Compliance Reporting - Water Use

This function offers a permit holder the convenience of electronically submitting compliance documentation/reporting (i.e. pumpage and monitoring [chloride, water level, conductivity] data, calibrations and other compliance reports).

To begin the reporting process, type www.sfwmd.gov/ePermitting in the address bar (Google Chrome, Internet Explorer, Safari or Mozilla Firefox), which will bring you directly to the ePermitting Home page.

If you do not have an ePermitting account, you must first register as a user. In order to establish a new user account, click on the Create Account icon (refer to Getting Started with ePermitting for detailed instructions). Registered users can simply click on the Login icon.

For general ePermitting questions, please contact us at epermits@sfwmd.gov. For specific questions regarding compliance submittals, please contact us at wucompliance@sfwmd.gov.

Submitting a Pumpage Report

Prior to submitting a Water Use Compliance report, the compatibility view setting on your computer may have to be modified. If you are unable to click on the Home, Submittal, or Help menus, or if these options are not visible on the screen, close the Water Use Permit Compliance/Data Reporting window and return to the ePermitting Home page. Click the Compatibility View button located directly to the right side of the address bar. Follow the steps to refresh/retry which will save the update, and then click the Water Use link and begin the submittal process.

Or
At Internet Explorer’s menu bar - Click Tools~ Compatibility View Settings~ Add www.sfwmd.gov to Compatibility View ~Close and Refresh Page.

1. Click the Water Use link located under Compliance Reporting.
2. Click on Submittal.
3. Place cursor on New.
4. Click the Pumpage Report option.
5. Enter permit number.
6. Click the Continue button.
Submitting a Pumpage Report (continued)

7. Review Contact Information and click on the Add corrections to the Contact Info button if updates are required. Enter corrections as needed and click the Done button.

9. Enter required data for a period of up to one to year per form for each Requirement Name listed.

Note:
• The date information must be entered in mm/yy format.
• The pumpage data must be entered in million gallons (MG):
  - 1,525,000 gallons would be entered as 1.525
  - 105,000 gallons would be entered as .105
  - 14,000 gallons would be entered as .014

• To move from one field to another, use the Tab key on the keyboard, keyboard arrows or mouse to click in a different field.

• To select multiple fields in the online form, click in a field, then hold the keyboard shift key and use the keyboard arrows to select additional fields, or click in a field, hold the shift key and use the mouse to select additional fields. To select the entire form, hold the Ctrl key and the A key on the keyboard.

• The data entry form can be copied and pasted into Excel or other programs. To copy, select the field(s) and hold the Ctrl key on the keyboard and the C key on the keyboard. To Paste, click in the field where data will be pasted, and hold the Ctrl key on the keyboard and the V key on the keyboard.

• Data can be entered into Excel or other programs and pasted into the online form. When pasting into the online form, the data must be in the same format as the original template on the screen. If requirement names or the order of the rows is changed, the system will display them as they were in the original form.

• Comments can be entered in each data field by clicking on the pencil icon at the top of the form. Comments will be displayed below the form on the screen when a submittal is saved and at the bottom of the printed pumpage report.

10. Click on Submittal.

11. Click Send once all data has been entered.

12. Enter name, phone number and date.

13. Click in the box next to affirmation that data reported is accurate.

14. Click the OK button.
15. Click the **Print Submittal** button if a paper copy is desired.

16. Click the **Back to Home Page** button to continue reporting or the **X in the red box** at the top right of the page to exit.

**Note:**

- An email confirmation will be sent to the registered ePermitting user once a report is submitted and when a report is processed.

- Submitted reports are available online using the ePermitting Application/Permit Records Search function. At the ePermitting home page, click Application/Permit Search, enter the water use permit number, and click the Search Records button. Choose the last page button and click on the application number (link) for the oldest application number with application status: Complete. Click on the Compliance-Water Use folder, then click the appropriate submittal type. Submittals can be opened, printed or saved. Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.
Submitting a Monitoring Report

Prior to submitting a Water Use Compliance report, the compatibility view setting on your computer may have to be modified. If you are unable to click on the Home, Submittal, or Help menus, or if these options are not visible on the screen, close the Water Use Permit Compliance/Data Reporting window and return to the ePermitting Home page. Click the Compatibility View button located directly to the right side of the address bar. Follow the steps to refresh/retry which will save the update, and then click the Water Use link and begin the submittal process.

Or
At Internet Explorer’s menu bar - Click Tools~ Compatibility View Settings~ Add www.sfwmd.gov to Compatibility View ~Close and Refresh Page.

1. Click the Water Use link located under Compliance Reporting.
2. Click on Submittal.
3. Place cursor on New.
4. Click the Monitoring Report option.
5. Enter permit number.
6. Click the Continue button.
7. Review Contact Information and click on the Add corrections to the Contact Info button if updates are required.
8. Enter corrections as needed and click the Done button.
9. Enter required data.

Note:
- To move from one field to another, use the Tab key on the keyboard, keyboard arrows or mouse to click in a different field.
- To select multiple fields in the online form, click in a field, then hold the keyboard shift key and use the keyboard arrows to select additional fields, or click in a field, hold the shift key and use the mouse to select additional fields. To select the entire form, hold the Ctrl key and the A key on the keyboard.
- The data entry form can be copied and pasted into Excel or other programs. To copy, select the field(s) and hold the Ctrl key on the keyboard and the C key on the keyboard. To Paste, click in the field where data will be pasted, and hold the Ctrl key on the keyboard and the V key on the keyboard.
Submitting a Monitoring Report  (continued)

- Data can be entered into Excel or other programs and pasted into the online form. When pasting into the online form, the data must be in the same format as the original template on the screen (entity names and order of entities cannot be changed).

- To add additional reporting periods and monitoring data to the report, either manually type data into the blank rows at the bottom of the form or paste additional data rows from Excel or another program. Data and/or a comment must be entered for each additional reporting period for each requirement.

- Comments can be entered in each data field by clicking on the pencil icon at the top of the form. Comments will be displayed below the form on the screen when a submittal is saved and at the bottom of the printed monitoring report.

10. Click on **Submittal**.
11. Click **Send** once all data has been entered.
12. Enter **name**, **phone number** and **date**.
13. Click in the box next to **affirmation that data reported is accurate**.
14. Click the **OK** button.
Submitting a Monitoring Report (continued)

15. Click the **Print Submittal** button if a paper copy is desired.

16. Click the **Back to Home Page** button to continue reporting or the **X in the red box** at the top right of the page to exit.

**Note:**

- An email confirmation will be sent to the registered ePermitting user once a report is submitted and when a report is processed.

- Submitted reports are available online using the ePermitting Application/Permit Records Search function. At the ePermitting home page, click Application/Permit Search, enter the water use permit number, and click the Search Records button. Choose the last page button and click on the application number (link) for the oldest application number with application status: Complete. Click on the Compliance-Water Use folder, then click the appropriate submittal type. Submittals can be opened, printed or saved. Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.
Submitting Additional Documents
Calibrations, Annual and Water Loss Reports, etc.

Prior to submitting a Water Use Compliance report, the compatibility view setting on your computer may have to be modified. If you are unable to click on the Home, Submittal, or Help menus, or if these options are not visible on the screen, close the Water Use Permit Compliance/Data Reporting window and return to the ePermitting Home page. Click the Compatibility View button located directly to the right side of the address bar. Follow the steps to refresh/retry which will save the update, and then click the Water Use link and begin the submittal process.

Or
At Internet Explorer’s menu bar - Click Tools~ Compatibility View Settings~ Add www.sfwmd.gov to Compatibility View ~Close and Refresh Page.

1. Click the Water Use link located under Compliance Reporting.
2. Click on Submittal.
3. Place cursor on New.
4. Click the Additional Documents option.
5. Enter permit number.
6. Click the Continue button.
7. Review Contact Information and click on the Add corrections to the Contact Info button if updates are required. Enter corrections as needed and click the Done button.
8. Click the Browse button at the bottom of the page to submit documents such as calibration, annual and water loss reports, etc.
Submitting Additional Documents  
Calibrations, Annual and Water Loss Reports, etc. (continued)

9. Select **applicable document** from your files.
10. Click the **Open** button.
11. Click on the **Add Comment** link if applicable. Enter comments and click the **Done** button.
12. Click on **Submittal**.
13. Click **Send** once all documents have been attached.
14. Enter **name, phone number and date**.
15. Click in the box next to **affirmation that data reported is accurate**.
16. Click the **OK** button.
17. Click the **Print Submittal** button if a paper copy is desired.
18. Click the **Back to Home Page** button to continue reporting or the **X in the red box** at the top right of the page to exit.

**Note:**

- The Additional Document submittal can be saved, printed and deleted by making the applicable selection from the Submittal drop down menu.

- An email confirmation will be sent to the registered ePermitting user once a report is submitted and processed.

- Submitted reports are available online using the ePermitting Application/Permit Records Search function. At the ePermitting home page, click Application/Permit Search, enter the water use permit number, and click the Search Records button.

- Choose the last page button and click on the application number (link) for the oldest application number with application status: **Complete**. Click on the Compliance-Water Use folder, then click the appropriate submittal type. Submittals can be opened, printed or saved. Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.

For additional information or questions regarding water use compliance online submittals, please contact us at watercompliance@swmd.gov.