

Sustainable Groundwater Management Act Portal

Groundwater Sustainability Plan Reporting
System and Monitoring Network Module

User Manual

APPENDIX A: GSP Annual Reporting Module

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1.0 Introduction

This Appendix documents the steps to submit a Groundwater Sustainability Plan (GSP) Annual Report in the GSP Reporting System on the SGMA Portal. Article 7 of the Emergency Groundwater Sustainability Plan Regulations (23 CCR §356.2) establishes the requirements for groundwater sustainability agencies (GSA) to submit Annual Reports to the Department of Water Resources (Department) by April 1 each year following adoption of a GSP. GSAs in basins with multiple GSPs may submit a single consolidated Annual Report or may elect to submit multiple Annual Reports equal to the number of GSPs submitted for the basin.

23 CCR §350 et seq establishes procedures for submitting GSPs and requires the Department to provide “...forms and instructions for submitting Plans...” (23 CCR §353.2). Per 23 CCR §353.4, local agencies are required to submit their materials “...electronically to the Department through an online reporting system in a format provided by the Department as described in §353.2.” The Department has developed the [Sustainable Groundwater Management Act \(SGMA\) Portal](#) to meet these regulatory requirements. This document is intended to provide detailed information on how to submit a GSP Annual Report to the Department using the GSP Reporting System within the SGMA Portal.

1.1 How to Use This Document

This document is organized by the different steps required to submit a GSP Annual Report in the SGMA Portal GSP Reporting System. The table of contents can be used to navigate to the desired portion of the document.

If you have further questions regarding the GSP Annual Report submittal process that aren’t addressed in this user manual, please contact the Department’s Sustainable Groundwater Management Office at GSPSubmittal@water.ca.gov.

2.0 GSP Annual Report Resources

The GSP Reporting System page on the SGMA Portal provides the user access to downloadable templates for reporting GSP Annual Report data. These data templates are required to be submitted with the GSP Annual Report PDF within the GSP Annual Report Module. Data templates available for download include the following:

- GSP Annual Reporting Elements Guide.xlsx
- Part A Groundwater Extraction Sectors.xlsx
- Part B Groundwater Extraction Methods.xlsx
- Part C Surface Water Supply.xlsx
- Part D Total Water Use.xlsx



If the GSAs choose to submit multiple Annual Reports for a basin where multiple GSPs were submitted, the data reported in the data templates should match for each of the submitted Annual Reports, as SGMA (Water Code §10728) requires that data be submitted for the entire basin.

The next section provides detailed instructions for submitting Annual Reports in the GSP Annual Report Module of the GSP Reporting System.

3.0 GSP Annual Report Module

After a user logs in to the SGMA Portal, located at <https://sgma.water.ca.gov/portal/>, the user can select 'GSP' on the top navigation banner or the button in the center of the screen to navigate to the **Groundwater Sustainability Plan Dashboard**. On the GSP Dashboard, the user can view Initial Notification(s), GSP Submittal(s), Coordination Agreement(s), and Annual Report(s) associated with their account.

The screenshot displays the 'Groundwater Sustainability Plan Dashboard' on the SGMA Portal. The dashboard is organized into three main sections: 'MY INITIAL NOTIFICATIONS', 'MY GSP SUBMITTAL', and 'MY ANNUAL REPORTS'. Each section contains a table with columns for Basin, Submit Date, Last Updated, and Action(s). The 'MY ANNUAL REPORTS' section shows a table with columns for Basin, Water Year, Status, Last Updated, and Action(s). The 'COORDINATION AGREEMENTS' section shows a message: 'No data available in table'.

Figure 1. GSP Dashboard on SGMA Portal.

3.1 New GSP Annual Report

To create a new GSP Annual Report submittal, the user should follow the steps outlined below.

