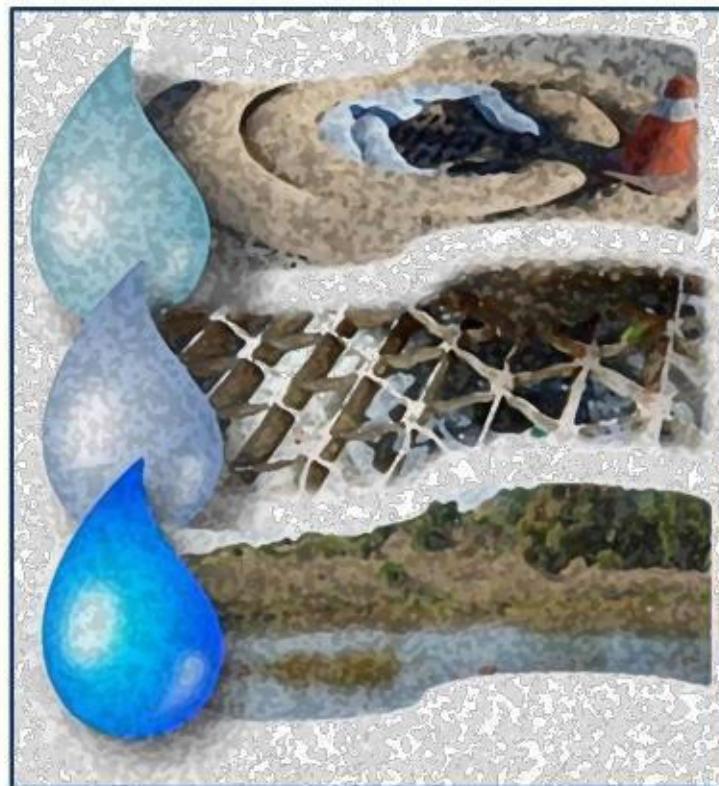




STATEWIDE CONSTRUCTION STORM WATER GENERAL PERMIT

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

NOTICE OF TERMINATION



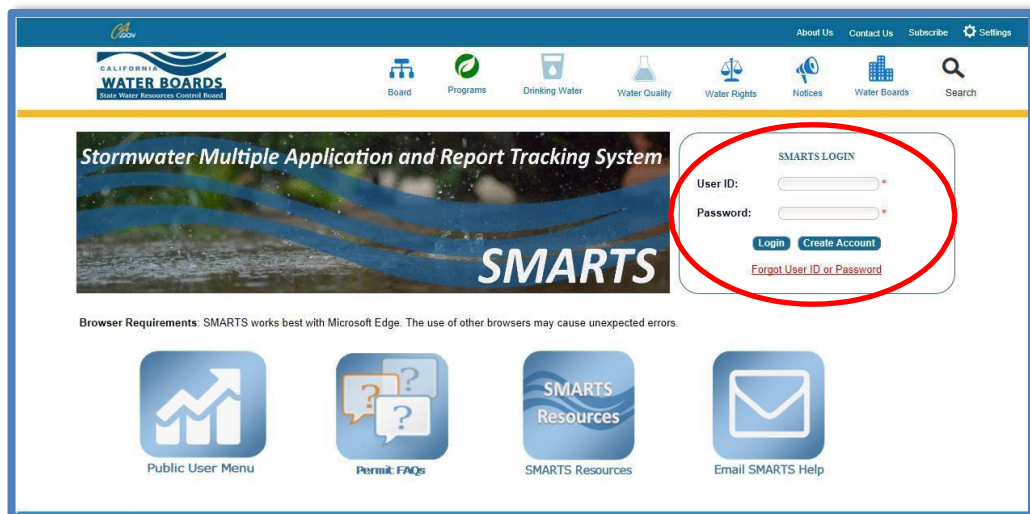
Last Revised: February 5, 2020

Construction Storm Water General Permit Notice of Termination:

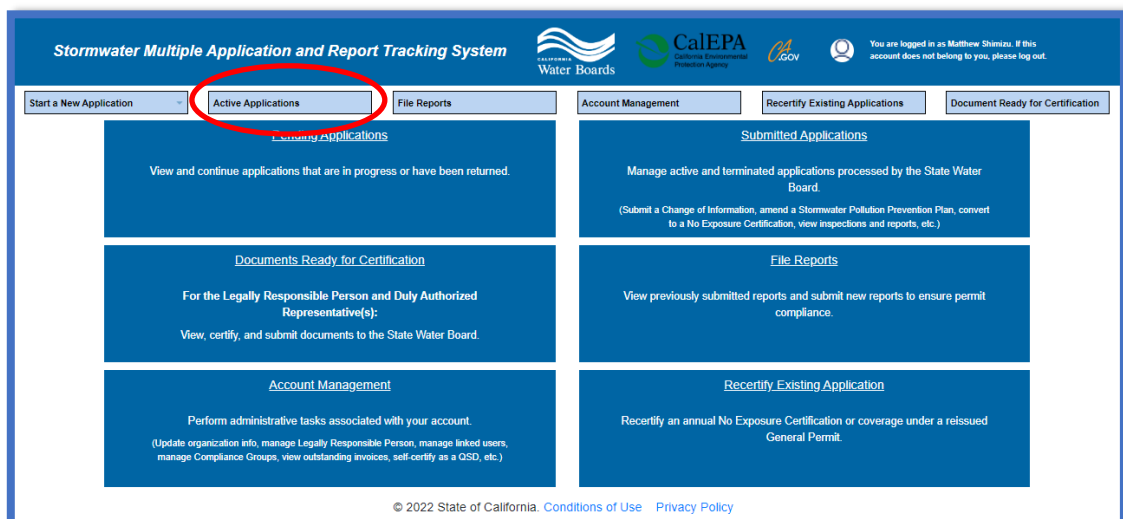
Dischargers with Notice of Intent (NOI) coverage should request termination of coverage under the Construction Storm Water General Permit (CGP) when; (a) a construction project is complete and final stabilization has been achieved, (b) a construction project has been suspended and final stabilization has been achieved, (c) a site has been transferred to a new Owner, or (d) a site's operations have changed and are no longer subject to the CGP. The CGP requires dischargers to electronically certify and submit a Notice of Termination (NOT) via SMARTS. Until a valid NOT is processed by the Regional Water Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the CGP and payment of accrued annual fees. An NOT can only be certified by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR)¹ for the project. A Data Entry Person (DEP) may fill out the NOT; however, the NOT must be certified and submitted via SMARTS by the LRP or DAR.

1. Please log into [SMARTS](https://smarts.waterboards.ca.gov) (https://smarts.waterboards.ca.gov):

Please use SMARTS in Microsoft Edge



2. From the main menu, select "Active Applications".



3. Locate the applicable "WDID/Application ID" number and click the "File NOT" link in the "NOT/LCTN" column.

Note: The NOT may also be accessed by opening the WDID Number and clicking on the "NOTs" tab.

The screenshot displays the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are navigation buttons: 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. Below these is a breadcrumb trail: 'Main Menu > Active Applications'. The main content area is titled 'View Terminated Records' and features a table with the following columns: 'WDID/App ID', 'Permit Type', 'Application Type', 'Application Subtype', 'Status', 'Owner/Operator', 'Facility/Site', 'Delink', and 'File NOT/LCTN'. The table contains three rows of data, each with a 'File NOT' link in the final column. Two red ovals highlight the 'WDID/App ID' column and the 'File NOT' links. The footer of the page includes the copyright notice '© 2022 State of California' and links for 'Conditions of Use' and 'Privacy Policy'.

WDID/App ID	Permit Type	Application Type	Application Subtype	Status	Owner/Operator	Facility/Site	Delink	File NOT/LCTN
SS34C402706 588647	Construction	NOI	Linear	Active	Test Org 1001 I Street Sacramento CA 95814	Test Linear NOI 1 25 Matthew Street Sacramento CA 95814	Delink	File NOT
SS34C402704 588247	Construction	NOI	Traditional	Active	Test Org 1001 I Street Sacramento CA 95814	Test Traditional NOI 1 777 I Street Sacramento CA 95814	Delink	File NOT
9 37C402705 585724	Construction	NOI	Linear	Active	Test Org 1001 I Street Sacramento CA 95814	Test Linear NOI 1 1 Fake Street San Diego CA 90001	Delink	File NOT

4. Fill out the “NOT Form” Tab:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 6S31C374728 Operator: California 123
123 Book it Sacramento CA 95814 NOT Status: Not Submitted NOT Submitted Date:

Permit Type: Construction Facility: California Construction
12345 Republic Street Auburn CA 95670 NOT Return Date: NOT Processed Date:

NOT Form NOT Attachments NOT Certify/Review NOT Status NOT Print Back To NOI Summary

Basis of Termination (Must select one option below)

The construction project is complete. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method
 RUSLE or RUSLE 2 Method
 Custom Method

Date of project completion: (mm/dd/yyyy) *

Have all elements of the SWPPP been completed? If "No" provide a reason in the text box below.

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff? If "Yes" provide a reason in the text box below.

Have construction materials and waste been disposed of properly? If "No" provide a reason in the text box below.

Are all construction - related equipment, materials and any temporary BMPs no longer needed and removed from the site? If "No" provide a reason in the text box below.

Has compliance with Post Construction Standards been demonstrated? If "No" provide a reason in the text box below.

Has a Post Construction BMP long-term maintenance plan been established? If "No" provide a reason in the text box below.

Construction activities have been suspended. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method
 RUSLE or RUSLE 2 Method
 Custom Method

Date of suspension: (mm/dd/yyyy) * Expected start up date: (mm/dd/yyyy)

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff? If "Yes" provide a reason in the text box below.

Have construction materials and waste been disposed of properly? If "No" provide a reason in the text box below.

Have all denuded areas and other areas of potential erosion been stabilized? If "No" provide a reason in the text box below.

Is there an operation and maintenance plan for erosion and sediment control in place? If "No" provide a reason in the text box below.

Site cannot discharge storm water to waters of the United States (check one).

All storm water is retained on site.
 All storm water is discharged to evaporation or percolation ponds offsite.

Discharge of storm water from the site is now subject to another NPDES general permit or an individual NPDES permit.

NPDES Permit No: *Date coverage began: (mm/dd/yyyy) *

New Operator/Owner:

Date facility/site was transferred to new operator/owner: (mm/dd/yyyy) *

Have you notified the new operator/owner of the storm water NPDES permit requirements? Yes No *

New Operator/Owner Information

Business Name: *	First Name: *
Street Address: *	Last Name: *
Line #2:	Title:
City/State/Zip: CA *	Phone: * (999-999-9999) Ext:
	Email: * (abc@xyz.com)

Other:

Explain any other basis/reasons that are not covered above.

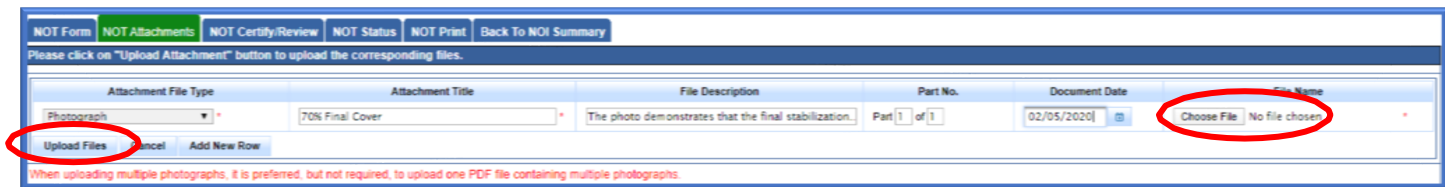
test

- Select a reason for filing the NOT and fill out appropriate information for the selected option.
- If selecting “Other”, please provide an explanation of your basis or reason for filing an NOT.
- Once the form is complete, select “Save & Next”.

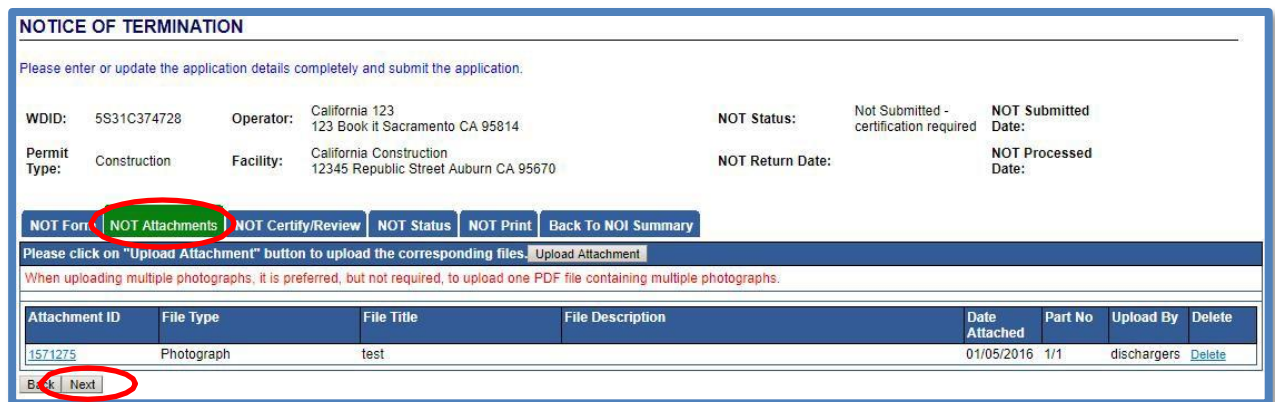
- 5. The “NOT Attachments” Tab will allow the upload of photographs and any supporting documentation (final site map) as required by the CGP (Section II.D.):



Once you click on “Upload Attachment”, the upload tool opens in a new window. If it does not appear, please check pop-up window settings for your browser. After choosing attachment(s), select “Upload File”:



You can select the “NOT Attachments” Tab to refresh the screen and see that the attachment properly uploaded. Once you have checked that it uploaded correctly, select “Next”:



[Continue to next page]

6. The “NOT Certify/Review” Tab provides a completion check on the proposed NOT:

The screenshot shows a navigation bar with tabs: NOT Form, NOT Attachments, NOT Certify/Review (highlighted), NOT Status, NOT Print, and Back To NOI Summary. Below the tabs, a message reads: "Before certifying the Notice of Termination, the system must verify that all required sections have been completed. To perform this check, click the button below:". A button labeled "Perform Completion Check" is circled in red. Below this are "Back" and "Next" buttons. At the bottom, a note states: "Fields marked with * are mandatory fields."

