Sustainable Groundwater Management Act Portal

Alternative Reporting System and Monitoring Network Module

User Manual

CALIFORNIA DEPARTMENT OF WATER RESOURCES
SUSTAINABLE GROUNDWATER MANAGEMENT OFFICE

Contents

1. User Manual Purpose and Process Overview

This manual describes the Sustainable Groundwater Management Act (SGMA) Portal's updated Alternative Reporting System. These updates affect agencies (Alternative Agency) associated with an approved or in-review Alternative to a Groundwater Sustainability Plan (GSP) (Alternative). These updates allow Alternative Agencies to submit Annual Reports in the same format as Groundwater Sustainability Agencies (GSA) and import monitoring data to the Monitoring Network Module (MNM). Additionally, multiple SGMA Portal users (User) may now be associated with an Alternative and Alternative Agency. Only Users associated with an Alternative Agency may use the create, submit, and edit functions within the Alternative Reporting System or MNM.

Alternative and Annual Report materials previously submitted to the Alternative Reporting System have been migrated into the updated system. If you believe any materials previously submitted were not migrated correctly contact the Department of Water Resources (Department) at GSPSubmittal@water.ca.gov.

The following sections provide a step-by-step overview of the updated Alternative Reporting System and Alternative Agencies, discusses the additional Annual Report submission requirements, and provides links to existing Annual Report and MNM User Manuals. *Users must have, and be logged into, a SGMA Portal account to view and use several of the tools discussed in this manual.* New SGMA Portal accounts may register here: https://sgma.water.ca.gov/portal/account/registration.

2. The Alternative Dashboard

The Alternative Dashboard is the reporting system's centralized page for Users to view and edit existing, or create and submit new Alternatives and Annual Reports. The Alternatives and Annual Reports listed on the Alternative Dashboard are dependent on the Alternative Agencies a User is associated with. For instructions on associating Users to an Alternative Agency, please see Section 5.

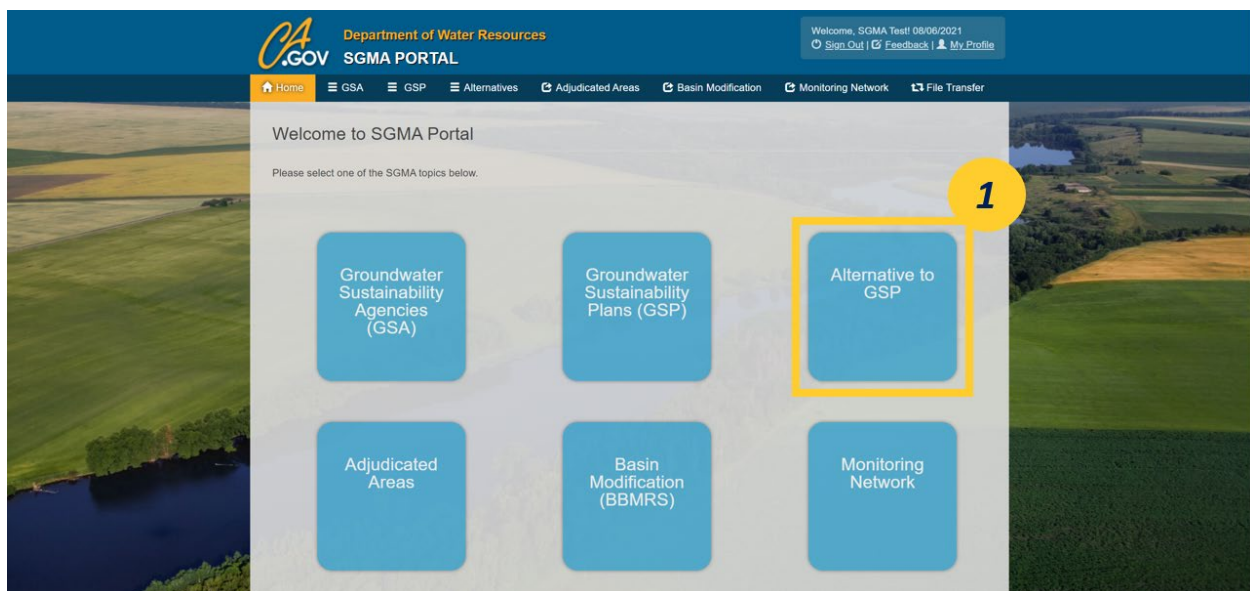1. Select the "**Alternative to GSP**" icon, the Alternative Dashboard opens.

Figure 1. Screenshot of the SGMA Portal Homepage, highlighting the "Alternative to GSP" icon.

2. The Alternative Dashboard includes sections for Alternatives, Annual Reports, and, once available, Five Year Updates.
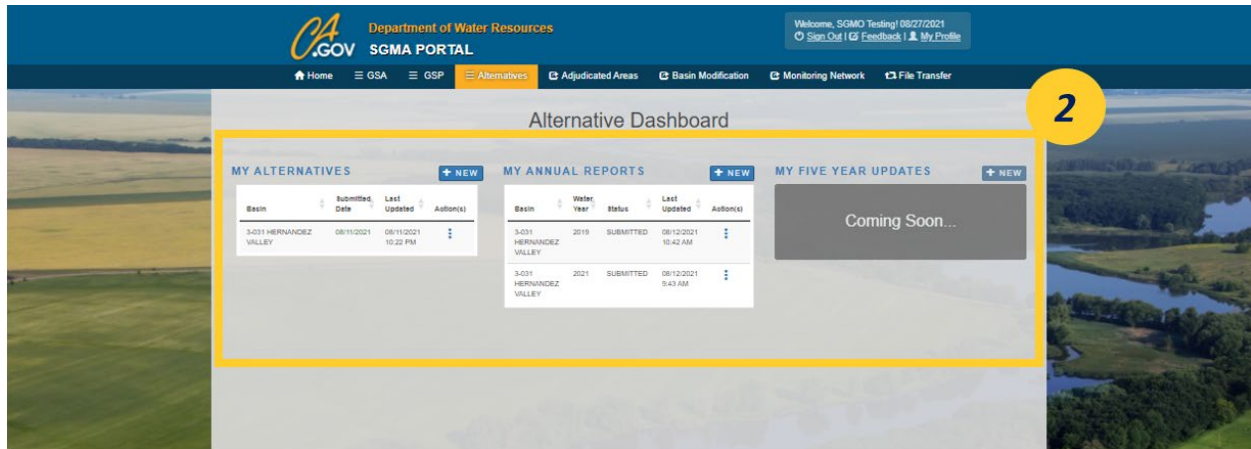

Figure 2. Screenshot of the Alternative Dashboard highlighting the available sections.

3. Adding an Alternative Agency

The updated Alternative Reporting System requires the creation of an Alternative Agency prior to the creation and submission of a new Alternative. Alternative Agencies associated with existing Alternatives will be imported by the Department. To create a new Alternative Agency a User must complete and submit the **"Alternative Agency Form"**. Prior to submitting the form Users must enter the agency's name, Point of Contact, basin, and address; once submitted the new Agency is created.

Initially, only the Creator and Point of Contact (POC) are associated with the new Alternative Agency. The Creator is the User who completed the add new agency process and the POC is the User selected in the **"Alternative Agency Form"**; the Creator and the POC can be the same User. Instructions for associating additional Users to an Alternative Agency are available in Section 5.

1. Navigate to the "**My Alternative Agencies**" page by hovering over the "**Alternatives**" and selecting "**My Agencies**".
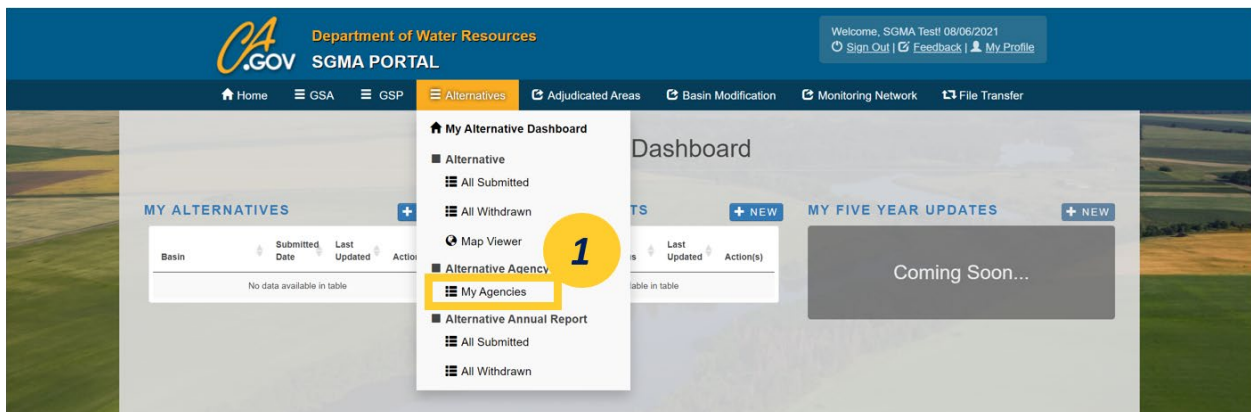

Figure 3. Screenshot of the "Alternatives" tab, highlighting the "My Agencies" option in the drop-down menu.

2. Click the **"Add New Agency"** button on the top left side of the **"My Alternative Agencies"** page. The **"Alternative Agency Form"** window opens.
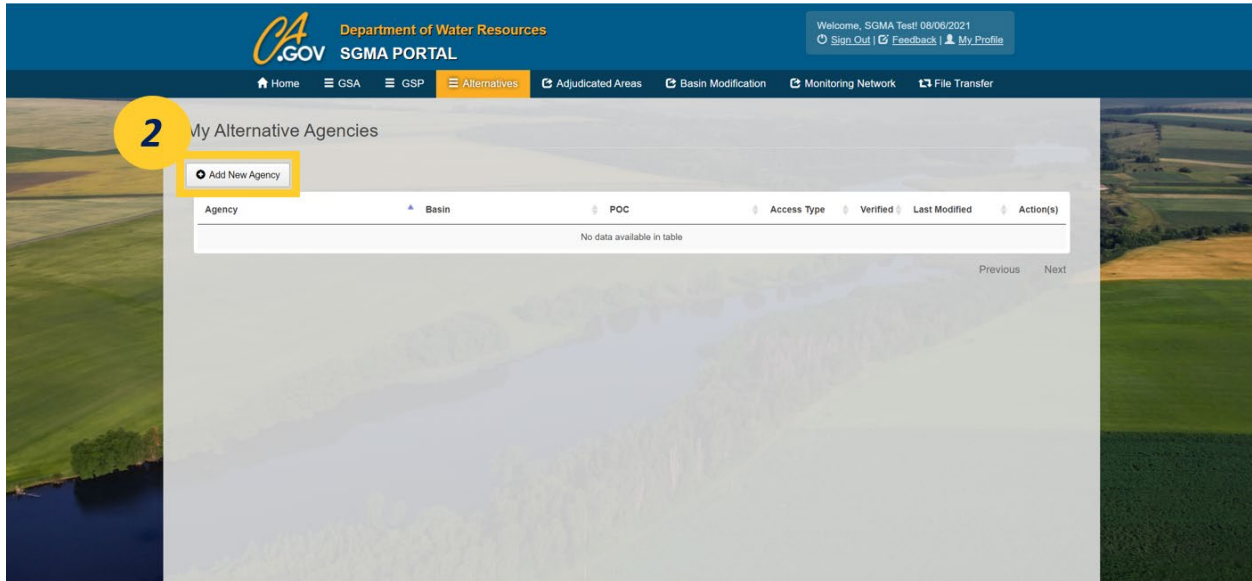

Figure 4. A screenshot highlighting the "Add New Agency" button.

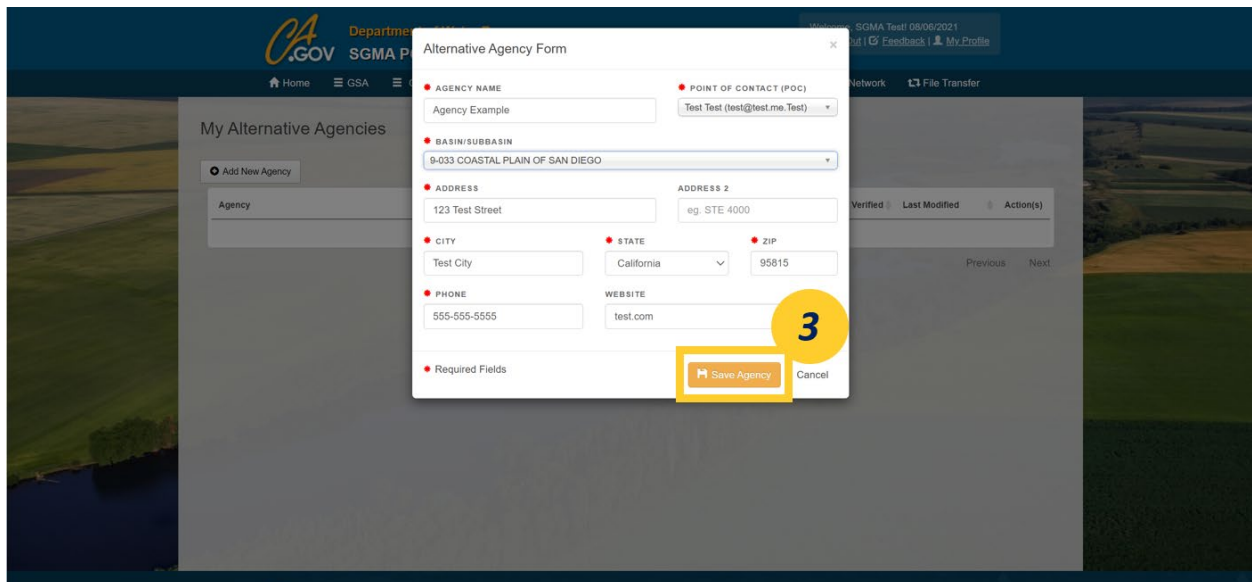3. Fill out the **"Alternative Agency Form"**, once finished click the **"Save Agency"** button.

