

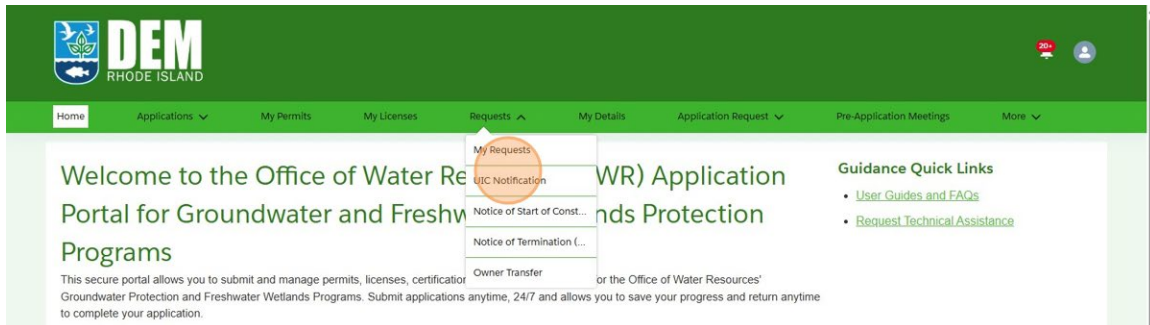


User Guide: Underground Injection Control (UIC) Notification - Termination of a Groundwater Discharge

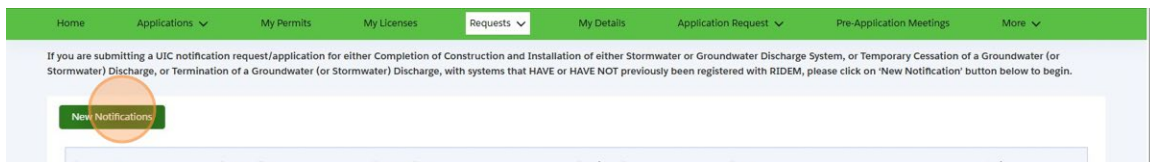
1. Log in to the OWR Portal at <https://demri.my.site.com/owr>
2. Click on **Requests** tab



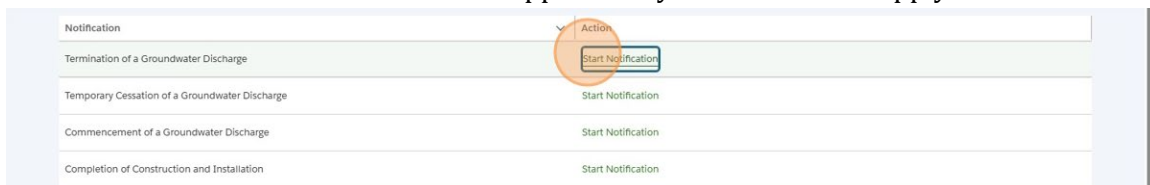
3. Click "UIC Notification"



4. Click "New Notifications"



5. Click "Start Notification" next to the Application you would like to apply for



6. First Existing RIDEM Permit Screen.

Notification : Termination

Existing RIDEM Permit

● Existing RIDEM Permit
● Person submitting
● Application Preparer's Information
● Introduction
● Site Information
● Add Plat/Lot
● Owner/Professional Information
● Type of Groundwater Discharge
● Application Preparer's Attestation
● Confirmation

Existing RIDEM Permit

* 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 assent number later in this request form.

Yes
 No

* Please enter an Application Number or Permit Number to look up record.

Save for later Next

Existing RIDEM Permit

● Existing RIDEM Permit
● Person submitting
● Application Preparer's Information
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Existing RIDEM Permit

* 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 assent number later in this request form.

Yes
 No

Save for later Next

7. Next is the Person Submitting Screen

Person submitting

● Existing RIDEM Permit
● Person submitting
● Application Preparer's Information
● Introduction
● Site Information
● Add Plat/Lot
● Owner/Professional Information
● Type of Groundwater Discharge
● Application Preparer's Attestation
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Person submitting

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

Save for later Previous Next

- Next is the Owner Information Screen. Review the information. If any changes are needed, scroll to the top of the screen and click 'My Profile.' **Restart the application for the changes to be applied.**

- Next is the Introduction Screen

- Click "Next"

- Next is the Site Information Screen

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

The screenshot shows the 'Add Plat/Lot' form. On the left is a vertical navigation menu with steps: Existing RIDEM Permit, Person submitting, Application Preparer's Information, Introduction, Site Information, Add Plat/Lot (highlighted), Owner/Professional Information, Type of Groundwater Discharge, Application Preparer's Attestation, and Confirmation. The main form area has a table with columns: Town/City, Plat Number, Lot Number, Block Number, and Action. An 'Add New' button is circled in orange in the top right corner. Below the table are 'Previous', 'Page 1 of 0', and 'Next' buttons. At the bottom right are 'Previous' and 'Next' buttons.

13. Click "Save" to return to the Application

The screenshot shows a 'Block Details' modal form. It has a 'Town/City Name' dropdown menu with 'Jamestown' selected. Below are three input fields: '* Plat Number' (234), '* Lot Number' (23), and 'Block Number' (4,00). At the bottom right, the 'Save' button is circled in orange. There are also 'Cancel' and 'Next' buttons.

14. Click "Next"

The screenshot shows the 'Add Plat/Lot' form after data has been added. The table now contains one row: Jamestown, 234, 23, 4. The 'Next' button at the bottom right is circled in orange. A green success message 'Success Record saved successfully' is visible at the top of the page.

15. Next is the Owner/Professional Information Screen.

The screenshot shows the 'Owner/Professional Information' form. It includes an 'Add Primary Professional' button. Below is a table with columns: Site Relation, Name, Email Address, Phone Number, and Action. One row is present: Owner, Priya Kk, shanmukhaki@yahoo.com, (565) 656-5656. At the bottom right, the 'Next' button is circled in orange. There is also a checkbox for additional owners/professionals.

16. Next is the Type of Groundwater Discharge Information Screen

Notification : Termination

- Existing RIDEM Permit
- Person submitting
- Application Preparer's Information
- Introduction
- Site Information
- Add Plat/Lot
- Owner/Professional Information
- Type of Groundwater Discharge**
- Application Preparer's Attestation
- Confirmation

Type of Groundwater Discharge

* Type of Groundwater Discharge

Geothermal Experimental Non-Contact Cooling Water Water Supply Related
 Industrial Process Water Aquifer Remediation Stormwater Other

* Are floor drains present at the facility?
 Yes No

* Anticipated date of system termination:
04/10/2025

* Proposed method of system termination:
test



Save for later Previous **Next**

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

Notification : Termination

- Existing RIDEM Permit
- Person submitting
- Application Preparer's Information
- Introduction
- Site Information
- Add Plat/Lot
- Owner/Professional Information
- Type of Groundwater Discharge
- Upload Documents**
- Application Preparer's Attestation
- Confirmation

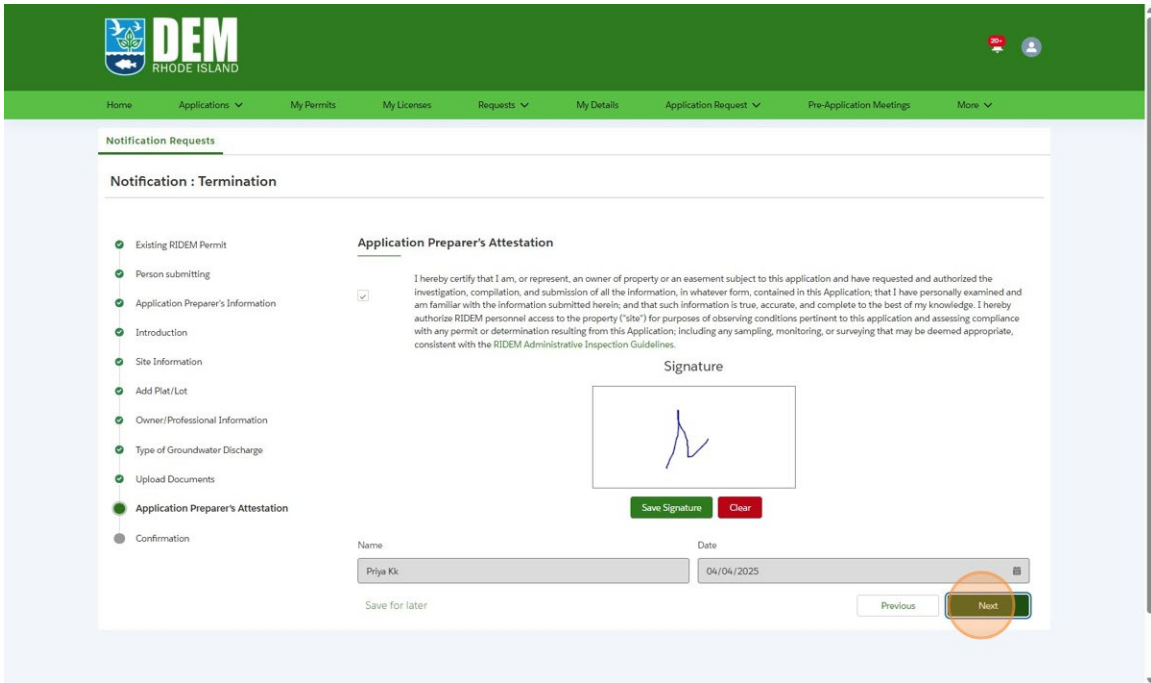
Upload Documents

Document Name	Document Description	Uploaded Files (Multiple file upload)
Soil & Groundwater Analysis	Provide documents that describe any analytical characterization of the soils and/or the groundwater that has been accomplished to date on site that demonstrates that the discharge has or has not complied with the Groundwater Discharge Rules.	
Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later Previous **Next**

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

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Next is the Confirmation Screen.

