



DOEE Surface and Groundwater System

Instructions – October 18, 2020

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I. Introduction

This guide provides instructions for performing a broad range of tasks in the Department of Energy and Environment's Surface and Groundwater System, including:

- Submitting projects that require Stormwater Management (SWM), Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) review.
- Applying for the RiverSmart Rewards Program.
- Certifying or transferring Stormwater Retention Credits (SRCs).
- Meeting an Off-Site Retention Volume (Offv) obligation by using SRCs or paying In-Lieu Fee (ILF).
- Submitting applications, notifications and forms related to the SRC Price Lock, Aggregator Startup Grant, and Site Evaluation programs.

Failure to follow these guidelines may result in unnecessary delays in your permitting process. Please review this guide and prepare your SWM plan before attempting to enter your project in the Surface and Groundwater System. This guide does not include:

- Technical details about how to prepare an SWM plan (which can be found at <https://doee.dc.gov/swguidebook>)
- If your project does not require Stormwater Management Plan review but requires a Soil Erosion and Sediment Control and/or Green Area Ratio Plan, please refer to *Surface and Groundwater System Instructions for Soil Erosion and Sediment Control Permit Review* available on the Surface and Groundwater System homepage at <http://doee.dc.gov/SGS>, [under the "Instructions" menu](#). If you're not sure whether your project requires SWM review, you can use the estimation tool on the Surface and Groundwater System homepage.

Login and Password

Do not share your username or password with others. These credentials can be used to electronically sign and submit documents that carry legal obligations.

Device

Most uses of the Surface and Groundwater System require a desktop computer or laptop. A streamlined version of the SGS will display, on mobile devices and tablets, but it will not include the full functions of the desktop version. If a mobile device or tablet is used to access the SGS, DOEE recommends configuring the device to display the full version of the SGS rather than the mobile version.

Browser

The Surface and Groundwater System functions best on Google Chrome. Use of Internet Explorer is discouraged, as many Surface and Groundwater System functions will not work properly on Internet Explorer.

Uploading Documents

Depending on your internet speed, you may experience difficulty uploading files that are larger than 50 MB. If you are unable to upload a large document, please contact DOEE for assistance.



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Entering and modifying information

When using the Surface and Groundwater System, you will be prompted to save every form into which you enter information. In order to make changes to a saved form, click *Edit this record* at the top of the page. Unless otherwise indicated, *Saving* information in the Surface and Groundwater System is different from *Submitting* information to DOEE for review. ***Submitting* information can be completed by clicking a *Submit* button.**

Data Accuracy

Since you are using the Surface and Groundwater System to make an official submittal to the Department of Energy and Environment, you must ensure the information you enter into the Surface and Groundwater System is accurate to the best of your knowledge and ability. Do not enter information you know to be false, such as a “placeholder” data. If you are unsure how to complete a form, please refer to the instructions on the following pages or contact DOEE for assistance.

Signature

In several locations, the Surface and Groundwater System collects electronic signatures. On these pages, you will be prompted to enter your name and click a *Submit* button. Each Surface and Groundwater System signature is a legal electronic signature. Your actions could carry legal obligations for you including to maintain stormwater Best Management Practices (BMPs).

Assistance

If, after reviewing this manual, you experience difficulty while entering a project into the Surface and Groundwater System please contact Nat Lichten at Nathaniel.Lichten@dc.gov or (202) 281-3961.



II. Acronyms

A full list of definitions and acronyms is available in Appendix U of the Stormwater Management Guidebook, available at doee.dc.gov/swguidebook. You can also access Appendix U from the Surface and Groundwater System under the *Support* menu.

AWDZ	Anacostia Waterfront Development Zone
BMP	Best Management Practice (also called GI)
CDA	Contributing Drainage Area
CSS	Combined Sewer System
DOEE	Department of Energy and Environment
ESC	Erosion and Sediment Control
GAR	Green Area Ratio
GI	Green Infrastructure (also called BMPs)
ILF	In-Lieu Fee
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
Offv	Off-Site Retention Volume
PROW	Public Right of Way
SDA	Site Drainage Area
SRC	Stormwater Retention Credit
SGS	Surface and Groundwater System
SWMP	Stormwater Management Plan
SWRv	Stormwater Retention Volume
WQTV	Water Quality Treatment Volume



III. Program Contacts

Surface and Groundwater System

Nat Lichten
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(202) 281-3961

Stormwater Regulations

Brian Van Wye
Brian.VanWye@dc.gov
(202) 741-2121

Stormwater Management Guidebook

Julienne Bautista
Julienne.Bautista@dc.gov
(202) 299-3345

Stormwater Retention Credit Trading Program

Matthew Espie
Matthew.Espie@dc.gov
(202) 715-7644

RiverSmart Rewards

Matt Johnson
Matt.Johnson2@dc.gov
(202) 741-0861

Soil Erosion and Sediment Control

Walter Caldwell
Walter.Caldwell@dc.gov
(202) 497-8238

Green Area Ratio

Margie Noonan
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(202) 727-6933

Stormwater Notification List

Matt Johnson
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(202) 741-0861



IV. Create and Manage Your Account

In order to submit projects that require Soil Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) review, you must have an account to use the Surface and Groundwater System. All Surface and Groundwater System users must have their own accounts, and can use a single account to submit multiple projects.

1. Request a Surface and Groundwater System account

1. The database is available at doee.dc.gov/SGS.
2. Click the link to register for a new account. Complete the form with your own contact information. Do not enter the contact information for a client or the address of the project you are submitting.
3. Complete the form and click *Submit* to request your account.
4. Within the next business day, the Department of Energy & Environment (DOEE) will grant you access to the database and notify you via email with log in instructions. This email and many other notifications will be sent to you from notify@quickbase.com. The subject line for this email will be *QuickBase invite to the "Surface and Groundwater System" app*. Please confirm that it did not get moved to your spam/junk folder by mistake.
5. After you receive an email from DOEE with login instructions, follow the instructions in the email to create your password. Your username will always be your email address. Periodically, your password will expire. You can request a new password from the login screen.
6. To access the Surface and Groundwater System, go to the login page (<http://doee.dc.gov/sgs>) and log in with your email address and password.

2. Manage your Password

Do not share your username and password with others. These credentials allow you to submit plans to DOEE for review, to sign forms electronically, to authorize someone to act on your behalf, and to take other actions. Your actions in the database could carry permanent legal obligations to maintain stormwater Best Management Practices (BMPs).

If you need to reset your password, go to the login page (<http://doee.dc.gov/sgs>) and click on "I forgot my password."

3. Update your Contact Info

When you request an account, the contact information you enter is saved in the database. This information will be used to pre-fill forms and applications you submit within the database and will be



used by DOEE as your primary contact information. If you need to update your contact information, log in to the Surface and Groundwater System, go to the *Support* menu, and click *Edit Account Information*. This will not change your username or password.

4. Device and Browser Requirements

The Surface and Groundwater System functions best on Google Chrome. Many Surface and Groundwater System functions will not work properly on Internet Explorer or Microsoft Edge.

It is best to use the Surface and Groundwater System on a desktop computer or laptop. A streamlined version of the Surface and Groundwater System may display on mobile devices and tablets, but it will not include the full functions of the desktop version. If a mobile device or tablet is used to access the Surface and Groundwater System, DOEE recommends configuring the device to display the full version of the database rather than the mobile version.

Add Agents or Clients

In this section, the term *Agent* refers to someone who has been approved to act on behalf of someone else. The term *Principal* refers to the person who has granted authority to the *Agent*. Typically, the *Principal* is the site owner or manager and the *Agent* is the project engineer. In another scenario, the *Principal* may be the owner of an SRC and the *Agent* may be someone they have authorized to complete SRC-related applications.

The *Principal* can approve the *Agent* to take several actions in the Surface and Groundwater System. This may include permission to submit permit applications or access SRC and RiverSmart Rewards applications. If you are submitting Stormwater Management Plan information for a client (the *Principal*), the client must have a Surface and Groundwater System account and must confirm you as an *Agent*.

To request permission to be an *Agent*:

When submitting a permit application that involves review of a Stormwater Management Plan, you must request to be an agent for the site owner/manager. DOEE recommends that you enter the Site Information, as described in [Section VII: Submit a Soil Erosion and Sediment Control Plan or Green Area Ratio Plan](#) prior to taking these steps.

1. From the home screen, click *Agents* and click *I am an agent for someone*.
2. Fill out the contact information for the *Principal*.
3. If you have an organization account, you may select the organization account as the *Agent* instead of your individual account.
4. You may select a specific site from a dropdown menu. If you have already added a site into the database that is owned or managed by this *Principal*, you should select the site from the dropdown menu.
5. Click *Save*. The *Principal* will receive an email notification requesting confirmation of the agent relationship.



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To add an Agent:.

When you want to add someone as an *Agent* who can submit information for your sites:

1. From the home screen, click *Agents* and *Add an Agent*.
2. Fill out the contact information for the *Agent*.
3. If you have an organization account, you may select the organization as the account that has an *Agent* instead of your individual account.
4. You may grant the *Agent* permission to:
 - Modify information for all of your sites, plans, Site Drainage Areas, and BMPs
 - Modify information for a specific site, including plans, Site Drainage Areas, and BMPs
 - i. if a site has multiple plans, you may also grant the agent permission to access a single plan at that site
 - Enter information on applications to use SRCs or on ILF notifications
 - Enter information on applications to certify, transfer, or retire SRCs
5. Click *Save*. The *Agent* will receive an email notification requesting confirmation of the agent relationship.

To confirm a request:

1. If you do not already have a Surface and Groundwater System, create an account at <http://doee.dc.gov/sgs>.
2. From the home screen, click *Agents*.
3. Click *Confirm* on the record for the *Agent* or *Principal*.
4. If you have an organization account, you may select the organization as the account involved in the agent relationship instead of your individual account.
5. If you are confirming that someone is your *Agent*, you will be asked to determine the level of access the *Agent* has to your information. You may grant the *Agent* permission to:
 - Modify information for all of your sites, plans, Site Drainage Areas, and BMPs
 - Modify information for a specific site, including plans, Site Drainage Areas, and BMPs
 - i. if a site has multiple plans, you may also grant the agent permission to access a single plan at that site
 - Enter information on applications to use SRCs or on ILF notifications
 - Enter information on applications to certify, transfer, or retire SRCs
6. If you are confirming that someone is your agent, you may be asked to confirm that you are the site owner or manager. If you confirm, your name (or your organization's name) will automatically be listed as the site owner or manager



Notify DOEE of a Change in Site Ownership or Management

If you own or manage a site, and there is a change in site ownership or management, you must notify DOEE of this change.

1. From the database home screen, click *Sites and Plans*.
2. Click *Notify DOEE of a Change in Site Ownership or Management*.
3. A report will display all of the sites you own or manage. On the record for the site, click *Notify DOEE of a change in site ownership or management*.
4. Enter information for the new site owner and the date of settlement. Save the form to submit it to DOEE. DOEE will record the transfer of site ownership and you will no longer be listed as the site owner or manager.



V. Apply for RiverSmart Rewards

You can apply for RiverSmart Rewards to receive discounts on your DC Water bill with the Surface and Groundwater System. Discounts are calculated based on the installation of green infrastructure practices that retain stormwater. These are also called stormwater retention Best Management Practices, or BMPs. If your BMPs were installed through DOEE's RiverSmart Homes program, you may have signed up to be automatically enrolled in RiverSmart Rewards. This has been offered as an option to RiverSmart Homes participants who have signed up since summer 2015. If you are not sure whether you are signed up to be automatically enrolled in RiverSmart Rewards, contact DOEE at riversmart.rewards@dc.gov or (202) 535-2679.

1. Start a RiverSmart Rewards Application

1. Click *My RiverSmart Rewards* and then click *New RiverSmart Rewards Application*.
2. Click *Apply for RiverSmart Rewards* for an address that is listed, or click *New Site*. Enter the address and the *Site Owner/Manager*. If you are acting on the behalf of the site owner or manager, refer to *Section IV: Create and Manage Your Account*.
3. Identify whether you are submitting a Simple Application or a Standard Application:
 - **Simple Application:** BMPs manage 2,000 square feet of impervious surface or less.
 - **Standard Application:** BMPs manage more than 2,000 square feet of impervious surface.
4. Identify yourself as the applicant and select whether you are the owner, tenant, or agent.
5. Click *Save*.

2. Add DC Water Accounts

1. Click *Add DC Water Accounts*. Select the DC Water account from the list and click *Select Account*. If the account does not appear in the list, click *New DC Water Account*. A new form will open for you to enter the DC Water account information. Then, click *Return to application*.
2. Enter all DC Water Accounts that will receive a discount with this application. For condominium associations or homeowner associations where individual units are billed by DC Water separately, there may be many DC Water accounts.
3. Click *I'm done adding DC Water Accounts* to continue to the next section.



3. Enter BMP Information

Enter information for each BMP (also called green infrastructure). If your RiverSmart Rewards application is for BMPs that are part of a SWMP or were installed through RiverSmart Homes, skip this section.

1. From the application, click *New BMP* to add BMPs.
2. Enter the BMP installation date.
3. Identify the BMP group and BMP type. For assistance in determining the BMP group or type, you may contact DOEE at riversmart.rewards@dc.gov or (202) 535-2679 or consult the [Stormwater Management Guidebook](#).
 - **Green Roof**
 - **Rainwater Harvesting:** Includes rain barrels, cisterns, and similar practices
 - **Impervious Surface Disconnection:** Includes downspouts that drain into a landscaped or pervious area. If the application includes an impervious surface disconnection, please attach site diagram to the application.
 - **Permeable Pavement**
 - **Bioretention:** Includes rain gardens
 - **Infiltration**
 - **Open Channel Systems**
 - **Ponds**
 - **Wetlands**
 - **Proprietary Practices**
 - **Tree Planting:** Trees must be planted after May 1, 2009 to qualify. Enter the tree species as the *BMP Name*. Enter each tree species as a separate BMP, but multiple trees of the same species can be entered as a single BMP. DOEE will verify that each tree species has an average mature spread of at least 35 feet.
4. Enter the contributing drainage area (CDA) for the BMP. This is the area that drains to the BMP.
5. For Standard Applications, complete the *BMP Retention and Treatment Achieved* section. Use the BMP spreadsheet found at doee.dc.gov/riversmartrewards to determine BMP storage volumes, or contact DOEE at riversmart.rewards@dc.gov or (202) 715-7644 for assistance.
6. Click *I'm done adding BMPs* to continue to the next section.



4. Add Attachments, Complete Application, and Submit

1. Attach any necessary documents to the application, including photos of each BMP. Photos or documents may also be sent to riversmart.rewards@dc.gov.
2. Click *Review, Sign, and Submit*
3. Review the application information and click *Sign and Submit Application*. Type your name, enter the date, and click *Submit Application*.



VI. Using the Surface and Groundwater System during Permit Review

During the permitting process, you must submit compliance information in the Surface and Groundwater System to support DOEE review for:

- Stormwater Management Plans (SWMPs)
- Soil Erosion and Sediment Control (ESC) Plans
- Green Area Ratio (GAR) Plans
- Floodplain Management (FPM) Plans

Recommendations to Avoid Permitting Delays

1. Submit one plan per project

Only submit one plan in the Surface and Groundwater System for the project. This may represent the SWMP, ESC plan, GAR plan, and FPM plan all under a single plan number. Do not submit plan information separately in the Surface and Groundwater System as this will delay DOEE's review process.

If a project is occurring over multiple distinct phases with different construction timetables, you may submit a separate plan for each phase.

2. Applications must be made by the project engineer or designer

Due to the detailed information that must be entered for each project, DOEE requires that the SGS entry is made by the project engineer or designer. If the entry is made by someone unfamiliar with either DOEE's review process or the project design, this will cause substantial delays due to inaccurate entries. Especially for SWMPs, the information that must be entered is highly technical. SWMPs include detailed information about green infrastructure practices that reduce stormwater runoff.

3. Coordinate with the Site Owner/Manager (SWMPs only)

For SWMPs, DOEE requires that the site owner/manager have a Surface and Groundwater System account. The individual (such as the project engineer) who submits information on the site owner's behalf must request to be an *Agent* for the site owner/manager. Refer to [Section IV: Create and Manage Your Account](#) for more information about *Agents*.

4. Pay filing fees promptly

DOEE will not review SWMPs that have not paid filing fees (typically, non-SWMPs may pay all fees at the end of DOEE's review). If you do not pay filing fees, review of your plan will be placed "On hold" and you will be notified via email.

5. Upload all relevant documents



Many documents are useful for DOEE's review, such as reports, meeting minutes, certifications, etc. You may attach these to the plan information in order to keep them easily available to DOEE's reviewer.

6. Do not enter "placeholder" or false information

If you are completing a form in the database and do not know the information requested, leave the answer blank. Do not enter "placeholder" information like "TBD."

Entry of false information will cause confusion during the permitting process and result in delays as DOEE attempts to determine the correct information. The District's stormwater management regulations also prohibit you from negligently, recklessly, or knowingly making a false statement in a communication with DOEE.

Enter a new Site

The first step to submit a project to DOEE for review is to enter information about where the site is located. If there is more than one project occurring at a site, you only need to enter the site information once, as it can be used for all projects as necessary.

1. Click Sites and Plans and then click *New Site*.
2. A form will appear to collect preliminary project information (this may also be referred to as the "plan estimation form"). This helps to determine what information you will need to provide later. Complete the form and click *Save*. After saving the form, review the estimated requirements for your project. Depending on the information you enter, you will need to refer to different sections of these instructions after you complete your Site information:
 - **If your project requires a Stormwater Management Plan (SWMP):** Complete the below steps and then proceed to [Section VIII: Submit a Stormwater Management Plan](#)
 - **If your project does not require a SWMP:** Complete the below steps and then proceed to [Section VII: Submit a Soil Erosion and Sediment Control Plan or Green Area Ratio Plan](#)
3. If DOEE already has records for this address in the Surface and Groundwater System, click *Request Access to this Site* to open the existing records and begin entering the project. If the owner or manager of the site already has a Surface and Groundwater System account, you will need to wait for their approval to access their site. Then, proceed to Section VIII or Section VII of the instructions, as indicated in step 2 of this section, skipping the remaining steps in this section.
4. If DOEE does not already have records for this address in the Surface and Groundwater System, click *Begin entering this project*.
5. If entering a new site follow the steps displayed on the form in the Surface and Groundwater System. Then, proceed to either [Section VII](#) or [Section VIII](#) of the instructions as indicated in step 2 of this section.



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- For sites with SWMPs, you must select the *Site owner/manager*. The site owner is responsible for complying with the terms of plans approved by DOEE including maintenance of land cover, BMPs, and any off-site retention volume (Offv). The site owner listed in the database should be the person who owns the site or an agent of the site owner who will be responsible for long-term management of the site. Typically, the project engineer for a project would not be a long-term agent of the site and should not be listed here. If the site owner or manager is a client of yours, please set up an agent relationship in order to submit a plan for this site on your client's behalf. Refer to Section IV: Create and Manage Your Account for instructions to act on the behalf of others.



VII. Submit a Soil Erosion and Sediment Control Plan or Green Area Ratio Plan

These instructions apply to plans that are submitted only for Soil Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) requirements. If the plan has a stormwater management requirement, please refer to [Section VIII: Submit a Stormwater Management Plan](#), which also includes all steps necessary for ESC and GAR plans, and do not continue to follow this section. You must have already entered site information in order to enter plan information. To open a site, go to the *Sites and Plans* section of the database and open the site record in the list of *My Sites*.

Enter Plan Information

1. From the site record, click *Enter a new plan for this site*.
2. Select the plan type(s). The plan may be a Stormwater Management Plan (SWMP), ESC plan, and/or GAR plan. If the plan is a SWMP, please refer only to [Section VIII: Submit a Stormwater Management Plan](#), which also includes all steps necessary for ESC and GAR plans, and do not continue to follow this section. If the site is in a zone where the GAR is required, the plan will automatically be entered as a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption, you must attach an Application for Exemption Status or an Application for Transition Exemption Status. These forms are available at doee.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 9).
3. Identify if there are trees with a circumference greater than 55 inches. Identify if these trees will be removed.
4. Update *Site and Location* information if necessary.
5. Enter the post- and pre-project land cover for the project area. The *Total area* must be equal for pre-project and post-project land cover.
 - **Natural:** Undisturbed area such as forest, meadow, or pasture.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc.
 - **BMP:** The surface area of stormwater Best Management Practices (BMPs), also called Green Infrastructure.
6. Complete the *Project Description* section.
7. Click *Save*.
8. After saving, click *Edit construction information* and complete the form. This information may be modified even during DOEE's review. If information is not yet available to complete this form, leave those sections blank (for example, do not enter *TBD* in any of these sections).



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9. Upload any relevant documents in the *Plan Documents* section. If you are submitting an Application for Exemption Status for the GAR requirement, attach it here.
10. Click *Submit*. The database will run an error check. If an error is triggered, you will be unable to submit the plan to DOEE. If there are no errors triggered, a submittal page will open.
11. Click *Submit* to submit the plan information to DOEE. You must complete your submission process by visiting the Department of Consumer and Regulatory Affairs (DCRA) Permit Center, where DOEE will provide invoices for filing fees. Please scan and upload the receipt(s) for fee payment to the Surface and Groundwater System in the *Plan Documents* section. DOEE will begin its review when submittal of all materials is complete. When DOEE begins its review, your access to the plan information will be read-only.
12. When the plan is approved, you must contact DOEE to schedule a pre-construction meeting at least 72 hours before beginning construction. The applicant must notify DOEE by phone at (202) 535-2977 at least 72 hours prior to construction of each on-site BMP to request on-site inspection and one week after completion of the project for final construction inspection. No change to the approved plan may be made without DOEE approval.



VIII. Submit a Stormwater Management Plan

These instructions apply to plans that are submitted to meet stormwater management requirements or are submitted for certification of Stormwater Retention Credits (SRCs). These instructions also include all required information for sites that are also submitting Soil Erosion and Sediment Control (ESC) and Green Area Ratio (GAR) plans. You must have already entered site information in order to enter plan information. To open a site, go to the *Sites and Plans* section of the database and open the site record in the list of *My Sites*.

1. Enter Plan Information

1. Open the site record and click *Enter a new plan for this site*.
2. It is possible, but uncommon, that the project may be vested under a transition period in the District's stormwater management regulations. If this is the case, you may the *Transition period vesting date* by selecting the time period when the project was first submitted for review. If you are requesting to be vested under a transition period, you must attach an Application for Vesting Status, which is available at doee.dc.gov/swguidebook. This can be attached in the *Plan Documents* section (see step 15). Guidance on transition periods is available at doee.dc.gov/swregs. If you are not vested under a transition period, do not change the *Transition period vesting date*.
3. Select the plan type(s). The plan may be a Stormwater Management Plan (SWMP), Soil Erosion and Sediment control (ESC) plan, and/or a Green Area Ratio (GAR) plan. If there is no ESC plan, you will need to describe the exemption from ESC requirements. If the site is in a zone where the GAR is required, the plan will automatically be entered as a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption, you must attach an *Application for Exemption Status* or an *Application for Transition Exemption Status*. These forms are available at doee.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 15).
4. If the project consists of a reconstruction of a roadway (or a similar type of project), click *Roadway Reconstruction or Similar Project* (if the project is parcel-based with disturbance in the adjacent right of way, do not click the checkbox). Then, select the current design phase. When the project is in the 30%, 65%, or 90% design phase, enter the land cover for the regulated activity. The *Total area* must be equal post-project and pre-project.
 - **Natural:** Undisturbed area such as forest, meadow, or pasture. This does not include BMP surface area.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf. This does not include BMP surface area.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc. This does not include BMP surface area.



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- **BMP:** The surface area of stormwater Best Management Practices.
5. Select the type of activity the site is undergoing:
 - **Major Land Disturbing Activity:** Activity that disturbs, or is part of a common plan of development that disturbs, five thousand square feet (5,000 ft²) or greater of land area, except that multiple distinct areas that each disturb less than 5,000 ft² of land and that are in separate, non-adjacent sites do not constitute a major land-disturbing activity
 - **Major Substantial Improvement Activity:** Substantial improvement activity and associated land-disturbing activity, including such activities that are part of a common plan of development, for which the combined footprint of improved building and land-disturbing activity is five thousand square feet (5,000 ft²) or greater. A major substantial improvement activity may include a substantial improvement activity that is not associated with land disturbance
 - **Unregulated:** Activity that is not a Major Land Disturbing Activity or Major Substantial Improvement Activity. This includes SWMPs that are submitted solely for SRC certification.
 - **More than one type of activity:** The type of activity is not consistent for the entire plan. You will be asked to identify the type of activity each Site Drainage Area (SDA) is undergoing.
 6. Identify if the site is an Anacostia Waterfront Development Zone (AWDZ) site. This is only applicable to major regulated projects triggering the 2013 Stormwater Rule. If the site is within the boundaries of the AWDZ but is not an AWDZ site, you must attach an AWDZ claim form, available at doee.dc.gov/swregs. This can be attached in the *Plan Documents* section (see step 15).
 7. Identify if the site is exempt from detention requirements for the 2-year storm. Projects are exempt from 2-year post-development peak discharge requirements when three conditions can be established:
 - 1) Site discharges flow directly to, or through the separate sewer system, into the main stem of the tidal Potomac or Anacostia Rivers, the Washington Channel, or the Chesapeake and Ohio Canal
 - 2) Site discharges do not flow into or through a tributary to those waterbodies that runs above ground or that DOEE expects to be daylighted to run above ground
 - 3) Site discharges will not cause erosion of land or transport of sediment
 8. Identify if there are trees with a circumference greater than 55 inches. Identify if these trees will be removed.
 9. Update *Site and Location* information if necessary (for example, if only a portion of the site drains to the specified *Major Drainage Area*, you may change the selection to *More than one Major Drainage Area*).
 10. Complete the *Project Description* section. Some information in this section, like the *Total cost of construction* may be left blank for the purposes of saving the form, but must be entered prior to submitting the plan for review.



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11. Click *Save*.
12. If BMPs are being removed, click *Notify DOEE of removal of BMPs from pre-existing plans* in the *Project Description* section. For all previous SWMPs that are being superseded, all BMPs are considered “removed” even if they will be present in the new plan. The BMP must be added as part of the new plan.
13. Click *Edit construction information* and complete the form. This information may be modified even during DOEE’s review. If information is not yet available to complete this form, leave those sections blank (for example, do not enter *TBD* in any of these sections).
14. Upload any relevant documents in the *Plan Documents* section, such as a copy of infiltration test results, meeting minutes, etc.
15. The next step will vary depending on the type of project:
 - 1) If the plan is a parcel-based project, proceed to add Site Drainage Areas and BMPs.
 - 2) If the project is a roadway reconstruction (or similar) project, your next step will be determined based on the review stage:
 - i. If the project is in the 30%, 65%, or 90% design phase, do not add Site Drainage Areas or BMPs, and proceed to Step 4: Submit the SWMP to DOEE.
 - ii. If the project is in the Final design phase, you may either proceed to add Site Drainage Areas and BMPs as instructed below, or you may import data to the Surface and Groundwater System from DOEE’s Excel spreadsheet template. To download the template and upload the drainage area and BMP information, click *Enter Drainage Area and BMP Information* in either the *Land Cover and Site Drainage Areas* or *BMPs* section of the form. Follow the instructions in the template to upload the project information and then proceed to Step 4: Submit the SWMP to DOEE.

2. Enter Site Drainage Area Information

1. Open the plan record and click *Add Site Drainage Area*. The database will generate an ID number for the Site Drainage Area (SDA) based on the SWMP number and the SDA number in the format SWMP-SDA (1111-1, 1111-2, etc.). SDAs may also be added by opening an existing SDA and clicking *Add another Site Drainage Area to this Plan*.
2. If the SDA is in the public right-of-way (PROW), check *Public Right-of-Way*. If the maximum extent practicable (MEP) process has been used, you can also check *MEP Process Used*.
3. In the *Site Drainage Area Information* section, you may be asked to select choices from dropdown menus, depending on entries you made for the SWMP as a whole. Complete this section if applicable.
4. Enter the land cover of the SDA. Refer to the Stormwater Management Guidebook (<http://doee.dc.gov/swguidebook>) for information about how Site Drainage Areas are determined. The *Total area* column must be equal for post-project and pre-project land cover. The land cover information will be used to calculate regulatory obligations and will be summed



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for the SWMP as a whole. For major regulated activities, only enter the area within the limits of disturbance. For unregulated SWMPs, enter all areas that are included within the BMP contributing drainage areas.

- **Natural:** Undisturbed area such as forest, meadow, or pasture. This does not include BMP surface area.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf. This does not include BMP surface area.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc. This does not include BMP surface area.
 - **BMP:** The surface area of stormwater Best Management Practices.
 - **Vehicular Access Area (VAA):** For SDAs that are not in the combined sewer system, you must identify the portion of land cover that is vehicular access area, such as driveways or parking lots. This is a subset of impervious land cover and all vehicular access areas must also be entered as impervious or BMP land cover. For example, a 10,000 square foot parking lot would be entered as 10,000 square feet of impervious area and 10,000 square feet of VAA.
5. Click *Save*. For major regulated activities, the page will show the retention and treatment obligations that apply. The *Drainage Area Compliance* section displays compliance status for the SDA (for SDAs outside the CSS, each SDA has minimum performance requirements). For unregulated projects, the *Net SRCs for Unregulated Site Drainage Areas* section will show the SRC eligibility for the SDA.
 6. If there are more SDAs that are part of this plan, click *Add another Site Drainage Area to this Plan* at the top of the form. You can also begin entering BMP information and then add additional SDAs later.
 7. The *BMPs* section allows you to add BMPs to the SWMP that are part of the SDA. To add BMPs, click *Add a BMP*. Once the BMPs are added, the *BMPs* section also shows the total retention and treatment achieved by the BMPs.
 8. If you are using a Shared BMP that was submitted as part of a separate SWMP, and there is area that will drain directly to the Shared BMP without first draining to a BMP that is proposed as part of your SWMP, click *Add CDA to a Shared BMP*.

3. Enter BMP Information

Note: Each BMP (except trees) must be entered into the Surface and Groundwater System as a separate record. For example, if you have 5 sections of green roof on a building, you must enter 5 separate green roof records into the Surface and Groundwater System.

1. Open the SDA record and click *Add a BMP*. The database will generate an ID number for the BMP based on the SWMP number, SDA number, and BMP number in the format SWMP-SDA-BMP (1111-1-1, 1111-1-2, 1111-1-3, 1111-2-1, 1111-2-2, etc.).



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- a. If the SDA is part of an unregulated activity and SRCs will be generated from a land cover change, open the SDA form and click *Add land cover change BMP*.
- b. If you are using a Shared BMP that was submitted as part of a separate SWMP, and there is area that will drain directly to the Shared BMP without first draining to a BMP that is proposed as part of your SWMP, open the SDA form click *Add CDA to a Shared BMP*.
2. Select the BMP Group. These options refer to the BMP groups in the Stormwater Management Guidebook.
3. Select the specific type of BMP and BMP sub-type. Some BMP Groups may only have one option.
4. You may enter a *BMP Name* which does not affect DOEE's review, but is available to you if you would like to provide a tracking name other than the assigned BMP ID Number.
5. For unregulated SWMPs, indicate if DOEE provided funding for the BMP.
6. Enter the contributing drainage area (CDA) for this BMP. This is the area that drains to the BMP. The *Total area* column must be equal for post-project and pre-project land cover. The pre-project CDA is the land cover in the area that will drain to the practice after construction. To determine the pre-project CDA, superimpose the boundaries of the CDA over the pre-project land cover. Depending on the BMP type, the surface area of the BMP may be included in the CDA.
7. For major regulated activities (excluding PROW areas), stormwater from an off-site CDA may not meet on-site performance requirements. If the CDA includes off-site areas (such as neighboring lots or the adjacent PROW), you may retain this stormwater in order to generate SRCs. If the CDA is partially off-site, check the box *CDA includes off-site areas*. Enter the total CDA in the *Post project* line and enter the on-site portion of the CDA in the *On-site CDA* line. For example, if 200 square feet of a 1,000 square foot CDA are from a neighboring property, you would enter 1,000 square feet in the *Post project* line and 800 square feet in the *On-site CDA* line. The Surface and Groundwater System will calculate the total volume retained and treated by the BMP, the portion that meets on-site performance requirements, and the portion that would only be eligible for SRC certification.
8. Complete the *BMP Retention and Treatment Achieved* section with the storage volume, surface area, or other necessary information to calculate the performance of the BMP. Refer to the Stormwater Management Guidebook for more information. For enhanced permeable pavement or bioretention with underdrains, check the box *Enhanced practice with an underdrain* and enter the portion of the total storage volume that is beneath the underdrain as the *Infiltration sum storage volume*. For example, a 100 cubic foot permeable pavement practice with a 60 cubic foot reservoir layer and a 40 cubic foot infiltration sump would be entered as 100 cubic feet for the *BMP storage volume* and 40 cubic feet for the *Infiltration sump storage volume*.
9. Enter the *X and Y coordinates* for the BMP. To identify the X and Y coordinates, click the link *Find BMP X/Y*. Drag the pin on the map to the location of the BMP (use the centroid of the BMP as its point location). For trees, you may enter many trees as a single record and select a coordinate in the general location where the group of trees will be planted or preserved. You also have the option to enter X and Y coordinates directly onto the BMPs form instead of using the map and



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pin. The X and Y coordinates must be entered in MD State Plane (Meters). You can convert latitude and longitude to X and Y Coordinates at www.earthpoint.us/stateplane.aspx. Select *Zone 1900*, input the latitude and longitude, and select the coordinates from the State Plane X Y (Meters) line.

10. If there are more BMPs in the same SDA, click *Create another BMP in the same Site Drainage Area*, or if they are part of a treatment train, refer to [Treatment Trains](#) in this section.
11. If there are more SDAs to add to the plan, refer to [Section 2: Enter Site Drainage Area Information](#).

Treatment Trains

BMPs may form treatment trains. In a treatment train, the stormwater that drains to a BMP is conveyed to a secondary, downstream BMP. In a treatment train, you may not double-count any CDA or storage capacity. Do not enter the same area as part of two separate CDAs.

For BMPs that are part of a treatment train, you can select a downstream BMP from a dropdown menu. Each BMP must be created in the database before it can be selected. In most instances, a BMP may only have one downstream BMP. If your BMP has more than one downstream BMP, contact DOEE for additional instructions.

1. Open the form for the BMP and click *Add downstream BMP* to enter information for the downstream BMP. Complete this form and click *Save*.
2. It may be necessary to “Refresh” the treatment train information periodically. This may happen if some of the information for one of the BMPs in a treatment train changes. The calculations on the back end of the database may need to be updated to reflect this change. You will be prompted to refresh this information if necessary. If a BMP’s information does not appear correct, it may simply need to be refreshed.
3. If the BMP design has changed, and a treatment train is no longer applicable, open the BMP record and click *There is no longer a downstream BMP*.

Shared BMPs

In some cases, DOEE may approve the use of a Shared BMP between two or more SWMPs. A Shared BMP may meet on-site requirements for each SWMP that conveys stormwater to the BMP. When a Shared BMP is used, each project has a maintenance requirement for the BMP and its CDA. To set up a Shared BMP in the Surface and Groundwater System, follow these steps.

Request permission to use a Shared BMP

The project that will access the shared BMP should:

1. From the home screen, click *BMPs* and then click *Shared BMPs*
2. Click *Request to use another site’s BMPs*
3. Complete the form



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Then, the owner/manager for the site on which the BMP is located must confirm the request:

1. From the home screen, click *BMPs* and then click *Shared BMPs*
2. Click *Confirm or modify shared BMPs*. Select the plan number for the site with BMPs.
3. Click *Save*.
4. On the list of BMPs, click *Change Shared Status* for each BMP that should be shared. This will allow the other project to access this BMP's information. If desired, click *Change Shared Status* to make the BMP un-sharable again.

A Shared BMP in a Treatment Train

1. Open the form for the BMP. In the treatment train section, enter the SDA number where the shared BMP is located (if you don't have this number, you can refer to the plan information for the other plan, available to you under Site and Plans).
2. Select the shared *BMP ID Number*
3. Enter the retention and/or treatment volume achieved by the shared BMP that will meet the requirements for your plan (this should be proportional to the amount of runoff received by the CDA from this project. For example, if 30% of the runoff is from this project, you could claim 30% of the retention and treatment volume achieved).

Area Drains Directly to a Shared BMP

1. From the Site Drainage Area form where the BMP will be located, click *Add CDA to a Shared BMP*
2. Enter the contributing drainage area from your site that will go to a shared BMP at another site.
3. Click *Save*
4. In the treatment train section, enter the SDA number where the shared BMP is located (if you don't have this number, you can refer to the plan information for the other plan, available to you under Site and Plans).
5. Select the shared *BMP ID Number*
6. Enter the retention and/or treatment volume achieved by the shared BMP that will meet the requirements for your plan (this should be proportional to the amount of runoff received by the CDA from this project. For example, if 30% of the runoff is from this project, you could claim 30% of the retention and treatment volume achieved).

4. Submit the SWMP to DOEE

1. On the plan information form, click *Identify Errors* to determine if all requirements have been met. Note: while most errors must be addressed in order to submit the plan, some errors need only be addressed prior to approval by DOEE. If an error is triggered, you must fix it.



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2. On the plan information form, click *Required Plan Compliance Sheet*. **Every page of this report must be included on the plan set, including timestamps, page numbers, and signature information.**
3. **Attach a PDF copy of the SWMP in the *Plan Documents* section.**
4. Click *Submit*. The Surface and Groundwater System will not allow you to submit a plan with errors. **Once you complete the online submission of plan compliance information, you must complete your submission process by visiting the DCRA Permit Center, where DOEE will provide invoices for filing fees.** Please scan and upload the receipt(s) for fee payment to the Surface and Groundwater System in the *Plan Documents*. DOEE will begin its review when submittal of all materials is complete.
5. Once DOEE begins its review, you will no longer be able to make any changes to the SWMP unless a DOEE reviewer returns it to you for changes. You will still be able to update construction information, such as the building permit number and contact information, until DOEE begins its inspection process. If you need to make changes to your plan, contact your reviewer and request for the plan to be returned.
6. Make all necessary changes and re-submit the plan online in the Surface and Groundwater System. DOEE's reviewer may provide additional review comments.

Plan Approval Process

1. When the reviewer indicates the plan is ready for approval, prepare the final version of the plan, incorporating all changes requested by the reviewer.
2. The person responsible for maintenance must sign the *Maintenance Responsibility Stamp* (available in the *BMPs* section of the plan information form). If plan information changes after the stamp is signed, the person responsible for maintenance must re-sign it. The signed *Maintenance Responsibility Stamp* should be incorporated on the plan via the *Required Plan Compliance Sheet*.
3. If the project has an Offv, the person responsible for achieving Offv must sign the *Offv Stamp* (available in the *Summary, Offv and SRCs* section of the plan information form). The signed *Offv Stamp* should be incorporated on the plan via the *Required Plan Compliance Sheet*.
4. On the plan information form, click *Identify Errors* to determine if all requirements have been met. If an error is triggered, you must fix it.
5. On the plan information form, click *Required Plan Compliance Sheet*. **Every page of this report must be included on the plan set, including timestamps, page numbers, and signature information.**
6. **Attach a PDF copy of the SWMP in the *Plan Documents* section per the below instructions.**
7. Click *Submit*.
8. When the plan is approved, you must contact DOEE to schedule a preconstruction meeting at least 72 hours before beginning construction. The applicant must notify DOEE by phone at (202)



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535-2977 at least 72 hours prior to construction of each on-site BMP to request on-site inspection and one week after completion of the project for final construction inspection. No change to the approved plan may be made without Departmental approval.

Instructions for submitting Plans to DOEE for Electronic Approval Stamps

The Department of Energy and Environment (DOEE) approve plans electronically in its Surface and Groundwater System (<http://doee.dc.gov/sgs>), rather than in hard copy. This applies to:

- Stormwater Management (SWM)
- Green Area Ratio (GAR)
- Floodplain Management (FPM) plans
- Soil Erosion and Sediment Control Plans (ESC) that are submitting as part of one of the above plan sets. Relatively small projects that only require DOEE review for ESC are approved in hard copy or in ProjectDox as applicable.

The plan must adhere to the following guidelines:

- On the first page of the plan, you must leave a blank space in which DOEE will apply stamps. Regardless of the size of the page, the blank space must be 7 inches wide by 9.5 inches high. It must be located 1 inch below the top of the page and 1 inch from the left. Refer to the diagram on the next page for an example. When measuring, include any existing margin rather than creating an additional 1-inch margin.
- For each submittal, you must attach a complete plan set that includes all pages that are applicable to the reviews DOEE has conducted for the project. Do not include any stamps that may have been previously applied by DOEE. For example, DOEE may approve a project for ESC, but may not have approved the project for SWM yet. When you submit the plan for SWM approval, you must include the pages that DOEE already approved for ESC. These pages must not include the prior ESC approval stamp. DOEE will stamp the plan to reflect the SWM approval as well as the prior ESC approval.
- You must attach the file to the Surface and Groundwater System as a single PDF document. Do not use a zip file and please be sure that the pages are oriented correctly.
- When uploading the plan, select *Plan Set* in the *Type of Document* dropdown menu.

Additional instructions for as-built plans:



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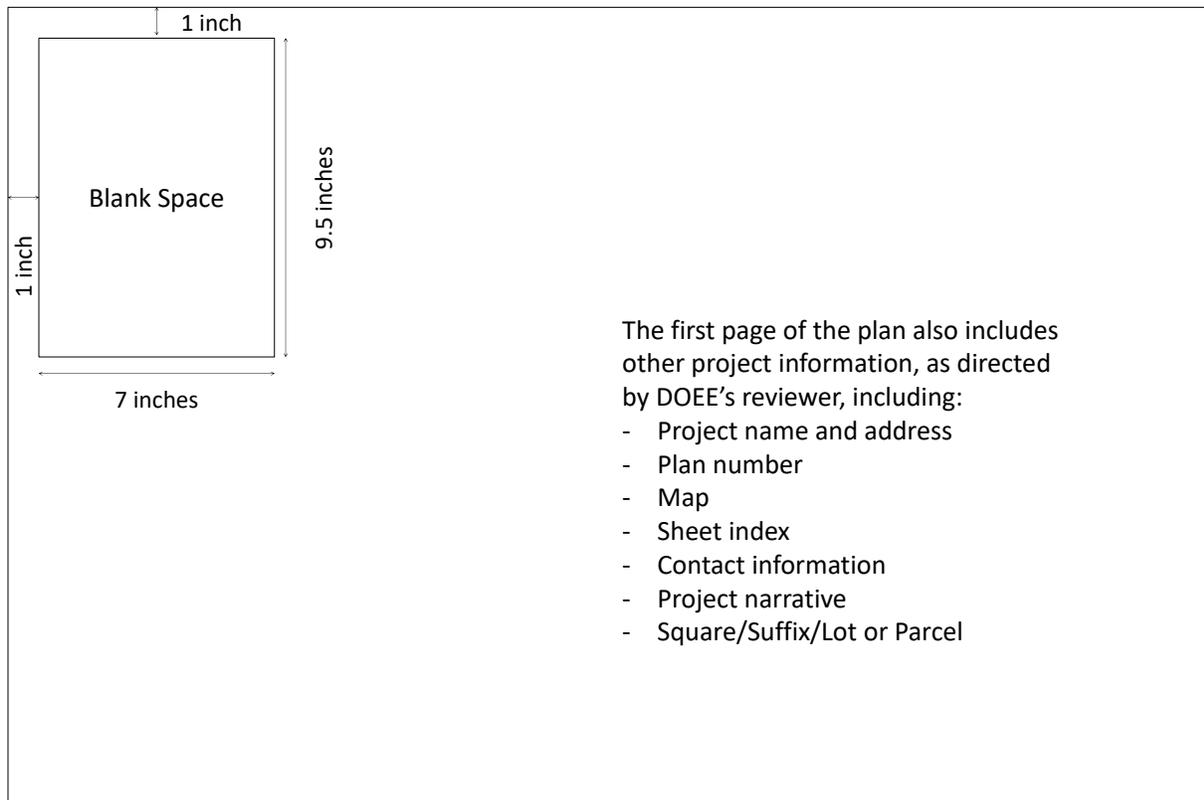


- Attach a copy of the plan that does not include any of the approval stamps DOEE has already applied. If the existing plan does not have a blank space as instructed, you may append a new first page.
- When submitting an as-built plan, check the box on the upload form that indicates you are submitting an as-built.
- After uploading the file, there are no additional submittal actions necessary for DOEE to receive and review the as-built.

To upload the plan, go to the *Sites and Plans* section of the Surface and Groundwater System and open the plan from the list of *All Plans*. Scroll to the *Plan Documents* section of the form. After DOEE stamps the plan and you pay final review fees, you may download an approved copy of the plan from the SGS, which you may print or save for your records. You may not alter the approved plan in any way. If you must make revisions after a stamp has been applied, submit a new PDF to DOEE that does not include any of the previously applied stamps.

Contact Nat Lichten at nathaniel.lichten@dc.gov or (202) 281-3961 for more information about DOEE's electronic approval stamps.

The following diagram shows the location of the required blank space on the first page of the plan. Every plan, regardless of page size, must leave this space blank. It is measured 1 inch from the left side of the page and 1 inch from the top of the page (this 1 inch measurement includes any page margins in your PDF document).





Incomplete or Inaccurate Plans

If the SWMP is missing information or does not meet minimum requirements, you will not be able to submit the project for review, or DOEE may be prevented from approving your project. When an error message is triggered, you will be redirected to an error page when you attempt to click *Submit*. You can also reach this page by clicking *Identify Errors*.

Below is a description of errors that may be triggered in the Surface and Groundwater System. Each message will be displayed in the database when applicable, but you may refer to the below list in order to anticipate the error messages your project may trigger.

Error	Instructions
There is no site owner or manager listed	You must identify the site owner/manager. This person should be the legal owner or long-term manager for the property and this person must have a Surface and Groundwater System account. The project engineer is typically not the site owner/manager. If you are submitting this project for a client, you must set up an agent relationship with the site owner/manager. Please refer to the Surface and Groundwater System instructions for more information.
There is no SWMP number	All SWMPs must have a SWMP number. Click "fix the error" to generate a SWMP number.
The plan is missing Site Drainage Areas	All SWMPs must have Site Drainage Areas (SDAs). Add each SDA and any BMPs located within each SDA.
The plan does not meet minimum retention requirements	Plans must achieve 50 percent of the stormwater retention volume (SWRv) on-site, unless they are submitted during Transition Period 1 (by January 15, 2014), Transition Period 2A (January 16, 2014 – January 15, 2015 for Major Land Disturbing Activities), or Transition Period 2B (January 16, 2014 – July 14, 2015 for Major Substantial Improvement Activities). Plans may also request relief from extraordinarily difficult site conditions, though this must be approved by DDOE. Sites that meet the SWRv to the Maximum Extent Practicable (MEP) in the Public Right of Way (PROW) may not have to meet a portion of the SWRv.
One or more site drainage areas do not meet minimum requirements	SDAs that do not drain to the combined sewer system (CSS) have minimum retention and/or treatment requirements. Each SDA must achieve retention or treatment of 50% of the SWRv and 50% of the SWRv from the entire vehicular access area (VAA) for each SDA. At least one SDA does not meet this requirement.
One or more BMPs are missing X and Y coordinates	All BMPs must have X and Y coordinates (MD State Plane, North American Datum (NAD) 1983 in meters). Click "Fix the error" to enter BMP X and Y coordinates.



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Error	Instructions
One or more BMPs in a treatment train need to be "refreshed" to ensure accurate retention and treatment volumes	Some information in a treatment train is copied from one BMP to another. It may sometimes be necessary to "refresh" some BMPs to ensure that information is accurate. click "Fix the error" to display a list of BMPs that need to be refreshed.
Transition period vesting date is incorrect	<p>The Transition period vesting date is used to determine which transition period(s) and requirements apply to the SWMP. When the SWMP is created, the date will default based on the expected date of first submittal.</p> <p>If the plan is vested under a different transition period, attach an Application for Vesting Status. Otherwise, update the Transition period vesting date. Guidance on transition periods is available at ddoe.dc.gov/swregs.</p>
BMP ID numbers are duplicated or skipped	<p>BMPs are assigned a BMP ID number with the format SWMP number-SDA number-BMP number. The BMP ID numbers are automatically assigned when the BMP is created. Deleting a BMP may produce a gap in BMP ID numbers.</p> <p>Click "Fix the Error" to identify the Site Drainage Areas that have duplicate or skipped ID numbers and then update the BMP ID numbers.</p>
Site Drainage Area ID numbers are repeated or skipped	Site Drainage Areas are assigned an ID number with the format SWMP number-SDA number. This is also used as a component of BMP ID numbers. The SDA number is automatically assigned when the SDA is created but it may be modified. Deleting a SDA may produce a gap in SDA ID Numbers. If there is a duplicate SDA ID Number or a gap in the SDA ID Numbers, you must update them.
There is no construction information	Click "Fix the error" to enter construction information.
Plan requires GAR Application for Exemption Status or Application for Transition Exemption Status	The plan includes an exemption from the GAR. Attach an GAR Application for exemption status or application for transition exemption status. Forms are available at doee.dc.gov/gar .



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Error	Instructions
BMP X and Y coordinates are inaccurate	<p>The X and Y coordinates must be entered in MD State Plane (Meters). Errors may include reversing X and Y coordinates, entering latitude and longitude, or entering coordinates that are outside the District.</p> <p>Latitude and longitude may be converted to MD State Plane using http://www.earthpoint.us/StatePlane.aspx</p> <p>Example X coordinate: 399448.73</p> <p>Example Y coordinate: 137581.05</p>
There is no building permit number	While you do not need to enter the building permit number into the Surface and Groundwater System in order to submit the plan for initial review, you must still file the building permit application in order for DOEE to be reviewed. Then, you may enter the building permit number into the Surface and Groundwater System prior to plan approval. Click "Fix the error" to enter the building permit number.
Plan Requires AWDZ Claim Form	The site is located within the boundaries of the AWDZ, but is not an AWDZ site. Attach an AWDZ Claim Form, available at doee.dc.gov/guidebook .
Select whether to list expected SRC eligibility in the SRC Registry	In the "Summary, Offv, and SRCs" section of the plans form, please indicate if SRC eligibility and contact information should be listed in the SRC Registry.
Plan is missing the water quality treatment volume	In the "Plan Type and Exemptions" section of the plan form, please indicate the water quality treatment requirement.
The plan information is missing the total cost of construction	Click "Fix the Error" to enter the total cost of construction.
Land cover is incorrectly entered as Major Land Disturbing activity	<p>You have entered less than 5,000 square feet of Major Land Disturbing activity.</p> <p>For projects that trigger Major Substantial Improvement requirements, any land disturbance less than 5,000 square feet should be included as part of the Major Substantial Improvement activity and not as a Major Land Disturbing activity.</p>
You must select a submission type	Each plan has a submission type. Click Fix the Error to enter this information.



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Error	Instructions
You must indicate if the plan has an EISF requirement	Complete an Environmental Intake Form to determine if the plan has an EISF requirement: http://dcra.dc.gov/service/permits-environmental-review
The plan requires a signed Offv Statement	<p>Do not complete this step until notified to do so by the plan reviewer.</p> <p>The person responsible for achieving Offv must log in to the Surface and Groundwater System to sign the Offv Statement. Persons responsible for achieving Offv must have their own Surface and Groundwater System accounts.</p> <p>If the person responsible for achieving Offv has already signed the Offv Statement and the Offv for the plan has changed, a new statement is required.</p>
The plan is missing a floodproofing certificate	Please attach the floodproofing certificate available at https://www.fema.gov/media-library/assets/documents/2748
The plan is missing an elevation certificate	Please attach the elevation certificate available at https://www.fema.gov/media-library/assets/documents/160
You must identify if there are elevated structures	Click "Fix the Error" to identify if there are elevated structures.
You must identify if there are any non-residential structures which will not be elevated	Click "Fix the Error" to identify if there are any non-residential structures which will not be elevated.
The person responsible for maintenance must sign the maintenance responsibility stamp	<p>Do not complete this step until notified to do so by the plan reviewer.</p> <p>Prior to plan approval, the person responsible for maintenance must log in to the Surface and Groundwater System and sign the maintenance responsibility stamp. This stamp must be incorporated on the plan set via the Required Plan Compliance Sheet.</p> <p>If the compliance data changes, a new maintenance responsibility stamp is required.</p>



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Error	Instructions
The site is marked as only requiring soil erosion and sediment control or Green Area Ratio	Click "Fix the Error" to remove this marking from the Site information
You must enter landscape expert information for GAR	Click "Fix the Error" to return to the form for the plan. In the Green Area Ratio (GAR) section, please enter then name and email address for the landscape expert.
Please enter the estimated date that construction will be complete	DOEE requests this information to anticipate future SRC availability and Offv obligations. Please enter an accurate estimate. You are NOT obligated to complete construction by this date.
Contributing Drainage Area information is inconsistent	Please review your BMPs to ensure that the total post project contributing area is the same size as the total pre project contributing drainage area
You must generate a new copy of the Required Plan Compliance Sheet	<p>When you update the SWMP compliance calculations (such as land cover or BMP design information), you must include a new copy of the Required Plan Compliance Sheet on your plan set. Please generate the Required Plan Compliance Sheet by clicking "Fix the error" - you must include every page of the Required Plan Compliance Sheet on your SWMP, including all timestamps and page numbers.</p> <p>Changes to plan information after you generate the Required Plan Compliance Sheet may require that you generate a new copy.</p>
SWMP status is set as Pending	You have indicated that the Stormwater Management Plan is Pending. This plan cannot be submitted until the SWMP is submitted. Edit the plan information to show that a SWMP is being reviewed.



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Error	Instructions
<p>You must attach a current copy of the plan set</p>	<p>For DOEE to approve your plan, you must attach the plan set to the Surface and Groundwater System. This SWMP should reflect all changes to the SWMP and must include a copy of an up to date Required Plan Compliance Sheet.</p> <p>You should complete steps in this order:</p> <ol style="list-style-type: none"> 1. Finalize site and BMP design information and update all calculations in the Surface and Groundwater System 2. Complete the signatures by the person responsible for maintenance and the person responsible for complying with Offv 3. Generate the Required Plan Compliance Sheet 4. Update the plan set to include the Required Plan Compliance Sheet, including timestamps, page numbers, and signatures 5. Attach a copy of the plan in the Database. Format your plan according to these instructions: https://octo.quickbase.com/up/bjezqk3qc/a/r184/e6/v0 <p>If the site or BMP design information changes, you will need to repeat these steps.</p>
<p>You must enter project engineer information</p>	<p>The plan must have a project engineer listed to submit a SWMP. Click "Fix the Error" to enter project engineer information.</p>
<p>Pre and post project land cover is inconsistent</p>	<p>The total pre and post project information entered for the project does not sum to the same value. Please ensure that accurate values have been entered for pre and post project land cover.</p>
<p>You must confirm whether BMPs will be removed</p>	<p>This site has BMPs approved under a separate SWMP. Click "Fix the Error" to review the list of BMPs that were installed as part of a separate SWMP. If any of these BMPs will be removed during this project, you must submit a notification of BMP removal to DOEE.</p>
<p>You must submit a relief request memo</p>	<p>You have indicated that you are requesting relief from extraordinarily difficult site conditions. You must attach a relief request memo (refer to Appendix E of the Stormwater Management Guidebook).</p>



Error	Instructions
There are BMPs that are not part of SDAs	Each BMP must be located with a Site Drainage Area (SDA). There are BMP records that do not meet this condition. It is likely that BMPs were created, but then the SDA in which they are located was deleted from the SGS. You will need to remove these BMP records as well. Please ensure that the BMPs are recreated in the appropriate SDA.
The SWRv for the 25 foot waterbody buffer is not met	You have requested an exemption from a restriction on land disturbance within a 25 foot buffer of a waterbody. In order to receive this exemption, you must achieve a SWRv within the buffer (you cannot over-control on another portion of the site). You have not achieved the SWRv within the buffer. You must either achieve the full SWRv for the buffer or request relief from extraordinarily difficult site conditions.

BMP Removal

In most cases, you may not remove BMPs. However, in instances where BMP removal is appropriate (such as for an SRC-generating BMP for which you intend to retire the SRCs and stop providing BMP maintenance or for BMPs that were part of a SWMP for a site that will be undergoing a new major regulated activity), please notify DOEE of BMP removal.

1. From the database home screen, click *BMPs*.
2. Click *Notify DOEE of BMP Removal*.
3. A report will display all of the BMPs that you have the ability to view or modify. On the record for the BMP that will be removed, click *Remove this BMP*.
4. Identify if the BMP is being removed temporarily or permanently, the date of removal, and the reason for removal. If the BMP has been included in the SRC and/or RiverSmart Rewards programs, this may affect your status in these programs.
5. Save the form to submit it to DOEE.



IX. Stormwater Retention Credit (SRC) Trading and Offv

View the SRC and Offv Registry

From the home screen, click *SRC and Offv Registry* to view the SRC Registry. The Registry is comprised of several reports:

- **SRCs for Sale:** Publicly-listed SRCs; includes seller contact information, watershed where the SRCs are generated, asking price per SRC, and quantity of SRCs for sale. If you need to purchase SRCs, you may contact the sellers on this list to negotiate a trade. The price listed on this list is provided by the seller, but you may negotiate for a different price.
- **Final SRC Sales Prices:** Shows information on final SRC trades, including the watershed where the SRCs were generated, the quantity sold, and the price per SRC; if an SRC is sold multiple times, each sale will be listed separately.
- **Expected SRCs:** This report shows potential SRCs based on approved SWMPs. After certification, the SRCs may be listed in the *SRCs for Sale* report if the owner applies for SRC certification and chooses to list them in the registry.
- **Expected Offv:** This report lists sites that have an Offv obligation on their approved Stormwater Management Plans. Offv is an annual obligation that must be met with SRCs or payment of in-lieu fee. Sites must meet their Offv upon final inspection. The completion status of each project is indicated in this report. For projects that have completed construction, the next date SRCs or ILF will be required is listed. For projects that are under construction, the expected completion date is listed.
- **Interested Buyers List:** This report lists people who want to buy SRCs; you may list yourself as an interested buyer by logging in to the database, going to the SRC and Offv Registry, and clicking *I want to buy SRCs*. This report is only shown when interested buyers opt onto the list.
- **Interested Participants:** This section of the SRC and Offv Registry contains contact information for property owners, SRC-aggregating businesses, engineers, and investors who are interested in SRC-generating projects. You can use these lists to start planning an SRC-generating project or add your contact information.

My SRCs and Offv

From the home screen, click *My SRCs and Offv* to manage your participation in the SRC trading program. You can view the SRCs that you own, as well as those that you have transferred, used, and retired. You may list or remove your SRCs from the SRC Registry or change the asking price by clicking on the range and then clicking *Edit*. You may also access a list of SRC and Offv applications that you have submitted and DOEE's approval determination or these applications.



This section of the Surface and Groundwater System includes forms and applications to:

- Certify SRCs
- Use SRCs
- Transfer SRCs
- Retire SRCs
- Notify DOEE of ILF payment
- Participate in the SRC Price Lock Program
- Participate in the SRC Aggregator Startup Grant Program
- Participate in the SRC Site Evaluation Program

Off-Site Retention Volume (Offv)

Offv is an annual commitment that may be met through the use of SRCs, payment of the In-Lieu Fee (ILF), or a combination of SRC use and ILF payment. One SRC satisfies one gallon of Offv for one year. One gallon of ILF payment also satisfies one gallon of Offv for one year. If an Anacostia Waterfront Development Zone (AWDZ) site uses SRCs that are generated outside the Anacostia watershed, 1.25 SRCs must be used for each gallon of Offv. This requirement will be automatically calculated. The *Plans* form identifies the Offv requirement and whether the site is an AWDZ site.

Offv must be met annually beginning with the date of the Final Construction Inspection. Regulated sites are responsible for their Offv on an ongoing basis. Site owners or managers can apply for SRC use or pay ILF to meet the Offv requirement for several years at a time. If DOEE does not receive an application to use SRCs or an ILF payment and a lapse in Offv compliance occurs, DOEE will automatically charge the ILF with a 10 percent late fee. If in the future a regulated site increases its on-site retention, Offv can be reduced.

A report called *SRCs for Sale* is available in the SRC Registry, as is a list of expected SRCs (the SRC eligibility for SWMPs that have been approved by DOEE but have not yet had a Final Construction Inspection).

Certify SRCs

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *Certify SRCs*.
2. Select the SWMP number for the site that will be generating SRCs. Identify the period for which SRCs are requested (one year, two years, or three years), the asking price, and if the SRCs should be listed for sale in the SRC Registry.
3. Select the Proposed SRC Owner. If DOEE approves the application, the Proposed SRC Owner will become the original owner of the SRCs, will be responsible for BMP maintenance, and will be



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able to transfer, use, or retire the SRCs. You may also identify the owner of the retention capacity or an agent for the Proposed SRC Owner. Click *Save*.

4. Click *Select BMPs to generate SRCs* to see a list of BMPs that are able to generate SRCs. You must identify how many SRCs should be certified by each BMP. For example, if you have a SWRv requirement of 1,200 gallons, and you have two BMPs providing 1,000 gallons of retention volume and 700 gallons of retention volume, your SRC eligibility may be 500 gallons. You will need to inform DOEE how many of the 500 SRCs will be generated by each BMP.
5. For a BMP that will generate SRCs, click *Use this BMP to certify SRCs* and enter the number of SRCs the BMP should generate. This will be capped at the maximum SRC eligibility for the SWMP and SDA (if applicable). Click *Save* to return to the application.
6. If additional BMPs should generate SRCs, repeat steps 4 and 5. If you want to change the number of SRCs a BMP should generate, click *Edit* at the top of the application and overwrite the values in the embedded report. Ensure that the *Unallocated SRC Eligibility* column displays +/-0 on each line to ensure you are receiving the maximum number of SRCs for your project.
7. Attach a maintenance contract for the period for which you are requesting SRC certification. For example, if you submit an SRC certification application on 6/1/2017 and you want to receive the maximum 3 years' worth of SRCs, your maintenance contract should last through 5/31/2020. The maintenance contract must last at least 1 year from the date the application is submitted in order to receive SRC certification.
8. The proposed SRC owner must click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.
9. After you submit the application, you may be prompted to apply for RiverSmart Rewards to receive a discount on stormwater fees. If you would like to receive the RiverSmart Rewards discount, follow on-screen prompts to sign your RiverSmart Rewards application (the rest of the application is automatically populated by the database). To submit your application for RiverSmart Rewards separately from your SRC application, please refer to [Section V: Apply for RiverSmart Rewards](#).

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If your application is approved, the SRCs will appear in your account and in the SRC Registry (if requested), and you will be able to use, transfer, or retire them.

Transfer SRCs

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *Transfer SRCs*.
2. Select the *Current SRC Owner* and enter the contact information for the new SRC owner. Then click *Save*.
3. Click *Select SRCs to Transfer*. The page will display a list of all of the SRCs that may be transferred with this application. These are the *Current SRC Owner's* SRCs that have not been used or retired and are not included on another application.



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4. Click *Transfer SRCs from this range* to select the range of from which you will be transferring SRCs.
5. Enter the number of SRCs to transfer from this range and the transfer price. If you decide you do not want to transfer any SRCs from this SRC range, uncheck the box *Transfer*. When complete, click *Return to application*. If prompted, click *Save*.
6. Repeat steps 3 through 5 as necessary.
7. If you wish to change the quantity of SRCs traded or the sale price, click *Edit* at the top of the application and overwrite the values in the report. If you do not want to transfer the SRCs, uncheck the box *Transfer*.
8. Click *Review, Sign, and Submit*. Review your application to determine whether any changes are necessary.
9. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If DOEE approves your application, the SRCs will be transferred to the new owner, and you will no longer be able to transfer, use, or retire these SRCs. If you are responsible for maintaining the BMPs that generated these SRCs, you must still maintain these BMPs.

Use SRCs

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *Use SRCs*.
2. Select the *SWMP number* for the Site at which you are using SRCs.
3. Identify the number of gallons of Offv per year you want to meet with SRCs. In most cases, this should be equal to your Offv, unless you will also pay ILF for a portion of your Offv compliance.
4. If you are also paying ILF for some of the Offv, enter the number of gallons of Offv you will meet per year with ILF payment (do not enter the ILF price).
5. Identify the number of years of Offv that will be met with this application.
6. Select the *Current SRC Owner*.
7. Click *Save*.
8. Click *Select SRCs to Use*. The page will display a list of all of the SRCs that may be used with this application. These are the *Current SRC Owner's* SRCs that have not been used or retired and are not included on another application. The Surface and Groundwater System displays SRCs in groups (e.g. SRCs 1 through 1000). The number of SRCs represented by a single group is listed on each line.
9. Click *Use SRCs from this range* to select the range from which you will be using SRCs.



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10. Enter the number of SRCs to use. If you decide you do not want to use any SRCs from this SRC range, uncheck the box *Use*. When complete, click *Return to application*. If prompted, click *Save*.
11. Repeat steps 7 through 9 as necessary until the total number of SRCs to use is equal to the Offv for the project multiplied by the number of years of compliance that will be achieved.
12. If you wish to change the quantity of SRCs that will be used, click *Edit* at the top of the application and overwrite the values in the report. If you do not want to use the SRCs, uncheck the box *Use*.
13. Click *Review, Sign, and Submit*. Review your application to determine whether any changes are necessary.
14. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If DOEE approves your application, the SRCs will be applied to meet the Offv for your site. These SRCs will no longer be able to be transferred, used, or retired. For the first year of Offv, the year(s) of Offv compliance will begin when the project passes its Final Construction Inspection. Subsequent years of Offv compliance will begin on the anniversary of the Final Construction Inspection, unless otherwise noted.

Notify DOEE of In-Lieu Fee Payment

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *ILF Notification*.
2. Select the SWMP number for the site at which you are paying the ILF.
3. Enter the number of gallons of Offv you will meet per year with ILF payment (do not enter the ILF price). In most cases, this should be equal to your Offv, unless you will also use SRCs for a portion of your Offv compliance.
4. If you are also using SRCs, enter the number of gallons of Offv per year you want to meet with SRCs.
5. Identify the number of years of Offv that will be met with this application. The application will calculate the ILF payment that is required. This is a notification of payment, and you must still pay the ILF.
6. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.
7. Submit the ILF payment. If you need an invoice for recordkeeping purposes, contact DOEE at Matthew.Espie@dc.gov or 202-715-7644. ILF payments can be made at the Department of Consumer and Regulatory Affairs or can be sent to DOEE as a check made out to the DC Treasurer. Payments sent to DOEE should be sent to:



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Matthew Espie
Regulatory Review Division
Department of Energy and Environment
1200 First Street NE, 5th Floor
Washington, DC 20002

DOEE will review the notification. You will be notified by email if DOEE receives the ILF payment in full or in part. When the ILF payment is received, DOEE will apply it to meet the Offv for your site. For the first year of Offv, the year(s) of Offv compliance will begin when the project passes its Final Construction Inspection. Subsequent years of Offv compliance will begin on the anniversary of the Final Construction Inspection, unless otherwise noted.

Retire SRCs

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *Retire SRCs*.
2. Select *the current SRC owner*.
3. Click *Select SRCs to Retire*. The page will display a list of all of the SRCs that may be retired with this application. These are the *Current SRC Owner's* SRCs that have not been used or retired and are not included on another application.
4. Click *Retire SRCs from this range* to select the range from which you will be retiring SRCs.
5. Enter the number of SRCs to retire. If you decide you do not want to retire any SRCs from this SRC range, uncheck the box *Retire*. When complete, click *Return to application*. If prompted, click *Save*
6. Repeat steps 2 through 6 as necessary
7. If you wish to change the quantity of SRCs that will be retired, click *Edit* at the top of the application and overwrite the values in the report. If you do not want to use the SRCs, uncheck the box *Retire*.
8. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If DOEE approves your application, the SRCs will be retired. These SRCs will no longer be able to be transferred, used, or retired.

SRC Price Lock Program

Through the SRC Purchase Program, you can sell your SRCs to DOEE at a fixed price. More information about the SRC Price Lock Program is available on the SRC program website (<http://doee.dc.gov/src>).

Participants must complete an SRC Price Lock Program Application. Then, DOEE will provide a copy of the *SRC Purchase Agreement* which must be signed by the participant. After the GI is constructed and



the SRCs are certified (per the above instructions to certify SRCs), the participant can either sell the SRCs on the market or submit the *Intent to Sell* to sell SRCs to DOEE.

SRC Price Lock Program Application

In order to submit an *SRC Price Lock Program Application*, you must have completed at least a preliminary design for the BMPs.

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *SRC Price Lock Program*.
2. Click *New SRC Price Lock Program Application*.
3. If you have already entered some information for this site into the Surface and Groundwater System, click *New SRC Price Lock Program Application* on the list of sites and proceed to the next step. Otherwise, click *New Site*. Follow the on-screen instructions to complete the site information. Save the form and then click *SRC Price Lock Program Application*.
4. Select the *Current Project Status*. If a Stormwater Management Plan (SWMP) has already been submitted, select the plan number. Save the form and then click *Next Step*.
5. Complete the eligibility requirements section, save the form, and then click *Next Step*.
6. Based on whether or not you've already submitted a SWMP to DOEE, you may need to provide additional information about your project:
 - **Projects with SWMPs submitted:** you will not need to provide additional SDA and BMP information about your project
 - **Projects that have not yet submitted a SWMP:** you must provide information about the SDAs and BMPs that you propose as part of this project. You will complete a streamlined version of the SWMP forms that would otherwise be submitted. Refer to [Section VIII: Submit a Stormwater Management Plan](#) for more information about completing these forms. **After you sign an SRC Purchase Agreement, you will use these forms as the basis of your SWMP submittal to DOEE. Do not submit a separate SWMP for this project.** Once completed, click *Next Step*.
7. Attach the required documents. Save the form and then click *Review, Sign, and Submit*.
8. Make any necessary changes to the application. Then, enter your name at the bottom of the page and click *Submit*. Once you submit your application, you will not be able to make changes.

After submitting your application, please allow four weeks for review.

9. You will receive a copy of your *SRC Purchase Agreement*. You must log into the Surface and Groundwater System to sign your *SRC Purchase Agreement* within 30 days.
10. After the *SRC Purchase Agreement* is signed, you will be able to update the streamlined SWMP data to submit a full SWMP to DOEE. On your *SRC Price Lock Program Application*, click the button *Update SWMP and Submit*. Then, Refer to [Section VIII: Submit a Stormwater](#)



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Management Plan for more information about completing these forms and going through DOEE's SWMP review process.

After the BMPs are built (passing DOEE inspection), you can submit an application to Certify SRCs (per the above instructions). You can either sell your SRCs on the market or submit an *Intent to Sell* to sell your SRCs to DOEE.

Intent to Sell

In order to submit an *Intent to Sell*, you must have SRCs certified for a site with an *SRC Purchase Agreement*. You have 1 year from certification to sell the SRCs to DOEE. You can make up to two separate sales to DOEE within this time period.

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *SRC Price Lock Program*.
2. Click *Intent to Sell*.
3. Click *Select SRCs to Transfer*. The page will display a list of all of the SRCs that may be sold to DOEE with this *Intent to Sell*. These are SRCs certified within the last year that have not been used or retired and are not included on another *Intent to Sell* or *SRC Transfer Application*.
4. Click *Transfer SRCs from this Range* to select the range of SRCs that you will be selling to DOEE.
5. Enter the number of SRCs from this range that you will be selling to DOEE. You can also sell the remaining SRCs in a future *Intent to Sell* submitted within 1 year of the SRC certification. Click *Return to Application*.
6. Repeat steps 4 through 6 as necessary.
7. If you wish to change the quantity of SRCs, click *Edit* at the top of the application and overwrite the values in the report. If you do not want to transfer the SRCs, uncheck the box *Transfer*.
8. Click *Review, Sign, and Submit*.
9. Click *Sign and Submit*. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

SRC Aggregator Startup Grant Program

Through the SRC Aggregator Startup Grant Program, you can receive funding for technical and outreach work to support identification of green infrastructure opportunities. More information is available on the SRC program website (<http://doee.dc.gov/src>).

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *SRC Price Lock Program*.
2. Click *New Application*.



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3. Complete the application, entering your signature at the bottom, and click *Submit*.

After submitting your application, please allow two weeks for review.

4. You will receive a copy of your *SRC Aggregator Startup Grant Agreement*. You must log into the Surface and Groundwater System to sign your *SRC Aggregator Startup Grant Agreement* within 30 days.

SRC Site Evaluation Program

Through the SRC Site Evaluation Program, you can request assistance to identify potential green infrastructure opportunities on your property. More information is available on the SRC program website (<http://doee.dc.gov/src>).

1. On the Surface and Groundwater System home screen, click *My SRCs and Offv* and then click *SRC Site Evaluation*.
2. Click *New Application*.
3. Complete the application, entering your signature at the bottom, and click *Submit*.

After submitting your application, please allow four weeks for review.