

# User Guide: Application for Closure of a Groundwater Discharge System

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



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

Select Program	
Search program here	
Septic & Onsite Wastewater Treatment System Supplications and Forms The BIDEM Online Wastewater Treatment System (OWTS) Program overses the statis septic system permitting to safeguard public health and the environment, with an emphasis on customer service. Applications & Forms Available: Soil Evaluation, Request for Wet Season Verification, Site Evaluation, Construction Permit, Start of Construction, CoC, Designer Affidant, Subdivision Site Suitability Certification.	Select
Stormwater Proprietary The RIDEM Office of Water Resources has released guidance to help design professionals prepare compliant applications for ground-mounted solar arrays, ensuring adherence to all permitting standards and facilitating efficient reviews. Applications & Forms Awabable: Stormwater Proprietary Technology Application Form	Select
Underground Injection Control /Other Groundwater Discharges The Groundwater Discharge Program, governed by RIDEM's rules, streamlines oversight by merging programs under the Federal Safe Drinking Water Act to manage discharges of commercial and industrial wastewater that may contaminate groundwater resources.	Select
<b>b</b>	Page 2 of 2

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

Search Application here	
Application for a Groundwater Discharge System Registration An "Application for a Groundwater System Registration" is to be used to obtain a B	plifation for Groundwater Discharges as linked in Section 4.09(A) of the Groundwater Discharge Rules, 280-RICR-150-05-4 Select
Application for a Groundwater Discharge System Approval An "Application for a Groundwater Discharge System Approval" is to be used to ob 05-4.	In approval for Oroundwater Discharges as Beted in Section 4.10(a) of the Oroundwater Discharge Bules, 260-8558-180-
Application for Closure of a Groundwater Discharge System An "Application for Closure of a Groundwater Discharge System" is required per So "Notification of Termination" to RIDEM float.	tion 4.18(D) of 250-81C8-150-054 to close an abandoned, unused system, or one ordered by the Director. Submit a

1 | OWR User Guide: Application for Closure of a Groundwater Discharge System

5. First is the Pre-Screening Screen

٠	Pre-Screening	Pre-Screening
	Introduction	* Is the Groundwater Discharge System operating under a UIC or Groundwater Discharge Registration or Approval or a Stormwater Discharge Registration?
•	Person submitting	○ Yes ● No
•	Application Preparer's Information	* Have you completed and submitted a "Notification of Termination of a Groundwater Discharge for the system"? Ves
	Existing Application	• No
•	Add Plat/Lot	"Is the uncundenset uschalge system an unauthorized system that is either subject to registration under Section 4.9 of the uncundwater Uschalge Rules or a stormwater dischalge subject to Section 4.11 of the Groundwater Dischalge Rules that is associated with a Land Use of Higher Potential Pollutant Load (LUHPPL) as defined in Section 8.5 of the Stormwater Management, Design, and Installation Rules?
•	Select a Registered Professional Engineer (P.E.)	Ves No
•	Owner/Professional Information	* Is the Groundwater Discharge System being closed as part of an active waste clean-up activity subject to approval by RIDEM's Office of Land Revitalization & Sustainable Materials Management (LRSMM)?
•	Type of Discharge	Ves No
	Type of Groundwater Discharge System	
	Application Preparer's Attestation	Start Application

#### 6. Next is the Introduction Screen

Pre-Screening	Introduction
Introduction	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 Section 4.9, 4.10 and 4.11 of the Groundwater Discharge Relax, wou dould have fit submitted a Netlication of Forminator of a Groundwater Discharge and network direction from RIDEM to abanit this
Application Preparer's Information	Application for Closure.
Existing Application	Previous
Add Plat/Lot	
7. Next is the P	erson Submitting Screen

0	Pre-Screening	Person submitting
0	Introduction	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 composing language (appainting) fill this can be effect the potentia of the minimal appair (applicant). The form will allow the parts of information for each other co-
	Person submitting	compolination or generation of the second
T		* Choose the best option
•	Application Preparer's Information	I own the site as an individual
	Existing Application	I he 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
•	Add Plat/Lot	Attorney Document will need to be uploaded at the "Upload Documents" step)
	Select a Registered Professional Engineer (P.E.)	
		Save for later Previous Next
	Owner/Professional Information	

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.

Image:								
<ul> <li>index</li> &lt;</ul>	Ø Pe Sovering	£	Application Preparer's Information					
<ul> <li>Nonserview</li> <li>An one construction of the probability of</li></ul>	o Production		Carefully wergy that all contact information is current of	and convert.				
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for a discussion branch	<ul> <li>TperdDick</li> </ul>	arge .	First Name		#ddle Name			
Apadado Appart Jandaria Apadado Appart Jandaria Verte Aubreau Verte Aubreau V	<ul> <li>Type of Desar</li> </ul>	ndwater Discharge System	Savnáta					
Image: Control (Control (C	Application P	heparer's Attestation	Lot Name	Telephone		trual		
✓ Hore Addres:			Test	(454) 354 3545		sharenukta.test@yspirak.com		
Name         Name           20 cm         Name           21 cm         Name           22 cm         Name           22 cm         Name           22 cm         Name			V Home Address					
IXXXxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			Struct	Town / City	State			
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anter → Anter Holing and Physical Direct ¥ 10 10 10 10 10 10 10 10 10 10			Zp code					
**			* An the Maine and Phased Address Connect					
			* Yes O No					
San da tata			Save for later			Passas		

9. Next is the Existing Application Screen

0	Pre-Screening	Existing Application			
0	Introduction	* Do you have the reference number for any previous or current applications or permits on record?			
0	Person submitting	Yes No			
0	Application Preparer's Information	*Would you like to provide information for this site to determine if RIDEM has an existing record for this site?			
•	Existing Application	Ves • No			
•	Site Information	Save for later	Previous	Next	
	Add Plat/Lot				

### 10. Next is the Site Information Screen

Pre-Screening	Site Information						
Introduction	Facility Name						
Person submitting							
Application Preparer's Information     Existing Application	Site Address						
	"Please provide all of the following inform	ation related to the	proposed project site.				
Site Information	"Street Address	* Town/City		* state		*Zlp Code	
Add Pist/Lot	234,bucklake	Barrington	*	Rhode Island	*	12313	
Serect a Registered Professional Engineer (P.E.)							
Owner/Protessional Information	*Groundwater ClassIfication						
Des d'Orders	GAA					*	
Type of Groundwater Discharge System Application Preparers Attestation	☑ Is the project site a linear project alor Provide a description nere, including deta	ng a right-of-way? sits about the projec	T's starting and ending	g points.			
	test						
	Owner Details						
	Applicants to D&M must be an owner of th "First Nome/Lost Name" fields here for the	ne property or easen e officer or other au	nent subject to the app thorizest representative	plication. If the owner is an a e signing on behalf of the org	rganization ir anization,	stead of an Individual person, use the	
	Name (First Name and Last Name)	*Em	ult		Telephone		
	Shanmukha Test	sh	anmukha.test@yopm	all.com	(454) 254	-3545	
	Street Address	Town / City		State		Zip Code	
	1213.mountvernon	Fort		Rhode Island	¥	12212	
	Organization Name	The			Organizatio	a Type	
	кула	Ad	trwinistrator	٣	Associatio	n v	
	Save for later					Previous	

# 11. Next is the Add Plat/Lot Screen

Pre-Screening	Add Plat/Lot				
<ul> <li>Introduction</li> </ul>					
<ul> <li>Person submitting</li> </ul>					Autorian
Application Preparer's Information	Town/City	Plat Number	Lot Number	Block Number	Action
Existing Application			Previous Page 1 of 0	Next	
<ul> <li>She information</li> </ul>	Cours Realister				Realizer Met
Add Plat/Lot	pave for later				Previous
Select a Registered Professional Engineer (P.E.)					

## 12. Click "Save" to return to the application

She Information	Save for later			Not Not	
Add Plat/Lot		Block Details			
<ul> <li>Select a Registered Professional Engine</li> </ul>					
Owner/Professional Information	East Providence			<b>,</b>	
<ul> <li>Type of Discharge</li> </ul>					
Type of Groundwater Discharge System	*Plat Number	*Lot Number	Block Number		
Application Preparer's Attestation	234	84			
			Cancel Sav		
				/	

## 13. Click "Next"

Ĭ						
0	Introduction					Anthony
0	Person submitting					
0	Application Preparer's Information	Town/City	Plat Number	Lot Number	Block Number	Action
0	Existing Application	East Providence	234	12	4	¥
0	She Information			Page 1 of 1 Next		
٠	Add Plat/Lot	L				
٠	Select a Registered Professional Engineer (P.E.)	Save for later			Prev	Next
	Owner/Professional Information					

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

Pre-Screening	Select a Registered Professio	onal Engineer (P.E.)					
<ul> <li>Introduction</li> </ul>	"Do you have an existing Professional Er	ngineer?					
Person submitting	No						
Application Preparer's Information	*Search Professional engineer based on emails						
Existing Application	sona.d@yopmail.com						
Ste Information	"Name		*License Number	*Ucerse Number			
Add Plat/Lot	Sona D						
Select a Registered Professional Engineer	*Emali		* Telephone				
	sona.d@yopmal.com (123) 586-4625						
Owner/Professional Information	*Business Name						
<ul> <li>Type of Discharge</li> </ul>	300						
Type of Groundwater Discharge System	*Mailing Address						
Application Preparer's Attestation	5658 Emma Ln						
	*City/Town	*State		*Zip Code			
	Tailahassee	Rhode Island	*	22317			
	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

a secondation and a second					
Introduction	Use the "Add New" Button to can serve as a primary conto	add contact information for any act for questions on the applicatio	additional representative (If applicable) of m	the primary owner, and/or the p	rofessional/consultant who
Person submitting	Primary Owner/Professi	onal Details			
Application Preparer's Information	Site Relation	Name	Emali Address	Phone Number	Action
Existing Application	Professional	Sona D	sona dBvopmail.com	(122) 586-9625	
Site Information					
Add Plat/Lot	Owner	shanmukha lest	shanmukhasestigyopmail.com	(454) 254/2545	<u> </u>
Select a Registered Professional Engineer (	PE.)				
Owner/Professional Information	Check this box if there a	ire any additional owners of any p	arcel subject to this application who will ne	red to be designated as co-appli	cants, or If there are any addi-
Type of Discharge	tional professionals/consult	ants who assisted in preparation	of this application.		
Type of Groundwater Discharge System	Save for later			Previo	us Next

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

	Pre-Screening	Type of Discharge	sischarge system being closed by clicking "Add New". When	s completed, cilck "Ment
	Person submitting Application Preparers Information Exhibit a Application Site Information	Well Type Number of Wells	status Explain Other	Action
	Add PlaziLot     Select a Registered Professional Engineer (P.E.)	Save for later		Profous Next
	Aos Plat/Lot     Serect a BigIstered Professional Engine     Overer/Professional Enformation	Save for later	Vetails	Pendoat Nam
2	Type of Discharge *Weil Ty Type of Groundwater Obstrarge System	pe ash v	*Number of Well	
	Application Preparer's Attestation * Status	ve (Plugged)		
			Cance	

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

Pre-Screening	Type of Discharge					
<ul> <li>Introduction</li> </ul>	Add a new discharge typ	e for each groundwater discha	ge system being closed by o	ilcking "Add New". Whe	n completed, click "Ne	xt".
Person submitting						
<ul> <li>Application Preparer's Information</li> </ul>						Add New
Existing Application	Well Type	Number of Wells	Status	Explain Other	Action	
She Information	Car Wash	4	Inactive (Plugged)		×	
Add Plat/Lot						
Serect a Registered Professional Englished	neer (RE.) Save for later				Previous	Next
<ul> <li>Owner/Professional Information</li> </ul>						

Pre-Screening	Type of Groundwater Discharge System
Introduction	*Type of Groundwater Discharge System
C. Common the Million	Olffusor Oranfield      Drywell Galley Inflittator Injection Well Other
Person submitting	* Will any existing Registered or Approved groundwater discharge system remain in place after this closure?
<ul> <li>Application Preparer's Information</li> </ul>	Yes No
Existing Application	*Will either an existing unauthorized groundwater discharge system remain in place or will a new system be installed on this site after this closure?
and a state of the second	Yes No
Site Information	Save for later Previous Next
Add Plat/Lot	

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

<ul> <li>Resonautorating</li> </ul>	Document Name	Document Description	Upicaded Pites (Multiple file upload	¢.
Application Preparets Information     Exolog Application     Site Information     Add PhatTure     Sect a Registered Professional Drag	Analytical Setting Data or solitiskage at the discharge point	Avaptual training data of the sin/Vaulige from the that discrupp point of the groundware discrupps spann (sequent for spatialises to be could in pairs). Toting parameters shows the end sin/Vaulige (advantase single states) and the beneficially apple (advantase subartises spacific testing parameters should be adversed to the SIGOR Groundware Sorthage Program prior to sampling.	sawa (D II)	
Constitutions between between the second secon	en KCasar Pan	Provide y can advice the start of the start of the provided of the start of the start of the provided of the start	3 mes (1 ()	
	*Manuful Salary Data Sheets	Material Safety Data Sheets for all materials stored or used at the facility and an explanation of their use.	Darw (1) (1)	8 *
	#Sim Pag	A data gan ha sizer, inhang a sizer neg hi sizer with rem-more sharing growtabak disharga gam addata si sizer di a gatero incude gal data addata si sizer di a gatero incude gal data ad ata si size, jarpen januara jang mang adata with the sacarana lage granubata tasi si salantos with the sacarana lage granubata tasi si salantos and ata si sizerana gara gala sizera data ante adata si sizera ante gala sizera data ante adata si sizera ante gala sizera data ata si sizera data si sizera data si sizera data ata sizera data si sizera data si sizera data ata si sizera data si sizera data si sizera data ata sizera data sizera data si sizera data ata sizera data sizera data si sizera data ata sizera data si sizera data sizera data ata sizera data sizera data sizera data sizera data ata sizera data sizera data sizera data sizera data sizera data ata sizera data sizera data sizera data sizera data sizera data sizera data ata sizera data sizera data ata sizera data sizera data ata sizera data sizera d	2 Barra (1) (1)	8 •
	Analytical Testing data and disposal receipts	Analytical feeting data and disposal recepts of any liquid and/or sludge termoned from the system.	٩	
	Summing Descents	Any supporting documents that could accit in tinkey of		-

