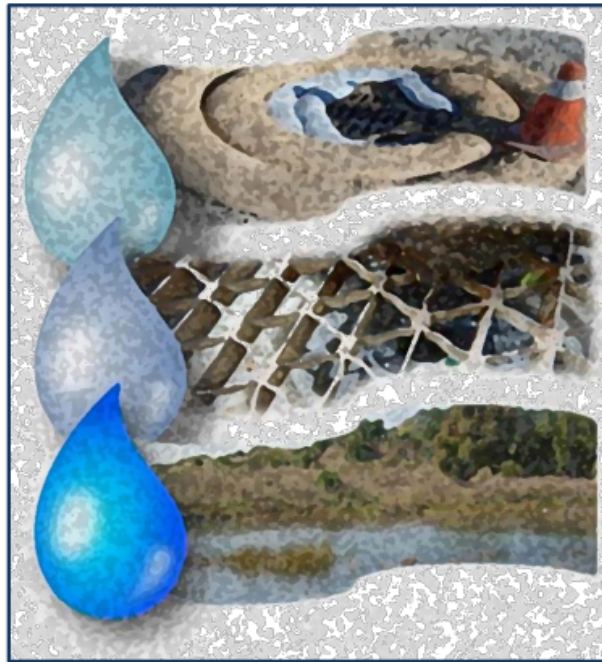


**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

**REPLACING A LEGALLY RESPONSIBLE
PERSON**



Last Revised: February 2024

SMARTS Replacing an LRP (organization)

If the LRP for an organization is no longer available, follow the steps below to replace the LRP.

Note: The Stormwater General Permits do not allow a transfer of permit coverage to a new owner/operator. If the change of LRP is due to a change in the owner/operator, file a Notice of Termination and the new entity is required to file for new permit coverage.

1. Contact the Stormwater Help Desk (stormwater@waterboards.ca.gov) to request instructions to transfer the LRP. In the request provide the name of the previous LRP or applicable application or WDID numbers, and the reason for the change. The Stormwater Help Desk will respond with instructions and a Secret Code Number used to link the new LRP's user account to the existing records.
2. Create a new LRP user account
Go to the [SMARTS website](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>) and select "Create Account"

Note: If a user account was previously created, do not create a new user account and instead log in. Contact the Stormwater Help Desk to update the account role to an LRP if previously registered as a Duly Authorized Representative or Data Entry Person. Skip to step 9

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

The screenshot shows the SMARTS website interface. At the top, there is a navigation bar with the California Water Boards logo and several icons for 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, and a "Create Account" button circled in red. Below the login form is a note: "Browser Requirements: SMARTS works best with Microsoft Edge. The use of other browsers may cause unexpected errors." At the bottom of the page are four icons: "Public User Menu", "Permit FAQs", "SMARTS Resources", and "Email SMARTS Help".

3. Select the “Discharger, Operator, Legally Responsible Person (LRP), or Principal Signatory per 40 CFR 122.22” User Account type and select “Continue to Next Step”.

Water Boards Storm Water Multiple Application & Report Tracking System

**NEW USER REGISTRATION
STEP 1/3: Select User Type**

The first step in the user registration process is the selection of user account type that you want to establish. SMARTS currently allows three types of User accounts. They are: Legally Responsible Person (LRP), Data Entry Person (DEP) and Approved Signatory (AS). Click on the following links to review the definitions of LRP, DEP, and AS User account types before making a selection.
[Construction User Account Definitions](#) [Industrial User Account Definitions](#)

Please select one of the following:

Discharger, Operator, Legally Responsible Person (LRP) or Principal Signatory per 40 CFR 122.22.

Duly Authorized Representative(DAR) or Approved Signatory (AS).

Data Entry Person (DEP) or CBPELSG QSD.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: (866)-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov.

4. Select the option “I am replacing a LRP for an existing organization or business...” and click “Continue to Next Step”.

Water Boards Storm Water Multiple Application & Report Tracking System

**NEW USER REGISTRATION
Select LRP Type**

Please select one of the following:

I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record.

I am replacing an LRP for an existing organization or business registered in SMARTS with active WDID numbers. I have a Secret Code Number(SCN) issued by the State Water Resource Control Board.

If you have any questions or for further assistance please contact SMARTS Help Desk at:1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email smarts@waterboards.ca.gov.

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5. Enter the User Account Details
Note: The User ID is case and space sensitive.

Water Boards Storm Water Multiple Application & Report Tracking System

**NEW USER REGISTRATION
Step 2/3: User Account Details**

: Enter User Account Details

The next step in the registration process is to provide your user account details. The User ID along with a Password will be sent to the e-mail address entered below. You will need this User ID and Password to log into SMARTS. Please verify that the e-mail address is valid and accurate.

User Account Details: (An * indicates a required field)

First Name: *

Middle Name:

Last Name: *

Title: *

Email: * (abc@xyz.com/abc@xyz.net)

Re-enter Email: * (abc@xyz.com/abc@xyz.net)

Work Phone: * Ext: (999-999-9999)

Mobile Phone: (999-999-9999) - Use this number to receive the text password reset.

User ID: * (Enter user ID between 7 - 16 characters. Use the button to verify if the User ID is already taken.)

Password: * (System will generate the password and send you via email.)

6. Select the Security Questions and Answers

Select and answer five security questions. This information is used to identify the user when electronically certifying application or reports in SMARTS.

Note: The Personal Identification Code, is a unique set of numbers or word selected by the user.

NEW USER REGISTRATION
Step 2/3: User Account Details

Legally Responsible Person: Enter User Account Details

The next step in the registration process is to provide your user account security details. Please choose the security questions, the respective answers, and a Personal Identification Code.

Identification Verification Security Questions:

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your account information.

Security question: [Select a Question] *
Answer: *
Security question: [Select a Question] *
Answer: *
Security question: [Select a Question] *
Answer: *
Security question: [Select a Question] *
Answer: *
Security question: [Select a Question] *
Answer: *
Personal Identification Code: *

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

7. Certify and Complete the Registration

Enter the letters from the security image. Check the boxes the certification statements were read, and click "Continue to Complete Registration".

Server Security Letters:

P X G F J X * Security Image Letters are not case sensitive

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of being held liable for damages, including civil and criminal penalties, and being held liable for costs, including reasonable attorneys' fees.

I am also aware that my user ID, password and answer to a security question constitute my electronic signature and any information I indicate I sign is the legal equivalent of my handwritten signature. I certify that I have not violated any term in my Electronic Signature Agreement and my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation is for an environmental program and must be true to the best of my knowledge.

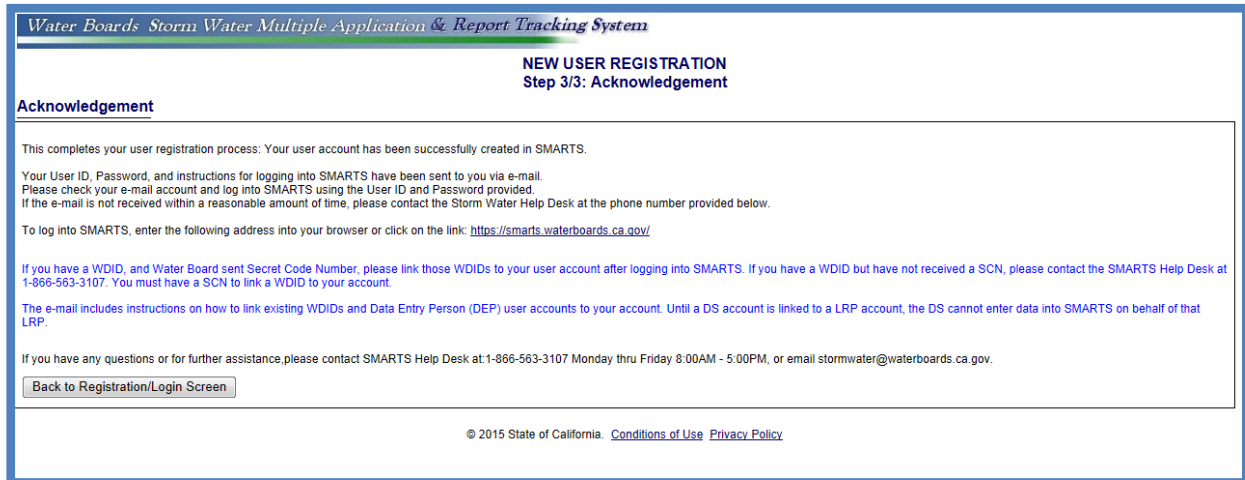
I understand that since I have WDIDs in the System or I am replacing an LRP of my organization, my first login will be directed to Re-certify my WDIDs I am associated with. In order to do so I need to obtain the Organization Id & Organization Secret Code number from State Water Resources Control Board.

* : Fields preceded by red asterisk (" * ") are mandatory/required fields.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM

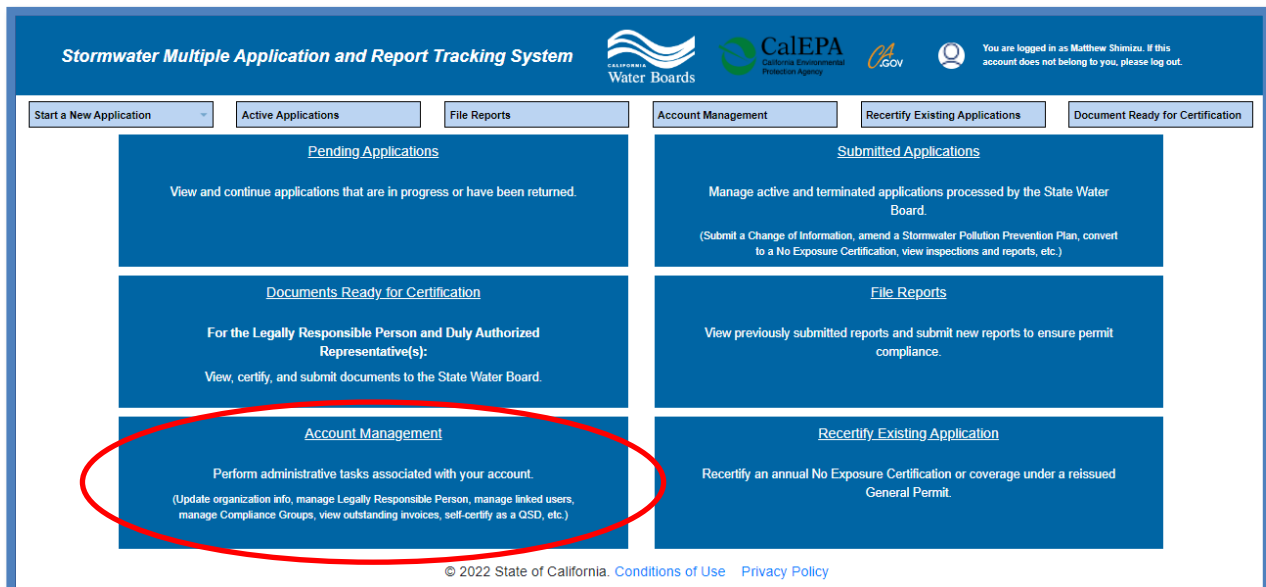
Continue to Complete Registration

- Acknowledgement screen. Once registration is complete, an email with a temporary password is emailed. Log in with the temporary password and set a new password. The temporary password is valid for 72 hours.

