. Select Download Copy of Record button to save a copy of the submission

The screenshot shows a 'Certification' confirmation screen. At the top, it says 'The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".' Below this is a summary of application details: NONA ID/App ID: 5S34NNA000928 - 526994; Operator: test123; Certified Date: 12/03/2020; Status: NONA Submitted; Facility: 1001 I street Sacramento CA 95814; Processed Date: 12/03/2020; Order No: 2014-0057-DWQ; Facility: test123; NOT Effective Date: -; Permit Type: Industrial - NONA; Facility: 1001 I street Sacramento CA 95814; Previous ID: -. A navigation bar is present with tabs: Operator Info, Facility Info, Addl. Facility Info, Attachments, Certification (highlighted), Reports, Inspections, Print, Status History, and Linked Users. The main content area states 'The application was successfully received by the State Water Resources Control Board.' and lists details: SWRCB Application No. SA526994, Permit Type: Industrial, Submission/Certify Date: 12/03/2020, Certifier Name, and Certifier Title: Discharger Test. A note asks to print the screen as proof of certification. A 'Download Copy of Record' button is visible. A footer note says 'Fields marked with * are mandatory fields.'

13. A NONA Identification number (noted as NONA ID) is assigned once the NONA is certified and submitted by the LRP:

This screenshot is identical to the previous one, showing the certification confirmation screen. The 'NONA ID/App ID' field, which contains the value '5S34NNA000928 - 526994', is circled in red to highlight the assigned identification number.

A receipt letter for the NONA submission is available to print.

Print

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

NONA ID/App ID:	5S34NNA000928 - 526994	Operator:	test123
Status:	NONA Submitted	Facility:	1001 I street Sacramento CA 95814
Order No:	2014-0057-DWQ	Facility:	test123
Permit Type:	Industrial - NONA	Facility:	1001 I street Sacramento CA 95814

Operator Info **Facility Info** **Addl. Facility Info** **Attachments** **Certification** **Reports** **Inspections** **Print** **Status History** **Linked Users**

Print NOI Copy

Current NONA	Current NONA
Receipt Letter	Receipt Letter
Return Letter	Return Letter

Fields marked with * are mandatory fields.