1. Click **+New** button next to **My Annual Report** to create a new Annual Report.



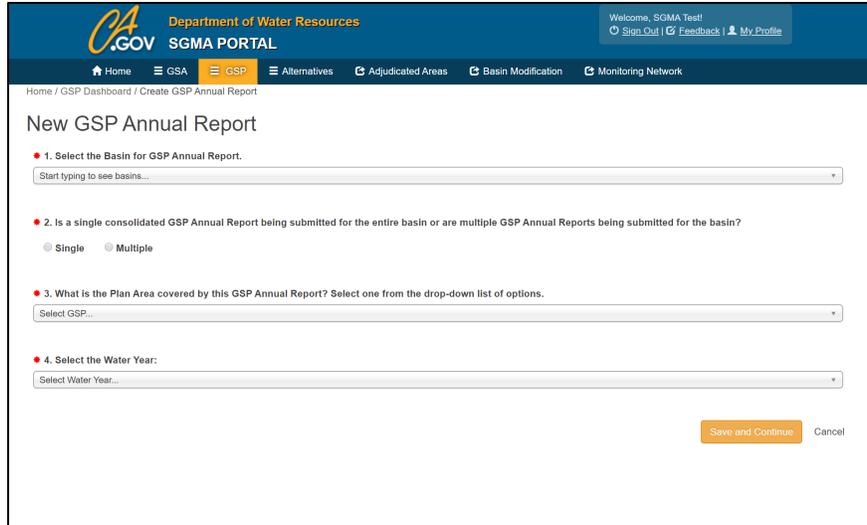


Figure 2. Screen Shot of New GSP Annual Report Page on SGMA Portal.

2. Select the Basin for the GSP Annual Report for question 1 on the **New GSP Annual Report** page.

Note: As described in Section 2.0, if multiple GSPs were submitted for the basin, GSAs may elect to submit a single consolidated Annual Report or multiple Annual Reports for the basin.

3. Select **single** or **multiple** for question 2 on the **New GSP Annual Report** page, according to the format of the GSP Annual Report.
4. If a user selects **single** for question 2, question 3 is automatically populated by selecting all GSP Plan Areas available for the basin. If a user selects **multiple** for question 2, the user must select the Plan Area associated with the specific GSP addressed by the Annual Report.

Note: If **multiple** is selected, the number of GSPs in the basin must be equivalent to the number of GSP Annual Reports.

5. Select the Water Year that is described by the GSP Annual Report for question 4 on the **New GSP Annual Report** page.



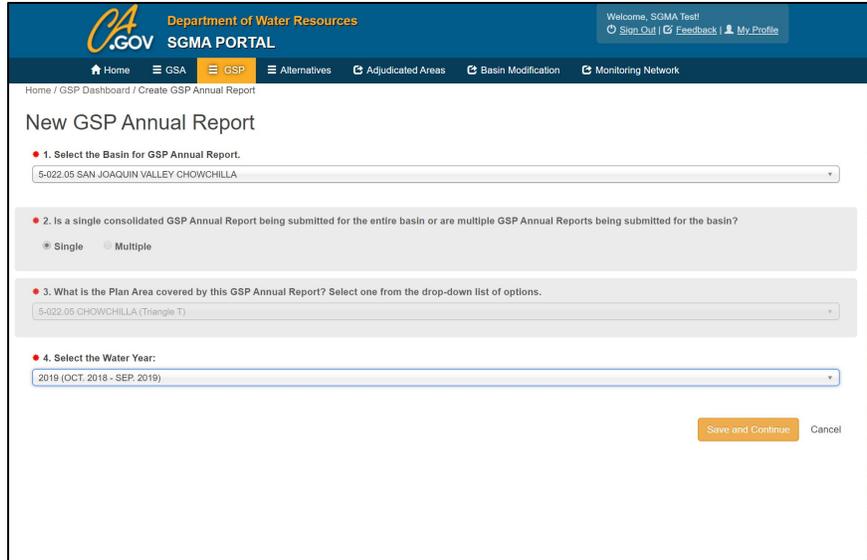


Figure 3. Screen Shot of Completed New GSP Annual Report Page.

Note: As illustrated in the screenshot, when a basin with a single GSP is submitting a GSP Annual Report, the fields for questions 2 and 3 will be automatically populated with information regarding the submittal for that basin and will not be editable.

6. Click **Save & Continue**. A message will pop up indicating that a GSP Annual Report was saved successfully.

23 CCR §356.2 (b)(2) describes the requirements for reporting groundwater extraction data.

Groundwater extraction data are entered in the Excel template by water use sector, as defined in 23 CCR §351 (a). The reporting period is by water year as required by SGMA (Water Code §10728).

3.2 Part A GW Extraction

1. Download the Excel template available on this page or from the **GSP Reporting System** page, under **GSP Annual Report Resources**.
2. Read through the information in the **Read Me** tab, **Field Description**, and the **Groundwater Extractions** tab before filling in the template.



	A	B	C	D
	Basin Number	Water Year	Total Groundwater Extractions (AF)	Water Use (AF)
1				
2			0	

Basin Number

Select the basin number of the basin covered by the annual report from the dropdown list.

Figure 4. Screen Shot of *Part A GW Extraction Excel Template*.

- Once the template has been populated, follow the instructions in the Reporting System provided on **Part A GW Extraction** to import groundwater extraction data. Drag and drop the Excel file into the available box, then click the **Import Data** button.

Figure 5. Screen Shot of *Part A GW Extraction Page*.

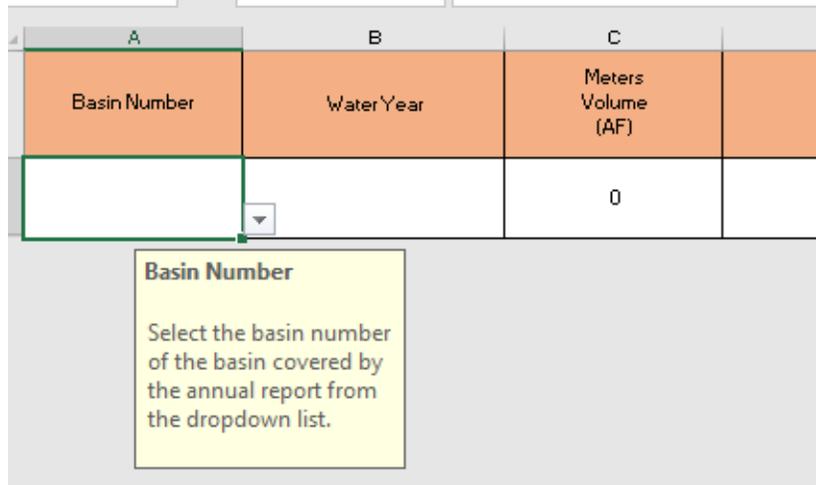


- Click 'Save & Continue' to advance to Part B.

3.3 Part B GW Extraction Methods

- Download the Excel template available on this page or from the **GSP Reporting System** page under **GSP Annual Report Resources**.
- Read through the information in the **Read Me** tab, **Field Description**, and the **GW Extraction - Methods** tab before filling in the template.

The groundwater extraction methods template identifies different potential methods of how groundwater extraction data were measured. The user is required to select the method used or describe a different method used to measure groundwater extraction for the basin. The template allows the user to select multiple methods, if needed. In accordance with 23 CCR §356.2 (b)(2), the user must define the method of measurement (direct or indirect) and the accuracy of measurements. Additional details including a map illustrating the general location and volume of groundwater extractions must be included in the GSP Annual Report.

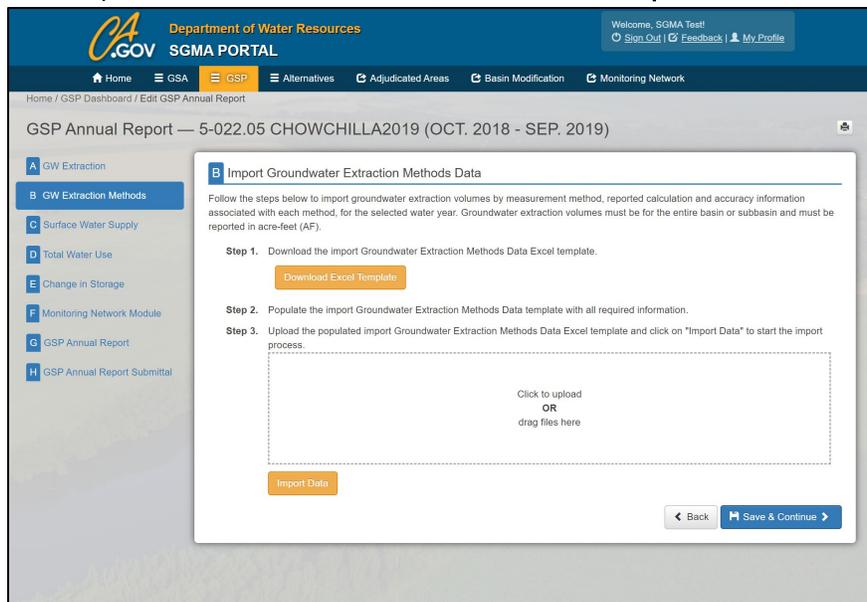


A	B	C
Basin Number	Water Year	Meters Volume (AF)
		0

Basin Number
Select the basin number of the basin covered by the annual report from the dropdown list.

Figure 6. Screen Shot of **Part B GW Extraction Methods Excel Template**.

- Once the template has been populated, follow the instructions provided on **Part B GW Extraction Methods** to import groundwater extraction methods data. Drag and drop the populated Excel template into the available box, then click the **Import Data** button.



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GSP Annual Report — 5-022.05 CHOWCHILLA2019 (OCT. 2018 - SEP. 2019)

- A GW Extraction
- B GW Extraction Methods**
- C Surface Water Supply
- D Total Water Use
- E Change in Storage
- F Monitoring Network Module
- G GSP Annual Report
- H GSP Annual Report Submittal

B Import Groundwater Extraction Methods Data

Follow the steps below to import groundwater extraction volumes by measurement method, reported calculation and accuracy information associated with each method, for the selected water year. Groundwater extraction volumes must be for the entire basin or subbasin and must be reported in acre-feet (AF).

Step 1. Download the import Groundwater Extraction Methods Data Excel template.
[Download Excel Template](#)

Step 2. Populate the import Groundwater Extraction Methods Data template with all required information.

Step 3. Upload the populated import Groundwater Extraction Methods Data Excel template and click on "Import Data" to start the import process.

Click to upload
OR
drag files here

[Import Data](#)

[Back](#) [Save & Continue](#)

Figure 7. Screen Shot of **Part B GW Extraction Methods Page**.

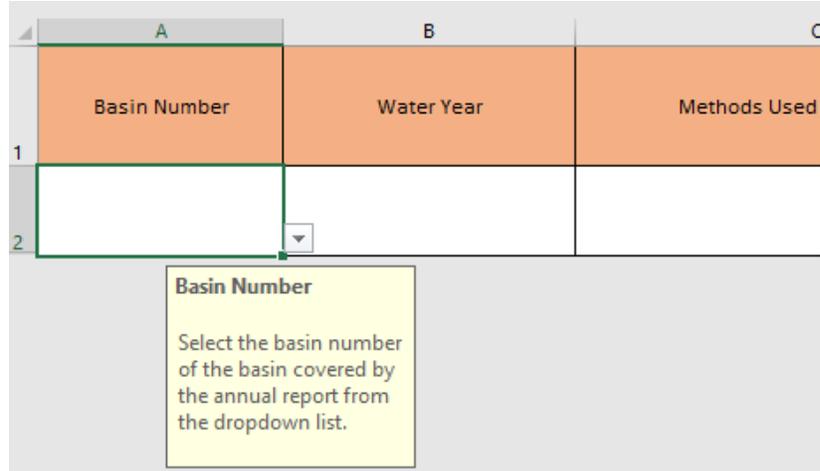


4. Click **'Save & Continue'** to advance to **Part C**.

3.4 Part C Surface Water Supply

The volume of surface water reported in the template is by water source type. The water source types are defined in 23 CCR §351 (ak). The user can identify a different water source type than those predefined by selecting 'other source type' in the template and providing a description of the source type with the data.

1. Download the Excel template available on this page or from the **GSP Reporting System** page under **GSP Annual Report Resources**.
2. Read through the information in the **Read Me** tab, **Field Description**, and the **Surface Water Supply** tab before filling in the template.



	A	B	C
	Basin Number	Water Year	Methods Used
1			
2			

Figure 8. Screen Shot of **Part C Surface Water Supply Excel Template**.

3. Once the template has been populated, follow the instructions provided on **Part C Surface Water Supply** to import surface water supply data. Drag and drop the populated Excel template into the available box, then click the **Import Data** button.

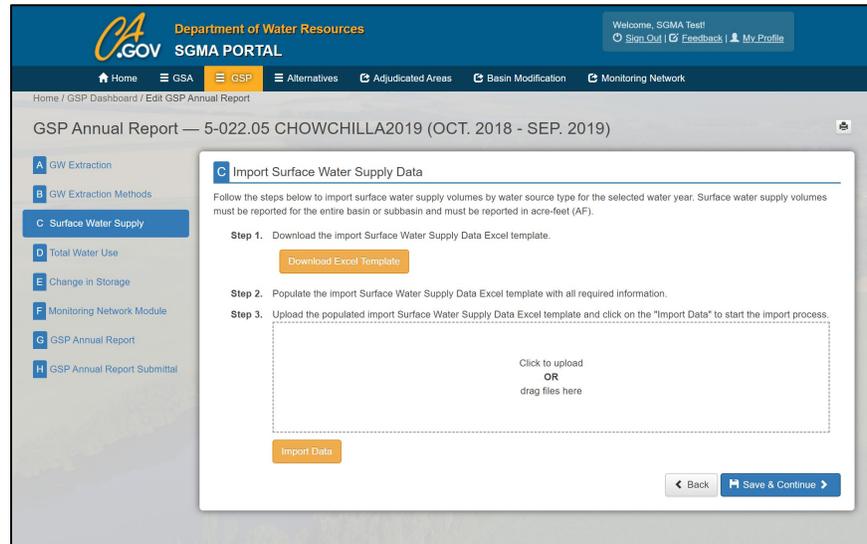


Figure 9. Screen Shot of **Part C Surface Water Supply Page**.

4. Click **'Save & Continue'** to advance to **Part D**.



3.5 Part D Total Water Use

1. Download the Excel template available on this page or from the **GSP Reporting System** page under *GSP Annual Report Resources*.
2. Read through the information in the **Read Me** tab, **Field Description**, and the **Total Water Use** tab before filling in the template.

The total water use reported in the template includes total volume, a description of the method used to determine the volume, the volume of water by water source type (see 23 CCR §351 (a)), and the volume of water by water use sector.

A Basin Number	B Water Year	C Total Water Use (AF)
<div data-bbox="777 772 1029 980" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Basin Number</p> <p>Select the basin number of the basin covered by the annual report from the dropdown list.</p> </div>		0

Figure 10. Screen Shot of Part D Total Water Use Excel Template.

3. Once the template has been populated, follow the instructions provided on **Part D Total Water Use** to import total water use data. Drag and drop the populated Excel template into the available box, then click the **Import Data** button.

Figure 11. Screen Shot of Part D Total Water Use Page.

4. Click **'Save & Continue'** to advance to **Part E**.



3.6 Part E Change in Storage

1. Populate the table in question 1 by entering the **Principal Aquifer Name** and associated **Change in Storage** (in acre-feet). If more than one principal aquifer is identified in the basin, select **+Add Aquifer** to insert another row of information in the table.
2. Explain the method used to calculate **Change in Storage** for question 2.

Note: The explanation field is limited to 4,000 characters.

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A GW Extraction
B GW Extraction Methods
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E Change in Storage

1. Provide the change in storage for each principal aquifer during the water year:

+ Add Aquifer Click to edit change in storage values

Principal Aquifer Name	Change in Storage (AF)	Action
Total Change in GW Storage		0

2. Explain the method used to calculate change in storage:

Max. Characters: 4000

< Back | Save & Continue >

Figure 12. Screen Shot of *Part E Change in Storage Page*.

3. Click **'Save & Continue'** to advance to **Part F**.

3.7 Part F Monitoring Network Module

1. Review the Monitoring Network Information and update well(s)/site(s) information in the **Monitoring Network Module** as needed.



