

# WEST VIRGINIA LARGE QUANTITY USERS

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**Instructions on Registering and Completing  
the Large Quantity User Survey for  
Water Providers, Oil & Gas, and Industrial Users  
on WVDEP's Electronic Submission System**



**West Virginia  
Department of  
Environmental  
Protection**

**Water Use  
Section**

**WVDEP**

601 57th Street SE  
Charleston, WV  
25304

**Contact**

Brian Carr  
Phone: (304) 926-0499 x1757  
Fax: (304) 926-0452  
E-mail: [Brian.A.Carr@wv.gov](mailto:Brian.A.Carr@wv.gov)



# Registration Process

1. Go to the following link:  
⇒ [www.dep.wv.gov](http://www.dep.wv.gov)
2. Click **Electronic Submission System (ESS)** under Permitting.

The screenshot shows the homepage of the West Virginia Department of Environmental Protection (DEP). The page features a navigation bar with a search box and a main content area with several sections. A red arrow points to the 'Electronic Submission System' link under the 'Permitting' section.

**west virginia** State Agency Directory | Online Services

**dep** west virginia department of environmental protection  
- Promoting a Healthy Environment

DEP Offices | Agency History | News | Outlook Web Access | Text size A A A

**Air**  
Division of Air Quality Home  
Air Quality Index  
Open Burning Regulations  
Air Monitoring Data  
Permit Application Forms  
Policies  
[See More](#)

**Land**  
REAP  
Abandoned Mine Lands and Reclamation  
Division of Mining and Reclamation  
Office of Oil and Gas  
Special Reclamation of Industrial Lands  
[See More](#)

**Water and Waste**  
Water and Waste Home  
303(d) List  
Water Withdrawal Guidance Tool  
Permitting  
Water Use  
Aboveground Storage Tanks  
[See More](#)

**Inside DEP**  
Environmental Advocate  
Contact the Executive Office  
Environmental Enforcement  
Youth Environmental Program  
Public Information Office  
Proposed Legislative Rules  
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**Permitting**  
Narrative Water Quality  
Permitting Guidance  
Electronic Submission System  
Water Kiosk  
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**How Do I...?**  
Find a job with DEP  
File a FOIA Request  
Find a Public Notice  
Report a Spill  
Volunteer  
[See More](#)

**Agency Geospatial Technologies**  
ITO's GIS Unit  
Map Applications  
GIS Data  
[See More](#)

**Events**  
Division of Air Quality Public Hearing 10/27/2015  
SRF Advisory Council Meeting 11/05/2015  
Division of Air Quality Public Meeting 11/05/2015  
[See More](#)

**Implementation of the Aboveground Storage Tank (AST) Act**

**Spotlight**  
**Clean Power Plan and Feasibility Study**

3. Sign Up if you have never registered in ESS.

⇒ If you have already registered in ESS and have your username and password, continue to Step 9 on Page 8.

dep west virginia department of environmental protection

### Electronic Submission System

#### News

Released	Office	Application
07/30/2015	System Maintenance	Network Outage is planned for August 22nd and 23rd, you will not be able to access ESS, eDMR or public application and permit search queries.
06/18/2015	System Maintenance	Our scheduled network maintenance outage will occur on June 18th from 8:00 PM until 12:00 AM. During this time, there will be an impact to internet traffic for all customers for brief intervals.
06/15/2015	File Attachments	Between June 11 and 15 you may have experienced trouble trying to view attached documents, we have fixed this part of the issue. We feel we should have them repaired by 16th. Any that are found not to be there after this time, should be attached again. We apologize for this inconvenience, and again want to stress we are doing everything we can to quickly relocate the files to proper server.

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 6.0 or later).

**NOTE:**

You do not have to be signed up to access the Public Query.

- If you have never signed up for a log in and password, do so now by clicking [here](#) or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.
- You will be notified of your user id and password by email, usually within 72 hours.
- You will then have access to complete your Electronic Submissions online.

**Please Note:** Applications are reviewed only during regular business hours.

**Account**

- Login
- Sign Up

**Aboveground Storage Tanks (ASTs)**

- Do I need to register?
- Do I need to Modify My Tank Registration?
- Registration User's Guide
- Sample Registration

**ESS Guidance**

- Sign Up Guidance
- Security Guidance

**Mining**

- Tour
- General FAQ
- Maps
- eMaps
- Overview

**eDMR Info**

- Users Guide
- FAQ
- File Structure

**Public**

- Query

**Privacy Statement:** We process your personal information as needed to establish and maintain a business relationship with your company. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with laws, including Freedom of Information Act requests. A complete privacy notice is available [here](#) or You can e-mail the WV DEP Privacy Officer at [deprivacyofficer@wv.gov](mailto:deprivacyofficer@wv.gov).

In accordance with West Virginia Code Chapter 20A and the Department of Environmental Protection Privacy Policy, specific information

4. Select yes or no in the drop down box and press continue.

User Login Request - Windows Internet Explorer

 **user login request**

## Welcome To The Registration Process

**NOTE:** You do not have to be signed up to access the Public Query.

The registration process gives you, the user the ability to gain access to the program of your choice. Whether you are a current user wanting to gain access to another program or a new user to the system, just answer the questions for registration. Click on [\(Need help?\)](#), below to better determine how to proceed with the user login process.

Before proceeding, you need to know whether you are requesting a login ID as a "Security Administrator" or not. A **Security Administrator** is an individual from an organization/company that is in charge of a principle business function or who performs similar policy or decision making functions with the authority to sign documents for that organization/company, and also has the authority to authorize existing WV DEP Electronic Submission System (ESS) customers to prepare and review electronic document submittals on behalf of the organization/company.

The **Security Administrator must write a letter on company letterhead** detailing who will have Security Administrator rights within DEP's Electronic Submission System (ESS) for the organization/company ([Click here for Sample letter](#)). The letter must be signed by an authorized company official and attached within the Sign Up process. For more detailed instructions and information, please read the "Sign Up Guidance" and "Security Guidance" located on the main Electronic Submission System page.

The company official appointed as **Security Agent** is in charge of authorizing existing WV DEP Electronic Submission System (ESS) customers to prepare and review electronic document submittals on behalf of the organization/company. This individual will be responsible for not only adding users, but will also be responsible for changing security settings and deactivating users when needed. The Security Agent must be someone with the company.

If you are requesting a user login ID so you can **complete work on behalf of a company or companies**, and are not the company's Security Administrator or Agent, please continue completing this registration. Once registered, contact the company's Security Administrator or Agent to be granted appropriate access to that company in ESS. You will have the same user login ID, regardless of whether you work for one or multiple companies.

Do you already have a user login:  [\(Need help?\)](#)

If you needed to **Sign Up...** tell us if you already have a Login and press **Continue**

100%

5. On this page, you will register and create a login and password.

⇒ Select Water and Waste Management from dropdown menu as DEP office

⇒ Type ePermitting in text box as type of document being submitted through ESS initially.

