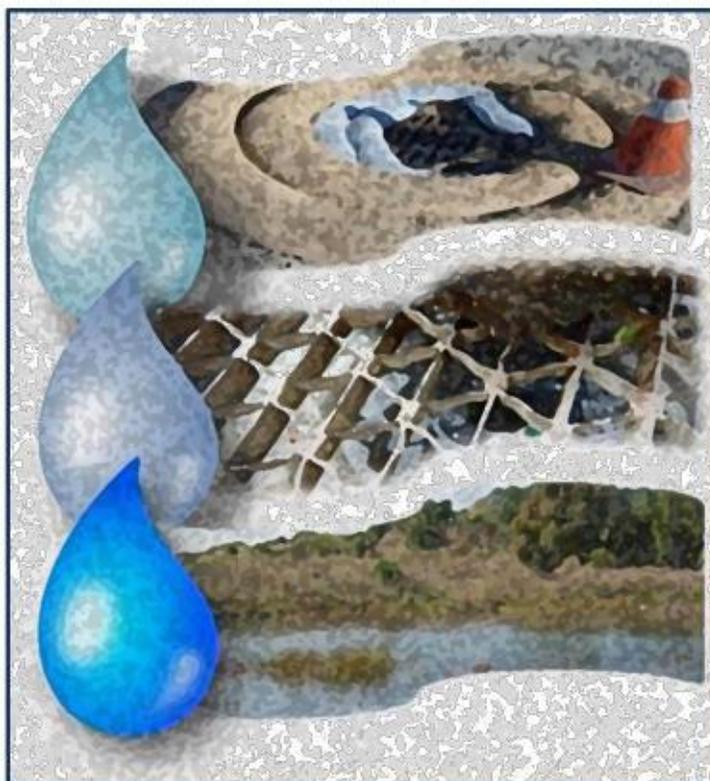




## STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT

### DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE

# NOTICE OF TERMINATION



**Last Revised: February 5, 2020**

### Construction Stormwater General Permit Notice of Termination:

Dischargers with Notice of Intent (NOI) coverage should request termination of coverage under the Construction Stormwater General Permit (CGP) when; (a) a construction project is complete and final stabilization has been achieved, (b) a construction project has been suspended and final stabilization has been achieved, (c) a site has been transferred to a new Owner, or (d) a site's operations have changed and are no longer subject to the Construction Stormwater General Permit. The Construction Stormwater General Permit requires dischargers to electronically certify and submit a Notice of Termination (NOT) via SMARTS. Until a valid Notice of Termination is processed by the Regional Water Board Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the CGP 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)<sup>1</sup> for the project. A Data Entry Person (DEP) may fill out the Notice of Termination; however, the Notice of Termination must be certified and submitted via SMARTS by the Legally Responsible Person or Duly Authorized Representatives.

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

Please use SMARTS in Microsoft Edge



From the Main menu select “Construction General Permit”:



<sup>1</sup> **NOTE:** DAR means Duly Authorized Representative or Approved Signatory (AS)

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

**Water Boards Storm Water Multiple Application & Report Tracking System**

You are logged-in as: Storm Water Administration  
 If this account does not belong to you, please log out.

Welcome to Storm Water Multiple Application Reporting and Tracking System - SMARTS

**Construction Permit Menu**

**Active NOI Applications You Are Associated With:**

Application ID/WDID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide Delete	Delink App
467280_5S31C374728	Construction - NOI	Active	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Auburn CA 95670	<a href="#">Start/View</a>		<a href="#">Delink</a>
479869_9.37C377929	Construction - NOI	Active	950 Carlin Prop LLC 957 Tingley Lane San Diego CA 92106	950 Industrial 950 Industrial Boulevard Chula Vista CA 91911	<a href="#">Start/View</a>		<a href="#">Delink</a>

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- Select the “NOTs” Tab:

**Water Boards Storm Water Multiple Application & Report Tracking System**

You are logged-in as: Storm Water Administration  
 If this account does not belong to you, please log out.

**Owner Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on “Save & Exit”.

WDID/App ID: 5S31C374728 - 467280      Owner: California 123      Certified Date: 05/24/2018  
 Status: Active      123 Book it Sacramento CA 95814      Processed Date: 12/01/2015  
 Order No: 2009-0009-DWQ      Site: California Construction      NOT Effective Date:  
 Permit Type: Construction - NOI      12345 Republic Street Auburn CA 95670      Previous ID: -

**Owner info** | Developer Info | Site Info | Risk | Addl. Site Info | Post Construction | Billing Info | Attachments | Certification | Requirements | Reports | Inspections | Print | Status History | Linked Users | **NOTs** | COIs

**COIs**

Property Owner Information    Populate Contact Info: Select

Owner Name:	California 123	* 2	Contact First Name:	Test SB	*
Street Address:	123 Book it	* 2	Contact Last Name:	Test SB	*
Address Line 2:		?	Title:		
City/State/Zip::	Sacramento CA 95814	* 2	Phone:	916-341-5536	* Ext: (999-999-9999)
Type:	Private Individual	? * 2	E-mail:	stormwater@waterboards.ca.gov	* (abc@xyz.com)
Federal Tax ID:		?			

Save & Exit    Save & Continue

Fields marked with \* are mandatory fields.

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- Select “Add New NOT”:

**Owner info** | Developer Info | Site Info | Risk | Addl. Site Info | Post Construction | Billing Info | Attachments | Certification | Requirements | Reports | Inspections | Print | Status History | Linked Users | **NOTs** | COIs

**Add New NOT**

NOT ID	WDID	Status Date	Status of Document	Basis of Termination	No of Attachments
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[Continue to next page]

5. Fill out the “NOT Form” Tab:

**NOTICE OF TERMINATION**

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

WDID: 5S31C374728      Operator: California 123  
123 Book it Sacramento CA 95814      NOT Status: Not Submitted      NOT Submitted Date:

Permit Type: Construction      Facility: California Construction  
12345 Republic Street Auburn CA 95670      NOT Return Date:      NOT Processed Date:

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

**Basis of Termination (Must select one option below)**

The construction project is complete. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method  
 RUSLE or RUSLE 2 Method  
 Custom Method

Date of project completion:  (mm/dd/yyyy) \*

Have all elements of the SWPPP been completed?  Select ▼ If "No" provide a reason in the text box below.

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff?  Select ▼ If "Yes" provide a reason in the text box below.

Have construction materials and waste been disposed of properly?  Select ▼ If "No" provide a reason in the text box below.

Are all construction - related equipment, materials and any temporary BMPs no longer needed and removed from the site?  Select ▼ If "No" provide a reason in the text box below.

Has compliance with Post Construction Standards been demonstrated?  Select ▼ If "No" provide a reason in the text box below.

Has a Post Construction BMP long-term maintenance plan been established?  Select ▼ If "No" provide a reason in the text box below.

Construction activities have been suspended. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method  
 RUSLE or RUSLE 2 Method  
 Custom Method

Date of suspension:  (mm/dd/yyyy) \*    Expected start up date:  (mm/dd/yyyy)

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff?  Select ▼ If "Yes" provide a reason in the text box below.

Have construction materials and waste been disposed of properly?  Select ▼ If "No" provide a reason in the text box below.

Have all denuded areas and other areas of potential erosion been stabilized?  Select ▼ If "No" provide a reason in the text box below.

Is there an operation and maintenance plan for erosion and sediment control in place?  Select ▼ If "No" provide a reason in the text box below.

Site cannot discharge storm water to waters of the United States (check one).

All storm water is retained on site.  
 All storm water is discharged to evaporation or percolation ponds offsite.

Discharge of storm water from the site is now subject to another NPDES general permit or an 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: <input type="text"/> *	First Name: <input type="text"/> *
Street Address: <input type="text"/> *	Last Name: <input type="text"/> *
Line #2: <input type="text"/>	Title: <input type="text"/>
City/State/Zip: <input type="text"/> CA <input type="text"/> *	Phone: <input type="text"/> * (999-999-9999)Ext: <input type="text"/>
	Email: <input type="text"/> * (abc@xyz.com)

Other:

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

- Select a reason for filing the Notice of Termination and fill out appropriate information for the selected option.
- If selecting “Other”, please provide an explanation of your basis or reason for filing a Notice of Termination.
- Once the form is complete, select “Save & Next”.

- 6. The “NOT Attachments” Tab will allow the upload of photographs and any supporting documentation (final site map) as required by the Construction Stormwater General Permit (Section II.D.):

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.

Once you click on “Upload Attachment”, the upload tool opens in a new window. If it does not appear, please check pop-up window settings for your browser. After choosing attachment(s), select “Upload File”:

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	File Name
Photograph *	70% Final Cover *	The photo demonstrates that the final stabilization...	Part 1 of 1	02/05/2020	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.

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: 5S31C374728 Operator: California 123  
123 Book it Sacramento CA 95814 NOT Status: Not Submitted - certification required NOT Submitted Date:

Permit Type: Construction Facility: California Construction  
12345 Republic Street Auburn CA 95670 NOT Return Date: NOT Processed 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
1571275	Photograph	test		01/05/2016	1/1	dischargers	Delete

Back **Next**

[Continue to next page]

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



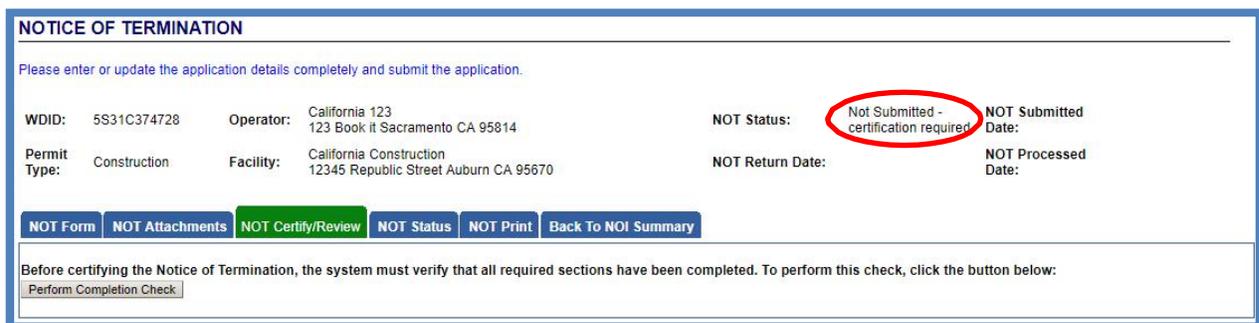
The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Notice of Termination<sup>2</sup>(e.g. photos or report were uploaded incorrectly).

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 Duly Authorized Representative (via a SMARTS generated email) that the NOT must be certified and submitted.

A Data Entry Person completing this check will see this:



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



[Continue to next page]

<sup>2</sup> **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.

- The Notice of Termination 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 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<sup>3</sup>:

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

[Continue to next page]

<sup>3</sup> **NOTE:** If the Data Entry Person has properly sent the Notice of Termination 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.

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

**Certification & Submission Checklist :**

Certification & Submission check list

Select Question Text

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS2 of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

**Certified By:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: Test Date: 04/06/2016

Please answer your security question before certifying the document.

What is your mother's maiden name? \_\_\_\_\_  
 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 Applications submitted to LRP for certification (NOI, NOT, Annual Report, Ad Hoc Report, COI) in Pending Documents link in the Main Menu.

Fields marked with \* are mandatory fields.

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

**NOTICE OF TERMINATION**

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

WDWID: 5S31C374728 Operator: California 123  
 123 Book it Sacramento CA 95814 NOT Status: Submitted to Waterboard NOT Submitted Date: 08/31/2018

Permit Type: Construction Facility: California Construction  
 12345 Republic Street Auburn CA 95670 NOT Return Date: NOT Processed Date:

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

The electronic "Notice of Termination" has been successfully received by the State Water Resources Control Board's database. The confirmation information for this certification is as follows:

Application ID	530591
Permit Type:	Construction
Submission/Certify Date	08/31/2018
Certifier Name	Storm Water Administration
Certifier Title	Test Owner

Please print out this screen as proof of certification. If you need to correct any information, please contact the Regional Board representative.  
 All records must be retained for 5 years from the date of the report or monitoring activity.

10. Regional Water Board staff will review the submitted Notice of Termination and the Legally Responsible Person or Duly Authorized Representative will be notified via email of their decision on the termination.<sup>4</sup> If you have questions about the status of your termination, contact the Regional Water Board the site is located within:

<sup>4</sup> **NOTE:** For outstanding invoices, if the NOT is submitted within 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.

For example:  
WDID **5S**291025869

The first one or two number(s) of the Waste Discharge Identification (WDID) number serve as the identifier for the Regional Water Board the site is located within. In this scenario, the highlighted first two numbers, “5S”, correspond to the Region 5 Sacramento Office. Reference your Waste Discharge Identification number identifier to contact the appropriate [Regional Water Board contacts](#) ([http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/contact.shtml](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:

