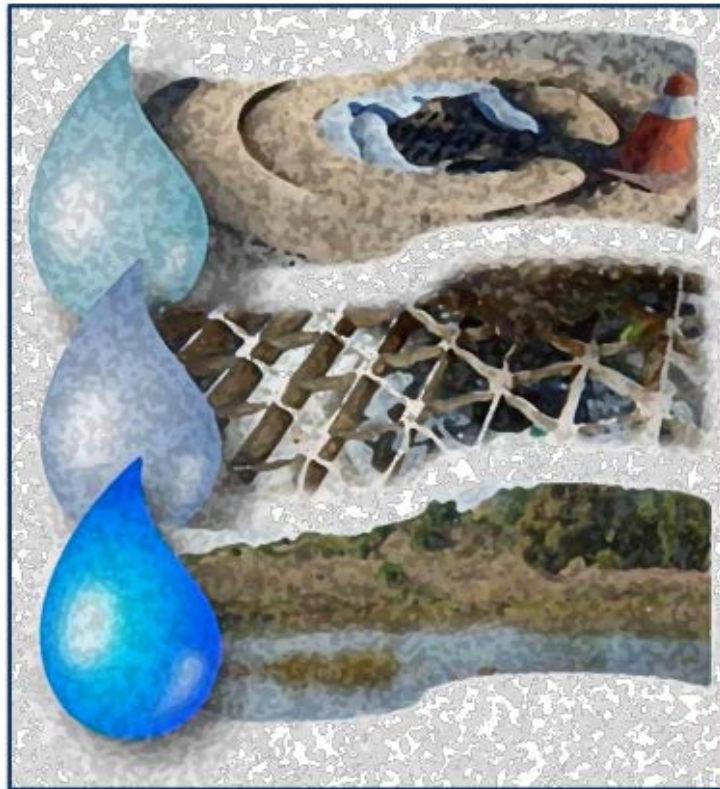


STATEWIDE INDUSTRIAL GENERAL PERMIT

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

**LEVEL 2 EXCEEDANCE RESPONSE ACTION (ERA)  
TECHNICAL REPORT SUBMITTAL**



Last Revised: June 18, 2018

## Statewide Industrial Storm Water General Permit - Level 2 Exceedance Response Action (ERA)

### Technical Report:

All Dischargers have Baseline status for all parameters at the beginning of a Discharger's Notice of Intent (NOI) coverage in the Statewide Industrial Storm Water General Permit (IGP). A Discharger moves through the Exceedance Response Action (ERA) Levels if monitoring results from the prior reporting year (also referred to as reporting period) exceed the Numeric Action Levels (NALs). The IGP reporting year is July 1<sup>st</sup> through June 30<sup>th</sup>.

SMARTS assigns a regulatory Level status annually on July 1<sup>st</sup> (the end of each reporting year) to each industrial facility per parameter based on the required monitoring data submitted into SMARTS<sup>1</sup>. A change of Level status will be assigned to the facility if sampling results from the previous reporting year indicates that the discharge from an industrial facility exceeds an Annual or Instantaneous Maximum Numeric Action Level (NAL) for an applicable parameter<sup>2</sup>.

Dischargers with a parameter moving from Level 1 status to Level 2 status for an NAL exceedance(s) are required to complete ERAs for that parameter. Level 2 status ERAs require the Discharger to:

- (1) Obtain the assistance of a Qualified Industrial Storm Water Practitioner (QISP)<sup>3</sup> to complete the Level 2 ERA process,
- (2) Submit a Level 2 ERA Action Plan into SMARTS by January 1 of the following Reporting Year, this is the year after Level 2 status was determined, and
- (3) Submit a Level 2 ERA Technical Report into SMARTS by January 1 following the submission of the Level 2 ERA Action Plan.

A QISP must satisfy one of the following criteria to be qualified to assist a Discharger with the ERA process, and to prepare ERA Action Plans and ERA Reports:

- (1) Have a valid QISP certificate number through the sponsored and approved QISP Training Program provided by the California Stormwater Quality Association (CASQA) and administered by the Office of Water Programs at Sacramento State (OWP), or
- (2) Be a licensed engineer by the California Department of Consumer Affairs, Board for Professional Engineers, Land Surveyors, and Geologists, and completed the QISP self-certificate review administered by OWP.

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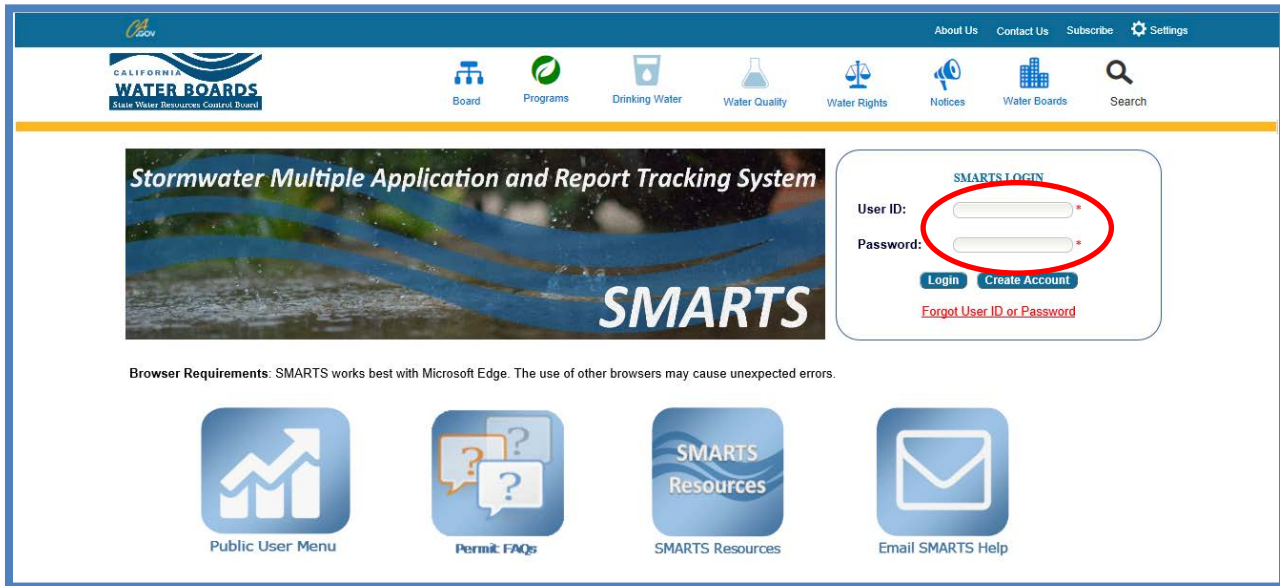
<sup>1</sup> **NOTE:** Emails from SMARTS are not a formal notice and Dischargers must track any ERA exceedances separately from SMARTS. The NAL calculation in SMARTS is provided for convenience to assist the facility and Water Board staff, but it is ultimately the responsibility of the Discharger to demonstrate permit compliance.

<sup>2</sup> **NOTE:** A Discharger is not in violation of the IGP when its discharge exceeds an NAL, however, a Discharger is in violation of the IGP if the required ERAs and affiliated documents are not completed and submitted on-time.

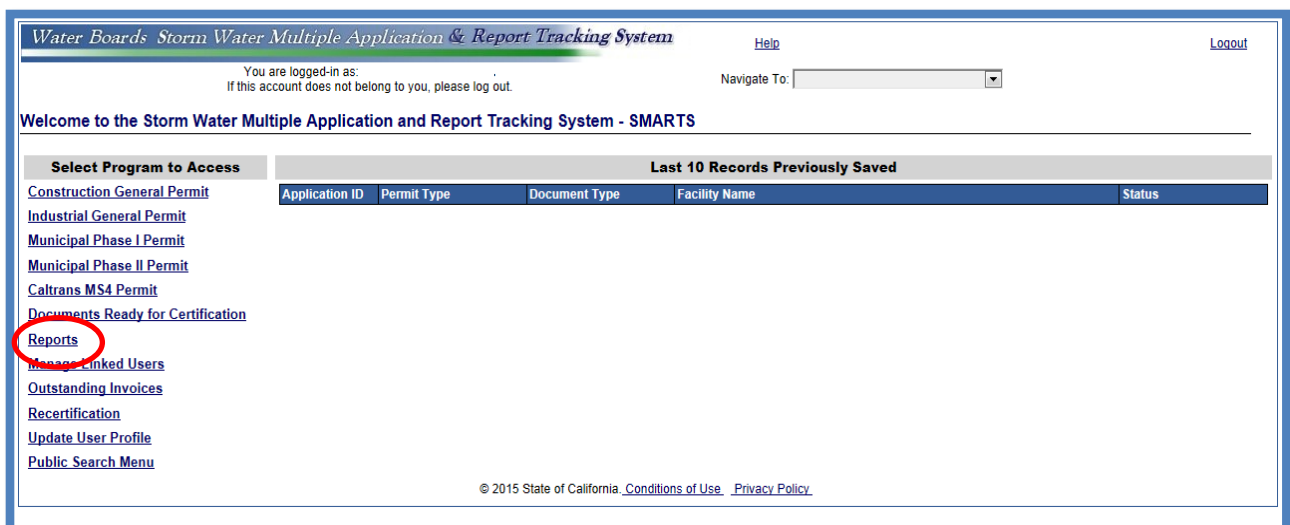
<sup>3</sup> **NOTE:** Further information regarding the QISP training program is located on the State Water Board webpage at [https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/qisp.shtml](https://www.waterboards.ca.gov/water_issues/programs/stormwater/qisp.shtml)

The Level 2 ERA Technical Report must be submitted and certified by the facility's Legal Responsible Person (LRP) or the Duly Authorized Representative (DAR)<sup>4</sup>. The following steps guide an LRP or DAR to submit the Level 2 ERA Technical Report prepared by a QISP:

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



2. From the Main menu select "Reports":



<sup>4</sup> NOTE: DAR means Duly Authorized Representative or Approved Signatory (AS)

3. Search for an ERA Report using the Reporting Period that corresponds with the Level 2 Technical Report. All facilities that the user is linked to will display once the user selects "Search":

**Reports Search**

Enter the search criteria below. 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 WDID Number. Please contact the Legally Responsible Person to link you to the WDID number. [Back to Main Menu](#)

Reporting Period: 2018 - 2019  
WDID:   
Report Status: Select  
Application ID:   
Region: All

\* fields are mandatory

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

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Only the "Reporting Period" search field is required to be selected when searching from the reports search function. If the search does not return a result, try entering fewer search fields. If only the Reporting Period is selected and no results display, the user is not linked to the Waste Discharge Identification (WDID) number. Please contact the Legally Responsible Person (LRP) associated with the organization to be linked to the WDID number.

4. The user selects the facility to view by clicking on the "Facility Name":

**Reports Search**

Enter the search criteria below. 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 WDID Number. Please contact the Legally Responsible Person to link you to the WDID number. [Back to Main Menu](#)

Reporting Period: 2018 - 2019  
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
<a href="#">Fried Chicken People</a>	5S091026330 467592	6543 Coop Lane	07/01/2018- 06/30/2019	Future				
<a href="#">Mine</a>	5S341025869 459447	Not yours street	07/01/2018- 06/30/2019	Future				

- The Level 1 and Level 2 reports associated with the facility are displayed if the facility had parameter(s) with NAL exceedances during the prior Reporting Year. By selecting the "Report ID" the user can view/start the Level 2 ERA Technical Report and view the related exceedances:

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

Facility Name: \_\_\_\_\_ Operator Name: \_\_\_\_\_ WDID: \_\_\_\_\_  
 Report Period: \_\_\_\_\_

**Annual Report:**  
 Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
<a href="#">958828</a>	Annual Report	Future	07/15/2019			

**Level 1 and 2 ERA Report(s):**  
 Click on the Report ID below to access the Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Report Action	Remand
<a href="#">962042</a>	Level 2 ERA Technical Report	Future	01/01/2019			<a href="#">Request Extension</a>	

**Ad Hoc Report:** [New Ad Hoc Report](#)  
 Click on the "New Ad Hoc Report" button to start a new Industrial 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.  
 Ad Hoc Reports associated with this Annual Report are listed below. Click on the Event ID link to access an Ad Hoc Report. The submitted Ad Hoc Reports cannot Remand after report End Date.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete

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- The Level 2 Technical Report Demonstrations table is displayed in the "General Info" Tab allowing the Discharger to select one or more demonstrations for each parameter. The Level 2 Technical Report being submitted must include the Exceedance Response Action Demonstrations to address all listed parameters:

**Storm Water Level 2 ERA Technical Report**

Facility Name: \_\_\_\_\_ Operator Name: \_\_\_\_\_ WDID: \_\_\_\_\_  
 Report Period: 2018-19 Report Status: Future

[General Info](#) [Attachments](#) [QISP](#) [Certify](#) [Status History](#) [Back to Report Main](#)

**Level 2 Technical Report Demonstrations**

Parameter Name

**Suspended Solids (TSS) - Select one or more demonstrations**

- Industrial Activity BMP Demonstration: Part 2.a.i-iii
- Industrial Activity BMP Demonstration: Part 2.a.iv
- Non-Industrial Pollutant Source Demonstration
- Natural Background Pollutant Source Demonstration

[Back](#) [Save & Next](#)

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- The electronic Level 2 ERA Technical Report prepared by a QISP must be uploaded by entering the “Attachments” Tab of this report menu in SMARTS, and selecting the “Upload Attachment” button:

**Storm Water Level 2 ERA Technical Report**

Facility Name: \_\_\_\_\_ Operator Name: \_\_\_\_\_ WDID: \_\_\_\_\_  
 Report Period: 2018-19 Report Status: Future

General Info **Attachments** QISP Certify Status History Back to Report Main

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	Part No	Delete

Back Next

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The following is an example of a completed “SMARTS File Upload” pop-up window<sup>5</sup>:

*Water Boards Storm Water Multiple Application & Report Tracking System 2*

**SMARTS File Upload**

WDID: \_\_\_\_\_ Owner: \_\_\_\_\_

Please provide the following details to upload the corresponding files.

Attachment File Type *	Attachment Title *	File Description	Parts *	Document Date	File Name
Level 2 Technical Report	Level 2 Technical Report	Technical Report for Level 2 parameters	Part 1 of 1	<input type="text"/>	<input type="text"/>
[SELECT]			Part 1 of 1	<input type="text"/>	<input type="text"/>

**Upload File**

- File size should be less than 75MB. Those greater than 75MB will not be uploaded. MS Office, PDF, and Picture files are accepted. (PDF is recommended)
- Fields marked with \* are mandatory fields.
- Please be advised that preliminary tests of the upload function suggest that large files could take a long time to upload. Our estimated upload times for a FAST

File Size	Estimated Time
5 MB	3 - 5 min.
25 MB	15 - 20 min.
75 MB (max size)	25 - 30 min.

Attached files: The following are the current documents related to the NOI. Click on the link to view them.

<sup>5</sup> **NOTE:** For the Level 2 ERA Action Plan please use the file type “Level 2 ERA Action Plan”. For the Level 2 ERA Technical Report please use the attachment file type “Level 2 ERA Technical Report”. For Storm Water Pollution Prevention Plan (SWPPP) revisions please use the file type “SWPPP”. For all other ERA documents, use the file type “Supporting Documentation”.

The user may select the “Attachments” Tab to refresh the screen and verify that the attachment properly uploaded<sup>6</sup>. Once the upload verification is completed, select “Next”.

**Storm Water Level 2 ERA Technical Report**

Facility Name: \_\_\_\_\_ Operator Name: \_\_\_\_\_ WDID: \_\_\_\_\_  
Report Period: 2018-19 Report Status: Future

General Info **Attachments** QISP Certify Status History Back to Report Main

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	Part No	Delete
<a href="#">2097923</a>	Level 2 Technical Report	Level 2 ERA Technical Report	May 8, 2018		1/1	<a href="#">Delete</a>

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

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8. The user must enter the information for the QISP that prepared the Level 2 ERA Technical Report in the “QISP” Tab. The “QISP” Tab requires the use of the QISP lookup tool. Select the “Lookup QISP” button to open the search menu:

General Info Attachments **QISP** Certify Status History Back to Report Main

**Qualified Industrial Storm Water Practitioner (QISP)**

First Name:  \*  
Last Name:  \*  
QISP Certification No.:  \*

[Lookup QISP](#)

A user can search using the criteria in the look-up tool and select the QISP on the right. It is best to search using only one criteria. (e.g. Last name only). If the person entered is not located, the user will have to talk to the QISP and/or OWP<sup>7</sup> to verify if they have a current and valid QISP certificate:

**QISP Lookup Screen**

First Name:   
Last Name:   
Zip Code:   
CBPELGS License No.:   
QISP Certificate No.:

[Search](#)

First Name	Last Name	Address	CBPELGS License No.	QISP Certificate No.	Select
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<sup>6</sup> **NOTE:** If an incorrect attachment is uploaded, an attachment can be deleted by selecting “Delete” on the right.

<sup>7</sup> **NOTE:** Office of Water Programs can be reached Monday-Friday 8:00 am to 4:00 pm at (916) 278-6142

9. Once the QISP has been identified through the search function, select the “Next” button:

The screenshot shows a web interface for searching a Qualified Industrial Storm Water Practitioner (QISP). At the top, there are navigation tabs: General Info, Attachments, QISP (highlighted in green), Certify, Status History, and Back to Report Main. Below the tabs is a form titled "Qualified Industrial Storm Water Practitioner (QISP)". The form contains three input fields: "First Name:" with the value "QISP", "Last Name:" with the value "Industrial", and "QISP Certification No:" with the value "F09876". Each input field has a red asterisk to its right. To the right of the "Last Name:" field is a "Lookup QISP" button. At the bottom of the form, there are two buttons: "Back" and "Next", with the "Next" button circled in red.

10. The “Certify” Tab provides a completion check of the Level 2 ERA Technical Report submittal in progress:

The screenshot shows the "Storm Water Level 2 Technical Report" page. At the top, there are navigation tabs: General Info, Attachments, QISP, Certify (highlighted in green), Status History, and Back to Report Main. Below the tabs is a form with the following fields: "Facility Name:", "Operator Name:", "WDID:", "Report Period: 2018-19", "Report Status: Future". Below the form is a "Perform Completion Check" button, which is circled in red. Below the button is a message: "Before certifying the report, the system must verify that all required sections have been completed. To perform this check, click the button below:".

The “Perform Completion Check” function provides the user with a notification of any errors that must be corrected prior to acceptable submission of the Level 2 ERA Technical Report (e.g. correct attachments uploaded). Any user with access to the report can perform this check. If a Data Entry Person (DEP) performs the check and the Level 2 ERA Technical Report is complete, SMARTS only allows the DEP to notify the LRP or DAR (via a SMARTS generated email) the Level 2 ERA Technical Report is complete and ready for certification. A DEP completing this check will see the following message:

The screenshot shows the "Storm Water Level 2 ERA Technical Report" page. At the top, there are navigation tabs: General Info, Attachments, QISP, Certify (highlighted in green), Status History, and Back to Report Main. Below the tabs is a form with the following fields: "Facility Name:", "Operator Name:", "WDID:", "Report Period: 2018-19", "Report Status: Future". Below the form is a message in green text: "The Ad Hoc 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." Below the message is a "Submit to LRP/AS" button, which is circled in red. Below the button is a message: "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."



Once the DEP selects “Submit to LRP/DAR”, the screen will display a message “Email successfully sent to LRP/AS”<sup>8</sup> and the status changes to “Not Submitted – certification required”:

**Storm Water Level 2 ERA Technical Report**

Facility Name: Operator Name: WDID:  
Report Period: 2018-19 Report Status: **Not Submitted - certification required**

General Info Attachments QISP **Certify** Status History Back to Report Main

**Email successfully sent to LRP/AS!**  
Before certifying the report, the system must verify that all required sections have been completed. To perform this check, click the button below:

11. The Level 2 ERA Technical Report must be certified and submitted by the LRP or DAR<sup>9</sup>. To access the report to be certified, the LRP or DAR must complete the same steps as outlined by steps 1-5 of this guide and select the Level 2 ERA Technical Report that requires certification:<sup>10</sup>

**Level 1 and 2 ERA Report(s):**  
Click on the Report ID below to access the Report.

Report ID	Report Type	Status	Due Date
<a href="#">961035</a>	Level 2 ERA Technical Report	<b>Not Submitted - certification required</b>	01/01/2019

The LRP or DAR must review the prepared Level 2 ERA Technical Report for information accuracy, prior to continuing to the “Certify” Tab to perform the completion check:

**Storm Water Level 2 ERA Technical Report**

Facility Name: Mine Operator Name: Test WDID: 5S34I025869  
Report Period: 2018-19 Report Status: Not Submitted - certification required

General Info Attachments QISP **Certify** Status History Back to Report Main

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

<sup>8</sup> **NOTE:** DAR means Duly Authorized Representative or Approved Signatory (AS).

<sup>9</sup> **NOTE:** The LRP/DAR must have a valid eAuthorization form on file to be able to certify

<sup>10</sup> **NOTE:** If the Data Entry Person (DEP) has properly sent the ERA Report for certification to the LRP/DAR then they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

- The LRP or DAR certifies and submits the Level 2 ERA Technical Report by selecting the check box, entering their user account password, answering a security question, and clicking the "Submit/Certify" button:

### Storm Water Level 2 ERA Technical Report

Facility Name: Mine	Operator Name: Test	WDID: 5S34I025869
Report Period: 2018-19	Report Status: Not Submitted - certification required	

General Info
Attachments
QISP
Certify
Status History
Back to Report Main

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

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 Report Received: 11/03/2017
Certifier Title: Test	

Please answer your security question and password 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 certify the report by going to Documents Ready for certification in the Main Menu.

- Upon successful submission of the Level 2 Technical Report, the following confirmation screen will display:

### Storm Water Level 2 ERA Technical Report

Facility Name: Mine	Operator Name: Test	WDID: 5S34I025869
Report Period: 2018-19	Report Status: Submitted	

General Info
Attachments
QISP
Certify
Status History
Back to Report Main

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	5S34I025869
	Report Period	2018-19
	Certifier Name	
	Date Certified	11/03/2017
	Certification ID	900413

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

14. If the Discharger cannot complete the report by the January 1<sup>st</sup> due date, a one-time six month automatic extension is granted by using the "Request Extension" link from the report menu screen. The due date automatically adjusts the due date to the following June of the same reporting year. If additional time is required to complete the report, the Discharger must request a additional extension in writing from their local Regional Water Board.

**Level 1 and 2 ERA Report(s):**

Click on the Report ID below to access the Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Report Action
<a href="#">961116</a>	Level 2 ERA Technical Report	Future	01/01/2019			<a href="#">Request Extension</a>