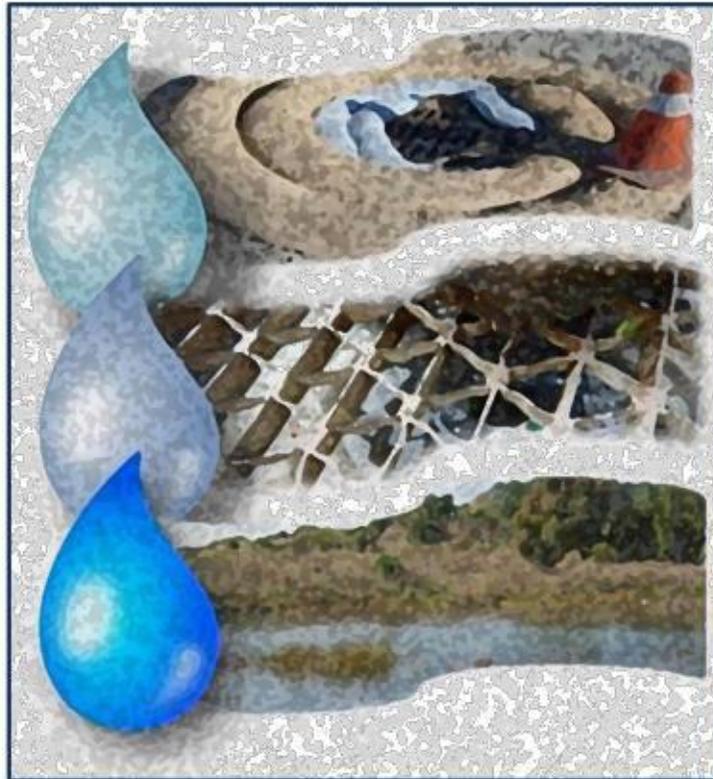


**STATEWIDE CONSTRUCTION GENERAL PERMIT  
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE  
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)  
DATABASE**

**ANNUAL REPORT**



**Last Revision January 15, 2020**

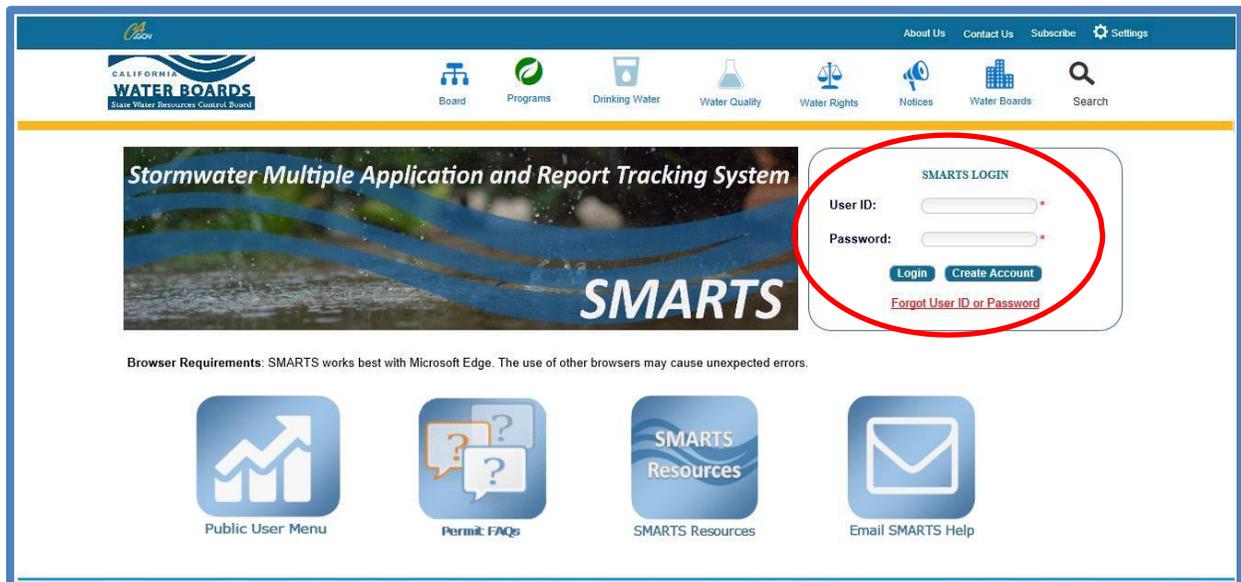
### Storm Water Construction General Permit Annual Report:

Construction storm water dischargers with an active Waste Discharge Identification (WDID) number active for at least three months are required to certify and submit an Annual Report no later than September 1<sup>st</sup> following each reporting year. The Annual Report must be electronically submitted using the standardized format via the State Water Board's SMARTS database. The Annual Report is compilation of responses to a list of questions that the discharger must complete to demonstrate compliance with all applicable requirements of the Construction General Permit (CGP). The Annual Report can be entered by any SMARTS user that is linked to the project; however can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file.

