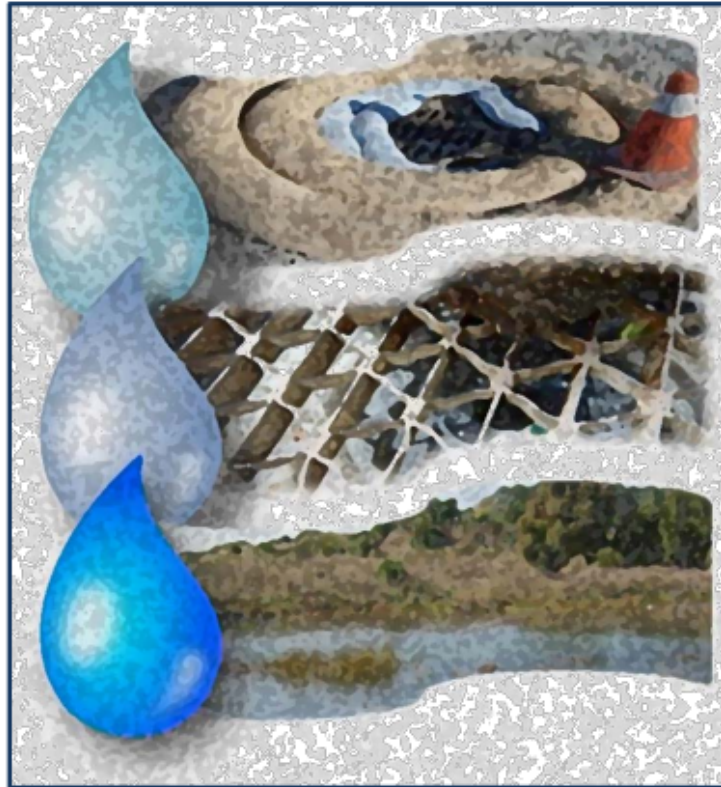**STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT**

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

Small Construction Rainfall Erosivity Waiver

CALIFORNIA

Water Boards

STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

Last Revised: February 2024

Statewide Construction Stormwater General Permit (CGP) – Small Construction Rainfall Erosivity Waiver (Erosivity Waiver)

Dischargers are eligible to file the Small Construction Rainfall Erosivity Waiver if the following requirements:

    a) The construction site or a larger common plan of development is between one and five acres; and

    b) The construction activity takes place during a period when the calculated rainfall erosivity factor (R factor) is less than five.

The Erosivity Waiver may only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR). A Data Entry Person (DEP) may fill out the Erosivity Waiver but does not have authority to certify it.

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
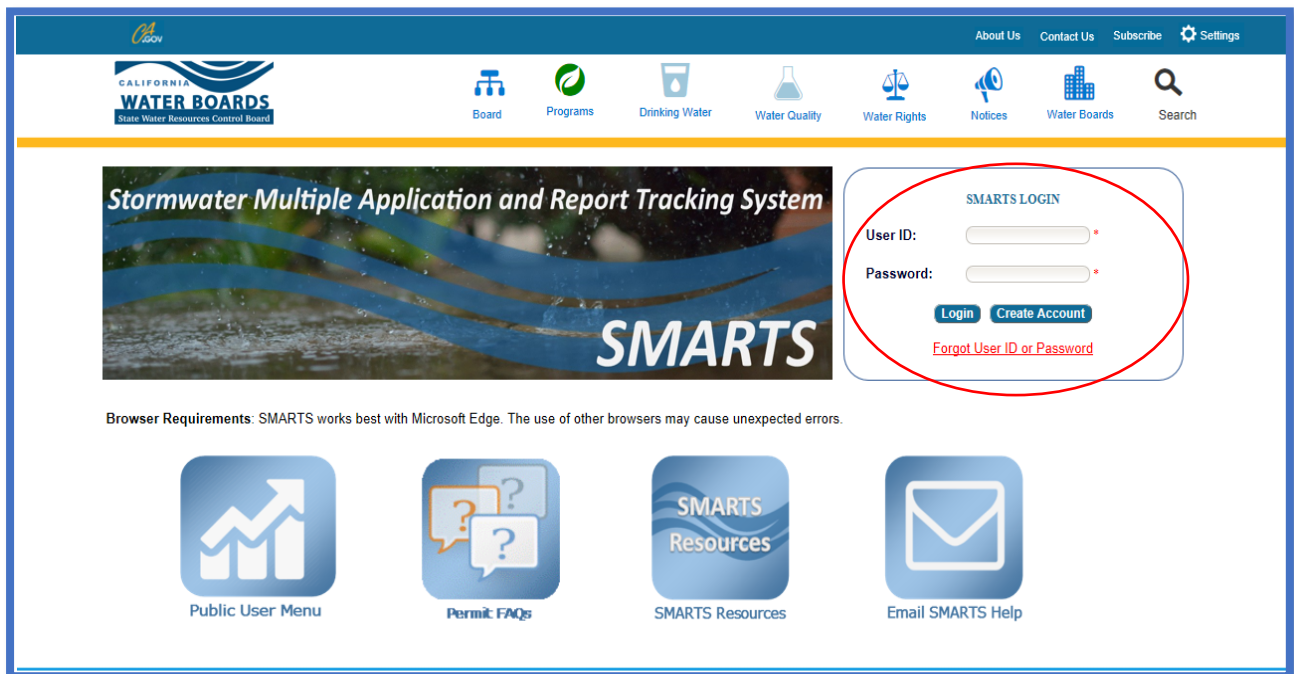
2. From the main menu, go to the "Start a New Application" drop-down list, select "Construction Permits", and then select "Statewide Construction (NOI/Waiver/NONA)".
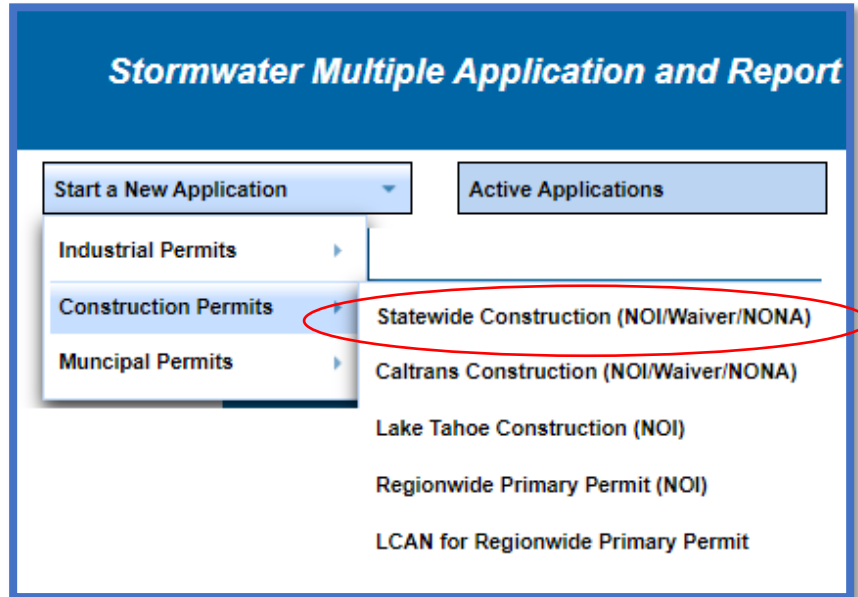
3. Select the organization record to start the new application or create a new organization record. Only an LRP user account has the option to create new organizations. DAR or DEP users may start a new application for an existing organization previously linked. If there are no options to select or create an organization, if registered as a DAR or DEP, contact the LRP to link the user account or contact the stormwater help desk to verify the user account is set up as an LRP. Click "Next" to Continue.
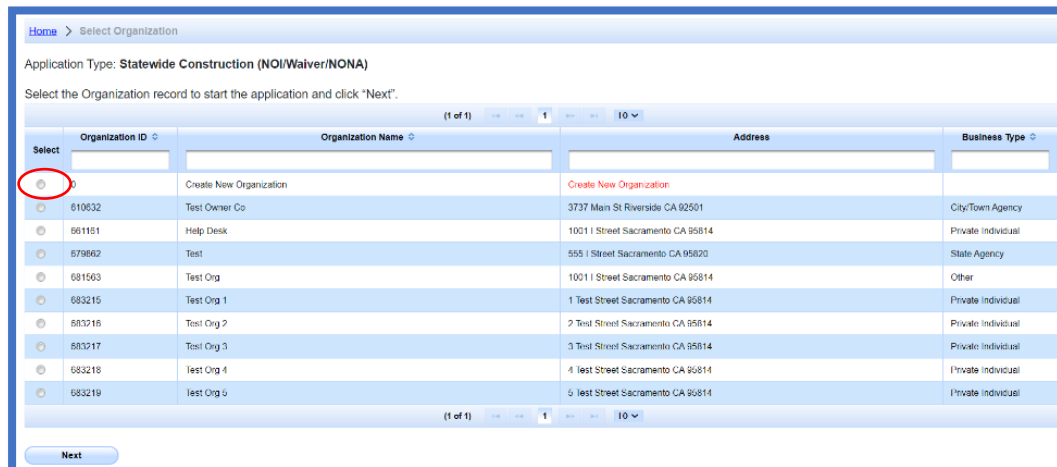
4. Verify, add, or remove users linked to the new application. Users already linked to the organization automatically populate in this section. To add additional users to the application, click the applicable buttons "Add LRP", "Add DAR", or "Add DEP". Click the "Confirm and Create Application" button to continue.

Note:
LRPs may link additional LRPs and DARs with the same email domain, or DEPs. For assistance linking a DAR with a different email domain, contact the Stormwater Help Desk at stormwater@waterboards.ca.gov. DARs may only link DEPs; and DEPs cannot link or delink any user.

Home > Select Organization > Display Existing User(s)

Application Type: **Statewide Construction (NOI/Waiver/NONA)**

| Add LRP | Add DAR | Add DEP | | Confirm and Create Application |

Below is a list of User(s) currently linked to the Organization **Help Desk**

Legal Responsible Person

First Name	Last Name	Email	User Account	Delink User
Matthew	Shimizu	matthewshimizu25@gmail.com	687982	

Duly Authorized Representative

First Name	Last Name	Email	User Account	Delink User
No records found.				

Data Entry Person

First Name	Last Name	Email	User Account	Delink User
No records found.				

5. Select the "Erosivity Waiver" option, and answer the initial application questions. Click "Create Application" to complete the process.

   Note: Once the "Create Application" button is selected, the user can no longer change the application type.

Back > Initial Application Questions

Select Application Type

Notice of Intent

Erosivity Waiver

Notice of Non-Applicability

Application Type: Waiver

- Will all construction activities including the final site stabilization, be completed in less than one year?
    - ○ Yes ○ No
    - Enter Construction Start Date [   ] 🗓 (mm/dd/yyyy)
    - Enter Final stabilization Date [   ] 🗓 (mm/dd/yyyy)
- Do all areas of Construction have a R-Factor less than 5?
    - ○ Yes ○ No
    - Visit https://lew.epa.gov to calculate the R-Factor.
- What is the total planned disturbed acreage? [   ]
- Is the site a part of larger common plan of development?
    - ○ Yes ○ No
    - Name of the Common Plan of Development [   ]
    - What is the Total Site Size of the Common Plan of Development? [   ]
    - Does the entire Common Plan of Development have an R-Factor of less than 5? (Y/N)
    - ○ Yes ○ No
- Type of Construction: (Check all that apply)
    - ○ Traditional ○ Linear
    - ☐ Residential ☐ Commercial ☐ Industrial ☐ Reconstruction ☐ Transportation ☐ Other [   ]
    - ☐ Above Ground ☐ Below Ground ☐ Gas Line ☐ Water/Sewer Line ☐ Communication Line ☐ Cable Line ☐ Electrical ☐ Other [   ]

Create Application

6. Owner Information
    Enter all required owner information on the "Owner Information" tab and select "Save
    & Continue". All fields marked with a red asterisk must be completed. Once
    complete, click "Save & Continue".

Permit Type: Traditional:Construction - Waiver   **Application ID:** 568652   **Status:** Not Submitted

Owner Information	**Enter the Owner Contact Information**
On-Site Contact Information	Populate contact information from linked user: [Select ▾]
Site Information	Owner Name: * [Test Org]
Additional Site Information	Street Address: * [1001 I Street]
Attachments	Address Line 2: [ ]
Billing Information	City/State/Zip: * [Sacramento] [CA ▾] [95814]
Certification	Type: * [Other ▾] Definitions
Linked Users	Federal Tax ID: [ ]
	Contact First Name: * [ ]
	Contact Last Name: * [ ]
	Title: [ ]
	Phone: [ ] Ext: [ ] (999-999-9999)
	E-mail: * [ ] (abc@xyz.com)

[Save & Continue]   Fields marked with * are mandatory fields.

7. On-Site Contact Information
    Enter all required on-site contact information. The on-site contact is someone who is
    available on-site that oversees day to day operation of the construction activities.
    Select "Save & Continue" once all fields are complete.

Home > On-Site Contact Information

Permit Type: Traditional:Construction - Waiver   **Application ID:** 568652   **Status:** Not Submitted

Owner Information	**Enter the on-site contact person. This is the person present on-site that oversees day to day construction activities**
On-Site Contact Information	Select the contact from the drop box or enter the contact information into the fields: [Select ▾]
Site Information	Company Name: * [ ]
Additional Site Information	Street Address: * [ ]
Attachments	Address Line 2: [ ]
Billing Information	City/State/Zip: * [ ] [CA ▾] [ ]
Certification	Contact First Name: * [ ]
Linked Users	Contact Last Name: * [ ]
	Title: [ ]
	Phone: * [ ] Ext: [ ] (999-999-9999)
	Email: * [ ] (abc@xyz.com)

[Save & Continue]   Fields marked with * are mandatory fields.

8. Site Information
   Enter all required site information.

If the construction site does not have a specific street address, enter the general location of the site i.e. between Main St and Front Rd.

- The latitude and longitude is entered in decimal degrees. To determine the latitude and longitude click the "Lookup Map" link. This allows users to enter the stie's address or select a point on a map to determine the latitude and longitude.

Enter the street address and select "Go!". Click "Set Coordinates" to populate the latitude and longitude.
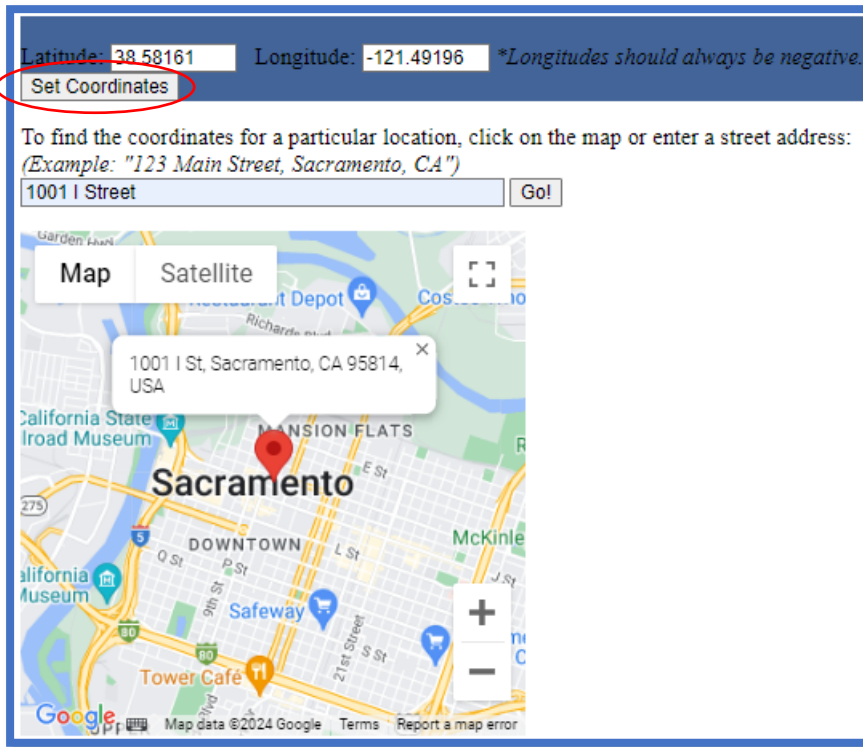
9. Additional Site Information
   The County, Regional Board, and Regional Water Board email are automatically generated based on the coordinates entered from the "Site Information". Answer the remaining questions as applicable and select "Save & Continue".

10. Attachments

No attachments are required. If users want to upload additional attachments, they may do so by selecting the "Upload Attachment" button.

- **Attachment File Type**: Select applicable file types that correspond to the required documents. Additional files such as "Supporting Documentation" may be attached as applicable.
- **Attachment Title**: Enter the title of the document.
- **Click 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.
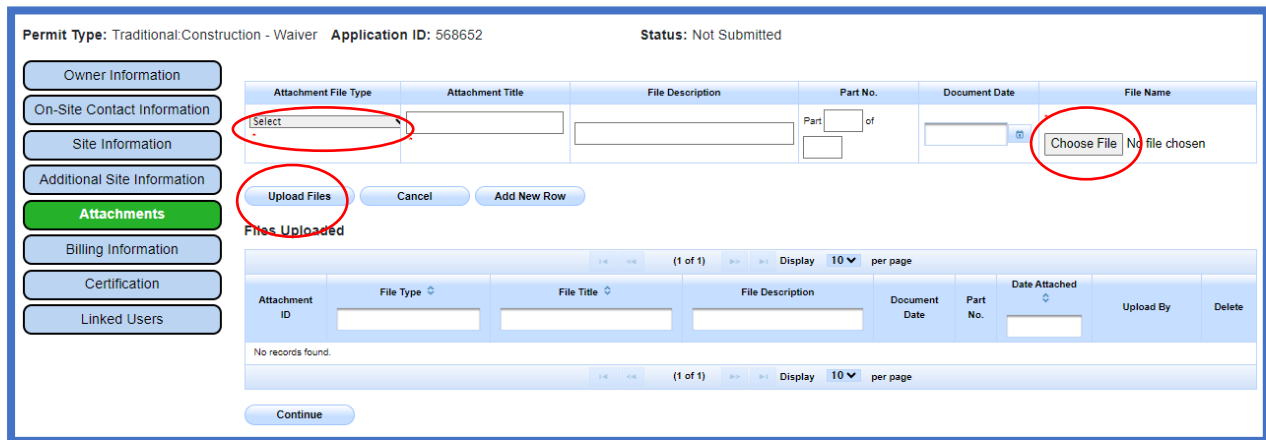
- Once the document is uploaded correctly, select "Continue"

11. Billing Information

Fill out the address and contact where the annual invoices are sent. The Fee Statement with the fee amount is generated upon application submission.

12. Certification

Select "Perform Completion Check".

The "Perform Completion Check" function provides the user with a notification of any errors that must be corrected prior to certification of the Erosivity Waiver (e.g., Total Site Size or Disturbed Acreage fields not filled out, etc.).

The application appears to be incomplete. Please correct the errors shown below before the application can be certified.	
Error Message	**Tab to Correct**
Final Stabilization Date on the Site Information tab must be a future date.	Site Information
Total Site Size (acres) on the Site Information tab is a required field.	Site Information

Any user may perform this check, but if a DEP performs the check, the system provides a "Notify LRP/DAR" button. Pressing the button notifies the LRP or DAR the Erosivity Waiver is complete and requires their certification. The LRP or DAR should review the prepared Erosivity Waiver for accuracy prior certifying.

LRP or DAR Certification
There are two options for the LRP or DAR to submit the Erosivity Waiver:

a. The LRP or DAR may access the "Documents Ready for Certification" SMARTS menu option if notified by the DEP.
   • Select the report to certify by checking the box next to the application 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 Erosivity Waiver application.

b. If the Erosivity Waiver application is not listed in the "Documents Ready for Certification" SMARTS menu option, the LRP or DAR may access the application directly.
- Log in and go to "Pending Applications".
- Locate the application ID and select.
- Go to the "Certification" tab and select "Perform Completion Check".
- After reading the certification statements check the boxes, answer the security questions, and enter the user account password.
- Click "Certify Application" to submit the application.

13. A confirmation screen displays the details of the certification. The user may download a copy of the certification by selecting the "Download Copy of Record" button. The Copy of Record file is a zip file containing meta data, all uploaded documents, and a PDF of the submitted application.

Mail the signed Electronic Authorization Form (if not already sent) and submit the applicable application fee.

The Waiver Identification number is generated upon submittal of a complete waiver, the signed electronic authorization form is on file with the Water Boards, and the application fee is received. After the Waiver ID number is issued, construction activities may commence.