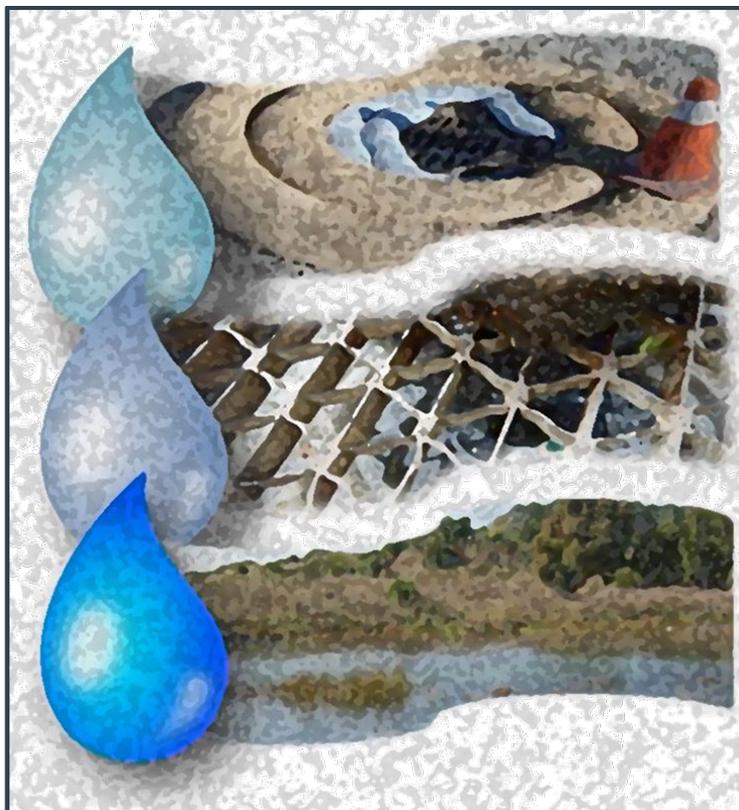


**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE**

INDUSTRIAL GENERAL PERMIT



STATE WATER RESOURCES CONTROL BOARD



Revised on 10/21/2019

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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](#) or <https://smarts.waterboards.ca.gov>). 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), Notice of Non-Applicability (NONA), 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, NONAs, 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:

stormwater@waterboards.ca.gov

1-866-563-3107

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

Region 8 (Santa Ana Regional Water Quality Control Board) SMARTS’s assistant:

Orange County

Michelle Beckwith

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1. SMARTS QUICK STARTER GUIDE

1. SMARTS User Registration: All SMARTS users **MUST** Create an Account for an individual SMARTS User Account.
2. Link User Accounts: The Legally Responsible Person (LRP) can link LRPs, Duly Authorized Representatives/Approved Signatory (DARs/AS), 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/AS 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

Standard mailing address:
Storm Water Section
P.O. Box 1977
Sacramento, CA 95812-1977

Overnight mailing address:
Storm Water Section, 15TH Floor
1001 I Street
Sacramento, CA 95814

5. SMARTS Checklists:

SMARTS Registration for a new Notice of Intent (NOI)

- LRP must Create an Account 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 the invoice copy and the proper check amount (or best to pay online via SMARTS using Electronic Fund Transfer option), and the SMARTS fee statement printout to the State Water Board.

SMARTS Registration for a new No Exposure Certification (NEC)

- LRP must Create an Account 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 the invoice copy and the proper check amount (or best to pay online via SMARTS using Electronic Fund Transfer option), fee statement to the State Water Board.

SMARTS Registration for a new Notice of Non Applicability (NONA)

- LRP must Create an Account 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 OR select one of the options as the site does not meet the Industrial General Permit criteria.

2. SMARTS USER REGISTRATION

User Roles in SMARTS

In order to use SMARTS you must be registered in the database as a Legally Responsible Person (LRP), Duly Authorized Representative (DAR)/Approved Signatory (AS), or a Data Entry Person (DEP). The account roles and responsibilities for each of the User Accounts are shown in Figure 1. For detailed descriptions of the User Accounts, refer to Section C.7 of the Frequently Asked Questions.

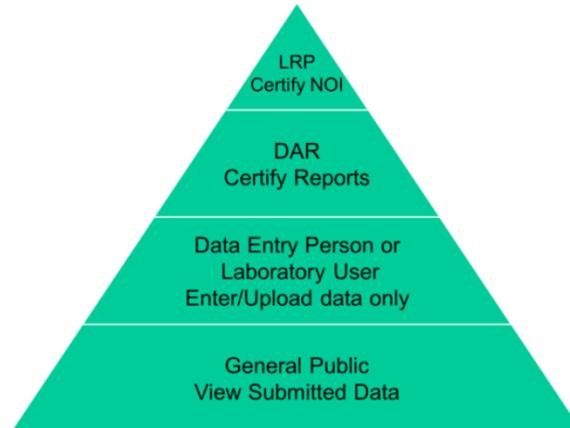


Figure 1. Signatory Roles and Responsibilities

Structure of Organizations in SMARTS

Organization ID: The numerical identification code given to an Organization when it is created in SMARTS.

Figure 2 shows the basic structure of Organizations in SMARTS to manage applications associated with a User Account. Organizations are specified by their Organization ID and name. When creating a new Organization in SMARTS, the user will be asked to provide the Organization name, address, business type, and Federal Tax ID.

Hints on Organizations:

- Organizations help keep track of the multiple applications managed under a User Account or collection of linked User Accounts.
- Each Organization may be managed by up to three LRPs.
- Each Organization must have eAuthorization Forms submitted by LRPs and DARs certifying and submitting information to the State Water Board for that Organization. The eAuthorization Form will apply to all applications grouped under that Organization.
- It is **not required** to have a separate Organization established for each WDID. In fact, this practice will complicate your SMARTS User Account with unnecessary Organization IDs. It is advised to only establish multiple Organizations when they create meaningful distinction among multiple WDIDs.



Figure 2 - Basic Structure of Organizations in SMARTS

SMARTS User Registration Steps

If you are not registered in SMARTS and wish to be registered as a LRP, DAR, or DEP for your facility, follow the steps below:

1. Start by going to the SMARTS login screen at: <https://smarts.waterboards.ca.gov>

Click on the Create Account button located in the SMARTS Login box.

SMARTS LOGIN

User ID: *

Password: *

[Unlock, Reset Password or Forgot User ID](#)

2. If you already have an existing account, or forgotten your UserID and/or Password, click on the Forgot User ID or Password link under Forgot UserID or Password.

The image shows a login form titled "SMARTS LOGIN". It contains two input fields: "User ID:" and "Password:", each with a red asterisk to its right. Below the fields are two buttons: "Login" and "Create Account". At the bottom, there is a red-bordered box containing the text "Unlock, Reset Password or Forgot User ID".

3. In order to start a new Application, the business's authorized decision-maker must be the first person to create an account in SMARTS. The Role is the **Legally Responsible Person (LRP)**. Click on the Continue to Next Step button once the option is selected.

The first step in the user registration process is the selection of user account type that you want to establish the definitions of LRP, DEP, and AS User account types before making a selection.

[Construction User Account Definitions](#) [Industrial User Account Definitions](#)

Please select one of the following:

- Discharger, Operator, Legally Responsible Person (LRP) or Principal Signatory per 40 CFR 122.22.
- Duly Authorized Representative(DAR) or Approved Signatory (AS).
- Data Entry Person (DEP) or CBPELSG QSD.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: (866)-563-3100

[Back to Login](#) [Continue to Next Step](#)

You will be asked if you are creating a new account with a new registration of an Organization or Business or you are replacing an existing LRP account holder for an Organization or Business. For the first time registration, select the first option "I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record." and click the Continue to Next Step button at the bottom.

NOTE: If you are replacing a current LRP for an existing Organization or Business in SMARTS stop here. You will be required to obtain a Secret Code Number (SCN) to register in SMARTS before you can continue. Contact the SMARTS Help Center at stormwater@waterboards.ca.gov or 1-866-563-3107

for assistance.

Please select one of the following:

- I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record.
- I am replacing an LRP for an existing organization or business registered in SMARTS with active WDID numbers. I have a Secret Code Number(SCN)

If you have any questions or for further assistance, please contact SMARTS Help Desk at: (866)-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email :

[Back to Previous Step](#) [Continue to Next Step](#)

4. A form corresponding to the user responsibility will appear. You will be asked to provide your User Account Details. The User ID along with a Password will be sent to the e-mail address entered in the form. You will need this User ID and Password to log into SMARTS. **Please verify that the e-mail address is valid and accurate. Only one e-mail address per account User ID will be allowed.**

NOTE: All fields with a red asterisk (*) are mandatory. When selecting the User ID, remember to pay close attention to the upper and lower case. SMARTS account User ID is case sensitive.

The next step in the registration process is to provide your user account details. The User ID along with a Password will be sent to t

User Account Details: (An * indicates a required field)

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Title:	<input type="text"/>	*
Email:	<input type="text"/>	* (abc@xyz.com/abc@xyz.net)
Re-enter Email:	<input type="text"/>	* (abc@xyz.com/abc@xyz.net)
Work Phone:	<input type="text"/>	* Ext: <input type="text"/> (999-999-9999)
Mobile Phone:	<input type="text"/>	(999-999-9999) - Use this number to receive the te
User ID:	<input type="text"/>	* Check for Availability
Password:	(Enter user ID between 7 - 16 characters. Use the button to verify if the User ID is al System will generate the password and send you via email.	

Business/Agency Details:

Business Type:	<input type="text" value="Private Business"/>	*
Business Name:	<input type="text"/>	* (Do Not use Abbreviations, us
Business Address: ?	<input type="radio"/> USA Address <input type="radio"/> International Address	
Street Address:	<input type="text"/>	* (Enter PO Box in Street Addr
Address Line 2:	<input type="text"/>	
City, State, & Zip:	<input type="text"/>	* CA * Zip: <input type="text"/>
Country:	<input type="text" value="USA"/>	
Federal Tax Id:	<input type="text"/>	* (99-9999999)

[Back to Previous Step](#) [Continue to Next Step](#)

5. You will be asked to provide your User Account security details. Please choose the security questions, enter the respective answers and complete the form.

- Be mindful that Security Question's Answers are case sensitive. Make sure to note the Answers with proper upper and lower cases for later references.
- Personal Identification cannot be reset once it's selected. Make sure to record this number for your account creation. Otherwise, a new account must be created if this number is forgotten.
- When you are done, click "Continue to Complete Registration." Button.
- Check your email for a temporary password to use in logging into your account for the first time after the completion of the account creation in the next screen. The system will ask you to change to a permanent password.

Identification Verification Security Questions:

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password.

Security question: *

Answer: *

Personal Identification Code: *

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

Server Security Letters:

* Security Image Letters are not case sensitive

* I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

I am also aware that my user ID, password and answer to a security question constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

* Fields preceded by red asterisk ("*") are mandatory/required fields.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov.

[Continue to Complete Registration](#)

6. Print the Electronic Authorization (eAuthorization) Form, sign with blue ink, and send the hardcopy to the State Water Board. If the eAuthorization Form is not received within 60 days, your account will be deactivated. In order to certify and submit any reports to SMARTS, the eAuthorization Form must be received. LRPs and DARs must have eAuthorization Forms signed by the appropriate LRP or DAR who will be certifying and submitting information to the State Water Board for an account.

Water Boards Storm Water Multiple Application & Report Tracking System

**NEW USER REGISTRATION
Step 3/3: Acknowledgement**

Acknowledgement

This completes your user registration process: Your user account has been successfully created in SMARTS.

Your User ID, Password, and instructions for logging into SMARTS have been sent to you via e-mail. Please check your e-mail account and log into SMARTS using the User ID and Password provided. If the e-mail is not received within a reasonable amount of time, please contact the Storm Water Help Desk at the phone number provided below.

To log into SMARTS, enter the following address into your browser or click on the link: <https://smarts.waterboards.ca.gov/>

Please print the e-Authorization Form, sign and send it to state Water Board. If the e-Authorization Form is not received with in 60 days your account will be deactivated. In order to certify and submit any reports to SMARTS, the e-Authorization form must be received.

[Print E Authorization Form](#)

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov.

[Back to Registration/Login Screen](#)

7. If you are registering as an LRP, you must print, sign, and send the form to the address below:

Standard mailing address:

State Water Board
Division of Water Quality
Attention: SMARTS Registration
P.O. Box 1977
Sacramento, CA 95812-1977

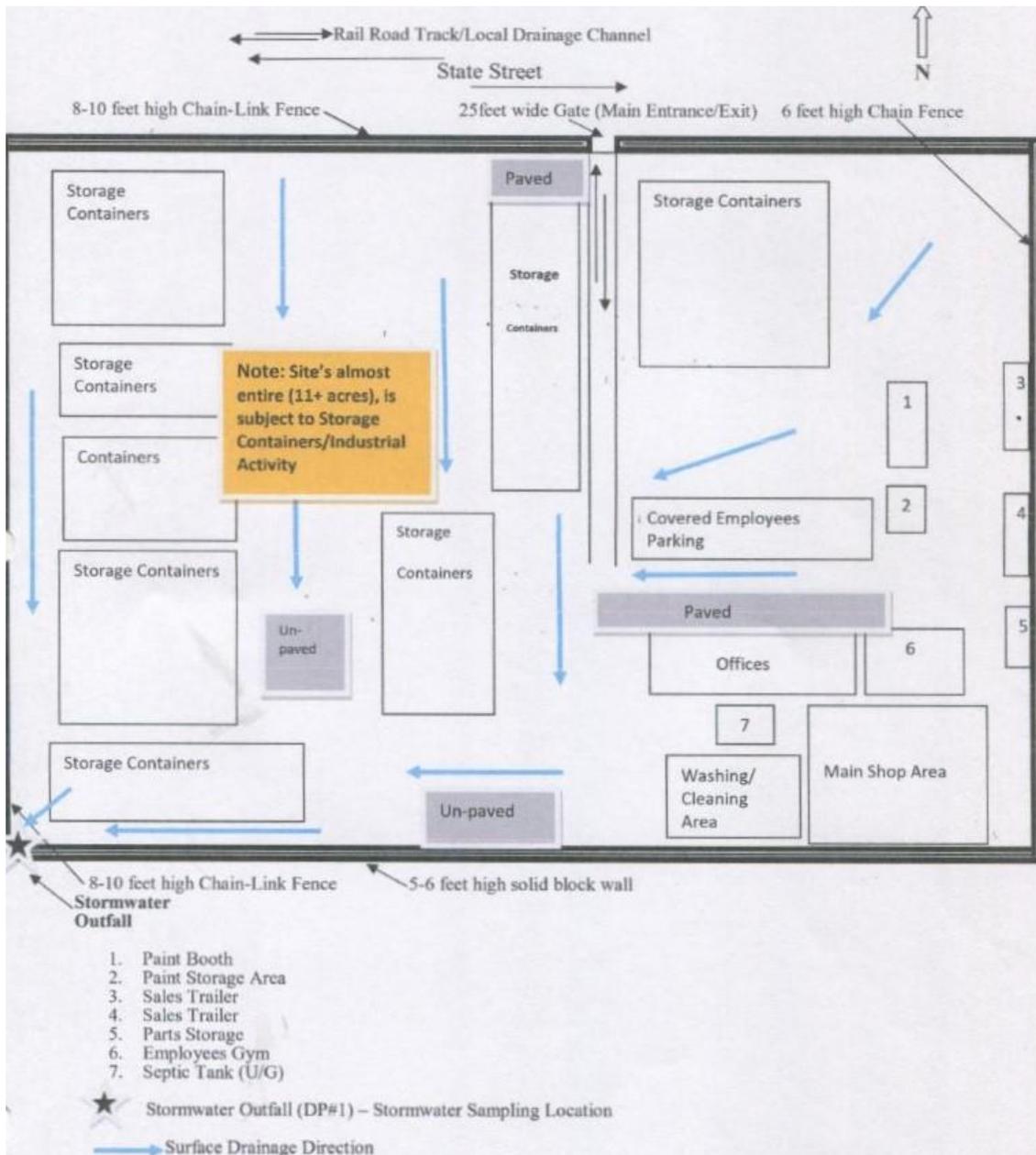
Overnight mailing address:

State Water Board
Division of Water Quality
Storm Water Section
Attention: SMARTS Registration
1001 I Street, 15th Floor
Sacramento, CA 95814

2.1 CREATING A FACILITY/SITE MAP AND/OR STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

Before continuing, make sure to prepare a site map in an electronic format in an aerial format for the SMARTS Application, either for Notice of Intent (NOI) or the No Exposure Certification (NEC). You can use hand-drawn map or a computer software. Here are two examples of acceptable styles to meet the Section X.E. of the permit in creating a facility/site map.

Hand drawn format:



An example of a simple software digital design, using Word, Powerpoint, free Google Slide, etc.:



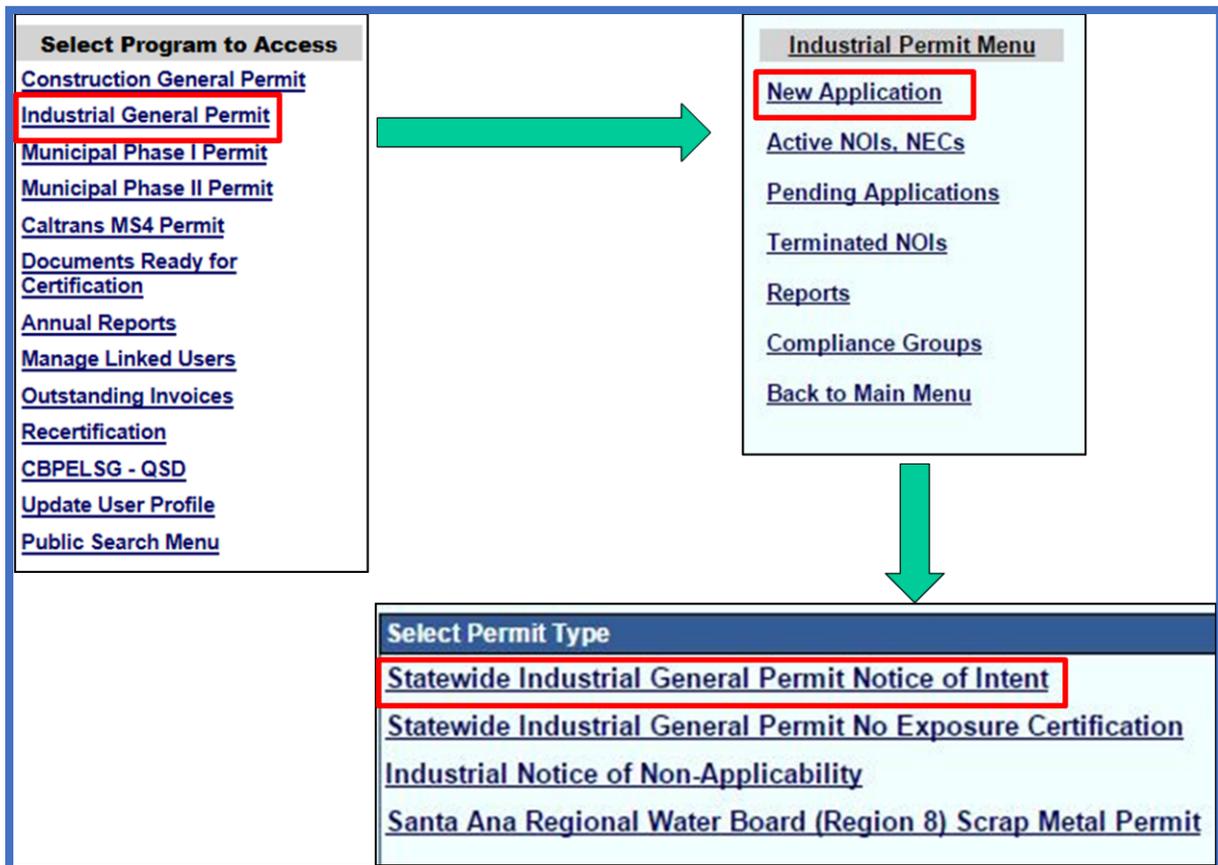
STORM WATER POLLUTION PREVENTION PLAN (SWPPP):

This required document **is not needed if the Application is the No Exposure Certification**. It is required for the full permit coverage, the Notice of Intent (NOI). Under Order 2014-0057-DWQ, containing the provision X.A elements.

3. NEW NOTICE OF INTENT (NOI)

New Dischargers registering for NOI coverage under the IGP shall certify and submit Permit Registration Documents (PRDs) via SMARTS at least seven (7) days prior to commencement of industrial activities. The PRDs required for submittal through SMARTS are a certified NOI, an uploaded SWPPP, an uploaded Site Map, an application fee, and an Electronic Authorization Form, signed by the LRP and sent by mail.

1. To Start a New NOI, go to the “Select Program to Access” list and click “Industrial General Permit.” Under the Industrial Permit Menu, select “New Application” and “Statewide Industrial General Permit Notice of Intent.”



- Verify and select the available registered Organization or Business record displayed on the list and click the "Next" button. If there is no prior registered Organization or Business, click on the circle option for the "Create New Organization", and click the "Next" button.

Select	Organization ID	Organization Name	Address
<input type="radio"/>	600139	Ace Calendering Ent., Corp.	9237 Bally Ct., Rancho Cucamonga CA 91730
<input type="radio"/>	625723	RWQCB8	3737 Main St Ste 500 Riverside CA 92501
<input type="radio"/>	606425	Regional Water Quality Control Board	3737 Main Street Ste 500 Riverside CA 92501
<input type="radio"/>	0	Create New Organization	Create New Organization

Back Next

If this is the first time the Organization or Business being registered, the system will ask you to fill out the Organization or Business information details, and then click the "Save" button to continue.

Organization Name: *

Foreign Address: Yes No

Address: *

Address Line2:

City/State/Zip: CA *

Business Type

Federal Tax Id: * Mandatory except for p

Save

- Enter Contact information (Note: Operator information defaults to the Organization selected. To update the company name or address, go to "Update User Profile" in the main menu). Make sure to click on the "Save & Continue" button each time you're done with the data entry.

WDID:	Operator: Test Owner Company	Certified Date:
Application ID: 454210	1001 I Street Sacramento CA 95814	Processed Date:
Status: Not Submitted	Facility:	NOT Effective Date:
Previous ID: -		Permit Type: Industrial - NOI

Operator Info Facility Info Addl. Facility Info Billing Info Attachments Certification Print Status History Linked Users

Facility Operator Information Populate Contact Info: Select

Owner Name:	Test Owner Company	*2	Contact First Name:	<input type="text"/>	*
Street Address:	1001 I Street	*2	Contact Last Name:	<input type="text"/>	*
Address Line 2:		2	Title:	<input type="text"/>	
City/State/Zip::	Sacramento CA 95814	*2	Phone:	<input type="text"/>	* Ext: <input type="text"/> (999-999-99
Type:	State Agency	2 *2	E-mail:	<input type="text"/>	
Federal Tax ID:		2			

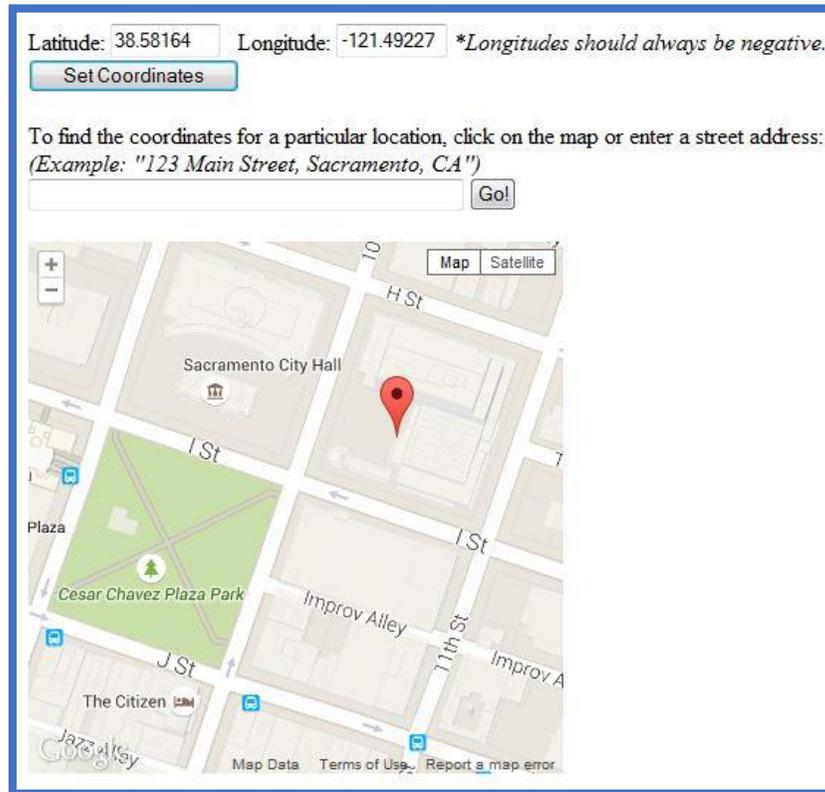
4. Enter facility location and contact information

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	Print	Status History	Linked Users				
Facility Information		Same as Operator Info	Clear Info	If different, enter below								
Facility Name:	<input type="text"/>	*	Contact First Name:	<input type="text"/>	*							
Street Address:	<input type="text"/>	*	Contact Last Name:	<input type="text"/>	*							
Address Line 2:	<input type="text"/>		Title:	<input type="text"/>								
Latitude:	<input type="text"/>	*	Longitude:	<input type="text"/>	*	*Lookup Map	Phone:	<input type="text"/>	*	Ext:	<input type="text"/>	(999-999-9999)
<small>(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)</small>												
City:	<input type="text"/>	Select	*	Emergency Phone:	<input type="text"/>	Ext:	<input type="text"/>	(999-999-9999)				
County:	<input type="text"/>	Select	*	E-mail:	<input type="text"/>							
Regional Board:	<input type="text"/>	Select	*									
State/Zip:	CA	<input type="text"/>	*	Total Site Size:	<input type="text"/>	*	<input type="radio"/> Acres	<input type="radio"/> Sqft				
Percent of Site Imperviousness:	<input type="text"/>	%	Total Area of Industrial Activities and Materials Exposed to Storm Water:?	<input type="text"/>	*	<input type="radio"/> Acres	<input type="radio"/> Sqft					
SIC Codes												
Primary SIC Code:	<input type="text"/>	Select	*									
Secondary SIC Code:	<input type="text"/>	Select										
Tertiary SIC Code:	<input type="text"/>	Select										

- a. To determine your facility's Latitude and Longitude coordinates, click the "Lookup Map" link. Make sure to use the latest version of Internet Explorer 11 or Edge, or Google Chrome for this option to work properly.

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	
Facility Information		Same as Operator Info	Clear Info	If different, enter below		
Facility Name:	<input type="text"/>	*				
Street Address:	<input type="text"/>	*				
Address Line 2:	<input type="text"/>					
Latitude:	<input type="text"/>	*	Longitude:	<input type="text"/>	*	*Lookup Map
<small>(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)</small>						

- b. Enter the address or zoom in on the map and click on the location to determine the latitude and longitude and click “Set Coordinates” to populate the Facility tab in SMARTS.



- c. **Total Areas of Industrial Activities and Materials Exposed to Precipitation:** Includes all areas of industrial activities at the facility and industrial materials exposed to the elements and is mobilized by storm water runoff, snowmelt runoff, and storm water surface runoff and drainage. Industrial materials is defined (but is not limited to): raw materials, recyclable materials, intermediate products, final products, by product, waste products, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERLCA); any chemical the facility is required to report pursuant to Section 313 of Title III of Superfund Amendments and Reauthorization Act (SARA); fertilizers; pesticides; and waste products such as ashes, slag, and sludge and that are used, handled, stored, or disposed in relation to a facility’s industrial activity.
- d. If a mining Standard Industrial Classification (SIC) code is selected, answer the inactive mine questions.

SIC Codes

Primary SIC Code: 1241 - Coal Mining Services

Secondary SIC Code: Select

Tertiary SIC Code: Select

Is this an inactive mining site? Yes ▾

Is the entire site inactive? Yes ▾

If the entire site is not inactive, which portions are inactive?

If you do not know your SIC Code, you can search for the proper SIC Code at the Occupational Safety and Health Administration SIC Code Search system at:

<https://www.osha.gov/pls/imis/sicsearch.html>

5. Enter receiving water information in the “Addl. Facility Info” tab.

a. New Discharger Determination for facilities **not directly discharging to an impaired water body**: New Dischargers applying for NOI coverage under this General Permit are required to select the industrial pollutants present at the facility from their watershed. If this describes your facility, skip step 7-8 below. “List of identified pollutants within the impaired watershed”:

- i. Select “Yes” for all industrial pollutants that are “Present at the Facility”. (Note: Dischargers are required to monitor for these pollutants in Section XI.B.6.e of the IGP).
- ii. Then select “No” under the “New Facility Determination” (see red box indicator below),

Operator Info Facility Info **Addl. Facility Info** Billing Info Attachments Certification Print Status History Linked Users

Receiving Water Information

Name of the receiving water: Santa Rosa Creek

Does your facility's storm water flow directly or indirectly into waters of the US such as river, lake, ocean, etc?

Indirectly to waters of the US

Directly to waters of the US (e.g. river, lake, creek, stream, bay, ocean, etc)

List of identified pollutants within the impaired watershed. Please mark if the pollutant(s) are present at the facility.

Parameter	Pollutant	Present at Facility?
Chloride	Chloride	Yes
Dissolved Oxygen	Low Dissolved Oxygen	Yes
E Coli and Enterococcus	Fecal Coliform	Yes
E Coli and Enterococcus	Enterococcus	Yes
E Coli and Enterococcus	Escherichia coli (E. coli)	Yes
Nitrate, Nitrile and total Nitrogen	Nitrate	Yes
Sodium	Sodium	Yes
Temperature	Temperature, water	Yes

New Facility Determination

Does the facility discharge directly to an impaired water body or discharge through an MS4 system that directly discharges to an impaired water body? No ▾

Save & Exit Save & Continue

b. New Discharger Determination for facilities that are directly discharging to an impaired water body: New Dischargers applying for NOI coverage under this General Permit that will be directly discharging to a water body with a 303(d) listed impairment or through an MS4 that directly discharges to an impaired water body are ineligible for coverage unless the Discharger submits data and/or information, prepared by a QISP. See Section VII.B and Appendix 3 of the IGP.

- i. "List of identified pollutants within the impaired watershed"
- ii. Select "Yes" for all industrial pollutants that are in the impaired receiving water under the "Present at the Facility" column. (Note: Dischargers are required to monitor for these pollutants in Section XI.B.6.e of the IGP).
- iii. Then select "Yes" under the "New Facility Determination"; see below.

Receiving Water Information

Name of the receiving water: Santa Rosa Creek

Does your facility's storm water flow directly or indirectly into waters of the US such as river, lake, ocean, etc? Indirectly to waters of the US Directly to waters of the US (e.g. river, lake, creek, stream, bay, ocean, etc)

List of identified pollutants within the impaired watershed. Please mark if the pollutant(s) are present at the facility.

Parameter	Pollutant	Present at Facility?
Chloride	Chloride	Yes
Dissolved Oxygen	Low Dissolved Oxygen	Yes
E.Coli and Enterococcus	Fecal Coliform	Yes
E.Coli and Enterococcus	Enterococcus	Yes
E.Coli and Enterococcus	Escherichia coli (E. coli)	Yes
Nitrate, Nitrite and total Nitrogen	Nitrate	Yes
Sodium	Sodium	Yes
Temperature	Temperature, water	Yes

New Facility Determination

Does the facility discharge directly to an impaired water body or discharge through an MS4 system that directly discharges to an impaired water body? Yes

Did discharges from the site commence prior August 13, 1979? A Select

Are discharges from the site defined as a New Source by 40 CFR 122.29? B Select

Did the site have a prior NPDES permit coverage for these discharges? C Select

The QISP has prepared a document that demonstrates the facility meets one or more criteria for discharging to a waterbody with a 303(d) listed impairment as described in Section VII.B of the General Permit and is eligible for permit coverage? Select

Save & Exit Save & Continue

Fields marked with * are mandatory fields

Direct Discharges: Select "Yes" *only* for the industrial pollutants related to this water body for industrial pollutants that may be present at the facility.

Select "Yes" if the facility directly discharges to an impaired water body

You are considered a New Discharger and a QISP is required **IF one or more** if "No" is selected for A-C as follows:
 A: "No"
 B: "No"
 C: "No"

If A, B or C have been selected that qualifies the Dischargers as a New Discharger, a QISP demonstration is required, Select "Yes" upload the document as "Supporting Documentation". If the Dischargers is not a New Discharger Select "No"

6. Enter the billing information (Once the WDID number is assigned, this tab will also show the status and history of annual invoices).

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	Print	Status History	Linked Users
Billing Information			Same as Operator	Same as Facility	Clear Billing Info	If different, enter below. Bill Month:		Bill Hold:
Billing Name:	Test Owner Company *			Contact First Name:	Storm *			
Street Address:	1001 I Street *			Contact Last Name:	Water Admin *			
Address Line 2:				Title:				
City/State/Zip:	Sacramento	CA	95814 *	Phone:	916-341-5536	* Ext:		
				E-mail:	potsujj@waterboards.ca.gov			
Save & Exit		Save & Continue						

7. Go to the “Attachments Tab”, click on the “Upload Attachment” button to expand the uploading options.

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	Requirements	Inspe
Please click on “Upload Attachment” button to upload the corresponding files.							
							Upload Attachment
Attached files: The following are the current documents related to the NOI. Click on the Attachment ID to view them.							

- Attachment File Type:** for site map, make sure to selection the option “Facility/Site Map”. For Storm Water Pollution Prevention Plan (SWPPP), select the option “SWPPP”. For the rest of the other document type, select the appropriate file type option.
- Attachment Title:** a short file title.
- File Description** (optional): a short file description.
- Part No.** (optional): if the file has multiple parts due to file size restriction of 75 megabytes, indicate the part being uploaded of the entire file.
- Document Date** (optional): indicate when the date of the document was created.
- File Name:** click on the Choose File button to find the file in the local system.
- Once the row of information is properly entered, click on the “Upload Files” button.

Notes: you can upload multiple files at the same time by clicking on the “Add New Row” button to add additional file to be filled for uploading.

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	Requirements	Inspections	Print	Status History	Linked Users
Please click on “Upload Attachment” button to upload the corresponding files.										
Attachment File Type			Attachment Title			File Description				
Select *										
Upload Files		Cancel	Add New Row							
Attached files: The following are the current documents related to the NOI. Click on the Attachment ID to view them.										

8. Certify and submit the NOI:

- a. Under the Certification tab, click on the “Perform Completion Check” button to verify all fields and Permit Required Documents properly provided. If there is any missing information, red text will notify you of the missing element. Go to the missing information area to correct the error(s), and come back to “Certification” tab to perform the completion check again.

The screenshot shows the 'Certification' tab selected in a navigation menu. Below the menu, there is a button labeled 'Perform Completion Check' which is highlighted with a red box. Below this, a message reads: 'Perform the completion check to verify that all required information is completed. Click the button below to perform the check.' Below this message is another navigation menu with 'Certification' selected. Underneath, a section titled 'Notice Of Intent Completion Check Results' contains a red warning message: 'The application appears to be incomplete. Please correct the errors shown below before the application can be certified.' Below the warning is a table with two columns: 'Error Message' and 'Tab to Correct'.

Error Message	Tab to Correct
ATTACHMENT: Required Supporting Documentation - QISP 303(d) demonstration	ATTACHMENTS
ATTACHMENT: Required document(s) SWPPP must be uploaded	ATTACHMENTS
ATTACHMENT: Required document(s) Facility/Site Map must be uploaded	ATTACHMENTS

- b. When the Application is complete, the certification options appear. Only the LRP can certify the Application.

The screenshot shows the 'Certification & Submission Checklist' form. At the top, it says 'Preview NOI | The Application Fee is \$1632'. Below this, a green message states: 'The application is complete. Please continue to certify and submit the application to...'. The main section is titled 'Certification & Submission Checklist:' and contains the instruction: 'Read and check the boxes next to each certification statement:'. There are two certification statements, each with a checked checkbox and a red asterisk. The first statement is: 'I certify under penalty of law that this document and all attachments gathered and evaluate the information submitted. Based on my information submitted is, to the best of my knowledge and belief, true and correct. I understand that providing false information is a crime and may result in a fine and imprisonment for knowing violations.' The second statement is: 'I am also aware that my user ID and password constitute my electronic signature. I am aware that my user ID and password constitute my electronic signature is the legal equivalent of my handwritten signature, or share it with any other person. Should I wish to delegate such duties to another person, I further certify that I will protect my electronic signature and that my electronic signature has been lost, stolen, or otherwise compromised.' Below the statements is a section titled 'Certified By:' with two input fields: 'Certifier Name: Storm Water Admin' and 'Certifier Title: Owner'. Below this, there is a section for security questions: 'Please enter your password and answer to the security question before certifying.' The security question is 'What is your father's middle name?' with the answer 'propowner' entered. The password field is masked with dots. At the bottom, there is a 'Certify Application' button.

9. Print the fee statement out by click on the “**Pay By Check**” button. If you have not printed out the eAuthorization Form during the account creation, you can print the eAuthorization Form now by clicking on the “**Print E Authorization Form**” button now. **Make sure to copy all document before mailing them off.** Send the check (with the Application ID written on the check’s memo field), fee statement, and eAuthorization Form (if applicable) to:

Storm Water Section
Attention: Division of Water Quality
PO Box 1977
Sacramento, CA 95812-1977

However, by using the **Pay Online**, it allows the Application to be processed at a quicker pace. Payment remains posted for the Application even if it’s returned for modification or due to the lack of Permit Required Documents.

The application was successfully received by the State Water Resources Control Board.

SWRCB Application No.	SA51381
Permit Type:	Industrial
Submission/Certify Date	10/11/2019
Certifier Name	
Certifier Title	GM

Please print out this screen as proof of certification. The confirmation details was also email to the address on file

Or

When paying online at the end of the application process, there are two options; pay by EFT (bank-to-bank) and Credit Card. To see both options refresh the screen by click on now green colored Certification tab:

Pay by EFT (Electronic Fund Transfer, or also bank-to-bank transfer) procedure:

- i. Website being sent to: <https://www.govone.com/PAYCAL/SWRCB/Account/SubAgencies>
- ii. Click on Application Fees option
- iii. For the SWRC Application Number, type in the “**SA**” follows by the Application number found on the top left side of your SMARTS Application. Example: **SA123456**
- iv. The invoice amount: ***indicated on the SMARTS submission page near the bottom.**
- v. Click **Continue** to move forward with the payment steps.

Credit Card payment procedure:

- i. Website being sent to: <https://www.officialpayments.com/index.jsp>
- ii. Click on **State Payments** icon option.

- iii. Select “**California**” for the state
 - iv. Select “**Water Resources Control Board**” for the Payment Entity
 - v. Select “**Application Fees**” as the Payment Type.
 - vi. Then click button Make a Payment.
 - vii. Select the “**Storm Water Application**” for the SWRCB Application Fee Types.
 - viii. Type in the Application Number which locates at the top left corner of your SMARTS Application. The amount is **indicated on the SMARTS submission page near the bottom**. Click on View Cart button, and move forward with the payment.
10. To verify that the NOI application was submitted, the “Status” of the application should display “Submitted to the Water Board”

Note: Any applicable Permit Required Document and payment must be mailed in so that the State Water Board can issue a permit WDID number.

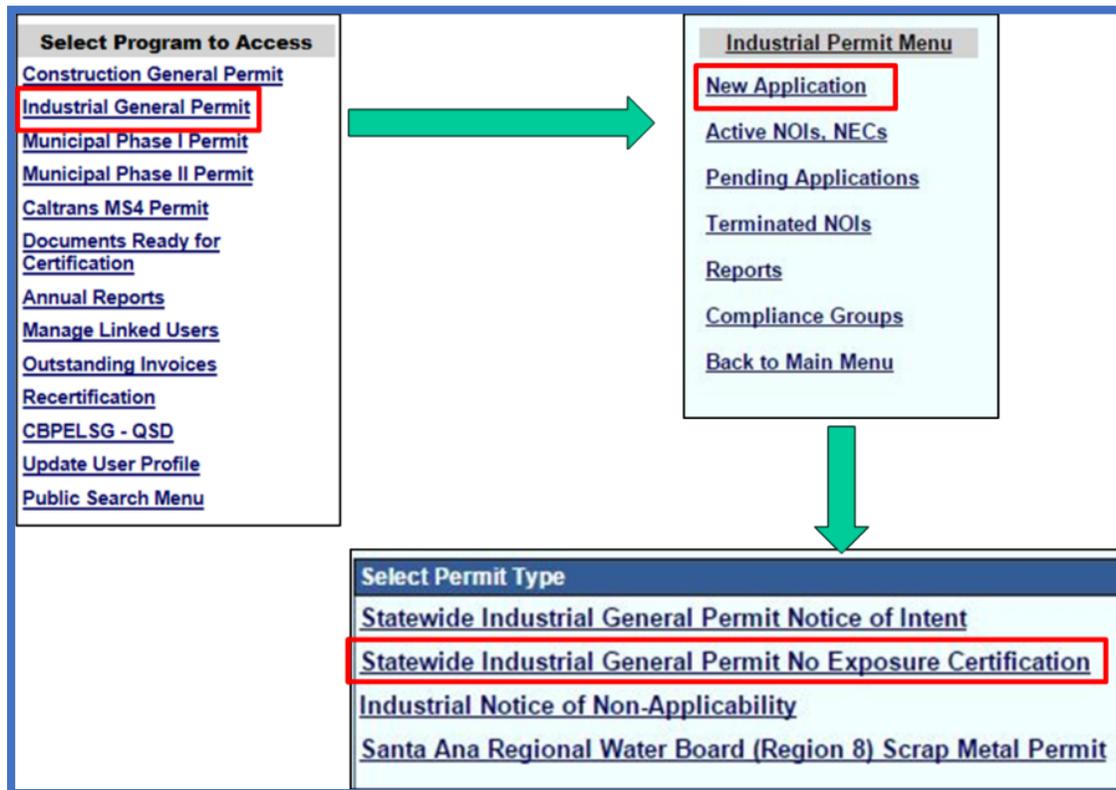
The screenshot displays the 'Operator Information' section of the SMARTS application. At the top, it states: 'The application is organized into different tabs. Please complete all applicable tabs b & Exit'. Below this, there are several fields: 'WDID:', 'Application ID' (with a value of 150004), 'Status:', and 'Previous ID:'. The 'Status:' field is highlighted with a red rectangular box and contains the text 'Submitted to Water Board'. To the right of these fields are labels for 'Owner/Operator:' and 'Site/Facility:'. Below the main information area is a row of navigation tabs: 'Operator Info' (highlighted in green), 'Facility Info', 'Addl. Facility Info', 'Billing Info', and 'Attachments'. Below the tabs are buttons for 'Print', 'Notes', 'Status History', and 'Linked Users'. At the bottom, there is a section for 'Facility Operator Information' with a 'Populate Contact Info:' button set to 'Select'.

4. NO EXPOSURE CERTIFICATION (NEC) FOR NEW AND EXISTING DISCHARGERS

New Dischargers registering for NEC coverage shall electronically certify and submit PRDs via SMARTS by October 1, 2015, or at least seven (7) days prior to commencement of industrial activities, whichever is later. The NEC requires an uploaded Site Map, an application fee, and an Electronic Authorization Form, signed by the LRP and sent by mail.

If your facility already has an existing active Notice of Intent, with and assigned WDID number, skip to step #3.

1. To Start a New NEC, go to the “Select Program to Access” list and click “Industrial General Permit.” Under the Industrial Permit Menu, select “New Application” and “Statewide Industrial General Permit No Exposure Certification.”



- Verify and select the available registered Organization or Business record displayed on the list and click the “Next” button. If there is no prior registered Organization or Business, click on the circle option for the “Create New Organization”, and click the “Next” button.

Select	Organization ID	Organization Name	Address
<input type="radio"/>	600139	Ace Calendering Ent., Corp.	9237 Bally Ct., Rancho Cucamonga CA 91730
<input type="radio"/>	625723	RWQCB8	3737 Main St Ste 500 Riverside CA 92501
<input type="radio"/>	606425	Regional Water Quality Control Board	3737 Main Street Ste 500 Riverside CA 92501
<input type="radio"/>	0	Create New Organization	Create New Organization

If this is the first time the Organization or Business being registered, the system will ask you to fill out the Organization or Business information details, and then click the “Save” button to continue.

Organization Name: *

Foreign Address: Yes No

Address: *

Address Line2:

City/State/Zip: CA *

Business Type

Federal Tax Id: * Mandatory except for p

- Enter Contact information (Note: Operator information defaults to the Organization selected. To update the company name or address, go to “Update User Profile” in the main menu). Make sure to click on the “Save & Continue” button each time you’re done with the data entry.

NEC ID/App ID: - 506333 Operator: Regional Water Quality Control Board
 Status: Not Submitted Facility: 3737 Main Street Ste 500 Riverside CA 92501
 Order No: 2014-0057-DWQ
 Permit Type: Industrial - NEC

Operator Info	Facility Info	NEC Checklist	Billing Info	Attachments	Certification	Inspections	Print	Status History	Linked Users
Property Owner Information Populate Contact Info: <input type="text" value="Select"/>									
Owner Name:	Regional Water Quality Control Board * 2							Contact First	
Street Address:	3737 Main Street Ste 500 * 2							Contact Last	
Address Line 2:	<input type="text"/> 2							Title:	
City/State/Zip::	Riverside	CA	92501	* 2			Phone:		
Type:	City/Town Agency 2 * 2							E-mail:	
Federal Tax ID:	99-9999999 2								
<input type="button" value="Save & Exit"/> <input type="button" value="Save & Continue"/>									

If your business already have an existing active Notice of Intent under the Industrial General Permit, simply open up your existing Application, and you'll see the **"Apply for NEC"** button to ease your transition from an NOI Application to an NEC Application.

4. Enter facility location and contact information for a new Application, or check to see if the existing active Application is accurate.

NEC ID/App ID:	- 506333	Operator:	Regional Water Quality Control Board	Certified E
Status:	Not Submitted		3737 Main Street Ste 500 Riverside CA 92501	Processor
Order No:	2014-0057-DWQ	Facility:	Regional Water Quality Control Board	NOT Effec
Permit Type:	Industrial - NEC		3737 Main Street Ste 500 Riverside CA 92501	Previous I

a. To determine your facility's Latitude and Longitude coordinates, click the "Lookup Map" link. Make sure to use the latest version of Internet Explorer 11 or Edge, or Google Chrome for this option to work properly.

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification
Facility Information Same as Operator Info Clear Info If different, enter below					
Facility Name: <input type="text"/>					
Street Address: <input type="text"/>					
Address Line 2: <input type="text"/>					
Latitude: <input type="text"/>		* Longitude: <input type="text"/>		<input type="button" value="Lookup Map"/>	
(Decimal degrees only, minimum 5 significant digits. Ex: 38.58164)					

- b. Enter the address or zoom in on the map and click on the location to determine the latitude and longitude and click "Set Coordinates" to populate the Facility tab in SMARTS.

Latitude: Longitude: *Longitudes should always be negative.

To find the coordinates for a particular location, click on the map or enter a street address:
 (Example: "123 Main Street, Sacramento, CA")

Map Data Terms of Use Report a map error

- c. **Total Areas of Industrial Activities and Materials Exposed to Precipitation:** Includes all areas of industrial activities at the facility and industrial materials exposed to the elements and is mobilized by storm water runoff, snowmelt runoff, and storm water surface runoff and drainage. Industrial materials is defined (but is not limited to): raw materials, recyclable materials, intermediate products, final products, by product, waste products, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw

materials used in food processing or production; hazardous substances designated under Section 101(14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of Title III of Superfund Amendments and Reauthorization Act (SARA); fertilizers; pesticides; and waste products such as ashes, slag, and sludge and that are used, handled, stored, or disposed in relation to a facility's industrial activity.

If Total Area of Industrial Activities and Materials Exposed to Storm Water equals "0" (ZERO), you are qualified for the No Exposure Certification. Otherwise, your site will be required to obtain full permit coverage under the Notice of Intent.

Contact First Name:	Regional *
Contact Last Name:	Board *
Title:	Staff
Phone:	999-999-9999 * Ext: (999-999-9999)
Emergency Phone:	Ext: (999-999-9999)
E-mail:	stormwater@waterboard.ca.gov *(ab)
Total Site Size:	1 * <input checked="" type="radio"/> Acres <input type="radio"/> Sqft
Total Area of Industrial Activities and Materials Exposed to Storm Water:?	0 * <input type="radio"/> Acres <input checked="" type="radio"/> Sqft
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

If you selected the wrong Application type at the start, such as the "Statewide Industrial General Permit, Notice of Intent", when you entered the value "0" (ZERO) into the "Total Area of Industrial Activities and Materials Exposed to Storm Water" field and click "Save & Continue" button, the text "You are eligible for NEC. Do you want to apply? YES/NO" buttons option will appear. Select "Yes" to turn the current Application into the NEC Application.

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments
Facility Information		Same as Operator Info	Clear Info	If different, enter
<p>You are eligible for NEC. Do you want to apply? <input type="button" value="Yes"/> <input type="button" value="No"/></p>				
Facility Name:	<input type="text" value="Waterboards"/>			*
Street Address:	<input type="text" value="1535 Rush River Dr"/>			*
Address Line 2:	<input type="text"/>			
Latitude:	<input type="text" value="38.48408"/>	* Longitude:	<input type="text" value="-121.53004"/>	
	*Lookup Map			

- Complete the NEC checklist. Total Area of Industrial Activities and Materials Exposed to Storm Water must be equal to zero and all statements must be marked as "No Exposure" in order to continue.

Total Area of Industrial Activities and Materials Exposed to Storm Water (Definition)		<input type="text" value="0"/>
1. Using, storing or cleaning industrial machinery or equipment, and areas where residuals from using, storing or cleaning industrial machinery or equipment remain and are exposed.		Select ▼
2. Materials or residuals on the ground or in storm water inlets from spills/leaks.		Select ▼
3. Materials or products from past industrial activity.		Select ▼
4. Material handling equipment (except adequately maintained vehicles).		Select ▼
5. Materials or products during loading/unloading or transporting activities.		Select ▼
6. Materials or products stored outdoors (except final products intended for outside use, e.g., new cars, where exposure to storm water does not result in the discharge of pollutants).		Select ▼
7. Materials contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers.		Select ▼
8. Materials or products handled/stored on roads or railways owned or maintained by the Discharger.		Select ▼
9. Waste material (except waste in covered, non-leaking containers, e.g., dumpsters).		Select ▼
10. Application or disposal of processed wastewater (unless already covered by an NPDES permit).		Select ▼
11. Particulate matter or visible deposits of residuals from roof stacks/vents evident in the storm water outflow.		Select ▼
Save & Exit		Save & Continue

- Enter the billing information (Once the WDID number is assigned, this tab will also show the status and history of annual invoices).

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	Print	Status History	Linked Users	
Billing Information		Same as Operator	Same as Facility	Clear Billing Info	If different, enter below.		Bill Month:	Bill Hold:	
Billing Name:	<input type="text" value="Test Owner Company"/>			*	Contact First Name:	<input type="text" value="Storm"/>			*
Street Address:	<input type="text" value="1001 I Street"/>			*	Contact Last Name:	<input type="text" value="Water Admin"/>			*
Address Line 2:	<input type="text"/>				Title:	<input type="text"/>			
City/State/Zip:	<input type="text" value="Sacramento"/>	CA ▼	<input type="text" value="95814"/>	*	Phone:	<input type="text" value="916-341-5536"/>	* Ext:	<input type="text"/>	
					E-mail:	<input type="text" value="potsuji@waterboards.ca.gov"/>			
Save & Exit		Save & Continue							

4. Go to the “Attachments Tab”, click on the “Upload Attachment” button to expand the uploading options.



- a. **Attachment File Type:** for site map, make sure to selection the option “Facility/Site Map”.
- b. **Attachment Title:** a short file title.
- c. **File Description** (optional): a short file description.
- d. **Part No.** (optional): if the file has multiple parts due to file size restriction of 75 megabytes, indicate the part being uploaded of the entire file.
- e. **Document Date** (optional): indicate when the date of the document was created.
- f. **File Name:** click on the Choose File button to find the file in the local system.
- g. Once the row of information is properly entered, click on the “Upload Files” button.



5. Certify and submit the NEC:
 - a. Under the Certification tab, click on the “Perform Completion Check” button to verify all fields and Permit Required Documents properly provided. If there is any missing information, red text will notify you of the missing element. Go to the missing information area to correct the error(s), and come back to “Certification” tab to perform the completion check again.

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification
---------------	---------------	---------------------	--------------	-------------	---------------

Perform the completion check to verify that all required information is completed. Click the

Perform Completion Check

Operator Info	Facility Info	Addl. Facility Info	Billing Info	Attachments	Certification	Print	Status History	Linked Users
---------------	---------------	---------------------	--------------	-------------	---------------	-------	----------------	--------------

Notice Of Intent Completion Check Results

The application appears to be incomplete. Please correct the errors shown below before the application can be certified.

Error Message	Tab to Correct
ATTACHMENT: Required Supporting Documentation - QISP 303(d) demonstration	ATTACHMENTS
ATTACHMENT: Required document(s) SWPPP must be uploaded	ATTACHMENTS
ATTACHMENT: Required document(s) Facility/Site Map must be uploaded	ATTACHMENTS

- b. When the Application is complete, the certification options appear. Only the LRP can certify the Application.

The application is complete. Please continue to certify and submit the application to

Certification & Submission Checklist:

Read and check the boxes next to each certification statement:

<input checked="" type="checkbox"/>	I certify under penalty of law that this document and all attachments gathered and evaluate the information submitted. Based on my information submitted is, to the best of my knowledge and belief, true and accurate. I understand that providing false information is a crime and may result in a fine and imprisonment for knowing violations.
<input checked="" type="checkbox"/>	I am also aware that my user ID and password constitute my electronic signature. I am aware that my user ID and password constitute my electronic signature, or share it with any other person. Should I wish to delegate my authority, I will do so in writing. I further certify that I will protect my electronic signature and that my electronic signature has been lost, stolen, or otherwise compromised.

Certified By:

Certifier Name:	Storm Water Admin
Certifier Title:	Owner

Please enter your password and answer to the security question before certifying.

What is your father's middle name?

Please enter your password:

Certify Application

6. Print the fee statement out by click on the **“Pay By Check”** button. If you have not printed out the eAuthorization Form during the account creation, you can print the eAuthorization Form now by clicking on the **“Print E Authorization Form”** button now. **Make sure to copy all document before mailing them off.** Send the check (with the Application ID written on the check’s memo field), fee statement, and eAuthorization Form (if applicable) to:

Storm Water Section
Attention: Division of Water Quality
PO Box 1977
Sacramento, CA 95812-1977

However, by using the **Pay Online**, it allows the Application to be processed at a quicker pace. Payment remains posted for the Application even if it's returned for modification or due to the lack of Permit Required Documents.

The application was successfully received by the State Water Resources Control Board.

SWRCB Application No.	SA51381
Permit Type:	Industrial
Submission/Certify Date	10/11/2019
Certifier Name	
Certifier Title	GM

Please print out this screen as proof of certification. The confirmation details was also email to the address on file

Or

When paying online at the end of the application process, there are two options; pay by EFT (bank-to-bank) and Credit Card. To see both options refresh the screen by click on now green colored Certification tab:

Pay by EFT (Electronic Fund Transfer, or also bank-to-bank transfer) procedure:

- i. Website being sent to: <https://www.govone.com/PAYCAL/SWRCB/Account/SubAgencies>
- ii. Click on Application Fees option
- iii. For the SWRC Application Number, type in the **"SA"** follows by the Application number found on the top left side of your SMARTS Application. Example: **SA123456**
- iv. The invoice amount: **150**
- v. Click **Continue** to move forward with the payment steps.

Credit Card payment procedure:

- i. Website being sent to: <https://www.officialpayments.com/index.jsp>
- ii. Click on **State Payments** icon option.
- iii. Select **"California"** for the state
- iv. Select **"Water Resources Control Board"** for the Payment Entity
- v. Select **"Application Fees"** as the Payment Type.
- vi. Then click button Make a Payment.
- vii. Select the **"Storm Water Application"** for the SWRCB Application Fee Types.

- viii. Type in the Application Number which locates at the top left corner of your SMARTS Application. The amount is **“150”**.
 - ix. Click on View Cart button, and move forward with the payment.
7. To verify that the NOI application was submitted, the “Status” of the application should display “Submitted to the Water Board”

Note: Any applicable Permit Required Document and payment must be mailed in so that the State Water Board can issue a permit WDID number.

Operator Information

The application is organized into different tabs. Please complete all applicable tabs b & Exit".

WDID:		Owner/Operator:	
Application I	150000	Site/Facility:	
Status:	Submitted to Water Board		
Previous ID:			

Operator Info | Facility Info | Addl. Facility Info | Billing Info | Attachments

Print | Notes | Status History | Linked Users

Facility Operator Information | Populate Contact Info: Select

5. NOTICE OF NON-APPLICABILITY (NONA)

This General Permit allows the industrial facilities to claim exemption from the Permit's requirements on the basis of:

- a. Facility activities do not meet the criteria mentioned under Attachment A of the Industrial General Permit,

OR,

- b. The facility has the capacity to contain storm water onsite, with no discharge of storm water to Waters of the United States, or the facility is not hydrologically connected to Waters of the United States. The No Discharge Technical Report is required and shall be signed (wet signature with license number) by a California licensed Professional Engineer. Entities who are claiming "No Discharge" through the NONA shall meet the following eligibility requirements in Section XX.C of the IGP.

Under option "b", a technical report must be submitted if the facility claims no discharge to Waters of the United States.

The NONA is submitted through SMARTS and it is intended to show that the General Permit requirements do not apply to the facility.

Notes: You MUST create a SMARTS account and submit in the eAuthorization Form for processing first before the NONA Application can be submitted.

Follow these steps to submit a NONA:

1. To Start a New NONA, at the main menu, go to the “Select Program to Access” list and click “Industrial General Permit.” Under the Industrial Permit Menu, select “New Application” and “Industrial Notice of Non-Applicability.”



2. Verify and select the available registered Organization or Business record displayed on the list and click the “Next” button. If there is no prior registered Organization or Business, click on the circle option for the “Create New Organization”, and click the “Next” button.

Select	Organization ID	Organization Name	Address
<input type="radio"/>	600139	Ace Calendering Ent..., Corp.	9237 Bally Ct., Rancho Cucamonga CA 91730
<input type="radio"/>	625723	RWQCB8	3737 Main St Ste 500 Riverside CA 92501
<input type="radio"/>	606425	Regional Water Quality Control Board	3737 Main Street Ste 500 Riverside CA 92501
<input type="radio"/>	0	Create New Organization	Create New Organization

Back Next

If this is the first time the Organization or Business being registered, the system will ask you to fill out the Organization or Business information details, and then click the "Save" button to continue.

Organization Name: *
Foreign Address: Yes No
Address: *
Address Line2:
City/State/Zip: CA *
Business Type
Federal Tax Id: * Mandatory except for p

- Enter Contact information (Note: Operator information defaults to the Organization selected. To update the company name or address, go to "Update User Profile" in the main menu). Make sure to click on the "Save & Continue" button each time you're done with the data entry.

Operator Info	Facility Info	Addl. Facility Info	Attachments	Certification	Inspections	Print	Status History	Linked Users
Property Owner Information		Populate Contact Info:		Select <input type="button" value="v"/>				
Owner Name:	Regional Water Quality Control Board			* ?	C			
Street Address:	3737 Main Street Ste 500			* ?	C			
Address Line 2:	<input type="text"/>			?	T			
City/State/Zip::	Riverside	CA <input type="button" value="v"/>	92501	* ?	P			
Type:	City/Town Agency <input type="button" value="v"/>			? * ?	E			
<input type="button" value="Save & Exit"/> <input type="button" value="Save & Continue"/>								

4. Enter facility location and contact information

NONA ID/App ID: - 509231 **Operator:** Regional Water Quality Control Bo.
Status: Not Submitted **Facility:** 3737 Main Street Ste 500 Riversid
Order No: 2014-0057-DWQ
Permit Type: Industrial - NONA

Operator Info	Facility Info	Addl. Facility Info	Attachments	Certification	Inspections	Print	Status History	Linked Users
Facility Information		Same as Operator Info	Clear Info	If different, enter below				
Facility Name:	Regional Water Quality Control Board *						C	
Street Address:	3737 Main Street Ste 500 *						C	
Address Line 2:							T	
Latitude:		*Longitude:		*Lookup Map		P		
(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)								
City:	All	*						E
County:	Select	*						
Regional Board:	Select	*						
State/Zip:	CA 92501	*						T
Save & Exit		Save & Continue						

- a. To determine your facility's Latitude and Longitude coordinates, click the "Lookup Map" link. Make sure to use the latest version of Internet Explorer 11 or Edge, or Google Chrome for this option to work properly.

The screenshot shows the 'Facility Information' section of the form. The 'Lookup Map' link is highlighted with a red rectangular box. The form fields for Facility Name, Street Address, and Address Line 2 are empty. The Latitude and Longitude fields are also empty, with the 'Lookup Map' link positioned to the right of the Longitude field.

- b. Enter the address or zoom in on the map and click on the location to determine the latitude and longitude and click "Set Coordinates" to populate the Facility tab in SMARTS.



5. Click on the "Addl. Facility Info" tab. Select only one option for the "Reason for

Filing NONA" Application. Make sure all the sub-options are filled properly under the selection options.

Reason For Filing NONA

- No discharge to Waters of the US because: (this option requires a No Discharge Technical Report to be uploaded
 - The facility is engineered and constructed to have contained the maximum historic precipitation ev section XX.C)
 - The facility is located in basins or other physical locations that are not hydrologically connected to

Is the completed No Discharge Technical Report signed by a Professional Engineer? *

- Not required to be permitted because:

- Wrong SIC

Wrong SIC:

- Wrong Operator

Name of Correct Operator: *

Correct Address:

Correct Line 2:

Correct City/State/Zip: CA *

- Facility has Moved

New Address: *

New Line 2:

New City/State/Zip: CA *

- Facility has Closed

- Facility Regulated Under Separate NPDES Permit

NPDES Permit No.: *

- Other

Explain the reason for filing the NONA if different from the reasons above.

Save & Exit

Save & Continue

6. If the NONA application is for exemption under the No Discharge conditions, the No Discharge Technical Report must be uploaded. Otherwise, any other attachment (optional) can be uploaded as “Other” as explanation for the exemption status.

For sites that claimed to have absolutely no discharge of rain water going off site, a **No Discharge Technical Report** (a collection of files from the registered Engineer and Geologist to provide validated technical information about the site’s capacity to hold the storm water run-off on site) must be submitted:

- i. Soil percolation test.
- ii. Basin’s design and its capacity to hold the largest rain events recorded for that region, back-to-back, in 24-hours periods.
- iii. Ability to divert all run-off to centralized retaining system.

Go to the “Attachments Tab”, click on the “Upload Attachment” button to expand the uploading options.



- a. **Attachment File Type:** for site map, make sure to selection the option “Facility/Site Map”. For No Discharge conditions, select “No Discharge Technical Report”.
- b. **Attachment Title:** a short file title.
- c. **File Description** (optional): a short file description.
- d. **Part No.** (optional): if the file has multiple parts due to file size restriction of 75 megabytes, indicate the part being uploaded of the entire file.
- e. **Document Date** (optional): indicate when the date of the document was created.
- f. **File Name:** click on the Choose File button to find the file in the local system.
- g. Once the row of information is properly entered, click on the “Upload Files” button.



7. Before this Application, can be submitted, the eAuthorization Form must be processed first. If the eAuthorization Form has not been printed out, signed, dated and mailed in for processing for the Legally Responsible Person’s account holder, stop here and access the eAuthorization Form for printout:
 - a. Look at the top middle of the screen for the “**Navigate to**” pulldown menu. Select “**Update User Profile**” option. This option can also be found at the bottom left hand of the main menu as soon as the account is logged in.
 - b. Look for the listed name of the Organization displayed on the screen. Slide slightly to the right side of that Organization name. Look for a link “**Print eAuthorization Form**”.
 - c. Click on the link “**Print eAuthorization Form**” to download/printout the eAuthorization Form.
 - d. Sign, date, and check the “**Legally Responsible Person**” box.
 - e. Send the form to the address provided on the form.
 - f. SMARTS online database will notify the account’s email when the eAuthorization form has been processed. Once the email is received, proceed to the next step in the Application submission.

8. Certify and submit the NONA:
 - a. Under the Certification tab, click on the “Perform Completion Check” button to verify all fields and Permit Required Documents properly provided. If there is any missing information, red text will notify you of the missing element. Go to the missing information area to correct the error(s), and come back to “Certification” tab to perform the completion check again.

The screenshot displays the application interface with the following elements:

- Top Navigation Bar:** Operator Info, Facility Info, Addl. Facility Info, Billing Info, Attachments, Certification (highlighted in green).
- Instructional Text:** Perform the completion check to verify that all required information is completed. Click the button below.
- Action Button:** Perform Completion Check (highlighted with a red box).
- Bottom Navigation Bar:** Operator Info, Facility Info, Addl. Facility Info, Billing Info, Attachments, Certification (highlighted in green), Print, Status History, Linked Users.
- Section Header:** Notice Of Intent Completion Check Results
- Alert Message:** The application appears to be incomplete. Please correct the errors shown below before the application can be certified.
- Error Message Table:**

Error Message	Tab to Correct
ATTACHMENT: Required Supporting Documentation - QISP 303(d) demonstration	ATTACHMENTS
ATTACHMENT: Required document(s) SWPPP must be uploaded	ATTACHMENTS
ATTACHMENT: Required document(s)Facility/Site Map must be uploaded	ATTACHMENTS

- b. When the Application is complete, the certification options appear. Only the LRP can certify the Application.

The application is complete. Please continue to certify and submit the application to:

Certification & Submission Checklist :

Read and check the boxes next to each certification statement.

<input checked="" type="checkbox"/>	I certify under penalty of law that this document and all attachments are true, correct and complete. I understand that anyone who furnishes false or misleading information on this application or who omits material or information requested on the application may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).
<input checked="" type="checkbox"/>	I am also aware that my user ID and password constitute my electronic signature. I am aware that my signature is the legal equivalent of my handwritten signature, or share it with any other person. Should I wish to delegate my authority, I further certify that I will protect my electronic signature. I further certify that I will protect my electronic signature if it has been lost, stolen, or otherwise compromised.

Certified By:

Certifier Name:	Storm Water Admin
Certifier Title:	Owner

Please enter your password and answer to the security question before certifying.

What is your father's middle name?

Please enter your password:

9. To verify that the NOI application was submitted, the “Status” of the application should display “Submitted to the Water Board”

Operator Information

The application is organized into different tabs. Please complete all applicable tabs before clicking “Save & Exit”.

WDID:		Owner/Operator:	
Application ID:	12345678	Site/Facility:	
Status:	Submitted to Water Board		
Previous ID:			

Facility Operator Information

There is NO APPLICATION FEE in associating to the Notice of Non-Applicability.

LIST OF ACRONYMS

Acronyms	Definitions
AdHoc Report	AdHoc Monitoring Report
BMP	Best Management Practices
CBPELSG	California Board for Professional Engineers, Land Surveyors and Geologists
DAR	Duly Authorized Representative
DEP	Data Entry Person
DWQ	Division of Water Quality
ELGs	Effluent Limitations Guidelines and New Source Performance Standards
ERA	Exceedance Response Action
eAuthorization Form	Electronic Authorization Form
IGP	Industrial General Permit Order: 2014-0057-DWQ
LRP	Legally Responsible Person
NAL	Numeric Action Level
NEC	No Exposure Certification
NEL	Numeric Effluent Limitation
NOI	Notice of Intent
NONA	Notice of Non Applicability
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
NSWD	Non Storm Water Discharges
PRDs	Permit Registration Documents
QISP	Qualified Industrial Storm water Practitioner
QSE	Qualifying Storm Event
SIC	Standard Industrial Classification
SMARTS	Storm Water Multiple Application and Report Tracking System
SWPPP	Storm Water Pollution Prevention Plan
WDID	Waste Discharge Identification Number

ADDITIONAL INFORMATIONAL LINKS

Industrial General Permit mainpage:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/igp_20140057dwq.shtml

SMARTS Additional Help Guides:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/industrial/indst_help_guides.shtml