

## 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 groundwater withdrawal application process consists of two steps. Step 1 is to meet the requirements of 18 CFR 806.12 (Aquifer Testing Plan [Plan] or Alternative Hydrogeologic Evaluation [AHE]). Step 2 is the groundwater withdrawal application. To accommodate different projects with different regulatory requirements, the Commission has developed two online groundwater withdrawal applications:
  - a. Most groundwater withdrawal projects, even those seeking to renew approval of a withdrawal, need to complete either a Plan or AHE, followed by a groundwater withdrawal application. Step 1 is to start a Plan or AHE. Step 2 will be to complete the groundwater withdrawal application, which will automatically be available following approval of the Plan or AHE. Due to timing constraints, some projects may need access to the groundwater withdrawal application prior to approval of the Plan or AHE. Those projects should still start the Plan or AHE and contact Commission staff, when ready, to release the associated groundwater withdrawal application and make it available for use.
  - b. For projects that have previously met, or are not subject to, the requirements of 18 CFR 806.12, the Groundwater Withdrawal w/Existing ATP should be used.
3. The stand-alone online groundwater withdrawal application should only be used for projects that previously submitted a hard copy Plan or Commission staff has advised that a Plan or AHE is not needed. In accordance with regulations effective July 1, 2017, certain remediation, mining, dewatering projects, and renewal projects with a Plan approved during the original application process may not require that a Plan or AHE be submitted with the groundwater withdrawal application. Please refer to the appropriate section below for additional instructions regarding these projects.
4. In accordance with regulations effective October 1, 2021, small capacity sources, withdrawals of up to 20,000 gallons per day (gpd) (30-day average) do not require

submittal of a Plan or AHE unless otherwise determined by the Executive Director. Please refer to the Small Capacity Source section below for additional instructions.

5. The first step in the online groundwater application process requires the submittal of an online Plan or AHE form, which will be reviewed by Commission staff. After the online Plan or AHE 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 AHE with an online application, the Commission intends to reduce, to the extent possible, duplication of effort.
6. Groundwater withdrawal applications for projects that completed an online Plan or AHE must use the online application specific to the source that was created after approval of the Plan or AHE or after the application was released from the Plan or AHE.
7. Please contact the Commission for guidance if your project cannot 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, Waiver, or AHE 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, Waiver, or AHE, 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 AHE 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. In Section 1.1, complete, verify or update the project sponsor for the facility with new or existing contact information in the Project Contact Information (PCI) Form. Select the PCI form link to populate new contacts, or update previous contacts for existing projects/facilities. The project sponsor must complete the form before submittal of the application.

In Section 1.2, project sponsors that are eligible for municipal or member jurisdiction agency fee discounts or any fee exempt status must contact Commission staff prior to submittal obtain the discount code.

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, Waiver, or AHE, the project sponsor must share the application with the consultant (if desired) even if the consultant for the project did not change.
5. Shared users do not have the ability to submit the application. Therefore, only the project sponsor, using its username and password, has the ability to submit the application.
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 and a link to the invoice.
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 Instructions 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. After the draft notice review process is complete, projects have 20 days to complete the notices. After uploading the required public notice materials 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.
5. 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, 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. Effective July 1, 2017, 18 CFR § 806.23(b)(5) 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.

### **Small Capacity Source Projects**

On October 1, 2021, 18 CFR § 806.12(j) became effective. Small-capacity sources, withdrawals that do not exceed 20,000 gallons per day, are not required to complete a constant-rate aquifer test or AHE, unless otherwise determined by the Executive Director. The following are general instructions for submitting a groundwater withdrawal application for small capacity sources:

1. Complete Sections 1 through 4 and Section 6 of the stand-alone groundwater withdrawal application.
2. In Section 5.1, upload a description of the hydrogeologic setting and an evaluation of impacts to other users, impacts to the environment, and the sustainability of the withdrawal.
  - a. Because aquifer testing may not have been completed, a desktop evaluation is sufficient.
  - b. The online form will require uploads or entries for most fields. Please upload blank files, as needed, in the correct file format. In Section 5.1.1 and 5.1.2, Excel files should be uploaded with the results of any monitoring, if conducted, or blank files if monitoring was not conducted.
3. Section 5.2 must be completed and any identified conflicts must be cleared.
4. 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.

### **Aquifer Testing Plan Requirements Previously Met**

The Commission intends that the aquifer testing requirement of 18 CFR 806.12 be met by the project sponsor once for each source. Accordingly, projects with a previously approved aquifer testing plan and subsequent aquifer test have met the requirements of 18 CFR 806.12 and do not require a new test or AHE to be completed. Please contact Commission staff to assist in determining if 18 CFR 806.12 has been met.

Projects that have met 18 CFR 806.12 should start a stand-alone groundwater withdrawal application. The Hydrogeologic report for the application should provide an evaluation historical testing, withdrawal, and water level data to indicate that the withdrawal is sustainable without significant adverse impacts to other users or the environment.

1. All sections of the application are required, including a current groundwater availability analysis.
2. In Section 3.1.2 (well construction details), select “yes” when asked if well construction details have changed.
3. In Section 4, select “yes” when asked if groundwater availability has changed.

**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.