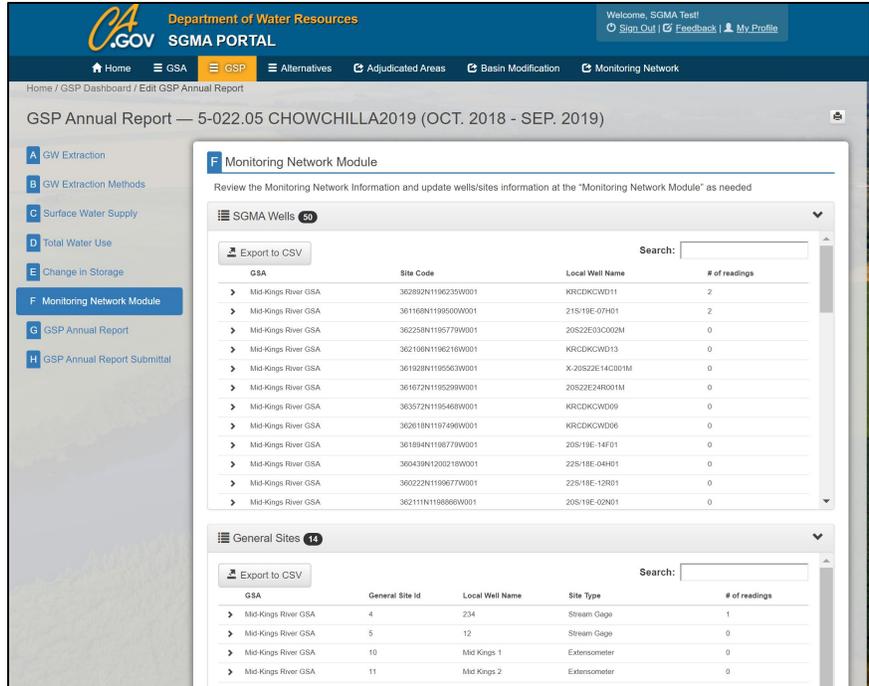


Figure 13. Screen Shot of *Part F Monitoring Network Module* Page.

2. Click 'Continue' to advance to Part G.

3.8 Part G GSP Annual Report

1. Download the **GSP Annual Report Elements Guide Template** available in Step 1 on this page, or from the **GSP Reporting System** page under *GSP Annual Report Resources*.

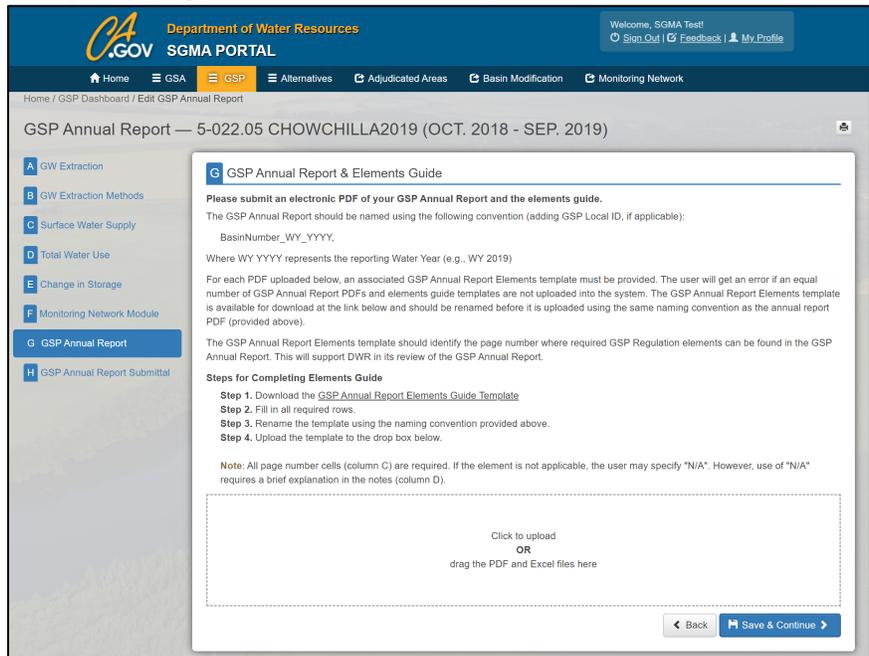


Figure 14. Screen Shot of *Part G GSP Annual Report* Page.



