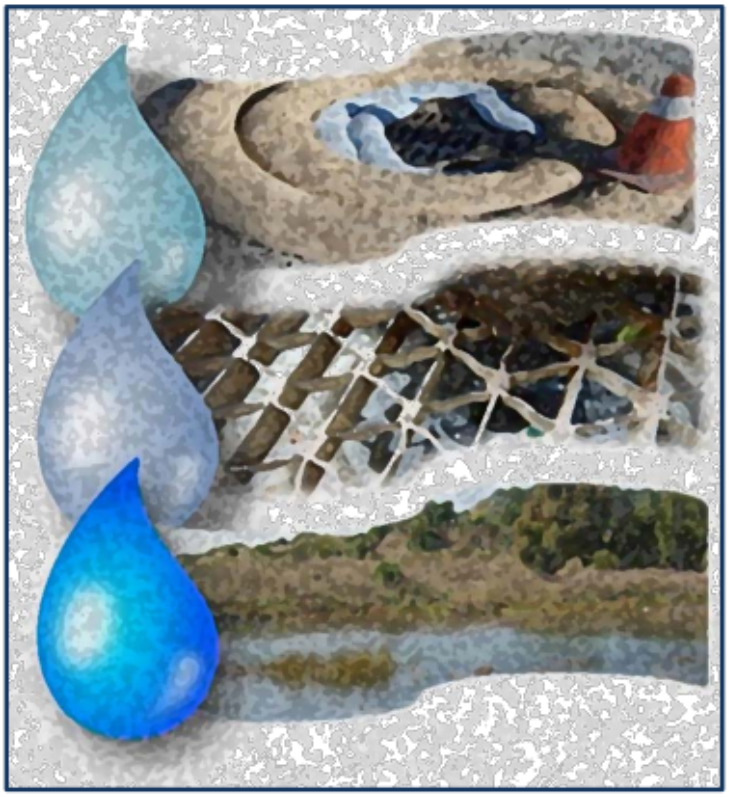
STATEWIDE INDUSTRIAL GENERAL PERMIT

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

NO EXPOSURE CERTIFICATION (NEC)



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

Last Revised: November 9, 2021

Statewide Storm Water Industrial General Permit (IGP) –No Exposure Certification:

Any Discharger operating a facility described in Attachment A (https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/2014indgenpermit/atta.pdf) may register for No Exposure Certification (NEC) coverage if their facility has a condition of "No Exposure". A Discharger must electronically certify and submit No Exposure Certification Permit Registration Documents (PRDs) via the State Water Resources Control Board's (State Water Board's) Storm Water Multiple Application and Report Tracking System (SMARTS) to obtain No Exposure Certification coverage under the Industrial General Permit.

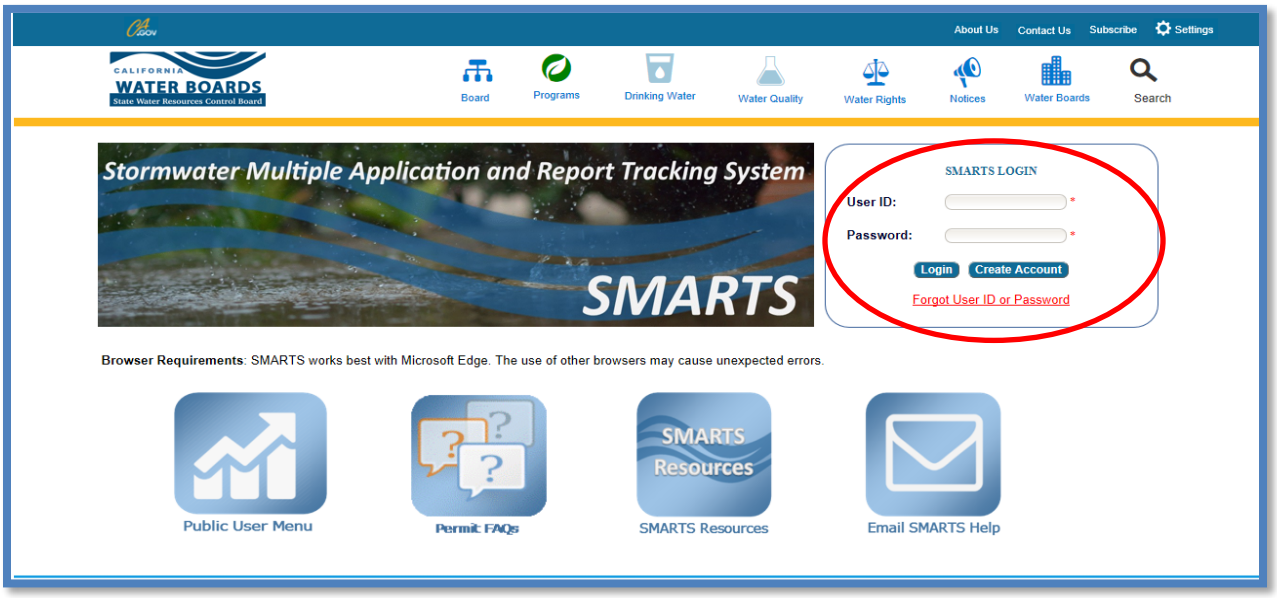
The Discharger must evaluate eleven major areas where storm water exposure may occur, per the Industrial General Permit listing in Appendix 2 (https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/2014indgenpermit/app2.pdf). The Discharger must be able to certify that none of these major areas have potential for exposure. If the Discharger cannot certify all eleven major areas do not have exposure, the facility is not eligible for No Exposure Certification coverage.

The conditional exclusion for a discharger's facility that certify as "No Exposure" does not become effective until the Permit Registration Documents are submitted, the annual fee is paid, and the application has been processed by the State Water Board. Once the State Water Board completes the application processing, the Discharger will electronically receive a No Exposure Certification acceptance notification via SMARTS, which will include a Waste Discharge Identification (WDID) number (also called the NEC ID for this application type).

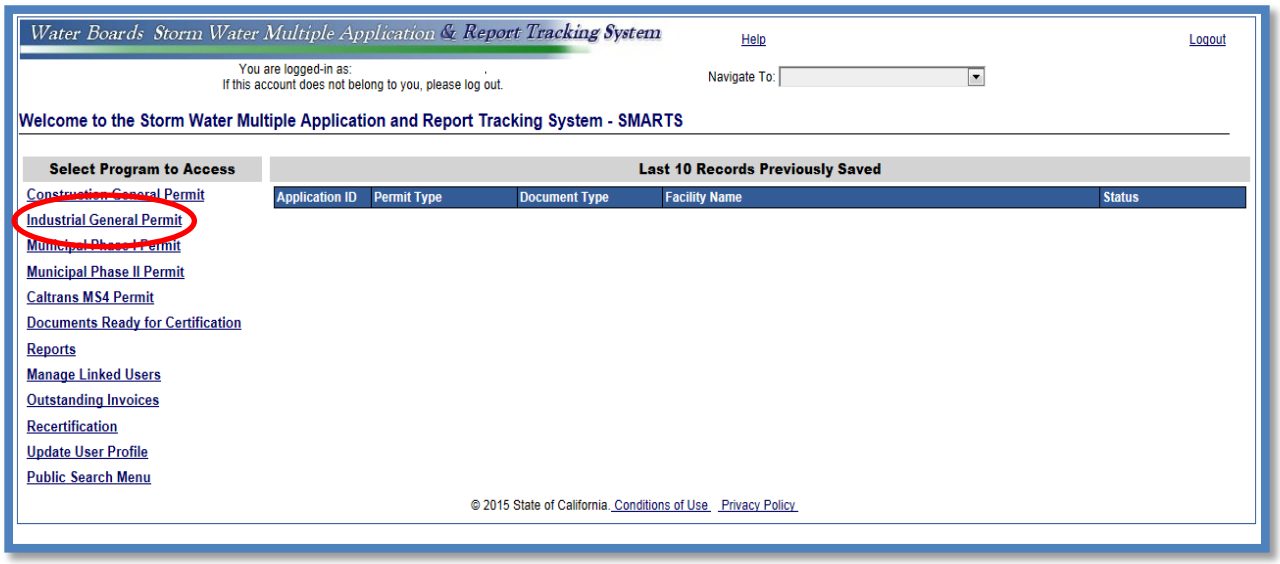
A Discharger must maintain a condition of "No Exposure" at the facility for the conditional exclusion to remain applicable. The Discharger must annually electronically re-certify the No Exposure Certification via SMARTS (by October 1st of each reporting year) to confirm that the conditions of "no exposure" are being maintained. If any conditions change at the facility resulting in the exposure of industrial materials and activities to storm water, the Discharger must immediately submit Permit Registration Documents via SMARTS for Notice of Intent (NOI) coverage under the Industrial General Permit.

The No Exposure Certification Permit Registration Documents must be submitted and certified by the facility's Legal Responsible Person (LRP). The following steps guide an Legally Responsible Person to submit the required documents:

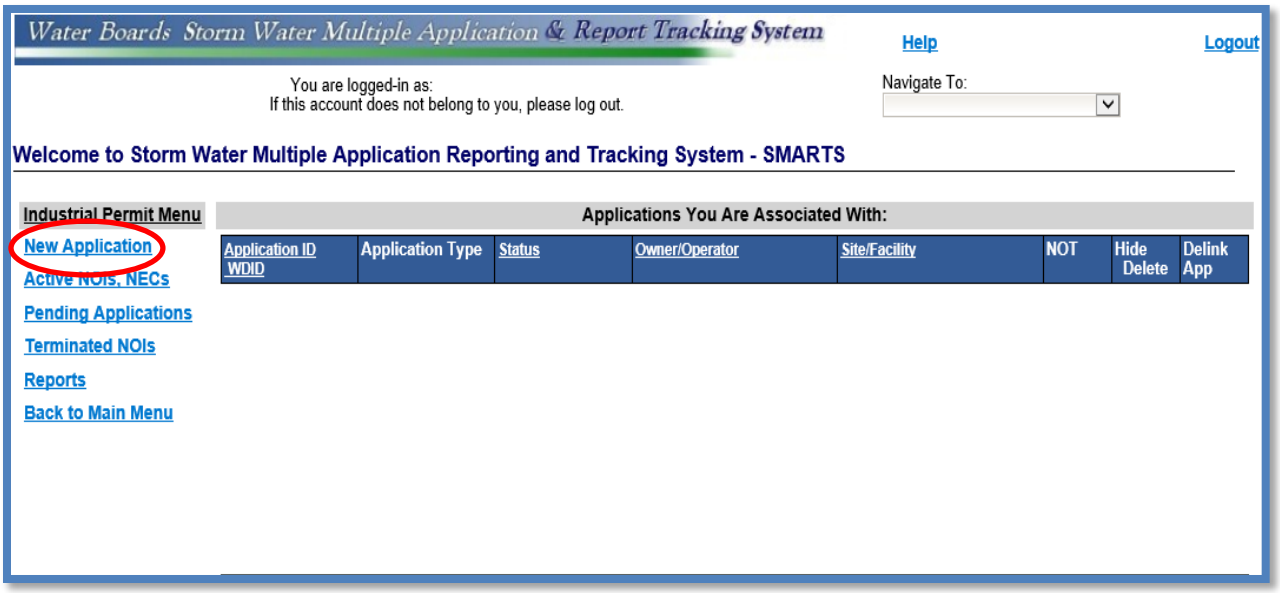
1. Please log into SMARTS: (https://smarts.waterboards.ca.gov)
   Please use SMARTS in Microsoft Edge



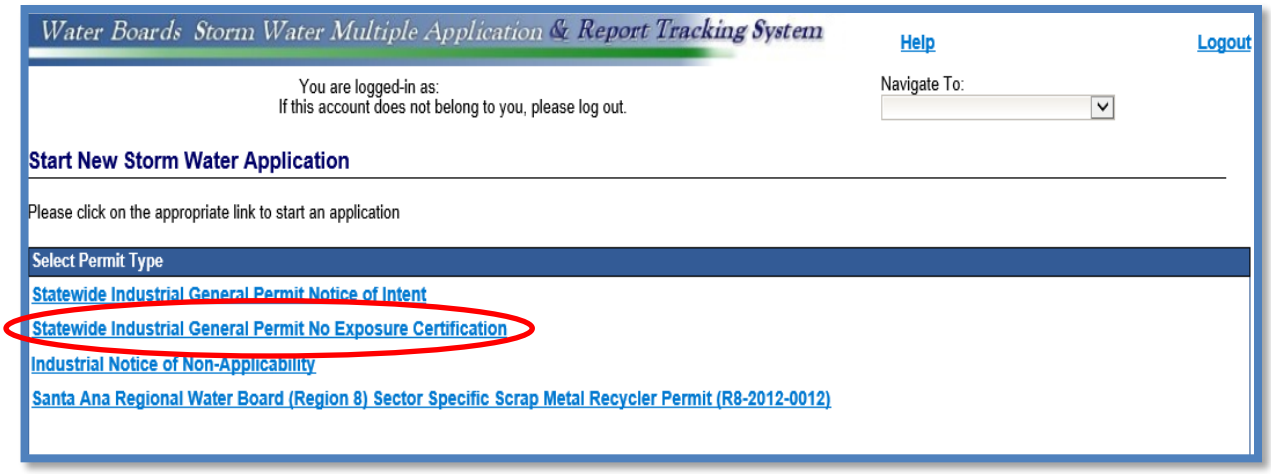
2. From the Main menu select "Industrial General Permit":



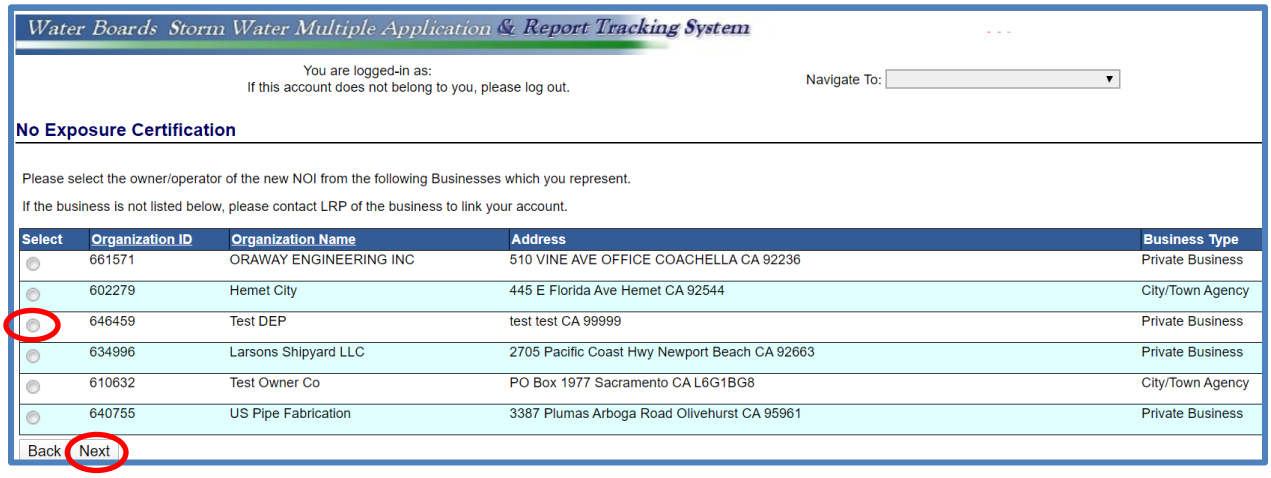
3. Select “New Application”:



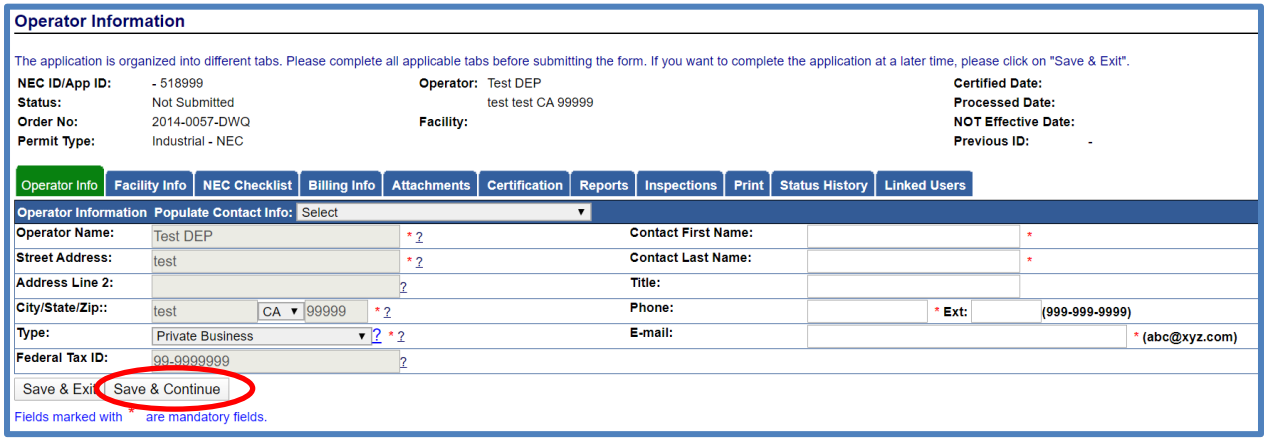
4. Select “Statewide Industrial Permit No Exposure Certification”:



