How to Submit an Ad Hoc Report for Construction Site Monitoring

State Water Board Order No. 2009-009-DWQ, the Construction General Permit (CGP) is a National Pollutant Discharge Elimination System (NPDES) permit that implements Federal regulations (40 CFR § 122.44) requiring enrollees to self-report effluent monitoring for their covered discharges. The CGP requires some permittees to self-report effluent monitoring information under specific circumstances. For example, if the permittees are Risk Level or Type 2 then they are subject to Numeric Action Levels (NALs). If the permittees are Risk Level or Type 3 then they are subject to Numeric Effluent Limitations (NELs). All Risk Level and Type 2 and 3 CGP permittees must report results of their sampling and analysis of effluent discharges to characterize discharges associated with construction activity from the entire area disturbed by the project. Risk Level and Type 1 permittees must conduct water quality monitoring of their effluent only if non-visible pollutants are present on the project.

The CGP requires both annual (September 1 of each year) and ad hoc electronic reporting of this information, depending on the circumstances. These instructions are specifically for ad hoc reporting. We will produce similar instructions for annual reporting as soon as possible.

All of this effluent monitoring information must be reported electronically through the Stormwater Multi Application & Report Tracking System (SMARTS) by the deadlines listed below:

<table>
<thead>
<tr>
<th>Risk Level/LUP Type</th>
<th>Non-Visible Monitoring Results¹</th>
<th>Effluent Monitoring Results</th>
<th>NAL Exceedance Results</th>
<th>NEL Exceedance Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prior to Annual Report Submittal</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Prior to Annual Report Submittal</td>
<td>10 days after storm event conclusion</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>5 days after storm event conclusion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information on the CGP:

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

¹ Up to date analytical data must be included in the SWPPP
Instructions

Objectives
• Learn how to enter effluent monitoring data for Construction sites.

Prerequisites
• Best used in Internet Explorer.
• Data reviewed by a Qualified SWPPP Practitioner.

Logging into SMARTS

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

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

2. Enter your User ID & Password.

   NOTE: The User ID and Password are case sensitive.

Ad Hoc Report

1. After logging in, select the menu item:

   "Annual Report"

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

![Image of search screen]

**NOTE:** Both Construction & Industrial Annual Reports are accessible via this search screen.

3. Begin a New Ad Hoc Report

![Image of ad hoc report form]

- a. Select **“Event Type”**
  1) Rain Event: Storm Event producing 0.50 inches of precipitation or more.
  2) Non-Storm Water Discharge Event: All other discharges.
- b. Enter **“Event Start Date/Time”** (Time is optional)
- c. Enter **“Event End Date/Time”** (Time is optional)
- d. Enter **“Rain fall amount”** in inches
  1) Recorded from onsite rain gauge or nearby governmental rain gauge.
- e. Enter **“Number of Business Days”** during rain event
  1) Effluent monitoring is only required during normal site business hours.
- f. Click on **“Start New Event Report”**
4. General Information
Owner/Site information to verify you are working in the correct WDID. If the information needs to be updated, click on "Click here to go to NOI screens" link.
   a. Click “Next” to continue

5. Monitoring Location Tab
In this tab you create & maintain monitoring locations on the project site.
   a. Click the "Create a New Monitoring Location" button if the appropriate monitoring location has not been created.

   b. Enter Monitoring Location Information

   1) Select “Discharge Point Type” from drop down
      a) Effluent Monitoring
      b) Influent Monitoring
      c) Internal Monitoring
      d) Receiving Water Monitoring
2) Enter “Monitoring Location Name”
3) Enter “CDF Identifier”
   NOTE: For future use to link data from a MS Excel spreadsheet template to upload all monitoring data at one time.
4) Enter “Description” (not required)
   NOTE: Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW corner outfall)
5) Enter “Latitude” in decimal degrees
6) Enter “Longitude” in decimal degrees
7) Select “Accuracy” (optional)
8) Select “Datum” (optional)
9) Select “Status”
   a) Active
   b) In-Active
   NOTE: For different rain events, monitoring locations may not discharge so you can choose to in-activate the monitoring location.
10) Click "Save" and repeat steps i – ix to add all monitoring locations
11) Click “Next” to continue to Raw Data tab.

6. Raw Data Tab
   All monitoring data will be entered in this tab.
   a. Select “Enter New Sample”
   NOTE: The basic parameters and parameters specific to the site will be populated in the table.
   b. Select “Monitoring Location” from the drop down box 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 SWPPP Practitioner’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(s) listed

1) If a pH sample is not required, enter zero for the result. Click "Save & Stay". A hyperlink will appear on the right to "delete". Click the hyperlink to delete the parameter.

Non-Visible Pollutant/Non-Storm Water Discharge Sample

2) To add additional parameters for a non-visible pollutant discharge or non-storm water sample, click the "Add Additional Parameter" button and enter the additional parameters to the table.

3) Enter the Parameter Name and click “Search”

4) When a parameter result(s) appears, choose the appropriate selection by clicking the “Select” hyperlink under the "Action" column.

5) Selected parameter is added to the Raw Data table

6) Enter the result for this parameter

7) 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, 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.

8) 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.

9) Click "Save & Stay"

10) Repeat Steps iii – ix to add additional parameters.

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.

7. Data Summary Tab
This tab allows users to review all data entered on the Raw Data tab. Return to the Raw Data tab if edits are necessary.

Click "Next" when done reviewing the data.
  a. Click "Back" to go to Raw Data tab.

8. Daily Average Tab
Enter the daily average for pH and/or turbidity for each business day of the rain event. The number of days is automatically populated based on the business days entered when starting the report.
a. Enter “Business Day Date”
b. Enter “pH” average
c. Enter “Turbidity” average
d. Enter “Calculation Summary”
   A summary is required so Water Board staff can view what individual samples were used to calculate the submitted average.

e. Follow steps a – d for additional business days.
f. Click “Save” when complete.
g. Click “Next” to go to Attachment Tab

9. Attachments Tab
Scanned or electronic documents required for the SMARTS report are attached using this tab.

![Attachment Tab]

- NOTE: Laboratory reports are required to be attached to the report to validate data.
  a. Click “Upload Attachment”
  - NOTE: Separate Browser Window will pop-up. Make sure pop-up blockers are turned off.

b. Select the appropriate “Attachment File Type” from the drop down menu
c. Give the file an “Attachment Title”
d. If necessary, enter a “File Description”
e. If the document is large, you can upload in portions. i.e. 1 of 5, 2 of 5 etc…
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.

### Attached files: The following are the current documents related to the NOI. Click on the link to view them.

<table>
<thead>
<tr>
<th>Attachment ID</th>
<th>File Type</th>
<th>File Title</th>
<th>File Desc</th>
<th>Port #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1328791</td>
<td>SV/PPP</td>
<td>Laboratory Results</td>
<td>1/1</td>
<td></td>
</tr>
<tr>
<td>1393307</td>
<td>SV/PPP</td>
<td>Laboratory Results</td>
<td>1/1</td>
<td></td>
</tr>
</tbody>
</table>

Fields marked with * are mandatory fields.

i. Close the attachment window
j. Click “Next” to go to the Certify Tab

### 10. Certify Tab

a. Click “Perform Completion Check”
   1) Any mandatory fields without data will be displayed.
      a) Correct any errors and Perform Completion Check again
   2) If no errors are found:
      a) You can choose to “Review & Print the Ad Hoc report” for your files
      b) Mark the Certification Statement and click the “Certify Ad Hoc Report.”
         a. If you are a Data Entry Person, notify the Legally Responsible Person and/or Approved Signatory to certify the Ad Hoc Report.
a. Ad Hoc reports that are “In-Progress” or “Submitted” are listed in the Ad Hoc reports table.

b. To continue an “In-Progress” or view a “Submitted” report, click on the “Event ID” to open the report.

c. “In-Progress” reports can be deleted by clicking the “delete” link on the right.

d. “Submitted” reports may be remanded if changes are required after the LRP or Approved Signatory certified the report.