

General Permit (GP) – Notice of Intent (NOI) Instructions

Overview:

A General Permit request should be submitted using this online application unless otherwise directed by Commission staff. For direction or assistance, please contact the Commission: Mike Appleby, Groundwater Supervisor at mappleby@srbc.gov.

Applicability:

Each General Permit (GP) has a specific set activities that are eligible for coverage and a set of restrictions under the listed GP type.

GP-01 – Groundwater Remediation Projects

The following activities are eligible for coverage under GP-01:

1. Groundwater remediation project withdrawing a consecutive 30-day average of 100,000 gallons per day (gpd) or more from a groundwater source or combination of sources.
2. Consumptive use of water, of an average of 20,000 gpd or more in any consecutive 30-day period, from the groundwater remediation project. To qualify for this, the groundwater remediation project must be the sole water source for the consumptive use.
3. Any groundwater remediation project withdrawal that is used as a source of water for a regulated consumptive use as described in Item 2 above.

GP-01 DOES NOT APPLY and is not valid for the following circumstances:

1. Withdrawal from a surface water sources.
2. Quarry or mining withdrawals for the primary purpose of dewatering mine workings.
3. Abandoned mine pump and treat projects.
4. Groundwater remediation projects that do not have state or federal environmental regulatory agency oversight.
5. Bulk supply water sales of withdrawn water.

GP-02 – Groundwater Withdrawals for Emergency Uses or Maintenance Activities

The following activities are eligible for coverage under GP-02:

1. Emergency groundwater withdrawal from an unapproved well at an SRBC-approved project, provided the approved total system limit, if any, is not exceeded.
2. Emergency groundwater withdrawal from an unapproved small capacity well.
3. Emergency increase in groundwater withdrawal from an approved back-up, reserve, or auxiliary well, consistent with its state Safe Drinking Water permit if applicable.

4. Emergency or maintenance activity groundwater withdrawal from a well to be used as a source of water for a regulated consumptive use.
5. Emergency groundwater withdrawal from an unapproved well to extinguish a mine fire.
6. A non-routine groundwater withdrawal, generally from a back-up, reserve, or auxiliary well, used to offset capacity lost to maintain water supply while performing maintenance activities on an existing primary, Commission-approved source, project, or related equipment.

GP-02 DOES NOT APPLY and is not valid for the following circumstances:

1. Withdrawals from wells for a routine use at a permanent facility unrelated to maintenance activities or emergency withdrawals.
2. Withdrawals from wells for use in unconventional hydrocarbon development.
3. Withdrawals from SRBC-approved wells having protective conditions, including but not limited to a passby, conservation release, drawdown limit, seasonal limitations, or requiring monitoring of wetlands or private supply wells.
4. Withdrawals from wells that increase the system capacity above a Commission established Total System Limit.
5. Except for small capacity wells, withdrawals from wells as follows:
 - a. Any withdrawal within 500 feet of other groundwater users;
 - b. 0.020 to 0.100 mgd – within 200 feet of exceptional quality waters;
 - c. Greater than 0.100 mgd – within 500 feet of exceptional quality waters.
6. Withdrawals from a spring.
7. Withdrawals from surface water sources.
8. Projects without Commission approved consumptive use that will exceed 20,000 gpd (consecutive 30-day average) of consumptive use.

Application Instructions:


Please review the example plans, letters, or documents provided in the GP forms and modify the examples, as needed, to represent the project.

1. 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:
 - a. The PCI link available at the top of each application page.
2. Section 1 – Complete and upload the applicable form.
3. Section 2 – Provide listed NOI required attachments. Multiple files can be uploaded.

4. Section 3 – Provided the latitude and longitude coordinates as specified, based on the GP type. For GP-1, the coordinates would be a central location, such as the treatment building. For GP-02, the coordinates should be the source subject to the GP.
5. Section 4 – Provided a draft notice (click [here](#) for samples) for Commission staff to review and provide comments, as needed. The draft notice must be submitted as a Microsoft Word document type.
6. Section 5 – If eligible for fee discounts, project sponsors should contact the Commission prior to submittal of the application to obtain a fee discount code.

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).
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.
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 should be included in the public notifications.
7. Submit public notices – See *Public Notice Requirements* below.
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:

The Commission's Public Notice Instructions 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 should 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.