5. Select the Organization[1] the application will be associated with and select “Next”:



6. Enter all required Operator Information[2][3]. Once all required information is entered select “Save & Continue”[4]:



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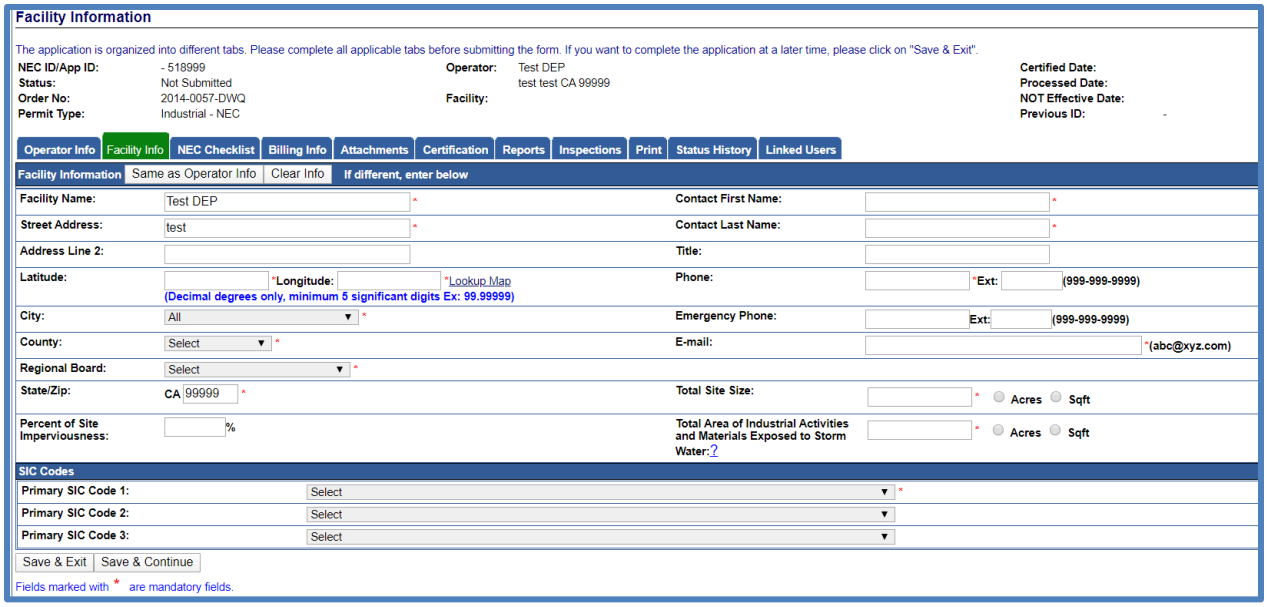
[1] **NOTE**: If the correct organization information is not shown or you are creating a new organization you are able to do so by selecting “Create New Organization”.

[2] **NOTE:** The option to auto-populate the operator contact information is available as a drop-down box. Select the user’s information to be populated from their linked account. Please verify the information once it is populated for accuracy.

[3] **NOTE:** If the operator address is incorrect please follow the other guide on completing an Organization Change of Information. (https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/industrial_org_coi_pt1.pdf)

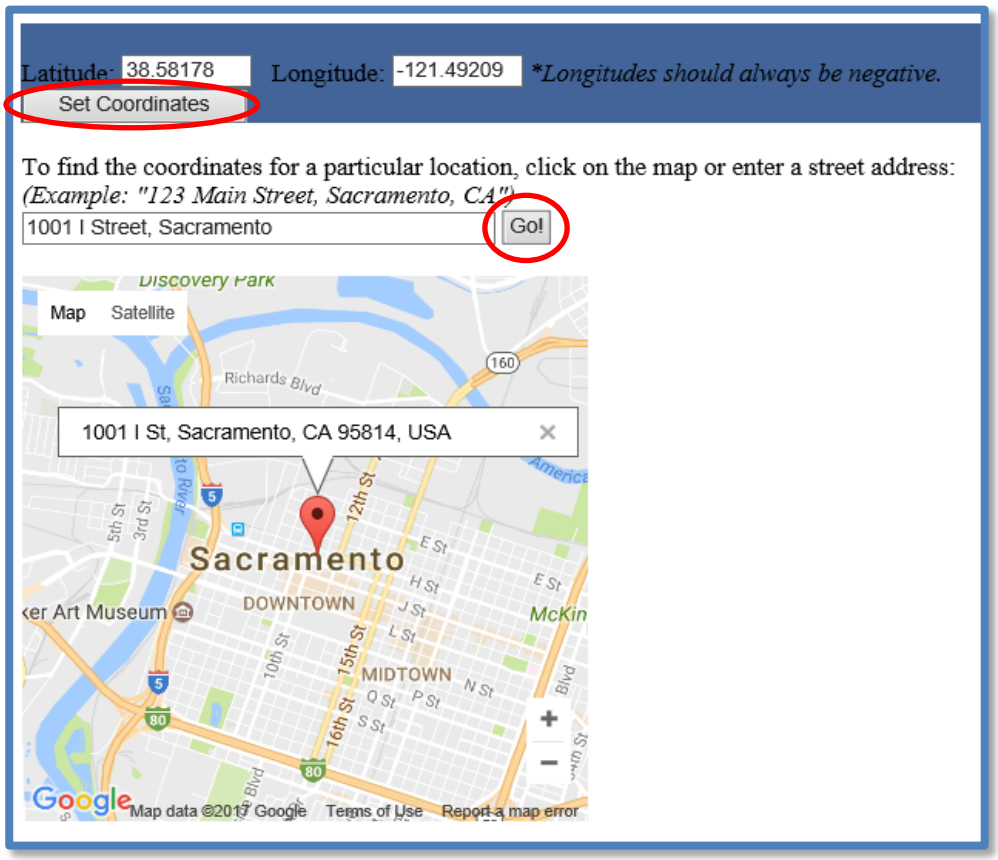
[4] **NOTE:** If at any time during the application process you need to stop and return to the application at a later time you can select “Save & Exit”. To return to the application select the application by the application ID number from the Industrial General Permit menu “Pending Applications”.

7. Enter all required facility information:

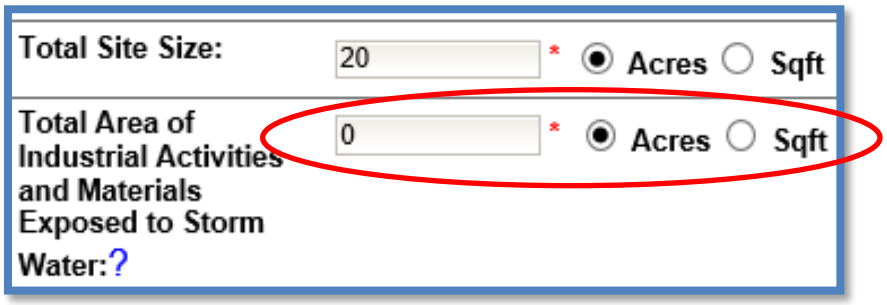


A Lookup Map is provided for use if you do not know your facility's Latitude and Longitude coordinates:

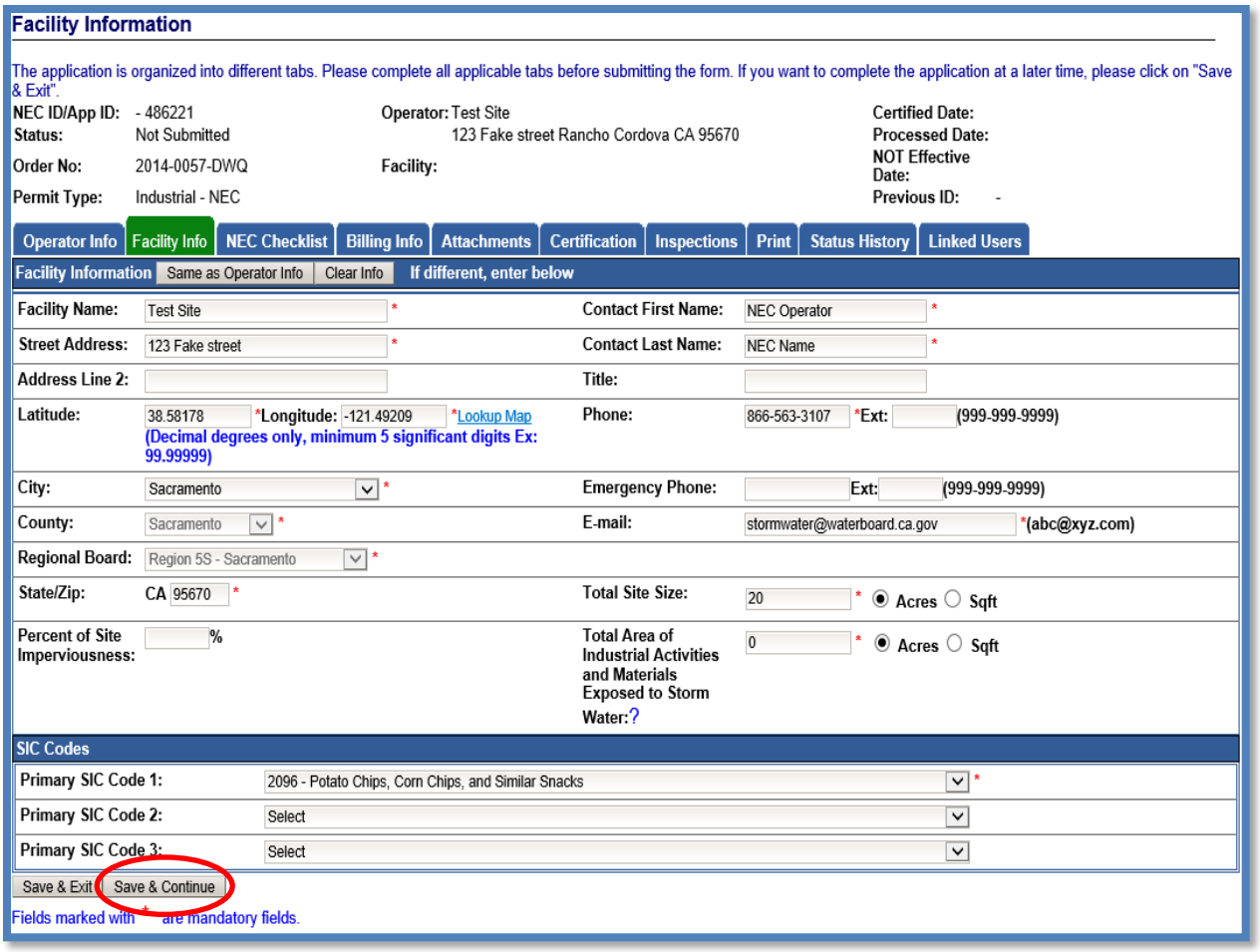
The user can locate a site's coordinates by entering the street address and selecting "Go!". The system will populate coordinates above the map and the user must confirm the location is correct by selecting "Set Coordinates":



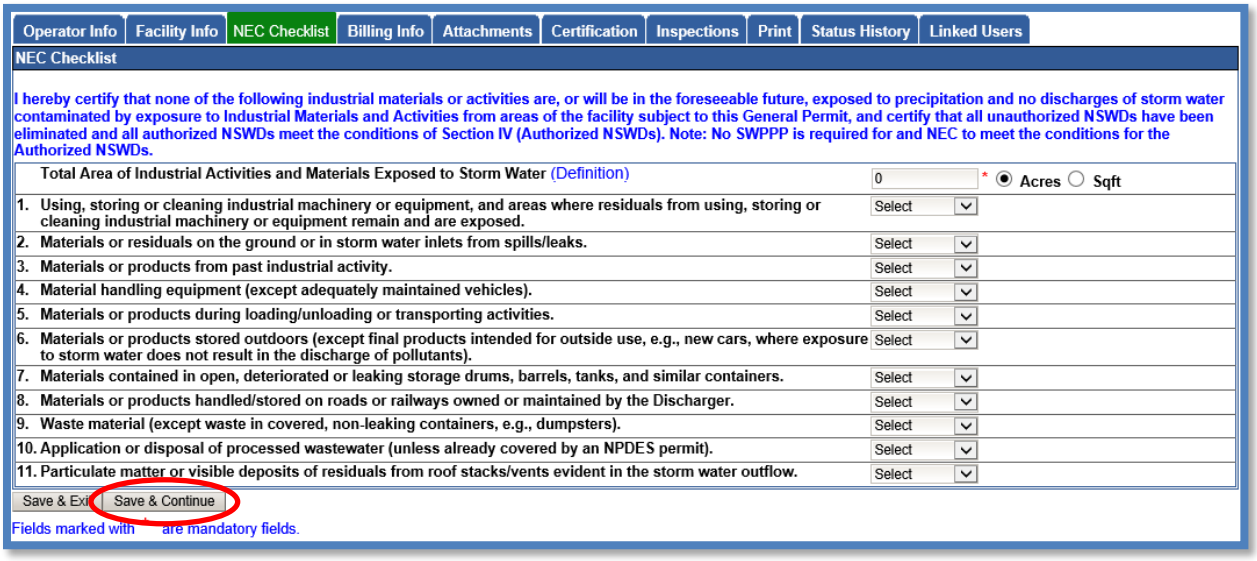
The "Total Area of Industrial Activities and Materials Exposed to Storm Water" must be answered as zero (0) to be able to qualify for the NEC. If answer to this question is greater than zero, a NOI must be filed for full coverage under the IGP.



