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SGMA Portal Monitoring Network Module
Sustainable Management Criteria Data Submittal Process

1. User Guide Purpose and Process Overview

This User Guide describes the processes for Groundwater Sustainability Agencies (GSA) to submit sustainable management criteria (SMC) data to the Sustainable Groundwater Management Act (SGMA) Portal. At this time, GSA's will load minimum thresholds, measurable objectives, and interim milestones for the chronic lowering of groundwater levels sustainability indicator for groundwater wells (wells) associated with their Groundwater Sustainability Plan (GSP) in the Monitoring Network Module (MNM) of the SGMA Portal.

Users must first log in to the SGMA Portal and navigate to the MNM (<https://sgma.water.ca.gov/SigmaWell/>). From there, users enter SMC either for an individual well or for multiple wells via a batch import process. Table 1 includes the names and descriptions of the SMC field names associated with the submittal process.

Table 1. Sustainable Management Criteria Field Names and Descriptions

Field Name	Field Description
Site Code	The unique site code created for the well by the Monitoring Network Module or CASGEM.
Start Date*	The initial date of GSP implementation, as defined by the GSA, commonly the GSP adoption or submittal date.
5/10/15-Year Interim Milestone	The target groundwater elevation, reported to an accuracy of at least 0.1-feet relative to NAVD88, associated with the well's Interim Milestones.
5/10/15-Year Interim Milestone Date*	The Interim Milestone date, calculated from the Start Date.
Measurable Objective	The target groundwater elevation, reported to an accuracy of at least 0.1-feet relative to NAVD88, associated with the well's Measurable Objective.
Measurable Objective Date*	The Measurable Objective date, calculated from the Start Date.
Minimum Threshold	The target groundwater elevation, reported to an accuracy of at least 0.1-feet relative to NAVD88, associated with the well's Minimum Threshold.
Sustainable Management Criteria Comments	Any comments associated with the well's SMC date. If no Interim Milestone data was provided this field is required.

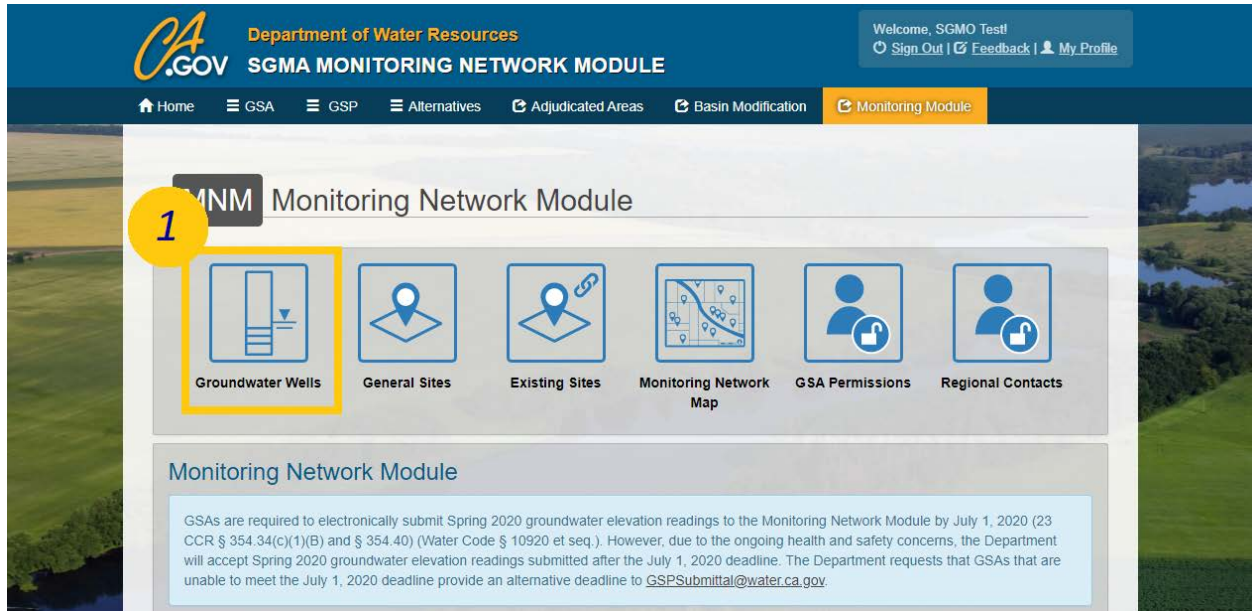


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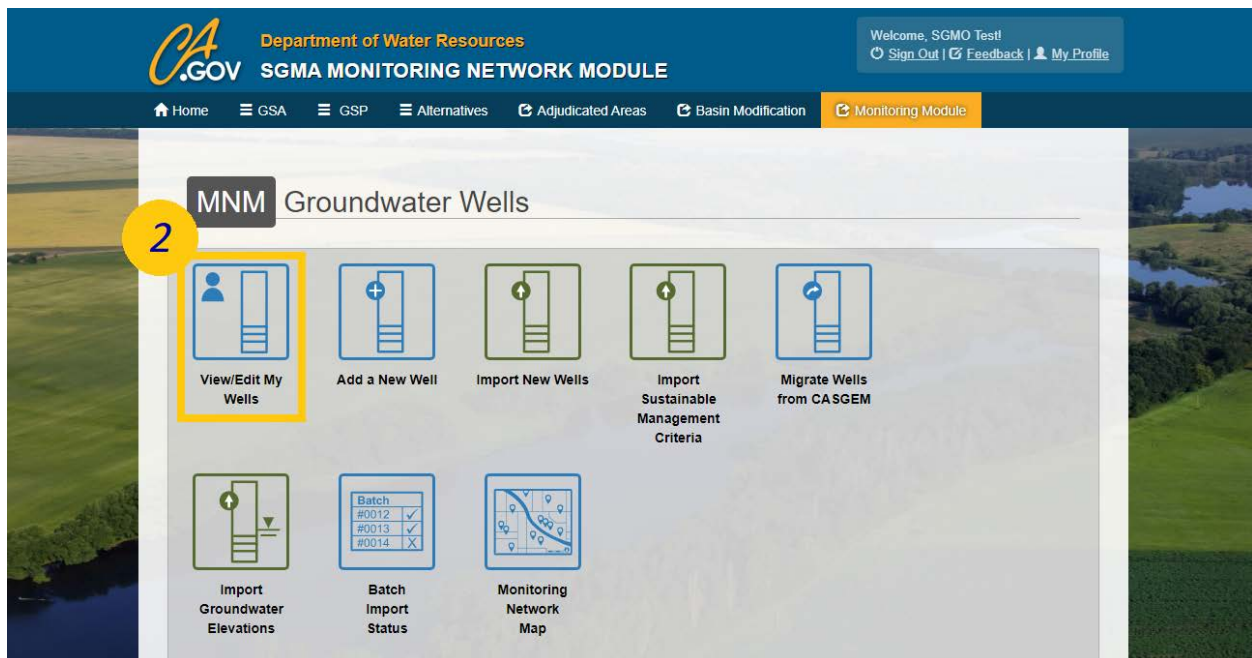
2. Submit SMC Data to an Individual Well

This section outlines the process for submitting SMC data to an existing MNM well via the well's **Well Information** page on the MNM List of Wells (<https://sgma.water.ca.gov/SgmaWell/well/list>) page.

1. Click the **Groundwater Wells** icon. The **Groundwater Wells** page opens.



2. Click the **View/Edit My Wells** icon. The **List of Wells** page opens.



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3. Select the desired well's **Site Code**. The desired well's **Well Information** page opens.

Department of Water Resources
SGMA MONITORING NETWORK MODULE

Welcome, SGMO Test! | Sign Out | Feedback | My Profile

Home | GSA | GSP | Alternatives | Adjudicated Areas | Basin Modification | Monitoring Module

List of Wells

Add a New Well | Import New Wells

Filter by GSA: All Associated GSAs | Filter by Basin: All Basins | Filter by GSP: All GSP

Show 25 entries

Site Code	Local Well Name	Basin Number	Monitoring Network Type	Well Depth
389918N1215772W001	13N04E07E001M	5-021.61 South Yuba	SGMA	
390201N1214765W001	14N04E36G001M	5-021.61 South Yuba	SGMA	
363840N1197762W001	18S20E11D	5-022.12 Tulare Lake	SGMA Representative	773
363092N1198438W001	19S20E06C001M	5-022.12 Tulare Lake	SGMA	545
363053N1198438W001	19S20E06L001	5-022.12 Tulare Lake	SGMA Representative	707
362942N1198432W001	19S20E07F001M	5-022.12 Tulare Lake	SGMA Representative	
362968N1197757W001	19S20E11C	5-022.12 Tulare Lake	SGMA	505
362667N1198352W001	19S20E19A001M	5-022.12 Tulare Lake	SGMA Representative	776
361744N1198196W001	20S22E19J001M	5-022.12 Tulare Lake	SGMA Representative	1150
361381N1198482W001	20S22E36R001M	5-022.12 Tulare Lake	SGMA Representative	350
359300N1194810W001	23S23E15M001M	5-022.12 Tulare Lake	SGMA Representative	

Figure 3. Screenshot of the List of Wells page highlighting the desired well's Site Code

Note: SMC data may only be submitted to SGMA Representative wells with the Groundwater Levels Sustainability Indicator selected. If your GSP established SMC for all wells and no representative monitoring network was established, then all wells are deemed SGMA Representative within the MNM.

4. Click the **Sustainable Management Criteria** tab to view the SMC data fields.

Elevation Method: Unknown | Elevation Accuracy: Unknown

Additional Information

Well Location Description: [Text Field]

Additional Comments: KRWQC00085

Additional Documents: [Upload Area]

Groundwater Elevation: [Field]

Sustainable Management Criteria: [Field]

Well Permissions: [Field]

Update Well

Well Depth: 773

Do you have well construction data? Yes No

Well Completion Report Available? Yes No

Figure 4. Screenshot of the Well's Information page which has been scrolled down to highlight the Sustainable Management Criteria Tab



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5. Fill in all fields; if **Interim Milestones** were not defined an explanation is required in the **Comments** field.
6. Click the **Update Well** button.

The screenshot shows a web form titled "Sustainable Management Criteria" within a larger application window. The form is divided into two main sections: "Sustainable Management Criteria" and "Well Permissions". The "Sustainable Management Criteria" section contains the following fields:

- Start Date (with a help icon)
- 5 Year Interim Milestone Date (with a help icon)
- 10 Year Interim Milestone Date (with a help icon)
- 15 Year Interim Milestone Date (with a help icon)
- Measurable Objective Date (with a help icon)
- Minimum Threshold (with a help icon)
- 5 Year Interim Milestone (with a help icon)
- 10 Year Interim Milestone (with a help icon)
- 15 Year Interim Milestone (with a help icon)
- Measurable Objective (with a help icon)
- Comments (a large text area)

Each date field has a small blue help icon. The "Measurable Objective" field has a red dot icon. The "Well Permissions" section is partially visible at the bottom and contains an "Update Well" button. A yellow box labeled "5" highlights the "Sustainable Management Criteria" section, and a yellow box labeled "6" highlights the "Update Well" button.

Figure 5. A screenshot of the Sustainable Management Criteria tab highlighting the data fields and the “Update Well” button



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3. Submit SMC Data Using the Batch Import Process

This section outlines the process for submitting SMC data to multiple existing MNM wells via the **Import Sustainable Management Criteria** (<https://sgma.water.ca.gov/SgmaWell2/well/upload/smc>) on the MNM.