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the NOT²(e.g. photos or report were uploaded incorrectly).

Any user can perform this check. If a DEP performs the check and the NOT is complete, SMARTS will only allow the DEP to notify the LRP or DAR (via a SMARTS generated email) that the NOT must be certified and submitted.

A DEP completing this check will see this:

This screenshot shows the same navigation bar as the previous image. The message below the tabs reads: "Before certifying the Notice of Termination, the system must verify that all required sections have been completed. To perform this check, click the button below:". Below this is a "Perform Completion Check" button. A green message follows: "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." Below this, a button labeled "Send Email to LRP/AS" is circled in red. A small note below the button says: "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 “Send Email to LRP/AS”, they will see that an email was sent and the status is “Not Submitted – certification required”:

The screenshot shows the "NOTICE OF TERMINATION" page. It includes a header and a message: "Please enter or update the application details completely and submit the application." Below this is a table of application details:

WDID:	5S31C374728	Operator:	California 123 123 Book It Sacramento CA 95814	NOT Status:	Not Submitted - certification required	NOT Submitted Date:	
Permit Type:	Construction	Facility:	California Construction 12345 Republic Street Auburn CA 95670	NOT Return Date:		NOT Processed Date:	

Below the table is a navigation bar with tabs: NOT Form, NOT Attachments, NOT Certify/Review (highlighted), NOT Status, NOT Print, and Back To NOI Summary. At the bottom, the same message and "Perform Completion Check" button from the previous screenshot are visible.

[Continue to next page]

² **NOTE:** This completion check will also review for any outstanding reports (e.g., annual reports). The reports will need to be completed and submitted in the system prior to the NOT being submitted.

- 7. The NOT must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the NOT in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the NOT that requires certification³:

The LRP or DAR must review the prepared NOT to verify the accuracy of the information, prior to continuing to the “NOT Certify/Review” Tab, to perform the completion check:

[Continue to next page]

³ **NOTE:** If the Data Entry Person (DEP) has properly sent the NOT for certification to the LRP/DAR, then the LAR/DAR can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

The LRP or DAR certifies and submits the NOT by selecting both check boxes, entering their password, and answering a security question:

NOT Form | **NOT Attachments** | **NOT Certify/Review** | **NOT Status** | **NOT Print** | **Back To NOI Summary**

Certification & Submission Checklist :
 Certification & Submission check list

Select Question Text

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 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:	Test	Date:	04/06/2016

Please answer your security question before certifying the document.
 What is your mother's maiden name? *

Please enter your password *

Certify Notice of Termination (circled in red)

(circled in red)

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.

Fields marked with * are mandatory fields.

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8. A confirmation screen will then confirm submission of the NOT in SMARTS:

NOTICE OF TERMINATION

Please enter or update the application details completely and submit the application.

WDID: 5S31C374728 Operator: California 123
 123 Book it Sacramento CA 95814 NOT Status: **Submitted to Waterboard** (circled in red) NOT Submitted Date: 08/31/2018

Permit Type: Construction Facility: California Construction
 12345 Republic Street Auburn CA 95670 NOT Return Date: NOT Processed Date:

NOT Form | **NOT Attachments** | **NOT Certify/Review** | **NOT Status** | **NOT Print** | **Back To NOI Summary**

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

Application ID	530591
Permit Type:	Construction
Submission/Certify Date	08/31/2018
Certifier Name	Storm Water Administration
Certifier Title	Test Owner

Please print out this screen as proof of certification. If you need to correct any information, please contact the Regional Board representative.
 All records must be retained for 5 years from the date of the report or monitoring activity.

9. Regional Water Board staff will review the submitted NOT and the LRP or DAR will be notified via email of their decision on the termination.⁴ If you have questions about the status of your termination, contact the Regional Water Board the site is located within:

For example:
 WDID **5S**29I025869

⁴ **NOTE:** For outstanding invoices, if the NOT is submitted within 90 days of the original invoice date, the invoice will be canceled upon approval by the local Regional Water Board. If the NOT is submitted after the 90-day grace period or is denied, the invoice is valid and payable in full.

The first one or two number(s) of the WDID serve as the identifier for the Regional Water Board the site is located within. In this scenario, the highlighted first two numbers, “5S”, correspond to the Region 5 Sacramento Office. Reference your WDID identifier to contact the appropriate [Regional Water Board contacts](http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml) (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:

