

## Registration Instructions

### INSTRUCTIONS FOR COMPLETING A GRANDFATHERED WATER USES REGISTRATION FORM

#### Overview:



A new program requiring registration of grandfathered water withdrawals and consumptive uses will become effective on January 1, 2018. With this program, in order to preserve the exemption from review and approval into the future, facilities must register their grandfathered withdrawals and consumptive uses by December 31, 2019.

The online grandfathered water uses registration process has been developed to assist the preparer with submitting the information needed by the Susquehanna River Basin Commission (Commission) in order to fulfill the grandfathered registration requirements. For additional information regarding the Grandfathered Water Uses Registration Program, please access the Fact Sheet, Frequently Asked Questions (FAQs), and Applicable Regulations: <http://www.srbc.net/grandfathering-registration>.

#### Sample of a Completed Grandfathering Registration:

Prior to completing the registration form, the Commission recommends that potential registrants review an example of a completed grandfathering registration form to gain an understanding of what information is required. A sample registration form can be viewed on the Grandfathered Water Uses Registration Program webpage: <http://www.srbc.net/grandfathering-registration>.

#### General Instructions for Completing a Registration Form:

1. **Internet Browser Requirements:** The Commission's online registration process requires the use of Mozilla 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. Pop-up blockers should be disabled to prevent functionality issues.
3. The registration form will time out after 20 minutes of nonuse. Registration forms that time out will lose any information that was not previously saved.
4. Enter -9999 or NA (depending on format of data) for any required field for which data is not available.
5. Information boxes appear throughout the registration form and are indicated by the . Click on the  icon for detailed information regarding that particular section of the registration form.
6. Please use the **HELP** link located along the left margin of the registration form to contact Commission staff about Information Technology-related problems encountered while completing the registration form. Please allow 1 to 2 business days for staff to respond during normal business hours.
7. Please use only alphanumeric characters in file names. An error message will occur if the file names contain special characters (e.g., @, +, %, &, #, \*, ;).
8. When uploading files, it is recommended that files larger than 50 megabytes (MB) be split into smaller files to avoid data transfer and file upload issues.
9. Please note that data entered into the registration form is not automatically saved. The user must click on the *Save Registration* button, located at the bottom of the page, to save the registration form. If the web browser is closed prior to saving the registration, the information entered will be lost.
10. The registration includes a *Check for Errors* option (located at the bottom of each page), which may be used at any time to evaluate the completeness of the registration form. Please note that this option will check for errors throughout all pages of the registration. The *Check for Errors* option does not save the registration form.

#### Submitting a Registration:

1. Upon completion of the registration form, the preparer shall click on the *Submit Registration* button, at which time a draft invoice will appear for your review and approval. Once the draft invoice has been reviewed and determined to be accurate, the preparer must electronically sign the registration form and click on the *Submit Registration*. A *Please Wait* message will appear as the registration is processed. Please do not click the *Submit Registration* button more than once as the submittal process may take several minutes.
2. Upon submission, an invoice number will be assigned and payment is due within 30 days of the date the registration form was submitted. The invoice is available for viewing on the online registration portal.
3. Following the submittal of a registration form, the preparer will receive an e-mail from the Commission confirming the receipt of their registration. If an e-mail is not received within 1 to 2 days, please contact Commission staff to confirm receipt of the registration form (contact information provided below).
4. Registrants are encouraged to keep a hard copy of their completed registration form. The main text of the registration form can be printed by clicking on the *View* link next to the registration name, and pressing "Ctrl" and "P," and following the on-screen directions. PDF attachments to the registration form can be printed by clicking on the *View all PDF uploads here* link, and pressing "Ctrl" and "P." If needed, other file type uploads must be opened and printed individually.

#### Questions and Contact Information:

For general registration questions, please contact Rachelle Eby at [qfregistration@srbc.net](mailto:qfregistration@srbc.net) or (717) 238-0423, extension 1215.

For Information Technology-related questions, please use the HELP link located along the left margin of the registration form.

## 1.0 Contact Information

### Facility Information

Facility Name:


Facility Address:

City:

State:

Zip:

Telephone:

Coordinates:   
Not sure of coordinates?  
Use this [link](#) to convert  
an address into coordinates.

Latitude

Longitude

Show Coordinates on Map

### Primary Facility Contact

Name:

Title:

Address:

City:

State:

Zip:

Telephone:

Mobile:

Email:

### Corporate Information

Same as Facility Information

Corporate Name:

Address:

City:

State:

Zip:

Telephone:

### Primary Corporate Contact

Same as Facility Information

Name:

Address:

City:

State:

Zip:

Telephone:

Email:

### Electronic Signature

Preparer Name:

Title:

Company:

Electronic Signature:

Date:

\*The remainder of the application will become available for editing once the contact information has been submitted.

Submit Contact Information

## 2.0 Facility Information

This facility is owned by a(n):

- Sole Proprietorship    Limited Liability Company  
 Corporation    Limited Liability Partnership  
 General Partnership    Government Agency  
 Limited Partnership    Other

## 2.1 Facility Description

Upload a detailed description of the Facility or enter description in text box below. The description should be approximately 1 to 2 pages in length (click [here](#) for example) and include, but is not limited to, the following:

- a. Type of facility  
b. Purpose of the withdrawal and/or consumptive use  
c. Description of facility activities

Upload pdf file:

No file selected.

Or Enter...

Facility Description:

## 2.2 NAICS Code

Provide the North American Industry Classification System (NAICS) code that best describes the activity in which the facility is primarily engaged.

## 2.3 Dates of Operation of the Facility

The "Date operations began at the facility" refers to when (month/year) historic operations were initiated at the facility. If the original owner currently owns/operates the facility, then the "Date Current Owner began operation" will be the same month/year. If the facility has undergone a change in ownership at some point in the past, then the first entry is when historic operations began at the facility under the previous ownership(s), and the second entry should refer to when the current owner began its operation.

Date operations began at the facility:

Date current owner began operation:

Please provide a brief description and/or timeline detailing any changes of ownership:

## 2.4 Facility Withdrawal and Discharge Permits

Please list facility permits related to the withdrawal or use of water. Press the "Click to add" button to save the permit information. You may then add additional permits, if applicable.

### 2.4.1. Water Withdrawal Permits (i.e., PADEP Water Allocation Permit, NYSDEC Water Withdrawal Permit, MDE Water Appropriation and User Permit, SRBC Docket, etc.)

Permit Number	Issuing Agency	Issue Date	Expiration Date	Amount Approved (gallons)	Units	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼	<input type="button" value="Click to add"/>

### 2.4.2. Water Discharge Permits (i.e., NPDES, SPDES, etc.)

Please list any permits related to the discharge of water by the facility (if applicable):

Permit Number	Issuing Agency	Issue Date	Expiration Date	Approved Discharge Rate (gallons)	Units	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼	<input type="button" value="Click to add"/>

## 2.5 State Agency Reporting (i.e. PADEP WUDS Primary Facility ID, MDE WAP ID, NYSDEC Facility ID)






Do you currently report water use to any state agencies? If yes, to whom and under what ID Number? Press the "Click to add" button to save the agency information. You may then add additional agencies, if applicable.

Agency	Primary / Facility ID #	
<input type="text"/>	<input type="text"/>	<input type="button" value="Click to add"/>

### 3.0 Water Withdrawal Information

#### 3.1 Water Sources (i.e. PADEP Sub Facility ID, MDE Permit Number)

Please list all water sources used at the facility. Please note that you must press the "Click to add" button to save the source information. You may then add additional sources, if applicable.

Source Name	State Agency Source ID#	Type	SRBC Docket Number (if applicable)	Latitude 	Longitude 	Date Source Developed 	Date Withdrawal Initiated 
<input type="text"/>	<input type="text"/>	Select 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 3.2 Metering Information

Describe how water withdrawals are metered or quantified (type of meter, size, location, whether each source is separately metered, etc.).

Upload pdf file:

No file selected.

Or Enter...

Metering Information (type of meter, size, location, whether each source is separately metered, etc.):

#### 3.3 Water Withdrawal Quantities

Update the table below with the following information for each water source:

- What is your highest 30-day average withdrawal over the last 5 years?
- If greater, What is your highest historical 30-day average withdrawal for each source?
- Do you have metered values, estimates, or a combination of both?

#### 3.4 Supporting Data

Please upload any withdrawal data that helps support your highest historical 30-day average amount (last 5 years and/or historical) in order to support your requested grandfathered water withdrawal quantity. For groundwater withdrawals, please submit groundwater elevation data as well if available. If possible, please submit in an Excel format. If withdrawal and consumptive use data are not available, then the project can provide any information available upon which a determination of quantity could be made. This may include information on hours of operation, pump run times, production numbers, etc.

Supporting data may include any data submitted to a state agency through a registration program, although daily data over a 30-day period as indicated above may provide the most favorable grandfathered determination amount.

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## 4.0 Consumptive Use Information

### 4.1 Consumptive Uses

If applicable, please provide a description of each process that consumptively uses water at the facility and the date each process was initiated. The description should also include identification of any water returned to the Basin, history of the use and any process changes, and any expansions and other actions that impacted the amount of water consumptively used. Please note that you must press the "Click to add" button to save the consumptive use information. You may then add additional consumptive uses, if applicable.

Description

Date Initiated

Click to add

### 4.2 Metering Information

Describe how consumptive use is metered or quantified. Consumptive use can be "directly metered" (i.e., an irrigation system or perimeter misting fence), "calculated" (i.e., inflow – outflow or a sum of consumptive use from several processes or pond evaporation or counting water trucks), quantified by engineering calculations (i.e., power generation or thermal plumes), estimated using the product (i.e., tons of wet stone).

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Upload

Or Enter...

Metering Information (type of meter, size, location, whether each source is separately metered, etc.):

### 4.3 Consumptive Use

Update the table below with the following information:

- What is your highest 30-day average consumptive use over the last 5 years?
- What is your highest historical 30-day average consumptive use for the facility?
- Do you have metered values, estimates, or a combination of both?

### 4.4 Supporting Data

Please upload any consumptive use data that helps support your requested grandfathered quantity. If data are not available, then the project can provide any information available upon which a determination of quantity could be made. This may include information on hours of operation, production numbers, etc. If possible, please submit in an Excel format.

Upload pdf file:

Browse...

No file selected.

Upload