



Storm Water Multiple Application and Report Tracking System (SMARTS) Recertification Guidance

Who needs to recertify a Notice of Intent?

On April 1, 2014, the State Water Board adopted a new statewide General Permit for Storm Water Discharges Associated with Industrial Activities¹ (referred to as the “new Industrial General Permit”), which takes effect on July 1, 2015 and replaces the existing Industrial General Permit. The new Industrial General Permit is available at:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml.

As a facility operator (also referred to as “Discharger”), compliance with the new Industrial General Permit is required. Dischargers currently enrolled in the existing General Permit for Discharges of Storm Water Associated with Industrial Activity² (Industrial General Permit), with an active Waste Discharge Identification (WDID) number are required to obtain coverage under the new Industrial General Permit by recertifying coverage as described below.

Instructions

The system performs best in Internet Explorer versions 9 or 10. If you do not have Internet Explorer, you may encounter system glitches; please alert staff to any that may arise and staff will try to troubleshoot the issue.

Note: The designated Legally Responsible Person (LRP) must complete the recertification process (definition: 40CFR122.22)

1. Go to the SMARTS login
<https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>
2. Select the **Industrial Permit Recertification** [Click here](#) link.
3. Do *you* have a SMARTS user ID? (The WDID and SCN are not your user ID or password). Please note: user accounts are non-transferable. If you have not set up a personal user account, please create a new user account at this time by selecting **NO**.
 - a. If you have already created a SMARTS account, select **YES**. The system will prompt you to login to your account (If you forgot your user ID or password, please contact the SMARTS Helpdesk).

¹ Order 2014-0057-DWQ

² State Water Board Order 97-03-DWQ



- b. If you have never created a SMARTS account, select **NO**. Please complete the user registration and log back in with the temporary password to complete the recertification.
4. Once you have logged in, please enter your WDID and SCN. (The first letter of the WDID is the letter 'I' and not the number '1'.)
5. Please update your user account information by completing the fields on the NOI. Please be sure to correct and/or complete the all of the fields that are followed by a red asterisk.
6. Scroll to the bottom of the page, answer the security question and click certify. (If you do not see the certify button, you are not registered as an LRP. Please contact staff with questions.)
7. If everything is complete, you will see a confirmation screen. Please print your Electronic Authorization Form and send this Original form to our office with a wet signature. (If you have any issues downloading the form, please open the file with Adobe or save it as a .pdf. If you are still unable to find the form, please be sure that you are utilizing Internet Explorer.)
8. You may also link Duly Authorized Representatives (Approved Signatories) or Data Entry persons to the WDID. Select the [Help](#) link at the top of the page when logged into SMARTS to access the on-line Help Guides. Select Managing/Linking Users for screen shots and detailed instructions of how to complete the linking process. Please have the user ID of the individual that you wish to link available before you begin.
9. To confirm you have re-certified, you may call the SMARTS Helpdesk OR from ANY PAGE in the SMARTS system, find the "Navigate To:" bar at the top of your screen. Click Main Menu. On the left hand side, click "Industrial General Permit". Click the WDID# to open the NOI and find the Certified Date under the Status of your permit at the top of the page. If the date is after January 1st of this year, you have successfully recertified.
10. Lastly, Step 2 of the Recertification process is to upload your updated SWPPP and Site Map before the July 1st deadline. Anyone linked to the facility/WDID# can perform this task. You will do this under the Attachments tab on your NOI.

¹ Order 2014-0057-DWQ

² State Water Board Order 97-03-DWQ



If you have any questions or concerns please contact the SMARTS Helpdesk @ 1-866-563-3107.

SMARTS database link:

<https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>

¹ Order 2014-0057-DWQ

² State Water Board Order 97-03-DWQ