8. Once all required information is entered select “Save & Continue”:



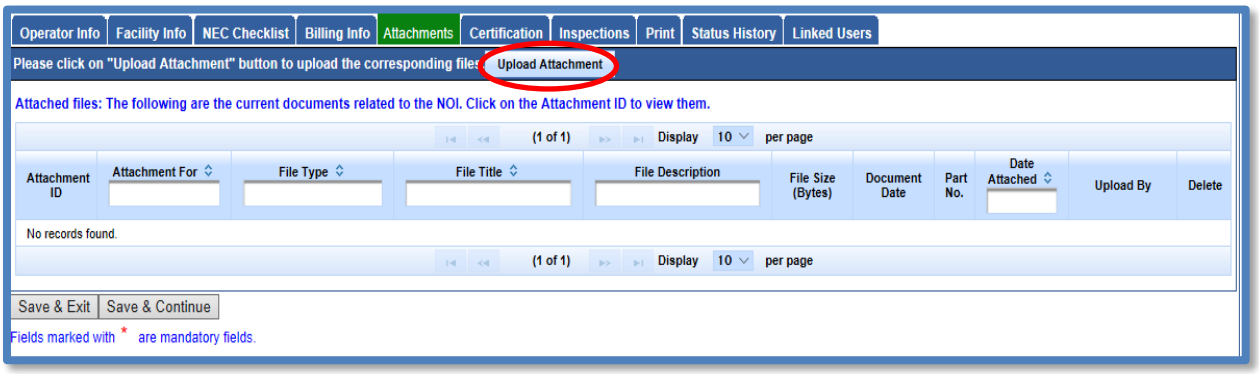
9. Complete the No Exposure Certification Checklist. All eleven statements must be marked as “No Exposure” in order to file No Exposure Certification coverage (a Notice of Intent must be filed if the answer to any of these is marked as “Exposure”). Once all statements have been completed, select “Save & Continue”:



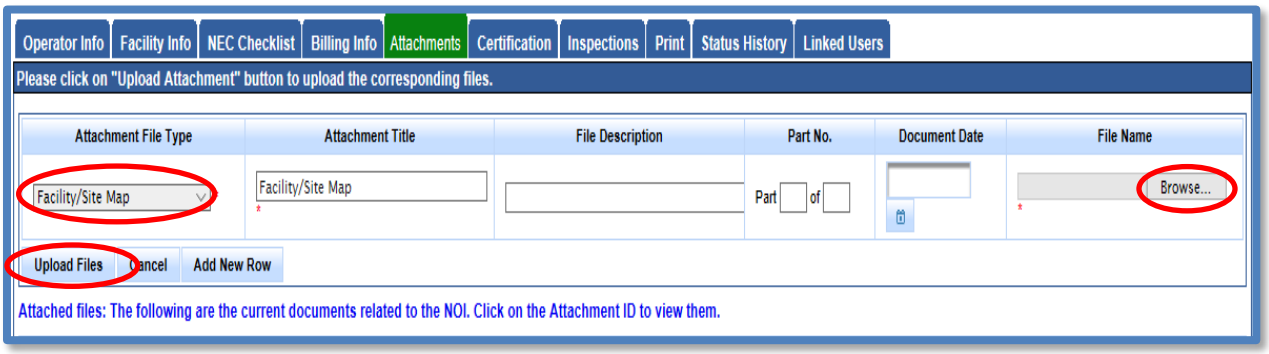
10. Enter all required billing information[5]. Once all required information is entered select “Save & Continue”:

[5] **NOTE:** The option to auto-populate the billing information is available as a button. Select the source information to be populated from respective button. Please verify the information once it is populated for accuracy.

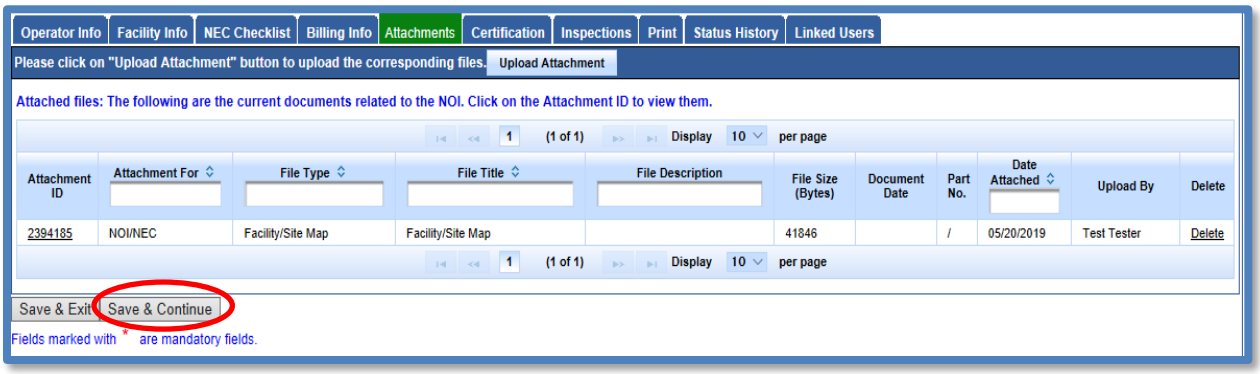
11. The No Exposure Certification application requires the upload of a facility site map that meets the requirements as outlined in Section X.E https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/unoff_igp_amend.pdf#page=31). The facility site map must be uploaded by selecting the “Attachments” tab of the application, and selecting the “Upload Attachment” button:



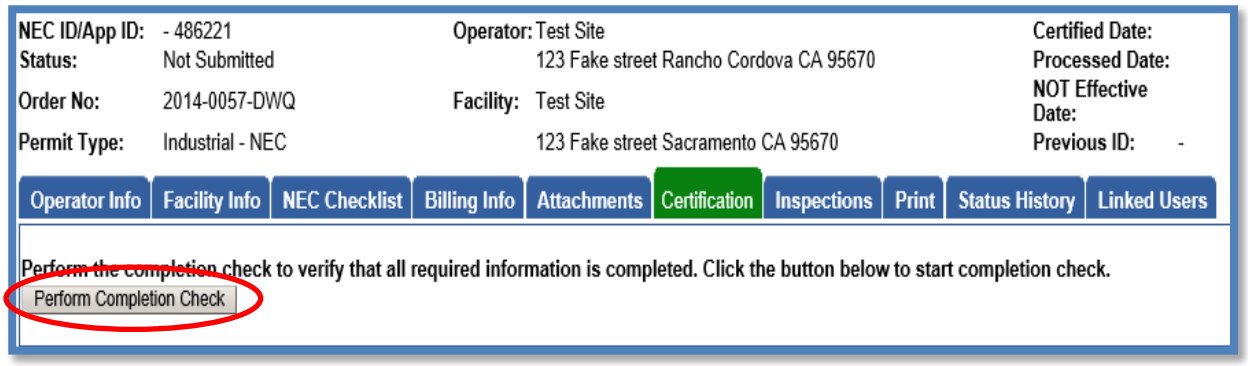
Be sure to select the attachment file type as “Facility/Site Map.” Additional files such a “Supporting Documentation” can be attached if needed. Click “Browse” to search file on computer, then select “Upload Files” when all attachments are ready to be uploaded.



Once you have checked that the document uploaded correctly select “Save & Continue”:



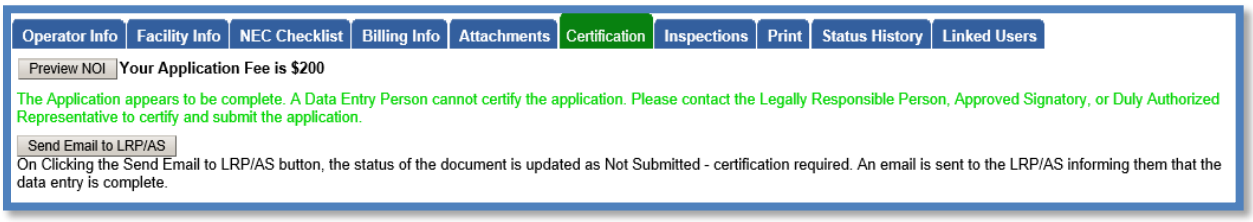
12. The “Certification” tab provides a completion check of the proposed No Exposure Certification application. The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the No Exposure Certification (e.g. Site Map was uploaded incorrectly).



The Legally Responsible Person must review the prepared No Exposure Certification for information accuracy, prior to continuing to the “Certification” tab to perform the completion check.

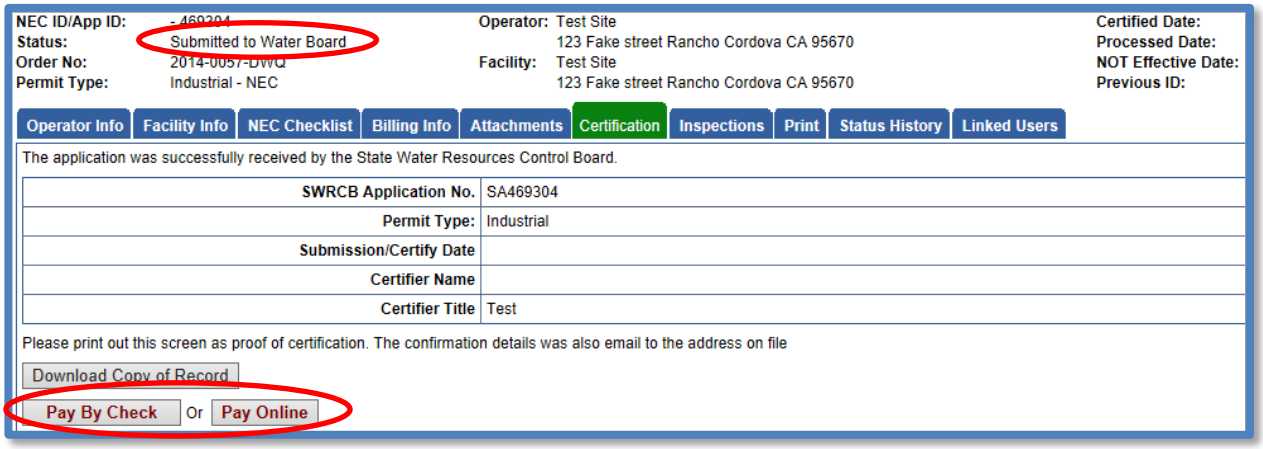
Any user can perform this check. If a Duly Authorized Representative (DAR) or Data Entry Person (DEP) performs the check and the No Exposure Certification application is complete, SMARTS only allows the Duly Authorized Representative/Data Entry Person to notify the Legally Responsible Person (via a generated SMARTS email) that the No Exposure Certification application must be certified and submitted.

A Duly Authorized Representative/Data Entry Person completing this check will see the following screen:



13. The Legally Responsible Person certifies and submits the No Exposure Certification by selecting both check boxes, answering a security question and entering their password, then selecting the "Certify Application" button:

14. A confirmation screen will confirm submission of the No Exposure Certification in SMARTS. The user can then download a copy of the application for their records. The fee will need to be paid before the application is processed. The fee can be paid either by check or online through Electronic Fund Transfer (EFT) or credit card:



If “Pay by Check” is selected a fee statement will be downloaded for you to print and mail in with a check. The State Water Board mailing address is located on the fee statement:

State Water Resources Control Board

EXAMPLE ONLY

May 08, 2017

Fee Statement
Application Id # 486221

Facility/Site
Test Site
123 Fake street
Sacramento CA 95670

Thank you for submitting Permit Registration Documents (PRDs) for the facility/site referenced above. The application fee for this submittal is $200.00

Please note the application fee is due upon submittal of the PRDs. Permit coverage begins on receipt of payment and a WDID number is assigned. If payment is not received within 60 days the application will be automatically returned as incomplete.

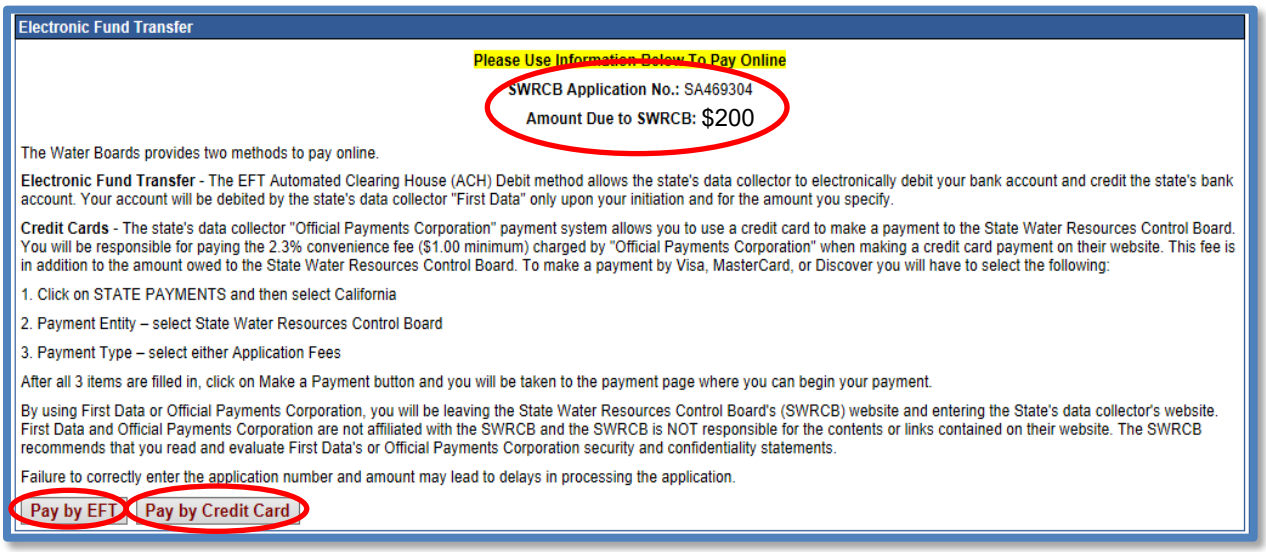
Please make checks payable to: SWRCB

Mail this Fee Statement and $200.00 to:

Regular Mailing Address:
SWRCB

Overnight Mailing Address:
SWRCB

If "Pay Online" is selected, an additional box will appear for you to follow to an external website. Please note the application number[6] listed in the box to pay either by Electronic Fund Transfer (ETF) or credit card.



Electronic Fund Transfer

Please Use Information Below To Pay Online

SWRCB Application No.: SA469304

Amount Due to SWRCB: $200

The Water Boards provides two methods to pay online.

Electronic Fund Transfer - The EFT Automated Clearing House (ACH) Debit method allows the state's data collector to electronically debit your bank account and credit the state's bank account. Your account will be debited by the state's data collector "First Data" only upon your initiation and for the amount you specify.

Credit Cards - The state's data collector "Official Payments Corporation" payment system allows you to use a credit card to make a payment to the State Water Resources Control Board. You will be responsible for paying the 2.3% convenience fee ($1.00 minimum) charged by "Official Payments Corporation" when making a credit card payment on their website. This fee is in addition to the amount owed to the State Water Resources Control Board. To make a payment by Visa, MasterCard, or Discover you will have to select the following:

1. Click on STATE PAYMENTS and then select California
2. Payment Entity – select State Water Resources Control Board
3. Payment Type – select either Application Fees

After all 3 items are filled in, click on Make a Payment button and you will be taken to the payment page where you can begin your payment.

By using First Data or Official Payments Corporation, you will be leaving the State Water Resources Control Board's (SWRCB) website and entering the State's data collector's website. First Data and Official Payments Corporation are not affiliated with the SWRCB and the SWRCB is NOT responsible for the contents or links contained on their website. The SWRCB recommends that you read and evaluate First Data's or Official Payments Corporation security and confidentiality statements.

Failure to correctly enter the application number and amount may lead to delays in processing the application.

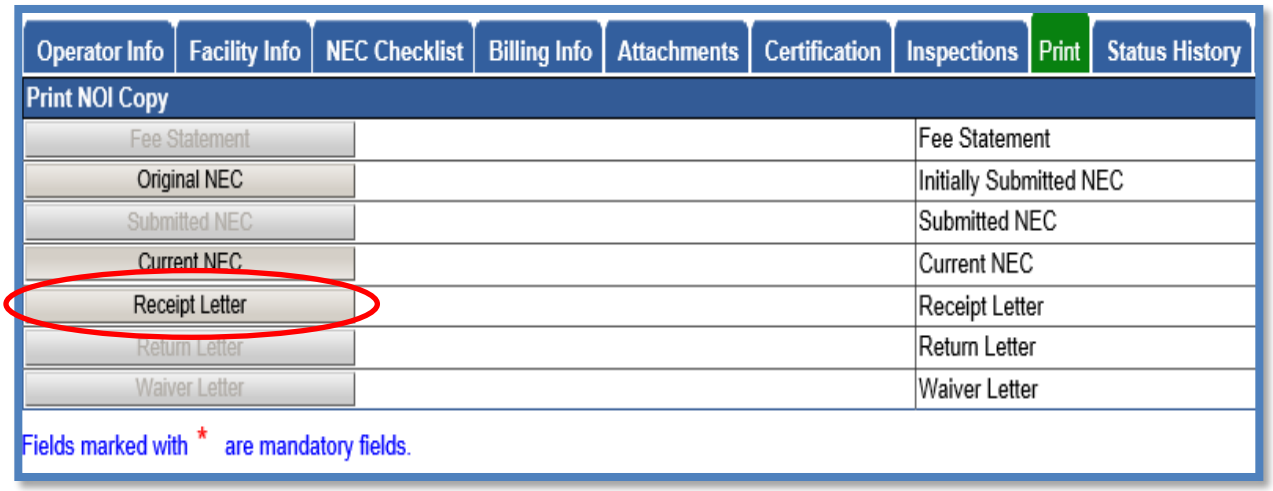
Pay by EFT | Pay by Credit Card

15. A Waste Discharge Identification number (noted as NEC ID) will be assigned once the State Water Board receives payment, a valid eAuthorization form is on file, and the processing of the No Exposure Certification documents has been completed:

NEC ID/App ID:	5S34NEC003209 - 486221	**Operator:**	Test Site	**Certified Date:**	05/08/2017
Status:	Active		123 Fake street Rancho Cordova CA 95670	**Processed Date:**	05/08/2017
Order No:	2014-0057-DWQ	**Facility:**	Test Site	**NOT Effective Date:**	
Permit Type:	Industrial - NEC		123 Fake street Sacramento CA 95670	**Previous ID:**	-

[6] **NOTE:** Electronic Fund Transfer (EFT) payments take a few days to process. The application will only be processed once the Electronic Fund Transfer (EFT) has cleared and the eAuthorization form for the Legally Responsible Person is on file.

To print a copy of the receipt letter for your records, go to the Print tab.



Please make sure to reference the Waste Discharge Identification number (WDID/NEC ID) and/or the Application ID in any communications with the Water Boards.