



California Regional Water Quality Control Board  
Central Valley Region  
Katherine Hart, Chair



Matthew Rodriguez  
Secretary for  
Environmental Protection

11020 Sun Center Drive, #200, Rancho Cordova, California 95670-6114  
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<http://www.waterboards.ca.gov/centralvalley>

Edmund G. Brown Jr.  
Governor

22 December 2011

Daniel Sholl  
General Manager  
Pacific Coast Sprout Farms, Inc.  
5640 Warehouse Way  
Sacramento, CA 95826

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**eSMR<sup>2</sup> TRAINING AND SELF-MONITORING REPORT SUBMITTAL, PACIFIC COAST SPROUT FARMS, INC., SACRAMENTO FACILITY, SACRAMENTO COUNTY**

The Central Valley Water Board is in the process of implementing the eSMR<sup>2</sup> web-based process for the electronic submittal of self-monitoring reports (SMR). Additional information about eSMR<sup>2</sup> may be found on the State Water Board's website at: [http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/chc\\_npdes.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/chc_npdes.shtml).

In order to facilitate the transition between paper SMRs and electronic SMRs, we have scheduled a training session on **Wednesday, 15 February 2012, from 9:00 a.m. to 4:00 p.m.** The training will consist of both presentations and hands-on data entry, and will take place at the Central Valley Water Board's office at 11020 Sun Center Drive, Suite 200, Rancho Cordova.

We understand that Pacific Coast Sprouts Farms is currently in the process of enrolling under the Limited Threat General Order (Waste Discharge Requirements Order R5-2008-0082); however, an application has not yet been received by the Central Valley Water Board. Currently, enrollees under general orders such as the Limited Threat General Order are not required to implement eSMR<sup>2</sup> electronic submittals of SMRs; therefore, if an application for coverage under the Limited Threat Order is received by **18 January 2012**, we will not require California Sprouts to attend the eSMR<sup>2</sup> training.

If a Limited Threat Order application is not received by **18 January 2012**, California Sprouts will be required to attend the training. We ask that at least two people from your organization attend the training: the Legally Responsible Official (LRO; i.e., the person who will certify and submit the electronic SMRs), and the individual (if different from the LRO) who will prepare and enter the data (the "data submitter"). The LRO must be a principal executive officer or ranking elected official of the Discharger's agency, or a duly authorized representative<sup>1</sup> that meets the intent of 40 CFR 122.22(b)(2), in accordance with NPDES permit Standard Provisions, Reporting, Sections V.B.2 and V.B.3. The LRO must attend at least the morning lecture, while the

<sup>1</sup> If your agency operates more than one discharging facility, "a duly authorized representative" must be, at a minimum, someone in the position of environmental manager who oversees the overall operation of all facilities and the allocation of resources between facilities and may not be the operator for an individual facility (see 49 FR 38035-38036, 1984).

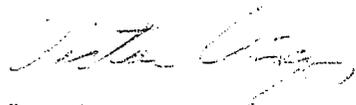
data submitter must attend the entire training. You may also wish to bring someone from your information technology (IT) department.

Beginning with the **January 2012 monthly monitoring report (due 1 March 2012)**, you will be expected to submit both a paper SMR through regular mail and an electronic SMR through the eSMR<sup>2</sup> system. To be considered a successful submittal, the electronic SMR must contain and match all data submitted in the paper SMR. Once you have successfully submitted three electronic SMRs, Central Valley Water Board staff will notify you by letter that you no longer need to submit paper SMRs.

Please complete the enclosed **LRO Electronic Submittal Authorization Form**, which is required for enrollment into eSMR<sup>2</sup>. If the LRO will be a "duly authorized representative" of your agency's principal executive officer or ranking elected official, please also complete the enclosed **Signatory and Certification Form** or provide a copy of the most recently submitted written authorization required under NPDES permit Standard Provisions, Reporting, Section V.B.3. Also enclosed is the **Data Submitter Registration Form**, which must be completed for individuals (if different from the LRO) who will prepare and enter the data. If you do not submit the Limited Threat Order application, then please complete all required forms and return them to the Central Valley Water Board by **18 January 2012**. After the forms are processed, User IDs and passwords will be provided to the LRO and data submitters. On the day of the training, please make sure to bring your assigned User IDs and passwords.

The State Water Board has set up a User Group to provide input into the eSMR<sup>2</sup> process; you may wish to read the minutes from User Group meetings or to join the Users Group, as described at [http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/usersgroup\\_selfmonitoreports.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/usersgroup_selfmonitoreports.shtml).

If you have any questions or concerns about the requirement to submit electronic monitoring reports for your facility, please contact Lucio Orellana at (916) 464-4660 or [lorellana@waterboards.ca.gov](mailto:lorellana@waterboards.ca.gov). You may also contact me at (916) 464-4623 or [vasquez@waterboards.ca.gov](mailto:vasquez@waterboards.ca.gov).



Victor Vasquez  
Senior Water Resource Control Engineer  
NPDES Compliance and Enforcement Unit

Enclosures: LRO Electronic Submittal Authorization Form  
Signatory and Certification Form  
Data Submitter Registration Form

cc w/o enclosures: Sandy Cheek, State Water Resources Control Board, Sacramento

### Electronic Submittal Authorization Form

*Directions: Please insert the information, sign and return the completed form to the CIWQS Help Center. If additional Responsible Official(s) need to be registered, please replicate as needed.*

I, \_\_\_\_\_, certify that I am the legally authorized representative for \_\_\_\_\_. My signature on this form also certifies that I agree 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 I am legally bound, obligated, or responsible by use of my electronic signature as much as by a handwritten signature.

I agree that I will protect my electronic signature from unauthorized use, and that I will contact the Water Board, within 24-hours of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised. I certify 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.

Attached to this form is a copy of my organization and facility information, such as the cover page from an issued Order containing the Order number and facility physical address or location (not mailing address).

I have provided the following information:

- Name (first, middle, last): \_\_\_\_\_
- Title/Role: \_\_\_\_\_
- Mailing Address
  - Street: \_\_\_\_\_
  - City, State, Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- FAX Number: \_\_\_\_\_
- E-Mail Address: \_\_\_\_\_
- Organization: \_\_\_\_\_
- Facility: \_\_\_\_\_
- Order: \_\_\_\_\_

I certify that the above information is complete and correct. By signing this registration form, I agree, on behalf of myself and \_\_\_\_\_ to be bound by its terms.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mail completed form to:

Central Valley Regional Water Quality Control Board  
Attn: Victor Vasquez  
11020 Sun Center Drive, Suite 200  
Rancho Cordova, CA 95670

SIGNATORY AND CERTIFICATION FORM 1

Date:

Central Valley Regional Water Quality Control Board  
11020 Sun Center Drive, Suite 200  
Rancho Cordova, CA 95670

Subject: Signatory and Certification Requirements

The \_\_\_\_\_ (Discharger) submits this update of its signatory authority. Specific individuals and positions, identified below, are authorized to sign and certify submittals to the Central Valley Water Quality Control Board related to Waste Discharge Requirements (WDRs) Order R5-2005-0034, in accordance with the WDRs Standard Provisions.

In accordance with **Standard Provision Section V.B2<sup>a</sup>**, all permit applications shall be signed by the following individual (specify individual and title):

Name	Title
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In accordance with **Standard Provision Section V.B3<sup>b</sup>**, all reports required by the WDRs and other information requested by the Central Valley Water Quality Control Board, State Water Resources Control Board, or US EPA shall be signed by the individual named above, or by a duly authorized representative<sup>b</sup> of that person, as named below (specify individual and/or position):

Name	Title
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Name	Title
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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, 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.

Sincerely,

Title:

<sup>a</sup> Standard Provision Section V.B.2 requires permit applications to be signed by a corporate officer for a corporation, by a general partner or the proprietor for a partnership or sole proprietorship, or by a principal executive officer or ranking elected official for a municipality, State, Federal or other public agency.

<sup>b</sup> Standard Provision Section V.B.3 requires a duly authorized representative to be an individual or position having responsibility for the overall operation of the regulated facility or activity, or an individual or position having overall responsibility for environmental matters for the company. If your agency operates more than one discharging facility, "a duly authorized representative" must be, at a minimum, someone in the position of environmental manager who oversees the overall operation of all facilities and the allocation of resources between facilities and may not be the operator for an individual facility (see 49 FR 38035-38036, 1984).

STATE WATER RESOURCES CONTROL BOARD  
DATA SUBMITTER REGISTRATION FORM

*Directions: Please sign and return the completed form to the address below.*

A data submitter is any individual authorized by a legally responsible official (LRO) to enter data into the online eSMR database. A data submitter may be other agency employees, contractors, labs, etc. A LRO is the only individual that can authorize data submitters on behalf of their agency. This form enables agencies to register a data submitter for eSMR.

**1. Data Submitter Registration Information**

Print Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Order number: \_\_\_\_\_  
Facility: \_\_\_\_\_  
Title/Role: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. Approved by a Legally Responsible Official for the agency on file with the State Water Board**

I, \_\_\_\_\_, certify that I am a legally responsible official for  
print name  
\_\_\_\_\_  
agency. My signature on this form authorizes a data

submitter account to be created within CIWQS for the individual listed above. A data submitter account will allow this individual to enter, edit, and delete data associated with eSMR reporting for the agency.

Regional Water Quality Control Board: \_\_\_\_\_

Agency WDID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail completed form to: **Central Valley Regional Water Quality Control Board**  
**Attn: Victor Vasquez**  
**11020 Sun Center Drive, Suite 200**  
**Rancho Cordova, CA 95670**

NOTE: Please call the CIWQS Help Center with any questions regarding this form at (866)792-4977.