

Application Instructions

Instructions for Completing a Groundwater Withdrawal Application

Overview:



The online aquifer testing plan (Plan) and groundwater withdrawal application process has been developed to assist project sponsors with submitting the information needed to complete the review of an application. Please note the following:

1. Groundwater withdrawal applications are to be submitted online. Except for certain modifications to previous approvals and certain rare situations, paper applications are no longer accepted. Contact Commission staff if you feel you have a situation that requires submittal of a paper groundwater withdrawal application.
2. The Commission has developed two online groundwater withdrawal applications:
 - a. An online application for projects with a Plan or aquifer testing waiver request (Waiver) that was approved prior to the online Plan/Waiver process, or a project specifically exempted from aquifer testing plan requirements of 18 CFR § 806.12; and
 - b. An application for projects with approval of an online Plan or Waiver. There is not a drop-down option to start a groundwater withdrawal application in this format, as the application will be created automatically upon approval of the online Plan or Waiver. In certain circumstances, Commission staff may make the groundwater withdrawal application available for use prior to approval of the Plan or Waiver. Please contact Commission staff for assistance.
3. The stand-alone online groundwater withdrawal application should only be used for projects that previously submitted a hard copy Plan or Waiver request. In accordance with regulations effective July 1, 2017, certain remediation, mining, and dewatering projects may not require that a Plan or Waiver be submitted with the groundwater withdrawal application. Please refer to the Mining, Remediation, and Dewatering section below for additional instructions. The stand-alone application is referred to as the Groundwater Withdrawal w/Existing ATP in the drop-down menu for creating a new application, which is available after the project sponsor has registered for the online application process and is logged into the online application tool.
4. The first step in the online groundwater application process requires the submittal of an online Plan or Waiver request, which will be reviewed by Commission staff. After the online Plan or Waiver request is approved by staff, a groundwater withdrawal application will become available to the project sponsor, with some information already pre-populated by the online tool. By linking the online Plan or Waiver with an online

application, the Commission intends to reduce, to the extent possible, duplication of effort.

5. Groundwater withdrawal applications for projects which completed an online Plan or Waiver request must use the online application specific to that water source that was created after approval of the Plan or Waiver.
6. Please contact the Commission for guidance if your project doesn't follow this process.

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. Pop-up blockers should be disabled to prevent functionality issues.
3. 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.
4. Information boxes appear throughout the application and are indicated by the  icon. Click on the  icon for more information regarding the application item.
5. Data entered into the application is not automatically saved. The user must click on the "Save Groundwater Withdrawal Application" button, located at the bottom of the page, to save the application. If the web browser is closed prior to saving the application, the information entered will be lost.
6. 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.
7. Files larger than approximately 50 MB should be split into smaller files to avoid data transfer and file upload issues.
8. In Section 1.4, the maximum instantaneous withdrawal rate is the maximum rate that will be considered and must be supported by aquifer testing data or historic withdrawal data. This value may be higher than the requested 30-day average. The requested 30-day average should be the peak 30-day average expected for the next 15-year period.
9. The groundwater availability analysis in the online application should be pre-populated with the groundwater availability analysis completed during the Plan or Waiver process if it was completed online. Confirmation that these values are valid is required. Stand-alone

applications require that the groundwater availability analysis be provided to be consistent with the results of aquifer testing.

10. 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. The "Check for Errors" option does not save the application.
11. 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.
12. For applications that have a corresponding online Plan or Waiver, links to the completed pages will appear on the upper left of each page. You can toggle to these pages by clicking on the links, but you will not be able to enter/change any data. Plan or Waiver data will be displayed on pages with a gray background while application data is displayed on pages with a yellow background.
13. Enter -9999 or NA (depending on format of data) for any required field for which data is not available or applicable.

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 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. When initiating an application, the project sponsor must complete, upload, and submit a PDF file of Form 72 (Project Information) before access to the application is allowed.
3. 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 to the right of the application 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 application using their own credentials. The project sponsor's user name and password should not be shared with other users.
4. For groundwater withdrawal applications that were automatically generated from an approved online Plan or Waiver, the project sponsor must share the application with the consultant (if desired) even if the consultant for the project did not change.

5. 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.
6. Project sponsors that are eligible for municipal or member jurisdiction agency discounts must contact Commission staff prior to submittal to obtain an access code.
7. When the "Submit Groundwater Withdrawal Application" option is clicked, an invoice review page will appear. The project sponsor must review the draft invoice and agree that it is accurate. When the draft invoice is determined to be accurate and the application is ready to be submitted, the project sponsor must sign the application (provide name, company, and title) and then click the "Submit Application" button. 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.
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. Payment of all fees is due within 30 days of the date the application was submitted.
9. 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. 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.
10. 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.
11. Project sponsors are encouraged to keep a hard copy of the 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 notice. Commission staff will include the pending number during review of the draft 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 final public notice materials may be uploaded using the project sponsor or shared application login information. However, the project sponsor must login 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 Groundwater Withdrawal 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 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 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 at the end of each night.
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.

Mining, Dewatering, and Remediation Projects:

On July 1, 2017, Commission Regulations 18 CFR § 806.14(b)(2)(i) became effective and exempted 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 from the requirements of completing a constant-rate aquifer test. Commission Regulation 18 CFR § 806.23(b)(5), also effective July 1, 2017, provides for projects consisting of mine dewatering, water resources remediation, and AMD facilities that qualify as a withdrawal, review of adverse impacts will have limited consideration of groundwater

availability, causing permanent loss of aquifer storage and lowering of groundwater levels provided these projects are operated in accordance with the laws and regulations of the member jurisdictions. Please note that projects utilizing the withdrawal to support consumptive use at the facility or other operations at the facility may require an aquifer test or may be subject to other regulation.

Due to these regulatory changes, procedures for completing these projects have changed. To eliminate the creation of multiple online applications, the standard groundwater withdrawal application should be completed for these projects, understanding that certain fields may no longer apply. Please contact Commission staff with any questions regarding the applicability of sections of the groundwater application to a specific project. The following are general instructions for completing projects subject to the regulation change:

1. Complete the stand alone groundwater withdrawal application.
2. In Section 4 (Groundwater Availability Analysis) enter “dummy” values in Tables 4.1, 4.2, and 4.3 that will not cause 50% utilization or more (to avoid a Phase II analysis requirement).
3. The groundwater withdrawal application generally requires that upload fields be populated with an uploaded file. For any field that does not apply, please upload a pdf or appropriate file type indicating that the requested information does not apply to the project.
4. Section 5.0 requires uploads for a hydrogeologic report and results of testing. Please upload hydrogeologic information, which may include studies and reports submitted to other agencies, that will assist Commission staff in reviewing the application.

Inactive Application Deletion Notice:

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.