Consumptive Use Application Instructions

Overview:

This application has been developed to assist project sponsors and consultants with submitting the information needed to complete a consumptive use application. This application shall be submitted online unless otherwise directed by Commission staff.

Applicability:

This application should be used for projects requiring approval of consumptive use, <u>except</u> for the following:

- Hydrocarbon development projects subject to 18 CFR § 806.22(f).

- Projects whose sole source of water for consumptive use is public water supply, stormwater, wastewater, and/or other reused/recycled water source. These projects may apply for approval under 18 CFR § 806.22(e) and submit an online ABR(e) application.

- Applications for minor modifications as defined by 18 CFR § 806.18(c).

As applicable, consumptive use associated with a surface water source should be requested and submitted as a part of a combined online surface water withdrawal/consumptive use application.

For assistance regarding applications, please contact the Commission.

General Instructions:

1. Pop-up blockers should be disabled to prevent functionality issues.

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 application and are indicated by the ❓ icon. Click on the ❓ icon for more information regarding the application item.

4. Data entered into the application is not automatically saved. The user must click on the "Save Application" button (located at the bottom of each page) to save the application. If the web browser is closed prior to saving the application, the information entered will be lost.

5. The application times out after 20 minutes of non-use. After 18 minutes, a warning screen appears telling the user that the application must be used in the next two minutes.

Applications that time out will lose information that was not saved.

6. Files larger than approximately 50 MB should be split into smaller files to avoid data transfer and file upload issues.

7. Please use only alpha-numeric characters in file names. An error message will occur if the file names contain the special characters (e.g.; ~, @, +, %, &, #).

8. Current contact information is required to be provided by completing the Project Contact Information (PCI) Form. The PCI Form is accessible while working on the application by clicking the PCI link available at the top of each application page or by clicking 'edit' under Section 1.1. General Information and instructions on the PCI Form is available here.

9. In Section 1.3, the application type "modification" refers to major modifications only.

10. In Section 1.3, project sponsors that are eligible for fee discounts must contact Commission staff prior to submittal of the application to obtain a discount code.

11. In Section 1.4.3, provide the requested consumptive use quantity. For projects with multiple sources, provide the total quantity of consumptive use (existing and proposed). The quantity that will be considered must be supported by historical and/or projected use with proper justification. For modification applications, the increase in the consumptive use quantity must be entered in Section 1.4.3; the quantity in this section is used to determine the appropriate project review fee.

12. In Sections 3.1 and 3.2 (if applicable), for projects adding a public water supply source of consumptive use, a letter of agreement from the public water supplier is required, and provided as an additional attachment to Section 3.1. A sample letter is available here.

13. The application 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 application. Please note that this option will check for errors throughout all pages of the application, regardless if all of the pages have been completed, and does not save the application.

14. To navigate between data cells, please point and click, or use the tab button. Use of the "enter" button has been disabled and will result in no action.

15. Enter -9999 or NA (depending on format of data) for any required field for which data is not available.

Initiating and Submitting an Application:

1. The project sponsor must initiate an online application. If the project sponsor is not already a registered user of the online application system, navigate to the online application log in page (https://services.srbc.net/applications/), click on the "Register"

link in the lower left corner of the log in box, complete the required fields, and click on the "Create User" button. Once the registration information is processed, Commission staff will contact the project sponsor to confirm that a username and password have been activated. The online application system and the Monitoring Data Website (MDW) are separate systems and require separate passwords.

2. After an application is initiated, the project sponsor may share access to the application with a consultant or other party by clicking the 'Share' link (on the main applications page) and following the on-screen instructions. Users who are granted access by the project sponsor should enter the application using their own credentials. The project sponsor's user name and password should not be shared with other users.

3. The project sponsor must submit the application. An application cannot be submitted by someone with whom an application was shared as they do not have the authority to submit.

4. When the "Submit Application" button is clicked, an invoice review page will appear. The project sponsor must review the draft invoice, and agree that it is accurate by electronically signing the application (provide name, company, and title) when the application is ready to be submitted. A "Please Wait" message will appear as the application is processed. Please do not click the "Submit Application" button more than once as the submittal process may take several minutes.

5. 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. Payment of all fees is due within 30 days of the date the application was submitted.

6. Following submittal of an application, the project sponsor will receive an email containing the Commission assigned pending number for the application. The pending number must be included in the public notifications.

7. After uploading the required public notice materials (see *Public Notice Requirements* below) to the online application, the project sponsor must again click on the "Submit Application" button at the bottom of the page to submit the notification materials.

8. If revisions are made to the application during administrative and technical reviews, the project sponsor must click on the "Submit Application" button to finalize the application and notify Commission staff that changes have been made and the application is ready to be reviewed.

9. Project sponsors are encouraged to keep a hard copy of their completed application. The main body of the application can be printed by clicking on the "View" link next to the application name, pressing "Ctrl" and "P", and following the on-screen directions. PDF

attachments to the application 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.

Public Notice Requirements:

1. The Commission's Public Notice Guidelines can be accessed from the Policies & Guidance page of the Commission's website (https://www.srbc.net/regulatory/policies-guidance/).

2. Upon submittal of an application, a pending number will be assigned and e-mailed to the project sponsor. The pending number **MUST** be included in the public notices.

3. Commission staff will review the draft notices submitted with your online application. Please do not issue the notices until staff provides comments on the draft notices. Staff typically completes review within 1 to 2 business days.

4. The public notice materials may be uploaded using the project sponsor or shared application login information. However, the project sponsor must log in to the application to submit the public notice materials.

Functional Sample Template:

1. Prior to initiating a project, the Commission recommends that potential applicants review the functional sample template for a Consumptive Use application to develop an understanding of what information is required. The sample template can be accessed from the Application Process page of the Commission's website (https://www.srbc.net/regulatory/application-process/).

2. The template link will take the user to a page with a pre-populated username and password, and the user must then click on the "Log In" button to enter the sample template.

3. More than one party can be concurrently logged into the sample template.

4. Information entered into the sample template 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 template has been disabled. Therefore, the final steps of reviewing invoices, final submittal, and submission of public notices cannot be previewed.

<u>Inactive Application Deletion Notice:</u>

Un-submitted applications, plans, waivers, or Notices of Intent that have not been updated or modified within the last 12 months may be deleted by Commission staff.