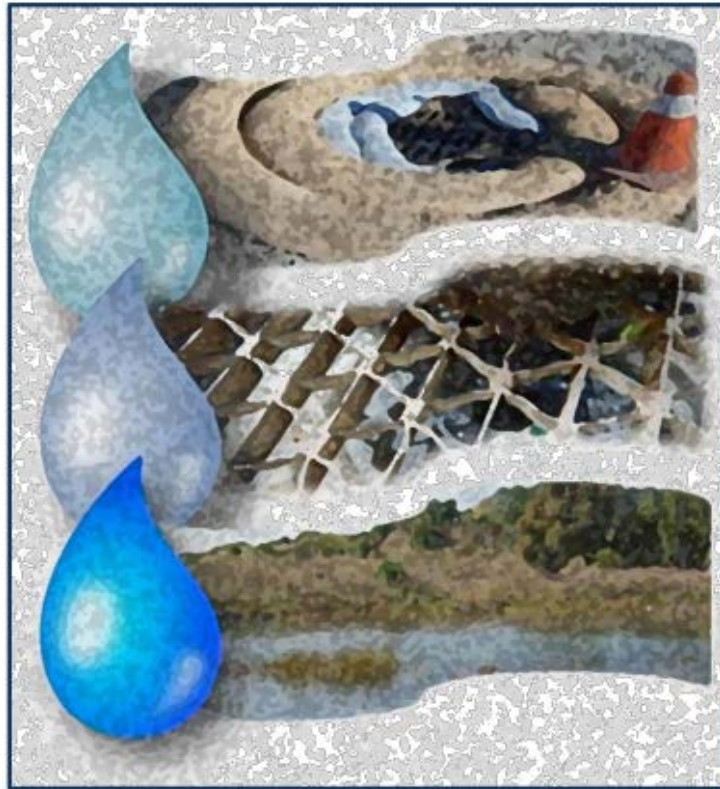


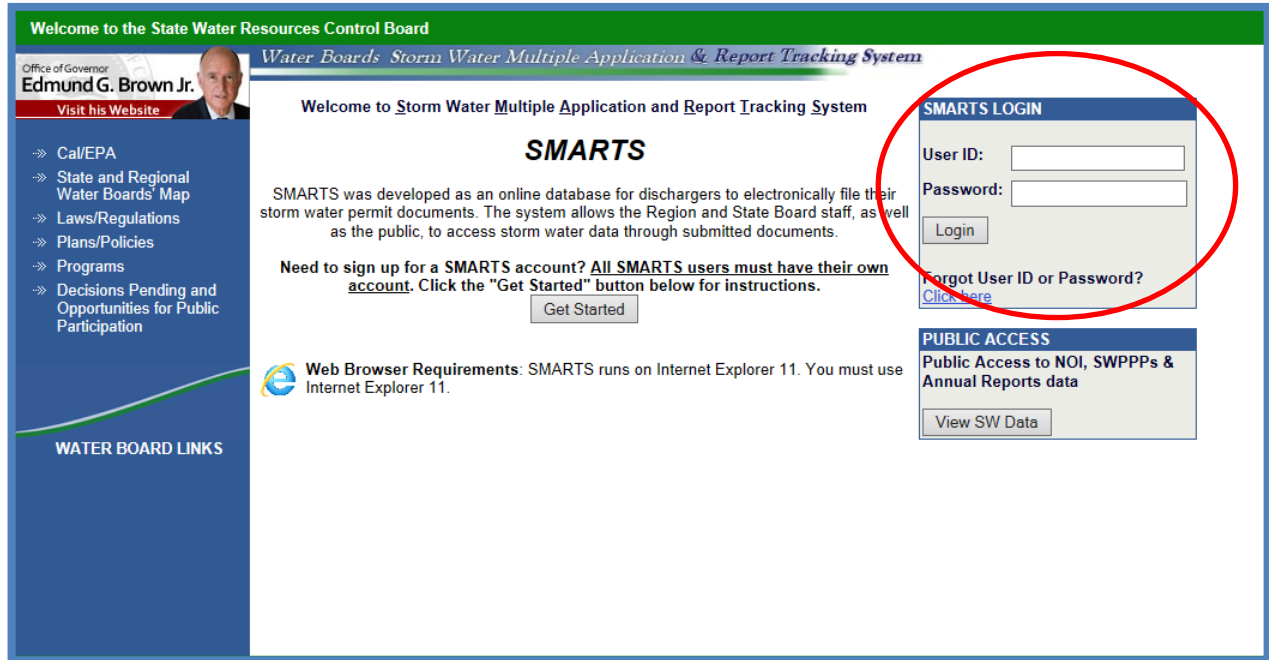
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE

TRASH POLICY COMPLIANCE OPTION REPORT SUBMITTAL

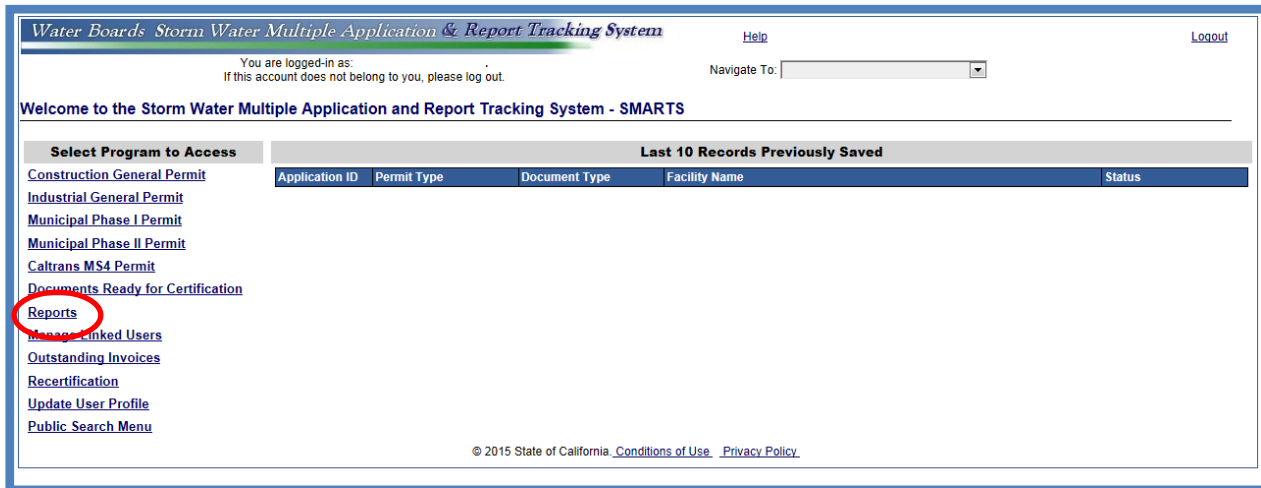


August 25, 2016

1. Please log into SMARTS: <https://smarts.waterboards.ca.gov>
Please use SMARTS in Internet Explorer 11 or Microsoft Edge



2. From the Main menu select "Reports":



- Search for the TRASH Policy Compliance Option Report using the Reporting Period that corresponds with the one time submittal. Any records the user is linked to will display once you select "Search":

Reports Search

Enter the search criteria below. 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 WDID Number. Please contact the Legally Responsible Person to link you to the WDID number. [Back to Main Menu](#)

Reporting Period: 2016 - 2017	Application ID: <input type="text"/>
WDID: <input type="text"/>	Report Status: <input type="text" value="Select"/>
Report Status: <input type="text" value="Select"/>	Region: <input type="text" value="All"/>

Search fields are mandatory

Verify the Reporting Period before you begin working on a report.

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, the user is not linked to the Waste Discharge Identification (WDID) number. Please contact the Legally Responsible Person (LRP) associated with the organization to be linked to the WDID number.

- Select the municipal report you wish to view by clicking on the "Report Title" hyperlink:

Report Title	WDID/App ID	Organization Name	Report Period	Status	Receipt Date	Remand	Delete	Required?
Trash Policy Compliance Option 2016 - 2017 One-Time	3 40M2000012 438928	CITY OF PASO ROBLES	06/01/2016-07/01/2016	Not Submitted			Delete	Y
Central Coast Post-Construction Stormwater Requirements Annual Reporting 2016 - 2017 Annual	3 40M2000012 438928	CITY OF PASO ROBLES	07/01/2016-06/30/2017	Not Submitted			Delete	Y
Phase II Small MS4 Annual Report - Traditionals 2016 - 2017 Annual	3 40M2000012 438928	CITY OF PASO ROBLES	07/01/2016-06/30/2017	Future				Y

The report will be titled as "Trash Amendment Option Submittal 2016 -2017 One-Time"

- The TRASH Policy Compliance Option Report screen will display facility information for review only on the "General Info" Tab.

Storm Water Report Monitoring

Owner Name:	Test Owner Co	WDID:	8 30M2000252	Report Period:	2016-17
Report Status:	Not Submitted	Report Title:	Trash Amendment Option Submittal 2016 - 2017 One-Time		

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General Information

Owner Name:	Test Owner Co	Owner Contact:	Storm Water Administration
Owner Address:	1001 I Street	E-Mail:	stormwater@waterboards.ca.gov
City/State/Zip:	Sacramento CA 95814	Phone:	916-341-5536

- The TRASH Policy Compliance Option Report is composed of a series of two (2) questions that are to be answered with selection box responses.

Storm Water Report Monitoring

Owner Name:	CITY OF PASO ROBLES	WDID:	3 40M2000012	Report Period:	2016-17
Report Status:	Not Submitted	Report Title:	Trash Policy Compliance Option 2016 - 2017 One-Time		

Changes have been made to the questions since your last visit. Please re evaluate questions and answers. Changes Acknowledged

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Questions

Please answer the questions below. Questions marked with (*) are mandatory. Click on Save and Go to Next Page or Save button to save the answers.

Question Number	Question & Answers												
1	<p>The Trash Amendment (Resolution 2015-0019) adopted by the State Water Board requires MS4 permittees to identify the selected trash compliance option by September 1, 2017. Please select either Track 1 or Track 2 below.</p> <p>Please select either Track 1 or Track 2.</p> <p>Upload signed letter certifying Track Option <u>MANDATORY</u></p> <div style="border: 1px solid gray; padding: 2px; width: 100px; display: inline-block;">Select ▾</div> <p>Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload. Upload Attachment</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #000080; color: white;"> <th>Attachment ID</th> <th>File Type</th> <th>File Title</th> <th>File Description</th> <th>Part No</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Attachment ID	File Type	File Title	File Description	Part No	Delete						
Attachment ID	File Type	File Title	File Description	Part No	Delete								
2	<p>Do you have a Jurisdictional Map as required by the Trash Amendment? If "Yes", upload map as attachment. If "No", provide justification.</p> <div style="border: 1px solid gray; padding: 2px; width: 100px; display: inline-block;">Select ▾</div> <div style="border: 1px solid gray; height: 50px; width: 100%; margin-top: 5px;"></div> <p style="font-size: x-small; color: red;">*Maximum characters 2000</p> <p>Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload. Upload Attachment</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #000080; color: white;"> <th>Attachment ID</th> <th>File Type</th> <th>File Title</th> <th>File Description</th> <th>Part No</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Attachment ID	File Type	File Title	File Description	Part No	Delete						
Attachment ID	File Type	File Title	File Description	Part No	Delete								

Save

- Question 1: requires the permittee to select the “Track option” chosen and “Upload” a signed letter certifying that option:

1 Which Track do you choose to comply with the Trash Amendment, as adopted by the State Water Board?

Upload signed letter certifying Track Option MANDATORY

Track 1

Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload.

