California Regional Water Quality Control Board
Central Coast Region

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http://www.waterboards.ca.gov/centralcoast

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**Agricultural Regulatory Program
Electronic NOI (eNOI) Information and Instructions**
Revised: 09/15/2011

Si necesita ayuda en espaňol
llame al (805) 549-3881

如果協助必要用中文，請叫
(805) 542-4648

TABLE OF CONTENTS

Introduction

The Agricultural Regulatory Program regulates discharges from irrigated agricultural lands. The purpose of the program is to prevent agricultural discharges from impairing the waters that receive the discharges. To protect surface water and groundwater, the Water Board issued a general conditional waiver of waste discharge requirements (Irrigated Agricultural Order) that applies to growers who discharge runoff from irrigated agricultural lands.

Owners or operators of irrigated land used for commercial crop production must enroll individually in the general conditional waiver of waste discharge requirements and comply with the conditions. The Water Board requires all growers to submit and update enrollment information electronically via the electronic Notice of Intent (eNOI).

For further information on the eNOI, please refer to the Agricultural Regulatory Program eNOI website at:

http://www.waterboards.ca.gov/centralcoast/water_issues/programs/ag_waivers/noi_submittal.shtml

For further information on the Irrigated Agricultural Order requirements, including a list of technical assistance providers who may be able to assist growers with management practice implementation and guidance through enrollment and other regulatory requirements, please refer to the Agricultural Regulatory Program main website at:

http://www.waterboards.ca.gov/centralcoast/water_issues/programs/ag_waivers/index.shtml

For further information on GeoTracker, please refer to Attachment 1: About GeoTracker or the GeoTracker website at:

http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml

Water Board Contact Information:

If you have any questions regarding the electronic NOI please contact:

Water Board staff at (805) 542-4645 or AgNOI@waterboards.ca.gov

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eNOI Information

1. **New eNOI Users**
   Owners and/or operators of irrigated cropland on or from which there are discharges of waste that could affect the quality of any surface water or groundwater must enroll in the Irrigated Agricultural Order by submitting a NOI. The NOI form must be submitted electronically.

   USE THIS LINK TO ENROLL FOR THE 1st TIME

   Click on **New eNOI Users**
   or navigate to https://geotracker.waterboards.ca.gov/agland/noi_operation_info.asp

2. **Returning eNOI Users**
   Owners and/or operators that have already submitted an electronic NOI and have a username and password, must login as described below.

   USE THIS LINK TO VIEW AND UPDATE EXISTING INFORMATION

   Click on **Returning eNOI Users**
   or navigate to   https://geotracker.waterboards.ca.gov/ESI

   A.   **How to login with the temporary username and password**
   - i.   Enter your temporary username and password, exactly as provided to you by the Water Board and click on Login to ESI.
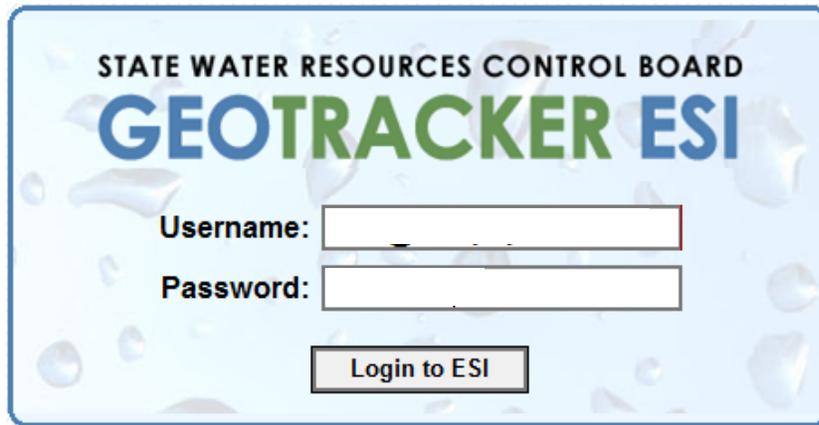
   - ii.   Enter a new and unique username and password. Username is not case sensitive and can be up to 25 characters long. Password is case sensitive, must be at least 7 characters long, can be up to 25 characters long, and cannot be the same as your username. Double check that your email address is correct and type in the reCaptcha security words. BE SURE THAT YOU WRITE DOWN AND SAVE YOUR NEW USERNAME AND PASSWORD. Click on Submit Request. Please note that a*n email address must be provided to set up an ESI account.*

Electronic NOI Information and Instructions

Setting up an ESI Account

Username:

Password:

Confirm Password:

Email Address:

Type the two words:

Submit Request

iii. You will be sent an email containing a verification link that you must click on before you can log onto your new account.

VERIFICATION EMAIL SENT

YOUR USER ACCOUNT HAS BEEN SUCCESSFULLY CREATED

A VERIFICATION EMAIL HAS BEEN SENT TO   @GMAIL.COM
PLEASE CLICK ON THE LINK IN THE VERIFICATION EMAIL TO ACTIVATE YOUR ACCOUNT

Go to your email account, for the email address provided, and open the verification email from: **GeoTracker Help** geotracker@waterboards.ca.gov. If you do not immediately receive an email in your inbox, please check your spam folder. Click on the link in the email. You are then automatically directed to the official login. Enter your new username and password.

You have successfully created a new user account for GeoTracker ESI. Click the link below to verify your account:
https://geotracker.waterboards.ca.gov/esi/login.asp?cmd=verify&verification_id=

B.   How to login with a created username and password
   i.   Open your web browser and navigate to **http://geotracker.waterboards.ca.gov/esi**
   ii.   Enter your username and password and click on Login to ESI.

STATE WATER RESOURCES CONTROL BOARD
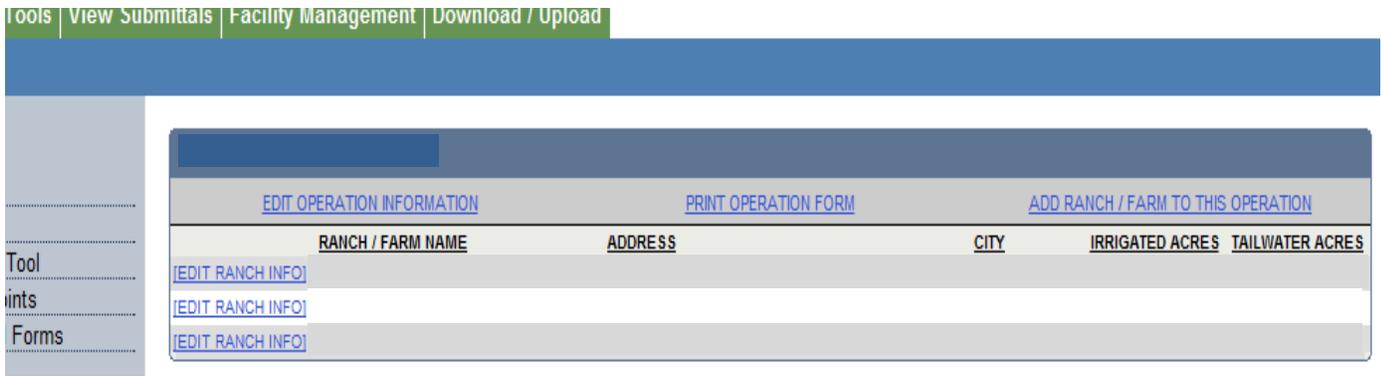
GEOTRACKER ESI

Username:

Password:

Login to ESI

**Electronic NOI Information and Instructions**

      iii.   You are now able to view and/or edit your previously submitted eNOI information.

3. Edit previously submitted eNOI information to ensure it is COMPLETE and ACCURATE

A.   How to edit operation information
After logging in with your username and password, click on <u>EDIT OPERATION INFORMATION</u>. A new page will open with your previously submitted operation information. Edit your information as necessary and be sure to save all changes, by clicking on <u>Save Changes</u> at the bottom of the form.
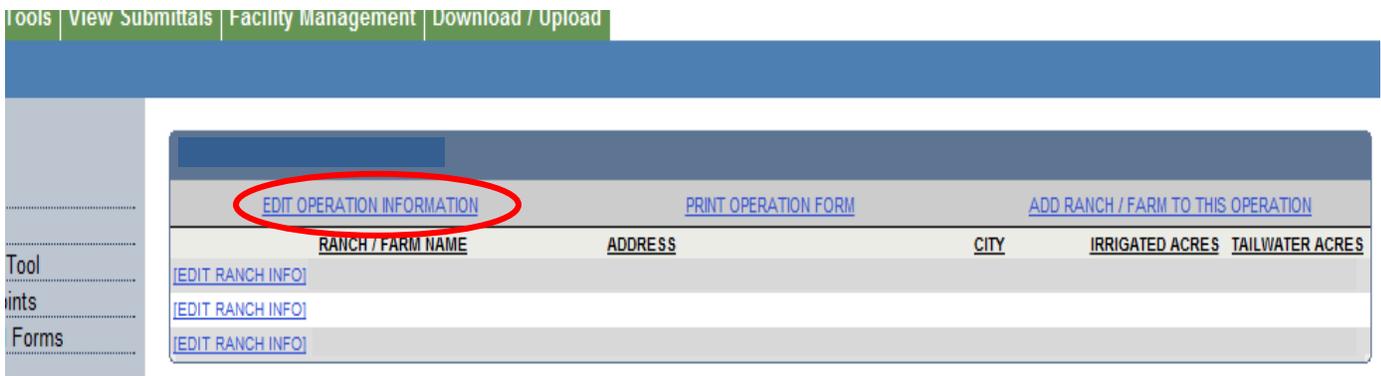
B.   How to edit ranch/farm information
After logging in with your username and password, click on <u>EDIT RANCH INFO</u> next to the ranch/farm for which you would like to edit information. A new page will open with your previously submitted ranch/farm information. Edit information as necessary and be sure to save all changes, by clicking on <u>Save Changes</u> at the bottom of the form.

Electronic NOI Information and Instructions
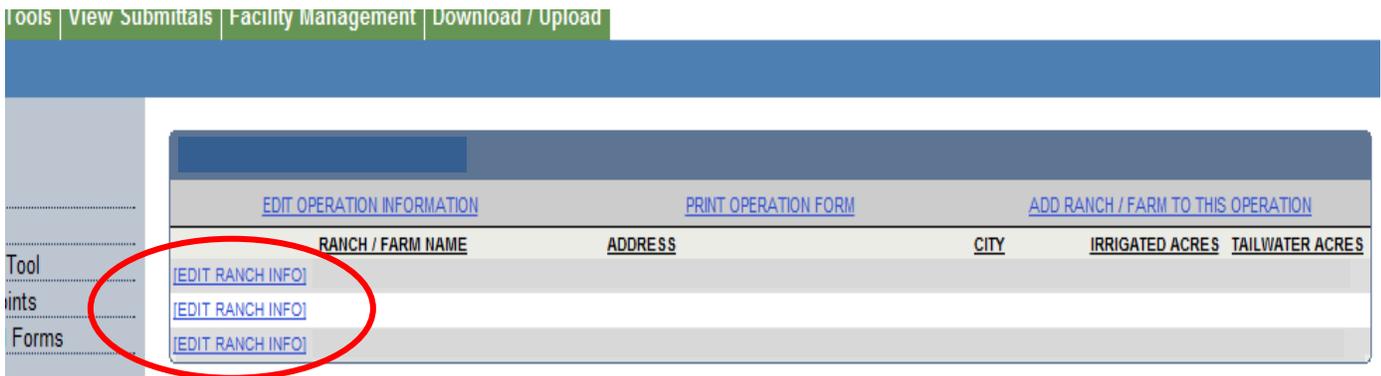
    C.   **How to add an additional ranch/farm**
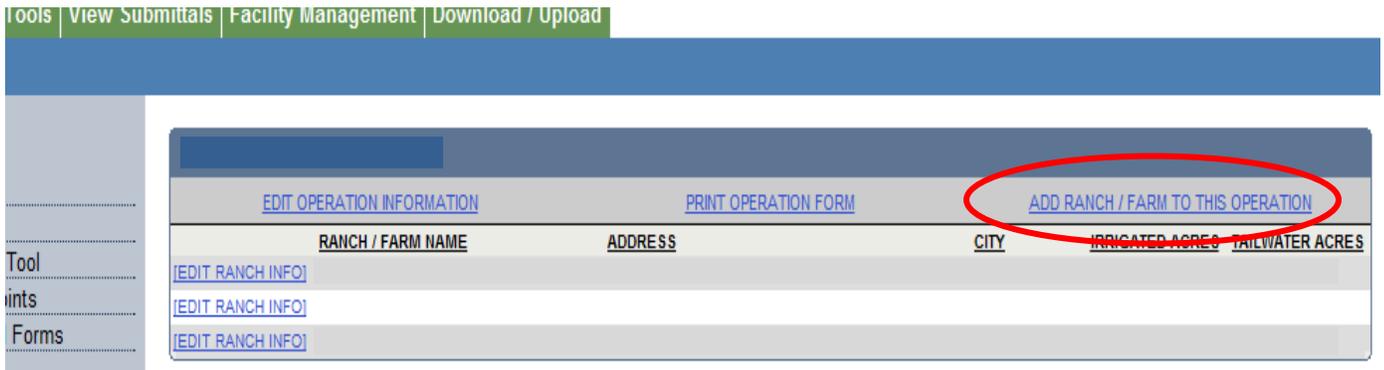
After logging in with your username and password, click on ADD RANCH/FARM TO THIS OPERATION. A new page will open with a blank form. Enter all of the required information and be sure to save all changes by clicking on <u>Save Changes</u> at the bottom of the form.

4. Terminate Coverage under the Irrigated Agricultural Order

    A.   **How to terminate an operation**

By submitting an Operation – Notice of Termination form, it constitutes an official notification to the Central Coast Regional Water Board that the farming operation identified on the form, and ALL associated farm(s)/ranch(es) have elected to terminate coverage under Order No. R3-2010-0040, Conditional Waiver of Waste Discharge Requirements for Discharges from Irrigated Lands, (Irrigated Agriculture Order).

    i.   To terminate your operation, click on the EDIT OPERATION INFORMATION link. A new page will open with your previously submitted operation information.

    ii.   Under Section II: Submittal Type select NO to the question, "Is this operation still producing commercially irrigated crops?"

    iii.   A pop-up dialog box appears on the screen. Click OK.

    iv.   Open the Operation – Notice of Termination Form and print. Complete all the required fields on the form and mail to the Water Board for review.

B.   **How to terminate a ranch/farm**

By submitting an **Individual Farm/Ranch – Notice of Termination form**, it constitutes an official notification to the Central Coast Regional Water Board that the individual ranch/farm identified on the form have elected to terminate coverage under Order No. R3-2010-0040, Conditional Waiver of Waste Discharge Requirements for Discharges from Irrigated Lands, (Irrigated Agriculture Order).

    i.   To Terminate an individual ranch/farm, click on the EDIT RANCH INFO link, next to the ranch/farm you wish to terminate. A new page will open with your previously submitted ranch/farm information.

    ii.   Under Section VII: Submittal Type, check off "No Longer Farming at this Ranch/Farm"

    iii.   A pop-up dialog box appears on the screen. Click OK.

    iv.   Click on "Complete and Submit Individual Ranch/Farm – Notice of Termination Form and print. Complete all the required fields on the form and mail to the Water Board for review.

5. Printing eNOI information

To print your eNOI information, click on PRINT OPERATION FORM and follow your printer's dialog box instructions.
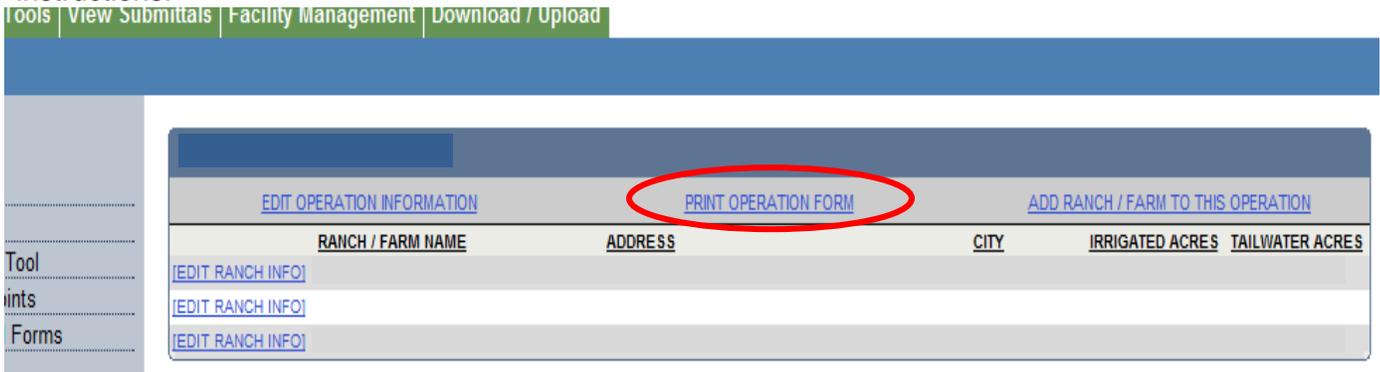
6. Third-Party Assistance

As the Operator/Responsible Party, you are legally responsible for compliance with the Irrigated Agricultural Order, including the authenticity and accuracy of any information provided in the eNOI. In most cases, growers have found the eNOI easy to use and updating eNOI information should take minimal time and effort. As the Operator/Responsible Party, you may also choose to designate a third-party to provide the required information and updates to the eNOI for your agricultural operation. Third parties must also obtain a password and login, and get approval from you to access the eNOI for your agricultural operation and individual ranch(es)/farm(s). Growers should work with the third-party directly regarding this type of assistance.

A. Granting third-party Access

After the Operator/Responsible Party has created a unique username and password, a third-party may only then request access to an operation's account.

i. To view a request from a Third-Party, navigate to the left side of the screen. If there is a pending request, it will be located under Facility Requests → Pending Requests (#).

ii. Click on Pending Requests if there is a request from a third-party and choose to either approve or deny the request.

Electronic NOI Information and Instructions
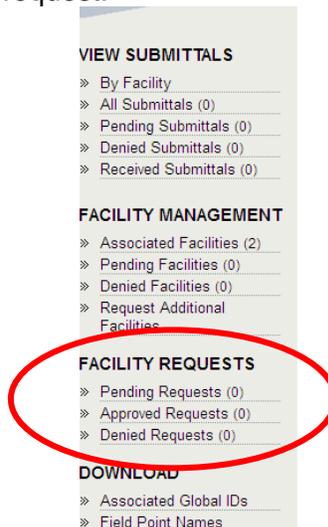
7. **Frequently Asked Questions (FAQ's)**

   A. **Where can I get further information on grower requirements for the Irrigated Agricultural Order?**
   Please refer to the Agricultural Regulatory Program website at:
   http://www.waterboards.ca.gov/centralcoast/water_issues/programs/ag_waivers/index.shtml

   B. **What information should I know, to complete the eNOI?**
   Prior to filling out the electronic NOI, you will need the following information about your operation and individual ranch(s)/farm(s):

   - ✓ AW#
   - ✓ Operation contact information
   - ✓ Landowner(s) contact information and associated assessor's parcel numbers
   - ✓ Ranch contact information
   - ✓ Date of last Farm Plan update
   - ✓ Farm water quality education completion
   - ✓ Ranch map(s) and location(s)
   - ✓ Irrigated acreage
   - ✓ Total tailwater acres
   - ✓ Irrigation type(s)
   - ✓ Crop type(s)
   - ✓ Name of any waterbody(s) adjacent to farm/ranch
   - ✓ Pesticide permit information

   C. **How long will it take to complete the initial eNOI, as a new user?**
   For an <u>average small operation</u> that has 3 ranches/farms :
   Estimated time to complete eNOI = 45 min (15 min for each ranch)

   For an <u>average large operation</u> that has 18 ranches/farms:
   Estimated time to complete eNOI = 4.5 hours (15 min for each ranch)

   D. **How long will it take to login and provide updates, as a returning user?**
   For an <u>average small operation</u> that has 3 ranches/farms :
   Estimated time to login and provide updates to eNOI = 9 min (3 min for each ranch)

   For an <u>average large operation</u> that has 18 ranches/farms:
   Estimated time to login and provide updates to eNOI = 54 min (3 min for each ranch)

   E. **Who do I contact, if I have questions regarding information required in the eNOI?**
   If there are any questions regarding the information required in the eNOI or you have problems navigating the site, please contact Central Coast Regional Water Quality Control Board staff at (805) 542-4645 or email us at AgNOI@waterboards.ca.gov.

   F. **Is an email address required?**

   - ✓ <u>New eNOI users</u> are not required to provide an email address to submit an initial eNOI for their operation and ranch(es)/farm(s).

   - ✓ <u>Returning eNOI users</u> are required to provide an email address to make updates or changes, to a previously submitted eNOI information. As part of the GeoTracker ESI system, managed by the State Water Resources Control Board in Sacramento, the

system requires an email address to verify the Operator/Responsible Party and provides a way to retrieve lost and/or forgotten usernames and passwords.

G.   What is GeoTracker ESI?
GeoTracker is the State Board's Internet-accessible database system used by the State Board, regional boards, and local agencies to track and archive compliance data from authorized or unauthorized discharges of waste to land, or unauthorized releases of hazardous substances from underground storage tanks. This system consists of a relational database, on-line compliance reporting features, a geographical information system (GIS) interface and other features that are utilized by the State Board, regional boards, local agencies, regulated industry and the public to input, manage, or access compliance and regulatory tracking data. .ESI is an acronym for Electronic Submittal of Information.

H.   What is the purpose of the reCaptcha security words?
In a reCAPTCHA test (an acronym for "Completely Automated Public Turing test to tell Computers and Humans Apart,"), an image of letters is dynamically generated. The letters, because they're part of an image and not text (e.g. text that you could cut and paste), are difficult for a spambot or other computer program to read. By using this reCAPTCHA it ensures that a person and not a spambot is filling out and submitting a web form.

I.   What if I forget my username and password to login as a returning eNOI user?
If you ever forget your password or want to change your existing password, go to the login page and where it says "Forgot your password? Have a password reset link emailed to you" click on emailed and enter your email address and the reCAPTCHA words, then click on "Send Password Reset Link". If the email address you entered matches an email address we have on record for an existing account (or accounts), you will be sent an email containing a password reset link (a link for each username if you have multiple accounts). Click on the link for the account you want to reset the password for. If you do not receive a password reset link email, the email address you entered is probably not one we have on record and you will need to contact the Geotracker Help Desk for assistance.

If you need further assistance with your username and password, please contact the GeoTracker Help Desk at 1-(866) 480-1028 or email them at geotracker@waterboards.ca.gov

J.   What if I do not have an email address to verify my login and/or make updates or changes?
There are two option for growers that do not have an email address:

1.   Growers can talk to Water Board staff over there phone or schedule an appointment to meet with Water Board staff in person,, where staff can assist growers with the eNOI.

2.   Growers can request the assistance of a third-party. As the Operator/Responsible Party, you may choose to designate a third-party to provide the required information and updates to the eNOI for your agricultural operation. Third parties must also obtain a password and login, and get approval from you to access the eNOI for your agricultural operation and individual ranch(es)/farm(s). Growers should work with the third-party directly regarding this type of assistance

Electronic NOI Information and Instructions

K. What if I do not have an internet connection?
There are two option for growers that do not have an internet connection:

1. <u>Growers can schedule an appointment to meet with Water Board staff in person</u>, where staff can assist growers with the eNOI.

2. <u>Growers can request the assistance of a third-party.</u> As the Operator/Responsible Party, you may choose to designate a third-party to provide the required information and updates to the eNOI for your agricultural operation. Third parties must also obtain a password and login, and get approval from you to access the eNOI for your agricultural operation and individual ranch(es)/farm(s). Growers should work with the third-party directly regarding this type of assistance

L. What if I get a server error message?
Please contact the GeoTracker Help Desk at 1-(866) 480-1028 or email them at geotracker@waterboards.ca.gov

M. Where can I find the Water Board's Privacy Policy?
Please refer to the following website: http://www.waterboards.ca.gov/privacy_policy.shtml

N. What type of basic computer software do I need to access the online eNOI system?
The following is a list of basic software that you will need:

A. Operating System (such as Windows XP, Windows Vista or Windows 7; MacOS X 10.5 or 10.6) with latest security updates

B. Web Browser (such as Internet Explorer, Mozilla Firefox, Safari) with latest security updates

ATTACHMENT 1: DEFINITIONS

<u>Commercial.</u> Irrigated lands producing commercial crops are those operations that have one or more of the following characteristics:

    a.   The property owner/operator holds a current Operator Identification Number/Permit Number for pesticide use reporting;

    b.   The crop is sold, including but not limited to (1) an industry cooperative, (2) harvest crew/company, or (3) a direct marketing location, such as Certified Farmers Markets;

    c.   The federal Department of Treasury Internal Revenue Service form 1040 Schedule F Profit or Loss from Farming is used to file federal taxes.

<u>Discharge.</u> A release of a waste to waters of the State, either directly to surface waters or through percolation to groundwater. Wastes from irrigated agriculture include but are not limited to earthen materials (soil, silt, sand, clay, and rock), inorganic materials (metals, plastics, salts, boron, selenium, potassium, nitrogen, phosphorus, etc.) and organic materials such as pesticides.

<u>Discharger</u>. The owner and operator of irrigated lands that discharge or have the potential to discharge waste that could directly or indirectly reach waters of the State and affect the quality of any surface water or groundwater.

<u>Farm</u>. A tract of land or operation where commercial crops are produced made up of a parcel(s) that have a similar operator or landowner(s).

<u>Farm Water Quality Management Plan (Farm Plan).</u> The Farm Plan is a document that contains, at a minimum, identification of management practices that are being or will be implemented to protect and improve water quality by addressing irrigation management, pesticide management, nutrient management, salinity management, sediment and erosion control, and aquatic habitat protection. Farm Plans also contain a schedule for the effective implementation of management practices and verification monitoring to determine compliance with the requirements. The Conditional Waiver of Waste Discharge Requirements for Discharges from Irrigated Lands adopted by the Board in July 2004 (Order No. R3-2004-0117), requires Dischargers to develop and implement a Farm Plan focused on the priority water quality issues associated with a specific operation and the priority water quality issues associated with a specific watershed or subwatershed.

<u>Irrigated Lands</u>. Irrigated lands include lands where water is applied for the purpose of producing commercial crops and include, but are not limited to, land planted to row, vineyard, field and tree crops as well as commercial nurseries, nursery stock production and greenhouse operations with soil floors, that do not have point-source type discharges, and are not currently operating under individual Waste Discharge Requirements (WDRs). Lands that are planted to commercial crops that are not yet marketable, such as vineyards and tree crops, must also obtain coverage under this Order.

<u>Irrigation</u>. Applying water to land areas to supply the water and nutrient needs of plants.

<u>Landowner</u>. An individual or entity who has legal ownership of a parcel(s) of land. The landowner is responsible for ensuring compliance with this Order and for any discharge of waste occurring on or from the property.

<u>Operator</u>. Person responsible for or otherwise directing farming operations in decisions that may result in a discharge of waste to surface water or groundwater, including, but not limited to, a farm/ranch manager, lessee or sub-lessee. The operator is responsible for ensuring compliance with this Order and for any discharge of waste occurring on or from the operation.

Operation. A distinct farming business, organized as a sole proprietorship, partnership, corporation, and/or cooperative.

Tailwater. Runoff of irrigation water from the lower end of an irrigated field. See also, Irrigation Runoff or Return Flow.

Tile Drains. Subsurface drainage which removes excess water from the soil profile, usually through a network of perforated tile tubes installed 2 to 4 feet below the soil surface. This lowers the water table to the depth of the tile over the course of several days. Drain tiles allow excess water to leave the field. Once the water table has been lowered to the elevation of the tiles, no more water flows through the tiles.

ATTACHMENT 2: ABOUT GEOTRACKER

The Water Board began using GeoTracker in 2001, as a public and secure data management system to retrieve regulatory records and view integrated water quality data sets from multiple Water Board programs and other agencies. GeoTracker was developed by qualified industry professionals experienced in providing government and private industry with web-driven software for enterprise data management solutions, web mapping tools and business to government data exchanges – for numerous organizations including the Water Board, Department of Toxic Substances Control, Calfornia Energy Commission, Silicon Valley businesses and city and county regulatory agencies, and the regulated community.

GeoTracker is the largest electronic compliance reporting system nationally. This innovative e-government system has replaced a complex and varied paper-driven process with a streamlined standardized electronic reporting system. Each year thousands of businesses and individuals collectively spend hundreds of millions of dollars to obtain and report laboratory and field data from groundwater remediation sites. Previous to the new system, all of this data (tens of millions of records annually) was reported and stored in various paper reports and distributed among the filing cabinets of hundreds of offices throughout California. The electronic reporting system increases staff efficiency, makes it easier for businesses to comply, improves data quality, and enables better decision making.

Over the last ten years, GeoTracker has enabled over 700 regulators within the State Water Board, the nine Regional Water Boards, 117 local agencies on a 24/7 basis to manage information for states that may impact water quality (including underground storage tank sites, land disposal sites, waste discharge requirement sites, military sites, and other spill site cleanups). GeoTracker receives approximately five to ten million Internet hits per month and handles several hundred thousands of transactions per year, and contains over 100,000,000 analytical results, and more than 500,000 documents. Over 4,000 businesses have secure passwords and routinely upload electronic data (facility information, laboratory data, field measurement data, documents and reports) to fulfill regulatory requirements. In addition, the Water Board has dedicated staff to maintain a GeoTracker Help Desk to assist the regulated community in using GeoTracker.

The Groundwater Ambient Monitoring and Assessment (GAMA) Program's module of GeoTracker integrates and geographically displays over 100 million water quality data analytical test results from more than 200,000 sources, and also includes Water Board water levels and well log/boring information from cleanup sites - 1,893,000 records, Department of Public Health public drinking water quality data ~20,000,000 records, Department of Pesticide Regulation groundwater pesticide data – 13,444 records, US Geological Survey GAMA drinking water well water quality data – 18,890 records, Water Board GAMA domestic well water quality data – 13,781 records, and Lawrence Livermore National Laboratory GAMA drinking water well water quality data - 2,031 records. The GeoTracker GAMA module includes robust analytical tools and reporting features to assess groundwater quality and identify potential groundwater issues.

The Agricultural Regulatory Program is working with State Board staff to use the functionality of the existing GeoTracker data management system to manage regulatory information related to agricultural operations. Similar to other Water Board programs, using GeoTracker increases staff efficiency, makes it easier for businesses to comply, improves data quality, and enables better decision making.

In November 2010, Water Board staff implemented the electronic Notice of Intent (eNOI) using the Water Board's existing GeoTracker data management system. The eNOI allows growers to submit required information about their agricultural operation to the Water Board electronically. Staff is also working to leverage existing functionality in GeoTracker so that growers can also routinely review and update their eNOI information. For more information on the Water Board's GeoTracker data management system, including more detailed fact sheets, go to https://geotracker.waterboards.ca.gov/.