

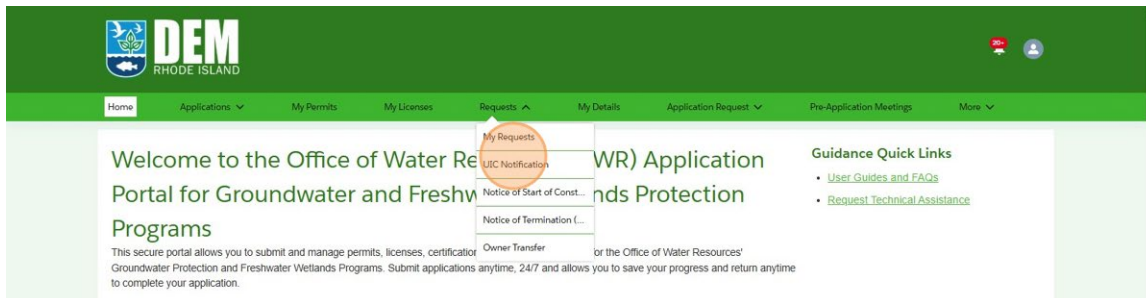


User Guide: Underground Injection Control (UIC) Notification - Temporary Cessation of a Groundwater Discharge

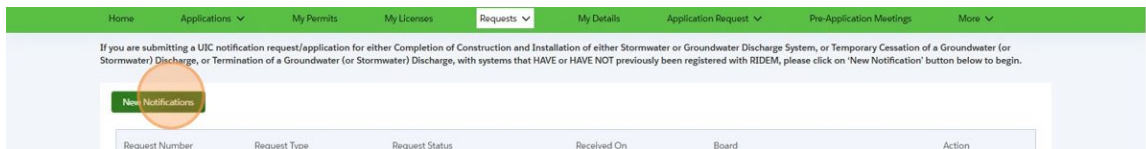
1. **Starting Tuesday, May 6, log into the portal**
2. Click on **Requests** tab



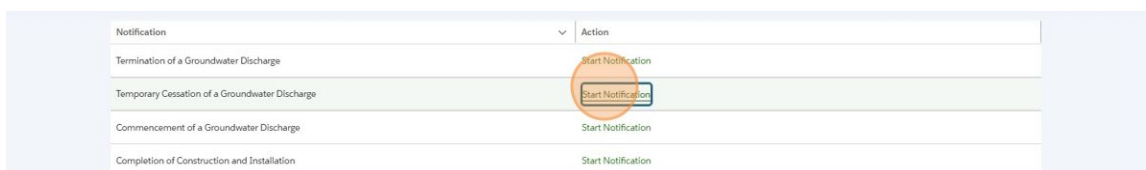
3. Click "UIC Notification"



4. Click "New Notifications"



5. Click "Start Notification" Next to the application you would like to apply for



6. First Existing RIDEM Permit Screen

The screenshot shows the 'Notification Requests' section with a sub-header 'Notification : Temporary Cessation'. A vertical navigation menu on the left lists steps: Existing RIDEM Permit (selected), Person submitting, Application Preparer's Information, Introduction, Site Information, Additional Contact Information, Temporary Discharge Cessation Information, Add Plat/Lot, Owner/Professional Information, Application Preparer's Attestation, and Confirmation. The main content area is titled 'Existing RIDEM Permit' and contains the question: '* Do you have the number of a previous or current RIDEM application submitted, or RIDEM permit on record? You may provide another agency's permit or asset number later in this request form.' Below the question are radio buttons for 'Yes' and 'No', with 'No' selected. A 'Save for later' link is present. A 'Next' button is highlighted with a red circle.

7. Next is the Person Submitting Screen

The screenshot shows the 'Person submitting' screen. The navigation menu on the left has 'Person submitting' selected. The main content area is titled 'Person submitting' and contains the instruction: '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 this is the instruction '* Choose the best option' and three radio button options: 'I own the site as an individual' (selected), '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.', and '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)'. A third option is partially visible: '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'. A 'Save for later' link and 'Previous' and 'Next' buttons are at the bottom. The 'Next' button is highlighted with a red circle.

8. Next is the Owner 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 navigation menu on the left has 'Application Preparer's Information' selected. The main content area is titled 'Application Preparer's Information' and contains the instruction: 'Carefully verify that all contact information is current and correct.' Below this is the instruction '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. The form includes fields for 'First Name' and 'Middle Name', 'Last Name', 'Telephone', and 'Email'. Below these are sections for 'Home Address' and 'Mailing Address', each with fields for 'Street', 'Town / City', 'State', 'Apartment', 'Zip code', and 'City'. At the bottom, there is a question '* Are the Mailing and Physical Address Correct?' with radio buttons for 'Yes' (selected) and 'No'. A 'Save for later' link and 'Previous' and 'Next' buttons are at the bottom. The 'Next' button is highlighted with a red circle.

9. Next is the Introduction Screen

The screenshot shows the 'Introduction' screen. The navigation menu on the left has 'Introduction' selected. The main content area is titled 'Introduction' and contains the instruction: 'This notification should be filed any time that a planned or expected temporary cessation of an approved Groundwater Discharge will extend greater than 120 days. All groundwater monitoring required by an approval shall continue at specified intervals as applicable even if no discharge is ongoing. Any approval for a Temporary Cessation is good for one year only unless renewed.' A 'Save for later' link and 'Previous' and 'Next' buttons are at the bottom. The 'Next' button is highlighted with a red circle.

10. Next is the Site Information Screen

Site Information

Site Address

*Please provide all of the following information related to the proposed project site. If available, provide the street address number in the "Street" field

Street: 123 Lakkilane, Town/City: Bristol, State: Rhode Island, Zip Code: 21312

Please make sure to enter the full 0-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 (Starts with 41 or 42, followed by 6 decimal numbers): 41.123213, Longitude (Starts with -71, followed by 6 decimal numbers): -71.342343

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): Priya Kk, Email: shanmukhkp@yahoo.com, Telephone: (665) 656-5656

Street Address: Augustine, Town/City: providence, State: Rhode Island, Zip Code: 07786

Organization Name: kyra, Title: Administrator, Organization Type: Association

Save for later, Previous, Next

11. Next is the Additional Contact Information

Additional Contact Information

* CONTACT TO ANSWER QUESTIONS REGARDING APPLICATION (If Different Than Owner):

Yes
 No

Save for later, Previous, Next

12. Next is the Temporary Discharge Cessation Information Screen

Temporary Discharge Cessation Information

* Reason for temporary cessation of discharge:
test

* Method of assuring prevention of discharge during shut-down period:
tested

* Estimated time frame for temporary discharge cessation and re-start:
testred

Save for later, Previous, Next

13. Click "Add New" to add the Plat/Lot/Block Information to proceed.

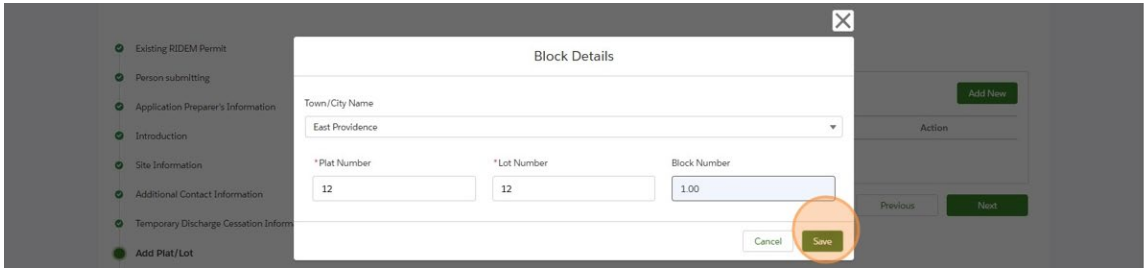
Add Plat/Lot

Town/City	Plat Number	Lot Number	Block Number	Action
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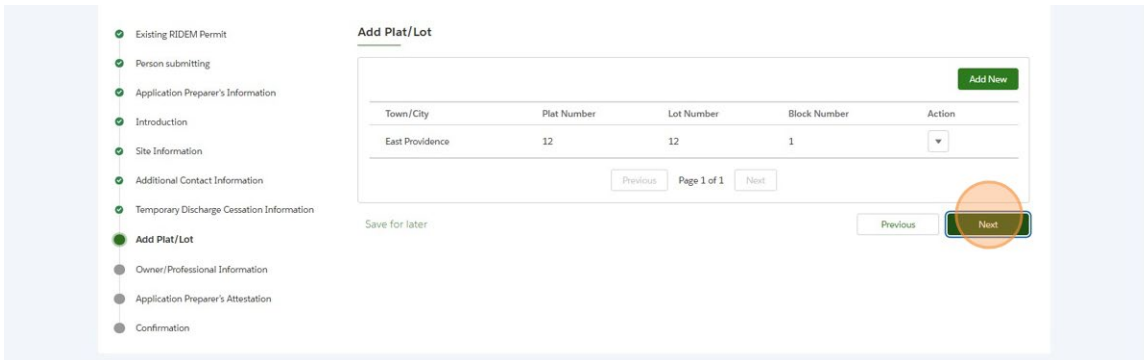
Previous, Page 1 of 0, Next

