



# Instructions for Aquifer Testing Plan (Plan) and Aquifer Testing Plan Waiver Request (Waiver)

## Overview:

The online Plan and Waiver tool has been developed to assist project sponsors in submitting a Plan or Waiver in accordance with the Commission's Aquifer Testing Guidance (Commission Policy 2007-001). Please note the following:

1. All Plans or Waivers submitted to the Commission after April 18, 2016, must be submitted through the online process. Hard copies will no longer be accepted.
2. The normal process requires the submittal of an online Plan or Waiver, which will be reviewed and approved, if appropriate, by Commission staff. After the Plan or Waiver is approved, an online groundwater withdrawal application will be generated using the information provided in the online Plan or Waiver submittal. Certain projects may not require that a Plan or Waiver be submitted. See #5 of this section below.
3. By linking the online Plan or Waiver with an online application, the Commission intends to reduce, to the extent possible, duplication of effort.
4. Under certain circumstances, submittal of an online groundwater withdrawal application may be required prior to approval of the online Plan or Waiver. Should the normal process not be applicable for your project, please contact Commission staff for guidance.
5. In accordance with Commission regulations effective July 1, 2017, not all projects are required to complete a constant-rate aquifer test. Mining related withdrawals solely for the purpose of dewatering; construction dewatering withdrawals and withdrawals for the sole purpose of groundwater or below water table remediation may not require aquifer tests to support a groundwater withdrawal application. Please contact Commission staff for additional guidance.

## General Instructions:

1. Internet browser requirements: The Commission's online application process requires the use of Firefox due to functionality issues that arise in other browsers. To download Firefox, please go to: <https://www.mozilla.org/en-US/firefox/new/>
2. Please use the HELP link along the left margin of the application to contact Commission staff about Information Technology related problems or to ask general questions about the content of the application. Please allow sufficient time, generally 1 business day, for staff to respond during normal business hours.
3. Information boxes appear throughout the online tool and are indicated by the  box. Click on the  for more information regarding the data request.
4. Data entered into the online tool is not automatically saved. The applicant must tab or click to the next cell and select "Save" to save the Plan or Waiver with the most recently entered information. If the web browser is closed prior to saving the Plan or Waiver, the information

entered will be lost. **If the user does not click or tab out of the cell in which information was most recently entered before hitting "Save", the entry will be lost.**

5. In Section 1.5 and Section 2.3, the user has the ability to provide multiple entries and build a table of entries. After each entry, the "Submit Measurement" button (Section 1.5) or "Submit" button (Section 2.3) at the end of the section must be clicked to save the entry and create the table (for the first entry) or add it to the table. **If the "submit" button at the end of the section is not clicked after each entry, the information will be lost.** Please do not click the "Submit" button at the bottom of each the page until the application is final.
6. The online tool times out after 20 minutes of non-use. After 18 minutes, a warning screen will appear telling the user that the online tool must be used in the next two minutes. Plans or Waivers that time out will lose information that was not saved.
7. Data transfer and file upload issues may occur as a result of the size of electronic uploads. It may be necessary to split large files into several, smaller files for upload to the online tool. Files larger than approximately 50 MB should be split into smaller files to avoid data transfer and file upload issues.
8. Please use only alpha-numeric characters in file names. An error message will occur if the file names contain the special characters (e.g.; ~, @, +, %, &, #).
9. The online tool includes a "Check for Errors" option (located at the bottom of each page) that may be used at any time to evaluate the completeness of the Plan or Waiver. Please note that this option will check for errors throughout all pages of the online tool, regardless if all of the pages have been completed. The "Check for Errors" option does not save the Plan or Waiver.
10. To navigate between data cells in the online tool, please point and click, or use the tab button. Use of the "enter" button has been disabled and will result in no action.
11. Pop-up blockers should be disabled to prevent functionality issues.
12. Enter -9999 or NA (depending on format of data) for any required field for which data is not available.

### **Initiating and Submitting a Plan or Waiver:**

1. The project sponsor must initiate the online Plan or Waiver. Upon navigating to the log in page, the sponsor must first register as a user if not previously completed (<https://services.srbc.net/applications/>). This is done by selecting the "Register" link in the lower left corner of the log in box and submitting the required information. Once the registration information is processed, Commission staff will contact you to confirm activation of your username and password. The online tool and the Monitoring Data Website (MDW) are separate systems and require separate passwords.
2. When accessing a new Plan or Waiver for the first time, the project sponsor must complete, upload, and submit a PDF file of the Form 72 before proceeding with the online tool. The online Form 72 process has been revised and now accepts a pdf version of the paper form. The same form may be used for multiple applications. Previously submitted forms may be used if none of the requested information has changed. The project sponsor must upload the Form 72 and select "submit" before access to the online tool is granted.

3. After a Plan or Waiver is initiated, the project sponsor may share access with a consultant or other party by clicking the 'Share' link to the right of the Plan or Waiver name on the project sponsor's applications page and following the on-screen instructions. Users who are granted access by the project sponsor should enter the online tool using their own credentials. The project sponsor's user name and password should not be shared with other users.
4. The project sponsor must be logged in to submit the Plan or Waiver. A Plan or Waiver cannot be submitted by someone with whom a Plan or Waiver was shared as they do not have the authority to submit.
5. Project sponsors that are eligible for municipal or member jurisdiction agency fee discounts must contact Commission staff prior to submittal to obtain a discount code.
6. The project sponsor must review the invoice prior to submittal. When the "Submit Waiver Request" or "Submit Aquifer Test Plan" option is clicked, an invoice review page will appear. The project sponsor must review and agree that the invoice is accurate. If the invoice is incorrect because of an error in completing the Plan or Waiver, an administrative fee will be charged to the project sponsor to correct the invoice.
7. If the draft invoice is determined to be accurate and the application is ready to submit, please click the "Submit" button. Once selected, the "Please Wait" message will appear as the application is processed. Please do not click the "Submit" button more than once as the submittal process could take several minutes.
8. Once the application has been submitted, a final invoice will automatically be generated based on the information provided in the application. Invoices are viewable and downloadable from the project sponsor's application page when logged into the online application. If the invoice is incorrect because of an error in completing the application (such as selecting the incorrect application type or entering an incorrect withdrawal quantity), an administrative fee will be charged to the project sponsor to correct the invoice. Payment of all fees is due within 30 days of the date the application was submitted.
9. If revisions are made to the Plan or Waiver during administrative and technical reviews, the project sponsor must click on the "Submit Application" button to finalize the Plan or Waiver and notify Commission staff that changes have been made and it is ready to be reviewed.
10. Project sponsors are encouraged to keep a hard copy of their completed Plan or Waiver. The body of the Plan or Waiver can be printed by clicking on the "View" link next to the Plan or Waiver name, pressing "Ctrl" and "P", and following the on-screen directions. PDF attachments can be printed by clicking on the "View all PDF uploads here" link, and pressing "Ctrl" and "P". Other file type uploads must be opened individually and printed, if desired.

### **Approved Plan or Waiver:**

1. Upon approval of a Plan or Waiver by Commission staff, a groundwater withdrawal application will become available to the project sponsor, with some information already pre-populated by the online tool.
2. The groundwater withdrawal application that is created upon approval of a Plan or Waiver is not automatically shared with the consultant that completed the Plan or Waiver.

## **Functional Sample Template:**

1. Prior to initiating a project, potential applicants can review a functional sample template of a Plan or Waiver to develop an understanding of what information is required. To locate the sample template, visit the Forms & Applications page of the Commission's website (<http://www.srbc.net/forms/index.htm>).
2. The link will take the user to a page with a pre-populated username and password, and the user must then select the "Log In" button to enter the sample template.
3. More than one party can be concurrently logged into the sample template.
4. Information can be entered into the sample template, which will be viewable by other parties working in the sample template. **Confidential or proprietary information should not be entered into the template.**
5. All information entered will be automatically deleted overnight.
6. The sample template cannot be converted to an active submittal.
7. The "submit" feature for the sample templates has been disabled. Therefore, the final steps of reviewing invoices and final submittal cannot be previewed.