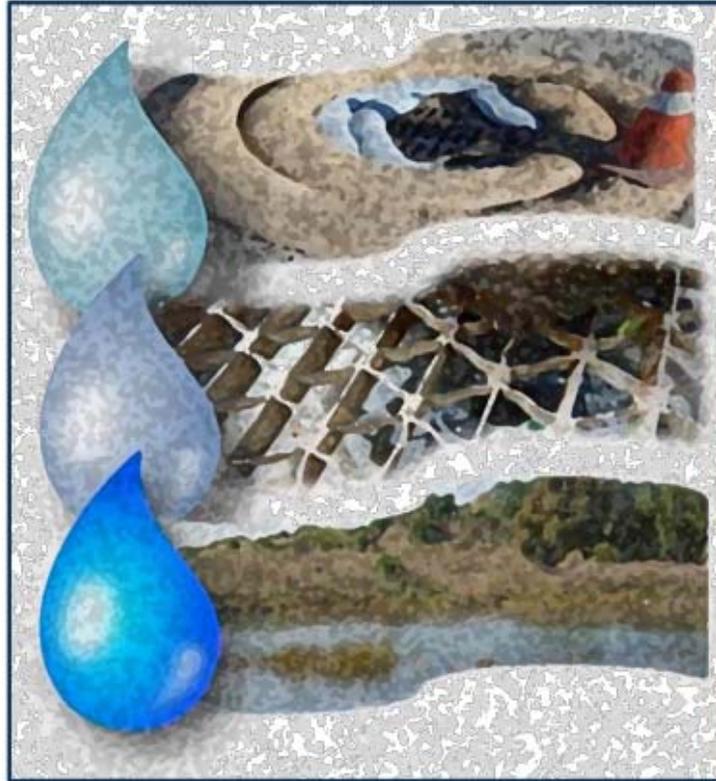


**STATEWIDE CONSTRUCTION GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE**

ANNUAL REPORT



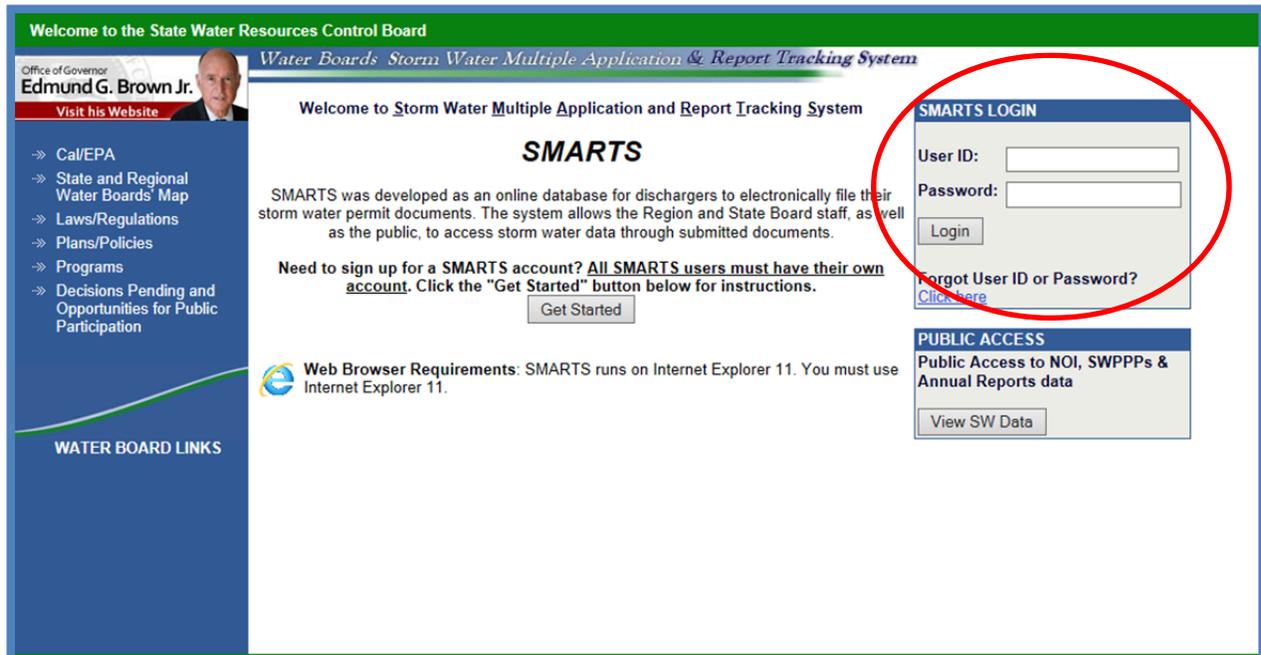
Last Revision July 25, 2016

Storm Water Construction General Permit Annual Report:

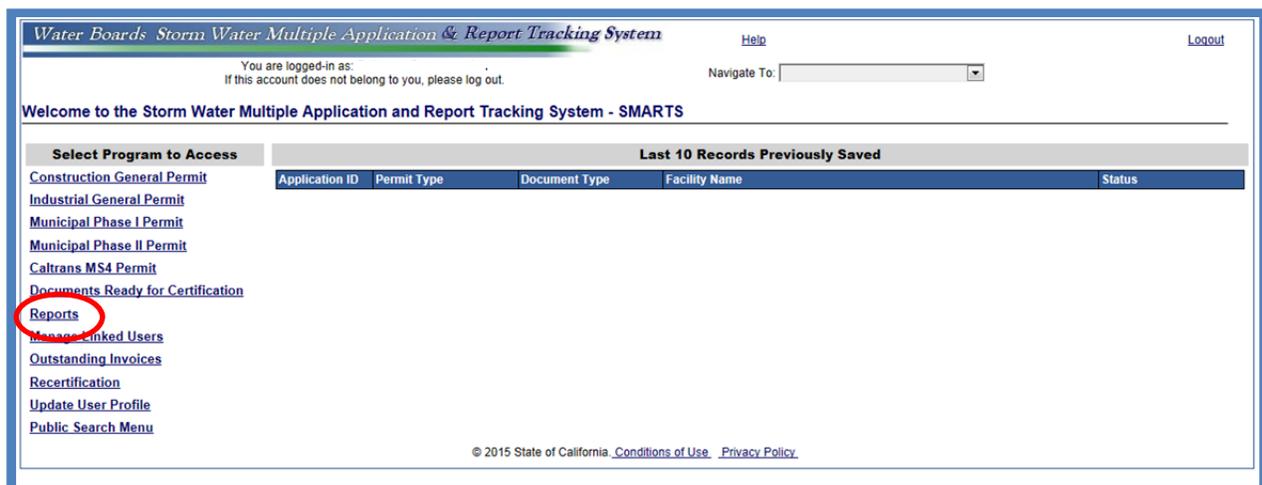
Construction storm water dischargers with an active Waste Discharge Identification (WDID) number active for at least three months are required to certify and submit an Annual Report no later than September 1st following each reporting year. The Annual Report must be electronically submitted using the standardized format via the State Water Board's SMARTS database. The Annual Report is compilation of responses to a list of questions that the discharger must complete to demonstrate compliance with all applicable requirements of the Construction General Permit (CGP). The Annual Report can be entered by any SMARTS user that is linked to the project; however can only be certified and submitted by the Legally Responsible Person (LRP) or Approved Signatory with a valid eAuthorization form on file.

The following steps guide the SMARTS user through submittal of an Annual Report:

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



2. From the Main menu select "Reports":



- Search for reports using the appropriate reporting period. Any project that you are linked to will display once you select search:

Water Boards Storm Water Multiple Application & Report Tracking System [Help](#) [Logout](#)

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

Reports Search

Enter the search criteria below. Only the Reporting Period is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the WDID number. Please contact the Legally Responsible Person to link you to the WDID number. [Back to Main Menu](#)

Reporting Period: **2015 - 2016** *
 WDID: _____ Application ID: _____
 Report Status: Select _____ Region: All _____

* fields are mandatory

Verify the Reporting Period before you begin working on a report.

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Only the "Reporting Period" is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the WDID number. Please contact the LRP to link you to the WDID number (See the Managing and Linking User's Guide in the "Help" link).

- Select the project you wish to start working on by clicking on the "Site Name" hyperlink:

* fields are mandatory

Verify the Reporting Period before you begin working on a report.

Industrial Reports

Facility Name	WDID/App ID	Facility Address	Report Period	Status	No. Ad Hoc	Receipt Date	Remand	Delete
Fried Chicken People	5S09I026330 467592	6543 Coop Lane	07/01/2015- 06/30/2016	Not Submitted	1			
Mine	5S34I025869 459447	Not yours street	07/01/2015- 06/30/2016	Not Submitted	3	07/01/2016		

Construction Reports

Site Name	WDID/App ID	Site Address	Report Period	Status	Receipt Date	Remand	Delete	Required?
California Construction	5S31C374728 467280	12345 Republic Street	07/01/2015- 06/30/2016	Not Submitted			Delete	Y

5. After selection of the project, select "Construction Annual Report":

Storm Water Annual Report Monitoring (SWARM)

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

Annual Report :
Click on the "Construction Annual Report" button below to access the Construction Annual Report. The electronic Annual Report screens are used to submit project site information demonstrating compliance with the Construction General Permit for each reporting year.

Ad Hoc Report :
Click on the "New Ad Hoc Report" button below to start a new Construction Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.

6. The report screen will display project site information for review only. Start the Annual Report by selecting an answer to the question "Was construction active for three months or longer within this annual reporting period?" Once selected continue by selecting "Next":

Storm Water Annual Report Monitoring (SWARM)

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | Attachments | Certification | Status History | Back To Report Main | Back To NOI Summary

Was construction active for three months or longer within this annual reporting period?

A. Site Owner Information (Read-Only)
In order to change the information of an NOI, please click the link - [Click here to go to NOI screens](#)

Owner Name:	California 123	Owner Contact:	TEST TEST
Owner Address:	123 Book it	E-Mail:	
City/State/Zip:	Sacramento CA 95814	Phone:	

B. Site Information (Read-Only)

Site Business Name:	California Construction	Site Contact:	TEST TEST
Site WDID No:	5S31C374728	E-Mail:	
Physical Address:	12345 Republic Street	Phone:	
City/State/Zip:	Auburn CA 95670		

Segment Type Information:

Segment Name	Segment Risk Level
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- The report is divided out by "Form #" Tabs. There are three (3) Form Tabs, with the sections of questions being displayed by hyperlinks:

The screenshot shows a web application interface with a top navigation bar containing tabs: "General Info", "Form 1", "Form 2", "Form 3", "Daily Averages Summary", "Attachments", "Certification", "Status History", "Back To Report Main", and "Back To NOI Summary". Below this is a secondary navigation bar with hyperlinks: "Section C through F", "Section G through J", "Section K through M", "Section N through Q", "Section R through T", and "Section U and V". The main content area is titled "C. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)" and contains three questions:

- C.1. Is the Construction Project SWPPP certified by a QSD? (Yes/No dropdown, with "If NO, Explain:" text area)
- C.2. Does the SWPPP include a Construction Site Monitoring Program (CSMP) section/element? (Yes/No dropdown, with "If NO, Explain:" text area)
- C.3. Are these documents kept onsite? (Yes/No dropdown, with "If NO, Explain:" text area)

"Form 1" reviews attributes of the CGP

"Form 2" reports Non Storm Water Discharges (NSWD)

"Form 3" reports Best Management Practices (BMP) deficiencies

At the bottom of each section of questions there is a "Save & Next" button that allows you to save the filled out answers and proceed to the next section in the series of questions:

The screenshot shows a section titled "F. EROSION CONTROLS" with a question:

F.1. Were required erosion controls implemented on-site in accordance with CGP and SWPPP? (Yes/No dropdown, with "If NO, Explain:" text area)

At the bottom of the section, there are two buttons: "Back" and "Save & Next".

For specific concerns on any of the Annual Report questions please refer to the CGP documents available online at the following web address:

http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml

- The "Daily Averages Summary" Tab allows for entry of new Ad Hoc reports. Ad Hoc reports are used to submit monitoring data from qualified storm events or non-storm water discharge events.

General Info | Form 1 | Form 2 | Form 3 | **Daily Averages Summary** | Attachments | Certification | Status History | Back To Report Main | Back To NOI Summary

To submit monitoring data please start a new Ad Hoc Report.
[Start New Ad Hoc Report](#)

Data Summary for the Daily Averages of the Ad Hoc Reports associated with this Annual Report.

Adhoc Report ID	Business Day Number	Business Day Date	pH Average / SU	Turbidity Average / NTU	Calculation Summary

[Back](#) | [Next](#)

- The "Attachments" Tab is utilized to upload sampling data, lab results, and other relevant data:

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction Owner: California 123 WDID: 5S31C374728
Report Period: 2015-16 Report Status: Not Submitted Risk: Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | **Attachments** | Certification | Status History | Back To Report Main | Back To NOI Summary

Please click on the "Upload Attachment" button to upload the corresponding files. [Upload Attachment](#)

Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.

Attachment ID	File Type	File Title	Date Attached	File Description	File Size	Part No	Uploaded By	Delete

[Back](#) | [Next](#)

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If no attachments are necessary you may move to the "Certification" Tab by selecting "Next".

10. The “Certification” Tab provides a completion check of the Annual Report in progress:

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

General Info Form 1 Form 2 Form 3 Daily Averages Summary Attachments **Certification** Status History Back To Report Main Back To NOI Summary

Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

Perform Completion Check

Back Next

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Annual Report. (e.g. some questions left blank). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the Annual Report is complete, SMARTS only allows the DEP to notify the LRP or DAR (via an email generated by SMARTS) that the Annual Report must be certified and submitted. SMARTS will not notify the LRP or DAR if the user is not the DEP.

A DEP completing this check will see the following screen:

Water Boards Storm Water Multiple Application & Report Tracking System [Help](#) [Logout](#)

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

Storm Water Annual Report Monitoring (SWARM)

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

General Info Form 1 Form 2 Form 3 Daily Averages Summary Attachments **Certification** Status History Back To Report Main Back To NOI Summary

Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
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Please take a moment to review and print (if necessary).
[Review & Print Annual Report](#)

The Annual Report Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duty Authorized Representative to certify and submit the application.

On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.

Back Next

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

Storm Water Annual Report Monitoring (SWARM)					
Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted - certification required	Risk:	Level2

11. The Annual Report must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the Annual Report in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the Annual Report that requires certification:¹

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction	Owner: California 123	WDID: 5S31C374728
Report Period: 2015-16	Report Status: Not Submitted - certification required	Risk: Level2

Annual Report :
Click on the "Construction Annual Report" button below to access the Construction Annual Report. The electronic Annual Report screens are used to submit project site information demonstrating compliance with the Construction General Permit for each reporting year.

[Construction Annual Report](#)

The LRP or DAR must review the prepared Annual Report for the accuracy of the information prior to continuing to the "Certification" Tab to perform the completion check:

Site Name: California Construction	Owner: California 123	WDID: 5S31C374728
Report Period: 2015-16	Report Status: Not Submitted	Risk: Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | Attachments | **Certification** | Status History | Back To Report Main | Back To NOI Summary

Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

[Perform Completion Check](#)

Back | Next

¹ **NOTE:** If the Data Entry Person (DEP) has properly sent the Annual Report for certification to the LRP/DAR then the LRP/DAR can also view reports ready for certification in the "Documents Ready for Certification" SMARTS menu option.

12. The LRP or DAR certifies and submits the Annual Report by selecting the check box, answering a security question, entering their password, and then selecting the "Certify Annual Report" button:

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction Owner: California 123 WDID: 5S31C374728
Report Period: 2015-16 Report Status: Not Submitted - certification required Risk: Level2

[General Info](#) [Form 1](#) [Form 2](#) [Form 3](#) [Daily Averages Summary](#) [Attachments](#) **[Certification](#)** [Status History](#) [Back To Report Main](#) [Back To NOI Summary](#)

Status updated as Not Submitted - certification required.
Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

Completion/Error Check Completed: Report appears to be complete!

Please take a moment to review and print (if necessary).
[Review & Print Annual Report](#)

Report Certification: You can now certify this Report by completing the form below:

Select **Certification & Submission check list**

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 gathered and evaluated 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.

Certifier Details

Certifier Name: _____ Date: 07/07/2016
Certifier Title: Test

Please answer your security question before certifying the document.
What was your High School Mascot?
Please enter your password
[Certify Annual Report](#) [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 Not Submitted - certification required Documents in Pending Documents link in the Main Menu.

[Back](#) [Next](#)

A confirmation screen will then confirm submission of the Annual Report in SMARTS and you will be able to print a copy for your records:

Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S31C374728
Report Period	2015-16
Certifier Name	_____
Date Certified	07/07/2016
Certification ID	857524

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.

[Print Annual Report](#)