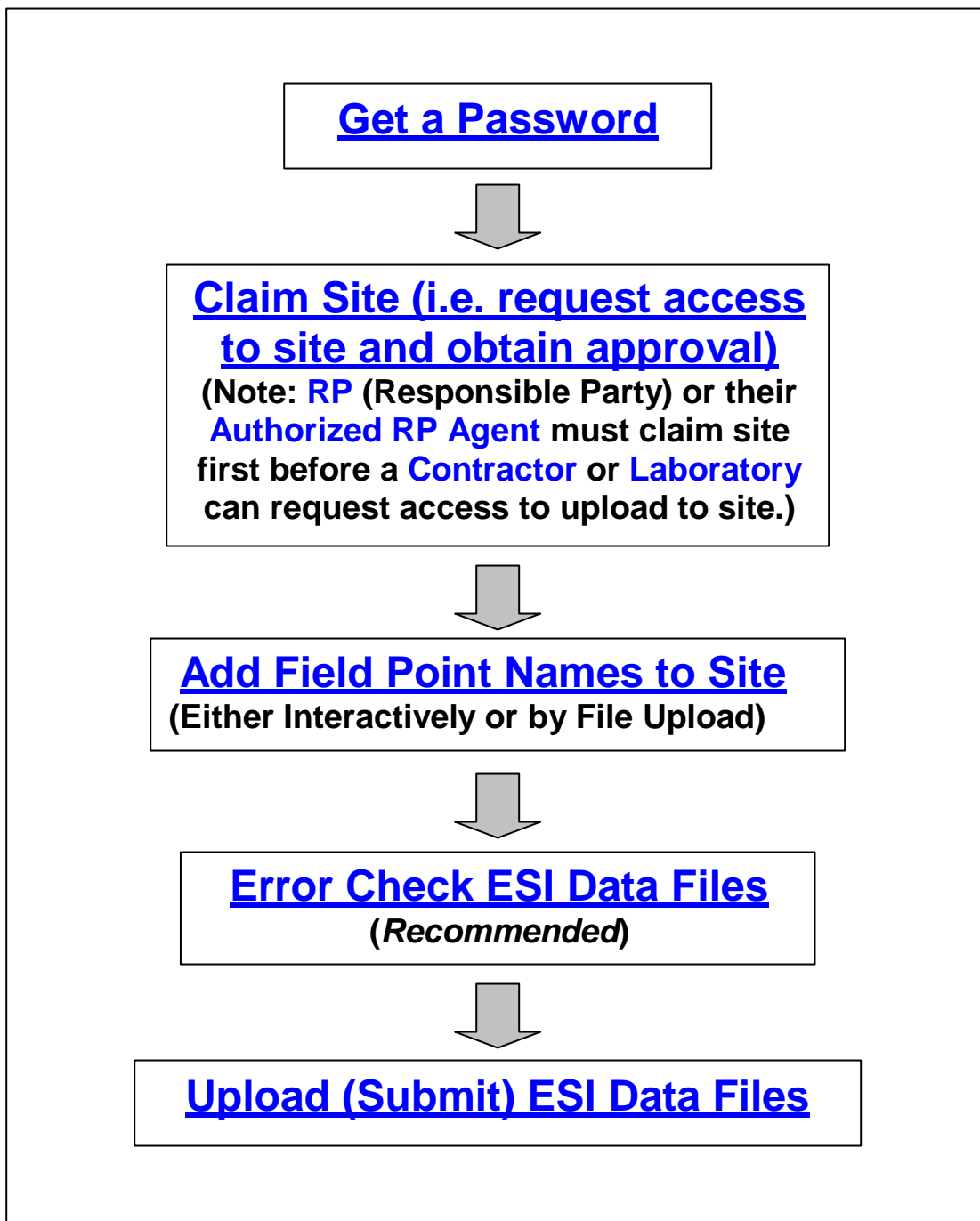


# Electronic Submittal of Information (ESI) “Beginner’s Guide”



## ESI – “Beginner’s Guide” Additional Helpful Tips and Details

### Passwords ( Applies to all “ user t y p e s” )

If you don't already have a Geotracker account you will need to apply for a **password**. Go to our public ESI page [http://www.waterboards.ca.gov/ust/electronic\\_submittal/index.shtml](http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml) and scroll down to the **Getting Started** section and click on **Login or Request a Password** to open the login page <https://geotracker.waterboards.ca.gov/esi>. Where it says “*If you do not have a username and password, request one using our [Password Request page](#)*” click on [Password Request](#) to display the “Requesting Login” online application form. Be sure to choose the correct **User Type** from the drop down list.

**Username** is not case sensitive and can be up to 25 characters long.

**Password** is case sensitive, must be at least 7 characters long, can be up to 25 characters long, and cannot be the same as your username.

When you have completed the application form, click on **Submit Request** and you will be sent an email containing a verification link that you must click on before you can log onto your new account.

Note: If you ever forget your password or want to change your existing password, go to the login page and where it says “*Forgot your password? Have a password reset link [emailed](#) to you*” click on [emailed](#) and enter your email address and the reCAPTCHA words, then click on “*Send Password Reset Link*”. If the email address you entered matches an email address we have on record for an existing account (or accounts), you will be sent an email containing a password reset link (a link for each username if you have multiple accounts). Click on the link for the account you want to reset the password for. If you do not receive a password reset link email, the email address you entered is probably not one we have on record and you will need to contact the Geotracker Help Desk for assistance (see end of this document).

To update an existing account's contact information or to change its username, contact the Geotracker Help Desk.

## **Claim Site (Applies to RP and Authorized RP Agent “user types”)**

**Note:** “Claiming a site” is the term often used to describe the steps required to place a site (i.e. Global ID) into your “Associated Facilities” so that you can begin uploading to it and/or grant access to **Contractor** and **Laboratory** user types so they can upload to it.

While logged onto your account, click on “**Request Additional Facilities**” (on left under “**FACILITY MANAGEMENT**”).

If you already know the Global ID, enter it and click on **Search**.

If you don’t already know the **Global ID**, entering less info rather than more usually works best as the regulatory records may not exactly match the facility name and address that your records show. If the site has a normal street address (i.e. street number, street name, and city) searching for just the street number (i.e. without the street name) and city usually works well. Military and Landfill sites often do not have regular street addresses and can be difficult to find sometimes. For those types of sites, try entering a portion of the facility’s name and the city or county. For further assistance contact the Geotracker Help Desk (see below). Do not claim “Permitted UST” sites (those are the ones with shorter, all numeric **Global IDs** and no **Status**.) Normally, you would not claim a **Global ID** that has a **Status** of **Completed** (i.e. a “closed” case) unless directed to do so by the regulator, so select **Open** from the **Status** drop down list to limit your search to just **Open** case Global IDs (doing so will also prevent “Permitted USTs” from showing up in your search results since they have no **Status**). If there is more than one **Open** case **Global ID** listed for the same address and you are not sure which one to claim, you can view additional case info (case #, lead agency and caseworker, etc...) for a **Global ID** by clicking on the **Global ID**’s facility name to display the public Geotracker **REPORT** page for that **Global ID**. If still not sure which of the **Global IDs** listed for that address to claim, contact the lead cleanup oversight agency. When you are done viewing the public **REPORT** page, close it by clicking on the “X” in the **REPORT** page’s upper right corner and you’ll be back on the **Request Additional Facilities** page.

Once you have found the correct **Global ID**, select it by clicking inside the check box to the left of the **Global ID** and then click on the **Request Checked Facilities** button to place the site in your **Pending Facilities**.

Authorized RP Agents only: *After requesting a **Global ID** online, **Authorized RP Agents** must upload a completed **Authorized RP Agent Authorization Form** ([PDF](#) | [Word](#)) for that **Global ID** by clicking on “Upload Auth RP Form” (under “Facility Management”). Note that you cannot upload the **Authorized RP Agent Authorization Form** unless you have already requested the **Global ID** online and it is currently listed in your **Pending Facilities**.*

The State Water Resources Control Board (SWRCB) verifies and approves **RP** and **Authorized RP Agent** facility requests (usually within 3 working days).

Once your **RP** or **Authorized RP Agent** request for access to a site has been approved by the SWRCB, the site will become one of your **Associated Facilities** and you can begin uploading to it. Also, those having a Geotracker account with a user type of **Contractor** or **Laboratory** will now be able to find and request access to the same site from their own account, after which you will need to approve their request by clicking on **Pending Requests** (at the lower left under **FACILITY REQUESTS**), then click inside the check box to the left of the **Contractor's** or **Laboratory's** name in the **USER** column to the left of the **Global ID** and then click on **Approve Checked Facilities**. (Note: To **Revoke Access** to a **Contractor** or **Laboratory** you have previously granted access to, click on **Approved Requests**, then click in the checkbox to the left of their name, and then click on the **Revoke Access for Checked Facilities** button.)

### **Obtaining Access to Upload to a Site (Applies to [Contractor](#) and [Laboratory](#) "user types")**

**Note: Only Global IDs that have already been "claimed" by an RP (or their Authorized RP Agent) are available to Contractors and Laboratories. Ask your RP (or Authorized RP Agent) client for the Global ID you are supposed to be requesting access to and verify that they have already "claimed" the Global ID.**

While logged onto your account, click on **Request Additional Facilities** (under **FACILITY MANAGEMENT**).

Search for the **Global ID** that was provided to you by your **RP** or **Authorized RP Agent** client. Once you have found the **Global ID**, select it by clicking inside the check box directly to the left of the **Global ID** and then click on the **Request Checked Facilities** button to place the site in your **Pending Facilities**.

Contact your **RP** (or **Authorized RP Agent**) client and ask them to log onto their account and approve your **Pending Request** (**Pending Requests** are listed in their account under **FACILITY REQUESTS**). Note that the **Authorized RP Agent Authorization Form** does NOT apply to requests made by Geotracker accounts having a user type of **Contractor** or **Laboratory**.

Once your request has been approved by your **RP** or **Authorized RP Agent** client, the site will appear in your **Associated Facilities** and you can begin uploading to it.

**Add Field Point Names to your site using either of the two methods listed below:**  
(Note: If samples are taken at multiple depths from the same location, do not include the

**depth information in the field point name.)**

- (1) Add field point names interactively one-at-a-time by clicking on **Edit Field Points** (it's listed at upper left under **TOOLS**). Click on the site's facility name to view the current list of field point names for that Global ID. To add a new field point name, click on **ADD FIELD POINT / WELL CONSTRUCTION** at upper left. Enter the field point name and select the appropriate **FIELD POINT CLASS**. Normally, you would leave **ALTERNATIVE FACILITY ID** blank. For groundwater monitoring wells enter the screen info. The **FIELD POINT DESCRIPTION** is optional and may be left blank.
- (2) Upload a list of field point names as a comma delimited or tab delimited text (.txt) file – for instructions, click on **Upload EDD** (under **TOOLS**), then on **FIELD POINTS**, and then on **FIELD POINT UPLOAD INSTRUCTIONS**. Note that the field point name text file is NOT zipped prior to upload and the text file's name can be whatever you want except it cannot contain the following characters: \ / : \* ? “ < > |

### **Verify/Error-Check Electronic Data Submittal**

Under **TOOLS** click on **Check EDD**.

Select the **EDD** type that you want to error check (note that only data files (**EDF, GEO\_XY, GEO\_Z, GEO\_WELL**) can be error checked).

If checking an **EDF** file (lab analytical data), leave both checkboxes unchecked on the **CHECKING A EDF FILE** screen if you do not have access to upload to the site (labs typically do not have access) or if you are getting Global ID or field point name (aka LOCID) errors and you want to verify the **EDF** is otherwise valid. Consultants and RPs sometimes need to edit the Global ID and/or field point names in the EDF but they should not edit laboratory results or QA/QC data.

Click on the **Browse** button and find your file on your hard drive and “Open” it.

Click on **Check File** to perform the check.

### **Upload Electronic Submittal**

Click on **Upload EDD** (under **TOOLS**).

Click on the type of submittal you want to upload.

Tips for uploading **EDF** (lab analytical data):

The **UPLOAD TITLE** and **REPORT TYPE** for an **EDF** (lab analytical data) should match the **UPLOAD TITLE** and **REPORT TYPE** of its associated **GEO\_REPORT** (the written report).

If the correct **Global ID** is contained in the **EDF** file, leave the **USE GLOBAL\_ID FROM EDF UPLOAD FILE** checkbox checked (the default).

If the **Global ID** contained in the **EDF** is incorrect, you will get an error message telling you **Global ID access not found**. If you are absolutely sure which **Global ID** the **EDF** file applies to, you can make Geotracker ignore the **Global ID** contained in the **EDF** file and can instead manually select the correct **Global ID** by *unchecking* the **USE GLOBAL\_ID FROM EDF UPLOAD FILE** checkbox. A list of your **Associated Facilities** will then appear. Find the correct **Global ID** and click on its **FACILITY NAME**. You will then be taken back to the **UPLOADING A EDF FILE** screen and can proceed with filling in the **UPLOAD TITLE** and **REPORT TYPE** and then browse to your **EDF** zip file and upload it.

The **REPORT DATE** for a **GEO\_REPORT** is the date on the written report's cover page. The default **REPORT DATE** is today's date so unless your report was created today, you will need to change it.

**GEO\_REPORT** submittals should be reduced in size as much as possible before uploading. If you are using Adobe Acrobat to create your **GEO\_REPORT** file, search Adobe's "HELP" for "*file size*" to find tips on how to reduce and optimize the size of your PDF file. Each PDF file uploaded must be less than 30 MB in size. If you cannot reduce your **GEO\_REPORT** PDF file to less than 30 MB, split the file (preferably at logical points) into multiple PDF files, each less than 30 MB, and upload each file separately. The **UPLOAD TITLE** for each part should be the main **GEO\_REPORT** title followed by additional text to identify which part of the report it is. Do not apply a security setting that makes the document unprintable. Also, it is preferable that the PDF file is text-searchable and "Fast Web View" enabled.

Note: A newly uploaded submittal will have a **STATUS** of **PENDING** and will not be available to the regulator until 48-hours after upload. If an error is discovered soon after upload, the 48-hour delay allows the uploader to delete the submittal before the regulator has had an opportunity to view it. A submittal will remain **PENDING** until the lead regulator either **RECEIVES** or **DENIES** it. A submittal does not appear on the public Geotracker until it has been **RECEIVED**. If the regulator does not **RECEIVE** or **DENY** a submittal within 30 days, it will be auto-received by Geotracker and posted on the public Geotracker with a red asterisk \* next to the date to indicate it has been auto-received.

## **Delete an Electronic Submittal**

An uploaded submittal may be deleted by the Geotracker account that uploaded it as long as its **STATUS** is still **PENDING** (i.e. the lead regulator hasn't yet **RECEIVED** or **DENIED** it nor has it been auto-received).

Under **VIEW SUBMITTALS** click on **By Facility** and then click on the facility's name to display the full list of uploaded submittals for that Global ID.

Find the **PENDING** submittal that you want to delete and click on **DELETE SUBMITTAL**.

If the submittal you want to delete has already been **RECEIVED** you'll need to contact the lead regulator and ask them to **DENY** it. If you are going to need to upload a corrected replacement and it is a **GEO\_REPORT**, **GEO\_BORE**, **GEO\_MAP**, or **EDF** you can upload the replacement before the regulator has **DENIED** the previously **RECEIVED** one. If it is a **GEO\_XY**, **GEO\_Z**,

or GEO\_WELL and the replacement contains the same survey dates or depth to water



measurement dates, you will need to wait until the regulator has **DENIED** the previously **RECEIVED** submittal before you can upload its corrected replacement.

## **How to handle a DENIED Electronic Submission**

When you log onto your Geotracker account the first thing you see is a list of your submittals that have been **DENIED** by the lead regulator. When a regulator **DENIES** a submittal they normally provide a **DENIAL REASON** to tell you why they **DENIED** it. If the **DENIAL REASON** is unclear to you, contact the regulator and ask them to clarify. If you need assistance in how to take care of the problem, contact the Geotracker Help Desk (see below). Once you have taken care of the problem and you no longer want to see the **DENIED** submittal listed on your list of **DENIED** submittals, click on the “X” to the left of the **CONF NUM** (confirmation number) for that **DENIED** submittal to remove it.

**For further assistance contact the Geotracker Help Desk:**

**Email: [geotracker@waterboards.ca.gov](mailto:geotracker@waterboards.ca.gov) Phone: 866-480-1028**

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