STATEWIDE INDUSTRIAL AND CONSTRUCTION GENERAL PERMIT

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

REPLACING A LEGALLY RESPONSIBLE PERSON

Last Revised: March 11, 2021
SMARTS Replacing an LRP (organization) Steps:

If you are registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace a Legally Responsible Person (LRP) for an existing organization, please skip down to Step 7:

If you are not registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace a Legally Responsible Person (LRP) for an existing organization, follow the steps below:

If the Legally Responsible Person (LRP) is changing due to a change of owner/operator, a Notice of Termination (NOT) must be submitted and a new Notice of Intent (NOI) submitted by the new owner/operator Legally Responsible Person (LRP).

1. Please go to the SMARTS website (https://smarts.waterboards.ca.gov) and select “Create Account”:

   NOTE: Please use SMARTS in Microsoft Edge
2. Select the Legally Responsible Person (LRP) User Account type and select “Continue to Next Step”:

![Image of User Account Selection](image1.png)

3. Select that you are replacing a Legally Responsible Person (LRP) of an already existing organization or business registered in SMARTS with active WDID numbers:

![Image of User Account Selection](image2.png)

⁠¹ NOTE: Only a Legally Responsible Person (LRP) can claim an organization. If you are not sure you should be the Legally Responsible Person (LRP), please read the Industrial User Account Definitions on this page.
4. Enter the information required. Please be sure to copy the User ID created. The User ID is case sensitive:

5. Enter the information required. For the Personal Identification Code, the user will need to create their own unique code using a using letters and numbers. Please keep a copy of this record as the answers provided are needed to complete future actions through SMARTS:
6. Acknowledgement screen. Once you have completed registration you will receive an email with a temporary password. Please use the email with the temporary password to log on and set a new password. The temporary password is only valid for 72 hours:

![Acknowledgement Screen]

7. Once you have obtained the Secret Code Number (SCN) from the Water Board for your organization, please log into SMARTS and select “Replace LRP”:

![SMARTS Screen]

8. Select “(Re)Certify and Claim Existing Organization(s)”:  

![Recertify Menu Screen]
9. Enter the Organization ID and Secret Code Number (SCN), then select “Next”:

10. Select the Legally Responsible Person (LRP) you will be replacing, certify the check box², and complete by selecting “Recertify”:

² NOTE: If you have multiple WDID/Applications under the newly claimed organization you will automatically replace the Legally Responsible Person (LRP) for all of the WDID/Applications.
11. You will see a successful message and a button to print the eAuthorization form for the organization. This form is required to be printed, signed (wet blue ink), and mailed to the address on the form. Only original signatures will be accepted: