



STATEWIDE INDUSTRIAL GENERAL PERMIT

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

NOTICE OF TERMINATION

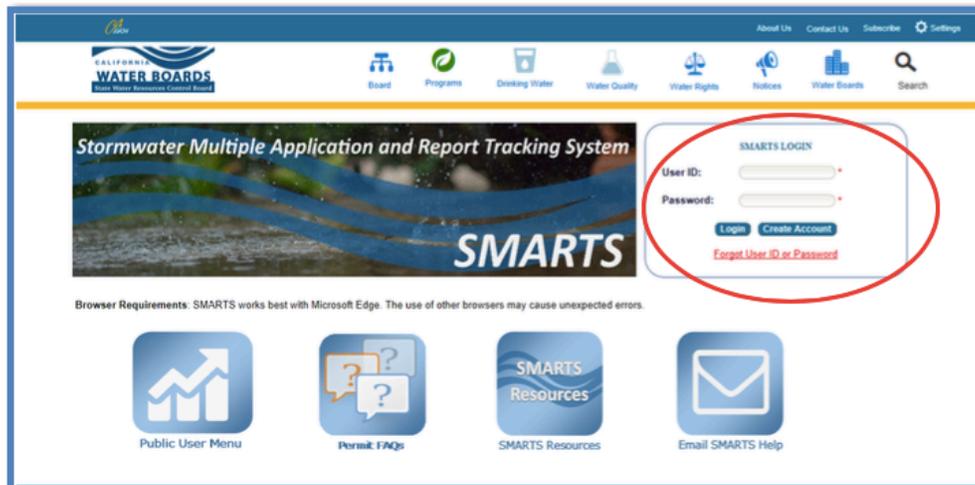


Last Revised: April 8, 2020

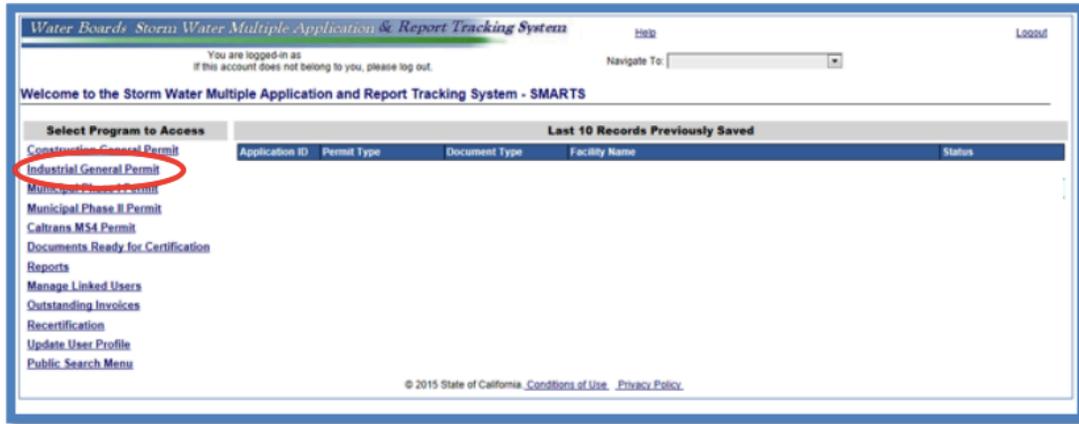
Storm Water Industrial General Permit Notice of Termination:

Dischargers with Notice of Intent (NOI) or No Exposure Certification (NEC) coverage request termination of coverage under the Industrial General Permit 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 Industrial General Permit requires dischargers to electronically certify and submit a Notice of Termination (NOT) via SMARTS. Prior to submitting a Notice of Termination, the Discharger must complete and submit all outstanding reports. Until a valid Notice of Termination is processed by the Regional Water Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the Industrial General Permit and payment of accrued annual fees. A Notice of Termination 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 Notice of Termination, however, it must to be certified and submitted via SMARTS by the Legally Responsible Person or Dually Authorized Representative.

