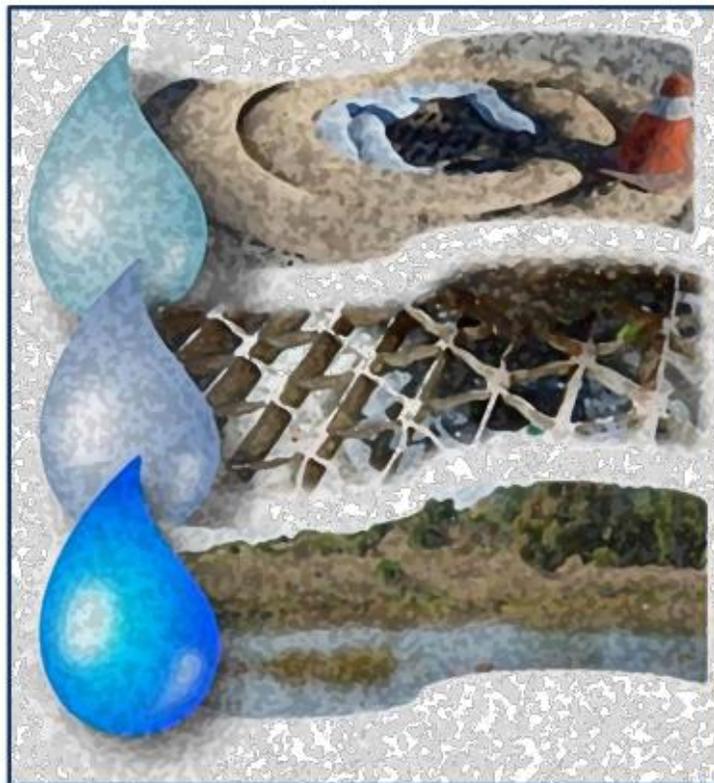




STATEWIDE INDUSTRIAL GENERAL PERMIT

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

AD HOC MONITORING REPORT



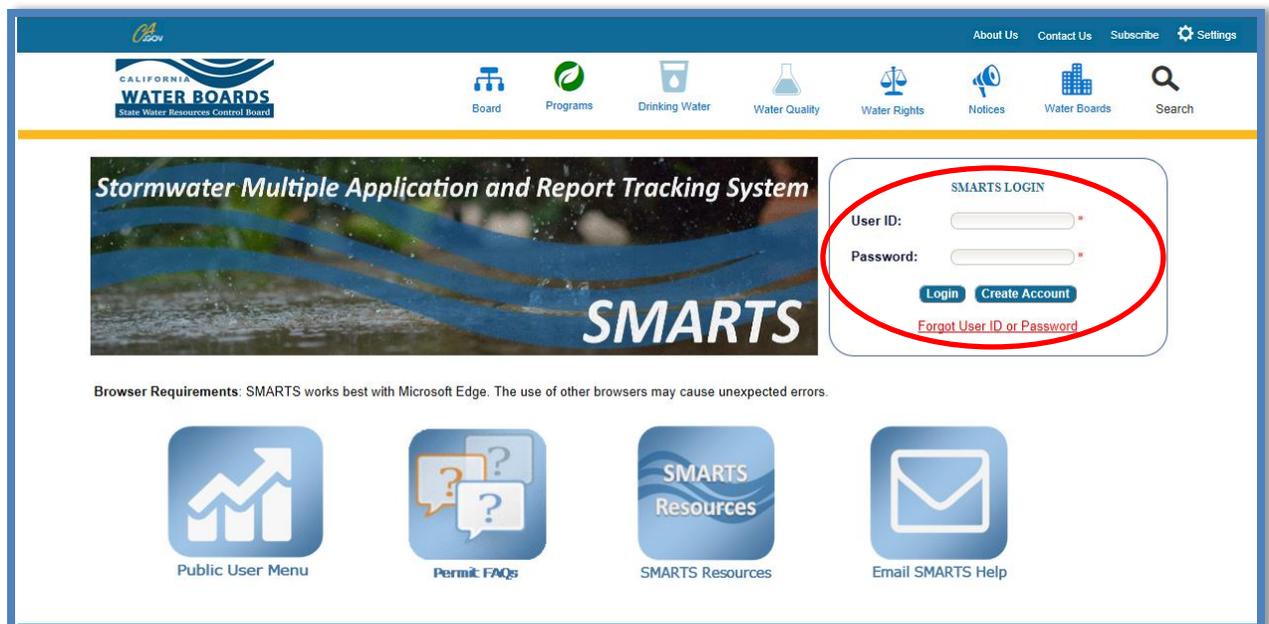
Last Revised: May 24, 2018

Storm Water Industrial General Permit Monitoring Report (Ad Hoc Report):

