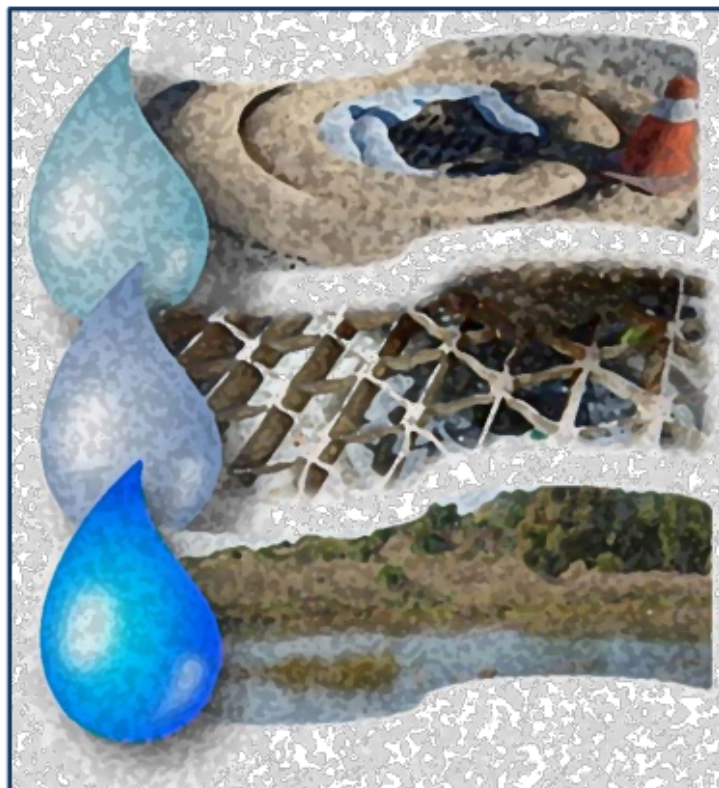


**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

**ORGANIZATION CHANGE OF INFORMATION
CHANGE OF ADDRESS**



Last Revised: February 2024

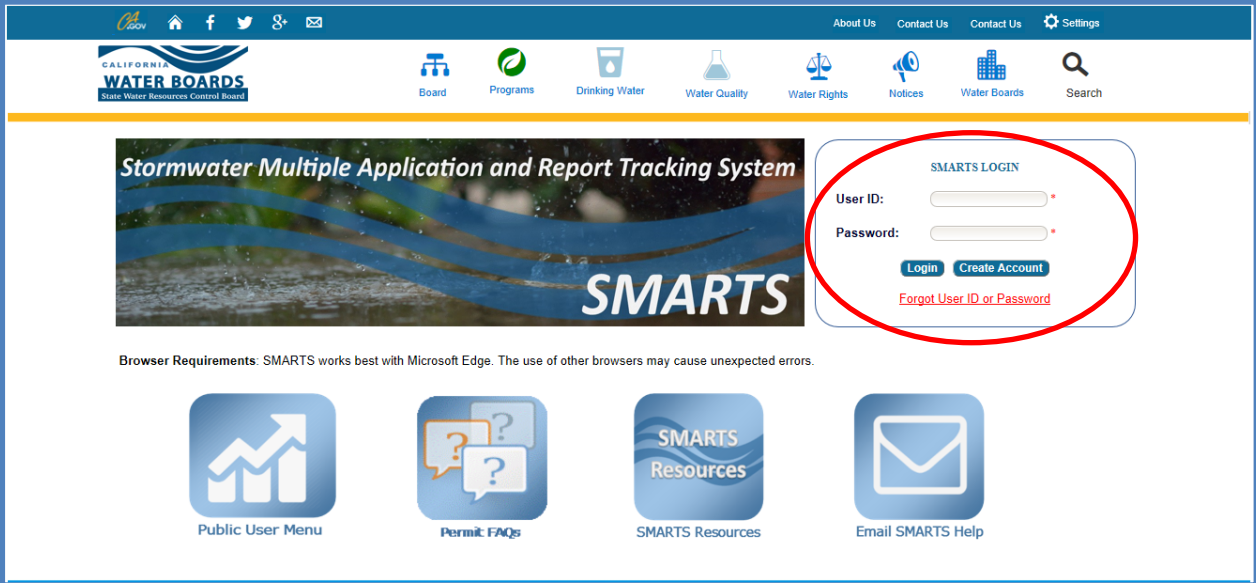
SMARTS Organization Change of Information (Part 1):

The Organization Change of Information (COI) is used to update information such as organization name or address. An Organization COI action may be created by any user but must be certified and submitted by either a Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with their eAuthorization form on file.

The Stormwater General Permits do not allow a transfer of permit coverage to a new owner/operator. Organization COIs submitted requesting a transfer of ownership are denied. An indicator the State Water Board uses to determine a change of owner/operator is the Federal Tax ID. A change of owner/operator requires a Notice of Termination, and the new entity is required to file for new permit coverage.

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

Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.

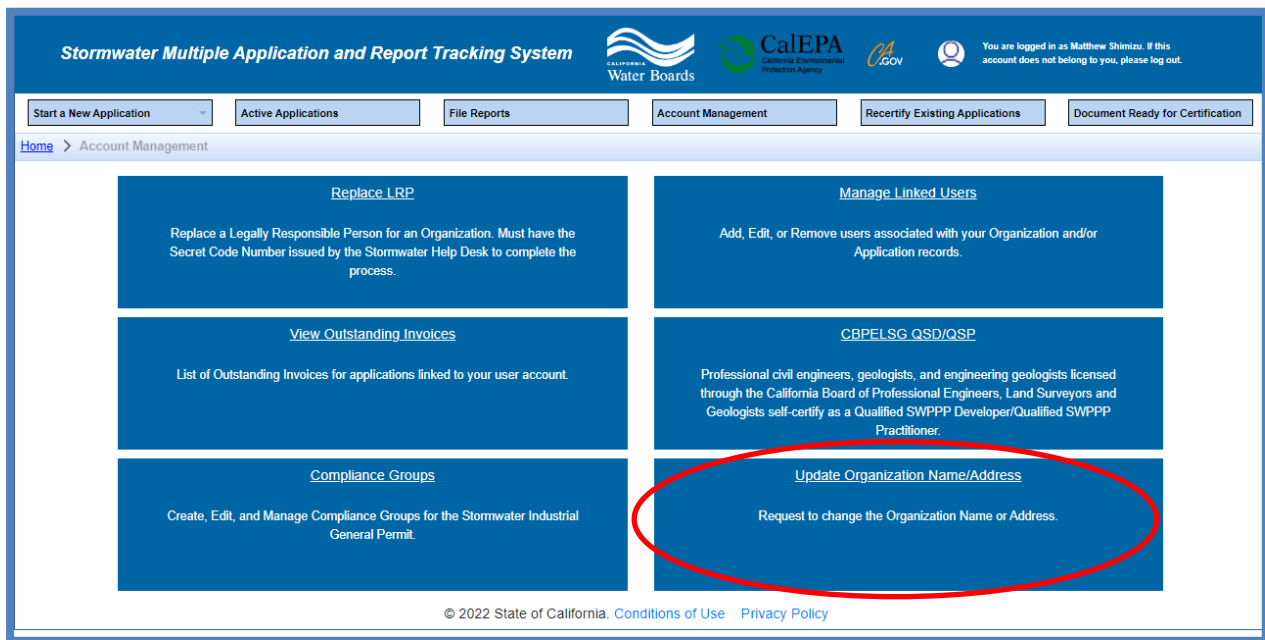


The screenshot shows the SMARTS login page. At the top, there is a navigation bar with the California State Water Boards logo and various menu items like Board, Programs, Drinking Water, Water Quality, Water Rights, Notices, Water Boards, and Search. Below the navigation bar is a banner for the "Stormwater Multiple Application and Report Tracking System" with the SMARTS logo. To the right of the banner is a "SMARTS LOGIN" form with fields for "User ID:" and "Password:", a "Login" button, a "Create Account" button, and a link for "Forgot User ID or Password". Below the banner, there is a note: "Browser Requirements: SMARTS works best with Microsoft Edge. The use of other browsers may cause unexpected errors." At the bottom, there are four icons representing different services: "Public User Menu", "Permit FAQs", "SMARTS Resources", and "Email SMARTS Help".

2. From the main menu, select “Account Management”.



3. Select “Update Organization Name/Address”.



4. Identify the Associated Organization to start the COI and select “Edit Organization”.

Stormwater Multiple Application and Report Tracking System

Water Boards | CalEPA | CA.GOV

You are logged in as Matthew Shimizu. If this account does not belong to you, please log out.

Start a New Application | Active Applications | File Reports | Account Management | Recertify Existing Applications | Documents Ready for Certification

Home > Account Management > View Organization Records

Associated Organizations: The following organizations are associated with your user account. To update the organization name or address click the "Edit Organization" link.

Org. Id	Name	Address	Role	COI	Delink Organization	eAuthorization Form
610632	Test Owner Co	3737 Main St Riverside CA 92501	Legal Responsible Person of the Organization	Edit Organization	Delink	
618653	Rohner Village LP	5251 Ericson Way Arcata CA 95521	Legal Responsible Person of the Organization	Edit Organization	Delink	Print eAuthorization Form
627683	Test	1001 I St Sacramento CA 95814	Data Entry Person	Edit Organization	Delink	
627684	Test	1001 I Street Sacramento CA 95814	Data Entry Person	Edit Organization	Delink	

5. COI Form

Enter the new information in the “Revised Values” field(s) and enter a reason for the change. If the billing address also requires an update to match the new address, check the box to “Apply to Billing Address”. When complete, select “Save & Continue”.

COI ID: 8075
COI Type: Organization
Status of Document: Not Submitted
Organization ID: 610632
Organization Name: Test Owner Co
3737 Main St Riverside CA 92501

COI Form | Attachments | Certify/Review | Status History

Any changes made to the organization address will effect all records listed below. If you want the revised organization address applied to the billing address, check the Apply to Billing Address box.

Field Names	Revised Values
Organization Name:	<input type="text"/>
Foreign Address:	<input type="radio"/> Yes <input type="radio"/> No
Address:	<input type="text"/>
Address Line 2:	<input type="text"/>
City/State/Zip:	<input type="text"/> CA <input type="text"/>
Business Type:	Private Individual
Federal Tax Id:	<input type="text"/> *Required for Private Business

Associated WDIDs / NOIs:

Application Id	WDID	Status	Facility Name and Address	Apply to Billing Address
488041		Not Submitted	My Construction11020 Sun Center DriveRancho Cordova CA 95870	<input checked="" type="checkbox"/>
458447	5S34I025889	Terminated	MineNot yours streetAuburn CA 95614	<input type="checkbox"/>
470787		Returned	test 458263 lolololoSacramento CA 95821	
472297		Returned	Test1001 I StreetSacramento CA 95814	
491883		Returned	Test Site1111 Main StSacramento CA 95814	
497277		Not Submitted	Waiver Test11020 Sun Center DriveSacramento CA CA	

Reason for change:

Save & Continue

6. Attachments

Upload applicable documentation on the “Attachments” tab and click “Next”.

Note: The maximum file size is 100MB and the file name cannot be longer than 30 characters and does not contain any special characters or symbols.

The screenshot displays the 'Stormwater Multiple Application and Report Tracking System' interface. The top navigation bar includes logos for Water Boards, CalEPA, and CA.GOV, along with a user login notification for Matthew Shimizu. The main navigation menu contains buttons for 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. The breadcrumb trail is 'Home > Account Management > View Organization Records > COI-Attachments'. The record details for COI ID 8075 are shown, including 'COI Type: Organization', 'Status of Document: Not Submitted', 'Organization ID: 610632', and 'Organization Name: Test Owner Co'. The 'Attachments' tab is selected, and the 'Upload Attachment' button is circled in red. Below the tab, a message states: 'Click on Upload Attachment button to attach files to this record. Maximum file size is 100MB.' A table lists current documents related to the COI, but it is empty with the message 'No records found.' The 'Next' button is also circled in red. The footer contains the copyright notice '© 2022 State of California' and links to 'Conditions of Use' and 'Privacy Policy'.

7. Certify/Review

Select “Perform Completion Check” to verify all required fields are filled out.

The screenshot displays the 'Stormwater Multiple Application and Report Tracking System' interface, showing the 'Certify/Review' tab for the same COI record (COI ID 8075). The breadcrumb trail is 'Home > Account Management > View Organization Records > COI-Certify/Review'. The record details are identical to the previous screenshot. The 'Certify/Review' tab is selected, and the 'Perform Completion Check' button is circled in red. Below the tab, a message states: '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:'. The footer contains the copyright notice '© 2022 State of California' and links to 'Conditions of Use' and 'Privacy Policy'.

LRP or DAR Certification

If the completion check is successful, the LRP or DAR certifies and submits the COI. Select both check boxes next to each certification statement, answer the security question, enter the password, and select "Certify COI".

Start a New Application | Active Applications | File Reports | Account Management | Recertify Existing Applications | Documents Ready for Certification

Home > Account Management > View Organization Records > COI-Certify/Review

COI ID: 8075
COI Type: Organization
Status of Document: Not Submitted
Organization ID: 610632
Organization Name: Test Owner Co
3737 Main St Riverside CA 92501

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

COI Form | Attachments | **Certify/Review** | Status History

Certification & Submission Checklist:

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 SMARTS 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:
Certifier Name: Matthew Shimizu Date: 11/02/2023

Enter the answer to the security question and password before certifying the document.

What is your mother's maiden name?

Please enter your password

Certify COI | Certify Later

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.

8. A confirmation screen verifies the submission of the Organization COI in SMARTS.

COI ID: 100457
COI Type: Organization
Status of Document: Submitted to Water Board
Organization ID: 610632
Organization Name: Test Org
1001 I Street Sacramento CA 95814

COI Form | Attachments | **Certify/Review** | Status History

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: 100457
Organization Name: Test Org
Submission/Certified Date: 12/11/2023
Certifier Name: Matthew Shimizu
Certifier Title: Scientific Aid

Download Copy of Record

To make any changes/modifications to the COI, please click on - Remand

9. Remand

If an Organization COI was submitted in error, the LRP or DAR may “Remand” the COI to enter or upload any new information. Click the “Remand” link to change status back to “Not Submitted”.

COI ID: 100457
COI Type: Organization
Status of Document: Submitted to Water Board
Organization ID: 681563
Organization Name: Test Org
10011 Street Sacramento CA 95814

[COI Form](#) [Attachments](#) [Certify/Review](#) [Status History](#)

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: 100457
Organization Name: Test Org
Submission/Certified Date: 12/11/2023
Certifier Name: Matthew Shimizu
Certifier Title: Scientific Aid

[Download Copy of Record](#)

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