Figure 5. A screenshot showing the "Alternative Agency Form" and highlighting the "Save Agency" button.

4. The Alternative Agency will now appear in the User's "**My Alternative Agencies**" page.
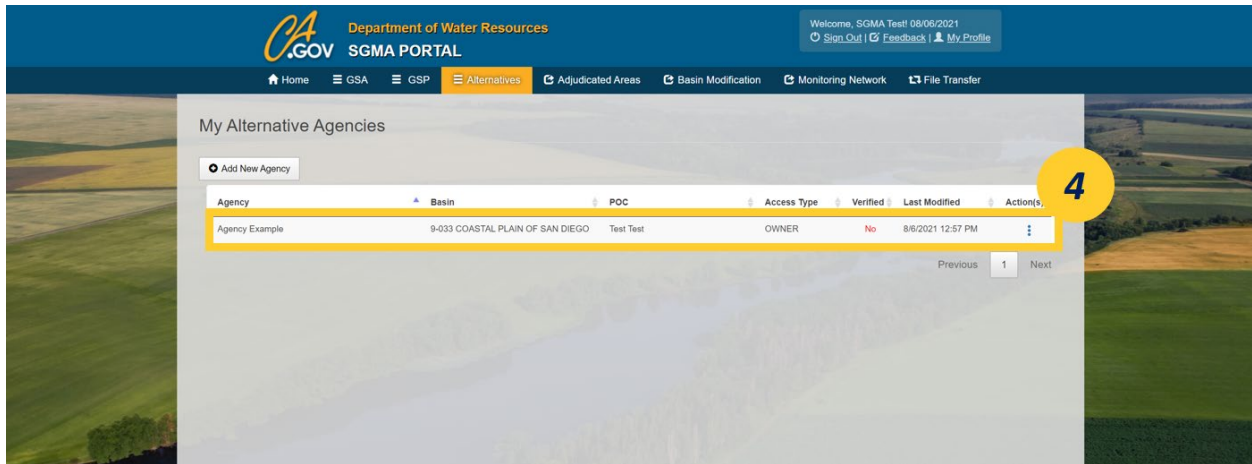

Figure 6. A screenshot of the "My Alternative Agencies" page highlighting the new Alternative Agency

4. Editing an Alternative Agency

Users may edit/update an Alternative Agency's information (name, Point of Contact, address, and website) as needed. Only Users associated with the Alternative Agency may use the edit functionality.

1. Navigate to the "**My Alternative Agencies**" page by hovering over the "**Alternatives**" tab and selecting "**My Agencies**" from the drop-down menu.
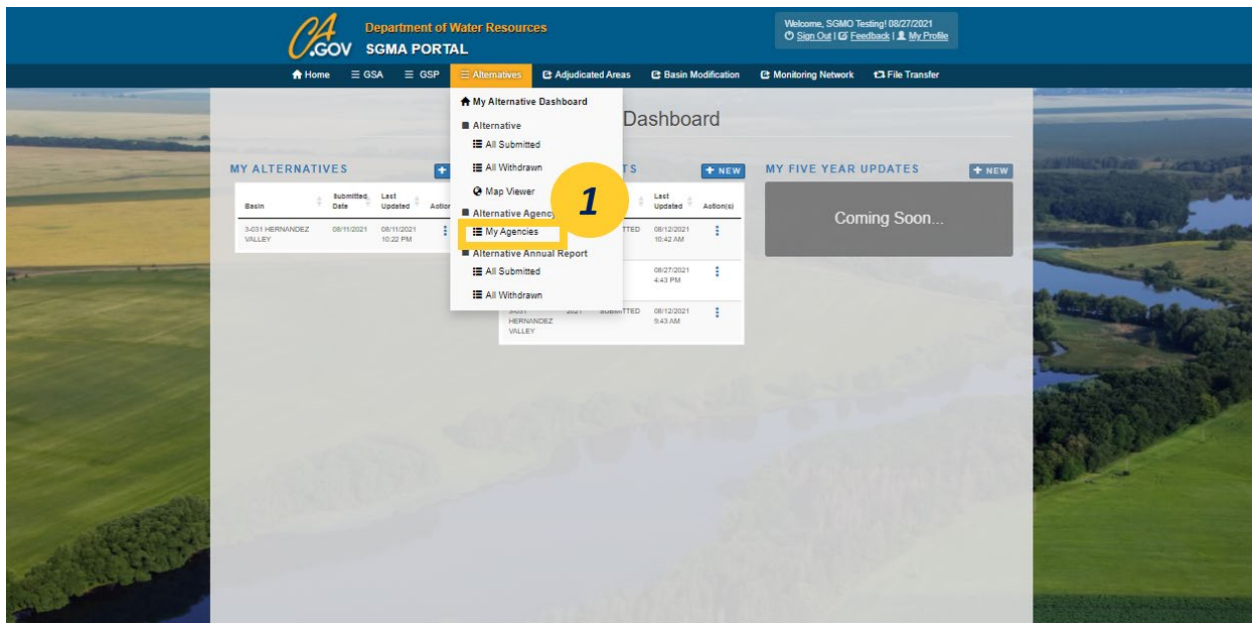

Figure 7. Screenshot of the "Alternatives" drop-down menu and the "My Agencies" button.

2. Hover over the three dots in the "**Action(s)**" column, adjacent to the desired Agency, and select "**Edit**".
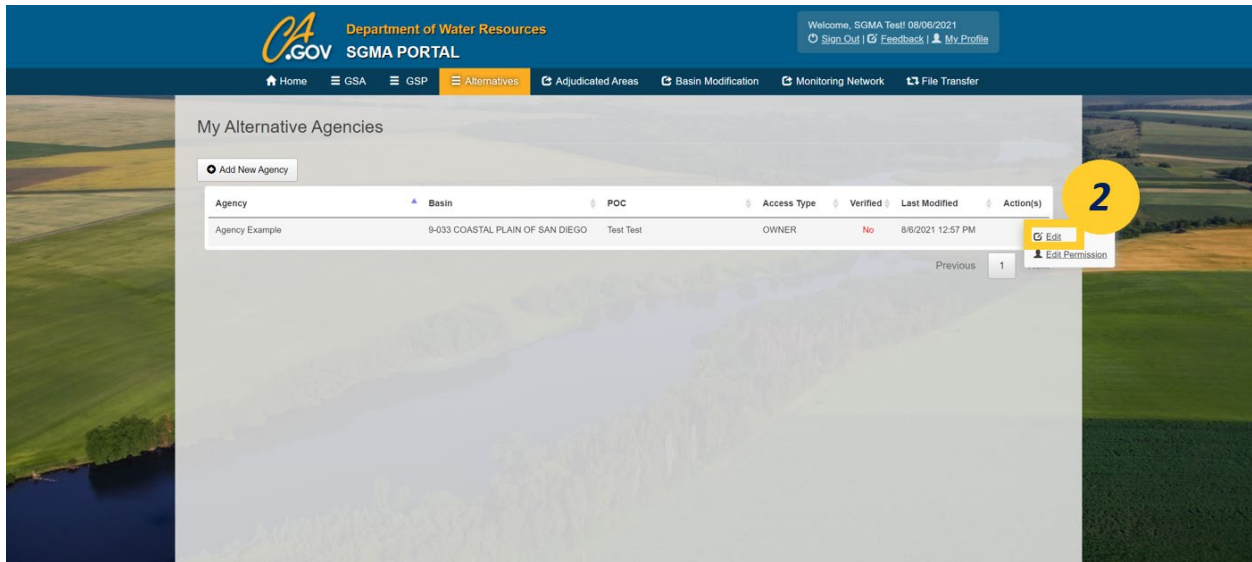

Figure 8. Screenshot of the "My Alternative Agencies" page highlighting the "Edit" button.

3. The "**Alternative Agency Form**" opens. Edit the Agency's information within the form and click the "**Save Agency**" button.
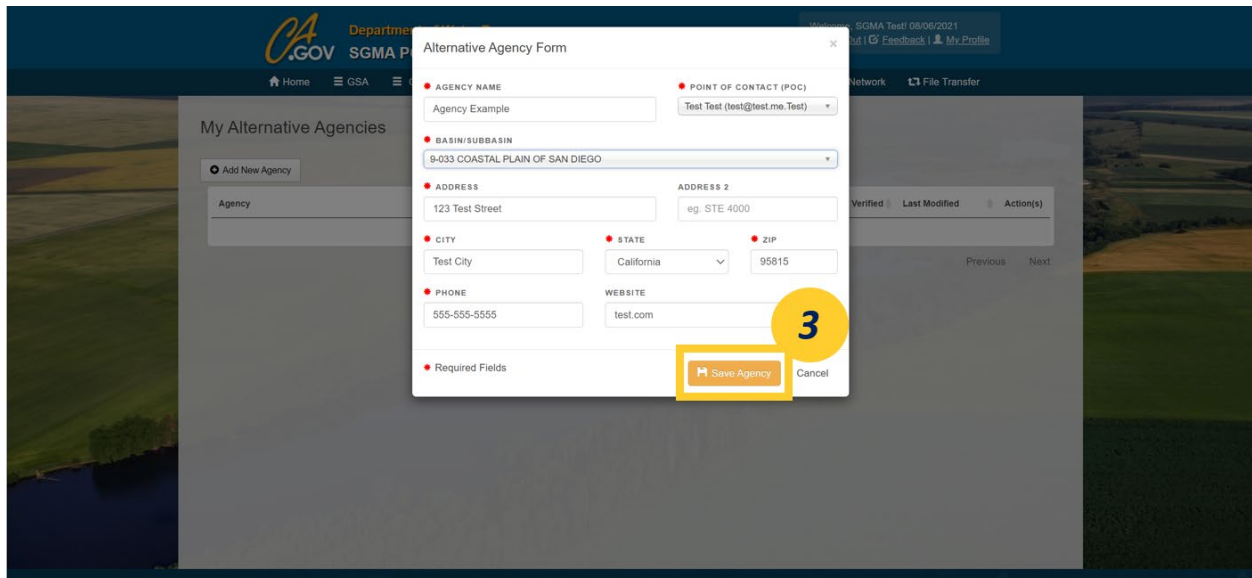

Figure 9. Screenshot of the "Alternative Agency Form" highlighting the "Save Agency" button.

5. Associating Users to an Alternative Agency

More than one User may be associated to an Alternative Agency. Associated Users may submit a new Alternative, Annual Report(s), and/or monitoring data on behalf of the Agency. The associated Users Alternative Dashboard and MNM will include the Agency's existing reports and monitoring data.

There are three "Access Types" an associated User may have, these are Creator, Point of Contact (POC), and Admin. Each Agency may have only one User with the Creator and POC access type. Section 3 and Section 4 previously discuss the processes related to granting Users the Creator and POC access. All additional Users associated with an Alternative Agency are granted the Admin access type.

The three access types provide Users the same submitting, editing, and viewing capabilities, in addition to the ability to grant additional Users Admin access to the Alternative Agency. Any User associated with an Alternative Agency may revoke access from Users with the Admin access type. However, Users with the Admin access type may not revoke access from Users with the Creator or POC access types.

1. Navigate to the "**My Alternative Agencies**" page by hovering over the "**Alternatives**" tab and selecting "**My Agencies**" from the drop-down menu.
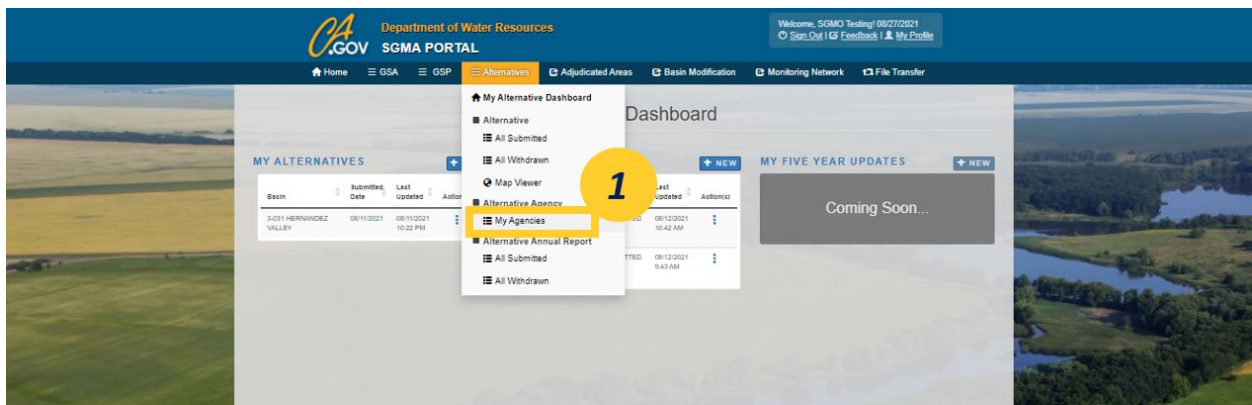

Figure 10. Screenshot of the "My Agencies" option on the "Alternative" drop-down menu.

2. Hover over the three dots in the "**Action(s)**" column, adjacent to the desired Agency, and select "**Edit Permissions**".
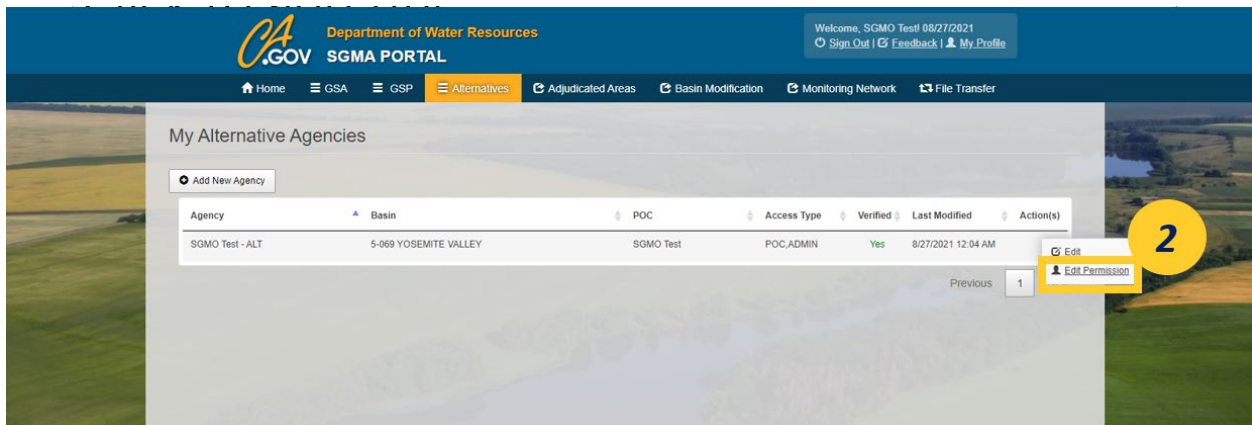

Figure 11. Screenshot of the My Alternative Agencies page, highlighting the "Edit Permissions" option.

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3. Start typing a User's name into the "**Grant Access**" box to generate a list of potential Users based on the text entered. Select the desired User from generated list.
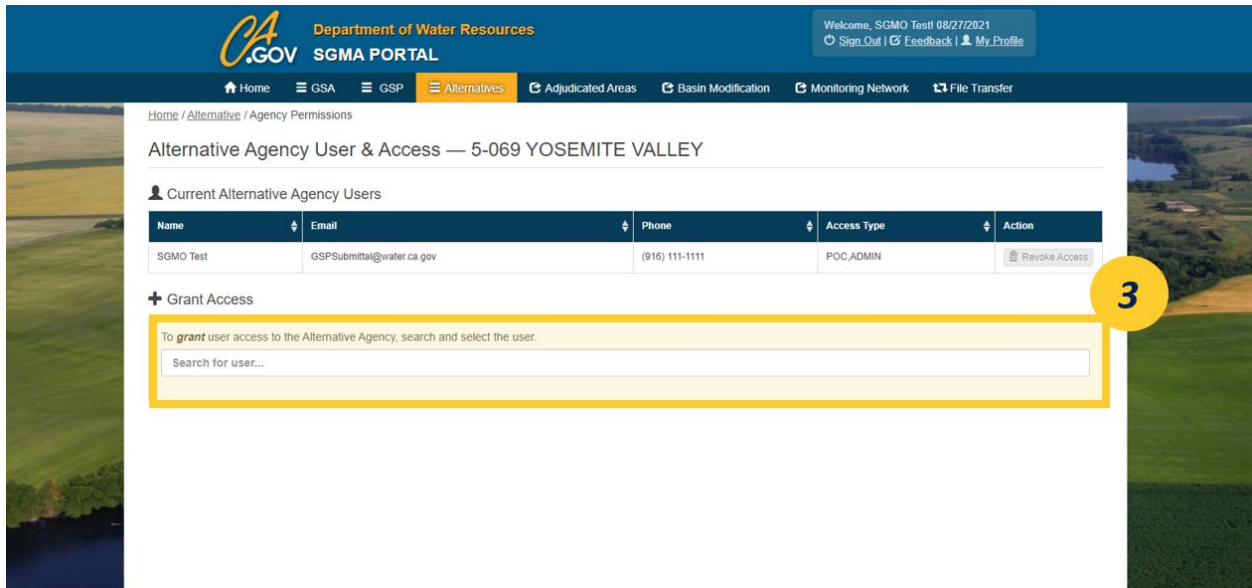

Figure 12. Screenshot of the "Alternative Agency User & Access" page with the "Grant Access" box highlighted.

4. Once the desired User is selected, click the "**Grant Access**" button to associate the User with the Alternative Agency.
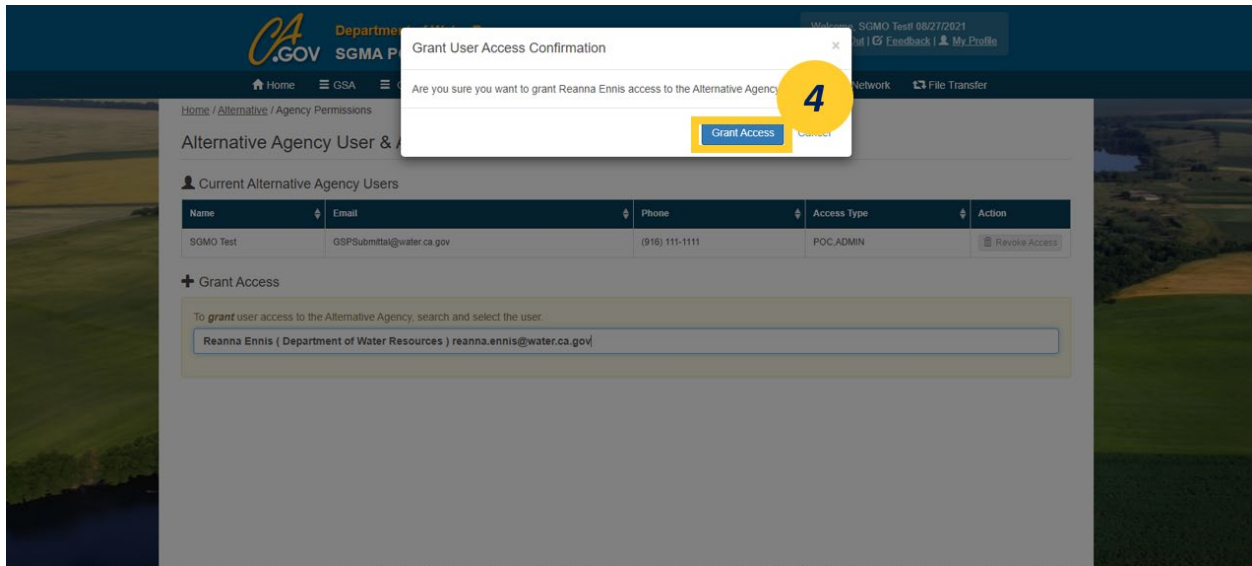

Figure 13. Screenshot of the "Grant User Access Confirmation" window with the "Grant Access" button highlighted.

5. The User is added to the "**Alternative Agency User & Permissions**" table and is designated with the "**Admin**" access type.
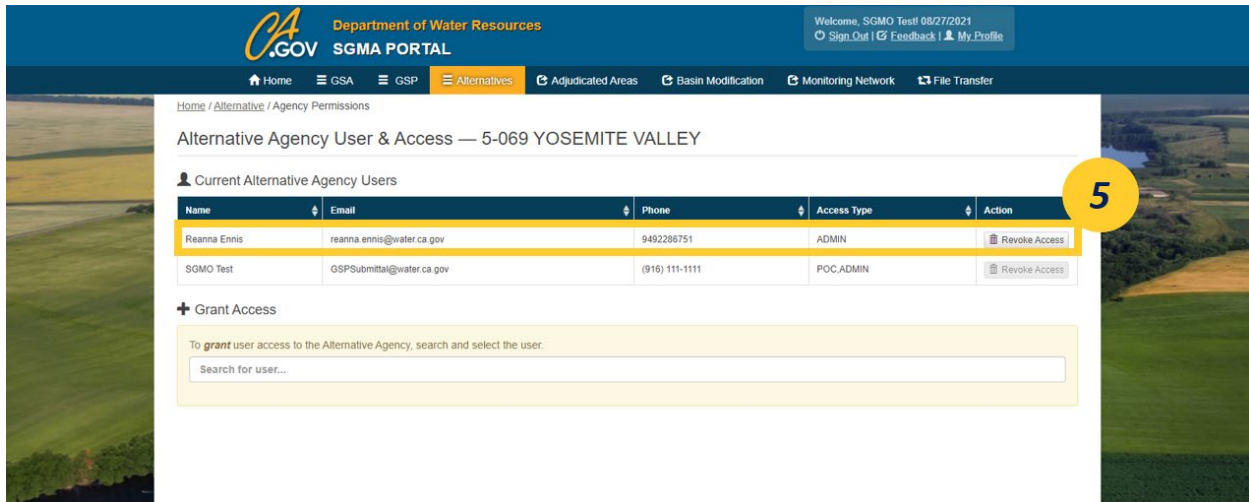

Figure 14. Screenshot of the updated "Alternative Agency User & Access" table.

6. Submitting and Editing an Alternative Annual Report

The updated Alternative Annual Report submission process mimics the existing GSP Annual Report process. As a result, this manual primarily cites the existing GSP Annual Report resources.

The Department migrated any previously submitted Annual Reports into the updated Annual Report format. Even though the updated process requires the submission of additional data spreadsheets, as discussed below, Alternative Agencies **are not required** to submit additional information for previous water years. All previously submitted Annual Reports are attached to a singular Annual Report labeled water year "2018" on the Alternative Dashboard and "Previous Reporting Years (2018-2020)" on the "**All Submitted Alternative Annual Reports**" page.

1. To start a new Annual Report click the "**New**" button, above the "**My Annual Reports**" column, on the Alternative Dashboard.
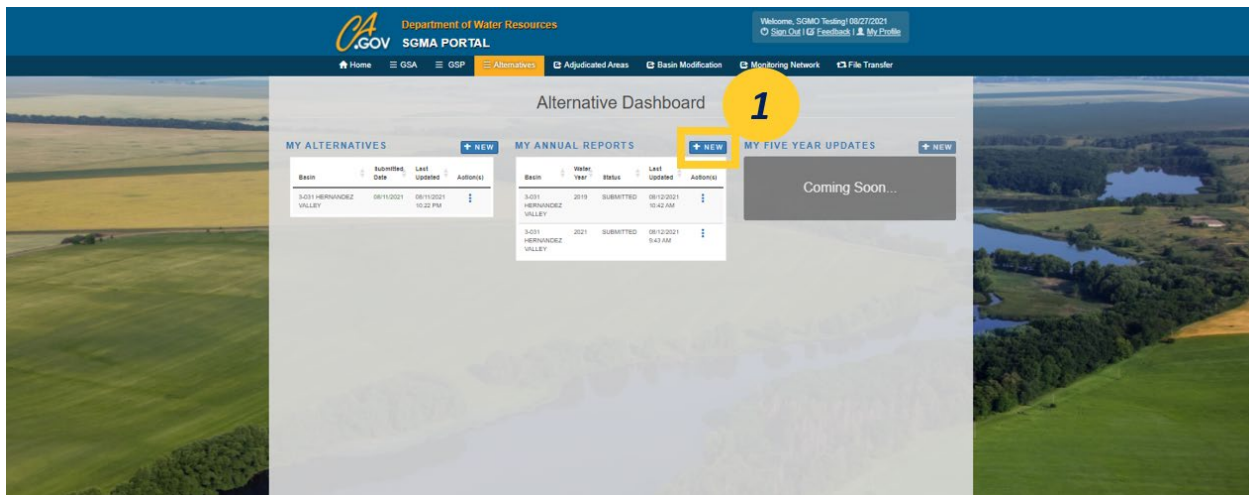

Figure 15. Screenshot of the Alternative Dashboard, highlighting the "New" button.

2. The "**New Alternative Annual Report**" page opens. Select the Annual Report's Basin and Water Year from the drop-down menus. Click **"Create Report"** to create a new draft Annual Report. *Note, only Basins of Alternative Agencies a User is associated with appear in the drop-down menu.*
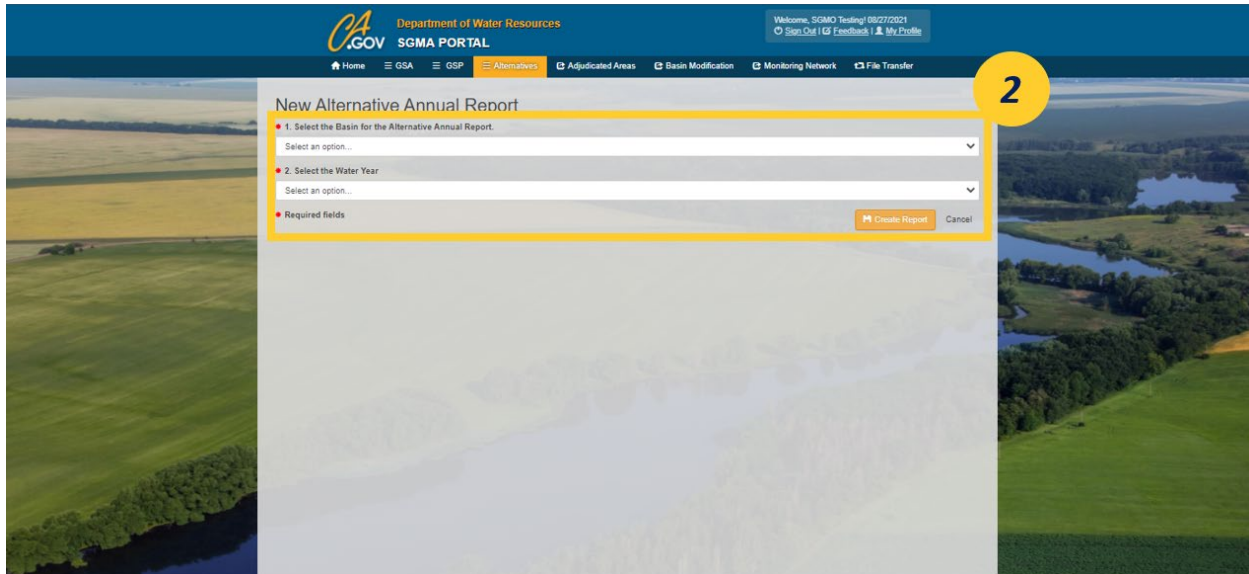

Figure 16. Screenshot of the "New Alternative Annual Report" page.

3. The **Alternative Annual Report Module** page opens. The module contains eight sections, each related to varying parts of the Annual Report. The updated submission process includes: 1) uploading the four water use spreadsheets to sections A through D; 2) entering change in storage values, for each principal aquifer, into section E; 3) uploading the Annual Report pdf document and Elements Guide spreadsheet to section G; and 4) submitting the Annual Report.

A more detailed Annual Report User Manual, the water use import spreadsheets, and other resources (originally developed for the GSP Annual Report submission process) are available to view and download below and on the SGMA Portal Resources Page.

    a.   Annual Reporting Module User Manual (PDF)
    b.   GSP Annual Reporting Elements Guide (Excel)
    c.   Part A. Groundwater Extractions (Excel)
    d.   Part B. Groundwater Extraction Methods (Excel)
    e.   Part C. Surface Water Supply (Excel)
    f.   Part D. Total Water Use (Excel)
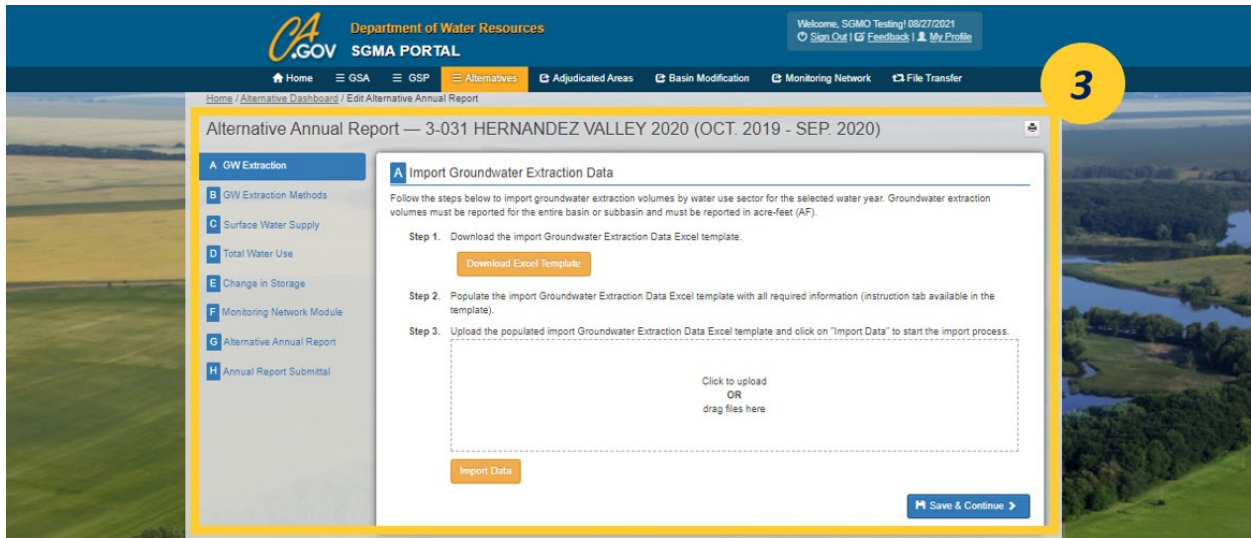   g.   GSP Annual Report FAQ (PDF)

Figure 17. Screenshot of the Alternative Annual Report Module.

7. Importing Data to the Monitoring Network Module

Alternative Agencies are now required to submit monitoring data to the SGMA Portal's Monitoring Network Module (MNM). Users must be logged into the SGMA Portal to use the MNM. The MNM contains sub-modules for groundwater wells, general sites, and existing sites. Only Users associated with an Alternative Agency may submit data to the MNM on behalf of the Agency. The MNM processes for Alternative Agencies are identical to the processes required for GSAs. As a result, this manual primarily references existing User Manuals which discuss the process in greater detail.

A general description of the functionality associated with each sub-module is provided below:

Groundwater Wells: Import new groundwater wells and groundwater level readings, edit existing groundwater wells, migrate groundwater wells from CASGEM into the MNM, and, if applicable, submit Sustainable Management Criteria (SMC) for the chronic lowering of groundwater levels sustainability indicator.

General Sites: Import new subsidence sites (i.e., extensometers, continuous GPS stations, surveying and benchmark sites, remote sensing, and others) and new stream gages, import subsidence and stream flow readings, and edit existing general sites.

Existing Sites: Import and edit existing sites. Existing Sites include any site monitored under an existing program (i.e., GAMA, NWIS, WQP, and others).

1. Navigate to the MNM by clicking the "**Monitoring Network**" tab, the Monitoring Network Module introductory page opens.
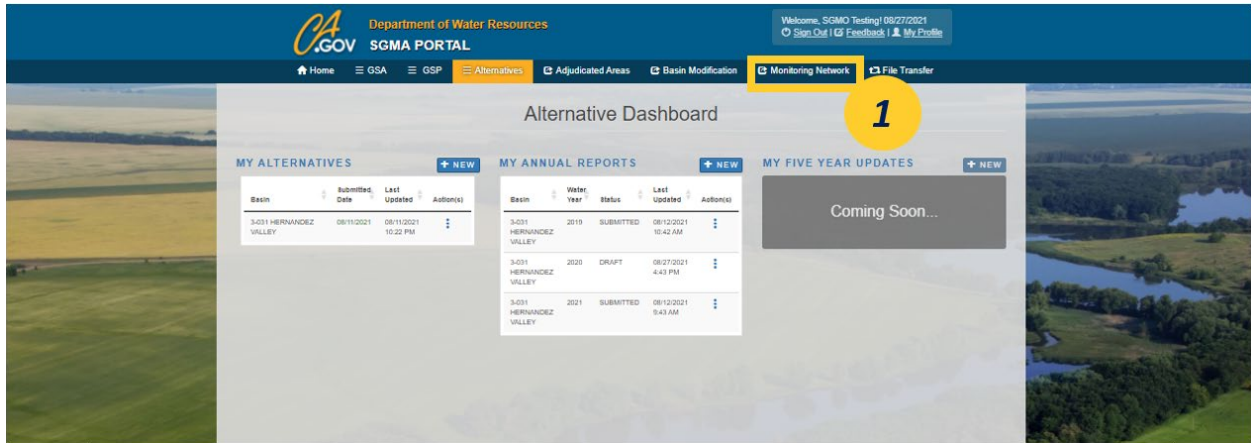

Figure 18. Screenshot of the SGMA Portal Banner, highlighting the "Monitoring Network" tab.

2. Select the "**Alternative**" icon, the Alternative Monitoring Network Module opens.

Figure 19. Screenshot of the GSP Monitoring Network Module home page, highlighting the "Alternatives" button.

3. Select either the "**Groundwater Wells**", "**General Sites**", or "**Existing Sites**" icon to reach the desired sub-module.
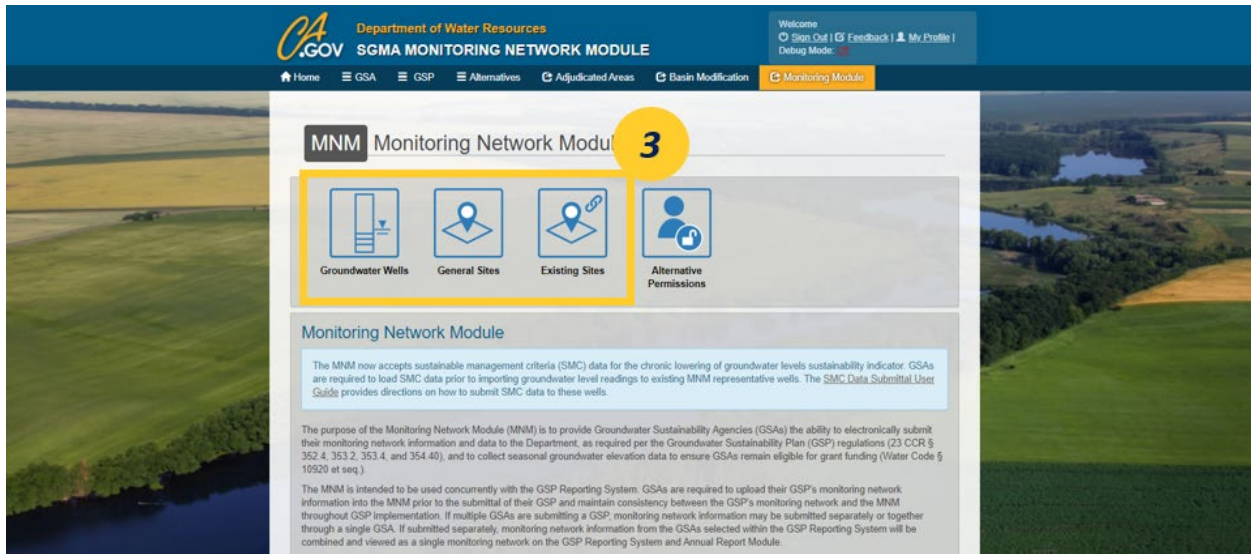

Figure 20. Screenshot of the Alternative Monitoring Network Module page, the "Groundwater Wells", "General Sites", and "Existing Sites" sub-module icons are highlighted.

4. The **Alternative Groundwater Wells**, **Alternative General Sites**, or **Alternative Existing Sites** sub-module will open depending on which icon is selected.
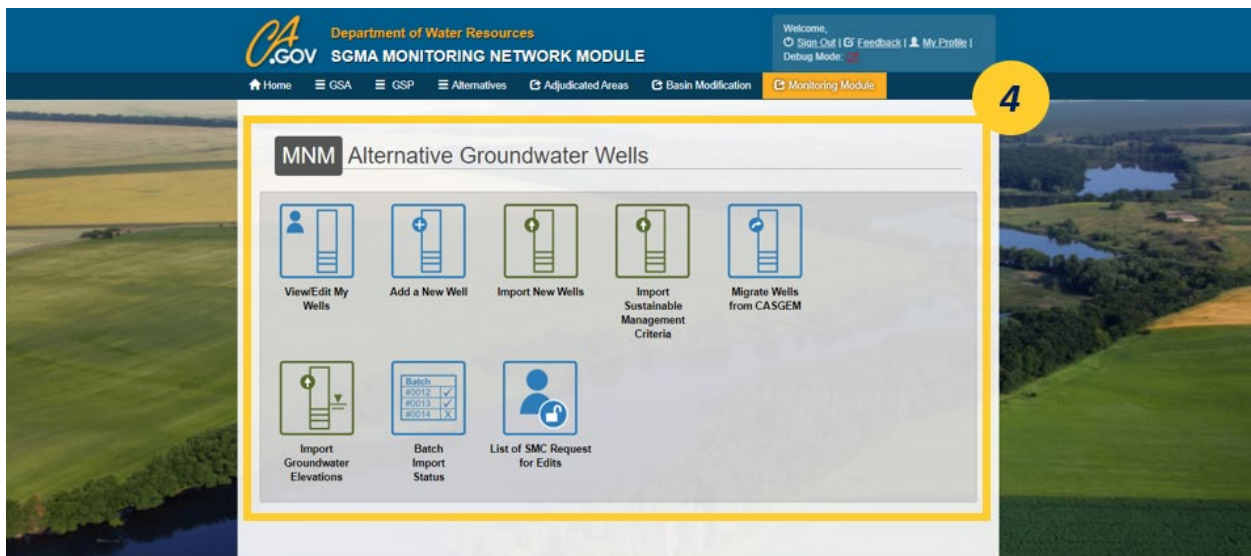

Figure 21. Screenshot of the Alternative Groundwater Wells sub-module.

5. The process for Alternative Agencies to use the MNM is identical to the processes required by GSAs. The existing MNM User Manual covers the processes to import new monitoring sites and associated data, the updated import groundwater level readings process, and, if applicable, the import Sustainable Management Criteria process. Please select the links below to view these existing User Manuals. These User Manuals are also available on the MNM.

a. Groundwater Sustainability Plan Reporting System and Monitoring Network Module User Manual (PDF): Instructions for adding and submitting data to each type of monitoring site.
b. Monitoring Network Module Batch Import Groundwater Elevation Data Process User Manual (PDF): Instructions for adding multiple measurements for groundwater levels at once through a batch upload process.
c. Monitoring Network Module Sustainable Management Criteria Data Submittal Process (PDF): Instructions for individually submitting and batch uploading Sustainable Management Criteria data to existing monitoring sites.