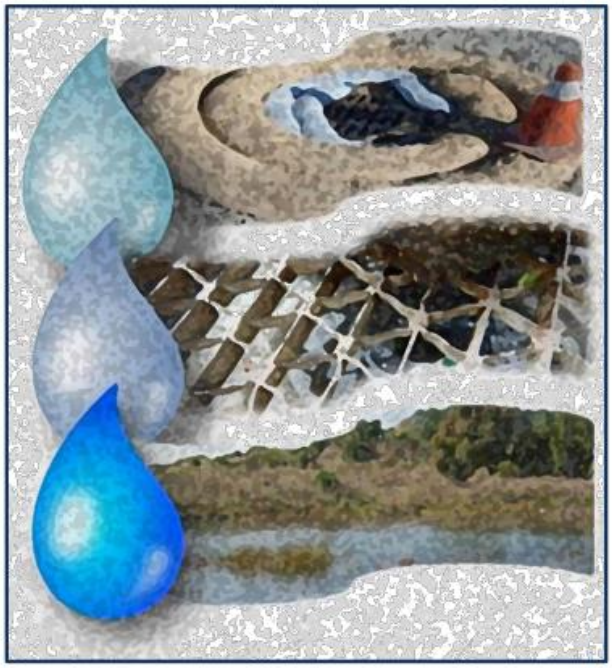
STATEWIDE INDUSTRIAL GENERAL PERMIT

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

MANAGING AND LINKING USERS



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

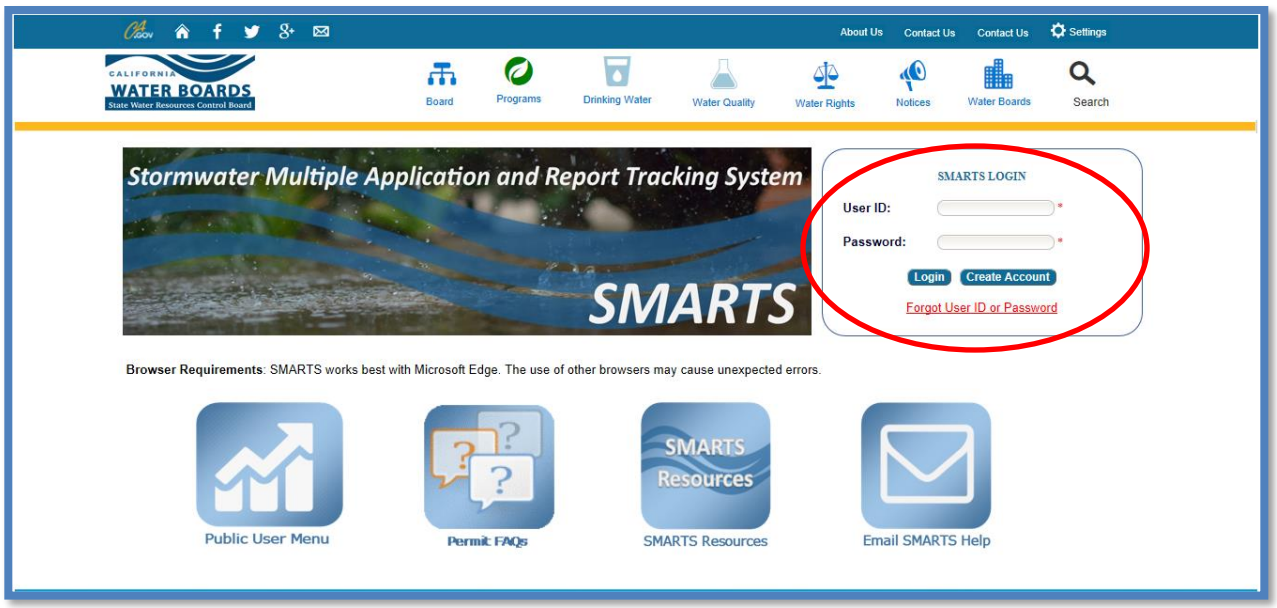
Last Revised: May 24, 2018

Storm Water Industrial General Permit Managing and Linking Users:

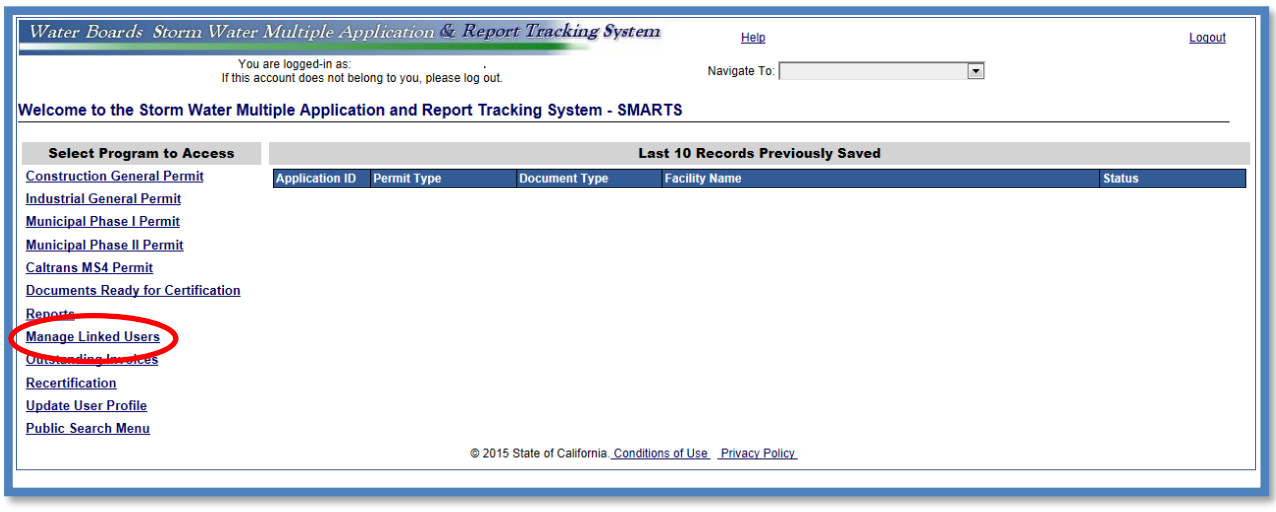
The State Water Board's Storm Water Multiple Application and Report Tracking System (SMARTS) was built to allow the Legally Responsible Person (LRP) to link additional users to assist the LRP in managing new and existing Permit Registration Documents (PRDs). LRPs can link any number of Duly Authorized Representatives (DAR) and/or Data Entry Persons (DEP) to their organizations. The initial LRP can also link up to two back up LRPs per organization.

