WEST VIRGINIA
LARGE QUANTITY USERS

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

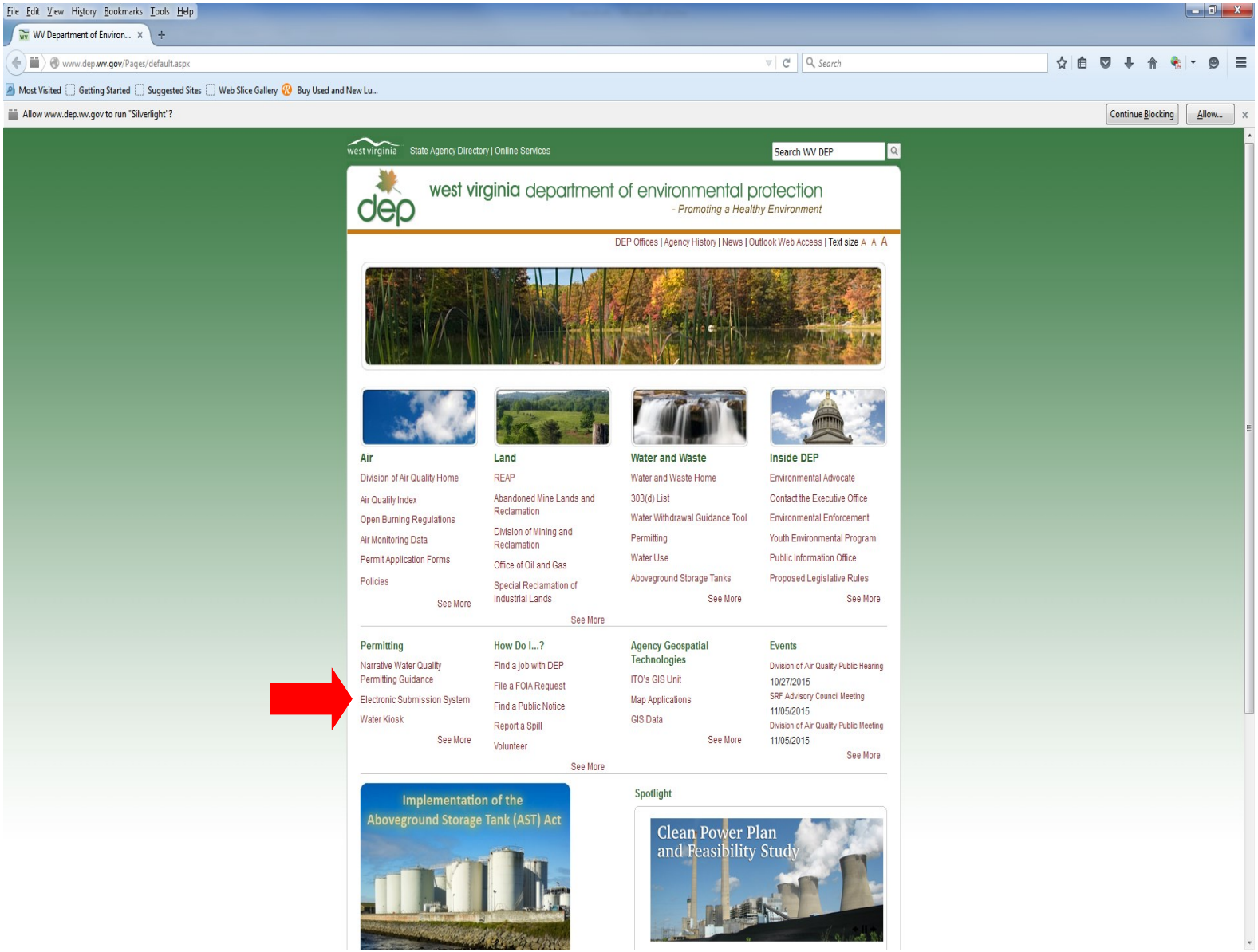
Contact
Brian Carr
Phone: (304) 926-0499 x1757
Fax: (304) 926-0452
E-mail: Brian.A.Carr@wv.gov

Registration Process

1. Go to the following link:

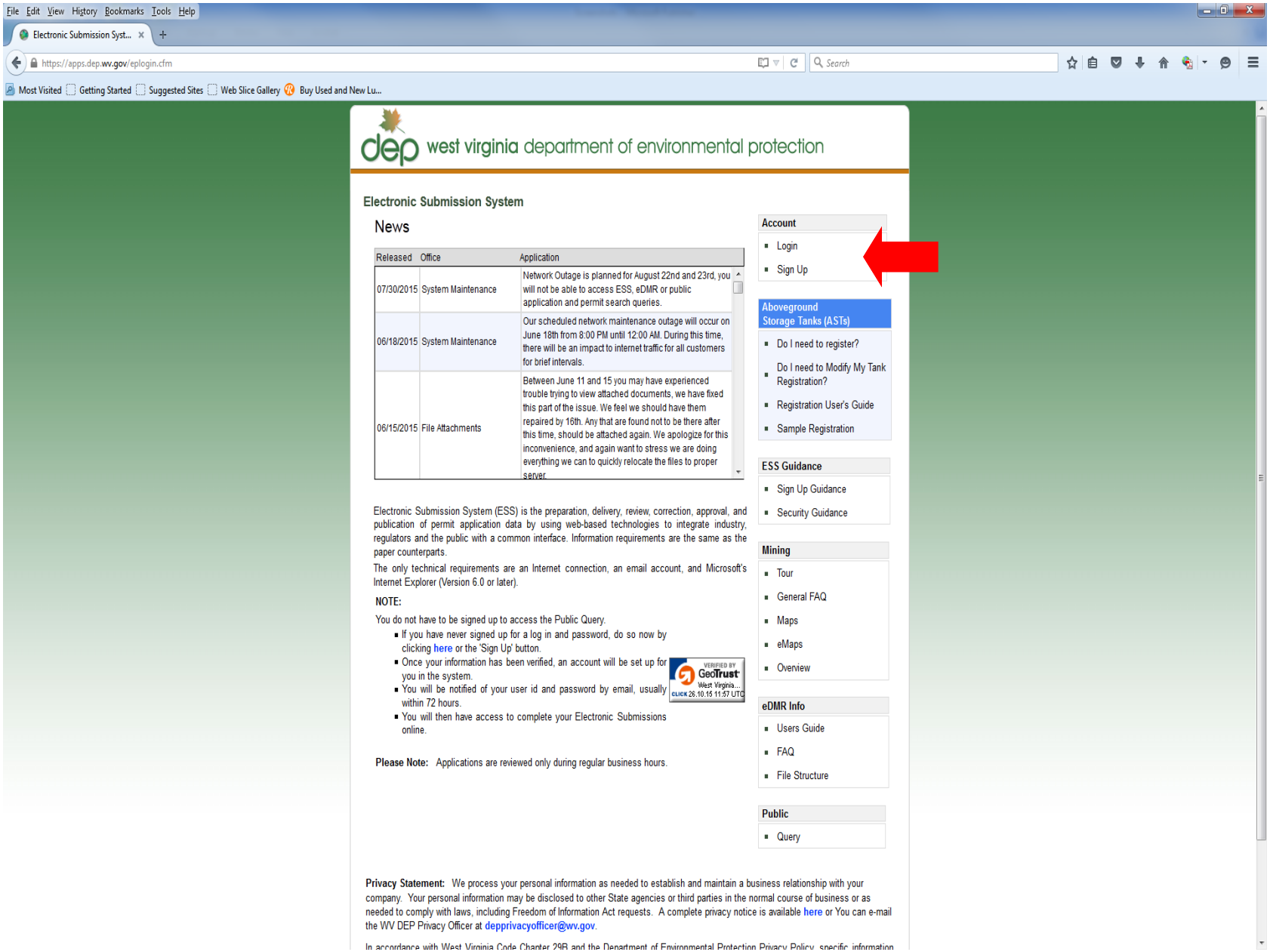
   ⇒ www.dep.wv.gov

2. Click Electronic Submission System (ESS) under Permitting.

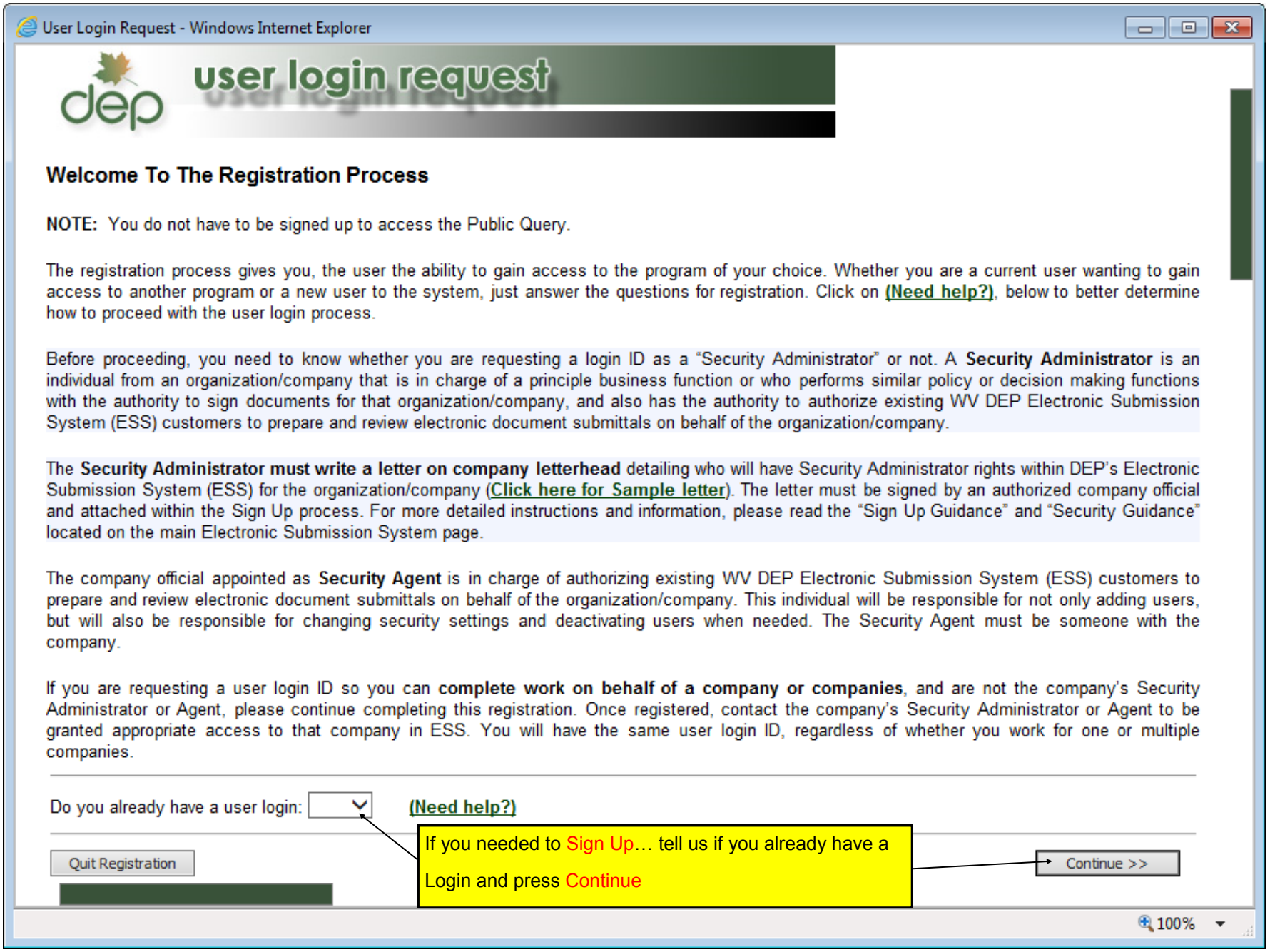


3. Sign Up if you have never registered in ESS.

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



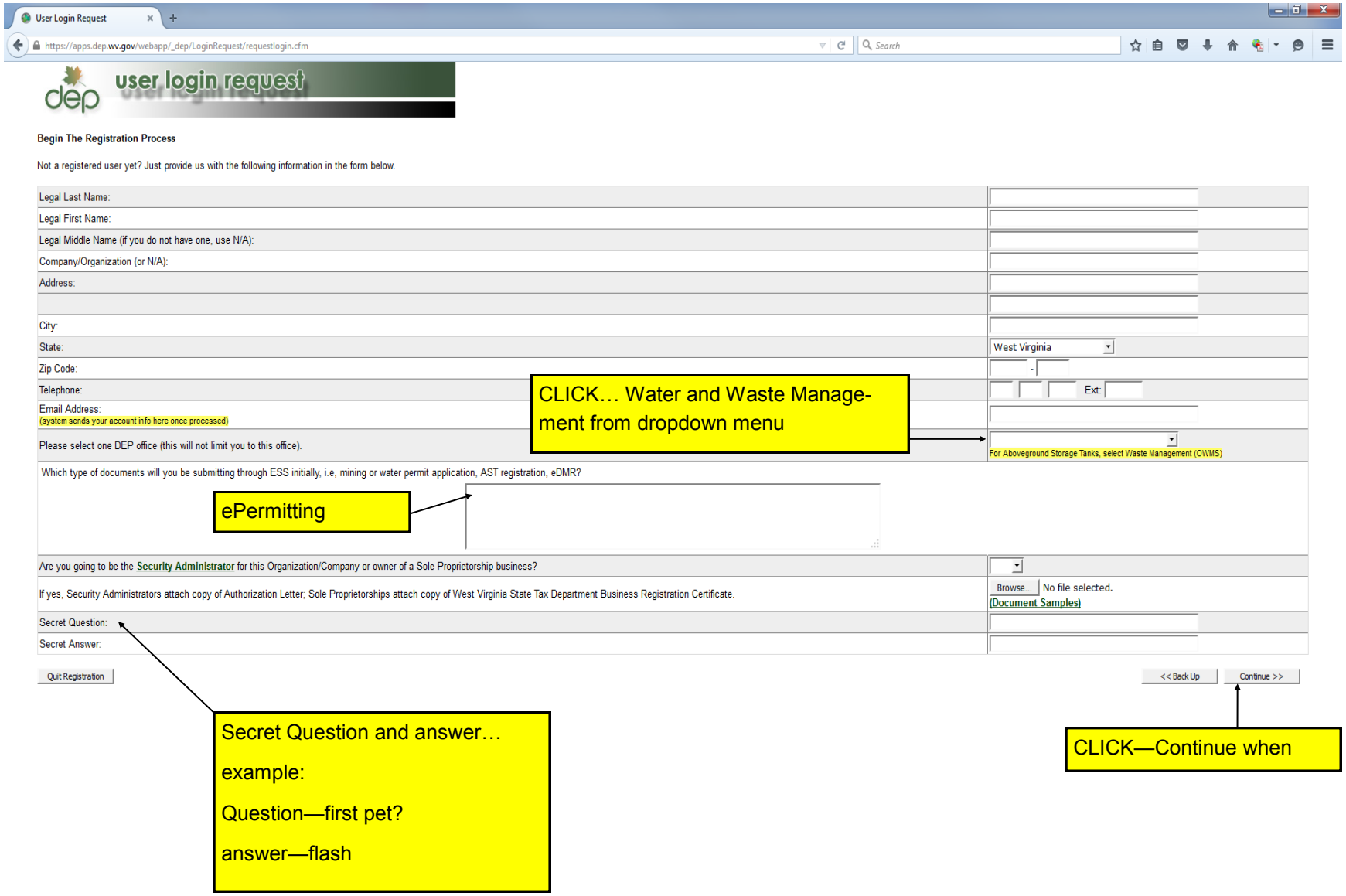
4. Select yes or no in the drop down box and press continue.



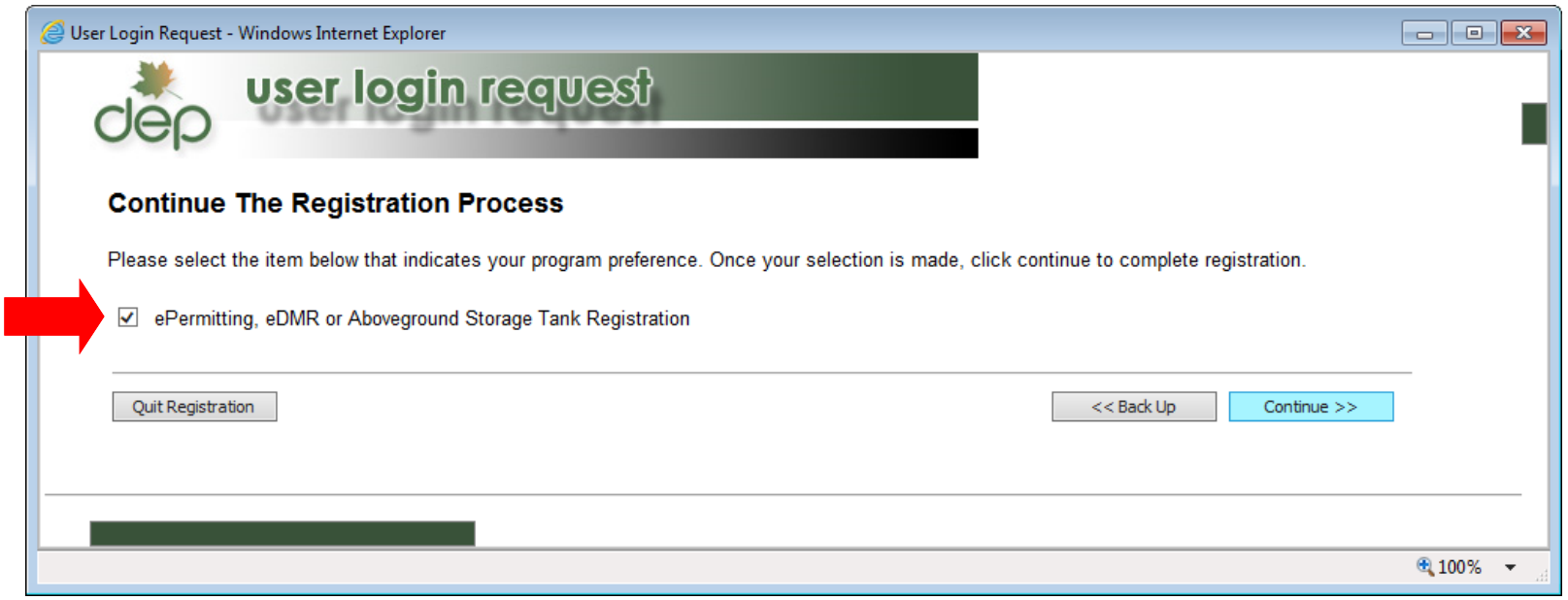
5. On this page, you will register and create a login and password.

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

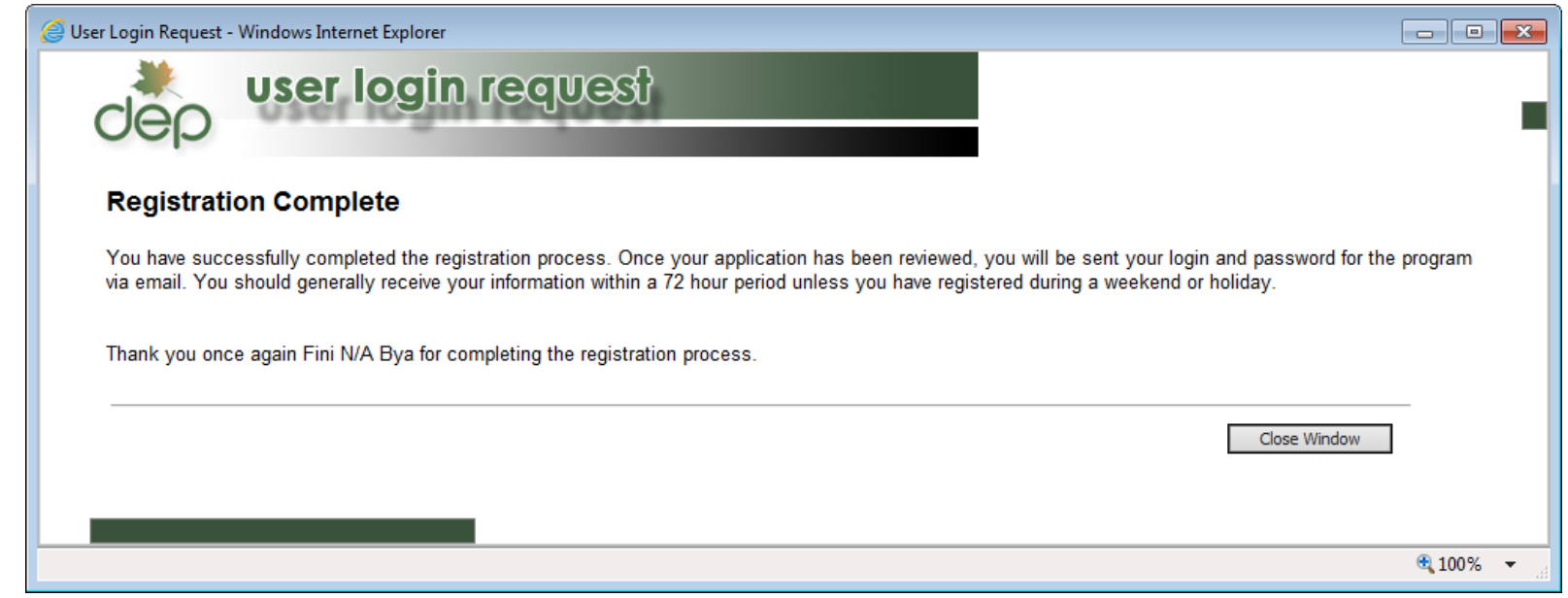
   ⇒ Type ePermitting in text box as type of document being submitted through ESS initially.



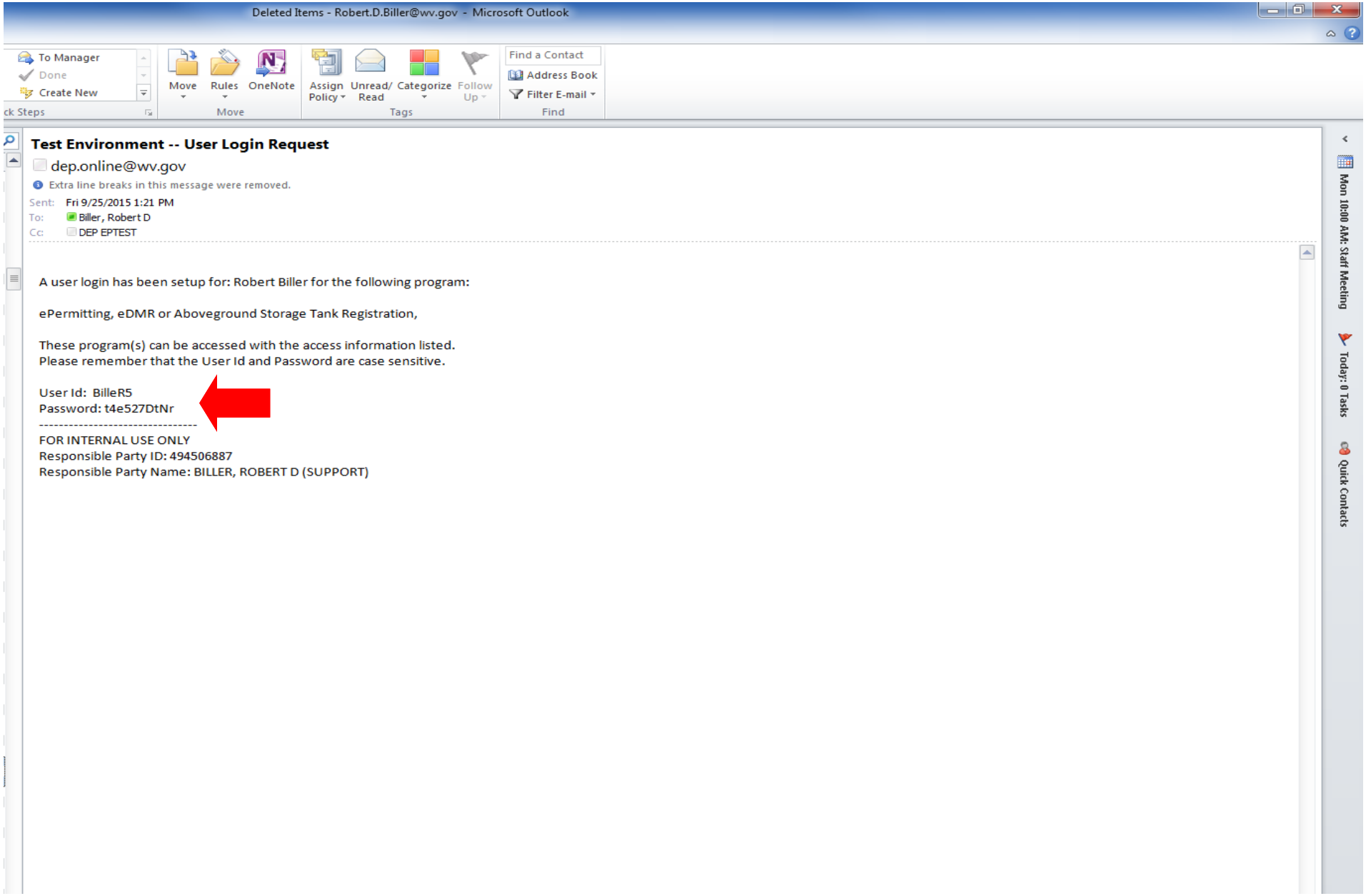
6. Check the box next to “ePermitting, eDMR or Aboveground Storage Tank Registration” and click Continue to submit your login request.



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

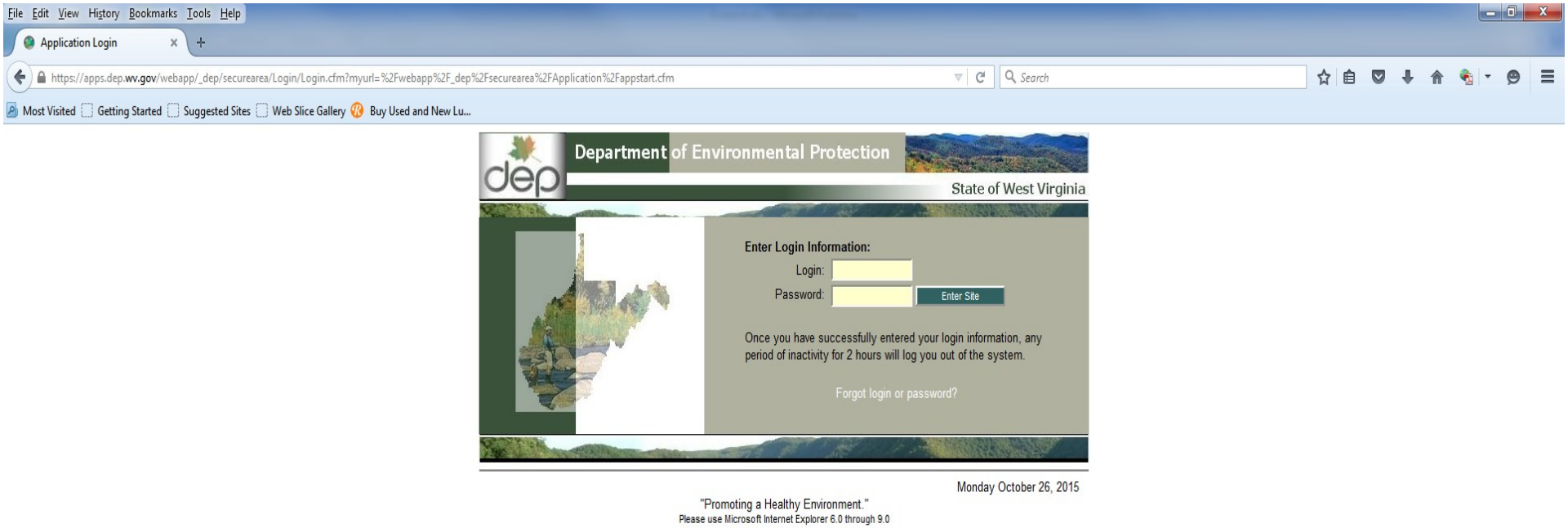


8. Your login will be sent in an email such as this.



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.

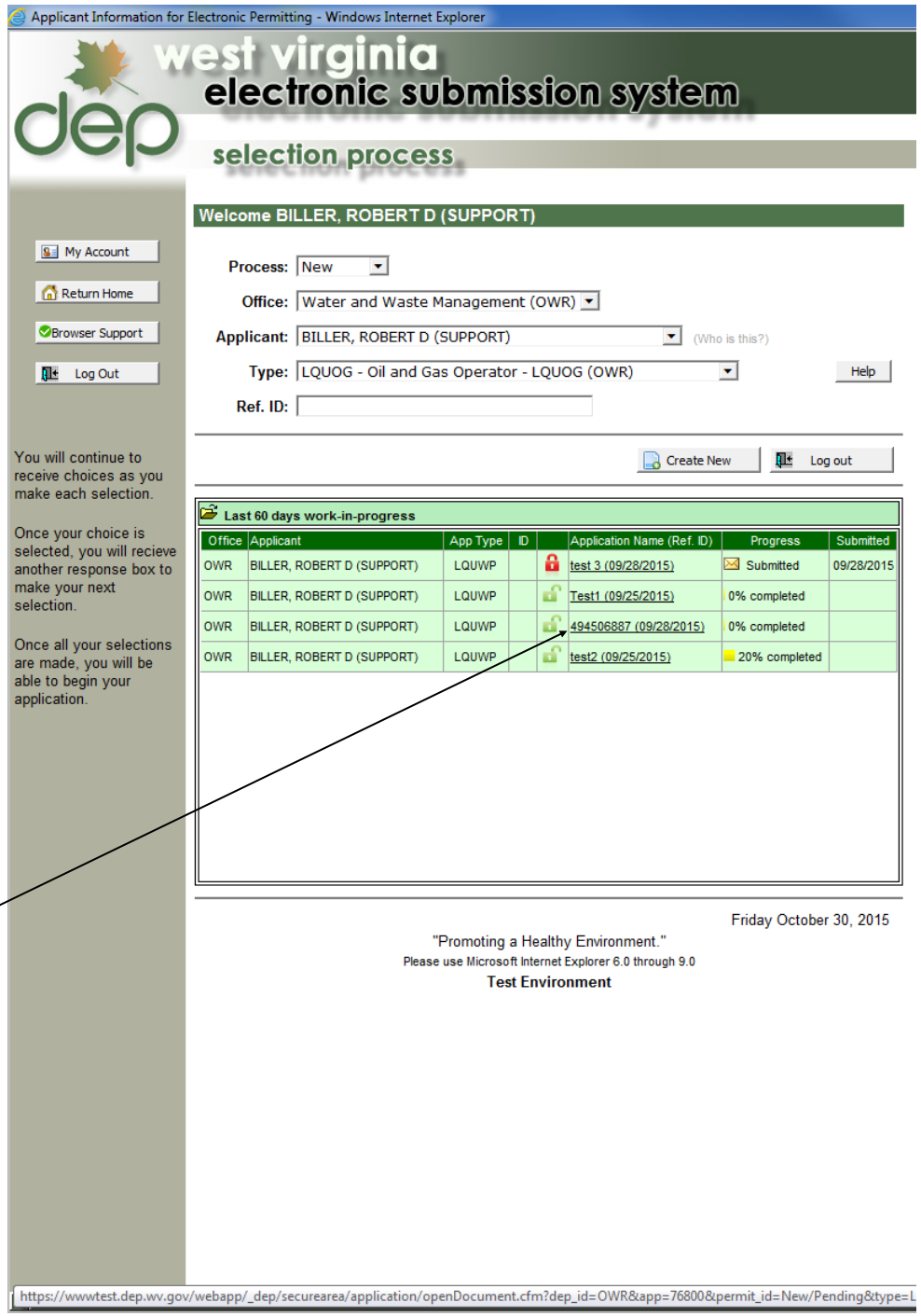


10. In the Process dropdown menu select New to start a new survey or Continue if returning to complete the survey.
11. In the Office dropdown menu, select Water and Waste Management (OWR).

NOTE: Always select this option for the LQU Survey

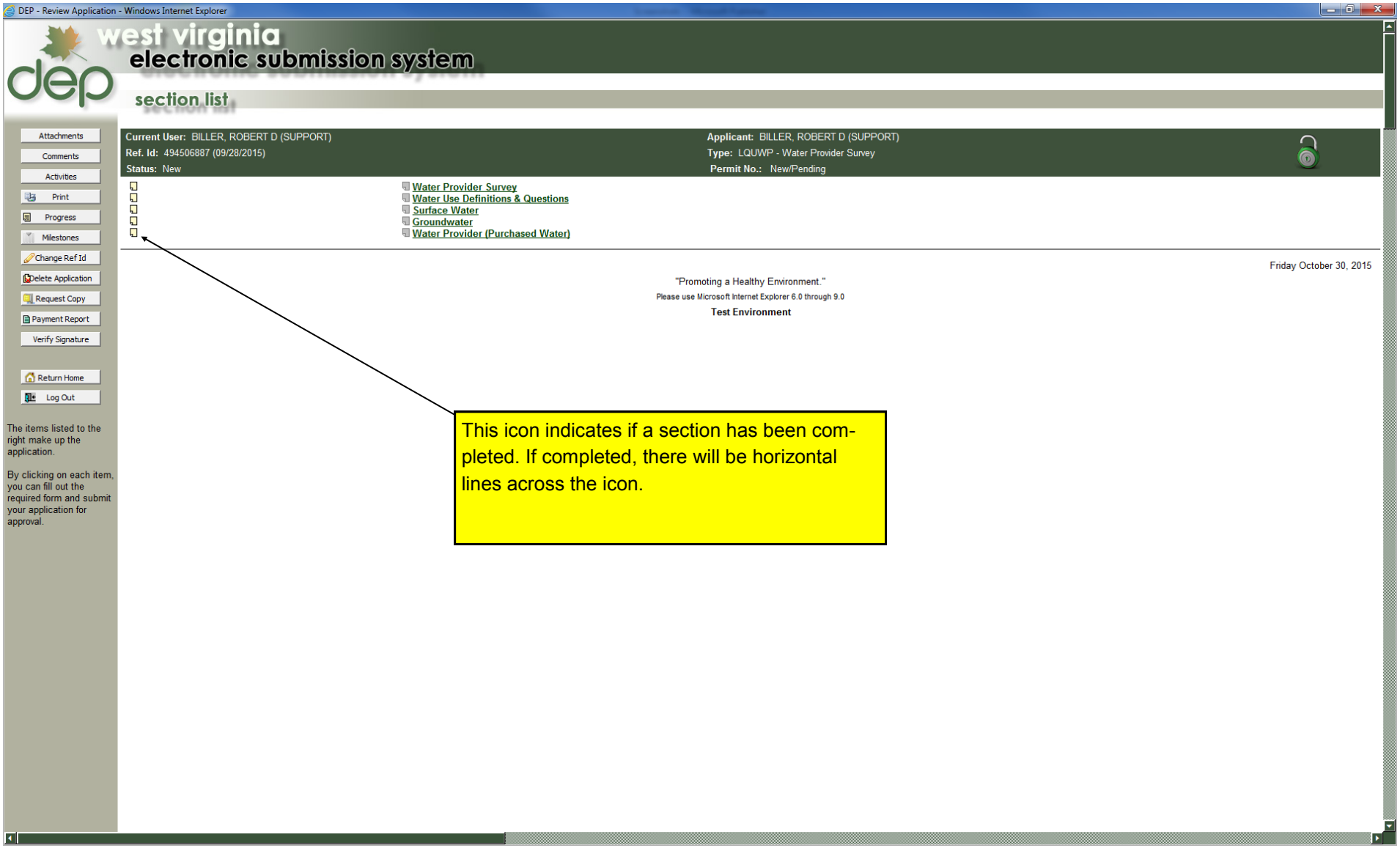
12. Select your company or your name in the Applicant dropdown menu. (The available choices were generated from the information you provided during the ESS registration.)
13. In the Type dropdown menu, select the option that is most applicable to you:
    - ⇒ Water Provider — Supply drinking water to 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.



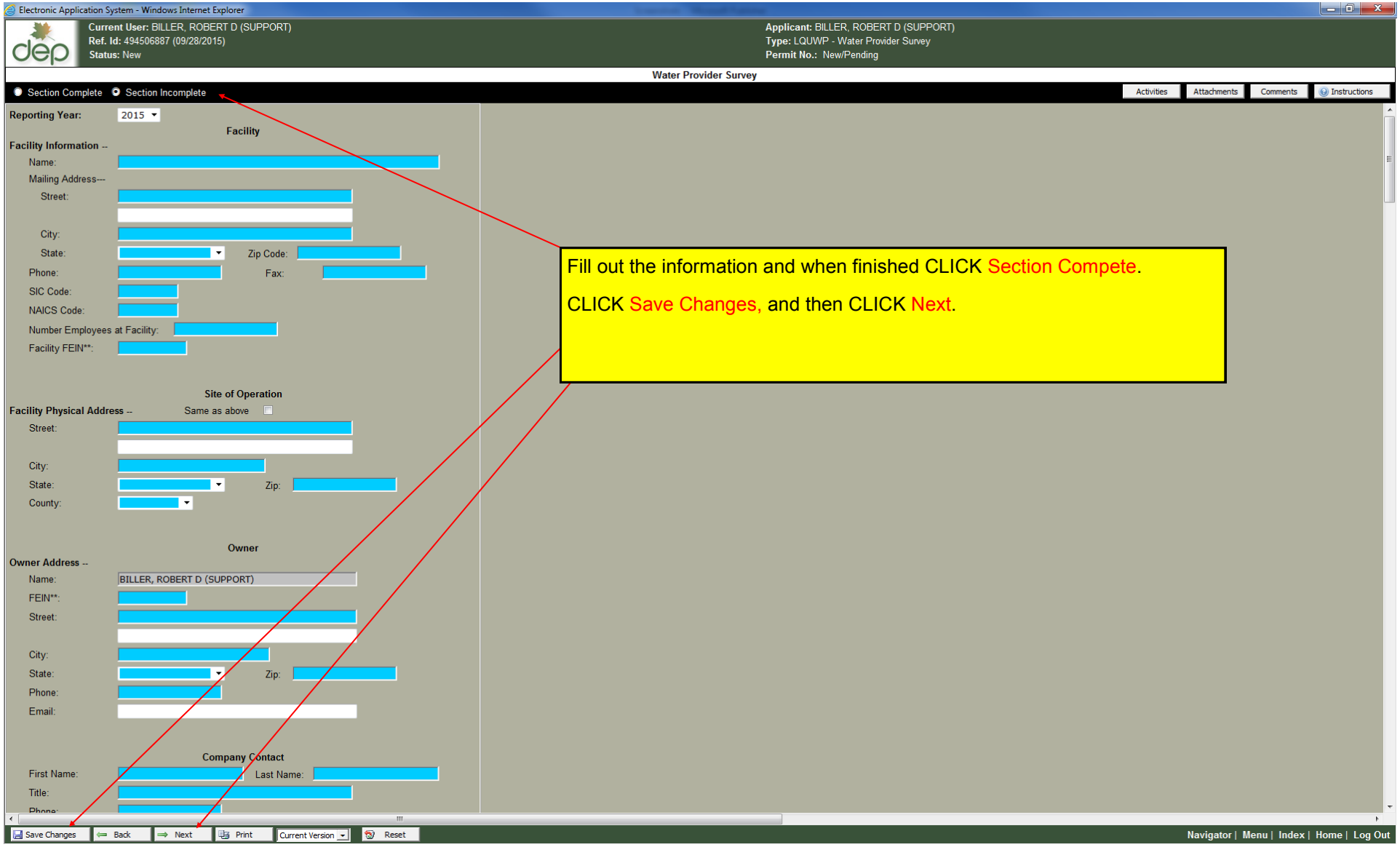
LQU Survey

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.



LQU Survey

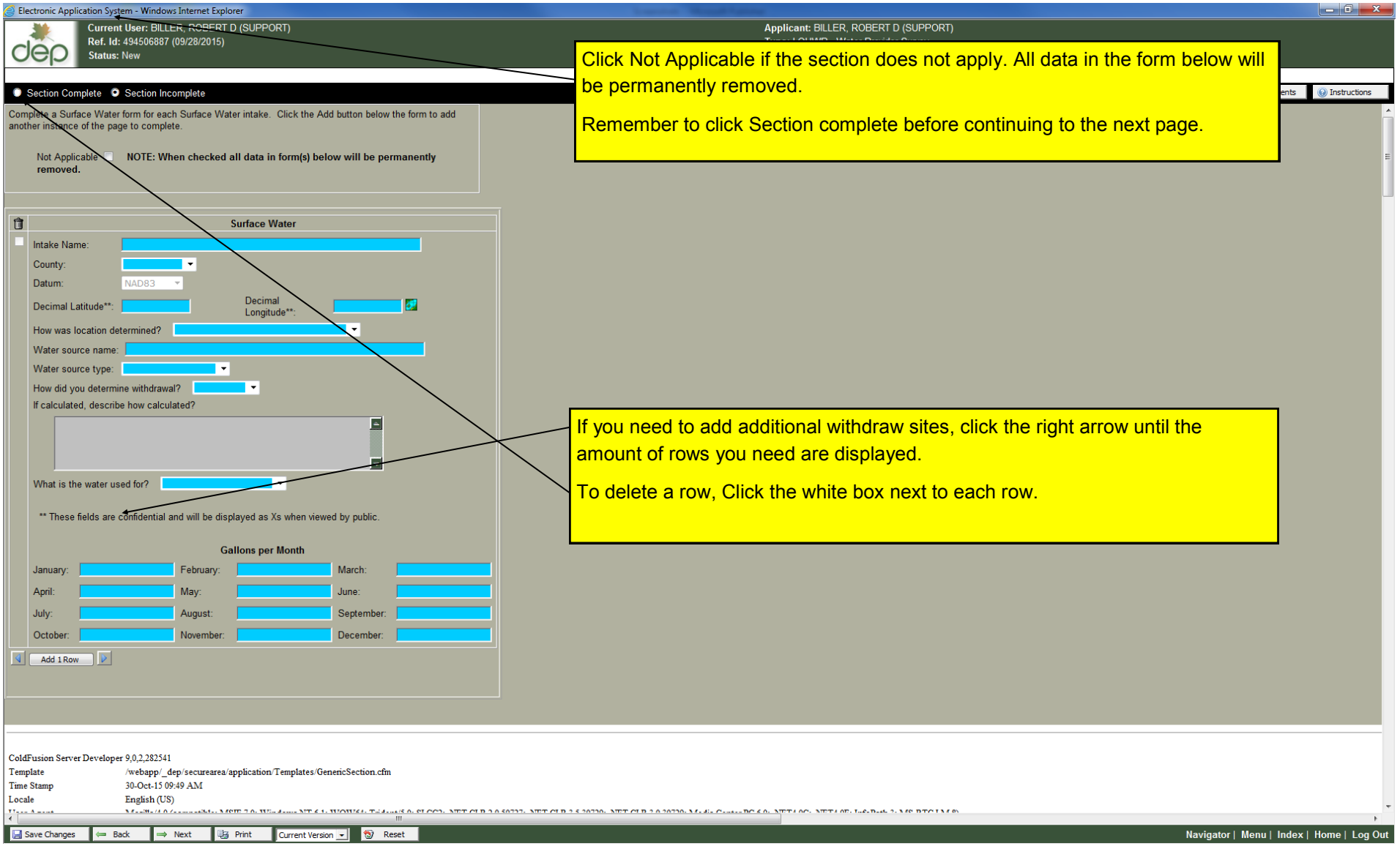
Fill out the information below and mark the section complete at the top of the page before clicking Next. Each page times out at 2 hours, so Save Changes and mark the Section Incomplete if you plan on completing the survey later.



LQU Survey

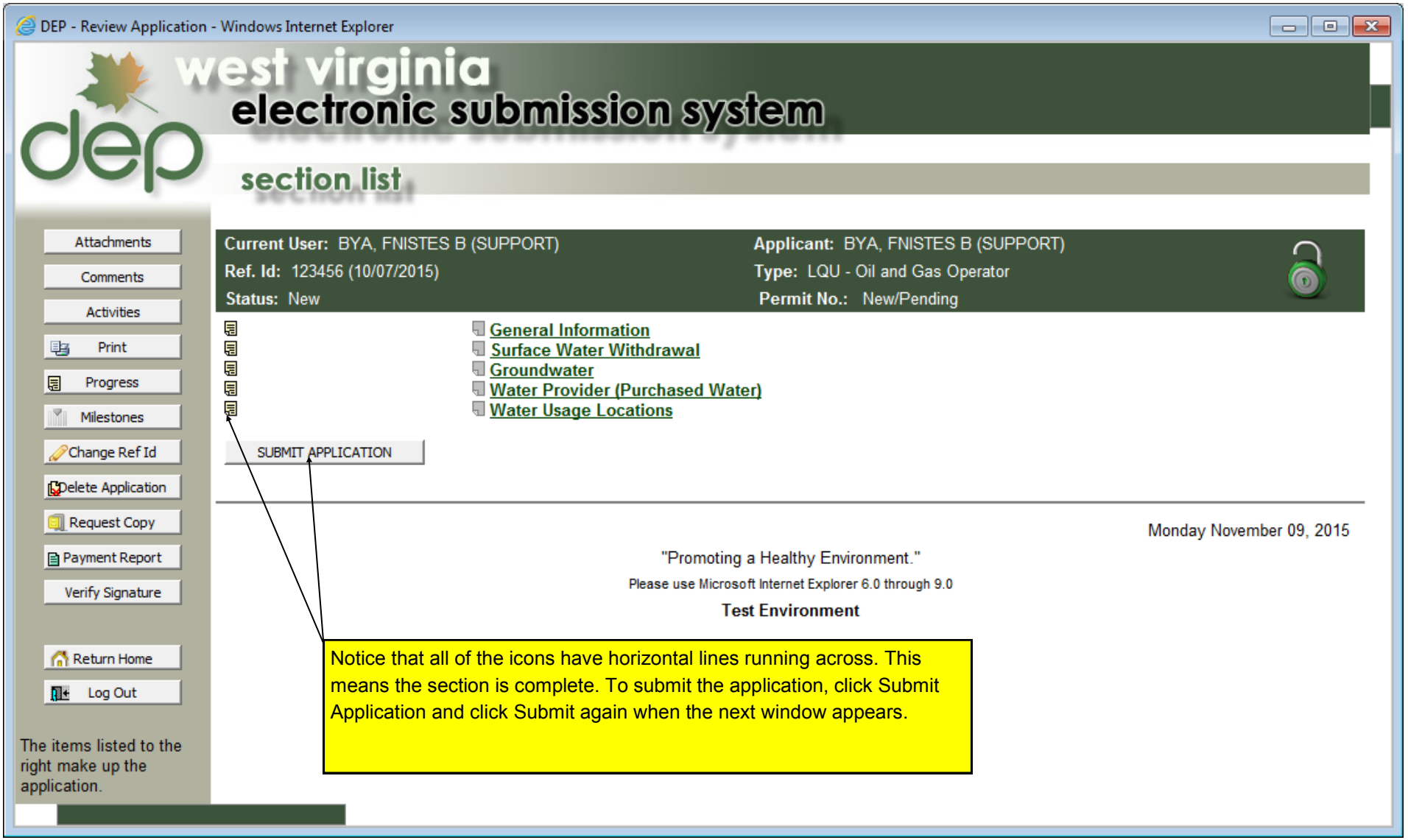
Note:

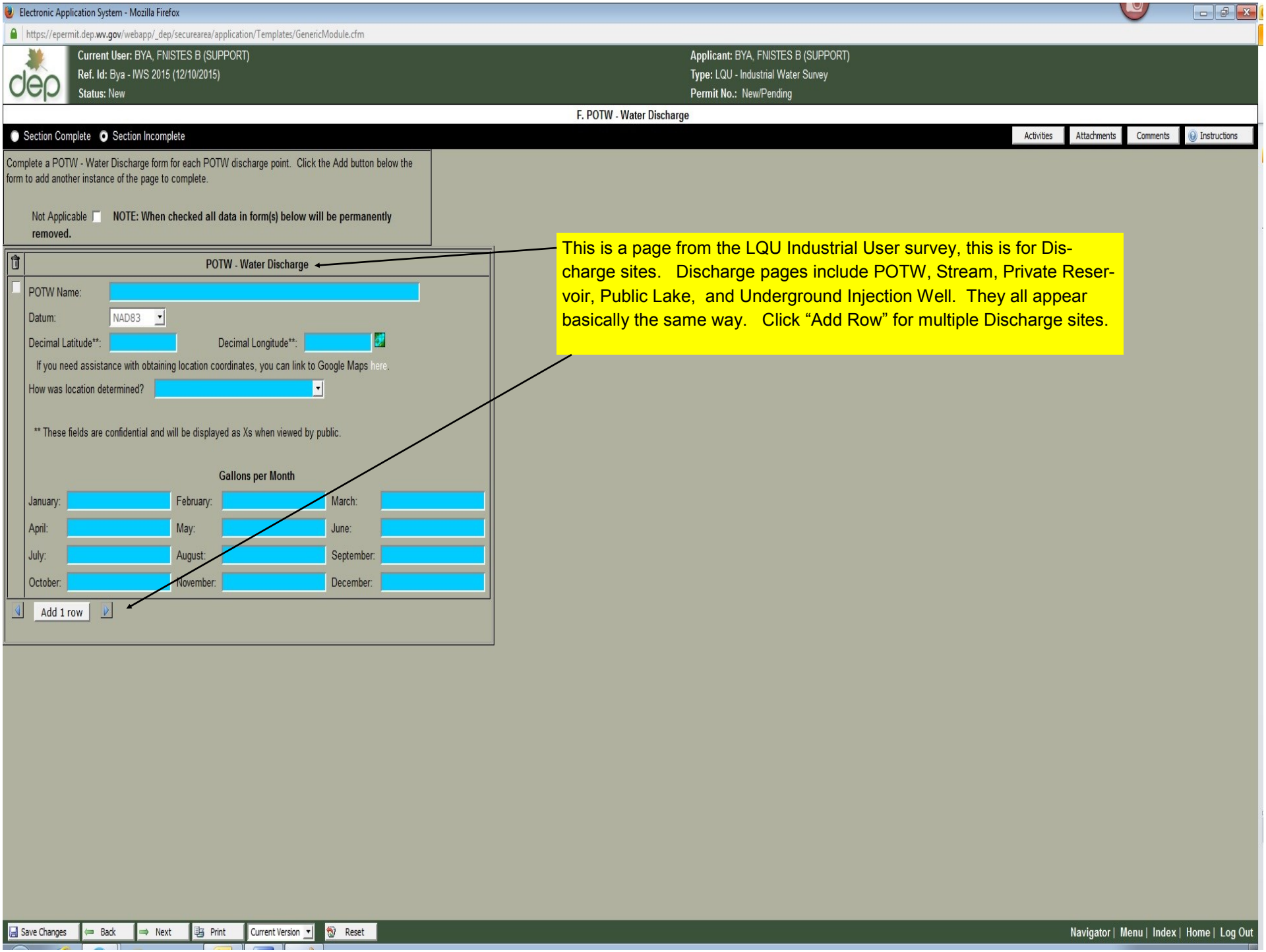
Make sure that data entered is correct before submitting. Total annual withdraws/discharges will be automatically calculated based on the numbers given.



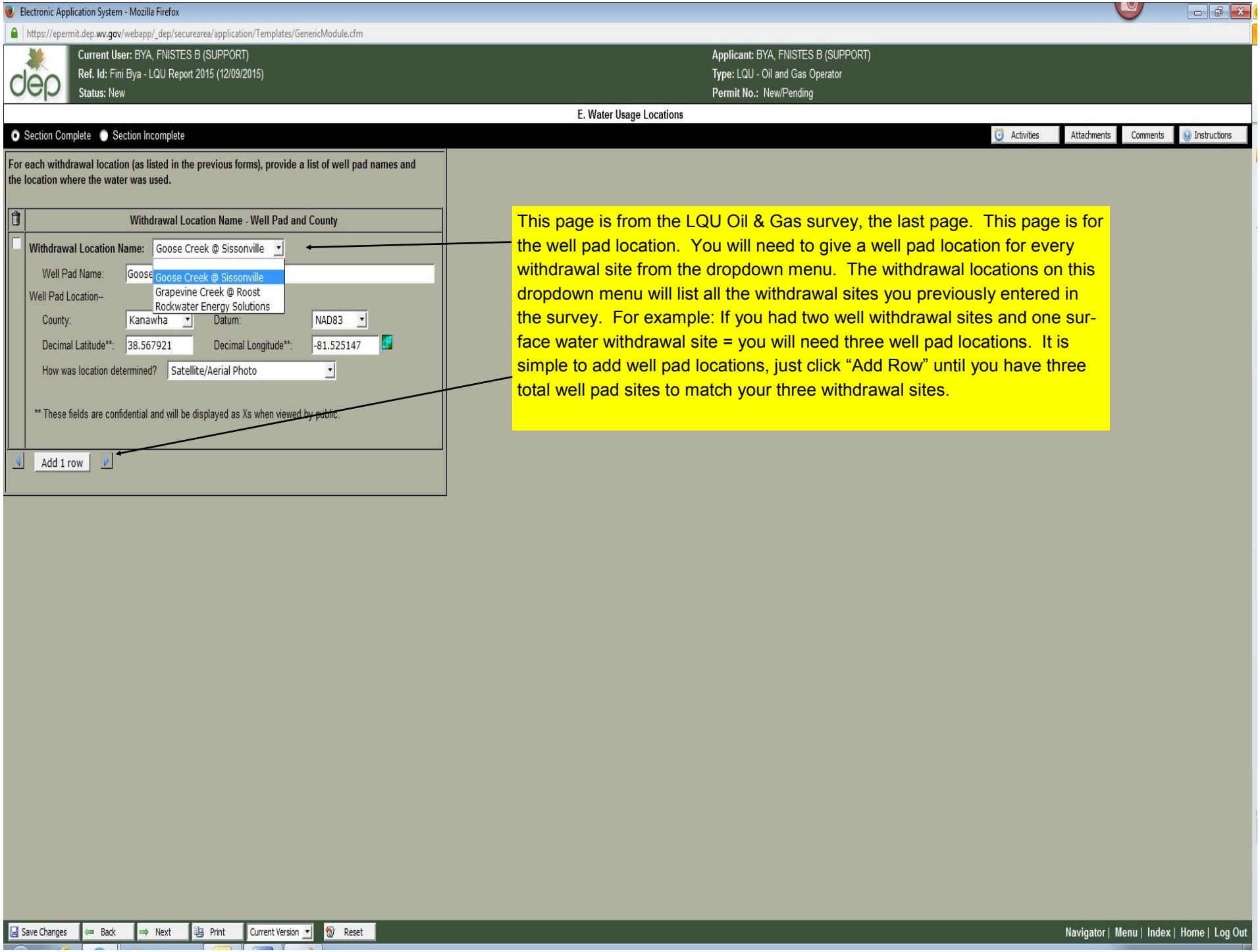
LQU Survey

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.





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.



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.