



STATEWIDE INDUSTRIAL GENERAL PERMIT

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

ORGANIZATION CHANGE OF INFORMATION

PART 1 CHANGE OF ADDRESS

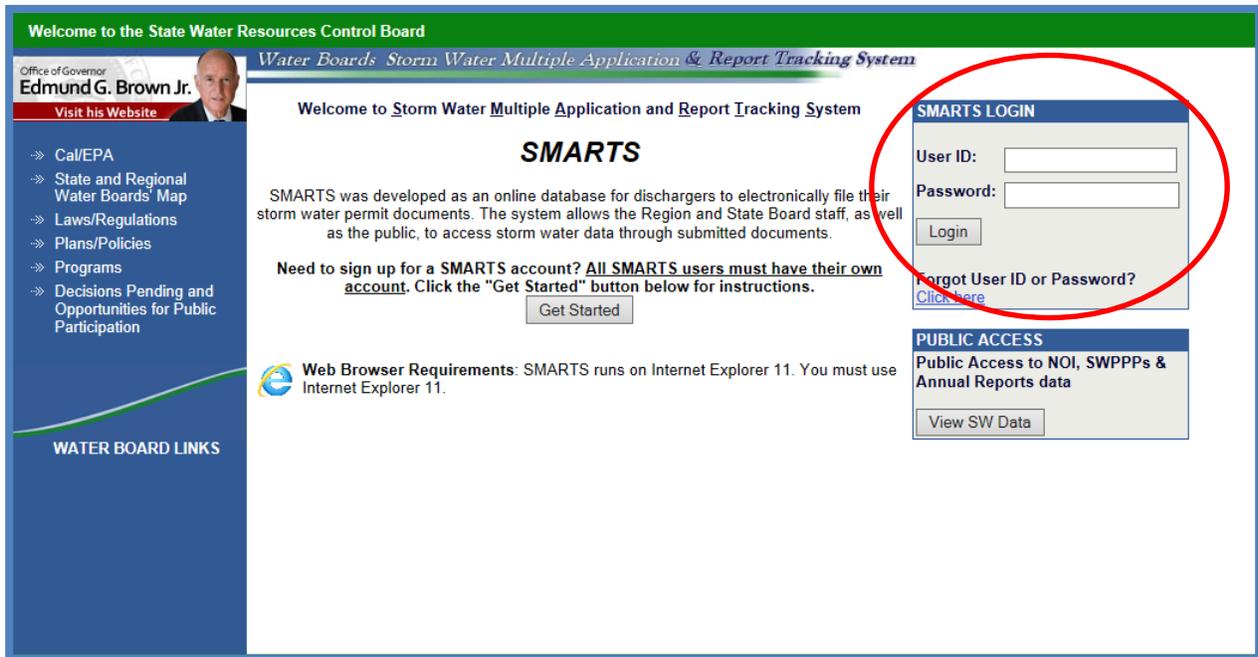


Last Revised: June 08, 2016

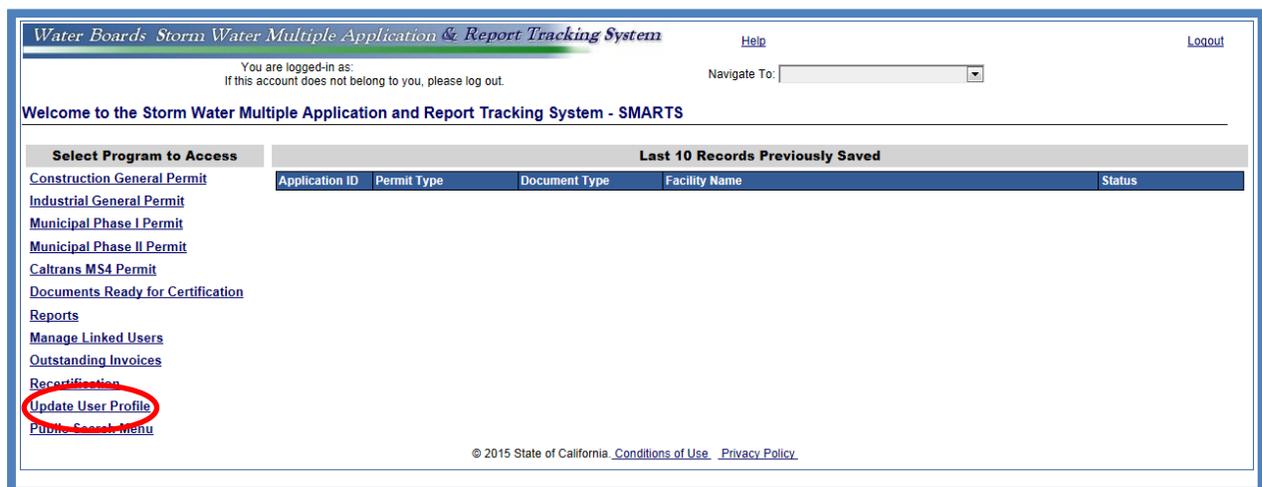
Storm Water Industrial General Permit Organization Change of Information (Part 1):

The Organization Change of Information form (COI) is used to update information such as organization name or address¹. An Organization COI action can only be started, certified, and submitted to the State Water Resources Control Board by the Legally Responsible Person (LRP) or a Duly Authorized Representative (DAR).

1. Please have the LRP log into SMARTS: <https://smarts.waterboards.ca.gov>
Please use SMARTS in Internet Explorer 11



2. From the Main menu select "Update User Profile":



¹ **NOTE:** An Organization COI submitted with a change of Tax ID will not be approved. Transfer of ownership or operator to another entity requires a Notice of Termination and the new entity is required to file for new coverage.

- Identify the Associated Organization for which you wish to start a COI form and select "Start/View COI":

Water Boards Storm Water Multiple Application & Report Tracking System Help Logout

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

User Account Details

This page allows you to enter or edit your user account details. Enter and edit the details as needed in the fields below and click on "Save" button to save the details. [Back to Main Menu](#)

User ID:
First Name:
Middle Name:
Last Name:
Phone:
Title:

Associated Organizations: The following are the organizations associated with your user account. In order to start a new / view existing Change of Information of an organization, Click on Start/View COI link of the corresponding organization.

Name	Address	Role	COI	Delink Organization	eAuthorization Form
Fried Chicken People	6543 Coop Lane Citrus Heights CA 95621	Legal Responsible Person of the Organization	Start/View COI	Delink	
California 123	123 Book it Sacramento CA 95814	Legal Responsible Person of the Organization	Start/View COI	Delink	
Test Site	123 Fake street Rancho Cordova CA 95670	Legal Responsible Person of the Organization	Start/View COI	Delink	Print eAuthorization Form
Test	1001 I Street Sacramento CA 95814	Legal Responsible Person of the Organization	Start/View COI	Delink	

Associated COIs for your organizations: Click on COI ID to view the corresponding Change of Information details.

COI ID	Organization Name	Submitter	COI Date	COI Status	Delete COI
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- In the COI form you will select the action you wish to complete from the drop down box. Once you have made the selection you will be able to enter information in the revised values field and at the bottom of the form enter a reason for the change. You also have the option to update the billing address for all facilities within the organization that have the same updated information. When complete you will select "Save & Continue".

Change of Information (COI) - Organization

COI ID: 28018 Status of Document: Not Submitted Submitter: Owner/Operator: California 123
COI Type: Organization COI Date: Organization Id: 639108 123 Book it Sacramento CA 95814

Operation to perform(Choose One)

Any changes made to this owner/operator address will effect all the WDIDs/Notice Of Intents list below.
If you want owner/operator address change applied to billing address, please check WDIDs/Notice Of Intents Apply to Billing Address.