Attachment ID	File Type	File Title	File Description	Part No	Delete

Upload Attachment

The TRASH Policy Compliance Option Report Option signed letter must be uploaded by selecting the “Upload Attachment” button on this question. The following is an example of the “SMARTS File Upload” pop-up window that is completely filled out:

Water Boards Storm Water Multiple Application & Report Tracking System 2

SMARTS File Upload

WDID: 8 30M2000252 Owner: Test Owner Co
1001 I Street Sacramento, CA 95814

Please provide the following details to upload the corresponding files.

Attachment File Type *	Attachment Title *	File Description	Parts *	Document Date
Cover/Explanation Letter	Track Option Certification Letter	Signed letter certifying track option	Part 1 of 1	
[SELECT]			Part 1 of 1	

Upload File

- File size should be less than 75MB. Those greater than 75MB will not be uploaded. MS Office, PDF, and Picture files are accepted. (PDF is recommended)
- Fields marked with * are mandatory fields.

- 8. Question 2: Requires the permittee if the Preliminary Jurisdictional Map as require by the TRASH Amendment has been completed:

If the permittee selects “yes” the map will need to be uploaded as an attachment as previously outlined above selecting “facility/site map” as the file type.

2 Do you have a preliminary Jurisdictional Map as required by the Trash Amendment? If "Yes", upload map as attachment. If "No", provide justification.

Yes

*Maximum characters 2000

Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload. Upload Attachment

Attachment ID	File Type	File Title	File Description	Part No	Delete

If the permittee selects “no” a justification will need to be provided in the text box.

2 Do you have a preliminary Jurisdictional Map as required by the Trash Amendment? If "Yes", upload map as attachment. If "No", provide justification.

No

Enter Justification Here

*Maximum characters 2000

Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload. Upload Attachment

Attachment ID	File Type	File Title	File Description	Part No	Delete

NOTE: If a justification is longer that the maximum amount of character provided you can upload addition documentation to the question through the “upload attachment” button

- Once both questions have been answered and documentation has been uploaded select the "Save" button:

Questions

Please answer the questions below. Questions marked with (*) are mandatory. Click on Save and Go to Next Page or Save button to save the answers.

Question Number	Question & Answers												
null	The Trash Amendment (Resolution 2015-0019) adopted by the State Water Board requires MS4 permittees to indicate by September 1, 2017, the option that the permittee will take to comply with the Trash Amendment. Please select either Track 1 or Track 2 below.												
1	Which Track do you choose to comply with the Trash Amendment, as adopted by the State Water Board? Upload signed letter certifying Track Option <u>MANDATORY</u> Track 1 ▾ Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload. Upload Attachment <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 15%;">Attachment ID</th> <th style="width: 20%;">File Type</th> <th style="width: 35%;">File Title</th> <th style="width: 20%;">File Description</th> <th style="width: 10%;">Part No</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2009903</td> <td>Cover/Explanation Letter</td> <td>Certification of Track</td> <td></td> <td style="text-align: center;">1/1</td> <td style="text-align: center;">Delete</td> </tr> </tbody> </table>	Attachment ID	File Type	File Title	File Description	Part No	Delete	2009903	Cover/Explanation Letter	Certification of Track		1/1	Delete
Attachment ID	File Type	File Title	File Description	Part No	Delete								
2009903	Cover/Explanation Letter	Certification of Track		1/1	Delete								
2	Do you have a preliminary Jurisdictional Map as required by the Trash Amendment? If "Yes", upload map as attachment. If "No", provide justification. Yes ▾ <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="color: red; font-size: small;">*Maximum characters 2000</p> Please click on Upload Attachment button to upload the corresponding files. You will be navigated to another screen to upload. Upload Attachment <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 15%;">Attachment ID</th> <th style="width: 20%;">File Type</th> <th style="width: 35%;">File Title</th> <th style="width: 20%;">File Description</th> <th style="width: 10%;">Part No</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2008484</td> <td>Facility/Site Map</td> <td>Trash Map</td> <td></td> <td style="text-align: center;">1/1</td> <td style="text-align: center;">Delete</td> </tr> </tbody> </table>	Attachment ID	File Type	File Title	File Description	Part No	Delete	2008484	Facility/Site Map	Trash Map		1/1	Delete
Attachment ID	File Type	File Title	File Description	Part No	Delete								
2008484	Facility/Site Map	Trash Map		1/1	Delete								

Save

- The "Certification" Tab provides a completion check of the TRASH Policy Compliance Option Report in progress:

Storm Water Report Monitoring

Owner Name: Test Owner Co	WDID: 8 30M2000252	Report Period: 2016-17
Report Status: Not Submitted	Report Title: Trash Amendment Option Submittal 2016 - 2017 One-Time	

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

Perform Completion Check

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the TRASH Policy Compliance Option Report. (e.g. correct attachments uploaded). Any user can perform this check. If a Data Entry Person (DEP) performs the check and the TRASH Policy Compliance Option Report is complete, SMARTS only allows the DEP to notify the LRP or DAR (via a generated SMARTS email) that the TRASH Policy Compliance Option Report must be certified and submitted. A DEP completing this check will see this:

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The Report appears to be complete. A Data Entry Person cannot certify the report. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.

[Review and Print Report](#)

On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.

Once the DEP selects “Submit to LRP/DAR”, the screen will display a message “Email successfully sent to LRP/AS” and the status “Not Submitted – certification required”.

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Email successfully sent to LRP/AS!

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

- The TRASH Policy Compliance Option Report must be certified and submitted by the LRP or DAR. The LRP or DAR must identify the TRASH Policy Compliance Option Report in SMARTS (same steps as outlined by steps 1-4 of this guide) and select the TRASH Compliance Option Report that requires certification:¹

Trash Amendment Option Submittal 2016 - 2017 One-Time	8 30M2000252 447782	Test Owner Co	06/01/2016- 07/01/2016	Not Submitted - certification required
---	------------------------	---------------	---------------------------	---

¹ **NOTE:** If the Data Entry Person (DEP) has properly sent the ERA 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.

Storm Water Report Monitoring

Owner Name: Test Owner Co	WDID: 8 30M2000252	Report Period: 2016-17
Report Status: Not Submitted	Report Title: Trash Amendment Option Submittal 2016 - 2017 One-Time	

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

Perform Completion Check

12. The LRP or DAR certifies and submits the TRASH Policy Compliance Option Report by selecting the check box, entering their password, answering a security question, and selecting the "Submit/Certify" button:

Storm Water Report Monitoring

Owner Name: Test Owner Co	WDID: 8 30M2000252	Report Period: 2016-17
Report Status: Not Submitted	Report Title: Trash Amendment Option Submittal 2016 - 2017 One-Time	

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Completion/Error Check Completed: Report appears to be complete!

Please take a moment to review, print (if necessary), and certify your submission.
[Review and Print Report](#)
 You can now the save this Report after completeting the form below.

Select Certification & Submission check list

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 gathered and evaluated 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.

Certifier Details

Certifier Name: Storm Water Administration	Date Report Received: Aug 24, 2017
Certifier Title: Owner	

Please answer your security question before certifying the document.

What was your High School Mascot?

Please enter your password

Submit / Certify
Certify Later

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.

13. A confirmation screen will then confirm submission of the TRASH Policy Compliance Option Report in SMARTS:

General Info	Questions	Attachments	Certification	Notes	Back To NOI Summary
Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:					
			WDID	8 30M2000252	
			Report Period	2016-17	
			Certifier Name	Storm Water Administration	
			Date Certified	08/24/2017	
			Certification ID	862698	
All records must be retained for 5 years from the date of the report or monitoring activity.					
Download Copy of Record					