
San Diego Regional Water Quality Control Board

Instructions for Enrolling in the General Agricultural Orders

To enroll in the General Agricultural Orders and obtain regulatory coverage, each discharger must complete the following steps. The San Diego Water Board strongly encourages dischargers to contact an approved Third-Party Group¹ to assist with this enrollment procedure.

Please read carefully and allow sufficient time to complete the enrollment process².

1. Each discharger must submit a completed electronic Notice of Intent (eNOI), which serves as an application to enroll. The eNOI form will prompt the applicant for information specific to the Agricultural Operation. Multiple parcels can be entered on the same eNOI form. The eNOI can be completed using this link:
[New eNOI Users](#).
2. For each Commercial Agricultural Operation, dischargers must upload an operation-specific Water Quality Protection Plan to the eNOI form. The Water Quality Protection Plan is a plan describing management measures currently used and additional measures that will be implemented to minimize or prevent the discharge of waste from the property that can occur through irrigation runoff, infiltration, or storm water runoff. **Please note that the Water Quality Protection Plans must include a scaled topographic map and a scaled site plan.** The full list of required elements to be included in the Water Quality Protection Plans, including what to include in the maps, are described in Provision VII.C.6 of [Order No. R9-2016-0004](#).
3. When the eNOI is complete, hit the "SUBMIT" button. Please print, sign, and send a copy of the signed Authorization form to the San Diego Water Board. You must also include the \$50 application fee. Please make checks payable to the State Water Resources Control Board and send it, along with the signed form, to:

Commercial Agriculture Regulatory Program
San Diego Water Board
2375 Northside Dr., Ste. 100
San Diego, CA 92108

4. When the San Diego Water Board receives the signed Authorization form and enrollment fee, staff will review the eNOI that was submitted electronically. If complete,

¹ The four Third-Party Groups approved by the San Diego Water Board are: [De Luz Ag Group](#), [Frog Environmental](#), [San Diego Region Irrigated Lands Group](#), and [Upper Santa Margarita Irrigated Lands Group](#).

² Dischargers wishing to enroll with the assistance of the [San Diego Region Irrigated Lands Group](#) must follow the procedure outlined by that Third-Party Group.

staff will approve the eNOI. An electronic Notice of Applicability (eNOA) will be generated and sent to the email that was included in the eNOI form. This indicates the enrollment process is complete and the discharger has obtained regulatory coverage.

5. The eNOA will provide the discharger with a unique username and password to access the eNOI form on the [GeoTracker](#) database. After logging in with this temporary information, dischargers are prompted to create a unique username and password. Dischargers may log in to update information regarding the Agricultural Operation(s) as needed. Enrolled dischargers may log in to [GeoTracker](#) to update information or upload Water Quality Protection Plans and maps.
6. Once enrolled, if you prefer to delegate tasks to your Third-Party Group, such as uploading documents to GeoTracker and keeping information up-to-date, please grant access using the Authorization Form attached to these instructions. Please print, fill out, and sign the Authorization Form, then submit to your Third-Party Group.

AUTHORIZED RP AGENT AUTHORIZATION FORM

FOR ELECTRONIC SUBMITTAL OF DATA BY CONSULTANTS ACTING AS "AUTHORIZED RP AGENTS"

Using "Request Additional Facilities," find & select the site, click on "Request Checked Facilities" to make it a "Pending Facility," then upload the completed Authorization Form by clicking on "Upload Auth RP Form" and selecting the facility, etc.

FACILITY GLOBAL ID #:

SITE OWNER, OPERATOR, OR RESPONSIBLE PERSON (RP) AND ADDRESS:

FACILITY/ LEAK SITE ADDRESS: CITY STATE ZIP CODE

The above identified person does hereby appoint:

DESIGNATED AUTHORIZED REPRESENTATIVE NAME:

COMPANY NAME:

COMPANY ADDRESS CITY STATE ZIP CODE

To obtain on-line access to a facility for the electronic submittal of analytical and survey information pertaining to the site identified above.

I hereby agree and further authorize the above-named designated authorized representative to certify that the applicable state regulatory requirements pursuant to Title 23, Division 3, Chapter 30 of the California Code of Regulations, have and will be complied with.

I hereby agree and further authorize the above-named designated authorized representative to allow to other persons who have collected for the above-identified site to use the password to electronically submit data to the SWRCB GeoTracker database.

This Authorized Representative Designation shall become effective on the date of execution and shall remain in effect until terminated, in writing, by the above-named responsible person.

EXECUTED THIS _____ DAY OF _____, 20 _____

AT _____

OWNER/OPERATOR OR RP SIGNATURE

AUTHORIZED REPRESENTATIVE SIGNATURE

OWNER/OPERATOR OR RP NAME

AUTHORIZED REPRESENTATIVE NAME

PHONE NUMBER

PHONE NUMBER

Upload your completed form by clicking on "Upload Auth RP Form" under "Facility Management." If you don't have a Geotracker account, go to the ESI login page <https://geotracker.waterboards.ca.gov/esi> and click on "Password Request."

**For assistance, contact
Hamid Foolad at (916) 341-5791
(FAX (916) 341-5808)
or
GeoTracker Help Desk at
(866) 480-1028**