1. Click the **Groundwater Wells** icon. The **Groundwater Wells** page opens.

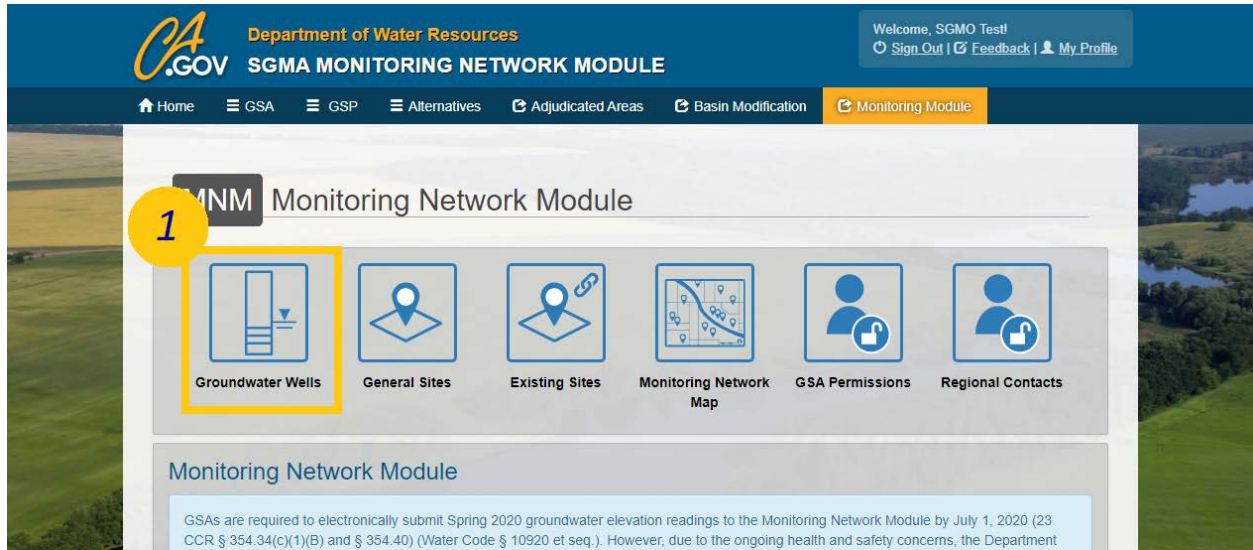


Figure 6. Screenshot of the Monitoring Network Module homepage highlighting the Groundwater Wells icon

2. Click the **Import Sustainable Management Criteria** icon. The **Import Sustainable Management Criteria for Existing Wells** page opens.

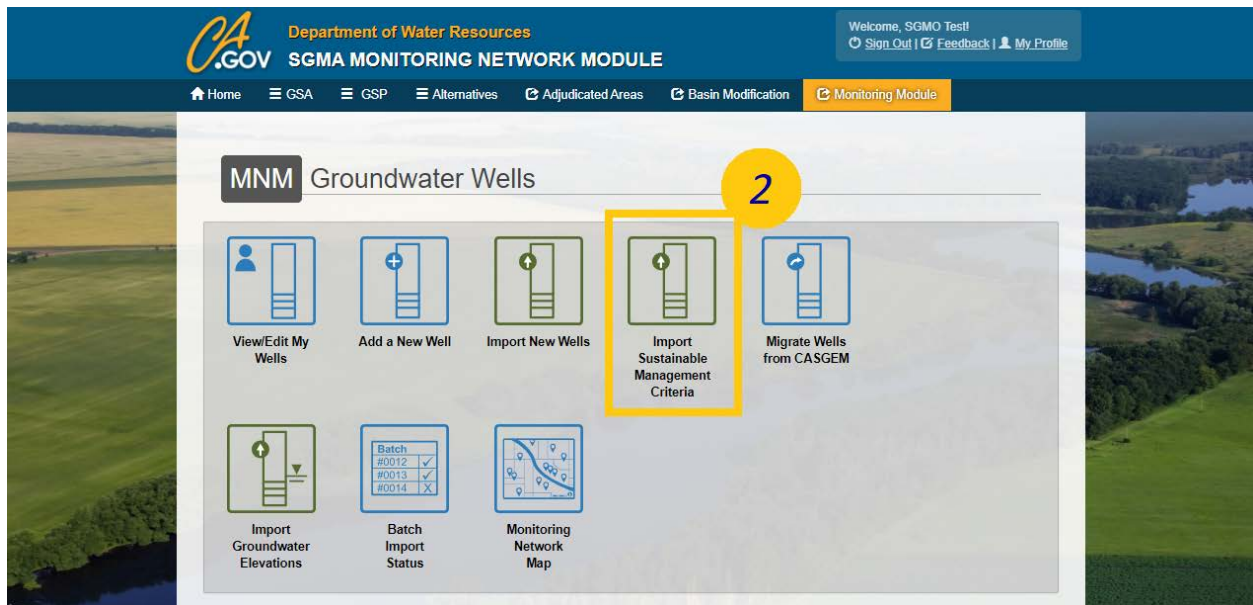


Figure 7. Screenshot of the Groundwater Wells homepage highlighting the Import Sustainable Management Criteria Icon



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5. Upload the populated Excel Template file to the dotted box in the window.

6. Click the **Import Data** button.

*If successful, a **Success** window will open. If unsuccessful, an **Import Not Successful** window will open with the validation errors listed by Excel row number and column name. If import is not successful, correct the validation errors, and reattempt to import the data.*

The screenshot displays the 'Import Sustainable Management Criteria for Existing Wells' page within the SGMA Monitoring Network Module. The page header includes the CA.GOV logo, 'Department of Water Resources', and 'SGMA MONITORING NETWORK MODULE'. A navigation bar contains links for Home, GSA, GSP, Alternatives, Adjudicated Areas, Basin Modification, and Monitoring Module. The main content area is titled 'Import Sustainable Management Criteria for Existing Wells' and includes a description of the tool and three steps: 1. Download the batch import SMC Excel template (with a 'Download Excel Template' button), 2. Populate the Excel template with required SMC information, and 3. Upload the Excel template into the box below and then select the 'Import Data' button. A large dotted box for file upload is highlighted with a yellow circle containing the number 5. Below the upload box is an 'Import Data' button, which is highlighted with a yellow circle containing the number 6. An 'Error Note' is also visible at the bottom of the page.

Figure 10. Screenshot of the Import Sustainable Management Criteria for Existing Wells page highlighting the Excel Template upload box and the Import Data button



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4. Request to Edit SMC Data

This section outlines the process for submitting a request to the Department to edit a well's SMC data. Requests may be associated with editing SMC data due to submittal errors, updates to SMC values in response to GSP implementation, or other situations. As a result, when submitting requests to edit ensure the explanation in the reason for edit field makes note of the rational.

1. Click the **Groundwater Wells** icon. The **Groundwater Wells** page opens.



Figure 11. Screenshot of the Monitoring Network Module homepage highlighting the Groundwater Wells icon

2. Click the **View/Edit My Wells** icon. The **List of Wells** page opens.

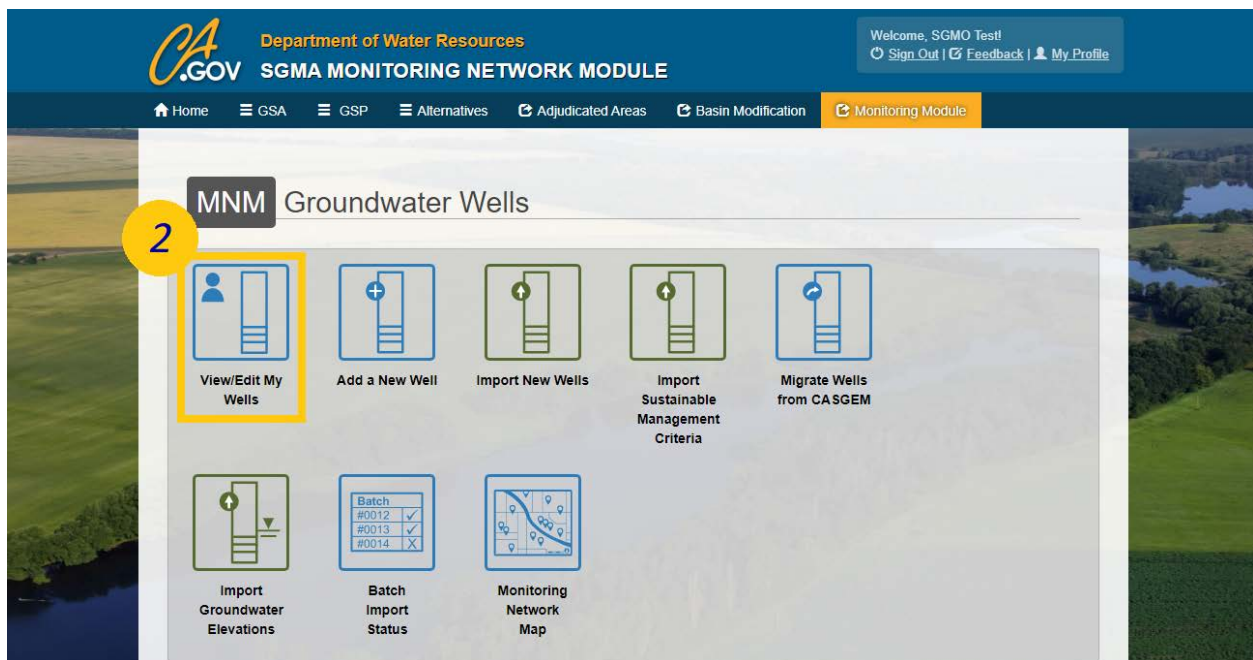


Figure 12. Screenshot of the Groundwater Wells homepage highlighting the View/Edit My Wells Icon



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3. Select the desired well's **Site Code**. The desired well's **Well Information** page opens.

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Home GSA GSP Alternatives Adjudicated Areas Basin Modification Monitoring Module

List of Wells

Add a New Well Import New Wells

Filter by GSA: All Associated GSAs Filter by Basin: All Basins Filter by GSP: All GSP

Show 25 entries Search:

Site Code	Local Well Name	Basin Number	Monitoring Network Type	Well Depth
389918N1215772W001	13N04E07E001M	5-021.61 South Yuba	SGMA	
390201N1214765W001	14N04E36G001M	5-021.61 South Yuba	SGMA	
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363053N1198438W001	19S20E06L001	5-022.12 Tulare Lake	SGMA Representative	707
362942N1198432W001	19S20E07F001M	5-022.12 Tulare Lake	SGMA Representative	
362960N1197757W001	19S20E11C	5-022.12 Tulare Lake	SGMA	505
362667N1198352W001	19S20E19A001M	5-022.12 Tulare Lake	SGMA Representative	776
361744N1198196W001	20S22E19J001M	5-022.12 Tulare Lake	SGMA Representative	1150
361381N1198482W001	20S22E36R001M	5-022.12 Tulare Lake	SGMA Representative	350
359300N1194810W001	23S23E15M001M	5-022.12 Tulare Lake	SGMA Representative	
358039N1196004W001	24S22E33C001M	5-022.12 Tulare Lake	SGMA Representative	
357978N1195732W001	24S22E35E001M	5-022.12 Tulare Lake	SGMA Representative	
357970N1190790W001	24S27E32K001M			1000

Figure 13. Screenshot of the List of Wells page highlighting the desired well's Site Code

4. Click the **Sustainable Management Criteria** tab to expand the section and view the related SMC data fields.

Elevation Method: Unknown
Elevation Accuracy: Unknown

Additional Information

Well Location Description

Additional Comments: KRWQC00085

Additional Documents

Click to upload OR drag files here

Groundwater Elevation

Sustainable Management Criteria

Well Permissions

Update Well

Single view

Total Depth Unknown

Well Depth: 773

Do you have well construction data? Yes No

Well Completion Report Available? Yes No

Figure 14. Screenshot of the Well's Information page which has been scrolled down to highlight the Sustainable Management Criteria Tab.



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5. Click the **Request to Edit** button. The **Request to Edit Sustainable Management Criteria Form** opens.

The screenshot shows the 'Sustainable Management Criteria' form. The 'Request Edit' button is highlighted with a yellow circle and the number 5. The form contains the following fields:

Field	Value
Start Date	1/1/2020
Minimum Threshold	30.0
5 Year Interim Milestone Date	1/1/2025
5 Year Interim Milestone	10.0
10 Year Interim Milestone Date	1/1/2030
10 Year Interim Milestone	15.0
15 Year Interim Milestone Date	1/1/2035
15 Year Interim Milestone	20.0
Measurable Objective Date	1/1/2040
Measurable Objective	25.0
Comments	NA

Below the form is a 'Well Permissions' section and an 'Update Well' button.

Figure 15. Screenshot of the Sustainable Management Criteria Tab highlighting the Request Edit button

6. Provide a reason for the edit request and fill in the fields with updated SMC data. Only fill in the fields which are affected by the request.

7. Click the **Save** button.

The screenshot shows the 'Request to Edit Sustainable Management Criteria Form' pop-up window. The fields are highlighted with a yellow circle and the number 6. The 'Save' button is highlighted with a yellow circle and the number 7. The form contains the following fields:

Field	Value
Start Date	
Minimum Threshold	feet
5 Year Interim Milestone Date	
5 Year Interim Milestone	feet
10 Year Interim Milestone Date	
10 Year Interim Milestone	feet
15 Year Interim Milestone Date	
15 Year Interim Milestone	feet
Measurable Objective Date	
Measurable Objective	feet
Reason for edit	

At the bottom right are 'Save' and 'Cancel' buttons.

Figure 16. Screenshot of the Request to Edit Sustainable Management Criteria Form pop-up window highlighting the fields and the save button.

8. Once the Department has reviewed the request, an email will be sent to the SGMA Portal user which submitted the request stating whether the request was approved or denied.

