

## **Into-Basin Diversion Application Instructions**

### **Overview:**

An Into-Basin Diversion request should be submitted using this online application unless otherwise directed by Commission staff. For direction or assistance, please contact the Commission: Mike College, Surface Water Supervisor at [mcollege@srbc.gov](mailto:mcollege@srbc.gov).

### **Applicability:**

The Commission defines diversions as the transfer of water into or out of the Basin (18 CFR § 806.3). The regulatory triggers establishing what into-basin diversion projects require Commission approval are provided in 18 CFR § 806.4(a)(3).

This application should be used for projects requiring approval of into-basin diversion, except for the following:


- Applications that are eligible for coverage under General Permit (GP-04).
- Applications for minor modifications as defined by 18 CFR § 806.18(c).

### **Application Instructions:**

1. Project Contact Information (PCI) Form – Complete the PCI Form providing the current contact information. General information and instructions for the PCI Form are available [here](#), and is accessible while working on the application by clicking either:
  - a. The PCI link available at the top of each application page; or
  - b. ‘edit’ under Section 1.1.
2. Section 1.2 – The application type "modification" refers to major modifications only.
3. Section 1.3.2 – For modification applications only, enter the previously approved quantity.
4. Section 1.3.3 – Provide the requested into-basin diversion quantity. For projects with multiple sources, provide the total quantity diverted (existing and proposed). The quantity must be supported by historical and/or projected use with proper justification in Section 1.4 to be considered.
5. Section 1.6.1 – If eligible for fee discounts, project sponsors must contact the Commission prior to submittal of the application to obtain a fee discount code.

**Instructions Applicable to all Commission Online Applications**  
(excluding ABRf related applications)

**General:**

1. Pop-up blockers should be disabled to prevent functionality issues.
2. Please use the HELP link along the left margin of the application to contact Commission IT staff for problems or general questions. Please allow sufficient time, generally 1 business day, for responses.
3. Information boxes are indicated by the  icon – Click the icon for more information on the application item.
4. Data entered into the application is not automatically saved – click on the "Save Application" button (located at the bottom of each page) to save the application. Information entered will be lost if the web browser is closed prior to saving the application.
5. The application times out after 20 minutes of non-use. A 2 minute warning screen appears when the application must be used or saved. Applications that time out will lose information that was not saved.
6. Files larger than approximately 50 MB cannot be uploaded, and should be split into smaller files to avoid issues.
7. Please use only alpha-numeric characters in file names. An error message will occur if file names contain special characters (e.g.; ~, @, +, %, &, #).
8. The "Check for Errors" button (located at the bottom of each page) may be used at any time to evaluate the completeness of the application. Please note, errors throughout all pages of the application will be checked, regardless if all of the pages have been completed, and does not save the application.
9. Enter -9999 or NA (depending on format of data) for any required field for which data is not available or applicable.

**Initiating and Submitting an Application:**

1. Initiating an online application – Applications must be initiated by the project sponsor. If the project sponsor is not already a registered user of the online application system, click on the "Register" link on the [online application page](#) (lower left corner of the log-in box), complete the required fields, and click "Create User". Commission staff will contact the project sponsor to confirm that a username and password have been activated.
  - a. Note: The online application system and the Monitoring Data Website (MDW) are separate systems and require separate logins.

2. Sharing application access – After an application is initiated, the project sponsor may share access to the application by clicking the 'Share' link (when logged-in, on the main applications page). Shared users should enter the application using their own credentials. The project sponsor's user name and password should not be shared with other users.
3. Submitting an application - The project sponsor must submit the application – it cannot be submitted by shared user account, as they do not have the authority to submit.
  - a. The project sponsor should review the draft invoice after clicking the "Submit Application" button for general accuracy (quantity, etc.), however, the draft invoice may not reflect all applicable discounts at this point in time.
  - b. Click "Submit Application" when the application is ready to be submitted. A "Please Wait" message will appear as the application is processed (may take several minutes).
4. Invoice – Commission staff will email a copy of the final invoice with any appropriate adjustments. Finalized invoices are viewable and downloadable when logged into the online application system.
5. Pending number assignment – Following submittal of an application, the project sponsor will receive an email containing the Commission assigned pending number for the application. The pending number should be included in the public notifications.
6. Submit public notices – See *Public Notice Requirements* below.
7. Application revisions – If revisions are requested during administrative and technical reviews, the project sponsor must click on the "Submit Application" button to finalize changes. Commission staff are notified that changes have been made, and the application is ready to be reviewed.
8. File Retention – Project sponsors are encouraged to keep a copy of their completed application. The main body of the application can be printed/saved (clicking "View" link next to the application name). PDF attachments to the application can be printed/saved by clicking on the "View all PDF uploads here" link. Other file type uploads must be opened individually and printed/saved.

### **Public Notice Requirements:**

The Commission's Public Notice Instructions can be accessed from the Commission's [Policies & Guidance](#) website page.

1. Upon submittal of an application, a pending number will be assigned and e-mailed to the project sponsor. The pending number should be included in the public notices.
2. Commission staff will review the draft notices submitted with your online application, and will typically respond within 1 to 2 business days. Please do not issue the notices until staff provides comments on the draft notices.

3. Anyone with access to the application can upload the public notice materials, however, the project sponsor must submit the notification materials (“Submit Application” at the bottom of the page).

### **Functional Sample Template:**

A Functional Sample Template is available to review the required contents of the application. The sample template can be accessed from the Commission's [Application Process](#) website page.

1. The template link page has a pre-populated username and password – click on the "Log In" button to enter the sample template.
2. More than one party can be concurrently logged into the sample template.
3. **Do not enter confidential or proprietary information into the template.** Information entered will be viewable by other parties working in the sample template.
4. All information entered will be automatically deleted at the end of each night.
5. The sample template cannot be converted to an active submittal.
6. The "submit" feature for the sample template has been disabled. Therefore, the final steps of reviewing invoices, final submittal, and submission of public notices cannot be previewed.

### **Inactive Form Deletion Notice:**

Un-submitted online forms (applications, plans, waivers, Notices of Intent, etc.) that have not been updated or modified within the last 12 months may be deleted by Commission staff.