# 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, <u>must</u> 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
рН	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 <a href="mbartholomew@waterboards.ca.gov">mbartholomew@waterboards.ca.gov</a> (951-321-4586) for facilities located in Orange County or Keith Elliott at <a href="mailto:kelliott@waterboards.ca.gov">kelliott@waterboards.ca.gov</a> (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 <a href="https://smarts.waterboards.ca.gov/">https://smarts.waterboards.ca.gov/</a>
- NOTE: This screen provides notifications regarding system maintenance times and/or other important information about SMARTS.
- 2. Enter your User ID & Password.



NOTE: The User ID and Password are case sensitive.

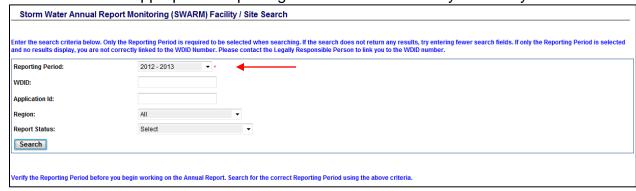
## **Ad Hoc Report**

**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.

Select the appropriate Reporting Period and search for your facility.



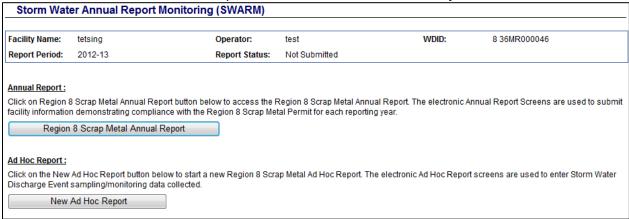


🔀 NOTE: Construction, Industrial, and Scrap Metal Annual Reports are accessible via this search screen.

Select your facility.



To start a new Ad Hoc report, click the "New Ad Hoc Report" button.

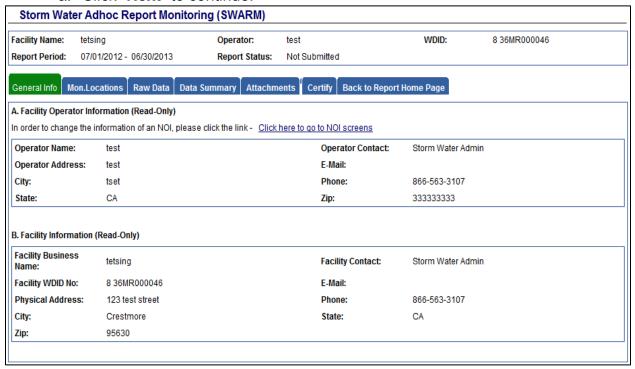




NOTE: Ad Hoc reports may be saved at any time and users can return at a later time to complete the submittal. Ad Hoc reports associated with this WDID are listed at bottom of the screen under "Ad Hoc Reports".

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".

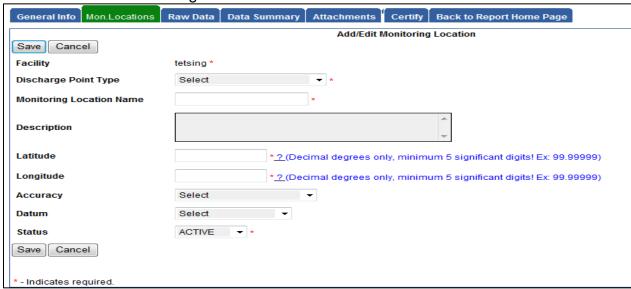
a. Click "Next" to continue.



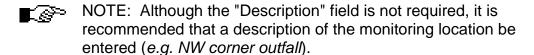
- **6.** Monitoring Location Tab
  - a. Click on the "Create a New Monitoring Location" button if the appropriate monitoring location has not been created.



b. Enter Monitoring Location Information.



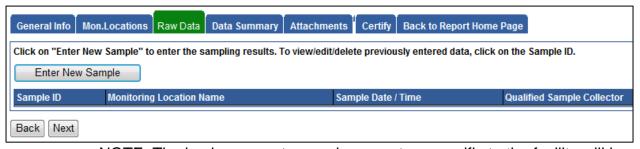
- 1) Select the appropriate monitoring type from the "Discharge Point Type" drop down.
  - a) Effluent Monitoring
  - **b)** Influent Monitoring
  - c) Internal Monitoring
  - d) Receiving Water Monitoring
- 2) Enter "Monitoring Location Name".
- 3) Enter the "Description". (optional)



- 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

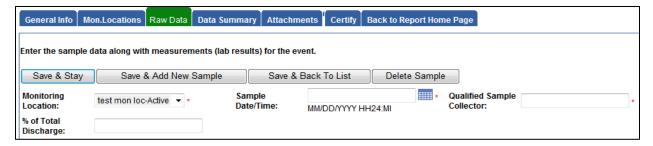
All monitoring data will be entered in this tab.

a. Select "Enter New Sample" button.





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

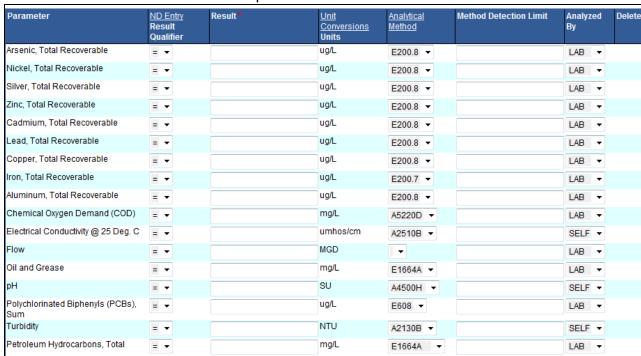


- b. From the "**Monitoring Location**" drop down, select the appropriate monitoring location for this sample.
- c. Enter "Sample Date/Time".

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).

- d. Enter the "Qualified Sample Collector's" name.
- e. 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.
- f. Enter the results for the parameter listed.



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.

General Info Mon.Locations Raw Data Data Summary Attachments Certify Back to Report Home Page											
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 of electronic documents required for the SMARTS Report.



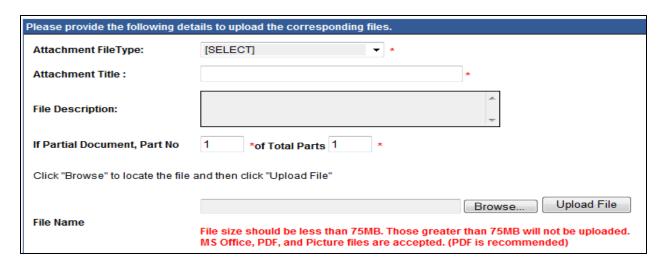


NOTE: Laboratory reports are **required** to be attached to the report to validate data.

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.



- 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.

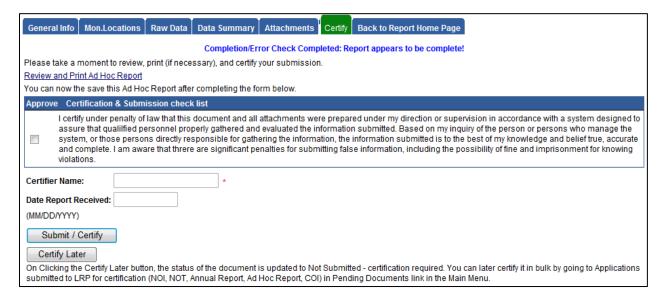
- h. Once the file has successfully uploaded, it will populate in the Attachment table on the bottom of the screen.
- Close the attachment window.
- Click "Next" to go to the Certify Tab.

#### 10. Certify Tab

a. Click on the "Perform Completion Check" button.



- 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.



- 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. **Received Date** Remand Delete Event Id 784697 Not Submitted **Delete** 784537 Submitted 01/23/2013 Remand 786007 Not Submitted <u>Delete</u> 784641 Not Submitted <u>Delete</u> 784642 Not Submitted **Delete** 783754 Submitted 01/14/2013 Remand

- a. Ad Hoc reports that are "**Not Submitted**" or "**Submitted**" are listed in the Ad Hoc reports summary table.
- b. To continue a "**Not Submitted**" or view a "**Submitted**" report, click on the "**Event ID**" to open the report.
- c. "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.
- d. "**Submitted**" reports may be remanded if changes are required after the LRP or App Sig certified the report.