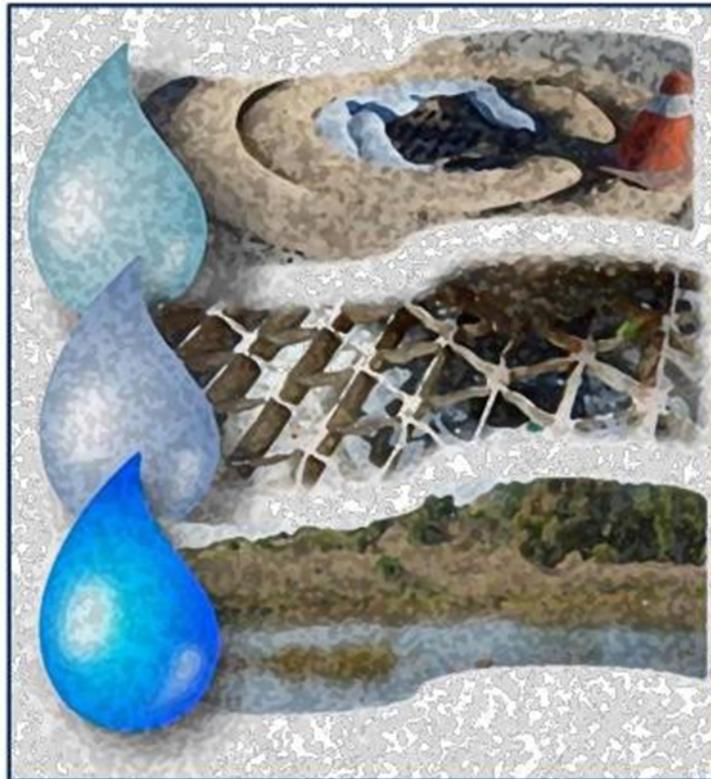


**STATEWIDE INDUSTRIAL GENERAL PERMIT  
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND  
REPORT TRACKING SYSTEM (SMARTS) DATABASE**

# **NOTICE OF TERMINATION**



**Last Revised: February 2024**

**Stormwater Industrial General Permit Notice of Termination (NOT):**

Dischargers with an active Waste Discharge Identification Number or No Exposure Certification ID Number shall request termination of coverage under the Industrial General Permit when:

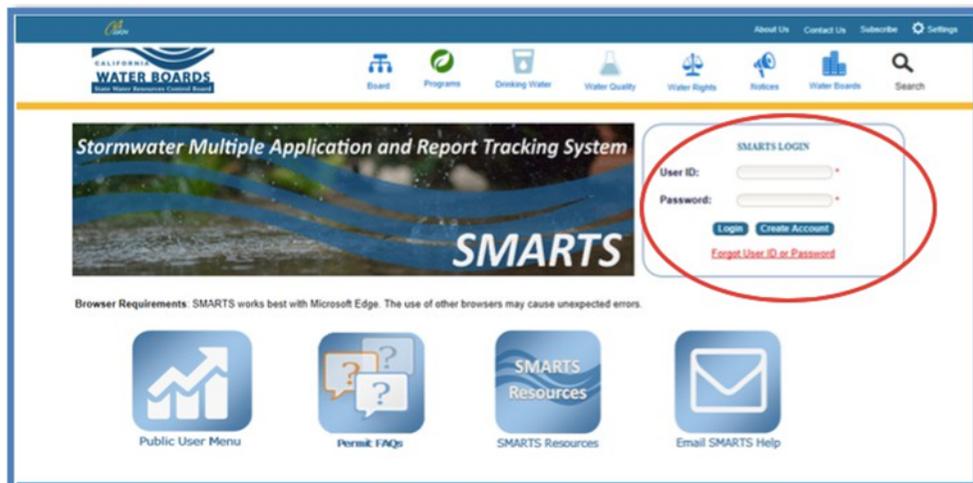
- (a) the operation of the facility has been transferred to another entity,
- (b) the facility has ceased operations, completed closure activities, and removed all industrial related pollutants, or
- (c) the facility's operations have changed and are no longer subject to the Industrial General Permit.

Prior to submitting a NOT, the Discharger must complete and submit all outstanding reports. Until a valid NOT is processed by the Regional Water Quality Control Board (Regional Water Board), the Discharger remains responsible for compliance with the Industrial General Permit and payment of accrued annual fees.

A NOT may only be certified by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) for the Facility. A Data Entry Person (DEP) may fill out the Notice of Termination but does not have authority to certify it.

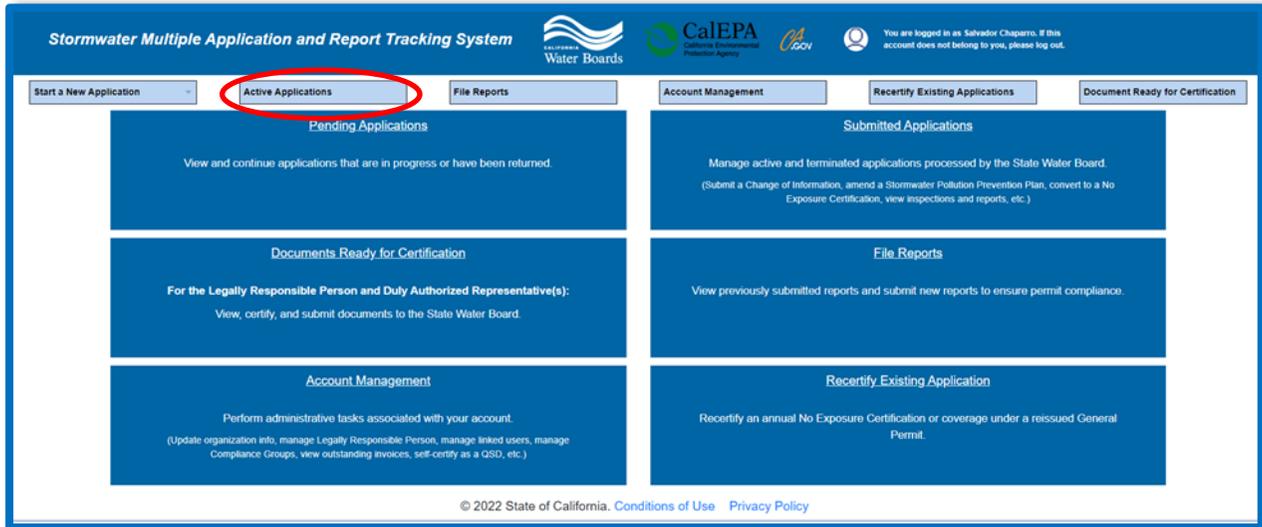
1. Log into [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>)

Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors



## 2. Select Active Applications

From the main menu, select “Active Applications”



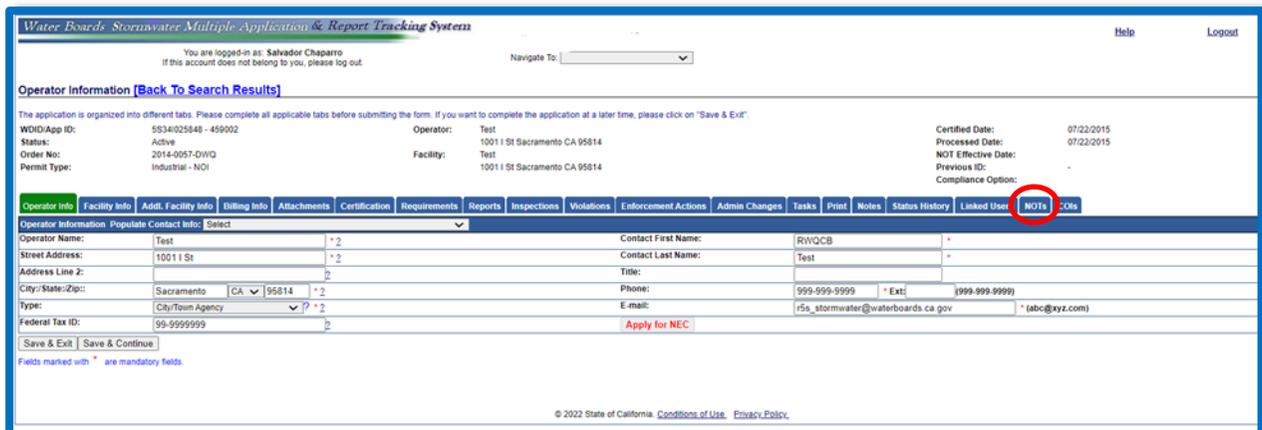
## 3. Select WDID/App ID

Identify and select the “WDID/ Application ID” number to open the application.



## 4. NOTs

Select the “NOTs” tab.



Select "Add New NOT".



### 5. NOT Form

Fill out the "NOT Form" tab.

- Select one of the basis for filing the Notice of Termination and fill out applicable information.
- Once the form is complete, select "Save & Next".

A screenshot of the 'NOT Form' web interface. The top navigation bar includes 'NOT Form', 'NOT Attachments', 'NOT Certify/Review', 'NOT Status', 'NOT Print', and 'Back To NOI Summary'. The main form area is titled 'Basis of Termination (Must select one option below)'. It contains several sections: 1. 'Closed Facility: The facility is closed and all closure, moving and clean-up activities are complete'. This section includes fields for 'Date of Closure' (mm/dd/yyyy), 'Are you moving to a new location in California?' (Yes/No), 'If Yes, start date at new location:' (mm/dd/yyyy), and 'Will you file new NEC or NOI?' (Yes/No). Below this is 'New Facility Information' with fields for Business Name, Street Address, Line #2, City/State/Zip, First Name, Last Name, Title, Phone, and Email. 2. 'Regulated by Another Permit: Discharge of storm water associated with industrial activity is specifically regulated by another general or individual NPDES permit.' This section includes 'NPDES Permit No.' and 'Date coverage began:' (mm/dd/yyyy). 3. 'New Operator/Owner: Date facility/site was transferred to new operator/owner:' (mm/dd/yyyy). This section includes a question 'Have you notified the new operator/owner of the storm water NPDES permit requirements?' (Yes/No) and another set of 'New Operator/Owner Information' fields. 4. 'Notice of Non-Applicability' with three sub-options: 'a. Facility Does Not Discharge - Upload No Discharge Technical Report', 'b. Discharge is Not Hydrologically Connected to Waters of the US - Upload No Discharge Technical Report', and 'c. Facility Not Required by Federal Regulation to be Regulated by an Industrial Activities Storm Water NPDES Permit'. 5. 'Other: Explain any other basis/reasons that are not covered above.' with a text area. At the bottom, there is a 'Delete' section with a 'Reason For Delete:' text area and a 'Delete' button. The 'Save & Next' button at the bottom left is circled in red. A legend at the bottom left states 'Fields marked with \* are mandatory fields.'

## 6. NOT Attachments

The “NOT Attachments” tab allows uploads of supporting documentation and/or photographs as required by the Industrial General Permit (section II.C.).

The screenshot shows the top navigation bar with tabs: NOT Form, NOT Attachments (highlighted in green), NOT Certify/Review, NOT Status, NOT Print, and Back to NOI Summary. Below the navigation bar, there is a blue bar with the text "Please click on 'Upload Attachment' button to upload the corresponding files." and a button labeled "Upload Attachment" circled in red. Below this is a table with columns: Attachment ID, File Type, File Title, File Description, Date Attached, Part No, Upload By, and Delete. At the bottom, there are "Back" and "Next" buttons and a note: "Fields marked with \* are mandatory fields."

Fill in the file information and click “Upload Files”.

The screenshot shows the form for adding a new attachment. It includes fields for Attachment File Type (a dropdown menu), Attachment Title, File Description, Part No. (with a sub-field for "of"), Document Date, Confidential? (checkbox), and File Name (with a "Choose File" button). Below these fields are buttons for "Upload Files" (circled in red), "Cancel", and "Add New Row". Below the form is a table with columns: Attachment ID, File Type, File Title, File Description, Document Date, Part No., Date Attached, Upload By, and Delete. The table currently shows "No records found." At the bottom, there are "Back" and "Next" buttons and a note: "Fields marked with \* are mandatory fields." The footer includes "© 2019 State of California. Conditions of Use. Privacy Policy."

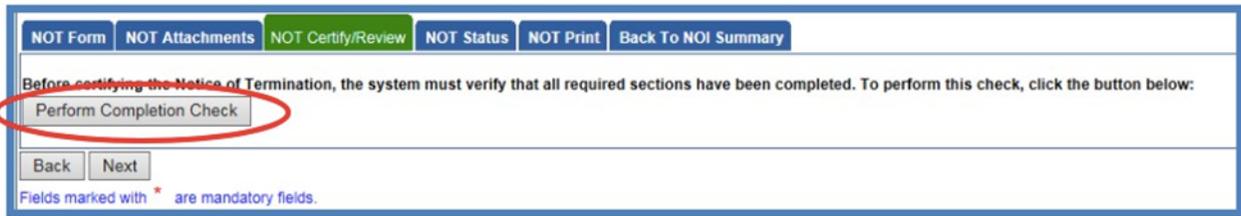
The user can select the “NOT Attachments” tab to refresh the screen and see that the attachment properly uploaded. Once the user has checked that it uploaded correctly select “Next”.

**Note:** The maximum file size is 75 MB and the file name cannot be longer than 30 characters and does not contain any special characters or symbols.

The screenshot shows the NOT Attachments tab with the "NOT Attachments" tab highlighted in green. Below the navigation bar, there is a blue bar with the text "Please click on 'Upload Attachment' button to upload the corresponding files." and a button labeled "Upload Attachment". Below this is a table with columns: Attachment ID, File Type, File Title, File Description, Date Attached, Part No, Upload By, and Delete. The table contains one row with the following data: Attachment ID: 1621552, File Type: Photograph, File Title: Photos, File Description: Photos demonstrating the facility is closed and no industrial activity is occurring and facility is clean, Date Attached: 04/06/2016, Part No: 1/1, Upload By: dischargers, and a "Delete" link. At the bottom, there are "Back" and "Next" buttons, with "Next" circled in red. A note below the buttons says: "Fields marked with \* are mandatory fields." The footer includes "© 2016 State of California. Conditions of Use. Privacy Policy."

## 7. NOT Certify/Review

The “NOT Certify/Review” tab provides a completion check on the proposed Notice of Termination:



The “Perform Completion Check” function provides the user with a notification of any errors that must be corrected prior to submission of the Notice of Termination<sup>1</sup> (e.g. photos or report were uploaded incorrectly).

After the completion check errors are identified, run the Perform Completion Check again. If no errors display, continue to certify the NOT.

Any user may perform this check but only the LRP or a DAR may certify the NOT. A Data Entry Person (DEP) may notify the LRP or DAR the NOT application is complete and ready for certification by selecting “Submit to LRP/DAR”. Records marked with the status “Not Submitted-Certification Required” may be certified by the LRP or DAR in the “Documents Ready for Certification” located in the SMARTS main menu.

The LRP or DAR must review the prepared NOT for information accuracy, prior to continuing to the “Certification” tab to perform the completion check.

The LRP or DAR must have the signed electronic authorization form on file before the NOT 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 into one of the addresses on the form.

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<sup>1</sup> **NOTE:** This completion check will also review for any outstanding reports (e.g. annual reports). The reports will need to be completed and submitted in the system prior to the Notice of Termination being submitted. For help on completing reports in SMARTS, please see our [Industrial Stormwater Program webpage](https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html#e_reporting):  
([https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.html#e\\_reporting](https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html#e_reporting))

## LRP/ DAR Certification

There are two options for the LRP/ DAR and to submit the NOT:

- a. The LRP/DAR may access the “Documents Ready for Certification” SMARTS menu option if notified by the DEP.
  - Select the NOT to certify by checking the box next to the Application ID in the NOTs table
  - Check the box next to the certification statement, answer the security questions, and enter the user account password
  - Click “Certify Selected” to submit the NOT

Home > Certification Documents Detail

Below is a list of applications and/or reports that are ready to be submitted. Select the application or report to submit by checking the Select Box. Note: If the Select Box is not displayed, your Signed Electronic Authorization Form has not been received.

Select	Application ID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Application PDF
<input type="checkbox"/>	596736	Test Org	1001 I Street Sacramento CA 95814	Test Traditional Waiver 1 777 I Street San Francisco CA 90001	<a href="#">Application PDF</a>

**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: 02/01/2024

Please answer your security question before certifying the document.

What was your 1st job?

Enter your password:

- b. If the NOT is not listed in the “Documents Ready for Certification” SMARTS menu option, the LRP/DAR may access the application directly.
  - Log in and go to “Active Applications” in the main menu.
  - Open the Application ID you are terminating coverage for.
  - Click on the “NOT” tab.
  - Select the NOT ID,
  - Select “NOT Certify/Review” tab and select “Perform Completion Check.”
  - Check the certification boxes, enter the answer to the security question and password, and click the “Certify Notice of Termination” button.

NOT Form NOT Attachments **NOT Certify/Review** NOT Status NOT Print Back To NOI Summary

**Certification & Submission Checklist :**

Certification & Submission check list

Select Question Text

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.

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:  Last Name:

Title: Test Date: 04/06/2016

Please answer your security question before certifying the document.

What is your mother's maiden name?

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.

Fields marked with \* are mandatory fields.

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8.A confirmation screen will then confirm submission of the Notice of Termination in SMARTS.

**NOTICE OF TERMINATION**

Please enter or update the application details completely and submit the application.

WDID: 5S29I025869      Operator: Test  
1001 I Street Sacramento CA 95814

Permit Type: Industrial      Facility: Mine  
Not yours street Auburn CA 95814

NOT Status: Submitted to Waterboard

NOT Submitted Date: 04/06/2016

NOT Return Date:

NOT Approved/Denied Date:

Your NOT is Certified and Successfully submitted to water board.

NOT Form   NOT Attachments   NOT Certify/Review   NOT Status   NOT Print   Back To NOI Summary

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

Application ID	528720
Type	Industrial
Submission/Certify Date	04/06/2016
Certifier Name	
Certifier Title	Test

Please print out this screen as proof of certification. If you need to correct any information, please contact the Regional Board representative.  
All records must be retained for 5 years from the date of the report or monitoring activity.

Back   Next

Fields marked with \* are mandatory fields.

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Regional Water Board staff reviews the submitted Notice of Termination and the Legally Responsible Person or Duly Authorized Representative is notified via email of their decision

NOTE: It is the responsibility of the discharger to submit the NOT to request cancellation of permit coverage. For outstanding invoices, if the NOT is submitted within 90 days of the original invoice date, the invoice will be canceled upon approval by the local Regional Water Board. If the NOT is submitted after the 90-day grace period or is denied, the invoice is valid and payable in full.

Questions about the status of the termination, contact the local Regional Water Board. To determine your Regional Water Board, refer to the Waste Discharge Identification (WDID) number and search for the corresponding Regional Water Board on the Stormwater Contacts webpage.

For example:

WDID number: 5S29I025869 is Region 5 Sacramento

WDID: 4 19I025869 is Region 4

The first one or two numbers of the WDID number serves as the identifier for the region the facility is located within. Coordinate this identifier with the [Regional Boards contact information webpage](#):

([http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/contact.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml))