Storm Water 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. Please log on to SMARTS: https://smarts.waterboards.ca.gov

Please use SMARTS in Internet Explorer 11

2. From the Main menu select “Reports”: 

   ![User Interface Screenshot](image-url)

   - Welcome to SMARTS
   - User ID
   - Password
   - Login

   - Public Access
     - Public Access to NOI, SWPPP & Annual Reports data
     - View SW Data
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 LRP 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 storm water discharge compliance point).
6. Select the Event Type and click “Start Monitoring Report”:

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 in order 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 a red asterisk next to it, that field is not required. You can read about each field entry below.

- **Discharge Point Type: Effluent, Influent, Internal, Receiving Water**
  If you are sampling storm water from a discharge location leaving your facility, this is considered effluent monitoring.

- **TMDL or Ocean Discharge**
  Not required if it is not applicable. If you are not sure, contact your local Regional Water Quality Control Board.¹ (See Attachments E & G of the Industrial General Permit (IGP) for more information)

- **Water Body Name**
  Not required (You can select from the drop down menu).

- **Monitoring Location Name (25 Characters)**
  The name of what your discharge location is called.

- **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.

- **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 would be current monitoring locations, inactive would be for the situation where a monitoring location was used in the past, but is no longer being used).

¹ [http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml)
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” tab to create an excel file containing results for upload. The PET entry is not required as you can enter everything via the “Raw Data” tab. Should you wish to use the PET, please see the CIWQS guide for PET entry.

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 a red asterisk next to it, that field is not required. You can read about each field entry below.

- **Monitoring Location**
  Will be populated from the “Monitoring Location” tab that you entered previously.

- **% of Total Discharge**
  Not required.

- **Sample Date and Time**
  The Date and Time the sample was taken (time is in 24-Hour format).

- **Estimated Discharge Start Date and Time**
  The Date and Time the discharge started at that specific monitoring location (time is in 24-Hour format).

14. SMARTS will automatically populate some parameters off of 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.

To add a parameter to only the report you are working on select “cancel”

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 a red 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**
  All methods approved in 40 C.F.R. 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 (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 and RL
*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 very coarse measurement of pH. A method detection limit is required to be entered and as pH paper has no MDL, 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 MDL 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. MDLs are required to be entered but pH meters are calibrated with a range of buffer solutions which provide no MDL 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:

![Image of Notes tab]

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

![Image of Certify tab]

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 (DEP) performs the check and the report is complete, it will only allow them to notify the LRP or DAR that the report needs to be certified and submitted.

![Image of LRP notification]

DEP completing the check will see this:

Once the DEP selects “Submit to LRP/AS” they will see that an email was sent and the status is “Not Submitted – certification required”.

![Image of email notification]
20. The Ad Hoc Report needs to be certified and submitted by the LRP or DAR. This can be done by the LRP or DAR 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).

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.

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*NOTE: If the Data Entry Person (DEP) has properly sent the “Ad Hoc Report” for certification to the LRP/DAR 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:

![Storm Water Monitoring Report](image1)

22. If an Ad Hoc Report was submitted and an error was discovered after it was certified, the LRP has the ability to “Remand” the report and have it edited prior to the applicable reporting period closure. The report however does need to be certified and submitted again by the LRP or DAR.

![Storm Water Annual Report Monitoring (SWARM)](image2)