

Use SRCs – SGS User Guide

- 1. Create a New Use SRCs Form
- 2. Edit an Existing Use Form
- 3. Enter Information
- 4. Enter the Current SRC Owner
- 5. Select the SRCs to Use
- 6. Sign and Submit Application

This guide has step-by-step instructions and screenshots to help you create and submit your form to use Stormwater Retention Credits (SRCs) to meet an Off-Site Retention Volume (Offv) using DOEE’s Surface and Groundwater System (SGS).

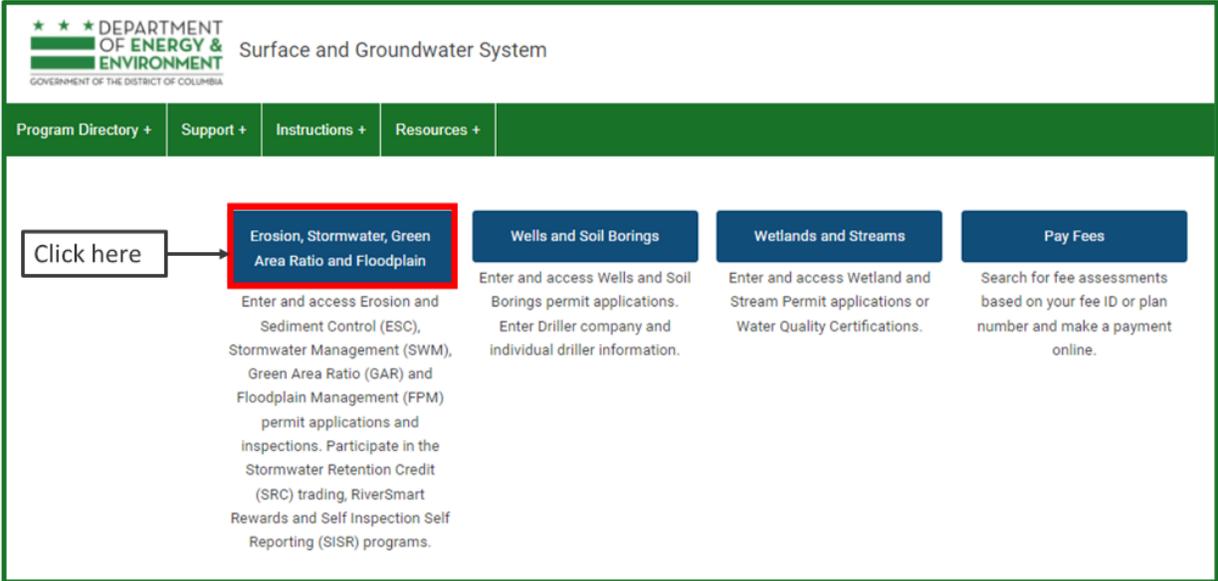
Please note that if you are not the site owner/SRC owner, you’ll need to [request to be an agent](#) of the site owner/SRC owner.

1. Create a New Use SRCs Form

If you want to edit an existing Use SRCs form, skip to step 2. Otherwise, complete Step 1.

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 **Use SRCs** to open a new Use SRCs form.

Skip to Step 3.



● 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

Click here

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

Manage my SRCs

2. Edit an Existing Use Form

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

Instead, scroll down to the section called **SRC Use 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 **Use 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 main menu of the Department of Energy & Environment's Surface and Groundwater System. The header includes the department logo and the text "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 red box highlights the "Erosion, Stormwater, Green Area Ratio and Floodplain" button, and a white box with the text "Click here" and an arrow points to it. Below the highlighted button is a detailed description of the program, including links to various permit applications and programs like Stormwater Retention Credit (SRC) trading and RiverSmart Rewards.

The screenshot shows the user interface for the Department of Energy & Environment's Surface and Groundwater System - ESC, SWM, GAR & FPM. The header includes the department logo and the text "Surface and Groundwater System - ESC, SWM, GAR & FPM". Below the header is a navigation bar with links for "SGS Home", "Program Directory +", "Support +", "Instructions +", and "Resources +". The main content area features a "Public User Home Page" link and a "My Pending Actions (6 records)" section. A "Column Filter(s) (0 Set)" button is visible. Below the pending actions section is a note: "* 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." The main content area features eight blue buttons: "Sites and Plans", "BMPs", "Agents and Staff", "SRC and Offv Registry", "My SRCs and Offv", "RiverSmart Rewards", "Self-Inspection / Self-Reporting", and "Pay Fees". A red box highlights the "My SRCs and Offv" button, and a white box with the text "Click here" and an arrow points to it. Below the highlighted button is a detailed description of the program, including links to various permit applications and programs like Stormwater Retention Credit (SRC) trading and Off-Site Retention Volume (Offv) obligations.

● SRC Use Applications (13 records)

Column Filter(s) (0 Set)

Record ID#	Application Date	Plan number	Number of year...	Amount of Offy ...	Number of SRCs	Site Address	Name	Email	Phone	Submit	Approved	Approved...	Disappro...	DOEE date
496	02-10-2022	88888x	1	10000	10000	123 U Street SW	Test Company	site.owner1200...	(202) 123-4567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
495	02-08-2022	88888x	1	10000	0	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
494	02-07-2022	88888x	1	10000	10000	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-08-2022
484	01-26-2022	88888x	1	108395	0	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
485	01-26-2022	88888x	1	108395	0	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
486	01-26-2022	88888x	1	108395	0	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
487	01-26-2022	88888x	1	108395	0	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
490	01-26-2022	88888x	1	108395	20134	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
469	01-20-2022		1	10134	0		Test Company	site.owner1200...	(202) 123-4567	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
463	01-17-2022	88888x	1	108395	0	123 U Street SW	Jane Smith	site.owner1200...	(202) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click pencil icon to edit

3. Enter Information

Choose the plan number from the **Plan number** dropdown for the site where you are using SRCs. You need to have access to the site or you won't see the plan number in the dropdown.

If you do not see the site in the dropdown, you may either need to [request agent access](#), or [request a change in site ownership](#).

Choose the number of years of Offv that you want to meet with this application in the field **Number of years of Offv to meet with this application**. You must meet it for a minimum of 1 year, but you can meet it for as many years for which you have SRCs.

If you have the *exact* number of SRCs to meet your Offv for the number of year(s) you want, you can choose **Yes** in the dropdown under **Do you want to use all of your SRCs for this site?**

Note: If you choose **Yes**, you do not need to complete Section 3.

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Welcome, Jane +

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

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

Back Refresh Save

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

>> Application to Use SRCs

ACRONYMS AND DEFINITIONS

Definitions from the 2013 SWMG

AWDZ	Anacostia Waterfront Development Zone	Offv	Off-Site Retention Volume	CSS	Combined Sewer System
SRC	Stormwater Retention Credit	DOEE	Department of Energy and Environment	SWMP	Stormwater Management Plan
ILF	In-Lieu Fee	SWRV	Stormwater Retention Volume	MS4	Municipal Separate Storm Sewer System

GENERAL INFORMATION

Application Date: 02-09-2022

Plan number *: 88888x (Callout: Enter plan number)

SWRV (gal): 36,268	On-site retention volume achieved (gal): 4495	Offv: 10,000
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In addition to using SRCs, do you play to pay In-Lieu Fee for a portion of your Offv?*: No

Number of years of Offv to meet with this application *: 1 (Callout: Enter number of years of Offv to meet)

SRCs are being submitted on multiple applications for one year of compliance, or SRCs are being used to amend prior application

Site Address: 123 U Street SW | Is the entire site in the CSS?: Yes

Square: | Suffix: | Lot:

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 Use SRCs form 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 Use SRCs form as an agent of the SRC owner.

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

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

Back Refresh Save Save when finished

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

> ACRONYMS AND DEFINITIONS
> GENERAL INFORMATION
v CURRENT SRC OWNER

Name *
Jane Smith - Test Company x

Organization

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 SRC owner to this application

5. Select the SRCs to Use

Click **Select SRCs to Use**. The page will show a list of all the Current SRC Owner's SRCs that may be used with this application. The Surface and Groundwater System displays SRCs in groups (ex. SRCs 1 through 1000). The number of SRCs in each group is listed on each line.

Enter the number of SRCs to use. If you decide you do not want to use any SRCs from this SRC range, uncheck the box Use. When complete, click **Return to application**. If prompted, click **Save**.

Repeat steps 7 through 9 as necessary until the total number of SRCs to use is equal to the amount of Offv you want to meet.

Note: If you wish to change the number of SRCs to use, click **Edit** at the top of the application and overwrite the values in the report. If you do not want to use the SRCs, uncheck the box **Use**.

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

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

Back Refresh Edit

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

Application saved

▼ SRCs TO USE

Applicants must submit a completed application at least four (4) weeks before the proposed usage date. The obligation to use off-site retention to achieve Offv begins on the date of successful completion of the final construction inspection. Offv will be met on an annual basis following the final construction inspection.

Date Construction Complete 07-27-2015 Date to start meeting Offv with these SRCs 07-05-2016

Comments to DOEE

Since you plan to meet your Offv with 108395 SRCs per year for 1 years, you need to use 108395 SRCs.
Click **Select SRCs to Use** and pick which SRC serial numbers will be used.
Once you have selected 108395 SRCs, you will be able to proceed to the next step.

Select SRCs to use Click here


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Surface and Groundwater System - ESC, SWM, GAR & FPM Welcome, Jane +

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

[Back](#) | [Refresh](#) | [Edit](#)

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

Full Report | More ▾ 5 Ranges

Start serial number	End serial number	Number of SRCs	Allowable Use	Sewershed	Use SRCs from this range
20180915-A99-05736-000001	20180915-A99-05736-000001	1	These SRCs can be used at any site.	MS4	Use SRCs from this range
20180915-A99-05736-000002	20180915-A99-05736-000501	500	These SRCs can be used at any site.	MS4	Use SRCs from this range
20180915-A99-05736-010001	20180915-A99-05736-010544	544	These SRCs can be used at any site.	MS4	Use SRCs from this range
20180915-A99-05736-007108	20180915-A99-05736-010000	2,893	These SRCs can be used at any site.	MS4	Use SRCs from this range
20180915-A99-05736-000502	20180915-A99-05736-007107	6,606	These SRCs can be used at any site.	MS4	Use SRCs from this range
TOT		10,544			

Click each range of SRCs you want to use


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Surface and Groundwater System Welcome, Jane +

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

[Homepage](#) | [Back](#) | [Refresh](#) | [Save](#) | [Save and Refresh](#)

Public User Home Page >> ESC, SWM, GAR and FPM >> Sites and Plans >> Record View

[Return to Application](#)

2. Click here

Select how many of the SRCs from this range you want to use for Offv compliance.
 If you changed your mind, and you don't want to use these SRCs, uncheck the box Use these SRCs.
 Click Return to Application, saving when prompted, to go back to your application to use SRCs

Start serial number 20180915-A99-05736-000002
 End serial number 20180915-A99-05736-000501
 Number of SRCs 500
 Number of SRCs to use *

1. Enter the number of SRCs you want to use

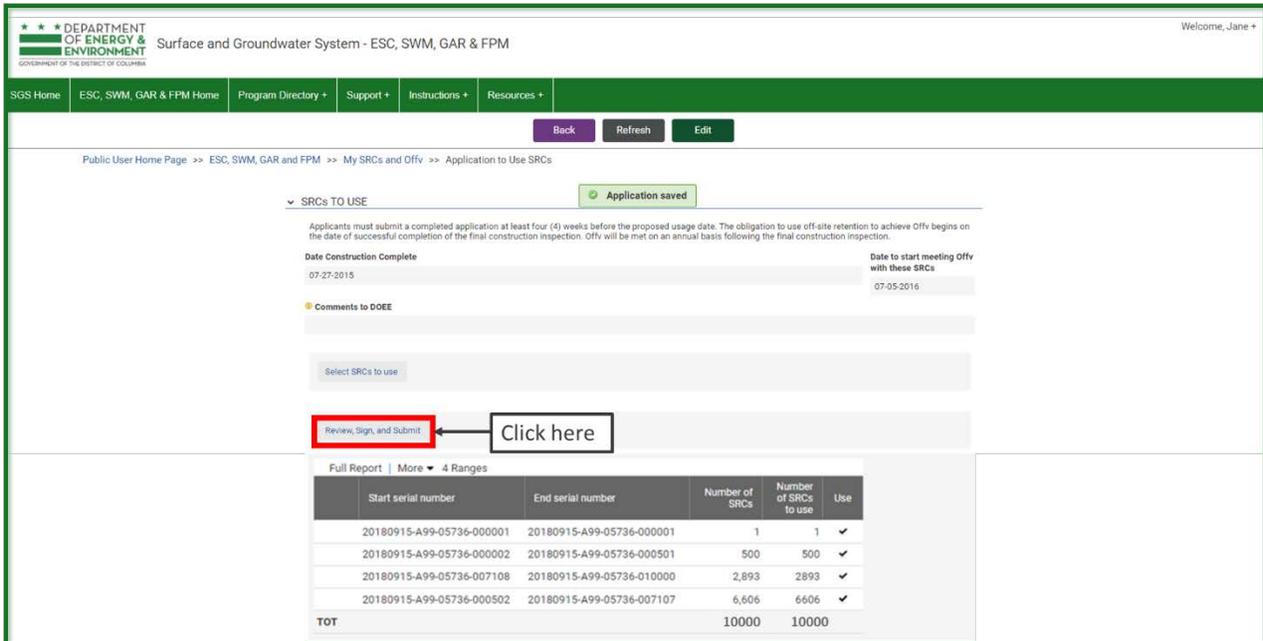
Use these SRCs

6. Sign and Submit Application

Click **Review, Sign, and Submit** once it appears. You may need to scroll down the page to see it. Review your application to make sure the information is correct.

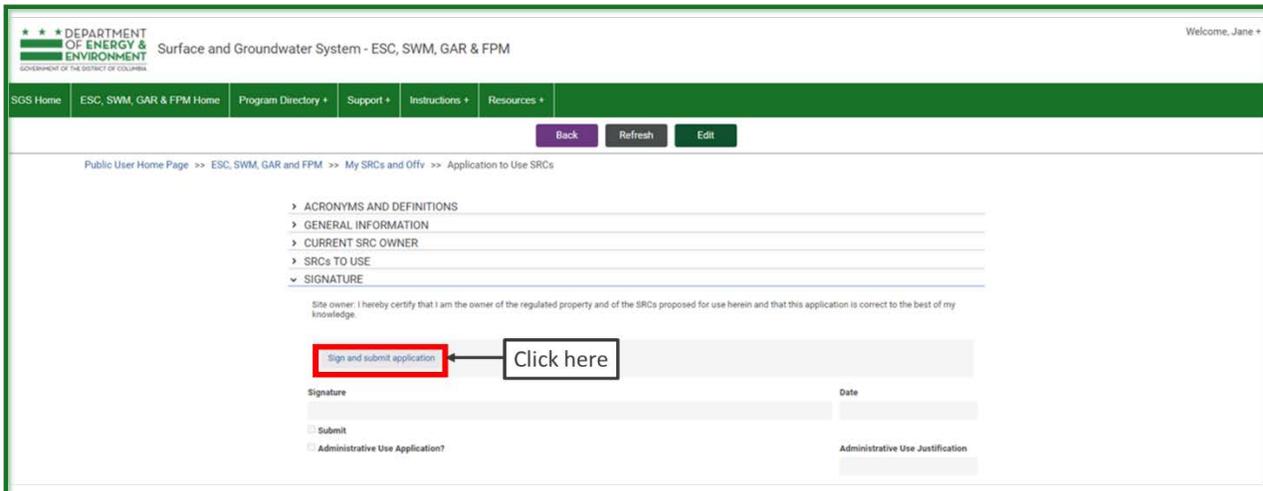
Click **Sign and Submit application**. Read the signature statement and type your name in the **Signature** field. Click **Submit**.

You're done!



The screenshot shows the 'Application to Use SRCs' page. At the top, there is a navigation bar with 'SGS Home', 'ESC, SWM, GAR & FPM Home', 'Program Directory +', 'Support +', 'Instructions +', and 'Resources +'. Below this is a breadcrumb trail: 'Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv >> Application to Use SRCs'. A green box labeled 'Application saved' is visible. The main content area includes a 'Date Construction Complete' field (07-27-2015) and a 'Date to start meeting Offv with these SRCs' field (07-05-2016). There is a 'Comments to ODEE' section and a 'Select SRCs to use' button. A red box highlights the 'Review, Sign, and Submit' button, with an arrow pointing to it from a box labeled 'Click here'. Below this is a table with columns: 'Start serial number', 'End serial number', 'Number of SRCs', 'Number of SRCs to use', and 'Use'. The table contains four rows of data and a 'TOT' row.

Start serial number	End serial number	Number of SRCs	Number of SRCs to use	Use
20180915-A99-05736-000001	20180915-A99-05736-000001	1	1	✓
20180915-A99-05736-000002	20180915-A99-05736-000501	500	500	✓
20180915-A99-05736-007108	20180915-A99-05736-010000	2,893	2893	✓
20180915-A99-05736-000502	20180915-A99-05736-007107	6,606	6606	✓
TOT		10000	10000	



The screenshot shows the 'Sign and Submit application' page. It features a navigation bar similar to the previous page. The breadcrumb trail is: 'Public User Home Page >> ESC, SWM, GAR and FPM >> My SRCs and Offv >> Application to Use SRCs'. A list of sections is shown: 'ACRONYMS AND DEFINITIONS', 'GENERAL INFORMATION', 'CURRENT SRC OWNER', 'SRCs TO USE', and 'SIGNATURE'. The 'SIGNATURE' section is expanded, showing a text area for the signature and a 'Date' field. A red box highlights the 'Sign and submit application' button, with an arrow pointing to it from a box labeled 'Click here'. Below the signature field are radio buttons for 'Submit' and 'Administrative Use Application?', and a text area for 'Administrative Use Justification'.

Back Refresh Save

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

Enter name

Signature * Jane Smith Signature date 02-08-2022 time of signature 4:43 pm

Submit Electronically signed

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

Submit application

Submit