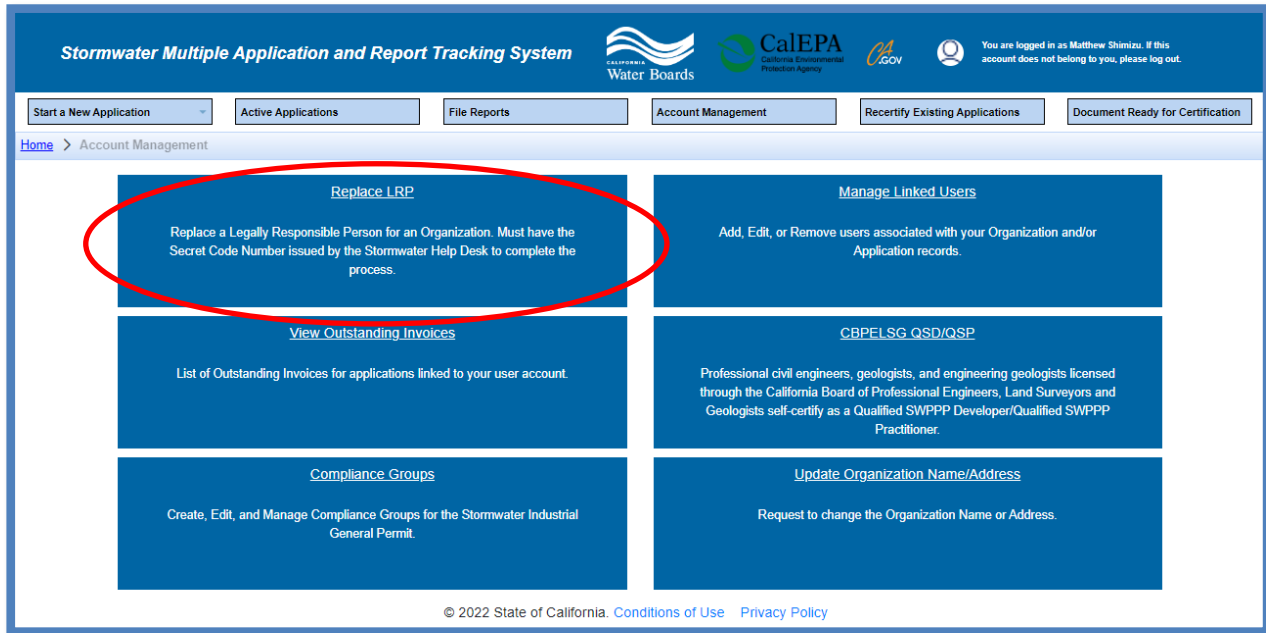


- Log into SMARTS and select "Account Management".

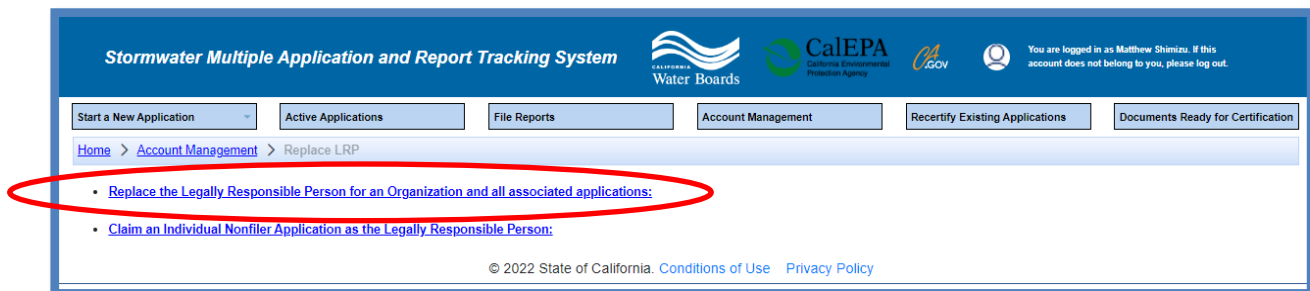
Note: The new LRP must have the Organization ID and Secret Code Number from Step 1 above. Contact the Stormwater Help Desk (stormwater@waterboards.ca.gov) to obtain the Organization ID and Secret Code Number.



10. Select “Replace LRP”.



11. Select “Replace the Legally Responsible Person for an Organization and all associated applications”.



12. Enter the Organization ID and Secret Code Number (SCN), then select “Next”.

Stormwater Multiple Application and Report Tracking System

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

Home > Account Management > Replace LRP > Recertify Organization

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Organization ID:

Organization SCN:

Next

Fields preceded by red asterisk (*) are mandatory/required fields

If you have any questions or for further assistance, please call State Water Board Staff at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov

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13. Select the LRP to replace, mark box the certification statement was read, and complete by selecting “Recertify”.

Note: When replacing an LRP, the new LRP must claim all applications or WDID numbers under the organization. Individual Application or WDID numbers cannot be claimed.

Stormwater Multiple Application and Report Tracking System

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

Home > Account Management > Replace LRP > Recertify Organization

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Organization ID: *

Organization SCN: *

Next

Below is a list of LRP(s) currently linked to the organization. Select which LRP you are replacing. The selected LRP will be de-linked from organization and the applications listed below.

Select	First Name	Last Name
<input checked="" type="checkbox"/>	Smarts	Test Account

Below is a list of WDID/Application ID numbers currently linked to the organization.

Application ID	WDID	Status	Organization Name & Address	Facility Name & Address
491246		Not Submitted	Test Account 2745 Subec Lane Soquel CA 95073	Test Account 2745 Subec Lane Santa Cruz CA 95073

I certify under penalty of perjury the above Organization and associated records is/are my responsibility. I understand that I am legally bound, obligated, and responsible to comply with the requirements of the applicable Stormwater Permits.

Recertify

Fields preceded by red asterisk (*) are mandatory/required fields

If you have any questions or for further assistance, please call State Water Board Staff at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov

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14. A confirmation statement displays (green text) verifying the new LRP is now linked to the existing organization and applicable application and WDID numbers.

To complete the process, click button to print the Electronic Authorization form for the organization. This form is required to be printed, signed with a wet ink signature and mailed to the address on the form. Upon receipt of the Electronic Authorization Form, the LRPs account is updated to allow online certifications.

