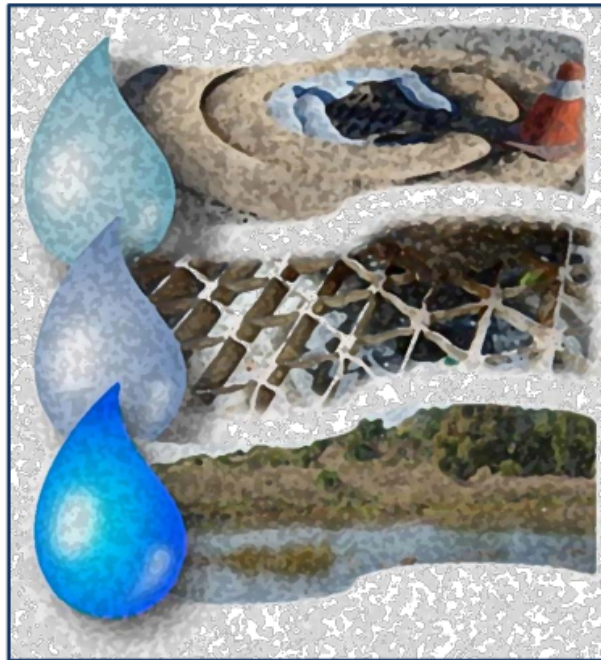


**STATEWIDE INDUSTRIAL AND CONSTRUCTION GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND
REPORT TRACKING SYSTEM (SMARTS) DATABASE**

REPLACING A LEGALLY RESPONSIBLE PERSON



Last Revised: March 11, 2021

SMARTS Replacing an LRP (organization) Steps:

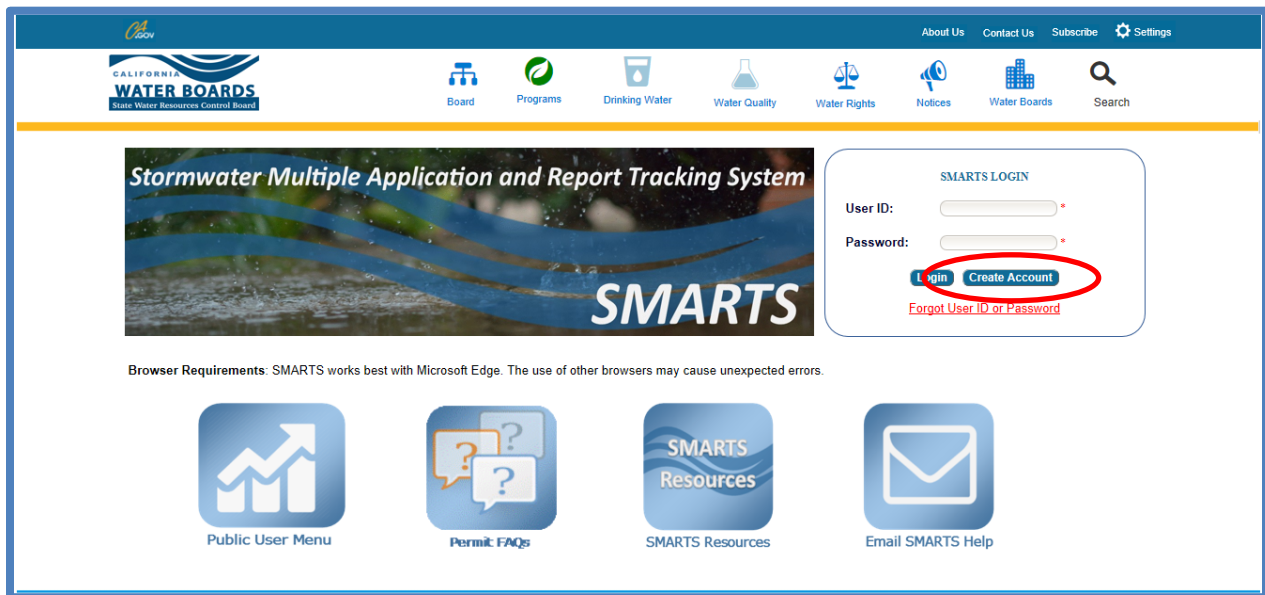
If you are registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace a Legally Responsible Person (LRP) for an existing organization, please skip down to Step 7:

If you are not registered in SMARTS as a Legally Responsible Person (LRP) and wish to replace a Legally Responsible Person (LRP) for an existing organization, follow the steps below:

If the Legally Responsible Person (LRP) is changing due to a change of owner/operator, a Notice of Termination (NOT) must be submitted and a new Notice of Intent (NOI) submitted by the new owner/operator Legally Responsible Person (LRP).

1. Please go to the [SMARTS website](https://smarts.waterboards.ca.gov) (https://smarts.waterboards.ca.gov) and select "Create Account":

NOTE: Please use SMARTS in Microsoft Edge



2. Select the Legally Responsible Person (LRP) User Account¹ type and select “Continue to Next Step”:

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**NEW USER REGISTRATION
STEP 1/3: Select User Type**

The first step in the user registration process is the selection of user account type that you want to establish. SMARTS currently allows three types of User accounts. They are: Legally Responsible Person (LRP), Data Entry Person (DEP) and Approved Signatory (AS). Click on the following links to review the definitions of LRP, DEP, and AS User account types before making a selection.
[Construction User Account Definitions](#) [Industrial User Account Definitions](#)

Please select one of the following:

- Discharger, Operator, Legally Responsible Person (LRP) or Principal Signatory per 40 CFR 122.22.
- Duly Authorized Representative(DAR) or Approved Signatory (AS).
- Data Entry Person (DEP) or CBPELSG QSD.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: (866)-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov

3. Select that you are replacing a Legally Responsible Person (LRP) of an already existing organization or business registered in SMARTS with active WDID numbers:

Water Boards Storm Water Multiple Application & Report Tracking System

**NEW USER REGISTRATION
Select LRP Type**

Please select one of the following:

- I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record.
- I 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.

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 smarts@waterboards.ca.gov.

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¹ **NOTE:** Only a Legally Responsible Person (LRP) can claim an organization. If you are not sure you should be the Legally Responsible Person (LRP), please read the Industrial User Account Definitions on this page.

4. Enter the information required. Please be sure to copy the User ID created. The User ID is case sensitive:

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NEW USER REGISTRATION
Step 2/3: User Account Details

Enter User Account Details

The next step in the registration process is to 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 the e-mail address is valid and accurate.

User Account Details: (An * indicates a required field)

First Name: *

Middle Name:

Last Name: *

Title: *

Email: * (abc@xyz.com/abc@xyz.net)

Re-enter Email: * (abc@xyz.com/abc@xyz.net)

Work Phone: * Ext: (999-999-9999)

Mobile Phone: (999-999-9999) - Use this number to receive the text password reset.

User ID: * (Enter user ID between 7 - 16 characters. Use the button to verify if the User ID is already taken.)

Password: System will generate the password and send you via email.

5. Enter the information required. For the Personal Identification Code, the user will need to create their own unique code using a using letters and numbers. Please keep a copy of this record as the answers provided are needed to complete future actions through SMARTS:

NEW USER REGISTRATION
Step 2/3: User Account Details

Legally Responsible Person: Enter User Account Details

The next step in the registration process is to provide your user account security details. Please choose the security questions, the respective answer & complete the form.

Identification Verification Security Questions:

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password.

Security question: *

Answer: *

Security question: *

Answer: *

Security question: *

Answer: *

Security question: *

Answer: *

Security question: *

Answer: *

Personal Identification Code: *

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

Server Security Letters:

P X G F J X * Security Image Letters are not case sensitive

* 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, password and answer to a security question 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. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

* I understand that since I have WDIDs in the System or I am replacing an LRP of my organization, my first login will be directed to Re - certify organization screen where I have to recertify the organization and the respective WDIDs I am associated with. In order to do so I need to obtain the Organization Id & Organization Secret Code number from State Water Resource Control Board.

* : Fields preceded by red asterisk (*) are mandatory/required fields.

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.

- Acknowledgement screen. Once you have completed registration you will receive an email with a temporary password. Please use the email with the temporary password to log on and set a new password. The temporary password is only valid for 72 hours:

The screenshot shows the 'NEW USER REGISTRATION Step 3/3: Acknowledgement' screen. It includes instructions on how to log into SMARTS, a link to the system, and contact information for the SMARTS Help Desk. A 'Back to Registration/Login Screen' button is visible at the bottom left.

- Once you have obtained the Secret Code Number (SCN) from the Water Board for your organization, please log into SMARTS and select "Replace LRP":

The screenshot shows the main menu of the SMARTS system. The 'Replace LRP' option is highlighted with a red circle. The menu includes options like 'Construction General Permit', 'Industrial General Permit', 'Municipal Phase I Permit', 'Municipal Phase II Permit', 'Caltrans MS4 Permit', 'Documents Ready for Certification', 'Reports', 'Manage Linked Users', 'Outstanding Invoices', 'Replace LRP', 'Recertification', 'Update User Profile', and 'Public Search Menu'.

- Select "(Re)Certify and Claim Existing Organization(s)":

The screenshot shows the 'Recertify Menu' in the SMARTS system. The option '(Re)Certify and Claim Existing Organization(s)' is highlighted with a red circle. Other options include '(Re)Certify and Claim Individual Application(s)'. A 'Back to Main Menu' link is also visible.

9. Enter the Organization ID and Secret Code Number (SCN), then select “Next”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: Storm Water Administration
If this account does not belong to you, please log out.

Navigate To: [Dropdown]

Enter Organization ID and Organization Secret Code Number (SCN)

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Please enter Organization ID and Organization SCN

Organization ID: [Input Field]

Organization SCN: [Input Field]

Next Back To Main Menu Click here to Recertify an Industrial WDID number

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10. Select the Legally Responsible Person (LRP) you will be replacing, certify the check box², and complete by selecting “Recertify”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: Storm Water Administration
If this account does not belong to you, please log out.

Navigate To: [Dropdown]

Enter Organization ID and Organization Secret Code Number (SCN)

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Please enter Organization ID and Organization SCN

Organization ID: 639108

Organization SCN: OTSX26538

Back To Main Menu

Below is a list of LRP(s) currently linked to the organization. Select which LRP you are replacing. The selected LRP will be de-linked from organization and the applications listed below.

Select	User Account Id	First Name	Last Name
<input checked="" type="checkbox"/>	600181	Storm	Water Administration

Below is a list of WDID/Application ID numbers 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	
483997		Not Submitted	California 123 123 Book it Sacramento CA 95814	California 123 123 Book it Claremont CA 95814
494342		Not Submitted	California 123 123 Book it Sacramento CA 95814	

I certify under penalty of perjury, that the above Organization/WDIDs is/are my responsibility. By supplying the Organization Id and Organization SCN, I am establishing that fact. I understand that I am legally bound, obligated, or responsible to comply with the requirements of the associated General Permit.

Recertify

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² **NOTE:** If you have multiple WDID/Applications under the newly claimed organization you will automatically replace the Legally Responsible Person (LRP) for all of the WDID/Applications.

11. You will see a successful message and a button to print the eAuthorization form for the organization. This form is required to be printed, signed (wet blue ink), and mailed to the address on the form. Only original signatures will be accepted:

Water Boards Storm Water Multiple Application & Report Tracking System [Help](#) [Logout](#)

You are logged-in as: Storm Water Administration
If this account does not belong to you, please log out. Navigate To:

Enter Organization ID and Organization Secret Code Number (SCN)

To claim responsibility of your Organization or Business please enter the Organization ID and Secret Code Number (SCN) obtained from the State Water Resource Control Board.

Please enter Organization ID and Organization SCN

Organization ID:	<input type="text" value="639108"/>	*
Organization SCN:	<input type="text" value="OTSX26538"/>	*

[Back To Main Menu](#)

You have successfully linked and certified the Organization and WID(s) to your user account.

[Print E Authorization Form](#)

Below is a list of LRP(s) currently linked to the organization. Select which LRP you are replacing. The selected LRP will be de-linked from organization and the applications listed below.

Select	User Account Id	First Name	Last Name
<input checked="" type="checkbox"/>	600181	Storm	Water Administration

Below is a list of WID/Application ID numbers currently linked to the organization.

Application Id	WID	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
494342		Not Submitted	California 123 123 Book It Sacramento CA 95814	