Emergency Certificate Online Application Instructions

Overview:

An Emergency Certificate request should be submitted using this online application unless otherwise directed by Commission staff. For direction or assistance, please contact the Commission: Todd Eaby, Manager of Project Review at teaby@srbc.gov

Applicability:

Emergencies are defined under 18 CFR § 806.34 as:

- *requiring immediate action to protect the public health, safety and welfare or to avoid substantial and irreparable injury to any person, property, or water resource when circumstances do not permit a review and determination in the regular course of the regulations in this part*

Applications for non-emergencies should be completed using the appropriate application type (groundwater, surface water, consumptive use, etc.).

Application Instructions:

1. Notification – Prior to commencement of the project, contact the Commission in writing (email recommended) to indicate an emergency certificate is needed. If immediate action is required and prior notice to the Commission is not possible, the project sponsor must contact the Commission within one (1) business day of the action.

2. Application Deadline – Within one (1) business day of the Commission Notification, submit a completed Emergency Certificate online application.

3. Project Contact Information (PCI) Form – Complete the PCI Form providing the current contact information. General information and instructions for the PCI Form are available here, and is accessible while working on the application by clicking either:
   a. The PCI link available at the top of each application page; or
   b. 'edit' under Section 1.1.

4. Section 2.2 – If applicable, provide a copy of the a state or federal permit application and attachments related to the emergency water use. The state or federal application may be used as support for the Emergency Certificate and the remainder of the application does not need to be completed if the required information is included in the state or federal application.

5. Section 3.3 – Select all applicable activities associated with the emergency water use request – at least one activity must be selected.

6. Section 3.4 – Summarize the quantities of water requested for the emergency water use – include all sources if the project has multiple water sources, and associated details for complex projects (e.g. total system limits).

7. Section 3.5 – List all water sources associated with the project.
   a. Note: For projects adding a public water supply as a source of consumptive use, an agreement letter from the public water supplier is required (not required for initial submittal). A sample letter is available here.

8. Section 3.10 – Not required to complete for initial application submittal. This section is available to provide any additional supporting information (e.g. agreement letter noted in item above), or miscellaneous file formats.

9. Not applicable to Emergency Certificates – The following do not apply or are unique to the Emergency Certificate application, as described in the *Instructions Applicable to all Commission Online Applications* (see sections below):
   a. Invoice – After the application has been submitted, the application fee will be reviewed by staff and an invoice will be generated and provided.
   b. Public Notice – There are no public notice requirements for Emergency Certificates.

Instructions Applicable to all Commission Online Applications

(excluding ABRf related applications)

General:

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 IT staff for problems or general questions. Please allow sufficient time, generally 1 business day, for responses.

3. Information boxes are indicated by the icon – Click the icon for more information on the application item.

4. Data entered into the application is not automatically saved – click on the "Save Application" button (located at the bottom of each page) to save the application. Information entered will be lost if the web browser is closed prior to saving the application.

5. The application times out after 20 minutes of non-use. A 2 minute warning screen appears when the application must be used or saved. Applications that time out will lose information that was not saved.

6. Files larger than approximately 50 MB cannot be uploaded, and should be split into smaller files to avoid issues.

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

8. The "Check for Errors" button (located at the bottom of each page) may be used at any time to evaluate the completeness of the application. Please note, errors throughout all pages of the application will be checked, regardless if all of the pages have been completed, and

does not save the application.

9. 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. Initiating an online application – Applications must be initiated by the project sponsor. If the project sponsor is not already a registered user of the online application system, click on the "Register" link on the online application page (lower left corner of the log-in box), complete the required fields, and click "Create User". Commission staff will contact the project sponsor to confirm that a username and password have been activated.
   a. Note: The online application system and the Monitoring Data Website (MDW) are separate systems and require separate logins.

2. Sharing application access – After an application is initiated, the project sponsor may share access to the application by clicking the 'Share' link (when logged-in, on the main applications page). Shared users should enter the application using their own credentials. The project sponsor's user name and password should not be shared with other users.

3. Submitting an application - The project sponsor must submit the application – it cannot be submitted by shared user account, as they do not have the authority to submit.

4. Draft invoice review – ~~The project sponsor must review the draft invoice after clicking the "Submit Application" button, and agree that it is accurate by electronically signing the application (provide name, company, and title). Click "Submit Application" when the application is ready to be submitted. A "Please Wait" message will appear as the application is processed (may take several minutes).~~ (N/A – See Application Instructions #9a above)

5. Invoice – ~~Once the application has been submitted, a final invoice will be automatically generated based on the information provided in the application. Invoices are viewable and downloadable when logged into the online application system. Payment of all fees are due within 30 days of the application submission date.~~ (N/A – See Application Instructions #9a above)

6. Pending number assignment – ~~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.~~ (N/A)

7. Submit public notices – ~~See *Public Notice Requirements* below.~~ (N/A – See Application Instructions #9b above)

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

9. File Retention – Project sponsors are encouraged to keep a copy of their completed application. The main body of the application can be printed/saved (clicking "View" link next to the application name). PDF attachments to the application can be printed/saved by clicking on the "View all PDF uploads here" link. Other file type uploads must be opened individually and printed/saved.

Public Notice Requirements: (N/A - See Application Instructions #9b above.)

~~The Commission's Public Notice Guidelines can be accessed from the Commission's Policies & Guidance website page.~~

1. ~~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.~~

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

3. ~~Anyone with access to the application can upload the public notice materials, however, the project sponsor must submit the notification materials ("Submit Application" at the bottom of the page).~~

Functional Sample Template:

A Functional Sample Template is available to review the required contents of the application. The sample template can be accessed from the Commission's Application Process website page.

1. The template link page has a pre-populated username and password – click on the "Log In" button to enter the sample template.

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

3. **Do not enter confidential or proprietary information into the template.** Information entered will be viewable by other parties working in the sample template.

4. All information entered will be automatically deleted at the end of each night.

5. The sample template cannot be converted to an active submittal.

6. 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.

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.