

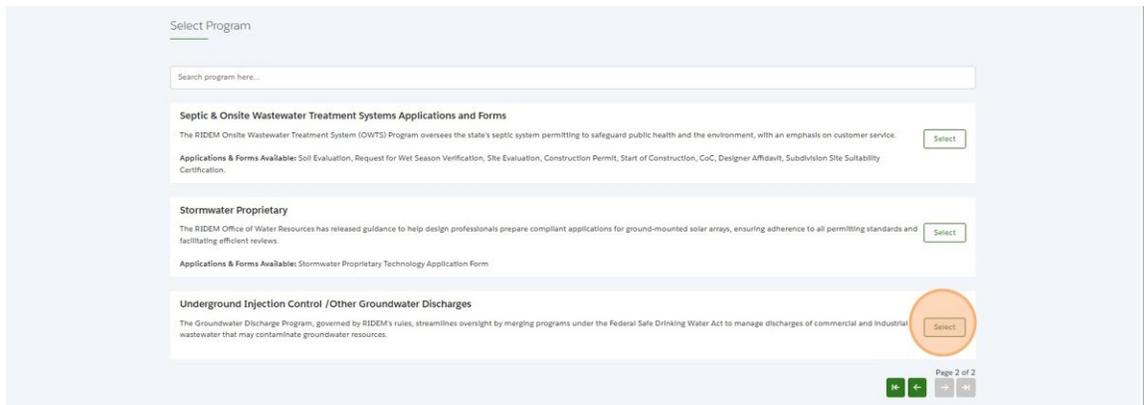


User Guide: Application for Closure of a Groundwater Discharge System

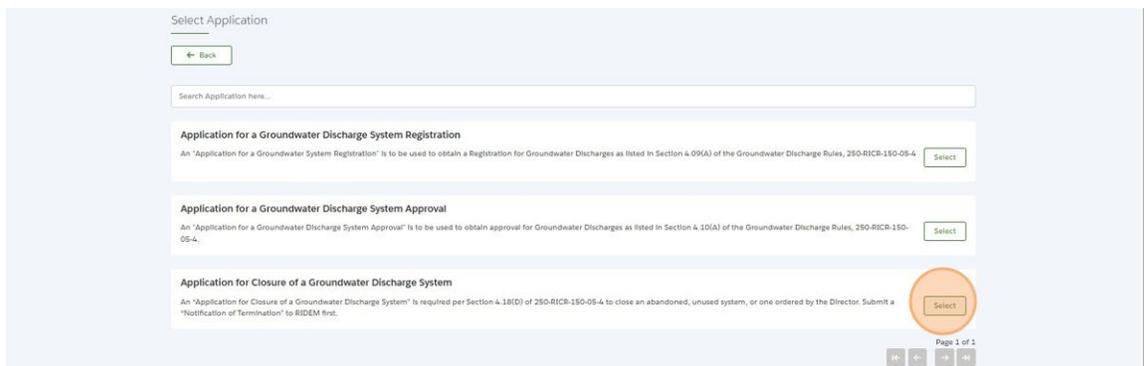
1. Log in to the OWR Portal Site at <https://demri.my.site.com/owr>
2. Click on Applications -> Start an Application



3. Click on 'Select' next to the Program you would like to apply for



4. Click on 'Select' next to the Application you would like to apply for



5. First is the Pre-Screening Screen

The Pre-Screening screen features a vertical navigation menu on the left with the following items: Pre-Screening (highlighted), Introduction, Person submitting, Application Preparer's Information, Existing Application, Add Plat/Lot, Select a Registered Professional Engineer (PE), Owner/Professional Information, Type of Discharge, Type of Groundwater Discharge System, and Application Preparer's Attestation. The main content area is titled "Pre-Screening" and contains three questions:

- Question 1: "Is the Groundwater Discharge System operating under a UIC or Groundwater Discharge Registration or Approval or a Stormwater Discharge Registration?" with radio buttons for Yes and No (No is selected).
- Question 2: "Have you completed and submitted a 'Notification of Termination of a Groundwater Discharge for the system'?" with radio buttons for Yes and No (No is selected).
- Question 3: "Is the Groundwater Discharge System an unauthorized system that is either subject to registration under Section 4.9 of the Groundwater Discharge Rules or a stormwater discharge subject to Section 4.11 of the Groundwater Discharge Rules that is associated with a Land Use of Higher Potential Pollutant Load (LUHPLL) as defined in Section 8.5 of the Stormwater Management, Design, and Installation Rules?" with radio buttons for Yes and No (No is selected).

At the bottom right, there is a "Start Application" button highlighted with a red circle.

6. Next is the Introduction Screen

The Introduction screen features a vertical navigation menu on the left with the following items: Pre-Screening, Introduction (highlighted), Person submitting, Application Preparer's Information, Existing Application, and Add Plat/Lot. The main content area is titled "Introduction" and contains the following text:

This application is to be used to initiate closure of any Groundwater Discharge System that is abandoned, no longer in use or required to be closed by the Director of RIDEM. In the case of Groundwater Discharge Systems operating under a Registration or Approval pursuant to Sections 4.9, 4.10 and 4.11 of the Groundwater Discharge Rules, you should have first submitted a Notification of Termination of a Groundwater Discharge and received direction from RIDEM to submit this Application for Closure.

At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red circle.

7. Next is the Person Submitting Screen

The Person Submitting screen features a vertical navigation menu on the left with the following items: Pre-Screening, Introduction, Person submitting (highlighted), Application Preparer's Information, Existing Application, Add Plat/Lot, Select a Registered Professional Engineer (PE), and Owner/Professional Information. The main content area is titled "Person submitting" and contains the following text:

If the property subject to this application consists of a lot owned in part by multiple individuals or consists of multiple lots that are owned by different individuals or companies/agencies/organizations, fill this out to reflect the nature of the principal owner/applicant. The form will allow the entry of information for each other co-owner/applicant.

* Choose the best option

- I own the site as an individual
- The site is owned by a company, corporation, association, non-profit agency, partnership, estate, municipality, governmental agency or other similar entity, and I am an authorized officer or official of the owner.
- I am an individual who has been granted power-of-attorney to sign/attest to the application on behalf of the site owner (a valid, notarized copy of the Power of Attorney Document will need to be uploaded at the "Upload Documents" step)
- I am a professional consultant authorized to prepare the application on the owner's behalf, with the owner(s) separately attesting to the application on-line

At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red circle.

8. Next is the Applicant Information Screen. Carefully review all the information. If you need to make changes, scroll to the top and click on 'My Profile' to make the edits. Restart the application for the new changes to apply.

The Application Preparer's Information screen features a vertical navigation menu on the left with the following items: Pre-Screening, Introduction, Person submitting, Application Preparer's Information (highlighted), Existing Application, Add Plat/Lot, Select a Registered Professional Engineer (PE), Owner/Professional Information, Type of Discharge, Type of Groundwater Discharge System, and Application Preparer's Attestation. The main content area is titled "Application Preparer's Information" and contains the following text:

Clearly verify that all contact information is current and correct.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the "My Profile" button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

* Required: If the Application Preparer identified here is not an owner of property subject to this application or is not authorized to sign on behalf of the owner through a power-of-attorney, note that each owner will need to sign the application before it can be submitted to the department. You must ensure that the principal owner that is sign the application has consented to the use of their name in this application and that they can release property to sign the application. If they do not yet consent and instead wish "hold for later" at the bottom left and return to complete this form once the principal owner (or owner representative for any owner entity that is not an individual) provides the needed their clear consent. If the application is for a property that either owned by multiple additional owners or spans multiple properties with different owners, you will also be prompted to upload owner signature documents near the end of this form.

First Name: [Text Field] Middle Name: [Text Field]
 Surname: [Text Field]
 Last Name: [Text Field] Telephone: [Text Field] Email: [Text Field]
 Title: [Text Field] (ADA Title 28(a)) [Text Field] (ADA Title 28(a)) [Text Field] (ADA Title 28(a))

Home Address

Street: [Text Field] Town / City: [Text Field] State: [Text Field]
 ZIP: [Text Field] (ZIP) [Text Field] (ZIP) [Text Field] (ZIP)
 Do not use: [Text Field]
 ZIP: [Text Field]

Mailing Address

Street: [Text Field] Town / City: [Text Field] State: [Text Field]
 ZIP: [Text Field] (ZIP) [Text Field] (ZIP) [Text Field] (ZIP)
 Do not use: [Text Field]
 ZIP: [Text Field]

Are the Mailing and Physical Address Correct?
 Yes
 No

Save for later [Previous] [Next]

9. Next is the Existing Application Screen

Existing Application

* Do you have the reference number for any previous or current applications or permits on record?

Yes
 No

* Would you like to provide information for this site to determine if RIDEM has an existing record for this site?

Yes
 No

Save for later

Previous **Next**

10. Next is the Site Information Screen

Site Information

Facility Name

Site Address

*Please provide all of the following information related to the proposed project site:

*Street Address *Town/City *State *Zip Code

234 Buckwheat Barrington Rhode Island 02813

*Groundwater Classification

GAA

Is the project site a linear project along a right-of-way?

Provide a description here, including details about the project's starting and ending points.

test

Owner Details

Applicants to DEM must be an owner of the property or easement subject to the application. If the owner is an organization instead of an individual person, use the "First Name (Last Name)" fields here for the officer or other authorized representative signing on behalf of the organization.

Name (First Name and Last Name) *Email Telephone

Shamunda Test shamunda.test@gmail.com (404) 254-3545

Street Address Town / City State Zip Code

1213 Mount Vernon Fort Rhode Island 02813

Organization Name Title Organization Type

Kyle Administrator Association

Save for later Previous **Next**

11. Next is the Add Plat/Lot Screen

Add Plat/Lot

Table with columns: Town/City, Plat Number, Lot Number, Block Number, Action

Previous Page 1 of 0 Next

Save for later Previous **Next**

12. Click "Save" to return to the application

Block Details

Town/City Name

East Providence

*Plat Number *Lot Number Block Number

234 12 4,000

Cancel **Save**

13. Click "Next"

Add Plat/Lot

Table with columns: Town/City, Plat Number, Lot Number, Block Number, Action

East Providence 234 12 4,000

Previous Page 1 of 1 Next

Save for later Previous **Next**

14. Next is the Select a Registered Professional Engineer (P.E.) Screen

Select a Registered Professional Engineer (P.E.)

*Do you have an existing Professional Engineer?
 Yes
 No

*Search Professional engineer based on email:
sona.aj@gmail.com

*Name: _____ *License Number: _____
Site ID: _____

*Email: sona.aj@gmail.com *Telephone: (123) 566-4325

*Business name: _____
sof

*Mailing Address: _____
5656 Emma Ln

*City/Town: _____ *State: Rhode Island *Zip Code: 02917

Save for later Previous **Next**

15. You MUST search for an existing Registered Professional Engineer in the system. Upon successful search, all fields will be auto-populated for you.

16. Next is the Owner/Professional Information Screen

Owner/Professional Information

Use the "Add New" button to add contact information for any additional representative (if applicable) of the primary owner, and/or the professional/consultant who can serve as a primary contact for questions on the application.

Site Relation	Name	Email Address	Phone Number	Action
Professional	Sona D	sona.aj@gmail.com	(123) 566-4325	▼
Owner	Shanmukha Test	shanmukha.test@gmail.com	(456) 256-2548	▼

Check this box if there are any additional owners of any parcel subject to this application who will need to be designated as co-applicants, or if there are any additional professional/consultants who assisted in preparation of this application.

Save for later Previous **Next**

17. Next is the Type Of Discharge Screen. Click "Add New"

Type of Discharge

Add a new discharge type for each groundwater discharge system being closed by clicking "Add New". When completed, click "Next".

Well Type	Number of Wells	Status	Explain Other	Action
Car Wash	4	Inactive (Plugged)		▼

Save for later Previous **Next**

Enter Details

*Well Type: Car Wash *Number of Well: 4

*Status: Inactive (Plugged)

Cancel **Save**

18. Click "Save" and then Click "Next"

Type of Discharge

Add a new discharge type for each groundwater discharge system being closed by clicking "Add New". When completed, click "Next".

