

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

CHANGE OF INFORMATION

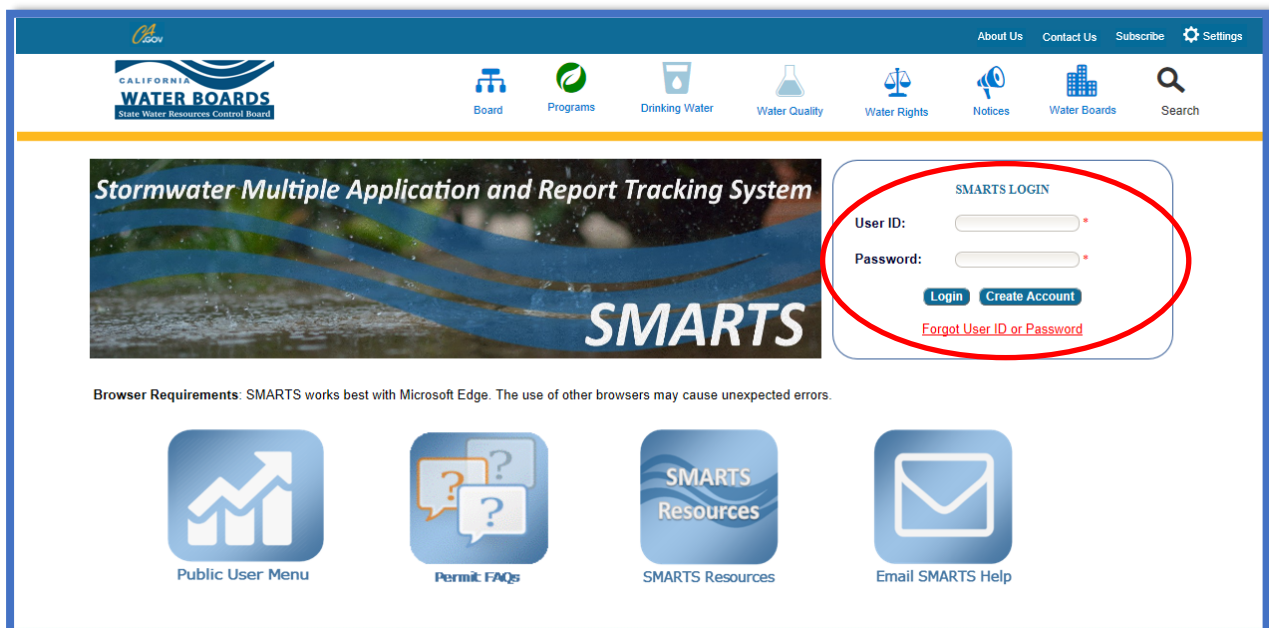


Last Revised: February 2024

SMARTS Change of Information:

The Change of Information (COI) form is used to update information such as facility name, facility address, Standard Industrial Classification (SIC) code, and/or Storm Water Pollution Prevention Plans (SWPPP) revisions. A Data Entry Person (DEP) may fill out the COI; however, the COI must be certified and submitted via SMARTS by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid electronic authorization form on file.

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.



2. SMARTS Main Menu

Select “Active Applications”.

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 | Document Ready for Certification

Pending Applications
View and continue applications that are in progress or have been returned.

Submitted Applications
Manage active and terminated applications processed by the State Water Board.
(Submit a Change of Information, amend a Stormwater Pollution Prevention Plan, convert to a No Exposure Certification, view inspections and reports, etc.)

Documents Ready for Certification
For the Legally Responsible Person and Duly Authorized Representative(s):
View, certify, and submit documents to the State Water Board.

File Reports
View previously submitted reports and submit new reports to ensure permit compliance.

Account Management
Perform administrative tasks associated with your account.
(Update organization info, manage Legally Responsible Person, manage linked users, manage Compliance Groups, view outstanding invoices, self-certify as a QSD, etc.)

Recertify Existing Application
Recertify an annual No Exposure Certification or coverage under a reissued General Permit.

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3. Active Application

Identify and select the “WDID/Application ID” number to start a COI.

Stormwater Multiple Application and Report Tracking System

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

Main Menu > Active Applications

[View Terminated Records](#)

1 (1 of 1) | Display 20 per page

WDID/App ID	Permit Type	Application Type	Application Subtype	Status	Owner/Operator	Facility/Site	Delink	File NOT/LCTN
5S34NNA00034 459631	Industrial	NONA	Traditional	NOI Required	Test 1001 I St Sacramento CA 95814	Test 1001 I St Rancho Cordova CA 95814	Delink	
5S34I025848 459002	Industrial	NOI	Traditional	Active	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	Delink	File NOT
9 30NEC005367 427883	Industrial	NEC	Traditional	Active	Test Owner Co 3737 Main St Riverside CA 92501	Test Owner Co 234 test Sacramento Landing CA 95814	Delink	File NOT

1 (1 of 1) | Display 20 per page

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4. Select the "COIs" tab.

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Navigate To: [Dropdown]

Operator Information

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID: 5S29I025869 Owner/Operator: Test Certified Date: 07/30/2015
Application ID: 459447 1001 I Street Sacramento CA 95814 Processed Date: 07/30/2015
Status: Active Site/Facility: Mine NOT Effective Date:
Previous ID: - Not yours street Auburn CA 95814 Permit Type: Industrial - NOI

Operator Info Facility Info Addl. Facility Info Billing Info Attachments Certification Requirements Inspections Print Status History Linked Users NOTs **COIs**

Facility Operator Information Populate Contact Info: Select

Owner Name:	Test *2	Contact First Name:	RWQCB *
Street Address:	1001 I Street *2	Contact Last Name:	Test *
Address Line 2:	?	Title:	
City/State/Zip::	Sacramento CA 95814 *2	Phone:	999-999-9999 * Ext: (999-999-9999)
Type:	Private Individual *2	E-mail:	r5s_stormwater@waterboards.ca.gov *(abc@xyz.com)
Federal Tax ID:	?		

Apply for NEC

Save & Exit Save & Continue

Fields marked with * are mandatory fields.

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5. Select "Add a New COI".

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Navigate To: [Dropdown]

COIs list

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

WDID: 5S29I025869 Owner/Operator: Test Certified Date: 07/30/2015
Application ID: 459447 1001 I Street Sacramento CA 95814 Processed Date: 07/30/2015
Status: Active Site/Facility: Mine NOT Effective Date:
Previous ID: - Not yours street Auburn CA 95814 Permit Type: Industrial - NOI

Operator Info Facility Info Addl. Facility Info Billing Info Attachments Certification Requirements Inspections Print Status History Linked Users NOTs **COIs**

Change Of Information (COI) is submitted to the Water Board for updating certain fields of the NOI.

The following are the COIs associated with this NOI. Click on the COI ID to view the details.

Add a New COI

COI ID	WDID	Submitter	Submitted Date	Status of Document	Delete
27960	5S29I025869	RWQCB Test	02/12/2016	Approved	

Fields marked with * are mandatory fields.

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Note: Users cannot start a new COI if a previous COI was started and not approved. Open the previously started COI and update as applicable.

6. Select the type of COI to start.¹ Then select “Start New COI”.

7. Enter updated information in the revised values field; a reason for the change must be entered. When complete, select “Save & Continue”.

Please enter values that are to be updated in Revised Value column fields as needed.

Site/Facility Address Details:

Field Names	Current Values	Revised Values
Street Address:	Not yours street	
Address Line2:		
Latitude:	38.58253	View Map to select New Latitude & Longitude
Longitude:	-121.28906	Update County/Region
City:	Auburn	All
County:	Sacramento	Updated through changes to Latitude/Longitude. If changes are made to the Latitude/Longitude, press the 'Update County/Region' button to show the updated County/Region.
Region:	Region 5S - Sacramento	Updated through changes to Latitude/Longitude. If changes are made to the Latitude/Longitude, press the 'Update County/Region' button to show the updated County/Region.

