

How to Submit an Ad Hoc Report for Scrap Metal Permit

The Santa Ana Regional Board adopted a sector-specific General Permit for storm water discharges from certain industrial facilities identified by the Standard Industrial Classification (SIC) Code 5093, specifically identifying metal scrap recyclers (excluding recycling facilities that only receive recyclable materials where no processes are performed on the metal scrap other than sorting, compaction, storage and transport).

Regional Board Order No. R8-2012-2012 requires permittees to self-report effluent monitoring for their discharges. The Scrap Metal Permit (SMP) requires both annual (August 1 of each year) and ad hoc electronic reporting of this information. These instructions are specifically for ad hoc reporting.

All of this effluent monitoring information, including any samples collected more frequently than the frequency specified in the SMP, must be reported electronically through the Storm Water Multiple Application and Report Tracking System (SMARTS) within 30 days of receipt of laboratory results.

Table 2: Test Methods and Minimum Levels

Constituent	Units	Test Method	Minimum Level
pH	pH units	EPA 9040/SM 4500H or field test with a calibrated portable instrument	±0.1
Turbidity	NTU's	EPA 180.1/SM 2130B or field test with a calibrated portable instrument	0.5
Oil & Grease	mg/L	EPA 1664A	5.0
Specific Conductance	µmhos/cm	EPA 120.1 / SM 2510-B or field test with a calibrated portable instrument	1.0
Total Petroleum Hydrocarbons	mg/L	EPA 1664A or EPA 8015B	5.0
Zinc (total recoverable)	µg/L	EPA 200.8	5.0
Nickel (total recoverable)	µg/L	EPA 200.8	1.0
Silver (total recoverable)	µg/L	EPA 200.8	1.0
Lead (total recoverable)	µg/L	EPA 200.8	1.0
Aluminum (total recoverable)	µg/L	EPA 200.8	1.0
Copper (total recoverable)	µg/L	EPA 200.8	1.0
Iron (total recoverable)	µg/L	EPA 200.8 or EPA 200.7	1.0
Cadmium (total recoverable)	µg/L	EPA 200.8	1.0
Arsenic (total recoverable)	µg/L	EPA 200.8	1.0
Chemical Oxygen Demand (COD)	mg/L	SM 5220C or SM 5220D	10.0
PCB's	µg/L	EPA Method 608	0.5

For more information on the SMP:

http://www.waterboards.ca.gov/rwqcb8/water_issues/programs/stormwater/scrap_metal_permit.shtml

If you have any questions please contact Mary Bartholomew at mbartholomew@waterboards.ca.gov (951-321-4586) for facilities located in Orange County or Keith Elliott at kelliott@waterboards.ca.gov (951-782-4925) for facilities located in Riverside or San Bernardino Counties.

Instructions

Objectives


- Learn how to enter effluent monitoring data for Scrap Metal facilities.

Prerequisites


- Best used in Internet Explorer.

Logging into SMARTS

1. Open Internet Explorer and visit <https://smarts.waterboards.ca.gov/>

 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.

Ad Hoc Report

1. After logging in, select the menu item:

"Annual Report"

 NOTE: Ad Hoc reports for monitoring data are part of the Annual Report. At the end of the reporting year all Ad Hoc reports will be submitted as part of the Annual Report.


2. Select the appropriate Reporting Period and search for your facility.

Storm Water Annual Report Monitoring (SWARM) Facility / Site 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.

Reporting Period: 2012 - 2013
 WDID:
 Application Id:
 Region: All
 Report Status: Select

Verify the Reporting Period before you begin working on the Annual Report. Search for the correct Reporting Period using the above criteria.

 NOTE: Construction, Industrial, and Scrap Metal Annual Reports are accessible via this search screen.

3. Select your facility.

Industrial Annual Reports

Facility Name	WDID	Facility Address	Report Period	Status	Receipt Date
tetsing	8 36MR000046	123 test street	07/01/2012-06/30/2013	Not Submitted	01/14/2013


4. To start a new Ad Hoc report, click the “New Ad Hoc Report” button.

Storm Water Annual Report Monitoring (SWARM)

Facility Name: tetsing Operator: test WDID: 8 36MR000046
 Report Period: 2012-13 Report Status: Not Submitted

Annual Report:
 Click on Region 8 Scrap Metal Annual Report button below to access the Region 8 Scrap Metal Annual Report. The electronic Annual Report Screens are used to submit facility information demonstrating compliance with the Region 8 Scrap Metal Permit for each reporting year.

Ad Hoc Report:
 Click on the New Ad Hoc Report button below to start a new Region 8 Scrap Metal Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Storm Water Discharge Event sampling/monitoring data collected.

 NOTE: Ad Hoc reports may be saved at any time and users can return at a later time to complete the submittal. Ad Hoc reports associated with this WDID are listed at bottom of the screen under “Ad Hoc Reports”.

5. General Information Tab

Use this screen to verify Operator/Facility information. If the information needs to be updated, click on the link “Click here to go to NOI screens”.

a. Click "Next" to continue.

Storm Water Adhoc Report Monitoring (SWARM)

Facility Name: tetsing Operator: test WDID: 8 36MR000046
 Report Period: 07/01/2012 - 06/30/2013 Report Status: Not Submitted

General Info | Mon.Locations | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page

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

Operator Name:	test	Operator Contact:	Storm Water Admin
Operator Address:	test	E-Mail:	
City:	tset	Phone:	866-563-3107
State:	CA	Zip:	33333333

B. Facility Information (Read-Only)

Facility Business Name:	tetsing	Facility Contact:	Storm Water Admin
Facility WDID No:	8 36MR000046	E-Mail:	
Physical Address:	123 test street	Phone:	866-563-3107
City:	Crestmore	State:	CA
Zip:	95630		

6. Monitoring Location Tab

a. Click on the "Create a New Monitoring Location" button if the appropriate monitoring location has not been created.

General Info | **Mon.Locations** | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page

Create New Monitoring Location

Monitoring Location Name	Discharge Point Type	Description	Latitude	Longitude	Status	Delete
test mon loc	Effluent Monitoring		34.111111	-121.111111	ACTIVE	Delete

Back Next

b. Enter Monitoring Location Information.

General Info | **Mon.Locations** | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page

Add/Edit Monitoring Location

Save Cancel

Facility: tetsing *

Discharge Point Type: Select *

Monitoring Location Name: *

Description:

Latitude: * 2.(Decimal degrees only, minimum 5 significant digits! Ex: 99.99999)

Longitude: * 2.(Decimal degrees only, minimum 5 significant digits! Ex: 99.99999)

Accuracy: Select

Datum: Select

Status: ACTIVE *


Save Cancel

* - Indicates required.

- 1) Select the appropriate monitoring type from the “**Discharge Point Type**” drop down.
 - a) Effluent Monitoring
 - b) Influent Monitoring
 - c) Internal Monitoring
 - d) Receiving Water Monitoring

- 2) Enter “**Monitoring Location Name**”.

- 3) Enter the “**Description**”. (*optional*)

 NOTE: Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (e.g. *NW corner outfall*).

- 4) Enter “**Latitude**” and “**Longitude**” in decimal degrees.

- 5) Select “**Accuracy**”. (*optional*)

- 6) Select “**Datum**”. (*optional*)

- 7) Select “**Status**”.
 - a) Active
 - b) In-Active

- 8) Click “**Save**” and repeat steps 1-8 to add more monitoring locations.


- 9) Click “**Next**” to continue to the Raw Data tab.

7. Raw Data Tab

All monitoring data will be entered in this tab.

- a. Select “**Enter New Sample**” button.

General Info	Mon.Locations	Raw Data	Data Summary	Attachments	Certify	Back to Report Home Page
Click on "Enter New Sample" to enter the sampling results. To view/edit/delete previously entered data, click on the Sample ID.						
<input type="button" value="Enter New Sample"/>						
Sample ID	Monitoring Location Name	Sample Date / Time	Qualified Sample Collector			
<input type="button" value="Back"/> <input type="button" value="Next"/>						

 NOTE: The basic parameters and parameters specific to the facility will be populated in the table.

General Info	Mon.Locations	Raw Data	Data Summary	Attachments	Certify	Back to Report Home Page
Enter the sample data along with measurements (lab results) for the event.						
Save & Stay		Save & Add New Sample		Save & Back To List		Delete Sample
Monitoring Location:	test mon loc-Active *	Sample Date/Time:	MM/DD/YYYY HH24:MI	Qualified Sample Collector:	*	
% of Total Discharge:						

- From the **“Monitoring Location”** drop down, select the appropriate monitoring location for this sample.
- Enter **“Sample Date/Time”**.
The date and time must be in the following format: MM/DD/YYYY HH:MM. There must be a space in between the date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00).
- Enter the **“Qualified Sample Collector’s”** name.
- Enter **“% of Total Discharge”**.
This is the percent contribution of discharge point as compared to the sum of all discharge points (100%). Can be area or flow weighted.
- Enter the results for the parameter listed.

Parameter	ND Entry Result Qualifier	Result *	Unit Conversions Units	Analytical Method	Method Detection Limit	Analyzed By	Delete
Arsenic, Total Recoverable	=		ug/L	E200.8		LAB	
Nickel, Total Recoverable	=		ug/L	E200.8		LAB	
Silver, Total Recoverable	=		ug/L	E200.8		LAB	
Zinc, Total Recoverable	=		ug/L	E200.8		LAB	
Cadmium, Total Recoverable	=		ug/L	E200.8		LAB	
Lead, Total Recoverable	=		ug/L	E200.8		LAB	
Copper, Total Recoverable	=		ug/L	E200.8		LAB	
Iron, Total Recoverable	=		ug/L	E200.7		LAB	
Aluminum, Total Recoverable	=		ug/L	E200.8		LAB	
Chemical Oxygen Demand (COD)	=		mg/L	A5220D		LAB	
Electrical Conductivity @ 25 Deg. C	=		umhos/cm	A2510B		SELF	
Flow	=		MGD			LAB	
Oil and Grease	=		mg/L	E1664A		LAB	
pH	=		SU	A4500H		SELF	
Polychlorinated Biphenyls (PCBs), Sum	=		ug/L	E608		LAB	
Turbidity	=		NTU	A2130B		SELF	
Petroleum Hydrocarbons, Total	=		mg/L	E1664A		LAB	

- 1) If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifier to "<", enter the MDL value in the Result column and then again in the MDL column. Also, if the sample result

is marked as "TRACE" amounts detected, change the Result Qualifier to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

2) If the sample result units do not match the units listed in SMARTS, convert the result units by using the "Unit Conversions" table. Click the "**Unit Conversions**" hyperlink to view this table.

3) Click "**Save & Stay**".



NOTE: The following are instructions on each "**Save**" button:

- "**Save & Stay**": Saves any changes that have been made on the screen and will remain on the screen.
- "**Save & Add New Sample**": Saves any changes that have been made on the screen and clears the data fields for a new sample record. This is to be used when multiple monitoring locations and/or samples need to be entered.
- "**Save & Back to List**": Saves any changes that have been made on the screen and takes the user back to the "**Create New Event**" screen.

8. Data Summary Tab

This tab allows users to review all data entered on the Raw Data tab. If data needs to be edited, return to the Raw Data Tab.

Monitoring Location	Sample Date / Time	% of Total Discharge	Parameter	Results	Analytical Method	Method Detection Limit	Analyzed By	Qualified Sample Collector	Delete
test mon loc	01/01/2013 13:00:00	50	Arsenic, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Nickel, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Silver, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Zinc, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Cadmium, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Lead, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Copper, Total Recoverable	=1 ug/L	E200.8		LAB	Test	Delete
test mon loc	01/01/2013 13:00:00	50	Iron, Total Recoverable	=1 ug/L	E200.7		LAB	Test	Delete

a. Click "**Next**" when you are done reviewing the data.

b. Click "**Back**" to go to the Raw Data tab.


9. Attachments Tab

This tab allows the user to upload scanned or electronic documents required for the SMARTS Report.

The screenshot shows the 'Attachments' tab selected in a navigation menu. Below the menu is a blue header with the text 'Please click on "Upload Attachment" button to upload the corresponding files.' and an 'Upload Attachment' button. Below that is a message: 'Attached files: The following are the current documents related to the SWARM Reports. Click on the Attachment ID to view them.' Below the message is a table with columns: Attachment Id, File Type, File Title, Date Attached, File Desc, Doc Part No/Total Parts, and Delete. At the bottom left are 'Back' and 'Next' buttons.

 NOTE: Laboratory reports are **required** to be attached to the report to validate data.

a. Click on the “**Upload Attachment**” button.

 NOTE: A separate browser window will pop-up. Make sure that all pop-up blockers are turned off.

The screenshot shows a form titled 'Please provide the following details to upload the corresponding files.' The form has the following fields: 'Attachment FileType:' with a dropdown menu showing '[SELECT]'; 'Attachment Title:' with a text input field; 'File Description:' with a text area; 'If Partial Document, Part No' with an input field containing '1' and '*of Total Parts' with an input field containing '1'; and 'File Name' with a text input field. Below the 'File Name' field are 'Browse...' and 'Upload File' buttons. A red note at the bottom states: '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)'. Above the form is a blue header with the text 'Please provide the following details to upload the corresponding files.'

b. Select the appropriate “**Attachment File Type**” from the drop down menu.

c. Enter an “**Attachment Title**”.

d. If necessary, enter a “**File Description**”.

e. If the document is too large, you can upload in portions. (*i.e. 1 of 15, 2, 5, etc.*) To do so, enter the number of parts and number of total parts.

f. Click “**Browse**” to locate the “**File Name**” on your computer. Click “**Open**” to select the file.

g. Click “**Upload**” to upload the attachment to SMARTS.

- h. Once the file has successfully uploaded, it will populate in the Attachment table on the bottom of the screen.
- i. Close the attachment window.
- j. Click “**Next**” to go to the Certify Tab.

10. Certify Tab

- a. Click on the “**Perform Completion Check**” button.

The screenshot shows a navigation bar with tabs: General Info, Mon.Locations, Raw Data, Data Summary, Attachments, Certify (highlighted in green), and Back to Report Home Page. Below the navigation bar, a message reads: "Before certifying your Report, the system must verify that all required sections have been completed. To perform this check, click the button below:". Below this message is a button labeled "Perform Completion Check".

- 1) Any mandatory fields without data will be displayed.
 - a) Correct any errors and Perform Completion Check again.
- 2) If no errors are found:
 - a) You can choose to “**Review & Print the Ad Hoc report**” for your files.

The screenshot shows the same navigation bar as above. A message reads: "Completion/Error Check Completed: Report appears to be complete!". Below this, it says: "Please take a moment to review, print (if necessary), and certify your submission." and provides a link: "[Review and Print Ad Hoc Report](#)". It then says: "You can now the save this Ad Hoc Report after completing the form below." Below this is a section titled "Approve Certification & Submission check list" with a checkbox and the following text: "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." Below this are input fields for "Certifier Name:" and "Date Report Received:" (with a note "(MM/DD/YYYY)"). There are two buttons: "Submit / Certify" and "Certify Later". At the bottom, a note reads: "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."

- b) Mark the Certification Statement and click the “**Submit/Certify**” button.
 - a. If you are a Data Entry Person, notify the LRP and/or App Sig to certify the Ad Hoc Report.

11. Ad Hoc Report(s) table

Ad Hoc Reports :
Ad Hoc Reports associated with this annual report are listed below. The electronic Ad Hoc Report screens are used to enter Storm Water Discharge Event sampling/monitoring data collected. Click on the Event Id link to access an Ad Hoc Report.

Event Id	Status	Received Date	Remand	Delete
784697	Not Submitted			Delete
784537	Submitted	01/23/2013	Remand	
786007	Not Submitted			Delete
784641	Not Submitted			Delete
784642	Not Submitted			Delete
783754	Submitted	01/14/2013	Remand	

- Ad Hoc reports that are **“Not Submitted”** or **“Submitted”** are listed in the Ad Hoc reports summary table.
- To continue a **“Not Submitted”** or view a **“Submitted”** report, click on the **“Event ID”** to open the report.
- “Not Submitted”** reports can be deleted by clicking the **“Delete”** link on the right. Please note that once an Ad Hoc report is certified by the LRP or App Sig, the report cannot be deleted.
- “Submitted”** reports may be remanded if changes are required after the LRP or App Sig certified the report.