

# Things To Do List



## MONITORING

<input type="checkbox"/>	Monthly visual observations – Have you conducted observations each month to identify the presence of any unauthorized non-storm water discharges, assess the effectiveness of your BMPs, and observe all potential sources of industrial pollutants? Have you documented these observations?
<input type="checkbox"/>	Have you sampled the storm water leaving the industrial facility, visually observed the discharge, and sent the samples to a lab? Every year you must sample: 2 QSEs within the first half of each reporting year (July 1 to December 31), and 2 QSEs within the second half of each reporting year (January 1 to June 30).
<input type="checkbox"/>	Have you kept monitoring documentation on your site and reported the sampling data via SMARTS?



## STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

<input type="checkbox"/>	Do you have a SWPPP developed and stored at the industrial facility?
<input type="checkbox"/>	Have you submitted your SWPPP via SMARTS?
<input type="checkbox"/>	Have you developed a site map and submitted it in SMARTS?
<input type="checkbox"/>	Does the SWPPP describe your pollutant source assessment, minimum BMPs, and other advanced BMPs at your site?
<input type="checkbox"/>	Have you trained employees at your industrial facility on sampling and storm water BMPs?



## RECERTIFICATION AND ENROLLMENT – SMARTS

<input type="checkbox"/>	To enroll in this permit, you must pay the annual fee and submit the following permit registration documents via SMARTS: -Completed notice of intent form and signed certification statement; -SWPPP; and -Complete and updated site map.
<input type="checkbox"/>	To apply for NEC coverage, you must pay the annual fee and submit the following permit registration documents via SMARTS: -Completed NEC form and signed certification statement; -Completed NEC checklist; and -Complete and updated site map.
<input type="checkbox"/>	If you have coverage under the old permit, you need to re-enroll under the new Industrial General Permit by July 1, 2015 because the permit has changed. To re-enroll, you must: -Obtain a Secret Code Number from the State Water Board and recertify the facility's notice of intent; and -Submit your SWPPP and facility site map in SMARTS.



## OTHER INFORMATION

<input type="checkbox"/>	Annual Fee – Have you paid your invoice? (invoices are sent out to the industrial facility by U.S. mail)
<input type="checkbox"/>	Did you compare your sampling data to the numeric action levels in the permit? If your results indicate an exceedance of a numeric action level, you must take exceedance response actions. Baseline – All industrial facilities start here. Level 1/Level 2 – If your results exceed the numeric action level, you must select a QISP to assist with conducting a facility evaluation and completing the necessary exceedance response action reports.