


## SME90 – Ground/Surface Water Monitoring eForm User Guide

**IMPORTANT:** This eForm using live data from the Surface Mining Information System (SMIS). Therefore, if you do not see a facility id associated with a specific permit, then the facility ID is not located within SMIS. If the facility id has been previously approved in a permitting action, then ensure that you provide action in which this point was approved to **Thomas Barbour** with the Division of Mine Permits. monitoring points may not be approved via the SME-90 application. Monitoring points may only be modified and/or approved through the Division of Mine Permits and through a permitting action.

This eForm works best with either Chrome or Firefox.

### Section I – Entity & Permit Number Information

An “\*” it means that the field is required to be completed. A small question mark  indicates a help tool; hovering over the tool will display a description.

Section I - Entity & Permit Number Information	
Entity Number(*) Entity Number	Region(*) ▼
Quarter(*) ▼	Year(*) ▼

The Entity Number and the Region drives the eForm and are directly tied together. Enter your Entity ID into the “Entity Number” filed and press ENTER on your keyboard.

If an invalid Entity ID is entered no regional offices will display in the “Region” drop down.

Section I - Entity & Permit Number Information	
Entity Number(*) 000001	Region(*) ▼

Once a valid Entity ID is entered two things occur:

1. The regional office drop-down will filter and only display counties where there are active permits associated with the entity ID;
2. The company associated with the Entity ID will auto populate Section II of the SME90

Section I - Entity & Permit Number Information			
Entity Number(*) 012761	Region(*) MIDDLESBORO	Quarter(*) ▼	Year(*) ▼
Section II - Company Information			
Company Name(*) PINNACLE COAL CORPORATION	Telephone(*) (606) 248-2215	eMail Address(*) INCFOUR@BELL.SOUTH.NET	
Company Address(*) 700 N NINETEENTH ST	City(*) MIDDLESBORO	State(*) KY	Zip Code(*) 40965

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Once a region is selected, Section V of the SME90 populates with all permits and active Stations associated with both the Entity ID and Region

Section I - Entity & Permit Number Information

Entity Number(\*)  
012761

Region(\*)  
MIDDLESBORO

Section V - Ground Water

Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	G1		36.6175	-83.713890		

Section V - Surface Water

Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	2		36.618610	-83.710830		
	8078032	B070		36.842780	-83.497780		

**IMPORTANT: Only permits and associated Station Numbers where parameter data is required are displayed. Non-Disturbed (ND) permits are not displayed since data is not required for these sites.**

The Quarter drop down lists the four different periods in which data must be submitted to DMRE.

Quarter(\*)

- 1st Quarter
- 2nd Quarter
- 3rd Quarter
- 4th Quarter

Select the reporting year in the drop down

Year(\*)

- 2018
- 2017

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## Section II – Company Information

The company information section will auto populate with data from the Surface Mining Information System (SMIS) that is associated with the Entity ID entered in Section I. If no data displays here than you are not entering a valid entity ID number.

Section II - Company Information			
Company Name(*) <input type="text"/>	Telephone(*) <input type="text"/>	eMail Address(*) <input type="text"/>	
Company Address(*) <input type="text"/>	City:(*) <input type="text"/>	State:(*) <input type="text"/>	Zip Code:(*) <input type="text"/>

## Section III – Lab Information

Note that the Laboratory ID field is grayed out. Selecting the drop-down arrow on Laboratory Name field will display all the active water labs in SMIS. Enter scroll and click on the lab or start typing in the name in the “Laboratory Name” field and select.

Section III - Water Lab Information			
2.1 List the name and address of the laboratory which will perform required testing of water samples:			
Laboratory ID:(*) <input type="text"/>	Laboratory Name(*) <input type="text"/>	Mailing Address(*) <input type="text"/>	
City:(*) <input type="text"/>	<div style="border: 1px solid gray; padding: 2px;"><input type="text" value="BIO-CHEM TESTING INC"/> ▼</div>	<input type="text"/>	
<b>Section IV - Contact Information</b>			
Contact First Name:(*) <input type="text"/>	<div style="border: 1px solid gray; padding: 2px;">ACCLAB (MINIARD ENTERPRISES) ALCHEMY ENGINEERING ASSOCIATES AND H2O LABORATORIES INC AMERICAN MATERIALS ANITECH LABORATORY APPALACHIAN CONSTRUCTION AND ENVIRONMENTAL SERVICES LLC APPALACHIAN ENVIRON TECH. APPALACHIAN FIELD SERVICES CO INC APPALACHIAN STATES ANALYTICAL LLC AQUATIC LABORATORIES LLC AQUATIC RESOURIENCES MANAGEMENT, LLC AQUATIC RESOURCES MANAGEMENT, LLC AQUATIC RESOURCES MANAGEMENT, LLC ASSOCIATED ENGINEERS INC <b>BIO-CHEM TESTING INC</b> BLACKBURN CONTRACTING, INC. BLACKSTONE LAB INC BLUEGRASS ENVIRONMENTAL LABORATORY INC BOCOOK ENGINEERING BROOKS ENVIRONMENTAL LAB INC</div>		
Address:(*) <input type="text"/>	<input type="text"/>		Zip Code:(*) <input type="text"/>
Telephone(*) <input type="text"/>	<input type="text"/>		
<b>Section V - Ground Water</b>			

Once a laboratory name is selected the remaining water lab information fields will populate

Section III - Water Lab Information			
2.1 List the name and address of the laboratory which will perform required testing of water samples:			
Laboratory ID:(*) <input type="text" value="191"/>	Laboratory Name(*) <input type="text" value="BIO-CHEM TESTING INC"/>	Mailing Address(*) <input type="text" value="5 WEATHERRIDGE DRIVE"/>	
City:(*) <input type="text" value="HURRICANE"/>	State:(*) <input type="text" value="WV"/>	Zip Code:(*) <input type="text" value="25526"/>	

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## Section IV – Contact Information

The contact information section is required to be completed. If there are issues with the submittal of the application the contact listed below is the first point of contact.

Section IV - Contact Information			
Contact First Name:(*) First Name	M.I.: MI	Contact Last Name:(*) Last Name	Telephone(*) _ - _ - _
Address:(*) Address	City:(*) City	State:(*) ▼	Zip Code:(*) Zip

## Section V – Ground and Surface Water Data Entry

Section V is directly linked with the Entity ID and Region selected in Section I of the SME90 eForm. If no data (permit or Station ID) is displayed in this section, then please check to verify that you have entered the correct Entity ID AND selected the correct region associated with the permit in question.

**New Feature:** You can sort by permit number by clicking on the Permit Number

Section V - Ground Water								
Add	Click to add more than one sample	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	Add More Samples	8078032	G1		36.6175	-83.713890		

Section V - Surface Water								
Add	Click to add more than one sample	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	Add More Samples	8078032	2		36.618610	-83.710830		
	Add More Samples	8078032	B070		36.842780	-83.497780		

Both the Ground and Surface Water grids will pre-populate with the permit number, station number, latitude and longitude directly from the Surface Mining Information System (SMIS). Notice Station Type, Sample No and Sample Date are blank. This is a fast way to determine if data has been entered for each station.

Section V - Ground Water								
Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:	
	8078032	G1		36.6175	-83.713890			

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Clicking the pencil under “Add/Edit” will bring up the parameter data fields associated with the station number.

Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	G1		36.6175	-83.713890		

By default, three sections of the parameter data form are displayed: Station Type, Well Data fields and Sample Data. Clicking on the “Station Type” drop down will display the types, spring, stream or Well. If either spring or stream are selected the section containing “Well” information disappears.

Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	G1		36.6175	-83.713890		
Permit Number(*)	Station Number(*)	Station Type(*)					
8078032	G1	Spring					
For Wells Only (Required only for the 1st quarter)							

Notice permit number, station number, latitude and longitude are all grayed out. These fields cannot be changed using the SME90. If you feel there is a mistake, please contact the Division of Mine Permits. In this section both the Collecting and Analyzing firm fields are required.

Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	G1		36.6175	-83.713890		
Permit Number(*)	Station Number(*)	Station Type(*)					
8078032	G1	Spring					
Collecting Firm Name(*)	Analyzing Firm Name(*)						
Latitude(decimal degrees)(*)DMS to DD Converter	Longitude(decimal degrees)(*)						
36.6175	-83.713890						
Comments							

Initially all the parameter fields are grayed out until you enter the three required fields.

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**Sample Data**  
The check box represents a detection limit that is "less than" the entered parameter

Sample No(\*)  Date:(\*)  Dry/No Flow:(\*)

Temp (C)  Discharge (cfs)   Conductivity (Mho cm)  pH (Std Units)

Total Acidity (mg/l)  Total Alkalinity (mg/l)   TDS (mg/l)   SO4 Total (mg/l)

Fe Diss (mg/l)   Mn. Diss (mg/l)  Depth (feet)

Update  Cancel

The Station Number field will only allow one character

**Sample Data**  
The check box represents a detection limit that is "less than" the entered parameter

Sample No(\*)  Date:(\*)  Dry/No Flow:(\*)

Clicking the calendar button will display a popup calendar where you can select the data. Alternatively, you can type the date with the specified format.

**Sample Data**  
The check box represents a detection limit that is "less than" the entered parameter

Sample No(\*)  Date:(\*)  Dry/No Flow:(\*)

Temp (C)  Discharge (cfs)   Conductivity (Mho cm)  pH (Std Units)

Total Acidity (mg/l)  Total Alkalinity (mg/l)   TDS (mg/l)   SO4 Total (mg/l)

Fe Diss (mg/l)   Mn. Diss (mg/l)  Depth (feet)

The "Dry/No Flow" field is used to indicate if the station was dry. Select "Yes" if there is no flow (dry) or select "No" if the site is not dry (there is a flow of water). Selecting "No" will enable all the parameter data fields.

**Sample Data**  
The check box represents a detection limit that is "less than" the entered parameter

Sample No(\*)  Date:(\*)  Dry/No Flow:(\*)

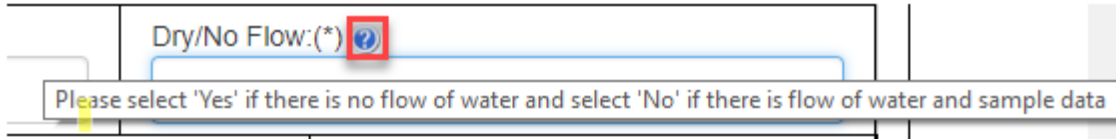
Temp (C)  Discharge (cfs)   Conductivity (Mho cm)  pH (Std Units)

Total Acidity (mg/l)  Total Alkalinity (mg/l)   TDS (mg/l)   SO4 Total (mg/l)

Fe Diss (mg/l)   Mn. Diss (mg/l)  Depth (feet)

Hovering your mouse over the question mark will display a help message indicating the purpose of a particular field.

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**Sample Data**  
The check box represents a detection limit that is "less than" the entered parameter

Sample No(\*)  Date(\*)  Dry/No Flow:(\*)

Temp (C) <input type="text"/>	Discharge (cfs) <input type="text"/>	<input type="checkbox"/> Conductivity (Mho cm) <input type="text"/>	pH (Std Units) <input type="text"/>
Total Acidity (mg/l) <input type="text"/>	Total Alkalinity (mg/l) <input type="text"/>	<input type="checkbox"/> TDS (mg/l) <input type="text"/>	<input type="checkbox"/> SO4 Total (mg/l) <input type="text"/>
<input type="checkbox"/> Fe Diss (mg/l) <input type="text"/>	<input type="checkbox"/> Mn. Diss (mg/l) <input type="text"/>	Depth (feet) <input type="text"/>	

Update Cancel

To enter data into the parameter fields, use your mouse to click in the field. You can also use the “tab” key on your keyboard to move around each parameter field. If you enter data that is outside the “normal” range a message will display. This warning does not indicate that your data is incorrect it’s just signifies that the data entered is outside the normal range.

Sample No(\*)  Date(\*)  Dry/No Flow:(\*)

Temp (C) <input type="text" value="50"/>	Discharge (cfs) <input type="text"/>	<input type="checkbox"/> Conductivity (Mho cm) <input type="text"/>	pH (Std Units) <input type="text"/>
------------------------------------------	--------------------------------------	---------------------------------------------------------------------	-------------------------------------

Note: Temperature value should be between -18 to 40

Parameter	Range
<b>Temperature</b>	Range should be between -18 and 40
<b>Discharge</b>	Discharge should not exceed 150 cfs
<b>Conductivity</b>	Conductivity needs to in between -10 us/cm and 10,000 us/cm
<b>pH</b>	pH needs to in between 2 and 14
<b>Acidity</b>	Acidity needs to in between -500 mg/L and 5000 mg/L
<b>Alkalinity</b>	Alkalinity should be less than 1000 mg/L
<b>TSS</b>	TSS needs to be less 2000 mg/L and should be less than Conductivity
<b>TDS</b>	TDS needs to in between 10 mg/L and 5000 mg/L; TDS should be less than Conductivity
<b>Sett Solids</b>	Sett Solids should be less than 1 mg/L
<b>SO4 Diss</b>	SO4 Diss should be less than 5000 mg/L and should be less than TDS
<b>Fe Diss</b>	Dissolved Iron needs to be less than 500 mg/L
<b>Fe Total</b>	Dissolved Iron needs to be less than 500 mg/L
<b>Mn Diss</b>	Dissolved Mn needs to be less than 500 mg/L

Five of the fields have a check box next to the parameter name. This check box indicates that the sample is “Less than” the detection limit.

**Sample Data**  
The check box represents a detection limit that is "less than" the entered parameter

Sample No(\*)  Date(\*)  Dry/No Flow:(\*)

Temp (C) <input type="text" value="35"/>	Discharge (cfs) <input type="text"/>	<input checked="" type="checkbox"/> Conductivity (Mho cm) <input type="text" value="1000"/>	pH (Std Units) <input type="text" value="10"/>
Total Acidity (mg/l) <input type="text"/>	Total Alkalinity (mg/l) <input type="text"/>	<input checked="" type="checkbox"/> TDS (mg/l) <input type="text"/>	<input checked="" type="checkbox"/> SO4 Total (mg/l) <input type="text"/>
<input checked="" type="checkbox"/> Fe Diss (mg/l) <input type="text"/>	<input checked="" type="checkbox"/> Mn. Diss (mg/l) <input type="text"/>	Depth (feet) <input type="text"/>	

Update Cancel

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Once you enter the parameter data for a location click the update button on the bottom left of the sample data section. The updates completed successfully when the form collapses and you see the station type, station number and station date fields are populated.

Section V - Ground Water							
Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	G1	Spring	36.6175	-83.713890	1	8/1/2018

If after you click “update” and the section does not collapse it indicates that a required field in a previous section has not been completed. Scroll up and look for a warning message (in red), enter the data and then update again.

Collecting Firm Name(*) <input type="text"/> <b>Collecting Firm Name is a Required Field</b>	Analyzing Firm Name(*) <input type="text" value="XYZ Analysis"/>
----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

**IMPORTANT:** Industry must submit Well data on their first submittal of the year but do not need to submit again for that year. For instance, if you submit the Well data during the first quarter you do not have to submit again for the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> quarter.

## IMPORT/EXPORT

On the bottom left of both the Ground and Surface water grids there are two Microsoft Excel icons.

Section V - Ground Water							
Add/Edit	Permit Number	Station Number	Station Type	Latitude	Longitude	Sample No	Sample Date:
	8078032	G1	Spring	36.6175	-83.713890	1	8/1/2018

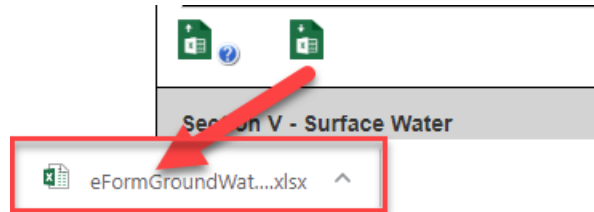
If you hover over each one you will see a description



## Export GroundWater (or SurfaceWater) Grid

Clicking on the Export button will create an Excel Spreadsheet. I am using Google Chrome and by default the extract will open on the bottom left of the page. Clicking the Excel Export will open it.

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If you have already entered data, it will export as well. Otherwise, only the default data will export (permit number, station, latitude and longitude).

A	B	C	D	E	F	G	
txtPermitNumber	txtStationNumber	txtStationType	txtlatitude	txtLongitude	txtSampleNo	txtWellDepth	cbgdCo
8078032	G1		36.6175	-83.71389			

Each parameter name is preceded by the data type. For instance, “txt” indicates that the data format of the field is text and “cb” indicates a combo or drop down field. All the “text” fields with the exception of “txtStationType” are fields where you can enter data. Clicking on the field, “txtStationType” displays a drop down where you must select the correct station type.

A	B	C	D	E	
txtPermitNumber	txtStationNumber	txtStationType	txtlatitude	txtLongitude	txt
8078032	G1		36.6175	-83.71389	
		Spring Stream Well			

All the fields are TEXT fields. The chart below indicates the field name, if the field is required in all station number submittals and a description of the field.

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Field	Required?	Description	Field	Required?	Description
txtPermitNumber	YES	Only numbers	txtGdDischarge	NO	Discharge (Number)
txtStationNumber	YES	Enter correct station - note G1 and G-1 are not the same	txtGdConductivity	NO	Conductivity (Number)
txtStationType	YES	Select or enter Spring, Steam or Well	cbgdConductivity	NO	Conductivity detection limit - TRUE or FALSE drop down
txtCollectingname	YES	Enter Collecting Company	txtGdpH	NO	pH in range of 2-14 (Number)
txtAnalysisname	YES	Enter Analysis Company	txtGdAcid	NO	Acidity (Number)
txtlatitude	YES	Enter the latitude in decimal format	txtGdAlkalin	NO	Alkalinity (Number)
txtlongitude	YES	Enter the longitude in decimal format	txtGdTDS	NO	TDS (Number)
txtSampleNo	YES	This should be a single number usually a '1'	cbGdTDS	NO	TDS detection limit - TRUE or FALSE drop down
txtGroundSampleDate	YES	Enter date mm/dd/yyyy	txtGdSO4	NO	SO4 (Number)
txtNoFlow	YES	Yes or No - Yes indicated that location is dry	cbGdSO4	NO	SO4 detection limit - TRUE or FALSE drop down
txtWellDespth	NO	If station type is well, this is required	txtGdFe	NO	Fe (Number)
txtCastingDiameter	NO	If station type is well, this is required	cbGdFe	NO	Fe detection limit - TRUE or FALSE drop down
txtAquiferDesc	NO	If station type is well, this is required	txtGdMn	NO	Mn (Number)
txtAuifer	NO	If station type is well, this is required	cbGdMn	NO	Mn detection limit - TRUE or FALSE drop down
txtAquiferThickness	NO	If station type is well, this is required	txtGdDepth	NO	Depth as a Number
txtWellElevation	NO	If station type is well, this is required	txtComments	NO	Comments
txtGdTemp	NO	Temperature in Celsius (Number)			

Once you have entered data into the different fields in the GroundWater (or SurfaceWater) Excel spreadsheet save the workbook and close. By default, if you do not specify a save location it will save to the "Downloads" folder.

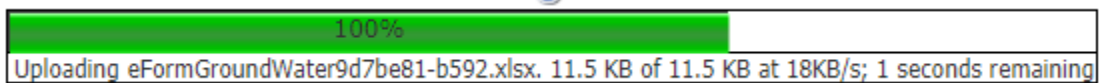
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### Import GroundWater (or SurfaceWater) Grid



Note that the Import button has a help icon next to it that informs you that any existing data in the groundwater (or Surface water) grid will be deleted prior to importing new data. **IMPORTANT: In order to successfully import data into either the ground or surface water grids you MUST use the same field names and data types specified on the Exported Spreadsheet.**

Clicking on the Import button will display a search window where you need to navigate to the file you intend to import. Selecting the file and clicking OK will start the import.



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At the bottom of the eForm there are two buttons, “Click to Save Values for Future Retrieval” (SAVE) and “Click to Submit to EEC” (SUBMIT).

Click to Save Values for Future Retrieval

Click to Submit to EEC

You can click on the Save button anytime. When you save you will be taken form details page

Forms - Form Details

**Form Details:**

**Form Name:** SME90 - Active Surface and Ground Water Monitoring

**Form Id:** 81

**eForm Submittal ID:** 114650

**eForm Transaction ID:** 637bf766-8939-4e4e-a23c-bc1760e38962

**Status:** User Saved [Help](#)

**Date:** 10/06/2018

**Submitted to EEC?:** No [Help](#)

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#)

To continue with the same form, click on the “Continue with this form” button. If you exit the KY One Stop page and return later you can open this SME90 by two ways:

1. Once you sign onto KY One Stop click on Dashboard. Next, click on “View Details” on the My incomplete eForm” panel. All incomplete eForm are listed by date. Click the linked field to open the eForm details page and click on “Continue with this eForm.”

EEC eForms

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My incomplete eForms 36

eForms Pending EEC Review 3

Completed

View Details

View Details

View Details

View Details

My incomplete eForms - Detail

Drag a column header and drop it here to group by that column

Submittal Id	Form Name	Date	Status
114650	SME90 - Active Surface and Ground Water Monitoring	10-06-2018	User Saved

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2. Each time you save a form a eForm Transaction ID is created. In Our example that number is 637bf766-8939-4e4e-a23c-bc1760e38962. I can use this number to go directly to my eForm.
  - a. On the KY ONESTOP page click on Forms button on main menu and enter the transaction ID you obtained from the eForm details page when you saved the eForm.

EEC eForms

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Forms

eForm by Transaction Id:

Use this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form:

637bf766-8939-4e4e-a23c-bc1760e38962

Proceed

Once all data is entered and you are ready to submit your SME90 to the Division of Mine Reclamation and Enforcement click the button, “Click to Submit to EEC.”

Click to Save Values for Future Retrieval

**Click to Submit to EEC**

Once you submit if not all required fields are completed you will receive a message.

The information you provided is not complete and/or does not meet the necessary requirements. Please review the page and make necessary changes before submitting to DEP. Please note that some eForms require password and file upload (attachment) fields; for security reasons, password and file upload fields may need to be reentered.

OK

Once you click on “OK” you will be taken back to the eForm and any field that has incomplete or incorrect data will have a message indicating the data that needs to be corrected

Telephone(\*)

555-555-5555

eMail Address(\*)

k#

Format must be username@domain.type (e.g. abc123@ky.gov)

## SME90 – Ground/Surface Water Monitoring eForm User Guide

Once all the required data has been entered and the SME90 has been successfully submitted you will be taken to the eForm detail page where you can download an HTML copy of your SME90

### Form Details:

Form Name: SME90 - Active Surface and Ground Water Monitoring  
Form Id: 81  
eForm Submittal ID: 114650  
eForm Transaction ID: [637bf766-8939-4e4e-a23c-bc1760e38962](#)  
Status: Submitted to EEC [Help](#)  
Date: 10/06/2018  
Submitted to EEC?: Yes [Help](#)

Create a new eForm with values from this previously saved/submitted eForm.

### Document(s):

Document Name	Description/Type	Click Image to Download File
114650.html	eForm Submittal	