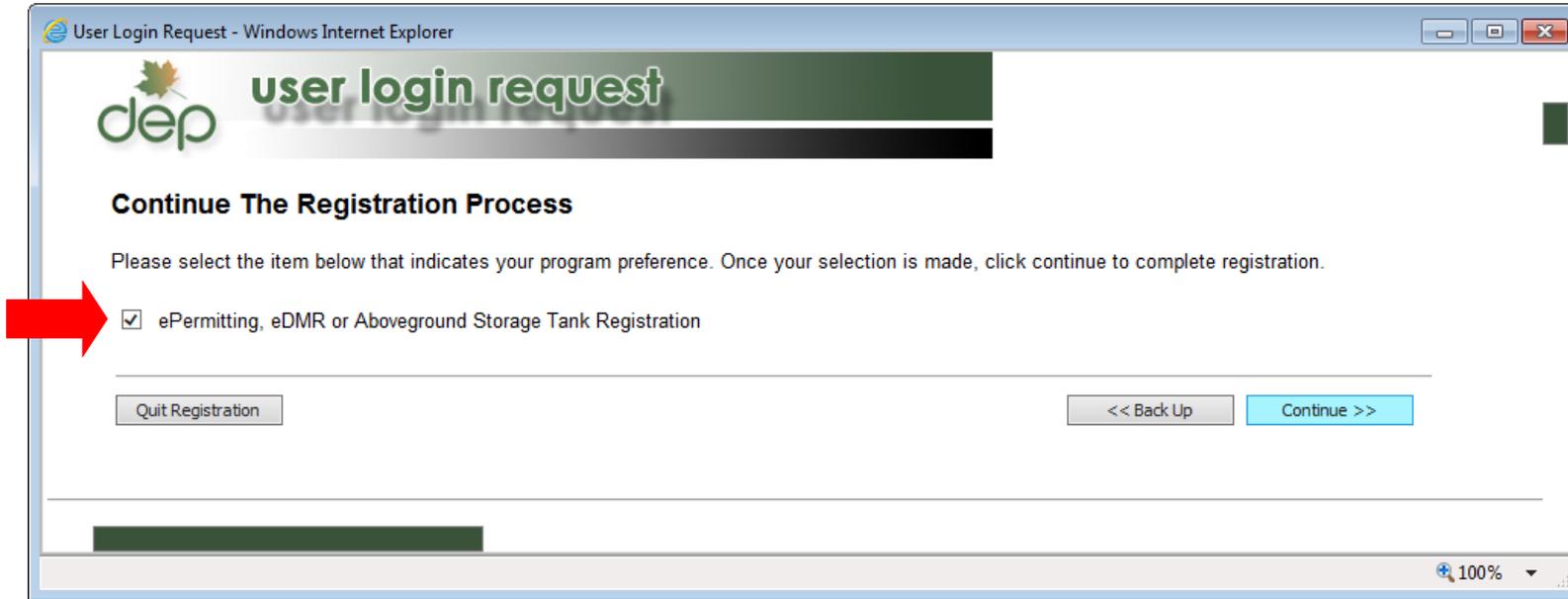
The screenshot shows a web browser window with the URL [https://apps.dep.wv.gov/webapp/\\_dep/LoginRequest/requestlogin.cfm](https://apps.dep.wv.gov/webapp/_dep/LoginRequest/requestlogin.cfm). The page title is "User Login Request" and the DEP logo is visible. The form is titled "Begin The Registration Process" and includes the following fields and instructions:

- Legal Last Name:
- Legal First Name:
- Legal Middle Name (if you do not have one, use N/A):
- Company/Organization (or N/A):
- Address:
- City:
- State:
- Zip Code:
- Telephone:  Ext.
- Email Address:  (system sends your account info here once processed)
- Please select one DEP office (this will not limit you to this office):  (Annotated with: "CLICK... Water and Waste Management from dropdown menu")
- Which type of documents will you be submitting through ESS initially, i.e. mining or water permit application, AST registration, eDMR?:  (Annotated with: "ePermitting")
- Are you going to be the Security Administrator for this Organization/Company or owner of a Sole Proprietorship business?:
- If yes, Security Administrators attach copy of Authorization Letter; Sole Proprietorships attach copy of West Virginia State Tax Department Business Registration Certificate.  No file selected. ([Document Samples](#))
- Secret Question:
- Secret Answer:

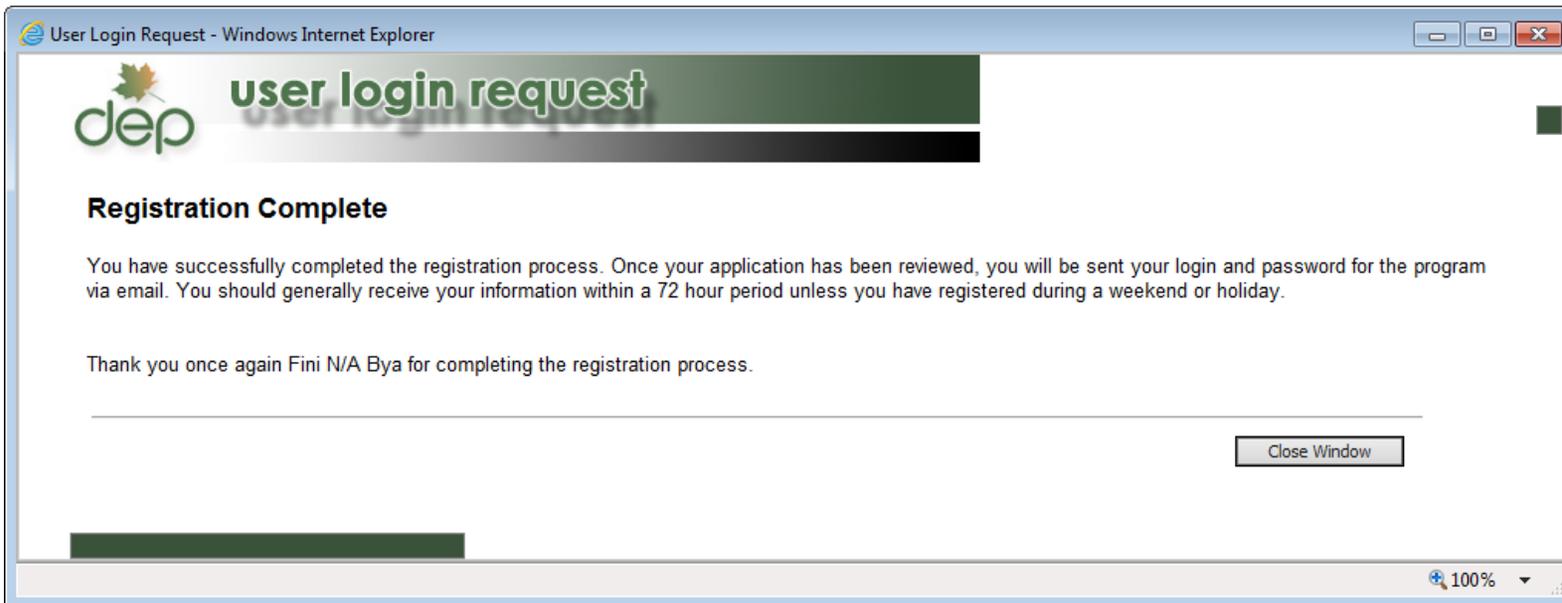
Buttons at the bottom include "Quit Registration" and "<< Back Up" / "Continue >>". An annotation "CLICK—Continue when" points to the "Continue >>" button. A separate annotation box provides an example for the Secret Question and Answer:

Secret Question and answer...  
example:  
Question—first pet?  
answer—flash

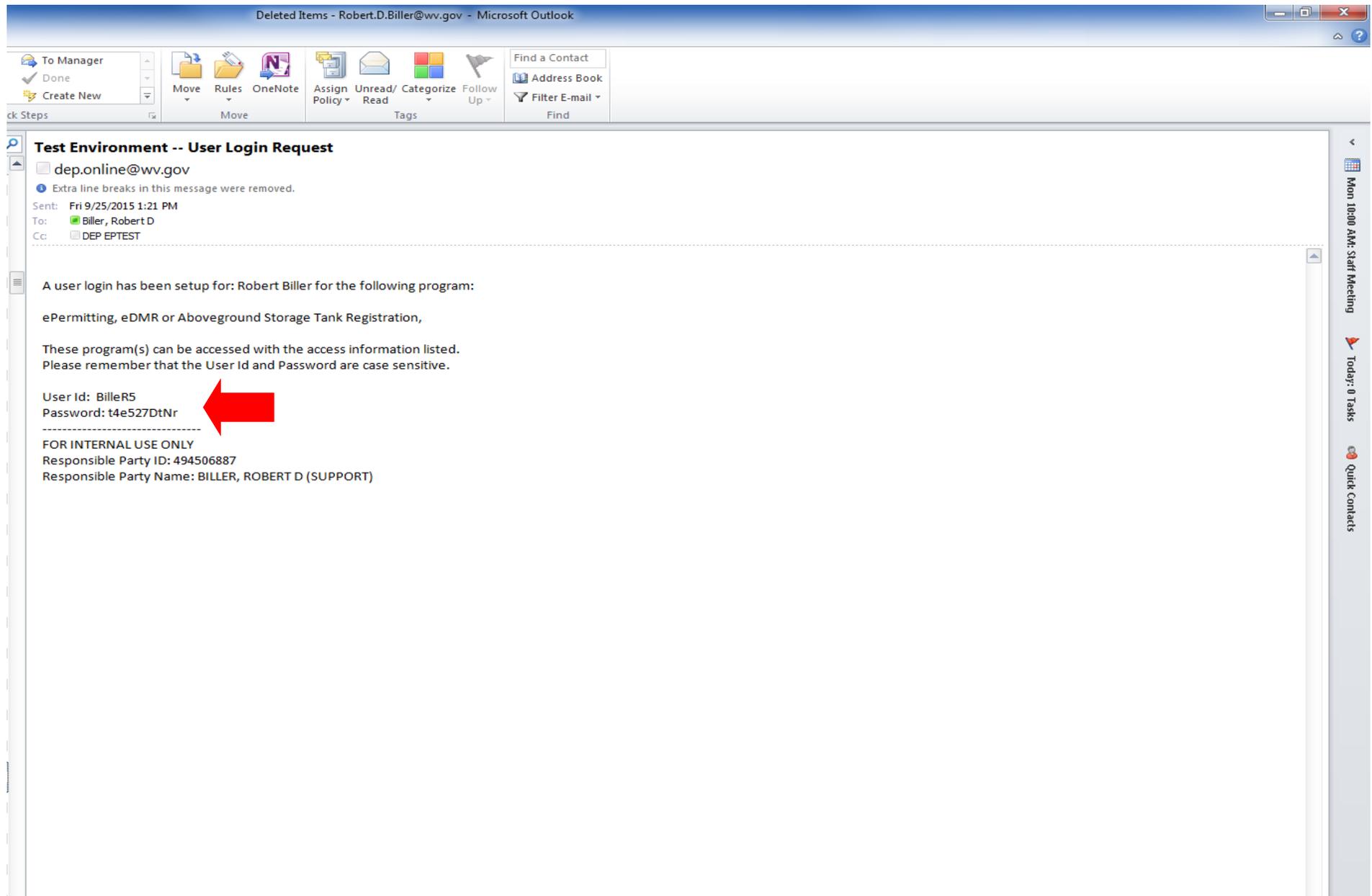
6. Check the box next to “ePermitting, eDMR or Aboveground Storage Tank Registration” and click Continue to submit your login request.



7. Once submitted, you should receive a login and password via email within a 72 hour period.



8. Your login will be sent in an email such as this.



9. Navigate to the login page and sign in.

⇒ You will be asked to change your password if this is your first time logging in.

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Application Login
- Address Bar:** [https://apps.dep.wv.gov/webapp/\\_dep/securearea/Login/Login.cfm?myurl=%2Fwebapp%2Fsecurearea%2FApplication%2Fappstart.cfm](https://apps.dep.wv.gov/webapp/_dep/securearea/Login/Login.cfm?myurl=%2Fwebapp%2Fsecurearea%2FApplication%2Fappstart.cfm)
- Header:** Department of Environmental Protection, State of West Virginia
- Navigation Bar:** Most Visited, Getting Started, Suggested Sites, Web Slice Gallery, Buy Used and New Lu...
- Main Content Area:**
  - Header:** dep logo, Department of Environmental Protection, State of West Virginia
  - Image:** A map of West Virginia with a landscape overlay.
  - Form:**
    - Enter Login Information:**
    - Login:**
    - Password:**
    - Enter Site** button
  - Text:** Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.
  - Link:** [Forgot login or password?](#)

**Footer:**

- Slogan:** "Promoting a Healthy Environment."
- Note:** Please use Microsoft Internet Explorer 6.0 through 9.0
- Date:** Monday October 26, 2015

10. In the Process dropdown menu select New to start a new survey or Continue if returning to complete the survey.

11. In the Office dropdown menu, select Water and Waste Management (OWR).

**NOTE:** Always select this option for the LQU Survey

12. Select your company or your name in the Applicant dropdown menu. (The available choices were generated from the information you provided during the ESS registration.)

13. In the Type dropdown menu, select the option that is most applicable to you:

- ⇒ Water Provider — Supply drinking water to the public.
- ⇒ Oil & Gas — Horizontal well industry.
- ⇒ Industrial Users—All others.

14. The Ref. ID will be the name you create for your survey.

- Ex. Charleston Plant.

15. Once you create a Reference ID, click Create New to get started on the LQU Survey.

This window displays whether your survey has been submitted or is still in progress. Click on the Reference ID or Application Name to continue working on any unfinished surveys.

Applicant Information for Electronic Permitting - Windows Internet Explorer

# west virginia dep electronic submission system

## selection process

Welcome BILLER, ROBERT D (SUPPORT)

Process:

Office:

Applicant:  (Who is this?)

Type:

Ref. ID:

Last 60 days work-in-progress						
Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		test 3 (09/28/2015)	Submitted	09/28/2015
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		Test1 (09/25/2015)	0% completed	
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		494506887 (09/28/2015)	0% completed	
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		test2 (09/25/2015)	20% completed	

Friday October 30, 2015

"Promoting a Healthy Environment."  
Please use Microsoft Internet Explorer 6.0 through 9.0  
Test Environment

https://wwwtest.dep.wv.gov/webapp/\_dep/securearea/application/openDocument.cfm?dep\_id=OWR&app=76800&permit\_id=New/Pending&type=L

## LQU Survey

Each survey is tailored to company purpose. Below is an example of the Water Provider Survey. The main menu displays each section of the survey. Click on the link to any section to take you to that page.

DEP - Review Application - Windows Internet Explorer

**west virginia**  
**electronic submission system**

dep **section list**

Current User: BILLER, ROBERT D (SUPPORT)  
Ref. Id: 494506887 (09/28/2015)  
Status: New

Applicant: BILLER, ROBERT D (SUPPORT)  
Type: LQUWP - Water Provider Survey  
Permit No.: New/Pending

- [Water Provider Survey](#)
- [Water Use Definitions & Questions](#)
- [Surface Water](#)
- [Groundwater](#)
- [Water Provider \(Purchased Water\)](#)

Friday October 30, 2015

"Promoting a Healthy Environment."  
Please use Microsoft Internet Explorer 6.0 through 9.0  
Test Environment

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

Attachments  
Comments  
Activities  
Print  
Progress  
Milestones  
Change Ref Id  
Delete Application  
Request Copy  
Payment Report  
Verify Signature  
Return Home  
Log Out

This icon indicates if a section has been completed. If completed, there will be horizontal lines across the icon.

## LQU Survey

Fill out the information below and mark the section complete at the top of the page before clicking Next. Each page times out at 2 hours, so Save Changes and mark the Section Incomplete if you plan on completing the survey later.

Electronic Application System - Windows Internet Explorer

Current User: BILLER, ROBERT D (SUPPORT)  
Ref. Id: 494506887 (09/28/2015)  
Status: New

Applicant: BILLER, ROBERT D (SUPPORT)  
Type: LQUWP - Water Provider Survey  
Permit No.: New/Pending

Water Provider Survey

Section Complete  Section Incomplete

Reporting Year: 2015

Facility

Facility Information --

Name: [Redacted]  
Mailing Address--  
Street: [Redacted]  
City: [Redacted]  
State: [Redacted] Zip Code: [Redacted]  
Phone: [Redacted] Fax: [Redacted]  
SIC Code: [Redacted]  
NAICS Code: [Redacted]  
Number Employees at Facility: [Redacted]  
Facility FEIN\*\*: [Redacted]

Site of Operation

Facility Physical Address -- Same as above

Street: [Redacted]  
City: [Redacted]  
State: [Redacted] Zip: [Redacted]  
County: [Redacted]

Owner

Owner Address --

Name: BILLER, ROBERT D (SUPPORT)  
FEIN\*\*: [Redacted]  
Street: [Redacted]  
City: [Redacted]  
State: [Redacted] Zip: [Redacted]  
Phone: [Redacted]  
Email: [Redacted]

Company Contact

First Name: [Redacted] Last Name: [Redacted]  
Title: [Redacted]  
Phone: [Redacted]

Fill out the information and when finished CLICK **Section Complete**.  
CLICK **Save Changes**, and then CLICK **Next**.

Save Changes Back Next Print Current Version Reset

Navigator | Menu | Index | Home | Log Out

## LQU Survey

Note:

Make sure that data entered is correct before submitting. Total annual withdraws/discharges will be automatically calculated based on the numbers given.

The screenshot shows the 'Electronic Application System' interface in a Windows Internet Explorer browser. The top navigation bar includes the user information: 'Current User: BILLER, ROBERT D (SUPPORT)', 'Ref. Id: 494506887 (09/28/2015)', and 'Status: New'. The applicant information is also visible: 'Applicant: BILLER, ROBERT D (SUPPORT)'. The main content area is titled 'Surface Water' and contains a form with various input fields and a table for monthly gallons.

**Callout Box 1 (Top):** Click Not Applicable if the section does not apply. All data in the form below will be permanently removed. Remember to click Section complete before continuing to the next page.

**Callout Box 2 (Middle):** If you need to add additional withdraw sites, click the right arrow until the amount of rows you need are displayed. To delete a row, Click the white box next to each row.

**Form Fields:**

- Section Complete / Section Incomplete (radio buttons)
- Not Applicable  NOTE: When checked all data in form(s) below will be permanently removed.
- Surface Water section header
- Intake Name: [Text Field]
- County: [Dropdown]
- Datum: [Dropdown (NAD83)]
- Decimal Latitude\*\*: [Text Field]
- Decimal Longitude\*\*: [Text Field]
- How was location determined?: [Dropdown]
- Water source name: [Text Field]
- Water source type: [Dropdown]
- How did you determine withdrawal?: [Dropdown]
- If calculated, describe how calculated?: [Text Area]
- What is the water used for?: [Text Field]
- \*\* These fields are confidential and will be displayed as Xs when viewed by public.
- Gallons per Month table with fields for January through December.
- Add Row button

**Footer:** ColdFusion Server Developer 9,0,2,282541  
Template: /webapp/\_dep/securearea/application/Templates/GenericSection.cfm  
Time Stamp: 30-Oct-15 09:49 AM  
Locale: English (US)

**Navigation:** Save Changes, Back, Next, Print, Current Version, Reset, Navigator | Menu | Index | Home | Log Out

## LQU Survey

Once all sections are marked complete, you will be able to submit your application. After the survey has been submitted, no further changes can be made.

DEP - Review Application - Windows Internet Explorer

# west virginia dep electronic submission system

## section list

Current User: BYA, FNISTES B (SUPPORT)      Applicant: BYA, FNISTES B (SUPPORT)  
Ref. Id: 123456 (10/07/2015)      Type: LQU - Oil and Gas Operator  
Status: New      Permit No.: New/Pending

- General Information
- Surface Water Withdrawal
- Groundwater
- Water Provider (Purchased Water)
- Water Usage Locations

**SUBMIT APPLICATION**

Monday November 09, 2015

"Promoting a Healthy Environment."  
Please use Microsoft Internet Explorer 6.0 through 9.0  
**Test Environment**

The items listed to the right make up the application.

Notice that all of the icons have horizontal lines running across. This means the section is complete. To submit the application, click Submit Application and click Submit again when the next window appears.

Electronic Application System - Mozilla Firefox  
https://epermit.dep.wv.gov/webapp/\_dep/securearea/application/Templates/GenericModule.cfm

Current User: BYA, FNISTES B (SUPPORT)  
Ref. Id: Bya - IWS 2015 (12/10/2015)  
Status: New

Applicant: BYA, FNISTES B (SUPPORT)  
Type: LQU - Industrial Water Survey  
Permit No.: New/Pending

F. POTW - Water Discharge

Section Complete  Section Incomplete

Activities Attachments Comments Instructions

Complete a POTW - Water Discharge form for each POTW discharge point. Click the Add button below the form to add another instance of the page to complete.

Not Applicable  NOTE: When checked all data in form(s) below will be permanently removed.

POTW - Water Discharge

POTW Name: [Redacted]  
Datum: NAD83  
Decimal Latitude\*\*: [Redacted] Decimal Longitude\*\*: [Redacted]  
If you need assistance with obtaining location coordinates, you can link to Google Maps here.  
How was location determined? [Redacted]

\*\* These fields are confidential and will be displayed as Xs when viewed by public.

Gallons per Month

January: [Redacted]	February: [Redacted]	March: [Redacted]
April: [Redacted]	May: [Redacted]	June: [Redacted]
July: [Redacted]	August: [Redacted]	September: [Redacted]
October: [Redacted]	November: [Redacted]	December: [Redacted]

Add 1 row

Save Changes Back Next Print Current Version Reset

Navigator | Menu | Index | Home | Log Out

This is a page from the LQU Industrial User survey, this is for Discharge sites. Discharge pages include POTW, Stream, Private Reservoir, Public Lake, and Underground Injection Well. They all appear basically the same way. Click "Add Row" for multiple Discharge sites.

Electronic Application System - Mozilla Firefox  
https://epermitt.dep.wv.gov/webapp/\_dep/securearea/application/Templates/GenericModule.cfm

Current User: BYA, FNIISTES B (SUPPORT)      Applicant: BYA, FNIISTES B (SUPPORT)  
Ref. Id: Fini Bya - LQU Report 2015 (12/09/2015)      Type: LQU - Oil and Gas Operator  
Status: New      Permit No.: New/Pending

E. Water Usage Locations

Section Complete    Section Incomplete

Activities    Attachments    Comments    Instructions

For each withdrawal location (as listed in the previous forms), provide a list of well pad names and the location where the water was used.

Withdrawal Location Name - Well Pad and County

Withdrawal Location Name:

Well Pad Name:

Well Pad Location--

County:     Datum:

Decimal Latitude\*\*:     Decimal Longitude\*\*:

How was location determined?

\*\* These fields are confidential and will be displayed as Xs when viewed by public.

This page is from the LQU Oil & Gas survey, the last page. This page is for the well pad location. You will need to give a well pad location for every withdrawal site from the dropdown menu. The withdrawal locations on this dropdown menu will list all the withdrawal sites you previously entered in the survey. For example: If you had two well withdrawal sites and one surface water withdrawal site = you will need three well pad locations. It is simple to add well pad locations, just click "Add Row" until you have three total well pad sites to match your three withdrawal sites.

Save Changes    Back    Next    Print    Current Version    Reset

Navigator | Menu | Index | Home | Log Out