Save for later, Previous, Next

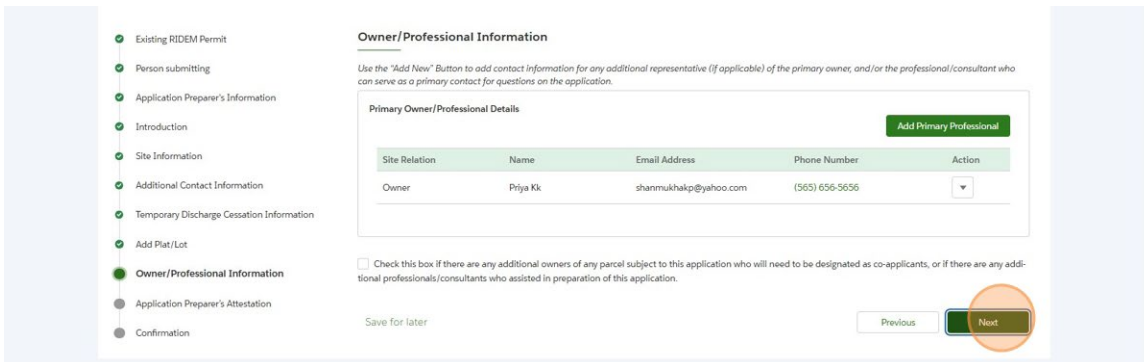
14. Click "Save" to return to the application



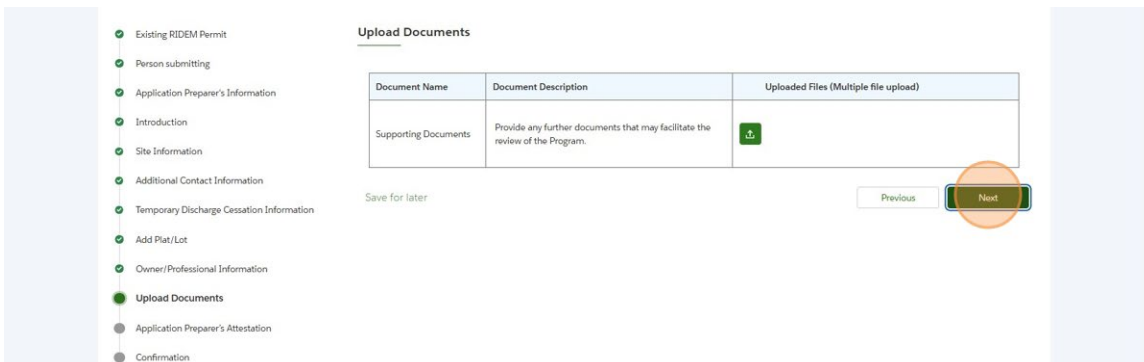
15. Click "Next"



16. Next is the Owner/Professional Information Screen.



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



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

DEM RHODE ISLAND

Success
Your Signature Is Stored Successfully

Home Applications My Permits My Licenses Requests My Details Application Request Pre-Application Meetings More

Notification Requests

Notification : Temporary Cessation

- Existing RIDEM Permit
- Person submitting
- Application Preparer's Information
- Introduction
- Site Information
- Additional Contact Information
- Temporary Discharge Cessation Information
- Add Plat/Lot
- Owner/Professional Information
- Upload Documents
- Application Preparer's Attestation
- Confirmation

Application Preparer's Attestation

I hereby certify that I am, or represent, an owner of property or an easement subject to this application and have requested and authorized the investigation, compilation, and submission of all the information, in whatever form, contained in this Application; that I have personally examined and am familiar with the information submitted herein; and that such information is true, accurate, and complete to the best of my knowledge. I hereby authorize RIDEM personnel access to the property ("site") for purposes of observing conditions pertinent to this application and assessing compliance with any permit or determination resulting from this Application, including any sampling, monitoring, or surveying that may be deemed appropriate, consistent with the RIDEM Administrative Inspection Guidelines.

Signature

Save Signature Clear

Name: Priya Kk Date: 04/04/2025

Save for later Previous Next

Next is the Confirmation Screen

Confirmation

Thank you!

Your request has been submitted successfully and will be processed accordingly.
Your request number is .
If additional information is required, you will be notified regarding your submission.
You can track the status of this request from "Request > UIC Notifications" tab.

Done

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