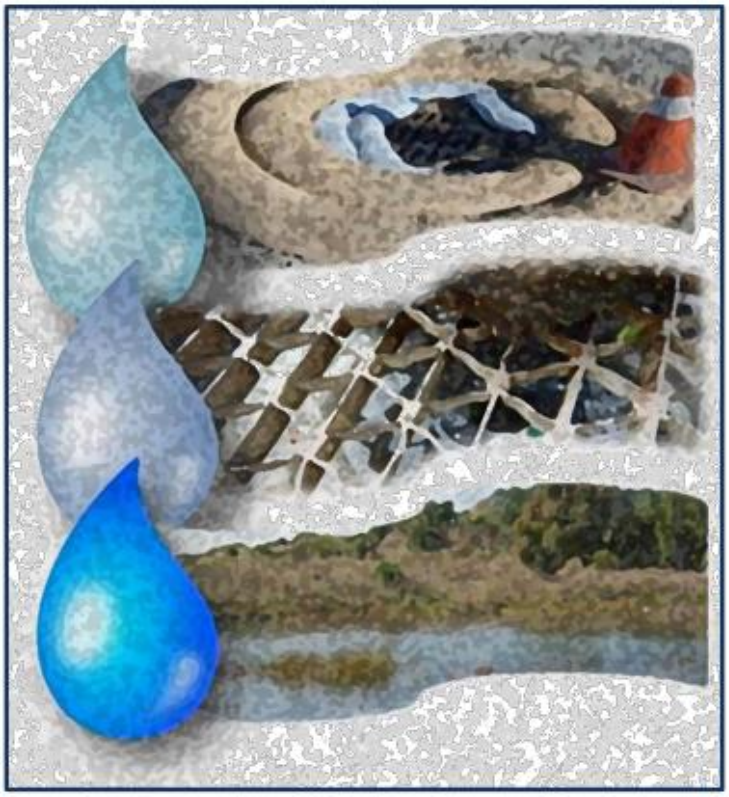
STATEWIDE INDUSTRIAL GENERAL PERMIT

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

ANNUAL REPORT



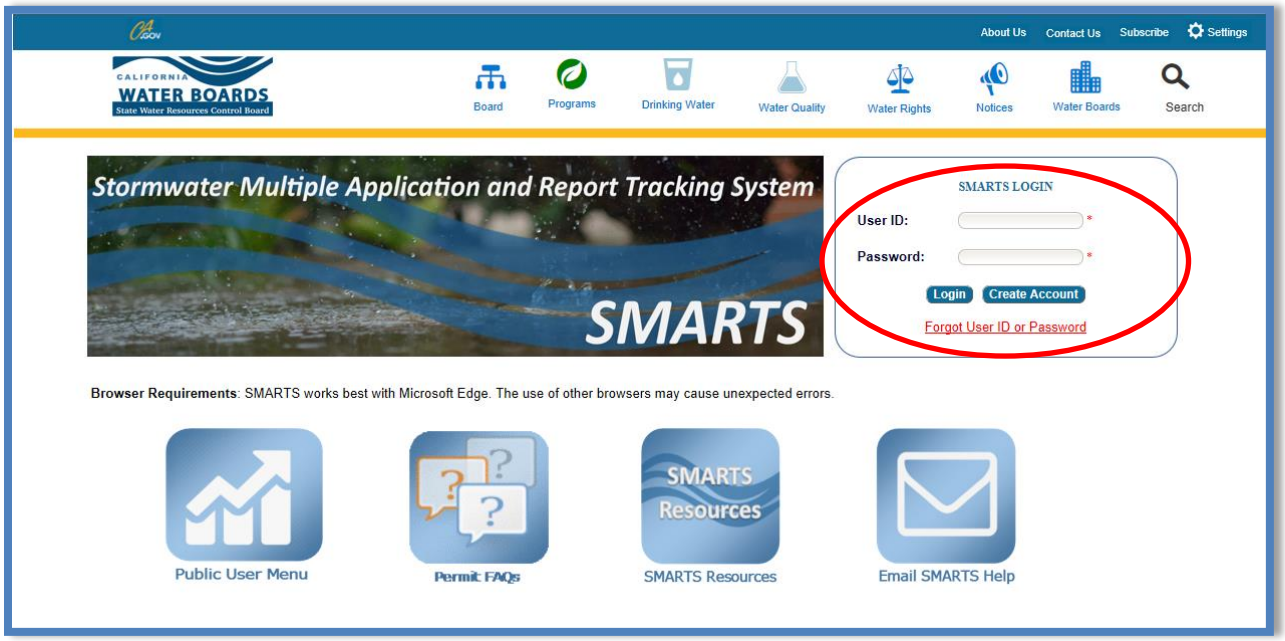
CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

Last Revised: May 24, 2018

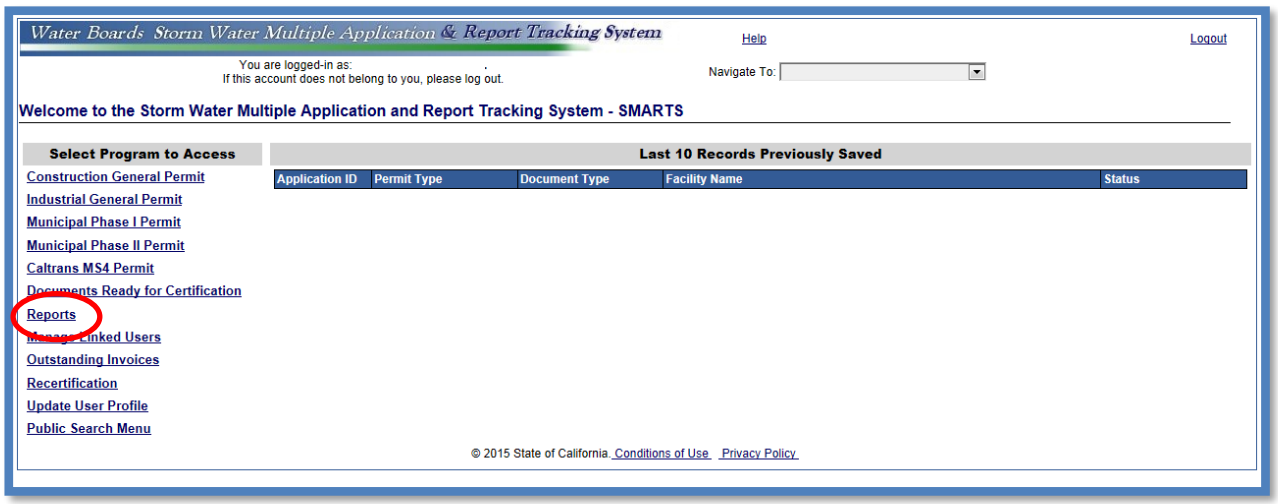
Storm Water Industrial General Permit Annual Report:

Dischargers are required to certify and submit an Annual Report no later than July 15 following each reporting year using the standardized format via SMARTS. The Annual Report is a list of questions for the discharger to complete, which demonstrates that they comply with and address all applicable requirements of the Industrial General Permit (IGP). The Annual Report requires an explanation for any non-compliance of requirements within the reporting year and certification that the *Annual Comprehensive Facility Compliance Evaluation (Annual Evaluation)* was completed. The Annual Report 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.

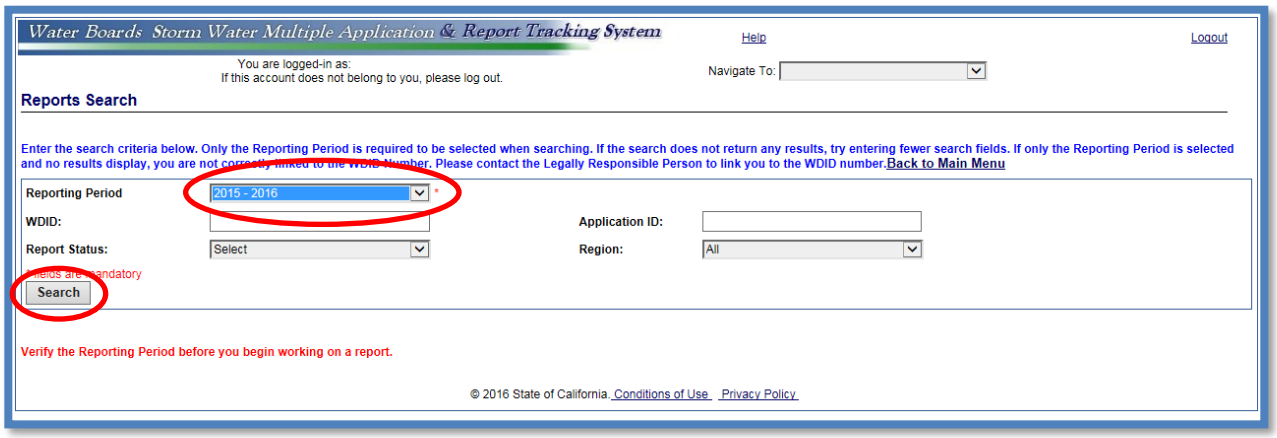
1. Please log into SMARTS: https://smarts.waterboards.ca.gov
   Please use SMARTS in Microsoft Edge



2. From the Main menu select "Reports":

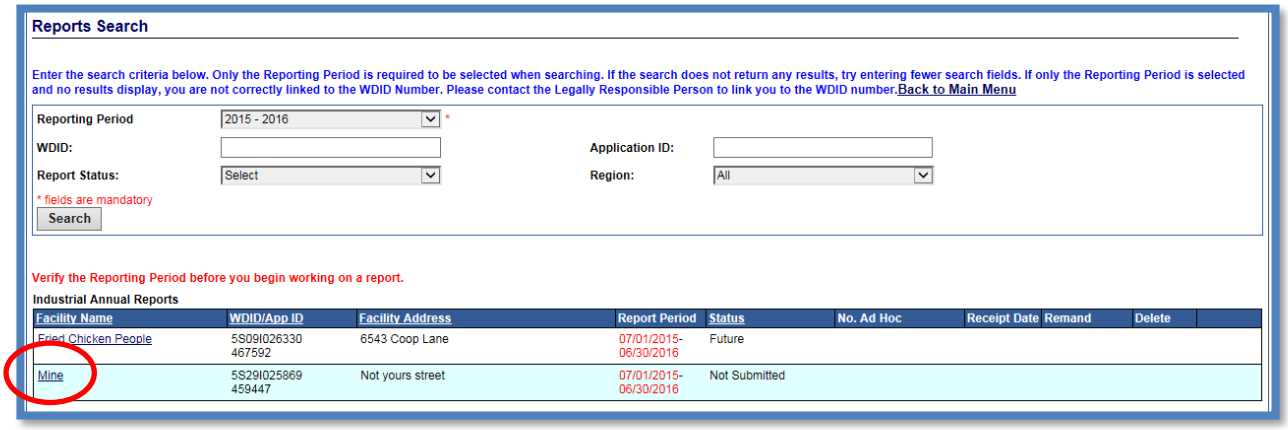


3. Search for reports using the appropriate reporting period. Any facility that you are linked to will display once you select search:



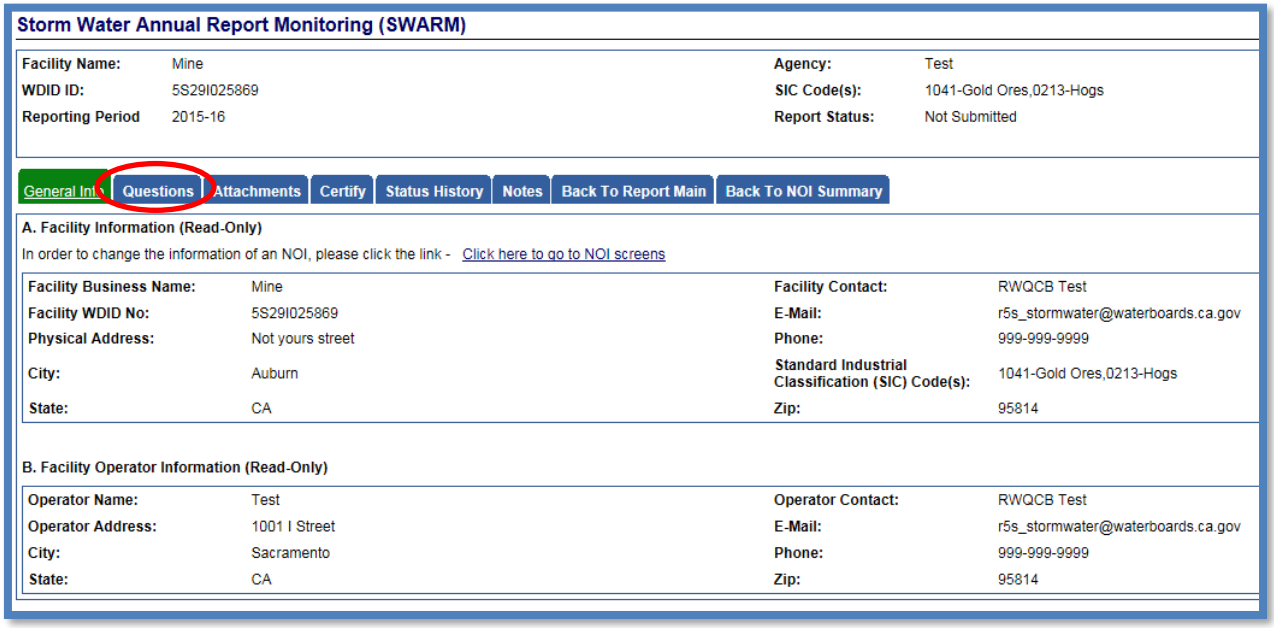
Only the "Reporting Period" is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the Waste Discharge Identification (WDID) number. Please 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:

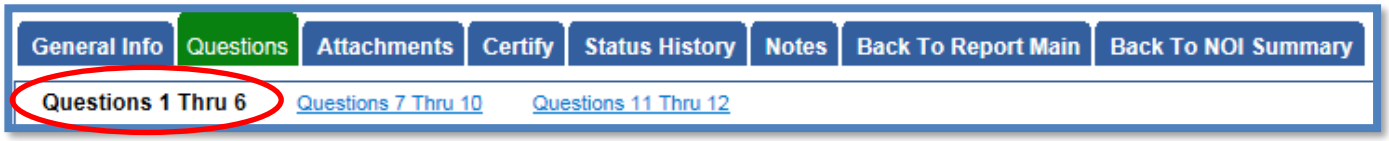


5. Once you have selected the facility, you will be able to select "Report ID" hyperlink:

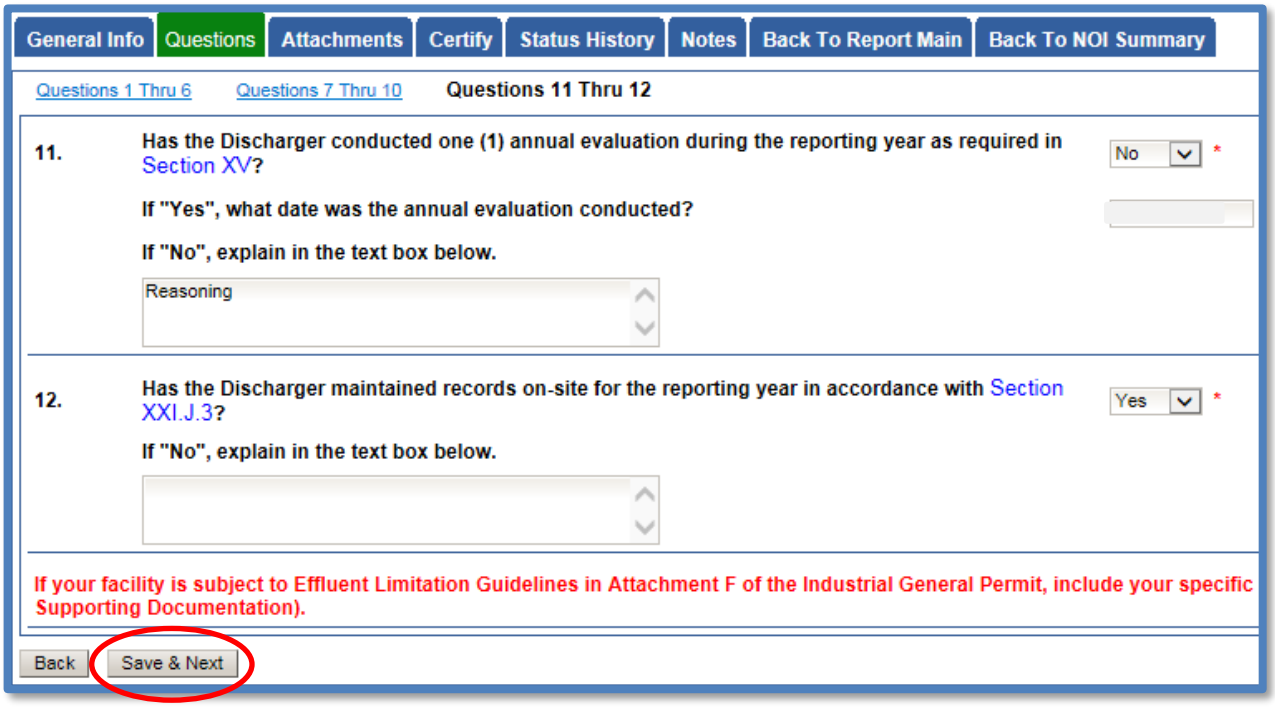
6. The report screen will display facility information for review only. Start the Annual Report by selecting the "Questions" Tab:



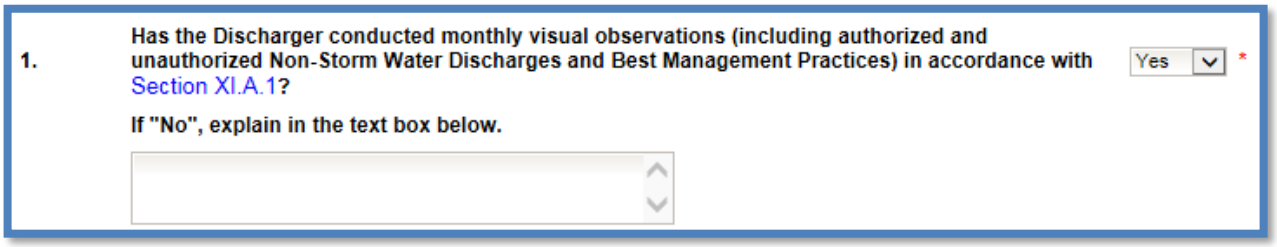
7. The "Questions" Tab is a three (3) part series, with the sections of questions being displayed by hyperlinks:



At the bottom of each section of questions there is a "Save & Next" button that allows you to save the filled out answers and proceed to the next section in the series of questions:

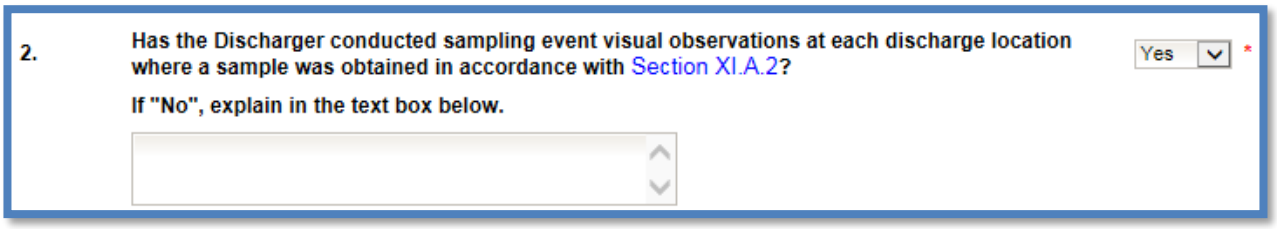


8. The Annual Report is composed of a series of questions that are to be answered with "Yes" or "No" responses. The next steps will walkthrough each question providing reference to permit sections. Selecting the blue hyperlink in the annual report question in SMARTS will display the referenced IGP section.
    a. Question 1


1. Has the Discharger conducted monthly visual observations (including authorized and unauthorized Non-Storm Water Discharges and Best Management Practices) in accordance with Section XI.A.1? Yes *
If "No", explain in the text box below.

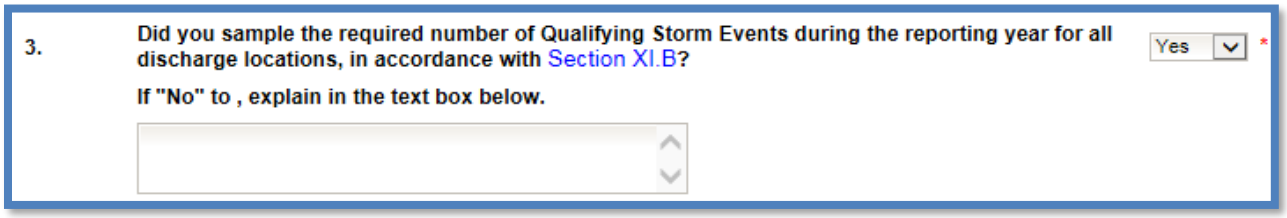
If each monthly observation was not completed, an explanation is required. Records of these observations are not required to be uploaded but are required to be maintained on site in the SWPPP records for a 5 year period.

    b. Question 2


2. Has the Discharger conducted sampling event visual observations at each discharge location where a sample was obtained in accordance with Section XI.A.2? Yes *
If "No", explain in the text box below.

If observations were not completed for each sampling event, an explanation is required. Records of these observations are not required to be uploaded but are required to be maintained on site in the SWPPP records for a 5 year period.

    c. Question 3


3. Did you sample the required number of Qualifying Storm Events during the reporting year for all discharge locations, in accordance with Section XI.B? Yes *
If "No" to , explain in the text box below.

Industrial storm water sampling results are required to be entered as Ad Hoc Reports, which are required to be certified and submitted in SMARTS within 30 Days of receiving the Lab analysis report[1]. Lab analysis reports are required to be uploaded to the corresponding Ad Hoc report and not the Annual Report. If sampling was not completed

[1] NOTE: See the Ad Hoc Report Guide for more information on reporting and entering sample analysis. http://www.swrcb.ca.gov/water_issues/programs/stormwater/docs/dischargers_guide_adhocreport.pdf

for the reporting year, an explanation is required.

d. Question 4

4.	How many storm water discharge locations are at your facility?	4 *

Enter a numeric value for how many discharge locations are at the facility.

e. Question 5

5.	Has the Discharger chosen to select Alternative Discharge Locations in accordance with Section XI.C.3?	No *

Dischargers are required to identify, when practicable, alternate discharge locations if: (1) the facility's industrial drainage areas are affected by storm water run-on from surrounding areas that cannot be controlled, or (2) discharge locations are difficult to observe or sample (e.g. submerged discharge outlets, dangerous discharge location accessibility). If you answered "Yes" to this question, revisions to the Monitoring Implementation Plan (part of the Storm Water Pollution Prevention Plan (SWPPP)) will need to be uploaded in the Attachments portion of the Annual Report.

f. Question 6

6.	Has the Discharger reduced the number of sampling locations, within a drainage area in accordance with the Representative Sampling Reduction in Section XI.C.4?	No *

For each drainage area with multiple discharge locations (e.g. roofs with multiple downspouts, loading/unloading areas with multiple storm drain inlets), the Discharger may reduce the number of discharge locations to be sampled if the conditions in Section XI.C.4 in the IGP are met. If you answered "Yes" to this question, revisions to the Monitoring Implementation Plan (part of the Storm Water Pollution Prevention Plan (SWPPP)) will need to be uploaded in the Attachments portion of this report.

g. Question 7

7. **Permitted facilities located within an impaired watershed must assess for potential pollutants that may be present in the facility's industrial storm water discharge.** *
Using the table below, populated based on the facility's location, indicate the presence of the potential pollutant at the facility.

Parameter	Pollutant	Present at Facility?
E.Coli and Enterococcus	Bacteria	Yes
E.Coli and Enterococcus	Fecal Coliform	No

A discharger must look at 303(d) listed impairments in their larger watershed, which includes all impairments (and TMDLs) within the facility's HUC 10 watershed (10-digit Hydrologic Unit Code) from Appendix 3 of the IGP. Dischargers who have obtained Notice of Intent (NOI) coverage that have 303(d) listed impaired water bodies in the corresponding HUC 10 of the facility must sample for any industrial pollutants identified at the facility (with the potential to discharge). Dischargers are also required to identify pollutants related to the 303(d) listed impairments in the HUC 10 watershed in the SWPPP's pollutant source assessment. Under Section X.G.2.a.ix of the IGP, dischargers must identify "the industrial pollutants related to the receiving waters with 303(d) listed impairments identified in Appendix 3 or approved TMDLs that may be causing or contributing to an exceedance of a water quality standard in the receiving waters," as part of the discharger's assessment of potential pollutant sources.
The IGP requires a discharger to monitor additional parameters if the discharge(s) from its facility contributes pollutants to receiving waters that are listed as impaired for those pollutants. See question 8 for follow up to responses entered.

h. Question 8

8. **Has the Discharger included the above pollutants in the SWPPP pollutant source assessment and assessed the need for analytical monitoring for the pollutants?** Yes *

If "No" what date the parameter(s) will be added to the SWPPP and Monitoring Implementation Plan? (mm/dd/yyyy)

Dischargers should discuss the potential pollutant sources identified in their HUC 10 and if they are applicable to their facility or not in their SWPPP. If answered "Yes", the discharger is stating the SWPPP addresses all pollutants from the table in Question 7. If answering "No", Revisions to the Monitoring Implementation Plan (part of the Storm Water Pollution Prevention Plan (SWPPP)) will need to be updated by the date provided by the discharger. Once complete revisions are required to be uploaded in the Attachments via the Change of Information (COI)[2].

[2] NOTE: See the Change of Information (OCI) Guide for more information on completing the form. http://www.swrcb.ca.gov/water_issues/programs/stormwater/docs/coi_guide.pdf

i. Question 9

9. **Were all samples collected in accordance with Section XI.B.5?** Yes *

If "No", explain in the text box below.

If samples were not collected properly an explanation is required.

j. Question 10

10. **Has any contained storm water been discharged from the facility this reporting year?** No *

If "Yes", explain in the text box below.

For contained storm water (from ponds or capture systems) samples are only collected when there is a discharge of the contained storm water. If you do not have any contained storm water systems answer "No". If the answer is "Yes", provide when the discharges occurred.

k. Question 11

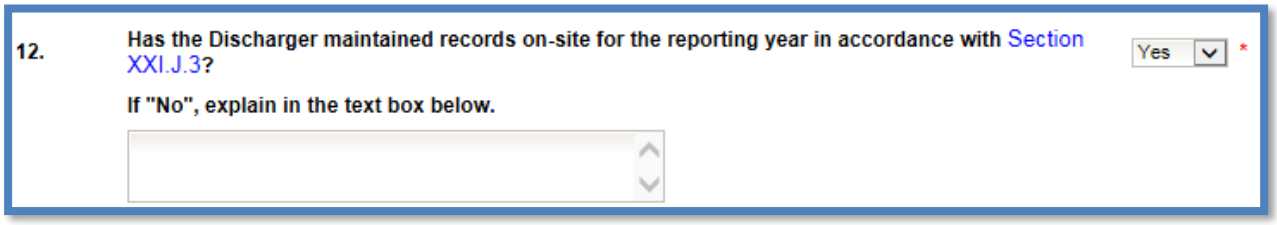
11. **Has the Discharger conducted one (1) annual evaluation during the reporting year as required in Section XV?** Yes *

If "Yes", what date was the annual evaluation conducted? 06/30/2016

If "No", explain in the text box below.

Please review Section XV. of the IGP for requirements of the Annual Comprehensive Facility Compliance Evaluation (Annual Evaluation). If you completed this evaluation answer "Yes" and provide the date when it was completed. If it was not completed provide an explanation.

l. Question 12

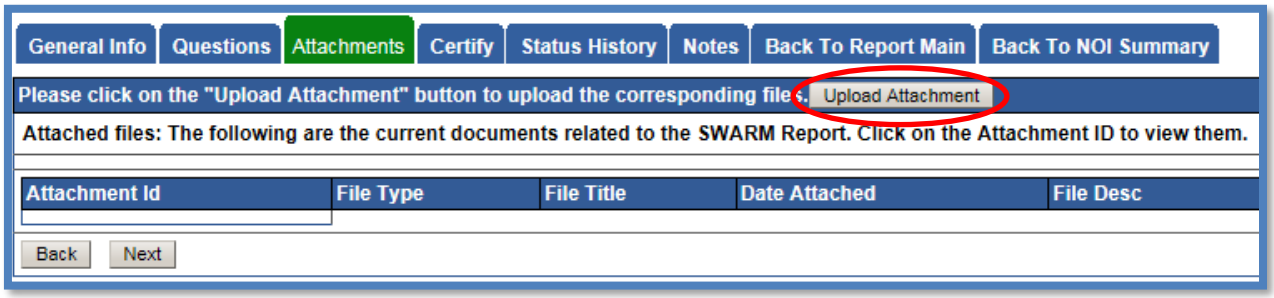


Records are not required to be uploaded but are required to be maintained on site in the SWPPP for a 5 year period. If they are not being maintained, provide an explanation.

m. Subchapter N Effluent Limitation Guidelines – Annual Report Requirements

The red text displayed after Question 12 "If your facility is subject to Effluent Limitation Guidelines in Attachment F of the Industrial General Permit, include your specific reporting requirements as an attachment to the Annual Report (attach as file type: Supporting Documentation)." Is a note for Dischargers subject to Section XI.D1.b of the IGP. Dischargers with applicable Effluent Limitation Guidelines from 40 Code of Federal Regulations parts 419[3] and 443[4] are required to submit volume and mass estimate calculations (completed by a California Licensed Professional Engineer) with their Annual Report. This would be submitted as "Supporting Documentation" in the "Attachments" Tab of the Annual Report.

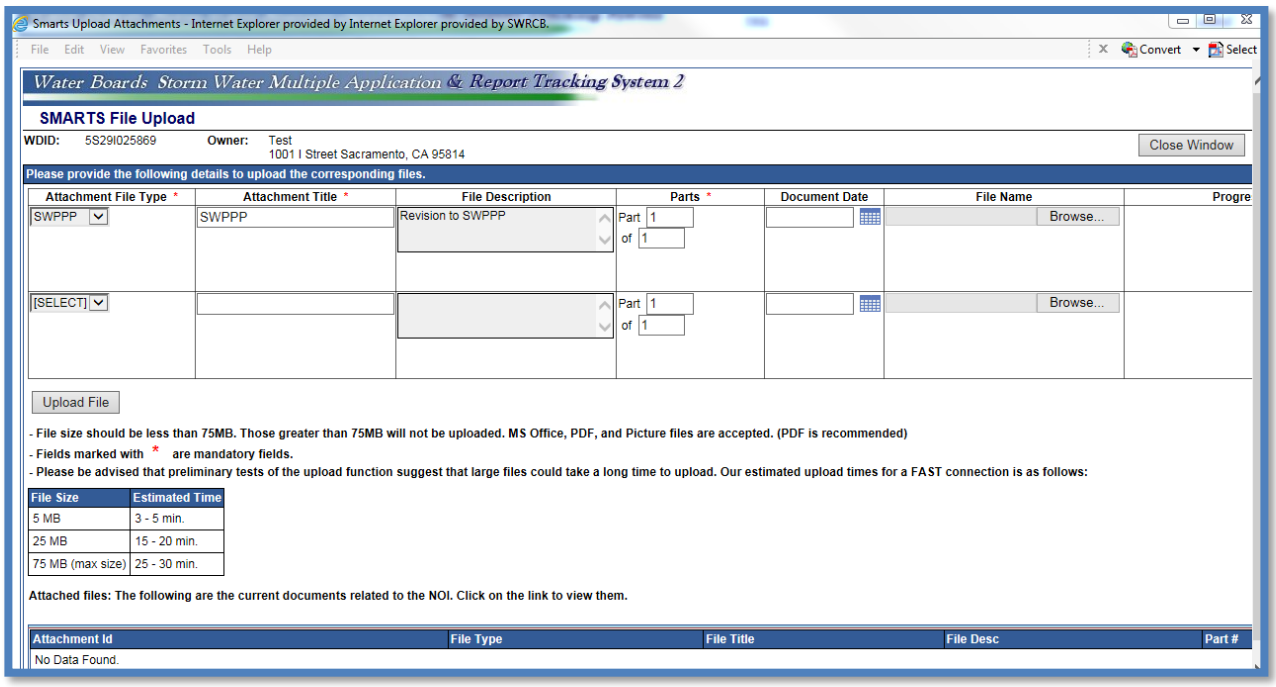
9. Once all questions are completed, any documentation such as SWPPP revisions or other explanation documentation should be uploaded to the Annual Report.



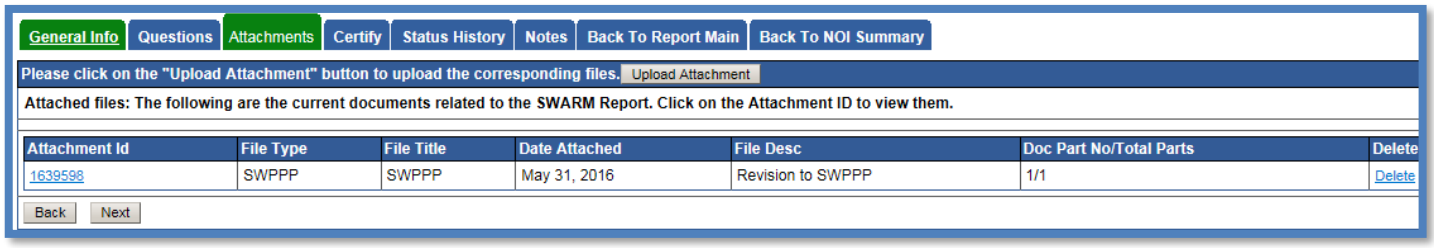
If no attachments are necessary you may move to the "Certify" Tab by selecting "Next".

[3] Petroleum refining point source category
[4] Paving and roofing materials using tar and asphalt point source category

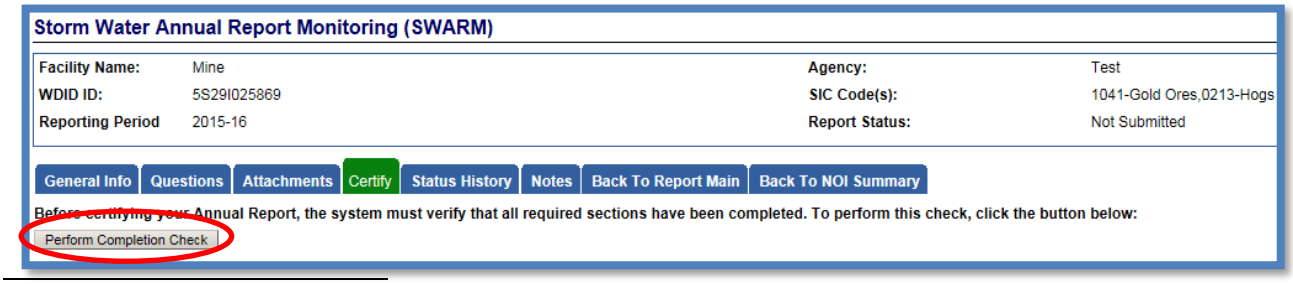
An example of the "SMARTS File Upload" pop-up window that is completely filled out[5].



You may select the "Attachments" Tab to refresh the screen and see that the attachment properly uploaded[6]. Once you have checked that it uploaded correctly select "Next".

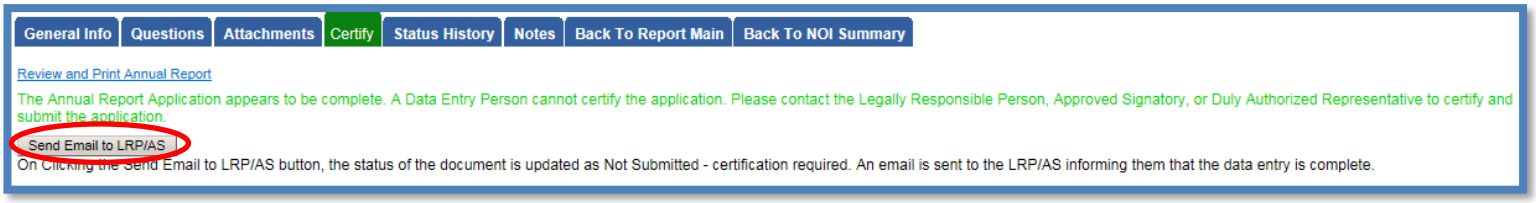


10. The "Certify" Tab provides a completion check of the Annual Report in progress:

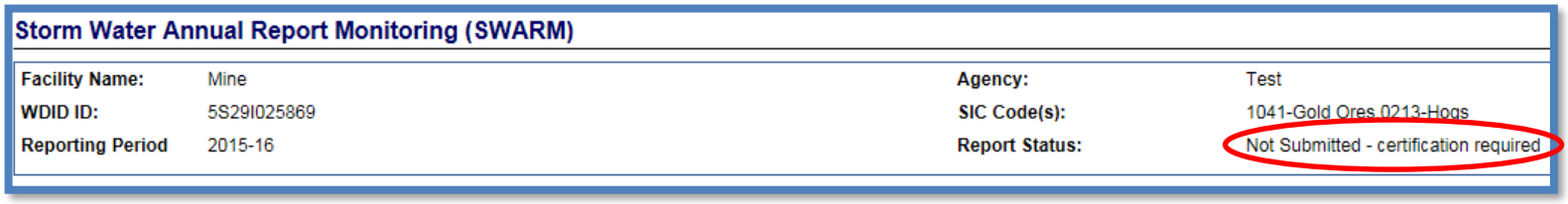


[5] NOTE: For SWPPP revisions please use the file type "SWPPP" for all other Annual Report documents (if any) use the file type "Supporting Documentation".
[6] NOTE: If an incorrect attachment was uploaded you can delete the attachment by selecting "delete" on the right.

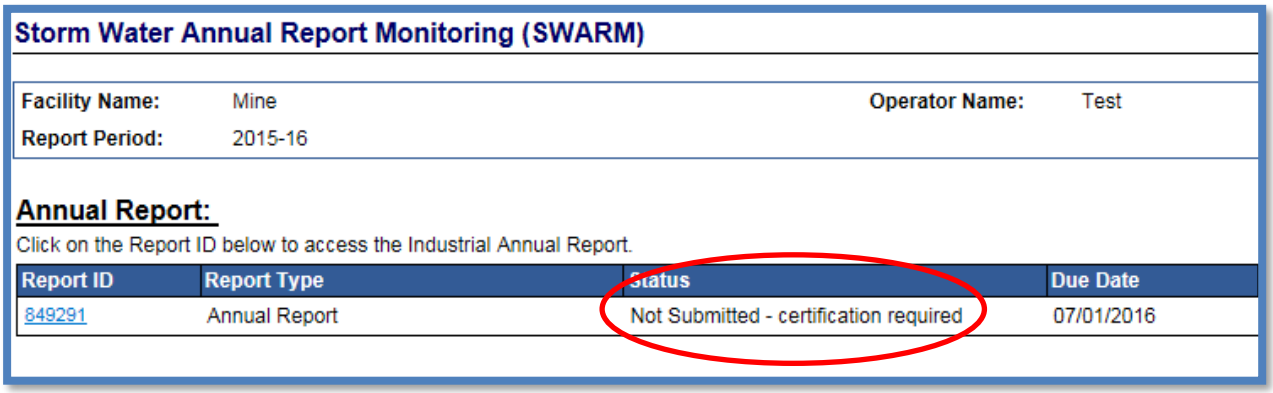
The "Perform Completion Check" function will provide the user with a notification of any errors that must be corrected prior to submission of the Annual Report. (e.g. All Questions answered). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the Annual Report is complete, SMARTS only allows the DEP to notify the LRP or DAR (via a generated SMARTS email) that the Annual Report must be certified and submitted.
A DEP completing this check will see this:



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

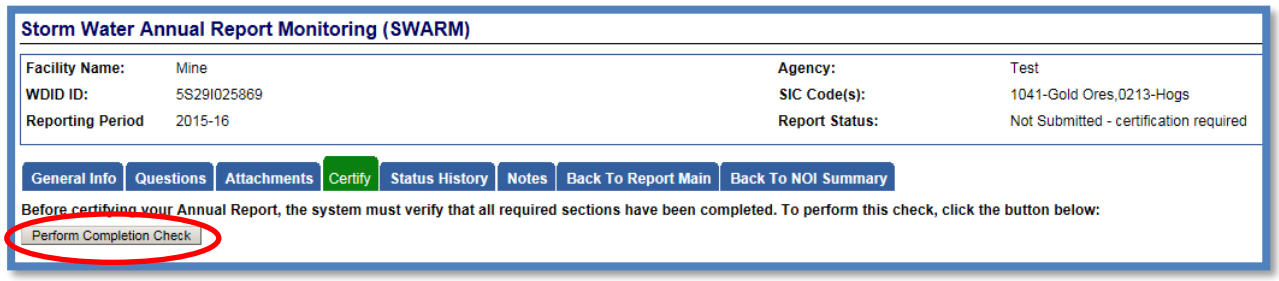
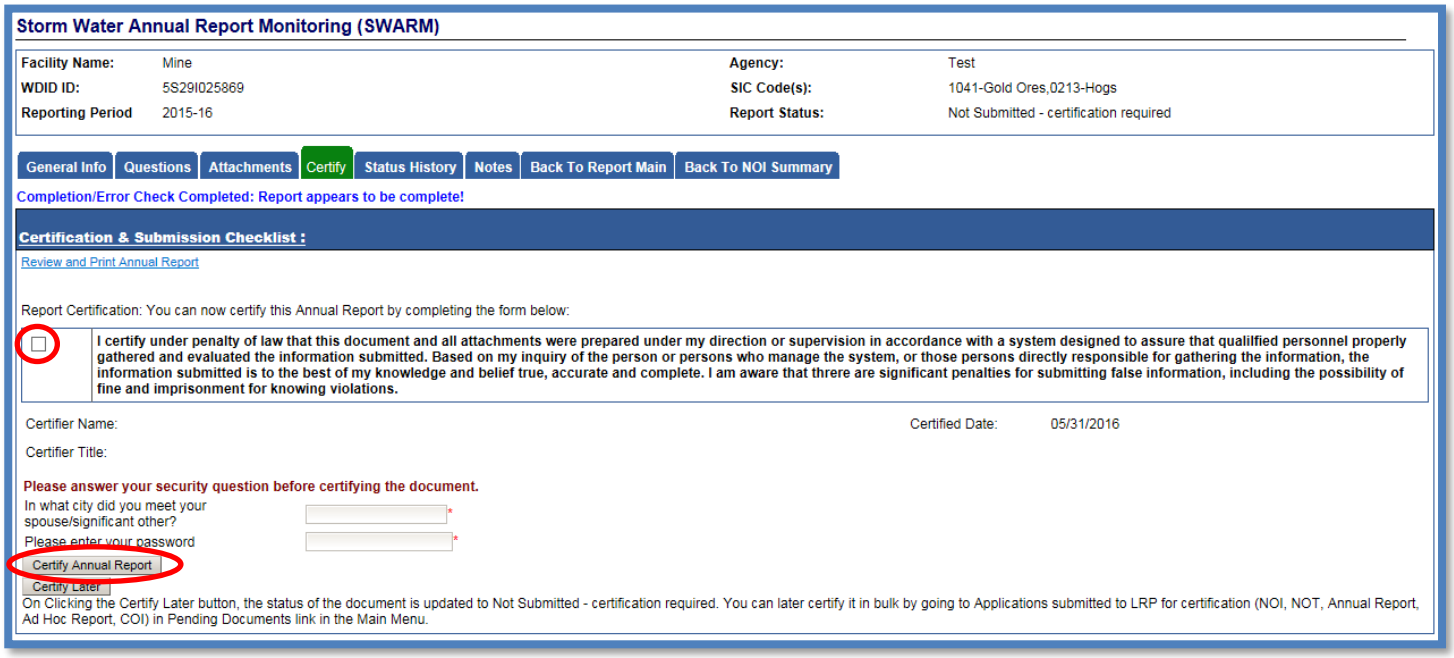
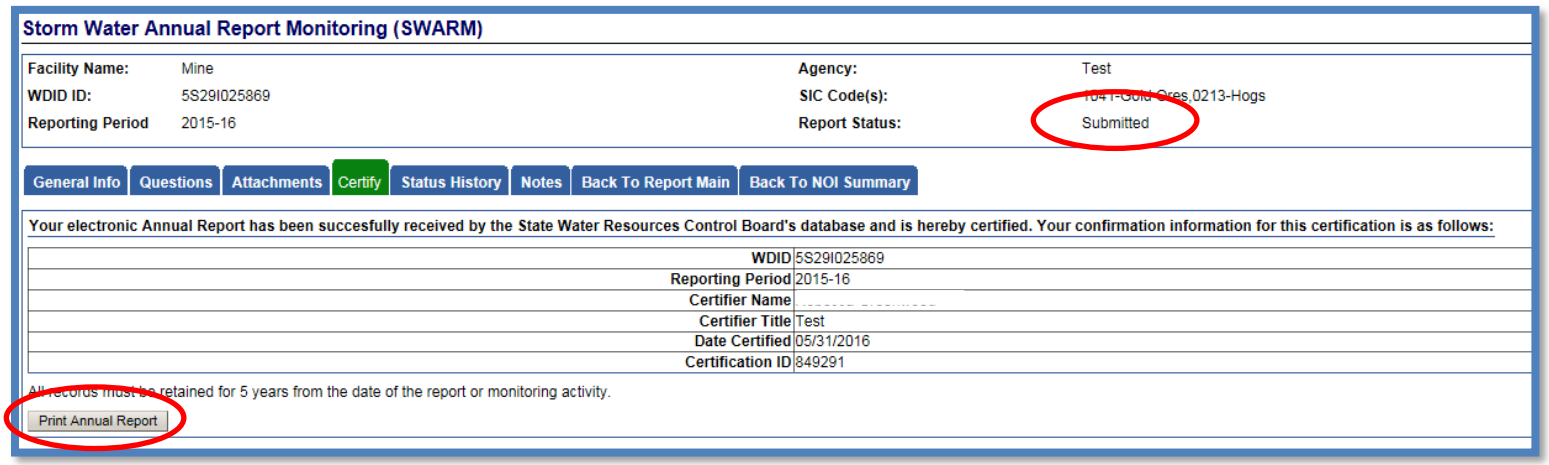


11. The Annual Report must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the Annual Report in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the Annual Report that requires certification:[7]



[7] NOTE: If the Data Entry Person (DEP) has properly sent the Annual 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.

The LRP or DAR must review the prepared Annual Report for information accuracy, prior to continuing to the "Certify" Tab to perform the completion check:



12. The LRP or DAR certifies and submits the Annual Report by selecting the check box, entering their password, answering a security question, then selecting the "Certify Annual Report" button: