# How to Submit a Notice of Termination (NOT) for the Construction General Permit

Within 90 days of when construction is complete or ownership has been transferred, the discharger shall electronically file a Notice of Termination (NOT), a final site map, and photos through the State Water Boards SMARTS system. Filing a NOT certifies that all General Permit requirements have been met. The Regional Water Board will consider a construction site complete only when all portions of the site have been transferred to a new owner, or all of the following conditions have been met:

- a. For purposes of "final stabilization," the site will not pose any additional sediment discharge risk than it did prior to the commencement of construction activity;
- b. There is no potential for construction-related storm water pollutants to be discharged into site runoff;
- c. Final stabilization has been reached;
- d. Construction materials and wastes have been disposed of properly;
- e. Compliance with the Post-Construction Standards in Section XIII of the General Permit have been demonstrated;
- f. Post-construction storm water management measures have been installed and a long-term maintenance plan has been established; and
- g. All construction-related equipment, materials and any temporary BMPs no longer needed are removed from the site.

The discharger shall certify that final stabilization conditions are satisfied in their NOT. Failure to certify shall result in continuation of permit coverage and annual billing.

The NOT must demonstrate through photos, RUSLE or RUSLE2, or results of testing and analysis that the site meets all of the conditions above and the final stabilization condition is attained by one of the following methods:

- a. "70% final cover method," no computational proof required; OR
- b. "RUSLE or RUSLE2 method," computational proof required; OR
- c. "Custom method", the discharger shall demonstrate in some other manner than a or b, above, that the site complies with the "final stabilization" requirements.

If you have any questions please contact the Storm Water help desk at smarts@waterboards.ca.gov or 1-866-563-3107.

# Instructions

## **Objectives**

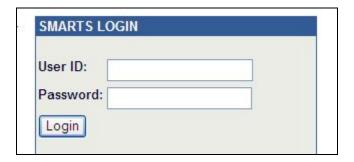
How to enter a NOT for Construction Sites

## **Prerequisites**

- Best used in Internet Explorer
- Legally Responsible Person (LRP) or Approved Signatory (AppSig) to Certify/Submit
- Pictures of Site

# Logging into SMARTS

- 1. Open Internet Explorer and visit <a href="https://smarts.waterboards.ca.gov/">https://smarts.waterboards.ca.gov/</a>
- NOTE: This screen provides notifications regarding system maintenance times and/or other important information about SMARTS.
- 2. Enter your User ID & Password.

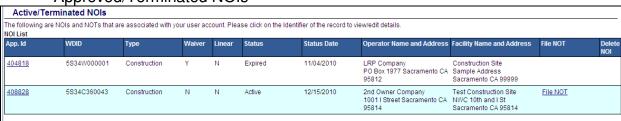


NOTE: The User ID and Password are case sensitive.

# **Notice of Termination**

**1.** After logging in, select the menu item:

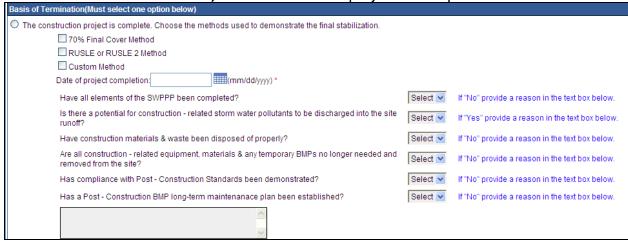
"Approved/Terminated NOIs"



- **2.** Locate the appropriate WDID number and click the "**File NOT**" link on the right side of the screen.
  - a. Verify that you want to file NOT by answering "Yes" in pop up box
- 3. Enter NOT Details
  - a. NOT Form Tab
    - 1) Populate Owner Information



- a) Use quick button to automatically populate data based on the Operator/Owner information
- b) This information is used to populate the NOT approval letter
- 2) Choose Basis of Termination
  - a) The construction project is complete



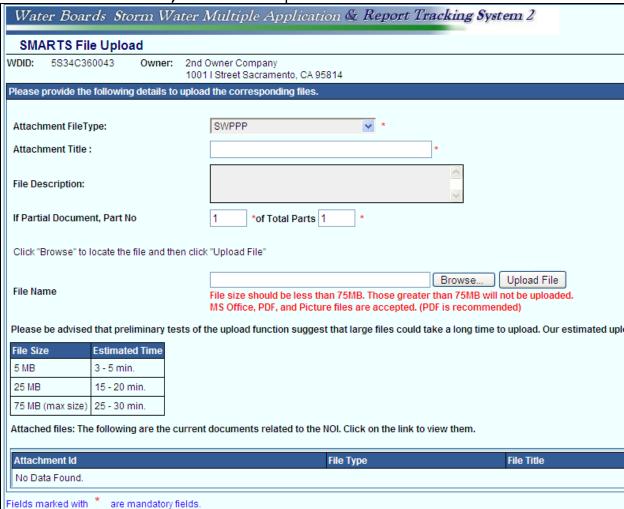
b) Construction activities have been suspended Construction activities have been suspended.Choose the methods used to demonstrate the final stabilization. ■ 70% Final Cover Method RUSLE or RUSLE 2 Method Custom Method (mm/dd/yyyy) (mm/dd/yyyy) \* Expected start up date Date of suspension: Is there a potential for construction - related storm water pollutants to be discharged into the site Select 🕶 If "Yes" provide a reason in the text box below. Have construction materials & waste been disposed of properly? If "No" provide a reason in the text box below. If "No" provide a reason in the text box below. Have all denuded areas & other ares of potential erosion been stabilized? Select V If "No" provide a reason in the text box below. Is there an operation & maintenance plan for erosion & sediment control in place? c) Site cannot discharge storm water to waters of the United States Site cannot discharge storm water to waters of the United States (check one). All storm water is retained on site. All storm water is discharged to evaporation or percolation ponds offsite. d) Discharge of storm water from the site is now subject to another NPDES general permit or an individual NPDES permit O Discharge of storm water from the site is now subject to another NPDES general permit or an individual NPDES permit. NPDES Permit No: (mm/dd/yyyy) \* Date coverage began e) New Operator/Owner 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? O Yes O No \* **Business Name** First Name Street Address Last Name Line#2: Title: City/ State/ Zip: Phone: (999-999-9999) Ext Email: \* (abc@xyz.com) f) Other Other Explanation of Basis of Termination: Explain any other basis/reasons that are not covered above

3) Click "Save & Next"

#### b. NOT Attachments

| 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 |                 |                    |            |           |                      |  |
| A44 b   | 414             | Ella Toma          | Ella Toma  |           | File Title File Desc |  |
| Attachment Id   |                 | File Type          | File Type  |           | File Desc            |  |
| Back  | Vext            |                    |            |           |                      |  |

- 1) Click "Upload Attachment" button
- NOTE: Disable pop-up blocker
  - 2) Attachment upload window



- a) Attachment File Type
  - Select Photograph

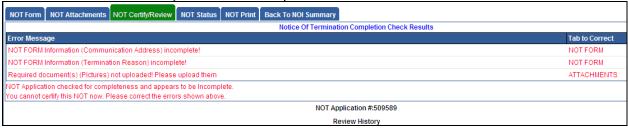
NOTE: If you do not upload a photograph system will not allow you to submit the NOT

- **b)** Attachment Title
- c) File Description

- i. Optional, add additional text
- d) Partial Document, Part No
- NOTE: If the file is greater than 75mb, upload as two or more files.
  - e) File Name
    - Click Browse and locate file on your computer.
  - f) Click "Upload File"
  - c. NOT Certify/Review



1) Perform Completion Check

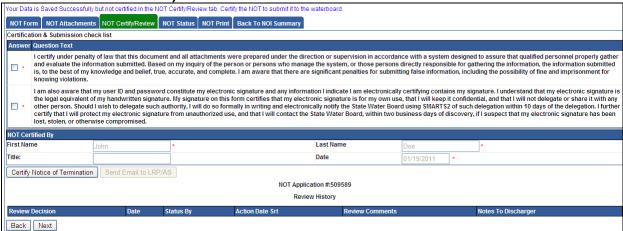


a) Fix any errors the completion check identifies



NOTE: As a Data Entry Person you cannot certify the NOT. You have an option to click the "Send Email to LRP/AS" button to automatically notify the linked LRP(s) and/or AppSig(s) the NOT is ready to certify/submit to the Water Boards.

## 2) Certification & Submission check list



- a) Check the two certification boxes
- **b)** NOT Certified By

NOTE: Fields are automatically populated with the logged in user information currently.

NOTE: If fields are blank, you are registered as a DEP.

- c) Click "Certify Notice of Termination" button
- 3) Email is automatically generated and sent to all linked users that a NOT was submitted.
- **4)** To view NOT submittal, click "Back to NOI Summary" Tab, and then click on NOTs Tab.



a) Click on NOT ID to view NOT application



NOTE: If your NOT is denied, from this screen you can click "Add New NOT" to file a new NOT application.

- 4. Approval, Denied or Returned NOTs
  - a. Approved NOTs
    - If Regional Water Board approves the NOT an email will be sent to all linked users.
  - b. Denied NOTs
    - 1) If Regional Water Board denies the NOT, an email will be sent to all linked users with the reason for denial
      - a) WDID will remain active
      - b) Correct any deficiencies
      - c) You will need to initiate a new NOT application
        - Click "File NOT" from Approved / Terminated NOI menu item

- **ii.** Click "Add New NOT" from NOT tab from the NOI record.
- c. Returned NOTs
  - 1) If the Regional Water Board returns the NOT for incomplete submittal, an email will be sent to all linked users with reason(s) why it was returned.
    - a) WDID will remain active
    - b) Correct any deficiencies
    - c) Perform Completion Check
    - d) Certify & Resubmit to the Water Boards
- 5. Print NOT Letters
  - a. Go to NOT Tab
  - b. Click the NOT ID
  - c. Go to NOT Print Tab



1) Click appropriate button to print letter.

#### 6. Status of NOT

You can check the status of submitted NOT or access an In-Preparation NOT to complete and submit to the Water Boards.

- a. Go to Main Menu
- b. Select Pending NOI/NOT

