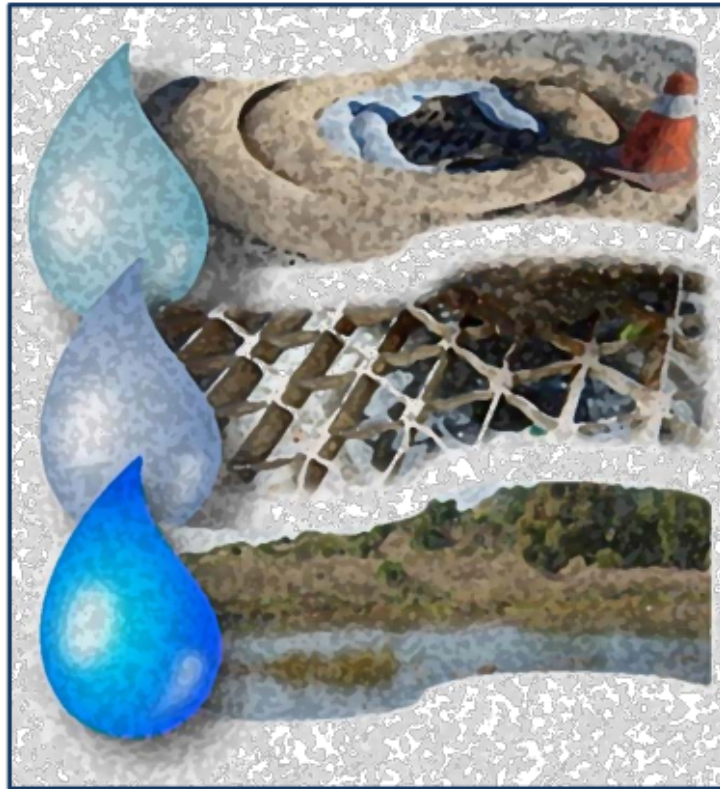


**STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

AD HOC MONITORING REPORT



Last Revised: December 2025

Construction Stormwater General Permit Monitoring Report (Ad Hoc Report):

Dischargers are required to enter, certify, and submit all sampling and analytical results through SMARTS using Ad Hoc Report records. Risk Level 2 and 3 dischargers shall electronically submit through SMARTS all field sampling results within 30 days of the completion of the precipitation event or within 10 days if the field sampling results demonstrate an exceedance of the pH, and/or turbidity numeric action levels. Additionally, Risk Level 3 dischargers shall electronically submit all receiving water sample results through SMARTS within 10 days of a precipitation event.

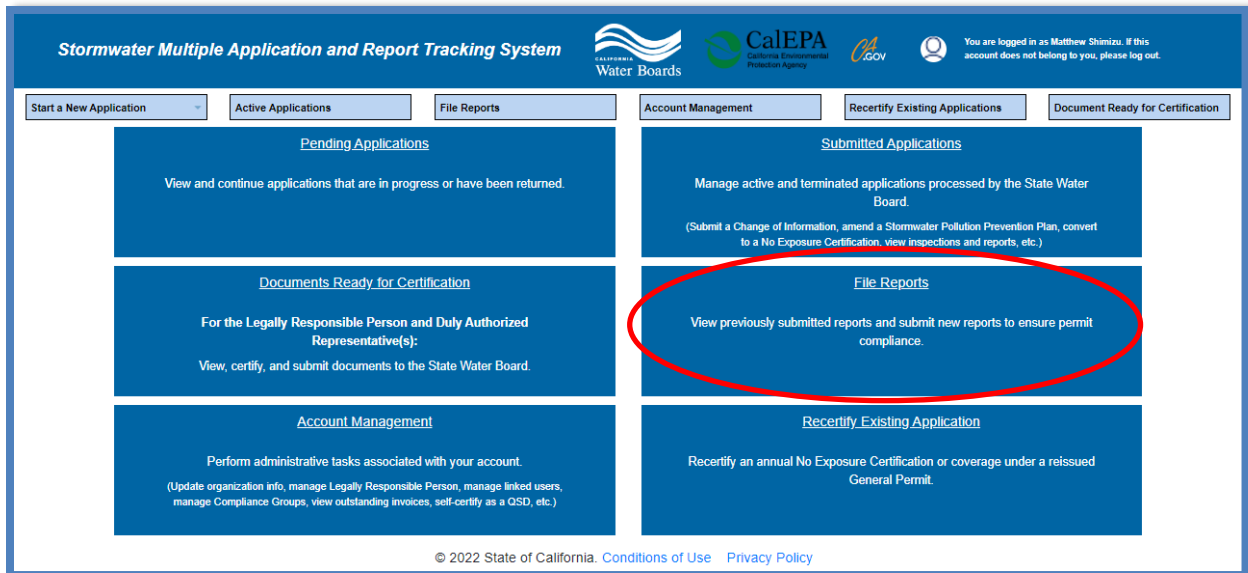
Data required by Ad Hoc Reports may be entered by any SMARTS user linked to the WDID number, but only the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file may certify the report.

Note: A new Ad Hoc Report is required for each separate Qualifying Precipitation Event (QPE) or other sampling event (e.g., authorized non-stormwater, snowmelt, etc.).

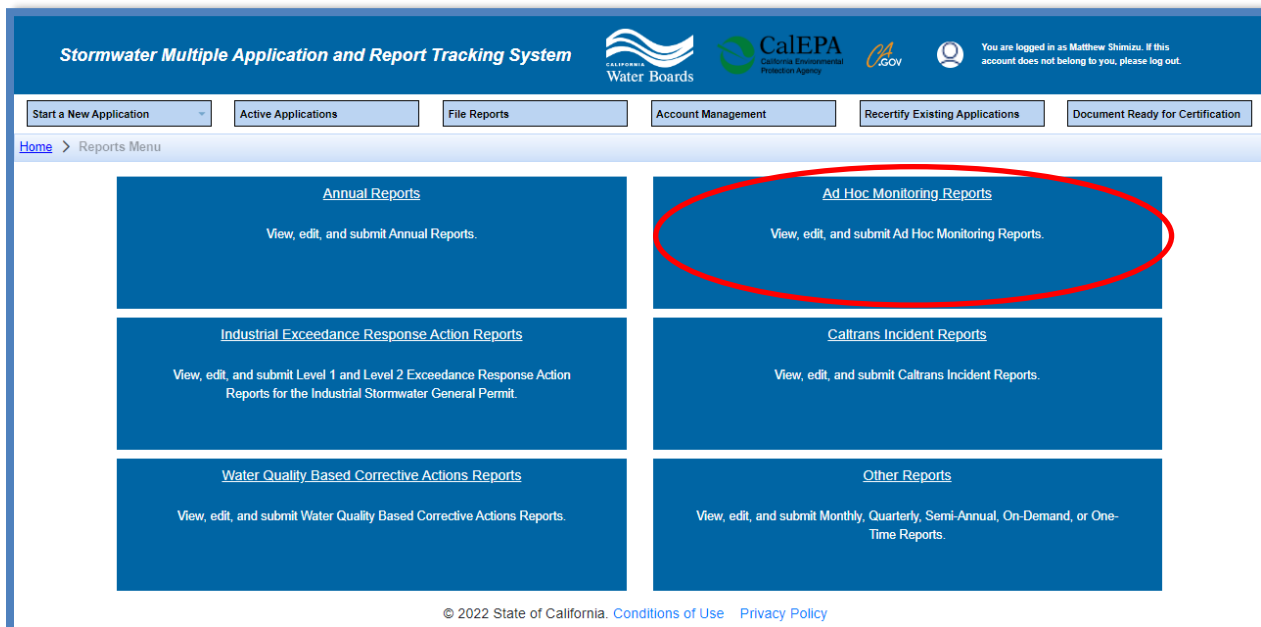
1. Log on to SMARTS: <https://smarts.waterboards.ca.gov>
Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.

The screenshot shows the SMARTS login interface. At the top, there is a navigation bar with the California Water Boards logo and links for Board, Programs, Drinking Water, Water Quality, Water Rights, Notices, Water Boards, and Search. Below this is a banner for the "Stormwater Multiple Application and Report Tracking System" with the SMARTS logo. To the right of the banner is a "SMARTS LOGIN" form with fields for "User ID:" and "Password:", both marked with an asterisk. Below the fields are "Login" and "Create Account" buttons, and a link for "Forgot User ID or Password". The entire login form is circled in red. Below the banner, there is a note: "Browser Requirements: SMARTS works best with Microsoft Edge. The use of other browsers may cause unexpected errors." At the bottom, there are four icons: "Public User Menu" (a bar chart with an upward arrow), "Permit FAQs" (a speech bubble with a question mark), "SMARTS Resources" (a blue box with the SMARTS logo), and "Email SMARTS Help" (an envelope icon).

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



3. Select “Ad Hoc Monitoring Reports”.



4. To create a new Ad Hoc Report, select the “Start Ad Hoc Report” button.

Note: If an Ad Hoc Report was previously started, use the search boxes at the top of the screen to filter the table and select the applicable “Report ID” hyperlink.

The screenshot shows the 'Ad Hoc Reports - Outstanding' interface. At the top left, the 'Start Ad Hoc Report' button is circled in red. Below it is a link for 'View Submitted Ad Hoc Reports'. The main area contains a table with the following columns: Report ID, Reporting Period, Event Type, Sample Date, Report Status, Operator/Owner Name & Address, Facility/Site Name & Address, WVID/App ID, Permit Type, and Delete Report. The table lists several reports, all with a status of 'Not Submitted'.

Report ID	Reporting Period	Event Type	Sample Date	Report Status	Operator/Owner Name & Address	Facility/Site Name & Address	WVID/App ID	Permit Type	Delete Report
914934	07/01/2016-06/30/2017	Qualifying Storm Event	03/30/2017 00:00:00	Not Submitted	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	5S34I025848 459002	Industrial	Delete
1239787	07/01/2022-06/30/2023	Qualifying Storm Event		Not Submitted	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	5S34I025848 459002	Industrial	Delete
974993	07/01/2016-06/30/2017	Qualifying Storm Event	01/01/2017 00:00:00	Not Submitted	Test Owner Co 3737 Main St Riverside CA 92501	Test Owner Company 1001 I Street Sacramento CA 95814	8 30I027073 465188	Industrial	Delete
914952	07/01/2016-06/30/2017	Qualifying Storm Event		Not Submitted	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814	5S34I025869 459447	Industrial	Delete
999978	07/01/2017-06/30/2018	Qualifying Storm Event		Not Submitted	Test 1001 I Street Sacramento CA 95814	Mine Not yours street Auburn CA 95814	5S34I025869 459447	Industrial	Delete
1227928	07/01/2022-06/30/2023	Qualifying Storm Event		Not Submitted	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	5S34I025848 459002	Industrial	Delete
950202	07/01/2016-06/30/2017	Qualifying Storm Event	01/18/2018 00:00:00	Not Submitted	Test Owner Co 3737 Main St Riverside CA 92501	Test Owner Company 1001 I Street Sacramento CA 95814	8 30I027073 465188	Industrial	Delete
1175230	12/22/2021-12/23/2021	Rain Event		Not Submitted	Test Owner Co 3737 Main St Riverside CA 92501	Test Record Proposed Elementary School 2200 W Artesia Blvd Huntington Beach CA 92223	5S34C360043 408828	Construction	Delete

5. When starting a new report, select the applicable reporting year.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are logos for California Water Boards, CalEPA, and CA.GOV. Below the logos are several buttons: 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. The main area contains a breadcrumb trail: 'Home > Reports Menu > Ad hoc Reports'. Below the breadcrumb trail is a dropdown menu labeled 'Select the Reporting Year:' with a red circle around it. A 'Cancel' button is located below the dropdown menu. At the bottom of the page, there is a copyright notice: '© 2022 State of California. Conditions of Use Privacy Policy'.

6. Select "Start New Report" for the applicable Waste Discharge Identification (WDID) number.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are navigation buttons: 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. Below these is a breadcrumb trail: 'Home > Reports Menu > Ad hoc Reports'. A dropdown menu for 'Select the Reporting Year:' is set to '2023 - 2024'. A message states: 'Click the Start Report link to start a new Ad Hoc Monitoring Report for the applicable WDID number.' Below this is a table with columns: 'WDID', 'Application Type', 'Status', 'Owner/Operator', and 'Facility/Site'. The table contains 10 rows of data, each with a 'Start New Report' link circled in red. The table footer shows '1 2 (1 of 2) Display 10 per page'.

WDID	Application Type	Status	Owner/Operator	Facility/Site
5F24C402256	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	Village V at the corner of Stonecreek Blvd and Bermuda Lane Los Banos CA 95023
5F24C397524	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	Village VII Phase 3 Badger Flat Los Banos CA 95035
5S34I025948	Industrial	Active	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814
5S34C373953	Construction	Active	Test 1001 I St Sacramento CA 95814	Boo Boo 11020 Sun Center Drive Rancho Cordova CA 95670
4 19C402302	Construction	Active	Test Org 1001 I Street Sacramento CA 95814	Test Traditional NOI 1 1234 Test Street Los Angeles CA 95831
3 35C401228	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	Santana Ranch Basin B Expansion Fairview and Hillcrest Hollister CA 95023
3 35C397577	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	SR Apartments Phase 2 Between Sunnyslope Rd and Holiday Drive Hollister CA 95023
3 35C402025	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	Santana Ranch Phase 9 Santana Dr & Hillcrest Dr Hollister CA 95023
3 35C395784	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	Santana Ranch Phase 7 Pine Rock Drive and Wildrose Drive Hollister CA 95023
3 35C389797	Construction	Active	Anderson Homes 2440 Bert Dr Hollister CA 95023	Santana Ranch Phase 8 and SDR Santana Ranch Road Hollister CA 95023

If the reporting year is selected and no results display, then either the Annual Report has not been created for the selected reporting year or the user account is not linked to a WDID number. In the first case, select the "Create Annual Report" button to create the Annual Report to which the Ad Hoc Report will be linked. In the latter case, contact the LRP to link the user account to the WDID number.

