Sustainable Groundwater Management Act Portal

Monitoring Network Module Sustainable Management Criteria Data Submittal Process

User Manual



1. User Manual Purpose and Process Overview

This User Manual 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.

SGMA Portal MNM Users must first log in to the and navigate to the (https://sgma.water.ca.gov/SgmaWell/). 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.

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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.



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 (<u>https://sgma.water.ca.gov/SgmaWell/well/list</u>) page.

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



Figure 1. 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 2. Screenshot of the Groundwater Wells homepage highlighting the View/Edit My Wells Icon



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

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	363092N1198438W	001	19520E06C001M	5-022	2.12 Tulare Lake		SGMA	545
14	363053N1198438W	001	19520E06L001	5-022	2 12 Tulare Lake		SGMA Representative	707
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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	Total Depth Unknown • Well Depth 773 Do you have well construction data? • Yes • No Well Completion Report Available? • Yes • No		
	Additional Comments Additional Documents Click to upload OR drag files here			
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and the second	Sustainable Management Criteria		>	
- Belle	Well Permissions		>	
	Update Well			

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



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.

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



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 (<u>https://sgma.water.ca.gov/SgmaWell2/well/upload/smc</u>) 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



3. Click the Download Excel Template button. Open the Excel Template once downloaded.

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Figure 8. Screenshot of the Import Sustainable Management Criteria for Existing Wells Page highlighting the Download Excel Template button location

4. Fill in all required fields.

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Site Code	Start Date (mm/dd/yyyy)	5-Year Interim Milestone (feet)	10-Year Interim Milestone (feet)	15-Year Interim Milestone (feet)	Measurable Objective (feet)	Minimum Threshold (feet)	Sustainable Management Crit Comments

Figure 9. Screenshot of the batch import SMC Excel template

Note: To associate SMC data to a MNM well, enter the desired well's Site Code as listed on the List of Wells page. If SMC data is imported for a SGMA Monitoring Network Type well, it will subsequently be converted to SGMA Representative within the MNM.



- 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.

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



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.

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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



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

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363	840N1197762W0	001	18S20E11D		5-022.12 Tul	are Lake		SGMA Representative		773
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363	053N1198438W0	001	19520E06L001		5-022.12 Tul	are Lake		SGMA Representative		707
362	942N1198432W0	001	19S20E07F001M		5-022.12 Tu	are Lake		SGMA Representative		
362	968N1197757W0	201	19S20E11C		5-022.12 Tul	are Lake		SGMA		505
362	667N1198352W0	201	19520E19A001M		5-022.12 Tul	are Lake		SGMA Representative		776
361	744N1196196W0	001	20S22E19J001M		5-022 12 Tul	are Lake		SGMA Representative		1150
361	381N1195482W0	001	20S22E35R001M		5-022 12 Tul	are Lake		SGMA Representative		350
359	300N1194810W0	001	23S23E15M001M		5-022.12 Tul	are Lake		SGMA Representative		
358	039N1196004W0	20.1	24522E33C001M		5-022.12 Tul	are Lake		SGMA Representative		
357	978N1195732W0	201	24S22E35E001M		5-022.12 Tul	are Lake		SGMA Representative		
357	978N1190798W0	001	24S27E32K001M							1800

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.

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



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

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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.

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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.

