



CALIFORNIA DEPARTMENT OF WATER RESOURCES
SUSTAINABLE GROUNDWATER
MANAGEMENT OFFICE

GSP Submittal Using the SGMA Portal

The Sustainable Groundwater Management Act (SGMA) requires local public agencies and Groundwater Sustainability Agencies (GSAs) in high- and medium-priority basins to develop and implement Groundwater Sustainability Plans (GSPs).¹ Per Water Code §10733.4 and California Code of Regulations (CCR), Title 23, Chapter 1.5, Subchapter 2 (GSP Regulations) §353.2, the California Department of Water Resources (DWR) developed an online tool for submission of GSPs.

The GSP Reporting System is available online at the SGMA Portal at:

<https://sgma.water.ca.gov/portal/>

This document provides GSAs and other responsible parties a brief overview of how to use the GSP Reporting System to submit an adopted GSP to DWR. For more detailed instructions, view the step-by-step process available at:

<https://sgma.water.ca.gov/portal/#gsp>.

For general inquiries about SGMA, GSP development, and GSP submittal, contact DWR's Sustainable Groundwater Management Program at: sgmps@water.ca.gov.

For help with technical issues using the GSP Reporting System on the SGMA Portal, contact: GSPSubmittal@water.ca.gov.

¹ With certain exceptions for adjudicated areas and basins with approved Alternatives to a GSP.

Getting Started

You must have a user account to use the SGMA Portal.

If you already have a user account from the GSA Formation, GSP Initial Notification, Basin Boundary Modification, or Alternative Submittal process, you do not need to create a new account to submit a GSP.

Creating a User Account

1. To create a new user account, visit the SGMA Portal Home page, <https://sgma.water.ca.gov/portal/>.
2. In the green **Sign In** box (see Figure 1), click **Create an Account**. *The New Account Registration page opens.*
3. Complete the required fields. *An activation message is sent to your email address.*
4. Follow the instructions in the email to activate your account.

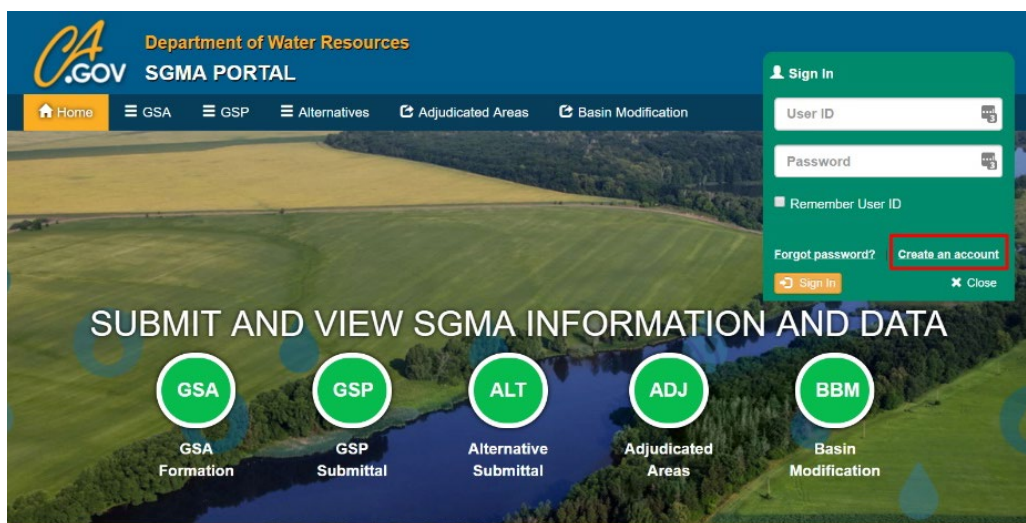


Figure 1. SGMA Portal main page

GSP Submittal Process Overview

The GSP Submittal Process (Figure 2) requires six basic activities:

1. Submit initial notification (*completed prior to GSP development*).
2. Start submittal and upload the adopted GSP.
3. Complete the Elements of the Plan and provide supporting information.
4. Provide references.
5. Upload monitoring site information data.
6. Finalize submittal and coordination agreement (if required).²

This guide will describe the activities numbered two through six above. The first activity, to submit the GSP Initial Notification, should have been completed prior to GSP development. For more information

² A coordination agreement is required when there are multiple GSPs in a basin.

on GSP Initial Notification, see the detailed instructions available at <https://sgma.water.ca.gov/portal/#gsp>.

