STATEWIDE INDUSTRIAL GENERAL PERMIT

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

REPLACING A LEGALLY RESPONSIBLE PERSON

Last Revised: May 24, 2018
SMARTS User Registration Steps for Replacing an LRP (organization):

If you are registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace an LRP for an existing organization, please skip down to step 9:

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

If the 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 LRP.

1. Please log into SMARTS and select “Create Account”: https://smarts.waterboards.ca.gov
   Please use SMARTS in Microsoft Edge

2. Select the LRP User Account type and select “Continue to Next Step”:

NOTE: Only an LRP can claim an organization if you are not sure you should be the LRP please read the Industrial User Account Definitions on this page.
3. Select that you are replacing an LRP of an already existing organization or business registered in SMARTS with active WDID numbers.

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. 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.

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”.

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

9. Enter the Organization ID and SCN, then select “Next”: 
10. Select the LRP you will be replacing, certify the check box\(^2\), and complete by selecting “Recertify”.

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.

\(^2\) NOTE: If you have multiple WDID/Applications under the newly claimed organization you will automatically replace the LRP for all of the WDID/Applications.