From:	Ghoram, Whitney@Waterboards
Sent:	Tuesday, August 11, 2015 9:52 AM
To:	'Kimberly.k.Richardson@rrd.com'
Cc:	Walsh, Laurie@Waterboards; wghoram@waterboards.ca.gov
Subject:	Consolidated Graphics- Ruth Press: Recertification Requirements
Attachments:	IGP-LRP_Registration.doc; IGP-RecertificationGuidanceJune2015.pdf; IGP-new_user_registration.pdf

Importance:	High

Ms. Richardson, (WDID 9 37I016194)

On August 6, 2015, I visited the Ruth Press facility located at 3553 California Street, San Diego 92101 (Ruth Press signage still on the building). I could not gain access through the locked gate but found through phone calls that Ruth Press is now located at 955 Gateway Center Way, San Diego 92102. Due to Ruth Press signage still at the California Street location, I assume that Ruth Press is still operating at that location in some capacity. The purpose of my visit was to make contact with a Ruth Press representative and **request that Ruth Press recertify its enrollment under the new Industrial Storm Water Permit (Order No. 2014-0057-DWQ) via SMARTS as required by the permit. Please "recertify" Ruth Press in SMARTS for enrollment under the new Industrial Storm Water Permit (Order No. 2014-0057-DWQ) no later than August 14, 2015**. You will need the facility WDID number 9 37I016194 and **Secret Code Number (SCN: AVJE87392)** to recertify in SMARTS. In addition you are required to upload an updated SWPPP (storm Water Pollution Prevention Plan) and site map to SMARTS no later than August 14, 2015.

In addition, since Ruth Press has opened a new location, after you recertify the existing WDID for the California Street location, Ruth Press is required to file an NOI (Notice of Intent) to enroll under the Industrial Storm Water Permit, or file an NEC (No Exposure Certification) for the Gateway Center Way location. If Ruth press intends to completely vacate the California Street location, a Notice of Termination (NOT) will be required for that location.

See attached recertification/registration instructions, and links below to the permit, SMARTS log in, NEC, and workshop videos about the new permit and recertification:

Storm Water Permit Web Page:
http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml

SMARTS Log In Web Page:
https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp

Here is the link to the Industrial Storm Water Permit toolbox web page (where there is a brochure on NEC requirements and instructions for filing an NOI):
http://www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.shtml

Link to Industrial Storm Water Permit Workshop & Presentations Video's:
http://www.waterboards.ca.gov/water_issues/programs/stormwater/workshops.shtml

Let me know if you have any questions. Thank you for your time and cooperation.

Whitney

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Legally Responsible Person
SMARTS Registration

The Storm Water Multi–Application & Report Tracking System (SMARTS) is now available for dischargers to create a user account online and submit Annual Report(s) electronically. These instructions are for **registration of SMARTS Legally Responsible Person**.

You must be the **Legally Responsible Person (LRP)** to submit and certify a SMARTS report on the behalf of a facility. In the simplest terms, the LRP is the individual that certifies the Notice of Intent (NOI) and is responsible for reviewing, validating and certifying the annual report for accuracy and correctness before it is submitted.

The LRP may assign rights to submit and certify the annual report to an **Approved Signatory**. An approved signatory maybe other employees designated authority to certify documents on behalf of the LRP. An Approved Signatory cannot be a contractor or consultant.

A **Data Submitter** is any individual authorized by the LRP to enter data into SMARTS on behalf of the LRP. A data submitter may be other employees, contractors, labs, etc. A data submitter cannot certify the Annual Report.

To register as an LRP and identify Approved Signatory(ies) or Data Submitter(s), you must have a user account. Upon receipt of this Authorization Form, Water Board staff will email instructions on how to register for SMARTS, a Secret Code Number (SCN), how to link WDID number(s), Approved Signatories or Data Submitters to your account.

One authorization form per WDID number is required. Mail the authorization form to:

> **SMARTS Registration**
> **P.O. Box 1977**
> **Sacramento, CA 95812**

If you have any questions please contact us at 1-866-563-3107 or email smarts@waterboards.ca.gov.

SMARTS LRP AUTHORIZATION FORM

Operator Information (please print clearly)

Name: _____

                            PREFIX, FIRST, MIDDLE, LAST,

Address: _____

City, State, Zip: _____

Phone Number: _____

FAX Number: _____

E-Mail Address: _____

        The Water Board will use this email address to send registration information

Facility Information (please print clearly)

WDID: _____

Name: _____

Address: _____

City, State, Zip: _____

APPROVED SIGNAOTRY AND DATA SUBMITTER(S) IDENTIFICATION

Approved Signatory (please print clearly)

1. Approved Signatory
    Person Name: _____
    Email Address: _____

2. Approved Signatory
    Person Name: _____
    Email Address: _____

Data Submitter Information (please print clearly)

1. Data Submitter
    Person Name: _____
    Email Address: _____

2. Data Submitter
    Person Name: _____
    Email Address: _____

3. Data Submitter
    Person Name: _____
    Email Address: _____

4. Data Submitter

      Person Name: _____

      Email Address: _____

5. Data Submitter

      Person Name: _____

      Email Address: _____

6. Data Submitter

      Person Name: _____

      Email Address: _____

Legally Responsible Person Signature:

I certify that I am the legally authorized representative for the facility listed below. My signature on this form also certifies that my SMARTS user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that I am legally bound, obligated, or responsible by use of my electronic signature as much as by a hand-written signature. I agree, on behalf of myself and the facility identified above to be bound by its terms.

I agree to protect my electronic signature from unauthorized use, and I will contact the Water Board, within 24-hours of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised. I certify my electronic signature is for my own use, will keep it confidential, and will not delegate or share with any other person.

      Printed Name: _____

      Signed: _____   Date: _____

Mail completed form to:

      SMARTS Registration
      P.O. Box 1977
      Sacramento, CA 95812

SMARTS
New User Registration

The Storm Water Multiple Application & Report Tracking System (SMARTS) was developed to provide a platform where dischargers, regulators, and the public can enter, regulate and view storm water data including NOIs, NOTs, compliance, and monitoring data associated with the Storm Water General Permits

To submit Permit Registration Documents, Annual Reports and Notice of Terminations in SMARTS, users must register for an account. This guide assists new users on how to create a User ID & password to access SMARTS.

Public Reports are available to the General Public to search and review Storm Water data and does not require a User account to access the information.

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

Objectives

- Create a new SMARTS user account.

Prerequisites

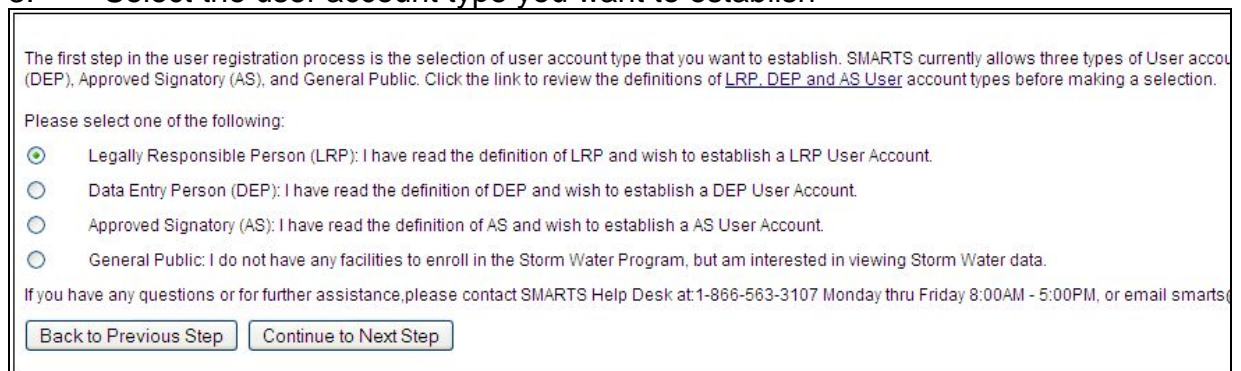- Must have access to the internet.
- Best used in Internet Explorer.

New User Registration

1. Open Internet Explorer and visit https://smarts.waterboards.ca.gov/
2. Click on the "Sign Up" button

☞ NOTE: This screen provides notifications regarding system maintenance times and/or other important information about SMARTS.

3.   Select the user account type you want to establish

- a. Legally Responsible Person
- b. Approved Signatory
- c. Data Entry Person

☞ NOTE: Click the "LRP, DEP and AS" User link to view the definitions of User Types.

4. Enter your Account Details

User Account Details: (An * indicates a required field)		
First Name:		*
Middle Name:		
Last Name:		*
E-mail:		* (abc@xyz.com/abc@xyz.net)
Phone:		* Ext: (999-999-9999)
User ID:		* [Check for Availability] (Enter user ID between 7 - 1
Password:	System will generate the password and send you via E-mail.	

The account must identify a specific person, NOT an agency and each person should create a separate account. Fields with the red asterisks are mandatory.
  a. Enter First, Middle & Last Name
  b. Enter Email address
       i. SMARTS will email temporary password to this address
  c. Enter User ID
       i. Must be between 7 - 16 characters
       ii. Click the "Check for Availability" button to verify User is available.

5. Enter the Business/Agency Details

Business/Agency Details:		
Business Type:	Private Business	
Business Name:		* (Do Not use Abbreviations, use Legal Business
Business Address:	⊙ USA Address ○ International Address ?	
Street Address:		* (Enter PO Box in Street Address field.)
Address Line 2:		
City, State & Zip:		* California * Zip: *
Country:	USA	
Federal Tax Id:		(99-9999999)

  a. Select Business Type
       a. Private Business
       b. Private Individual
       c. Federal Agency
       d. State Agency
       e. County Agency
       f. City Agency

g. Special District
h. Government Agency Combination
i. Other

b. Enter Business Name
c. Enter Business Address
d. Select Country
e. Enter Federal Tax ID
    a. This is only required for "Private Business"
    b. Other Business Types leave this field blank.   Do not Enter a Social Security Number.

6.   Select the Identification Verification Security Questions

These questions are asked to reset your password if you misplace it.
a. Select the first Security Question & enter answer
b. Select a different Security Question for the second question.

7.   Type the Server Security Letters and Complete Registration

NOTE: The security image is case sensitive

a. Enter the letters from the security Image
    i. The letters are case sensitive
b. Check the Certification Box
c. Click on "Continue to Complete Registration"

8.   You will get an on-screen acknowledgement that your registration was successful

9.   Verification Email

SMARTS will mail an acknowledgement of complete User Account Registration. This email contains the User ID, Temporary Password & URL (website) to log into.

10.   Go to https://smarts.waterboards.ca.gov
    a. Log into the system with the User ID and the temporary password.
        i. Temporary password is case specific

11.   Change Temporary Password

User ID:	propowner	
Name :	John Doe	
Old Password :		* Enter your current p
New Password :		* New Password length
Confirm New Password :		*

Update
Red "*" are required fields

The first time accessing SMARTS you will be requested to change the temporary password.

    a.   Enter the Old Password (Temporary Password Sent)
    b.   Enter a new Password
            i. The new password must be 7 – 12 characters and contain a capital letter as well as a numeric digit.
    c.   Confirm the new Password
    d.   Click Update to submit the change
    e.   An email from SMARTS to verify the change of password will be sent.

f. Once the password is changed you are directed to the main menu

NOTE: If you registered as an Approved Signatory or Data Entry Person you must be linked to the LRP account before you can access records. (See How to Link Users Guide for instructions).

Storm Water Multiple Application and Report Tracking System (SMARTS) Recertification Guidance

Who needs to recertify a Notice of Intent?

On April 1, 2014, the State Water Board adopted a new statewide General Permit for Storm Water Discharges Associated with Industrial Activities[1] (referred to as the "new Industrial General Permit"), which takes effect on July 1, 2015 and replaces the existing Industrial General Permit. The new Industrial General Permit is available at: http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml.

As a facility operator (also referred to as "Discharger"), compliance with the new Industrial General Permit is required. Dischargers currently enrolled in the existing General Permit for Discharges of Storm Water Associated with Industrial Activity[2] (Industrial General Permit), with an active Waste Discharge Identification (WDID) number are required to obtain coverage under the new Industrial General Permit by recertifying coverage as described below.

Instructions

The system performs best in Internet Explorer versions 9 or 10. If you do not have Internet Explorer, you may encounter system glitches; please alert staff to any that may arise and staff will try to troubleshoot the issue.

Note: The designated Legally Responsible Person (LRP) must complete the recertification process (definition: 40CFR122.22)

1. Go to the SMARTS login
   https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp

2. Select the Industrial Permit Recertification Click here link.

3. Do *you* have a SMARTS user ID? (The WDID and SCN are not your user ID or password). Please note: user accounts are non-transferable. If you have not set up a personal user account, please create a new user account at this time by selecting **NO**.

   a. If you have already created a SMARTS account, select **YES**. The system will prompt you to login to your account (If you forgot your user ID or password, please contact the SMARTS Helpdesk).

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[1] Order 2014-0057-DWQ

[2] State Water Board Order 97-03-DWQ

b. If *you* have never created a SMARTS account, select **NO**. Please complete the user registration and log back in with the temporary password to complete the recertification.

4. Once you have logged in, please enter your WDID and SCN. (The first letter of the WDID is the letter 'I' and not the number '1'.)

5. Please update your user account information by completing the fields on the NOI. Please be sure to correct and/or complete the all of the fields that are followed by a red asterisk.

6. Scroll to the bottom of the page, answer the security question and click certify. (If you do not see the certify button, you are not registered as an LRP. Please contact staff with questions.)

7. If everything is complete, you will see a confirmation screen. Please print your Electronic Authorization Form and send this Original form to our office with a wet signature. (If you have any issues downloading the form, please open the file with Adobe or save it as a .pdf. If you are still unable to find the form, please be sure that you are utilizing Internet Explorer.)

8. You may also link Duly Authorized Representatives (Approved Signatories) or Data Entry persons to the WDID. Select the Help link at the top of the page when logged into SMARTS to access the on-line Help Guides. Select Managing/Linking Users for screen shots and detailed instructions of how to complete the linking process. Please have the user ID of the individual that you wish to link available before you begin.

9. To confirm you have re-certified, you may call the SMARTS Helpdesk OR from ANY PAGE in the SMARTS system, find the "Navigate To:" bar at the top of your screen. Click Main Menu. On the left hand side, click "Industrial General Permit". Click the WDID# to open the NOI and find the Certified Date under the Status of your permit at the top of the page. If the date is after January 1st of this year, you have successfully recertified.

10. Lastly, Step 2 of the Recertification process is to upload your updated SWPPP and Site Map before the July 1st deadline. Anyone linked to the facility/WDID# can perform this task. You will do this under the Attachments tab on your NOI.

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[1] Order 2014-0057-DWQ

[2] State Water Board Order 97-03-DWQ

If you have any questions or concerns please contact the SMARTS Helpdesk @ 1-866-563-3107.

SMARTS database link:

https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp

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[1] Order 2014-0057-DWQ

[2] State Water Board Order 97-03-DWQ