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):

   Please use SMARTS in Microsoft Edge
2. From the Main menu select “Reports”:

3. 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).
4. Select the project you wish to start working on by clicking on the “Site Name” hyperlink:

![Reporting Period](image1)

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

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>WOBD/App ID</th>
<th>Facility Address</th>
<th>Report Period</th>
<th>Status</th>
<th>No. Ad Hoc</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Chicken Poultry</td>
<td>55298026330</td>
<td>6543 Coco Lane</td>
<td>07/01/2015-08/30/2016</td>
<td>Not Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mine</td>
<td>55346026890</td>
<td>&quot;Not yours street&quot;</td>
<td>07/01/2015-08/30/2016</td>
<td>Not Submitted</td>
<td>3</td>
<td>07/01/2016</td>
</tr>
</tbody>
</table>

**Construction Reports**

<table>
<thead>
<tr>
<th>Site Name</th>
<th>WOBD/App ID</th>
<th>Site Address</th>
<th>Report Period</th>
<th>Status</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Construction</td>
<td>5531C374726</td>
<td>12345 Republic Street</td>
<td>07/01/2015-08/30/2016</td>
<td>Not Submitted</td>
<td></td>
</tr>
</tbody>
</table>

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

**Storm Water Annual Report Monitoring (SWARM)**

- **Site Name:** California Construction
- **Owner:** California 123
- **Report Period:** 2015-16
- **WDID:** 5531C374726

**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.

[Continue to Next Page]
6. 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”:

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

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).

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.

9. The “Attachments” Tab is utilized to upload sampling data, lab results, and other relevant data:
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:

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:
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”:

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 certification:

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:

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:

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: