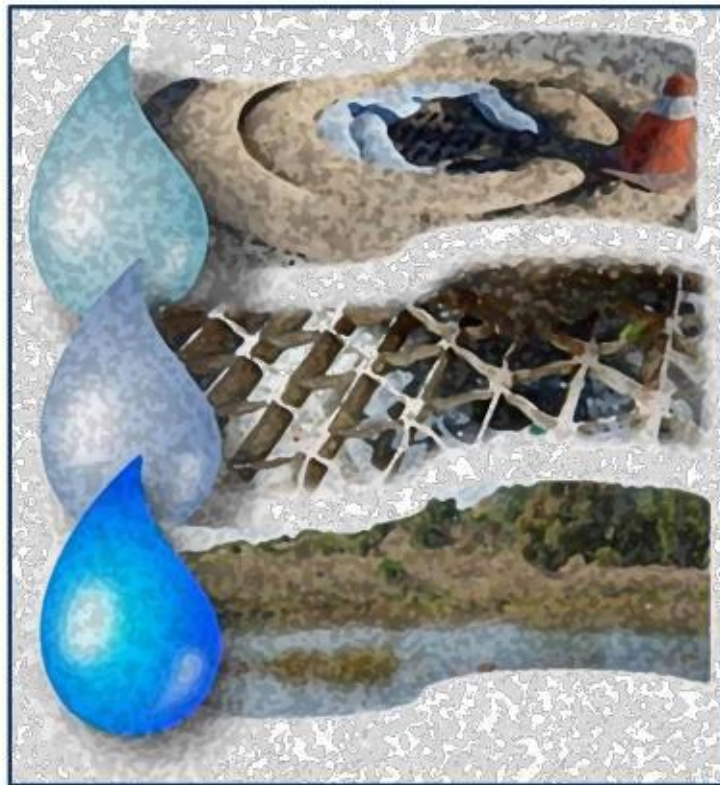**STATEWIDE CONSTRUCTION STORMWATER
GENERAL PERMIT**

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

ANNUAL REPORT

Last Revision February 2024

**Construction Stormwater General Permit Annual Report:**
Construction stormwater dischargers with a Waste Discharge Identification (WDID) number active for at least three months in the reporting year (July 1st to June 30th) are required to submit an Annual Report no later than September 1st following each reporting year. The Annual Report is submitted via the Stormwater Multiple Application and Report Tracking System (SMARTS).

The Annual Report is a list of questions summarizing the site's compliance with all applicable requirements of the Construction Stormwater General Permit. An Excel template tracking inspection and monitoring information is a required attachment. The Annual Report may be filled out by any SMARTS user linked to the WDID number; however, only a Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file may certify the report.
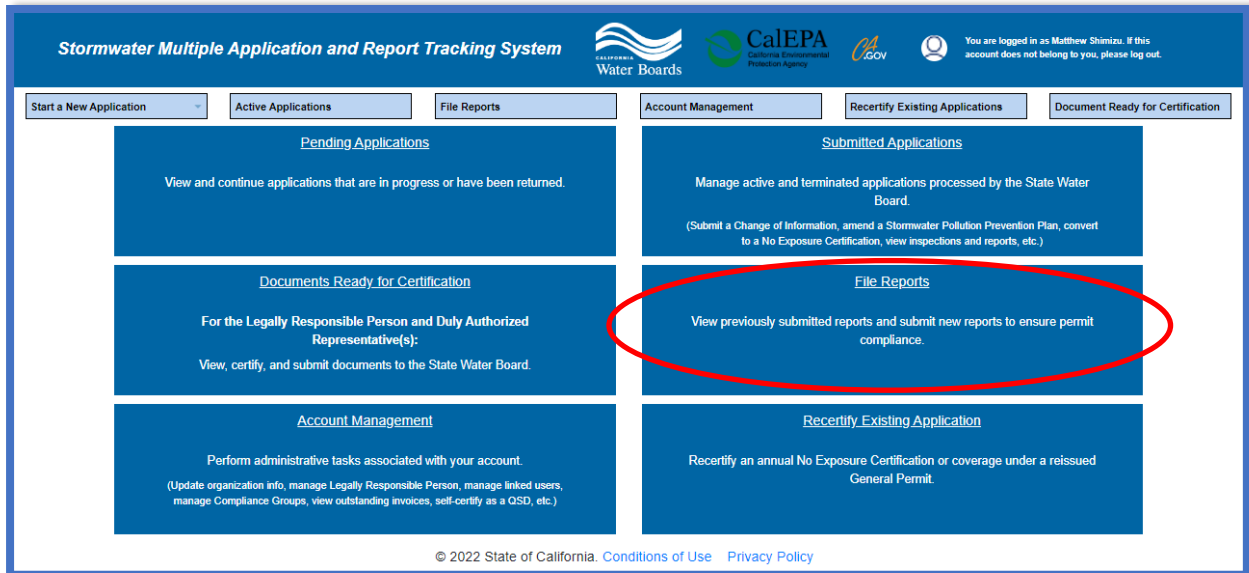
The following steps guide the SMARTS user through submittal of an Annual Report:

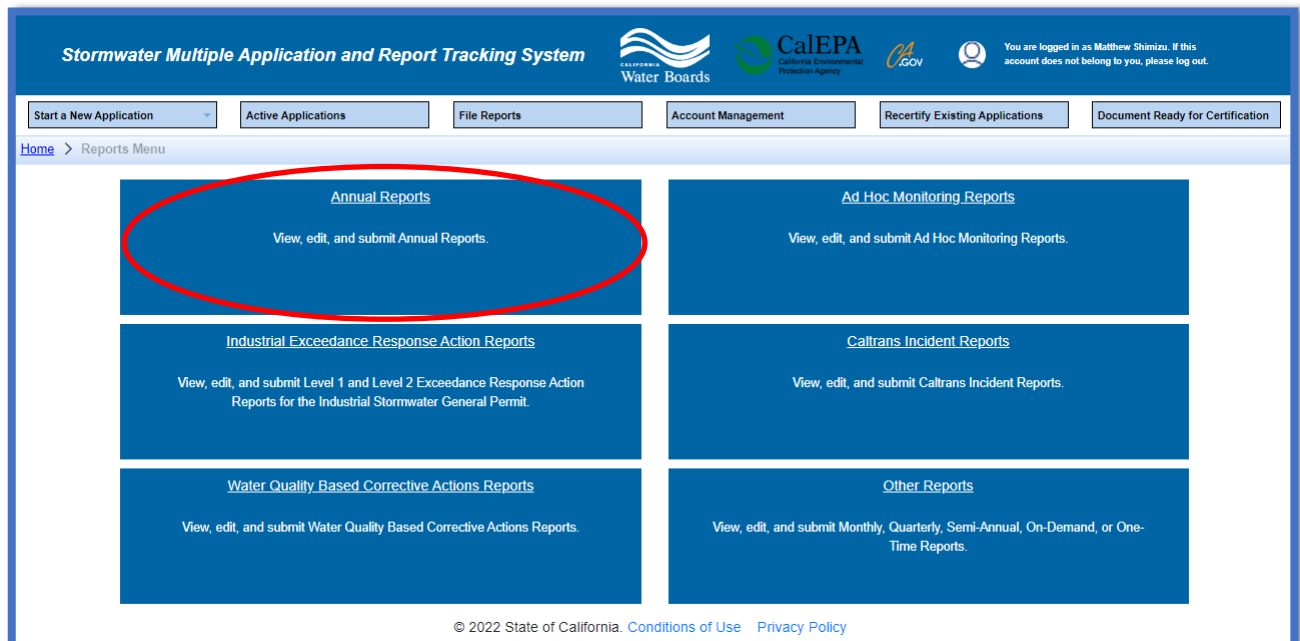1. Log into SMARTS (https://smarts.waterboards.ca.gov)

    Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.
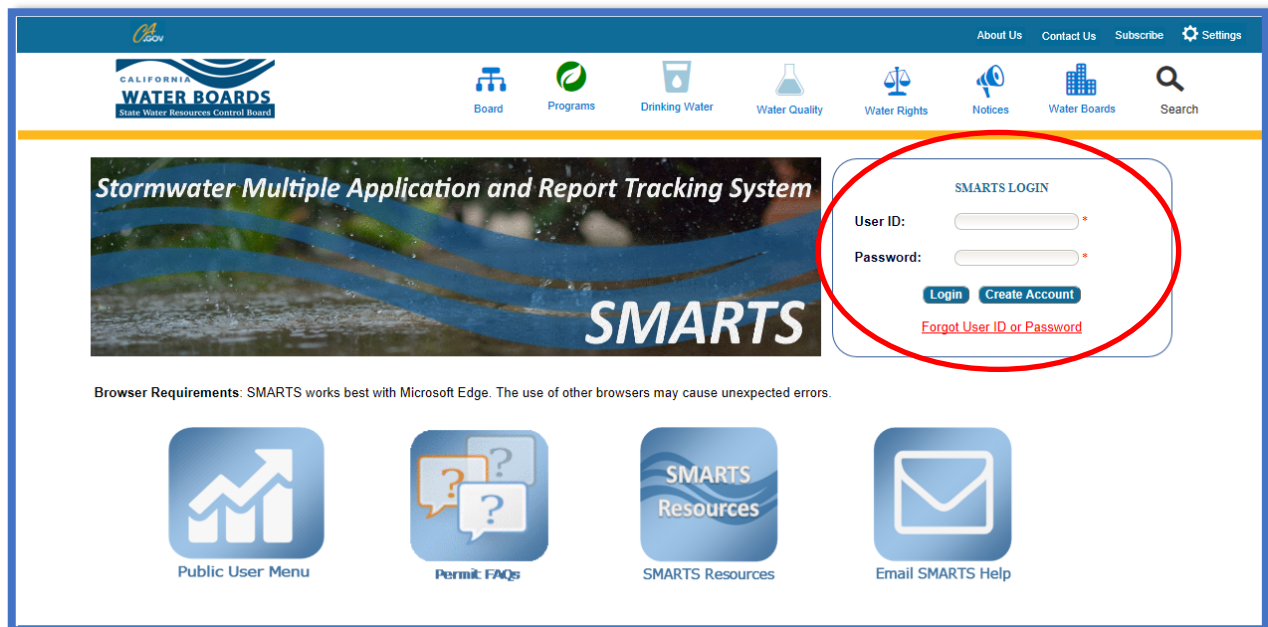
2. From the main menu, select "File Reports".

3. Select "Annual Reports".

4. Select the applicable WDID number and click on the "Report Id" hyperlink to open the Annual Report. Users may query the specific WDID's report by using the search boxes at the top of the table.

5. General Information
    Start the Annual Report by answering the question: "Was construction active for three months or longer within this annual reporting period?"

    •   If "Yes", continue to complete the remaining report questions:
    •   If "No", enter an explanation and submit the annual report by clicking "Save and Certify"[1]:

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[1] NOTE: All questions and fields with a red asterisk are required and must be answered to continue.

6. Inspections, Sampling, Violations, and Corrective Actions
   Start by answering all of the questions in the drop-down lists for each section and
   obtain the Annual Report Excel Template[2] by clicking the "Download" button at the
   top of the screen. Data from the submitted ad hoc reports within the reporting
   period is displayed on this tab.

   Note: The "Excel Template" document can be uploaded on either this tab or the
   "Attachments" tab. Once uploaded, the document is displayed on both tabs.

Back To Permit > Inspections, Sampling, Violations, and Corrective Actions

Site Name: Test Traditional NOI 3   Owner: Matthews Test Org   WDID: 4 19C401811   Report Period: 2023-24
Report Status: Not Submitted   Risk: Level2

General Information	
Inspections, Sampling, Violations, and Corrective Actions	
Ad Hoc Reports	
Attachments	
Certification	
Status History	
Notes	

Please use the provided Excel template, or other documentation, throughout the reporting year to submit the required annual report information.
↓ Download

Visual Inspection Exceptions

Were there any visual inspection exceptions? *   Selec ▾

Sampling

Sampling data is obtained from submitted ad hoc reports within the reporting period.

Drainage Area	Monitoring Location	Sample Date/Time	TMDL Impaired Waterbody/Watershed	Parameter	Result	Units	Analytical Method	Method Detection Limit (MDL)	Analyzed By	Qualified SWPPP Practitioner
Drainage Area 1	Monitoring Location 1	2023-07-04 19:00:00.0 - 19:00	Ballona Creek	pH	= 2	SU	pH_Paper	0.2	SELF	Test Testerson
Drainage Area 1	Monitoring Location 1	2023-07-04 19:00:00.0 - 19:00	Ballona Creek	Turbidity	= 34	NTU	E180.1	1	LAB	Test Testerson

Were there any sampling violations? *   Selec ▾

Violations

Were there any General Permit violations? *   Selec ▾

Attachments

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 (General Info). Click on the Attachment ID to view them

| Attachment ID	File Type ⇕	File Title ⇕	File Description	Document Date	Part No.	Date Attached ⇕	Upload By	Delete
No records found.								

Save and Continue

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[2] NOTE: The Annual Report Excel Template is a spreadsheet to document data
   throughout the reporting year. Users may use the provided Excel template or a similar
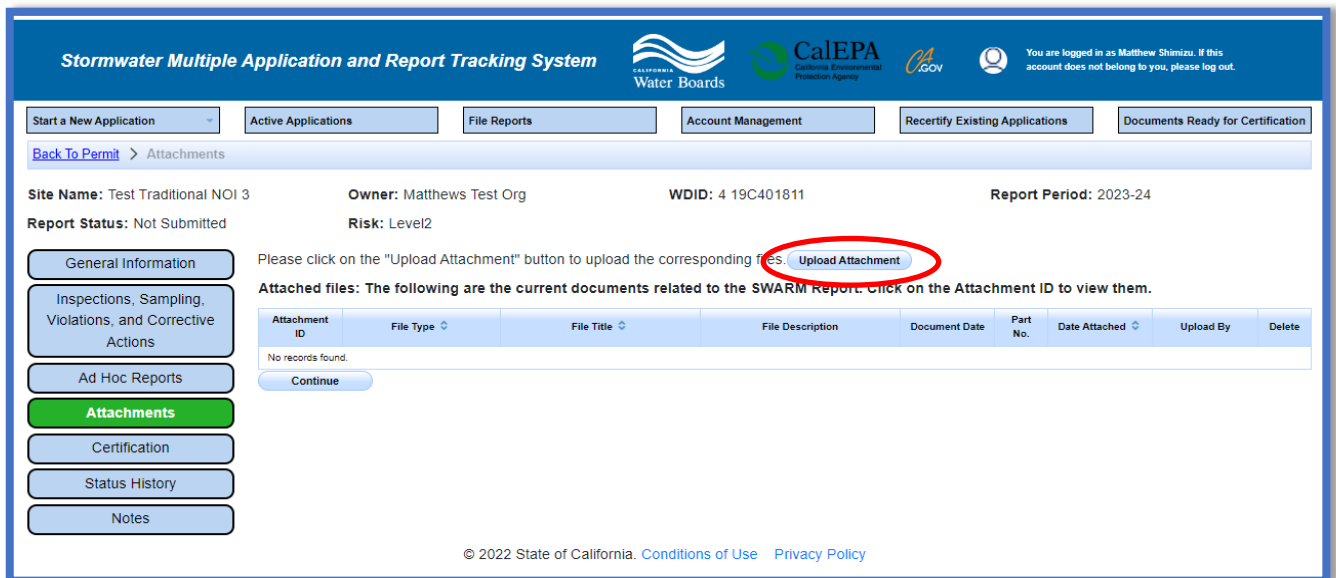   document.

7. Ad Hoc Reports

This tab allows users to create new Ad Hoc Reports or view ad hoc reports previously started and their statuses[3]. Users can create new Ad Hoc Reports by selecting the "Start New Ad Hoc Report" button.
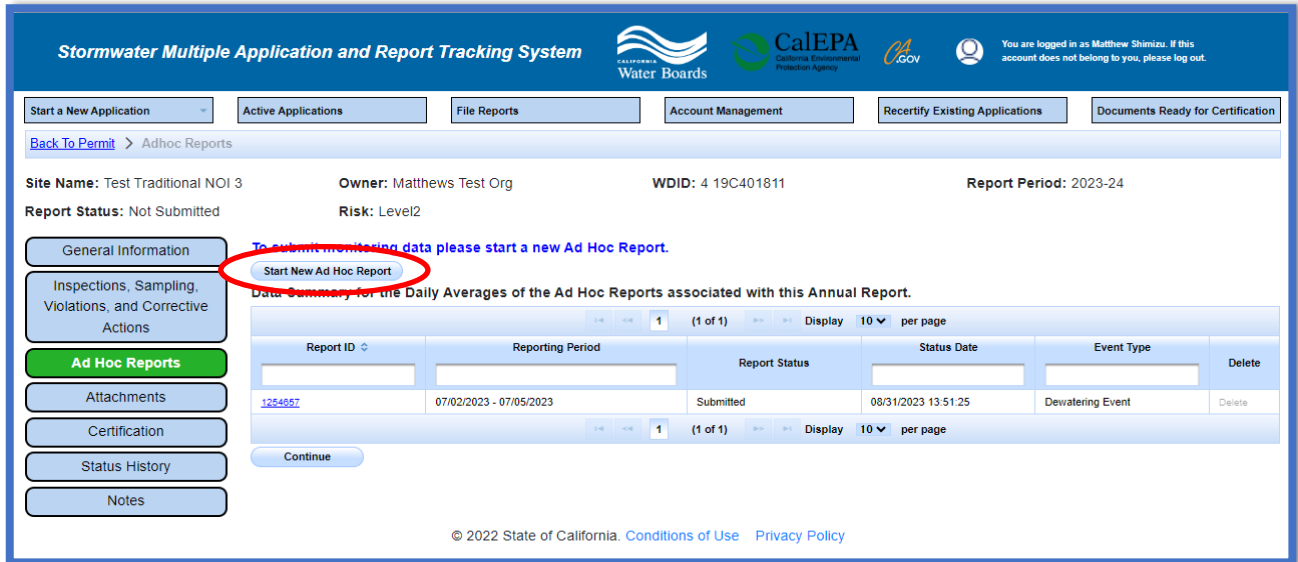
8. Attachments

This tab allows users to upload additional documents or other relevant data. If no additional attachments are required, move to the "Certification" tab by selecting the "Continue" button. To upload documents, select the "Upload Attachment" button.

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[3] NOTE: Only ad hoc reports within the same reporting period are displayed.

- **Attachment File Type**: Select "SWPPP", "Facility/Site Map", or other file types corresponding to the required documents. Additional files such as "Supporting Documentation" may be attached as applicable.
- **Attachment Title**: Enter the title of the document.
- **Choose File**: Locate the file on the computer and select it.
- **Upload Files**: Select "Upload Files" when all attachments are ready to be uploaded.

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.

- Once the documents are uploaded correctly, select "Continue".

9. Certification
   This tab provides a completion check for the Annual Report to verify the mandatory questions are answered.

Any user may perform this check, but if a Data Entry Person (DEP) performs the check and the report is complete, the system provides a "Notify LRP/DAR" button. Pressing the button notifies the LRP or DAR that the report is completed and requires their certification. This also updates the report's status to "Not Submitted-certification required".

LRP or DAR Certification

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.

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 may select that checkbox.

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 "Reports" in the main menu.
    - Go to the Annual Reports.
    - Locate the applicable WDID number.
    - Click on the "Certification" tab and perform the completion check.
    - After reading the certification statement check the box, answer the security

questions, and enter the user account password.
- "Certify Selected" to submit the report.

A confirmation screen displays verifying submission of the Annual Report in SMARTS. Users may download a copy for personal records by selecting the "Download Copy of Record" button. The "Copy of Record" is a zip file that contains information pertaining to the submitted Annual Report. It contains a PDF summary of the submitted report and any uploaded attachments.