Well Type	Number of Wells	Status	Explain Other	Action
Car Wash	4	Inactive (Plugged)		▼

Save for later Previous **Next**

19. Next is the Type of Groundwater Discharge System Information Screen

20. Next is the Document Upload Screen. Click on upload icon to add applicable file(s)

21. Next is the Application Attestation Screen. Check the checkbox, Sign in the box, click on Save Signature, then click Next to proceed

22. Next is the Payment Screen. Select a Payment Mode and click Pay & Submit.

The screenshot shows a 'Payment' screen. On the left is a vertical sidebar with steps: Pre-Screening, Introduction, Person submitting, Application Preparer's Information, Existing Application, Site Information, and Add Plat/Lot. The main content area has a 'Payment Mode' dropdown menu currently set to 'Credit Card'. Below it, text indicates 'The amount to be paid is \$500' and 'Please click the Pay & Submit button to proceed with the payment.' There is a 'Save for later' link and a 'Previous' button. The 'Pay & Submit' button is highlighted with an orange circle.

23. You will then be routed to the secure payment page's Customer Information Section.

This screenshot shows the 'Customer Information' section of the payment page. The 'Payment Type' is 'Credit/Debit Card'. The 'Customer Information' section includes fields for Country (United States), First Name (Sharmukha), Last Name (Test), Address (1213 Lincoln Avenue), City (East), State (Rhode Island), ZIP Postal Code (02912), Phone Number (4014541545), and Email (sharmukha.test@gmail.com). A 'Next' button is circled in orange. To the right, a 'Transaction Summary' shows 'DDM Licensing & Permits Online' for \$500.00 and 'RI Interactive Price' for \$525.00. A 'Need Help?' section asks to complete the Customer Information Section.

24. Next is the Payment Information Screen

This screenshot shows the 'Payment Information' section of the payment page. The 'Payment Type' is 'Credit/Debit Card'. The 'Customer Information' is pre-filled with the details from the previous screen. The 'Payment Information' section includes fields for Credit Card Number (4111111111111111), Expiration Month (07 July), Expiration Year (2030), Security Code (123), and Name on Credit Card (JK). A 'Next' button is circled in orange. To the right, the 'Transaction Summary' and 'Need Help?' sections are visible.

25. Lastly is the Verification Section. Click the checkbox and click Submit Payment

The screenshot shows the 'Payment' section of the State of Rhode Island Payment Processing portal. It includes fields for Payment Type (Credit/Debit Card), Customer Information (Address, Phone Number, Country, Email Address), Payment Information (Credit Card, Name on Credit Card), and a Verification section with a checked checkbox 'I'm not a robot'. A green 'Submit Payment' button is highlighted with an orange circle.

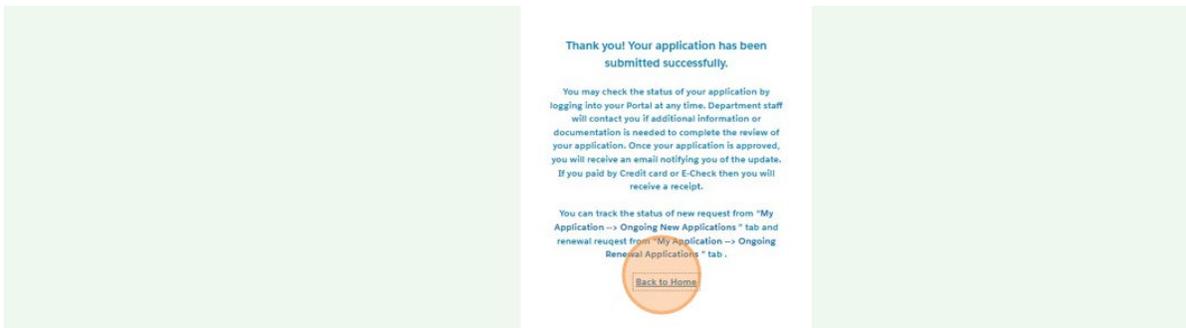
26. Upon successful payment, print this screen for your records and click Continue

The screenshot shows the 'Tyler Payments Services' 'Payment Receipt Confirmation' page. It includes a 'Transaction Summary' table, a 'Transaction Detail' table, and sections for Customer Information, Payment Information, and Billing Information. A green 'Continue' button is highlighted with an orange circle.

Description	Amount
Total Payment To Author	\$525.00
Cardholder Fee	\$5.00
Total Amount Paid	\$530.00

Item	Description	Unit Price	Quantity	Amount
1	State Licensing & Permits Online	\$520.00	1	\$520.00
2	Cardholder Fee	\$5.00	1	\$5.00
	Total Amount Paid			\$530.00

27. You can then click 'Back to Home' to return to the OWR Portal Home Page.



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