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

1. Please log into [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>):

Please use SMARTS in Microsoft Edge

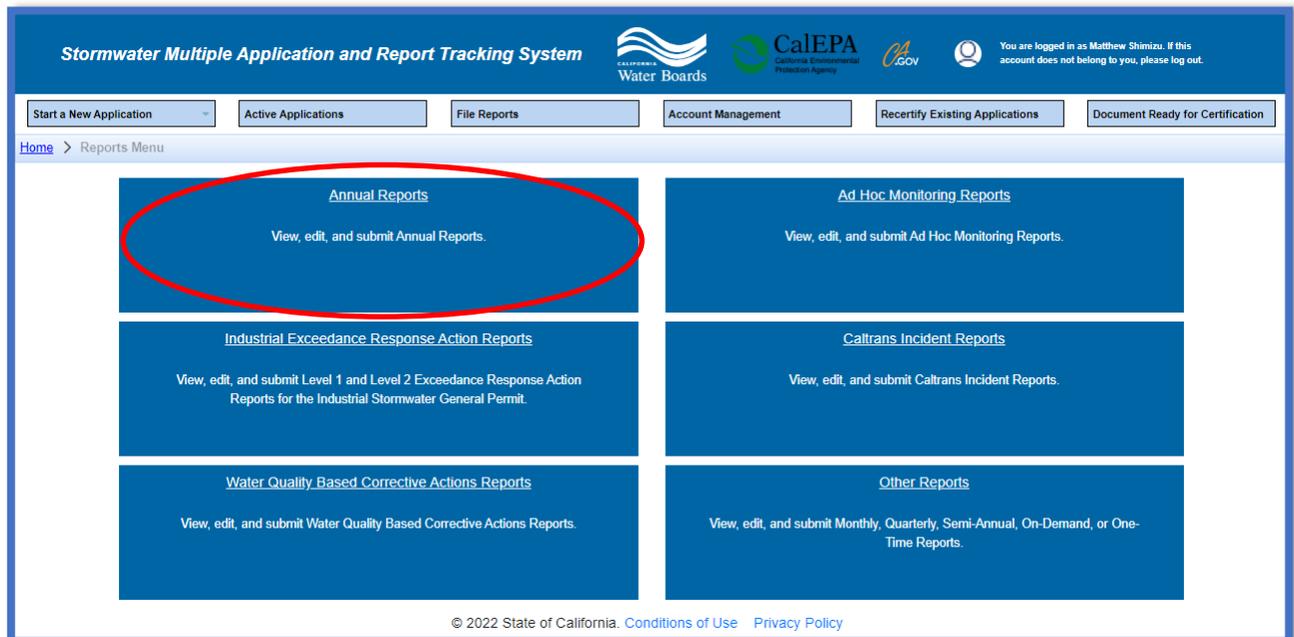


[Continue to Next Page]

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.

**Stormwater Multiple Application and Report Tracking System**

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

Home > Reports Menu > Annual Reports

[View Submitted Reports](#)

**Annual Reports - Outstanding**

Report Id	Reporting Period	Report Status	Operator/Owner Name & Address	Facility/Site Name & Address	WDID/App ID	Permit Type	Report Required
<a href="#">1204981</a>	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
<a href="#">1208957</a>	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
<a href="#">1254948</a>	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
<a href="#">1254956</a>	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
<a href="#">1254959</a>	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
<a href="#">1258006</a>	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
<a href="#">813745</a>	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
<a href="#">837722</a>	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
<a href="#">973220</a>	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
<a href="#">1238906</a>	07/01/2023-06/30/2024	Future	Tri Pointe Homes IE SD Inc	Paseo Monrill Paseo Monrill San Diego CA 92129	9 37C401126 562843	Construction	N

© 2022 State of California. Conditions of Use Privacy Policy

- The report screen will display project information for review only. Start the Annual Report by selecting an answer to the question “Was construction active for three months or longer within this annual reporting period?” Once selected continue by selecting “Next”:

The screenshot shows a web-based form interface. At the top, there is a navigation bar with tabs: General Info, Form 1, Form 2, Form 3, Daily Averages Summary, Attachments, Certification, Status History, Back To Report Main, and Back To NOI Summary. Below this is a section header 'Section C through F' with hyperlinks for 'Section G through J', 'Section K through M', 'Section N through Q', 'Section R through T', and 'Section U and V'. The main content area is titled 'C. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)'. It contains three questions:
 

- C.1. Is the Construction Project SWPPP certified by a QSD? (Yes/No dropdown)
- C.2. Does the SWPPP include a Construction Site Monitoring Program (CSMP) section/element? (Yes/No dropdown)
- C.3. Are these documents kept onsite? (Yes/No dropdown)

 Each question has a text area for explanation if the answer is 'NO'. The 'Form 1' tab and the 'Section K through M' hyperlink are circled in red.

- The report is divided out by “Form #” Tabs. There are three (3) Form Tabs, with the sections of questions being displayed by hyperlinks:

The screenshot shows the 'Storm Water Annual Report Monitoring (SWARM)' form. At the top, it displays site details: Site Name (California Construction), Owner (California 123), Report Period (2015-16), Report Status (Not Submitted), WDID (5S31C374728), and Risk (Level2). Below this is a navigation bar with tabs: General Info, Form 1, Form 2, Form 3, Daily Averages Summary, Attachments, Certification, Status History, Back To Report Main, and Back To NOI Summary. A question is displayed: 'Was construction active for three months or longer within this annual reporting period?' with a 'Yes' dropdown selected. Below the question are two sections:
 

- A. Site Owner Information (Read-Only): Includes Owner Name (California 123), Owner Address (123 Book it), City/State/Zip (Sacramento CA 95814), Owner Contact (TEST TEST), E-Mail, and Phone.
- B. Site Information (Read-Only): Includes Site Business Name (California Construction), Site Business Address (12345 Republic Street), City/State/Zip (Auburn CA 95670), Site Contact (TEST TEST), E-Mail, and Phone.

 At the bottom, there is a 'Segment Type Information' table with columns for 'Segment Name' and 'Segment Risk Level'. A 'Back' and 'Next' button are located at the very bottom, with the 'Next' button circled in red.

- “Form 1” reviews attributes of the CGP
- “Form 2” reports Non-Storm Water Discharges (NSWD)
- “Form 3” reports Best Management Practices (BMP) deficiencies

At the bottom of each section of questions there is a “Save & Next” button that allows you to save the filled-out answers and proceed to the next section in the series of questions:

F. EROSION CONTROLS

F.1. Were required erosion controls implemented on-site in accordance with CGP and SWPPP? Yes ▾

If NO, Explain:

Back Save & Next

For specific concerns on any of the Annual Report questions please refer to the online [Construction General Permit documents](http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml) ([http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/constpermits.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml)).

- The “Daily Averages Summary” Tab allows for entry of new Ad Hoc reports. Ad Hoc reports are used to submit monitoring data from qualified storm events or non-storm water discharge events.

General Info Form 1 Form 2 Form 3 **Daily Averages Summary** Attachments Certification Status History Back To Report Main Back To NOI Summary

To submit monitoring data please start a new Ad Hoc Report.

Start New Ad Hoc Report

Data Summary for the Daily Averages of the Ad Hoc Reports associated with this Annual Report.

Adhoc Report ID	Business Day Number	Business Day Date	pH Average / SU	Turbidity Average / NTU	Calculation Summary
-----------------	---------------------	-------------------	-----------------	-------------------------	---------------------

Back Next

- The “Attachments” Tab is utilized to upload sampling data, lab results, and other relevant data:

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction Owner: California 123 WDID: 5S31C374728  
Report Period: 2015-16 Report Status: Not Submitted Risk: Level2

General Info Form 1 Form 2 Form 3 **Daily Averages Summary** **Attachments** Certification Status History Back To Report Main Back To NOI Summary

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	Date Attached	File Description	File Size	Part No	Uploaded By	Delete
---------------	-----------	------------	---------------	------------------	-----------	---------	-------------	--------

Back Next

© 2016 State of California. [Conditions of Use](#) [Privacy Policy](#)

If no attachments are necessary you may move to the “Certification” Tab by selecting “Next”.

9. The “Certification” Tab provides a completion check of the Annual Report in progress:

Site Name: California Construction    Owner: California 123    WDID: 5S31C374728  
Report Period: 2015-16    Report Status: Not Submitted    Risk: Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | Attachments | **Certification** | Status History | Back To Report Main | Back To NOI Summary

Ad Hoc Reports  
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

**Perform Completion Check**

Back | Next

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Annual Report. (e.g. some questions left blank).

Any user can perform this check. If a Data Entry Person (DEP) performs the check and the Annual Report is complete, SMARTS only allows the DEP to notify the LRP or DAR (via an email generated by SMARTS) that the Annual Report must be certified and submitted. SMARTS will not notify the LRP or DAR if the user is not the DEP.

A DEP completing this check will see the following screen:

Water Boards Storm Water Multiple Application & Report Tracking System    Help    Logout

You are logged-in as: **Test SB Test SB - Test Owner**.  
If this account does not belong to you, please log out.    Navigate To: [Dropdown]

Storm Water Annual Report Monitoring (SWARM)

Site Name: California Construction    Owner: California 123    WDID: 5S31C374728  
Report Period: 2015-16    Report Status: Not Submitted    Risk: Level2

General Info | Form 1 | Form 2 | Form 3 | Daily Averages Summary | Attachments | **Certification** | Status History | Back To Report Main | Back To NOI Summary

Ad Hoc Reports  
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
----------	------------	-------------------	-----------------	--------	---------------

Please take a moment to review and print (if necessary).  
[Review & Print Annual Report](#)

The Annual Report Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duty Authorized Representative to certify and submit the application.

**Send Email to LRP/AS**

On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.

Back | Next

© 2016 State of California. [Conditions of Use](#)    [Privacy Policy](#)

Once the DEP selects “Send to LRP/DAR” they will see that an email was sent and the status is “Not Submitted – certification required”:

Storm Water Annual Report Monitoring (SWARM)					
Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted - certification required	Risk:	Level2

10. The Annual Report must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the Annual Report in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the Annual Report that requires certification<sup>1</sup>:

Storm Water Annual Report Monitoring (SWARM)					
Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted - certification required	Risk:	Level2

**Annual Report:**  
Click on the “Construction Annual Report” button below to access the Construction Annual Report. The electronic Annual Report screens are used to submit project site information demonstrating compliance with the Construction General Permit for each reporting year.

[Construction Annual Report](#)

11. The LRP or DAR must review the prepared Annual Report for the accuracy of the information prior to continuing to the “Certification” Tab to perform the completion check:

Site Name:	California Construction	Owner:	California 123	WDID:	5S31C374728
Report Period:	2015-16	Report Status:	Not Submitted	Risk:	Level2

[General Info](#) [Form 1](#) [Form 2](#) [Form 3](#) [Daily Averages Summary](#) [Attachments](#) [Certification](#) [Status History](#) [Back To Report Main](#) [Back To NOI Summary](#)

**Ad Hoc Reports**  
All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

[Perform Completion Check](#)

[Back](#) [Next](#)

<sup>1</sup> **NOTE:** If the Data Entry Person (DEP) has properly sent the Annual Report for certification to the LRP/DAR then the LRP/DAR can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

12. The LRP or DAR certifies and submits the Annual Report by selecting the check box, answering a security question, entering their password, and then selecting the “Certify Annual Report” button:

**Storm Water Annual Report Monitoring (SWARM)**

Site Name: California Construction	Owner: California 123	WDID: 5S31C374728
Report Period: 2015-16	Report Status: Not Submitted - certification required	Risk: Level2

[General Info](#) | [Form 1](#) | [Form 2](#) | [Form 3](#) | [Daily Averages Summary](#) | [Attachments](#) | [Certification](#) | [Status History](#) | [Back To Report Main](#) | [Back To NOI Summary](#)

Status updated as **Not Submitted - certification required.**

**Ad Hoc Reports**

All Ad Hoc Reports must be in submitted status in order to certify and submit this Annual Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date
888512	Rain Event	07/05/2016 08:00	07/05/2016 10:00	Submitted	07/07/2016

Completion/Error Check Completed: Report appears to be complete!

Please take a moment to review and print (if necessary).  
[Review & Print Annual Report](#)

**Report Certification:** You can now certify this Report by completing the form below:

Select **Certification & Submission check list**

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 gathered and evaluated 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.

**Certifier Details**

Certifier Name: \_\_\_\_\_ Date: 07/07/2016

Certifier Title: Test

Please answer your security question before certifying the document.

What was your High School Mascot? \_\_\_\_\_

Please enter your password \_\_\_\_\_

On Clicking the Certify Later button, the status of the document is updated to Not Submitted - certification required. You can later certify it in bulk by going to Not Submitted - certification required Documents in Pending Documents link in the Main Menu.

A confirmation screen will then confirm submission of the Annual Report in SMARTS and you will be able to print a copy for your records:

Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S31C374728
Report Period	2015-16
Certifier Name	
Date Certified	07/07/2016
Certification ID	857524

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.