# How to Submit an Ad Hoc Report for Scrap Metal Permit

The Santa Ana Water Board adopted a sector-specific General Permit for storm water discharges from certain industrial facilities identified by the Standard Industrial Classification (SIC) Code 5093, specifically identifying metal scrap recyclers (excluding recycling facilities that only receive recyclable materials where no processes are performed on the metal scrap other than sorting, compaction, storage and transport).

Santa Ana Water Board Order No. R8-2018-0069 requires permittees to self-report effluent monitoring for their discharges. The Scrap Metal Permit (SMP) requires both annual (August 1 of each year) and ad hoc electronic reporting of this information. These instructions are specifically for ad hoc reporting.

All of this effluent monitoring information, including any samples collected more frequently than the frequency specified in the SMP, must be submitted and certified electronically through the Storm Water Multiple Application and Report Tracking System (SMARTS) within 30 days of receipt of laboratory results.

*Table 3: Test Methods and Minimum Levels*

| Constituent | Units | Test Method | Minimum Level |
|---|---|---|---|
| pH | pH Units | EPA 9040/SM 4500H or field test with a calibrated portable instrument | ±0.1 |
| Turbidity | NTUs | EPA 180.1/SM 2130B or field test with a calibrated portable instrument | 0.5 |
| Specific Conductance | µmhos/cm | EPA 120.1/SM 2510-B or field test with calibrated portable instrument | 1.0 |
| Oil and Grease | mg/L | EPA 1664-HEM | 5.0 |
| Total Petroleum Hydrocarbons | mg/L | EPA 1664-SGT-HEM or 8015B | 5.0 |
| Zinc (total recoverable) | ug/L | EPA 200.8 | 5.0 |
| Lead (total recoverable) | ug/L | EPA 200.8 | 1.0 |
| Aluminum (total recoverable) | ug/L | EPA 200.8 | 1.0 |
| Copper (total recoverable) | ug/L | EPA 200.8 | 1.0 |
| Iron (total recoverable) | ug/L | EPA 200.8 | 1.0 |
| Cadmium (total recoverable) | ug/L | EPA 200.8 | 1.0 |
| Nickel (total recoverable) | ug/L | EPA 200.8 | 1.0 |
| Chemical Oxygen Demand | mg/L | SM 5220C or SM 5220D | 10.0 |
| PCBs | ug/L | EPA 608 | 0.5 |

**For more information regarding the Scrap Metal Permit, please visit:** https://www.waterboards.ca.gov/santaana/water_issues/programs/stormwater/scrap_metal_permit.html. If you have any questions, please contact Celia Pazos via email at Celia.Pazos@waterboards.ca.gov or via phone at (951) 321-4583.
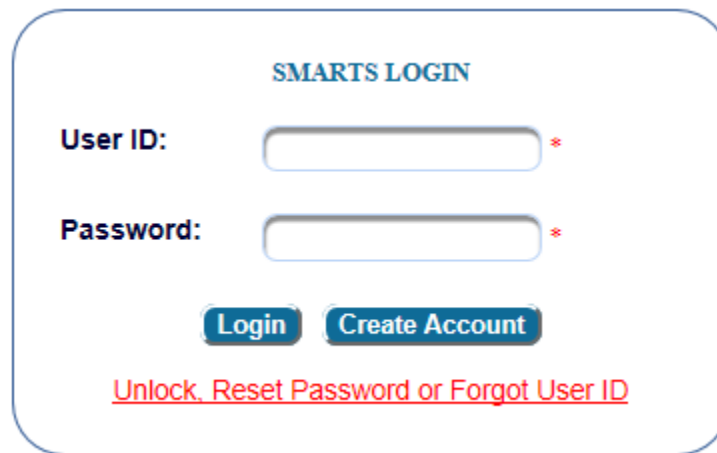
# Instructions

### Prerequisites
- Best used in Microsoft Edge.

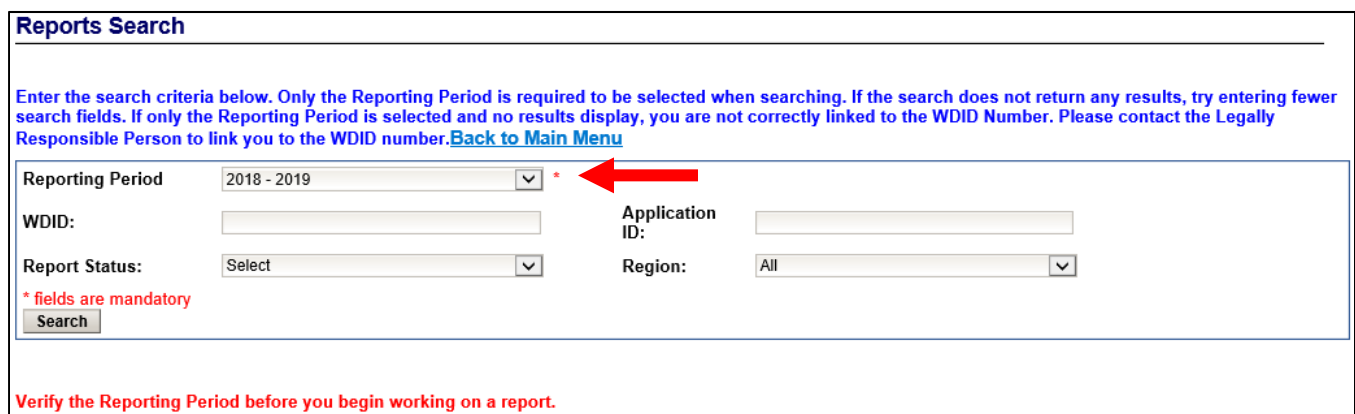## Logging into SMARTS

1. Open Internet Explorer and visit https://smarts.waterboards.ca.gov/

2. Enter your User ID & Password.

**SMARTS LOGIN**

User ID: [_____] *

Password: [_____] *

[Login] [Create Account]

Unlock, Reset Password or Forgot User ID

☞ NOTE: The User ID and Password are case sensitive.

## Ad Hoc Report

**1.** After logging in, select the menu item: "**Reports**"

**2.** Select the appropriate Reporting Period and click "**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 | 2018 - 2019 ▼ * | | |
| WDID: | [_____] | Application ID: | [_____] |
| Report Status: | Select ▼ | Region: | All ▼ |

\* fields are mandatory

[Search]

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

**3.** Select your facility.

| Industrial Reports | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Facility Name | WDID/App ID | Facility Address | Report Period | Status | No. Ad Hoc | Receipt Date | Remand | Delete |
| Test Record | 8 33MR000001 425432 | 3737 Main Street Suite 500 | 07/01/2018-06/30/2019 | Past Due | | | | |

**4.** To start a new Ad Hoc report, click the "**New Ad Hoc Report**" button.

**Storm Water Annual Report Monitoring (SWARM)**

| Facility Name: Test Record | Operator: Test Record | WDID: 8 33MR000001 |
|---|---|---|
| Report Period: 2018-19 | Report Status: Past Due | |

SMP Ad Hoc Help Guide

**Annual Report :**
Click on the Region 8 Scrap Metal Annual Report button below to access the Region 8 Scrap Metal Annual Report. The electronic Annual Report Screens are used to submit facility information demonstrating compliance with the Region 8 Scrap Metal Permit for each reporting year.

[ Region 8 Scrap Metal Annual Report ]

**Ad Hoc Report :**
Click on the New Ad Hoc Report button below to start a new Region 8 Scrap Metal Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Storm Water Discharge Event sampling/monitoring data collected.

[ New Ad Hoc Report ]

**Ad Hoc Reports :**
Ad Hoc Reports associated with this annual report are listed below. The electronic Ad Hoc Report screens are used to enter Storm Water Discharge Event sampling/monitoring data collected. Click on the Event ID link to access an Ad Hoc Report.

| Event ID | Status | Received Date | Remand | Delete |
|---|---|---|---|---|

NOTE: Ad Hoc reports may be saved at any time and users can return at a later time to complete the submittal. Ad Hoc reports associated with this WDID are listed at bottom of the screen under "**Ad Hoc Reports**".

**5.** General Information Tab
Use this screen to verify Operator/Facility information.
     a. Click "**Next**" to continue.

**Storm Water Adhoc Report Monitoring (SWARM)**

| Facility Name: Test Record | Operator: Test Record | WDID: 8 33MR000001 |
|---|---|---|
| Report Period: 07/01/2018 - 06/30/2019 | Report Status: Not Submitted | |

**General Info** | Mon Locations | Raw Data | Data Summary | Attachments | Certify | Status History | Back to Report Home Page

**A. Facility Operator Information (Read-Only)**
In order to change the information of an NOI, please click the link - Click here to go to NOI screens

| Operator Name: | Test Record | Operator Contact: | John Doe |
|---|---|---|---|
| Operator Address: | 3737 Main Street Suite 500 | EMail: | stormwater@waterboards.ca.gov |
| City: | Riverside | Phone: | 916-341-5536 |
| State: | CA | Zip: | 92501 |

**B. Facility Information (Read-Only)**

| Facility Business Name: | Test Record | Facility Contact: | John Doe |
|---|---|---|---|
| Facility WDID No: | 8 33MR000001 | EMail: | stormwater@waterboards.ca.gov |
| Physical Address: | 3737 Main Street Suite 500 | Phone: | 916-341-5536 |
| City: | Riverside | State: | CA |
| Zip: | 92501 | | |

[ Back ] [ Next ]

**6.** Monitoring Location Tab
   a. Click on the "**Create a New Monitoring Location**" button if the appropriate monitoring location has not been created.

| General Info | Mon.Locations | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page |
|---|---|---|---|---|---|---|

| Create New Monitoring Location | | | | | | |
|---|---|---|---|---|---|---|
| **Monitoring Location Name** | **Discharge Point Type** | **Description** | **Latitude** | **Longitude** | **Status** | **Delete** |
| test mon loc | Effluent Monitoring | | 34.111111 | -121.111111 | ACTIVE | Delete |

Back   Next

   b. Enter Monitoring Location Information.

| General Info | Mon Locations | Raw Data | Data Summary | Attachments | Certify | Status History | Back to Report Home Page |
|---|---|---|---|---|---|---|---|

**Add/Edit Monitoring Location**

Save   Cancel

**Facility**                              *
**Discharge Point Type**    [Select ▾] *
**Monitoring Location Name**  [_____] *

**Description**  [_____]

**Latitude**  [_____]  * Lookup Map (Decimal degrees only, minimum 5 significant digits! Ex: 99.99999)
**Longitude**  [_____]  * (Decimal degrees only, minimum 5 significant digits! Ex: 99.99999)
**Accuracy**  [Select ▾]
**Datum**  [Select ▾]
**Status**  [Active ▾] *

Save   Cancel

* - Indicates required.

**1)** Select the appropriate monitoring type from the "**Discharge Point Type**" drop down.
   **a)** Effluent Monitoring
   **b)** Influent Monitoring
   **c)** Internal Monitoring
   **d)** Receiving Water Monitoring

**2)** Enter "**Monitoring Location Name**".

**3)** Enter the "**Description**". (*optional*)

☞ NOTE: Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (*e.g. NW corner outfall*).

**4)** Enter "**Latitude**" and "**Longitude**" in decimal degrees.

          **5)** Select "**Accuracy**". (*optional*)
          **6)** Select "**Datum**". (*optional*)
          **7)** Select "**Status**".
              **a)** Active
              **b)** In-Active
          **8)** Click "**Save**" and repeat steps 1-8 to add more monitoring locations.
          **9)** Click "**Next**" to continue to the Raw Data tab.

**7.**     Raw Data Tab
        All monitoring data will be entered in this tab.
          a.   Select "**Enter New Sample**" button.

| General Info | Mon.Locations | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page |
|---|---|---|---|---|---|---|

Click on "Enter New Sample" to enter the sampling results. To view/edit/delete previously entered data, click on the Sample ID.

   Enter New Sample

| Sample ID | Monitoring Location Name | Sample Date / Time | Qualified Sample Collector |
|---|---|---|---|

  Back   Next

NOTE: The basic parameters and parameters specific to the facility will be populated in the table.

| General Info | Mon.Locations | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page |
|---|---|---|---|---|---|---|

Enter the sample data along with measurements (lab results) for the event.

  Save & Stay     Save & Add New Sample     Save & Back To List     Delete Sample

| Monitoring Location: | test mon loc-Active ▼ * | Sample Date/Time: | MM/DD/YYYY HH24:MI ▦ * | Qualified Sample Collector: | * |
|---|---|---|---|---|---|
| % of Total Discharge: | | | | | |

        b.   From the "**Monitoring Location**" drop down, select the appropriate monitoring location for this sample.

        c.   Enter "**Sample Date/Time**".
            The date and time must be in the following format: MM/DD/YYYY HH:MM. There must be a space in between the date and time, and the time must be in 24-hour format (*e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00*).

        d.   Enter the "**Qualified Sample Collector's**" name.

        e.   Enter **"% of Total Discharge"**.
            This is the percent contribution of discharge point as compared to the sum of all discharge points (100%). Can be area or flow weighted.

        f.   Enter the results for the parameter listed.

| Parameter | ND Entry Result Qualifier | Result * | Unit Conversions Units | Analytical Method | Method Detection Limit | Analyzed By | Delete |
|---|---|---|---|---|---|---|---|
| Nickel, Total Recoverable | = ∨ | | ug/L | SW6010B ∨ | | LAB ∨ | |
| Zinc, Total Recoverable | = ∨ | | ug/L | SW6010B ∨ | | LAB ∨ | |
| Cadmium, Total Recoverable | = ∨ | | ug/L | A3113B ∨ | | LAB ∨ | |
| Lead, Total Recoverable | = ∨ | | ug/L | E200.8 ∨ | | LAB ∨ | |
| Copper, Total Recoverable | = ∨ | | ug/L | SW6010B ∨ | | LAB ∨ | |
| Iron, Total Recoverable | = ∨ | | ug/L | SW6010B ∨ | | LAB ∨ | |
| Aluminum, Total Recoverable | = ∨ | | ug/L | SW6010B ∨ | | LAB ∨ | |
| Chemical Oxygen Demand (COD) | = ∨ | | mg/L | H8000 ∨ | | LAB ∨ | |
| Electrical Conductivity @ 25 Deg. C | = ∨ | | umhos/cm | E120.1 ∨ | | SELF ∨ | |
| Oil and Grease | = ∨ | | mg/L | A5220B ∨ | | LAB ∨ | |
| pH | = ∨ | | SU | pH_Paper ∨ | | SELF ∨ | |
| Turbidity | = ∨ | | NTU | A2130B ∨ | | SELF ∨ | |
| Petroleum Hydrocarbons, Total | = ∨ | | mg/L | 8260TPH ∨ | | LAB ∨ | |

1) If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifier to "<", enter the MDL value in the Result column and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifier to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

2) If the sample result units do not match the units listed in SMARTS, convert the result units by using the "Unit Conversions" table. Click the "**Unit Conversions**" hyperlink to view this table.

3) Click "**Save & Stay**".

☞ NOTE: The following are instructions on each "**Save**" button:
- "**Save & Stay**": Saves any changes that have been made on the screen and will remain on the screen.
- "**Save & Add New Sample**": Saves any changes that have been made on the screen and clears the data fields for a new sample record. This is to be used when multiple monitoring locations and/or samples need to be entered.
- "**Save & Back to List**": Saves any changes that have been made on the screen and takes the user back to the "**Create New Event**" screen.

8. Data Summary Tab
This tab allows users to review all data entered on the Raw Data tab. If data needs to be edited, return to the Raw Data Tab.

| Parameter | ND Entry Result Qualifier | Result * | Unit Conversions Units | Analytical Method | Method Detection Limit | Analyzed By | Delete |
|---|---|---|---|---|---|---|---|
| Nickel, Total Recoverable | = ∨ | 1 | ug/L | SW6010B ∨ | | LAB ∨ | Delete |
| Zinc, Total Recoverable | = ∨ | 1 | ug/L | SW6010B ∨ | | LAB ∨ | Delete |
| Cadmium, Total Recoverable | = ∨ | 1 | ug/L | A3113B ∨ | | LAB ∨ | Delete |
| Lead, Total Recoverable | = ∨ | 1 | ug/L | E200.8 ∨ | | LAB ∨ | Delete |
| Copper, Total Recoverable | = ∨ | 1 | ug/L | SW6010B ∨ | | LAB ∨ | Delete |
| Iron, Total Recoverable | = ∨ | 1 | ug/L | SW6010B ∨ | | LAB ∨ | Delete |
| Aluminum, Total Recoverable | = ∨ | 1 | ug/L | SW6010B ∨ | | LAB ∨ | Delete |
| Chemical Oxygen Demand (COD) | = ∨ | 1 | mg/L | H8000 ∨ | | LAB ∨ | Delete |
| Electrical Conductivity @ 25 Deg. C | = ∨ | 1 | umhos/cm | E120.1 ∨ | | SELF ∨ | Delete |
| Oil and Grease | = ∨ | 1 | mg/L | A5220B ∨ | | LAB ∨ | Delete |
| pH | = ∨ | 1 | SU | pH_Paper ∨ | | SELF ∨ | Delete |
| Turbidity | = ∨ | 1 | NTU | A2130B ∨ | | SELF ∨ | Delete |
| Petroleum Hydrocarbons, Total | = ∨ | 1 | mg/L | 8260TPH ∨ | | LAB ∨ | Delete |

    a.  Click "**Next**" when you are done reviewing the data.

    b.  Click "**Back**" to go to the Raw Data tab.

**9.**    Attachments Tab
This tab allows the user to upload scanned of electronic documents required for the SMARTS Report.

| General Info | Mon Locations | Raw Data | Data Summary | Attachments | Certify | Status History | Back to Report Home Page |
|---|---|---|---|---|---|---|---|

Please click on the "Upload Attachment" button to upload the corresponding files.  **Upload Attachment**

Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.

| Attachment ID | File Type ⇕ | File Title ⇕ | File Description | Document Date | Part No. | Date Attached ⇕ | Upload By | Delete |
|---|---|---|---|---|---|---|---|---|
| No records found. | | | | | | | | |

Back  Next

    NOTE: Laboratory reports are **<u>required</u>** to be attached to the report to validate data.

    a.  Click on the "**Upload Attachment**" button.

| Attachment File Type | Attachment Title | File Description | Part No. | Document Date | File Name |
|---|---|---|---|---|---|
| Select ∨ * | * | | Part ☐ of ☐ | ☐ | Browse... * |

Upload Files  Cancel  Add New Row

    b.  Select the appropriate "**Attachment File Type**" from the drop down menu.

    c.  Enter an "**Attachment Title**".

    d.  If necessary, enter a "**File Description**".

    e.  If the document is too large, you can upload in portions. (*i.e. 1 of 15, 2, 5, etc.)* To do so, enter the number of parts and number of total parts.

    f.  Click "**Browse**" to locate the "**File Nam**e" on your computer.  Click "**Open**" to select the file.

g. Click "**Upload**" to upload the attachment to SMARTS.

h. Once the file has successfully uploaded, it will populate in the Attachment table on the bottom of the screen.

i. Click "**Next**" to go to the Certify Tab.

**10.** Certify Tab
  a. Click on the "**Perform Completion Check**" button.

| General Info | Mon.Locations | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page |

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

Perform Completion Check

1) Any mandatory fields without data will be displayed.
   a) Correct any errors and Perform Completion Check again.

2) If no errors are found:
   a) You can choose to "**Review & Print the Ad Hoc report**" for your files.

| General Info | Mon.Locations | Raw Data | Data Summary | Attachments | Certify | Back to Report Home Page |

**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 Ad Hoc Report

You can now the save this Ad Hoc Report after completing the form below.

| Approve | 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 threre are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. |

**Certifier Name:** [_____] *

**Date Report Received:** [_____]

(MM/DD/YYYY)

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.

b) Mark the Certification Statement and click the "**Submit/Certify**" button.
   a. If you are a Data Entry Person, notify the LRP and/or DAR to certify the Ad Hoc Report.

**11.** Ad Hoc Report(s) table



**Ad Hoc Reports :**

Ad Hoc Reports associated with this annual report are listed below. The electronic Ad Hoc Report screens are used to enter Storm Water Discharge Event sampling/monitoring data collected. Click on the Event Id link to access an Ad Hoc Report.

| Event Id | Status | Received Date | Remand | Delete |
|----------|--------|---------------|--------|--------|
| 784697 | Not Submitted | | | Delete |
| 784537 | Submitted | 01/23/2013 | Remand | |
| 786007 | Not Submitted | | | Delete |
| 784641 | Not Submitted | | | Delete |
| 784642 | Not Submitted | | | Delete |
| 783754 | Submitted | 01/14/2013 | Remand | |

     a. Ad Hoc reports that are "**Not Submitted**" or "**Submitted**" are listed in the Ad Hoc reports summary table.

     b. To continue a "**Not Submitted**" or view a "**Submitted**" report, click on the "**Event ID**" to open the report.

     c. "**Not Submitted**" reports can be deleted by clicking the "**Delete**" link on the right. Please note that once an Ad Hoc report is certified by the LRP or App Sig, the report cannot be deleted.

     d. "**Submitted**" reports may be remanded if changes are required after the LRP or App Sig certified the report.