STATEWIDE INDUSTRIAL GENERAL PERMIT

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

ANNUAL REPORT



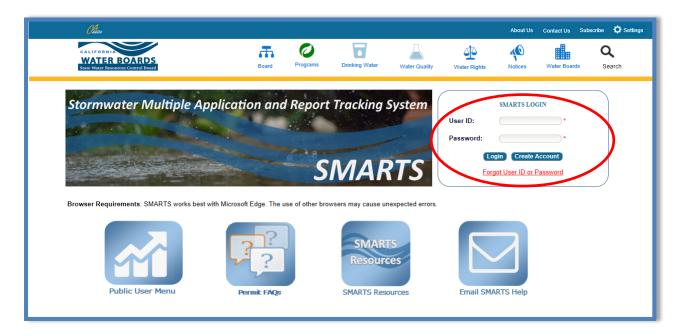


Last Revised: February 2024

Industrial Storm Water General Permit Annual Report:

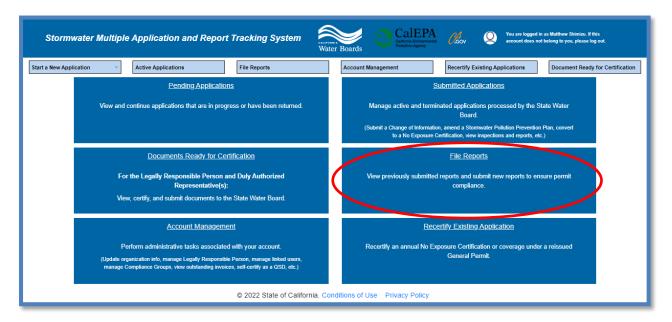
Dischargers are required to certify and submit an Annual Report no later than July 15 following each reporting year via the Stormwater Multiple Application and Report Tracking System (SMARTS). The Annual Report is a list of questions for the discharger to complete, which demonstrates compliance with all applicable requirements of the Industrial Storm Water General Permit (IGP). The Annual Report requires an explanation for any non-compliance of requirements during the reporting year and certification that the <u>Annual Comprehensive Facility Compliance Evaluation (Annual Evaluation)</u> was completed. The Annual Report may be entered by any SMARTS user linked to the facility, but may only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file.

Log into SMARTS: https://smarts.waterboards.ca.gov
 Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.



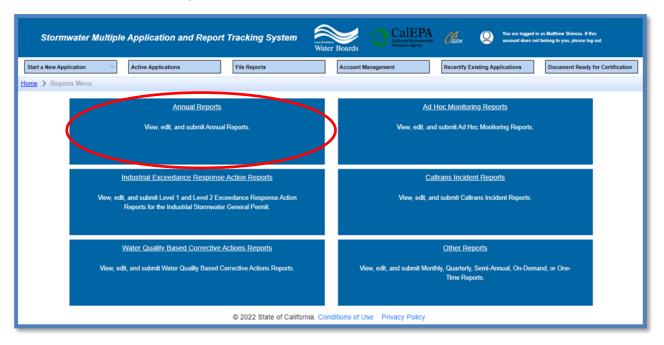
2. SMARTS Main Menu

Select "File Reports".



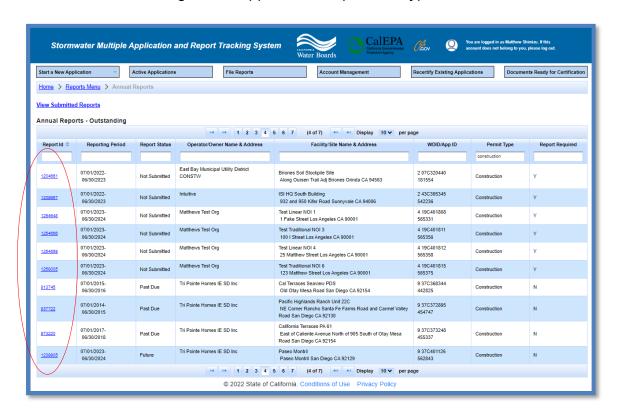
3. Report Menu

Select "Annual Reports".



4. Annual Reports

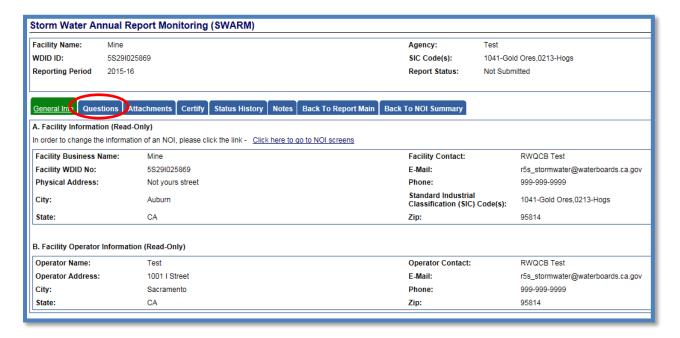
The screen that appears displays Annual Reports previously started, but not submitted reports for the facilities to which the user account is linked. Users may query for the specific Annual Report by using the search boxes at the top of the screen and clicking on the applicable "Report ID" hyperlink.



5. Start the Annual Report - General Information

This tab displays the owner and facility address and contact information. To update the organization address or name, refer to the Organization COI help guide. Refer to the Facility COI help guide to update any facility information

To start answering the report questions continue to the "Questions" tab.

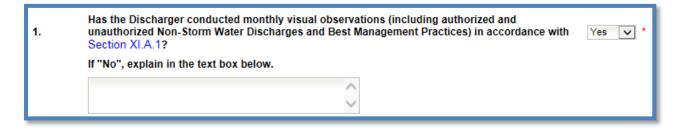


6. The Annual Report is composed of a series of questions answered with "Yes" or "No" responses. The next steps display each question and provide reference to the applicable section of the Industrial Storm Water General Permit sections. Selecting the blue hyperlink in the Annual Report question in SMARTS displays the referenced Industrial Storm Water General Permit section.

For each section of questions, respond to the questions and then click the "Save & Next" button at the bottom of each section to save the answers prior to proceeding to the next section

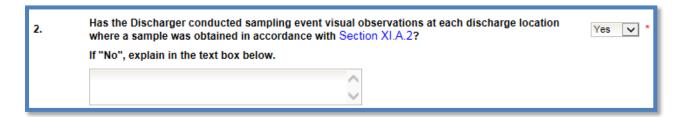


a. Question 1



If each monthly observation was not completed, an explanation is required. Records of these observations are not required to be uploaded but are required to be maintained on-site in the Storm Water Pollution Prevention Plan (SWPPP) records for a 5-year period.

b. Question 2



If observations were not completed for each sampling event, an explanation is required. Records of these observations are not required to be uploaded but are required to be maintained on-site in the Storm Water Pollution Prevention Plan records for a 5-year period.

c. Question 3



If sampling was not completed for the reporting year, an explanation is required. Industrial storm water sampling results are required to be entered as Ad Hoc Reports, which are required to be certified and submitted in SMARTS within 30 days of receiving the lab analysis report¹. Lab analysis reports are required to be uploaded to the corresponding Ad Hoc report, not the Annual Report.

¹ **NOTE:** See the <u>Ad Hoc Report Help Guide</u> for more information on reporting and entering sample analysis.

d. Question 4



Enter a numeric value for how many discharge locations are at the facility.

e. Question 5



Dischargers are required to identify, when practicable, alternate discharge locations if: (1) the facility's industrial drainage areas are affected by storm water run-on from surrounding areas that cannot be controlled, or (2) discharge locations are difficult to observe or sample (e.g., submerged discharge outlets, dangerous discharge location accessibility). If the user answered "Yes" to this question, the Alternative Discharge Locations and justifications must be documented in the Monitoring Implementation Plan (part of the Storm Water Pollution Prevention Plan) and uploaded in the Attachments tab of this report.

f. Question 6



For each drainage area with multiple discharge locations (e.g., roofs with multiple downspouts, loading/unloading areas with multiple storm drain inlets), the Discharger may reduce the number of discharge locations sampled if the conditions in Section XI.C.4 in the Industrial Storm Water General Permit are met. If the user answered "Yes" to this question, revisions to the Monitoring Implementation Plan (part of the Storm Water Pollution Prevention Plan) are uploaded in the Attachments tab of this report.

⁽http://www.swrcb.ca.gov/water_issues/programs/stormwater/docs/dischargers_guide _adhocreport.pdf)

g. Question 6.1

6.1 Has the Discharger reduced the frequency of sampling at the facility area in accordance with the Sample Frequency Reduction in Section XI.C.7?

The Discharger is eligible to reduce the number of Qualifying Storm Events sampled each reporting year if the conditions in Section XI.C.7 in the Industrial Storm Water General Permit are met. If the user answered "Yes" to this question, file a Change of Information form² to upload a revised the Storm Water Pollution Prevention Plan.

h. Question 7

7. Permitted facilities located within an impaired watershed must assess for potential pollutants that may be present in the facility's industrial storm water discharge. *
Using the table below, populated based on the facility's location, indicate the presence of the potential pollutant at the facility.

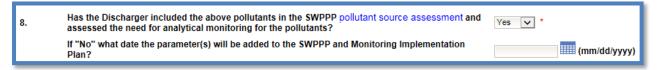
Parameter	Pollutant	Present at Facility?
E.Coli and Enterococcus	Bacteria	Yes 🔻
E.Coli and Enterococcus	Fecal Coliform	No v

The Discharger must refer to Appendix 3 of the Industrial Storm Water General to identify pollutants related to the Clean Water Act section 303(d) listed impairments in the HUC-10 watershed in the SWPPP's pollutant source assessment. The Storm Water Pollution Prevention Plan's pollutant source assessment of the Industrial Storm Water General Permit, Dischargers must identify the industrial pollutants related to the receiving waters with Clean Water Act section 303(d) listed impairments identified in Appendix 3 that may be causing or contributing to an exceedance of a water quality standard in the receiving waters (as provided in Section X.G.2.a.ix. of the Industrial Storm Water General Permit). The Industrial Storm Water General Permit requires a Discharger to monitor additional parameters if the discharge(s) from its facility contributes pollutants to receiving waters that are listed as 303(d) listed for those pollutants. See Question 8 for follow up to responses entered.

NOTE: See the <u>Change of Information (COI) Guide</u> for more information on completing the form:

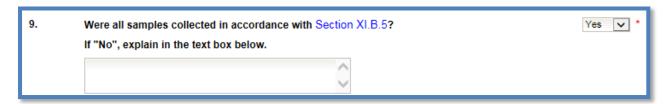
http://www.swrcb.ca.gov/water_issues/programs/stormwater/docs/coi_guide.pdf

i. Question 8



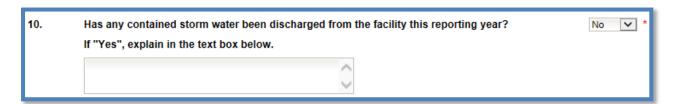
Dischargers should include a discussion in their Storm Water Pollution Prevention Plan regarding the potential pollutant sources identified in their HUC-10 watershed and determine if the potential pollutant sources are <u>applicable to their facility</u>. If the answer is "Yes," the Discharger is stating the Storm Water Pollution Prevention Plan addresses all pollutants from the table in Question 7. If the answer is "No," the Discharger must revise the Monitoring Implementation Plan section of the Storm Water Pollution Prevention Plan and update it by the date provided by the Discharger. Once completed, the Discharger is required to upload the revisions in the Attachments via the Change of Information form³.

j. Question 9



If samples were not collected properly, an explanation is required.

k. Question 10

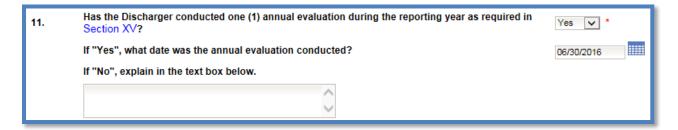


For contained storm water (from ponds or capture systems), samples are only collected when there is a discharge of the contained storm water. If the user does not have any contained storm water systems, answer "No." If the answer is "Yes," provide when the discharges occurred and explanation of the contained stormwater discharge.

³ **NOTE:** See the <u>Change of Information (COI) Help Guide</u> for more information on completing the form.

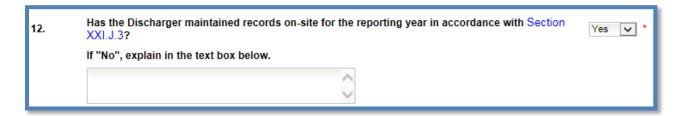
⁽http://www.swrcb.ca.gov/water_issues/programs/stormwater/docs/coi_guide.pdf)

Question 11



Please review Section XV of the Industrial Storm Water General Permit for requirements of the Annual Comprehensive Facility Compliance Evaluation (Annual Evaluation). If the user completed this evaluation, answer "Yes" and provide the date when it was completed. If it was not completed, provide an explanation.

m. Question 12



Not all records are required to be uploaded but are required to be maintained on site in the Storm Water Pollution Prevention Plan for a 5-year period. If they are not being maintained, provide an explanation.

a. If the facility has any parameters with Level 2 Status⁴, there are 2 additional questions to answer.



Exceedance Response Action Level 2 Status Questions

Questions 13 and 14 are specific to, and only appear for, facilities that have parameters with Level 2 status. Please review Section XII.D.3.c of the Industrial Storm Water General Permit for requirements on annually updating the Level 2 Exceedance Response Action Technical Report⁵.

n. Question 13

⁴ Level 2 Status per Section XII.D of the Industrial Storm Water General Permit.

⁵ Also referred to as the Level 2 ERA Technical Report.

Did additional NAL exceedances occur in the same drainage area for the facility's Level 2 parameter(s) (if no Level 2 parameters, select No)?

If additional Numeric Action Level⁶ exceedances occurred within this reporting year for existing Level 2 parameters, answer "Yes." If not, answer "No."

o. Question 14



Answer "Yes" if the Level 2 Exceedance Response Action Technical Report was updated due to additional exceedances of the existing Level 2 parameters or for other requirements stated in Section XII.D.3.c. of the Industrial Storm Water General Permit. Answer "No" if the Level 2 Exceedance Response Action Technical Report was not updated. Provide an explanation.

Attachment F - Effluent Limitation Guidelines

p. Subchapter N Effluent Limitation Guidelines – Annual Report Requirements

Red text displays after Question 12, or 14 if there are Level 2 questions, that says: "If your facility is subject to Effluent Limitation Guidelines in Attachment F of the Industrial General Permit, include your specific reporting requirements as an attachment to the Annual Report (attach as file type: Supporting Documentation)." This is a note for Dischargers subject to Section XI.D.1.b of the Industrial Storm Water General Permit. Dischargers with applicable Effluent Limitation Guidelines from Title 40 of the Code of Federal Regulations parts 419⁷ and 443⁸ are required to submit volume and mass estimate calculations (completed by a California Licensed Professional Engineer) with their Annual Report. These calculations shall be submitted as "Supporting Documentation" in the "Attachments" tab of the Annual Report.

Attachment E – Total Maximum Daily Loads (TMDLs)

If the facility is within the following Regional Water Board jurisdictions: San Francisco Bay Region (Region 2), Los Angeles Region (Region 4), Santa Ana Region (Region 8), or San Diego Region (Region 9), the user must answer

⁶ Also referred to as NALs in the Industrial Storm Water General Permit and the SMARTS database.

⁷ Petroleum refining point source category

⁸ Paving and roofing materials using tar and asphalt point source category

the additional Total Maximum Daily Load (TMDL) Questions.

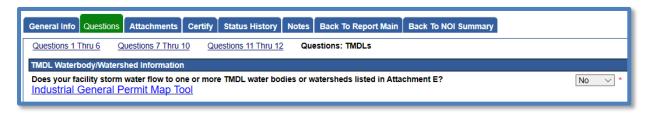


q. Questions: TMDLs

"Questions: TMDLs" are applicable to facilities that are located in Regions 2, 4, 8, and 9. They are not shown for facilities located in Regions 1, 3, 5, 6, and 7.

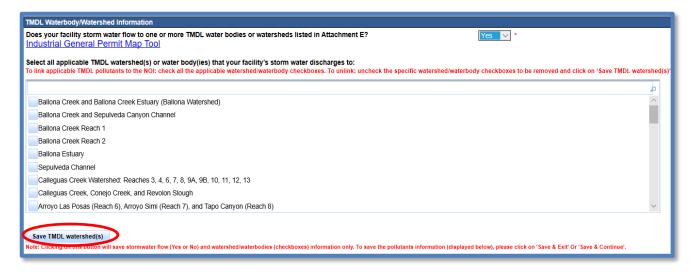
Dischargers are required to identify pollutants at the facility related to the receiving waters with approved Total Maximum Daily Loads that may be causing or contributing to an exceedance of a water quality standard in the receiving waters as specified by Section X.G.2.a.ix.

Please determine if the facility directly discharges to or discharges through a Municipal Separate Storm Sewer System (MS4) to a waterbody/watershed with a Total Maximum Daily Load using Attachment E of the Industrial Storm Water General Permit prior to answering this question. The user can use the Industrial General Permit Mapping Tool to assist in determining if the facility discharges to a waterbody/watershed with a Total Maximum Daily Load:

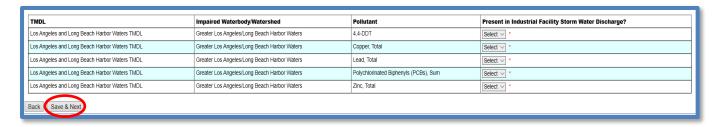


If the facility's storm water runoff does not flow into a waterbody/watershed with a Total Maximum Daily Load listed in Attachment E of the Industrial Storm Water General Permit, answer "No" and click on "Save & Next" to go to the next section.

If the facility's storm water runoff flows into one or more waterbodies/watersheds with a Total Maximum Daily Load listed in Attachment E of the Industrial Storm Water General Permit, answer "Yes" and the applicable waterbodies/watersheds will pop up based on the Region within which the facility is located:

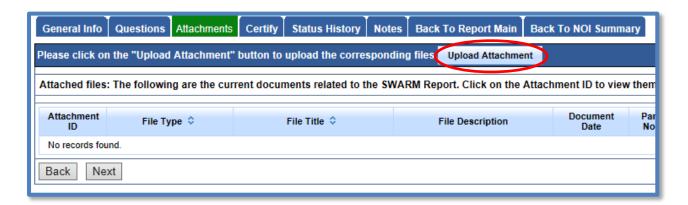


Select the applicable waterbodies/watersheds to which the facility's storm water directly discharges. Once those are selected, click on "Save TMDL watershed(s)." The pollutant parameters pertaining to the selected waterbodies/watersheds will appear:



Select "Yes" for pollutant parameters that are present in the facility's industrial storm water discharge as identified in the facility's pollutant source assessment. If the pollutant parameters are not present in the facility's industrial storm water discharge, then select "No"⁹. Select "Save & Next" when the user has finished selecting the parameters to continue to the "Attachments" tab.

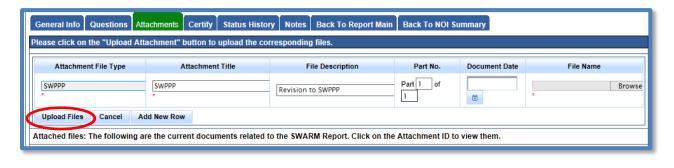
7. Once all questions are completed, upload any documentation such as Storm Water Pollution Prevention Plan revisions or other explanatory documentation to the Annual Report. This can be done by clicking on the "Upload Attachment" button. If no attachments are necessary, move to the "Certify" tab by selecting "Next":

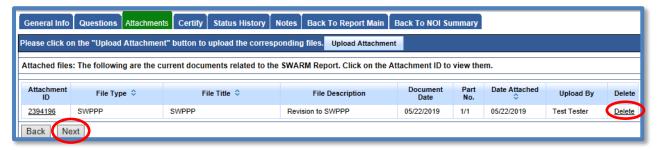


If the user is adding attachments to this Annual Report, make sure to fill out the all required fields. For SWPPP revisions, use the file type "SWPPP." For all other Annual Report documents (if any), use the file type "Supporting Documentation".

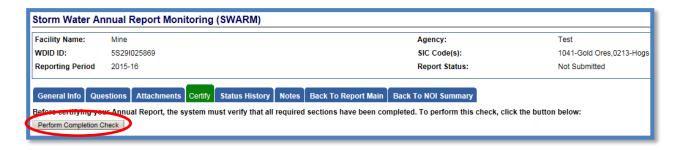
⁹ NOTE: If not discharging any of the listed pollutants to the associated TMDL watershed or waterbody, TMDL implementation requirements and monitoring do not apply to the facility.

Click on the "Upload Files" button to upload selected files. Confirm that the files are properly uploaded. Refresh the screen and see that the attachment properly uploaded. If an incorrect attachment was uploaded, delete the attachment by selecting "delete" on the right. Once the user has checked that it uploaded correctly, select "Next":





8. The "Certify" 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., all questions answered). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the Annual Report is complete, SMARTS only allows the DEP to notify the LRP or DAR (via a generated SMARTS email) that the Annual Report must be certified and submitted. A DEP completing this check will see this:



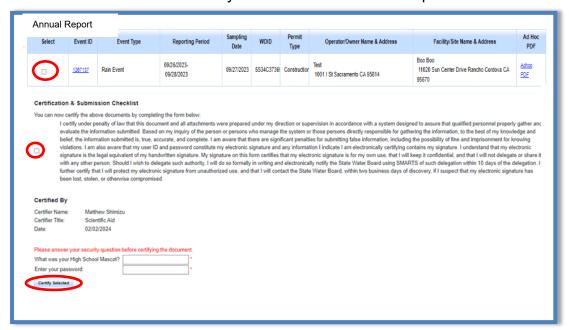
Once the DEP selects "Send Email to LRP/DAR", an email will be sent and the status of the report updates to "Not Submitted – certification required."



9. LRP or DAR Certification

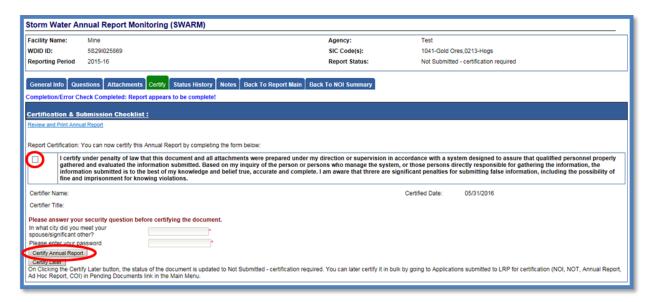
The LRP or DAR must review the prepared Annual Report for information accuracy, prior to submitting the Annual Report. There are two options for the LRP or DAR to submit the Annual Report:

- a. If the DEP has properly sent the Annual Report for certification to the LRP or DAR and set the report status to "Not Submitted – certification required", the LRP or DAR may access the "Documents Ready for Certification" SMARTS menu option. Here the LRP or DAR can see all items marked for their certification.
 - Select the report to certify by checking the box next to the Report ID.
 - Check the box next to the certification statement, answer the security questions, and enter the user account password.
 - Click "Certify Selected" to submit the report.



- b. If the report is not listed in the "Documents Ready for Certification" section, the LRP or DAR may access the report directly.
 - Log in and go to "File Reports" in the main menu.
 - Go to the Annual Reports Monitoring Reports.
 - Locate the applicable Report ID number.
 - Click on the "Certify" tab and perform the completion check.
 - After reading the certification statement check the box, answer the security questions, and enter the user account password.
 - Click Submit/Certify

Note: If a checkbox is not available under the "Select" column, then the LRP or DAR does not have their signed Electronic Authorization Form on file. Once the signed form is on file, the LRP or DAR can select that checkbox.



A confirmation screen will then confirm submission of the Annual Report in SMARTS and the user will able to print a copy for personal records:

