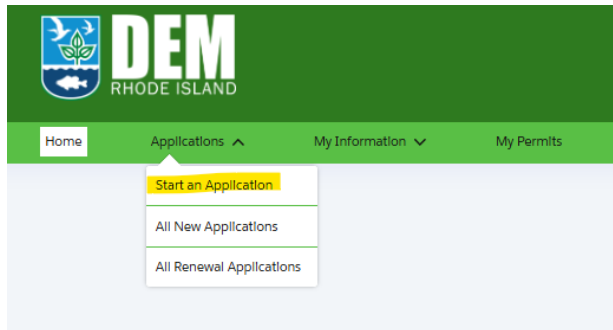


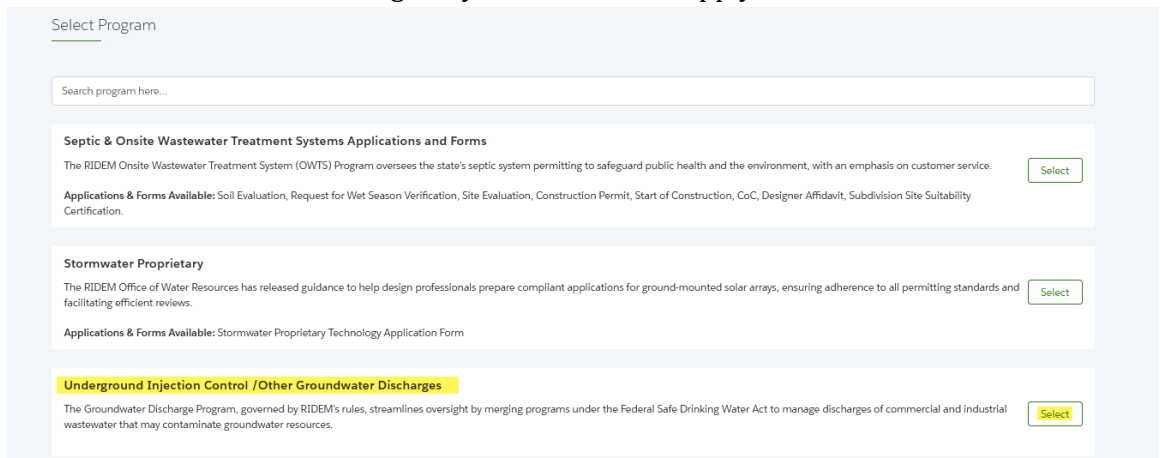


User Guide: Application for a Groundwater Discharge System Registration

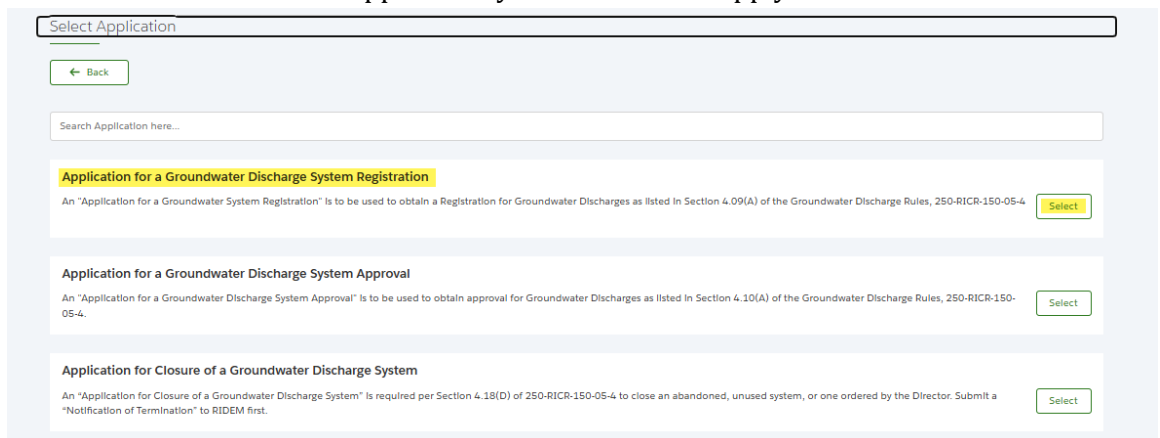
1. Log in to the External / Portal at <https://demri.my.site.com/owr>
2. Click on Applications -> Start an Application



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. Next is the Introduction Screen

The screenshot shows the 'Introduction' screen for UIC/Groundwater Discharge registration. On the left is a vertical progress bar with steps: Introduction (selected), Person submitting, 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 'Introduction' and contains the following text: 'This Application Is Intended to be used to obtain a Registration for the discharge of non-stormwater fluids to the groundwater as described in Section 4.09(A)(1) through (3) of the Groundwater Discharge Rules, as further summarized below:'. It lists two bullet points: 'A groundwater discharge of wastewater or other fluid including but not limited to Class V Injection wells Identified in Section 4.6(F)(1) through (8) of the Groundwater Discharge Rules.' and 'A groundwater discharge associated with open-loop geothermal activities at commercial, industrial or institutional facilities.' A third bullet point states: 'Any other groundwater discharge associated with an activity that the Director has determined may adversely impact the groundwater resources to the State.' Below this is the 'RIDEM Groundwater Discharge Program Contacts:' section with two bullet points: 'For questions on stormwater discharges, contact: DEM.StwConstruction@dem.ri.gov.' and 'For questions on non-stormwater discharges, contact: DEM.UIC@dem.ri.gov'. At the bottom right is a green 'Next' button.

6. Next is the Person Submitting Screen

The screenshot shows the 'Person submitting' screen. The progress bar on the left has 'Introduction' and 'Person submitting' selected. The main content area is titled 'Person submitting' and contains the 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/applciant. The form will allow the entry of information for each other co-owner/applciant.' Below this is a section titled '* Choose the best option' with 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'. At the bottom are 'Save for later', 'Previous', and 'Next' buttons.

7. 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 screenshot shows the 'Application Preparer's Information' screen. The progress bar on the left has 'Introduction', 'Person submitting', and 'Application Preparer's Information' selected. The main content area is titled 'Application Preparer's Information' and contains the text: 'Carefully verify that all contact information is current and correct.' Below this is a note: '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.' There is a 'My Profile' button. Below this is an important note: '*Important: 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 this form'. Below this are input fields for 'First Name' (Shanmukha), 'Middle Name', 'Last Name' (Test), 'Telephone' ((454) 354-3545), and 'Email' (shanmukha.test@ycpmail.com). There are two sections for 'Home Address' and 'Mailing Address', each with fields for 'Street' (1213, mountvernon), 'Town / City' (Fort), 'State' (Rhode Island), and 'Zip code' (12312). At the bottom is a section '* Are the Mailing and Physical Addresses Correct?' with 'Yes' and 'No' radio buttons. At the bottom right are 'Save for later', 'Previous', and 'Next' buttons.

8.

9. Next is the Existing Application Screen

Existing Application

Introduction
 Person submitting
 Application Preparer's Information
 Existing Application
 Add Plat/Lot
 Select a Registered Professional Engineer (P.E.)
 Owner/Professional Information

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

Introduction
 Person submitting
 Application Preparer's Information
 Existing Application
 Site Information
 Add Plat/Lot
 Select a Registered Professional Engineer (P.E.)
 Owner/Professional Information
 Type of proposed Groundwater Discharge
 Method of Groundwater Discharge Information
 Setback & Separations
 Discharge Data
 Certification of Discharge Quality
 Application Preparer's Attestation
 Application Submitted

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

*Groundwater Classification

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

Please make sure to enter the full 6 digits after the decimal point to ensure that you are linking your project to the correct site. DO NOT input zeros for the final digits of the latitude or longitude unless those are the actual values for the location of your project.
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

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

1213,mountvernon Fort Rhode Island 12312

Organization Name Title Organization Type

Save for later

Previous Next

11. Next is the Add Plat/Lot Screen

Add Plat/Lot

Introduction
 Person submitting
 Application Preparer's Information
 Existing Application
 Site Information
 Add Plat/Lot
 Select a Registered Professional Engineer (P.E.)

Save for later

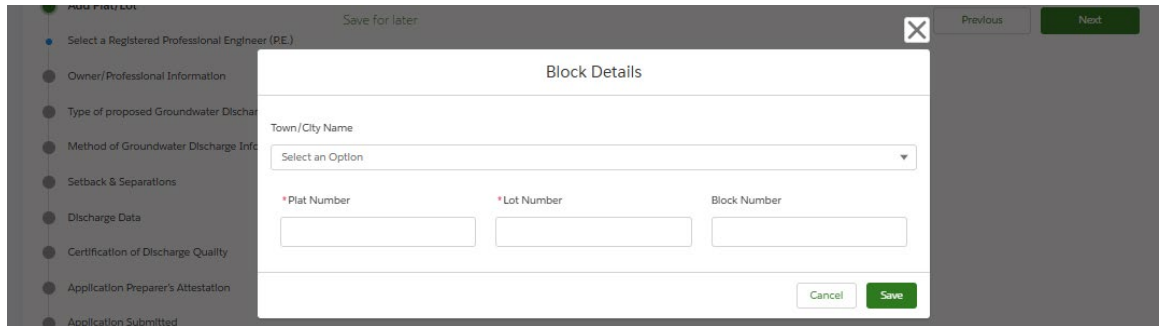
Town/City	Plat Number	Lot Number	Block Number	Action

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.



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	Sona D	sona.d@yopmail.com	(123) 586-4625	▼
Owner	Shanmukha Test	shanmukha.test@yopmail.com	(454) 354-3545	▼

14. Next is the Type of proposed Groundwater Discharge Screen

UIC/Groundwater Discharge

- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information
- Add Plat/Lot
- Select a Registered Professional Engineer (P.E.)

Type of proposed Groundwater Discharge

Geothermal Open Loop
 Boiler Blowdown
 Non-Contact Cooling Water Return
 Water Supply Discharges
 Discharge to prevent salt water intrusion
 Other

Save for later

Previous Next

15. Next is the Method of Groundwater Discharge Information Screen

- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information
- Add Plat/Lot
- Select a Registered Professional Engineer (P.E.)
- Additional Contact Information
- Type of proposed Groundwater Discharge

Method of Groundwater Discharge Information

* Method of Groundwater Discharge

Basin
 Drywell
 Galley
 Injection Well
 Overland Flow
 Other

* Describe the nature of the business and activities conducted that require a groundwater discharge approval

Save for later

Previous Next

16. Next is the Setback & Separations Screen

- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information
- Add Plat/Lot
- Select a Registered Professional Engineer (P.E.)
- Additional Contact Information
- Type of proposed Groundwater Discharge
- Method of Groundwater Discharge Information
- Setback & Separations**
- Discharge Data
- Certification of Discharge Quality
- Applicant Attestation
- Payment Confirmation
- Application Submitted
- Confirmation

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 PE. In accordance with 4.10(B)(1) of the Groundwater Discharge Rules

Save for later

Previous Next

17. Next is the Discharge Data Screen

- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information
- Add Plat/Lot
- Select a Registered Professional Engineer (P.E.)
- Additional Contact Information
- Type of proposed Groundwater Discharge
- Method of Groundwater Discharge Information

Discharge Data

Describe the materials and products used at the facility which are or may be included in the wastewater: (Upload additional documents later if additional space is needed)

* Describe the wastewater characteristics and attach analytical results if available. (Upload additional documents later if additional space is needed)

* Have there been any known or suspected releases of petroleum or hazardous materials at the site?

Yes
 No

Save for later

Previous Next

18. Next is the Certification of Discharge Quality Screen

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

Document Name	Document Description	Uploaded Files (Multiple file upload)
Site Plan	Upload site plans to scale that include all of the following items: • Locus map to scale showing site location, with north arrow • Location of proposed groundwater discharge system • Plan view of system with all drains and pipes • Property boundaries and north arrow • Test pits or monitoring wells used to determine seasonal high groundwater table (SHGWT) • Fixed reference points on site, including buildings, streets, utility poles and lines, drinking water supply wells, surface water bodies and wetlands, cesspools and OWTS • A plan with cross-sectional details of the proposed system components including all critical dimensions & elevations (including SHGWT), and surrounding fill materials including crushed filter stone.	
Supporting Documents	Any supporting documents that could assist in review of the application.	

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

21. Next is the Payment Confirmation Screen

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

UIC/Groundwater Discharge

- Introduction
- Person submitting
- Owner Information
- Existing Application
- Site Information
- Add Plat/Lot

Payment

* Payment Mode
Credit Card

The amount to be paid is **\$400**
Please click the **Pay & Submit** button to proceed with the payment.

Save for later

Previous **Pay & Submit**

This will fully submit your Application for review by the Program.

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