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

Pre-Screening	Application Preparer's Attestatio	n	
<ul> <li>Introduction</li> </ul>			
<ul> <li>Person submitting</li> </ul>	I hereby certify that I am, or repr Investigation, compliation, and s and am familiar with the inform	esent, an owner of property or an easement subject to this application and have requested and au ubmission of all of the information, in whatever form, contained in this Application; that I have per thin submitted headin; and that such hofermation is true accurate and remained to the best of m	thorized the sonally examined innovience
<ul> <li>Application Preparer</li> </ul>	Information		
<ul> <li>Existing Application</li> </ul>	I hereby authorize RIDEM person compliance with any permit or d appropriate, consistent with the	inel access to the property (site?) for purposes of observing conditions pertinent to this applicatio termination resulting from this Application; including any sampling, monitoring, or surveying that RIDEM Administrative Inspection Guidelines.	n and assessing may be deemed
<ul> <li>Site Information</li> </ul>		<u></u>	
Add Plat/Lot		Signature	
Select a Registered P	ofessional Engineer (P.E.)	Δ	
Owner/Professional I	nformation		
Type of Discharge		X	
<ul> <li>Type of Groundwater</li> </ul>	Discharge System	Save Signature Clear	
Upload Documents			
	Application Preparer's Name	Date	
Application Prepar	Shanmukha Test	04/07/2025	
	Save for later	Previous	Next
			$\smile$

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

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

c	Pre-Screening	Payment	
G	Introduction	* Payment Mode	
c	Person submitting	Credit Card	
c	Application Preparer's Information	The amount to be paid is \$500	
c	Existing Application	Please click the Pay & Submit button to proceed with the payment.	
c	Site Information	Save for later Previous Pay & Submit	
c	Add Plat/Lot		

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

Some Page	af Node Island ment Processing	
	d be found with the information glass.	Transaction Summary Otto Learning & Namino Coder 1000 Nitheractive Price 525.00
Payment	Type ✓ Credit/Debit Card	Need Heip? Prese complete the Cattorne Information Section.
Cuttome instant Cuttome Cu	htermetion	

24. Next is the Payment Information Screen

Construct Rhode Island Payment Processing	
Of Pyrent System 2 (Calculate State 2) Of Pyrent Information 2) Of Laborat Property Payment Payment Type	Transaction Summary
Credit/Debit Card	Need Help? Plane complete your payment follow.
Anne Anne Anne Barlan han Barlan han	

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

State of Rhode Island Payment Processing		
O Trymont Type Contornal toto O Proymont Information O Science P	Transaction Summary	
Payment	DDM Licensing & Permits Online \$500.00 RI Interactive Price \$525.00	
Payment Type	×	
Credit/Debit Card	Need Help? Review payment information: You may edit Billing and Payment Method here if needed. When	
Customer Information	complete, select Make Payment.	
Address Place Number Stemak Test 44:0501565 UILteouritemen For N 12712 County Count Address United States shamalkater@yopmil.com		
Payment Information	×	
Credit Card         Name on Credit Card           Vira	•	
Verification		
V modeetaat Constraint State		
Cancel Submit Payme	9	

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

Street Date Land     Payment Process	using			
		Tyler Pa	yments	Services
Payment Receip	pt Confirmation			
Now payment was succeededly process	mant			
				Print Co
Transaction Summa	lary			Annual Condensation
Beauty New York				Arraum
Turat Payment To Acros				100.00
Service Fee				\$21.00
Total Ansault Pain				\$125.00
Transaction Detail				
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1 OCH Larrenge & *	A hereits Delas	stateou		\$246.00
Columnal array P	es fina	\$25.00		\$71.00
Tatal Arcane had				\$121.00
Customer Information				
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Payment Information				
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Billing Information				
kitting Addassa Bitting Addassa Billing John Santa Billing John Santa Casaraya	NY Consummentan Park In 1231/2 45			
	the production	De kome officialities and declosure		

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

Thank you! Your application has been submitted successfully. We way check the status of your application by fugging into your brait at any time. Department staff will contact you if additional information or documentations in seeds to complete the review of your application. Once your application is approved, you will receive a regit.	
Renewal request on any representation - 2 Organing Renewal Application - 2 bits	
###	