

STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT

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

CHANGE OF INFORMATION



Last Revised: February 2024

Construction General Permit Change of Information

The Change of Information (COI) form is used to update data such as site information, risk calculations, inactive project, etc. A COI can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with their signed eAuthorization form on file. A Data Entry Person (DEP) may fill out the COI; but does not have authority to certify.

1. Log into [SMARTS](https://smarts.waterboards.ca.gov) (<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 website interface. At the top, there is a navigation bar with the California Water Boards logo and icons for Board, Programs, Drinking Water, Water Quality, Water Rights, Notices, Water Boards, and Search. Below the navigation bar is a banner for the "Stormwater Multiple Application and Report Tracking System" (SMARTS). To the right of the banner is a "SMARTS LOGIN" form with fields for "User ID" and "Password", "Login" and "Create Account" buttons, and a "Forgot User ID or Password" link. Below the banner, a note states "Browser Requirements: SMARTS works best with Microsoft Edge. The use of other browsers may cause unexpected errors." At the bottom, there are four icons for "Public User Menu", "Permit FAQs", "SMARTS Resources", and "Email SMARTS Help".

2. From the main menu, select “Active Applications”.

The screenshot shows the main menu of the Stormwater Multiple Application and Report Tracking System. The 'Active Applications' button is circled in red. The menu includes options for Start a New Application, Active Applications, File Reports, Account Management, Recertify Existing Applications, and Document Ready for Certification. Below the menu are six main sections: Pending Applications, Submitted Applications, Documents Ready for Certification, File Reports, Account Management, and Recertify Existing Application.

3. Identify and select the “WDID/Application ID” number to start a Change of Information (COI).

The screenshot shows the 'Active Applications' page with a table of terminated records. The first row is circled in red. The table has columns for WDID/App ID, Permit Type, Application Type, Application Subtype, Status, Owner/Operator, Facility/Site, Delink, and File NOT/LCTN.

WDID/App ID	Permit Type	Application Type	Application Subtype	Status	Owner/Operator	Facility/Site	Delink	File NOT/LCTN
5S34NNA000034 459631	Industrial	NONA	Traditional	NOI Required	Test 1001 I St Sacramento CA 95814	Test 1001 I St Rancho Cordova CA 95814	Delink	
5S34I025848 459002	Industrial	NOI	Traditional	Active	Test 1001 I St Sacramento CA 95814	Test 1001 I St Sacramento CA 95814	Delink	File NOT
9 30NEC005367 427883	Industrial	NEC	Traditional	Active	Test Owner Co 3737 Main St Riverside CA 92501	Test Owner Co 234 test Sacramento Landing CA 95814	Delink	File NOT

4. Select the "COIs" tab.

Permit Type: Traditional:Construction - NOI WDID: 8 33C402856 Order No: 2022-0057-DWQ Status: Active
Certified Date: 01/04/2024 Processed Date: 01/22/2024

Owner Information Enter the Owner Contact Information

Populate contact information from linked user:

Owner Name: *

Street Address: *

Address Line 2:

City/State/Zip: *

Type: * [Definitions](#)

Federal Tax ID:

Contact First Name: *

Contact Last Name: *

Title:

Phone: Ext: (999-999-9999)

E-mail: * (abc@xyz.com)

Fields marked with * are mandatory fields.

5. Select "Add New Site COI".

Note: The "Add New Organization COI" button is a request to specifically update the Owner address or information.

Permit Type: Traditional:Construction - NOI WDID: 8 33C402856 Order No: 2022-0057-DWQ Status: Active
Certified Date: 01/04/2024 Processed Date: 01/22/2024

No COI(s) are linked to this application.

Fields marked with * are mandatory fields.

6. Site Information

Enter the updated information in the “Revised Values” column and the reason for the change. Leave the “Revised Values” fields blank if no update is needed or skip this tab if not applicable. Once done, select “Save & Continue”¹.

Field Names	Current Values	Revised Values
Site Name:	Test Traditional NOI 1	
Site Address:	1234 Test Street	
Address Line 2:		
City:	Riverside	All
Site Zip Code:	95831	
Latitude:	33.98249	33.98249
Longitude:	-117.35508	-117.35508 Lookup Map
Total Site Size:	50	
Increase in Disturbed Area:		
Decrease in Disturbed Area:		
Total Planned Disturbed Acreage:	40	
Total Disturbed Area Remaining:	40	
Tract Number(s):	3	
Mile Post Marker:	4	
Construction Start Date:	08/15/2023	
Complete Grading Date:	10/19/2023	
Final Stabilization Date:	01/25/2024	
Reason for change: *	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="color: red; margin: 0;">Users are required to enter the reason for change here</p> </div>	
<input type="button" value="Save & Continue"/>		

¹ **NOTE:** Saved changes are highlighted in yellow in the “Revised Values” column. This applies to all tabs with the current and revised values columns.

7. Risk

Enter the updated information in the “Revised Values” column. Leave the “Revised Values” fields blank if no update is needed or skip this tab if not applicable. Once done, select “Save & Continue”.

Site Information Risk Inactive Project Attachments Certify/Review Status History		
Field Names	Current Values	Revised Values
R Factor Value	<input type="text" value="99"/>	<input type="text"/> ? Erosivity Calculator Help Populate K and LS using GIS layer data
K Factor Value	<input type="text" value="0.24"/>	<input type="text"/>
LS Factor Value	<input type="text" value="1.15"/>	<input type="text"/>
Watershed Erosion Estimate	<input type="text" value="27.42"/>	<input type="text"/> Project Sediment Risk Factor: (What's this?) <input type="text"/>
Receiving water risk factor calculation	Statewide Map of High Receiving Water Risk Watersheds A.1.(a) Does the disturbed area discharge directly or indirectly to a 303(d) listed waterbody impaired by sediment? OR A.1.(b) Is the disturbed area located within a sub-watershed draining to a 303(d) listed waterbody impaired by sediment? OR A.2. Is the disturbed area located within a planning watershed draining to a waterbody with designated beneficial uses of COLD, SPAWN AND MIGRATORY? Receiving Water Risk (answer to above questions): <input type="text" value="No"/>	Statewide Map of High Receiving Water Risk Watersheds A.1.(a) Does the disturbed area discharge directly or indirectly to a 303(d) listed waterbody impaired by sediment? OR A.1.(b) Is the disturbed area located within a sub-watershed draining to a 303(d) listed waterbody impaired by sediment? OR A.2. Is the disturbed area located within a planning watershed draining to a waterbody with designated beneficial uses of COLD, SPAWN AND MIGRATORY? Receiving Water Risk (answer to above questions): <input type="text" value="Select"/> Populate Receiving Water Risk
Combined risk level matrix	Sediment Risk Low Medium High Receiving Water Risk Low <input type="text" value="Level1"/> <input type="text" value="Level2"/> Risk High <input type="text" value="Level2"/> <input type="text" value="Level3"/> Old Sediment Risk: <input type="text" value="Medium"/> Old Receiving Water Risk: <input type="text" value="Low"/> Old Combined Risk: <input type="text" value="Level12"/>	Sediment Risk Low Medium High Receiving Water Risk Low <input type="text" value="Level1"/> <input type="text" value="Level2"/> Risk High <input type="text" value="Level2"/> <input type="text" value="Level3"/> Project Sediment Risk: <input type="text"/> Project Receiving Water Risk: <input type="text"/> Project Combined Risk: <input type="text"/>

[Save & Continue](#)

8. Inactive Project

Answer the following questions to document the inactive status of construction activities. Informational text and additional questions populate based on the answers. Once done, select “Save & Continue”.

Site Information Risk Inactive Project Attachments Certify/Review Status History						
<ul style="list-style-type: none"> Are you looking to inactivate the project? (Y/N) * <input type="text" value="Select"/> Are you looking to reactivate the inactive project? (Y/N)? * <input type="text" value="Select"/> 						
<p>Save & Continue</p>						

9. Attachments

Upload of supporting documentation as required by the Construction Stormwater General Permit². If there are no attachments to upload, proceed to the next tab by clicking on the “Continue” button.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.								

Below is an example of how to upload attachments. Select the “Upload Attachment” button.

- **Attachment File Type:** Select “SWPPP” or other file types corresponding 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.

Attachment File Type	Attachment Title	File Description	Part No.	Document Date	File Name
SWPPP			Part of		Choose File No file chosen
Facility/Site Map			Part of		Choose File No file chosen

² **NOTE:** Different attachments are required depending on what fields are being updated in the COI.

10. Certify/Review

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 COI (e.g., missing field, missing attachment, etc.).

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 COI is complete and requires their certification. The LRP or DAR should review the prepared COI for accuracy prior certifying.

LRP or DAR Certification

There are two options for the LRP or DAR to submit the COI:

- 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 COI 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 COI.

The screenshot shows the "COIs" section with a table of records. The second row is circled in red, showing a checkbox next to COI ID 100457. Below the table is the "Certification & Submission Checklist" section. A checkbox next to the certification statement is circled in red. Below this are fields for "Certified By" (Name: Matthew Shimizu, Title: Scientific Aid, Date: 02/02/2024) and security questions: "What was your High School Mascot?" and "Enter your password:". A "Certify Selected" button is circled in red. Red arrows point to the password field.

Select	COI ID	COI Type	WDID	Facility/Site Name & Address	Operator Name & Address	COI PDF
	100392	NOI	5534C373653	Boo Boo 11020 Sun Center Drive Rancho Cordova CA 95670	Test 1001 I St Sacramento CA 95814	COI PDF
<input type="checkbox"/>	100457	Organization				COI PDF
	100937	Organization				COI 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:

Certify Selected

- b. If the COI is not listed in the “Documents Ready for Certification” SMARTS menu option, the LRP or DAR may access the COI directly.
 - Log in and go to “Active Applications”.
 - Locate the WDID number and select.
 - Go to the “COI” tab.
 - Once within the COI, go to the “Certify/Review” 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 COI” to submit the COI.

COI ID: 101157 Status of Document: Not Submitted Submitter: Owner/Operator: Test Org
COI Type: NOI COI Date: WDID: 8 33C402856 Site/Facility: Test Traditional NOI 1
1234 Test Street Riverside CA 95831

Site Information | Risk | Inactive Project | Attachments | **Certify/Review** | Status History

Change of Information (COI) perform completion check complete. Your application appears to be complete. Certify the COI to submit to Water Board.

Certification & Submission Checklist :

Check	Question Text
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

First Name:	Matthew	Last Name:	Shimizu
Title:	Scientific Aid	Date:	01/22/2024

Please answer your security question before certifying the document.

What was your 1st job? *

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 Applications submitted to LRP for certification (NOI, NOT, Annual Report, Ad Hoc Report, COI) in Pending Documents link in the Main Menu.

Note: The LRP or DAR must have the signed electronic authorization form on file before the COI may be certified. If the form is not on file, select “Print E Authorization Form,” sign with original wet signature preferably in blue ink, then mail to the Water Boards.

Change of Information (COI) perform completion check complete.

The eAuthorization Form is not received. Print the eAuthorization Form for the organization and mail the original form with "wet" signature to the Water Boards. The eAuthorization form must be on file with the Water Boards before a permit coverage identification number may be assigned.

Before certifying the Change of Information, the system must verify that all required sections have been completed. To perform this check, click the button below:

11. A confirmation screen displays the details of the certification. The user may download a copy of the certification by selecting the Copy of Record in the “Attachments” tab.

If increasing disturbed acreage, a COI fee will be required. You may submit payment via the payment options at the bottom of the screen.

COI ID: 100915 Status of Document: Submitted to Water Board Submitter: Matthew Shimizu Owner/Operator: Test Owner Co
3737 Main St Riverside CA 92501
COI Type: NOI COI Date: 01/03/2024 WDID: 5S34C402688 Site/Facility: Test
123 F Street Sacramento CA 95814

Site Information Risk Inactive Project Attachments **Certify/Review** Status History

Your electronic "Change of Information" has been successfully received by the State Water Resources Control Board's database. Your confirmation information for this certification is as follows:

COI ID: 100915
Application ID: 568572
WDID: 5S34C402688
Submission/Certified Date: 02/02/2024
Certifier Name: Matthew Shimizu
Certifier Title: Scientific Aid

To make any changes/modifications to the COI, please click on - [Remand](#)

Your COI fee will be \$520.0

Or

Note: Additionally, users may select the “Remand” link to remand and update a submitted COI³.

12. Regional Water Quality Control Board (Regional Water Board) staff reviews the submitted COI and the linked users are notified via email if the COI is approved, returned, or denied.

Questions regarding the status of the COI, contact the local Regional Water Board. To determine the Regional Water Board, refer to the Waste Discharge Identification (WDID) number. The first one or two characters of the WDID serve as the identifier for the Regional Water Board the site is located within.

For example:

WDID **5S**29C025869

WDID **4**19C402704

³ **NOTE:** After submission, if updates are needed, the LRP may remand the COI by selecting the “Remand” link. This places the COI back into the “Not Submitted” status to allow edits. Please be sure to resubmit the COI after edits are made.

Search for the corresponding Regional Water Board on the Stormwater Contacts webpage. The specific Regional Water Board may also be found by going to the application's "Additional Site Information" tab.

Coordinate this identifier with the contact on our webpage:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml