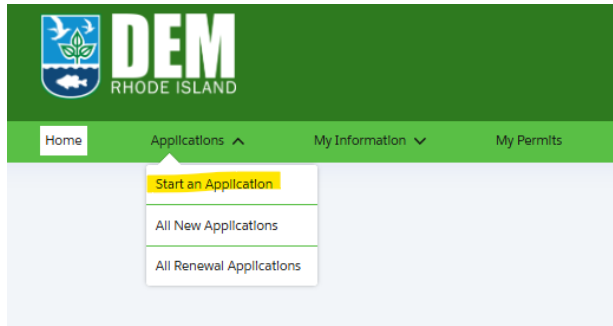


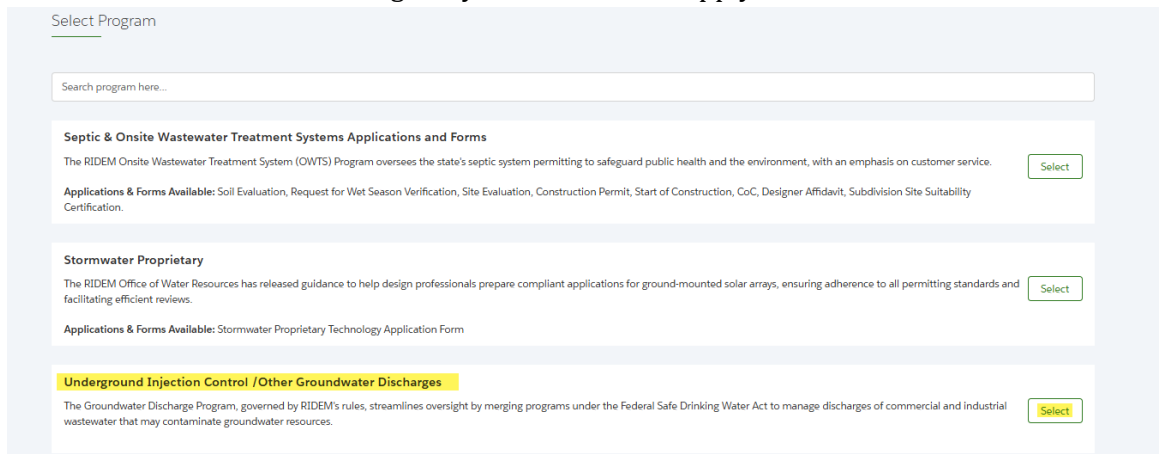


User Guide: Application for a Groundwater Discharge System Approval

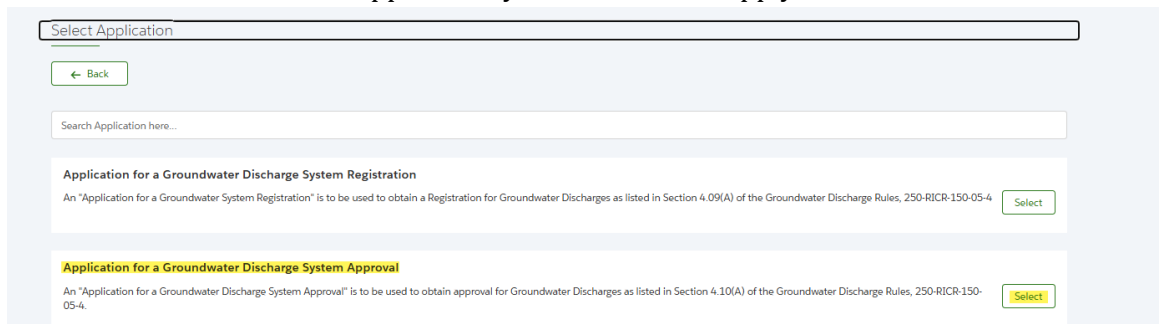
1. Log in to <https://demri.my.site.com/owr>
2. Click on Applications -> Start an Application



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 progress bar on the left with steps: Pre-Screening (selected), Introduction, Person submitting, Application Preparer's Information, Existing Application, and Add Plat/Lot. The main content area is titled "Pre-Screening" and contains a question: "Does your proposed discharge consist of a Class IV well as defined in Section 4.6(F), or a Class V well as described in Section 4.6(F)(11) of the Groundwater Discharge Rules or any similarly defined discharges to the ground surface that will be reviewed as part of an active waste clean-up activity at a site that is subject to approval by the RI Office of Land Revitalization & Sustainable Materials Management?" Below the question are radio buttons for "Yes" and "No". A green "Start Application" button is located in the bottom right corner.

6. Next is the Introduction Screen

The Introduction screen features a vertical progress bar on the left with steps: Pre-Screening, Introduction (selected), Person submitting, Application Preparer's Information, Existing Application, Add Plat/Lot, Select a Registered Professional Engineer (P.E.), Owner/Professional Information, and Additional Information. The main content area is titled "Introduction" and contains text explaining the application's purpose: "This Application is intended to be used to obtain an approval for the discharge of non-stormwater fluids to the groundwater as described in Section 4.10(A)(1) through (3) of the Groundwater Discharge Rules Groundwater Discharge Rules, as further summarized below:" followed by three bullet points. Below the text is the "RIDEM Groundwater Discharge Program Contacts" section with two bullet points. At the bottom right, there are "Previous" and "Next" buttons.

7. Next is the Person Submitting Screen

The Person Submitting screen features a vertical progress bar on the left with steps: Pre-Screening, Introduction, Person submitting (selected), Application Preparer's Information, Existing Application, Add Plat/Lot, Select a Registered Professional Engineer (P.E.), and Owner/Professional Information. The main content area is titled "Person submitting" and contains a note: "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." Below the note is a radio button for "Choose the best option" and four radio button options: "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)", and "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". Below the options is a "Save for later" link and "Previous" and "Next" buttons.

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 progress bar on the left with steps: Pre-Screening, Introduction, Person submitting, Application Preparer's Information (selected), Existing Application, Add Plat/Lot, Select a Registered Professional Engineer (P.E.), Owner/Professional Information, Additional Information, Ground Water Discharge System Status, Type of Groundwater Discharge Information, Method of Groundwater Discharge Information, Floor Drains, Potable Water Supply Information, Waste water treatment method, Storm Water Management, Setback & Separations, Application Preparer's Attestation, and Application Submitted. The main content area is titled "Application Preparer's Information" and contains a note: "Carefully 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." Below the note is a "My Profile" button and a "Significant" note: "Significant: 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 an owner through an executed 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 to sign the application has created a User Account in this portal so that they can receive prompts to sign this application. If they have not yet created an account, click 'Save 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 person) has created their User Account. If the application is for a property that is 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 the form." Below the note are input fields for "First Name" (Sharmukha), "Middle Name", "Last Name" (Test), "Telephone" ((604) 354-3949), and "Email" (sharmukha.test@ypmail.com). There are two sections for address: "Home Address" and "Mailing Address", each with fields for "Street" (1213, Mount Vernon), "Town / City" (Fort), "State" (Rhode Island), and "Zip code" (12312). Below the address fields are radio buttons for "Are the Mailing and Physical Address Correct?" with "Yes" and "No" options. At the bottom, there is a "Save for later" link and "Previous" and "Next" buttons.

9. Next is the Existing Application Screen

Existing Application

* Is Operator different from owner?
 Yes
 No

* Do you have the reference number for any previous or current applications or permits on record?
 Yes
 No

Save for later

Previous Next

10. Next is the Site Information Screen

Site Information

Facility Name

Site Address

* Street * Town/City * State * Zip Code

* Groundwater Classification

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

Latitude and Longitude of Proposed Discharge System to the Nearest Second:

* Latitude (Starts with 41 or 42, followed by 6 decimal numbers) * Longitude (Starts with -71, followed by 6 decimal numbers)

Owner Details

Name Email Telephone

Street Town / City State Zip Code

Save for later

Previous Next

11. Next is the Add Plat/Lot Screen

UIC/Groundwater Discharge

Add Plat/Lot

Name	Plat Number	Lot Number	Block Number	Action
Add New				

Previous Page 1 of 0 Next

Save for later

Previous Next

You MUST click on 'Add New' to add the Plat/Lot/Block Information to proceed.

Block Details

Town/City Name

Select an Option

* Plat Number * Lot Number Block Number

Cancel Save

Click Save to return to the Application

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

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

13. Next is the Owner/Professional Information Screen

Site Relation	Name	Email Address	Phone Number	Action
Professional	Sonail Das	sonail.das@yopmail.com	(850) 345-8572	▼
Owner	Shanmukha Test	shanmukha.test@yopmail.com	(454) 354-3545	▼

14. Next is the Additional Information Screen

15. Next is the Groundwater Discharge System Status Screen

Ground Water Discharge System Status

- Proposed
- Under Construction
- Operating
- Conversion of Motor Vehicle Well to a Car Wash Well

Save for later

Previous Next

16. Next is the Type of Groundwater Discharge Information Screen

Type of Groundwater Discharge Information

Is the proposed discharge Intended to be for a temporary period not to exceed 180 days, pursuant to Section 4.13 of the Groundwater Discharge Rules?

- Yes
- No

*Type of Groundwater Discharge

- Aquifer Remediation
- Aquifer Recharge
- Cooling Water Return Flow
- Car Wash without Undercarriage or Engine Cleaning
- Industrial Process Wastewater
- Other
- Experimental technology for pilot test/new technology/tracer dye studies, etc

Save for later

Previous Next

17. Next is the Method of Groundwater Discharge Information Screen

Method of Groundwater Discharge Information

* Method of Groundwater Discharge

- Basin
- Drywell
- Galley
- Injection Well
- Overland Flow
- Other

Save for later

Previous Next

18. Next is the Floor Drains Screen

Floor Drains

* Are/were Floor Drains present at the facility?

- Yes
- No
- Not Applicable

Save for later

Previous Next

19. Next is the Potable Water Supply Information Screen

Potable Water Supply Information

* Potable Water Supply

- Private Well
- Dug Well
- Drilled Well
- Municipal Water Supply
- Other

* Drilled Well Material

- Bedrock
- Sand and Gravel

* Is either existing or proposed process water supply different than the proposed water supply?

- Yes
- No
- Not Applicable

Save for later

Previous Next

20. Next is the Wastewater Treatment Method Screen

- Pre-Screening
- Introduction
- Person submitting
- Application Preparer's Information
- Existing Application
- Site Information

Waste water treatment method

* Is a Public Sanitary Sewer System available to this site?

Yes
 No

* Are liquids (other than sanitary waste and the discharge proposed in this application) discharged from existing/proposed facility?

Yes
 No

[Save for later](#)

[Previous](#) [Next](#)

21. Next is the Storm Water Management Screen

- Pre-Screening
- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information

Storm Water Management

* Are there any Storm Water Discharge Systems present on the property?

Yes
 No

[Save for later](#)

[Previous](#) [Next](#)

22. Next is the Setback & Separations Screen

- Pre-Screening
- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information
- Add Plat/Lot
- Select a Registered Professional Engineer (P.E.)
- Additional Contact Information
- Additional Information
- Ground Water Discharge System Status
- Type of Groundwater Discharge Information
- Method of Groundwater Discharge Information
- Floor Drains
- Potable Water Supply Information
- Waste water treatment method
- Storm Water Management

Setback & Separations

Specify all Setback & Separation distances from the proposed Groundwater Discharge System, where applicable

Receptor	Minimum Setback In Feet	Actual Distance
Public Water Well (Sand & Gravel)	400	<input type="text"/>
Public Water Well (Bedrock)	200	<input type="text"/>
Surface Drinking Water Supply Impoundment	200	<input type="text"/>
All Other Surface Waters	100	<input type="text"/>
Private Drinking Water Well	100	<input type="text"/>
OWTS (Onsite Water Treatment System)	25	<input type="text"/>
Other Groundwater Discharge Systems	25	<input type="text"/>
Property Lines	10	<input type="text"/>
Building Footings	10	<input type="text"/>
Water table (does not apply to aquifer remediation Injection well and tracer test wells)	3 feet of vertical separation from bottom of an Infiltration area to the seasonal high groundwater table*	<input type="text"/>

* as determined by the RIDEM Class IV soil evaluator or a RI Registered P.E. in accordance with 4.10(B)(1) of the Groundwater Discharge Rules

[Save for later](#)

[Previous](#) [Next](#)

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

- Pre-Screening
- Introduction
- Person submitting
- Application Preparer's Information
- Existing Application
- Site Information
- Add Plat/Lot
- Select a Registered Professional Engineer (P.E.)
- Owner/Professional Information
- Additional Information
- Ground Water Discharge System Status
- Type of Groundwater Discharge Information
- Method of Groundwater Discharge Information
- Floor Drains
- Potable Water Supply Information
- Waste water treatment method
- Storm Water Management
- Setback & Separations
- Upload Documents
- Application Preparer's Attestation
- Application Submitted

Upload Documents

Document Name	Document Description	Upload Icon (Multiple file upload)
Additional Groundwater Quality Monitoring Plan	Provide a plan to characterize and monitor the ambient groundwater quality at the site as outlined in Section 4.05(B)(1) of the Groundwater Discharge Rules.	
● Closure Plan	Provide a plan that describes the closure of the system in the event the discharge will be terminated as required by Section 4.10(B)(3) of the Groundwater Discharge Rules.	
● Design Calculations	Provide design calculations for all proposed discharge systems.	
● Existing Discharges	Provide a narrative describing any existing groundwater discharge systems, including installation date, type and amount of waste generated or previously discharged, the numbers and any problems encountered during use.	
● Groundwater Discharge Monitoring Plan	Provide a plan to characterize and monitor the proposed groundwater discharge at the site as outlined in Section 4.05(B)(1) of the Groundwater Discharge Rules.	
● Operation & Maintenance	Provide a detailed Operation & Maintenance Plan that includes all items required in Section 4.05(B)(1) of the Groundwater Discharge Rules.	
● Site Plan	Upload the plans that include all information and show the first flow on the "Site Plan Acknowledgment" page.	
● Waste Stream Data	Upload all analytical data of existing waste stream(s) or provide a list of registered contractors for the proposed waste stream(s). Being cooperative that relate to on-site monitoring and proposed existing discharge. Questions related to being cooperative should be directed to RIDEM at groundwater@state.ct.gov or by calling 860-418-6200.	
● Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

[Previous](#) [Next](#)

24. Next is the Application Attestation Screen. Check the checkbox, input your signature in the box, click on Save Signature, then click Next to proceed

Applicant Attestation

By signing this form, I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate and complete.

Signature

25. Next is the Payment Confirmation Screen

Payment Confirmation

* Who will be doing the payment?

Owner

Professional Engineer

[Save for later](#)

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

Payment

* Payment Mode

Credit Card

The amount to be paid is **\$250**

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#)

This will fully submit your application for review by DEM's Program Staff.

###