STATEWIDE INDUSTRIAL GENERAL PERMIT

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

CHANGE OF INFORMATION
FOR
COMPLIANCE OPTIONS

Last Revised: August 7, 2020
Stormwater Industrial General Permit Change of Information for Compliance Options:

Attachment I of the Industrial General Permit, as amended in November 2018 provides industrial stormwater Dischargers with Compliance Options to incentivize on-site and off-site stormwater capture and reuse to enhance local watersheds.

Dischargers choosing to implement the On-Site Compliance Option are required to implement best management practices (BMPs) that capture, infiltrate, divert, and/or evapotranspire the volume of runoff produced up to and during the 85th percentile 24-hour precipitation event based upon local historical precipitation data and records.

Dischargers choosing to implement the Off-Site Compliance Option are required to enter into a local agreement with the local municipalities or other entities to participate in the development, implementation and operation of the regional stormwater capture best management practices receiving the industrial stormwater discharges.

Dischargers meeting all Industrial Stormwater General Permit requirements for implementation of a compliance option will be deemed in compliance with various technology and water quality-based permit requirements as identified in the permit (including Total Maximum Daily Load-related requirements as applicable). For further details of the requirements of the On-Site or Off-Site Compliance Options, refer to Sections I, II.I, and III.F of Attachment I of the Industrial General Permit. (https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/unoff_igp_amend.pdf#page=345).

Dischargers must have active Notice of Intent (NOI) permit coverage prior to participating in an On-Site or Off-Site Compliance Option. Dischargers will use the Change of Information (COI) process to select a Compliance Option. The Discharger will notify the local Regional Water Board by email after completing the initial intent and include a Change of Information ID number and a brief description of the intended compliance option. Dischargers opting to comply through an Off-Site Compliance Option must work with their local municipality and the applicable Regional Water Quality Control Board to address the required public process, including a 30-day public comment period regarding the proposed compliance option implementation.
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 for the regulated facility that is proposing to implement an On-Site or Off-Site Compliance Option:

4. Select the “COIs” tab:

---

1 Change of Information requests.
5. Select “Add a New COI”:

6. Select “SW Capture Compliance Option” then select “Start New COI”:
Initial Intent:

7. Dischargers must complete and submit an Initial Intent form at least three (3) months prior to the estimated date of best management practice installation and operation, or prior to obtaining applicable local approvals for the best management practices, which ever come first.

Select either “On-Site Stormwater Capture Compliance Option” or “Off-Site Stormwater Capture Compliance Option”. Provide a general description of the operation and the best management practices that will be used for the selected Compliance Option in the provided field. Then, enter the expected date the compliance option best management practices will be implemented and operational. When complete, select “Save & Exit”.

2 NOTE: If opting for an On-site or Off-site Compliance Option, please contact and notify your local Regional Water Board. For an Off-Site Compliance Option you need to work with the Regional Water Board because the off-site compliance agreement needs to go through 30-day public comment period prior to implementation.

3 NOTE: Additional fields for a final intent will be enabled once all fields for initial intent are complete. Certifying/submitting an initial intent is not required. Only certify/submit the Change of Information (COI) form when the final intent is complete.
8. After “Save & Exit” is selected, the Notice of Intent screen will show an On-Site or Off-Site Compliance option “In Progress”:

![Image of SMARTS system](https://smarts.waterboards.ca.gov)

9. To access the saved Change of Information-Compliance Option:
   a. Option 1: Log back into SMARTS: (https://smarts.waterboards.ca.gov), select the “Application ID” for “SW Capture Compliance Option” in the table or select “Industrial General Permit”; or

![Image of SMARTS system](https://smarts.waterboards.ca.gov)

   b. Option 2: Select the appropriate “Application ID/WDID” for the active Notice of Intent used for the change of information:

![Image of SMARTS system](https://smarts.waterboards.ca.gov)
Select the “COIs” tab:

Select the “COI ID” for the “SW Capture Compliance Option”:

**Note:** A Discharger can only propose one Change of Information - Compliance Option request at a time in SMARTS for an industrial facility identified by a WDID number.
The Final Intent: On-site Compliance Option

10. The Discharger must submit a completed Final Intent form seven (7) days prior to the initial operation of the corresponding best management practices. To complete the “final intent” form, select the “Intent” tab and enter the date all On-Site best management practices will be implemented and operational. Enter the description of the bypass mechanism for all the selected best management practices in the provided field. Provide a description of the pretreatment system(s) for all selected infiltration best management practice(s) above. If an infiltration best management practice has not been selected, enter “NA”:
11. Select the best management practice type from the drop-down menu, select “Lookup Map,” and enter the coordinates of the selected best management practice. Select “Add New BMP Type” after setting the latitude and longitude using the “Lookup Map” tool to add selected best management practices. To add additional best management practices, select from the drop-down menu and repeat the previous steps. When complete, select “Save and Continue”:

![Image of BMP Type selection](image1)

12. The user can locate a site’s coordinates by entering the street address and selecting “Go!” in the “Lookup Map” tool, or by clicking the location directly on the map. The system will populate the coordinates above the map based on the street address or the location selected on the map. The user must confirm the location is correct by selecting “Set Coordinates”:

![Image of coordinate entry](image2)
Final Intent: Off-Site Compliance Option

13. The Discharger must submit a completed Final Intent form seven (7) days prior to the initial implementation of the agreement. To submit a final intent for an Off-Site Compliance Option, click the “Intent” tab. The final intent information is located below the Initial Intent information previously submitted for the Off-Site Compliance Option.

Select the date the Regional Water Quality Control Board approved the Off-Site Compliance Option. Select the date all Off-Site best management practices will be implemented and operational based on the agreement approved by the Regional Water Quality Control Board. Provide a description of the agreement and best management practice(s) and list the parties in the off-site compliance option agreement in the fields provided.

Enter the best management practice type from the drop-down menu and select “Lookup Map” to enter coordinates for the selected best management practice. After setting the latitude and longitude using the “Lookup Map” (see step 12 for details), select “Add New BMP Type” to add the new selected best management practice. To add an additional best management practice type, simply select from the drop-down menu and repeat steps 11-12. When complete, select “Save and Continue”: 
14. The “Attachments” tab will allow you to upload supporting documentation by selecting “Upload Attachment.”

15. The “Choose File” button opens a new window (check the Windows pop-up blocker if needed.) Select an “Attachment File Type” from the drop-down menu and fill in the “Attachment Title” in the required field. After selecting the file, click “Upload Files” and wait until the file completely uploads. Select “Add New Row” to upload multiple files. After confirming that the file has uploaded correctly, select “Next”: 
16. Below is an example of a completed “Attachments” tab required to certify the final intent:

**Note:** A Discharger must upload an updated Stormwater Pollution Prevention Plan (SWPPP) and Facility Map prior to certifying and submitting a Final Intent form. Additional required content of an updated Stormwater Pollution Prevention Plan (SWPPP) for an On-Site Compliance Option are specified in **Section II.H.3.a** and for Off-Site Compliance Option are specified in **Section III.H.2** of Attachment I in the Industrial General Permit.

17. The “Certify/Review” tab provides a completion check of the proposed compliance option⁴:

---

⁴ *Note:* Certification is not required for submitting the initial intent. It is only required when the final intent is complete.
The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submitting the Change of Information Compliance Option (e.g. Stormwater Pollution Prevention Plan (SWPPP) was uploaded incorrectly). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the Change of Information is complete, SMARTS will only allow the Data Entry Person to notify the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) (via a generated SMARTS email) that the Change of Information must be certified and submitted.

The Change of Information-Final Intent 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 Change of Information in SMARTS (same steps as outlined by step 9 of this guide) and select the Change of Information that requires certification.\(^5\)

\(^5\) NOTE: If the Data Entry Person (DEP) has properly sent the Change of Information for certification to the Legally Responsible Person/Duly Authorized Representative, they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.
The Legally Responsible Person or Duly Authorized Representative must review the prepared Change of Information for accuracy prior to continuing to the “Certify/Review” tab to perform the completion check:

The Legally Responsible Person or Duly Authorized Representative certifies and submits the Change of Information by selecting all three check boxes, entering their password, answering a security question, and selecting the “Certify COI” button:
A confirmation screen will confirm a successful submittal of the Change of Information in SMARTS:

18. The Notice of Intent form will display "On-Site/Off-Site - Active" once the Discharger has certified the Change of Information:
19. To initiate an On-Site or Off-Site Compliance Option, or have questions about the status of an existing Change of Information process, please identify and contact the appropriate Regional Water Quality Control Board as listed on the following State Water Board Website (https://www.waterboards.ca.gov/waterboards_map.html), and enter your business/facility address:

![Map of California showing Regional Water Quality Control Board](image)

The screenshot below displays the Statewide Stormwater Contacts webpage. Click on the quick links to navigate to the appropriate Regional Board. Click on the Regional Water Quality Control Board, in this case “Regional Board: 5S/ Central Valley”, determined in the previous step to view the stormwater contacts or scroll down the webpage.

![Stormwater Contacts webpage](image)