IGP Facility Details:

Field Names	Current Values	Revised Values
Total Site Size:	100 <input checked="" type="radio"/> Acres <input type="radio"/> Sqft	<input type="text"/> <input type="radio"/> Acres <input type="radio"/> Sqft
Total Area of Industrial Activities and Materials Exposed to Storm Water:	20 <input checked="" type="radio"/> Acres <input type="radio"/> Sqft	<input type="text"/> <input type="radio"/> Acres <input type="radio"/> Sqft

SIC Codes:

Field Names	Current Values	Revised Values
Primary SIC Code:	1041	Select
Secondary SIC Code:	0213	Select
Tertiary SIC Code:		Select

Reason for change: Reason for change required here

[Save & Continue](#)

Note: If removing a Standard Industrial Classification (SIC) code please be sure to select a new Standard Industrial Classification (SIC) code from the drop down and put it in the “Primary SIC Code” box and leave the other fields blank.

¹ NOTE: Guidance to start a new Stormwater Capture Compliance Option COI is located in the [Change of Information - Compliance Options SMARTS Help Guide](https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/industrial/docs/change_of_info_compliance_options_helpguide.pdf) (https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/industrial/docs/change_of_info_compliance_options_helpguide.pdf).

- The “SWPPP/Map” tab allows the upload of supporting documentation as required by the Industrial General Permit (Section X.B). If no attachments are required, proceed to the next tab by clicking on the “Save & Continue” button.

The screenshot shows the 'SWPPP/Map' tab selected in the top navigation bar. Below the navigation bar, there is a dark blue header with the text 'Please click on Upload Revised SWPPP/Map to upload new or revised SWPPP/Map components.' and a button labeled 'Upload Revised SWPPP/Map'. Below this, a message states: 'The following is the current new or revised SWPPP/Map components that will be uploaded when certified. Click on the links to view them.' A table with columns for Attachment ID, File Type, File Title, File Description, Document Date, Part No., Date Attached, Upload By, and Delete is shown, with the message 'No records found.' below it. A text area for 'Reason For SWPPP/Map Revision:' is present, followed by a 'Save & Continue' button which is circled in red. The footer contains the copyright notice '© 2019 State of California. Conditions of Use Privacy Policy.'

If updating the “SWPPP/Map,” the revised document is required to upload on this tab. Complete this by selecting the “Upload Revised SWPPP/Map” button and uploading the revised document.

The screenshot shows the 'SWPPP/Map' tab selected in the top navigation bar. Below the navigation bar, there is a dark blue header with the text 'Please click on Upload Revised SWPPP/Map to upload new or revised SWPPP/Map components.' and a button labeled 'Upload Revised SWPPP/Map' which is circled in red. Below this, a message states: 'The following is the current new or revised SWPPP/Map components that will be uploaded when certified. Click on the links to view them.' A table with columns for Attachment ID, File Type, File Title, File Description, Document Date, Part No., Date Attached, Upload By, and Delete is shown, with the message 'No records found.' below it. A text area for 'Reason For SWPPP/Map Revision:' contains the red text 'Enter reason for revisions'. Below the text area is a 'Save & Continue' button. The footer contains the copyright notice '© 2019 State of California. Conditions of Use Privacy Policy.'

Below is an example of how to upload attachments. When ready to upload the files, click on the “Upload Files” button.

The screenshot shows a web interface for uploading SWPPP/Map components. At the top, there are navigation tabs: COI Form, SWPPP/Map (highlighted), Certify/Review, Status History, and Back To NOI Summary. Below the tabs is a message: "Please click on Upload Revised SWPPP/Map to upload new or revised SWPPP/Map components." The main area contains a table with columns: Attachment File Type, Attachment Title, File Description, Part No., Document Date, and File Name. Two rows are visible, one for SWPPP and one for Facility/Site Map. Each row has a "Choose File" button and "No file chosen" text. Below the table are buttons for "Upload Files" (circled in red), "Cancel", and "Add New Row". At the bottom, there is a table header for "The following is the current new or revised SWPPP/Map components that will be uploaded when certified. Click on the links to view them." with columns: Attachment ID, File Type, File Title, File Description, Document Date, Part No., Date Attached, Upload By, and Delete. The table currently shows "No records found."

