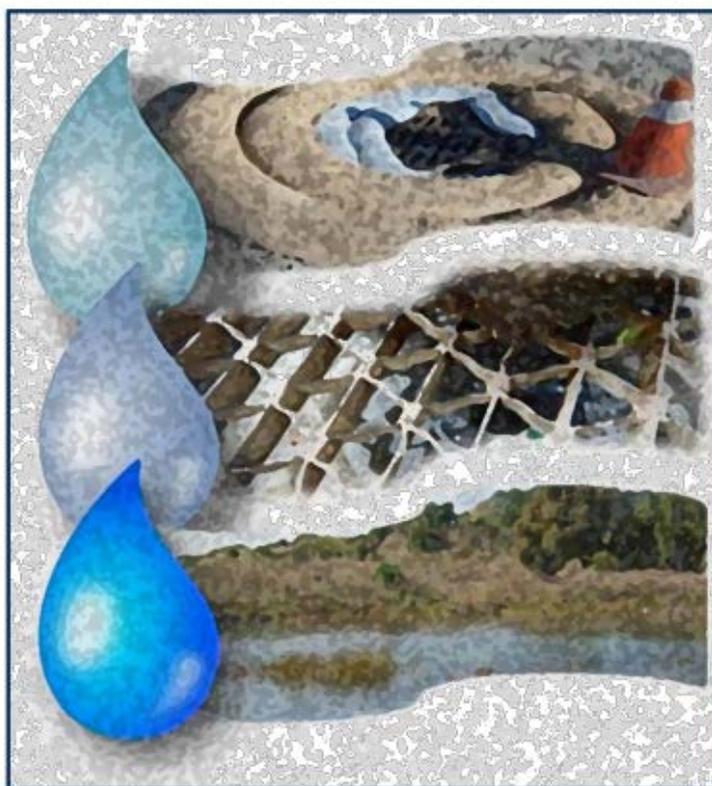




**STATEWIDE INDUSTRIAL GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE**

NOTICE OF TERMINATION

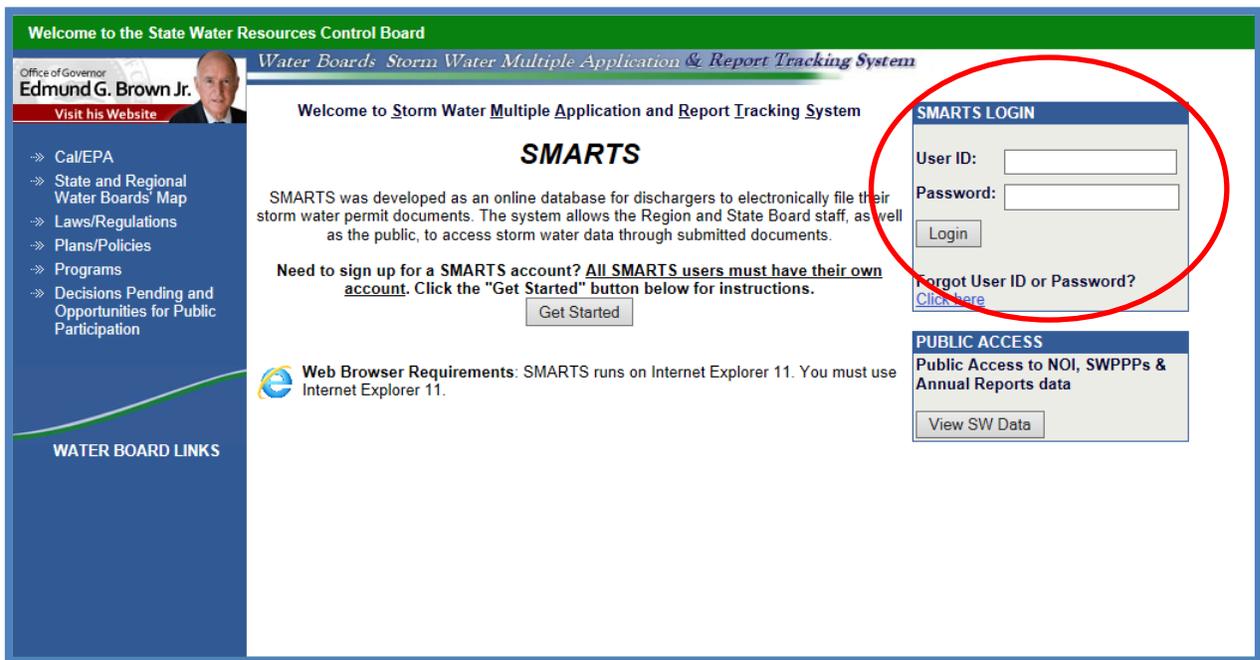


Last Revised: April 11, 2016

Storm Water Industrial General Permit Notice of Termination:

Dischargers with Notice of Intent (NOI) or No Exposure Certification (NEC) coverage request termination of coverage under the Industrial General Permit (IGP) when either; (a) the operation of the facility has been transferred to another entity, (b) the facility has ceased operations, completed closure activities, and removed all industrial related pollutants, or (c) the facility's operations have changed and are no longer subject to the Industrial General Permit. The IGP requires dischargers to electronically certify and submit a Notice of Termination (NOT) via SMARTS. Until a valid NOT is processed by the Regional Water Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the IGP and payment of accrued annual fees. An NOT can only be certified by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) for the Facility. A Data Entry Person (DEP) may fill out the NOT; however the NOT must to be certified and submitted via SMARTS by the LRP or DAR.

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



2. From the Main menu select "Industrial General Permit"



3. Identify and select the "Application ID/WDID" Number you wish to start an NOT for:

Water Boards Storm Water Multiple Application & Report Tracking System

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

Welcome to Storm Water Multiple Application Reporting and Tracking System - SMARTS

Industrial Permit Menu | **Active NOI Applications You Are Associated With:**

Application ID / WDID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide Delete	Delink App
467592 5S09I026330	Industrial	Active	Fried Chicken People 6543 Coop Lane Citrus Heights CA 95621	Fried Chicken People 6543 Coop Lane Folsom CA 95621			Delink
459447 5S29I025869	Industrial	Active	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814			Delink

First Prev Next Last Current Page:1 Total Pages:1

[Show Hidden Applications](#)

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4. Select the "NOTs" Tab:

Water Boards Storm Water Multiple Application & Report Tracking System

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

Operator Information

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".

WDID: 5S29I025869 | Owner/Operator: Test | Certified Date: 07/30/2015
 Application ID: 459447 | Site/Facility: Mine | Processed Date: 07/30/2015
 Status: Active | Previous ID: - | NOT Effective Date:
 Permit Type: Industrial - NOI

Operator Info | Facility Info | Addl. Facility Info | Billing Info | Attachments | Certification | Requirements | Inspections | Print | Status History | Linked Users | **NOTs** | COIs

Facility Operator Information Populate Contact Info: Select

Owner Name: Test | Contact First Name: RWQCB | *
 Street Address: 1001 I Street | *2 | Contact Last Name: Test | *
 Address Line 2: | ? | Title: |
 City/State/Zip: Sacramento CA 95814 | *2 | Phone: 999-999-9999 | * Ext: (999-999-9999)
 Type: Private Individual | ? *2 | E-mail: r5s_stormwater@waterboards.ca.gov | *(abc@xyz.com)
 Federal Tax ID: | ? | [Apply for NEC](#)

Save & Exit | Save & Continue

Fields marked with * are mandatory fields.

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5. Select "Add a New NOT":

Operator Info | Facility Info | Addl. Facility Info | Billing Info | Attachments | Certification | Requirements | Inspections | Print | Status History | Linked Users | **NOTs** | COIs

[Add New NOT](#)

6. Fill out the "NOT Form" Tab:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5S29I025869 Operator: Test
1001 I Street Sacramento CA 95814 NOT Status: Not Submitted

Permit Type: Industrial Facility: Mine
Not yours street Auburn CA 95814 NOT Submitted Date:

NOT Return Date:

NOT Approved/Denied Date:

NOT Form NOT Attachments NOT Certify/Review **NOT Status** NOT Print Back To NOI Summary

Enter the Owner/Operator information below. **Populate Contact Information**

Organization Name: Test First Name: RWQCB *

Street Address: 1001 I Street * Last Name: Test *

Line #2: Title:

City/State/Zip: Sacramento CA 95814 * Phone: 999-999-9999 *(ex:999-999-9999) Ext: Email: r5s_stormwater@waterb * (abc@xyz.com)

Basis of Termination (Must select one option below)

Closed Facility: The facility is closed and all closure, moving and clean-up activities are complete

Date of Closure: (mm/dd/yyyy) *

Are you moving to a new location in California? Yes No *

If Yes, start date at new location: (mm/dd/yyyy)

Will you file new NEC or NOI? Yes No *

New Facility Information

Business Name: First Name: Last Name: Title: Phone: (999-999-9999) Email: (abc@xyz.com)

Street Address: City/State/Zip: CA Phone: Ext: Email: (abc@xyz.com)

Line #2: Title: Phone: Ext: Email: (abc@xyz.com)

Regulated by Another Permit: Discharge of storm water associated with industrial activity is specifically regulated by another general or individual NPDES permit.

NPDES Permit No: Date coverage began: (mm/dd/yyyy) *

New Operator/Owner:

Date facility/site was transferred to new operator/owner: (mm/dd/yyyy) *

Have you notified the new operator/owner of the storm water NPDES permit requirements? Yes No *

New Operator/Owner Information

Business Name: * First Name: * Last Name: * Title: Phone: (999-999-9999) Email: (abc@xyz.com)

Street Address: * City/State/Zip: CA Phone: Ext: Email: (abc@xyz.com)

Line #2: Title: Phone: Ext: Email: (abc@xyz.com)

Notice of Non-Applicability:

a. Facility Does Not Discharge - Upload No Discharge Technical Report

b. Discharge is Not Hydrologically Connected to Waters of the US - Upload No Discharge Technical Report

c. Facility Not Required by Federal Regulation to be Regulated by an Industrial Activities Storm Water NPDES Permit

Other:

Explain any other basis/reasons that are not covered above.

test

Back **Save & Next**

Fields marked with * are mandatory fields.

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- Owner/Operator information can be populated by selecting the highlighted option. Please update if needed.
- Select a reason for filing the NOT and fill out appropriate information for the selected option.
- Once the form is complete, select "Save & Next".

7. The "NOT Attachments" Tab will allow the upload of supporting documentation and/or photographs as required by the IGP (section II.C.):



NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print [Back to NOI Summary](#)

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

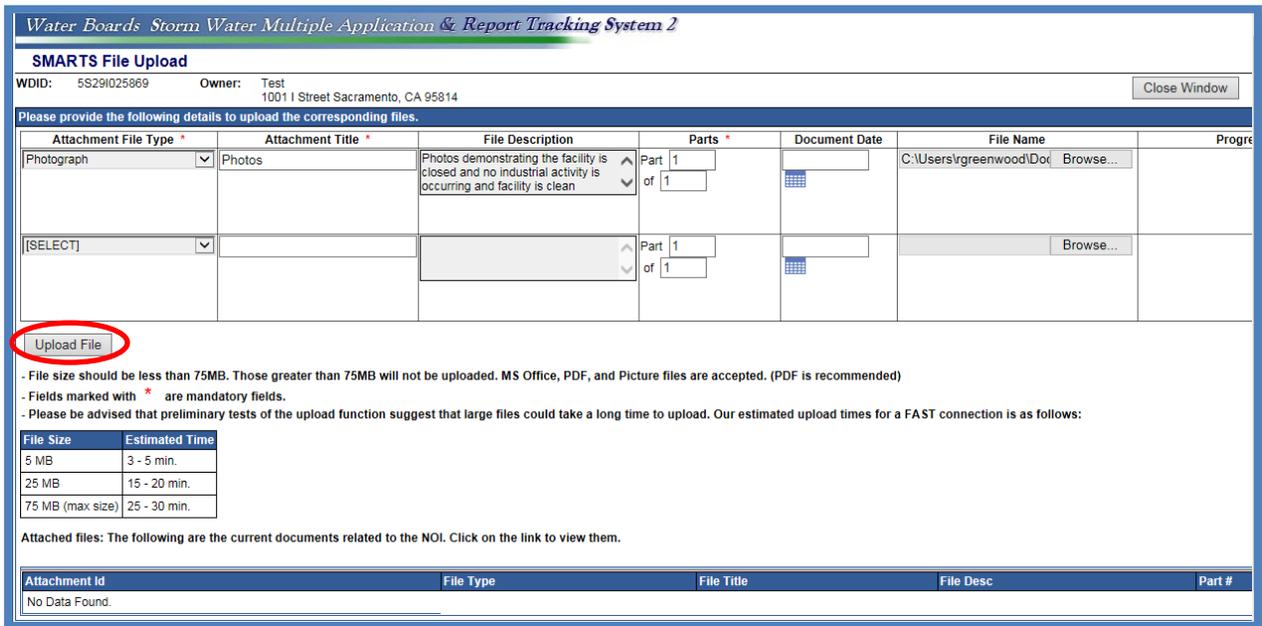
When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Date Attached	Part No	Upload By	Delete
---------------	-----------	------------	------------------	---------------	---------	-----------	--------

Back Next

Fields marked with * are mandatory fields.

The upload tool opens in a new window. Be sure to check your pop-up blocker if needed.



Water Boards Storm Water Multiple Application & Report Tracking System 2

SMARTS File Upload

WDID: 5S291025869 Owner: Test
1001 I Street Sacramento, CA 95814 [Close Window](#)

Please provide the following details to upload the corresponding files.

Attachment File Type *	Attachment Title *	File Description	Parts *	Document Date	File Name	Progress
Photograph	Photos	Photos demonstrating the facility is closed and no industrial activity is occurring and facility is clean	Part 1 of 1		C:\Users\rgreenwood\Doc... Browse...	
[SELECT]			Part 1 of 1		Browse...	

Upload File

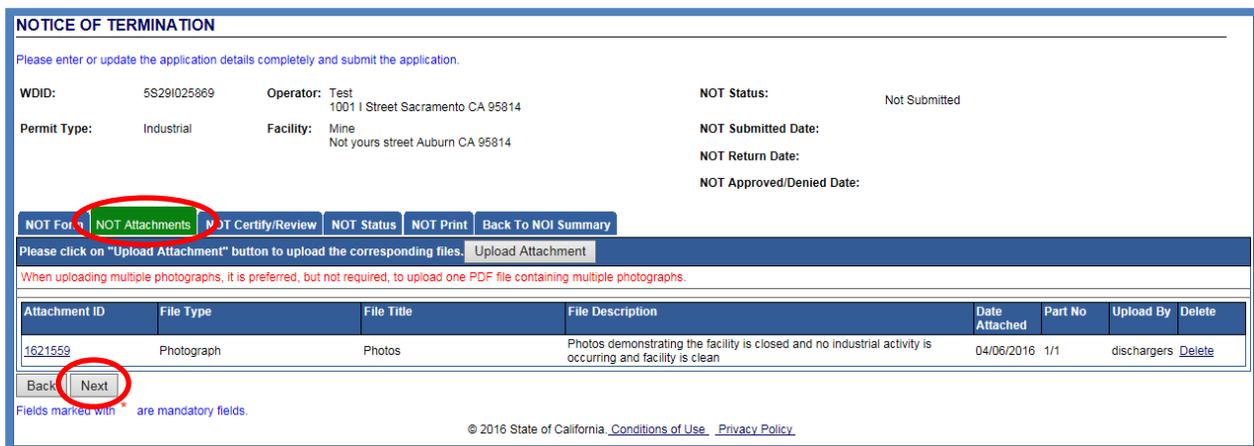
- File size should be less than 75MB. Those greater than 75MB will not be uploaded. MS Office, PDF, and Picture files are accepted. (PDF is recommended)
- Fields marked with * are mandatory fields.
- Please be advised that preliminary tests of the upload function suggest that large files could take a long time to upload. Our estimated upload times for a FAST connection is as follows:

File Size	Estimated Time
5 MB	3 - 5 min.
25 MB	15 - 20 min.
75 MB (max size)	25 - 30 min.

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

Attachment Id	File Type	File Title	File Desc	Part #
No Data Found.				

You can select the "NOT Attachments" Tab to refresh the screen and see that the attachment properly uploaded. Once you have checked that it uploaded correctly select "Next":



NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5S291025869 Operator: Test
1001 I Street Sacramento CA 95814 NOT Status: Not Submitted

Permit Type: Industrial Facility: Mine
Not yours street Auburn CA 95814 NOT Submitted Date:

NOT Return Date:

NOT Approved/Denied Date:

NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print [Back to NOI Summary](#)

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

When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Date Attached	Part No	Upload By	Delete
1621559	Photograph	Photos	Photos demonstrating the facility is closed and no industrial activity is occurring and facility is clean	04/06/2016	1/1	dischargers	Delete

Back **Next**

Fields marked with * are mandatory fields.

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8. The “NOT Certify/Review” Tab provides a completion check on the proposed NOT:

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Notice of Termination.¹ (e.g. photos or report were uploaded incorrectly).

Any user can perform this check. If a Data Entry Person (DEP) performs the check and the NOT is complete, SMARTS will only allow the DEP to notify the LRP or DAR (via a generated SMARTS email) that the NOT must be certified and submitted.

A DEP completing this check will see this:

Once the DEP selects “Submit to LRP/DAR” they will see that an email was sent and the status is “Not Submitted – certification required”.

¹ **NOTE:** This completion check will also review for any outstanding reports (e.g. annual reports). The reports will need to be completed and submitted in the system prior to the NOT being submitted. For Help on completing reports in SMARTS, please see our webpage:

http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml#e_reporting

- The NOT must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the NOT in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the NOT that requires certification:²

NOTs list

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".

WDID: 5S29I025869 Owner/Operator: Test Certified Date: 07/30/2015
Application ID: 459447 Site/Facility: 1001 I Street Sacramento CA 95814 Processed Date: 07/30/2015
Status: Active Site/Facility: Mine NOT Effective Date: 07/30/2015
Previous ID: - Not yours street Auburn CA 95814 Permit Type: Industrial - NOI

Operator Info Facility Info Addl. Facility Info Billing Info Attachments Certification Requirements Inspections Print Status History Linked Users NOTs COIs

Add New NOT

NOT ID	WDID	Status Date	Status of Document	Basis of Termination	No of Attachments
528720	5S29I025869	04/06/2016	Not Submitted - certification required	Other	1

Fields marked with * are mandatory fields.

The LRP or DAR must review the prepared NOT for information accuracy, prior to continuing to the "NOT Certify/Review" Tab to perform the completion check:

NOT Form NOT Attachments NOT Certify/Review NOT Status NOT Print Back To NOI Summary

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

Perform Completion Check

Back Next

Fields marked with * are mandatory fields.

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² **NOTE:** If the Data Entry Person (DEP) has properly sent the NOT for certification to the LRP/DAR then they can also view reports ready for certification in the "Documents Ready for Certification" SMARTS menu option.

The LRP or DAR certifies and submits the NOT by selecting both check boxes, entering their password and answering a security question.

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print Back To NOI Summary

Certification & Submission Checklist :
 Certification & Submission check list

Select Question Text

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 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:	04/06/2016

Please answer your security question before certifying the document.
 What is your mother's maiden name?

Please enter your password

Certify Notice of Termination

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.

Fields marked with * are mandatory fields.

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10. A confirmation screen will then confirm submission of the NOT in SMARTS:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5S29I025869	Operator: Test 1001 I Street Sacramento CA 95814	NOT Status: Submitted to Waterboard
Permit Type: Industrial	Facility: Mine Not yours street Auburn CA 95814	NOT Submitted Date: 04/06/2016
		NOT Return Date:
		NOT Approved/Denied Date:

Your NOT is Certified and Successfully submitted to water board.

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print Back To NOI Summary

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

Application ID	528720
Type	Industrial
Submission/Certify Date	04/06/2016
Certifier Name	
Certifier Title	Test

Please print out this screen as proof of certification. If you need to correct any information, please contact the Regional Board representative.
 All records must be retained for 5 years from the date of the report or monitoring activity.

Fields marked with * are mandatory fields.

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11. Regional Water Board staff will review the submitted NOT and the LRP or DAR will be notified via email of their decision on the termination.³ If you have questions about the status of your termination, contact the Regional Water Board the Facility is located in:

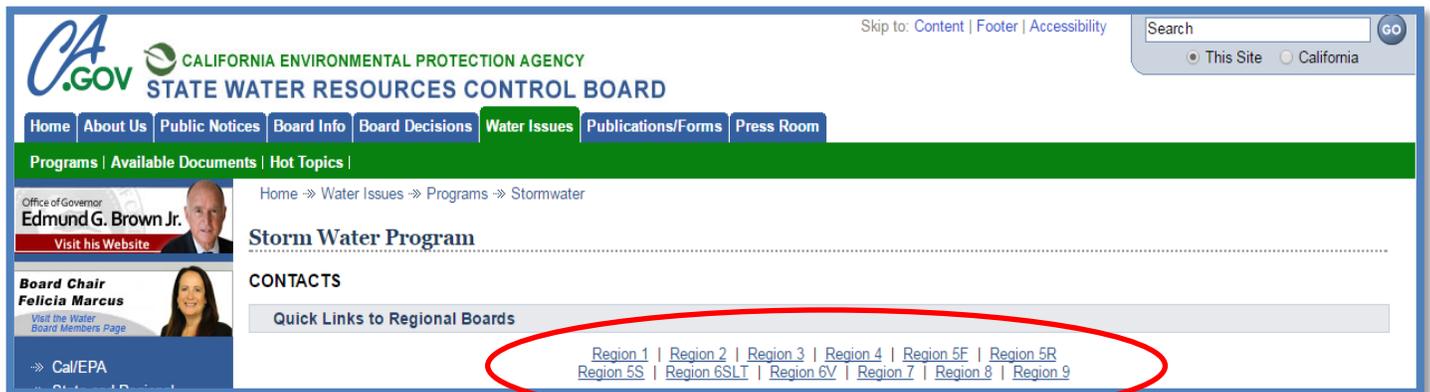
For example:

WDID **5S**29I025869

The first numbers of the WDID serve as the identifier for the Region the Facility is located within. Coordinate this identifier with the contact on our webpage:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml

The screenshot below displays the statewide storm water contacts webpage. Quick links help to navigate the identifiers you see in your WDID number. Click on one of the Regional Water Board identifiers to see the storm water contacts, or scroll down the webpage.



³ **NOTE:** For outstanding invoices if the NOT is submitted within in 90 days of the original invoice date, the invoice will be canceled upon approval by the local Regional Water Board. If the NOT is submitted after the 90 day grace period or is denied, the invoice is valid and payable in full.