Project Contact Information (PCI) Instructions
Last Revised: December 4, 2020

The Susquehanna River Basin Commission (SRBC) utilizes the Project Contact Information (PCI) form, completed by project sponsors (applicants and permit holders) online, to maintain accurate and current authorized contact information. The information provided on the PCI form is used to ensure SRBC contacts the appropriate person regarding applications, approvals, transfers, reporting, and other various day-to-day activities.

SRBC requires contact information be provided during various tasks, including submitting applications and transfers, and requests that contact information be updated on a timely basis when personnel or personnel roles change. Formerly, the SRBC used Form #72, which was the paper Project Information form. In April 2020, the SRBC transitioned to the online PCI form to allow project sponsors to more quickly and easily provide contact information to the SRBC. The PCI form has also been tailored to request information specific to a task and allow project sponsors to edit previously provided information, as needed. To accomplish this, the PCI form consists of separate modules that are used for different purposes, as described below.

PCI Form Overview

The PCI form is comprised of four modules that are used for specific purposes (i.e., only certain modules are required). Below is a description of each module and examples for when to use each module:

1. **PCI – Enrollment**: This module is the initial, one-time registration for project sponsors who need to complete an online application or PCI – Master Profile module and do not have a username and password for the SRBC's online application system.
   https://services.srbc.net/applications/register.aspx

   a. Used only when enrolling a new project sponsor into the online application system.
   b. Used to create a username and password and enter initial contact information to request online access to applications or the PCI – Master Profile module.
   c. Project sponsors who have a username and password for the SRBC online application system do not need to complete the PCI – Enrollment module. Please note that a username and password for SRBC's Monitoring Data Website (MDW) only provides access to the PCI – Data Entry module and will not work for the PCI – Enrollment, Applications, or Master Profile modules.
   d. Verification of project sponsor information and establishment of the project sponsor in the SRBC database is required before the username and password is activated. SRBC staff normally completes this process within 1-2 business days of receiving a completed PCI – Enrollment module.

2. **PCI – Applications**: This module is specific to the application being submitted to the SRBC and must be completed following creation of an online application or Notice of Intent application. Please note that the online application no longer requires an upload of a Project Information Form #72 prior to obtaining access to the online application. The PCI – Applications module can be completed simultaneously when completing the application and must be filled out before the application can be submitted. This module is submitted at the time the application is submitted.
   http://mdw.srbc.net/SWApp/default.aspx

   a. Used when preparing/submitting an application (including Notice of Intent).
   b. Used to provide additional required contact information.
   c. Gas pads for each company are grouped collectively, with one set of contacts for all pads.
   d. After the application is submitted, changes to the PCI – Applications module cannot be made online. If application contacts, including internal personnel or external consultants, change following submittal of an application, please contact SRBC staff.
   e. The PCI – Applications module will populate with existing corporate PCI information when it is initiated (facility contact information is not prepopulated). Once initiated, the module will not automatically update to reflect changes made through the PCI – Master Profile module.

3. **PCI – Master Profile**: The PCI – Master Profile module will need to be completed once. Following initial completion, the PCI – Master Profile module will only need to be updated as contact information changes for a facility or corporation. The PCI – Master Profile module is specific to each facility, but project sponsors can update multiple facilities at once.
   https://services.srbc.net/swapp/pci/pcidata.aspx

   a. Used when contact information changes are needed.
   b. Used to update contact information when roles, personnel, or responsibilities change.

4. **PCI – Data Entry**: This module allows project sponsors to add, remove, or edit data entry personnel without allowing access to the PCI – Master Profile module. Persons with access to the MDW will have access to this module.
   https://services.srbc.net/reporting/

   a. Used after approval is issued.
   b. Used to identify or change personnel responsible for reporting data or uploading information (e.g. meter calibration certificates and post-approval reports) to the MDW.

   All project sponsors will eventually be required to register for the online application system (if not already registered) and complete the online PCI form once. After the first submission, the database will populate the PCI modules with existing records. When authorized contacts change, the appropriate PCI module should be updated with only the information that has changed.

PCI Form General Instructions

1. Previously, Project Information Form #72 was required to be uploaded to the online application system prior to granting access to the application that was created. The PCI – Applications module allows project sponsors to work on the application and the module at the same time.

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The PCI – Applications module must be completed and submitted prior to submittal of an online application.

2. Changes that are made to the PCI form will not be effective until SRBC staff verifies and accepts the changes in the SRBC database. Please allow time for the verification process to be completed and for the PCI form to reflect the changes.

3. The PCI form allows for changes to multiple facilities at once:

    a. Hold the 'control' key as you click to select the individual facilities for which the change is applicable; or
    b. Hold the 'shift' key to select multiple facilities that are listed next to one another.

4. A unique contact person(s) is not required for all roles and could be the same for all fields.

5. Additional contact personnel can be added by selecting *Add Additional Secondary Contact* and providing contact information.

6. Use the 'Tab' button to move to the next field or use the mouse to select the field.

7. Click 'Save' at the bottom of the webpage and continue at a later time. The modules may be saved without all required information but cannot be submitted until all required information is completed.

8. Click 'Submit' at the bottom of the webpage once all required information is completed.

Definitions and Descriptions of Key Fields

Application Contact – The person(s) SRBC staff should contact with status updates and questions on the application (or Notice of Intent). The Application Contact only receives communications directly related to the review of the specified application. This person does not need to be the same as the facility, corporate, or data entry contact.

- Example communications issued to this contact include: administrative completeness/ deficiency notices, technical review questions, and draft dockets.

Consultant – Third party(ies) hired to assist with applications (may include legal, engineers, geologists, etc.) with whom SRBC staff may discuss the project. Note, consultants will only be contacted during review of the specified application.

Corporate Contact – The person(s) having general oversight of the project, facility contact, or business. In addition to receiving the correspondence listed below, this person is a backup contact if the facility contacts are not available. Multiple secondary corporate contacts may be added.

- Example communications issued to the primary corporate contact include: regulatory changes (including Fee Schedule revisions), enforcement action, and transfer/ reissuance letters.

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Data Entry Person – The person(s) responsible for submitting quarterly reporting, etc.

- Example communications issued to this contact include: end of quarter reporting reminders, delinquency notices, expiration notices, renewal reminders, etc.

Facility – The location, property, or establishment where a permitted activity occurs and the plants, structures, and machinery used to conduct the permitted activity. For public water suppliers, the facility includes all sources serving a distribution system.

Facility Contact – Primary person designated with day-to-day responsibilities of the facility and is the SRBC's first point of contact related to the facility. The facility contact receives all general, routine facility-related correspondence. Multiple secondary facility contacts may be added.

- Example communications issued to the primary facility contact include: renewal reminders, invoices and refunds, post-approval condition correspondence, compliance actions (inspection scheduling, Notices of Violation, delinquency notices, etc.), reporting reminders, expiration notices, approval and determination letters, draft approvals, Commission Meeting and Public Hearing notices, etc.

Legal Registered Company Name – Business Entity Name (registered with the Department of State) or the individual person(s) an approval would be issued to or is held by. Business names must be registered with the appropriate state.

Monitoring Data Website (MDW) – SRBC's webpage for submitting post-approval actions of approved facilities, such as submitting quarterly water use and passby data, submitting post-hydrofracture reports, viewing/printing invoices and approvals, and viewing/printing historical monitoring and passby data.

Project Sponsor – The person(s) or entity who undertakes and/or owns a project; the applicant or permit holder.

Proprietors, Corporate Officers, or Partners – The owners or executive officers of the project sponsor.

- Unless also listed as another contact, proprietors, corporate offices, or partners will only be contacted in very limited scenarios, such as when all other contacts are not responsive.

Registered Fictitious Name – The assumed or fictitious name (i.e., doing business as [dba]) of the project sponsor's legal registered name, if applicable, as registered with the appropriate state.

Type of Organization – Form of Legal Registered Company Name entity (such as an individual, sole proprietorship, corporation, partnership, association, limited liability company, authority, municipality, etc.).