GUÍA PARA LA ENTIDAD RESPONSABLE DE DESCARGAS SOBRE LA BASE DE DATOS DEL SISTEMA DE SEGUIMIENTO DE SOLICITUDES E INFORMES MÚLTIPLES SOBRE AGUAS PLUVIALES (SMARTS)

REEMPLAZO DE UNA PERSONA LEGALMENTE RESPONSABLE





Última revisión: febrero de 2024

Reemplazo de una LRP (organización) en SMARTS

Si la LRP de una organización ya no está disponible, siga los pasos que se indican a continuación para reemplazarla.

Nota: Los permisos generales de aguas pluviales no permiten la transferencia de la cobertura del permiso a un nuevo propietario/operador. Si el cambio de LRP se debe a un cambio de propietario/operador, presente un Aviso de cancelación y la nueva entidad deberá solicitar una nueva cobertura del permiso.

- Póngase en contacto con el Servicio de Asistencia sobre Aguas Pluviales (stormwater@waterboards.ca.gov) para solicitar instrucciones para cambiar la LRP. En la solicitud, indique el nombre de la LRP anterior o los números de solicitud o de WDID correspondientes, así como el motivo del cambio. El Servicio de Asistencia sobre Aguas Pluviales responderá con instrucciones y un número de código secreto utilizado para vincular la cuenta de usuario de la nueva LRP a los registros existentes.
- Crear una nueva cuenta de usuario para la LRP Vaya al <u>sitio web de SMARTS</u> (https://smarts.waterboards.ca.gov) y seleccione "Create Account" (Crear cuenta).

Nota: Si ya se ha creado una cuenta de usuario anteriormente, no cree una nueva cuenta de usuario y, en su lugar, inicie sesión. Póngase en contacto con el Servicio de Asistencia sobre Aguas Pluviales para actualizar el rol de la cuenta a LRP si anteriormente estaba registrada como representante debidamente autorizado o persona encargada de la introducción de datos. Continúe en el paso 9.

Requisitos del navegador: SMARTS funciona mejor con Google Chrome o Microsoft Edge. El uso de otros navegadores puede provocar errores inesperados.



 Seleccione el tipo de cuenta de usuario "Discharger, Operator, Legally Responsible Person (LRP), or Principal Signatory per 40 CFR 122.22" (Responsable de las descargas, operador, persona legalmente responsable (LRP) o firmante principal según la sección 122.22, título 40 del CFR) y seleccione "Continue to Next Step" (Continuar con el siguiente paso).



 Seleccione la opción "I am replacing a LRP for an existing organization or business..." (Estoy reemplazando a una LRP para una organización o empresa existente...) y haga clic en "Continue to Next Step" (Continuar con el siguiente paso).

| Water Boards Storm Water Multiple Application & Report Tracking System |
|--|
| NEW USER REGISTRATION Select LRP Type |
| Please select one of the following: |
| o I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record. |
| (a) am replacing an LRP for an existing organization or business registered in SMARTS with active WDID numbers. I have a Secret Code Number(SCN) issued by the State Water Resource Control Board. |
| Tyou have any questions or for further assistance please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email smarts@waterboards.ca.gov. |
| Back to Previous Step Continue to Next Step |
| |
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 Introduzca los detalles de la cuenta de usuario
 Nota: El número de identificación de usuario distingue entre mayúsculas y minúsculas y espacios.

| Enter User Account Details | NEW USER REGISTRATION Step 2/3: User Account Details |
|--|---|
| e next step in the registration process is to e e-mail address is valid and accurate. | provide your user account details. The User ID along with a Password will be sent to the e-mail address entered below. You will need this User ID and Password to log into SMARTS. Please verify that |
| User Account Details: (An * indicates a r | required field) |
| First Name: | • |
| Middle Name: | |
| ast Name: | • |
| Fitle: | • |
| Email: | * (abc@xyz.com/abc@xyz.net) |
| Re-enter Email: | * (abc@xyz.com/abc@xyz.net) |
| Nork Phone: | * Ext. (999-999-999) |
| Mobile Phone: | (999-999-9999) - Use this number to receive the text password reset. |
| Jser ID: (En | * Check for Availability ter user ID between 7 - 16 characters. Use the button to verify if the User ID is already taken.) |
| Password: Over | iem will generate the password and send you via email. |
| Back to Previous step Continue to Next St | tep |

 Seleccione las preguntas y respuestas de seguridad.
 Seleccione y responda a cinco preguntas de seguridad. Esta información se utiliza para identificar al usuario cuando certifica electrónicamente la solicitud o los informes en SMARTS.

Nota: El código de identificación personal, es un conjunto único de números o palabra seleccionados por el usuario.

| | 5 | Step 2/3: User Account Details |
|---------------------------------------|--|---|
| on: Enter User Account D | Details | |
| ess is to provide your user account | t security details. Pleas | e choose the security questions, the respe |
| ty Questions: | | |
| ntification Verification Security que | stions below. These qu | estions will be asked in the event you misp |
| [Select a Question] | | |
| | | |
| [Select a Question] | | |
| | • | |
| [Select a Question] | | |
| | | |
| [Select a Question] | | |
| [| • | |
| [Select a Question] | | |
| | | |
| 1 | - | |
| | on: Enter User Account I ess is to provide your user accoun ty Questions: ntification Verification Security que [Select a Question] [Select a Question] [Select a Question] [Select a Question] | Son: Enter User Account Details ess is to provide your user account security details. Please ty Questions: Intification Verification Security questions below. These qu [Select a Question] |

7. Certificar y completar el registro

Introduzca las letras de la imagen de seguridad. Marque las casillas que indican que se leyeron las declaraciones de certificación, y haga clic en "Continue to Complete Registration" (Continuar para completar el registro).

| server security Letters: | |
|---|--|
| PXGFJX | * Sourity Image Letters are not case sensit |
| certify under penalty of law that this document and all attachmen he information submitted. Based on my inquiry of the person or person and belief, true, accurate, and complete. I am aware that there are signi- | ts were prepared under the direction or supervision in accordance will s who manage the system, or those persons directly responsible for g ficant penalties for submitting false information, including the possibil |
| am also aware that my user ID, password and answer to a security quisignature is the legal equivalent of my handwritten signature. I certify the password and challenge question answers have been compromised no environmental program and must be true to the best of my knowledge. | estion constitute my electronic signature and any information I indicat at I have not violated any term in my Electronic Signature Agreement w or at any time prior to this submission. I understand that this attesta |
| understand that since I have WDIDs in the System or I am replace WDIDs I am associated with. In order to do so I need to obtain the Orga | ing an LRP of my organization, my first login will be directed to Re - nization Id & Organization Secret Code number from State Water Re |
| : Fields preceeded by red asterisk (" * ") are mandatory/required fields | |
| f you have any questions or for further assistance, please contact SMA | RTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:0 |
| Continue to Complete Registration | |

8. Pantalla de confirmación. Una vez completado el registro, se envía un correo electrónico con una contraseña temporal. Inicie sesión con la contraseña temporal y establezca una nueva contraseña. La contraseña temporal es válida por 72 horas.

| Water Boards Storm Water Multiple Application & Report Tracking System |
|---|
| NEW USER REGISTRATION Step 3/3: Acknowledgement |
| Acknowledgement |
| This completes your user registration process: Your user account has been successfully created in SMARTS. |
| Your User ID, Password, and instructions for logging into SMARTS have been sent to you via e-mail. Please check your e-mail account and log into SMARTS using the User ID and Password provided. If the e-mail is not received within a reasonable amount of time, please contact the Storm Water Heip Desk at the phone number provided below. |
| To log into SMARTS, enter the following address into your browser or click on the link: https://smarts.waterboards.ca.gov/ |
| If you have a WDID, and Water Board sent Secret Code Number, please link those WDIDs to your user account after logging into SMARTS. If you have a WDID but have not received a SCN, please contact the SMARTS Help Desk at 1-866-563-3107. You must have a SCN to link a WDID to your account. |
| The e-mail includes instructions on how to link existing WDIDs and Data Entry Person (DEP) user accounts to your account. Until a DS account is linked to a LRP account, the DS cannot enter data into SMARTS on behalf of that LRP. |
| If you have any questions or for further assistance,please contact SMARTS Help Desk at:1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov. Back to Registration/Login Screen |
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9. Inicie sesión en SMARTS y seleccione "Account Management" (Gestión de la cuenta).

Nota: La nueva LRP debe tener el número de identificación de la organización y el número de código secreto del paso 1 anterior. Póngase en contacto con el Servicio de Asistencia sobre Aguas Pluviales (<u>stormwater@waterboards.ca.gov</u>) para obtener el número de identificación de la organización y el código secreto.

| Stormwater Multiple Application and Report Tracking System 😽 | Boards CalEPA Contrast Descrimenta CCOV Q You are logged in as Matthew Shimizou If this account does not belong to you, please log out. |
|---|---|
| Start a New Application V Active Applications File Reports | Account Management Recertify Existing Applications Document Ready for Certification |
| Pending Applications | Submitted Applications |
| View and continue applications that are in progress or have been returned. | Manage active and terminated applications processed by the State Water Board. |
| | (Submit a Change of information, amend a Stormwater Pollution Prevention Plan, convert to a No Exposure Certification, view inspections and reports, etc.) |
| Documents Ready for Certification | File Reports |
| For the Legally Responsible Person and Duly Authorized Representative(s): | View previously submitted reports and submit new reports to ensure permit compliance. |
| View, certify, and submit documents to the State Water Board. | |
| Account Management | Recertify Existing Application |
| Perform administrative tasks associated with your account. (Update organization info, manage Legally Responsible Person, manage linked users, manage Compliance Groups, view outstanding involces, self-certify as a QSD, etc.) | Recertify an annual No Exposure Certification or coverage under a reissued General Permit. |
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10. Seleccione "Replace LRP" (Reemplazar LRP).

| Stormwater Multiple | e Application and Report | Tracking System | Water I | Boards CalEPA Caloria Environmente Protection Agency | Cov Q You are logge | d in as Matthew Shimizu. If this not belong to you, please log out. |
|---------------------------|---|--|------------|--|---|--|
| Start a New Application | Active Applications | File Reports | | Account Management | Recertify Existing Applications | Document Ready for Certification |
| Home > Account Management | | | | | | |
| Replace : Secret Co | <u>Replace LRP</u> a Legally Responsible Person for an (de Number issued by the Stormwater process. | Organization. Must have the Help Desk to complete the | | Add, Edit, or Remove | Manage Linked Users users associated with your Organizat Application records. | tion and/or |
| | View Outstanding Inve | <u>pices</u> | | | CBPELSG QSD/QSP | |
| List of C | List of Outstanding Invoices for applications linked to your user account. | | | Professional civil enginee through the California Boa Geologists self-certify as | rs, geologists, and engineering geolo ard of Professional Engineers, Land S a Qualified SWPPP Developer/Qual Practitioner. | igists licensed Surveyors and ified SWPPP |
| | Compliance Group | <u>8</u> | | Update | Organization Name/Address | |
| Create, E | dit, and Manage Compliance Groups (General Permit. | or the Stormwater Industrial | | Request to cha | nge the Organization Name or Addre | 995. |
| | | © 2022 State of Californ | ia. Condit | ions of Use Privacy Policy | | |

11. Seleccione "Replace the Legally Responsible Person for an Organization and all associated applications" (Reemplazar a la persona legalmente responsable de una organización y todas las solicitudes asociadas).

| Stormwater Multiple Application and Repor | t Tracking System | Water Boards | CCCV Q You are logge | d in as Matthew Shimizu. If this not belong to you, please log out. |
|--|-------------------------------|---------------------------------------|---------------------------------|--|
| Start a New Application ~ Active Applications | File Reports | Account Management | Recertify Existing Applications | Documents Ready for Certification |
| Home > Account Management > Replace LRP | | | | |
| Replace the Legally Responsible Person for an Organization | and all associated applicatio | ns: | | |
| <u>Claim an Individual Nonfiler Application as the Legally Respo</u> | nsible Person: | | | |
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| | | | | |

12. Introduzca el número de identificación de la organización y el número del código secreto (SCN) y, a continuación, seleccione "Next" (Siguiente).

| Stormwater Multiple Application and Report Tracking System Water Boards CalEPA Content of the Stormwater Stormwater Application and Report Tracking System | | | | | |
|--|------------|--|--|--|--|
| Start a New Application Cartier Applications File Reports Account Management Recertify Existing Applications Documents Ready for Cartier Carti | tification | | | | |
| Home > Account Management > Replace LRP > Recertify Organization | | | | | |
| To claim responsibility of your Organization Rusiness please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board. Organization ID: Organization SCA: Next Proventeeded by red asterisk (*) are mandatory/required fields If you have any questions or for further assistance, please call State Water Board Staff at 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov. | | | | | |
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| | | | | | |

13. Seleccione la LRP que desea reemplazar, marque la casilla en la que se leyó la declaración de certificación y finalice seleccionando "Recertify" (Recertificar).

Nota: Al reemplazar a una LRP, la nueva LRP debe reclamar todas las solicitudes o números de WDID bajo la organización. No se pueden reclamar números de solicitud o WDID individuales.

| Stormwater M | ultiple Application | and Report Tracking S | System | Fr Boards | CalEPA California Environmental Coov | Q You ai accou | re logged in as Matthew Shimizu. If this Int does not belong to you, please log out. |
|---|--|---|---|--|--|---------------------|---|
| Start a New Application | - Active Application | s File Reports | | Account Managemen | t | Existing Applicatio | Documents Ready for Certification |
| Home > Account Manag | ement > Replace LRP > | Recertify Organization | | | | | |
| To claim responsibility of you | r Organization or Business ple | ase enter the Organization ID and Se | cret Code Number (SCN) | obtained from the State | Water Resource Control Board | I. | |
| Organization ID: 64 | 9344 * | | | | | | |
| Organization SCN: | \$QH57832 * | | | | | | |
| Next | | | | | | | |
| Below is a list of LRP(s) curre | ntly linked to the organization. | Select which LRP you are replacing. | The selected LRP will be | e de-linked from organiza | tion and the applications listed | d below. | |
| Plect | First Name | Last Name | | | | | |
| | Smarts | Test Account | | | | | |
| Polon is a list of WDID/Applic | ation ID numbers currently line | ed to the organization. | | | | | |
| Application | D | WDID | Sta | atus | Organization Name & | Address | Facility Name & Address |
| 404040 | | | Mat Cubustities d | | Test Account | | Test Account |
| 491240 | | | Not Submitted | | Soquel CA 95073 | | Santa Cruz CA 95073 |
| Recently The number of by red asterist If you have any questions or for | Ity of perjury the above ements of the applicab (*) are mandatory/required field further assistance, please call St | o Organization and associat le Stormwater Permits. : ite Water Board Staff at: 1-866-563-311 © 2022 Sta | ed records is/are r 77 Monday thru Friday 8:0 te of California. Cor | ny responsibility. I DAM - 5:00PM, or email sto Iditions of Use Priv | understand that I am Ie mwater@waterboards.ca.gov. /acy Policy | gally bound, d | obligated, and responsible to |

14. Aparecerá un mensaje de confirmación (texto en verde) que verifica que la nueva LRP está ahora vinculada a la organización existente y a los números de solicitud y WDID aplicables.

Para completar el proceso, haga clic en el botón para imprimir el formulario de autorización electrónica para la organización. Este formulario debe imprimirse, firmarse a mano y enviarse por correo a la dirección que figura en él. Una vez recibido el formulario de autorización electrónica, la cuenta de las LRP se actualiza para permitir las certificaciones en línea.

| Water Boar | rds Storm Water | Multiple Appli | ration & Report Trackin, | System Help | Logout |
|-----------------------|----------------------------------|---|--|---|--------|
| | You and If this a | e logged-in as: Storm W ccount does not belong t | ater Administration o you, please log out. | Navigate To: | |
| Enter Organiz | ation ID and Organ | Euclidean Secret Co | de Number (SCN) | mbar (SCN) obtained from the State Water Receives Central Reard | |
| Please enter Ore | anization ID and Organization of | ation SCN | ne organization ib and Secret Code i | iniber (304) obtained nom the State Water Resource Control Board. | |
| Organization ID: | 639108 | 2001 SCN * | | | |
| Organization SC | N: OTSX2 | 6538 * | | | |
| Pack To Main Man | | | | | |
| Print E Authorization | n Form | the Organization and V | VDID(s) to your user account. | extented LBD will be do linked from organization and the applications listed below | |
| Select | User Account Id | First Name | Last Name | selected EKP will be de-linked from organization and the applications listed below. | |
| | 600181 | Storm | Water Administration | | |
| Below is a list of V | WDID/Application ID num | bers currently linked to | the organization. | | |
| Application Id | WDID | Status | Organization Name & Address | Facility Name & Address | |
| 467280 | 5S31C374728 | Active | California 123 123 Book it Sacramento CA 95814 | California Construction 12345 Republic Street Auburn CA 95670 | |
| 467552 | | Not Submitted | California 123 123 Book it Sacramento CA 95814 | | |
| 483897 | | Not Submitted | California 123 123 Book it Sacramento CA 95814 | California 123 123 Book it Claremont CA 95814 | |
| | | | | | |