

California State Water Resources Control Board



GEO_BORE, GEO_REPORT, and FIELD POINT/ WELL CONSTRUCTION Guidelines & Restrictions

Electronic Deliverable Format

Version 2

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Acronyms

CSV	Comma Separated Values (also known as comma/quote delimited)
DOD	(California) Department of Defense Program
EDD	Electronic Data Deliverable
EDF	Electronic Deliverable Format
GIS	Geographic Information System
GPS	Global Positioning System
LUST	Leaking Underground Storage Tank
PK	Primary Key
RP	Responsible Party
SLIC	(California) Spills, Leaks, Investigations, and Cleanup Program
SWRCB	(California) State Water Resources Control Board
UST	Underground Storage Tank
VVL	Valid Value List

1 Introduction

In September 2004, the State Water Resources Control Board (SWRCB) adopted regulations that require electronic submittal of information (ESI) for groundwater cleanup programs. These regulations gained approval from the Office of Administrative Law (OAL) in November 2004. For several years, parties responsible for cleanup of leaks from underground storage tanks (LUST) have been required to submit groundwater analytical data, the surveyed locations of monitoring wells, and certain other data to the SWRCB's GeoTracker database over the internet. Beginning January 1, 2005, electronic submittal of these items and a portable data format (PDF) copy of the full report is being extended to include all SWRCB groundwater cleanup programs including the LUST, SLIC (non-LUST), Department of Defense (DOD), and Chapter 15 land disposal programs. These regulations also added new data dictionaries (the format for electronic data submittals) to Title 27, CCR, in coordination with existing Cal/EPA Unified Program data dictionaries.

Beginning July 1, 2005, submittal of a complete copy of the report in PDF format into the GeoTracker will replace the paper copy requirements of these reports. The electronic copy is intended to replace the need for a paper copy and is expected to be relied upon for all public information requests, regulatory review, and compliance/enforcement activities.

2 Conventions for Text

Throughout this document, file names are capitalized (e.g., the GEO_BORE file), and field names are capitalized and italicized (e.g., the *GLOBAL_ID* field). The words “file” and “table” are used interchangeably. The description of each file includes such information as which fields require valid values, which fields require entry for submission, and the file’s primary keys.

2.1 Valid Values (VVLs)

Various data fields in the GeoTracker electronic data deliverables require entry of valid values. Valid values are built-in codes that the format requires for certain fields. The reason for using specific values for these fields is to standardize the data entry, to ensure data consistency, and to help prevent errors. Freely entered data might contain extra spaces, commas, or dashes that would make meaningful data manipulation and thorough or accurate data searches impossible.

Most valid values are abbreviations of common or proper names; hence selecting the correct code is generally straightforward. A list of codes is provided for all fields requiring valid values.

3 Electronic File Formats

3.1 FIELD POINT NAME and WELL CONSTRUCTION DATA

The names of the sampling locations, called field point names, must be uploaded or entered into GeoTracker. For sampling locations that are groundwater wells additional well construction data is also required. The field point names and well construction data can be uploaded as an electronic file (click on the “upload field point names/well construction” link) or entered on a data entry screen (click on the “edit field point names/well construction” link).

3.1.1 File Guidelines and Restrictions for upload file:

The “field point name/well construction” upload file will allow you to add field point names to a given facility or to multiple facilities.

- Require fields: *GLOBAL_ID*, *FIELD_PT_NAME*, *FIELD_PT_CLASS*, *SCRE_DEPTH**, *SCREEN_LENGTH**
- Optional fields: *RP_FAC_ID* and *FIELD_PT_DESC* may be left blank
- Valid Value fields: *GLOBAL_ID*, *FIELD_PT_NAME*, *FIELD_PT_CLASS* require valid value entries.
- required for wells

3.1.2 The Field Point Name and Well Construction File Format

To create the upload file, open a text editor such as Notepad. You may enter as many field point names/facilities as you need to report. Each line of the file should have the following fields shown below. The fields must either be separated by commas or tabs. If a field is left blank, you still must enter a tab or comma for that field. Once your file is created, go to the GeoTracker ESI [upload](#) page and browse to the location where you saved this file and then click "import data".

Field Name	Attrb	VVL	REQ	Dscr. Name	Definition	Guidelines & Restrictions
<i>GLOBAL_ID</i>	C12	Yes	Yes	Global ID Number	The unique identifier for a regulated facility or site.	Obtain from GeoTracker web pages.
<i>FIELD_PT_NAME</i>	C15	Yes	Yes	Field Point Name	The field name or common name of the location where the field sample has been collected (i.e. Well 01)	Obtain current list and add new field point names via GeoTracker.
<i>RP_FAC_ID</i>	C12	No	No	Responsible Party Facility ID	A facility or site code designated by the responsible party	
<i>FIELD_PT_DESC</i>	C225	No	No	Description of the sampling location	A description of the sampling location provided by the responsible party	
<i>FIELD_PT_CLASS</i>	C5	Yes	Yes	Class of field point	Code describing the type of "point" being sampled.	
<i>SCRE_DEPTH</i>	C10	Yes*	Yes*	Depth of screened interval for a well	The depth reported in feet from top of the casing to the beginning of the screened interval for a well	Required for all wells first sampled after January 1, 2005.
<i>SCREEN_LENGTH</i>	C10	Yes*	Yes*	Length of screen	Length of screened interval reported in feet for a well	Required for all wells first sampled after January 1, 2005.

3.1.3 Valid Value Lists for the Field Point Name and Well Construction File Format

Table 2: *FIELD_PT_CLASS* valid values

Code	Description
AGT	Above Ground Tank Location
AGIR	Agriculture/irrigation well
AAS	Ambient Air Sample
AMB	Ambient drinking water aquifer monitoring well (NOT a remediation well)
BM	Benchmark
BH	Borehole
CS	Composite Sample
PRIW	Domestic/Private Drinking Water Well
ES	Effluent Sample
FAGT	Former Above Ground Tank Location
FUST	Former Underground Storage Tank, Tank Pit Location
FL	Fuel Line Sampling Point
IS	Influent Sample
RES	Lake or Reservoir Sampling Point
LSP	Leachate Sampling Point
CENT	Location of facility/site surveyed at the centroid of UST field
LYSP	Lysimeter Sampling Point
MS	Midway Treatment Sampling Point
PLS	Pan Lysimeter Sampling Point
PUBW	Public Drinking Water Well
MW	Remediation/Groundwater Monitoring Well
RIV	River Sampling Point

SP	Spring
SS	Stockpile Sample
STR	Stream or Creek Sampling Point
SUR	Surface Sampling Point
TASN	Transient Air Sample
TRS	Transient Subsurface Sampling Point (i.e. geoprobe.)
TPS	Treatment Plant Sample
UST	Underground Storage Tank, Tank Pit Location
VEW	Vapor Extraction Well
WSW	Water Supply Well
WSFI	Water System Facility Intake

3.2 GEO_BORE: The Bore Log File

The GEO_BORE file is an electronic image of the boring log for import into the GeoTracker system. Each boring log is associated with an individual sampling location where the borehole was drilled. The graphics of a boring log will vary, and may require more or less detail depending on the specific project. The borehole log image is to be submitted in PDF format. An example boring log is available at: <https://esi.swrcb.ca.gov/ab2886/sample/SampleBoringLog.pdf>

3.3 GEO_REPORT: The Electronic File of the Report Submitted for Regulatory Review

The GEO_REPORT file is an electronic image of the complete report being submitted for regulatory review. Each GEO_REPORT is associated with an individual document type and title that is entered during the electronic submission process. A complete image of the report is to be submitted as a single PDF file. A complete electronic PDF version of the paper report shall include all:

- text
- graphs
- diagrams,
- tables,
- maps,
- or figures

that are included in the paper report. After July 1, 2005, the submittal of a complete copy of the report in PDF format into the GeoTracker system will replace submission of a paper copy of

these reports. The electronic copy is intended to replace the need for a paper copy and is expected to be relied upon for all public information requests, regulatory review, and compliance/enforcement activities.

4.0 Submittal File, Record, and Data Field Requirements

It is mandatory that the file, record, and data field requirements identified below be adhered to in order to generate acceptable upload file.

4.1 Procedure for EDD Submittal

Files may be submitted via the Internet to the GeoTracker system. Dynamic error reports will be generated to inform the user of any data format issues that must be resolved. The files must pass the error-checking program before the data will be submitted to the lead regulatory agency and the GeoTracker database.

Appendix A: Glossary of Terms

Attributes - The format and size attributes of a database field. A field type of C8 is a field that can hold up to eight alphanumeric characters. An N5 field type has a total of 5 spaces available for numbers and decimals, with no restriction on the number of digits to the right of the decimal point other than the overall field size (e.g., 12345 or 123.4 or 1.234). A D10 field type is a date field, and is formatted as MM/DD/YYYY ([month]/[day]/[year]).

Deliverable - A report, data, etc., that is “delivered” to another party, either electronically, or in hard copy format.

EDD (Electronic Data Deliverable) - Information stored in a defined format, accessible via a computer (e.g., stored on diskette, internal hard drive, CD ROM, magnetic tape, etc.).

Field - An area of a table (a column) that contains a particular piece of information. One or more fields make a record. Fields are defined by the attributes of format and size.

File - A named group of electronic data in a defined format.

Guidelines and Restrictions - Information provided to the user regarding data entry, data performance, and data delivery expectations.

Primary Key - A field or set of fields that uniquely identify a record within a table. Key fields within a table define the primary key. Each database record can be uniquely identified using the combination of data fields that make up the primary key.

Record - A line of data (a row) in a table or file made up of distinct fields of information.

Responsible Party- The individual or organization legally responsible for the assessment, monitoring and/or remediation of a contaminated site.

Table - A format for data that allows for data manipulation within a database. Tables are organized with columns and rows of information.

Valid Value - Specially assigned, standardized coded value designating an approved (i.e., “valid”) value for entry into a field in the database.