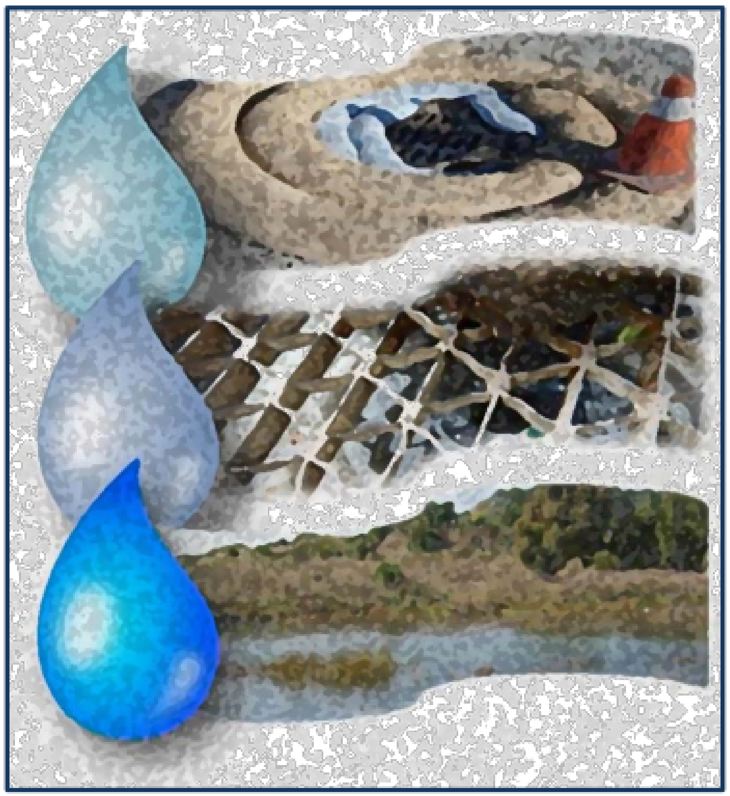
STATEWIDE INDUSTRIAL GENERAL PERMIT

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

AD HOC MONITORING REPORT



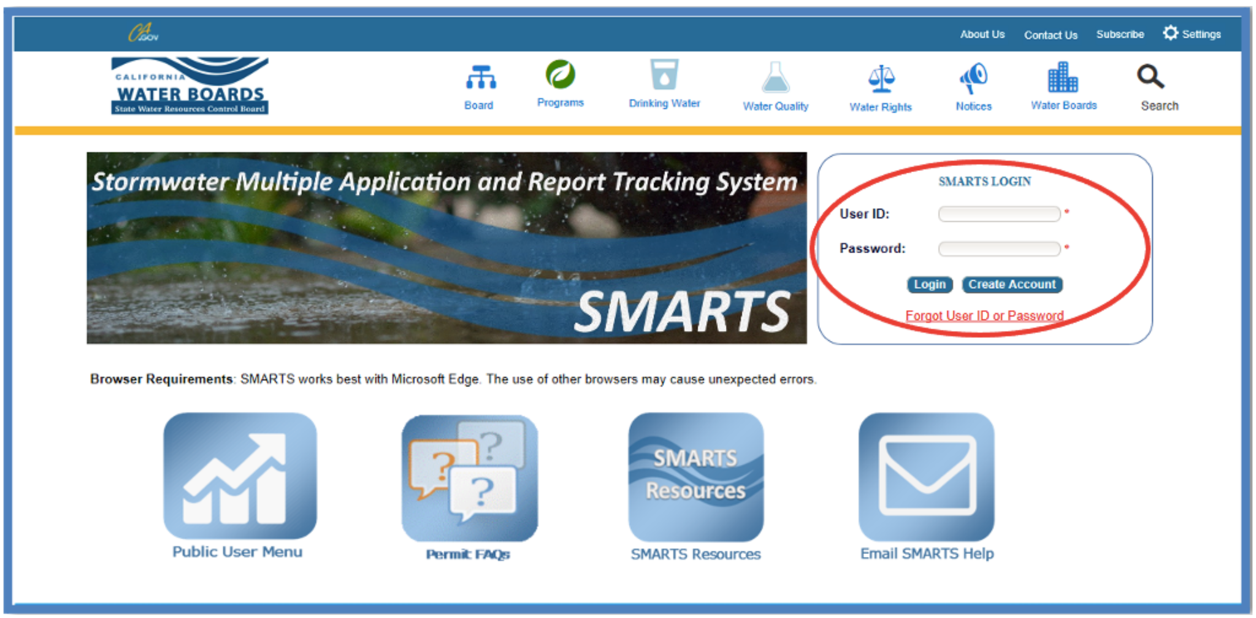
CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

Last Revised: February 2024

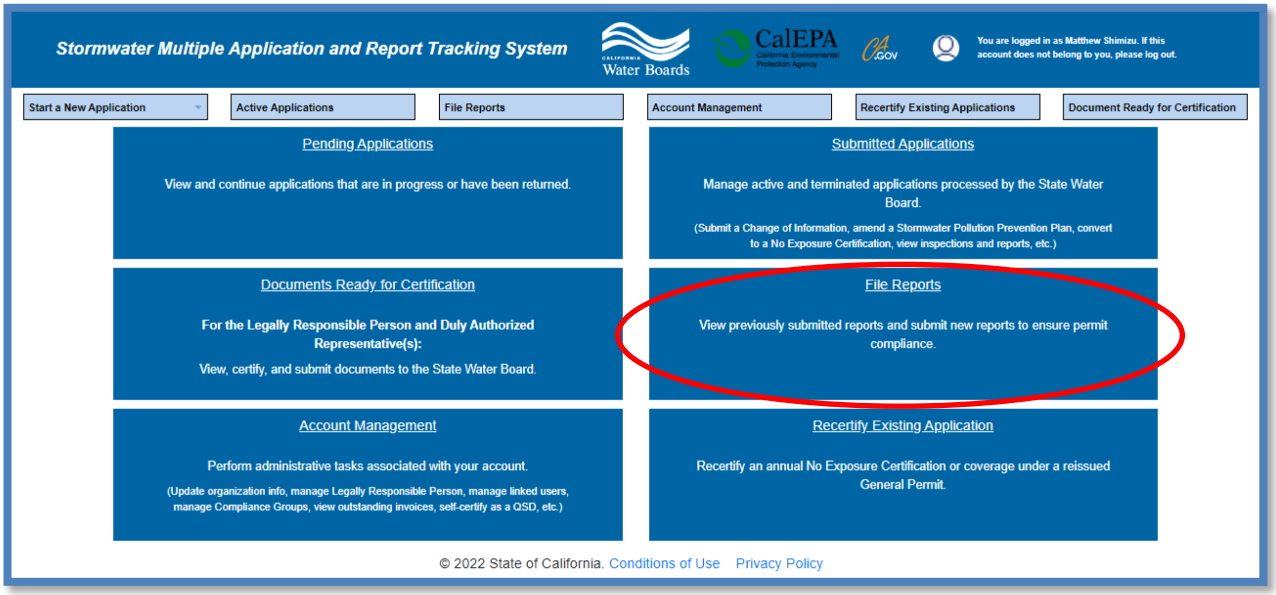
Stormwater Industrial General Permit Monitoring Report (Ad Hoc Report): Dischargers are required to enter, certify, and submit sampling and analytical results for individual or Qualified Combined Samples through SMARTS. The Discharger shall submit sampling and analytical results for samples within 30 days of obtaining results from the laboratory for each sampling event. The Ad Hoc Report is used to submit these monitoring results through SMARTS.

Ad Hoc Reports may be entered by any SMARTS user linked to the WDID number, but only the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file may certify the report. The next series of screenshots are provided to walk a SMARTS user through this process, step-by-step.

1. Log on to [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 “File Reports”.

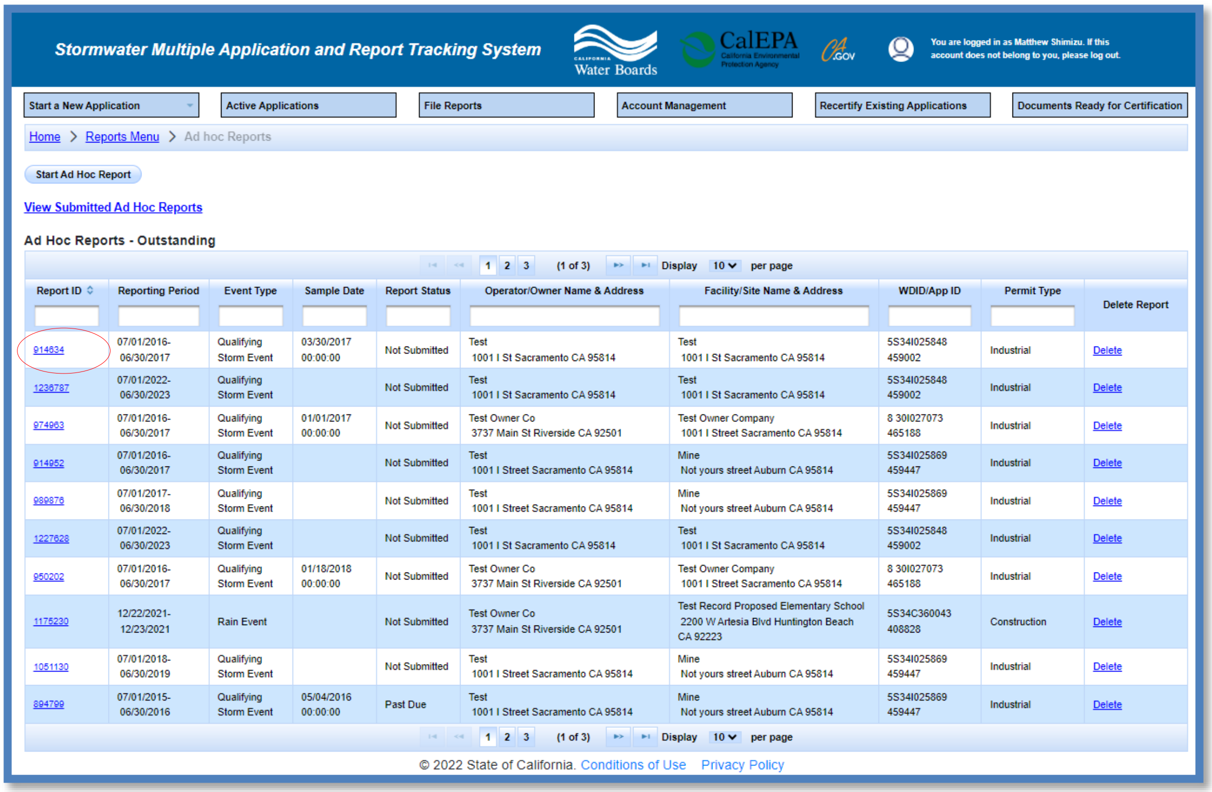


3. **Reports Menu**
   Select “Ad Hoc Monitoring Reports”.

4. **Ad Hoc Reports Menu**

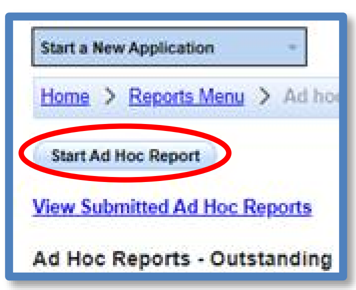
   The screen that appears displays Ad Hoc reports previously started, but not submitted reports for the facilities to which the user account is linked. Separate report(s) are created for each Qualifying Storm Event (QSE) or any non-stormwater sampling event conducted at a stormwater discharge compliance point.

   Users may query for the specific Ad Hoc Report by using the search boxes at the top of the screen and clicking on the applicable “Report ID” hyperlink.



Report ID	Reporting Period	Event Type	Sample Date	Report Status	Operator/Owner Name & Address	Facility/Site Name & Address	WDID/App ID	Permit Type	Delete Report
914634	07/01/2016-06/30/2017	Qualifying Storm Event	03/30/2017 00:00:00	Not Submitted	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	5S34I025848 459002	Industrial	Delete
1236787	07/01/2022-06/30/2023	Qualifying Storm Event		Not Submitted	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	5S34I025848 459002	Industrial	Delete
974963	07/01/2016-06/30/2017	Qualifying Storm Event	01/01/2017 00:00:00	Not Submitted	Test Owner Co 3737 Main St Riverside CA 92501	Test Owner Company 1001 I Street Sacramento CA 95814	8 30I027073 465188	Industrial	Delete
914952	07/01/2016-06/30/2017	Qualifying Storm Event		Not Submitted	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814	5S34I025869 459447	Industrial	Delete
989876	07/01/2017-06/30/2018	Qualifying Storm Event		Not Submitted	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814	5S34I025869 459447	Industrial	Delete
1227628	07/01/2022-06/30/2023	Qualifying Storm Event		Not Submitted	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	5S34I025848 459002	Industrial	Delete
950202	07/01/2016-06/30/2017	Qualifying Storm Event	01/18/2018 00:00:00	Not Submitted	Test Owner Co 3737 Main St Riverside CA 92501	Test Owner Company 1001 I Street Sacramento CA 95814	8 30I027073 465188	Industrial	Delete
1175230	12/22/2021-12/23/2021	Rain Event		Not Submitted	Test Owner Co 3737 Main St Riverside CA 92501	Test Record Proposed Elementary School 2200 W Artesia Blvd Huntington Beach CA 92223	5S34C360043 408828	Construction	Delete
1051130	07/01/2018-06/30/2019	Qualifying Storm Event		Not Submitted	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814	5S34I025869 459447	Industrial	Delete
894799	07/01/2015-06/30/2016	Qualifying Storm Event	05/04/2016 00:00:00	Past Due	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814	5S34I025869 459447	Industrial	Delete

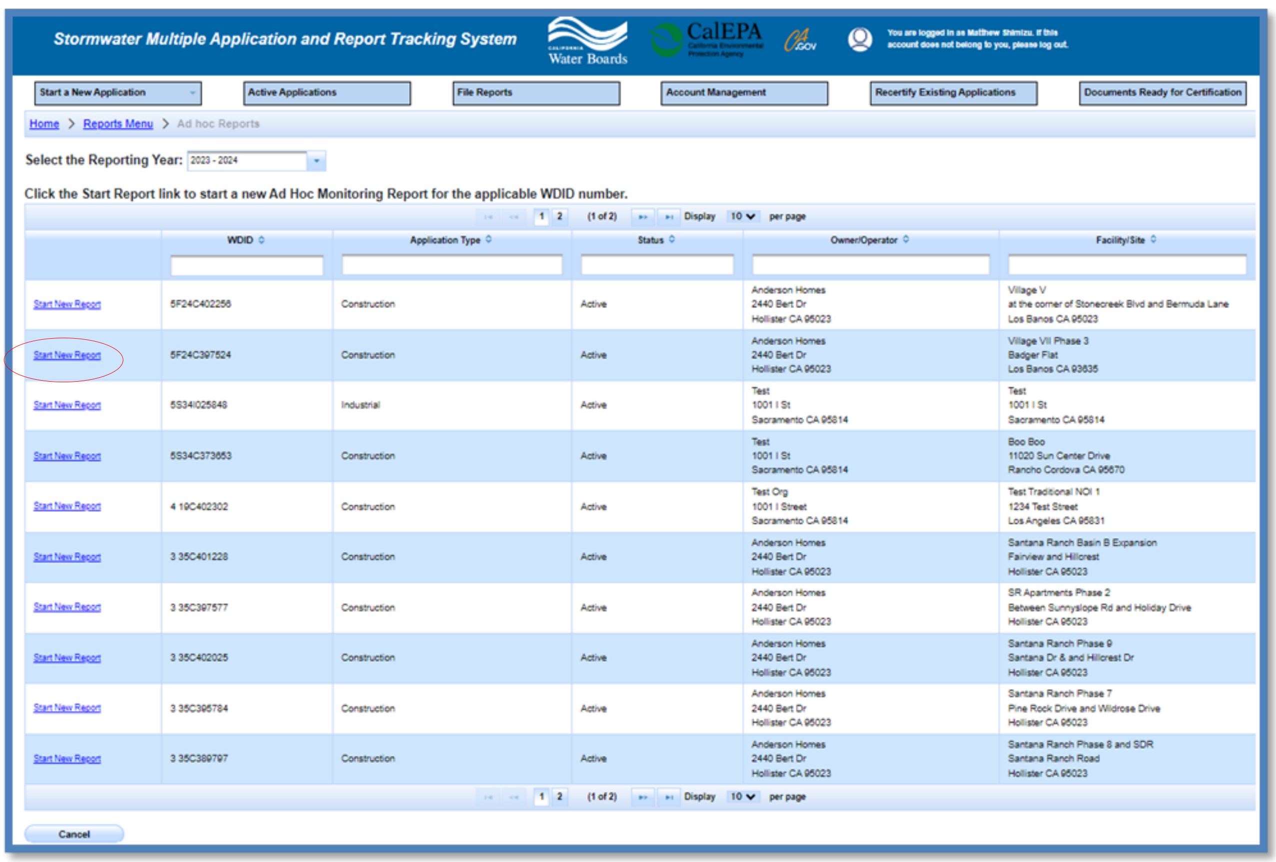
5. To create a new Ad Hoc Report, select the “Start Ad Hoc Report” button



6. Select the applicable reporting year.

Note: If the reporting year is selected and no results display, then either the annual report has not been generated for the selected reporting year, or the user account is not correctly linked to the Waste Discharge Identification (WDID) number. In the latter case, please contact the LRP to link the user account to the WDID number. Help Guide on how to link SMARTS users to WDID numbers, [Managing and Linking Users](#).

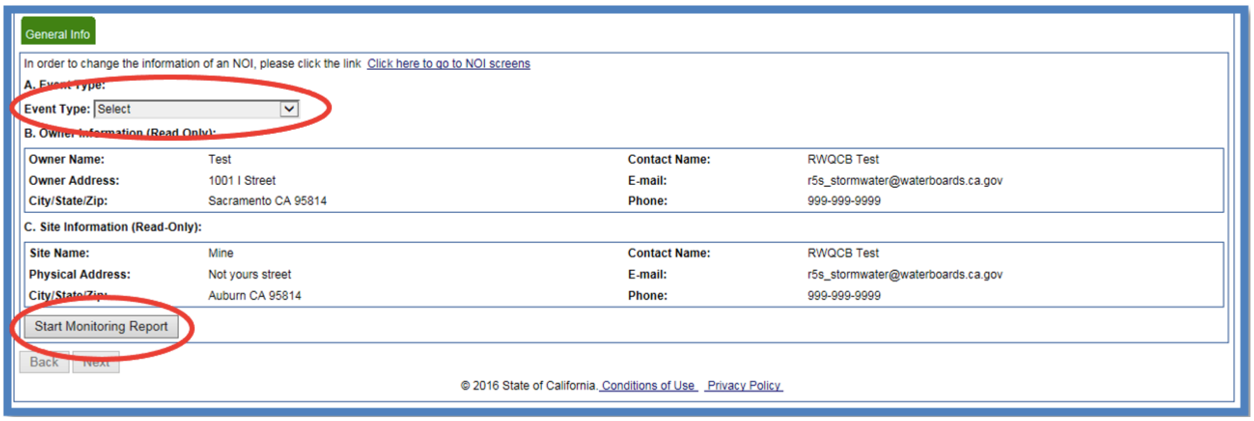
7. Select Start New Report next to the applicable WDID Number.



8. **Stormwater Monitoring Report- General Information**
   Start the Ad Hoc Report – General Information.

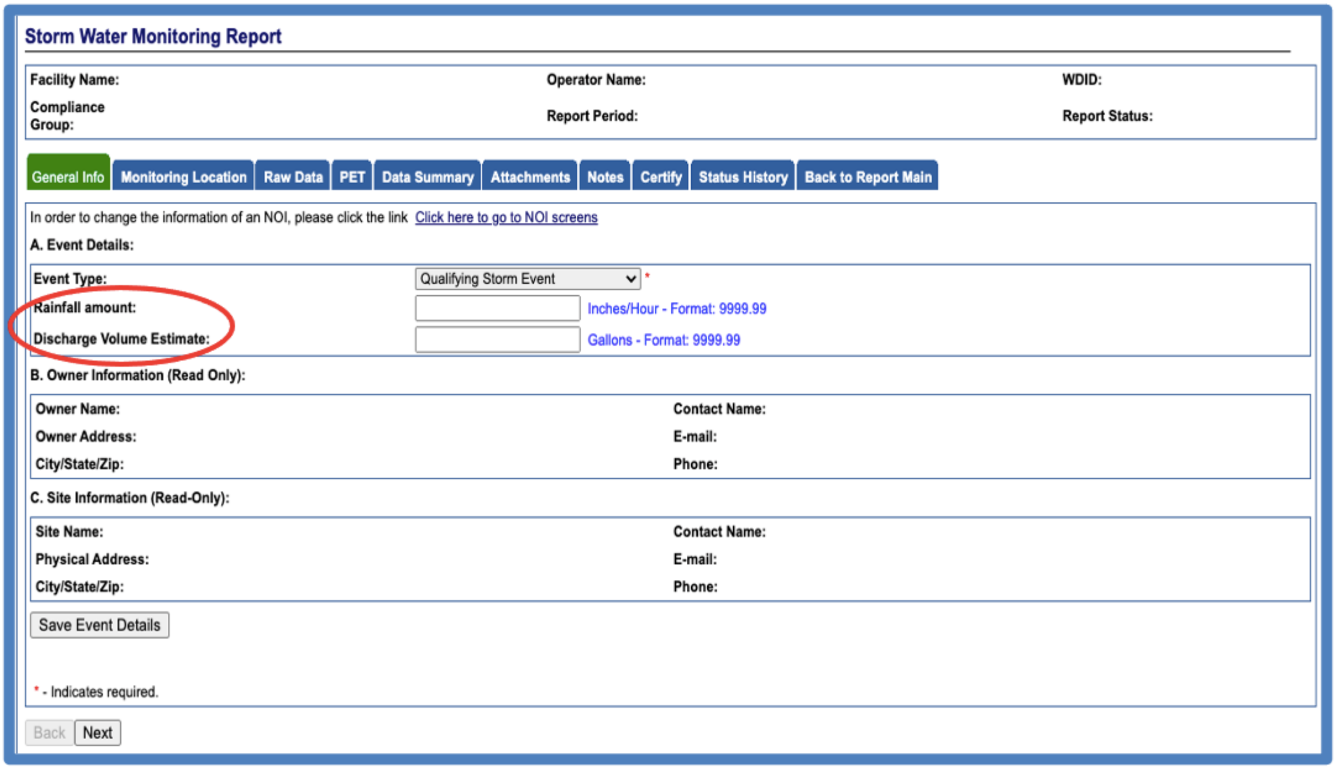
   Select the “Event Type” and click “Start Monitoring Report”.

   Note: If the owner or facility information is outdated, file a Change of Information (COI). To update the organization address or name refer to the Organization COI help guide, Change of Information for Organization (Org COI) (Part 1 Change of Address). Refer to the Facility COI help guide to update any Facility information, Change of Information for Facility (COI).



Note for Dischargers with an active Compliance Option:

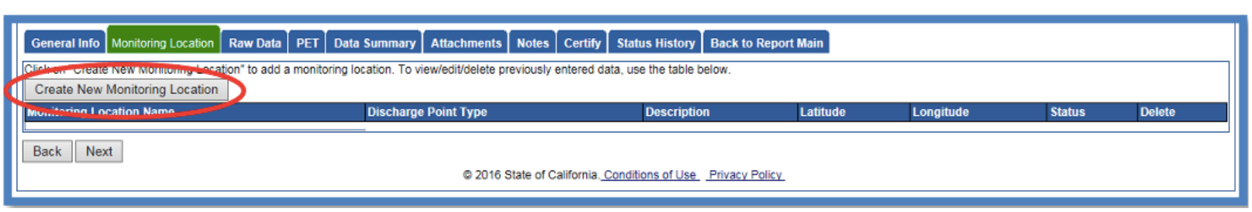
Dischargers with a Compliance Option will see “Rainfall amount” and “Discharge Volume Estimate” fields in the “Event Details” section. The “Rainfall amount” and “Discharge Volume Estimate” is required for facilities with an active On-Site Compliance Option. Dischargers opting for an On-Site Compliance Option are required to submit monitoring results for infiltrated water, if applicable, and influent entering the BMP(s). This information will not be used for enforcement of water quality standards or Industrial General Permit compliance, but to provide feedback on the effectiveness of Compliance Options. Refer to the monitoring and reporting requirements found in Section II. H of Attachment I of the Industrial General Permit for more information.



- ***Rainfall Amount:** the size of each rain event, in inches of rain per hour, that resulted in a discharge from the BMP(s) for which data are being reported.
- ***Discharge Volume Estimate:** the estimated volume, in gallons, of the corresponding discharge.

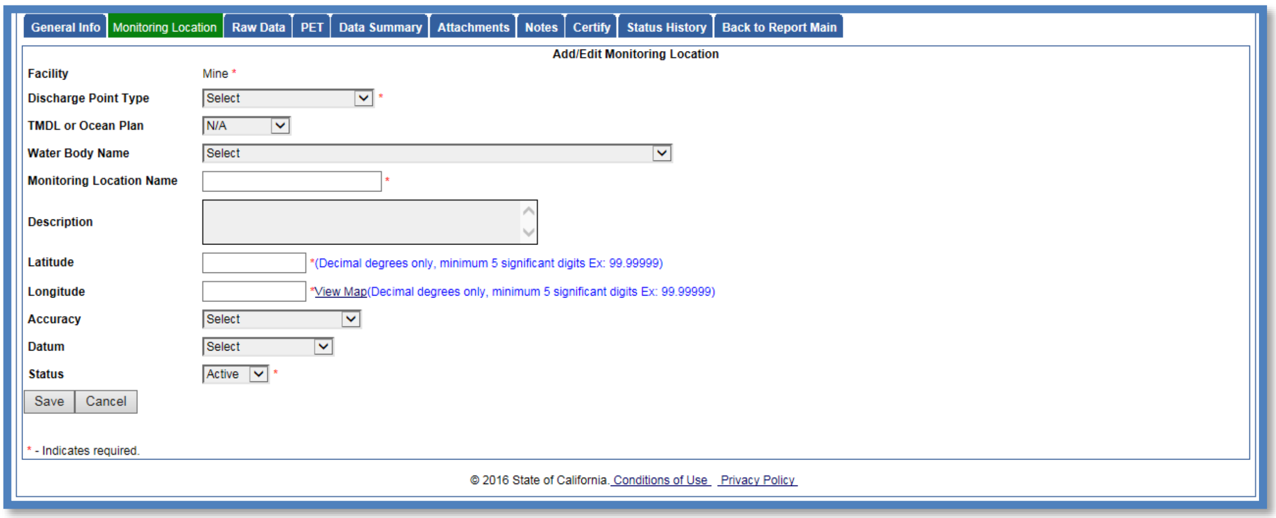
9. **Monitoring Location**
   Select locations that were already created, or they can create new locations. If the user has already created locations, please proceed to Step 12 to enter sampling information.

10. Select “Create New Monitoring Location.”



11. Enter “Monitoring Location” information.

NOTE: Fields marked with an asterisk are required. Each field entry is described below.



- ***Discharge Point Type: Effluent, Influent, Internal, Receiving Water**. If sampling stormwater from a discharge location leaving the facility, this is considered effluent monitoring.
- ***TMDL or Ocean Discharge:** If the user is not sure, contact the local Regional Water Quality Control Board.[1] See Attachments E & G of the Industrial General Permit for more information.
- **Water Body Name:** Select the name of the water body to which stormwater runoff from the facility flows.
- ***Monitoring Location Name (25 Characters):** The name of the discharge location. Each discharge location at the facility should be uniquely identified.
- **Description:** Although this field is not required, it is recommended that a description of the monitoring location be entered (e.g., NW corner outfall).
- ***Latitude and Longitude (lat/lon)**: Users can click on the “view map” link to locate the facility and maneuver to the where the sample was collected. Click the “Set Coordinates” button near the top of the window to have the latitude and longitude of the pin populate into the monitoring location latitude and longitude field.
- **Accuracy:** Accuracy of the location inputted from the lat/lon.
- **Datum**: Map datum of the location inputted from the lat/lon. If the user used the “view map” feature, select WGS84.
- ***Status**: Active or inactive (e.g., “active” is for current monitoring locations, and “inactive” is for previous monitoring location that are no longer used).

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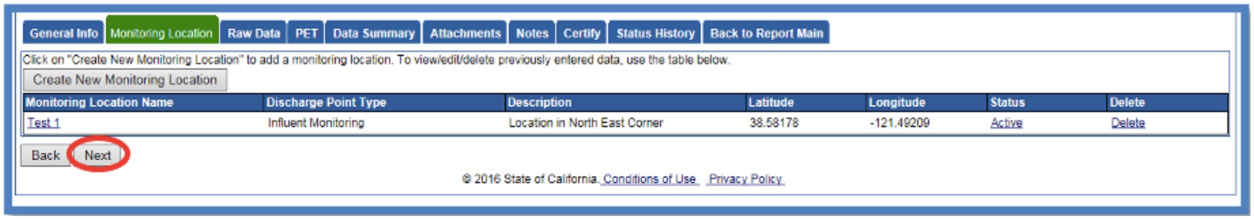
[1] [Regional Water Board Contact Information](http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml)
(http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml)

12. Once the monitoring location is saved it displays in all future reports started.

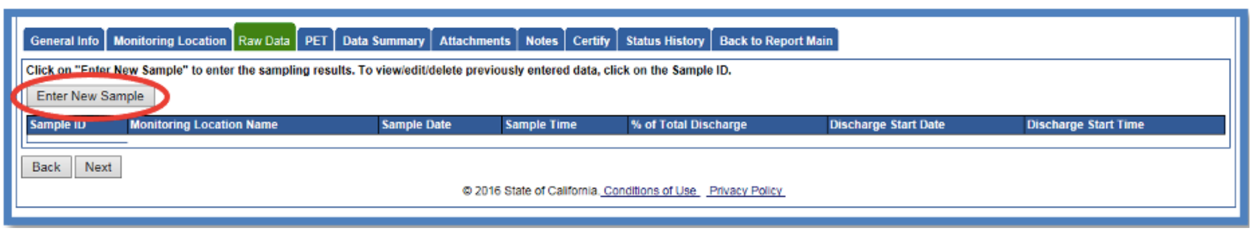


Add as many monitoring locations as needed for the facility. When all monitoring locations are entered, select "Next" to move on to the "Raw Data" tab.

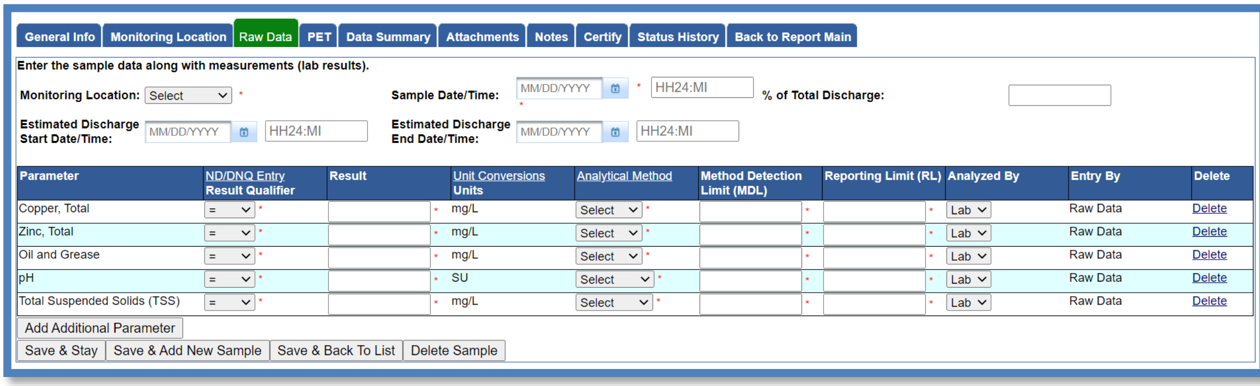
13. **Raw Data**

    Enter sampling results for the created monitoring locations. Use the "Raw Data" tab to enter sample results on screen or use the "SPET" (SMARTS Parameter Entry Tool) tab to create an Excel file containing results for upload.

14. To enter data on the "Raw Data" tab, select "Enter New Sample."

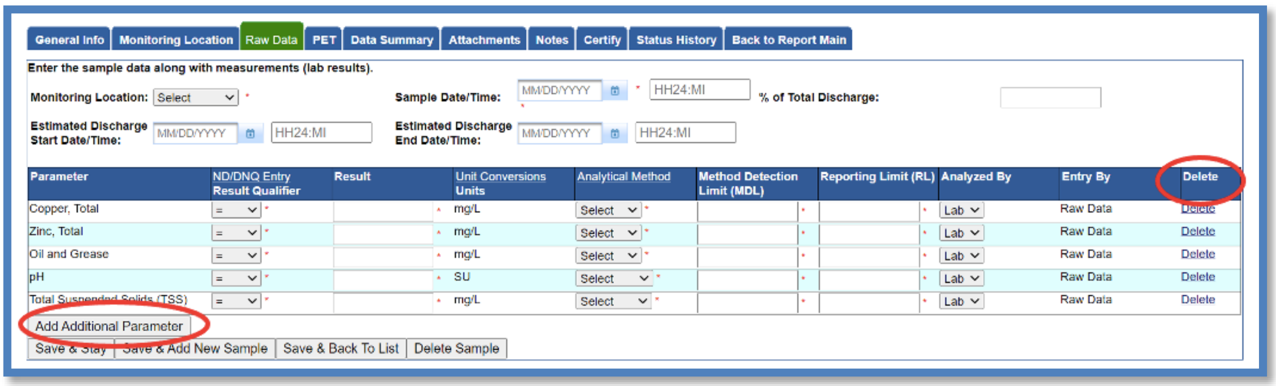


15. Enter the Sample Information



- **Monitoring Location:** Select the monitoring location for which the user will be entering data. The drop-down list is populated from entries made on the "Monitoring Location" tab entered previously.
- **Sample Date and Time:** the date and time the sample was taken (time is in 24-hour format).
- **% of Total Discharge:** Approximate percentage of volume discharged through the location that is being monitored, compared to total volume discharged from site.
- **Estimated Discharge Start Date and Time:** the date and time the discharge started at that specific monitoring location (time is in 24-hour format). *Required for those with an active Compliance Option
- **Estimated Discharge End Date and Time:** the date and time the discharge ended at that specific monitoring location (time is in 24-hour format). *Required for those with an active Compliance Option.

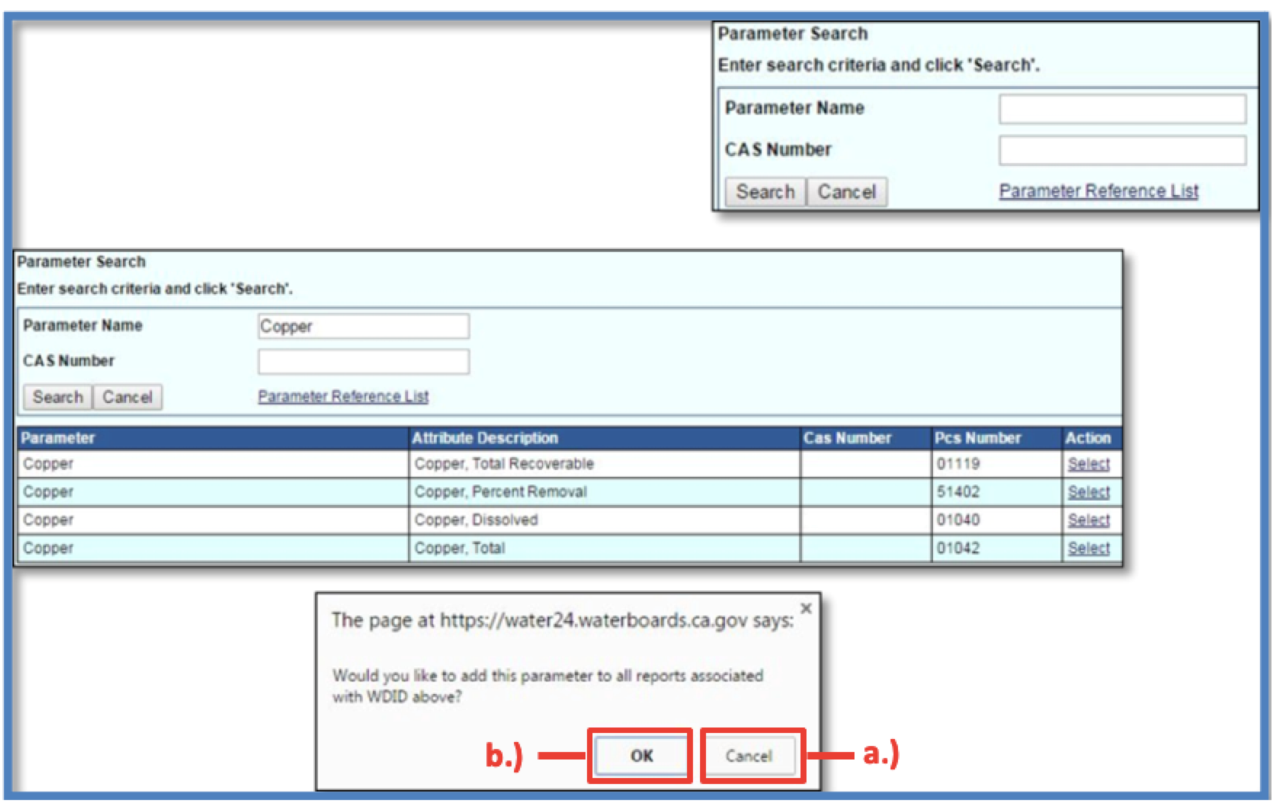
16. SMARTS automatically populates parameters from the “Requirements” tab in the Notice of Intent (NOI). Additional parameters sampled may be added or parameters deleted for which there are no monitoring results.



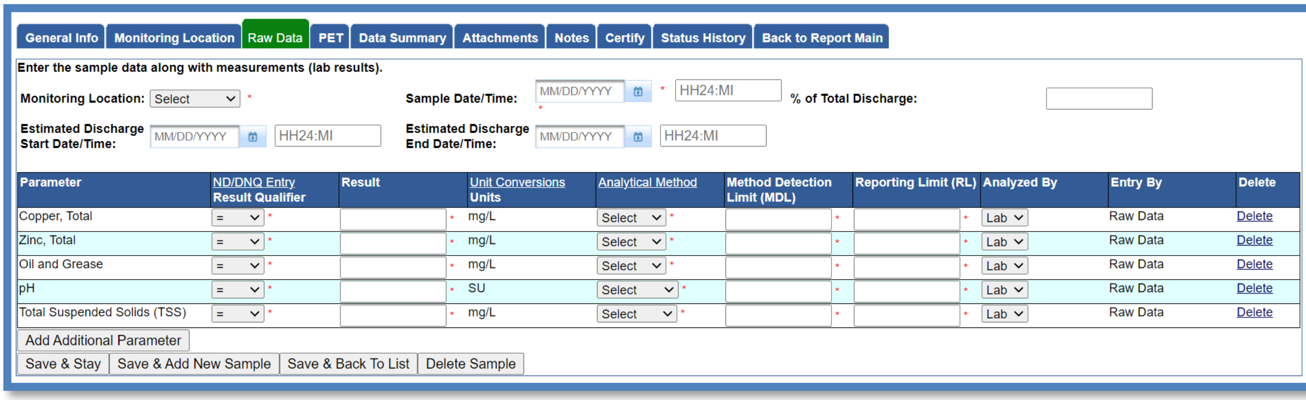
To add additional parameters, click the “Add Additional Parameters” button.

a.) To add a parameter only to this report, select “Cancel”.

b.) To add a parameter to this and all future reports select “OK”.



17. Enter results from sample analysis.



- **Result:** Enter the numerical value.
- **Units:** The user cannot change units in this column so please be sure to enter the result value correctly. (Some unit conversion factors are available by selecting the hyperlink above the “Units” column).
- **Analytical Method:** Select the method that was used to analyze for the parameter being entered. Dischargers must use U.S. EPA-approved sufficiently sensitive analytical test methods, which are listed in 40 CFR 136.3. If a method is not available in the drop-down menu, the user can request for it to be added by contacting the Stormwater Help Desk (stormwater@waterboards.ca.gov).
- **Method Detection Limit (MDL)**: This is provided by the lab.
- **Reporting Limit (RL):** This is provided by the lab.
- **Analyzed By:** Select “Lab” or “Self” (e.g., field monitoring of pH by a discharger representative is consider “self”).

Note: If the analytical result is less than the Method Detection Limit:

a) Use “**ND”** (Not Detected) as the qualifier.
b) Leave the “Result” field blank.
c) Enter the Method Detection Limit.

If the analytical result is less than Reporting Limit but greater than or equal to the Method Detection Limit:

a) Use “DNQ” (Detected, Not Quantifiable) as the qualifier.
b) Enter the test result.
c) Enter the Method Detection Limit and Reporting Limit

Note: pH paper does not have a standard test method, it is appropriate to select “pH_Paper” as the test method. Most pH paper is designed to provide a very coarse measurement of pH. A method detection limit is required to be entered and since pH paper has no MDL, enter the number one (1) in the column.

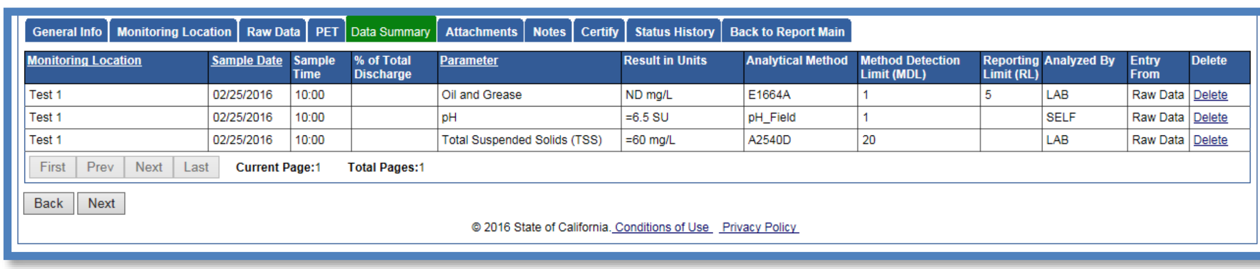
Portable Calibrated Meters are marked as “pH field” test method. Since all meters are different and calibrated with a range of buffer solutions that provide no MDL, users may enter the number one (1) in the column.

Click one of the save buttons to continue:

- Save & Stay: Save and remain on screen.
- Save & Add New Sample: Save and start a new Sampling Event.
- Save & Back to List: Save and return to the initial Raw Data screen.
- Delete: Delete this sample and all entered data.

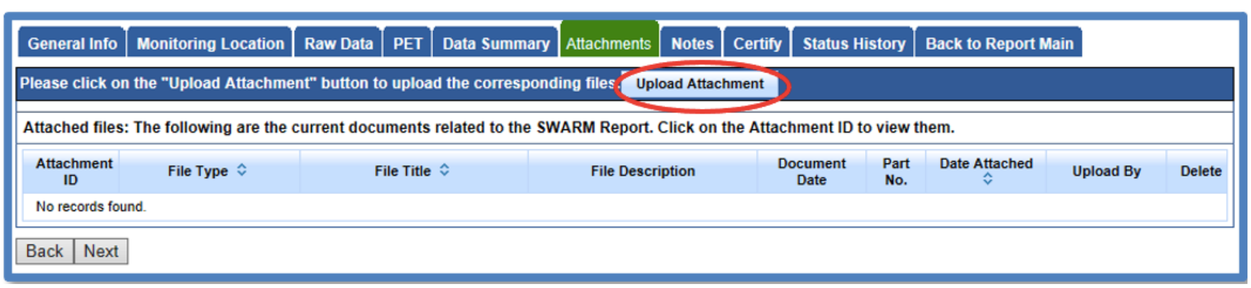
18. **Data Summary**

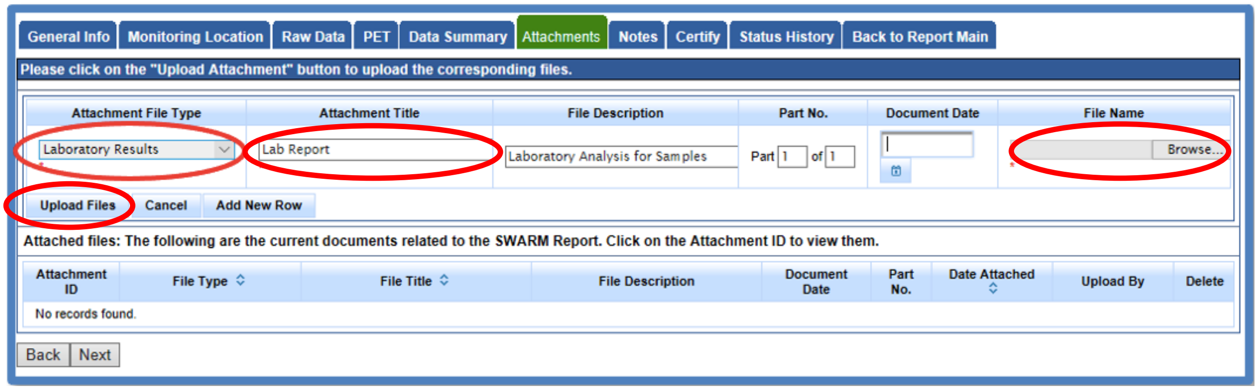
Select the “Data Summary” tab to verify that all information was correctly entered in the “Raw Data” tab or data uploaded on the “PET” tab; the “Entry From” column indicates which of these tabs was used for each row. If changes are needed, return to the “Raw Data” tab to correct entries. Data uploaded on the “PET” tab must be removed, corrected in the original file, and then re-uploaded.



19. **Attachments**

User must upload any analytical lab report(s). “Click Upload Attachment”





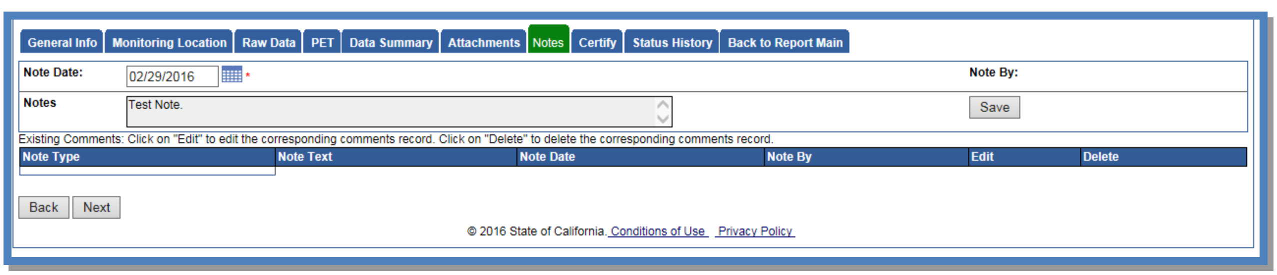
- **Attachment File Type**: “Laboratory Results”.
- **Attachment Title**: Enter the title of the document.
- Click **Browse**: Locate the file on the computer and select it.
- **Upload Files**: Select “Upload Files” when all attachments are ready to be uploaded.

Click “Next” to continue to the “Notes” tab.

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.

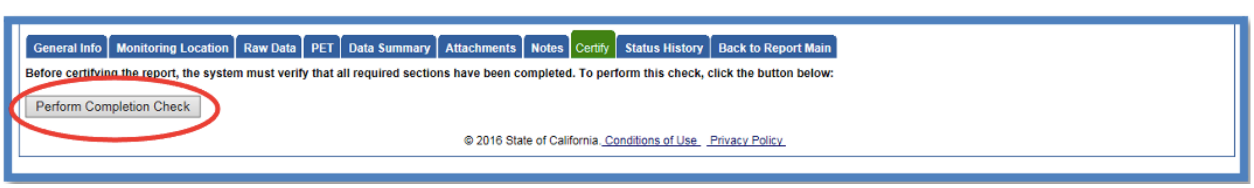
20. **Notes**

The user can enter any notes or comments about the Ad Hoc Report in this tab. Click “Next” to continue to “Certify” the report.



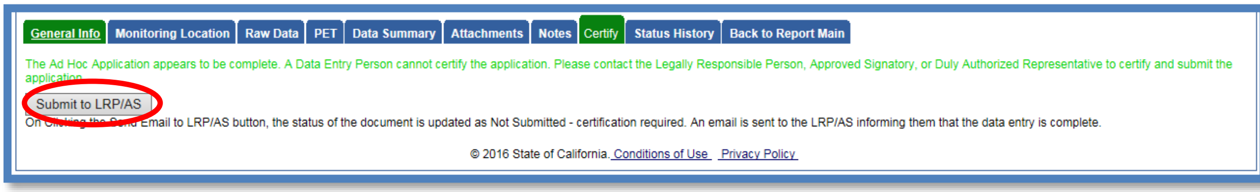
21. **Certify**

This tab provides a “Perform Completion Check” button to verify the mandatory fields are filled out.



The “Perform Completion Check” function provides a notification of any errors that require corrected prior to submission of the Ad Hoc report (e.g., lab results were uploaded incorrectly).

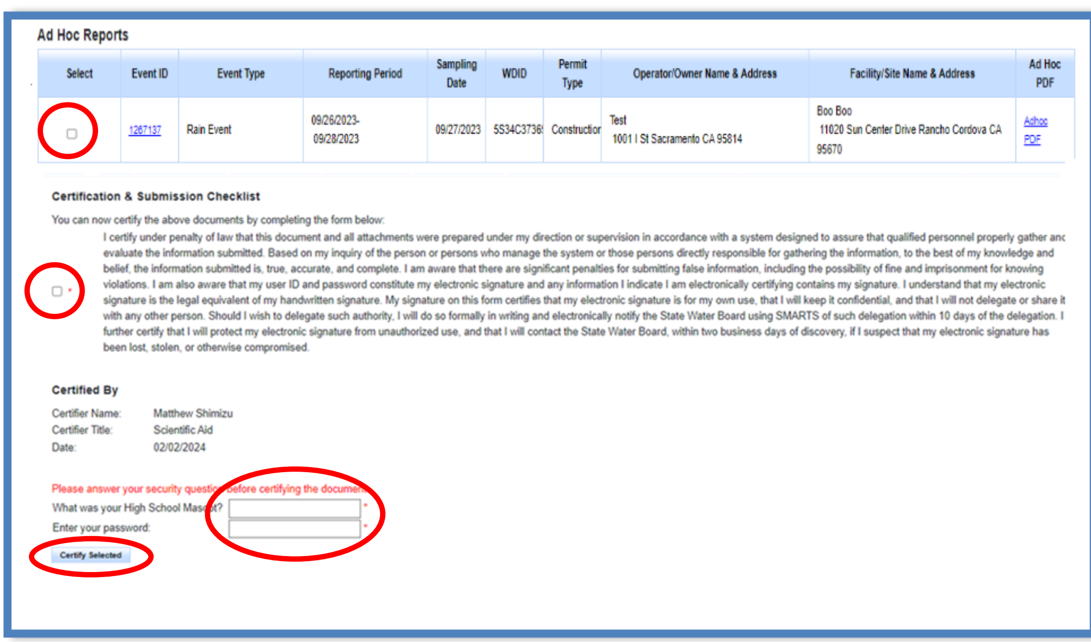
Any user may perform this check, if a Data Entry Person (DEP) performs the check and the report is complete, the system provides a “Notify LRP/DAR” button. Pressing the button notifies the LRP or DAR that the report is completed and requires their certification.



22. LRP or DAR Certification

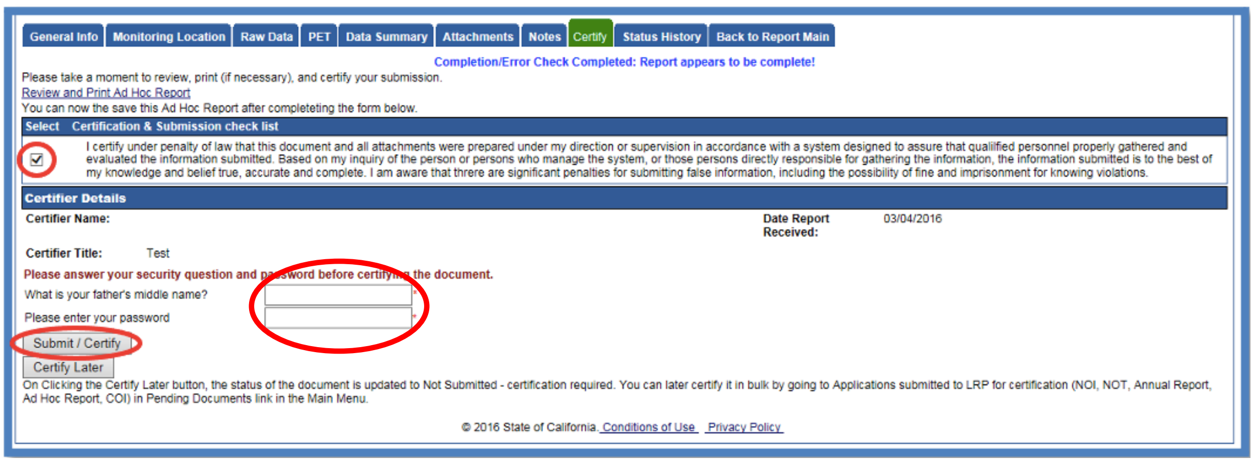
There are two options for the LRP or DAR to submit the Ad Hoc Report:

a. If the DEP has properly sent the Ad Hoc 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.

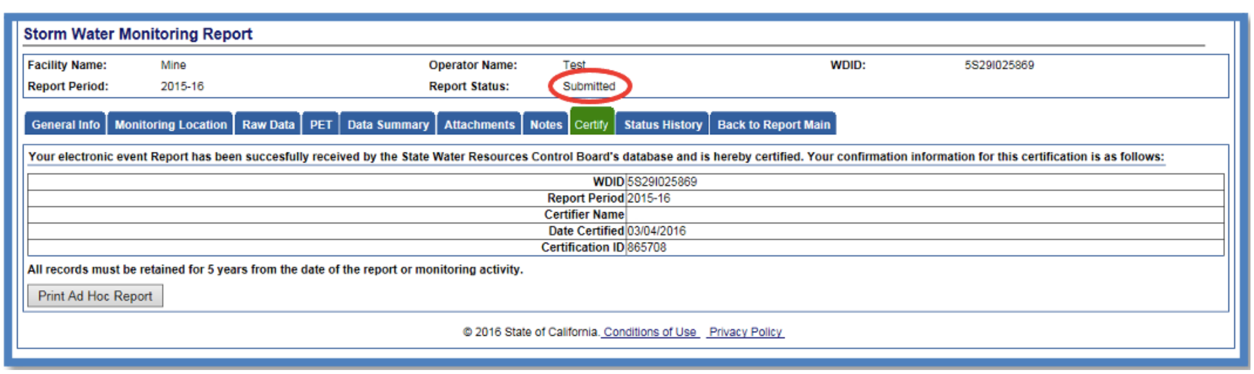


Note: If a checkbox is not available under the “Select” column, then the LRP or DAR does not have their signed Electronic Authorization Form on file. Once the signed form is on file, the LRP or DAR can select that checkbox.

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 “File Reports” in the main menu.
   - Go to the Ad Hoc Monitoring Reports.
   - Locate the applicable Report ID number.
   - Click on the “Certify” tab and perform the completion check.
   - After reading the certification statement check the box, answer the security questions, and enter the user account password.
   - Click Submit/Certify



23. A confirmation screen displays the submitted Ad Hoc Report’s certification details.



If an Ad Hoc Report was submitted in error, the Legally Responsible Person may "Remand" the report. Click the "Remand" link to change the report status to "Not Submitted". After the corrections are made, resubmit the report.