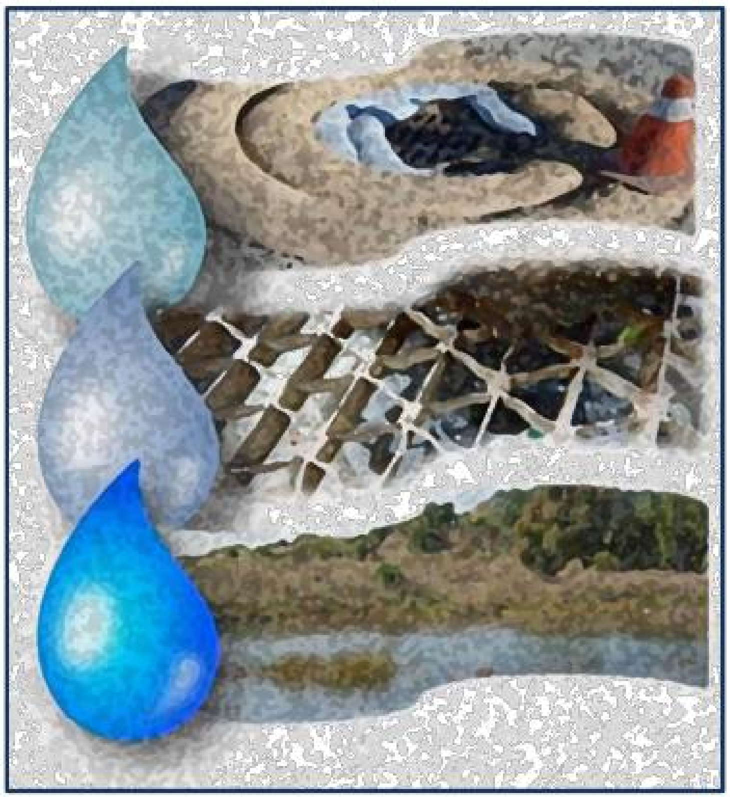
STATEWIDE INDUSTRIAL GENERAL PERMIT

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

AD HOC MONITORING REPORT

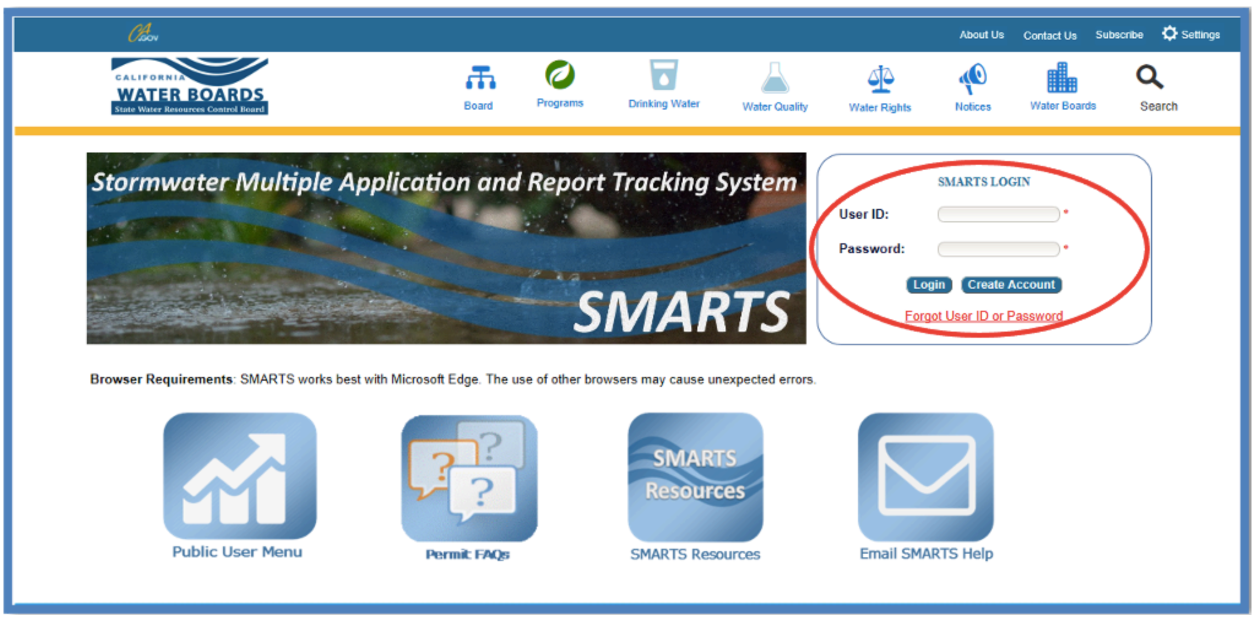


CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

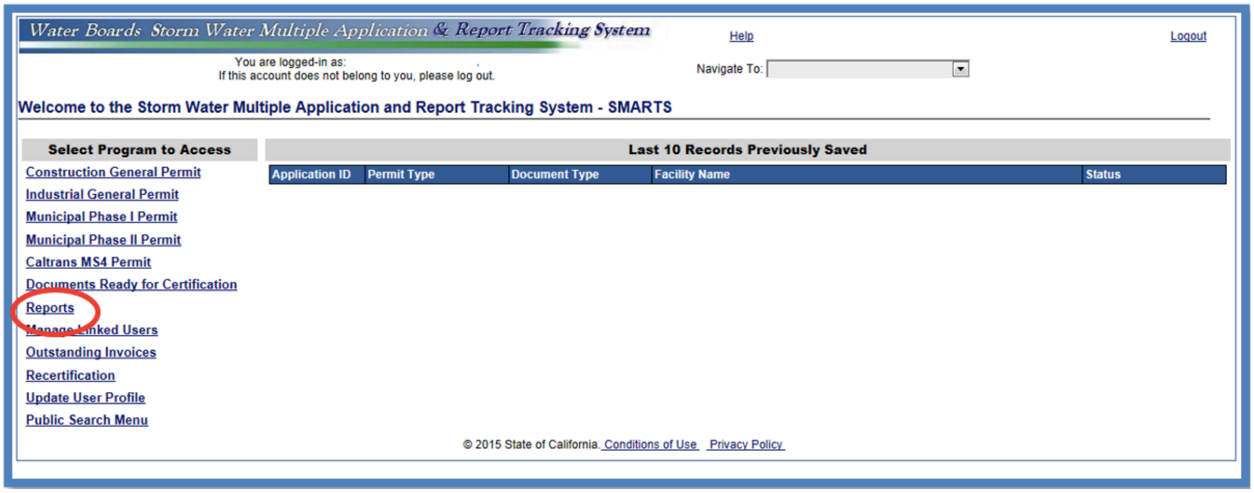
Last Revised: May 20, 2021

Stormwater Industrial General Permit Monitoring Report (Ad Hoc Report): Dischargers are required to enter, certify, and submit all sampling and analytical results for all individual or Qualified Combined Samples through SMARTS. The Discharger shall submit all sampling and analytical results for all samples within 30 days of obtaining all results from the laboratory for each sampling event. The Ad Hoc Report is used to submit monitoring results through SMARTS. Ad Hoc Reports can be entered by any SMARTS user that is linked to the facility but can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file. The next series of screenshots are provided to walk a SMARTS user through this process step-by-step.

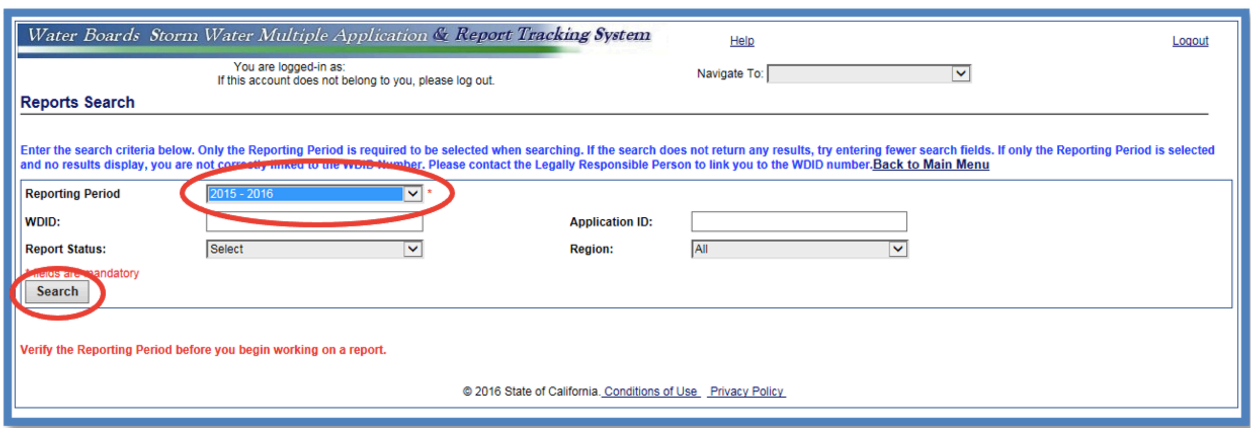
1. Log on to SMARTS (https://smarts.waterboards.ca.gov)
   Please use SMARTS in Microsoft Edge



2. From the main menu select “Reports”.

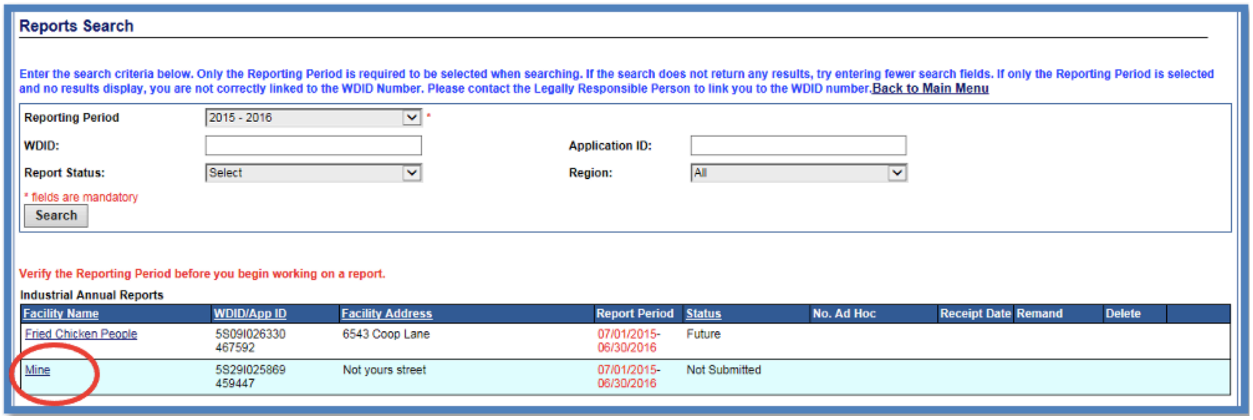


3. Search for reports using the appropriate reporting period. Any facility that you are linked to will display once you select search.

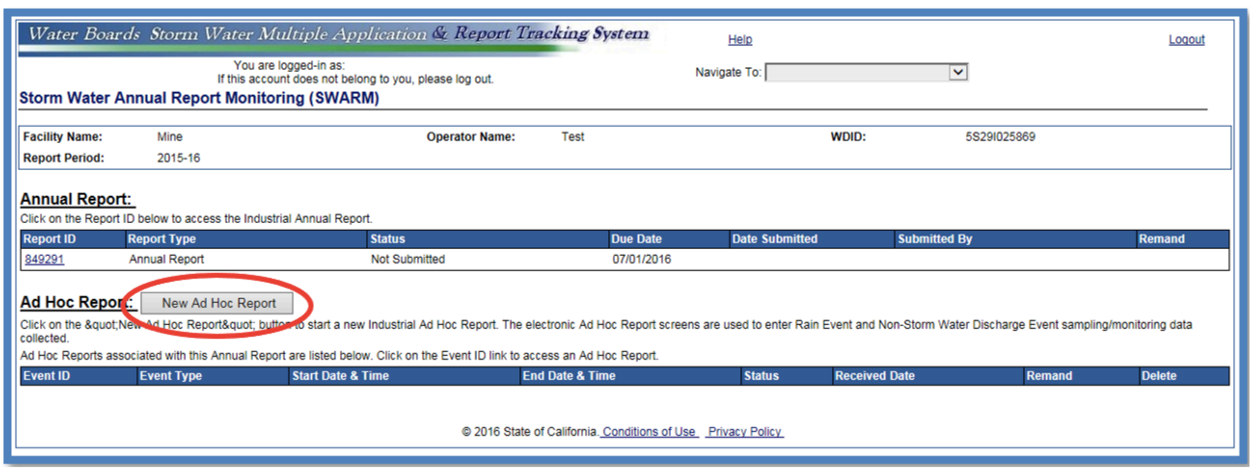


Only the “Reporting Period” is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the “Reporting Period” is selected and no results display, you are not correctly linked to the Waste Discharge Identification (WDID) number. Please contact the Legally Responsible Person to link you to the WDID number.

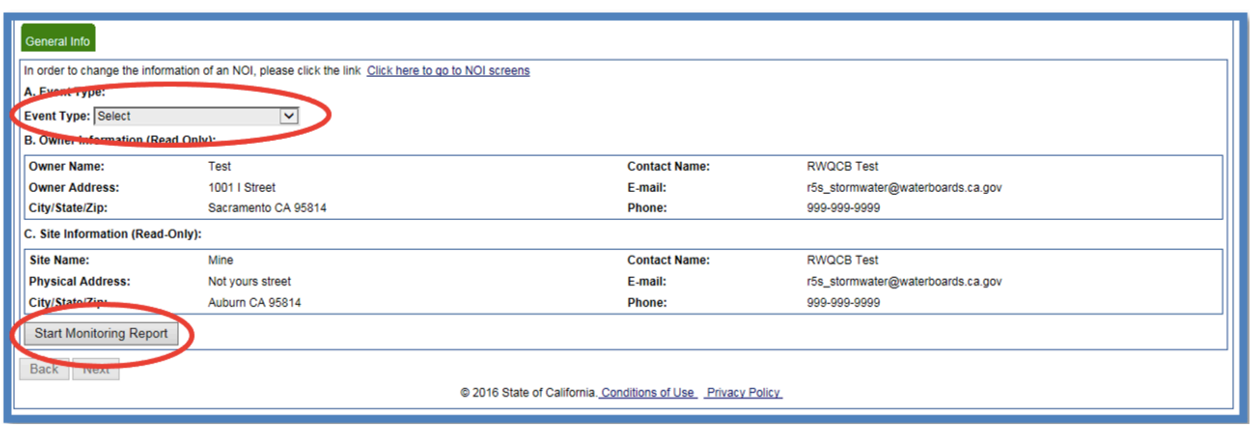
4. Select the facility you wish to start working on by clicking on the facility name hyperlink.



5. Once you have selected the facility, you will be able to select “New Ad Hoc Report.” A new report needs to be created for each sampling event conducted at the facility for each Qualifying Storm Event (QSE) (or any sampling event conducted at a stormwater discharge compliance point).

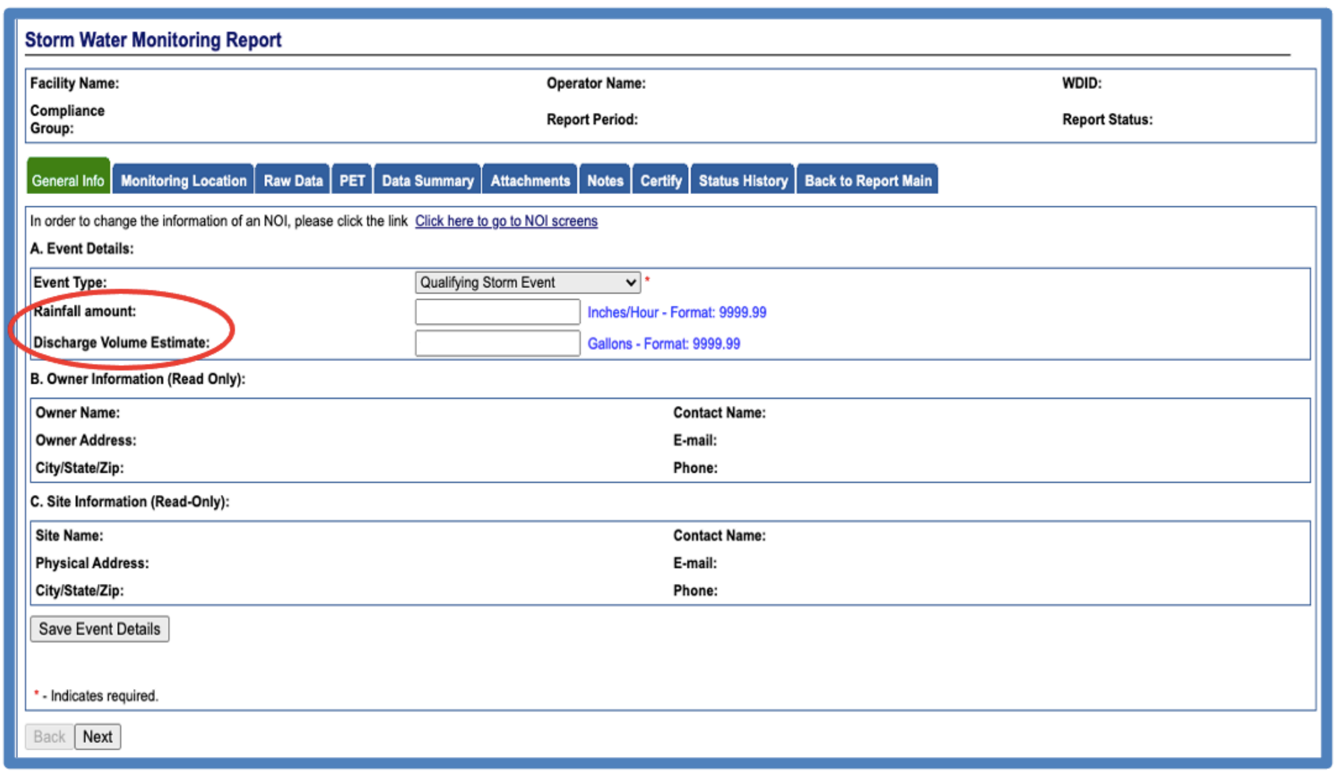


6. Select the “Event Type” and click “Start Monitoring Report”.



Note for Dischargers with an active Compliance Option:

Dischargers with a Compliance Option will see “Rainfall amount” and “Discharge Volume Estimate” in the “Event Details” section. The “Rainfall amount” and “Discharge Volume Estimate” is required for facilities with an active On-Site Compliance Option. Dischargers opting for an On-Site Compliance Option are required to submit monitoring results for infiltrated water, if applicable, and influent entering the BMP(s). This information will not be used for enforcement of water quality standards or Industrial General Permit compliance, but to provide feedback on the effectiveness of Compliance Options. Refer to the monitoring and reporting requirements found in Section II. H of Attachment I of the Industrial General Permit for more information:

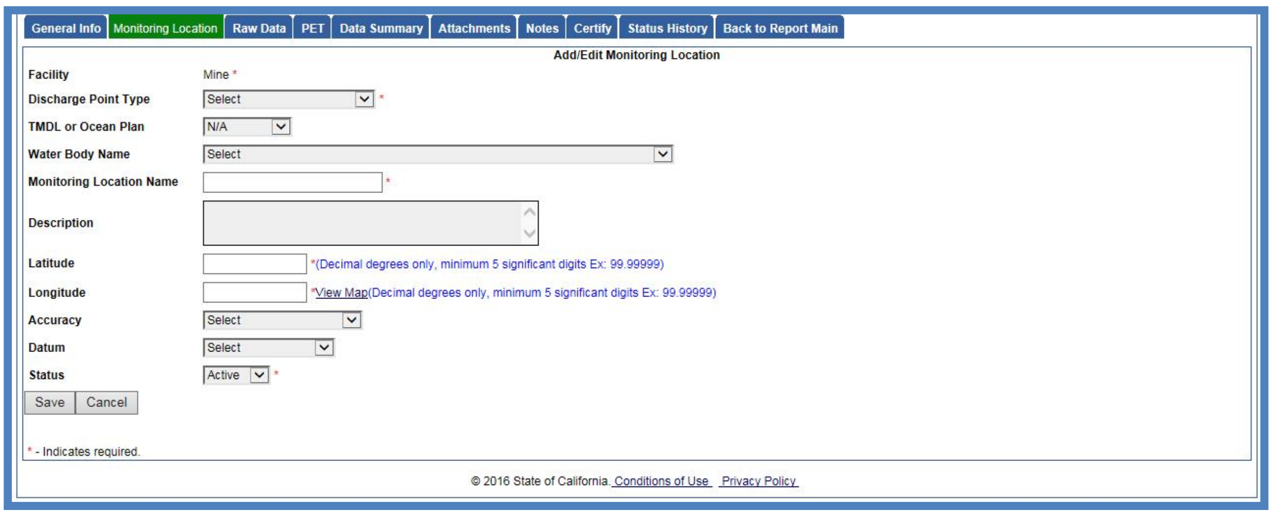


- ***Rainfall Amount:** the size of each rain event, in inches of rain per hour, that discharges from the BMP(s).
- ***Discharge Volume Estimate:** the estimated volume, in gallons, of the corresponding discharge.

7. From the “Monitoring Location” tab, you can select locations that you have already created, or you can create new locations. If you have already created your locations, please proceed to Step 12 to enter sampling information.

8. From the “Monitoring Location” tab, click “Create New Monitoring Location”.

9. Enter “Monitoring Location” information.
   ***NOTE**: If the information does **not** have an asterisk next to it, that field is not required. Each field entry is described below.



- ***Discharge Point Type: Effluent, Influent, Internal, Receiving Water**: if you are sampling stormwater from a discharge location leaving your facility, this is considered effluent monitoring.
- ***TMDL or Ocean Discharge:** if you are not sure, contact your local Regional Water Quality Control Board.[1] See Attachments E & G of the Industrial General Permit for more information.
- **Water Body Name:** not required, but you can select a water body from the drop-down menu.
- ***Monitoring Location Name (25 Characters):** the name of what your discharge location is called. Each discharge location should be uniquely identified
- **Description:** although this field is not required, it is recommended that a description of the monitoring location be entered (e.g., NW corner outfall).
- ***Latitude and Longitude (lat/long)**: you can use the “view map tool” to locate the facility and then click on the map to specify the location where the sampling was completed.

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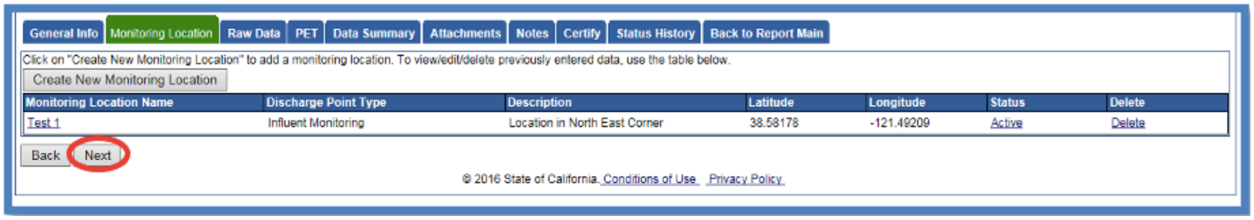
[1]Regional Water Board Contact Information (http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml)

- **Accuracy:** accuracy of the location inputted from the lat/long.
- **Datum**: map datum of the location inputted from the lat/long.
- ***Status**: active or inactive (e.g., ”active” are for current monitoring locations, and “inactive” for previous monitoring location that are no longer used).

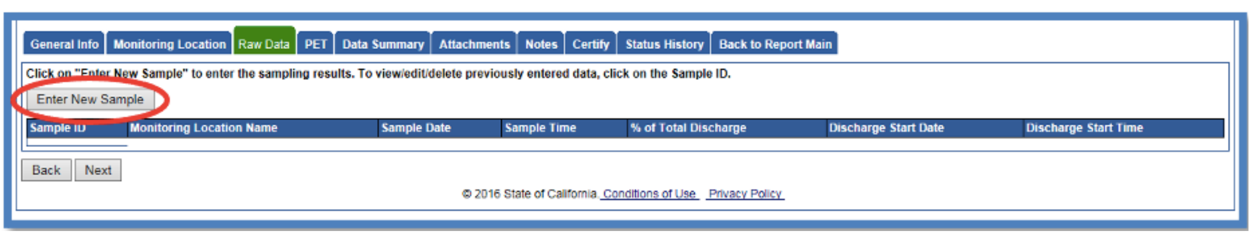
10. Once you save the monitoring location you will be able to view it in this tab.



Add as many monitoring locations as you need for your facility. When you have all monitoring locations entered, you select “Next” to move on to the “Raw Data” tab. ***NOTE**: These monitoring locations will be saved for the next time you enter a report.

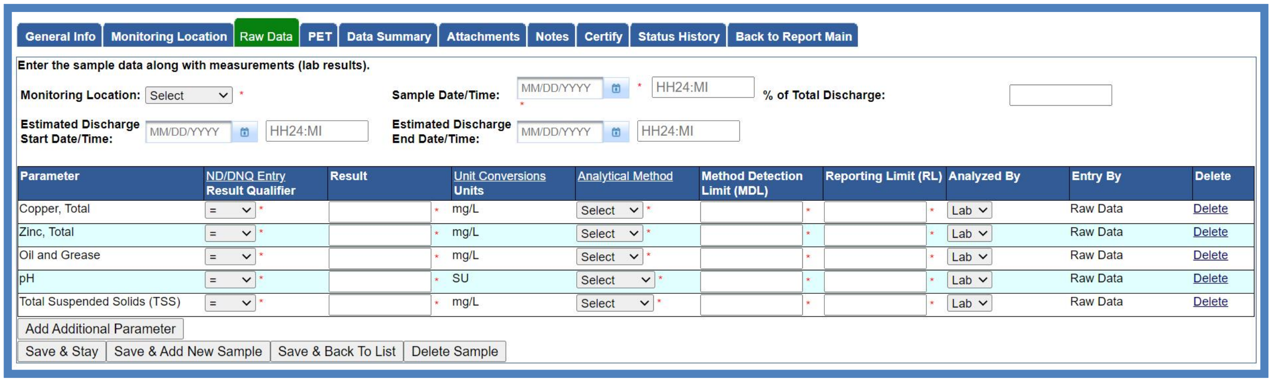
11. You will now be able to enter sampling results for the monitoring locations you created. You can use the “Raw Data” tab to enter sample results individually or you can use the “PET” (Parameter Entry Tool) tab to create an excel file containing results for upload. You are not required to use the Parameter Entry Tool as you can enter everything via the “Raw Data” tab. Should you wish to use the Parameter Entry Tool, please see the California Integrated Water Quality System (CIWQS) guide for Parameter Entry Tool guidance.

12. To enter data on the “Raw Data” tab you will select “Enter New Sample”.



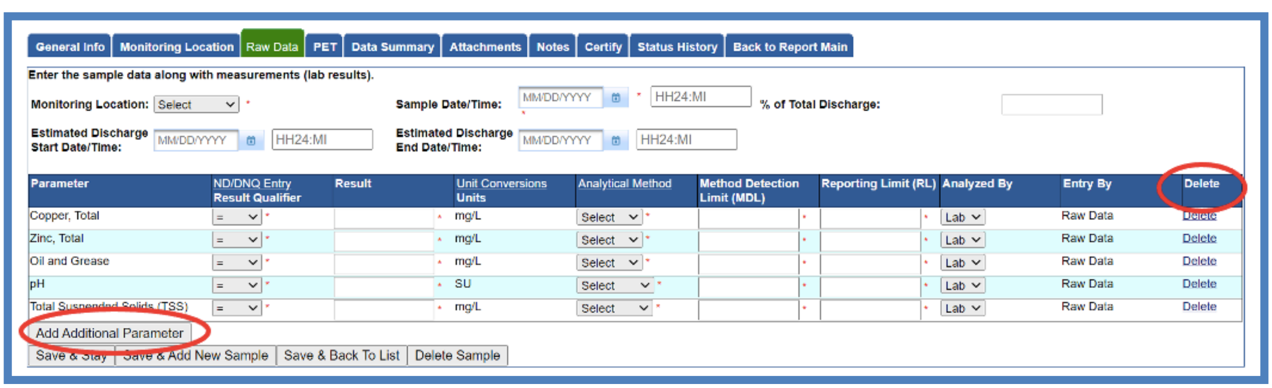
13. Enter the Information:

*__NOTE:__ If the information does not have an asterisk next to it, that field is not required. You can read about each field entry below.



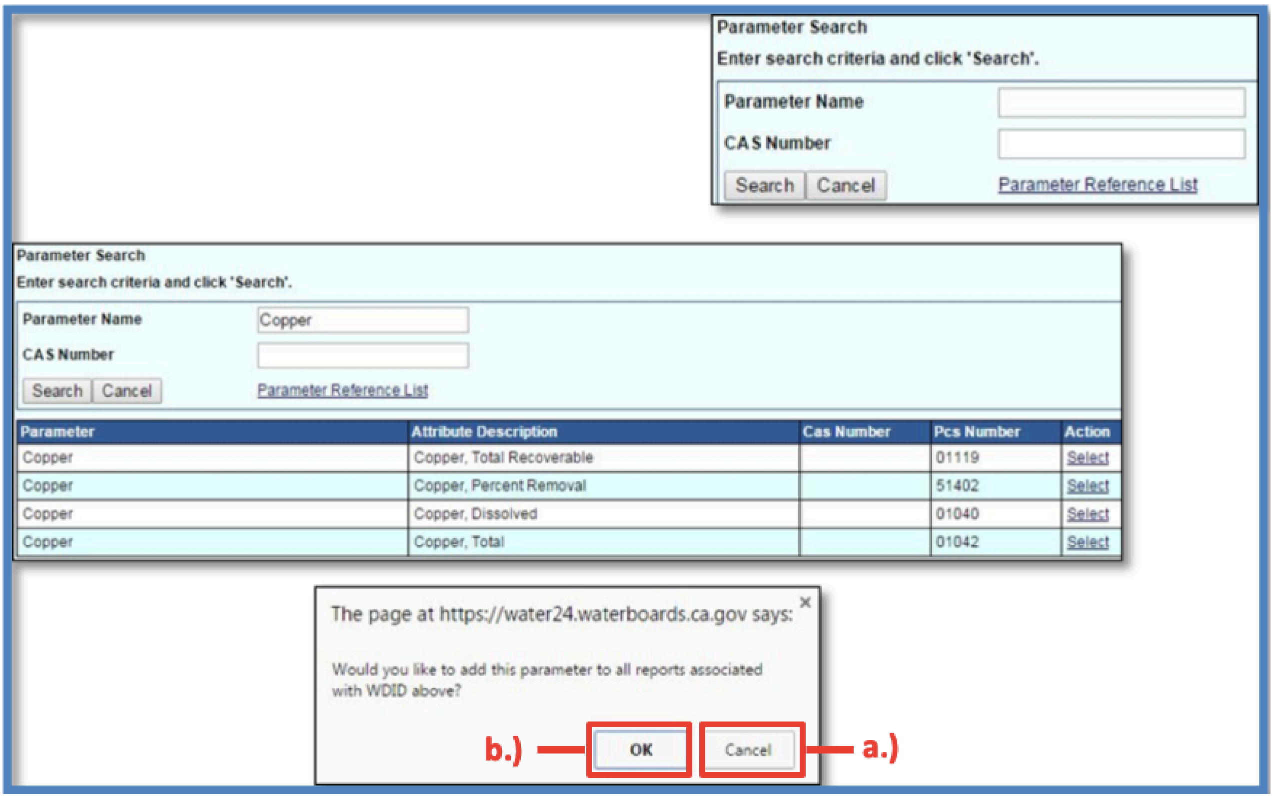
- ***Monitoring Location:** this will be populated from the "Monitoring Location" tab that you entered previously.
- ***Sample Date and Time:** the date and time the sample was taken (time is in 24-hour format).
- **% of Total Discharge:** not required.
- **Estimated Discharge Start Date and Time:** the date and time the discharge started at that specific monitoring location (time is in 24-hour format). *Required for those with an active Compliance Option
- **Estimated Discharge End Date and Time:** the date and time the discharge ended at that specific monitoring location (time is in 24-hour format). *Required for those with an active Compliance Option.

14. SMARTS will automatically populate some parameters from the "Requirements" tab in the Notice of Intent (NOI). You can add additional parameters that you sampled or delete parameters that you did not collect.

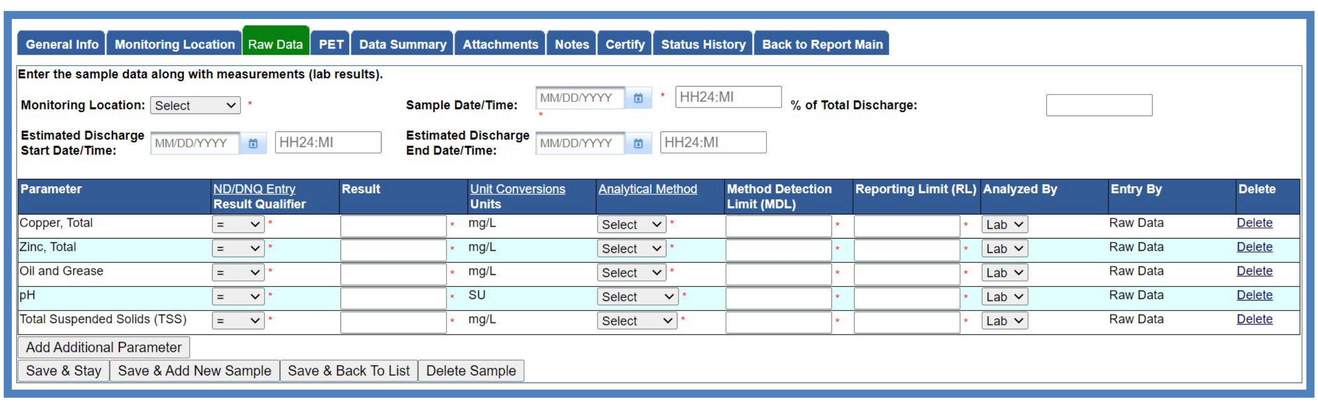


a.) To add a parameter only to the report you are working on select “Cancel”.

b.) To add a parameter to all reports in the future select “OK”.



15. Enter results from sample analysis.
NOTE: if the information does not have an asterisk next to it, that field is not required. You can read about each field entry below.



- ***Result:*** enter the numerical value.
- **Units:** you cannot change units in this column so please be sure you enter the result value correctly. (Some unit conversion factors are available by selecting the hyperlink above the “Units” column).

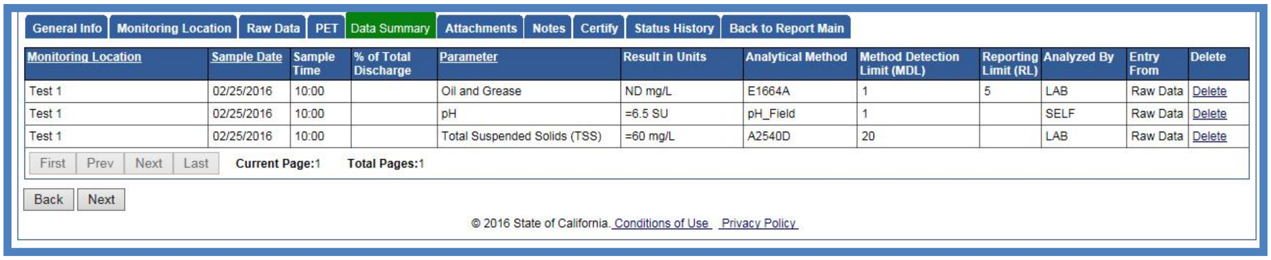
- ***Analytical Method:** Dischargers must use U.S. EPA-approved sufficiently sensitive analytical test methods, which are listed in 40 CFR 136.3. All methods approved in 40 CFR 136.3 will be entered into SMARTS. If a method is not there you can request for it to be added by the State Water Board.
- ***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., field monitoring of pH by a discharger is consider “self”).

***NOTE:**
If the analytical result is less than the Method Detection Limit:
a) Use “**ND”** (Not Detected) as the qualifier.
b) Leave the “Result” field blank.
c) Enter the Method Detection Limit.

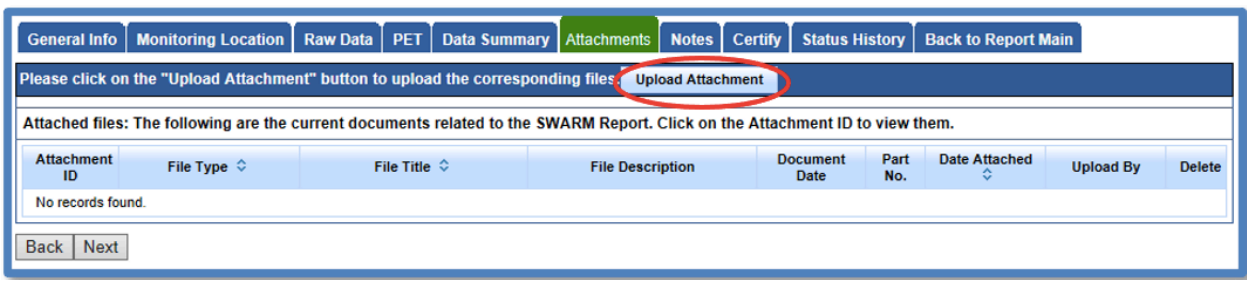
If the analytical result is less than Reporting Limit but greater than or equal to the Method Detection Limit:
a) Use “DNQ” (Detected, Not Quantifiable) as the qualifier.
b) Enter the test result.
c) Enter the Method Detection Limit and Reporting Limit

***NOTE:** pH paper does not have a standard test method, so it is appropriate to select “pH paper” as the test method. Most pH paper is designed to provide a coarse measurement of pH. A Method Detection Limit is required to be entered, and since pH paper does not have a Method Detection Limit, you can enter the number one (1) in the column. Portable Calibrated Meters will be marked as “pH field” test method since all meters are different. The Method Detection Limit of the meter would be based on the calibration preformed on the meter. It is a coarse measurement that is dependent on the meter, calibration, and care. Method Detection Limits are required to be entered, but pH meters are calibrated with a range of buffer solutions which do not provide a Method Detection Limit, so you can enter the number one (1) in the column.

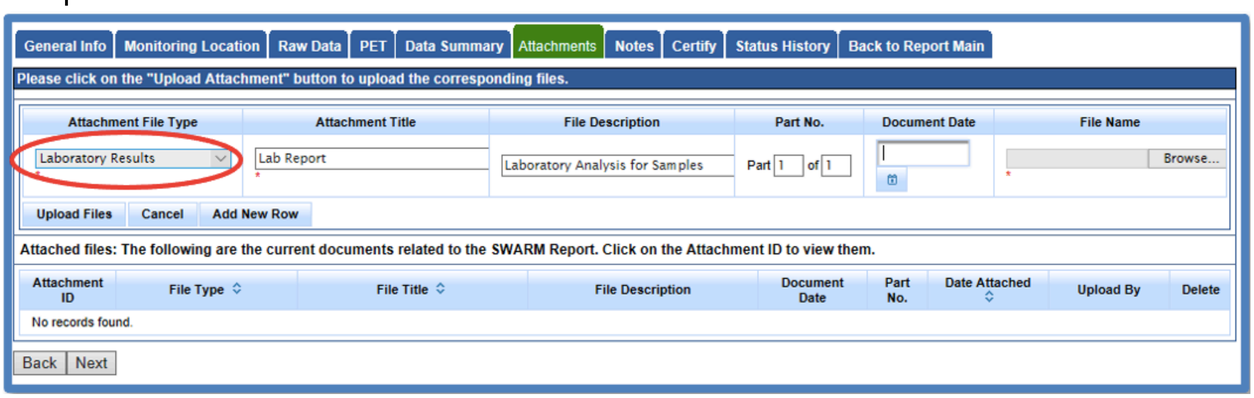
16. After all results are entered you can move on to the “Data Summary” tab to verify that all information is correctly entered. If you need to make changes, you can go back and edit the entry.



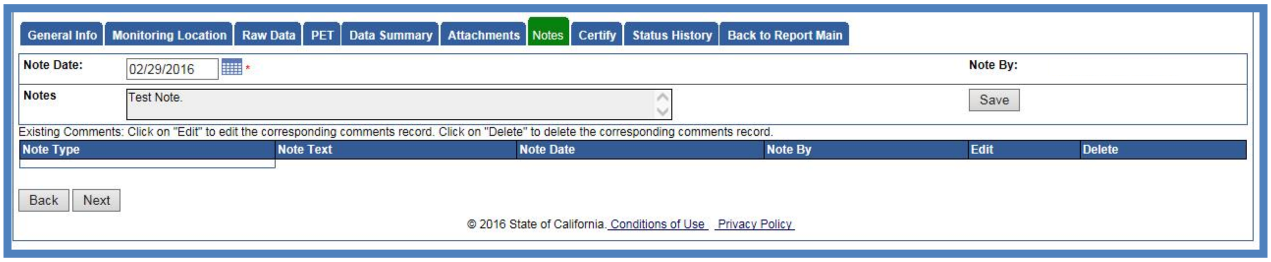
17. Moving on to the “Attachments” tab, you must upload the applicable analytical lab report(s).



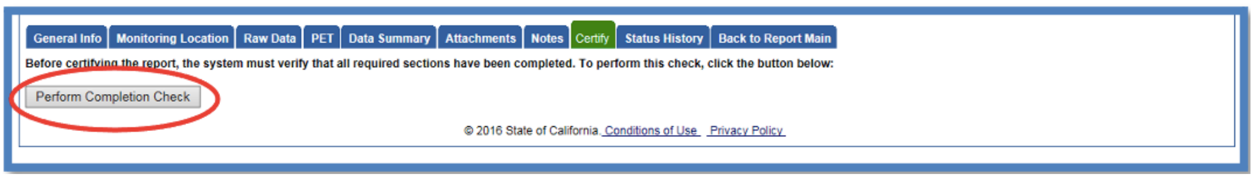
Please use file type “Laboratory Results” and then continue to upload the file from your computer.



18. The "Notes" tab will allow you to enter any notes or comments about the Ad Hoc Report.

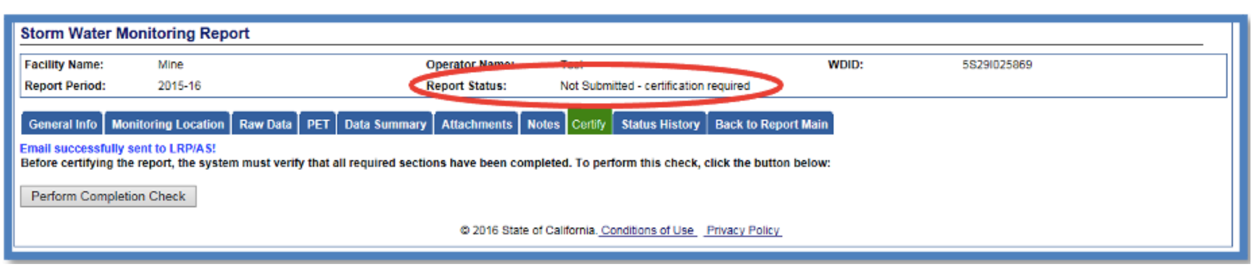


19. The "Certify" tab will have the SMARTS user perform a completion check on the Ad Hoc Report.

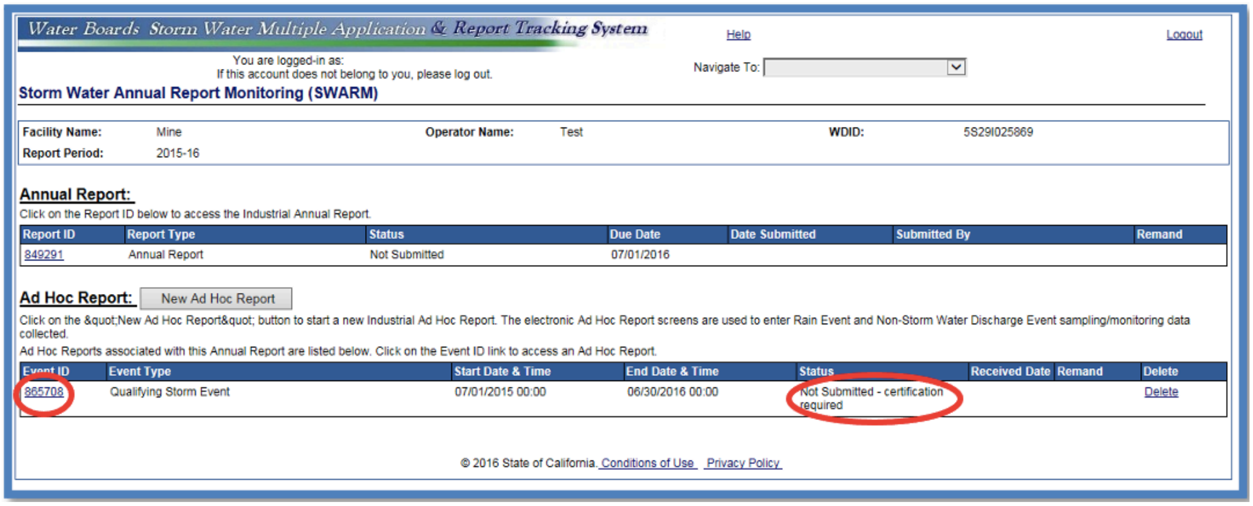


The "Perform Completion Check" function will provide the user with a notification of any errors that must be corrected prior to submission of the Ad Hoc report (e.g., lab results were uploaded incorrectly). Anyone can perform this check, but if a Data Entry Person performs the check and the report is complete, it will only allow them to notify the Legally Responsible Person or Duly Authorized Representative that the report needs to be certified and submitted.

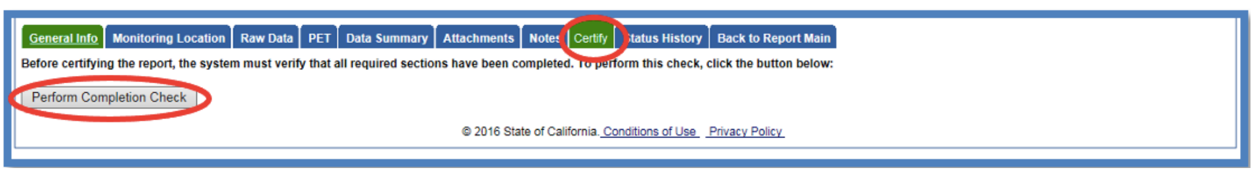
A Data Entry Person completing the check will see the screen below. Once the Data Entry Person selects "Submit to LRP/AS" they will see that an email was sent, and the status is "Not Submitted – certification required".



20. The Ad Hoc Report needs to be certified and submitted by the Legally Responsible Person or Duly Authorized Representative. This can be done by the Legally Responsible Person or Duly Authorized Representative selecting the report from the “Reports” search screen and selecting the “Ad Hoc Report” that requires certification (same report search process as outlined in the beginning of the guide)[2].

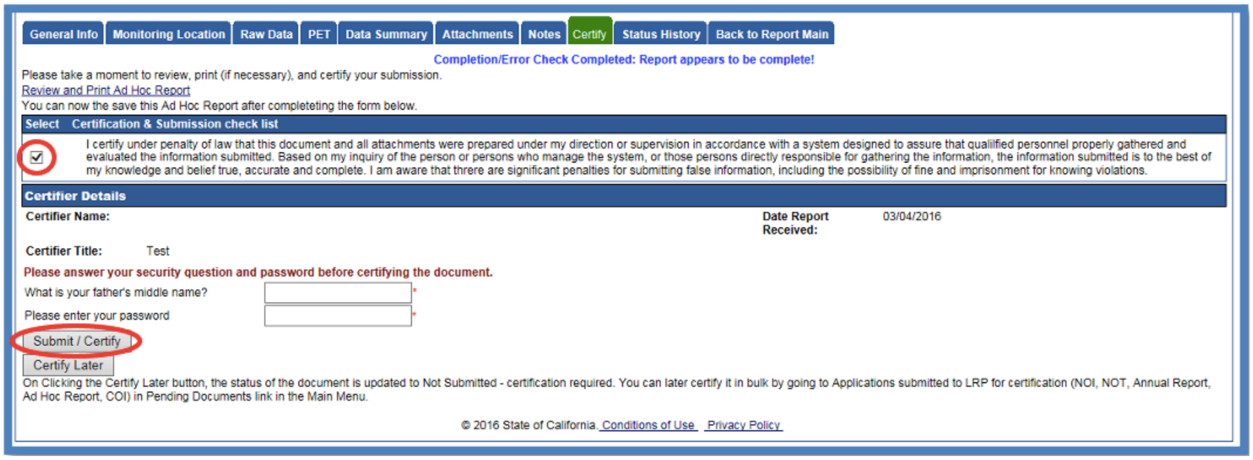


Go to the “Certify” tab.

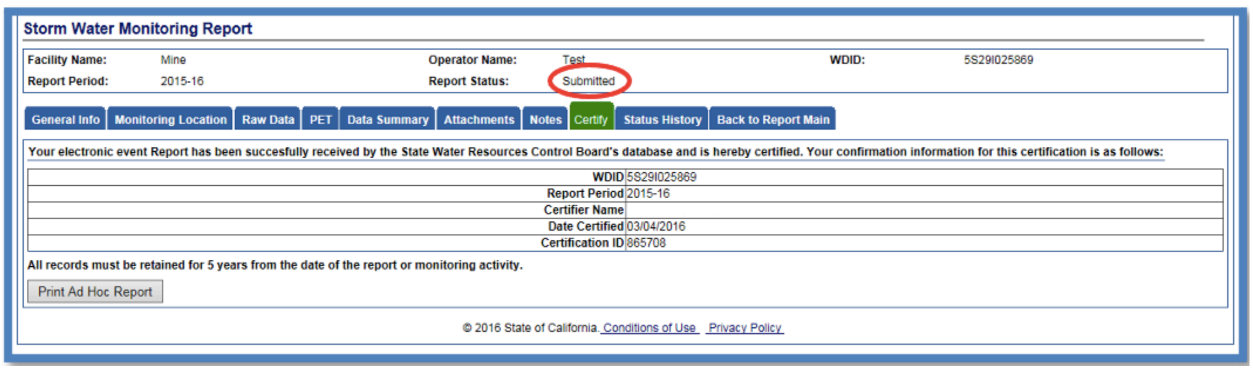


Verify the report’s accuracy prior to continuing to “Submit/ Certify” by selecting the check box and entering your password and your security question answer.

[2] ***NOTE:** If the Data Entry Person has properly sent the Ad Hoc Report for certification to the Legally Responsible Person or Duly Authorized Representative, then they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.



21. A confirmation screen will then confirm submission of the Ad Hoc Report in SMARTS.



22. If an Ad Hoc Report was submitted and an error was discovered after it was certified, the Legally Responsible Person has the ability to "Remand" the report and have it edited prior to the applicable reporting period closure. The report will need to be certified and submitted again by the Legally Responsible Person or Duly Authorized Representative.