

Instructions for Submitting Water Use/Pumpage Report Form (EN-50)

St. Johns River Water Management District

www.sjrwmd.com/permitting

Getting Started

- Go to www.sjrwmd.com/permitting.
- Select “Apply for a permit or submit compliance data” to sign in to your existing account or to create an account.
- The district offers assistance to create your on-line account. View the instructional video “How to create an e-Permitting account” found on the district’s YouTube page, by clicking “Permitting video series.”

The screenshot shows the 'e-Permitting' website. At the top right is a button that says 'Login/create an account'. Below the header is a large photo of a man in a blue shirt and jeans standing by a pond, looking at a map. Underneath the photo is the text 'An overview of water management district permitting' and 'The two most common types'. To the right of the photo is a sidebar with the heading 'In this section' and three categories: 'Public participation', 'District Ombudsman', and 'Agriculture'. Each category has a list of bullet points. At the bottom of the sidebar is a yellow button that says 'Apply for a permit or submit compliance data' with two sub-bullets: 'Sign in to existing account' and 'Create an account'. Below the sidebar is a 'Permitting News' button.

Help and online resources

- Pre-Application Information Exchange Tool
- Support and FAQs
- Conservation easements FAQs
- Wildfire risk reduction in district conservation easements
- Quick reference guide
- **Permitting video series**
- Measuring water use by electric consumption
- Training requests for submitting permit applications
- Statement of agency organization and operation

Find permits and applications throughout Florida



Submitting Data

Once you are in your e-Permitting account, you have two options to submit your data:

- **Dashboard** — From your Dashboard, locate your permit under “Processed Applications.” If you don’t see your permit, you can add it as a favorite.
 - Enter the Permit number and Seq# then select “Add.”
 - Your permit should now appear under “Processed Applications.”
 - Select the link under Item(s) column showing number of items due.
- Change to reflect the style of actual e-Permitting with lower case “e” and capital “P”.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Dashboard', 'Search', 'My Profile', 'Apply/Submit', and 'Help'. A 'Logout' button is in the top right corner. The main content area is titled 'Dashboard' and includes a search prompt: 'Do not see your application here? Enter the Permit # [input] and Seq # [input] to Add the application as your Favorite.' Below this is a note: 'Note: Enter only the permit and sequence number portions of the number, example: 4-061-80630-2'. The dashboard is divided into three sections: 'Draft Applications (1)', 'Pending Applications (1)', and 'Processed Applications (4)'. Each section contains a table of application details.

Conf #	Application Type	Project Name	Last Updated	Role					
349161	Environmental Resource Permit	test	06/20/2016	Submitter					

Conf #	Application #	Type	Project Name	Submit Date	Stage	Role	RAI			
N/A	20829 - 3	ERP Modification	Palm Garden of Orlando	N/A	Under Review	Favorite ☆	-			

Conf #	Permit #	Type	Project Name	Issue Date	Expiration Date	Role	Item(s)		
N/A	95581 - 3	CUP Letter Modification	Seminole County Regional Water Supply Facility at Yankee Lake	04/25/2013	03/11/2028	Favorite ☆	7 due		
N/A	1708 - 7	CUP 10 Year Compliance	South Florida Sod Farm	05/08/2012	09/08/2018	Favorite ☆	1 due		
N/A	8647 - 6	CUP Letter Modification	Home-Hart-Hillman	11/20/2006	09/04/2021	Favorite ☆	1 due		
N/A	146351 - 1	ERP Initial Sequence	Cabana Del Lago	06/16/2016	N/A	Favorite ☆			

Submitting Data (continued)

- Apply/Submit — Select the “Apply/Submit” tab, under the CUP Services column, select “Submit Compliance Data,” enter your permit number, then select “Submit Query.”

The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard', 'Search', 'My Profile', 'Apply/Submit' (highlighted in green), and 'Help'. Below the navigation bar is a message: 'Click on the links below to Apply or Submit information to the District. An account is required to Apply or Submit information.' The main content area is divided into three columns: 'ERP Services', 'CUP Services', and 'WWC Services'. The 'CUP Services' column is the focus, showing a list of 'CUP Applications' and 'Miscellaneous' items. The 'Submit Compliance Data' link is highlighted in yellow.

Dashboard Search My Profile **Apply/Submit** Help

Click on the links below to Apply or Submit information to the District. An account is required to Apply or Submit information.

ERP Services

SWERP/ERP Applications

- [SWERP/ERP Joint Application](#)
- [ERP General \(fka Notice General\)](#)
- [Minor Silvicultural System](#)
- [Minor Modification](#)
- [Letter Modification](#)
- [Permit Determination/Exemption](#)
- [Formal Wetland Determination](#)
- [Transfer Request](#)
- [Withdrawal Request](#)
- [Extension Request](#)

Miscellaneous

- [Chapters 120 and 373 Waiver](#)
- [RAI Extension Request](#)
- [Submit Payment](#)
- [Submit Correspondence](#)
- [Submit Compliance Data](#)

CUP Services

CUP Applications

- [New/Modify/Renew Application](#)
- [New/Renew Landscape Irrigation](#)
- [Letter Modification](#)
- [Transfer Request](#)
- [Withdrawal Request](#)
- [Voluntary Rescission Request](#)

Miscellaneous

- [Chapter 120 Waiver](#)
- [RAI Extension Request](#)
- [Notice of Dewatering Activity](#)
- [Submit Payment](#)
- [Submit Correspondence](#)
- [Submit Compliance Data](#)
- [GWRAPPS](#)

WWC Services

WWC Applications

- [New Application](#)
- [90-Day Extension](#)

Contractor Licensing

- [New/Renew Application](#)

Miscellaneous

- [Submit Payment](#)
- [Submit Correspondence](#)
- [Submit Compliance Data](#)

Submitting Data (continued)

- From the list of items due, select the “Water Use Pumpage Report (EN50)” Submittal for the appropriate reporting period.

Permit Number: [95581](#)

Records: 1 to 7 of 7 Page 1

<u>Submittal Name</u>	<u>Submittal Due Date</u>	<u>Item #</u>	<u>Condition</u>
<u>Reuse Status Report</u>	2016-07-28	1310459	21
<u>Water Use Pumpage Report (EN-50)</u>	2016-07-31	1297093	20



- Choose reporting method (either Online Entry or District Spreadsheet).
 - Online Form Data Entry – Select the station number, enter required information, and choose “Save Only” to save and have the ability to add more data at a later time.
 - Choose “Submit” only when data entry is completed for the entire recording period.
 - Continue the process until all stations are submitted.

Submittal Method	Instructions
<u>Online Form Data Entry</u>	Use this option to enter the values directly into the District's online form.
<u>Download District Spreadsheet</u>	Use this option to download the District Excel spreadsheet. Data can be entered into spreadsheet, then uploaded to the District website.

Records: 1 to 1 of 1 Page 1

Station ID	Station Name
106339	1

[Previous](#) [Next](#)

Permit Number: 95581 Sequence Number: 3 Compliance Item#: 1297093
 Permittee: Seminole County Environmental Services
 Project Name: Seminole County Regional Water Supply Facility at Yankee Lake
 Station ID: 106339 Station Type: Pump Station Name: 1

- | | | |
|-----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Proposed | <input type="checkbox"/> Abandoned | <input type="checkbox"/> Property Sold |
| <input type="checkbox"/> Capped | <input type="checkbox"/> Not used | |

Report Monthly Water Use Below. Record Either Flow Meter Readings or Gallons Used (not both). All the values should be numbers (no punctuations).

	Previous Meter Reading: No Data Found	
	Gallons	Meter Readings
January 2016	<input type="text"/>	<input type="text"/>
February 2016	<input type="text"/>	<input type="text"/>
March 2016	<input type="text"/>	<input type="text"/>
April 2016	<input type="text"/>	<input type="text"/>
May 2016	<input type="text"/>	<input type="text"/>
June 2016	<input type="text"/>	<input type="text"/>

Comments:

Submittal Method	Instructions
<u>Online Form Data Entry</u>	Use this option to enter the values directly into the District's online form.
<u>Download District Spreadsheet</u>	Use this option to download the District Excel spreadsheet. Data can be entered into spreadsheet, then uploaded to the District website.

- **Download District Spreadsheet** – Download the template, enter and save your water use data. When data entry is completed for the entire recording period, attach the file in e-Permitting, and submit (detailed instructions available in e-Permitting under this selection method).
- You will receive a confirmation number and an email notification upon completion.

Permit Number : 95581
Project Name : Seminole County Regional Water Supply Facility at Yankee Lake
Compliance Item # : 1297093
Submittal Due Date : 07/31/2016
Condition : [20](#)

Step 1:

- Download the [EN-50 template](#) file from the link provided.

Step 2:

- Save the Excel spreadsheet on your computer.

Step 3:

- Enter your data into the Excel spreadsheet and save.

Step 4:

- Click the Attach button to upload your completed Excel spreadsheet to the District's web site.

Step 5:

- Click Submit to submit the attached file to the District.

Permitting Help

Customer service: (386) 329-4570

For information on applications for a Consumptive Use Permit (CUP), an Environmental Resource Permit (ERP), a Water Well Construction Permit:

- General questions or comments: permitting@sjrwmd.com.
- Technical support on the use of online permitting: e-permit@sjrwmd.com
- Any email correspondence regarding the application, including, but not limited to, submittal of additional information: applicationsupport@sjrwmd.com
- Any email correspondence regarding the submittal of compliance data: compliancesupport@sjrwmd.com