



## eSMR<sup>2</sup> Case Worker Quick Start Guide

### Prerequisites:

- Organization = Discharger's Agency
- Party = Discharger Staff
- Party = Water Board Staff
- Place = Discharge Point(s)
- Place = Facility
  - o Linked to a Regional Board
  - o Related Parties Tab > [Link a Person] > link Discharger Staff
  - o Related Places Tab > [Link a Place] > link Discharge Point(s)

### Regulatory Measure's General Info Tab:

- Title = NPDES [Order Number] for Organization, Place Name
- Regulatory Measure Type = NPDES
- Order/Resolution Number
- Status = Active
- Program = NPDES
- Effective Date
- Adoption Date / Issuance Date
- Expiration Date / Review Date = Future Date

### Regulatory Measure's Related Parties Tab:

- Link an Organization (Discharger's Agency)
- Link an Organization (Water Board)
- Link a Person at an Organization
  - o Case Worker Relationship = Staff

### Regulatory Measure's Related Place Tab:

- Link a Place

### Regulatory Measure's Monitoring Location Tab:

- Create Monitoring locations
  - o Link discharge point(s) to monitoring locations

### Regulatory Measure's Requirements Tab:

- Add paper requirements
  - o Report Type = eSMR
  - o Reporting Frequency = monthly or quarterly or semi-annual or annual
  - o Report Document Type = Monitoring NPDES
- Set Reporting Schedule
  - o Adjust reporting periods to reflex those in permit
- ESMR Activation