### INSTRUCTIONS FOR COMPLETING ANNUAL AND QUARTERLY DIVERSION, WATER UTILIZATION AND MONITORING SUBMITTALS ELECTRONICALLY THROUGH NJDEP ONLINE

Please contact the Bureau of Water Allocation & Well Permitting at (609) 984-6831 with any additional questions regarding the Annual or Quarterly Diversion and Monitoring Reports.

#### **General Instructions:**

- 1. Completed monitoring results are due to the Bureau of Water Allocation & Well Permitting no later than due dates indicated on the submittal action task list. Failure to submit monitoring results by the due dates will result in an automatic violation, and possible enforcement action.
- 2. Quarterly Reports must be completed online for all monitoring periods after 3/31/2009.
- 3. Make sure all information in your user profile is complete and correct before certifying.
- 4. All information must be submitted and successfully certified for the Department to receive it.
- 5. The requested information will vary from the examples below, depending on the regulated activity.

### **Create an Account**

If you already have a NJDEP Online account skip to Log into Account.

Please follow the instructions below to set up your NJDEP Online account. These same instructions can also be downloaded on the NJDEP Online page at 'http://www.njdeponline.com' by selecting the button labeled "NJDEP Online New User INSTRUCTIONS."

#### Step 1: Requesting Access to NJDEP Online

1. Go to 'http://www.njdeponline.com' and select the button labeled "NEW USERS Request Access to NJDEP Online."

2. Fill in the following fields: 'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail'.

3. Click on the "Request" button.

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**Step 2: Link Your NJDEP Online Service to Your myNewJersey Account If you already have a myNewJersey account:** Fill out Section A with your myNewJersey 'Log On ID' and 'Password' and click "Link NJDEP Online to My Account."

**If you do not have a myNewJersey account:** Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question', and 'Security Answer' and click "Create this new myNewJersey Account and Link NJDEP Online To It."

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### Step 3: Use NJDEP Online

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2. Request your Certification PIN by clicking "Request PIN" (you will receive this via email). You will only be required to have a Certification PIN if you plan to electronically certify a permit/application/submittal. If you do not need a Certification PIN, click "Complete Setup."

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**Note:** Upon requesting your Certification PIN and clicking "Continue" on the confirmation screen, your setup will be complete.

3. Under the Water Supply heading, select the Water Diversion, Water Utilization and Monitoring Service to add it to your workspace by clicking the checkbox next to Water Diversion, Water Utilization and Monitoring Results Submittal., then click 'OK'.



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4. Click 'Add Facilities'. Add your facility to your account by selecting Water Supply in the DEP Program Field, and entering the Facility ID from the attached letter and click 'Search'. Check your facility and click 'Add Selected Facility'. Click 'Complete Setup', then Click 'Done'.

Search for your facility either by Facility ID or Facility Name, Scroll down to Water Supply under Select NJDEP Program, and Click the **Search** button as shown below.

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Use the Water Allocation Program Interest ID from a Water Diversion Form, or the PWSID if you have a Water Utilization Form to enter. Click **Search**.

Once your facility is shown in the search results, check the box to the left of the Facility name, and click Add Selected Facilities as shown below.

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Your facility will now appear in your Workspace under the heading My Facilities/Program Interests as shown below.

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Click **View** as shown below to view facility Information. The Facility Information includes the following information as entered in the Department database: Facility ID (Program Interest ID), Location of the Activity, and mailing address. Please note this address is also the

mailing address for all correspondence related to the activity. Please verify this information, making any necessary changes by filling out form BWA-009, which can be found at: <u>http://www.nj.gov/dep/watersupply/bwa-009.pdf</u> and submit by mail to the address on the form, or by submitting to Bureau of Water Allocation & Well Permitting, Mail Code 401-04Q, P.O. Box 420, Trenton, NJ 08625-0420.

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Click **Return** to return to My Workspace.

**Note:** After completing these steps, you will be able to access NJDEP Online at any time by visiting 'http://www.njdeponline.com' and clicking "Log in to NJDEP Online" within

the blue box at the top right of the screen. NJDEP Online can also be accessed by logging into myNewJersey at 'http://www.nj.gov' and clicking the 'Login' link near the top of the screen.

If you need further assistance, please contact us at the link labeled 'Address your comments and suggestions to us' at the bottom of http://www.njdeponline.com.

If you are ready to enter monitoring results skip to <u>Enter Monitoring Results</u> on Page 19.

## Log into Account

To begin entering monitoring results, sign on to NJDEP Online by navigating to <u>http://www.nj.gov/dep/online/</u> Click the Login here button as shown below



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Enter your MyNewJersey Logon Id and password, Click Log On.

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Click 'DEP Online Services' on the left side of the screen.

Later, you can add additional services by clicking 'My Workspace' and the ''Configure Services' button.

Note: You may have added Services and/or Facilities during Account set up. If your facility is displayed, skip the next step.

# Add Facility

To add additional facilities to your workspace, Scroll down to My Facilities/Program Interests as shown below, and click the Add Facilities button.

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Search for your facility either by Facility ID or Facility Name, Scroll down to Water Supply under Select NJDEP Program, and Click the **Search** button as shown below.

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Use the Water Allocation Program Interest ID from a Water Diversion form, or the PWSID if you have a Water Utilization Form to enter. Click Search. Once your facility is shown in the search results, check the box to the left of the Facility name, and click Add Selected Facilities as shown below.

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Your facility will now appear in your Workspace under the heading My Facilities/Program Interests as shown below.

Click **View** as shown below to view facility Information. The Facility Information includes the following information as entered in the Department database: Facility ID (program Interest ID), Location of the Activity, and mailing address. Please note this address is also the mailing address for all correspondence related to the activity. Please verify this information, making any necessary changes by filling out form BWA-009, which can be found at: <u>http://www.nj.gov/dep/watersupply/bwa-009.pdf</u> and submit by mail to the address on the form, or by submitting to Bureau of Water Allocation & Well Permitting, Mail Code 401-

04Q, P.O. Box 420, Trenton, NJ 08625-0420.

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Click **Return** to return to My Workspace.

## Add Service

Skip to <u>Enter Monitoring Results</u> if the Water Diversion, Water Utilization and Monitoring Results Submittal Service is present.

The first time you login, you may need to add the Water Diversion, Water Utilization and Monitoring Results Submittal Service to your Workspace if it was not added during account setup.

If the Water Diversion, Water Utilization and Monitoring Results Submittal Service is not present, under the Service Selection Heading, click **Configure Services** button as shown below.

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The Service Selection screen displays. Scroll down to the bottom of the screen until the **Water Supply Section** is displayed as shown in the next two screens.

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Click the box to the left of Water **Diversion**, **Water Utilization and Monitoring Results** as shown below. Then click the **OK** button at the bottom right side of the screen as shown below.



The Water Diversion, Water Utilization and Monitoring Results service is now in your Workspace as shown below. Once you have added the facility and service, they are a permanent part of your workspace and you do not need to repeat the steps above.

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## **Enter Monitoring Results**

To begin entering monitoring results, click on the Water Diversion, Water Utilization and Monitoring Results Submittal link in My Workspace as show below.

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Water Supply Water Diversion, Water Utilization and Monitoring Results Submittal  My Facilities/Program Interests I	,	configure Services
Water Supply         Water Diversion, Water Utilization and Monitoring Results Submittal         Image: My Facilities/Program Interests         ote: You may add facilities by clicking the "Add Facilities" button below.	,	configure Services
Water Supply         Water Diversion, Water Utilization and Monitoring Results Submittal         My Facilities/Program Interests         ote: You may add facilities by clicking the "Add Facilities" button below.         Facility Name       Facility ID       Program       Acc	cess Type Change Manage Access Security	Configure Services
Water Supply         Water Diversion, Water Utilization and Monitoring Results Submittal         Image: My Facilities/Program Interests         Interest: You may add facilities by clicking the "Add Facilities" button below.         Facility Name       Facility ID       Program       Acc         e	cess Type Change Manage Security Access Decurity	configure Services

The **Submittal Action Task List** displays and shows available Monitoring Results reports which can be submitted. Check the monitoring period and due date carefully on the submittal action task list. Unique sets of quarterly reports are generated for each activity, reflecting the required monitoring data for that monitoring period.

To begin entering new results, click on the Submit link under the Action column as shown below.

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5 - Monitoring Results		hask Description	<u></u>	Date A	<u>ction</u>
6 - Certification	Clicking a column title will sort	the table by that column.	01/01/2009 - 03/31/2009	<u> </u>	
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Note: Changing the radio button to Show Complete and Clicking Refresh will display previously submitted reports that can be revised through this Submittal Action Task List.

The action will display as **Submit Revised** if the monitoring results for this monitoring period have been previously submitted as shown below.



After choosing the submittal task for the form you wish to enter, the Submission Name screen displays as shown below with a default value of the form type and monitoring period, facility Id, and activity. Add any additional information you wish which identifies this monitoring period submittal in the Submission Project Name field. Add any comments you wish to see on the Submission Summary screen. For example, 'These are monitoring results for activity WAP050001 for 3<sup>rd</sup> quarter 2008'. Then click the **Continue** button.

NOTE: The Department keeps a paper or electronic copy of all reports ever submitted for compliance purposes, including originals prior to revision.

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3 - Submission Name	*Submission/Project	Submit Public Quarterly Monitori	ng Report 01/01/2009	- 03/31/2009		
+ - Additional Information	Name:					
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The Additional Information screen is displayed which asks questions concerning the submittal as shown following table. Scroll down to choose the correct answers on each question and the next question will display. Questions may be skipped based on answers selected. When all questions have been answered, click the **Continue** button to proceed to the Monitoring Results entry screen or the Agricultural Information Screen.

QUESTION	AVAILABLE RESPONSES
Are you required to measure static water level?	Yes, or No
How do you primarily measure static water level?	M-Scope, Air-line and Gauge, Other, tape, Fixed Transducer,
	Multiple Methods
Which two methods are primarily used?	M-Scope, Air-Line, and Gauge,
(Displays if Multiple Methods selected above)	M-Scope and Tape,
	M-Scope and Fixed Transducer,
	Air-line, Gauge, and Tape,
	Air-line, gauge, and Fixed transducer
	Tape and fixed transducer
How is your diversion measured?	Totalizing flow meters,
	Hours of operation X hourly pump capacity,
	# heads X hourly head capacity X hours of operation
	Area of flooding X average depth of flooding
	Flume or Weir

If the report is for an Agricultural facility, the next screen will be the Agricultural Information Screen, other reports will skip this screen and the Quarterly or Annual Monitoring results screen will display. Complete the required fields and click 'Add Row' to add additional crop types, then click 'Continue'.

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Information	*Acres Farmed:	90							
5 - Agricultural Information									
6 - Monitoring	Please enter the follo	owing information	IT ACTES Farmed	a is greater than	0.				
7 - Certification		Crop Type		*Acreage Planted	*Acreage Irrigat	ed Remove			
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The Quarterly or Annual Monitoring results screen is displayed. Enter all required monitoring results. Quantity fields are numeric. Date fields, if required, must be in the form MM/DD/YYYY or MM/DD/YY. See *Appendix A Water Diversion and Monitoring Results Additional Information* for detailed information regarding the results screen.

### Annual Report example:

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Submission Name Additional								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Information				Report	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
Agnoultural Information	Row Number	Item	Parameter	in Units	/Result Jan	/Result Feb	/Result Mar	/Result Apr	/Result May	/Result Jun	/Result Jul	/Result Aug	/Result Sept
Monitoring Results		WSIN71853		01									
	1	LOCKATONG CREEK,	Water Diverted	Million Gallons									
		WSWL64749	Water	Million									
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Quarterly Report Example:

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		1	WSIN174756 - PUMPED STORAGE RESERVOIR BRICK OFF- STREAM RESERVOIR	Water Transferred to Treatment Plant	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT
		2	WSIN174756 - PUMPED STORAGE RESERVOIR BRICK OFF- STREAM RESERVOIR	Water Returned to Source	Each Month	Million Gallons		NREQD		NOTREQD		ΝΟΤ
		3	WSWL66329 2900007791 WELL 10 (ASR)	Water Recovered (ASR)	Each Month	Million Gallons		NOT REQD		NOT REQD		
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Enter the data for each month, in this example January, February and March. When complete click the **Next** button (or **2**) as shown below to see the next page of monitoring results, if there are multiple pages.

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6 - Certification	Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	Quantity /Result	Sample Date	Qual ity /Re. It	Sample	Quantity /Result	s
	26	WSWL6631 2900006841 WELL 9	4 Static L, Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REC	NOT REQD		
	27	WSWL6634 2900008356 WELL 11	2 Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	28	WSWL6640: 2900012006 WELL 12	1 Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	29	WSWL66733 2900030639 WELL 14	2 Static 9, Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	30	WSWL66760 	0 Static 3, Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	31	WSWL6630 2900006579 WELL 6	9 9, Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		<b>—</b>
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Enter the data for each month on each page of monitoring results. When complete click the **Continue** button as shown below.

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	26	WSWL66314 2900006841,	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOTREOD	NOT REQD	NOT REQD		
	27	WSWL66342 2900008356, WELL 11	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	28	WSWL66401 2900012006, WELL 12	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	29	2900030639, WELL 14	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	30	WSWL66760 2900032043, WELL 13	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	31	WSWL66309 - 2900006579, WELL 6	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	32	WSWL66314 2900006841, WELL 9	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	33	WSWL66309 - 2900006579, WELL 6	Chloride	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
	34	WSWL66314 2900006841, WELL 9	Chloride	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
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Any errors in the data will appear as shown below. In this example, January quantity was left blank, and the Static water sample date was in the future.

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. Pi	age 1. Row 1	. Column: 5	January Ou	antity/R	esult' - This fiel	d is Mandato	rv. If no diversio	on/flow occur	red. report 0. If	a meter readi	ng was missed, click
He	elp on this p	age for esti	mation meth	nods.					•		
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Screen	Validation	Message
Monitoring Results entry screen	Validation for parameter=Chloride	The quantity/Result entered exceeds 2500
	1.	Mg/L. Verify the results and enter an
		explanation in the row comments about why
		the result exceeds this amount.
Monitoring Results entry screen	Validation for parameter=Sodium	The quantity/Result entered exceeds 250
	<u>I</u>	Mg/L. Verify the results and enter an
		explanation in the row comments about why
		the result exceeds this amount.
Monitoring Results entry screen	Validation parameter for Rated Pump	The Quantity/result entered exceeds the
	capacity	reported capacity of the installed pump.
		Result must be reported in units of Million
		Gallons. Please click Help on this page for
		additional information.
Monitoring Results entry screen	Validation for Static Water Level $= 0$	A Quantity/Result of 0 reported for Static
		Water Level indicates that the water level in
		the well was measured and is at ground
		surface. If Static Water Level was not
		taken, leave the Quantity/Result blank and
		enter an explanation in the row comments
		of why Static Water Level was not
		measured, and when sampling will resume.
		A value of zero indicates
		the depth to water is 0 feet,
		or at ground surface, NOT
		a missed reading.
Monitoring Results entry screen	Validation where Quantity/Result field	A sample date is required for this
	is filled in, and Sample Date = null.	parameter.
	and parameter is not on the list of date	<b>r</b>
	exempted parameters.	
Monitoring Results entry screen	Quantity/Result, not numeric entries,	Only numbers and the special characters $<>$
	not <> -	- followed immediately by a number are
		allowed.
Monitoring Results entry screen	Quantity/Result, $<>$ - detected not	The special characters < > - must be
	followed by a number	followed immediately by a number with no
		spaces between the character and the
		number.
Monitoring Results entry screen	Date in the future	Date cannot be in the future
Cut and Paste	User pastes more lines than are	More rows were pasted than exist in the
	required	form. Extra rows were truncated. Review
		the data carefully to ensure the correct
		monitoring period is selected.
Cut and Paste	Pasted text has empty rows in between	Pasted data included one or more empty
		rows. Data was populated using next
		available data. Review the data carefully to
		ensure the data is in the correct cells.
Cut and Paste	More tabs on a line than are allowed	Fewer rows were pasted than exist in the
		form, leaving blank rows at the end of the
		form. Review the data carefully to ensure
		the correct monitoring period is selected.
Cut and Paste	Fewer tabs on a line than are allowed	Pasted data has fewer tabs on one or more
		rows than available columns, leaving some
		data null. Review the data carefully to
		ensure the data is fully populated and in the
		correct cells

Monitoring Results Data Validations and Error Messages

In the next example, the quantity for water diverted exceeds the capacity of the pump. This is often a unit problem. The amount entered for Water Diverted is normally reported in Million gallons. For example, one million gallons must be reported as a '1'. For additional information see *Appendix B – Meter Reading and Correct Units Reporting*.

Once all data is entered click the <b>Continue</b> butto
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QUARTERLY MONITORING RESULTS												
• Pa He • Pa of /arning lonitor	Page 1, Row 1, Column: 'January Quantity/Result' - This field is Mandatory. If no diversion/flow occurred, report 0. If a meter reading was missed, click Help on this page for estimation methods.     Page 1, Row 2, Column: 'March Quantity/Result' - A Quantity/Result of 0 reported for Static Water Level indicates that the water level in the well was measured and is at the ground surface. If Static Water Level was not taken, leave the Quantity/Result blank and enter an explanation in the row commen of why Static Water Level and measured, and when sampling will resume.  Aarning: Navigating away from this screen without saving first will delete the current page of results.  Ionitoring Period: 01/01/2009 - 03/31/2009 Activity Code: WAP050001 NJDEP Preprint ID: 65013											
					Janu	iary	Febr	uary	Mai	rch		
Row lumber	Subject Item	Parameter	Required Frequency	Report Value in Units of	Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date	Row Comme	nts
1	WSWL91213	Water	Each Month	Million	1	NOT REQD	3.0	NOT REOD	3.7	NOT REOD		
	2900048826, 5A	Diverted		Gallons	1		0.0					
2	WSWL91213 2900048826,	Static Water Level	Each Month	Feet	22	01/31/08	26	02/28/2008	0	03/31/2008		
erm Co	Clear All Save Continue orm Comments:											

If the results entered pass validation, the Submission Certification screen will display as shown below. (If a Facility Administrator has been set up, the screen may be different).

Click VIEW and thoroughly review the pending submission before certifying. You may wish to print this page for your records. Once you are satisfied all information is correct, enter your PIN number as shown below, and click the **Certify** button. Click the User Profile tab, click 'Request Certification PIN' button to request a PIN to certify reports if you did not get a PIN during account setup.

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The Submission Confirmation screen appears as shown below. Print the page or save the Service ID (22439 in this example) in case there is a problem with the data migration to DEP. Click the **Continue** button.



The section My Services – In Progress shows submittals that have not completed. The submittal has been processed when it goes from the My Services – In Progress section to the My Services – Submitted section.

You are returned to My Workspace page. Scroll down the My Services – Submitted section. To view the details of the submission, click on the **View** icon.



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The results entered will be displayed along with all information associated with the submittal as shown below. Click **Return** button to return to the My Workspace page.

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Click the Water Diversion, Water Utilization and Monitoring Results Submittal link to submit another form, or Click the Logout link as shown below.

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# **Facility Administration**

You can prevent unauthorized access to your facilities reports by setting up a Facility Administrator. See 'Facility Security Administration' under Documents and Forms for additional information.

### Appendix A - Water Diversion and Monitoring Results Additional Information

Each monitoring requirement is represented by a row on the monitoring results screen. The following is a description of each of the columns on the Results Form.

- 1. SUBJECT ITEM
  - a. Contains information identifying the source, which includes Department Id's and a local name
  - b. Note to facilities utilizing storage ponds as diversion sources: Surface water sources may require a calculation to avoid double counting water that is pumped from wells or other sources into storage ponds. See the instructions for correcting and reporting CORRECTED storage pond values, if necessary.
- 2. PARAMETER- Specifies the required monitoring for the applicable subject item in that row. Some parameters require dates which must be entered in the correct format as described below and must not be in the future.
- 3. QUANTITY/RESULT The value fields where monitoring data is recorded.
  - a. Only numbers, decimal points, less than sign <, minus sign –. DO NOT ENTER WORDS, OR N/A IN ANY OF THE RESULTS/QUANTITY BOXES. Any non-numeric marks will prevent submission of the form.
  - b. If water is not diverted from a source in a particular month(s), report Water Diverted as the number zero (0).
  - c. If Static Water Levels or chemical monitoring was not performed as required for the timeframe, leave the Quantity/Result and Sample Date fields blank. This will require a comment explaining why results were not taken in the row comments field, and when sampling will resume. Failure to perform required monitoring is a violation and may result in enforcement action.

### NOTE: REQUIRED STATIC WATER LEVELS OR CHEMICAL MONTIORING ARE REQUIRED EVEN IF THE SOURCE WAS NOT USED

- d. Static Water Levels must be reported in decimal feet (for example 9.45).
- e. Grey fields marked "NOT REQD" indicate that no sampling or reporting is required for that source/parameter/month combination for the activity. These fields are not modifiable.
- f. Please write any explanations of reporting data in the row comments or form comments field.
- 5. **SAMPLE DATE** Dates a parameter is sampled. Sample dates are not required for parameters that are an end of month total, such as water diverted. Sample dates are required for other reporting parameters.

The correct, full date that a water level, sample, or month end reading is taken must be entered in the following format: MM/DD/YYYY or MM/DD/YY, for example, 10/21/2003 or 5/30/03.

6. **REPORT VALUE IN UNITS OF** - Indicates the required reporting units for the monitored parameter. For example, Water Diverted must be reported in Million

Gallons unless otherwise stated, while Static Water Levels are reported in Feet. Values must be reported in the units displayed on the form.

To convert Gallons to Million Gallons, divide the total number of gallons by one million (1,000,000). Example: 365,000 Gallons = 0.365 Millions Gallons

Actual diversion in Gallons	Report diversion in Million Gallons
1,000,000	1.000
100,000	0.100
10,000	0.010
1,000	0.001

### Appendix B – Meter Reading and Correct Units Reporting

To report the correct amount, check your meter to see if there is a multiplier on it. This will look like X 100 or X 1000 indicating the number is to be multiplied by either 100 or 1000 to obtain the amount metered.

For example on the meter below the multiplier is X 100. To obtain the month end reading, 35844 is multiplied by 100 resulting in 3584400, which is then divided by one million (1,000,000), or multiplied by (.000001) to get the end of month meter reading of 3.584 million gallons.

Subtract last months end of month reading from this months and report that volume.