The screenshot shows the top navigation area of the system with buttons: 'Start a New Application', 'Active Applications', 'File Reports', and 'Account Ma'. Below these is a red message: 'No annual report found. Click on Create Annual Report button to create Annual Report and the Ad Hoc Report.' A breadcrumb trail reads: 'Home > Reports Menu > Ad hoc Reports'. A button labeled 'Create Annual Report' is circled in red. Below the button is a dropdown menu for 'Select the Reporting Year:' set to '2023 - 2024'. At the bottom, a message states: 'Click the Start Report link to start a new Ad Hoc Monitoring Report for the applicable WDID number.'

7. General Information

Review the general information and continue to the “Event Information” tab.

Note: If the owner or site information is outdated, file a Change of Information (COI). To update the organization address or name refer to the Organization COI help guide. Refer to the Site COI help guide to update any site information.

The screenshot displays the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are logos for California Water Boards, CalEPA (California Environmental Protection Agency), and CA.GOV. A user notification indicates the user is logged in as Matthew Shimizu. Below the navigation bar, there are tabs for 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. The main content area shows application details: Site Name: Test Traditional NOI 3, Owner: Test Org, WDID: 5S34C402303, and Report Period: 2023-24. The 'Report Status' is Level 2. On the left, there are buttons for 'General Information' (highlighted in green), 'Event Information', 'Return to Annual Report', and 'Return to Permit'. The 'General Information' section is expanded, showing 'Owner Information (Read Only)' and 'Site Information (Read Only)'. Owner information includes Name (Test Org), Address (1001 I Street), City/State/Zip (Sacramento, CA 95814), Contact Name (Matthew Shimizu), Contact E-mail (matthewshimizu25@gmail.com), and Contact Phone (916-341-5536). Site information includes Site Name (Test Traditional NOI 3), Address (1234 Test Street), City/State/Zip (Sacramento, CA 95814), Contact Name (Matthew Shimizu), Contact E-mail (matthewshimizu25@gmail.com), and Contact Phone (916-341-5536). A copyright notice at the bottom reads '© 2022 State of California. Conditions of Use Privacy Policy'.

8. Event Information

Fill out the event fields and click “Save Event Information”.

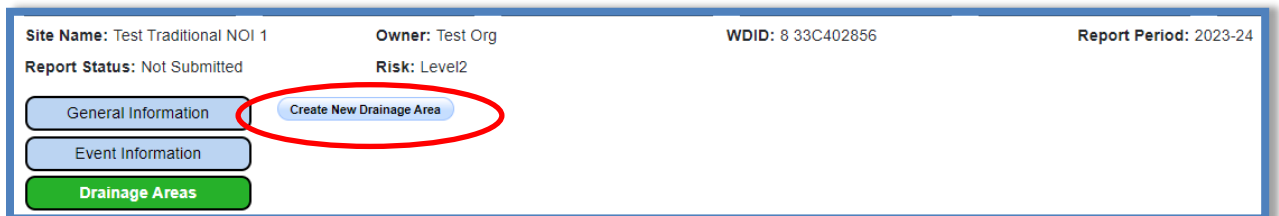
The screenshot displays the 'Stormwater Multiple Application and Report Tracking System' interface, specifically the 'Event Information' tab. The navigation bar and user information are the same as in the previous screenshot. The 'Event Information' section is active, showing fields for 'Event Type' (a dropdown menu with 'Select' as the current value), 'Event Start Date Time' (a date and time input field), 'Event End Date Time' (a date and time input field), and 'Precipitation Amount (inches)' (a text input field). A red circle highlights the 'Save Event Information' button at the bottom of the form. The copyright notice at the bottom reads '© 2022 State of California. Conditions of Use Privacy Policy'.

- **Event Type (Precipitation Event, Non-Stormwater Discharge Event, Dewatering Event, Snowmelt Event):** The type of event that required monitoring.
- **Event Start Date/Time:** Date and time when the event began.
- **Event End Date/Time:** Date and time when the event stopped.
- **Precipitation Amount (inches):** The amount of precipitation, in inches, that came from the precipitation event.

Once this is complete, click “Save Event Information” to enter the Drainage Area(s) information.

