

Transfer SRCs – SGS User Guide

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2. Edit an Existing Transfer Form
3. Confirm the Date to Transfer the SRCs
4. Enter the Current SRC Owner
5. Enter the New SRC Owner
6. Select the SRCs to Transfer
7. Sign and Submit Application

This guide has step-by-step instructions and screenshots to help you create and submit your form to transfer Stormwater Retention Credits (SRCs) to a new owner using DOEE’s Surface and Groundwater System (SGS).

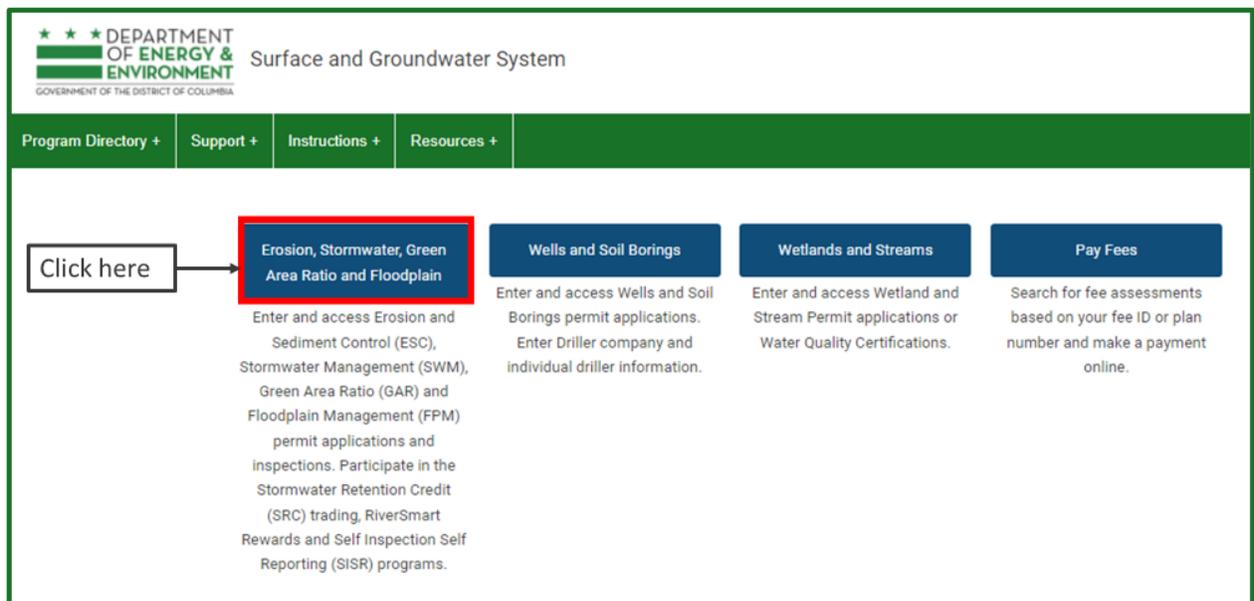
Please note that if you are not the site owner/SRC owner, you’ll need to [request to be an agent](#) of the site owner/SRC owner.

1. Create a New Transfer SRCs Form

If you want to edit an existing Transfer SRCs form, skip to Step 2. Otherwise, complete this step.

Log in to the SGS. On the SGS home screen, click **Erosion, Stormwater, Green Area Ratio and Floodplain**, then click **My SRCs and Offv**. Click **Transfer SRCs** to open a new Transfer SRCs form.

Skip to Step 3.




DEPARTMENT OF ENERGY & ENVIRONMENT
 GOVERNMENT OF THE DISTRICT OF COLUMBIA

Surface and Groundwater System - ESC, SWM, GAR & FPM

[SGS Home](#) | [Program Directory +](#) | [Support +](#) | [Instructions +](#) | [Resources +](#)

Public User Home Page >> ESC, SWM, GAR and FPM

● My Pending Actions (6 records) Column Filter(s) (0 Set)

* This report shows actions available to you in the Surface and Groundwater system. The report indicates which actions you are required to take and which actions are optional. This is not an exhaustive list of all actions, but is meant to assist in completing common actions.

Sites and Plans Construction permit information for DOEE plan review for Soil Erosion and Sediment Control, Green Area Ratio, Stormwater Management and Floodplain	BMPs View your BMPs	Agents and Staff Give someone permission to access your projects or request permission to access someone else's projects	SRC and Offv Registry View SRCs for sale, final prices of trades, current off-site retention (Offv) obligations and expected Offv and SRCs
My SRCs and Offv Participate in Stormwater Retention Credit (SRC) trading and/or meet an Off-Site Retention Volume (Offv) obligation.	RiverSmart Rewards Apply for RiverSmart Rewards and receive discounts on your DC Water bill.	Self-Inspection / Self-Reporting Submit inspection and maintenance reports for post-construction stormwater best management practices.	Pay Fees Search for fee assessments based on your plan number and make a payment online. You can also pay fees for your projects by clicking the link in your list of "pending actions," below, if applicable.

Click here → **My SRCs and Offv**


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Surface and Groundwater System - ESC, SWM, GAR & FPM

[SGS Home](#) | [ESC, SWM, GAR & FPM Home](#) | [Program Directory +](#) | [Support +](#) | [Instructions +](#) | [Resources +](#)

Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv

Certify SRCs Generate Stormwater Retention Credits (SRCs) for your voluntary green infrastructure practices.	Use SRCs Comply with an Off-site Retention Volume (Offv) obligation by using Stormwater Retention Credits (SRCs).	Transfer SRCs Trade your Stormwater Retention Credits (SRCs).	Retire SRCs Retire your Stormwater Retention Credits (SRCs). Once retired, an SRC cannot be sold or used.
ILF Notification Comply with an Off-site Retention Volume (Offv) obligation by paying in-lieu fee (ILF). Submit this form to accompany your payment.	SRC Price Lock Program Lock in an SRC sale price with DOEE for your green infrastructure project in the MS4. Learn more.	SRC Aggregator Startup Grant These grants support technical and outreach work to identify potential SRC-generating green infrastructure projects in the MS4 (typically across multiple sites). Learn more.	SRC Site Evaluation Program Request an evaluation of potential SRC-generating green infrastructure projects on your property (you must have at least .5 acres available and be located within the MS4). Learn more.

Click here → **Transfer SRCs**

[Manage my SRCs](#)

2. Edit an Existing Transfer Form

If you have already started a Transfer SRCs form but have not submitted it yet, log in to the SGS and click ***Erosion, Stormwater, Green Area Ratio and Floodplain***, then ***My SRCs and Offv***. Do not click the button ***Transfer SRCs***.

Instead, scroll down to the section called ***SRC Transfer Applications***. This is where all your in-progress and complete SRC Use forms will be listed. Click the pencil icon next to the form you want to edit.

Note: If you click the ***Transfer SRCs*** button, it will start a new form instead of opening an existing one. If this happens, simply click ***Cancel*** to exit and remove the new form.

The screenshot shows the website header for the Department of Energy & Environment, Government of the District of Columbia, specifically for the Surface and Groundwater System. Below the header is a navigation bar with links for Program Directory, Support, Instructions, and Resources. The main content area features four blue buttons: 'Erosion, Stormwater, Green Area Ratio and Floodplain', 'Wells and Soil Borings', 'Wetlands and Streams', and 'Pay Fees'. A box labeled 'Click here' with an arrow points to the first button. Below each button is a brief description of the services provided.

Program Directory +	Support +	Instructions +	Resources +
Erosion, Stormwater, Green Area Ratio and Floodplain Enter and access Erosion and Sediment Control (ESC), Stormwater Management (SWM), Green Area Ratio (GAR) and Floodplain Management (FPM) permit applications and inspections. Participate in the Stormwater Retention Credit (SRC) trading, RiverSmart Rewards and Self Inspection Self Reporting (SISR) programs.	Wells and Soil Borings Enter and access Wells and Soil Borings permit applications. Enter Driller company and individual driller information.	Wetlands and Streams Enter and access Wetland and Stream Permit applications or Water Quality Certifications.	Pay Fees Search for fee assessments based on your fee ID or plan number and make a payment online.

Public User Home Page >> ESC, SWM, GAR and FPM

● My Pending Actions (6 records)

Column Filter(s) (0 Set)

* This report shows actions available to you in the Surface and Groundwater system. The report indicates which actions you are required to take and which actions are optional. This is not an exhaustive list of all actions, but is meant to assist in completing common actions.

<p>Sites and Plans</p> <p>Construction permit information for DOEE plan review for Soil Erosion and Sediment Control, Green Area Ratio, Stormwater Management and Floodplain</p>	<p>BMPs</p> <p>View your BMPs</p>	<p>Agents and Staff</p> <p>Give someone permission to access your projects or request permission to access someone else's projects</p>	<p>SRC and Offv Registry</p> <p>View SRCs for sale, final prices of trades, current off-site retention (Offv) obligations and expected Offv and SRCs</p>
<p>My SRCs and Offv</p> <p>Participate in Stormwater Retention Credit (SRC) trading and/or meet an Off-Site Retention Volume (Offv) obligation.</p>	<p>RiverSmart Rewards</p> <p>Apply for RiverSmart Rewards and receive discounts on your DC Water bill.</p>	<p>Self-Inspection / Self-Reporting</p> <p>Submit inspection and maintenance reports for post-construction stormwater best management practices.</p>	<p>Pay Fees</p> <p>Search for fee assessments based on your plan number and make a payment online. You can also pay fees for your projects by clicking the link in your list of "pending actions," below, if applicable.</p>

Click here →

My SRCs and Offv

● SRC Transfer Applications (16 records)

Column Filter(s) (0 Set)

Application Date	Number of SRCs	Current owner name	Current owner email	Current owner phone	New SRC owner name	New SRC owner email	New SRC owner phone	Submit	Approved	Approved in ...	Disapproved	SRC Reviewer Name
03-10-2022	100	Jane Smith	site.owner1200@gmail...	(202) 555-5555	test	test	(123) 456-7890	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Matthew Espie
01-26-2022	10000	Sven Test	sven.test2020@gmail...	(123) 456-7890	Jane Smith	site.owner1200@gmail...	(202) 123-4567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lukin Jacob
01-26-2022	10000	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Sven Test	sven.test2020@gmail...	(123) 456-7890	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lukin Jacob
01-26-2022	0	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Sven Test	test@test.com	(333) 333-3333	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01-26-2022	0	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Test	Test		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01-26-2022	0	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Test Test	Test	(222) 222-2222	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01-25-2022	0	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Sven Test	sven.test2020@gmail...	(123) 456-7890	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01-20-2022	10134	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Sven Test	sven.test2020@gmail...	(123) 456-7890	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lukin Jacob
01-10-2022	200	Jane Smith	site.owner1200@gmail...	(202) 555-5555	Sven Test	sven.test2020@gmail...	(123) 456-7981	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lukin Jacob
12-26-2021	0	Test Company	site.owner1200@gmail...	(202) 123-4567	test	test@test.com	(123) 456-7890	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click pencil icon to edit

● SRC Retirement Applications (1 record)

Column Filter(s) (0 Set)

● ILF Notifications (0 record)

Column Filter(s) (0 Set)

3. Confirm the Date to Transfer the SRCs

If you want the SRCs to be transferred on a specific date instead of the date when DOEE receives and processes the transfer, complete this step. Otherwise, skip to Step 4.

Go to the **General Information** section.

The field **Application Date** will default to the date you created the application.

If you want the SRC transfer to happen on a different date, enter the date you want the transfer to happen in the field **Date of Transfer if different from application date**.

The screenshot shows the web application interface for the Department of Energy & Environment, Government of the District of Columbia. The page title is "Surface and Groundwater System - ESC, SWM, GAR & FPM". The navigation menu includes "SGS Home", "ESC, SWM, GAR & FPM Home", "Program Directory +", "Support +", "Instructions +", and "Resources +". The breadcrumb trail is "Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv >> Application to Transfer SRCs".

The "GENERAL INFORMATION" section contains the following fields:

- Application Date:** 01-11-2022
- Date of Transfer if different from application date:** mm-dd-yyyy (highlighted in red)

The "CURRENT SRC OWNER" section contains the following information:

- Name:** Jane Smith - Test Company
- Organization:** Test Company
- Address:** Jane Smith, Test Company, 123 Test Street Nw, Washington, DC 20000
- Email:** site.owner1200@gmail.com
- Phone:** (202) 555-5555

There is a checkbox labeled "Add an agent of the site owner to this application" which is currently unchecked.

4. Enter the Current SRC Owner

Go to the **Current SRC Owner** section. If you are the current SRC owner, select your name in the **Name** field. Your contact information will populate automatically.

If you are not the current SRC owner but are submitting the transfer as their agent, enter the current SRC owner's name in the **Name** field. Then check the box **Add an agent of the site owner to this application** and enter your name in the **Agent Name** field. All contact information will populate automatically.

Note: You need to have an [agent relationship](#) set up with SRC permissions in order to complete the transfer as an agent of the SRC owner.

The screenshot shows the 'CURRENT SRC OWNER' section of the application form. The 'Name' dropdown is set to 'Jane Smith - Test Company'. The 'Organization' is 'Test Company'. The 'Address' is 'Jane Smith, Test Company, 123 Test Street Nw, Washington, DC 20000'. The 'Email' is 'site.owner1200@gmail.com' and the 'Phone' is '(202) 555-5555'. The checkbox 'Add an agent of the site owner to this application' is unchecked.

Application Date	01-11-2022	Date of Transfer if different from application date	mm-dd-yyyy
Name *	Jane Smith - Test Company		
Organization	Test Company		
Address	Jane Smith Test Company 123 Test Street Nw Washington, DC 20000		
Email	site.owner1200@gmail.com		
Phone	(202) 555-5555		
<input type="checkbox"/> Add an agent of the site owner to this application			

The screenshot shows the 'AGENT FOR CURRENT SRC OWNER' section of the application form. The 'Name' dropdown is set to 'Jane Smith - Test Company'. The 'Organization' is 'Test Company'. The 'Address' is 'Jane Smith, Test Company, 123 Test Street Nw, Washington, DC 20000'. The 'Email' is 'site.owner1200@gmail.com' and the 'Phone' is '(202) 555-5555'. The checkbox 'Add an agent of the site owner to this application' is checked. The 'AGENT FOR CURRENT SRC OWNER' section is highlighted with a red box, showing the 'Agent Name' dropdown set to 'Sven Test', 'Agent email' as 'sven.test2020@gmail.com', 'Agent phone' as '(123) 456-7890', and 'Agent address' as 'Sven Test, 123 testing st se, Washington, DC 20002'.

Application Date	01-11-2022	Date of Transfer if different from application date	mm-dd-yyyy
Name *	Jane Smith - Test Company		
Organization	Test Company		
Address	Jane Smith Test Company 123 Test Street Nw Washington, DC 20000		
Email	site.owner1200@gmail.com		
Phone	(202) 555-5555		
<input checked="" type="checkbox"/> Add an agent of the site owner to this application			
AGENT FOR CURRENT SRC OWNER			
Agent Name*	Sven Test		
Agent email	sven.test2020@gmail.com		
Agent phone	(123) 456-7890		
Agent address	Sven Test 123 testing st se Washington, DC 20002		

5. Enter the New SRC Owner

Go to the **New SRC Owner** section and enter their name and contact information. Required fields have a red asterisk (*).

Click **Save**.

The screenshot shows a web application interface with a green navigation bar at the top containing links: SGS Home, ESC, SWM, GAR & FPM Home, Program Directory +, Support +, Instructions +, and Resources +. Below the navigation bar are three buttons: Back (purple), Refresh (grey), and Save (green, highlighted with a red box). An arrow points from the 'Save' button to a callout box labeled 'Click here'.

The main content area is divided into two sections:

- CURRENT SRC OWNER**: A dropdown menu showing 'Jane Smith - Test Company' with a close button (X) and a dropdown arrow. Below it are fields for Organization (Test Company), Address (Jane Smith, Test Company, 123 Test Street Nw, Washington, DC 20000), Email (site.owner1200@gmail.com), and Phone ((202) 555-5555). There is a checkbox labeled 'Add an agent of the site owner to this application'.
- NEW SRC OWNER**: A form with the following fields:
 - Name * (Sven Test)
 - Organization
 - Title
 - Address line 1
 - Address line 2
 - City
 - State (dropdown menu)
 - Zipcode
 - Email * (sven.test2020@gmail.com)
 - Phone * (123-456-7981)

At the bottom of the 'NEW SRC OWNER' section, there is a question: 'Should DOE list these SRCs for sale with the name and contact information for the new owner in DOE's SRC Registry?' with a dropdown menu set to 'No'.

6. Select the SRCs to Transfer

Go to the **SRCs** section. Click the button **Select SRCs to Transfer**. The page will display a list of all SRC ranges that you could transfer with this application. These are the current SRC owner's unused SRCs.

Go to the row for the first range of SRCs you would like to transfer and click the button **Transfer SRCs from this range**.

Enter the **Number of SRCs to transfer** from this range and the **Sale price per SRC**. When complete, click **Return to application**. If prompted, click **Save**.

Repeat this step for each range you would like to use, until you have selected all the SRCs you want to transfer.

Full Report More > 2 Ranges	Start serial number	End serial number	Number of SRCs	Allowable Sale and Use	Tier	Sewershed	Subwatershed where SRCs are generated	Transfer SRCs from this range
	20180710-A99-05740-010068	20180710-A99-05740-017114	7,047	Buyers can only purchase these Tier 2 SRCs if there are insufficient Tier 1 SRCs on the market, or if the buyer does not intend to use the SRCs to comply with an Off-Site Retention Volume. The buyer will need to demonstrate this eligibility to DDEE if you select to sell these SRCs. If the buyer is eligible, these SRCs can only be used by sites in the CSS that achieve +50% retention on-site or sites in the CSS sewersheds where QI is used to reduce combined sewer overflow.	2	CSS	Anacostia River	Transfer SRCs from this range
	20180710-A99-05740-000001	20180710-A99-05740-017114	17,114	Buyers can only purchase these Tier 2 SRCs if there are insufficient Tier 1 SRCs on the market, or if the buyer does not intend to use the SRCs to comply with an Off-Site Retention Volume. The buyer will need to demonstrate this eligibility to DDEE if you select to sell these SRCs. If the buyer is eligible, these SRCs can only be used by sites in the CSS that achieve +50% retention on-site or sites in the CSS sewersheds where QI is used to reduce combined sewer overflow.	2	CSS	Anacostia River	Transfer SRCs from this range
TOT			24,161		4			

7. Sign and Submit Application

Click the button **Review, Sign, and Submit**. You may need to scroll to see it.

Note: If you need to change the number of SRCs or the sale price, click **Edit** at the top of the form and overwrite the values in the report. If you do not want to transfer the SRCs, uncheck the box **Transfer**.

Review your application and click **Edit** to make any needed changes.

Click **Sign and Submit Application**. You may need to scroll to see it. Read the signature statement and type your name in the Signature field. Click **Submit**.

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SGS Home | ESC, SWM, GAR & FPM Home | Program Directory + | Support + | Instructions + | Resources +

Homepage | Back | Refresh | Edit

Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv >> Record View

▼ SRCs

Select SRCs to Transfer

Click here → Review, Sign, and Submit

Full Report More ▼ 1 Range		Number of SRCs	Number of SRCs to transfer	Sales price per SRC (paid by buyer)	DOEE Payment (if applicable)	Seller Receives	Transfer
Start serial number	End serial number						
20180710-A99-05740-010068	20180710-A99-05740-017114	7,047	100	1.80	0	1.8	<input checked="" type="checkbox"/>
TOT		7,047	100			1.8	

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SGS Home | ESC, SWM, GAR & FPM Home | Program Directory + | Support + | Instructions + | Resources +

Homepage | Back | Refresh | Edit

Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv >> Record View

▼ ACRONYMS AND DEFINITIONS

[Definitions from the 2013 SWMG](#)
DOEE Department of Energy and Environment SRC Stormwater Retention Credit

▼ GENERAL INFORMATION

Application Date 01-11-2022 Date of Transfer if different from application date **Number of SRCs 100**

▼ CURRENT SRC OWNER

Name Jane Smith
Organization Test Company
Address Jane Smith
Test Company
123 Test Street Nw
Washington, DC 20000
Email site.owner1200@gmail.com
Phone (202) 555-5555

Add an agent of the site owner to this application

Check that **Number of SRCs** matches the number of SRCs you would like to transfer.

Check **Current SRC Owner** information and scroll down to the section called **Current Owner Signature**.

- > ACRONYMS AND DEFINITIONS
- > GENERAL INFORMATION
- > CURRENT SRC OWNER
- > NEW SRC OWNER
- ▼ SRCs

Select SRCs to Transfer

SRCs to transfer

Full Report | More ▼ 1 Range

	Start serial number	End serial number	Number of SRCs	Number of SRCs to transfer	Sales price per SRC (paid by buyer)	DOEE Payment (if applicable)	Seller Receives	Transfer
	20180710-A99-05740-010068	20180710-A99-05740-017114	7,047	100	1.80	0	1.8	✓
TOT			7,047	100			1.8	

▼ CURRENT OWNER SIGNATURE

I hereby certify that I am the owner of the above SRCs; that I request the ownership of these SRCs to be transferred as stated above; and that this application is complete and correct to the best of my knowledge.

Additionally, as the application includes Tier 2 SRCs, I understand that DOEE will not approve the application until the buyer demonstrates that they qualify for an exception to the requirement to purchase Tier 1 SRCs.

Click here → Sign and Submit Application

Signature _____ Date _____

Submit



Surface and Groundwater System

- SGS Home
- ESC, SWM, GAR & FPM Home
- Program Directory +
- Support +
- Instructions +
- Resources +

Homepage Back Refresh Save Save and Refresh

I hereby certify that I am the owner of the above SRCs; that I request the ownership of these SRCs to be transferred as stated above; and that this application is complete and correct to the best of my knowledge.

Current owner signature *

Date 01-11-2022

Time 11:59 am

Submit

signed electronically

You are signing this form electronically. You will no longer be able to make changes to this application.

Click here → Submit

Your saved application should look like this:

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SGS Home | ESC, SWM, GAR & FPM Home | Program Directory + | Support + | Instructions + | Resources +

Homepage | Back | Refresh

Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv >> Record View

Application saved

- > ACRONYMS AND DEFINITIONS
- > GENERAL INFORMATION
- > CURRENT SRC OWNER
- > NEW SRC OWNER
- ▼ SRCs

SRCs to transfer

Start serial number	End serial number	Number of SRCs	Number of SRCs to transfer	Sales price per SRC (paid by buyer)	DOEE Payment (if applicable)	Seller Receives	Transfer
20180710-A99-05740-010068	20180710-A99-05740-017114	7,047	100	1.80	0	1.8	✓
TOT		7,047	100			1.8	

▼ CURRENT OWNER SIGNATURE

I hereby certify that I am the owner of the above SRCs; that I request the ownership of these SRCs to be transferred as stated above; and that this application is complete and correct to the best of my knowledge.

Signature: Jane Smith | Date: 01-11-2022 | Time: 11:59 am

Submit | signed electronically

DOEE will review your application and send you an email notification to confirm that the application is “approved,” “approved in part,” or “disapproved.”

If your application is “approved,” DOEE will transfer the SRCs to the new owner, and you will no longer own them. You will no longer be able to transfer, use, or retire these SRCs.