

**STATEWIDE CONSTRUCTION GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

ANNUAL REPORT



Last Revision January 15, 2020

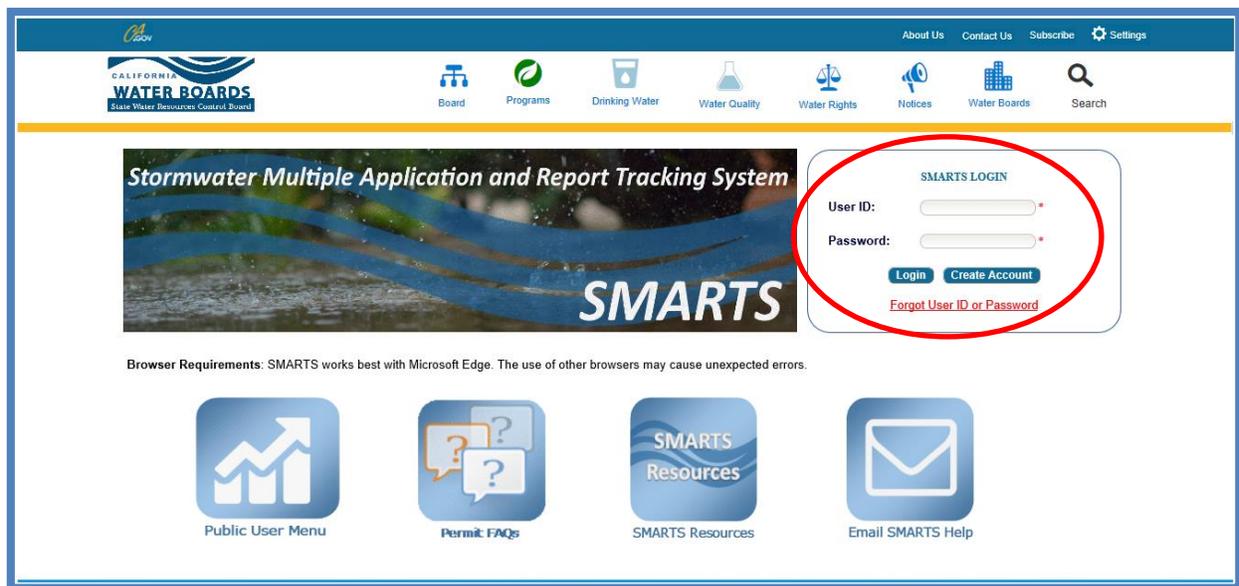
Construction Stormwater General Permit Annual Report:

Construction stormwater dischargers with an active Waste Discharge Identification (WDID) number active for at least three months are required to certify and submit an Annual Report no later than September 1st following each reporting year. The Annual Report must be electronically submitted using the standardized format via the State Water Board’s SMARTS database. The Annual Report is compilation of responses to a list of questions that the discharger must complete to demonstrate compliance with all applicable requirements of the Construction Stormwater General Permit. The Annual Report can be entered by any SMARTS user that is linked to the project; however can only be certified and submitted by the Legally Responsible Person or Duly Authorized Representative with a valid eAuthorization form on file.

The following steps guide the SMARTS user through submittal of an Annual Report:

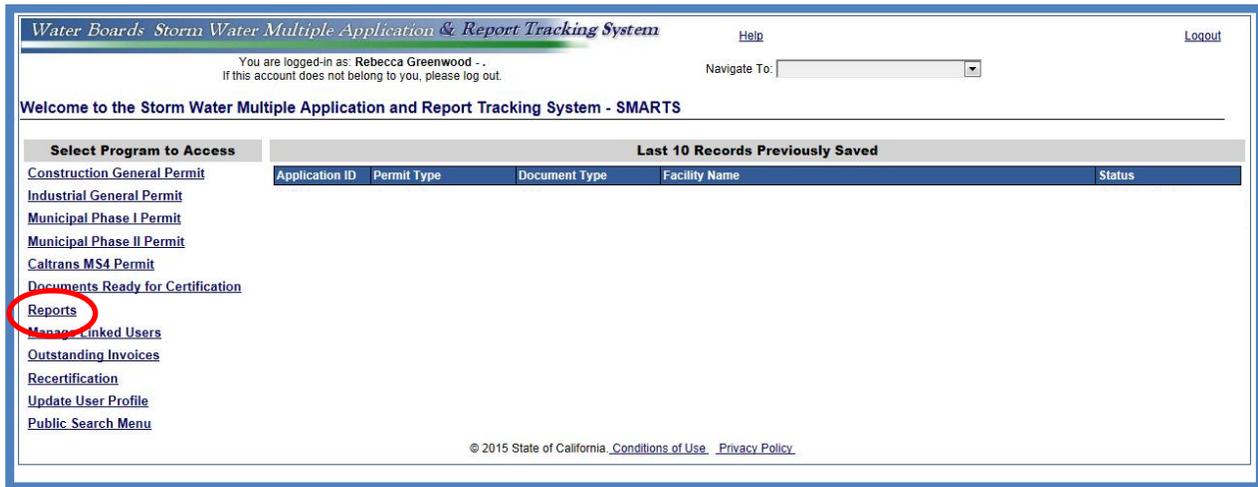
1. Please log into [SMARTS](https://smarts.waterboards.ca.gov) (https://smarts.waterboards.ca.gov):

Please use SMARTS in Microsoft Edge

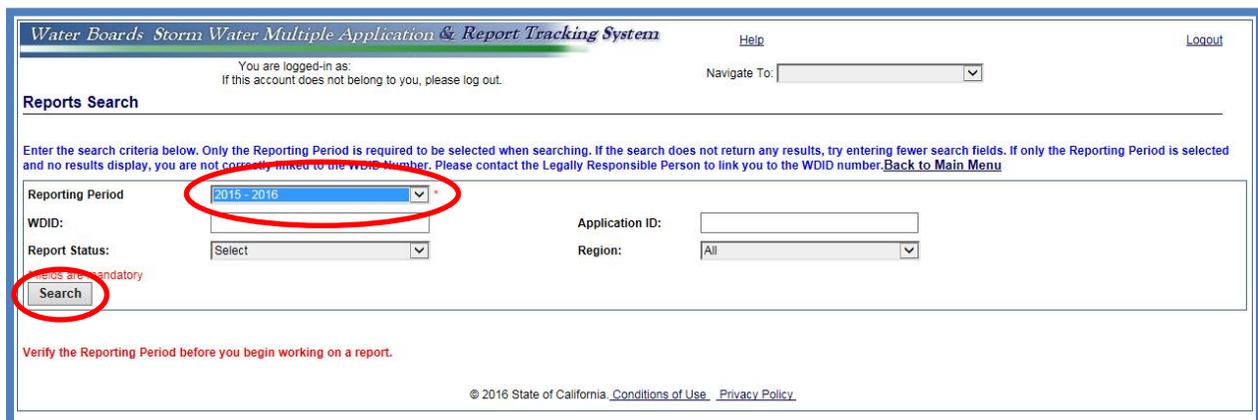


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- From the Main menu select “Reports”:



- Search for reports using the appropriate reporting period. Any project that you are linked to will display once you select “Search”:



Only the “Reporting Period” is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the Waste Discharge Identification number. Please contact the Legally Responsible Person to link you to the Waste Discharger Identification number (See the Managing and Linking Users Guide in the “Help” link).

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- Select the project you wish to start working on by clicking on the “Site Name” hyperlink:

Reporting Period: 2015 - 2016 *
 WDID:
 Report Status: Select
 Application ID:
 Region: All

* fields are mandatory

Verify the Reporting Period before you begin working on a report.

Industrial Reports

Facility Name	WDID/App ID	Facility Address	Report Period	Status	No. Ad Hoc	Receipt Date	Remand	Delete
Fried Chicken People	5S091026330 467592	6543 Coop Lane	07/01/2015- 06/30/2016	Not Submitted	1			
Mine	5S341025869 459447	Not yours street	07/01/2015- 06/30/2016	Not Submitted	3	07/01/2016		

Construction Reports

Site Name	WDID/App ID	Site Address	Report Period	Status	Receipt Date	Remand	Delete	Required?
California Construction	5S31C374728 467280	12345 Republic Street	07/01/2015- 06/30/2016	Not Submitted			Delete	Y

- After selection of the project, select “Construction Annual Report”:

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction Owner: California 123 WDID: 5S31C374728
 Report Period: 2015-16 Report Status: Not Submitted Risk: Level2

Annual Report :
 Click on the "Construction Annual Report" button below to access the Construction Annual Report. The electronic Annual Report screens are used to submit project site information demonstrating compliance with the Construction General Permit for each reporting year.

Ad Hoc Report :
 Click on the "New Ad Hoc Report" button below to start a new Construction Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.

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- The report screen will display project information for review only. Start the Annual Report by selecting an answer to the question “Was construction active for three months or longer within this annual reporting period?” Once selected continue by selecting “Next”:

Storm Water Annual Report Monitoring (SWARM)

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | Attachments | Certification | Status History | Back To Report Main | Back To NOI Summary

Was construction active for three months or longer within this annual reporting period? **Yes** ▼

A. Site Owner Information (Read-Only)
In order to change the information of an NOI, please click the link - [Click here to go to NOI screens](#)

Owner Name:	California 123	Owner Contact:	TEST TEST
Owner Address:	123 Book it	E-Mail:	
City/State/Zip:	Sacramento CA 95814	Phone:	

B. Site Information (Read-Only)

Site Business Name:	California Construction	Site Contact:	TEST TEST
Site WDID No:	5S31C374728	E-Mail:	
Physical Address:	12345 Republic Street	Phone:	
City/State/Zip:	Auburn CA 95670		

Segment Type Information:

Segment Name	Segment Risk Level
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Back | **Next**

- The report is divided out by “Form #” Tabs. There are three (3) Form Tabs, with the sections of questions being displayed by hyperlinks:

General Info | **Form 1** | Form 2 | Form 3 | Daily Averages Summary | Attachments | Certification | Status History | Back To Report Main | Back To NOI Summary

Section C through F | [Section G through J](#) | **[Section K through M](#)** | [Section N through Q](#) | [Section R through T](#) | [Section U and V](#)

C. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

C.1. Is the Construction Project SWPPP certified by a QSD? **Yes** ▼
If NO, Explain:

C.2. Does the SWPPP include a Construction Site Monitoring Program (CSMP) section/element? **Yes** ▼
If NO, Explain:

C.3. Are these documents kept onsite? **Yes** ▼
If NO, Explain:

- “Form 1” reviews attributes of the Construction Stormwater General Permit
- “Form 2” reports Non-Stormwater Discharges (NSWD)
- “Form 3” reports Best Management Practices (BMP) deficiencies

At the bottom of each section of questions there is a “Save & Next” button that allows you to save the filled-out answers and proceed to the next section in the series of questions:

F. EROSION CONTROLS

F.1. Were required erosion controls implemented on-site in accordance with CGP and SWPPP? Yes ▾

If NO, Explain:

Back Save & Next

For specific concerns on any of the Annual Report questions please refer to the online [Construction General Permit documents](http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml) (http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml).

- 8. The “Daily Averages Summary” Tab allows for entry of new Ad Hoc reports. Ad Hoc reports are used to submit monitoring data from qualified storm events or non-stormwater discharge events.

General Info Form 1 Form 2 Form 3 **Daily Averages Summary** Attachments Certification Status History Back To Report Main Back To NOI Summary

To submit monitoring data please start a new Ad Hoc Report.

Start New Ad Hoc Report

Data Summary for the Daily Averages of the Ad Hoc Reports associated with this Annual Report.

Adhoc Report ID	Business Day Number	Business Day Date	pH Average / SU	Turbidity Average / NTU	Calculation Summary
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- 9. The “Attachments” Tab is utilized to upload sampling data, lab results, and other relevant data:

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction Owner: California 123 W DID: 5S31C374728
Report Period: 2015-16 Report Status: Not Submitted Risk: Level2

General Info Form 1 Form 2 Form 3 **Attachments** Certification Status History Back To Report Main Back To NOI Summary

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

Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.

Attachment ID	File Type	File Title	Date Attached	File Description	File Size	Part No	Uploaded By	Delete
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If no attachments are necessary you may move to the “Certification” Tab by selecting “Next”.

10. The “Certification” Tab provides a completion check of the Annual Report in progress:

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

[General Info](#) [Form 1](#) [Form 2](#) [Form 3](#) [Daily Averages Summary](#) [Attachments](#) **Certification** [Status History](#) [Back To Report Main](#) [Back To NOI Summary](#)

Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

[Perform Completion Check](#)

[Back](#) [Next](#)

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Annual Report. (e.g. some questions left blank).

Any user can perform this check. If a Data Entry Person performs the check and the Annual Report is complete, SMARTS only allows the Data Entry Person to notify the Legally Responsible Person or Duly Authorized Representative (via an email generated by SMARTS that the Annual Report must be certified and submitted. SMARTS will not notify the Legally Responsible Person or Duly Authorized Representative if the user is not the Data Entry Person.

A Data Entry Person completing this check will see the following screen:

Water Boards Storm Water Multiple Application & Report Tracking System [Help](#) [Logout](#)

You are logged-in as: **Test SB Test SB - Test Owner**.
If this account does not belong to you, please log out.

Navigate To:

Storm Water Annual Report Monitoring (SWARM)

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

[General Info](#) [Form 1](#) [Form 2](#) [Form 3](#) [Daily Averages Summary](#) [Attachments](#) **Certification** [Status History](#) [Back To Report Main](#) [Back To NOI Summary](#)

Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
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Please take a moment to review and print (if necessary).
[Review & Print Annual Report](#)

The Annual Report Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.

[Send Email to LRP/AS](#)

On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.

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Once the Data Entry Person selects “Send to LRP/DAR” they will see that an email was sent and the status is “Not Submitted – certification required”:

Storm Water Annual Report Monitoring (SWARM)					
Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted - certification required	Risk:	Level2

11. The Annual Report must be certified and submitted by the Legally Responsible Person or Duly Authorized Representative. The Legally Responsible Person or Duly Authorized Representative must identify the Annual Report in SMARTS (same steps as outlined by steps 1 - 4 of this guide) and select the Annual Report that requires certification¹:

Storm Water Annual Report Monitoring (SWARM)					
Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted - certification required	Risk:	Level2

Annual Report :
Click on the "Construction Annual Report" button below to access the Construction Annual Report. The electronic Annual Report screens are used to submit project site information demonstrating compliance with the Construction General Permit for each reporting year.

[Construction Annual Report](#)

12. The Legally Responsible Person or Duly Authorized Representative must review the prepared Annual Report for the accuracy of the information prior to continuing to the “Certification” Tab to perform the completion check:

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | Attachments | **Certification** | Status History | Back To Report Main | Back To NOI Summary

Ad Hoc Reports
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

[Perform Completion Check](#)

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¹ **NOTE:** If the Data Entry Person has properly sent the Annual Report for certification to the Legally Responsible Person or Duly Authorized Representative then the Legally Responsible Person or Duly Authorized Representative can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

13. The Legally Responsible Person or Duly Authorized Representative certifies and submits the Annual Report by selecting the check box, answering a security question, entering their password, and then selecting the “Certify Annual Report” button:

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction	Owner: California 123	WDID: 5S31C374728	
Report Period: 2015-16	Report Status: Not Submitted - certification required	Risk: Level2	

General Info
Form 1
Form 2
Form 3
Daily Averages Summary
Attachments
Certification
Status History
Back To Report Main
Back To NOI Summary

Status updated as Not Submitted - certification required.

Ad Hoc Reports
 All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

Completion/Error Check Completed: Report appears to be complete!

Please take a moment to review and print (if necessary).
[Review & Print Annual Report](#)

Report Certification: You can now certify this Report by completing the form below:

Select Certification & Submission check list

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Certifier Details

Certifier Name: Date: 07/07/2016
 Certifier Title: Test

Please answer your security question before certifying the document.

What was your High School Mascot?
 Please enter your password

On Clicking the Certify Later button, the status of the document is updated to Not Submitted - certification required. You can later certify it in bulk by going to Not Submitted - certification required Documents in Pending Documents link in the Main Menu.

A confirmation screen will then confirm submission of the Annual Report in SMARTS and you will be able to print a copy for your records:

Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

	WDID	5S31C374728
	Report Period	2015-16
	Certifier Name	
	Date Certified	07/07/2016
	Certification ID	857524

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.