

## Getting Started

### Create an Account:

To create a GeoTracker account you will need to apply for a password. To obtain a password:

- Go to the Electronic Submittal of Information (ESI) webpage at [http://www.waterboards.ca.gov/ust/electronic\\_submittal/index.shtml](http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml)
- Select “Login or Request a Password” in the “Getting Started” section.
- Click on “Password Request.”

### Generate a Global ID:

A GLOBAL ID is the unique GeoTracker sample location identifier associated with either oil and gas operator sampling or property owner requested sampling by a designated independent third-party contractor.

### To obtain a Global ID:

1. Under the “Tools” menu select “Other Tools” then “Generate Well Stimulation Global ID”
2. Select the applicable Global ID type:
  - Property Owner Requested Water Sample
  - Oil/Gas Well Operator Water Sampling

The screenshot shows a web browser window with the URL [https://geotracker.waterboards.ca.gov/esi/gen\\_well\\_stim\\_gid.asp](https://geotracker.waterboards.ca.gov/esi/gen_well_stim_gid.asp). The page header includes the logo for the State Water Resources Control Board (CA.GOV) and the text "STATE WATER RESOURCES CONTROL BOARD GEOTRACKER ESI". Below the header is a navigation menu with tabs for "Main Menu", "Tools", "View Submittals", "Facility Management", and "Download / Upload". The "Tools" menu is expanded, showing options like "Upload EDD", "Check EDD", "VVL Search Tool", "Edit Field Points", "Other Tools", and "Logout". The main content area is titled "GENERATE A WELL STIMULATION GLOBAL ID" and contains two radio button options: "A PROPERTY OWNER REQUESTED WATER SAMPLE" and "OIL/GAS WELL OPERATOR WATER SAMPLING".

## 1. Generate a Well Stimulation Global ID – Property Owner Requested Water Sample

Property owner requested water sampling includes water wells or surface water bodies suitable for drinking or irrigation purposes. **Each** well or surface water body sampled will require a unique Global ID.

To obtain a Well Stimulation Global ID for property owner requested water sampling:

- a) Enter the following information:
  - Property owner information
  - Water sample location (if it differs from the owners address)
  - Latitude and longitude of the sample point (rounded to four decimal places)
  - Oil/Gas operator information
  - Upload received well stimulation notification letter
  
- b) Click “Generate Global ID”

**GENERATE A WELL STIMULATION GLOBAL ID**

GENERATE A WELL STIMULATION GLOBAL ID FOR:

A PROPERTY OWNER REQUESTED WATER SAMPLE  
 OIL/GAS WELL OPERATOR WATER SAMPLING

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME

PROPERTY OWNER ADDRESS

CITY STATE ZIP

**PHYSICAL WATER SAMPLE LOCATION**

LATITUDE - ROUNDED TO 4 DECIMALS      LONGITUDE - ROUNDED TO 4 DECIMALS

    

THE PHYSICAL WATER SAMPLE LOCATION IS THE SAME AS THE PROPERTY OWNER ADDRESS

**OIL/GAS OPERATOR INFORMATION**

OPERATOR NAME

OPERATOR BILLING ADDRESS

CITY STATE ZIP

NOTIFICATION LETTER  
 Browse...

## 2. Generate a Well Stimulation Global ID – Oil/Gas Well Operator Water Sampling

A Global ID for Oil and Gas operator water sampling may be assigned to a single stimulation well and the associated monitoring well(s) or multiple stimulation wells and the associated monitoring wells.

To obtain a Well Stimulation Global ID for oil and gas well operator water sampling:

- a) Enter the following information:
  - o Oil/Gas field location
  - o Oil/Gas operator contact information
  
- b) Click “Generate Global ID”

**GENERATE A WELL STIMULATION GLOBAL ID**

GENERATE A WELL STIMULATION GLOBAL ID FOR:

A PROPERTY OWNER REQUESTED WATER SAMPLE  
 OIL/GAS WELL OPERATOR WATER SAMPLING

**OIL/GAS WELL OR FIELD LOCATION**

OIL / GAS COMPANY NAME  
Gas Company Name

OIL FIELD NAME  
Oil Field Name

MONITORING UNIT NAME (CHOSEN BY OPERATOR)  
Monitoring Unit Name

CITY Sacramento STATE CA ZIP 95814

**APPROXIMATE CENTER OF MONITORING AREA**

<u>LATITUDE - ROUNDED TO 4 DECIMALS</u> 38.5815	<u>LONGITUDE - ROUNDED TO 4 DECIMALS</u> -121.4920
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**OIL/GAS WELL OPERATOR CONTACT INFORMATION**

CONTACT NAME  
Contact Name

CONTACT ADDRESS  
1001 I Street

CITY Sacramento STATE CA ZIP 95814

## Global ID Conformation:

Once your information has been entered, you will receive a confirmation that the Global ID has been successfully generated. It is important to keep the confirmation page for your records.

GENERATE A WELL STIMULATION GLOBAL ID	
<b>YOUR GLOBAL ID HAS BEEN SUCCESSFULLY GENERATED: GLOBAL ID: <i>GAOW10000014</i></b>	
<b>PROPERTY OWNER INFORMATION</b>	
<b>Test Owner Name</b> 123 Main Street Davis, CA 95616	
<b>PHYSICAL WATER SAMPLE LOCATION</b>	
<u>LATITUDE</u> : 38.5634	<u>LONGITUDE</u> : -121.7307
SAME AS PROPERTY OWNER INFORMATION ABOVE	
<b>OIL/GAS OPERATOR INFORMATION</b>	
<b>Operator Name</b> 123 Billing Address Avenue Davis, CA 95616	
<u>NOTIFICATION LETTER</u> <a href="#">File1.pdf</a>	

If there has been an error in generating your Global ID please contact the GeoTracker Help Desk at [Geotracker@waterboards.ca.gov](mailto:Geotracker@waterboards.ca.gov) or (866) 480-1028.

## **Data Requirements**

All analytical data must be prepared in Electronic Deliverable Format (EDF). The format is specific to analytical laboratory data and should be provided in the correct format directly from the laboratory.

All laboratory analytical data must have associated field point names (FPN) specific to each sample point or groundwater monitoring well.

In addition, each FPN will need to have a corresponding longitude (X) and latitude (Y) that will be uploaded as a GEO\_XY file. Latitude and longitude coordinates should be rounded at a minimum to four decimal places.

Reports (GEO\_REPORT) are to be uploaded in PDF format and must be less than 100 MB in size. If the GEO\_REPORT PDF file is too large, it can be separated (at logical points) into multiple PDF files, each less than 100 MB.

For more information regarding EDF, FPN, GEO\_XY, or GEO\_REPORT files please visit [http://www.waterboards.ca.gov/ust/electronic\\_submittal/index.shtml](http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml) or contact the GeoTracker Help Desk at [Geotracker@waterboards.ca.gov](mailto:Geotracker@waterboards.ca.gov) or (866) 480-1028.