SMARTS allows a LRP to have multiple organizations under one User ID therefore allowing additional flexibility when linking DARs or DEPs to different organizations and applications. A LRP with multiple organizations can link DARs or DEPs to one, some, or all organizations. Once a DAR and/or DEP is linked, they can begin initiating new PRDs for the LRP. DARs have the authorization to certify and submit reports on behalf of the LRP (DEPs do not). DARs can also link DEPs but cannot link other DARs to an organization or Waste Discharge Identification (WDID) number.

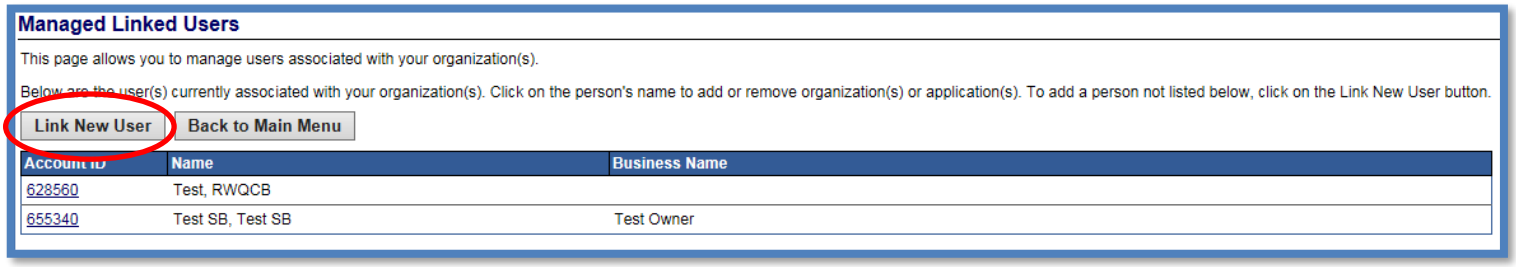
1. Please log into SMARTS: https://smarts.waterboards.ca.gov
   Please use SMARTS in Microsoft Edge



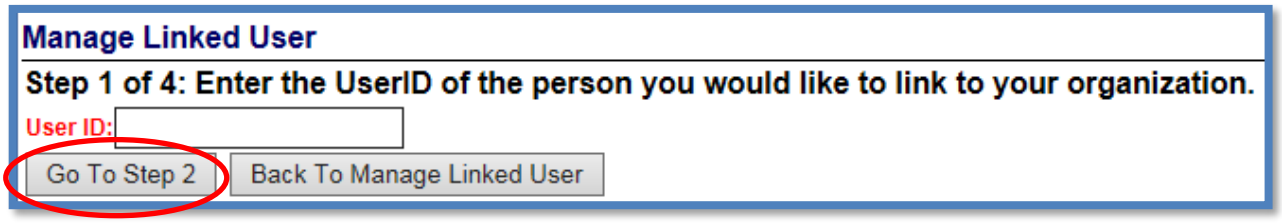
2. From the Main menu select "Manage Linked Users":



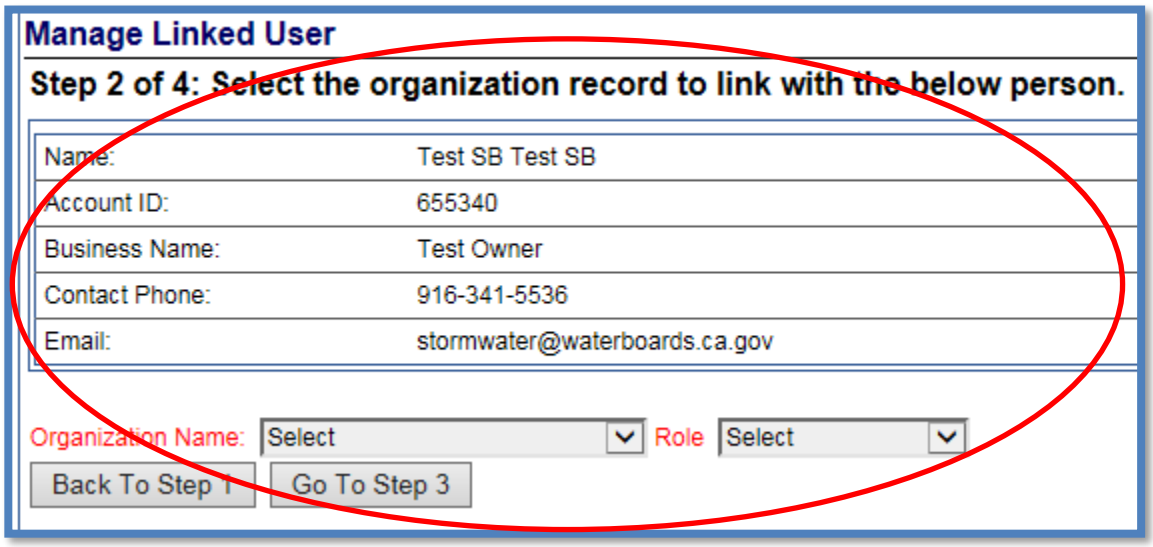
3. The page displays SMARTS users currently associated with your organization(s). If you need to modify SMARTS users that are currently linked, please go to Step 11 in this guide.
   To link a new SMARTS user, select "Link New User":



