

# GROUNDWATER PROJECT RENEWAL PROCESS



## Part 1 – Groundwater Project Renewals: A Two-Step Process

### Frequently Asked Questions (FAQ)

#### **Q. Who is eligible to receive system-specific assistance?**

**A.** Public Water Supply Assistance Program ( PWSAP) is a no-cost assistance program for small municipal public water suppliers (serving up to approximately 10,000 people) that have Commission approvals expiring in the next five (5) to eight (8) years or systems seeking the addition of a new water source.

#### **Q. What is Step 1?**

**A.** For most projects, submitting a renewal application is a two-step process involving an Aquifer Test Plan or Waiver (Step 1), followed by a groundwater withdrawal application (Step 2). Step 1 consists of either completing an aquifer test in accordance with a Commission-approved plan (Plan) or submitting an aquifer testing plan waiver request (Waiver). Groundwater withdrawal applications are supported by the results of an aquifer test completed in accordance with a Commission-approved aquifer testing plan.

#### **Q. If an aquifer test was previously conducted in accordance with a Commission-approved aquifer test plan, is an aquifer test plan or waiver required for Step 1?**

**A.** Projects that completed a Commission-approved test for a prior groundwater withdrawal application have likely already satisfied Step 1. Commission staff is available to assist projects with determining if Step 1 has been satisfied and if they may proceed to Step 2. Please reference the Commission’s fact sheet for more information: <https://www.srbc.net/our-work/fact-sheets/docs/groundwater-project-renewal-process.pdf>. Projects that have not already completed Step 1 will need to either submit an aquifer testing plan waiver request supported by historical data or complete a Commission approved aquifer test.

#### **Q. Does the SRBC retain aquifer testing plans (ATP) and data submitted for project’s new and existing sources? Can a project sponsor request past data from the SRBC?**

**A.** Yes, the Commission maintains ATPs and data records throughout the life of an approval through a comprehensive set of electronic records that can be requested by and provided to a project sponsor. The Commission can also provide the data that the project reports to the Commission, which may also include water level data. Identifying existing data is a great place to start when evaluating for data gaps and determining the work needed to support a renewal application.

**Q. What are the general costs to perform Step 1 and Step 2?**

**A.** Costs are highly project specific and directly related to the tasks that must be completed to resolve identified data gaps. To assist with budgeting for project renewal projects, please contact the Commission to schedule a pre application meeting early so you can identify the applicable process for your project and identify potential data gaps. The Commission’s application review fees can be reviewed on the Fee Schedule available on the Commission’s website.

**Q. What is a pre-application meeting?**

**A.** A pre-application meeting is a no cost meeting where Commission staff will meet with a project sponsor (consultants are optional) to provide an overview of the Commission’s application process, discuss source/system demands, historic use, existing data and current data collection (frequency, methods, and locations), and identify potential data gaps.

**Q. When Does my renewal application need to be submitted?**

**A.** The groundwater withdrawal renewal application is required six (6) months prior to the expiration of the approval.

**Q. Does the submittal of an Aquifer Test Plan or Waiver satisfy the 6-month renewal deadline?**

**A.** No, submittal of an Aquifer Test Plan or Waiver for Step 1 does not satisfy the 6-month renewal application deadline in Step 2.

**Q. How does the SRBC notify project sponsors about the 6-month renewal deadline?**

**A.** The Commission starts notifying project sponsor’s five (5) years prior to the renewal deadline through automated emails and when projects submit their quarterly monitoring data via the Commission’s Monitoring Data Website (MDW).

**Q. What happens if we do not have sufficient time to complete Step 1 before Step 2 is due?**

**A.** Contact staff. We have developed a process for projects to advance through Steps 1 and 2 out of order, but it still requires projects to start with Step 1. Staff assists projects with meeting Step 2 by “releasing” the ground water withdrawal application from the Waiver or Plan to make the application available with some pre-populated information taken from the Plan or Waiver.

**Q. Who gets notified for a project renewal?**

**A.** Renewal notifications are generally sent to the primary contact designated by a project sponsor and also the individual contact that submits required quarterly monitoring/withdrawal data to the Commission’s Monitoring Data Website (MDW) when the data is entered, however secondary contacts can also be contacted.

**Q. How do I change who get notified or other project related contacts?**

**A.** The Commission utilizes the Project Contact Information (PCI) form (<https://services.srbc.net/Applications/registerPCI.aspx>) to maintain accurate and current authorized contact information. The information provided on the PCI form is used to ensure the Commission contacts the appropriate person regarding applications, approvals, transfers, reporting, and other various day-to-day activities. Commission staff can assist in determining who is on the record for the project as the primary contact or access to the PCI form if changes are needed.

**Q. Are registered Grandfathered sources going to be required to have an aquifer or other operational testing done?**

**A.** Sources that have registered and have been issued a grandfathered certificate are not subject to commission review or approval, contingent on operating in accordance of grandfathered certification. Accordingly, grandfathered projects will not be required to complete operational or aquifer testing.

If you have any questions or would like to request a free pre-application consultation, please contact the Commission at (717) 238-0423. You can also direct questions to:

General Project Review Questions

- Todd Eaby, Manager Project Review: [teaby@srbc.net](mailto:teaby@srbc.net)

Groundwater Projects and PWSAP Questions

- Mike Appleby, Groundwater Supervisor: [mappleby@srbc.net](mailto:mappleby@srbc.net)