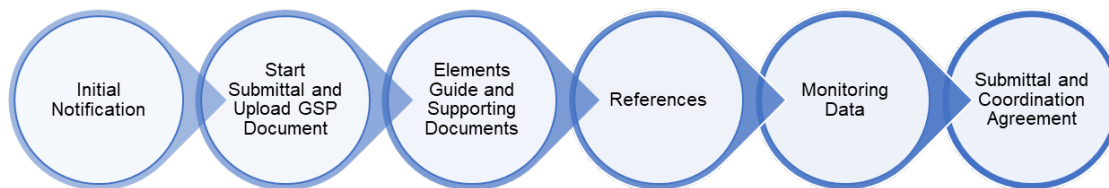


Figure 2. Diagram of GSP Submittal Process

GSP Submittal

GSAs are responsible for uploading adopted GSPs. The GSP submittal process can be started by anyone with permission from a GSA in the Basin. If you begin a GSP submittal and do not have permission, you will be given the opportunity to request permission from the GSA.

Creating a New GSP Submittal

1. To create a new GSP submittal, log in to the SGMA Portal at <https://sgma.water.ca.gov/portal/>. The Welcome page, with SGMA topics, appears.
2. Click the topic titled **Groundwater Sustainability Plans**. The Groundwater Sustainability Plan Dashboard (Figure 3) appears.
3. Click the **+ New** button near the **MY GSP SUBMITTAL** table.
4. The GSP Reporting System will walk you through the steps to complete the submittal, starting with **A Base Info**.

Note: If your basin is not available to select from the drop-down menu, you must request access to the basin from one of the GSAs within the basin.

