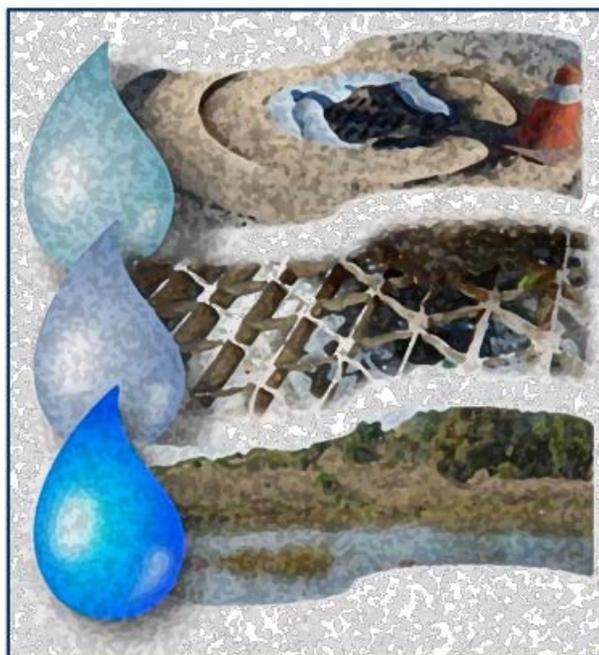




STATEWIDE INDUSTRIAL GENERAL PERMIT

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

CHANGE OF INFORMATION

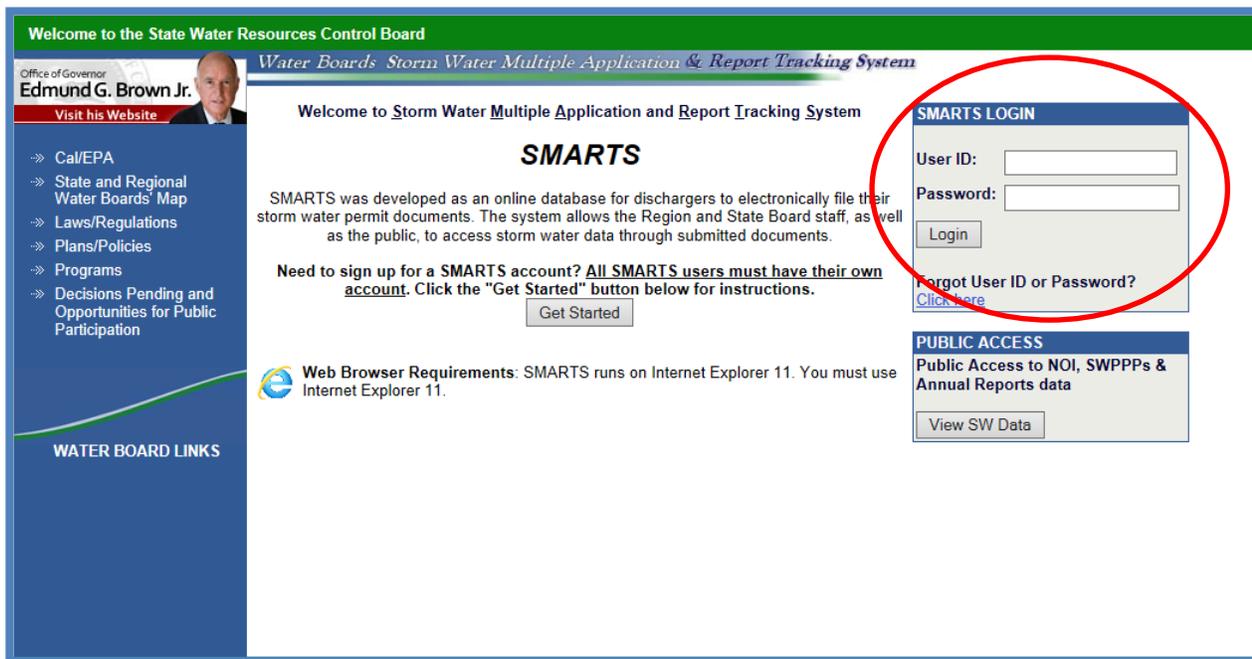


Last Revised: April 11, 2016

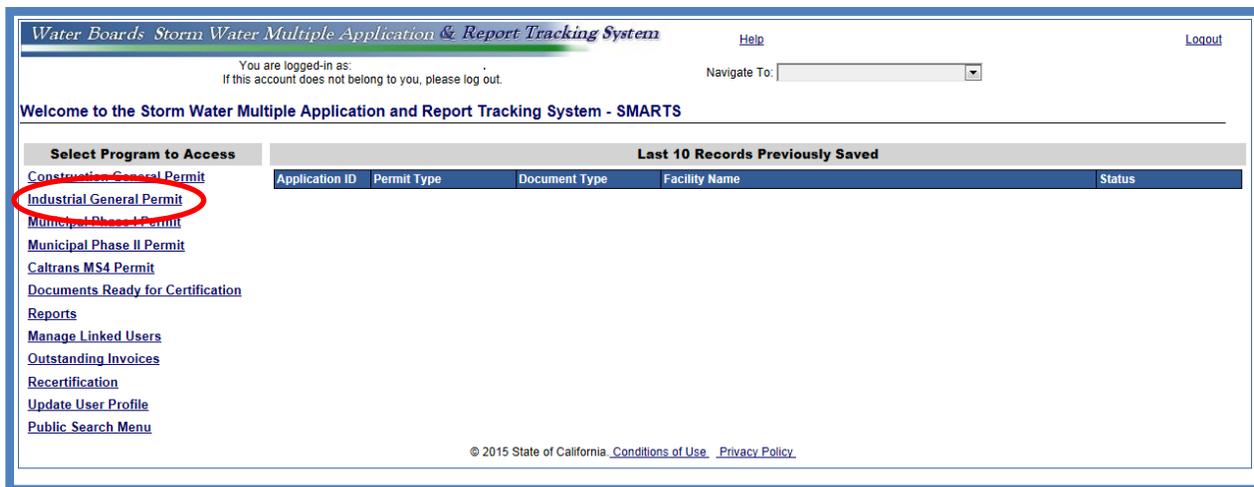
Storm Water Industrial General Permit Change of Information:

The Change of Information form (COI) is used to update information such as facility name, address, Standard Industrial Classification (SIC) code, and/or Storm Water Pollution Prevention Plans (SWPPP) revisions. A COI can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) of the Facility. A Data Entry Person (DEP) may fill out the COI; however the COI must to be certified and submitted via SMARTS by the LRP or DAR.

1. Please log into SMARTS: <https://smarts.waterboards.ca.gov>
Please use SMARTS in Internet Explorer 11



2. From the Main menu select "Industrial General Permit"



3. Identify and select the "Application ID/WDID" Number you wish to start a COI for:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | If this account does not belong to you, please log out. | Navigate To: [Dropdown] | [Help](#) | [Logout](#)

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

Industrial Permit Menu

- [New Application](#)
- [Active NOIs, NECs](#)
- [Pending Applications](#)
- [Terminated NOIs](#)
- [Reports](#)
- [Back to Main Menu](#)

Active NOI Applications You Are Associated With:

Application ID / WDID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide Delete	Delink App
467592 5S29I026330	Industrial	Active	Fried Chicken People 6543 Coop Lane Citrus Heights CA 95621	Fried Chicken People 6543 Coop Lane Folsom CA 95621			Delink
459447 5S29I025869	Industrial	Active	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814			Delink

First Prev Next Last | Current Page:1 | Total Pages:1

[Show Hidden Applications](#)

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4. Select the "COIs" Tab:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | If this account does not belong to you, please log out. | Navigate To: [Dropdown] | [Help](#) | [Logout](#)

Operator 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: 5S29I025869 | Owner/Operator: Test | Certified Date: 07/30/2015
 Application ID: 459447 | Site/Facility: 1001 I Street Sacramento CA 95814 | Processed Date: 07/30/2015
 Status: Active | Site/Facility: Mine | NOT Effective Date:
 Previous ID: - | Site/Facility: Not yours street Auburn CA 95814 | Permit Type: Industrial - NOI

Operator Info | Facility Info | Addl. Facility Info | Billing Info | Attachments | Certification | Requirements | Inspections | Print | Status History | Linked Users | **NOTs** | **COIs**

Facility Operator Information | Populate Contact Info: [Dropdown]

Owner Name: Test *2 | Contact First Name: RWQCB *
 Street Address: 1001 I Street *2 | Contact Last Name: Test *
 Address Line 2: ? | Title:
 City/State/Zip: Sacramento CA 95814 *2 | Phone: 999-999-9999 * Ext: (999-999-9999)
 Type: Private Individual ? *2 | E-mail: r5s_stormwater@waterboards.ca.gov *(abc@xyz.com)
 Federal Tax ID: ? | [Apply for NEC](#)

[Save & Exit](#) | [Save & Continue](#)

Fields marked with * are mandatory fields.

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5. Select "Add a New COI":

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] | If this account does not belong to you, please log out. | Navigate To: [Dropdown] | [Help](#) | [Logout](#)

COIs list

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: 5S29I025869 | Owner/Operator: Test | Certified Date: 07/30/2015
 Application ID: 459447 | Site/Facility: 1001 I Street Sacramento CA 95814 | Processed Date: 07/30/2015
 Status: Active | Site/Facility: Mine | NOT Effective Date:
 Previous ID: - | Site/Facility: Not yours street Auburn CA 95814 | Permit Type: Industrial - NOI

Operator Info | Facility Info | Addl. Facility Info | Billing Info | Attachments | Certification | Requirements | Inspections | Print | Status History | Linked Users | **NOTs** | **COIs**

Change Of Information (COI) is submitted to the Water Board for updating certain fields of the NOI.

The following are the COIs associated with this NOI. Click on the COI ID to view the details.

[Add a New COI](#)

COI ID	WDID	Submitter	Submitted Date	Status of Document	Delete
27960	5S29I025869	RWQCB Test	02/12/2016	Approved	

Fields marked with * are mandatory fields.

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6. Select the type of COI form you wish to start:

The screenshot shows the 'COIs list' section of the application. It includes a header with the system name and a 'Logout' link. Below the header, there is a message: 'You are logged-in as: [Name]'. A 'Navigate To:' dropdown menu is visible. The main content area contains a 'COIs list' section with the following text: '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".' Below this text are three radio button options: 'Update SWPPP', 'Update NOI', and 'Update SWPPP & NOI'. The 'Update SWPPP' option is circled in red. To the right of these options are three columns of information: 'WDID: 5S29I025869', 'Application ID: 459447', 'Status: Active', 'Previous ID: -', 'Owner/Operator: Test', '1001 I Street Sacramento CA 95814', 'Site/Facility: Mine', 'Not yours street Auburn CA 95814', 'Certified Date: 07/30/2015', 'Processed Date: 07/30/2015', 'NOT Effective Date: -', and 'Permit Type: Industrial - NOI'. Below the radio buttons is a 'Start New COI' button. At the bottom, there is a copyright notice: '© 2016 State of California. Conditions of Use. Privacy Policy.'

7. Once you have made the selection you will be able to enter information in the revised values field; you must also enter a reason for the change.¹ When complete, select "Save & Continue".

The screenshot shows the 'COI Form' interface. At the top, there are tabs for 'COI Form', 'SWPPP', 'Certify/Review', 'Status History', and 'Back To NOI Summary'. Below the tabs is a message: 'Please enter values that are to be updated in Revised Value column fields as needed.' The main content area is divided into three sections: 'Site/Facility Address Details', 'IGP Facility Details', and 'SIC Codes'. Each section has a table with 'Field Names', 'Current Values', and 'Revised Values' columns. The 'Site/Facility Address Details' section includes fields for Street Address, Address Line 2, Latitude, Longitude, City, County, and Region. The 'IGP Facility Details' section includes fields for Total Site Size and Total Area of Industrial Activities and Materials Exposed to Storm Water. The 'SIC Codes' section includes fields for Primary SIC Code, Secondary SIC Code, and Tertiary SIC Code. Below the 'SIC Codes' section is a 'Reason for change:' field with a text box containing the message: 'You are required to enter the reason for change here'. At the bottom left, there is a 'Save & Continue' button circled in red.

¹ **NOTE:** If you are removing a Standard Industrial Classification (SIC) code please be sure to select a new SIC code from the drop down and put it in the "Primary SIC Code" box and leave the other fields blank.

8. The “SWPPP” or “Attachments”² Tab will allow the upload of supporting documentation as required by the IGP (section X.B.) If you have no attachments to upload³ you can proceed to the next tab by clicking on the “Save & Continue” button.

The screenshot shows a web interface with a navigation bar at the top containing tabs: "COI Form", "SWPPP", "Certify/Review", "Status History", and "Back To NOI Summary". Below the navigation bar is a blue header with the text "Please click on Upload Revised SWPPP to upload new or revised SWPPP components." and a button labeled "Upload Revised SWPPP" which is circled in red. Below this is a table with columns: "Attachment ID", "File Type", "File Title", "File Description", "Part No", and "Delete". Under the table is a text area labeled "Reason For SWPPP Revision:". At the bottom left of the form is a button labeled "Save & Continue" which is also circled in red. At the bottom center is the copyright notice: "© 2016 State of California. Conditions of Use. Privacy Policy."

The upload tool opens in a new window. Be sure to check your pop-up blocker if needed.

This screenshot is similar to the one above, showing the same navigation bar and header. The "Upload Revised SWPPP" button is circled in red. The table below it is empty. The "Reason For SWPPP Revision:" text area now contains the red text "Enter reason for revisions". The "Save & Continue" button is still present at the bottom left. The copyright notice "© 2016 State of California. Conditions of Use. Privacy Policy." is at the bottom center.

² **NOTE:** If you selected to “Update SWPPP and NOI” as the reason for the COI the Tab will be name “Attachments” instead of “SWPPP”

³ **NOTE:** If you selected that you needed to update your SWPPP it is required that you upload the revision on this tab. You can complete this by selecting the “Upload Revised SWPPP” button and uploading the revised document.

Example of the “SMARTS File Upload” pop-up window that has been completely filled out.

Please provide the following details to upload the corresponding files.

Attachment File Type *	Attachment Title *	File Description	Parts *	Document Date	File Name	Progre
SWPPP	SWPPP	Revision to SWPPP	Part 1 of 1		Browse...	
[SELECT]			Part 1 of 1		Browse...	

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 connection is as follows:

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.

Attachment Id	File Type	File Title	File Desc	Part #
No Data Found.				

You may select the “SWPPP”⁴ Tab to refresh the screen and see that the attachment properly uploaded. Once you have checked that it uploaded correctly select “Next”:

SWPPP Certify/Review Status History Back To NOI Summary

Please click on **Upload Revised SWPPP** to upload new or revised SWPPP components. [Upload Revised SWPPP](#)

The following is the current new or revised SWPPP components that will be uploaded when certified. Click on the links to view them.

Attachment ID	File Type	File Title	File Description
1610094	SWPPP	swppp revised	

⁴ **NOTE:** if you selected to “Update SWPPP and NOI” as the reason for the COI the Tab will be name “Attachments” instead of “SWPPP”

9. The “Certify/Review” Tab provides a completion check of the proposed COI:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Help Logout

Navigate To: [Dropdown]

Change of Information (COI) - Certification

COI ID: 28371 Status of Document: Not Submitted Submitter: Owner/Operator: Test
COI Type: Update SWPPP and NOI COI Date: WDID: 5S29I025869 Site/Facility: 1001 I Street Sacramento CA 95814
Not yours street Auburn CA 95814

COI Form SWPPP **Certify/Review** Status History Back To NOI Summary

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

Perform Completion Check

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The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the COI. (e.g. SWPPP was uploaded incorrectly). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the COI is complete, SMARTS will only allow the DEP to notify the LRP or DAR (via a generated SMARTS email) that the COI must be certified and submitted. A DEP completing this check will see this:

SWPPP **Certify/Review** Status History Back To NOI Summary

The NOT 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.

Back Next

Fields marked with * are mandatory fields.

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Once the DEP selects “Submit to LRP/DAR” they will see that an email was sent and the status is “Not Submitted – certification required”.

Change of Information (COI) - SWPPP

COI ID: 28572 Status of Document: **Not Submitted - certification required** Submitter: Owner/Operator: Test
COI Type: Update SWPPP COI Date: 03/18/2016 WDID: 5S29I025869 Site/Facility: 1001 I Street Sacramento CA 95814
Not yours street Auburn CA 95814

Status updated as Not Submitted - certification required.

10. The COI must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the COI in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the COI that requires certification:⁵

COIs list

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: 5S291025869 Owner/Operator: Test Certified Date: 07/30/2015
Application ID: 459447 1001 I Street Sacramento CA 95814 Processed Date: 07/30/2015
Status: Active Site/Facility: Mine NOT Effective Date:
Previous ID: - Not yours street Auburn CA 95814 Permit Type: Industrial - NOI

Operator Info | Facility Info | Addl. Facility Info | Billing Info | Attachments | Certification | Requirements | Inspections | Print | Status History | Linked Users | NOTs | COIs

Change Of Information (COI) is submitted to the Water Board for updating certain fields of the NOI.

The following are the COIs associated with this NOI. Click on the COI ID to view the details.

Add a New COI

COI ID	WDID	Submitter	Submitted Date	Status of Document	Delete
28572	5S291025869	Rebecca Greenwood	03/16/2016	Not Submitted - certification required	

The LRP or DAR must review the prepared COI for information accuracy, prior to continuing to the "Certify/Review" Tab to perform the completion check:

Water Boards Storm Water Multiple Application & Report Tracking System Help Logout

You are logged-in as: Navigate To: []
If this account does not belong to you, please log out.

Change of Information (COI) - Certification

COI ID: 28371 Status of Document: Not Submitted Submitter: Owner/Operator: Test
COI Type: Update SWPPP and NOI COI Date: WDID: 5S291025869 Site/Facility: Mine
Not yours street Auburn CA 95814

COI Form | SWPPP | Certify/Review | Status History | Back To NOI Summary

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

Perform Completion Check

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⁵ **NOTE:** If the Data Entry Person (DEP) has properly sent the COI 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 COI by selecting both check boxes, entering their password and answering a security question, then selecting the "Certify COI" button

Change of Information (COI) - Certification

COI ID: 28371 Status of Document: Not Submitted Submitter: Owner/Operator: Test
1001 I Street Sacramento CA 95814
COI Type: Update SWPPP and NOI COI Date: WDID: 5S29I025869 Site/Facility: Mine
Not yours street Auburn CA 95814

Change of Information (COI) perform completion check complete. Your application appears to be complete. Certify the COI to submit to Water Board.

[COI Form](#) [SWPPP](#) [Certify/Review](#) [Status History](#) [Back To NOI Summary](#)

Certification & Submission Checklist :

Check	Question Text
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:		Date:	

Please answer your security question before certifying the document.

In what city did you meet your spouse/significant other?

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.

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A confirmation screen will then confirm submission of the COI in SMARTS⁶:

Change of Information (COI) - NOI & SWPPP

COI ID: 28371 Status of Document: Submitted to Water Board Submitter: Owner/Operator: Test
1001 I Street Sacramento CA 95814
COI Type: Update SWPPP and NOI COI Date: 03/02/2016 WDID: 5S29I025869 Site/Facility: Mine
Not yours street Auburn CA 95814

Change of Information (COI) is successfully certified and submitted to Waterboard.

[COI Form](#) [SWPPP](#) [Certify/Review](#) [Status History](#) [Back To NOI Summary](#)

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

COI ID: 28371
Application ID: 459447
WDID: 5S29I025869
Submission/Certified Date: 03/02/2016
Certifier Name:
Certifier Title:

To make any changes/modifications to the COI, please click on - [Remand](#)

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⁶ **NOTE:** If only an update on the SWPPP was performed the status will be received. Updating the SWPPP does not require approval of the Regional Water Quality Control Board

11. Regional Water Quality Control Board (Regional Water Board) staff will review the submitted COI and the LRP or DAR will be notified via email of their decision on the information changed. If you have questions about the status of your COI, contact the Regional Water Board the Facility is located in:

For example:

WDID 5S29I025869

The first numbers of the WDID serve as the identifier for the Region the Facility is located within. Coordinate this identifier with the contact on our webpage:

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 WDID number. Click on one of the Regional Water Board identifiers to see the storm water contacts, or scroll down the webpage.