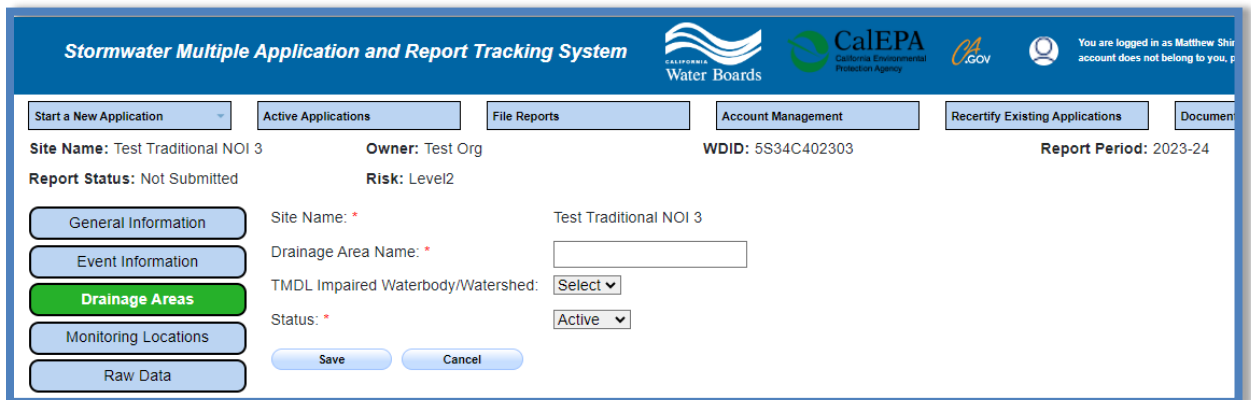
9. Drainage Areas

a. Select the “Create New Drainage Area” button to create a new drainage area.



The screenshot shows a web interface with the following information: Site Name: Test Traditional NOI 1, Owner: Test Org, WDID: 8 33C402856, Report Period: 2023-24, Report Status: Not Submitted, Risk: Level2. Below this information are four buttons: General Information, Create New Drainage Area (circled in red), Event Information, and Drainage Areas.

b. Enter the drainage area information.



The screenshot shows the 'Create New Drainage Area' form in the Stormwater Multiple Application and Report Tracking System. The form includes the following fields and options: Site Name: Test Traditional NOI 3, Owner: Test Org, WDID: 5S34C402303, Report Period: 2023-24, Report Status: Not Submitted, Risk: Level2. The form has a navigation menu with options: Start a New Application, Active Applications, File Reports, Account Management, Recertify Existing Applications, and Document. The form fields are: Site Name: * (Test Traditional NOI 3), Drainage Area Name: * (empty text box), TMDL Impaired Waterbody/Watershed: Select (dropdown menu), Status: * (Active (dropdown menu)). There are Save and Cancel buttons at the bottom.

- **Drainage Area Name:** The name of the drainage area. Each drainage area must be uniquely identified.
- **TMDL Impaired Waterbody/Watershed:** List of applicable TMDL waterbodies/watersheds the site may discharge to. Select the applicable TMDL from the drop-down list.
- **Status:** Active or Inactive (e.g., Active – Current drainage area; Inactive – Situation where a drainage area was used in the past but is no longer used).

Note: Once saved, the drainage area does not need to be created again.

c. After the drainage area is saved, continue to create the monitoring location(s).

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are logos for Water Boards, CalEPA, and CA.GOV. The user is logged in as Matthew Shimizu. The main navigation bar includes buttons for 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. Below this, site information is displayed: Site Name: Test Traditional NOI 3, Owner: Test Org, WDID: 5S34C402303, Report Period: 2023-24, Report Status: Not Submitted, Risk: Level2. A sidebar on the left contains buttons for 'General Information', 'Event Information', 'Drainage Areas', and 'Monitoring Locations'. The 'Drainage Areas' button is highlighted in green. The main content area shows a table with one row: 'Drainage Area 1', 'TMDL Impaired Waterbody/Watershed', 'Active', and a 'Delete' link. The 'Create New Drainage Area' button is circled in red.

10. Monitoring Locations

a. Select the "Create New Monitoring Location" button to create a new monitoring location.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. The main navigation bar and site information are the same as in the previous screenshot. The sidebar on the left contains buttons for 'General Information', 'Event Information', 'Drainage Areas', and 'Monitoring Locations'. The 'Monitoring Locations' button is highlighted in green. The main content area shows a table with one row: 'Drainage Area 1', 'TMDL Impaired Waterbody/Watershed', 'Active', and a 'Delete' link. The 'Create New Monitoring Location' button is circled in red.

b. Enter the monitoring location information.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. The main navigation bar and site information are the same as in the previous screenshots. The sidebar on the left contains buttons for 'General Information', 'Event Information', 'Drainage Areas', 'Monitoring Locations', 'Raw Data', 'Data Summary', 'Attachments', 'Certification', 'Status History', 'Notes', 'Return to Annual Report', and 'Return to Permit'. The 'Monitoring Locations' button is highlighted in green. The main content area shows a form for creating a new monitoring location. The form fields are: Site Name: * (Test Traditional NOI 3), Monitoring Location Name: * (text input), Is this an ATS Monitoring Location? * (Select), Is this a Passive Treatment Monitoring Location? * (Select), Description: (text area), Drainage Area: * (Select), Discharge Point Type: * (Select), Latitude: * (text input, with note: (Decimal degrees only, minimum 5 significant digits Ex: 99.99999) and a 'Lookup Map' link), Longitude: * (text input, with note: (Decimal degrees only, minimum 5 significant digits Ex: 99.99999)), Accuracy: (Select), Datum: (Select), Status: * (Active). At the bottom, there are 'Save' and 'Cancel' buttons.

- **Monitoring Location Name:** The name of what the monitoring location is called. Each monitoring Location must be uniquely identified.
- **Active Treatment Systems (ATS) Monitoring Question:** If the site deploys an ATS, answer “Yes” to the question.
- **Passive Treatment System (PTS):** If the site deploys a PTS, answer “Yes” to the question.
- **Description:** This field is not required but recommended that a description of the monitoring location be entered.
- **Drainage Area:** Select the Drainage Area that the monitoring location resides within.
- **Discharge Point Type: Effluent, Influent, Internal, Receiving Water:** Select the type of discharge from this location.
 - Effluent Monitoring: Stormwater leaving the site.
 - Influent Monitoring: Stormwater flowing into the site.
 - Internal Monitoring: Stormwater that is staying on site and has not left.
 - Receiving Water Monitoring: Stormwater discharging to a receiving water.
- **Latitude and Longitude (lat/lon):** Location of the monitoring location. Use the “Lookup Map” to locate the monitoring location and corresponding latitude/longitude.
- **Accuracy:** How close the monitoring location is from the true location of the entered coordinates.
- **Datum:** A formal description of the shape of the Earth along with an "anchor" point for the entered coordinates.
- **Status:** Active or inactive (e.g., Active – Current monitoring locations; Inactive – Situation where a monitoring location was used in the past but is no longer used).

Note: Once saved, the monitoring location does not need to be created again. Add as many monitoring locations as needed. When complete move on to the “Raw Data” tab.

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

Site Name: Test Traditional NOI 3 | Owner: Test Org | WDID: 5S34C402303 | Report Period: 2023-24

Report Status: Not Submitted | Risk: Level2

General Information | **Create New Monitoring Location**

Monitoring Location Name	Drainage Area	Discharge Point Type	Description	Latitude	Longitude	Status	Delete
Monitoring Location 1	Drainage Area 1	Effluent Monitoring		38.58621	-121.4693	Active	Delete

Monitoring Locations

11. Raw Data

Users will now be able to enter sampling results for the monitoring locations created. Users can use the “Raw Data” tab to enter sample results individually. To enter data on the “Raw Data” tab, select “Create New Sample”.

The screenshot shows the top section of the 'Raw Data' tab. It includes site information: Site Name: Test Traditional NOI 3, Owner: Test Org, WDID: 5S34C402303, Report Period: 2023-24, Report Status: Not Submitted, Risk: Level2. Below this is a navigation menu with buttons for 'General Information', 'Event Information', and 'Business Areas'. The 'Create New Sample' button is circled in red. To the right of the buttons, there is a text instruction: 'Click on "Create New Sample" to create new sampling results. To view/edit/delete previously entered data, click on the Sample ID.' Below the instruction, it says 'No Samples have been created for this Ad Hoc report.'

a. Enter the sampling result(s) information.

The screenshot shows the 'Raw Data' tab interface. At the top, there are logos for 'Stormwater Multiple Application and Report Tracking System', 'Water Boards', 'CalEPA California Environmental Protection Agency', and 'CGOV'. Below the logos, there are navigation buttons: 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. The site information is repeated: Site Name: Test Traditional NOI 3, Owner: Test Org, WDID: 5S34C402303, Report Period: 2023-24, Report Status: Not Submitted, Risk: Level2. On the left, there is a vertical menu with buttons for 'General Information', 'Event Information', 'Drainage Areas', 'Monitoring Locations', 'Raw Data' (highlighted in green), 'Data Summary', 'Attachments', 'Certification', and 'Status History'. The main area contains the data entry form. It has fields for 'Monitoring Location' (a dropdown menu), 'Sample Date & Time' (a date and time picker), and 'Qualified SWPPP Practitioner' (a text input field). Below these fields is a table with columns: 'Parameter', 'Result Qualifier', 'Result', 'Units', 'Analytical Method', 'Method Detection Limit (MDL)', 'Analyzed By', and 'Delete'. There are two rows in the table: one for 'pH' and one for 'Turbidity'. Each row has a dropdown for 'Result Qualifier', a text input for 'Result', a dropdown for 'Analytical Method', a text input for 'Method Detection Limit (MDL)', a dropdown for 'Analyzed By', and a 'Delete' link. Below the table, there is an 'Add Additional Parameter' button and 'Save Sample' and 'Cancel' buttons.

- **Monitoring Location:** Select the Monitoring Location.
- **Sample Date and Time:** The Date and Time the sample was taken (time is in 24-Hour format).
- **Qualified SWPPP Practitioner:** The name of the Qualified SWPPP Practitioner (QSP).

- b. SMARTS automatically populates parameters from the “Requirements” Tab in the Notice of Intent (NOI). Users may add or delete parameters as applicable.
- c. To add a parameter, click the “Add Additional Parameter” button.

Site Name: Test Linear NOI 1 Owner: Test Org WDID: 9 37C402705 Report Period: 2023-24
 Report Status: Not Submitted Risk: Linear Type

Monitoring Location: * Sample Date & Time: * Qualified SWPPP Practitioner: *

Parameter	Result Qualifier *	Result *	Units	Analytical Method *	Method Detection Limit (MDL) *	Analyzed By *	Delete
pH	<input type="text" value="= >"/>	<input type="text"/>	SU	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Delete"/>
Turbidity	<input type="text" value="= >"/>	<input type="text"/>	NTU	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Delete"/>

Add Additional Parameter (circled in red) Save Sample Cancel

- d. Enter the search criteria.

Search Parameters

Parameter Name:

STORET Number:

CAS Number:

PCS Number:

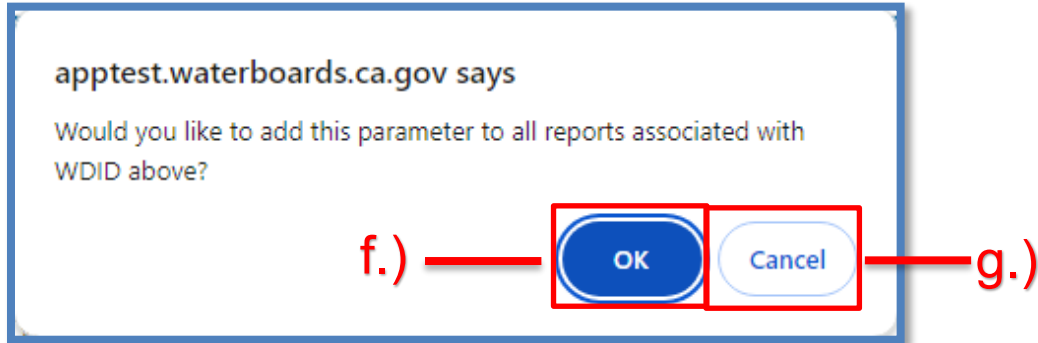
- e. Select the parameter.

Search Parameters

Parameter Name: STORET Number: CAS Number: PCS Number:

Parameter Name	Attribute Description	STORET Number	CAS Number	PCS Number	Add
Copper	Copper, Percent Removal			51402	<input type="button" value="Select"/> (circled in red)
Copper	Copper, Total Recoverable			01119	<input type="button" value="Select"/> (circled in red)
Copper	Copper, Total			01042	<input type="button" value="Select"/> (circled in red)
Copper	Copper, Dissolved			01040	<input type="button" value="Select"/> (circled in red)

- f. To add a parameter to all reports in the future, select “OK”.
- g. To add a parameter to only the report being working on, select “Cancel”.



- h. Enter results from sample analysis.

Site Name: Test Linear NOI 1 Owner: Test Org WDID: 9 37C402705 Report Period: 2023-24

Report Status: Not Submitted Risk: Linear Type

Monitoring Location: *

Sample Date & Time: *

Qualified SWPPP Practitioner: *

Parameter	Result Qualifier *	Result *	Units	Analytical Method *	Method Detection Limit (MDL) *	Analyzed By *	Delete
pH	<input type="text" value="= v"/>	<input type="text"/>	SU	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Delete"/>
Turbidity	<input type="text" value="= v"/>	<input type="text"/>	NTU	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Delete"/>
Copper, Total	<input type="text" value="= v"/>	<input type="text"/>	mg/L	<input type="text" value="A3111B"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Delete"/>

- **Result:** Enter the numerical value.
- **Units:** Users cannot change units in this column so please be sure to enter the result value correctly.
- **Analytical Method:** Select the approved method from 40 C.F.R. 136.3. If a method is not listed, contact the Stormwater Help Desk for guidance.
- **Method Detection Limit (MDL):** This is provided by the lab.
- **Reporting Limit (RL):** This is provided by the lab.
- **Analyzed By:** Select Lab or Self (e.g., samples analyzed in the field are considered “self”).

***Note:** If the analytical result is less than the Method Detection Limit (MDL):

- a) Use **ND** as the Qualifier
- b) Leave the Result field blank
- c) Enter the MDL

If the analytical result is less than Reporting Limit (RL) but greater than or equal to the MDL:

- a) Use **DNQ** (Detected Not Quantifiable) as the Qualifier
- b) Enter the test Result
- c) Enter the MDL

***Note:** pH paper does not have a standard test method; it is appropriate to select “pH_Paper” as the test method. Most pH paper is designed to provide a very coarse measurement of pH. A method detection limit is required by the system but since pH paper has no MDL, enter the number one (1) in the column.

If using a Portable Calibrated Meter, use as the test method “pH field”. Since all meters are different and calibrated with a range of buffer solutions that provide no MDL, users may enter the number one (1) in the column.

12. Data Summary

After all results are entered, continue to the “Data Summary” tab. Verify the information is entered correctly. If changes are needed, return to the “Raw Data” tab to edit the entry.

Monitoring Location	Drainage Area	TMDL Impaired Waterbody/Watershed	Sample Date/Time	Parameter	Results	Units	Analytical Method	Method Detection Limit (MDL)	Analyzed By	Qualified SWPPP Practitioner
Monitoring Location 1	Drainage Area 1	R8 Coyote Creek Watershed	07/04/2023 19:00:00	pH	= 2	SU	pH_Paper	0.2	LAB	Test Testerson
Monitoring Location 1	Drainage Area 1	R8 Coyote Creek Watershed	07/04/2023 19:00:00	Turbidity	= 34	NTU	A2130B	1	SELF	Test Testerson

13. Attachments

If a laboratory analyzed the samples, upload the analytical lab report(s). No attachments are required for Ad Hoc Reports with only fields samples.

The screenshot shows the 'Attachments' section of the system. The 'Attachment File Type' dropdown menu is open, with 'Laboratory Results' selected and circled in red. The interface includes navigation tabs, site information, and a table for managing attachments.

- **Attachment File Type:** “Laboratory Results”.
- **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 100 MB. The file name cannot be longer than 30 characters or contain any special characters or symbols.

14. Certification

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

The screenshot shows the 'Certification' section of the system. The 'Perform Completion Check' button is circled in red. The interface includes navigation tabs and site information.

Any user may perform this check. 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 sends an email to the LRP and DARs that the report is completed and requires their certification.

LRP or DAR Certification

There are two options for the LRP or DAR to submit the Ad Hoc Report:

- a. If the DEP has triggered the notification to the LRP and DAR, the report status changes 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 awaiting 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.

The screenshot displays the 'Ad Hoc Reports' interface. At the top, there is a table with columns: Select, Event ID, Event Type, Reporting Period, Sampling Date, WDID, Permit Type, Operator/Owner Name & Address, Facility/Site Name & Address, and Ad Hoc PDF. A red circle highlights the checkbox in the 'Select' column for the first report (Report ID: 1267137). Below the table is the 'Certification & Submission Checklist' section, which includes a certification statement and a checkbox (also circled in red). Underneath, there is a 'Certified By' section with fields for Certifier Name, Title, and Date. Below that are security questions: 'What was your High School Mascot?' and 'Enter your password:'. A 'Certify Selected' button is circled in red at the bottom left.

Select	Event ID	Event Type	Reporting Period	Sampling Date	WDID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Ad Hoc PDF
<input type="checkbox"/>	1267137	Rain Event	09/26/2023-09/28/2023	09/27/2023	5534C3736	Constructor	Test 1001 I St Sacramento CA 95814	Boo Boo 11020 Sun Center Drive Rancho Cordova CA 95670	Adhoc 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 at the Water Board. Once the signed form is on file, the LRP or DAR can 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 Ad Hoc Monitoring 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.

- Click Certify Report

15. Upon successful report submittal, a confirmation screen displays providing the details of the Ad Hoc Report submission. Users may review the submitted Ad Hoc Report PDF by selecting the “Download Copy of Record” button. The “Copy of Record” is a zip file that contains information pertaining to the submitted Ad Hoc Report. It contains a PDF summary of the submitted report and any uploaded attachments.

To make edits to a submitted ad hoc monitoring report, the LRP or DAR may remand the report. Select the “Remand” link to change the report status to “Not Submitted”. After the corrections are made, resubmit the report.

Note: The remand link is only available to LRPs or DAR when the report is within the current reporting year. If an ad hoc monitoring report is to be remanded for a previous reporting year, reach out to the applicable Regional Board for assistance.

The screenshot displays the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are navigation tabs: 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. Below these, there are links for 'Home', 'Reports Menu', and 'Ad Hoc Reports'. A 'Start Ad Hoc Report' button is also visible. The main content area is titled 'Ad Hoc Reports - Submitted' and shows a table with the following columns: Report ID, WQID/App ID, Permit Type, Operator/Owner Name & Address, Facility/Site Name & Address, Report Status, Required?, Reporting Period, Event Type, Sample Date, and Remand. A single report is listed with Report ID 1189189, WQID/App ID 5534C40568/568251, Permit Type Construction, Operator/Owner Name & Address Test Org 10011 Street Sacramento CA 95814, Facility/Site Name & Address Test Site 12 Mango Street Sacramento CA 95831, Report Status Submitted, Required? Yes, Reporting Period 0004/2025 - 10/14/2025, Event Type Precipitation Event, and Sample Date 08/13/2025 09:00:00. The 'Remand' link in the final column is circled in red.

Report ID	WQID/App ID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Report Status	Required?	Reporting Period	Event Type	Sample Date	Remand
1189189	5534C40568 568251	Construction	Test Org 10011 Street Sacramento CA 95814	Test Site 12 Mango Street Sacramento CA 95831	Submitted	Yes	0004/2025 - 10/14/2025	Precipitation Event	08/13/2025 09:00:00	Remand