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Groundwater Extraction Report User's Guide for Water Year 2017

The Sustainable Groundwater Management Act (SGMA) requires extractors in unmanaged areas or probationary basins to file groundwater extraction reports with the State Water Resources Control Board (State Water Board or Board). Groundwater extraction reports must be completed and filed online through the State Water Board website. This document provides guidance on how to complete the Groundwater Extraction Report forms for Water Year 2017.

Quick Links

Use the following links to access specific resources:

- **Sample Completed User Form**

- **Sample Completed Well Form**

- **Interactive Map Guide**

- **Measurement Method Guidance**

- **Contact the Groundwater Management Program**

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Groundwater Extraction Report Overview

What is a Groundwater Extraction Report?

A groundwater extraction report consists of two (2) types of forms, a "User Form" and a "Well Form."

- The User Form collects information about the extractor and, if applicable, the agency or person preparing the report for the extractor.

- The Well Form collects information about the well location, well capacity, monthly extraction volumes, method for measuring monthly extraction volumes, place(s) the water was used, and purpose(s) of water use.

  The Well Form uses an interactive map application to identify the well location and place(s) of use. **Click here** to access a guide to the interactive map.

How are reports filed?

Groundwater extraction reports must be filed online through the State Water Board's Groundwater Extraction Report **website**. Registration and log in are required to access and file the forms for the report.

Who has to report?

Any person who extracts groundwater from an unmanaged area or a probationary basin must file a groundwater extraction report with the State Water Board.

Are there exceptions?

- De minimis extractors in unmanaged areas are exempt from reporting. The **State Intervention Fact Sheet** provides details on de minimis extractors.

- Extractions reported pursuant to the Recordation of Water Extractions and Diversions administered by the State Water Board's **Groundwater Recordation Program** do not have to file an additional SGMA report.

How can I be removed from the Board's list of possible extractors?

You can be removed from the Board's list of possible extractors by registering for an account and filing a User Form that states one of the following:

- You do not own or operate a well.

- You are a de minimis extractor.

- You reported extractions for Water Year 2017 to the **Groundwater Recordation Program**.

How does a community water system file a report?

A community water system needs to register for an account and complete a User Form. The community water system can avoid duplicate reporting by providing their PWS identification number on the User Form. The State Water Board staff will contact the community water system directly to complete the reporting process. If the community water system does not provide their PWS identification number in the User Form, they will have to complete a Well Form.

Can a person or agency file on behalf of an extractor?

Yes. To file on behalf of an extractor, you are required to identify yourself in the preparer section of the User Form for the extractor. To file on behalf of multiple extractors, you must identify yourself on a separate "User Form" for each extractor you represent. It is the responsibility of the preparer to obtain and document permission from the extractor to file on the extractor's behalf.

When are reports due for Water Year 2017?

Groundwater extraction reports for Water Year 2017 are due by December 15, 2017 for extractions made from July 1, 2017 through September 30, 2017.

Are there fees associated with submitting the forms?

Yes. Visit the State Water Board Groundwater Management Program **Fees page** for details. A fee invoice will be mailed to you after your Well Form(s) has been submitted.

Where can I find more information about reporting and SGMA?

Visit the State Water Board Groundwater Management Program website at **http://www.waterboards.ca.gov/gmp**.

Account Registration

1. To register for an account, click the "Register" link in the menu bar at the top of the website or go to **https://public.waterboards.ca.gov/GRS/Account/Register**.

2. Enter a valid email address, create a password, and click the "Register" button.


3. Once you register (and each time you log in), you will be directed to your groundwater extraction report "Home" page.

Note: You will enter this email and password each time you log in to the website. This email will be used if you need to reset your password.

Navigating the Home Page

1. To access your home page, use the "Home" link in the menu bar at the top of the website. You must be logged in to your account to access your home page.
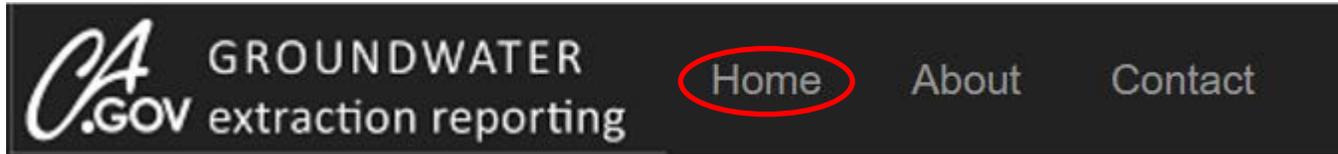
2. Your groundwater extraction forms (User Form and Well Form) are located in the My Forms table at the bottom of your home page.

Note: The first time you log in to your account the table will only display the option to create a User Form. The Well Form will be displayed only after you complete the User Form.

Navigating the User Form

The "User Form" collects information about the extractor and, if applicable, the agency or person reporting on behalf of the extractor. **Click here** for an example of a completed User Form.

Basics

- The User Form is three (3) pages.
- To move between pages use the [Prev] or [Next] buttons.
- To ensure the website functions correctly, do <u>NOT</u> use the browser's forward and back buttons to move between pages.
- For help on a specific question click the 🛈 in front of the question.
- If you don't understand a term, **click here** to access the glossary of terms at the end of this guide.

Begin the User Form

Click the "New User" link in the User Form row of the My Forms table.

MY FORMS FOR WATER YEAR 2017

Form	Name	Date Completed	Create/Modify	Summary PDF	Delete
User Form			New User		

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Click the checkbox to confirm that you have reviewed the instructions.

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- Complete the "Extractor Contact Information."

- Complete the "Preparer Information" section if you are not the extractor but are reporting on behalf of the extractor. **Click here** for information about reporting on behalf of an extractor.

- Answer question 10 if the exactor is a public water supplier. **Click here** for information about community water system reporting requirements.

- Questions 11 and 12 will help State Water Board staff determine whether to remove you from the Board's list of possible extractors subject to reporting. **Click here** for information about how to be removed from the list.

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- Type your first and last name in the "Electronic Signature" box to confirm that all of the information you provided is correct.

- Click the "submit" button to complete the form.

Confirmation Page

After you submit the form you will be directed to a Confirmation page.

User Form SUMMARY PAGE

You completed this on 07/17/2017 13:16:20

CLICK HERE TO GO TO YOUR HOMEPAGE AND START A WELL FORM.

Everything beneath this line is a snapshot of the User Form you submitted.

- Everything beneath the **RED LINE** is a snapshot of the User Form you submitted.

- Click the **BLUE** text above the **RED LINE** to return to your home page.

My Forms Table

Your completed User Form will now be displayed in the My Forms table on your Home page.

Navigating the Well Form

The "Well Form" is where you report information about groundwater extractions. **Click here** for an example of a completed Well Form.

NOTE: You must complete a separate Well Form for each well that extracted groundwater from July 1, 2017 through September 30, 2017.

Basics

- The Well Form is four (4) pages.
- To move between pages use the Prev or Next buttons.
- To ensure the website functions correctly, do <u>NOT</u> use the browser's forward and back buttons to move between pages.
- For help on a specific question click the 🔲 in front of the question.
- If you don't understand a term, **click here** to access the glossary of terms at the end of this guide.

Begin the Well Form

Click the "New Well" link in the Well Form row of the My Forms table.

MY FORMS FOR WATER YEAR 2017

Form	Name	Date Completed	Create/Modify	Summary PDF	Delete
User Form			**New User**		
	John Doe	7/17/2017 1:10:51 PM	Edit	View	Delete
Well Form for John Doe			**New Well**		

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- Complete questions 1, 2, and 3.

- Question 4, will prompt you to use an interactive map to plot the location of the well and identify the place or places where extracted groundwater was used. **Click here** for the step-by-step interactive map guide**.**

- Once you have completed the interactive map portion of the form **AND** closed the interactive map window, the boxes associated with question 4 will automatically be filled.

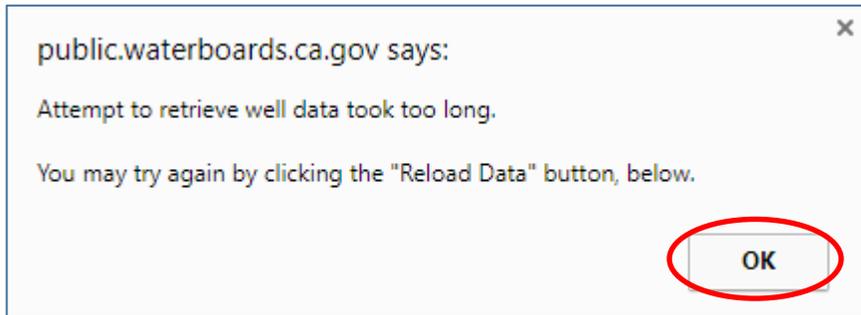|	
4. Click the "Map" button to plot your well location and place(s) of use.	⚲ Map
* Well Location APN	06804350040000
* Basin	SOUTH AMERICAN, SACRAMENTO VALLEY
* County	Sacramento
* Lat/Long	-121.3291 38.5666
* Place of Use APNs	06804350180000 0 06804350170000 0 06804350130000 0 06804350150000 0 06804350140000 0 06804350160000 0

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- If the application takes too long to update question 4, you will get the following error message:

public.waterboards.ca.gov says: ✕

Attempt to retrieve well data took too long.

You may try again by clicking the "Reload Data" button, below.

OK

- Click the "OK" button to close the error message and click the "Reload Data" button to give the application more time.

4. Click the "Map" button to plot your well location and place(s) of use. ⦿Map

* **Well Location APN** 553090029

* **Basin** SAN JACINTO

* **County** Riverside

* **Lat/Long** -116.8766   33.7325

* **Place of Use APNs**
553090029 SBB&M05S01E16
553200005 SBB&M05S01E15
553090029 SBB&M05S01E15
555140007 SBB&M05S01E16
555140007 SBB&M05S01E22
555140007 SBB&M05S01E21

Reload Data

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- Provide details about the well's capacity and the year groundwater extractions began. Provide the well's depth if available.

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- Select the method used to measured monthly extraction volumes from the dropdown box in question 8. You may choose: certified meter, non-certified meter, run time method, or other. **Click here** for guidance on measuring monthly extraction volumes.

- Your answers to questions 9 through 13 will depend on the measurement method used.

- Question 14 allows you to upload additional information or documentation about the measurement method. Use the "Choose" button to select the file you wish to upload. Next, click the "Upload" button to upload the file to the form.

14. Upload additional information about the method used to measure monthly extraction volumes.

Choose Files | No file chosen

Upload

(Uploaded files:) - - - - - - No files uploaded - - - - - -

- Once uploaded, the file name will appear under the "upload" button. You can select multiple files.

14. Upload additional information about the method used to measure monthly extraction volumes.

Choose Files | Example 2.pdf

Upload

(Uploaded files:) Delete Example 1.pdf
                   Delete Example 2.pdf

- Files must be in PDF format. The size of each file cannot exceed 10 megabytes.

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- Type your first and last name in the "Electronic Signature" box to confirm that all of the information you provided is correct.

- Click the "submit" button to complete the form.

Confirmation Page

After you submit the form you will be directed to a Confirmation page.

> # Well Form SUMMARY PAGE
>
> Chloe.Liu@Waterboards.ca.gov completed this on 07/17/2017 13:31:44
>
> ## CLICK HERE TO GO TO YOUR HOMEPAGE AND START ANOTHER WELL FORM.
> Everything beneath this line is a snapshot of the WELL Form you submitted.

- Everything beneath the **RED LINE** is a snapshot of the Well Form you submitted.

- Click the **BLUE** text above the **RED LINE** to return to your home page.

My Forms Table

Your completed Well Form will now be displayed in the My Forms table on your Home page. You will need to complete a new Well Form for each well that you are reporting.

MY FORMS FOR WATER YEAR 2017

Form	Name	Date Completed	Create/Modify	Summary PDF	Delete
User Form			**New User**		
	John Doe	7/17/2017 10:54:40 AM	Edit	View	Delete
Well Form for John Doe			**New Well**		
Well Form for John Doe	Well #2	7/17/2017 1:31:44 PM	Edit	View	Delete

Modifying Forms

You can edit, download, or delete a form by clicking the links to the right of the form name.

Form	Name	Date Completed	Create/Modify	Summary PDF	Delete
MY FORMS FOR WATER YEAR 2017					
User Form			**New User**		
	John Doe	7/17/2017 10:54:40 AM	Edit	View	Delete
Well Form for John Doe			**New Well**		
Well Form for John Doe	Well #2	7/17/2017 1:31:44 PM	Edit	View	Delete

- If you choose to edit a form, you will need to click the "Submit" button on the final page to save your changes.

Preparing a Report on Behalf of Multiple Extractors

- If you are preparing a report on behalf of multiple extractors, you will need to complete a User Form for each individual extractor.
- Because each Well Form is tied to a User Form, you will need to click the correct New Well link when beginning a Well Form for each individual extractor. A Well Form must be completed for each well.
- The New Well link is displayed in the row beneath the completed User Form as highlighted in red below:

Form	Name	Date Completed	Create/Modify	Summary PDF	Delete
User Form			**New User**		
	Extractor A	7/14/2017 1:42:41 PM	Edit	View	Delete
Well Form for Extractor A			**New Well**		
	Extractor B	7/14/2017 1:43:18 PM	Edit	View	Delete
Well Form for Extractor B			**New Well**		

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Contact the Groundwater Management Program

If you have specific questions that cannot be answered after reading this document, please call **916-322-6508** or email **groundwater_management@waterboards.ca.gov**.

GLOSSARY

De Minimis	Groundwater extractions that are no greater than two acre-feet during the entire water year (October 1, 2016 through September 30, 2017) and the extracted water is used for domestic purposes only. (**Wat. Code §10721**)
Domestic Purposes	The use of water in homes, resorts, motels, organization camps, camp grounds, etc., including the incidental watering of domestic stock for family sustenance or enjoyment and the irrigation of not to exceed one-half acre in lawn, ornamental shrubbery, or gardens at any single establishment. The use of water at a camp ground or resort for human consumption, cooking or sanitary purposes is a domestic use. (**23 CCR §660** pursuant to **23 CCR §1030(g)**)
Capacity of the Well	The maximum flow rate the well is capable of producing. **Click here** for information on how to measure flow rate.
Certified Meter	A meter that meets the requirements of Section 1042, Division 3, Title 23, of the California Code of Regulations. **Click here** for the requirements.
Mail Tracking Number	The State Water Board assigns mail tracking numbers to notices that are sent to extractors who may be subject to reporting. If you received a notice from the State Water Board, the mail tracking number is in the upper right-hand corner of the letter in the format of ##-######-#.
Method used to Measure Extraction Volumes	The method used to measure extraction volumes must be satisfactory to the State Water Board pursuant to Section 5203(e) of the Water Code. **Click here** for guidance on measuring extraction volumes.
Monthly Extraction Volume	The volume of groundwater extracted from a well beginning at 12:00 a.m. on the first day of the month through 11:59 p.m. on the last day of the month.
Run Time Method	A way to estimate monthly extraction volumes. **Click here** for guidance on the run time method.
Total Depth of the Well	The distance from the bottom of the well to the ground surface.
Well Name	Well name is specified by the extractor/preparer and should be unique for each well reported by the same extractor. For example, well names can be "Well #1", "Well #2", etc.
Year Groundwater Extractions Began	The earliest known year when groundwater extraction began at the well. The form will not allow a year earlier than 1850 and later than 2017 to be used. An estimated value may be provided.

Certified Meter Criteria
(Section 1042, Division 3, Title 23 of the California Code of Regulations)

Section 1042 Meters.

(a) A measurement device must be all of the following to be a "meter" used to measure groundwater extractions from the well for purposes of section 1040, subdivision (a)(1)(A):

    (1) Equipped with a totalizer that records the total volume of groundwater extracted from the well.

    (2) Permanently attached to the well discharge pipe between the point of extraction and the point of delivery for beneficial use.

    (3) Calibrated to an accuracy of within ± five (5) percent by volume. The calibration must be conducted by a qualified individual upon installation and at least once every five years thereafter, or more frequently if necessary to ensure accuracy is maintained.

    (4) Installed, maintained, operated, inspected, and monitored to ensure the accuracy requirement of subdivision (3).

    (5) Installed in a manner such that it is readily accessible for reading, inspection, testing, repair and replacement.

    (6) Reasonably accessible and available for inspection by an authorized representative of the board upon request.

(b) The board may conduct a field inspection or request additional information from the extractor to determine if a meter is properly installed and meets the requirements of this section. Failure to provide reasonable access for an inspection or to provide records of calibration by a qualified individual upon request by the board is a sufficient basis for the board to determine that a meter has not been used to measure groundwater extractions for purposes of section 1040, subdivision (a)(1)(A).

Authority: Sections 1529.5, 1530, 5107, 5208, and 10736(d)(3), Water Code