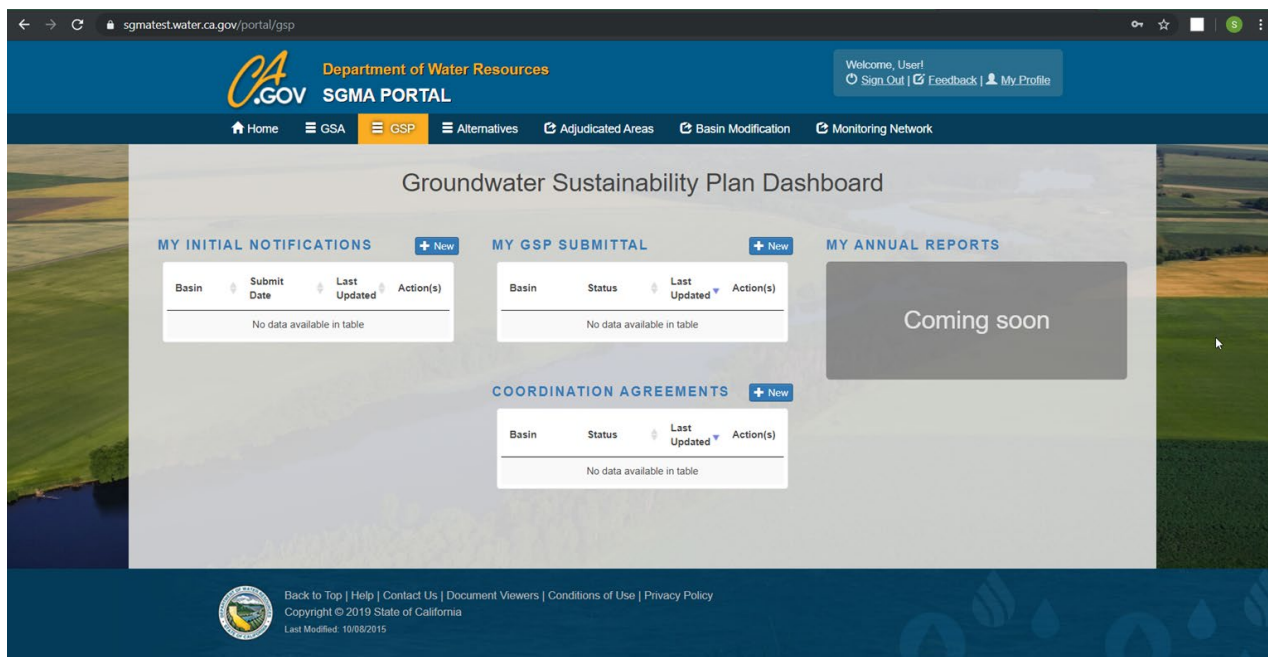


Figure 3. Screenshot of Groundwater Sustainability Plan Dashboard

Uploading a GSP

After entering the **A Base Info**, you will be prompted to upload the **B Adopted GSP** document.

It is preferred to consolidate your GSP into a single PDF file for upload.

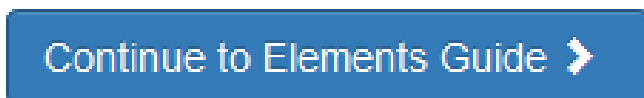
If your adopted GSP must be provided in multiple files, you will need to contact DWR at GSPSubmittal@water.ca.gov to receive further instructions on how to provide the adopted GSP files.

For detailed information on starting a GSP submittal and uploading an adopted GSP, view the step-by-step instructions at <https://sgma.water.ca.gov/portal/#gsp>.

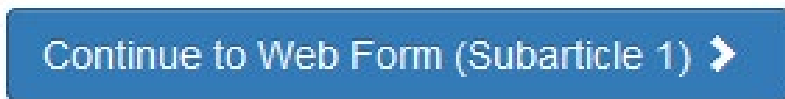
Elements of the Plan

Before proceeding to the next activity, completing **C Elements of the Plan**, you are presented with two options:

Option 1: Populate the **Elements Guide Excel template** (download from the SGMA Portal)



Option 2: Populate the **Web Form** (starting with Subarticle 1)



Regardless of which method you choose, you will be asked to document where each element of GSP Regulations (Article 5 Plan Contents, 23 CCR §354) is addressed in the adopted GSP.

If you choose to use the Elements Guide Excel template:

1. Download the **Elements Guide Excel template**.
2. Enter the page numbers of the adopted GSP where each element of the GSP Regulations is addressed into the spreadsheet.

The Page Number(s) of Plan column is the only required field; all others are optional.

Page numbers must be entered as: single pages (19), page ranges separated by colons (19:28), or a mixture of pages and ranges separated by commas (19:28,33,56:68).

N/A is an acceptable entry for the page number; however, if N/A is entered, you must provide a reason in the Notes field.


Optional Item: Section number ranges must be separated by a ':' and additional sections should be separated by a ',' (3-5:3-7, 4-1).

Optional Item: Figure numbers ranges must be separated by a ':' and additional sections should be separated by a ',' (2-6:2-10, 5-3).

Optional Item: Table number ranges must be separated by a ':' and additional sections should be separated by a ',' (2-6:2-10, 5-3).

3. Upload the populated spreadsheet. *Your entries will be automatically populated in the Web Form. **WARNING: Uploading this file WILL overwrite any previous values that were entered in the Web Form.***
4. Review the populated Web Form in **C Elements of the Plan** and upload supporting information (e.g., GIS Shapefiles) as requested. Supporting information may also be added under **D Supporting Info**.

If you choose to use the Web Form:

1. Under **C Elements of the Plan**, complete each Subarticle  filling in every Page No. field where each GSP Regulation element is addressed within your adopted GSP.

Only Page No. is required. All other fields are optional.

Page numbers must be entered as: single pages (19), ranges separated by colons (19:28), or a mixture of pages and ranges separated by commas (19:28,33,56:68).

N/A is an acceptable entry for the page number; however, if N/A is entered, you must provide a reason in the Notes field.

See instructions about optional items in the section above.

2. Click **Save & Continue** after entering the information for each Subarticle.

3. You may provide certain supporting files (e.g., GIS Shapefile) when requested by the GSP Regulations. *DWR guidance for submitting GIS data to the SGMA Program can be found at https://sgma.water.ca.gov/portal/resources/data/Guidance_GIS_Files.pdf.*
4. Under **D Supporting Info** you can view the supporting files that you uploaded and supplement with additional files if desired.

For detailed information on completing **Elements of the Plan**, view the step-by-step instructions at <https://sgma.water.ca.gov/portal/#gsp>.

Supporting Information

All **supporting information** uploaded in **C Elements of the Plan** will appear under **D Supporting Info** (Figure 4). Additional documents may also be uploaded, edited, or deleted at this location and are required to be associated with elements of the GSP Regulations.

Adding a New Document

1. Drag and drop your document into the drop area, or click the drop area and navigate to the file you wish to upload.
2. Select the GSP Regulation element(s) associated with the document. (Figure 5)
3. Click **Save and Continue**.
4. In addition to associating it with Elements of the Plan, the document can become a reference in the reference list (if applicable) by hovering over the three dots **⋮** next to the document and selecting **Create Reference**.

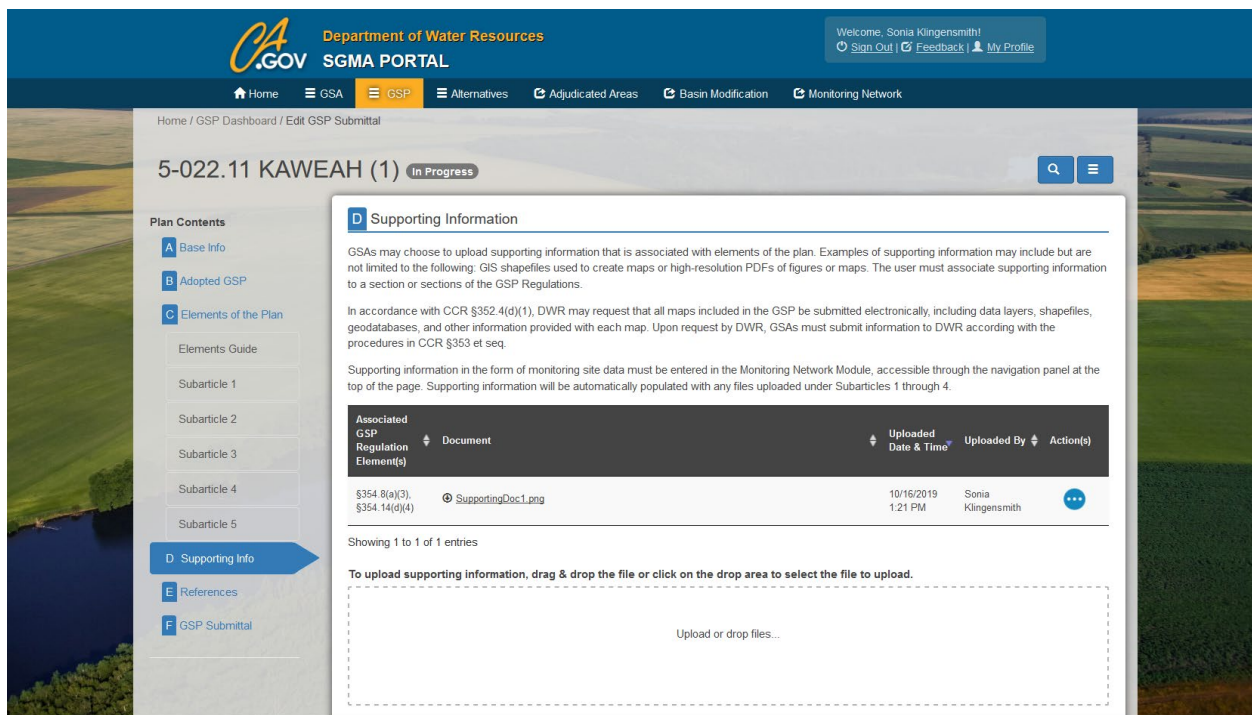


Figure 4. Screenshot of Plan Contents, D: Supporting Information

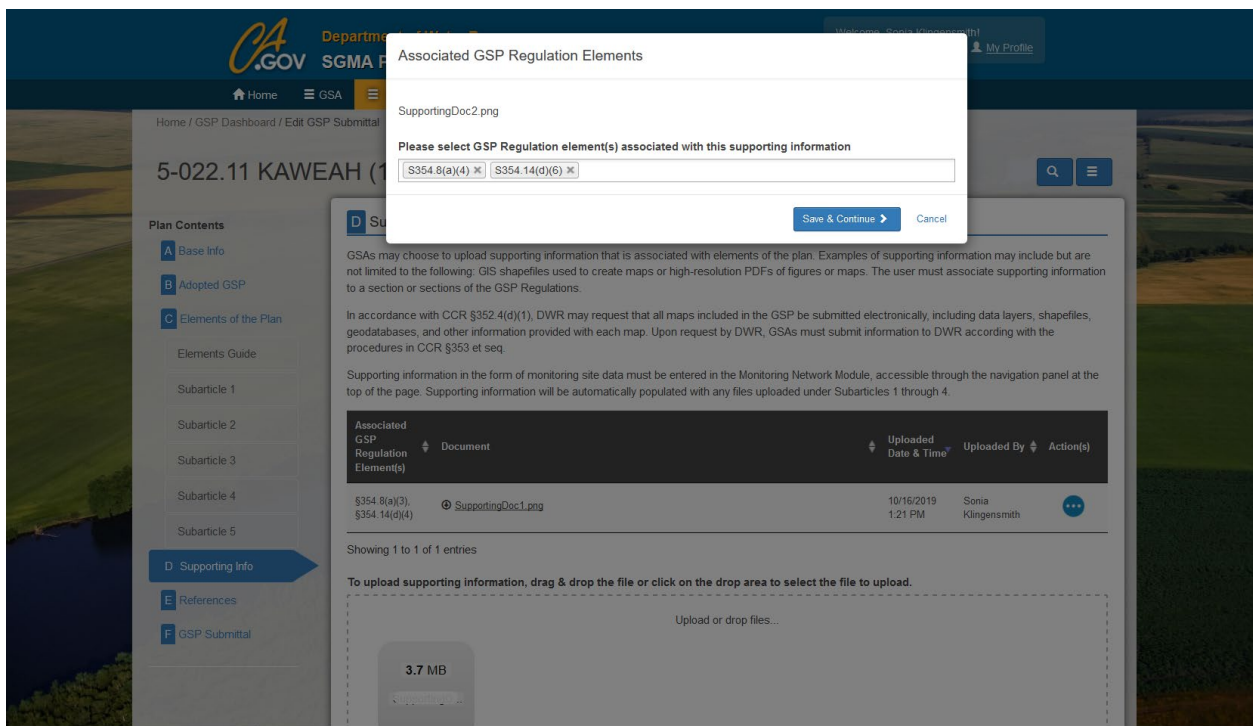


Figure 5. Screenshot of Associated GSP Regulation Elements pop-up menu

References

All **GSP references** must be provided in **E References**. Reference citations may be added, edited, or deleted at this location.

Adding a Reference

1. Click the **Add Reference** button.
2. Complete the information. Required information is marked with a (*). (Figure 6)
3. If the Reference is available on the internet, you can provide a URL to the Report or Information. You can also provide the Report or Information by uploading a file.

Note: Multiple reference citations can be uploaded using a batch upload Excel spreadsheet by clicking **Import References**.

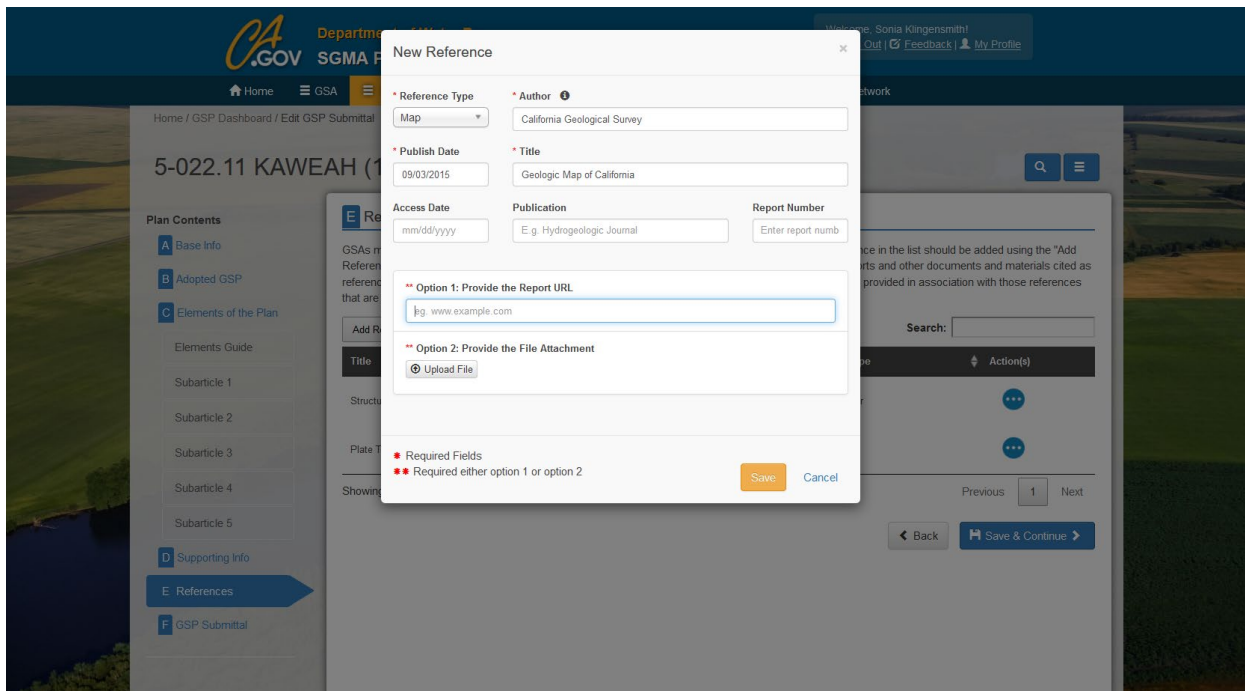


Figure 6. Screenshot of the New Reference dialog box

Monitoring Network Module

Required monitoring information and data supporting the GSP are uploaded using the Monitoring Network Module. There are three options for uploading of monitoring site information and data supported by the module: groundwater monitoring wells, general monitoring sites, and existing monitoring sites.

Groundwater monitoring wells are monitoring sites where groundwater level data is collected. Groundwater monitoring wells can be sites that are migrated from the CASGEM online system.

General monitoring sites are monitoring stations that are not wells. Examples of monitoring sites identified in the general sites category include extensometers, stream gages, continuous GPS stations, surveying sites, remote sensing, and others.

Existing monitoring sites are monitoring sites that are managed and whose site information and data are already reported online through existing programs such as GAMA, NWIS, CDEC, USGS, and others.

Adding Groundwater Monitoring Wells

Groundwater monitoring wells and groundwater level data can be uploaded using the Web Form or Excel template or by migrating wells and their associated groundwater level data from the CASGEM online system. To upload groundwater monitoring wells and groundwater level data, choose the appropriate button and follow the prompts (Figure 7).



Figure 7. Groundwater monitoring well upload options

Adding General Monitoring Sites

General monitoring sites are monitoring stations that are not wells. General monitoring site data is dependent on the site type selected. General monitoring sites and general site data can be uploaded using the Web Form or the Excel template. To upload general monitoring sites and general monitoring site data, choose the appropriate button and follow the prompts (Figure 8).



Figure 8. General monitoring site upload options

Adding Existing Monitoring Sites

Existing monitoring sites are monitoring sites that are managed and whose site information and data are already reported online through existing programs such as GAMA, NWIS, CDEC, USGS, and others. No data may be submitted for existing monitoring sites. Existing monitoring sites can be uploaded using the Web Form or the Excel template. To upload existing monitoring sites choose the appropriate button and follow the prompts (Figure 9).

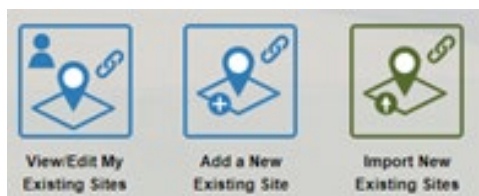


Figure 9. Existing monitoring site options

Setting GSA Permissions

A GSA user can give permission to other users to edit well and site information and upload well and site data. (Figure 10)

1. From the Monitoring Network Module main screen, click **GSA Permissions**. (Figure 11).
2. Select a GSA to see the permissions for that GSA's wells.
3. Select the username (email address) of the people you wish to give permission and select their organization.
4. Click **Add Permission**.

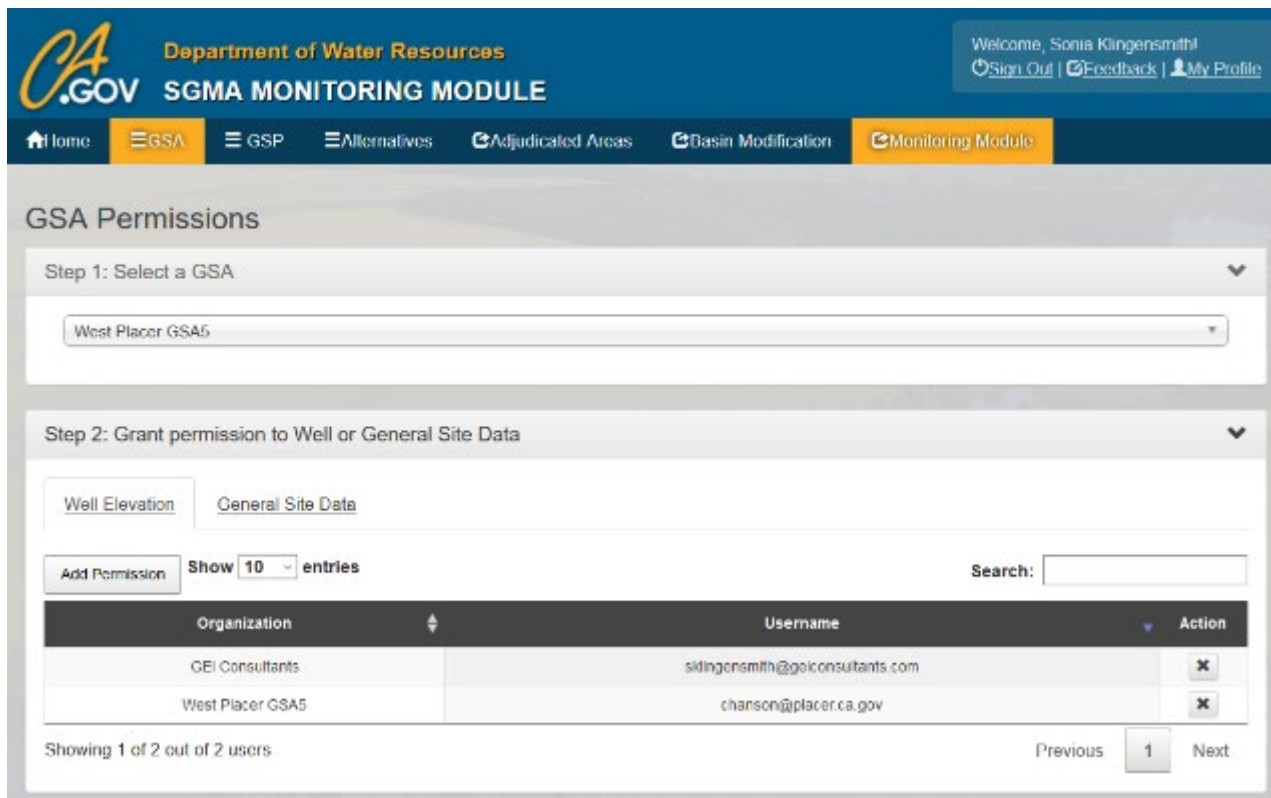


Figure 10. Screenshot showing GSA Well and Site Permissions



Figure 11. Selecting GSA Permissions

This GSP Reporting System document is only an overview of the general steps to submit a GSP to DWR. View the **full step-by-step instructions** at <https://sgma.water.ca.gov/portal/#gsp>.

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