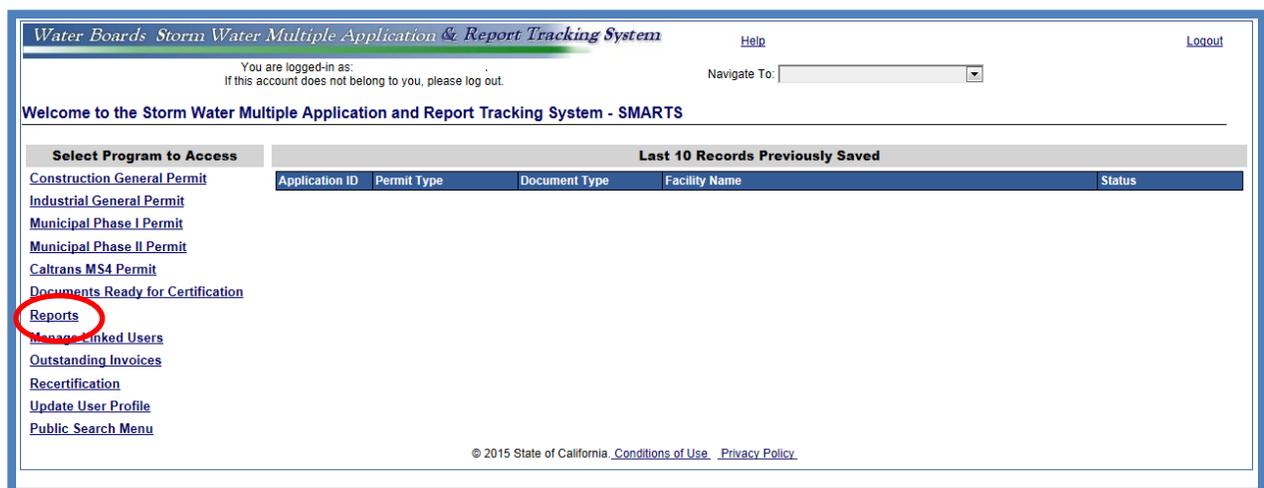
Dischargers are required to enter, certify, and submit all sampling and analytical results for all individual or Qualified Combined Samples through SMARTS. The Discharger shall submit all sampling and analytical results for all samples within 30 days of obtaining all results from the laboratory for each sampling event. The Ad Hoc Report is used to submit monitoring results through SMARTS. Ad Hoc Reports can be entered by any SMARTS user that is linked to the facility but can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file. The next series of screenshots are provided to walk a SMARTS user through this process step-by-step.

1. Please log on to SMARTS: <https://smarts.waterboards.ca.gov>

Please use SMARTS in Microsoft Edge



2. From the Main menu select "Reports":



3. Search for reports using the appropriate reporting period. Any facility that you are linked to will display once you select search:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Help Logout

Reports Search

Enter the search criteria below. Only the Reporting Period is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the Waste Discharge Identification (WDID) Number. Please contact the Legally Responsible Person to link you to the WDID number. [Back to Main Menu](#)

Reporting Period: 2015 - 2016 *
WDID: [Text Box]
Report Status: Select
Application ID: [Text Box]
Region: All

* fields are mandatory
Search

Verify the Reporting Period before you begin working on a report.

© 2016 State of California, Conditions of Use, Privacy Policy

Only the "Reporting Period" is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the waste discharge identification (WDID) number. Please contact the LRP to link you to the WDID number.

4. Select the facility you wish to start working on by clicking on the facility name hyperlink:

Reports Search

Enter the search criteria below. Only the Reporting Period is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the WDID Number. Please contact the Legally Responsible Person to link you to the WDID number. [Back to Main Menu](#)

Reporting Period: 2015 - 2016 *
WDID: [Text Box]
Report Status: Select
Application ID: [Text Box]
Region: All

* fields are mandatory
Search

Verify the Reporting Period before you begin working on a report.

Industrial Annual Reports

Facility Name	WDID/App ID	Facility Address	Report Period	Status	No. Ad Hoc	Receipt Date	Remand	Delete
Fried Chicken People	5S091026330 467592	6543 Coop Lane	07/01/2015- 06/30/2016	Future				
Mine	5S291025869 459447	Not yours street	07/01/2015- 06/30/2016	Not Submitted				

5. Once you have selected the facility, you will be able to select "New Ad Hoc Report":

A new report needs to be created for each sampling event conducted at the facility for each Qualifying Storm Event (QSE) (or any sampling event conducted at a storm water discharge compliance point).

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Help Logout

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 5S291025869
Report Period: 2015-16

Annual Report:
Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
849291	Annual Report	Not Submitted	07/01/2016			

Ad Hoc Report: **New Ad Hoc Report**

Click on the "New Ad Hoc Report" button to start a new Industrial Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.

Ad Hoc Reports associated with this Annual Report are listed below. Click on the Event ID link to access an Ad Hoc Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
----------	------------	-------------------	-----------------	--------	---------------	--------	--------

© 2016 State of California, Conditions of Use, Privacy Policy

6. Select the Event Type and click “Start Monitoring Report”:

General Info

In order to change the information of an NOI, please click the link: [Click here to go to NOI screens](#)

A. Event Type:
Event Type: Select

B. Owner Information (Read-Only):

Owner Name:	Test	Contact Name:	RWQCB Test
Owner Address:	1001 I Street	E-mail:	r5s_stormwater@waterboards.ca.gov
City/State/Zip:	Sacramento CA 95814	Phone:	999-999-9999

C. Site Information (Read-Only):

Site Name:	Mine	Contact Name:	RWQCB Test
Physical Address:	Not yours street	E-mail:	r5s_stormwater@waterboards.ca.gov
City/State/Zip:	Auburn CA 95814	Phone:	999-999-9999

© 2016 State of California. [Conditions of Use](#). [Privacy Policy](#)

7. From the “Monitoring Location” Tab, you can select locations that you have already created or you can create new locations. If you have already created your locations please proceed to Step 12 in order to enter sampling information.

8. From the “Monitoring Location” Tab, click “Create New Monitoring Location.”:

Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | Certify | Status History | Back to Report Main

Click on "Create New Monitoring Location" to add a monitoring location. To view/edit/delete previously entered data, use the table below.

Monitoring Location Name	Discharge Point Type	Description	Latitude	Longitude	Status	Delete
--------------------------	----------------------	-------------	----------	-----------	--------	--------

© 2016 State of California. [Conditions of Use](#). [Privacy Policy](#)

9. Enter Monitoring Location Information:

***NOTE:** If the information does **not** have a red asterisk next to it, that field is not required. You can read about each field entry below.

The screenshot shows a web application interface for adding or editing a monitoring location. The form is titled 'Add/Edit Monitoring Location' and is part of a larger system with tabs for 'General Info', 'Monitoring Location', 'Raw Data', 'PET', 'Data Summary', 'Attachments', 'Notes', 'Certify', 'Status History', and 'Back to Report Main'. The form fields are as follows:

- Facility: Mine *
- Discharge Point Type: Select *
- TMDL or Ocean Plan: N/A
- Water Body Name: Select
- Monitoring Location Name: *
- Description: (text area)
- Latitude: *(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)
- Longitude: *View Map(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)
- Accuracy: Select
- Datum: Select
- Status: Active *

Buttons: Save, Cancel

* - Indicates required.

© 2016 State of California [Conditions of Use](#) [Privacy Policy](#)

- ***Discharge Point Type: Effluent, Influent, Internal, Receiving Water**
If you are sampling storm water from a discharge location leaving your facility, this is considered effluent monitoring.
- **TMDL or Ocean Discharge**
Not required if it is not applicable. If you are not sure, contact your local Regional Water Quality Control Board.¹ (See Attachments E & G of the Industrial General Permit (IGP) for more information)
- **Water Body Name**
Not required (You can select from the drop down menu).
- ***Monitoring Location Name (25 Characters)**
The name of what your discharge location is called. Each Discharge Location should be uniquely identified
- **Description**
Although this field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW corner outfall).
- ***Latitude and Longitude (lat/long)**
You can use the 'view map tool' to locate the facility and then click on the map to specify the location where the sampling was completed.
- **Accuracy**
Accuracy of the location inputted from the lat/long.
- **Datum**
Map datum of the location inputted from the lat/long.
- ***Status**
Active or inactive (e.g. active would be current monitoring locations, inactive would be for the situation where a monitoring location was used in the past, but is no longer being used).

¹ http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml

10. Once you save the monitoring location you will be able to view it in this tab:

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General Info, Monitoring Location (highlighted in green), Raw Data, PET, Data Summary, Attachments, Notes, Certify, Status History, and Back to Report Main. Below the navigation bar, there is a text instruction: "Click on 'Create New Monitoring Location' to add a monitoring location. To view/edit/delete previously entered data, use the table below." Below this instruction is a button labeled "Create New Monitoring Location". Underneath is a table with the following columns: Monitoring Location Name, Discharge Point Type, Description, Latitude, Longitude, Status, and Delete. The table contains one row with the following data: Test 1, Influent Monitoring, Location in North East Corner, 38.58178, -121.49209, Active, and Delete. Below the table are two buttons: "Back" and "Next", with the "Next" button circled in red. At the bottom of the interface, there is a copyright notice: "© 2016 State of California, Conditions of Use, Privacy Policy."

Add as many monitoring locations as you need for your facility. When you have all monitoring locations entered, you select "Next" to move on to the "Raw Data" Tab.

***NOTE:** These monitoring locations will be saved for the next time you enter a report.

11. You will now be able to enter sampling results for the monitoring locations you created. You can use the "Raw Data" Tab to enter sample results individually **or** you can use the "PET"² Tab to create an excel file containing results for upload. The PET entry is **not** required as you can enter everything via the "Raw Data" Tab. Should you wish to use the PET, please see the CIWQS³ guide for PET entry.

12. To enter data on the "Raw Data" Tab you will select "Enter New Sample":

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General Info, Monitoring Location, Raw Data (highlighted in green), PET, Data Summary, Attachments, Notes, Certify, Status History, and Back to Report Main. Below the navigation bar, there is a text instruction: "Click on 'Enter New Sample' to enter the sampling results. To view/edit/delete previously entered data, click on the Sample ID." Below this instruction is a button labeled "Enter New Sample", which is circled in red. Underneath is a table with the following columns: Sample ID, Monitoring Location Name, Sample Date, Sample Time, % of Total Discharge, Discharge Start Date, and Discharge Start Time. Below the table are two buttons: "Back" and "Next". At the bottom of the interface, there is a copyright notice: "© 2016 State of California, Conditions of Use, Privacy Policy."

² Parameter Entry Tool

³ California Integrated Water Quality System

Last Revision: 5/24/18

13. Enter the Information:

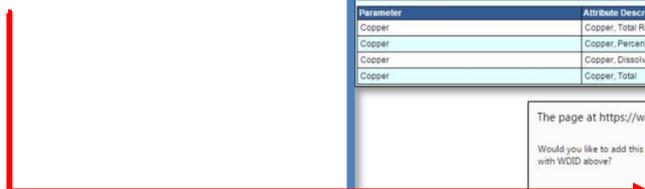
***NOTE:** If the information does not have a red asterisk next to it, that field is not required. You can read about each field entry below.

- *Monitoring Location**
Will be populated from the “Monitoring Location” Tab that you entered previously.
- % of Total Discharge**
Not required.
- *Sample Date and Time**
The Date and Time the sample was taken (time is in 24-Hour format).
- Estimated Discharge Start Date and Time**
The Date and Time the discharge started at that specific monitoring location (time is in 24-Hour format).

14. SMARTS will automatically populate some parameters off of the “Requirements” Tab in the Notice of Intent (NOI). You can add additional parameters that you sampled or delete parameters that you did not collect.

To add a parameter to only the report you are working on select “Cancel”

To add a parameter to all reports in the future select “OK”



Last Revision: 5/24/18

15. Enter results from sample analysis:

***NOTE:** if the information does not have a red asterisk next to it, that field is not required. You can read about each field entry below.

Parameter	ND/DNQ Entry Result Qualifier	Result	Unit Conversions Units	Analytical Method	Method Detection Limit (MDL)	Reporting Limit (RL)	Analyzed By	Entry By	Delete
Oil and Grease	=		mg/L	E1664A			Lab	Raw Data	Delete
pH	=		SU	A4500HB			Lab	Raw Data	Delete
Total Suspended Solids (TSS)	=		mg/L	A2540D			Lab	Raw Data	Delete

© 2016 State of California. [Conditions of Use](#). [Privacy Policy](#).

- ***Result**
Enter the numerical value.
- **Units**
You cannot change units in this column so please be sure you enter the result value correctly. (Some unit conversion factors are available by selecting the hyperlink above the units column)
- ***Analytical Method**
All methods approved in 40 C.F.R. 136.3 will be entered into SMARTS. If a method is not there you can request for it to be added by the State Water Board.
- ***Method Detection Limit (MDL)**
This is provided by the lab.
- **Reporting Limit (RL)**
This is provided by the lab.
- **Analyzed By**
Select Lab or Self (e.g. field monitoring of pH by a discharger is consider "self")

***NOTE:**

If the analytical result is less than the Method Detection Limit (MDL):

- Use **ND** as the Qualifier
- Leave the Result field blank
- Enter the MDL

If the analytical result is less than Reporting Limit (RL) but greater than or equal to the MDL:

- Use **DNQ** Detected Not Quantifiable as the Qualifier
- Enter the test Result
- Enter the MDL and RL

***NOTE:**

pH paper does not have a standard test method so it is appropriate to select “pH paper” as the test method. Most pH paper is designed to provide a very coarse measurement of pH. A method detection limit is required to be entered and as pH paper has no MDL, you can enter the number one (1) in the column. Portable Calibrated Meters will be marked as “pH field” test method since all meters are different. The MDL of the meter would be based on the calibration performed on the meter. It is a coarse measurement that is dependent on the meter, calibration, and care. MDLs are required to be entered but pH meters are calibrated with a range of buffer solutions which provide no MDL so you can enter the number one (1) in the column.

16. After all results are entered you can move on to the “Data Summary” Tab to verify that all information is correctly entered: If you need to make changes, you can go back and edit the entry.

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes Certify Status History Back to Report Main											
Monitoring Location	Sample Date	Sample Time	% of Total Discharge	Parameter	Result in Units	Analytical Method	Method Detection Limit (MDL)	Reporting Limit (RL)	Analyzed By	Entry From	Delete
Test 1	02/25/2016	10:00		Oil and Grease	ND mg/L	E1664A	1	5	LAB	Raw Data	Delete
Test 1	02/25/2016	10:00		pH	=6.5 SU	pH_Field	1		SELF	Raw Data	Delete
Test 1	02/25/2016	10:00		Total Suspended Solids (TSS)	=60 mg/L	A2540D	20		LAB	Raw Data	Delete

First Prev Next Last Current Page:1 Total Pages:1

Back Next

© 2016 State of California_Conditions of Use Privacy Policy

17. Moving on to the “Attachments” Tab, you must upload the applicable analytical lab report(s):

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes Certify Status History Back to Report Main							
Please click on the “Upload Attachment” button to upload the corresponding file. Upload Attachment							
Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.							
Attachment ID	File Type	File Title	Date Attached	File Description	Part No	Delete	
Back Next							

© 2016 State of California_Conditions of Use Privacy Policy

Please use file type “Laboratory Results” and then continue to upload the file from your computer.

Water Boards Storm Water Multiple Application & Report Tracking System 2

SMARTS File Upload

WDID: 5S29I025869 Owner: Test
 1001 I Street 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	Pr
Laboratory Results	Lab Report	Laboratory Analysis for Samples from 2/25/2016	Part 1 of 1		C:\Users\rgreenwood\Do... Browse...	
[SELECT]			Part 1 of 1		Browse...	

[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.

18. The “Notes” Tab will allow you to enter any notes or comments about the Ad Hoc Report:

The screenshot shows the 'Notes' tab selected in the navigation menu. The interface includes a 'Note Date' field with a calendar icon, a 'Notes' text area containing 'Test Note', and a 'Save' button. Below the text area, there is a table with columns for 'Note Type', 'Note Text', 'Note Date', 'Note By', 'Edit', and 'Delete'. The table is currently empty. At the bottom, there are 'Back' and 'Next' buttons and a copyright notice for the State of California.

19. The “Certify” Tab will have the SMARTS user perform a completion check on the Ad Hoc Report:

The screenshot shows the 'Certify' tab selected in the navigation menu. The main text reads: 'Before certifying the report, the system must verify that all required sections have been completed. To perform this check, click the button below:'. A red circle highlights a button labeled 'Perform Completion Check'. At the bottom, there is a copyright notice for the State of California.

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Ad Hoc report.

(e.g. lab results were uploaded incorrectly).

Anyone can perform this check but if a Data Entry Person (DEP) performs the check and the report is complete, it will only allow them to notify the LRP or DAR that the report needs to be certified and submitted.

The screenshot shows the 'Certify' tab with a green message: 'The Ad Hoc Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.' Below the message is a 'Submit to LRP/AS' button. A second line of text states: 'On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.' At the bottom, there is a copyright notice for the State of California.

DEP completing the check will see this:

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

The screenshot shows the 'Storm Water Monitoring Report' interface. The 'Report Status' is highlighted with a red circle and reads 'Not Submitted - certification required'. Other fields include 'Facility Name: Mine', 'Operator Name: Test', 'Report Period: 2015-16', and 'WDID: 5S29I025869'. The 'Certify' tab is selected in the navigation menu. Below the report details, there is a 'Perform Completion Check' button. At the bottom, there is a copyright notice for the State of California.

Last Revision: 5/24/18

20. The Ad Hoc Report needs to be certified and submitted by the LRP or DAR. This can be done by the LRP or DAR selecting the report from the “Reports” search screen and selecting the “Ad Hoc Report” that requires certification: (same report search process as outlined in the beginning of the guide)⁴.

Go to the “Certify” Tab.

Verify the report’s accuracy prior to continuing to “Submit/ Certify” by selecting the check box and entering your password and your security question answer.

⁴ *NOTE: If the Data Entry Person (DEP) has properly sent the “Ad Hoc Report” for certification to the LRP/DAR then they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

21. A confirmation Screen will then confirm submission of the Ad Hoc Report in SMARTS:

Storm Water Monitoring Report

Facility Name: Mine Operator Name: Test WDID: 5S29I025869
 Report Period: 2015-16 Report Status: **Submitted**

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes **Certify** Status History Back to Report Main

Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S29I025869
Report Period	2015-16
Certifier Name	
Date Certified	03/04/2016
Certification ID	865708

All records must be retained for 5 years from the date of the report or monitoring activity.

© 2016 State of California [Conditions of Use](#) [Privacy Policy](#)

22. If an Ad Hoc Report was submitted and an error was discovered after it was certified, the LRP has the ability to "Remand" the report and have it edited prior to the applicable reporting period closure. The report however does need to be certified and submitted again by the LRP or DAR.

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 5S29I025869
 Report Period: 2015-16

Annual Report:
 Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
849291	Annual Report	Not Submitted	07/01/2016			

Ad Hoc Report:

Click on the "New Ad Hoc Report" button to start a new Industrial Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.

Ad Hoc Reports associated with this Annual Report are listed below. Click on the Event ID link to access an Ad Hoc Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
865708	Qualifying Storm Event	07/01/2015 00:00	06/30/2016 00:00	Submitted	03/04/2016	Remand	

© 2016 State of California [Conditions of Use](#) [Privacy Policy](#)