

1.0 SMARTS Quick Start Guide

1. [SMARTS User Registration](#)

All SMARTS users *must* [Sign Up](#) for an individual SMARTS User Account.

2. [Link User Accounts](#)

The Legally Responsible Person (LRP) can link LRPs, Duly Authorized Representatives (DARs), and Data Entry Persons (DEPs) to assist in managing new and existing Permit Registration Documents (PRDs).

3. **Important:** A signed hardcopy of the LRP Electronic Authorization (eAuthorization) Form **must** be mailed to the State Water Board for each Organizations LRP and DAR certifying and submitting information to the State Water Board in SMARTS (See Section 2.0).

4. Hardcopy submittals to the State Water Board

- a. Fee Statement and checks
- b. Signed Electronic Authorization (eAuthorization) Forms

Mailed to: Storm Water Section
P.O. Box 1977
Sacramento, CA 95812-1977

5. SMARTS Checklists

[SMARTS Recertification of an existing Industrial General Permit NOI](#)

- ☐ LRP must [Sign Up](#) for a SMARTS account
- ☐ Certify and submit the Industrial NOI information
- ☐ [Upload a Storm Water Pollution Prevention Plan](#) (See Section X of the IGP)
- ☐ [Upload a separate Site Map](#) (See Section X.E of the IGP)

[SMARTS Registration for a **new** Industrial General Permit NOI](#)

- ☐ LRP must [Sign Up](#) for a SMARTS account
- ☐ Certify and [submit](#) the Industrial NOI application
- ☐ [Upload a Storm Water Pollution Prevention Plan](#) (See Section X of the IGP)
- ☐ [Upload a separate Site Map](#) (See Section X.E of the IGP)
- ☐ [Verify that your eAuthorization](#) form has been mailed in for this Organization
- ☐ Mail \$1,632 check (or pay online via SMARTS), and the SMARTS fee statement to the State Water Board

[SMARTS Registration for a **new** No Exposure Certification \(NEC\)](#)

- ☐ LRP must [Sign Up](#) for a SMARTS account
- ☐ Certify and [submit](#) the Industrial NEC application (includes checklist)
- ☐ [Upload a Site Map](#) (See Section X.E of the IGP)
- ☐ [Verify that your eAuthorization](#) form has been mailed in for this Organization
- ☐ Mail \$200 check (or pay online via SMARTS), fee statement to the State Water Board

[SMARTS Registration for a **new** Notice of Non Applicability \(NONA\)](#)

- ☐ LRP must [Sign Up](#) for a SMARTS account
- ☐ Certify and [submit](#) Industrial NONA application
- ☐ Verify that your eAuthorization form has been mailed in for this Organization
- ☐ Upload a No Discharge Technical Report certified by a California licensed professional engineer

Introduction

The [Industrial General Permit \(Order 2014-0057-DWQ\)](#), referred to as the IGP for the purposes of this document, regulates storm water discharges associated with industrial activities. Dischargers are required to certify and submit all permit-related compliance documents via the Storm Water Multiple Application and Report Tracking System ([SMARTS](#)). Dischargers shall certify and submit these documents which include, but are not limited to, Permit Registration Documents (PRDs) including Notices of Intent (NOIs), No Exposure Certifications (NECs), and Storm Water Pollution Prevention Plans (SWPPPs), as well as Annual Reports, Notices of Termination (NOTs), Level 1 ERA Reports, and Level 2 ERA Technical Reports.

This guide was developed to assist Dischargers in submitting their NOIs, NECs, NOTs, and Annual Reports, as well as, viewing/printing Receipt Letters, monitoring the status of submitted documents, and viewing their application/renewal fee statements through SMARTS. This guide contains general guidance, detailed information on how to access SMARTS, how to complete the required applications, a list of acronyms, frequently asked questions, and a glossary. This guidance document is a “living document” and will be updated as necessary.

For additional questions, contact the SMARTS Help Center at:

1-866-563-3107

stormwater@waterboards.ca.gov

Monday through Friday (excluding State Holidays) 8:00 a.m. - 5:00 p.m.

Other Helpful Links

[Frequently Asked Questions on the IGP in SMARTS](#)

[Monitoring and Annual Reports](#)

[Acronyms](#)