2. Read through the information in the **Read Me** tab and the **Annual Report Elements Guide** tab, then populate the template.

23 CCR §354.20 Reporting Monitoring Data to the Department requires that a copy of monitoring data shall be included in the Annual Report and submitted electronically on forms provided by the Department. Forms for providing data electronically to the Department are available as downloadable templates in the **Monitoring Network Module** on the **SGMA Portal**.

Groundwater Sustainability Plan Annual Report Elements Guide			
Basin Name			
GSP Local ID			
California Code of Regulations - GSP Regulation Sections	Groundwater Sustainability Plan Elements	Document page number(s) that address the applicable GSP element.	Notes: Briefly describe the GSP element does not apply.
Article 5	Plan Contents		
Subarticle 4	Monitoring Networks		
§ 354.40	Reporting Monitoring Data to the Department		
	Monitoring data shall be stored in the data management system developed pursuant to Section 352.6. A copy of the monitoring data shall be included in the Annual Report and submitted electronically on forms provided by the Department.		
	Note: Authority cited: Section 10733.2, Water Code. Reference: Sections 10728, 10728.2, 10733.2 and 10733.8, Water Code.		
Article 7	Annual Reports and Periodic Evaluations by the Agency		
§ 356.2	Annual Reports		
	Each Agency shall submit an annual report to the Department by April 1 of each year following the adoption of the Plan. The annual report shall include the following components for the preceding water year:		
	(a) General information, including an executive summary and a location map depicting the basin covered by the report.		
	(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:		
	(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:		
	(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.		
	(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.		

Figure 15. Screen Shot of **Part G GSP Annual Report Elements Guide Template**.

3. Verify that Steps 2 and 3 on the GSP Annual Report page are complete. Then complete Step 4 by dragging and dropping the populated Excel template into the available box using the defined naming convention.
4. Drag and drop the **GSP Annual Report PDF** into the available box using the defined naming convention.

Note: Verify that each **GSP Annual Report PDF** uploaded is associated with a **GSP Annual Report Elements Guide template**.

5. Click **'Save & Continue'** to advance to **Part H**.

3.9 Part H GSP Annual Report Submittal

1. Read the instructions on the page. Once the GSP Annual Report is submitted, GSAs are no longer able to edit the GSP Annual Report submittal without requesting access to the submittal from the Department.

The screenshot shows the 'GSP Annual Report Submittal' page on the SGMA Portal. The page header includes the Department of Water Resources logo and the user's name 'Welcome, SGMA Test!'. The navigation menu on the left lists sections A through H, with H being the active section. The main content area contains the following text:

H GSP Annual Report Submittal

Before submitting the GSP Annual Report, GSAs are encouraged to view the GSP Annual Report submittal using the "Preview" option in the menu of available actions in the dashboard.

GSAs are encouraged to revisit the following:

- Verify that monitoring site information and data has been uploaded to the Monitoring Network Module, accessible through F. Monitoring Network Module on the left navigation bar.
- Verify that all required data are uploaded in sections A through D using the provided templates.
- Verify that the GSP Annual Report PDF is uploaded in section G. GSP Annual Report.

Once a GSP Annual Report is submitted, GSAs are no longer able to edit the GSP Annual Report submittal.

I have reviewed the information entered and I'm ready to submit. I understand that once I hit submit, I can no longer make changes.

Buttons: Back, Preview Report, Submit to DWR

Figure 16. Screen Shot of **Part H GSP Annual Report Submittal Page**.



2. Once completed with the review of submittal materials, check the **acknowledgement box**, and select the **Submit to DWR** button.

The information provided in this user manual is intended to assist GSAs in submitting GSP Annual Reports to the GSP Reporting System and identifying and providing data for the GSP monitoring network in the Monitoring Network Module. This is a living document and may be amended to include additional tips or information in the future.