An Attachment ID is generated for each file uploaded. Once the files are uploaded, select “Save & Continue”.

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.

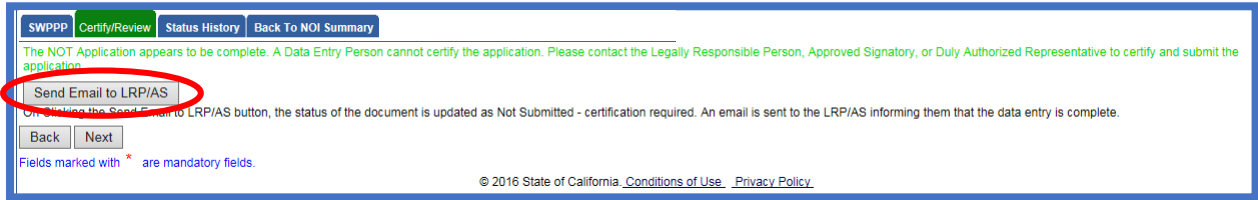
This screenshot shows the same interface as above, but with one record in the table. The record has an Attachment ID of 2394195 (circled in red), File Type of SWPPP, File Title of SWPPP, and File Description of Revision to the SWPPP. The table header is: Attachment ID, File Type, File Title, File Description, Document Date. The "Upload Revised SWPPP/Map" button is also visible at the top right.

9. The “Certify/Review” tab provides a completion check of the proposed COI.

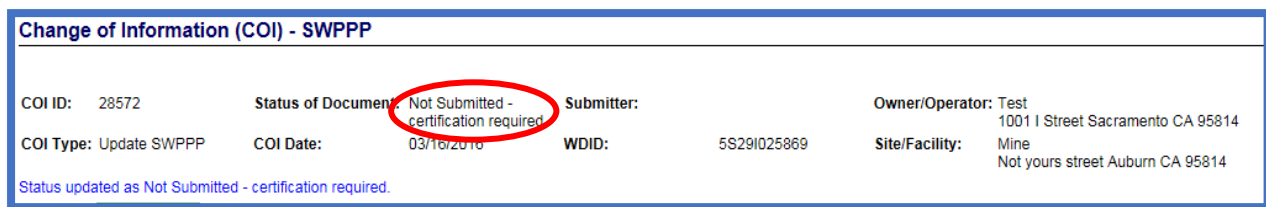
The screenshot shows the "Certify/Review" tab of the system. At the top, it says "Water Boards Storm Water Multiple Application & Report Tracking System" and "You are logged-in as: [Name]". Below this is a "Change of Information (COI) - Certification" section. It displays details for COI ID: 28371, Status of Document: Not Submitted, Submitter, Owner/Operator: Test, COI Type: Update SWPPP and NOI, COI Date, WDID: 5S29I025869, and Site/Facility: Mine. At the bottom, there is a button "Perform Completion Check" (circled in red) and a footer: "© 2016 State of California Conditions of Use Privacy Policy".

The “Perform Completion Check” function provides the user with a notification of any errors that must be corrected prior to submission of the COI (e.g., SWPPP was uploaded incorrectly). Any user can perform this check.

A Data Entry Person (DEP) completing this check will see this.



