



SUSQUEHANNA RIVER
BASIN COMMISSION

4423 N. Front Street | Harrisburg, PA 17110-1788 | 717.238.0423 | srbc.net | [@SRBCnews](https://twitter.com/SRBCnews)

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Groundwater Level Monitoring Grant – Criteria for Reporting Data

The criteria for applying for the Water Level Monitoring Grant includes a requirement to report the collected data to the Commission. That requirement is spelled-out in Section IV(A) of the Grant Agreement.

If you are new to the online Monitoring Data Website (MDW) system (<https://services.srbc.net/reporting>), please contact Dorinda Kennedy for your specific login username and password:

Dorinda M. Kennedy
Administrative Specialist
Susquehanna River Basin Commission
Phone: (570) 731-4839 Ext. 1500
Fax: (570) 731-4056
E-mail: dkennedy@srbc.net

SRBC recommends that you review the pdf Guidance Document found on the MDW homepage. Once you log in to the MDW, this document can be found in the Help and Support section and is titled 'Download MDW Guidance Document'. It is also recommended that you watch the applicable MDW Tutorial Videos (found in the Help and Support section) prior to your first report in order to familiarize yourself with using the MDW. Specifically, it is recommended that you watch the following tutorial video: [Submitting GW Withdrawal and Elevation Data](#). If you have any questions after watching the videos and reading the documents, please feel free to call Dorinda Kennedy for assistance.

General reporting requirements are listed below:

- All values must be in actual gallons per day and may be rounded to the nearest hundred (i.e. 513,400 gallons). Abbreviated gallons, such as 0.500 or 500 to represent 500,000 will not be acceptable. No decimals or negative values shall be used, and there is to be no averaging of numbers unless otherwise agreed upon with the Commission.
- For reporting purposes, only one groundwater elevation is required from each well. It is recommended that the reported elevation be the lowest groundwater elevation recorded each day. All groundwater elevations should be reported in feet above mean sea level (ft amsl) and should be rounded to the nearest hundredth (i.e. 561.40 ft amsl).



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- Quarterly monitoring reports are due within 30-days from the end of each calendar quarter.
- You will receive a confirmation email once you have submitted all of your required data correctly stating that your data has been received. **If you do not get this email after submitting your data, then something did not go through correctly and you should contact Dorinda immediately to resolve the issue.**
- Please verify that the email address in your 'Account Settings' is the email address you would like the MDW to send confirmation emails to, and if it isn't, please change it accordingly.

Thank you for your cooperation in your reporting. Please do not hesitate to contact Dorinda Kennedy for assistance or questions.

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*A water resource agency serving
the Susquehanna River Watershed*