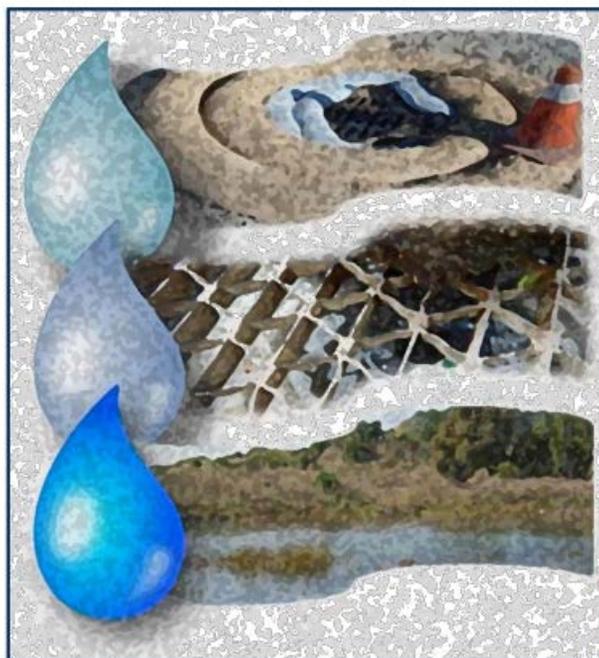




STATEWIDE INDUSTRIAL GENERAL PERMIT

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

REPLACING A LEGALLY RESPONSIBLE PERSON



Last Revised: August 23, 2016

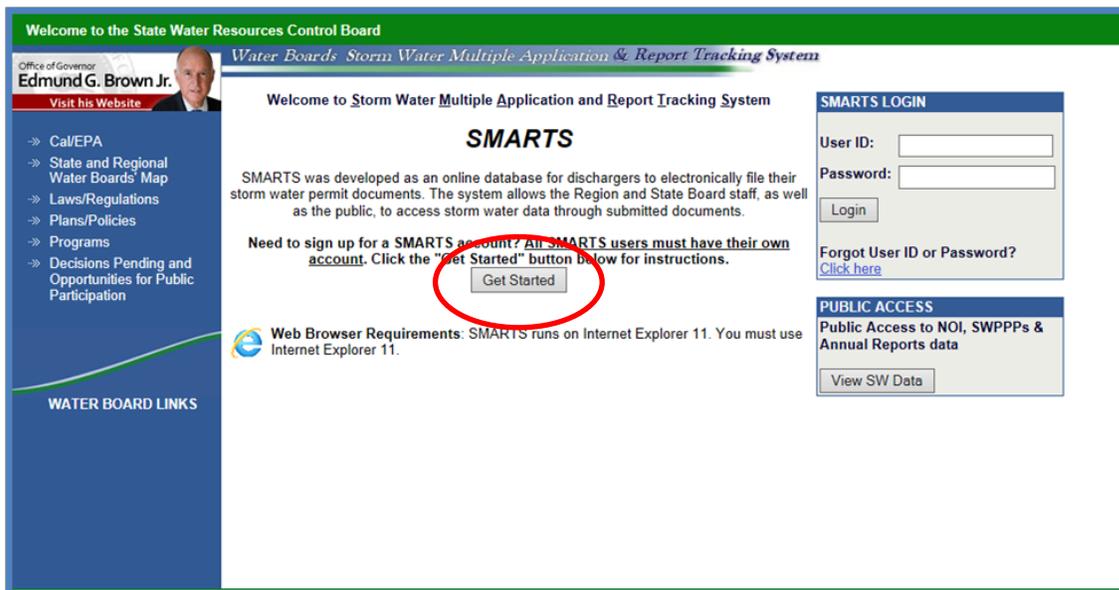
SMARTS User Registration Steps for Replacing an LRP (organization):

If you are registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace an LRP for an existing organization, please skip down to step 9:

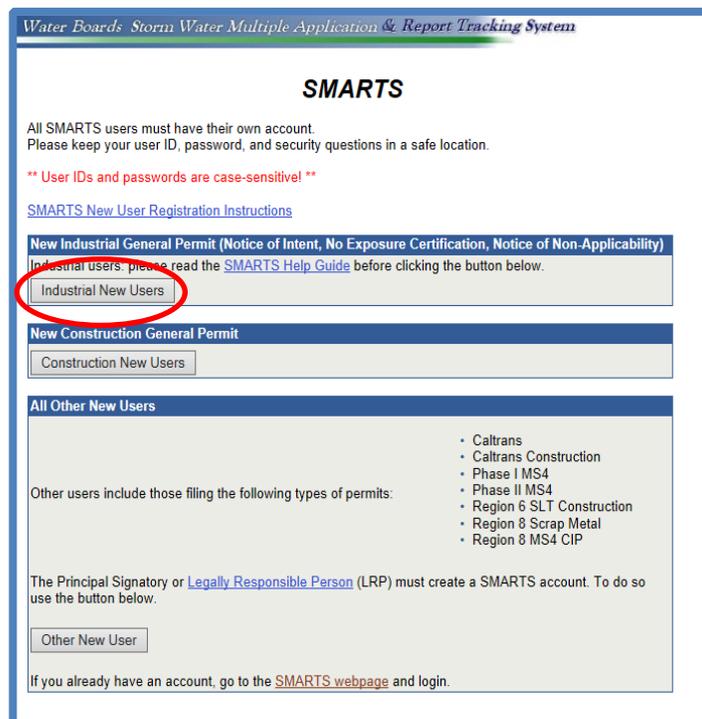
If you are not registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace an LRP for an existing organization, follow the steps below:

If the LRP is changing due to a change of owner/operator, a Notice of Termination (NOT) must be submitted and a new Notice of Intent (NOI) submitted by the new owner/operator LRP.

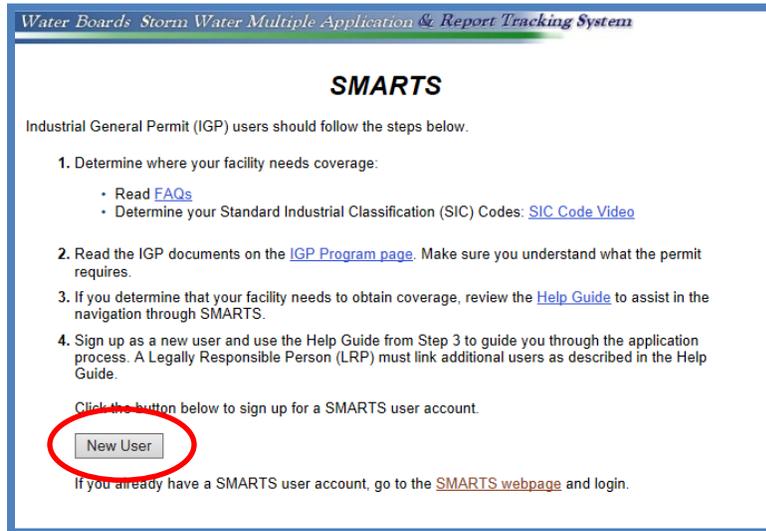
1. Please log into SMARTS and select "Get Started": <https://smarts.waterboards.ca.gov>
Please use SMARTS in Internet Explorer 11



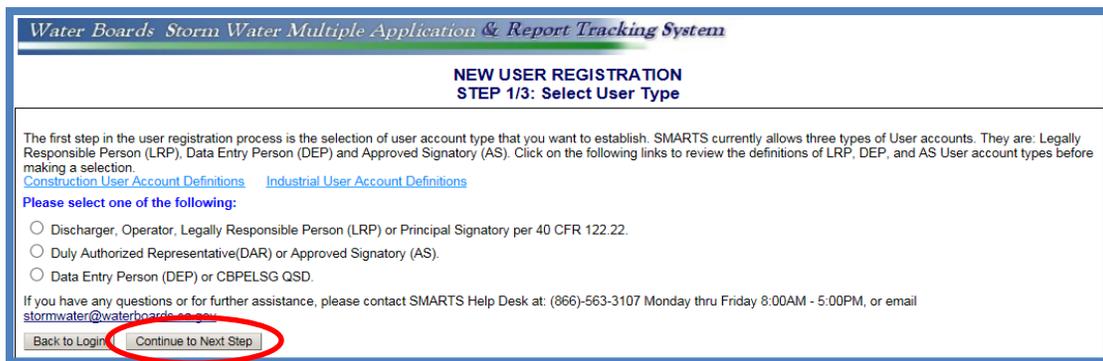
2. Select "Industrial New Users":



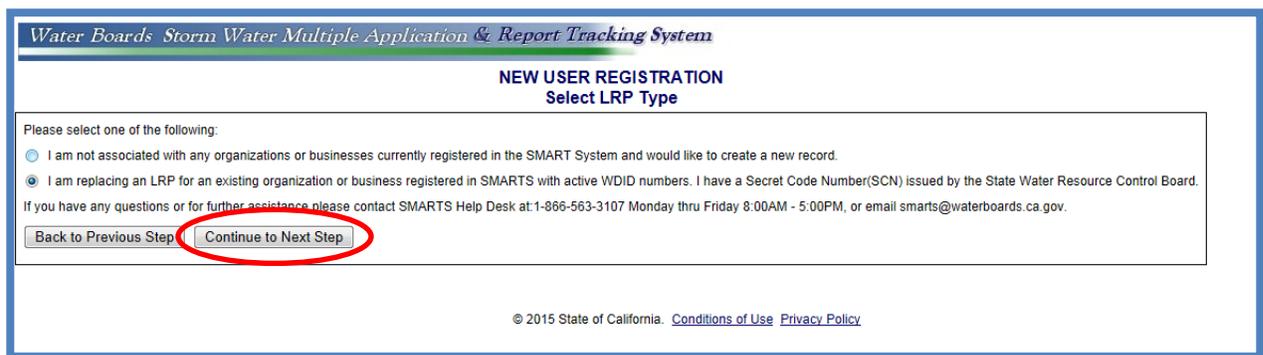
3. Select "New User":



4. Select the LRP User Account¹ type and select "Continue to Next Step":



5. Select that you are replacing an LRP of an already existing organization or business registered in SMARTS with active WDID numbers.



¹ NOTE: Only an LRP can claim an organization if you are not sure you should be the LRP please read the Industrial User Account Definitions on this page.

6. Enter the information required. Please be sure to copy the User ID created.
The User ID is case sensitive.

Water Boards Storm Water Multiple Application & Report Tracking System

NEW USER REGISTRATION
Step 2/3: User Account Details

Legally Responsible Person: Enter User Account Details

The next step in the registration process is to provide your user account details. The User ID along with a Password will be sent to the e-mail address entered below. You will need this User ID and Password to log into SMARTS. Please verify that the e-mail address is valid and accurate.

User Account Details: (An * indicates a required field)

First Name: *

Middle Name:

Last Name: *

Title: *

E - mail: * (abc@xyz.com/abc@xyz.net)

Re - Enter E - mail: * (abc@xyz.com/abc@xyz.net)

Phone: * Ext: (999-999-9999)

User ID: * (Enter user ID between 7 - 16 characters. Use the button to verify if the user ID is already taken.)

Password: System will generate the password and send you via E-mail.

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7. Enter the information required. Please keep a copy of this record as the answers provided are needed to complete future actions through SMARTS.

NEW USER REGISTRATION
Step 2/3: User Account Details

Legally Responsible Person: Enter User Account Details

The next step in the registration process is to provide your user account security details. Please choose the security questions, the respective answer & complete the form.

Identification Verification Security Questions:

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password.

Security question: *

Answer: *

Personal Identification Code: *

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

Server Security Letters:

* Security Image Letters are not case sensitive

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, password and answer to a security question 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. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

I understand that since I have WDIDs in the System or I am replacing an LRP of my organization, my first login will be directed to Re - certify organization screen where I have to recertify the organization and the respective WDIDs I am associated with. In order to do so I need to obtain the Organization Id & Organization Secret Code number from State Water Resource Control Board.

*: Fields preceded by red asterisk (**) are mandatory/required fields.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov.

- Acknowledgement screen. Once you have completed registration you will receive an email with a temporary password. Please use the email with the temporary password to log on and set a new password. The temporary password is only valid for 72 hours.

The screenshot shows the 'NEW USER REGISTRATION Step 3/3: Acknowledgement' screen. The title bar reads 'Water Boards Storm Water Multiple Application & Report Tracking System'. The main heading is 'Acknowledgement'. The text states: 'This completes your user registration process: Your user account has been successfully created in SMARTS. Your User ID, Password, and instructions for logging into SMARTS have been sent to you via e-mail. Please check your e-mail account and log into SMARTS using the User ID and Password provided. If the e-mail is not received within a reasonable amount of time, please contact the Storm Water Help Desk at the phone number provided below. To log into SMARTS, enter the following address into your browser or click on the link: <https://smarts.waterboards.ca.gov/> If you have a WDID, and Water Board sent Secret Code Number, please link those WDIDs to your user account after logging into SMARTS. If you have a WDID but have not received a SCN, please contact the SMARTS Help Desk at 1-866-563-3107. You must have a SCN to link a WDID to your account. The e-mail includes instructions on how to link existing WDIDs and Data Entry Person (DEP) user accounts to your account. Until a DS account is linked to a LRP account, the DS cannot enter data into SMARTS on behalf of that LRP. If you have any questions or for further assistance, please contact SMARTS Help Desk at 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov. A button labeled 'Back to Registration/Login Screen' is at the bottom left. The footer contains '© 2015 State of California. [Conditions of Use](#) [Privacy Policy](#)'.