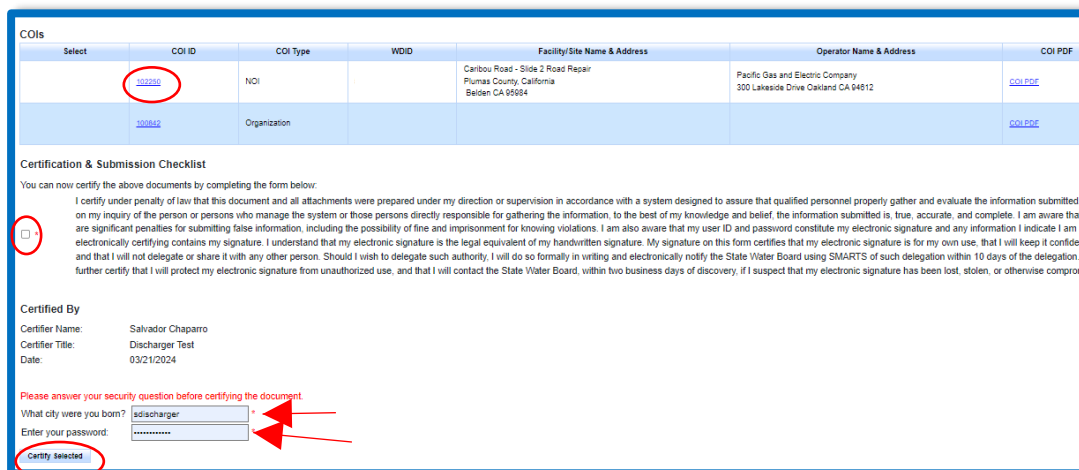
Once the DEP selects “Submit to LRP/AS,” an email is sent to the LRP and DAR.



10. LRP or DAR Certification

The LRP or DAR must review the prepared Change of Information (COI) for information accuracy prior performing the completion check. There are two options for the LRP or DAR to submit the COI:

- a. If the DEP has properly sent the COI for certification to the LRP or DAR and set the COI 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 COI to certify by checking the box next to the COI ID in the COIs table
 - 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 COI is not listed in the “Documents Ready for Certification” SMARTS menu option, the LRP/DAR may access the application directly:

- Log in and go to “Active Applications” in the main menu.
- Open the Application ID you are submitting a COI for.
- Click on the “COI” tab.
- Select the COI ID,
- Select “COI Certify/Review” tab and select “Perform Completion Check.”
- Check the certification boxes, enter the answer to the security question and password, and click the “Certify Notice of Termination” button.

Change of Information (COI) - Certification

COI ID: 28371 Status of Document: Not Submitted Submitter: Owner/Operator: Test
COI Type: Update SWPPP and NOI COI Date: WDID: 5S29I025869 Site/Facility: Mine
1001 I Street Sacramento CA 95814
Not yours street Auburn CA 95814

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

[COI Form](#) [SWPPP](#) [Certify/Review](#) [Status History](#) [Back To NOI Summary](#)

Certification & Submission Checklist :

Check	Question Text
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:		Date:	

Please answer your security question before certifying the document.

In what city did you meet your spouse/significant other?

Please enter your password

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.

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11. A confirmation screen verifies the COI was submitted.

NOTE: If only an update on the stormwater pollution prevention plan (SWPPP) was performed the status is received. Updating the stormwater pollution prevention plan (SWPPP) does not require approval of the Regional Water Quality Control Board.

Change of Information (COI) - NOI & SWPPP

COI ID: 28371 **Status of Document:** Submitted to Water Board Submitter: Owner/Operator: Test
COI Type: Update SWPPP and NOI COI Date: 03/02/2016 WDID: 5S29I025869 Site/Facility: Mine
1001 I Street Sacramento CA 95814
Not yours street Auburn CA 95814

Change of Information (COI) is successfully certified and submitted to Waterboard.

[COI Form](#) [SWPPP](#) [Certify/Review](#) [Status History](#) [Back To NOI Summary](#)

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: 28371
Application ID: 459447
WDID: 5S29I025869
Submission/Certified Date: 03/02/2016
Certifier Name: ?
Certifier Title:

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

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12. Regional Water Quality Control Board (Regional Water Board) staff reviews the submitted COI and the linked users are notified via email of the decision. Contact the Regional Water Board with questions regarding the status of the COI.

A list of the local Regional Water Board [contacts are available on our webpage:](http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml)
(http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml)