



Surface and Groundwater System Instructions: Wetland and Stream Permitting (WSP) and Water Quality Certification (WQC)



Introduction—Read This First

This guide provides instructions for submitting projects that require either Wetland and Stream Permit (WSP) or Water Quality Certification (WQC) review through the District Department of Energy and Environment (DOEE)'s Surface and Groundwater System. Failure to follow these guidelines may result in unnecessary delays in your permitting process. Please review this guide and prepare your WSP/WQC application before attempting to enter your project in the Surface and Groundwater System.

This guide includes instructions to:

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This guide does not include:

- Technical details about how to prepare a WSP/WQC application.
- Instructions for using the Surface and Groundwater System for other purposes, such as submittal of stormwater management (SWMP), soil erosion and sediment control (ESC), or green area ratio (GAR) plans. Instructions for submitting these plans can be found in the instructions menu of the Surface and Groundwater System homepage at <http://doee.dc.gov/sgs>.

Assistance

If, after reviewing this manual, you have further questions about entering a project into the Surface and Groundwater System, please contact Jennifer Dietzen at WetlandProgram@dc.gov or (202) 536-8556.

I. Create and Manage Your Surface and Groundwater System Account



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In order to submit projects that require Wetland and Stream Permit/Water Quality Certification 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.

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 (doee.dc.gov/sgs) and log in with your email address and password.

Manage your Password

Do not share your username and password with others. These credentials allow you to submit applications to DOEE for review, to sign forms electronically, to authorize someone to act on your behalf, and to take other actions.

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

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.

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



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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.



II. Submitting Your Application

Before Starting: Things to Know to Avoid Delays

Save information that you enter

You will be prompted to save every form you fill out. 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.

Submit only one application per project

Only submit one WSP/WQC application in the Surface and Groundwater System for the project. This single application should include multiple documents as required in 21 DCMR §2602, the District's Critical Areas - Wetlands and Streams Regulations.

The project consultant or manager should enter the application

Due to the detailed information that must be entered for each project, DOEE requires that the Surface and Groundwater System entry is made by the project consultant, manager, or someone with comparable expertise about the project and aquatic resources. Entries made by someone unfamiliar with DOEE's review process or the project design will likely be inaccurate and cause substantial delays.

Upload all relevant documents

Many documents are required for DOEE's review, as listed in 21 DCMR §2602. For example: wetland and stream delineation reports, project description, jurisdictional determination letter, site photographs, impact calculations, cross-section and plan view drawings, grading plans, functional assessments, mitigation plan, monitoring plans, etc. You may upload these to the plan information in order to keep them easily available to DOEE's reviewer.

Enter accurate information

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 (see "assistance," above). Enter Project Information

1) Enter Application Information

The first step to submit a project to DOEE for review is to enter information about the location at which your project is occurring. You only need to enter project information into the Surface and Groundwater System the first time you submit a project at an address or location. The Database will save the site information, and it can be used for other projects at the same address as necessary.

Once you have entered or been granted access to the site, enter plan information specific to your project:



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1. From your Database homepage, click *Wetland and Stream Permit Applications* and then click *New Application*.
2. Enter Project Details:
 - A *Project Summary* describing the project site, proposed work in wetlands and streams, general activities being conducted, and any associated project names that may be attributed to the project (i.e. Creek Falls Stream Restoration, 1900 Main St building on wetland).
 - Drag and drop the estimated location of the project. For larger projects, please select the center point of the project area.
 - Activity type, select applicable choices or “other”
 - Indicate whether mitigation is proposed for the project
3. Provide Contact information for the Environmental Consultant for the project
4. Click *Save and close*.
5. After saving, click *Edit this record* and complete the form. You can update this information later, 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).

2) Upload Application Documents

Before you submit your application, you must upload the application documents, including a Certificate of Clean Hands from DC Office of Tax and Revenue (OTR) to the *Documents* section. Depending on your internet speed, you may experience difficulty uploading files larger than 50 MB. If you are unable to upload a large document, please contact DOEE for assistance.

On the plan information form, click *Add Document*. This will open a new form.

1. Click “Choose File” to select the document. Complete the required information.
2. Click “Save & close” to return to your plan.
3. Repeat steps 1-2 for all plan documents.

3) Submit your Application and Pay Review Fees

DOEE will not review your application until it is submitted and you pay nonrefundable application review fees in accordance with 21 DCMR § 2604.

1. Click *Submit* in the *Statuses* section towards the bottom of the page. If you do not see the *Submit* button, save the record (the *Submit* button is not shown while changes are being made to the plan information).
2. You must pay the nonrefundable application review fees in order to complete the submission process. Additional fees based on the proposed mitigation plan and presence of contamination onsite may be required in accordance with 21 DCMR § 2604. You will be notified of additional fees during review.



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3. Fees can be online electronically. If you are unable to pay online, you may visit DCRA or any OCFO cashiers office.
 - Fees can be viewed and paid online on your application page. To view fees, click on the View button in the *Fees* section towards the bottom of the page. Receipts and invoices can be generated from this page as well.
 - Pick up fee invoices by visiting DOEE staff in the Department of Consumer and Regulatory Affairs (DCRA) Property and Permit Center located at 1100 4th Street SW, 2nd floor. Payment can be made at the DCRA Permit Center Cashiers Office, also on the 2nd floor. Checks should be payable to DC Treasury. After paying, provide proof of payment to DOEE staff in the DCRA Permit Center. Scan and upload the receipt(s) for fee payment to the Surface and Groundwater System in the *Plan Documents* section.
4. When the application is approved, you will receive an email notification from DOEE. No change to the approved permit/certification may be made without DOEE approval.