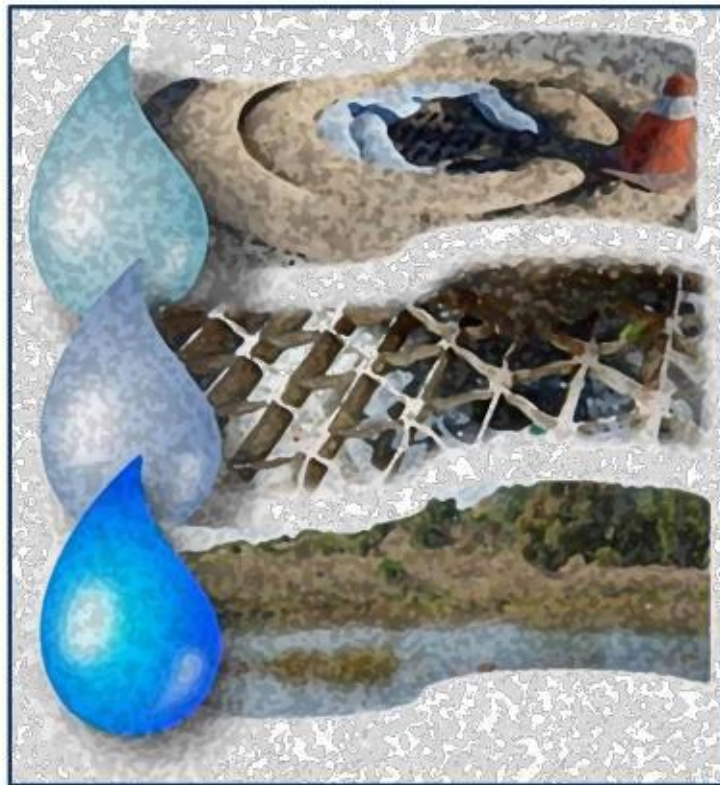


**STATEWIDE CONSTRUCTION STORMWATER
GENERAL PERMIT**

**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:

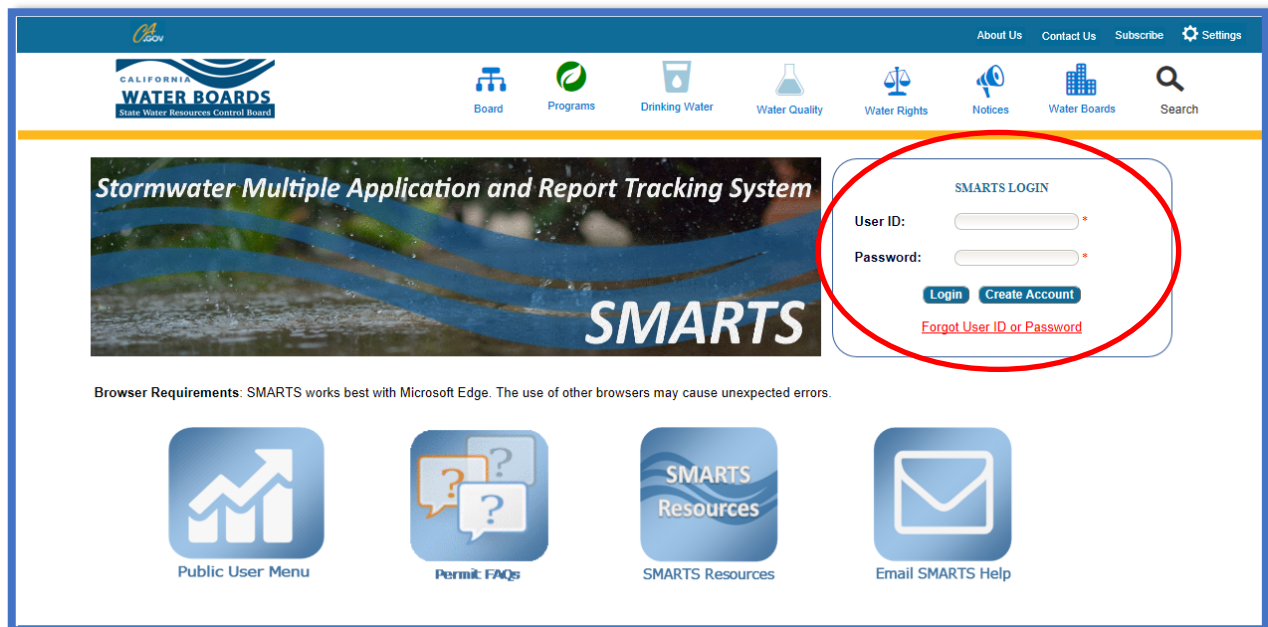
Construction stormwater dischargers with a Waste Discharge Identification (WDID) number active for at least three months in the reporting year (July 1st to June 30th) are required to submit an Annual Report no later than September 1st following each reporting year. The Annual Report is submitted via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

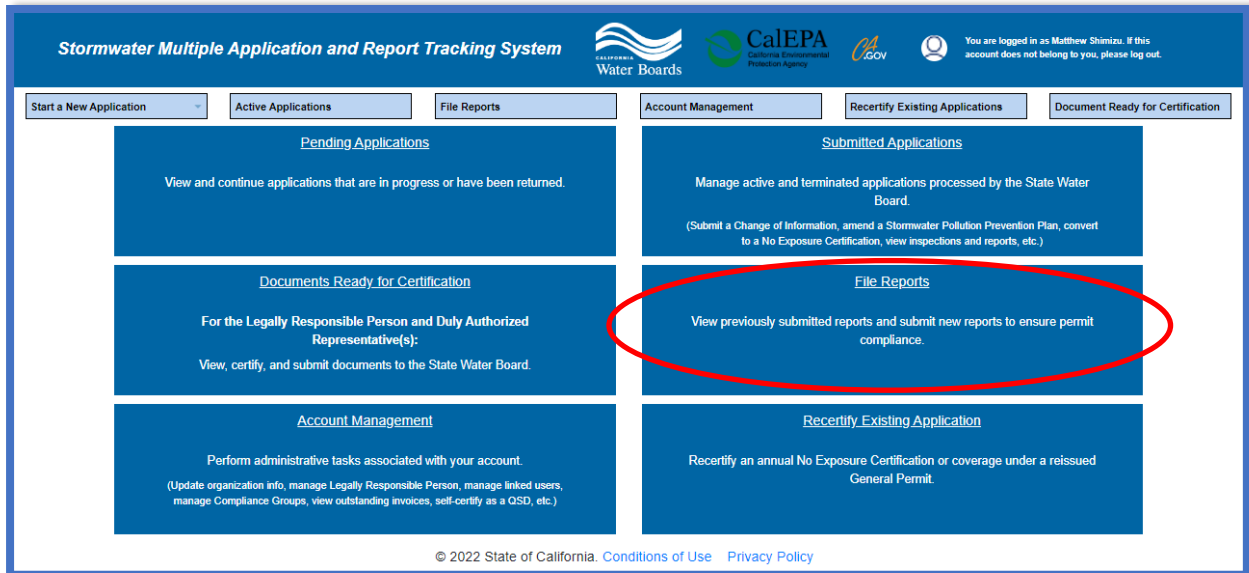
The following steps guide the SMARTS user through submittal of an Annual Report:

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

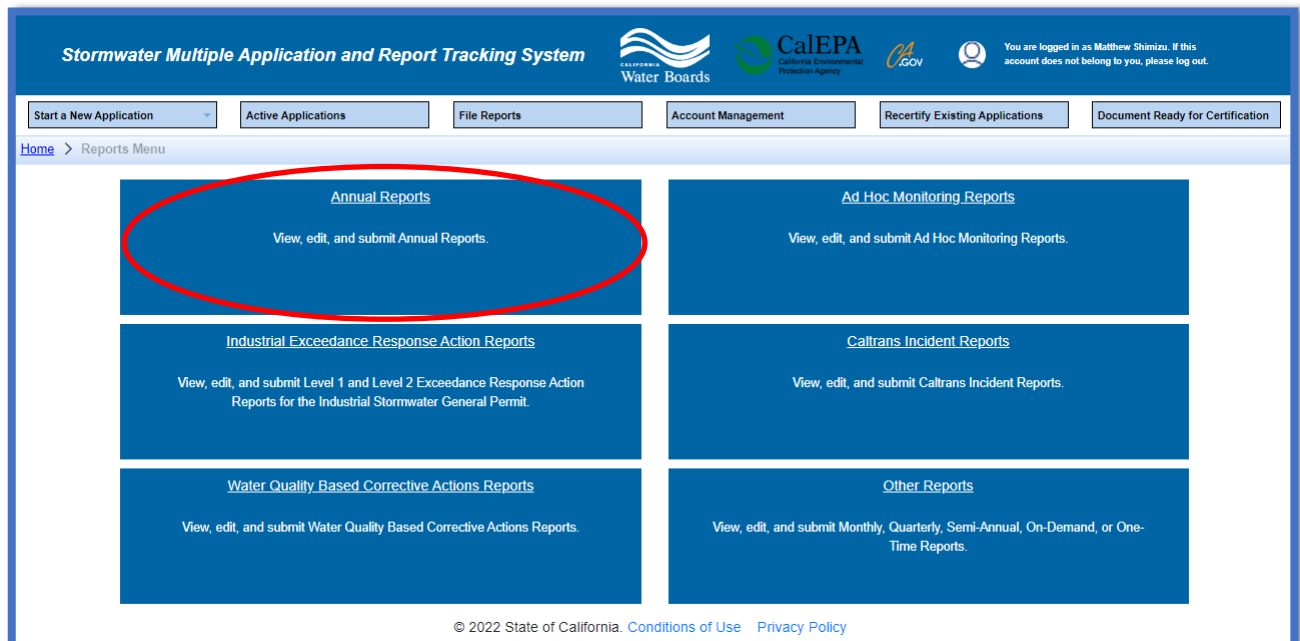
Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.



2. From the main menu, select “File Reports”.



3. Select “Annual Reports”.



- 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.

Report Id	Reporting Period	Report Status	Operator/Owner Name & Address	Facility/Site Name & Address	WDID/App ID	Permit Type	Report Required
1204681	07/01/2022-06/30/2023	Not Submitted	East Bay Municipal Utility District CONSTW	Briones Soil Stockpile Site Along Oursen Trail Adj Briones Orinda CA 94563	2 07C320440 181554	Construction	Y
1208097	07/01/2022-06/30/2023	Not Submitted	Intuitive	ISI HQ South Building 932 and 950 Kifer Road Sunnyvale CA 94086	2 43C395345 542236	Construction	Y
1254648	07/01/2023-06/30/2024	Not Submitted	Matthews Test Org	Test Linear NOI 1 1 Fake Street Los Angeles CA 90001	4 19C401808 565331	Construction	Y
1254656	07/01/2023-06/30/2024	Not Submitted	Matthews Test Org	Test Traditional NOI 3 100 I Street Los Angeles CA 90001	4 19C401811 565356	Construction	Y
1254659	07/01/2023-06/30/2024	Not Submitted	Matthews Test Org	Test Linear NOI 4 25 Matthew Street Los Angeles CA 90001	4 19C401812 565358	Construction	Y
1258005	07/01/2023-06/30/2024	Not Submitted	Matthews Test Org	Test Traditional NOI 6 123 Matthew Street Los Angeles CA 90001	4 19C401815 565375	Construction	Y
813745	07/01/2015-06/30/2016	Past Due	Tri Pointe Homes IE SD Inc	Cal Terraces Seaview PDS Old Otay Mesa Road San Diego CA 92154	9 37C368344 442825	Construction	N
837722	07/01/2014-06/30/2015	Past Due	Tri Pointe Homes IE SD Inc	Pacific Highlands Ranch Unit 22C NE Corner Rancho Santa Fe Farms Road and Carmel Valley Road San Diego CA 92130	9 37C372895 454747	Construction	N
973220	07/01/2017-06/30/2018	Past Due	Tri Pointe Homes IE SD Inc	California Terraces PA 61 East of Caliente Avenue North of 905 South of Otay Mesa Road San Diego CA 92154	9 37C373248 455337	Construction	N
1238005	07/01/2023-06/30/2024	Future	Tri Pointe Homes IE SD Inc	Paseo Montrail Paseo Montrail San Diego CA 92129	9 37C401126 562843	Construction	N

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:

Stormwater Multiple Application and Report Tracking System

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

Back To Permit > General Information

Site Name: Test | Owner: Test Owner Co | WDID: 5S34C402688 | Report Period: 2023-24

Report Status: Not Submitted | Risk: Level2

General Information Was construction active for three months or longer within this annual reporting period? **No**

If NO, Must Enter Explanation Below: *

Inspections, Sampling, Violations, and Corrective Actions | Ad Hoc Reports | Attachments | Save & Certify

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 Template² 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? * Select

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? * Select

Violations
 Were there any General Permit violations? * Select

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.								

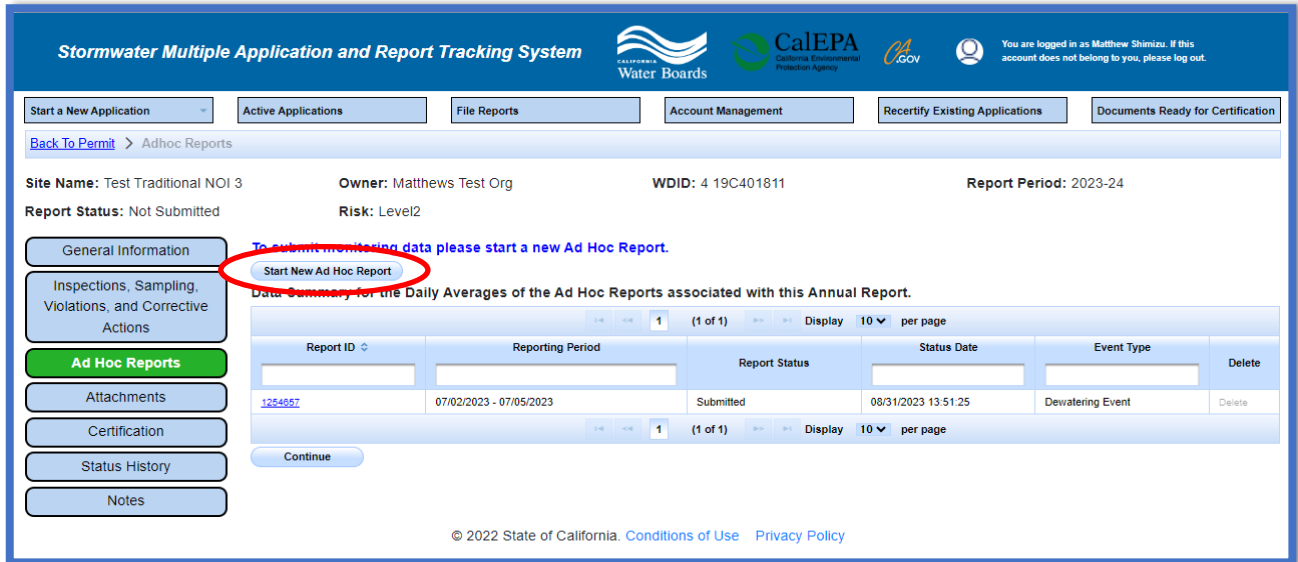
Save and Continue

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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.

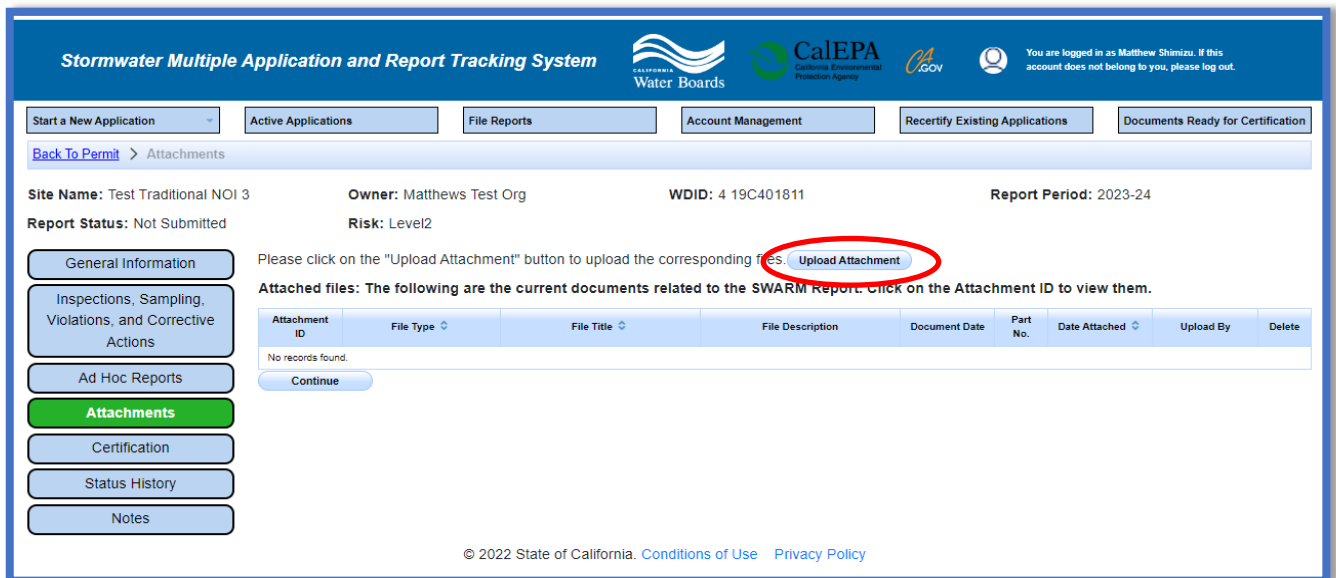
7. Ad Hoc Reports

This tab allows users to create new Ad Hoc Reports or view ad hoc reports previously started and their statuses³. 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.



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.

Please click on the "Upload Attachment" button to upload the corresponding files.

Attachment File Type	Attachment Title	File Description	Part No.	Document Date	File Name
Select			Part of		Choose File No file chosen

Upload Files Cancel Add New Row

Attached files: The following are the current documents related to the SWARM Report. 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.								

Continue

- Once the documents are uploaded correctly, select “Continue”.

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. 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
2523110	Excel Template	Excel Template			/	01/31/2024	Matthew Shimizu	Delete

Continue

9. Certification

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

Stormwater Multiple Application and Report Tracking System

Water Boards CalEPA California Environmental Protection Agency 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 Documents Ready for Certification

Back To Permit > Certification

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 Perform Completion Check

Inspections, Sampling, Violations, and Corrective Actions

Ad Hoc Reports

Attachments

Certification

Status History

Notes

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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.

Select	Report Id	Reporting Period	WDID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Annual Report PDF
<input type="checkbox"/>	1285142	07/01/2023-06/30/2024	5S34C373653	Construction	Test	Boo Boo 11020 Sun Center Drive Rancho Cordova CA 95670	Annual PDF

Certification & Submission Checklist
You can now certify the above documents by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my 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, to the best of my knowledge and belief, the information submitted is, 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 SMARTS 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
Certifier Name: Matthew Shimizu
Certifier Title: Scientific Aid
Date: 02/02/2024

Please answer your security question before certifying the document.
What was your High School Mascot?
Enter your password:

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.

The screenshot shows the 'Certification' page for a report. The site name is 'Test Traditional NOI 3', owner is 'Matthews Test Org', and the report period is '2023-24'. The report status is 'Not Submitted'. A navigation sidebar on the left includes 'General Information', 'Inspections, Sampling, Violations, and Corrective Actions', 'Ad Hoc Reports', 'Attachments', 'Certification' (highlighted in green), 'Status History', and 'Notes'. The main content area shows a 'Completion/Error Check Completed' message and a 'Report Certification' section. A red circle highlights a checkbox for certifying the report. Below this is a 'Certifier Details' table with fields for Name, Title, Date, and Certifier ID. A security question 'What city were you born?' and a password field are also highlighted with red circles. At the bottom, the 'Certify Annual Report' button is circled in red.

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.

The screenshot shows the confirmation screen for a submitted report. The site name is 'Test Traditional NOI 1', owner is 'Test Org', and the report period is '2023-24'. The report status is 'Submitted'. The 'Certification' button in the sidebar is highlighted in green. The main content area shows a 'Completion/Error Check Completed' message and a table with certification details: WDID: 4 19C402302, Report Period: 2023-24, Certifier Name: Matthew Shimizu, Date Certified: 10/10/2023, and Certification ID: 1267204. A red circle highlights the 'Download Copy of Record' button at the bottom.