

Instructions for Aquifer Testing Plan (Plan) and Aquifer Testing Plan Waiver Request (Waiver)

Overview:

The online Plan and Waiver tool has been developed to assist project sponsors in submitting a Plan or Waiver in accordance with the Commission's Aquifer Testing Guidance (Commission Policy 2007-001). Please note the following:

1. All Plans or Waivers submitted to the Commission after April 18, 2016, must be submitted through the online process. Hard copies will no longer be accepted.
2. The normal process requires the submittal of an online Plan or Waiver, which will be reviewed and approved, if appropriate, by Commission staff. After the Plan or Waiver is approved, an online groundwater withdrawal application will be generated using the information provided in the online Plan or Waiver submittal.
3. By linking the online Plan or Waiver with an online application, the Commission intends to reduce, to the extent possible, duplication of effort.
4. Under certain circumstances, submittal of an online groundwater withdrawal application may be required prior to approval of the online Plan or Waiver. Should the normal process not be applicable for your project, please contact Commission staff for guidance.

General Instructions:

1. **Internet browser requirements: The online process for completing Plans and Waivers 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 online tool to contact Commission staff about Information Technology (IT) related problems or to ask technical questions about the content of the Plan or Waiver.
3. Information boxes appear throughout the online tool and are indicated by the  box. Click on the  for more information regarding the data request.
4. Data entered into the online tool is not automatically saved. The applicant must select "Save" to save the Plan or Waiver. If the web browser is closed prior to saving the Plan or Waiver, the information entered will be lost.
5. The online tool times out after 20 minutes of non-use. After 18 minutes, a warning screen will appear telling the user that the online tool must be used in the next two minutes. Plans or Waivers 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. The online tool includes a "Check for Errors" option and may be used at any time to evaluate the completeness of the Plan or Waiver. Please note that this will check for errors throughout all

pages of the online tool, regardless if those pages have been opened. The “Check for Errors” option does not save the Plan or Waiver.

8. To navigate between data cells in the online tool, please point and click, or use the tab button. Use of the “enter” button has been disabled and will result in no action.
9. Pop-up blockers should be disabled to prevent functionality issues.
10. Enter -9999 or NA (depending on format of data) for any required field for which data is not available.

Initiating and Submitting A Plan or Waiver:

1. A project sponsor must initiate the online Plan or Waiver. Upon navigating to the application log in page, the sponsor must first register as a user to obtain a username and password. 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 Plan or Waiver for the first time, the project sponsor must complete and submit Form 72 before proceeding with the online tool. The project sponsor must complete all applicable sections on each of the eight steps of Form 72 and select “submit” to access and complete the Plan or Waiver.
3. After initiation of a new Plan or Waiver, it may be shared with a consultant or other party, if desired.
4. The project sponsor must be logged in to submit the Plan or Waiver. A Plan or Waiver cannot be submitted by someone with whom a Plan or Waiver was shared as they do not have the authority to submit.
5. Project sponsors that are eligible for municipal or member jurisdiction agency discounts must contact Commission staff prior to submittal to obtain an access code.
6. The project sponsor must review the invoice prior to submittal. When the “Submit Waiver Request” or “Submit Aquifer Test Plan” 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 Plan or Waiver, an administrative fee will be charged to the project sponsor to correct the invoice.
7. 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.
8. Upon submittal, an invoice will automatically be generated and e-mailed to the project sponsor based on the information provided in the online tool. Payment is due within 30 days of the submittal date.
9. The project sponsor must re-submit the Plan or Waiver when other materials are uploaded during the administrative or technical review of a project.
10. Project sponsors are encouraged to keep a hard copy of the complete Plan or Wavier upon submittal. The main body of the Plan or Waiver can be printed from the “Print Version” screen

by typing “Ctrl + p” and following the on-screen directions. PDF attachments to the Plan or Waiver 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.

Approved Plan or Waiver:

1. Upon approval of a Plan or Waiver by Commission staff, a groundwater withdrawal application will become available to the project sponsor, with some information already pre-populated by the online tool.
2. The groundwater withdrawal application that is created upon approval of a Plan or Waiver is not automatically shared with the consultant that completed the Plan or Waiver.

Functional Sample Template:

1. Prior to initiating a project, potential applicants can review a functional sample template of a Plan or Waiver 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 specific sample template that is desired.
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 templates has been disabled. Therefore, the final steps of reviewing invoices and final submittal cannot be previewed.