STATEWIDE INDUSTRIAL GENERAL PERMIT

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

NOTICE OF TERMINATION

Last Revised: May 24, 2018
Storm Water Industrial General Permit Notice of Termination:
Dischargers with Notice of Intent (NOI) or No Exposure Certification (NEC) coverage request termination of coverage under the Industrial General Permit (IGP) when either; (a) the operation of the facility has been transferred to another entity, (b) the facility has ceased operations, completed closure activities, and removed all industrial related pollutants, or (c) the facility’s operations have changed and are no longer subject to the Industrial General Permit. The IGP requires dischargers to electronically certify and submit a Notice of Termination (NOT) via SMARTS. Until a valid NOT is processed by the Regional Water Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the IGP and payment of accrued annual fees. An NOT can only be certified by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) for the Facility. A Data Entry Person (DEP) may fill out the NOT; however, the NOT must to be certified and submitted via SMARTS by the LRP or DAR.

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. Identify and select the “Application ID/WDID” Number you wish to start an NOT for:

4. Select the “NOTs” Tab:

5. Select “Add a New NOT”: 
6. Fill out the “NOT Form” Tab:

- Owner/Operator information can be populated by selecting the highlighted option. Please update if needed.
- Select a reason for filing the NOT and fill out appropriate information for the selected option.
- Once the form is complete, select “Save & Next”.

![NOT Form Image](image-url)
7. The “NOT Attachments” Tab will allow the upload of supporting documentation and/or photographs as required by the IGP (section II.C):

The upload tool opens in a new window. Be sure to check your pop-up blocker if needed.

You can select the “NOT Attachments” Tab to refresh the screen and see that the attachment properly uploaded. Once you have checked that it uploaded correctly select “Next”:
8. The “NOT Certify/Review” Tab provides a completion check on the proposed NOT:

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Notice of Termination.¹ (e.g. photos or report were uploaded incorrectly).

Any user can perform this check. If a Data Entry Person (DEP) performs the check and the NOT is complete, SMARTS will only allow the DEP to notify the LRP or DAR (via a generated SMARTS email) that the NOT must be certified and submitted.

A DEP completing this check will see this:

Once the DEP selects “Submit to LRP/DAR” they will see that an email was sent and the status is “Not Submitted – certification required”.

¹ NOTE: This completion check will also review for any outstanding reports (e.g. annual reports). The reports will need to be completed and submitted in the system prior to the NOT being submitted. For Help on completing reports in SMARTS, please see our webpage:
http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml#e_reporting
9. The NOT must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the NOT in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the NOT that requires certification:

The LRP or DAR must review the prepared NOT for information accuracy, prior to continuing to the “NOT Certify/Review” Tab to perform the completion check:

NOTE: If the Data Entry Person (DEP) has properly sent the NOT for certification to the LRP/DAR then they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.
The LRP or DAR certifies and submits the NOT by selecting both check boxes, entering their password and answering a security question.

10. A confirmation screen will then confirm submission of the NOT in SMARTS:
11. Regional Water Board staff will review the submitted NOT and the LRP or DAR will be notified via email of their decision on the termination.\(^3\) If you have questions about the status of your termination, contact the Regional Water Board the Facility is located in:
For example:
WDID 55291025869

The first numbers of the WDID serve as the identifier for the Region the Facility is located within. Coordinate this identifier with the contact on our webpage:
http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml

The screenshot below displays the statewide storm water contacts webpage. Quick links help to navigate the identifiers you see in your WDID number. Click on one of the Regional Water Board identifiers to see the storm water contacts, or scroll down the webpage.

\(^3\) NOTE: For outstanding invoices if the NOT is submitted within in 90 days of the original invoice date, the invoice will be canceled upon approval by the local Regional Water Board. If the NOT is submitted after the 90 day grace period or is denied, the invoice is valid and payable in full.