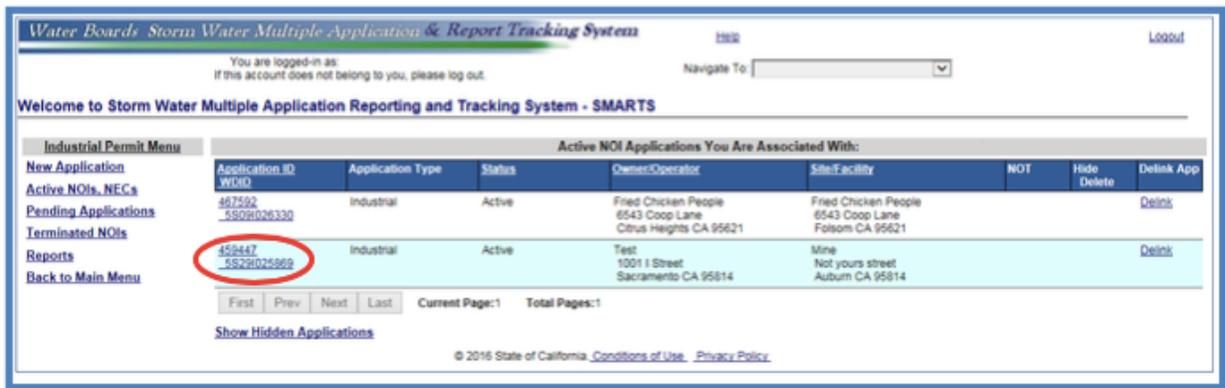
1. Please log into [SMARTS](https://smarts.waterboards.ca.gov): <https://smarts.waterboards.ca.gov>:
Please use SMARTS in Microsoft Edge



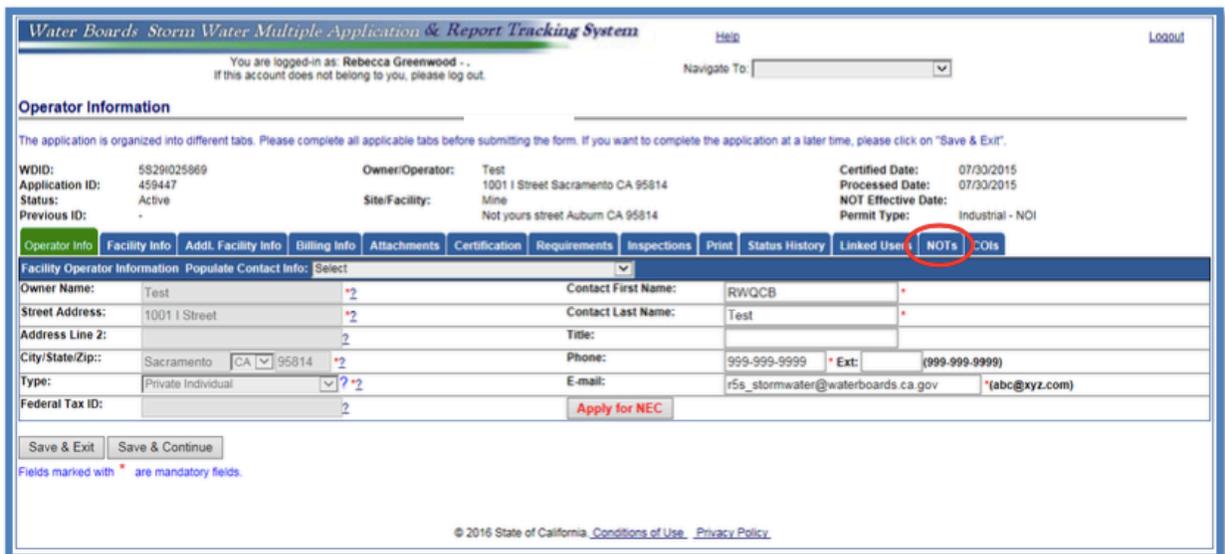
2. From the main menu select "Industrial General Permit":



3. Identify and select the “Application ID/WDID” number you wish to start a Notice of Termination for:



4. Select the “NOTs” tab:



5. Select “Add a New NOT”:



6. Fill out the “NOT Form” tab:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5529025069 Operator: Test
1001 I Street Sacramento CA 95814 NOT Status: Not Submitted

Permit Type: Industrial Facility: Mine
Not yours street Auburn CA 95814 NOT Submitted Date:
NOT Return Date:
NOT Approved/Denied Date:

NOT Form NOT Attachments NOT Certify/Review NOT Status NOT Print Back To NOI Summary

Enter the Owner/Operator information below **Populate Contact Information**

Organization Name: Test First Name: RWQCB
Street Address: 1001 I Street Last Name: Test
Line #: Title:
City/State/Zip: Sacramento CA 95814 Phone: 999-999-9999 (ex:999-999-9999) Ext:
Email: r5a_stormwater@waterb.com (abc@xyz.com)

Basis of Termination (Must select one option below)

Closed Facility: The facility is closed and all closure, moving and clean-up activities are complete
Date of Closure: (mm/dd/yyyy)
Are you moving to a new location in California? Yes No
If Yes, start date at new location: (mm/dd/yyyy)
Will you file new NEC or NOI? Yes No
New Facility Information
Business Name: First Name:
Street Address: Last Name:
Line #: Title:
City/State/Zip: Phone: (999-999-9999)
Email: (abc@xyz.com)

Regulated by Another Permit: Discharge of storm water associated with industrial activity is specifically regulated by another general or individual NPDES permit.
NPDES Permit No: Date coverage began: (mm/dd/yyyy)

New Operator/Owner:
Date facility/site was transferred to new operator/owner: (mm/dd/yyyy)
Have you notified the new operator/owner of the storm water NPDES permit requirements? Yes No
New Operator/Owner Information
Business Name: First Name:
Street Address: Last Name:
Line #: Title:
City/State/Zip: Phone: (999-999-9999)
Ext: Email: (abc@xyz.com)

Notice of Non-Applicability:
 a. Facility Does Not Discharge - Upload No Discharge Technical Report
 b. Discharge is Not Hydrologically Connected to Waters of the US - Upload No Discharge Technical Report
 c. Facility Not Required by Federal Regulation to be Regulated by an Industrial Activities Storm Water NPDES Permit

Other:
Explain any other basis/reasons that are not covered above.
test

Back **Save & Next**

Fields marked with * are mandatory fields.

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- Owner/Operator information can be populated by selecting the highlighted option. Please update if needed.
- Select a reason for filing the Notice of Termination and fill out appropriate information for the selected option.
- Once the form is complete, select “Save & Next”.

7. The “NOT Attachments” tab will allow the upload of supporting documentation and/or photographs as required by the Industrial General Permit (section II.C.):

NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print **Back To NOI Summary**

Please click on "Upload Attachment" button to upload the corresponding files. **Upload Attachment**

When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Date Attached	Part No	Upload By	Delete
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Back Next

Fields marked with * are mandatory fields.

Fill in the file information and click “Upload Files”:

NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print **Back To NOI Summary**

Please click on "Upload Attachment" button to upload the corresponding files.

Attachment File Type	Attachment Title	File Description	Part No.	Document Date	Confidential?	File Name
Select			Part of		<input type="checkbox"/>	Choose File No file chosen

Upload Files Cancel Add New Row

When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.								

Back Next

Fields marked with * are mandatory fields.

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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”:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 55291025869 Operator: Test 1001 I Street Sacramento CA 95814 NOT Status: Not Submitted

Permit Type: Industrial Facility: Mine Not yours street Auburn CA 95814 NOT Submitted Date:

NOT Return Date:

NOT Approved/Denied Date:

NOT Form **NOT Attachments** NOT Certify/Review NOT Status NOT Print **Back To NOI Summary**

Please click on "Upload Attachment" button to upload the corresponding files. **Upload Attachment**

When uploading multiple photographs, it is preferred, but not required, to upload one PDF file containing multiple photographs.

Attachment ID	File Type	File Title	File Description	Date Attached	Part No	Upload By	Delete
1621562	Photograph	Photos	Photos demonstrating the facility is closed and no industrial activity is occurring and facility is clean	04/06/2016	1/1	dischargers	Delete

Back **Next**

Fields marked with * are mandatory fields.

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8. The “NOT Certify/Review” tab provides a completion check on the proposed Notice of Termination:

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print **Back To NOI Summary**

Before certifying the Notice of Termination, the system must verify that all required sections have been completed. To perform this check, click the button below:

Perform Completion Check

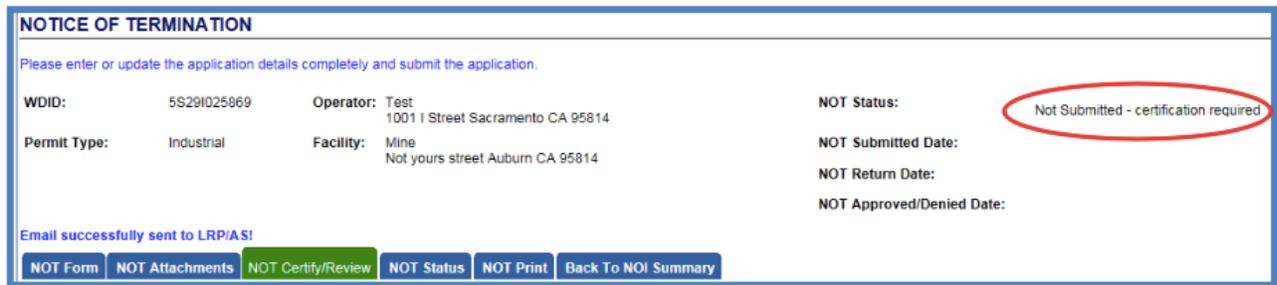
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Fields marked with * are mandatory fields.

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 Termination¹ (e.g. photos or report were uploaded incorrectly). Any user can perform this check. If a Data Entry Person performs the check and the Notice of Termination is complete, SMARTS will only allow the Data Entry Person to notify the Legally Responsible Person or Dually Authorized Representative (via a generated SMARTS email) that the Notice of Termination must be certified and submitted. A Data Entry Person completing this check will see the following:



Once the Data Entry Person 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 Notice of Termination being submitted. For help on completing reports in SMARTS, please see our [Industrial Stormwater Program webpage](http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml#e_reporting):
http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml#e_reporting

9. The Notice of Termination must be certified and submitted by the Legally Responsible Person or Dually Authorized Representative. The Legally Responsible Person or Dually Authorized Representative must identify the Notice of Termination in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the Notice of Termination that requires certification:²

NOT ID	WDDID	Status Date	Status of Document	Basis of Termination	No of Attachments
528720	5S29I025869	04/06/2016	Not Submitted - certification required	Other	1

The Legally Responsible Person or Dually Authorized Representative must review the prepared Notice of Termination for information accuracy, prior to continuing to the “NOT Certify/Review” tab to perform the completion check:

Before certifying the Notice of Termination, the system must verify that all required sections have been completed. To perform this check, click the button below:

Perform Completion Check

Back Next

Fields marked with * are mandatory fields.

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² **NOTE:** If the Data Entry Person has properly sent the Notice of Termination for certification to the Legally Responsible Person/Dually Authorized Representative then they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

The Legally Responsible Person or Dually Authorized Representative certifies and submits the Notice of Termination by selecting both check boxes, entering their password, and answering a security question:

10. A confirmation screen will then confirm submission of the Notice of Termination in SMARTS:

11. Regional Water Board staff will review the submitted Notice of Termination and the Legally Responsible Person or Dually Authorized Representative 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. To determine your Regional Water Board, you can refer to your Waste Discharge Identification (WDID) number and search for the corresponding Regional Water Board on the Stormwater Contacts webpage.

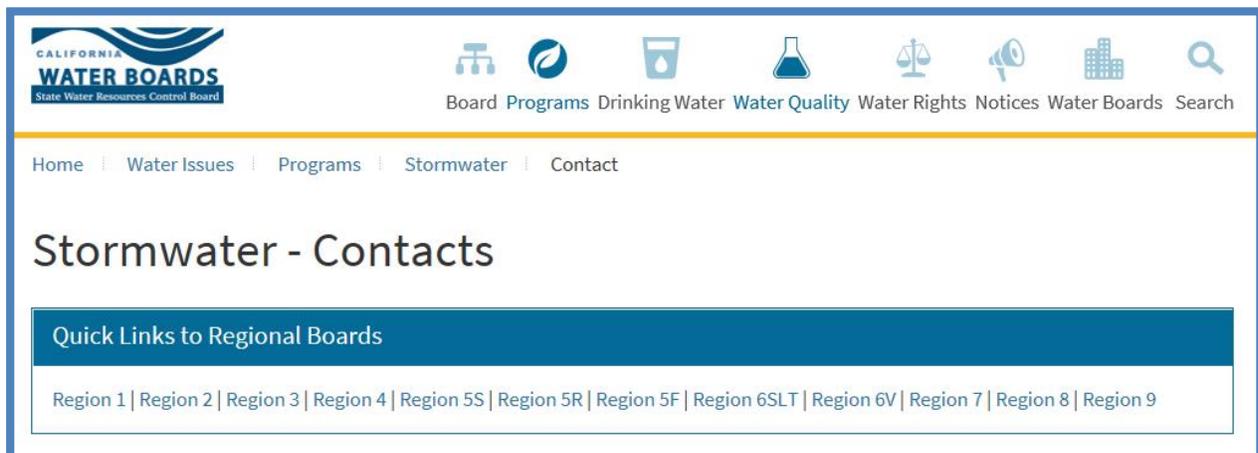
For example:

Waste Discharge Identification (WDID) number: **5S**29I025869

The first number of the Waste Discharge Identification number serves as the identifier for the region the facility is located within. Coordinate this identifier with the [Regional Boards contact information 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 Waste Discharge Identification 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 Notice of Termination 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 Notice of Termination is submitted after the 90-day grace period or is denied, the invoice is valid and payable in full.