Field Names	Current Values	Revised Values
Organization Name:	California 123	<input type="text"/>
Foreign Address:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Address:	123 Book it	<input type="text"/>
Address Line2:	<input type="text"/>	<input type="text"/>
City/State/Zip:	Sacramento CA 95814	<input type="text"/> CA <input type="text"/>
Business Type:	Private Individual	Private Individual
Federal Tax Id:	<input type="text"/>	<input type="text"/>

Associated WDIDs / NOIs:

Application Id	WDID	Status	Facility Name and Address	<input type="checkbox"/>	<input type="button" value="Apply to Billing Address"/>	<input type="button" value="Select All"/>
467280	5S34C374728	Active	California Construction 12345 Republic Street Rancho Cordova CA 95670	<input type="checkbox"/>		
467552		Not Submitted				

Reason for change:

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5. The “Attachments” Tab will allow the upload of additional supporting documentation, as needed. If you have no attachments to upload you can proceed to the next tab by selecting “Next”:

Change of Information (COI) - Attachments

COI ID: 28018 Status of Document: Not Submitted Submitter: Owner/Operator: California 123
123 Book it Sacramento CA 95814

COI Type: Organization COI Date: Organization Id: 639108

COI Form **Attachments** Certify/Review Status History

Please click on Upload Attachment button to upload the corresponding files(Required for Site Size or Disturbed Area changes). **Upload Attachment**

The following are the current documents related to the COI. Click on the link to view them.

Attachment ID	File Type	File Title	File Description	Part No	Delete
Back	Next				

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6. The “Certify/Review” Tab provides a completion check of the proposed Organization COI:

Change of Information (COI) - Certification

COI ID: 28018 Status of Document: Not Submitted Submitter: Owner/Operator: California 123
123 Book it Sacramento CA 95814

COI Type: Organization COI Date: Organization Id: 639108

COI Form Attachments **Certify/Review** Status History

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

Perform Completion Check

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The LRP or DAR must certify and submit the COI form by selecting both check boxes, answering a security question, entering their password, and then selecting “Certify COI”:

Change of Information (COI) - Certification

COI ID: 28018 Status of Document: Not Submitted Submitter: Owner/Operator: California 123
123 Book it Sacramento CA 95814

COI Type: Organization COI Date: Organization Id: 639108

Change of Information (COI) perform completion check complete. Your application appears to be complete. Certify the COI to submit to Water Board.

COI Form Attachments **Certify/Review** Status History

Certification & Submission Checklist :

Check	Question Text
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 SMARTS2 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:

First Name:		Last Name:	
Title:	Test	Date:	04/22/2016

Please answer your security question before certifying the document.

What was your High School Mascot?

Please enter your password

Certify COI

Certify Later

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.

7. A confirmation screen will then confirm submission of the Organization COI in SMARTS:

Change of Information (COI) - Organization

COI ID: 28018 **Status of Document:** Submitted to Water Board **Submitter:** **Owner/Operator:** California 123
123 Book it Sacramento CA 95814

COI Type: Organization COI Date: 04/22/2016 Organization Id: 639108

Change of Information (COI) is successfully certified and submitted to Waterboard.

[COI Form](#) [Attachments](#) [Certify/Review](#) [Status History](#)

Your electronic "Change of Information" has been successfully received by the State Water Resources Control Board's database. Your confirmation information for this certification is as follows:

COI ID: 28018
Organization Name: California 123
Submission/Certified Date: 04/22/2016
Certifier Name
Certifier Title: Test

To make any changes/modifications to the COI, please click on - [Remand](#)

If an Organization COI was submitted and an error was discovered after it was certified, the LRP has the ability to "Remand" the Organization COI form and provide edits. The edited COI form must be certified and submitted again by the LRP.

Change of Information (COI) - Organization

COI ID: 28018 **Status of Document:** Submitted to Water Board **Submitter:** **Owner/Operator:** California 123
123 Book it Sacramento CA 95814

COI Type: Organization COI Date: 04/22/2016 Organization Id: 639108

Change of Information (COI) is successfully certified and submitted to Waterboard.

[COI Form](#) [Attachments](#) [Certify/Review](#) [Status History](#)

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