

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 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; 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 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, which was reviewed and approved by the Commission. 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 in to 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 and 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 online application process for completing applications requires the use of Firefox because functionality issues 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 (IT) related problems or to ask technical questions about the content of the application.
3. Information boxes appear throughout the application and are indicated by the  box. Click on the  for more information regarding the application item.
4. Data entered into the application is not automatically saved. The applicant must select “Save” 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. 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.
7. 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.
8. 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.
9. The application includes a “Check for Errors” option and may be used at any time to evaluate the completeness of the application. Please note that this will check for errors throughout all pages of the application, regardless if those pages have been opened. The “Check for Errors” option does not save the application.
10. To navigate between data cells in the application, please point and click, or use the tab button. Use of the “enter” button has been disabled and will result in no action.
11. 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.
12. Pop-up blockers should be disabled to prevent functionality issues.
13. 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. Upon navigating to the online application log in page, the sponsor must first register as a user if not previously completed. 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.
2. When accessing a new application for the first time, the project sponsor must complete and submit Form 72 before initiating other tasks. The project sponsor must complete all applicable sections on each of the eight pages of Form 72 and select “submit” before access to the application is allowed.
3. After initiation of a new online groundwater withdrawal application, it may be shared with a consultant or other party.
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 be logged in to 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. The project sponsor must review the invoice prior to submittal. When the “Submit Groundwater Withdrawal Application” 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 application (such as wrong project type or withdrawal quantity), an administrative fee will be charged to the project sponsor to correct the invoice.
8. 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.
9. Upon submittal, an invoice will automatically be generated and e-mailed to the project sponsor based on the information provided in the application. Payment is due within 30 days of the submittal date.
10. After uploading notice materials to the online application, and when revisions are made to the application during administrative and technical reviews, the project sponsor must click “Submit” to finalize the application and alert Commission staff that changes to the applications have been made and the application is ready to be reviewed.
11. Project sponsors are encouraged to keep a hard copy of the complete application upon submittal. The main body of the application can be printed from the “Print Version” screen by typing “Ctrl + p” and following the on-screen directions. PDF attachments to the application can be printed by going to the “Print Version” screen, selecting “View all PDF uploads”, and typing “Ctrl + p”. All Excel uploads must be opened individually and printed, if desired.

Public Notice Requirements:

1. The groundwater withdrawal application provides a link to current public notice guidance.
2. Upon submittal of an application, a pending number will be generated and e-mailed to the project sponsor. The pending number **MUST** be included in the public notice.
3. PLEASE NOTE - Commission staff is available to review public notice documentation prior to issuing the notices. This may help identify inconsistencies and assist in providing a more administratively complete application.
4. The public notice materials may be uploaded using the project sponsor or shared application login information. However, the project sponsor must login to sign and re-submit the application.

Functional Sample Template:

1. Prior to initiating a project, potential applicants can review a functional sample template for a Groundwater Withdrawal Application 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>), and select the link listed for the sample template for Groundwater Withdrawal Application.
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.**
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 and final submittal cannot be previewed.