4. Enter the User ID[1] of the SMARTS user you would like to link to your organization(s) and select "Go to Step 2":

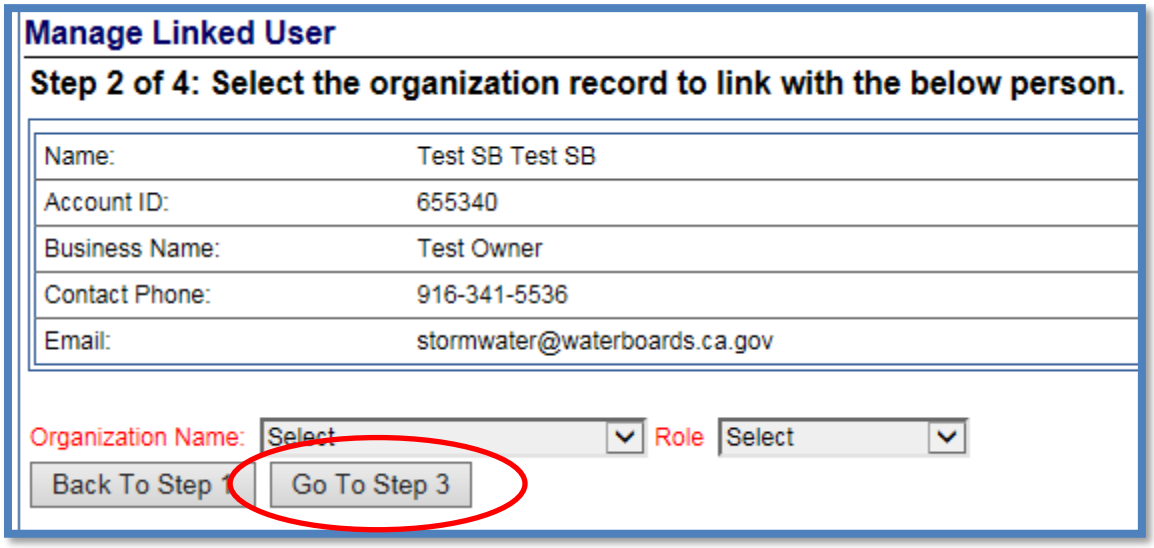


5. Review that the information is correct to the User ID entered. Select the organization[2] and assign the role[3] that the SMARTS user will hold:[4]

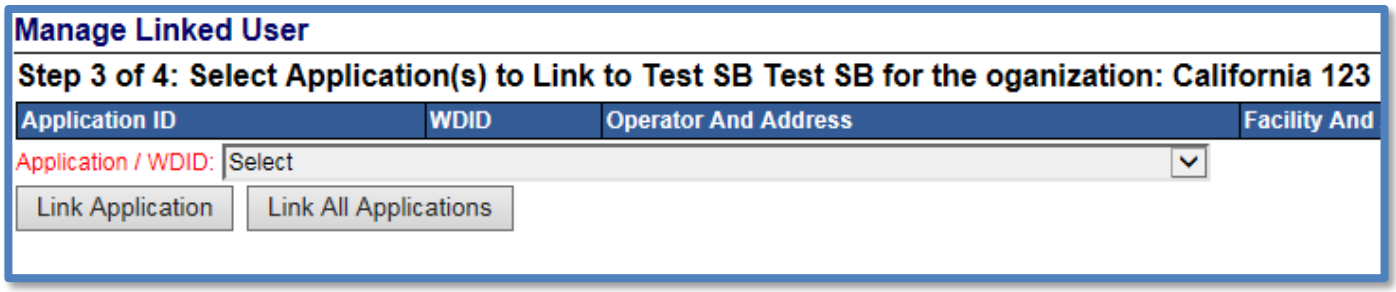


[1] NOTE: UserID's are case sensitive. Please be sure to enter the ID exactly according to the case sensitive rule. User accounts can be linked to multiple organizations at one time. You should not create multiple accounts to link to different organizations if this has occurred please contact the storm water help desk to reconcile the accounts.
[2] NOTE: There may be duplicate organizations listed in the drop down. Each organization record may have different WDID number(s) associated.
[3] NOTE: The role assigned in this step must match the role of the account that the SMARTS user created. If the User ID entered was a DEP account role the user assigning the role should be assign DEP role to the organization.
[4] NOTE: Only a LRP can assign the LRP Role to a SMARTS user(s). DAR can only assign DEP roles.

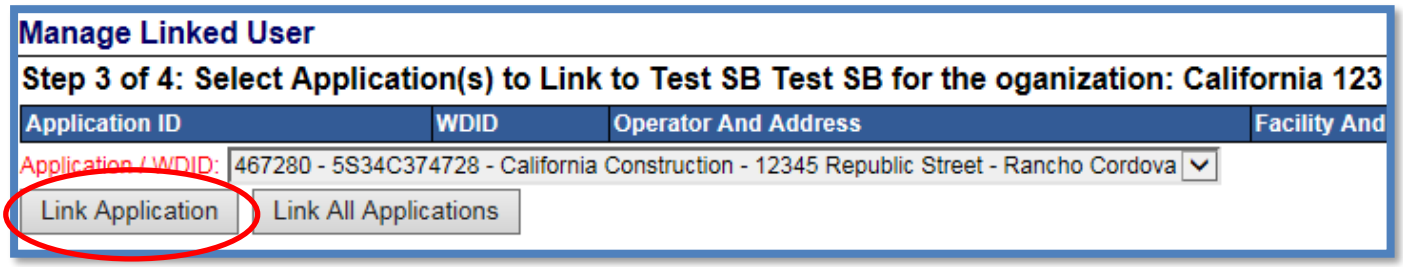
6. Review organization selected and assigned role then select "Go To Step 3"[5]:



7. There are two options to select. "Link Application" or "Link All Applications" described below:

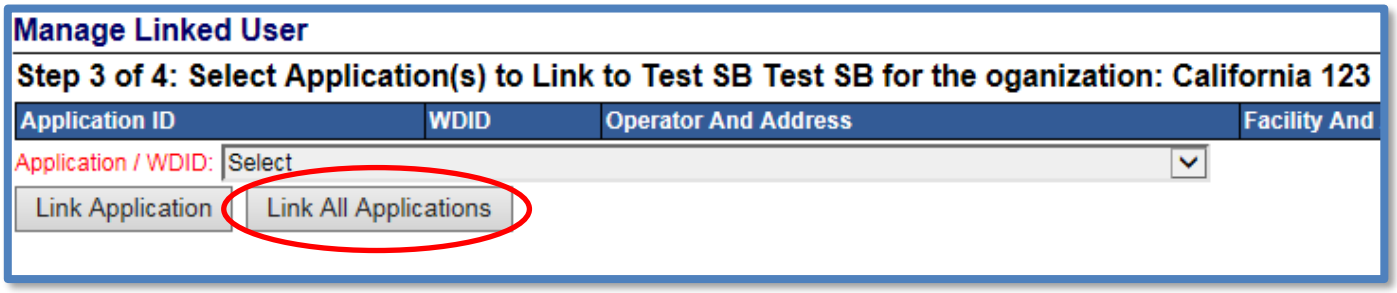


The ability to link a user to one application at a time is completed by utilizing the drop-down menu to select the application/WDID and selecting "Link Application". This action can be completed as multiple times to link separate applications:

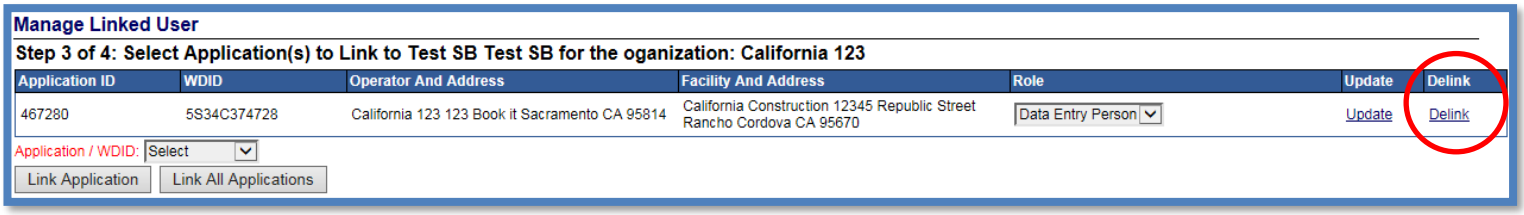


[5] NOTE: The LRP can only assign DAR rights to a user with the same email domain. If the DAR is an employee of the company but with a different email domain to contact the Water Boards Storm Water Help Desk to request the linkage action.

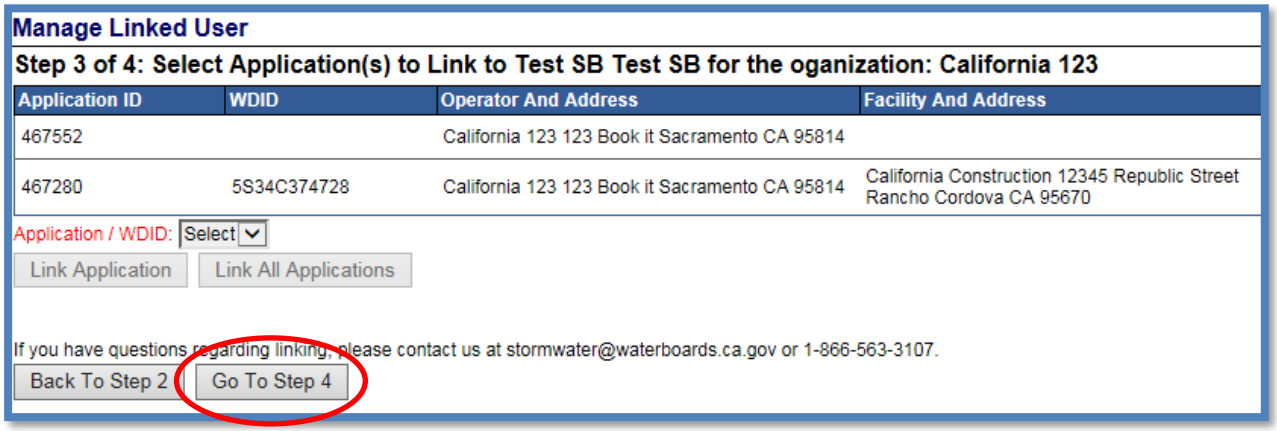
The ability to link a user to all applications at one time is completed by selecting the "Link All Applications" button:



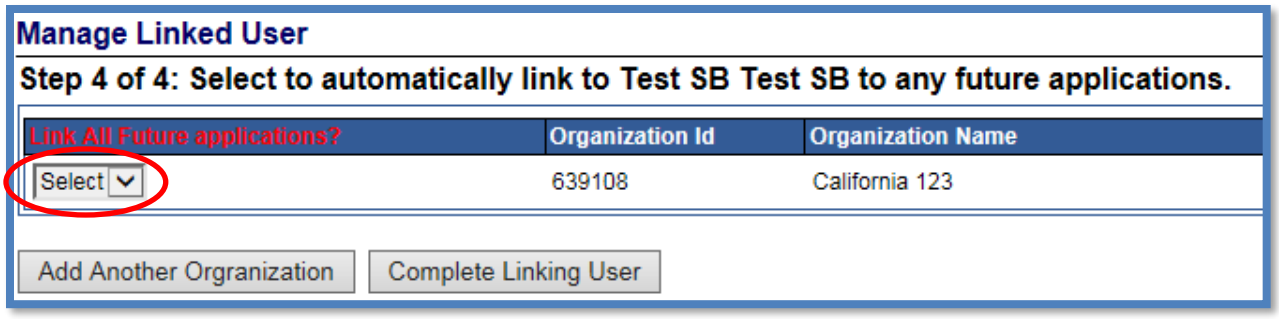
SMARTS will add the Application ID/WDID(s) to the table. The ability to delink is available if you linked the application or WDID number in error, select "Delink" on the right to remove the record.



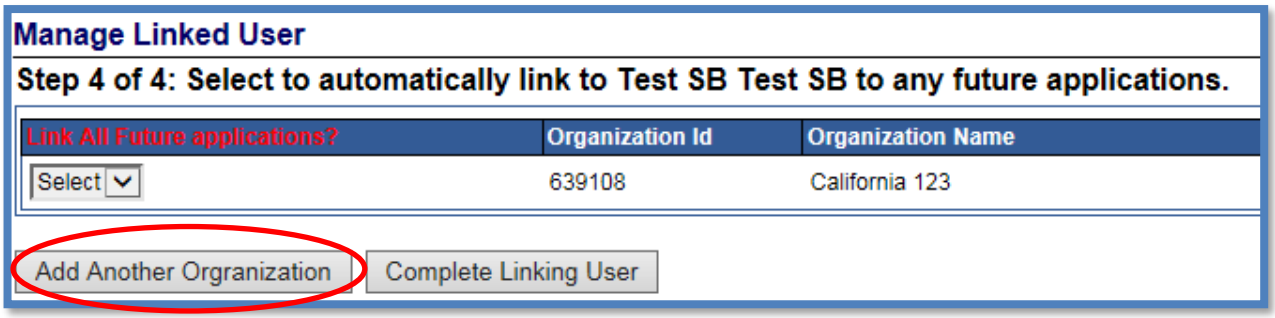
9. Once all applicable application(s) are added and displayed on the table, select "Go to Step 4":



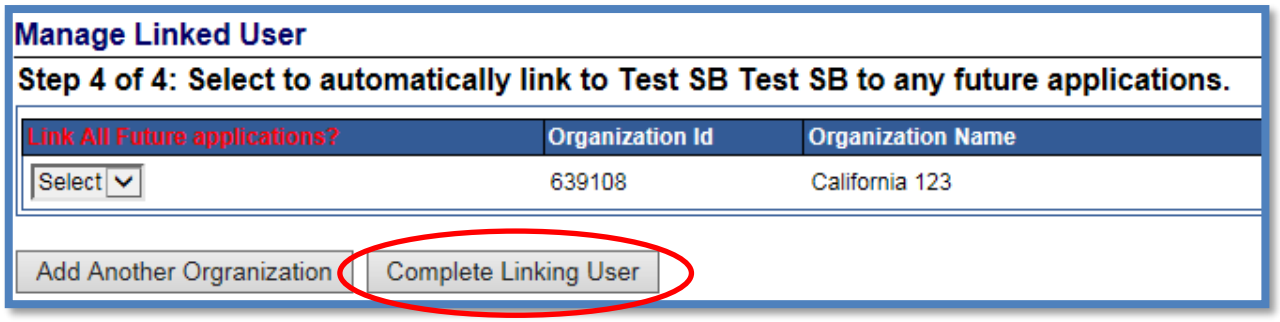
10. The option to link the SMARTS user to any future application(s) started for the displayed organization is also available[6]:



If you have multiple organization records to link the same SMARTS user to select "Add Another Organization" and repeat the above steps until they are linked to all appropriate Application ID/WDID(s).

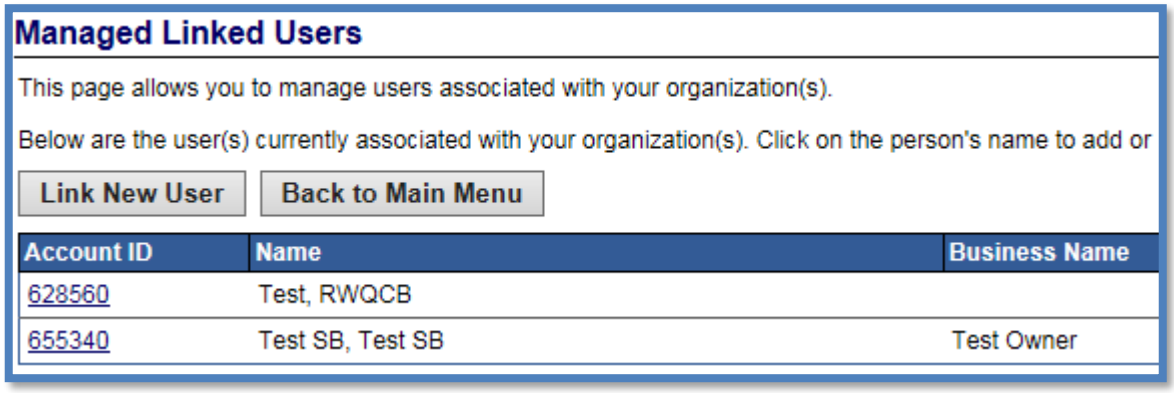


If you have completed linking the SMARTS user to existing records, select "Complete Linking User":

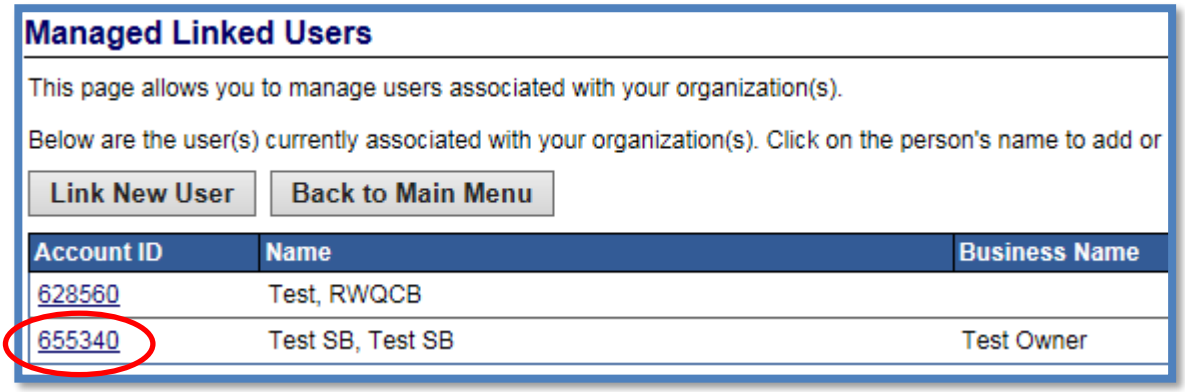


[6] NOTE: If "Yes" is selected the system will automatically link the SMARTS user to any new applications started in the future. If "No" is selected user is only linked to the applications specified in Step 3. The user will not have access to any future applications started if access is needed they will need to be linked manually to the new application.

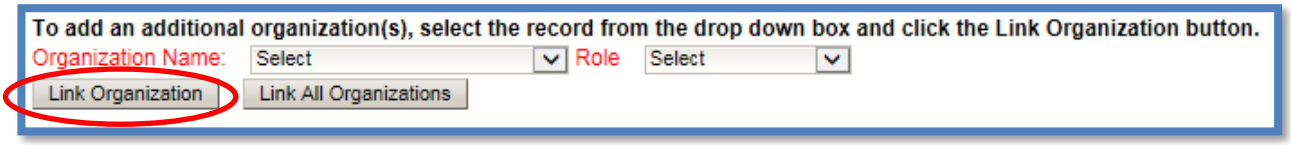
11. Once completed, the SMARTS user will now display in the list of “Managed Linked Users”:



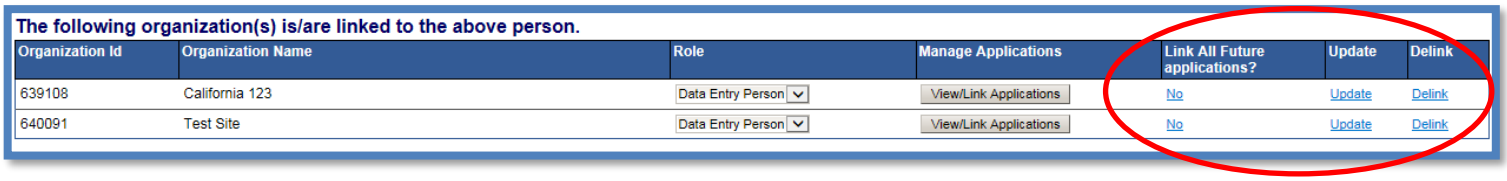
12. To manage a SMARTS user already linked to your organization, select the person's “Account ID” to add or remove organization(s) or application(s).



13. To add an additional organization(s), select the "Organization Name" and "Role" from the respective drop down boxes and select the "Link Organization button"[7]:

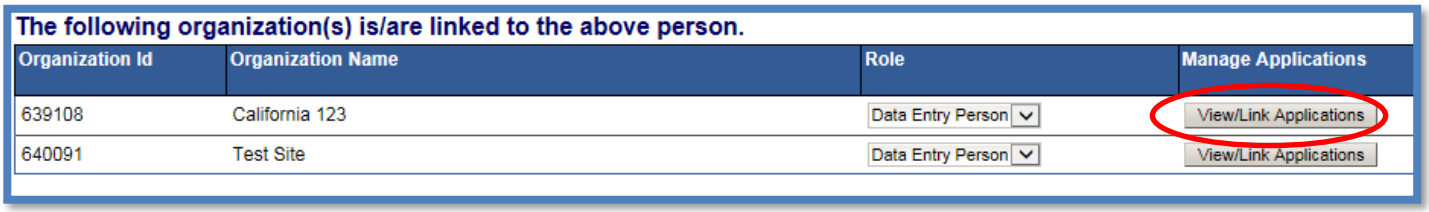


14. When viewing a linked user, you can verify the organization(s) that they are linked to:



From this screen you can manage applications, link all future applications, update role[8], or delink the user from the associated organization. Linking all future applications will automatically link the selected user to any applications that are started in the future.

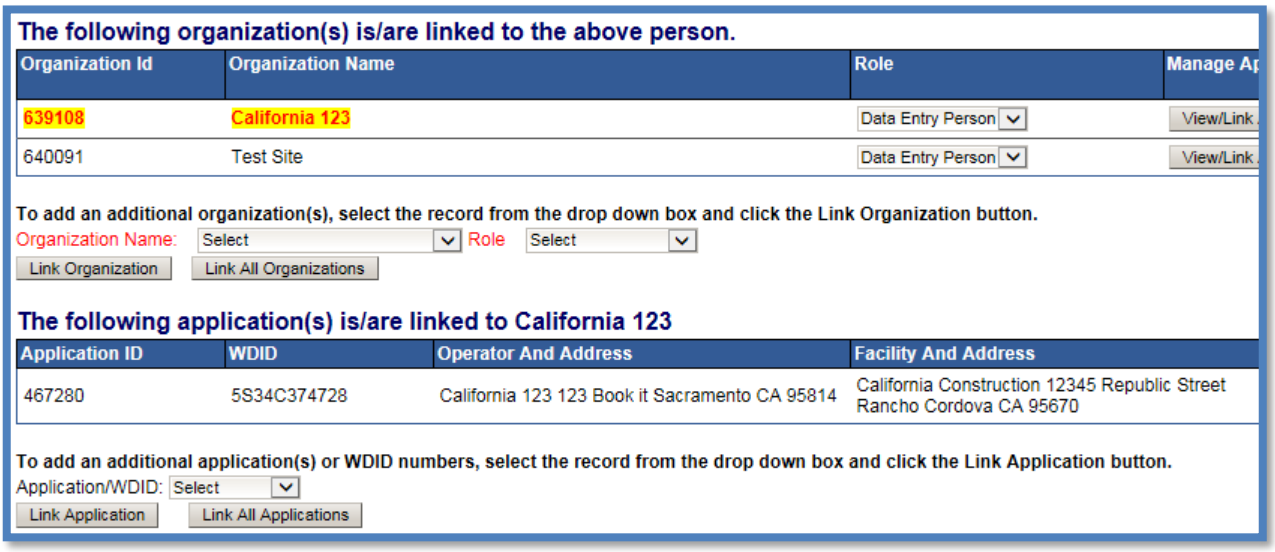
15. To view or link applications from a specific associated organization select the appropriate "View/Link Applications" button:



[7] NOTE: The option to link all associated organizations is also available. This option will link every organization but individual applications/WDID(s) will need to be linked to complete the process.

[8] NOTE: A user must contact the Water Boards Storm Water Help Desk to request their account role be updated from one role to another. Once the user account role has been adjusted, the LRP can then update a DEP to a DAR (or whichever role switch was requested).

16. Once an organization has been selected it will highlight the organization in the view and display linked applications below:



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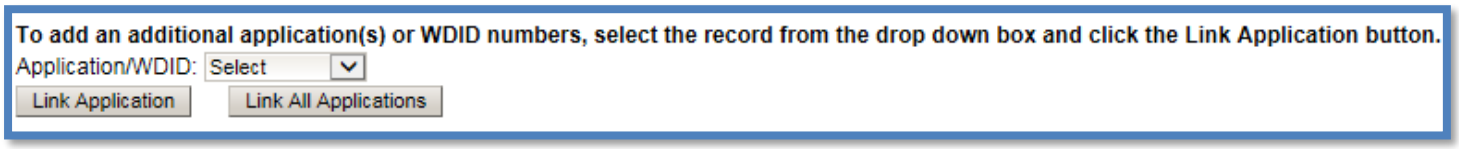

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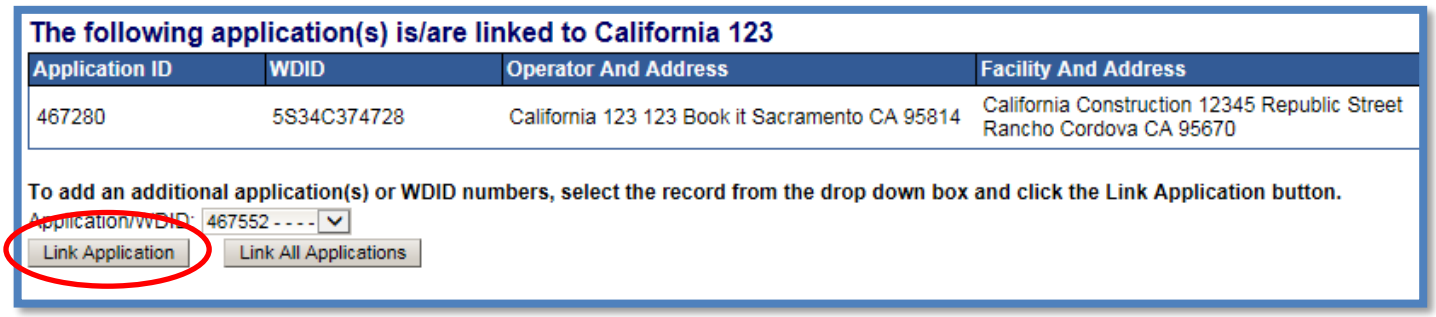

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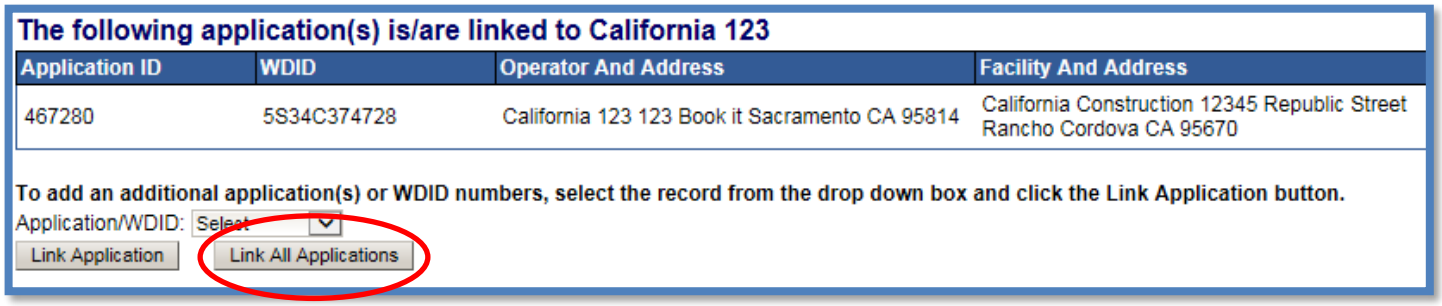

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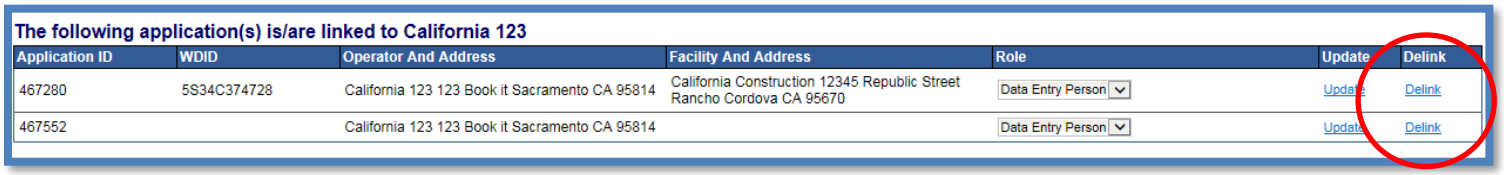
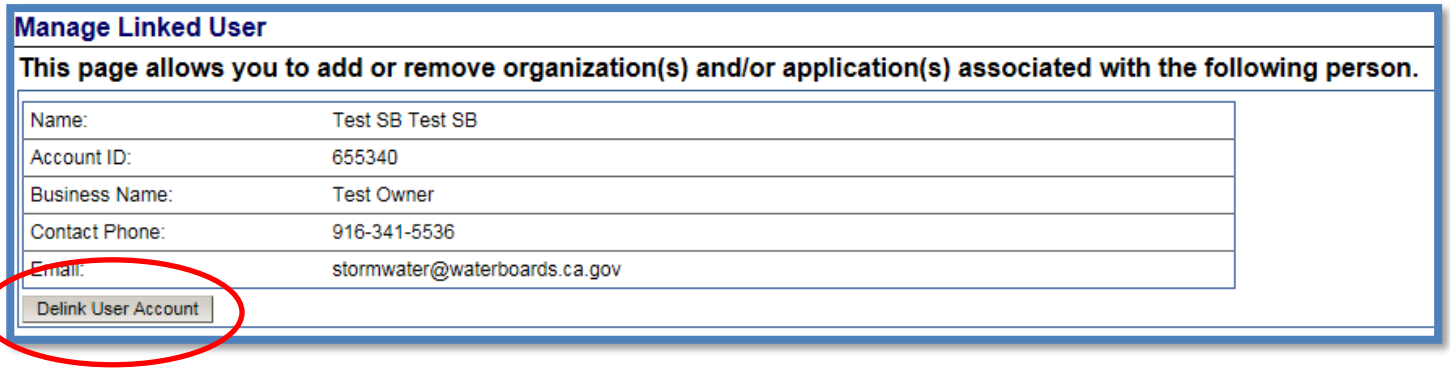
18. When viewing a user you may delink them completely from all organizations and applications at one time by selecting “delink user account” located under the user’s information.