- Once you have obtained the Secret Code Number (SCN) from the Water Board for your organization, please log into SMARTS and select "Replace LRP".

The screenshot shows the main menu of the SMARTS system. The title bar reads 'Water Boards Storm Water Multiple Application & Report Tracking System'. The user is logged in as '***'. The main heading is 'Welcome to the Storm Water Multiple Application and Report Tracking System - SMARTS'. There are two columns of links: 'Select Program to Access' and 'Last 10 Records Previously Saved'. The 'Replace LRP' link in the 'Select Program to Access' column is circled in red. Other links include 'Construction General Permit', 'Industrial General Permit', 'Municipal Phase I Permit', 'Municipal Phase II Permit', 'Caltrans MS4 Permit', 'Documents Ready for Certification', 'Reports', 'Manage Linked Users', 'Outstanding Invoices', 'Recertification', 'Update User Profile', and 'Public Search Menu'. The footer contains '© 2016 State of California. [Conditions of Use](#) [Privacy Policy](#)'.

- Select "(Re)Certify and Claim Existing Organization(s)":

The screenshot shows the 'Recertify Menu' in the SMARTS system. The title bar reads 'Water Boards Storm Water Multiple Application & Report Tracking System'. The user is logged in as '***'. The main heading is 'Recertify Menu'. There are two links: '(Re)Certify and Claim Individual Application(s):' and '(Re)Certify and Claim Existing Organization(s):'. The second link is circled in red. A 'Back to Main Menu' link is at the bottom left. The footer contains '© 2015 State of California. [Conditions of Use](#) [Privacy Policy](#)'.

11. Enter the Organization ID and SCN, then select "Next":

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | Help | Logout

Navigate To: [Dropdown]

Enter Organization ID and Organization Secret Code Number (SCN)

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Please enter Organization ID and Organization SCN

Organization ID: [Text Box] *

Organization SCN: [Text Box] *

Next | Back To Main Menu | Click here to Recertify an Industrial WDID number

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12. Select the Applications you will be taking over, certify the check box², and complete by selecting "Recertify":

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | Help | Logout

Navigate To: [Dropdown]

Enter Organization ID and Organization Secret Code Number (SCN)

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Please enter Organization ID and Organization SCN

Organization ID: 639108 *

Organization SCN: ODVA43765 *

Back To Main Menu | Click here to Recertify an Industrial WDID number

Below is a list of WDID/Application ID numbers currently linked to the organization. Please select the WDID/Application ID numbers to which you are becoming the new LRP. Any WDID/Application ID numbers not selected will remain associated with the existing LRP in SMARTS. [Select All](#)

Application ID	WDID	Status	Organization Name & Address	Facility Name & Address	Select
467280	5S34C374728	Active	California 123 123 Book It Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670	<input checked="" type="checkbox"/>

I certify under penalty of perjury, that the above Organization/WDIDs is/are my responsibility. By supplying the Organization Id and Organization SCN, I am establishing that fact. I understand that I am legally bound, obligated, and responsible to comply with the requirements of the associated General Permit.

Recertify

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13. You will see a successful message and a button to print the eAuthorization form for the organization. This form is required to be printed, signed (wet blue ink), and mailed to the address on the form. Only original signatures will be accepted.

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | Help | Logout

Navigate To: [Dropdown]

Enter Organization ID and Organization Secret Code Number (SCN)

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Please enter Organization ID and Organization SCN

Organization ID: 639108 *

Organization SCN: ODVA43765 *

Back To Main Menu | Click here to Recertify an Industrial WDID number

Below is a list of WDID/Application ID numbers currently linked to the organization. Please select the WDID/Application ID numbers to which you are becoming the new LRP. Any WDID/Application ID numbers not selected will remain associated with the existing LRP in SMARTS.

You have successfully linked and certified the above Organization & WDIDs to your account.

Print E Authorization Form

Application ID	WDID	Status	Organization Name & Address	Facility Name & Address	Select
467280	5S34C374728	Active	California 123 123 Book It Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670	<input checked="" type="checkbox"/>

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² **NOTE:** If you have multiple WDID/Applications under the newly claimed organization that you need to be listed as the LRP on you can select the "Select All" button to automatically select every facility listed. Any WDID/Applications that are not selected will remain associated with the existing LRP in SMARTS