

# How to Submit a Notice of Termination (NOT) for the Construction General Permit

Within 90 days of when construction is complete or ownership has been transferred, the discharger shall electronically file a Notice of Termination (NOT), a final site map, and photos through the State Water Boards SMARTS system. Filing a NOT certifies that all General Permit requirements have been met. The Regional Water Board will consider a construction site complete only when all portions of the site have been transferred to a new owner, or all of the following conditions have been met:

- a. For purposes of “final stabilization,” the site will not pose any additional sediment discharge risk than it did prior to the commencement of construction activity;
- b. There is no potential for construction-related storm water pollutants to be discharged into site runoff;
- c. Final stabilization has been reached;
- d. Construction materials and wastes have been disposed of properly;
- e. Compliance with the Post-Construction Standards in Section XIII of the General Permit have been demonstrated;
- f. Post-construction storm water management measures have been installed and a long-term maintenance plan has been established; and
- g. All construction-related equipment, materials and any temporary BMPs no longer needed are removed from the site.

The discharger shall certify that final stabilization conditions are satisfied in their NOT. Failure to certify shall result in continuation of permit coverage and annual billing.

The NOT must demonstrate through photos, RUSLE or RUSLE2, or results of testing and analysis that the site meets all of the conditions above and the final stabilization condition is attained by one of the following methods:

- a. “70% final cover method,” no computational proof required; **OR**
- b. “RUSLE or RUSLE2 method,” computational proof required; **OR**
- c. “Custom method”, the discharger shall demonstrate in some other manner than a or b, above, that the site complies with the “final stabilization” requirements.

If you have any questions please contact the Storm Water help desk at [smarts@waterboards.ca.gov](mailto:smarts@waterboards.ca.gov) or 1-866-563-3107.

# Instructions

## Objectives

- How to enter a NOT for Construction Sites

## Prerequisites

- Best used in Internet Explorer
- Legally Responsible Person (LRP) or Approved Signatory (AppSig) to Certify/Submit
- Pictures of Site

## Logging into SMARTS

1. Open Internet Explorer and visit <https://smarts.waterboards.ca.gov/>



NOTE: This screen provides notifications regarding system maintenance times and/or other important information about SMARTS.

2. Enter your User ID & Password.

SMARTS LOGIN

User ID:

Password:

Login



NOTE: The User ID and Password are case sensitive.

## Notice of Termination

1. After logging in, select the menu item:

"Approved/Terminated NOIs"

Active/Terminated NOIs										
The following are NOIs and NOTs that are associated with your user account. Please click on the Identifier of the record to view/edit details.										
NOI List										
App. Id	WDID	Type	Waiver	Linear	Status	Status Date	Operator Name and Address	Facility Name and Address	File NOT	Delete NOI
<a href="#">404818</a>	5S34W000001	Construction	Y	N	Expired	11/04/2010	LRP Company PO Box 1977 Sacramento CA 95812	Construction Site Sample Address Sacramento CA 99999		
<a href="#">408828</a>	5S34C360043	Construction	N	N	Active	12/15/2010	2nd Owner Company 1001 I Street Sacramento CA 95814	Test Construction Site NWC 10th and I St Sacramento CA 95814	<a href="#">File NOT</a>	

2. Locate the appropriate WDID number and click the “File NOT” link on the right side of the screen.

a. Verify that you want to file NOT by answering “Yes” in pop up box

3. Enter NOT Details

a. NOT Form Tab

1) Populate Owner Information

<b>NOT Form</b>	NOT Attachments	NOT Certify/Review	NOT Status	NOT Print	Back To NOI Summary
Please fill in this section where you want the confirmation letter sent to. <b>Populate Operator/Owner Information</b>					
Organization Name:	<input type="text"/>	Contact Person:(First Name)	<input type="text"/>	*	
Street Address:	<input type="text"/>	Last Name	<input type="text"/>	*	
Line#2:	<input type="text"/>	Title:	<input type="text"/>		
City/ State/ Zip:	<input type="text"/>	CA	<input type="text"/>	*	
		Phone:	<input type="text"/>	*(ex:999-999-9999) Ext	<input type="text"/>
		Email:	<input type="text"/>		*(abc@xyz.com)

a) Use quick button to automatically populate data based on the Operator/Owner information

b) This information is used to populate the NOT approval letter

2) Choose Basis of Termination

a) The construction project is complete

<b>Basis of Termination(Must select one option below)</b>	
<input type="radio"/> The construction project is complete. Choose the methods used to demonstrate the final stabilization.	
<input type="checkbox"/> 70% Final Cover Method	
<input type="checkbox"/> RUSLE or RUSLE 2 Method	
<input type="checkbox"/> Custom Method	
Date of project completion:	<input type="text"/> (mm/dd/yyyy) *
Have all elements of the SWPPP been completed?	Select ▼ If "No" provide a reason in the text box below.
Is there a potential for construction - related storm water pollutants to be discharged into the site runoff?	Select ▼ If "Yes" provide a reason in the text box below.
Have construction materials & waste been disposed of properly?	Select ▼ If "No" provide a reason in the text box below.
Are all construction - related equipment, materials & any temporary BMPs no longer needed and removed from the site?	Select ▼ If "No" provide a reason in the text box below.
Has compliance with Post - Construction Standards been demonstrated?	Select ▼ If "No" provide a reason in the text box below.
Has a Post - Construction BMP long-term maintenance plan been established?	Select ▼ If "No" provide a reason in the text box below.
<input type="text"/>	

### b) Construction activities have been suspended

Construction activities have been suspended. Choose the methods used to demonstrate the final stabilization.

70% Final Cover Method  
 RUSLE or RUSLE 2 Method  
 Custom Method

Date of suspension:  (mm/dd/yyyy) \* Expected start up date:  (mm/dd/yyyy)

Is there a potential for construction - related storm water pollutants to be discharged into the site runoff?  Select  If "Yes" provide a reason in the text box below.

Have construction materials & waste been disposed of properly?  Select  If "No" provide a reason in the text box below.

Have all denuded areas & other areas of potential erosion been stabilized?  Select  If "No" provide a reason in the text box below.

Is there an operation & maintenance plan for erosion & sediment control in place?  Select  If "No" provide a reason in the text box below.

### c) Site cannot discharge storm water to waters of the United States

Site cannot discharge storm water to waters of the United States (check one).

All storm water is retained on site.  
 All storm water is discharged to evaporation or percolation ponds offsite.

### d) Discharge of storm water from the site is now subject to another NPDES general permit or an individual NPDES permit

Discharge of storm water from the site is now subject to another NPDES general permit or an individual NPDES permit.

NPDES Permit No:  \* Date coverage began  (mm/dd/yyyy) \*

### e) New Operator/Owner

New Operator/Owner:

Date facility/site was transferred to new operator/owner:  (mm/dd/yyyy) \*

Have you notified the new operator/owner of the storm water NPDES permit requirements?  Yes  No \*

Business Name: <input type="text"/> *	First Name <input type="text"/> *
Street Address: <input type="text"/> *	Last Name <input type="text"/> *
Line#2: <input type="text"/>	Title: <input type="text"/>
City/ State/ Zip: <input type="text"/> CA <input type="text"/> *	Phone: <input type="text"/> * (999-999-9999) Ext <input type="text"/>
	Email: <input type="text"/> * (abc@xyz.com)

### f) Other


Other

Explanation of Basis of Termination:  Explain any other basis/reasons that are not covered above

### 3) Click "Save & Next"

b. NOT Attachments

<a href="#">NOT Form</a>	<b>NOT Attachments</b>	<a href="#">NOT Certify/Review</a>	<a href="#">NOT Status</a>	<a href="#">NOT Print</a>	<a href="#">Back To NOI Summary</a>
Please click on Upload Attachment button to upload the corresponding files.					<input type="button" value="Upload Attachment"/>
Attachment Id	File Type	File Title	File Desc		
<input type="button" value="Back"/>		<input type="button" value="Next"/>			

- 1) Click "Upload Attachment" button
-  NOTE: Disable pop-up blocker
- 2) Attachment upload window

*Water Boards Storm Water Multiple Application & Report Tracking System 2*

**SMARTS File Upload**

WDID: 5834C360043    Owner: 2nd Owner Company  
10011 Street Sacramento, CA 95814

Please provide the following details to upload the corresponding files.

Attachment FileType:  \*

Attachment Title :  \*

File Description:

If Partial Document, Part No  \* of Total Parts  \*

Click "Browse" to locate the file and then click "Upload File"

File Name

File size should be less than 75MB. Those greater than 75MB will not be uploaded. MS Office, PDF, and Picture files are accepted. (PDF is recommended)

Please be advised that preliminary tests of the upload function suggest that large files could take a long time to upload. Our estimated upload times are as follows:


File Size	Estimated Time
5 MB	3 - 5 min.
25 MB	15 - 20 min.
75 MB (max size)	25 - 30 min.

Attached files: The following are the current documents related to the NOI. Click on the link to view them.

Attachment Id	File Type	File Title
No Data Found.		

Fields marked with \* are mandatory fields.

- a) Attachment File Type
  - i. Select Photograph
-  NOTE: If you do not upload a photograph system will not allow you to submit the NOT
- b) Attachment Title
- c) File Description


- i. Optional, add additional text
  - d) Partial Document, Part No
  -  NOTE: If the file is greater than 75mb, upload as two or more files.
  - e) File Name
    - i. Click Browse and locate file on your computer.
  - f) Click "Upload File"
- c. NOT Certify/Review

<a href="#">NOT Form</a>	<a href="#">NOT Attachments</a>	<a href="#">NOT Certify/Review</a>	<a href="#">NOT Status</a>	<a href="#">NOT Print</a>	<a href="#">Back To NOI Summary</a>
<p>Before certifying your Notice of Termination, the system must verify that all required sections have been completed. To perform this check, click the button below:</p> <p><input type="button" value="Perform Completion Check"/></p>					
<p>NOT Application #:509589</p> <p><a href="#">Review History</a></p>					
Review Decision	Date	Status By	Action Date Srt	Review Comments	
<input type="button" value="Back"/>	<input type="button" value="Next"/>				
Fields marked with * are mandatory fields.					

### 1) Perform Completion Check

<a href="#">NOT Form</a>	<a href="#">NOT Attachments</a>	<a href="#">NOT Certify/Review</a>	<a href="#">NOT Status</a>	<a href="#">NOT Print</a>	<a href="#">Back To NOI Summary</a>
<p>Notice Of Termination Completion Check Results</p>					
Error Message	Tab to Correct				
NOT FORM Information (Communication Address) incomplete!	NOT FORM				
NOT FORM Information (Termination Reason) incomplete!	NOT FORM				
Required document(s) (Pictures) not uploaded! Please upload them	ATTACHMENTS				
<p>NOT Application checked for completeness and appears to be Incomplete.          You cannot certify this NOT now. Please correct the errors shown above.</p>					
<p>NOT Application #:509589</p> <p><a href="#">Review History</a></p>					

- a) Fix any errors the completion check identifies

 NOTE: As a Data Entry Person you cannot certify the NOT. You have an option to click the "Send Email to LRP/AS" button to automatically notify the linked LRP(s) and/or AppSig(s) the NOT is ready to certify/submit to the Water Boards.

## 2) Certification & Submission check list

Your Data is Saved Successfully but not certified. In the NOT Certify/Review tab, Certify the NOT to submit it to the waterboard.

NOT Form | NOT Attachments | **NOT Certify/Review** | NOT Status | NOT Print | Back To NOI Summary

Certification & Submission check list

Answer Question Text

\* 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.

\* 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.

NOT Certified By

First Name: John \* Last Name: Doe \*  
 Title: Date: 01/19/2011 \*

Certify Notice of Termination | Send Email to LRP/AS

NOT Application #:509589

Review History

Review Decision	Date	Status By	Action Date Srt	Review Comments	Notes To Discharger
Back	Next				

a) Check the two certification boxes

b) NOT Certified By



NOTE: Fields are automatically populated with the logged in user information currently.



NOTE: If fields are blank, you are registered as a DEP.

c) Click "Certify Notice of Termination" button

3) Email is automatically generated and sent to all linked users that a NOT was submitted.

4) To view NOT submittal, click "Back to NOI Summary" Tab, and then click on NOTs Tab.

Owner Info | Developer Info | Site Info | Addnl Site Info | Risk | Billing Info | Attachments | Certification | Print | Status History | **NOTs** | COIs

Add New NOT

NOT_ID	WDID	Status	Status Date	Basis of Termination
509589	5S34C360043	In-Preparation	01/19/2011	Other

a) Click on NOT ID to view NOT application



NOTE: If your NOT is denied, from this screen you can click "Add New NOT" to file a new NOT application.

4. Approval, Denied or Returned NOTs

a. Approved NOTs

1) If Regional Water Board approves the NOT an email will be sent to all linked users.

b. Denied NOTs

1) If Regional Water Board denies the NOT, an email will be sent to all linked users with the reason for denial

a) WDID will remain active

b) Correct any deficiencies

c) You will need to initiate a new NOT application

i. Click "File NOT" from Approved / Terminated NOI menu item

- ii. Click "Add New NOT" from NOT tab from the NOI record.
- c. Returned NOTs
  - 1) If the Regional Water Board returns the NOT for incomplete submittal, an email will be sent to all linked users with reason(s) why it was returned.
    - a) WDID will remain active
    - b) Correct any deficiencies
    - c) Perform Completion Check
    - d) Certify & Resubmit to the Water Boards

- 5. Print NOT Letters
  - a. Go to NOT Tab
  - b. Click the NOT ID
  - c. Go to NOT Print Tab

NOT Form	NOT Attachments	NOT Certify/Review	NOT Status	NOT Print	Back To NOI Summary
<b>Print NOT Copy</b>					
NOT.Approval Letter		Confirmation from the Regional Water Board			
NOT.Denial Letter		Denial by the local Regional Water Board			
NOT.Return Letter		NOT submittal is incomplete with reason(s)			

Fields marked with \* are mandatory fields

- 1) Click appropriate button to print letter.

- 6. Status of NOT  
You can check the status of submitted NOT or access an In-Preparation NOT to complete and submit to the Water Boards.

- a. Go to Main Menu
- b. Select Pending NOI/NOT

Pending NOI/NOT										
The following are NOIs and NOTs that are associated with your user account. Please click on the Identifier of the record to view/edit details.										
NOI List										
App. Id	WDID	Type	Waiver	Linear	Status	Status Date	Operator Name and Address	Facility Name and Address	File NOT	Delete NOI
<a href="#">404847</a>		Construction	Y	Y	In-Preparation	07/01/2010	2nd Owner Company 1001 I Street Sacramento CA 95814	asdf asdf Ahwahnee CA		<a href="#">Delete</a>
<a href="#">404928</a>		Construction	Y	N	Returned	07/22/2010	LRP Company PO Box 1977 Sacramento CA 95812	asdf asdf Acton CA 99999		
NOT List										
NOT ID	WDID	NOI Type	Waiver	Linear	Status	Status Date	Facility Info	Termination Reason		Delete NOT
<a href="#">509589</a>	5S34C360043	Construction	N	N	In-Preparation	01/19/2011	Test Construction Site NWC 10th and I St Sacramento CA 95814	Other		<a href="#">Delete</a>