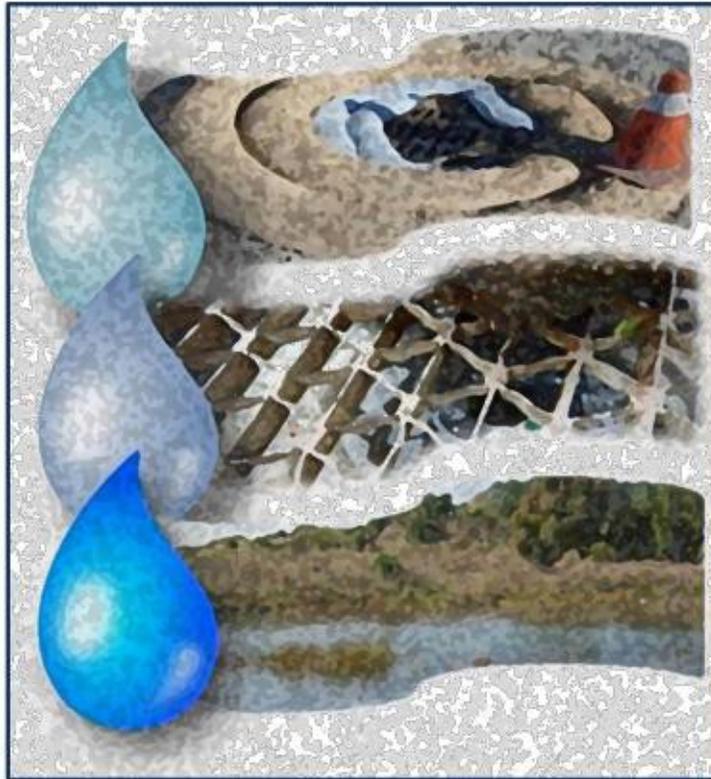




STATEWIDE CONSTRUCTION STORM WATER GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE

NOTICE OF TERMINATION



Last Revised: September 10, 2018

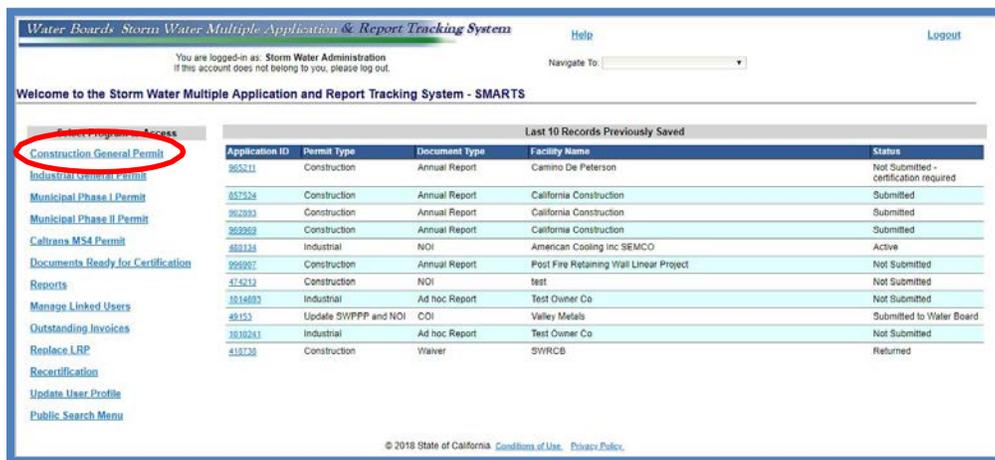
Construction Storm Water General Permit Notice of Termination:

Dischargers with Notice of Intent (NOI) coverage should request termination of coverage under the Construction Storm Water General Permit (CGP) when; (a) a construction project is complete and final stabilization has been achieved, (b) a construction project has been suspended and final stabilization has been achieved, (c) a site has been transferred to a new Owner, or (d) a site's operations have changed and are no longer subject to the CGP. The CGP requires dischargers to electronically certify and submit a Notice of Termination (NOT) via SMARTS. Until a valid NOT is processed by the Regional Water Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the CGP and payment of accrued annual fees. An NOT can only be certified by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR)¹ for the project. A Data Entry Person (DEP) may fill out the NOT; however, the NOT must to be certified and submitted via SMARTS by the LRP or DAR.

1. Please log into SMARTS: <https://smarts.waterboards.ca.gov>
Please use SMARTS in Microsoft Edge



2. From the Main menu select "Construction General Permit"



¹ NOTE: DAR means Duly Authorized Representative or Approved Signatory (AS)

3. Identify and select the "Application ID/WDID" Number you wish to start an NOT for:

Water Boards Storm Water Multiple Application & Report Tracking System Help Logout

You are logged-in as: Storm Water Administration
 If this account does not belong to you, please log out. Navigate To:

Welcome to Storm Water Multiple Application Reporting and Tracking System - SMARTS

Construction Permit Menu		Active NOI Applications You Are Associated With:						
	Application ID/WDID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide Delete	Delink App
New NOI/Waiver Application	467280_5S31C374728	Construction - NOI	Active	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Auburn CA 95670	Start/View		Delink
Active NOIs	479869_937C377929	Construction - NOI	Active	950 Carlin Prop LLC 957 Tingley Lane San Diego CA 92106	950 Industrial 950 Industrial Boulevard Chula Vista CA 91911	Start/View		Delink
Pending NOIs/NOTs/COIs								
Terminated NOIs								
Annual/Ad hoc Reports								
CBPEL SG - QSD								
Back to Main Menu								

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4. Select the "NOTs" Tab:

Water Boards Storm Water Multiple Application & Report Tracking System Help Logout

You are logged-in as: Storm Water Administration
 If this account does not belong to you, please log out. Navigate To:

Owner Information

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID/App ID: 5S31C374728 - 467280 Owner: California 123 Certified Date: 05/24/2018
 Status: Active 123 Book it Sacramento CA 95814 Processed Date: 12/01/2015
 Order No: 2009-0009-DWQ Site: California Construction NOT Effective Date:
 Permit Type: Construction - NOI 12345 Republic Street Auburn CA 95670 Previous ID: -

Owner Info | Developer Info | Site Info | Risk | Addl. Site Info | Post Construction | Billing Info | Attachments | Certification | Requirements | Reports | Inspections | Print | Status History | Linked Users | **NOTs** | COIs

COIs

Property Owner Information Populate Contact Info: Select

Owner Name:	California 123	Contact First Name:	Test SB
Street Address:	123 Book it	Contact Last Name:	Test SB
Address Line 2:		Title:	
City/State/Zip:	Sacramento CA 95814	Phone:	916-341-5536 * Ext: (999-999-9999)
Type:	Private Individual	E-mail:	stormwater@waterboards.ca.gov * (abc@xyz.com)
Federal Tax ID:			

[Save & Exit](#) | [Save & Continue](#)

Fields marked with * are mandatory fields.

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5. Select "Add New NOT":

Owner Info | Developer Info | Site Info | Risk | Addl. Site Info | Post Construction | Billing Info | Attachments | Certification | Requirements | Reports | Inspections | Print | Status History | Linked Users | **NOTs** | COIs

[Add New NOT](#)

NOT ID	WDID	Status Date	Status of Document	Basis of Termination	No of Attachments
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6. Fill out the "NOT Form" Tab:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5S31C374728 Operator: California 123
123 Book It Sacramento CA 95814 NOT Status: Not Submitted NOT Submitted Date:

Permit Type: Construction Facility: California Construction
12345 Republic Street Auburn CA 95670 NOT Return Date: NOT Processed Date:

NOT Form NOT Attachments NOT Certify/Review NOT Status NOT Print Back To NOI Summary

Basis of Termination (Must select one option below)

The construction project is complete. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method
 RUSLE or RUSLE 2 Method
 Custom Method

Date of project completion: (mm/dd/yyyy) *

Have all elements of the SWPPP been completed? Select ▼ If "No" provide a reason in the text box below.

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff? Select ▼ If "Yes" provide a reason in the text box below.

Have construction materials and waste been disposed of properly? Select ▼ If "No" provide a reason in the text box below.

Are all construction - related equipment, materials and any temporary BMPs no longer needed and removed from the site? Select ▼ If "No" provide a reason in the text box below.

Has compliance with Post Construction Standards been demonstrated? Select ▼ If "No" provide a reason in the text box below.

Has a Post Construction BMP long-term maintenance plan been established? Select ▼ If "No" provide a reason in the text box below.

Construction activities have been suspended. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method
 RUSLE or RUSLE 2 Method
 Custom Method

Date of suspension: (mm/dd/yyyy) * Expected start up date: (mm/dd/yyyy)

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff? Select ▼ If "Yes" provide a reason in the text box below.

Have construction materials and waste been disposed of properly? Select ▼ If "No" provide a reason in the text box below.

Have all denuded areas and other areas of potential erosion been stabilized? Select ▼ If "No" provide a reason in the text box below.

Is there an operation and maintenance plan for erosion and sediment control in place? Select ▼ If "No" provide a reason in the text box below.

Site cannot discharge storm water to waters of the United States (check one).

All storm water is retained on site.
 All storm water is discharged to evaporation or percolation ponds offsite.

Discharge of storm water from the site is now subject to another NPDES general permit or an individual NPDES permit.

NPDES Permit No: * Date coverage began: (mm/dd/yyyy) *

New Operator/Owner:

Date facility/site was transferred to new operator/owner: (mm/dd/yyyy) *

Have you notified the new operator/owner of the storm water NPDES permit requirements? Yes No *

New Operator/Owner Information

Business Name: <input type="text"/>	First Name: <input type="text"/>
Street Address: <input type="text"/>	Last Name: <input type="text"/>
Line #2: <input type="text"/>	Title: <input type="text"/>
City/State/Zip: <input type="text"/> CA <input type="text"/>	Phone: <input type="text"/> (900-000-0000) Ext: <input type="text"/>
	Email: <input type="text"/> (abc@xyz.com)

Other:

Explain any other basis/reasons that are not covered above.

- Select a reason for filing the NOT and fill out appropriate information for the selected option.
- If selecting "Other", please provide an explanation of your basis or reason for filing a NOT.
- Once the form is complete, select "Save & Next".

- The "NOT Attachments" Tab will allow the upload of photographs and any supporting documentation (final site map) as required by the CGP (Section II.D.):

NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print [Back to NOI Summary](#)

Please click on "Upload Attachment" button to upload the corresponding files. **Upload Attachment**

When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Date Attached	Part No	Upload By	Delete
---------------	-----------	------------	------------------	---------------	---------	-----------	--------

Back Next

Fields marked with * are mandatory fields.

Once you click on "Upload Attachment", the upload tool opens in a new window. If it does not appear, please check pop-up window settings for your browser. After choosing attachment(s), select "Upload File":

Water Boards Storm Water Multiple Application & Report Tracking System 2

SMARTS File Upload

WIDID: 5S31C374728 Owner: California 123
 123 Book it Sacramento, CA 95814 Close Window

Please provide the following details to upload the corresponding files.

Attachment File Type *	Attachment Title *	File Description	Parts *	Document Date	File Name	Progress Bar
Photograph	70% Final Cover	This photo demonstrates that the final stabilization conditions have been met for the construction project.	Part 1 of 1	8/30/2018	Choose File No file chosen	
[SELECT]			Part 1 of 1		Choose File No file chosen	

Upload File

- File size should be less than 75MB. Those greater than 75MB will not be uploaded. MS Office, PDF, and Picture files are accepted. (PDF is recommended)
- Fields marked with * are mandatory fields.
- Please be advised that preliminary tests of the upload function suggest that large files could take a long time to upload. Our estimated upload times for a FAST connection is as follows:

File Size	Estimated Time
5 MB	3 - 5 min.
25 MB	15 - 20 min.
75 MB (max size)	25 - 30 min.

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

Attachment ID	File Type	File Title	File Desc	Part #
1571275	Photograph	test		1/1

You can select the "NOT Attachments" Tab to refresh the screen and see that the attachment properly uploaded. Once you have checked that it uploaded correctly, select "Next":

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WIDID: 5S31C374728 Operator: California 123
 123 Book it Sacramento CA 95814 NOT Status: Not Submitted - certification required NOT Submitted Date:

Permit Type: Construction Facility: California Construction
 12345 Republic Street Auburn CA 95670 NOT Return Date: NOT Processed Date:

NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print [Back to NOI Summary](#)

Please click on "Upload Attachment" button to upload the corresponding files. [Upload Attachment](#)

When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Date Attached	Part No	Upload By	Delete
1571275	Photograph	test		01/05/2016	1/1	dischargers	Delete

Back **Next**

8. The “NOT Certify/Review” Tab provides a completion check on the proposed NOT:

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the NOT.² (e.g. photos or report were uploaded incorrectly).

Any user can perform this check. If a DEP performs the check and the NOT is complete, SMARTS will only allow the DEP to notify the LRP or DAR (via a SMARTS generated email) that the NOT must be certified and submitted.

A DEP completing this check will see this:

Once the DEP selects “Send Email to LRP/AS”, they will see that an email was sent and the status is “Not Submitted – certification required”:

² **NOTE:** This completion check will also review for any outstanding reports (e.g. annual reports). The reports will need to be completed and submitted in the system prior to the NOT being submitted.

- The NOT must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the NOT in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the NOT that requires certification:³

NOTs list

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID/App ID: 5S31C374728 - 467280 Owner: California 123 Certified Date: 05/24/2018
Status: Active 123 Book it Sacramento CA 95814 Processed Date: 12/01/2015
Order No: 2009-0009-DWQ Site: California Construction NOT Effective Date:
Permit Type: Construction - NOI 12345 Republic Street Auburn CA 95670 Previous ID: -

Owner Info Developer Info Site Info Risk Addl. Site Info Post Construction Billing Info Attachments Certification Requirements Reports Inspections Print

Status History Linked Users **NOTs** COIs

NOT ID	WDID	Status Date	Status of Document	Basis of Termination	No of Attachments
590591	5S31C374728	08/31/2018	Not Submitted - certification required	Other	1

Fields marked with * are mandatory fields.

The LRP or DAR must review the prepared NOT to verify the accuracy of the information, prior to continuing to the "NOT Certify/Review" Tab, to perform the completion check:

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print Back To NOI Summary

Before certifying the Notice of Termination, the system must verify that all required sections have been completed. To perform this check, click the button below:

Perform Completion Check

Back Next

Fields marked with * are mandatory fields.

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³ **NOTE:** If the Data Entry Person (DEP) has properly sent the NOT for certification to the LRP/DAR, then the LAR/DAR can also view reports ready for certification in the "Documents Ready for Certification" SMARTS menu option.

The LRP or DAR certifies and submits the NOT by selecting both check boxes, entering their password, and answering a security question:

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print Back To NOI Summary

Certification & Submission Checklist :
 Certification & Submission check list

Select	Question Text
<input type="checkbox"/>	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.
<input type="checkbox"/>	I am also aware that my user ID and password 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. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS2 of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

Certified By:

First Name:	Last Name:
Title: Test	Date: 04/06/2016

Please answer your security question before certifying the document.

What is your mother's maiden name?

Please enter your password:

On Clicking the Certify Later button, the status of the document is updated to Not Submitted - certification required. You can later certify it in bulk by going to Applications submitted to LRP for certification (NOI, NOT, Annual Report, Ad Hoc Report, COI) in Pending Documents link in the Main Menu.

Fields marked with * are mandatory fields.

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10. A confirmation screen will then confirm submission of the NOT in SMARTS:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5S31C374728	Operator: California 123 123 Book it Sacramento CA 95814	NOT Status: Submitted to Waterboard	NOT Submitted Date: 08/31/2018
Permit Type: Construction	Facility: California Construction 12345 Republic Street Auburn CA 95670	NOT Return Date:	NOT Processed Date:

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print Back To NOI Summary

The electronic "Notice of Termination" has been successfully received by the State Water Resources Control Board's database. The confirmation information for this certification is as follows:

Application ID	530591
Permit Type	Construction
Submission/Certify Date	08/31/2018
Certifier Name	Storm Water Administration
Certifier Title	Test Owner

Please print out this screen as proof of certification. If you need to correct any information, please contact the Regional Board representative.
 All records must be retained for 5 years from the date of the report or monitoring activity.

11. Regional Water Board staff will review the submitted NOT and the LRP or DAR will be notified via email of their decision on the termination.⁴ If you have questions about the status of your termination, contact the Regional Water Board the site is located within:

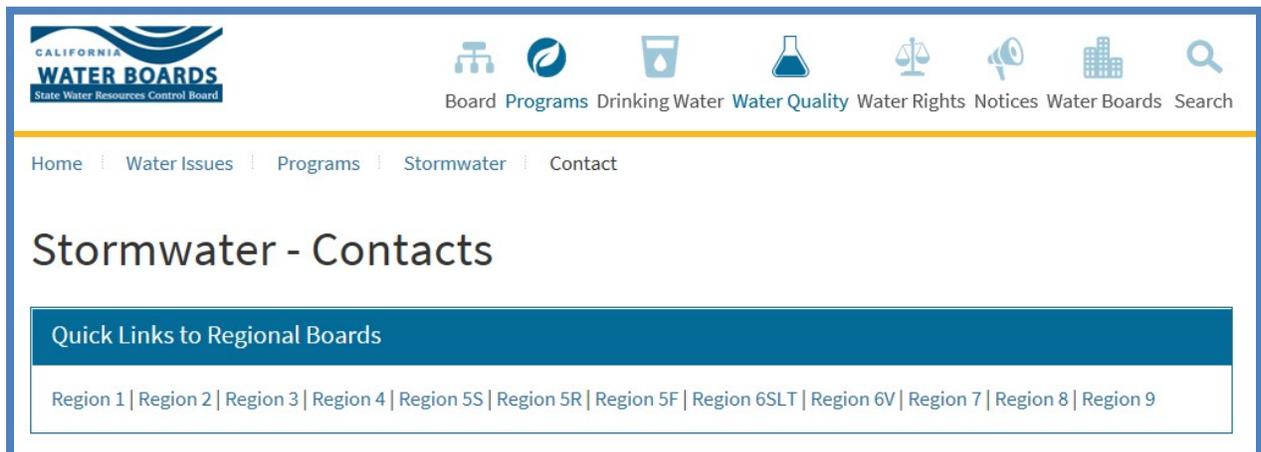
For example:

WDID 5S29I025869

The first one or two number(s) of the WDID serve as the identifier for the Regional Water Board the site is located within. Coordinate this identifier with the contact on our webpage:

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

The screenshot below displays the statewide storm water contacts webpage. Quick links help to navigate the identifiers you see in your WDID number. Click on one of the Regional Water Board identifiers to see the storm water contacts, or scroll down the webpage:



⁴ **NOTE:** For outstanding invoices, if the NOT is submitted within 90 days of the original invoice date, the invoice will be canceled upon approval by the local Regional Water Board. If the NOT is submitted after the 90 day grace period or is denied, the invoice is valid and payable in full.