

GEOTRACKER ESI

[Electronic Submittal of Information]

ESI BEGINNER'S GUIDE FOR RESPONSIBLE PARTIES (Facility Owners/Operators)

JULY 2019

STATE WATER RESOURCES CONTROL BOARD
GEOTRACKER

ESI Homepage:

https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/

TABLE OF CONTENTS

1.0 INTRODUCTION	1
1.1 About GeoTracker.....	1
1.2 What are the State Water Board Electronic Data Submittal Requirements?	2
1.3 Responsible Party Responsibilities	2
1.4 What Information Should Be Submitted (Uploaded)?	2
2.0 ESI START-UP GUIDELINE	4
STEP 1: Creating a Secure GeoTracker ESI Account and Logging In.....	4
STEP 2: Claiming Sites/Facilities	6
STEP 3: How to Create and Upload Field Point Names to Site	10
STEP 4: Upload (Submit) Data and Reports	12
STEP 5: Delete an Electronic Submittal after Uploading	31
STEP 6: DENIED Electronic Submission Notification.....	33
3.0 ADDITIONAL RESOURCES	34
3.1 Contact the GeoTracker Helpdesk:	34
3.2 Online Resources	34
3.3 Guidance Documents	35
APPENDIX A	36
FIGURE 1: START-UP TASKS	36
FIGURE 2: ESI SUBMITTAL PROCESS OVERVIEW AND DATA FLOW	37
APPENDIX B	38
B.1 INDIVIDUALS, ENTITIES, AND RESPONSIBILITIES.....	38
B.2 IMPORTANT ESI TERMS DEFINED	41
APPENDIX C	45
Uploading Multiple Field Point Names (FPNs)	45
APPENDIX D	49
Error Checking A New Electronic Submittal of Information (ESI) Data File.....	49

1.0 INTRODUCTION

This guide is intended to provide owners/operators ([Responsible Parties \[RPs\]](#)) a generalized step-by-step guideline for preparing and uploading (submitting) compliance data and reports to the GeoTracker system. Submitting compliance data and reports to GeoTracker enables RPs to satisfy the reporting requirement of regulatory orders, waste discharge requirements, etc., and allows the lead regulatory agency caseworker to review, approve, or deny submittals electronically, as well as to make documents and data publicly accessible.

1.1 About GeoTracker

[GeoTracker](https://geotracker.waterboards.ca.gov/) (<https://geotracker.waterboards.ca.gov/>) is the State Water Resources Control Board's (State Water Board) internet-accessible database system used by the State Water Board, Regional Water Quality Control Boards (Regional Water Boards), and local agencies to access and archive compliance data from authorized or unauthorized discharges to land, or unauthorized releases of hazardous substances from underground storage tanks. This system consists of a relational database, on-line compliance reporting, a geographical information system (GIS) interface, and other features that are utilized by the State Water Board, Regional Water Boards, local agencies, regulated industry, and the public to input, manage, or access compliance and regulatory tracking information. GeoTracker was developed in 2000 in accordance with a mandate by the California State Legislature to investigate the feasibility of establishing a statewide GIS-based program to compile data for leaking underground storage tank (LUST) sites. The use of GeoTracker has since expanded to include information for other types of facilities making it a critical resource for both regulators and the public.

GeoTracker provides access to statewide environmental data and regulatory information for the following types of sites:

- Land Disposal sites (Landfills, Surface Impoundments, Waste Piles);
- Cleanup Program Sites (CPS, also known as Site Cleanups [SC] and formerly known as Spills, Leaks, Investigations, and Cleanups [SLIC] sites);
- Composting Operations;
- Leaking Underground Storage Tanks (LUST) cleanup sites;
- Permitted Underground Storage Tank (UST) facilities (Note: Permitted UST information is now being maintained by [California Environmental Reporting System \(CERS\)](#) (<http://cers.calepa.ca.gov/>); information in GeoTracker related to Permitted USTs is no longer current);
- Military sites (including Military UST sites, Military Privatized sites, and Military Cleanup sites [formerly known as Department of Defense (DOD) non-UST]);
- Waste Discharge Requirement (WDR) sites;
- Irrigated Lands Regulatory Program (ILRP) sites; and
- Confined Animal / Concentrated Animal Feed Lots Facilities.

1.2 What are the State Water Board Electronic Data Submittal Requirements?

Electronic reporting regulations (California Code of Regulations, Title 23, Division 3, Chapter 30 and Title 27, Division 3) require electronic submittal of any report or data required by a regulatory agency. Submission dates are set by the Regional Water Board or by other regulatory agencies. Once a report/data is successfully uploaded and approved by the lead agency caseworker, the reporting requirement is considered satisfied (i.e. the compliance measure for electronic submittals is the actual upload itself). The upload date should be on or prior to the regulatory due date.

The State Water Board has several goals for implementing **Electronic Submittal of Information (ESI)**:

1. Electronic reporting will provide decision-makers with more accurate, up-to-date, accessible, and complete statewide information.
2. Electronic reporting will enhance the capabilities of the State Water Board, Regional Water Boards, and local agencies in monitoring and assessing threat of contamination to drinking water wells.
3. Electronic reporting facilitates public access to information and transparency; rather than traveling to a government building to review a paper copy of a case file, interested parties can review and analyze information through the internet.

1.3 Responsible Party Responsibilities

[RPs](#) have two primary electronic reporting responsibilities:

- (1) Claiming site/facility(s) in GeoTracker. (*Claiming means the RP, or their Authorized RP Agent [i.e. consultant], has obtained upload access to the RP's site/facility*).
- (2) Uploading the required ESI compliance data and reports.

If the RP does not have Internet access or does not wish to perform the electronic role of RP, they can choose not to create a GeoTracker RP account and instead can delegate the claiming and upload duties to a consultant acting as their [Authorized RP Agent](#). If the RP chooses to create an RP GeoTracker account (i.e. an account with the user type Responsible Party), and have claimed their site/facility, they have the options to upload themselves, having a consultant upload for them as an Authorized RP Agent, or grant secondary access to [Contractors](#) and/or Laboratories to upload information. Even if an RP delegated an Authorized RP Agent, RPs are ultimately responsible for ensuring submittals are uploaded in accordance with the facility's requirements. Only RPs and Authorized RP Agents can grant secondary access to Contractors and [Laboratories](#). [Figure 1](#) (Appendix A) provides a summary of ESI tasks and responsibilities for the RP, Authorized RP Agent, Contractor and Laboratory.

1.4 What Information Should Be Submitted (Uploaded)?

The information that should be submitted includes any report or data required by a regulatory agency. Examples of data and reports may include, but are not limited, to the following:

- **REPORTS** - Technical reports, design plans, questionnaires, work plans, sampling and analysis plans, site conceptual models, sampling and analysis reports, quarterly/annual monitoring report, etc.

- LABORATORY ANALYTICAL DATA - Electronic Deliverable Format (EDF) may include, but is not limited to the following: soil sampling data, groundwater monitoring data, leachate sampling data, etc.
- SAMPLE LOCATIONS - Surveyed latitude and longitude sample location are required for all of groundwater monitoring wells to be submitted as part of the GEO_XY file.
- GROUNDWATER MONITORING WELL ELEVATION DATA - Surveyed elevation measurements to the top of groundwater well casings are required for all groundwater monitoring wells to be submitted as part of the GEO_Z file.
- GROUNDWATER WELL DATA - Depth to Water, Well Operational Status)
- SITE MAP

[Figure 2](#) in Appendix A provides an overview of the ESI submittal process and data flow process for RPs, Authorized RP Agents, Contractors and Laboratories.

2.0 ESI START-UP GUIDELINE

STEP 1: Creating a Secure GeoTracker ESI Account and Logging In

- A. GeoTracker requires a USERNAME and PASSWORD (the username/password pair is sometimes referred to as your “login”) to gain access to the secure ESI section of GeoTracker. RP, Authorized RP Agent, Contractor or Laboratory can obtain a Username/Password by going to the [ESI webpage](#) at:
http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/.
After ESI access is obtained, access to specific sites/facilities must next be obtained in order to upload (submit) data and reports.

Refer to [Appendix B](#) for definitions of RP, Authorized RP Agent, Contractor or Laboratory. For users with an existing Username/Password proceed to [STEP 2](#) for instructions on how to request access a site/facility. For instructions on how to create and upload Field Point Names proceed to [STEP 3](#); for instructions on how to upload data and reports proceed to [STEP 4](#); and for instructions on how to delete a submittal after uploading proceed to [STEP 5](#).

B. LOG IN TO GEOTRACKER ESI OR REQUEST PASSWORD

http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/

The screenshot shows the website for the California Environmental Protection Agency State Water Resources Control Board. The main heading is "Electronic Submittal of Information (ESI)". Below this, there is a paragraph explaining the regulations. To the right, there are contact details for "Regulatory Requirement Questions" and "General Questions". Under the "Getting Started" section, a link "Login or Request a Password" is highlighted with a red box. A yellow arrow points from this box to the text "CLICK TO LOGIN OR REQUEST A PASSWORD".

To obtain initial access, click the **Password Request** link at the bottom of the ESI login page. Complete all the information in the **Requesting Login** form as well as select the appropriate user type (i.e. RP). Click the **Submit Form** when finished. For Authorized RP Agent Instructions please refer to the ESI Beginner's Guide for Authorized Responsible Party Agents.

The diagram illustrates the process of requesting a password and entering information. It consists of two main parts: the login page and the 'Requesting Login' form.

1. Request Password: The login page shows the 'STATE WATER RESOURCES CONTROL BOARD GEOTRACKER ESI' logo and fields for 'Username:' and 'Password:'. A 'Login to ESI' button is present. A yellow arrow points to the '1. Request Password' step, which is indicated by a yellow arrow pointing to the 'Password Request' link in the footer text: 'If you do not have a username and password, request one using our [Password Request page](#). Forgot your password? Have a password reset link [emailed](#) to you.'

2. Enter Information: A yellow arrow points to the '2. Enter Information' step, which is indicated by a yellow arrow pointing to the 'Requesting Login' form. The form is titled 'Requesting Login Step 1: Submit Contact Information' and contains the following fields:

- User Information:** Username, Password (Case Sensitive), User Type (dropdown menu), Confirm Password (Case Sensitive).
- Contact Information:** Name, Address, City, State, Zip, Phone Number (000-000-XXXX), Email Address, Company Name.
- Additional Contact Information:** A large text area for additional information.

3. Click to Submit: A yellow arrow points to the '3. Click to Submit' step, which is indicated by a yellow arrow pointing to the 'Submit Request' button. The button is located at the bottom right of the form, next to a CAPTCHA image and a 'Type the text' input field.

Select User Type: A red box highlights the 'User Type' dropdown menu in the 'Requesting Login' form. The text inside the box is: 'Select User Type: • Responsible Party'.

***An email will be sent with further instructions. Return to the login page and enter your username and password as indicated in the login screen and click Login to ESI to continue.**

STEP 2: Claiming Sites/Facilities

- A. A site must be claimed by the RP or by an agent acting on behalf of the RP (Authorized RP Agent) prior to (1) other entities receiving access to a site, (2) uploading [Field Point Names](#) (FPN), and (3) submitting ESI compliance data and reports. A “claimed” site is a site/facility that the RP (or their Authorized RP Agent) requested and State Water Board granted access. A FPN is defined in [STEP 3: How to Create and Upload Field Point Names to Site](#).

A Contractor or Laboratory may request secondary access to sites/facilities to upload Field Point Names, ESI compliance data, and reports. Contractor and Laboratories do not have authority to approve access requests by other parties. Site/Facility access can be denied or revoked by an RP or Authorized RP Agent.

While being logged into their GeoTracker account, an RP or Authorized RP Agent may claim a site by following the **Request Additional Facilities** steps provided below. The State Water Board may approve site access requests in 1 to 3 business days. Once the State Water Board has approved the request, the RP or Authorized RP Agent will have successfully met the prerequisite regulatory compliance requirement of claiming their site/facility in GeoTracker. If additional assistance is needed to find and/or request a site/facility Global ID, the GeoTracker Help Desk can be contacted via [email](#) at geotracker@waterboards.ca.gov or telephone at (866) 480-1028.

- B. **Finding sites/facilities in the database:** From the **Facility Management** section in the left-hand column, a site/facility search may be conducted through the **Request Additional Facilities** search option, as shown in Section B.a.ii and iii, below. Sites/facilities with an existing record in GeoTracker can be searched using the Global ID (provided by Regional Board staff), and by a full or partial facility name or address. The Global ID is the unique GeoTracker identifier associated with a specific case at a site/facility. A site/facility may have one or more unique Global ID numbers. The Global ID number appears to the left of the facility name in the results window after completing a facility search, shown below. Regional Water Board staff can provide a new Global ID number for sites/facilities that do not currently have a Global ID.

- a) **RESPONSIBLE PARTY (RP)** – To claim a site, RPs must request access from Water Board GeoTracker staff and obtain approval. To request access:
- i) Log into the GeoTracker ESI home screen by entering your username and password as indicated in the login screen and select the [Login to ESI](#) (<https://geotracker.waterboards.ca.gov/esi/login>) option to continue to the GeoTracker home page for RPs/Authorized RP Agents. [STEP 1](#) describes how to get a username and password.

CONTACT SITE HELP DESK

STATE WATER RESOURCES CONTROL BOARD
GEOTRACKER ESI

Username:

Password:

If you do not have a username and password, request one using our [Password Request](#) page.
Forgot your password? Have a password reset link [emailed](#) to you.

- ii) Hover the cursor over **Facility Management** located on the left side of the page, and then click on **Request Additional Facilities**.

The screenshot shows the GEOTRACKER ESI interface. The top header includes the CA.GOV logo and the text 'STATE WATER RESOURCES CONTROL BOARD GEOTRACKER ESI'. On the left is a 'TOOLS' sidebar with options like 'Upload EDD', 'Check EDD', 'VVL Search Tool', etc. Below that is a 'VIEW SUBMITTALS' section with links for 'By Facility', 'All Submittals (2)', 'Pending Submittals (0)', 'Denied Submittals (0)', and 'Received Submittals (2)'. The 'FACILITY MANAGEMENT' section is highlighted with a red box, containing links for 'Associated Facilities (4)', 'Pending Facilities (0)', 'Denied Facilities (0)', and 'Request Additional Facilities' (also highlighted with a red box). Below this is the 'FACILITY REQUESTS' section with links for 'Pending Requests (0)', 'Approved Requests (1)', and 'Denied Requests (0)'. At the bottom is a 'DOWNLOAD' section with links for 'Associated Global IDs' and 'Field Point Names'. The main content area shows 'RECENTLY DENIED SUBMITTALS' with a search bar and a message: 'NO SUBMITTALS FOUND USING THE ABOVE SEARCH PARAMETERS'. Two yellow arrows point to the 'Request Additional Facilities' link in the sidebar, with the text '1. Go to the Facility Management Section.' and '2. Click here'.

- iii) Search for a site by entering the site address, name, or Global ID number issued by Water Board Staff and then click the **Search** button.

The screenshot shows the 'REQUEST ADDITIONAL FACILITIES' search form. The title is 'REQUEST ADDITIONAL FACILITIES' and it indicates '1 RECORDS FOUND'. The form has input fields for 'Global ID', 'Facility Name', 'Status', 'Street Name', 'City', and 'County'. The 'Global ID' field contains 'T10000010459' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Below the form is a table with columns: GLOBAL ID, FACILITY NAME, STATUS, ADDRESS, CITY, COUNTY. The first row shows 'T10000010459', 'TEST Compost Facility', 'OPEN - OPERATING', '1001 I STREET', 'SACRAMENTO', 'SACRAMENTO'. A 'Request Checked Facilities' button is at the bottom. Two yellow arrows point to the 'Global ID' field and the 'Search' button, with the text '3. Enter the Global ID or search by name or address' and '4. Click Search'.

- iv) Click inside the box to the left of the Global ID to select that facility. Then click the **Request Checked Facilities** button.

The screenshot shows the 'REQUEST ADDITIONAL FACILITIES' search results page. The title is 'REQUEST ADDITIONAL FACILITIES' and it indicates '1 RECORDS FOUND'. The form has input fields for 'Global ID', 'Facility Name', 'Status', 'Street Name', 'City', and 'County'. The 'Global ID' field contains 'T10000010459' and is highlighted with a red box. The 'Request Checked Facilities' button is also highlighted with a red box. Below the form is a table with columns: GLOBAL ID, FACILITY NAME, STATUS, ADDRESS, CITY, COUNTY. The first row shows 'T10000010459', 'TEST Compost Facility', 'OPEN - OPERATING', '1001 I STREET', 'SACRAMENTO', 'SACRAMENTO'. A 'Request Checked Facilities' button is at the bottom. Two yellow arrows point to the checkbox next to the 'Global ID' and the 'Request Checked Facilities' button, with the text '5. Click to Select Facility' and '6. Click to Request Facility'.

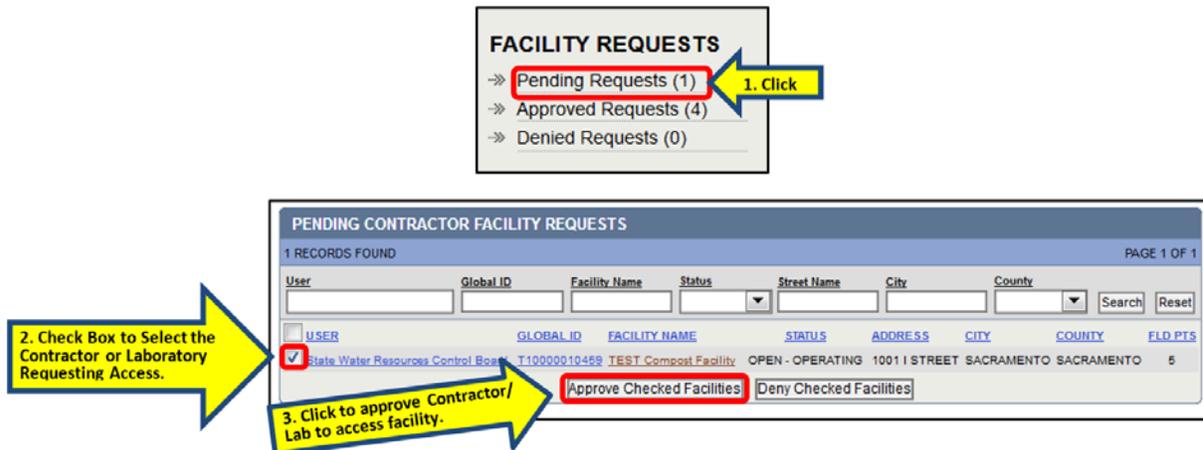
A confirmation window will appear:

The screenshot shows a confirmation window titled 'REQUEST ADDITIONAL FACILITIES'. The message reads: 'YOUR REQUEST WAS SUCCESSFUL. PLEASE CHECK YOUR "PENDING FACILITIES". IF YOU ARE A CONTRACTOR OR LABORATORY YOU NEED TO CONTACT YOUR RP AND ASK THEM TO APPROVE YOUR REQUEST(S). IF YOU ARE AN AUTHORIZED RP AGENT, YOU NEED TO UPLOAD A COMPLETED AUTHORIZED RP AGENT AUTHORIZATION FORM - (PDF | WORD) USING THE "UPLOAD AUTH RP FORM" LINK UNDER "FACILITY MANAGEMENT". IT NORMALLY TAKES 1 - 3 WORKING DAYS FOR RP REQUESTS TO BE APPROVED. FOR AUTHORIZED RP AGENTS IT NORMALLY TAKES 1 - 3 WORKING DAYS AFTER WE RECEIVE THE "AUTHORIZED RP AGENT AUTHORIZATION FORM".'

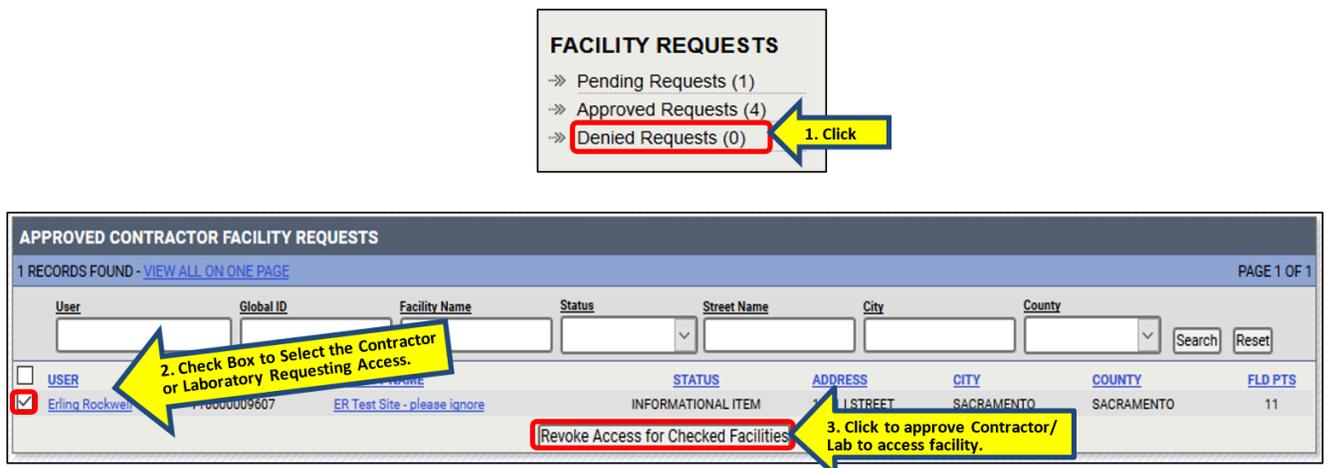
Once access is approved by the State Water Board, RPs have the ability to approve access requests submitted by Contractors and Laboratories.

(v) To approve an access request from a Contractor or Laboratory, complete the following steps:

(1) Under the Main Menu, on the left-hand side of the screen, scroll down to **Facility Requests** and select **Pending Requests** to view the users (contractors or laboratories) that have requested access to a specific facility. Check the box to the left of the appropriate user name(s) and then click **Approved Checked Facilities**. The user will now have ESI access to that facility.



vi) If the RP wants to remove an Authorized RP Agent's, Contractor's, or Lab's ESI access to a site, the RP can go to the **Facility Requests**, select **Approved Requests**, check the box next to the user name (contractor or laboratory) to be removed, and then click the **Revoke Access for Checked Facilities** button.



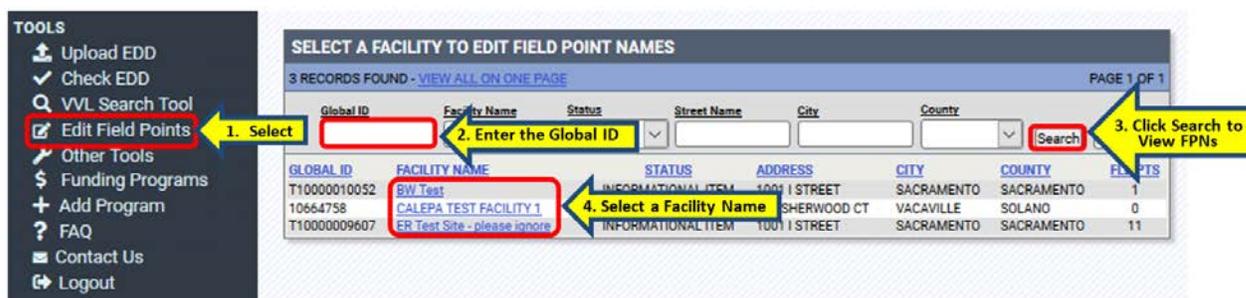
vii) Alternatively, an RP may complete and submit a **Revocation Form** by email to geotracker@waterboards.ca.gov.

[Click here to download the Authorized RP Agent Revocation Form.](#) Or copy and paste the PDF Form link into your browser:
http://www.waterboards.ca.gov/ust/electronic_submittal/docs/revoke.pdf

REVOCATION FORM FOR REMOVING CONSULTANTS AS AUTHORIZED RP AGENTS			
			FACILITY GLOBAL ID #:
SITE OWNER, OPERATOR, OR RESPONSIBLE PERSON (RP) AND ADDRESS::			
FACILITY/ LEAK SITE ADDRESS:	CITY	STATE	ZIP CODE
The above identified person does hereby revoke the access authorization for:			
DESIGNATED AUTHORIZED REPRESENTATIVE NAME:			
COMPANY NAME:			
COMPANY ADDRESS	CITY	STATE	ZIP CODE
to upload electronic data to the GeoTracker database of analytical and survey data pertaining to the site identified above.			
This Revocation of Authority for designation of a representative shall become effective on the date of execution and shall remain in effect until terminated, in writing, by the above-named owner / operator or responsible person.			
EXECUTED THIS _____ DAY OF _____, 20 _____			
ADDRESS _____			
OWNER / OPERATOR OR RP SIGNATURE _____		PHONE NUMBER _____	
OWNER / OPERATOR OR RP NAME _____			
Please FAX, email, or mail the completed Revocation Form to Hamid Foolad FAX: (916) 341- 5808, Email: hfoolad@waterboards.ca.gov SWRCB, P.O. Box 2231, Sacramento, CA 95812			
Questions? Call Hamid Foolad at (916) 341-5791			

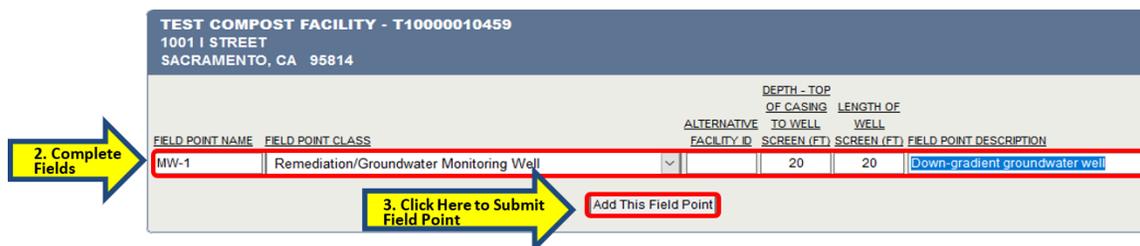
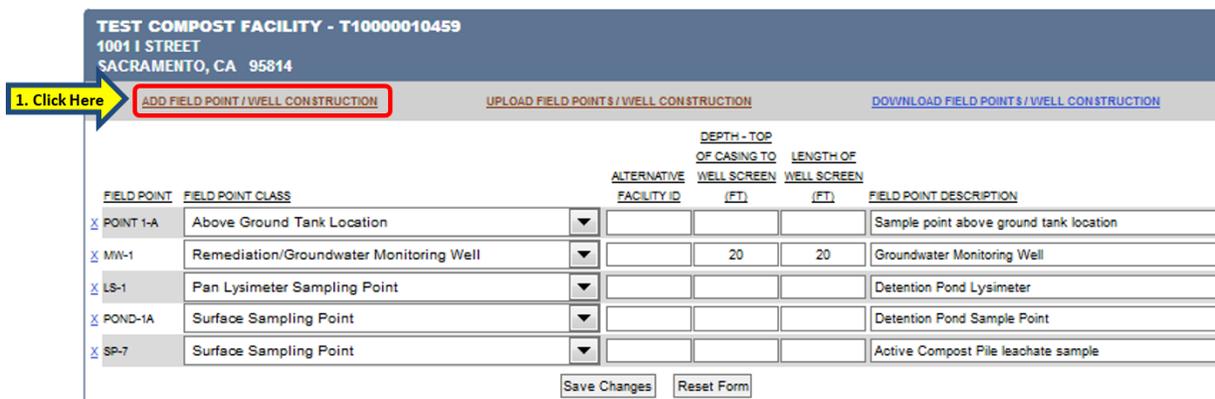
STEP 3: How to Create and Upload Field Point Names to Site

- A. The FPN is a unique identifier that the RP (or Authorized RP Agents, Contractors, or Laboratory) assigns to a specific sample point (location) from which measurements are taken or samples collected (e.g. BASIN-1 [Detention Basin 1], MW-1 [Monitoring Well 1], B-1 [Borehole 1], etc.). FPNs must be created prior to uploading ESI Data. (Refer to the **Important Notes** section in [Appendix C](#) for additional details). An RP may choose to create and assign FPNs or approve an Authorized RP Agent, Contractor, or Laboratory to perform the task for them.
- B. FPNs and well construction information can be added to a Global ID interactively by clicking on **Edit Field Points**, located under **TOOLS** in the left column, and then click on the facility's name if it appears on the list or enter the Global ID and click **Search**. For existing sites with pre-existing FPNs in the system, this will display the current list of FPNs associated with the site.



- C. There are two options for adding FPNs: **Option 1** is for manually adding individual FPNs to a site and **Option 2** allows for multiple FPNs to be uploaded all at once. **Option 2** guidelines for creating FPNs are presented in [Appendix C](#).

- a) **OPTION 1** - Click on **ADD FIELD POINT NAME / WELL CONSTRUCTION** (located at the upper left-hand side under the facility name and address).



- b) Enter a new **FIELD POINT NAME**, select the appropriate **FIELD POINT CLASS** from the drop down list. (Note that field Quality Control [QC] selections [i.e. trip blank, equipment blank, etc.] are at the bottom of the drop down list.)
- c) **It is highly recommended that all FPNs be limited to 10 or less characters to provide flexibility in your choice of laboratories.** Refer to the webpage [Frequently Asked Questions - Field Point Names](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq5.shtml#fnp5.3) section for additional information on determining Field Point Names: https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq5.shtml#fnp5.3
- d) A **FIELD POINT** can be deleted from the list by clicking on the **X** located to the left of the **FIELD POINT NAME** then clicking **Save Changes**, only if there is no data yet linked to the Field Point. If data is linked to the Field Point the **X** will disappear.
 - If data is linked to a Field Point that is to be deleted, the data will need to be transferred to another Field Point before the Field Point can be deleted. If the RP would like to change the name of the Field Point or transfer the data to another field point, they will need to contact the GeoTracker Helpdesk and request the change.

TEST COMPOST FACILITY - T10000010459
 1001 I STREET
 SACRAMENTO, CA 95814

[ADD FIELD POINT / WELL CONSTRUCTION](#)
 [UPLOAD FIELD POINTS / WELL CONSTRUCTION](#)
 [DOWNLOAD FIELD POINTS / WELL CONSTRUCTION](#)

	FIELD POINT	FIELD POINT CLASS	ALTERNATIVE	DEPTH - TOP OF CASING TO WELL SCREEN (FT)	LENGTH OF WELL SCREEN (FT)	FIELD POINT DESCRIPTION
X	POINT 1-A	Above Ground Tank Location	▼			Sample point above ground tank location
X	MW-1	Remediation/Groundwater Monitoring Well	▼	20	20	Groundwater Monitoring Well
X	LS-1	Pan Lysimeter Sampling Point	▼			Detention Pond Lysimeter
X	POND-1A	Surface Sampling Point	▼			Detention Pond Sample Point
X	SP-7	Surface Sampling Point	▼			Active Compost Pile leachate sample

Click X to Delete

STEP 4: Upload (Submit) Data and Reports

An RP may choose to create and upload its own ESI data files and reports or assign an Authorized RP Agent, Contractor, or Laboratory to perform the task on their behalf. These instructions are for RPs to upload data should an Authorized RP Agent, Contractor, or Laboratory not perform this function.

An **EDD** or **Electronic Data Deliverable** can be either a data file such as an **EDF**, **GEO XY**, **GEO Z**, or **GEO WELL**, or a document file such as a **GEO REPORT**, **GEO MAP**, or **GEO BORE**. **EDF** stands for **Electronic Deliverable Format** and is an electronic version of a laboratory report. Data is formatted for ease of use by multiple parties and provides a consistent level of quality. An **EDF** data file is specific to analytical laboratory data. These data and document file types are defined in [Appendix B](#).

Prior to uploading an **EDF**, **GEO XY**, **GEO Z**, **GEO WELL** data file, it should be checked for formatting errors using the data error checking tool, referred to as the **Check EDD Tool**. By request, most laboratories and surveyors can perform the EDF and the GEO XY data file error check, respectively. Guidelines to perform error checks on the **EDF**, **GEO XY**, **GEO Z**, and **GEO WELL** data using the **Check EDD Tool** are provided in [Appendix D](#).

After the **EDF**, **GEO_XY**, **GEO_Z**, and **GEO_WELL** data files have been error-checked, the next step is to upload the files according to the instructions below.

For solutions to common ERROR messages during data upload, refer to the [Frequently Asked Questions](#) webpage for guidance:

https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq7.shtml#incorr_fields7.1

A. Upload a GEO_REPORT File

GEO_REPORT is a paperless reporting requirement. A GEO_REPORT file is an electronic report submitted to the regulatory oversight agency in PDF format. A complete copy of all reports must be submitted to GeoTracker in PDF format. The uploaded PDF report may include the signed transmittal letter, professional certification and all data that are uploaded into GeoTracker. File size must not exceed **400MB**. If the report exceeds 400MB, the report can either be (1) separated into multiple parts such as chapters, volumes, or sections so that each file submission is less than 400MB each; or (2) reduced in size using the Adobe Acrobat program.

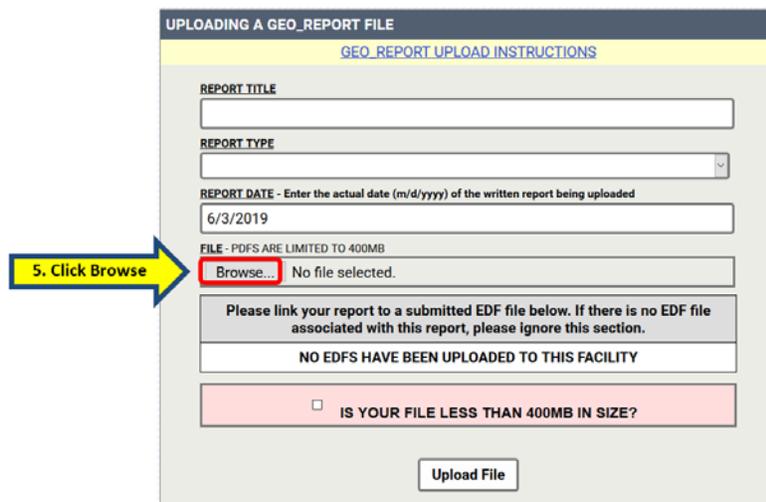
For additional information please refer to the links provided in [Section 3.0 Additional Resources](#).

INSTRUCTIONS FOR GEO_REPORT FILE UPLOAD

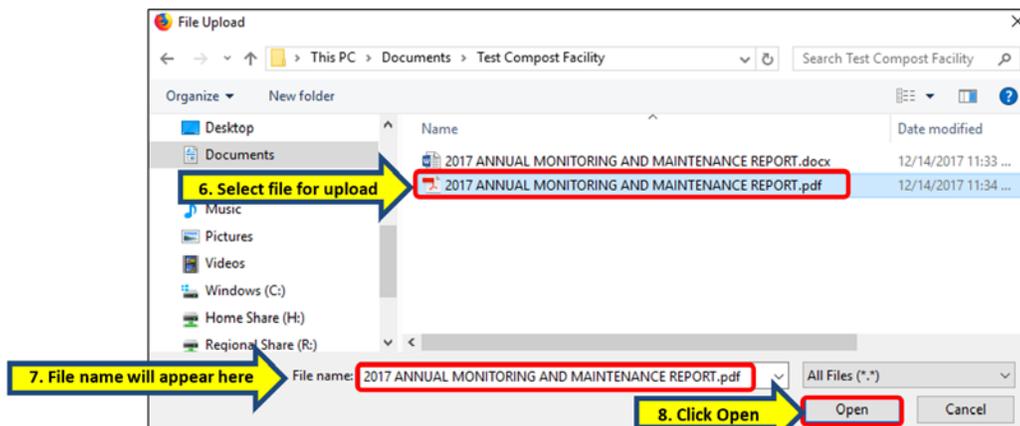
- a) From any Select **GEO_REPORT** under **Upload EDD** located in the **TOOLS** menu. Enter the Global ID, select the **Search** button, and the facility will appear below the search fields. Select the facility name.



- b) Start by clicking **Browse** in the **UPLOADING A GEO_REPORT FILE** window to select the report file for upload.



- c) Locate the electronic file for the **GEO_Report** in the **Browse** window. Ensure the file to be upload is selected (the selected file name will appear in the File Name field near the bottom of the browse window), and then click **Open**. Doing so will close the browse window and return to the upload page.



- d) Complete the fields in the **UPLOADING A GEO_REPORT FILE** page and click on **Upload File** to submit the report.

The screenshot shows a web form titled "UPLOADING A GEO_REPORT FILE" with a yellow header "GEO_REPORT UPLOAD INSTRUCTIONS". The form contains the following fields and elements:

- REPORT TITLE:** A text input field containing "Annual Monitoring and Maintenance Report".
- REPORT TYPE:** A dropdown menu with "Monitoring Report - Annually" selected.
- REPORT DATE:** A text input field containing "10/16/2017".
- FILE:** A section with the text "FILE - PDFS ARE LIMITED TO 400MB" and a "Browse..." button. A file named "2017 Annual Monitoring and Maintenance Report.pdf" is listed.
- IS YOUR FILE LESS THAN 400MB IN SIZE?:** A checkbox that is checked.
- Upload File:** A red button at the bottom right.

Numbered callouts (9-14) in yellow boxes with arrows point to specific parts of the form: 9 points to the file name, 10 to the report title, 11 to the report type dropdown, 12 to the report date, 13 to the 400MB checkbox, and 14 to the Upload File button.

If the report is greater than 400MB in size, the report document must be split into two or more files to reduce file size to allow for upload. Repeat the step above until all of the parts are uploaded for a complete report. Contact the GeoTracker Help Desk for additional assistance: Geotracker@waterboards.ca.gov or call at 1 (866) 480-1028.

B. Upload a GEO_MAP File

GEO_MAP is an electronic image (PDF version) of a site map. The standard **GEO_MAP** submittal file is an electronic image of the stand-alone generalized site map for upload into the GeoTracker system. The **GEO_MAP** site map should include following at minimum, if applicable:

- North arrow
- Map Scale
- Buildings/structure;
- Streets bordering the facility;
- Location of soil, water, wastewater, etc.
- Sampling/monitoring points;
- Location of any water supply wells within and/or adjacent to the property boundary; and
- Other useful information

A stand-alone version of the site map as a **GEO_MAP** should be submitted in addition to the electronic version of the written report (**GEO_REPORT**). Additional updated **GEO_MAP** site maps may be submitted at any time. For additional information please refer to the links provided in [Section 3.0 Additional Resources](#). **GEO_MAP** site maps can be submitted in the following formats:

- PDF
- TIFF
- JPEG
- GIF

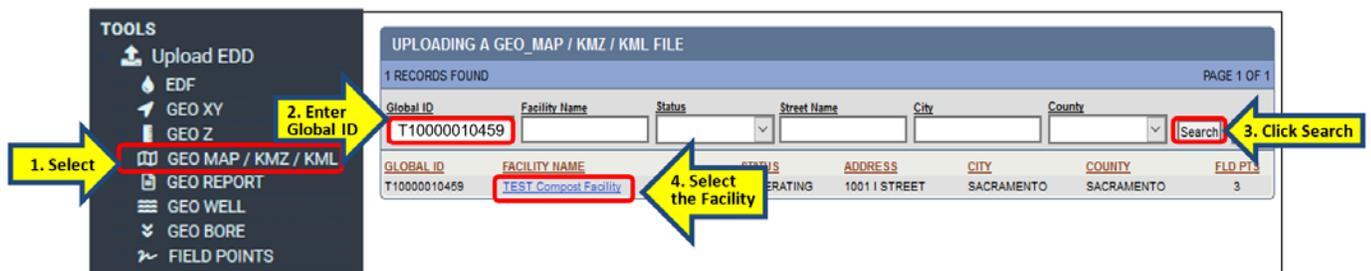
These files cannot exceed 400MB in size.

KMZ/KML files may also be uploaded. KMZ/KML files are used to indicate locations of items such as boundaries, plumes, source areas, excavation areas, operable units, and areas of interest. KMZ/KML specific upload fields appear on the upload screen only after a KMZ or KML file has been selected for upload.

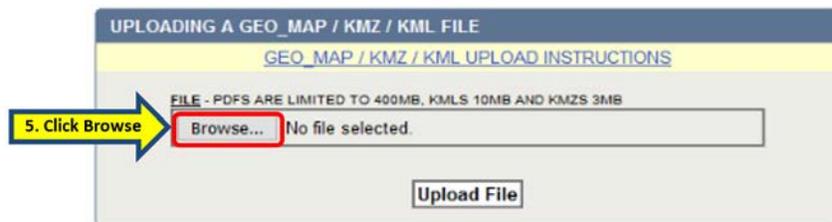
- KML files cannot exceed 10MB in size
- KMZ files cannot exceed 3MB in size
- The "PNG" image file in a KMZ Image Overlay file cannot exceed 500KB

INSTRUCTIONS FOR GEO_MAP, KMZ, KML FILE UPLOAD

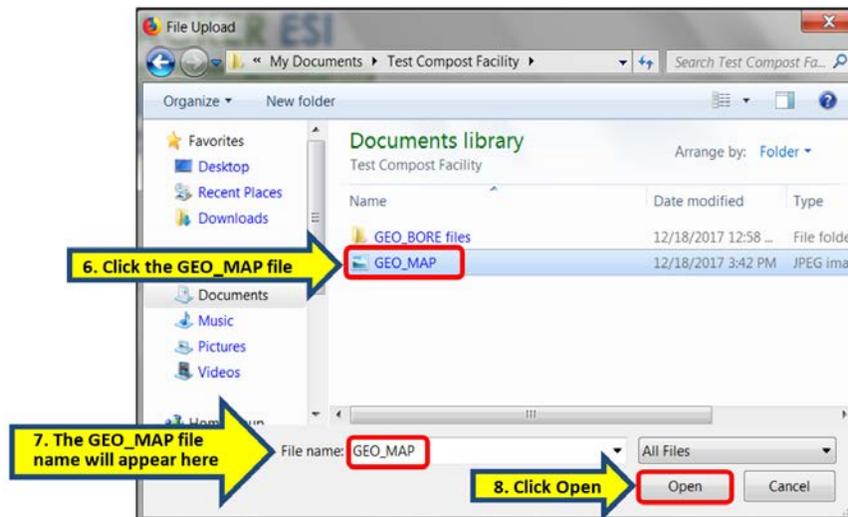
- a) Select **GEO_MAP/KMZ/KML** under **Upload EDD** located in the **TOOLS** menu. Enter the Global ID, click the **Search** button, and the facility will appear below the search fields. Click on the Facility Name.



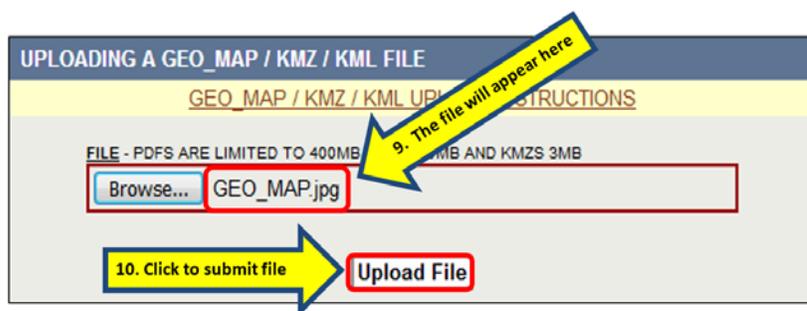
- b) Select the file by clicking **Browse** then click **Upload File** to submit the file.



- c) Locate the electronic file for the **GEO_MAP** in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the upload page.



- d) The file name will appear in the **UPLOADING A GEO_MAP** page. Click on **Upload File** to submit the **GEO_MAP**.



C. Upload EDF Data Files

EDF data files are laboratory analytical data files. The upload EDF function will allow the upload of laboratory data for one or more sites. Laboratories generally prepare the EDF files and provide them in a zipped file type format for their client to upload upon request. If the files have not been prepared for uploading, the user can perform the task by following the instructions in the [EDF Guidelines & Restrictions](https://www.waterboards.ca.gov/ust/electronic_submittal/docs/edf_gr_v1_2i.pdf) manual (https://www.waterboards.ca.gov/ust/electronic_submittal/docs/edf_gr_v1_2i.pdf). The file must be converted to a zip file format prior to uploading into GeoTracker. In Windows operating system, zipped files and folders work in the same fashion as normal (uncompressed) files. Several files may be combined into a single zipped folder to more easily share a group of files. For instructions on how to zip and unzip files, go to:

<https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

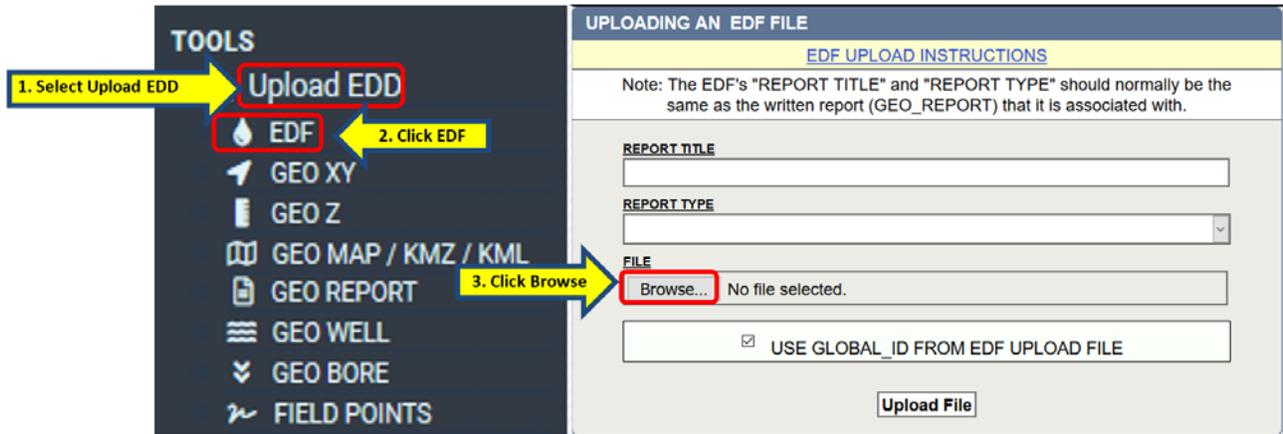
For additional information please refer to the links provided in [Section 3.0 Additional Resources](#) for [What is an “EDF”?](#) or go to:

https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#edf6.2

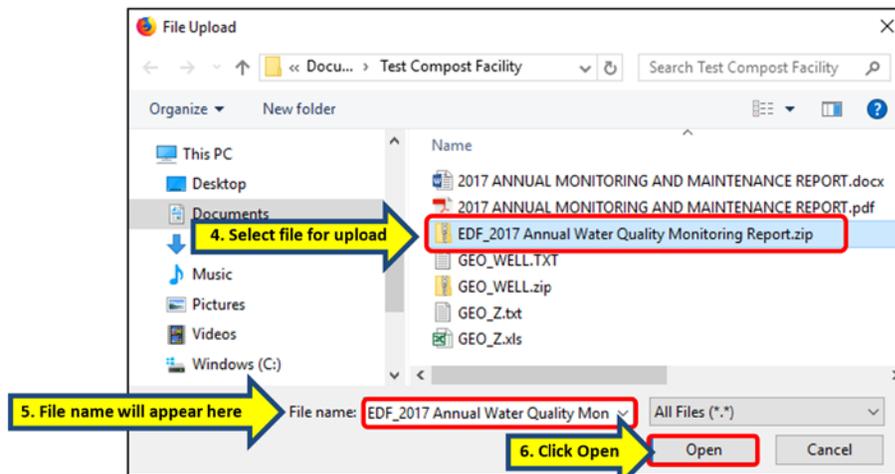
INSTRUCTIONS FOR UPLOADING AN EDF FILE

Ensure the **EDF** is in a ZIP format. The **EDF** file can be converted to a Zip file using a program such as WinZip before uploading. For [instructions on how to zip and unzip files](#) go to: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

- a) From the **TOOLS** menu, select **Upload EDD** then click on **EDF**. Select the **EDF file** by clicking on the **Browse** button and follow the steps shown below.

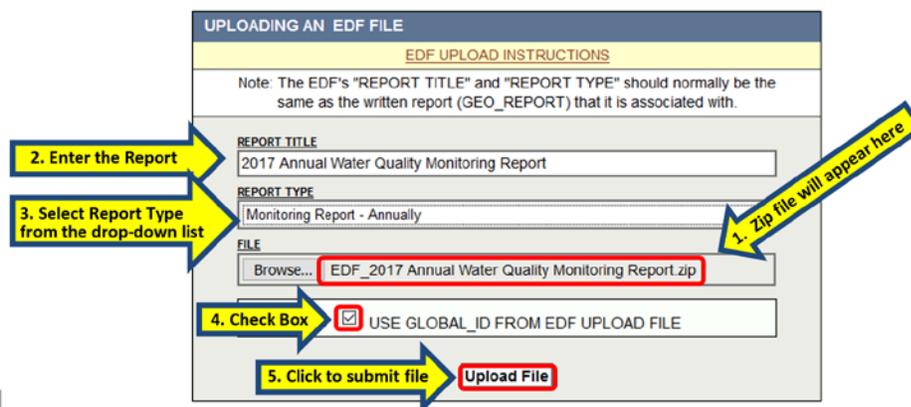


- b) Locate the **EDF** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the upload page.



- c) Complete the required fields shown in the **UPLOADING AN EDF FILE** window and click on the **Upload File** to submit the EDF.

NOTE: The EDF's *REPORT TITLE* and *REPORT TYPE* should normally be the same as the written report (GEO REPORT) that it is associated with.



D. Upload a GEO_XY File

GEO_XY is locational data represented as latitude and longitude. If samples from permanent sampling locations are included in a report to a regulatory agency, these sampling points must be surveyed and uploaded as a GEO_XY data file. This would typically include any groundwater or similar monitoring points at the site or any drinking water wells that are included in the regulatory report. A "transient sampling point" (a point that is sampled for less than 30 days) or one-time sampling points (e.g. direct push technologies, piezometers, or grab samples often used for rapid site characterization, such as stockpile sampling points) do not need to be surveyed. Permanent influent/effluent sampling locations should also be surveyed.

For additional information please refer to [Section 3.0 Additional Resources](#).

INSTRUCTIONS FOR GEO_XY FILE UPLOAD

A **GEO_XY** may be submitted as a fixed length or tab-delimited format including: ASCII *.txt file, Microsoft Excel Text (Tab delimited) (*.txt) file, or comma separated value delimited ASCII*.txt file (also known as "comma/quote delimited"). The file may be created first using a spreadsheet program, such as the Microsoft Excel spreadsheet program, and then converted to a Tab delimited.txt file.

Each line of the file should have the following fields, in this order:

- Global ID (REQUIRED)
- Field Point Name (REQUIRED)
- Field Point Class (REQUIRED)
- XY Survey Date (REQUIRED)
- Latitude (REQUIRED)
- Longitude (REQUIRED)
- XY Survey Method (REQUIRED)
- XY Datum (REQUIRED)
- XY Accuracy Value (REQUIRED)
- XY Survey Organization (REQUIRED)
- GPS Survey Equipment Type (REQUIRED)
- XY Survey Description (OPTIONAL)

IMPORTANT NOTE: For various data fields, GeoTracker will only accept data written in a certain format using **valid values**. Valid values are built-in codes required for certain fields such as datum and survey method. The reason for using specific values for these fields is to standardize 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.

To search the [lists of valid values](#) go to:

<http://geotracker.waterboards.ca.gov/searchvvl.asp>

Latitude/Longitude data must be in decimal degrees with up to 7 decimal points. Measurements must be to +/-1 meter accuracy.

The file must be named **GEO_XY.TXT**.

Converting a GEO_XY Excel File to a Text (Tab delimited) File

- a) Prior to converting a GEO_XY Excel file to a **Text (Tab delimited)(*.txt)** file, the header row (Row 1) must be deleted. Column headings are not allowed in the submitted text file.

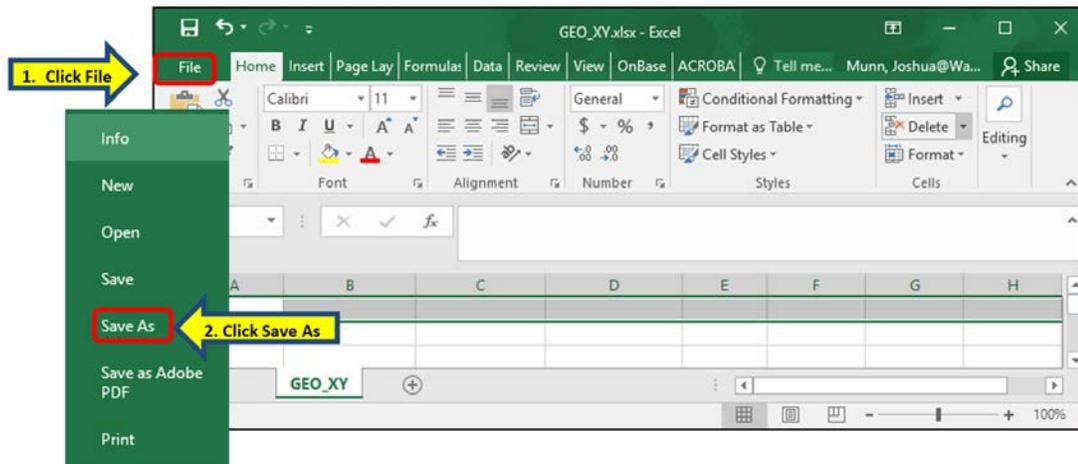
Click [here](#) to see a GEO_XY Excel template file or go to:
https://geotracker.waterboards.ca.gov/esi/sample/GEO_XY.xls

Example of a GEO_XY Excel File with Header

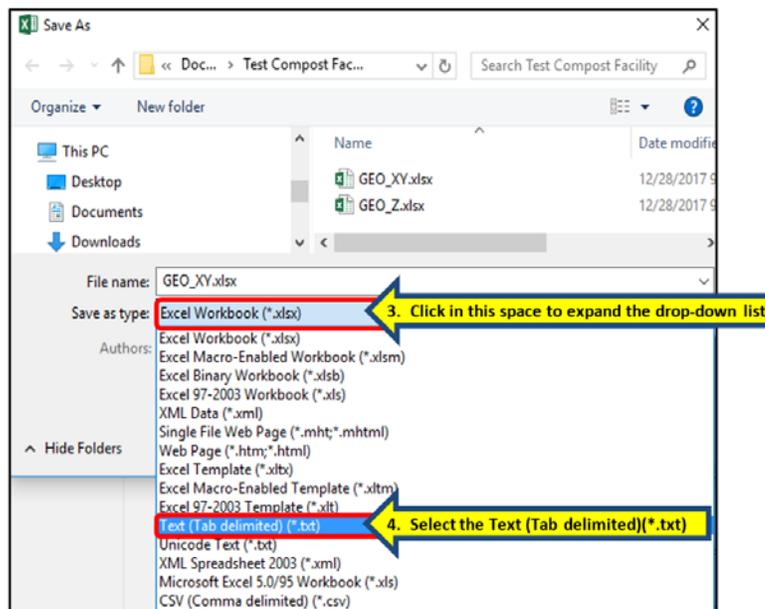
Remove Row 1

1	GLOBAL ID	FIELD PT NAME	FIELD PT CLASS	XY SURVEY DATE	LATITUDE	LONGITUDE	XY METHOD	XY DATUM	XY ACC VAL	XY SURVEY ORG	GPS EQUIP TYPE	XY SURVEY DESC
2	T10000010459	MW-1	MW	06/16/17	38.582203	-121.492346	CGPS	NAD83	0.3	SDLS	AZX	Google Earth
3	T10000010459	POINT 1-A	AGT	10/05/16	38.58201	-121.491503	CGPS	NAD83	0.3	SDLS	AZX	Google Earth
4	T10000010459	LS-1	LYSP	10/21/16	38.581626	-121.49257	CGPS	NAD83	0.3	SDLS	AZX	Google Earth
5	T10000010459	POND-1A	SUR	10/17/16	38.581387	-121.491866	CGPS	NAD83	0.3	SDLS	AZX	Google Earth
6	T10000010459	SP-7	SUR	11/10/16	38.581794	-121.492	CGPS	NAD83	0.3	SDLS	AZX	Google Earth
7												

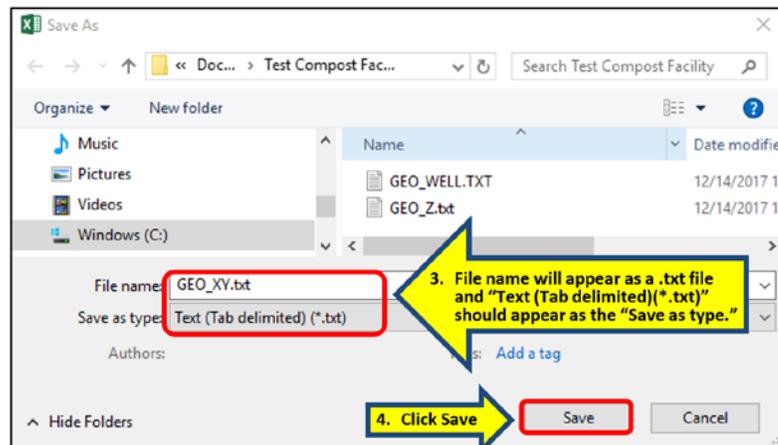
- b) With the GEO_XY Excel file open in the Excel program, select **Save As** from the **File** menu.



- c) In the **Save As** window, select **Text (Tab delimited)(*.txt)** from the **Save as type** drop-down list.



d) Click the **Save** button and the Excel file will be converted.



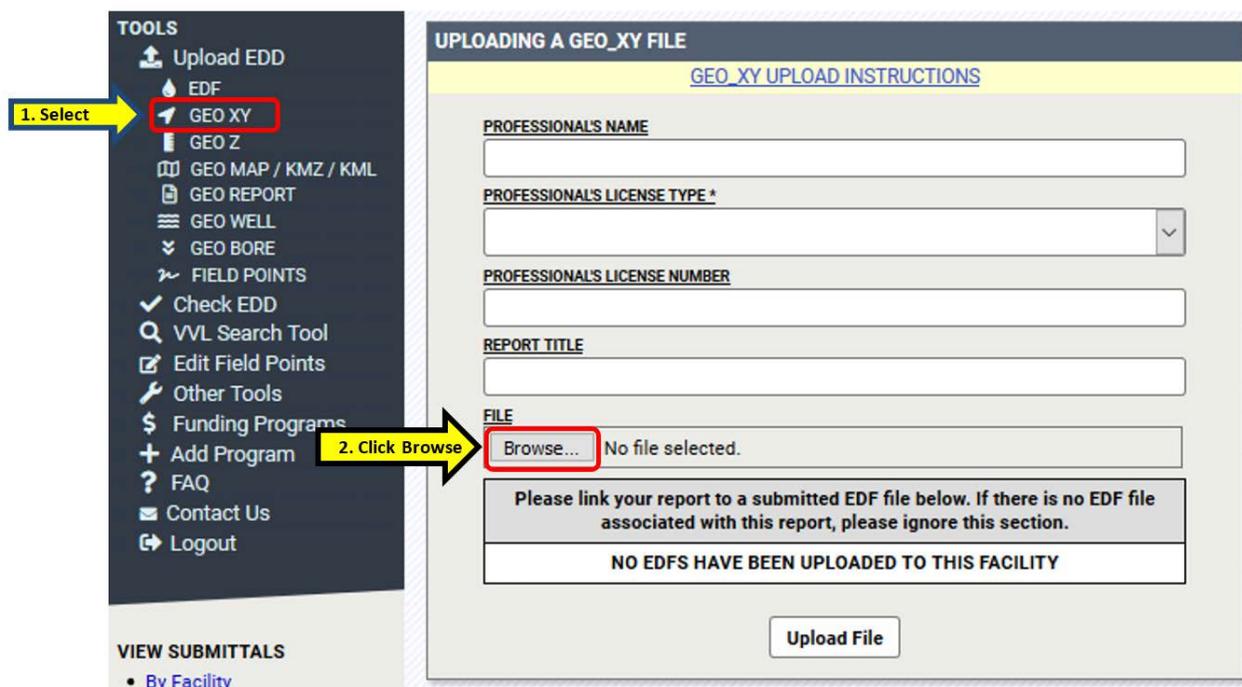
Below is an example of the above Excel table (with the column header removed) after it has been converted to a Text (Tab delimited)(*.txt) file.

Well ID	Point	Point Type	Date	X	Y	Z	Code	Code	Code	Code	Code	Code
T10000010459	MW-1	MW	06/16/17	38.582203	-121.492346		CGPS	NAD83	0.3	SDLS	AZX	Google Earth
T10000010459	POINT 1-A	AGT	10/05/16	38.58201	-121.491503		CGPS	NAD83	0.3	SDLS	AZX	Google Earth
T10000010459	LS-1	LYSP	10/21/16	38.581626	-121.49257		CGPS	NAD83	0.3	SDLS	AZX	Google Earth
T10000010459	POND-1A	SUR	10/17/16	38.581387	-121.491866		CGPS	NAD83	0.3	SDLS	AZX	Google Earth
T10000010459	SP-7	SUR	11/10/16	38.581794	-121.492		CGPS	NAD83	0.3	SDLS	AZX	Google Earth

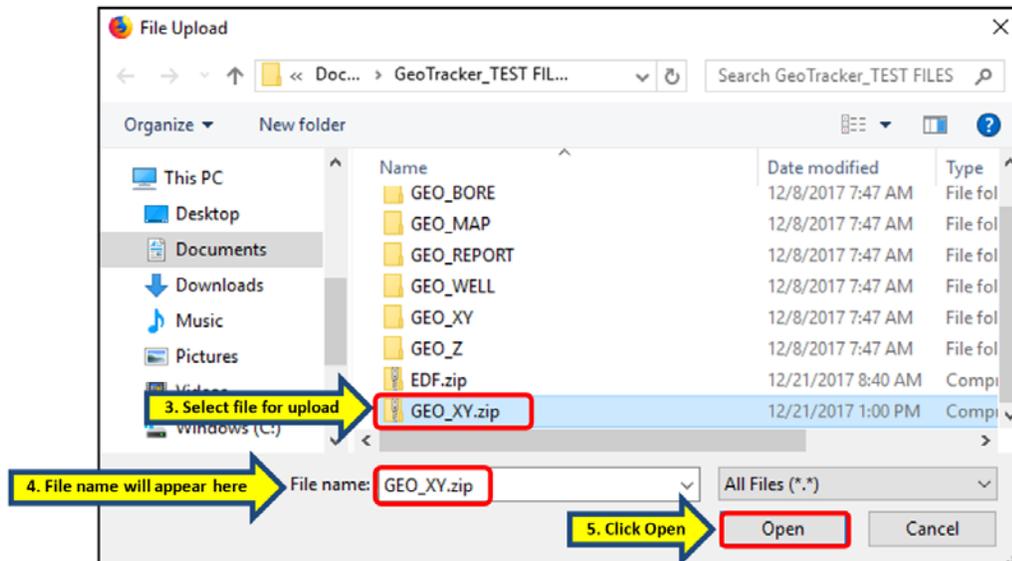
Converting a GEO XY Text (Tab delimited) File to a Zip File and Upload the File

a) The **Text (Tab delimited)(*.txt)** file must then be converted to a Zip file using a program such as WinZip before uploading. For instructions on how to zip and unzip files go to: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

With a completed ZIP file, it is time to upload. Select **GEO_XY** under the **TOOLS** menu and **Upload EDD** subheading. Select **Browse** to look for the file.



- b) Locate the **GEO_XY.zip** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the upload page.



- c) Complete the required fields shown in the **UPLOADING A GEO_XY FILE** window and click on the **Upload File** to submit.

The image shows a form titled 'UPLOADING A GEO_XY FILE' with the subtitle 'GEO_XY UPLOAD INSTRUCTIONS'. The form contains several input fields with numbered instructions:

- PROFESSIONAL'S NAME:** 'Professional Land Surveyor Inc' (Instruction: 6. Enter Surveyor's Name)
- PROFESSIONAL'S LICENSE TYPE*:** 'Professional Land Surveyor' (Instruction: 7. Enter License Type: Professional Land Surveyor, Geologist, Civil Engineer, Petroleum Engineer, Federal Official (no license # required), Not Applicable (no license # required))
- PROFESSIONAL'S LICENSE NUMBER:** 'L1111' (Instruction: 8. Enter License Number)
- REPORT TITLE:** 'GEO_XY' (Instruction: 9. Enter Report Title)
- FILE:** 'Browse...' button followed by 'GEO_XY.zip' (Instruction: 10. File will appear here)
- Upload File:** A red button at the bottom (Instruction: 11. Click to submit file)

E. Upload a GEO_Z file

GEO_Z contains groundwater monitoring well elevation data and must be submitted for all permanent groundwater monitoring wells. Elevation measurements to the top of groundwater monitoring well casings are required for all groundwater monitoring wells (to be submitted as part of the GEO_Z file). If applicable, drinking water wells included in the report do not need to have the elevation reported unless they are identified as permanent sampling points.

For additional information please refer to the resource links provided in [Section 3.0 Additional Resources](#).

INSTRUCTIONS FOR GEO_Z FILE UPLOAD

A GEO_Z may be submitted as a fixed length or tab-delimited format including: ASCII *.txt file, Microsoft Excel Tab Delimited*.txt file, or comma separated value delimited ASCII *.txt file (also known as "comma/quote delimited"). The file may be created first using a spreadsheet program, such as the Microsoft Excel spreadsheet program, and then converted to a Tab delimited.txt file.

Each line of the file should have the following fields, in this order:

- Global ID (REQUIRED)
- Field Point Name (REQUIRED)
- Elevation Survey Date (REQUIRED)
- Elevation (REQUIRED)
- Elevation Method (REQUIRED)
- Elevation Datum (REQUIRED)
- Elevation Accuracy Value (REQUIRED)
- Elevation Survey Organization (REQUIRED)
- Riser Height (OPTIONAL - *Unless the monitoring well has been installed with a riser pipe above the ground surface*)
- Elevation Survey Description (OPTIONAL)
- Effective Date (OPTIONAL)

IMPORTANT NOTE: For various data fields, GeoTracker will only accept data written in a certain format using **valid values**. Valid values are built-in codes required for certain fields such as datum and survey method. The reason for using specific values for these fields is to standardize 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.

To search the [lists of valid values](#) go to:

<http://geotracker.waterboards.ca.gov/searchvvl.asp>

Elevation measurement should be from top of casing and reported relative to mean sea Level (MSL).

The file must be named **GEO_Z.TXT**.

Converting a GEO_Z Excel File to a Text (tab delimited) File

- a) Prior to converting a GEO_Z Excel file to a Text (Tab delimited)(*.txt) file, the header row (Row 1) must be deleted. Column headings are not allowed in the submitted text file.

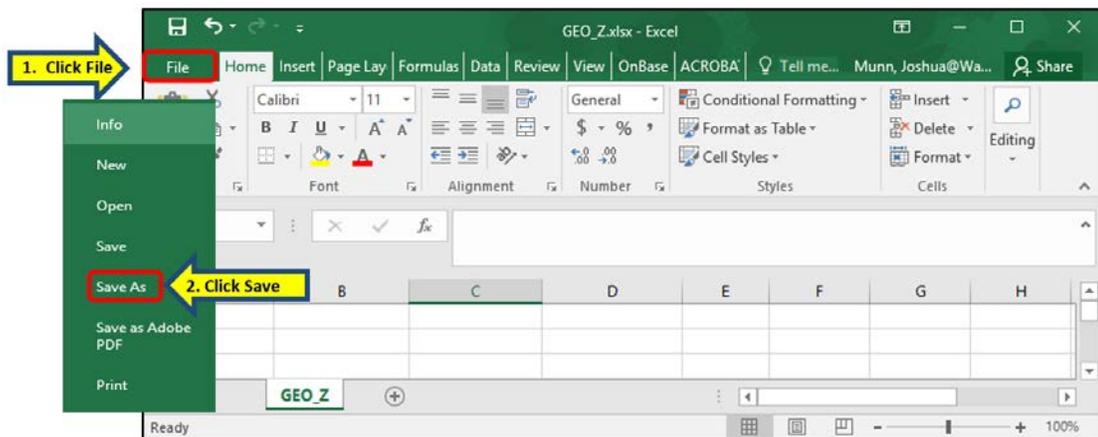
Click [here](https://geotracker.waterboards.ca.gov/esi/sample/GEO_Z.xls) to see a GEO_Z Excel template file or go to:
https://geotracker.waterboards.ca.gov/esi/sample/GEO_Z.xls

Example of a GEO_Z Excel File with Header

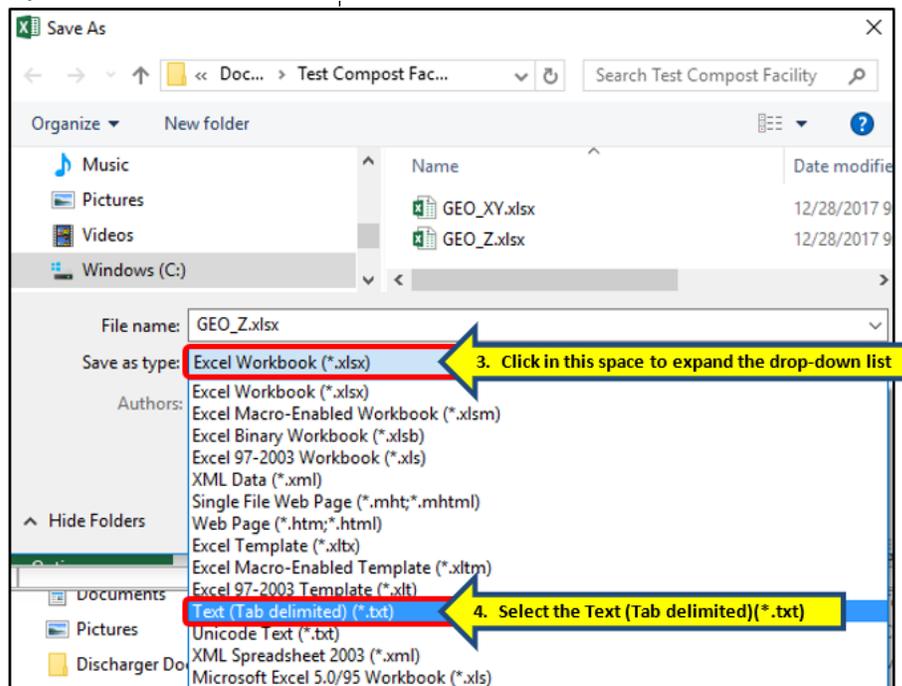
Remove Row 1

1	GLOBAL ID	FIELD PT NAME	ELEV SURVEY DATE	ELEVATION	ELEV METHOD	ELEV DATUM	ELEV ACC	ELEV SURVEY ORG	RISER HT	ELEV DESC	EFF_DATE
2	T10000010459	MW-1	06/16/17	10.4	DIG	88	0.3	SDLS			06/16/17
3	T10000010459	POINT 1-A	10/05/16	24.2	DIG	88	0.3	SDLS			10/05/16
4	T10000010459	LS-1	10/21/16	18.5	DIG	88	0.3	SDLS			10/21/16
5	T10000010459	POND-1A	10/17/16	22.8	DIG	88	0.3	SDLS			10/17/16
6	T10000010459	SP-7	11/10/16	24.1	DIG	88	0.3	SDLS			11/10/16

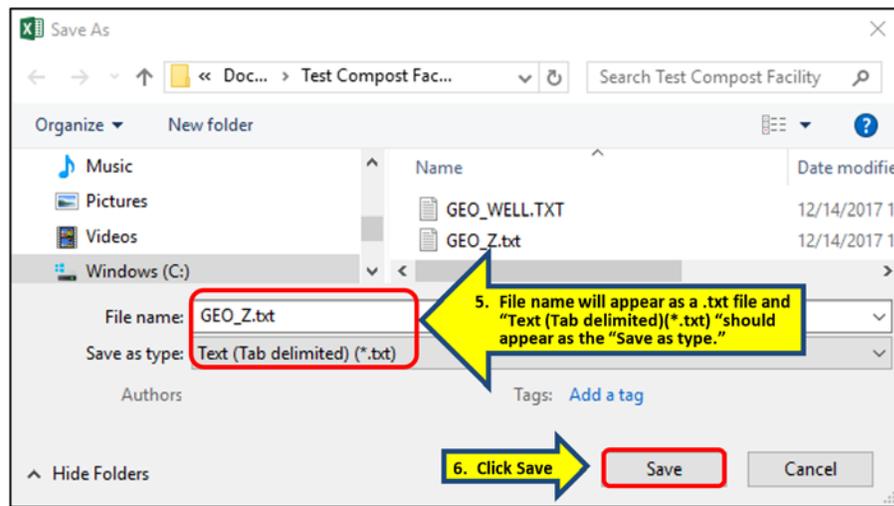
- b) With the GEO_Z Excel file open in the Excel program, select **Save As** from the **File** menu.



- c) In the **Save As** window, select **Text (Tab delimited)(*.txt)** from the **Save as type** drop-down list.



d) Click the **Save** button and the Excel file will be converted.



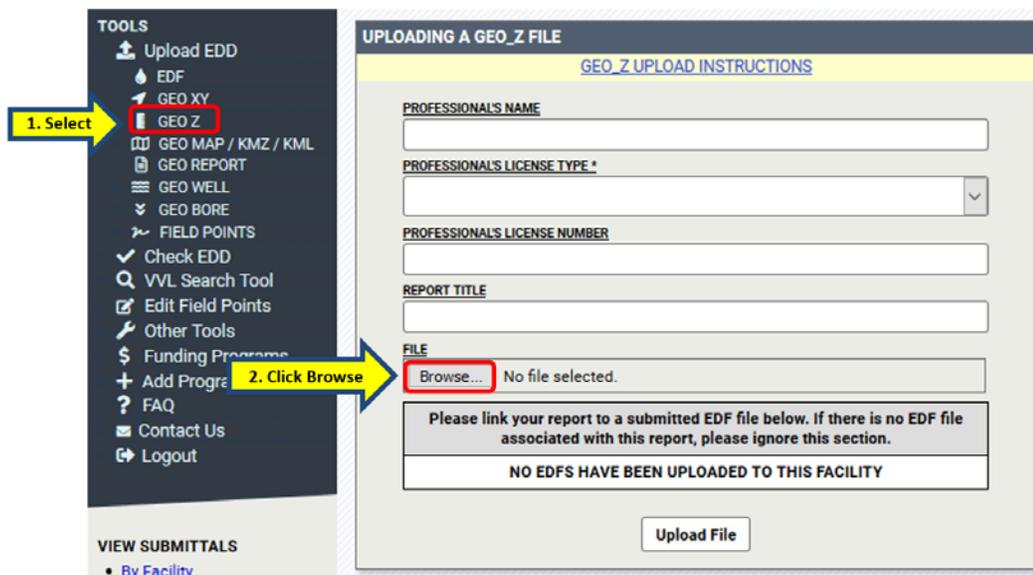
Below is an example of the above Excel table (with the column header removed) after it has been converted to a **Text (Tab delimited)(*.txt)** file.

ID	Location	Date	Depth	Material	Moisture	Temperature	Soil Type	Notes	Date
T10000010459	MW-1	06/16/17	10.4	DIG	88	0.3	SDLS		06/16/17
T10000010459	POINT 1-A	10/05/16	24.2	DIG	88	0.3	SDLS		10/05/16
T10000010459	LS-1	10/21/16	18.5	DIG	88	0.3	SDLS		10/21/16
T10000010459	POND-1A	10/17/16	22.8	DIG	88	0.3	SDLS		10/17/16
T10000010459	SP-7	11/10/16	24.1	DIG	88	0.3	SDLS		11/10/16

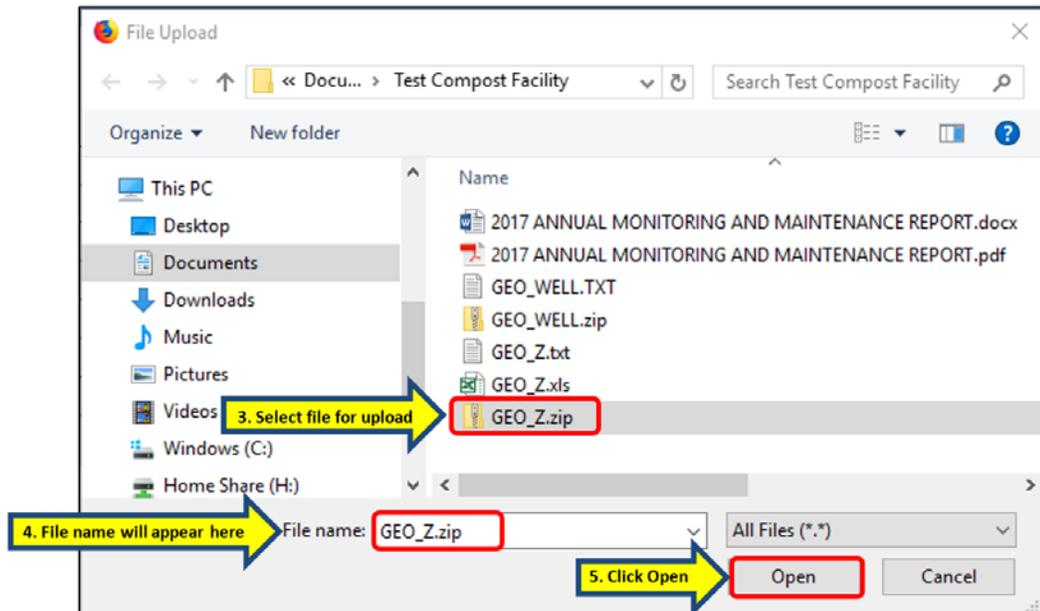
Converting a GEO Z Text (tab delimited) File to a Zip File and Upload the File

a) The Text (Tab delimited)(*.txt) file must be converted to a Zip file using a program such as WinZip before uploading. For [instructions on how to zip and unzip files](https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files) go to: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>.

With a completed ZIP file, it is time to upload. Select **GEO_Z** under the **TOOLS** menu and **Upload EDD** subheading. Select **Browse** to look for the file.



- b) Locate the **GEO_Z.zip** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the upload page.



- c) Complete the required fields shown in the **UPLOADING A GEO_Z FILE** window and click on the **Upload File** to submit.

The image shows the 'UPLOADING A GEO_Z FILE' form. The title is 'GEO_Z UPLOAD INSTRUCTIONS'. The form has the following fields and instructions:

- PROFESSIONAL'S NAME**: Professional Land Surveyor Inc. (Instruction: 6. Enter Surveyor's Name)
- PROFESSIONAL'S LICENSE TYPE ***: Professional Land Surveyor (Instruction: 7. Enter License Type: Professional Land Surveyor, Geologist, Civil Engineer, Petroleum Engineer, Federal Official (no license # required), Not Applicable (no license # required))
- PROFESSIONAL'S LICENSE NUMBER**: L1111 (Instruction: 8. Enter License Number)
- REPORT TITLE**: GEO_Z (Instruction: 9. Enter Report Title)
- FILE**: Browse... GEO_Z.zip (Instruction: 10. File will appear here)
- Upload File** button (Instruction: 11. Click to submit file)

F. Upload a GEO_WELL file

GEO_WELL is depth-to-water data. Groundwater monitoring wells must report the depth-to-groundwater information in the GEO_WELL file whenever the data is collected, even if the well is not actually sampled for other constituents during the sampling event. Drinking water wells generally do not need to have the depth to water reported unless they are surveyed as permanent sampling points. A permanent sampling point is defined as a point that is sampled for more than a 30-day period.

For additional information please refer to the links provided in [Section 3.0 Additional Resources](#).

INSTRUCTIONS FOR GEO_WELL FILE UPLOAD

A GEO_WELL file may be submitted as a fixed length or tab-delimited format including ASCII *.txt file, Microsoft Excel Tab Delimited *.txt file, or comma separated value delimited ASCII *.txt file (also known as "comma/quote delimited"). The file may be created first using a spreadsheet program, such as the Microsoft Excel spreadsheet program, and then converted to a Tab delimited.txt file.

Each line of the file should have the following fields, in this order:

- Global ID (REQUIRED) - *Needs to match the facility's Global ID.*
- Field Point Name (REQUIRED – *Needs to correspond to FPNs used in the GEO_XYZ files.*)
- Status (REQUIRED)
- Groundwater Measurement Date (REQUIRED)
- Depth to Free Product (OPTIONAL – *unless free product is present*)
- Depth to Groundwater Surface (REQUIRED FOR ACTIVE SAMPLING POINTS)
- Riser Height (OPTIONAL)
- Total Depth (OPTIONAL)
- Groundwater Measurement Description (OPTIONAL)

Measurement must be completed from the top of the well casing to the groundwater surface to the nearest +/-0.01 foot accuracy.

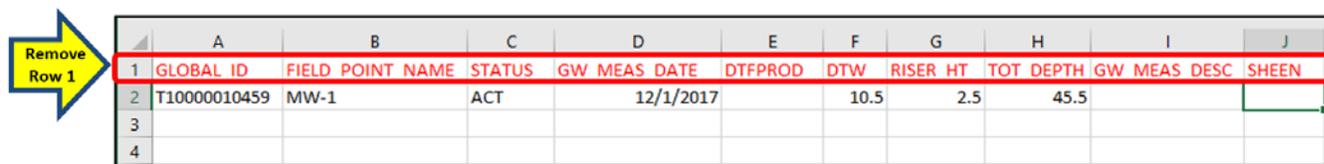
The file must be named **GEO_WELL.TXT**.

Converting a GEO WELL Excel File to a Text (Tab delimited) File

- a) Prior to converting a **GEO_WELL** Excel file to a Text (Tab delimited)(*.txt) file, the header row (Row 1) must be deleted. Column headings are not allowed in the submitted text file.

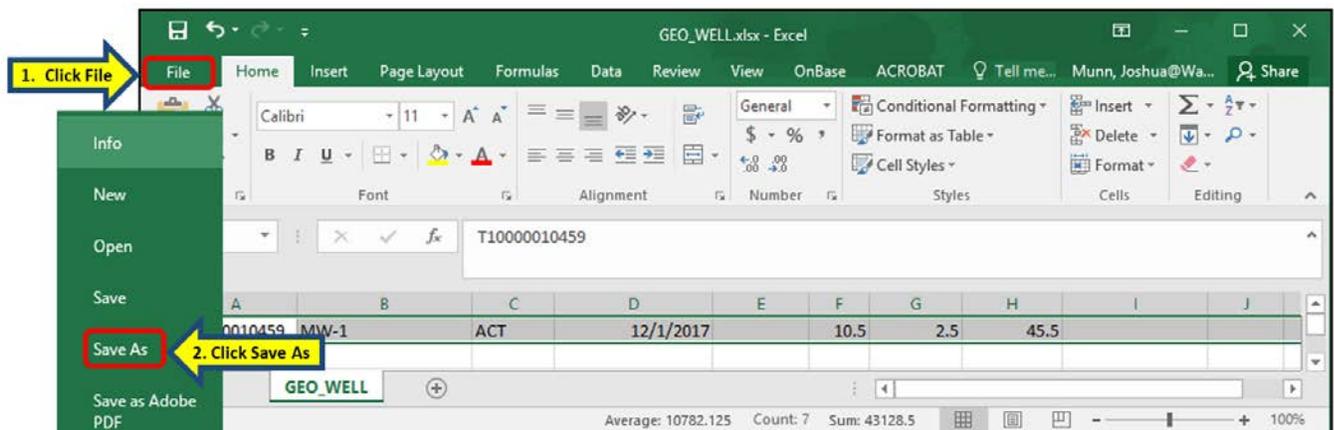
Click [here](#) to see a **GEO_WELL** Excel template file with column headings or go to: https://geotracker.waterboards.ca.gov/esi/sample/GEO_WELL.xls

Example of a GEO_WELL Excel File with Header

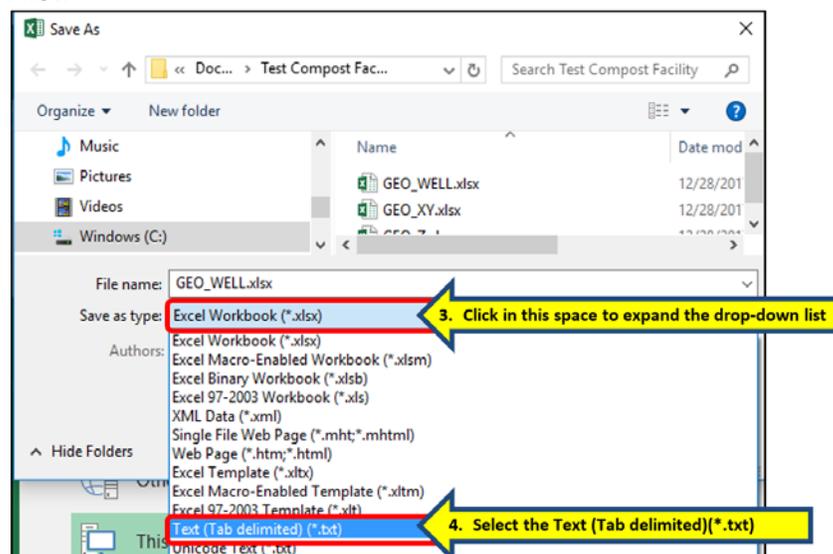


1	GLOBAL ID	FIELD POINT NAME	STATUS	GW MEAS DATE	DTFPROD	DTW	RISER HT	TOT DEPTH	GW MEAS DESC	SHEEN
2	T10000010459	MW-1	ACT	12/1/2017		10.5	2.5	45.5		
3										
4										

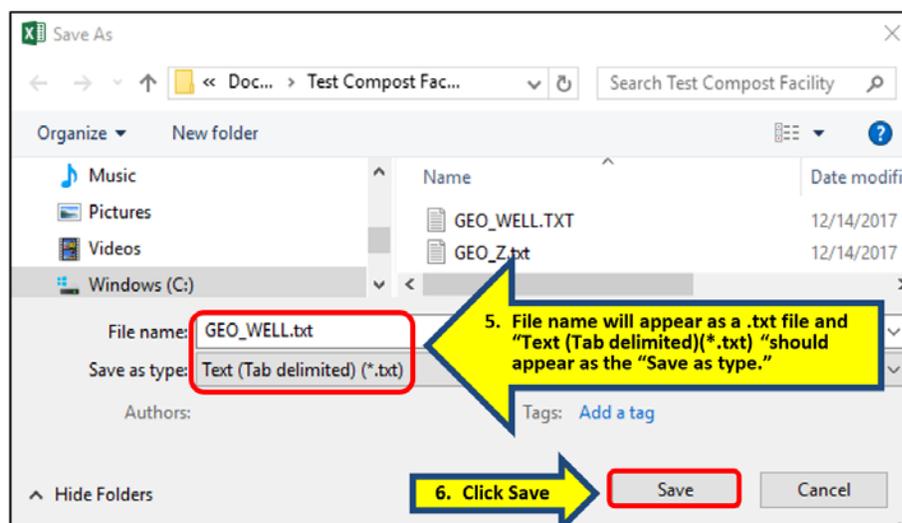
- b) With the **GEO_WELL** Excel file open in the Excel program, select **Save As** from the **File** menu.



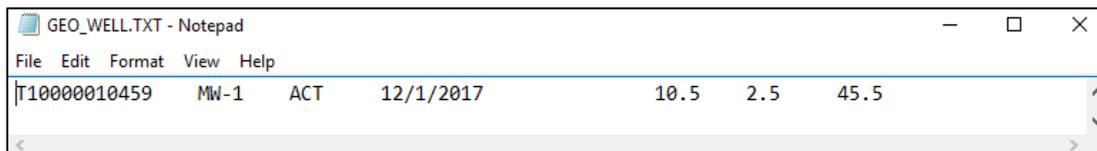
- c) In the **Save As** window, select **Text (Tab delimited)(*.txt)** from the **Save as type** drop-down list.



- d) Click the **Save** button and the Excel file will be converted.



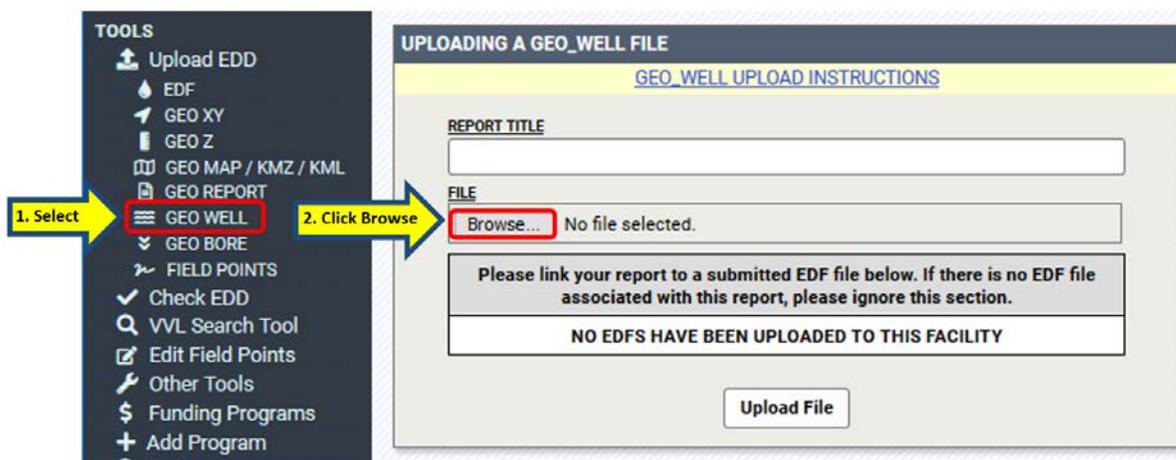
Below is an example of the above Excel table (with the column header removed) after it has been converted to a **Text (Tab delimited)(*.txt)** file.



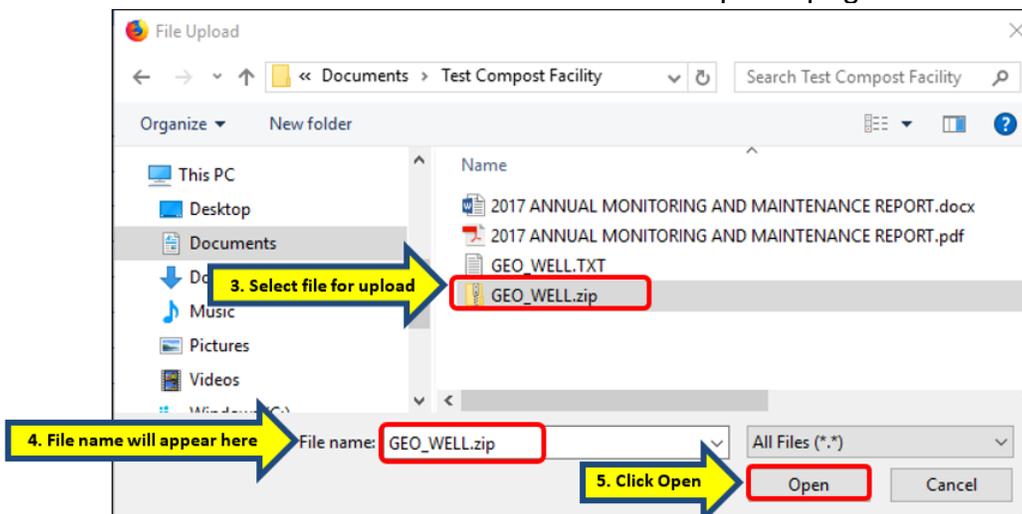
Converting a GEO WELL Text (Tab delimited) File to a Zip File and Upload the File

a) The Text (Tab delimited)(*.txt) file must be converted to a Zip file using a program such as WinZip before uploading. For [instructions on how to zip and unzip files](https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files) go to: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>.

With a completed ZIP file, it is time to upload. Select **GEO_WELL** under the **TOOLS** menu and **Upload EDD** subheading. Select **Browse** to look for the file.



b) Locate the **GEO_WELL.zip** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the upload page.



- c) Complete the required fields shown in the **UPLOADING A GEO_WELL FILE** window and click on the Upload File to submit.

G. Upload a GEO_BORE File

GEO_BORE is an electronic image [PDF version] of the boring logs and well screen intervals. Boring logs must be prepared by an appropriate registered professional and need to be submitted in PDF format. If a monitoring well is installed, the screen depth and interval must be reported.

For additional information please refer to the links provided in [Section 3.0 Additional Resources](#).

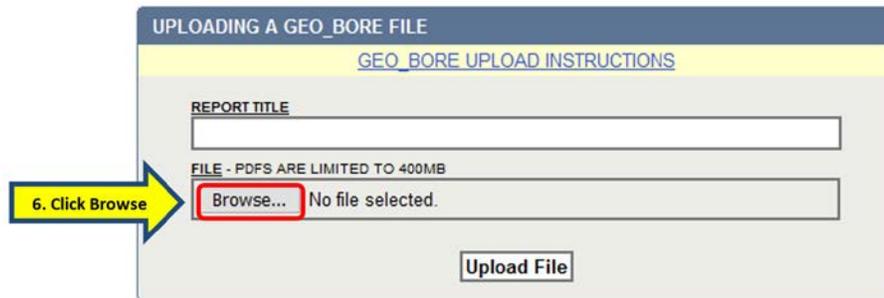
INSTRUCTIONS FOR GEO_BORE FILE UPLOAD

- a) Select **GEO_BORE** under **Upload EDD** subheading located in the **TOOLS** menu. Enter the Global ID and click the **Search** button. The facility will appear below the search fields. Click on the facility same.

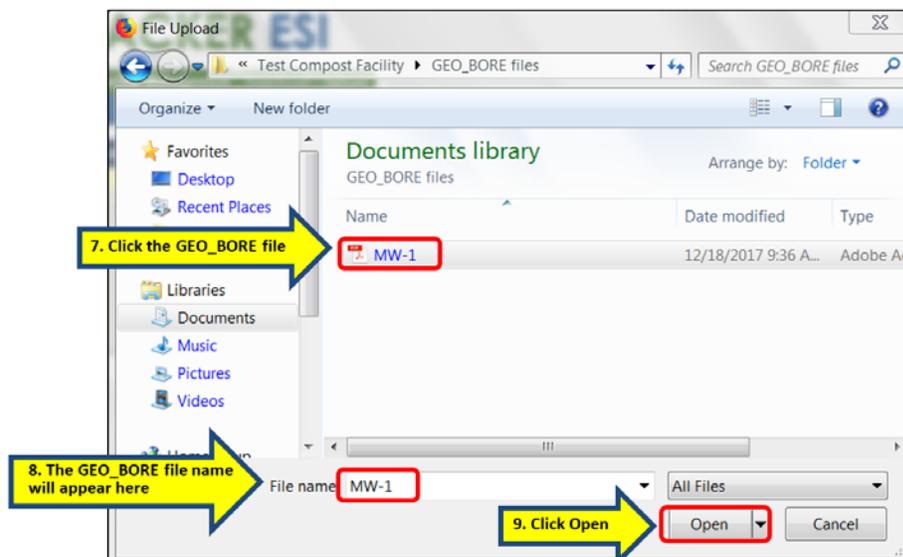
GLOBAL ID	FACILITY NAME	ADDRESS	CITY	COUNTY	FLD PTS
T10000010459	TEST Compost Facility	1001 I STREET	SACRAMENTO	SACRAMENTO	3

- b) Select the desired Field Point Name to upload the **GEO_BORE** file to.

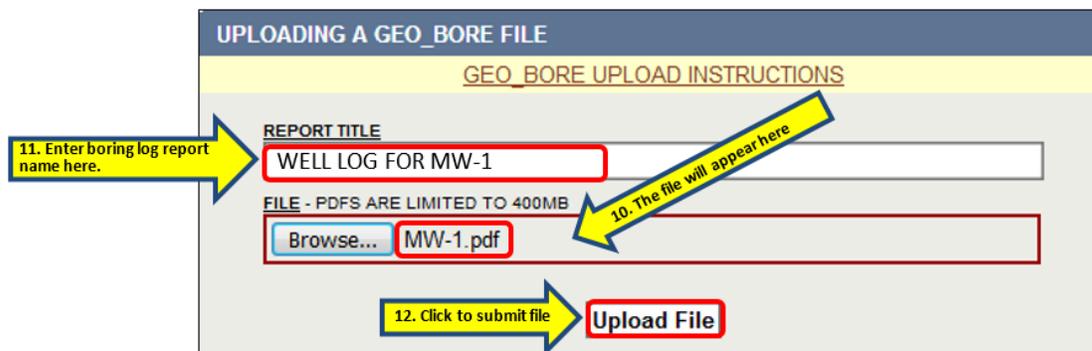
- c) Click **Browse** to look for the file to upload.



- d) Locate the **GEO_BORE** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the upload page.



- e) Enter the boring log/well log file name under **Report Title** then click **Upload File** to submit.



STEP 5: Delete an Electronic Submittal after Uploading

PENDING SUBMITTALS

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

- A. Under the **Main Menu** tab go to **VIEW SUBMITTALS**, click on **By Facility**, and then click on the facility name to display the full list of uploaded submittals for that Global ID. Or enter a Global ID in the search field and click search to view a particular facility.

TOOLS

- Upload EDD
- Check EDD
- VVL Search Tool
- Edit Field Points
- Other Tools
- Funding Programs
- Add Program
- FAQ
- Contact Us
- Logout

VIEW SUBMITTALS

- By Facility**
- All Submittals (2)
- Pending Submittals (0)
- Denied Submittals (0)
- Received Submittals (2)

SUBMITTAL STATUS BY FACILITY

3 RECORDS FOUND - [VIEW ALL ON ONE PAGE](#) PAGE 1 OF 1

Global ID	Facility Name	Status	Street Name	City	County	EDF	GEO_XY	GEO_Z	GEO_WELL	GEO_MAP	GEO_BORE	GEO_REPORT
T10000010052	ER Test	INFORMATIONAL ITEM	1001 I STREET	SACRAMENTO	SACRAMENTO							
T10000009007	Site - please ignore	INFORMATIONAL ITEM	1001 I STREET	SACRAMENTO	SACRAMENTO					3/16/2017	12/22/2016	
T10000010459	TEST Compost Facility	OPEN - OPERATING	1001 I STREET	SACRAMENTO	SACRAMENTO							PENDING

- B. Find the **PENDING** submittal to be deleted and then click on the blue text **DELETE SUBMITTAL** located to the right of the submittal **STATUS**.

TEST COMPOST FACILITY - T10000010459 * DENOTES THAT A SUBMITTAL HAS BEEN AUTO-RECEIVED

1001 I STREET
SACRAMENTO, CA 95814

EDF SUBMITTALS
NO EDF SUBMITTALS FOR THIS FACILITY.

GEO_XY SUBMITTALS
NO GEO_XY SUBMITTALS FOR THIS FACILITY.

GEO_Z SUBMITTALS
NO GEO_Z SUBMITTALS FOR THIS FACILITY.

GEO_WELL SUBMITTALS
NO GEO_WELL SUBMITTALS FOR THIS FACILITY.

GEO_MAP SUBMITTALS
NO GEO_MAP SUBMITTALS FOR THIS FACILITY.

GEO_BORE SUBMITTALS
NO GEO_BORE SUBMITTALS FOR THIS FACILITY.

GEO_REPORT SUBMITTALS

CONF NUM	TITLE	SUBMITTED BY	SUBMIT DATE	STATUS	
2686758837	TEST ANNUAL MONITORING REPORT 2017	RP AGENT	6/27/2017	PENDING	DELETE SUBMITTAL

CUF_DOCUMENT SUBMITTALS
NO CUF_DOCUMENT SUBMITTALS FOR THIS FACILITY.

RECEIVED SUBMITTALS

Deleting or replacing a submittal after it has been **RECEIVED** by the regulator:

- A. **Deleting A Received Submittal**: If the submittal has already been **RECEIVED**, contact the lead regulator and ask them to **DENY** it.
- a) Replacing a received **GEO_REPORT**, **GEO_BORE**, **GEO_MAP**, or **EDF** submittal with an updated revised/corrected version: If a **GEO_REPORT**, **GEO_BORE**, **GEO_MAP**, or **EDF** submittal has been **RECEIVED** and it has been determined that it needs to be replaced with a revised or corrected version, the lead agency caseworker will need to **DENY** that submittal. The replacement file can be uploaded before the submittal appears as denied.
 - b) Replacing a received **GEO_XY**, **GEO_Z**, or **GEO_WELL** submittal with an updated revised/corrected version: If a **GEO_XY**, **GEO_Z**, or **GEO_WELL** submittal has been **RECEIVED**, needs to be replaced with a revised or corrected version, and the replacement contains the same survey dates or depth to water measurement dates as the previous version, the lead agency caseworker needs to **DENY** the previously **RECEIVED** submittal before the corrected replacement can be uploaded.

STEP 6: DENIED Electronic Submission Notification

- A. When first logging onto GeoTracker, the first thing visible is the **RECENTLY DENIED SUBMITTALS** window. These are submittals that have been reviewed and **DENIED** by the lead regulator. If there are no denied submittals, the window will show “**NO SUBMITTALS FOUND...**”

RECENTLY DENIED SUBMITTALS					
0 RECORDS FOUND					PAGE 1 OF 1
CONF NUM	GLOBAL ID	TITLE	SUB TYPE	STATUS	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Denied	<input type="button" value="Search"/> <input type="button" value="Reset"/>
NO SUBMITTALS FOUND USING THE ABOVE SEARCH PARAMETERS					

- B. When a regulator **DENIES** a submittal, they will include a **DENIAL REASON**. If the **DENIAL REASON** is unclear, contact the regulator and ask them to clarify. If additional assistance is needed in how to take care of the problem, contact the [GeoTracker Help Desk](mailto:Geotracker@waterboards.ca.gov): Geotracker@waterboards.ca.gov or call at 1 (866) 480-1028. Once the problem is addressed, you have the option hide your denied submittal by clicking on the “**X**” to the left of the CONF NUM (confirmation number).

RECENTLY DENIED SUBMITTALS							
1 RECORDS FOUND							PAGE 1 OF 1
CONF NUM	GLOBAL ID	TITLE	SUB TYPE	STATUS			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Denied	<input type="button" value="Search"/> <input type="button" value="Reset"/>		
CONF NUM	GLOBAL ID	FACILITY NAME	TITLE	SUB TYPE	SUBMIT DATE	DATE DENIED	STATUS
<input type="checkbox"/>	2137216389	T10000010459	COMPOST GENERAL FACILITY ORDER	GEO_REPORT	7/28/2017 8:09:24 AM	7/31/2017 11:58:19 AM	DENIED DENIAL REASON

Click X to remove DENIED submittal

3.0 ADDITIONAL RESOURCES

3.1 Contact the GeoTracker Helpdesk:

Regulatory Requirement Questions

Contact [Hamid Foolad](#)
Email: hfoolad@waterboards.ca.gov
Phone: (916) 341-5791

General Questions

Contact GeoTracker Help Desk
Email: Geotracker@waterboards.ca.gov
Phone: 1 (866) 480-1028

3.2 Online Resources

- (1) [Electronic Submittal of Information Homepage:](http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml)
http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml
- (2) [GeoTracker ESI Login:](https://geotracker.waterboards.ca.gov/esi/login.asp) <https://geotracker.waterboards.ca.gov/esi/login.asp>
- (3) [Request ESI Login Password:](https://geotracker.waterboards.ca.gov/esi/password1.asp)
<https://geotracker.waterboards.ca.gov/esi/password1.asp>
- (4) [ESI Frequently Asked Questions:](http://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq.shtml)
http://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq.shtml
 - a. [Field Point Names – What is a Field Point Name?](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq5.shtml#fn5.3)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq5.shtml#fn5.3
 - b. [Uploading of Data and Reports](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#summarysteps6.1)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#summarysteps6.1
 - c. [Common ERROR Messages During Data Upload](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq7.shtml#incorr_fields7.1)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq7.shtml#incorr_fields7.1
 - d. [EDF - What is an EDF?](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#edf6.2)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#edf6.2
 - e. [Uploading a GEO XY File](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_files6.7)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_files6.7
 - f. [GEO Z File – What is a GEO Z file?](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_files6.7)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_files6.7
 - g. [GEO WELL File – What is a GEO WELL File?](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_files6.7)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_files6.7
 - h. [GEO BORE File – What is a GEO BORE File?](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#bore_log6.13)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#bore_log6.13

- i. [GEO MAP File – What is a GEO MAP File?](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_map6.9)
https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#geo_map6.9
- (5) [GeoTracker XYZ Templates are available here:](http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/xyz_templates.shtml)
http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/xyz_templates.shtml
- (6) [GeoTracker Database:](https://geotracker.waterboards.ca.gov/) <https://geotracker.waterboards.ca.gov/>

3.3 Guidance Documents

- (1) [Electronic Submittal of Information \(ESI\) “Beginner’s Guide”](https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/beginnerguid2.pdf). Revised January 16, 2013.
(https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/beginnerguid2.pdf)
- (2) [GeoTracker Survey XYZ, Well Data, and Site Map Guidelines & Restrictions*](http://www.waterboards.ca.gov/ust/electronic_submittal/docs/geotrackerurvey_xyz_4_14_05.pdf). Revision 6.1, April 2005.
(http://www.waterboards.ca.gov/ust/electronic_submittal/docs/geotrackerurvey_xyz_4_14_05.pdf)

2.2 Please note that the above referenced document contains some out-of-date links and "valid value" information. Please refer to the ESI Frequently Asked Questions (ESI FAQs) webpage for up-to-date information on how to look up valid values and other helpful information. Refer to the ESI Frequently Asked Questions webpage linked above.
- (3) [Electronic Reporting – Roles and Responsibilities](https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/roles_responsibilities.pdf). January 16, 2013.
(https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/roles_responsibilities.pdf)
- (4) [GEO BORE, GEO REPORT, and FIELD POINT/WELL CONSTRUCTION Guidelines & Restrictions, Electronic Delivery Format](https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/geo_bore_geo_report_guidelines.pdf). Version 2. April 2005.
(https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/geo_bore_geo_report_guidelines.pdf)
- (5) [GeoTracker Survey XYZ, Well Data, and Site Map Guidelines & Restrictions, Electronic Deliverable Format and Data Dictionary](https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/geotrackerurvey_xyz_4_14_05.pdf). Revision 6.1. April, 2005.
(https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/geotrackerurvey_xyz_4_14_05.pdf)

APPENDIX A

FIGURE 1: START-UP TASKS

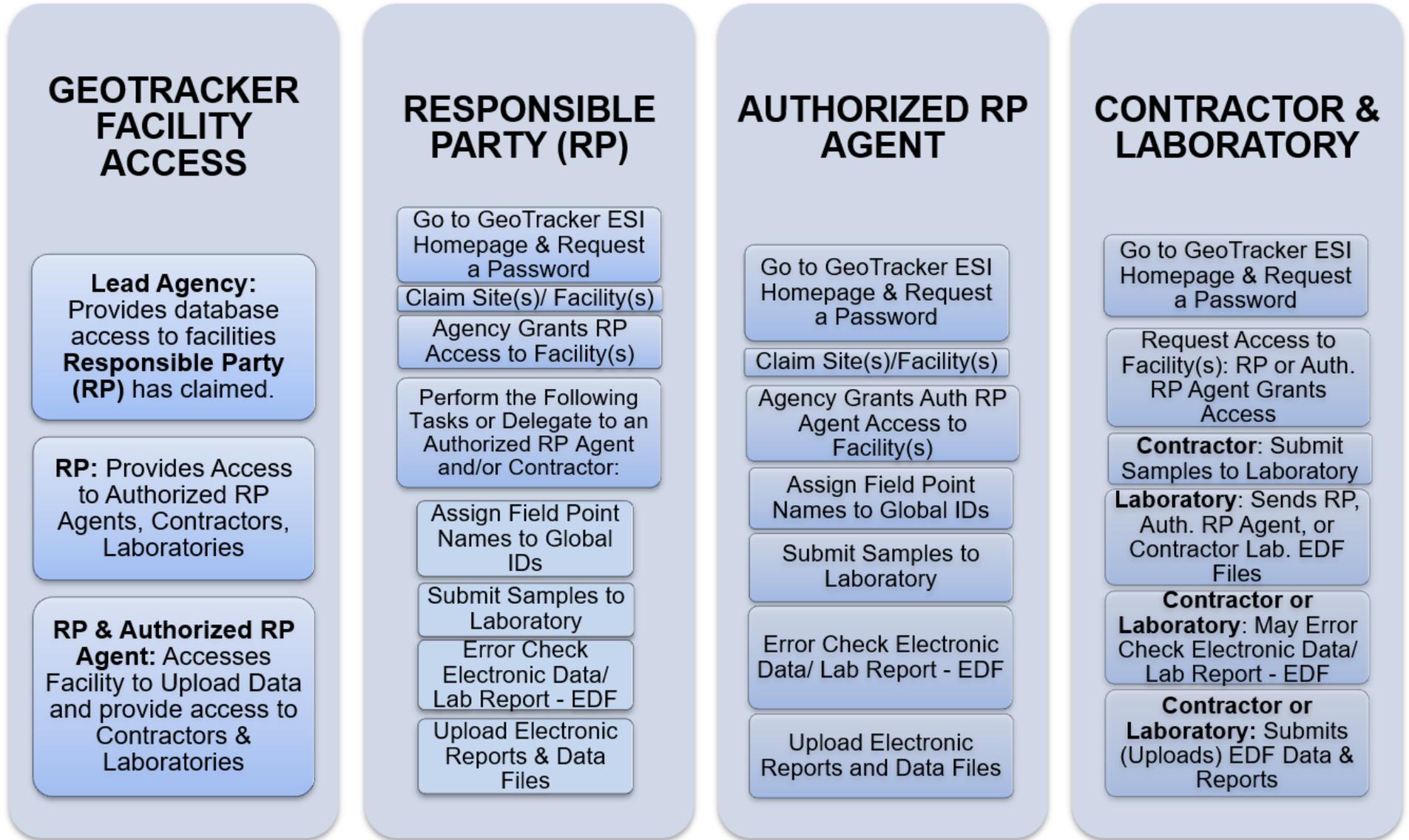
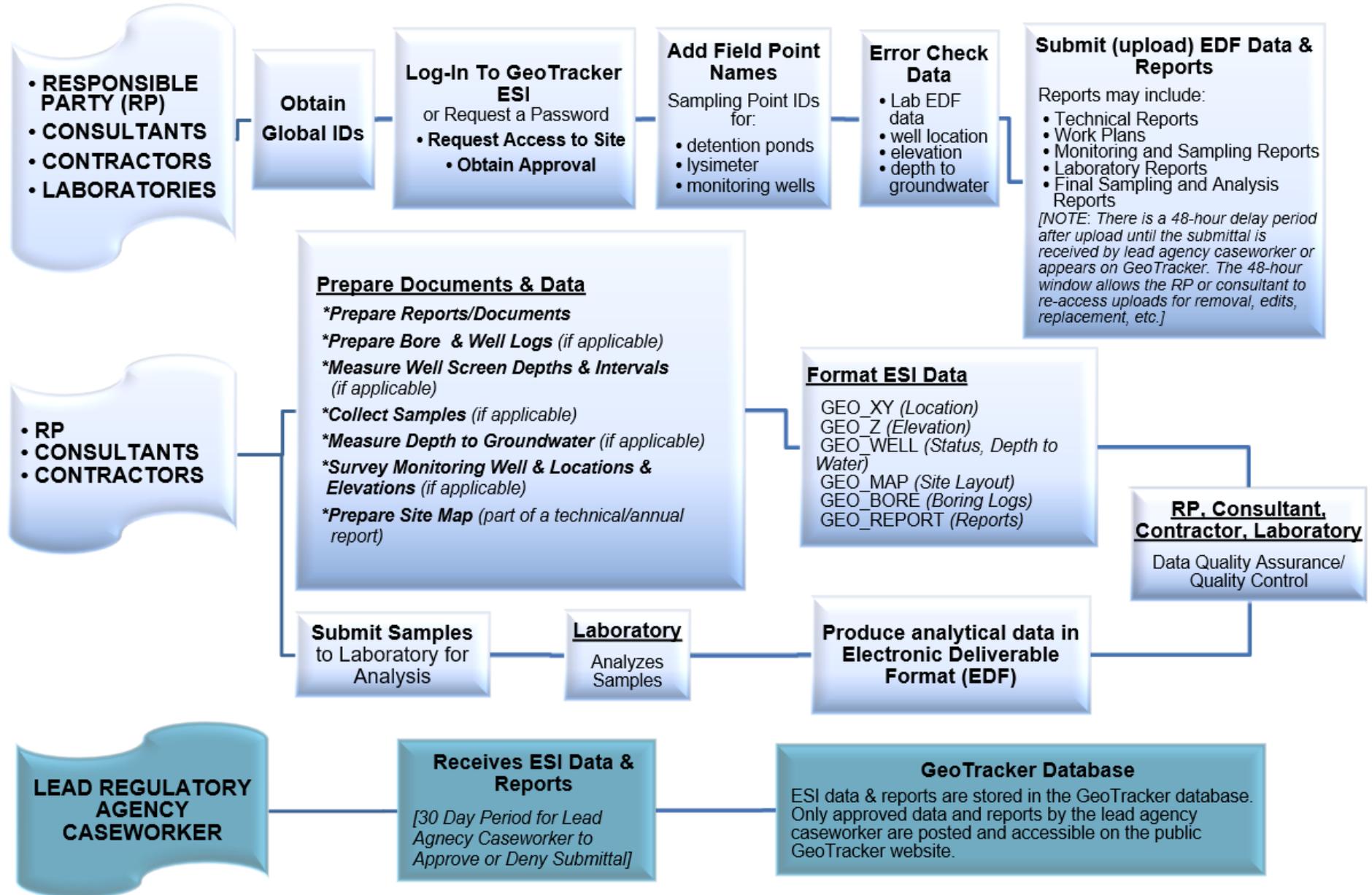


FIGURE 2: ESI SUBMITTAL PROCESS OVERVIEW AND DATA FLOW



APPENDIX B

B.1 INDIVIDUALS, ENTITIES, AND RESPONSIBILITIES

RESPONSIBLE PARTY (RP)

RPs have two primary electronic reporting responsibilities:

- (1) Claiming their site/facility(s) in GeoTracker (claiming means the RP (or their Authorized RP Agent [i.e. consultant] has obtained upload access to the RP's site/facility); and
- (2) Uploading the required ESI compliance data and reports.

If the RP does not have internet access or does not wish to perform the electronic role of RP, they can choose not to create a GeoTracker RP account and can instead delegate the claiming and upload duties to a consultant acting as their Authorized RP Agent. Even if the RP chooses to create an RP GeoTracker account (i.e. an account with this user type of Responsible Party), and have claimed their site/facility, they still have the option to do the uploading themselves and/or have a consultant upload for them as their Authorized RP Agent and/or grant secondary access to Contractors and/or Laboratories so they too can upload information. RPs are ultimately responsible for ensuring submittals are uploaded in accordance with the facility's requirements. Only RPs and Authorized RP Agents can grant secondary access to Contractors and Laboratories.

AUTHORIZED RP AGENT

The Authorized RP Agent (sometimes referred to as **Auth_RP**) is an individual or organization to whom primary electronic reporting responsibilities for a specific site/facility GLOBAL ID have been delegated by an RP who does not have Internet access or does not wish to perform the electronic online role of RP.

The consultant who acts as an Authorized RP Agent must have a GeoTracker account with a user type of Authorized RP Agent. The Authorized RP Agent consultant can use the same GeoTracker account to upload to multiple Global IDs for multiple RPs, but each request for access is handled separately. The Authorized RP Agent logs onto their GeoTracker account and requests access to the Global ID they need to upload to. The requested Global ID will be added to the Authorized RP Agent's **Pending Facilities List**. Before the State Water Board grants the Authorized RP Agent access to a requested Global ID, the Authorized RP Agent needs to upload a completed **Authorized RP Agent Authorization Form** for each requested Global ID.

The **Authorized RP Agent Authorization Form** can be obtained in the [Getting Started](#) section on the public ESI webpage:

http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml

Should an RP choose to revoke an Authorized RP Agent's existing access to their site, the RP will need to submit an Authorized RP Agent Revocation Form located under the [Getting Started](#) section. If additional assistance is needed in finding and/or requesting a site/facility, the GeoTracker Help Desk can be contacted via email at: geotracker@waterboards.ca.gov or via telephone at (866) 480-1028.

*Refer to [STEP 1 Creating a Secure GeoTracker ESI Account and Logging In](#) and [STEP 2 Claiming Sites / Facilities](#) in this guide for additional instructions.

CONTRACTOR

Consultants can be hired as Contractors by RPs and Authorized RP Agents to upload data and reports to GeoTracker. To do so, the Contractor must first have a GeoTracker account with a user type of Contractor. A single Contractor account can be used to upload to multiple sites having different RP and Authorized RP Agent clients or separate Contractor accounts can be established for each client. Before attempting to search for and claim a client's site/facility Global ID, the Contractor should first ensure their client has already obtained upload access to (i.e. claimed) the Global ID. The first reason for doing this is that a Contractor can only find sites that have already been claimed by at least one RP or Authorized RP Agent. The second reason is that even if a Contractor is able to find a site in GeoTracker, they must be sure that *their* client has claimed it, since there might be more than one RP and/or Authorized RP Agent associated with the same site. If the Contractor's client is not already associated with the site, but another RP or Authorized RP Agent is, the Contractor's request to be associated with it will most likely not get approved since the other RP or Authorized RP Agent won't be expecting the Contractor to request the site. After verifying their client has claimed the Global ID, the Contractor should log onto their GeoTracker account, use the **Request Additional Facilities** tool, and search for and request the Global ID. Once they have requested the Global ID, the Contractor should inform their client (RP or Authorized RP Agent); the RP then needs to log onto their own GeoTracker account and approve the Contractor's request.

LABORATORY

The Laboratory is responsible for sample analysis and providing the RP, Authorized RP Agent, and/or Contractor with the analytical results in GeoTracker EDF format and in hard copy or electronic format for their client to use in their written report. Each laboratory must obtain a unique GeoTracker identifier called a [LABCODE](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq4.shtml#labcodeval4.1) (https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq4.shtml#labcodeval4.1). Normally the laboratory error checks the EDF online using their [GeoTracker account](https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq1.shtml#creatingaccount1.2) (https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq1.shtml#creatingaccount1.2) (user type "Laboratory") but is not necessarily responsible for uploading the EDF to GeoTracker. Instead, the laboratory must forward the EDF to the RP/ Authorized RP Agent/Contractor who will review the files (e.g. to ensure the sample FPNs and site Global ID are correct) and then upload it into GeoTracker. Sometimes an RP or Authorized RP Agent wants the laboratory to upload the EDF data directly to GeoTracker. To upload EDFs directly using their "Laboratory" user type GeoTracker account, the laboratory must log onto their GeoTracker account and request access in the same manner as a GeoTracker Contractor. The request will then need to be approved by the RP or Authorized RP Agent client. Although not very common, sometimes, a laboratory needs to obtain upload access to a Global ID as an Authorized RP Agent rather than as a Laboratory. In that type of situation, the laboratory needs to create another GeoTracker account, and select Authorized RP Agent instead of Laboratory user type. The instructions for Authorized RP Agent will be followed to request upload access for that Global ID.

STATE WATER BOARD STAFF

State Water Board staff are responsible for the overall operation and maintenance of the GeoTracker system and its successful use by all entities involved with soil and groundwater contamination issues. The State Water Board is also responsible for approving RP and Authorized RP Agent requests for upload access to sites/facilities.

Further responsibilities of State Water Board staff include providing guidance and tools to standardize the review and quality of ESI data and reports submitted (i.e. uploaded) to GeoTracker and maintaining user accounts for RPs, consultants, and regulatory agencies.

LEAD REGULATORY AGENCY CASEWORKER

The lead regulatory agency caseworker reviews ESI compliance data and reports that have been submitted (i.e. uploaded) by (or for) the RP and either “receives” or “denies” submittals. The review procedure typically includes checking the Field Point Names in the EDF match the names used in the written report and other electronic submittals (GEO_XY, GEO_Z, GEO_WELL, GEO_MAP, and GEO_BORE). Once an ESI compliance submittal has been “received,” it becomes immediately available to the public on the public [GeoTracker web site](https://geotracker.waterboards.ca.gov/) (<https://geotracker.waterboards.ca.gov/>).

The lead regulatory agency oversees the RP to ensure current and accurate data is uploaded to GeoTracker. The accuracy, completeness, and timeliness of the data are critical because:

- (1) The data are used by the public to understand the conditions of sites / facilities;
- (2) The data are used by the real-estate industry to assess the value of sites / facilities and surrounding property;
- (3) The data are used by the state and federal government to make decisions related to priorities and funding;
- (4) **Efficient use of GeoTracker** by lead regulatory agencies can increase overall effectiveness in managing their caseloads, and eases accessing and reviewing data and reports. Having all incoming and outgoing documents related to a cleanup site/facility included in GeoTracker makes them available to the public, other agencies, RP(s), and consultants who may work on the case;
- (5) **The regulator can effectively** track incoming documents by their due dates and receive reminders when a document is past due. GeoTracker assists in moving toward paperless case management;
- (6) The Office of Management and Budget, Congress, U.S. Environmental Protection Agency (USEPA) headquarters, and USEPA Region 9 to evaluate the effectiveness of various programs;
- (7) Lead regulatory agencies are requested to ensure that all their open cases are properly “claimed” by RPs (or, alternatively, by their Authorized RP Agents) and that ESI data and reports for open cases are being submitted regularly. Additionally, lead regulatory agencies are responsible for ensuring that the proper case status for each site / facility is correctly entered into GeoTracker and updated as the case status changes (e.g., assessment, remediation, closure).

B.2 IMPORTANT ESI TERMS DEFINED

LABORATORY ANALYTICAL DATA

Electronic Deliverable Format (EDF) is an electronic version of a laboratory report. Data is formatted for ease of use by multiple parties and provides a consistent level of quality. The GeoTracker **EDF** is specific to analytical laboratory data.

Analytical data (including geochemical data) for all soil, vapor, water, and leachate samples that are collected for the purpose of subsurface investigation, groundwater monitoring, or remediation are required to be submitted in **EDF** format to the GeoTracker system via the Internet.

Samples may include:

- monitoring well samples
- borehole samples
- gas and vapor samples
- groundwater grab samples
- piezometer samples
- stockpile samples
- leachate samples
- drinking water well samples

FIELD POINT NAME (FPN)

The **FPN** is the unique identifier that the RP (or their Authorized RP Agent, Contractor, or Laboratory) assigns to a specific sample point (location) where measurements or samples are taken, e.g. MW-1 (Monitoring Well 1), B-1 (Borehole 1), etc.

The **FPNs** normally match those used in the written report. Any discrepancies should be explained in the narrative.

BORING LOGS AND WELL SCREEN INTERVALS (GEO_BORE)

Boring logs and monitoring well information, such as screen intervals, are submitted as a **GEO_BORE** file. Boring logs must be prepared by an appropriate registered professional and submitted in PDF format. If a monitoring well is installed, the screen depth and interval must be reported.

DEPTH TO WATER DATA (GEO_WELL)

Monitoring wells need to have the depth-to-water information reported in the **GEO_WELL** file whenever the data is collected, even if the well is not sampled for any other constituents during the sampling event. Drinking water wells generally do not need to have the depth to water reported unless they are surveyed as permanent sampling points. A permanent sampling point is defined as a point that is sampled for more than a 30-day period.

GEO_WELL data should be submitted after every sampling event and provides depth-to-water field measurements data from groundwater wells for import into the GeoTracker system. **GEO_WELL** is a text file and must always be named **GEO_WELL.txt**. The file size must be reduced using a compressed (zipped) file feature prior to uploading into GeoTracker. In Windows operating system, zipped files and folders work in the same fashion as normal (uncompressed) files.

For [instructions on how to zip and unzip files](#) go to:

<https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

LOCATIONAL DATA (GEO_XY)

If samples from the permanent sampling locations are included in a regulatory report, these sampling points must be surveyed. This would typically include any groundwater or similar monitoring points at the site or any drinking water wells that are included in the regulatory report. The surveyed locational information for these sampling points should be submitted using the **GEO_XY** file. Transient or one-time sampling points (e.g. direct push technologies, piezometers, stockpile sampling points, or grab samples often used for rapid site characterization) do not need to be surveyed. Permanent influent/effluent sampling locations do not need to be surveyed. Transient sampling points (a point that is sampled for less than 30 days) are not required to be surveyed.

Each permanent sampling location's longitude (X) and latitude (Y) should be reported only once for a site unless resurveyed (a "permanent sampling location" is one that is sampled for more than 30 days). The longitude/latitude coordinates should be geographic, decimal degrees to 7 decimal places, NAD83 datum, to provides sub-meter accuracy horizontal location measurements data for import into the GeoTracker system. The **GEO_XY** file is a text file and must always be named **GEO_XY.txt**. The file size must be reduced using a compressed (zipped) file feature prior to uploading into GeoTracker. In Windows operating system, zipped files and folders work in the same fashion as normal (uncompressed) files. Several files may be combined into a single zipped folder to more easily share a group of files.

For [instructions on how to zip and unzip files](#) go to:

<https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

ELEVATION DATA (GEO_Z)

Elevation measurements to the top of groundwater well casings are required for all groundwater monitoring wells to be submitted as part of the **GEO_Z** file. Drinking water wells included in the report do not need to have the elevation reported unless they are identified as permanent sampling points.

Elevation data should be submitted every time a new survey is performed. The **GEO_Z** file is a text file and must always be named **GEO_Z.txt**. The file size must be reduced using a compressed (zipped) file feature prior to uploading into GeoTracker. In Windows operating system, zipped files and folders work in the same fashion as normal (uncompressed) files. Several files may be combined into a single zipped folder to more easily share a group of files.

For [instructions on how to zip and unzip files](#) go to:

<https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

The collection of information related to the exact location of groundwater wells, required by CCR, Title 23, Sections 2729-2729.1, constitutes "land surveying," as defined in section 8726 of the Business and Profession Code, and the collection of data is restricted to those who are licensed to practice land surveying in California. See the [link](#) below for additional information:

http://www.waterboards.ca.gov/ust/electronic_submittal/pe_ls_legal.shtml

Consumer-grade GPS units do not meet GeoTracker's sub-meter accuracy requirements (less than one meter). An online list of acceptable GPS units are available on the [ESI webpage](https://www.waterboards.ca.gov/ust/electronic_submittal/index.html) (https://www.waterboards.ca.gov/ust/electronic_submittal/index.html).

(Note: The same search can be done while logged onto a secured ESI account, see ESI Frequently Asked Questions number [6.15, How to lookup Valid Values](#) [https://www.waterboards.ca.gov/ust/electronic_submittal/esi_faq6.shtml#lookup6.15]).

A GPS unit must be used that is either specifically listed or at least its general model series is listed on the GPS_EQUIP_TYPE list. If the general model series is listed, enter that valid value for GPS_EQUIP_TYPE and enter the actual unit used in the XY_SURVEY_DESC field. If the GPS unit or series is not on the list and you think it meets GeoTracker's accuracy requirements, email a request to the [GeoTracker Help Desk](mailto:geotracker@waterboards.ca.gov), geotracker@waterboards.ca.gov and include either the manufacturer's specification sheet in electronic format (e.g. Adobe Acrobat) or a web link to the manufacturer's online specifications page. If the specifications meet GeoTracker requirements, Water Board staff will add a valid value for that GPS unit to the GPS_EQUIP_TYPE list of approved units.

SITE MAP (GEO_MAP)

An electronic generalized site plan map is required to be submitted into the State database (**GEO_MAP**). Site map should display tank locations, streets bordering the facility, and sampling locations for all soil, water and vapor samples. The site map is a stand-alone document that may be submitted in various formats. Additional updated site maps may be submitted at any time.

PAPERLESS REPORTING REQUIREMENT (GEO_REPORT)

Starting on January 1, 2005, a complete copy of all clean-up and monitoring reports must be submitted to GeoTracker. This uploaded PDF report may include the signed transmittal letter, professional certification, and all data that are uploaded into GeoTracker.

The survey data (latitude/longitude and elevation), depth-to-water, and site map information files must be submitted as required to the State Water Board's GeoTracker database via the Internet in accordance with the [GeoTracker XYZ survey Guidelines and Restrictions](#)

(https://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/docs/geotrakersurvey_xyz_4_14_05.pdf).

ZIP FILE

A "ZIP" (a.k.a. "ZIPPED") file is a file having file extension of ".zip" that has been compressed so it takes up less disk storage space. Because it is smaller in size from the original file, it takes less time to upload and download on the Internet. When a file is unzipped later (i.e. uncompressed or "extracted"), it is identical to the original.

Microsoft Windows has built-in capability to zip (compress) and unzip (uncompress). Search Windows "Help" for the word "zipped" to find instructions on how to zip/unzip files using your version of Windows' built-in zip/unzip capability.

A GeoTracker "zip" file should only contain one GEO text file or one set of EDF text files at a time. Do not include GEO and EDF files in the same zip file. The name(s) of the text files contained in the zip file must always be the name(s) specified for each type of submittal (e.g. must be "GEO_XY.txt" or "geo_xy.txt" and not "233BranchSt_GEO_XY.txt").

The zip file itself can be named anything you want, e.g. "233BranchSt_GEO_XY.zip" or "GEOXY_233branch.zip", "J34456_GEO_XY.zip", etc.

APPENDIX C

Uploading Multiple Field Point Names (FPNs)

These instructions describe how to upload multiple FPNs using a tab delimited or comma delimited text file by clicking on **UPLOAD FIELD POINTS / WELL CONSTRUCTION**.

The screenshot shows the EDD system interface. On the left is a 'TOOLS' menu with 'Edit Field Points' highlighted and a yellow arrow pointing to it labeled '1. Click Here'. The main window title is 'TEST COMPOST FACILITY - T10000010459'. Below the title are three tabs: 'ADD FIELD POINT / WELL CONSTRUCTION', 'UPLOAD FIELD POINTS / WELL CONSTRUCTION' (highlighted with a red box and a yellow arrow labeled '2. Select Option'), and 'FIELD POINTS / WELL CONSTRUCTION'. The 'UPLOAD' tab contains a table with columns: FIELD POINT, FIELD POINT CLASS, ALTERNATIVE FACILITY ID, DEPTH - TOP OF CASING TO WELL SCREEN (FT), LENGTH OF WELL SCREEN (FT), and FIELD POINT DESCRIPTION. The table lists five entries: POINT 1-A (Above Ground Tank Location), MW-1 (Remediation/Groundwater Monitoring Well), LS-1 (Pan Lysimeter Sampling Point), POND-1A (Surface Sampling Point), and SP-7 (Surface Sampling Point). Below the table are 'Save Changes' and 'Reset Form' buttons.

After clicking on **FIELD POINTS/WELL CONSTRUCTION**, the **FIELD POINT UPLOAD INSTRUCTIONS** link will appear to provide additional instructions on creating the text file.

The screenshot shows a dialog box titled 'UPLOADING A FIELD POINT FILE'. At the top, there is a yellow bar with a 'Click Here' button and a link to 'FIELD POINT UPLOAD INSTRUCTIONS' (highlighted with a red box). Below this is a 'FILE' section with a 'Browse...' button and the text 'No file selected.'. At the bottom is an 'Upload File' button.

Examples of a tab delimited text file versus comma delimited text file are provided below. The column headings must be removed for upload. It is up to the user to decide which text file is appropriate. Either form is acceptable.

Tab Delimited File Example

T0600000001	MW-1	FACID01	Description for MW-1	MW	10	2
T0600000001	MW-2		MW	12	3	
T0600000001	MW-3	FACID01		MW	9	4
T0600000001	MW-4		BH			

Comma Delimited File Example

```
T0600000001,MW-1,FACID01,Description for MW-1,MW,10,2
T0600000001,MW-2,,,MW,12,3
T0600000001,MW-3,FACID01,,MW,9,4
T0600000001,MW-4,,,BH,,
```

To create the **UPLOAD FIELD POINTS / WELL CONSTRUCTION** file, open a text editor such as Notepad or a spreadsheet program, such as Microsoft Excel. Excel has a save-as option that will convert the file from a spreadsheet format to a text (tab delimited) file. Instructions are provided below.

- Enter Global IDs and Field Point Names in text editor program (See example below).
- Save as tab delimited file (for Microsoft Excel under file choose “save as” and for “save as type” choose “Text (Tab delimited)”).
- Enter as many field point names/facilities as needed.

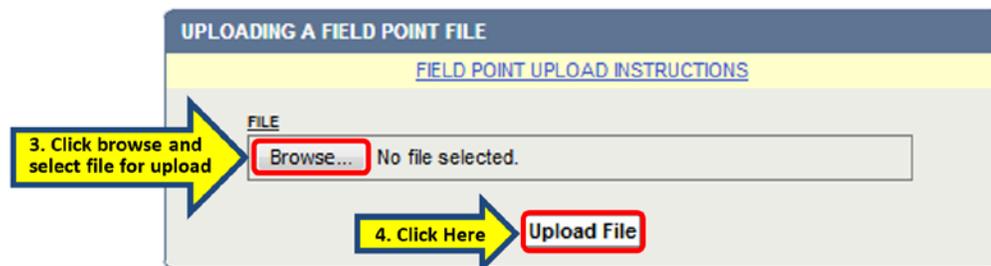
- Each line of the file should have the following fields, in this order:
 - (1) **Global ID (REQUIRED)** – The unique identifier for a regulated facility or site. This number is provided by Regional Water Board staff.
 - (2) **Field Point Name (REQUIRED)** - The field name or common name of the location where the field sample has been collected (i.e. Well 01). The FPNs should normally match those used in the written report (any discrepancies should be explained in the narrative).
 - (3) **Responsible Party Facility ID (optional)** - A facility or site code designated by the responsible party.
 - (4) **Field Point Description (optional)** - A description of the sampling location provided by the responsible party.
 - (5) **Field Point Class (REQUIRED)** – Code describing the type of “point” being sampled. **Must be one of the listed valid values that can be viewed by clicking here: [listed valid values](https://geotracker.waterboards.ca.gov/searchvvl.asp)**
https://geotracker.waterboards.ca.gov/searchvvl.asp.
 - (6) **Depth (REQUIRED FOR WELLS)** - The depth reported in feet from top of the casing to the beginning of the screened interval for a well.
 - (7) **Length of Screen in feet (REQUIRED FOR MONITORING WELLS)** - Length of screened interval reported in feet for a well

***DELETE COLUMN HEADINGS:** All column headings must be deleted prior to uploading a tab or comma delimited text file.

Example of an Excel file prior to conversion to a Tab (Delimited) file and removal of the column headings.

GLOBAL ID	FIELD POINT NAME	RP FACID (OPTIONAL)	FIELD POINT DESCRIPTION (OPTIONAL)	FIELD POINT CLASS	DEPTH - TOP OF CASING TO TOP OF SCREEN	LENGTH OF SCREEN
Global ID #1	MW-01	RPFACID#400	Groundwater Monitoring Well	MW		
Global ID #1	MW-02	RPFACID#400	Groundwater Monitoring Well	MW		
Global ID #1	MW-03	RPFACID#400	Groundwater Monitoring Well	MW		

To upload the FPN tab delimited or comma delimited file, click on **UPLOAD FIELD POINTS/WELL CONSTRUCTION** located at the top and center of the **EDIT FIELD POINTS** tools option. Select the tab delimited or comma delimited file for upload by clicking on the browse button.

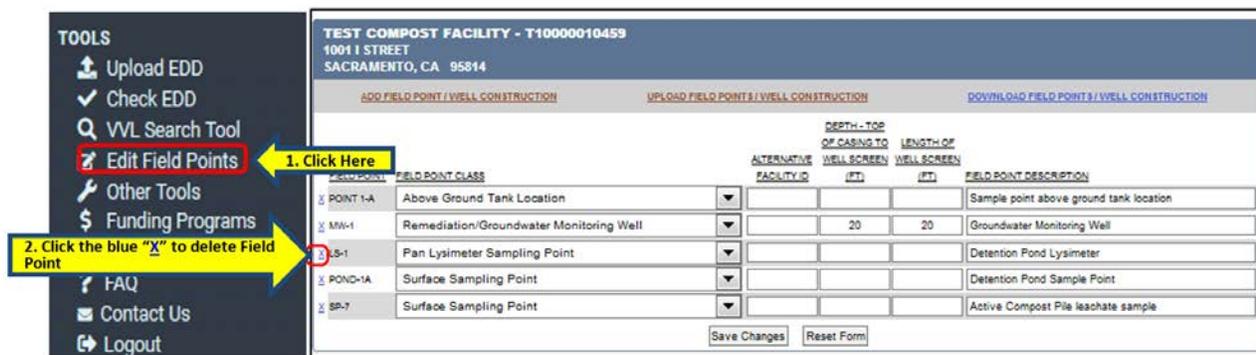


IMPORTANT NOTES: Before GEO_XY, GEO_Z, GEO_WELL, GEO_BORE, or EDF files can be uploaded, the FPN(s) must be uploaded first and appear on the Global ID's list of FPNs. The FPNs used in GEO_XY, GEO_Z, GEO_WELL, and EDF uploads must match exactly how they are shown on the FPN list (e.g. MW-1 is NOT the same as MW1). Do not use commas, quotes, or apostrophes in the FPN. FPNs can be added interactively to a Global ID's list of FPNs using "Edit Field Points" or uploaded as a text file.

If the lab provides an EDF file that uses FPNs different from the FPNs uploaded, for example MW1 instead of MW-1, a "Field Point Name (LOCID): is invalid" error will appear when the EDF is uploaded (note: LOCID [Location ID] is the early version of "Field Point Name"). DO NOT add the EDF's FPNs to the Global ID's list of FPNs as new versions of already existing FPNs. Instead, change the FPNs in the EDF so they match the existing FPN(s). Additionally, the laboratory can either correct the FPN errors, or they can be corrected manually.

The GeoTracker Help Desk is always available to assist with editing the EDF FPNs at 1-866-480-1028.

If no data has been uploaded (including GEO_BORE) to that sample location, the FPN can be modified to match the FPN provided by the laboratory using the "Edit Field Point" tool (at upper left, under "TOOLS"). Delete the existing FPN from that Global ID's FPN list by clicking on the blue "x" to the left of the FPN (the "x" is only displayed when there is nothing uploaded yet to that FPN). Consistent FPNs must be used with the commencement of sample collection.



"Field Point Name (LOCID): is invalid" errors occur as a result of inconsistencies between the FPN associated with a Global ID and sample location information upon data upload. If the FPN is entered incorrectly on the Chain-of-Custody form (COC), the lab may enter it correctly when creating the EDF to prevent "Field Point Name (LOCID): is invalid" errors.

The FPNs must be consistent with the well names and borehole names used in the written report submitted to the lead agency caseworker. The lead agency caseworker will often reject EDFs where the FPNs do not match well names and borehole names in the written reports.

For additional information please refer to the links provided in [Section 3.0 Additional Resources](#).

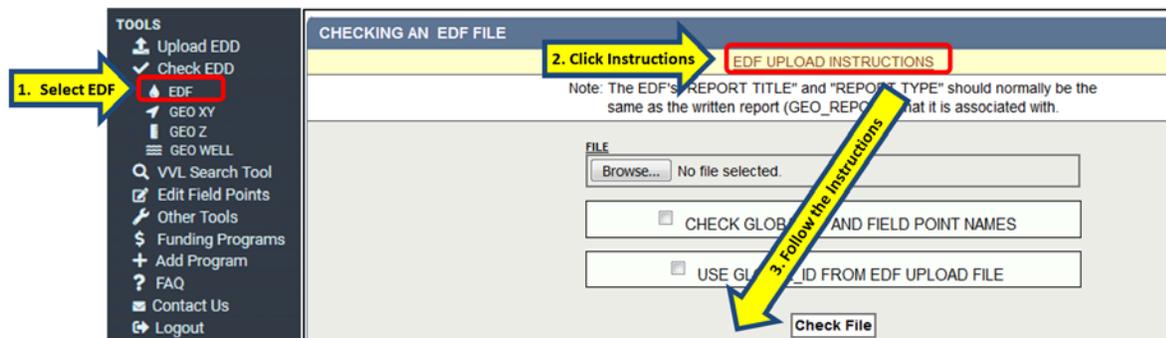
APPENDIX D

Error Checking A New Electronic Submittal of Information (ESI) Data File

An ESI data file should be checked for errors using the **Check EDD** tool prior to being uploaded. Data files that may be error checked include:

- 1) Laboratory Electronic Deliverable Format (EDF) data (i.e. lab analytical data)
 - a) This may include EDF monitoring data from detention ponds, biosolids, or groundwater analysis, if applicable.
- 2) Sample location data:
 - a) GEO_XY (latitude & longitude)
 - b) GEO_Z (depth to groundwater)
 - c) GEO_WELL (top of casing elevation)
- 3) Follow the **EDF UPLOAD INSTRUCTIONS** linked at the top center of the **Check An EDF File** window.

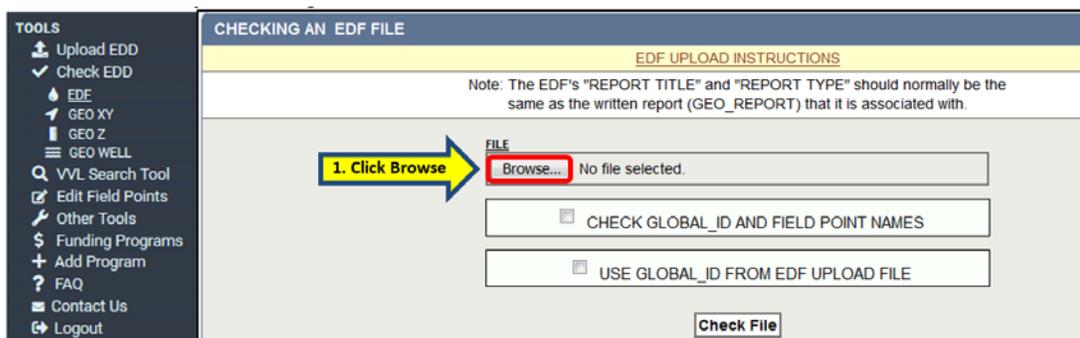
A. **Checking an EDF File** - To check the EDF data file for errors prior to uploading it, click on **Check EDD** under the **TOOLS** in the upper left of the screen.



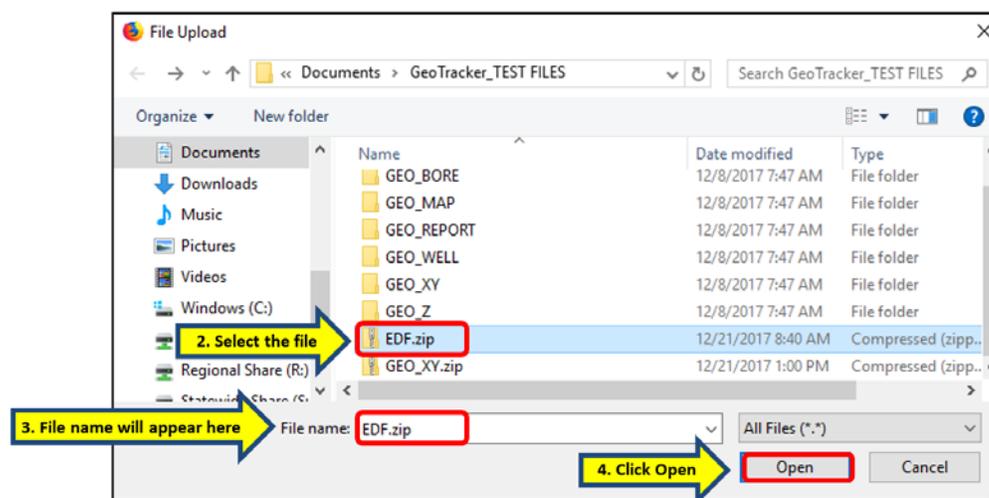
Instructions For EDF Upload File

1. The upload EDF function will allow you to upload Lab data for one or more sites.
2. To create a valid EDF upload you must create several documents and zip them up into a single file for uploading.
3. There are two ways of creating the ZIP file for uploading. Option one is:
 - A Quality Control Limits file with the name: EDFCL.TXT
This file contains control limit information concerning the QC results.
[Click here](#) for field information guidelines
 - A Quality Control file with the name: EDFQC.TXT
This file contains the quality assurance information associated with the results file
[Click here](#) for field information guidelines
 - A Results file with the name: EDFRES.TXT
This file contains the analytical results generated by the laboratory
[Click here](#) for field information guidelines
 - A Sample file with the name: EDFSAMP.TXT
This file contains the administrative information associated with sampling points
[Click here](#) for field information guidelines
 - A Test file with the name: EDFTEST.TXT
This file contains information concerning the analytical test associated with the sample
[Click here](#) for field information guidelines
- Option two is:
 - A Flat file with the name: EDFFLAT.TXT
This file contains the analytical results generated by the laboratory, as well as the administrative information associated with the sampling points, and the quality insurance information.
 - A Quality Control Limits file with the name: EDFCL.TXT
This file contains control limit information concerning the QC results.
[Click here](#) for field information guidelines
4. Each file in the uploaded zip, except the narrative, must be in either **FIXED-LENGTH** or CSV format.
5. Once you have all the files, zip them together using a program like [winzip](#). The EDF upload will only accept ZIP files.
6. [Click here](#) to download an example of a properly made EDF upload. The files are in FIXED-LENGTH format.
7. **Delete the first row of the spreadsheet if it contains the column headings. Column headings are not allowed in the submitted file.**
8. Once you have a ZIP file with all the necessary files in it you are ready to upload.

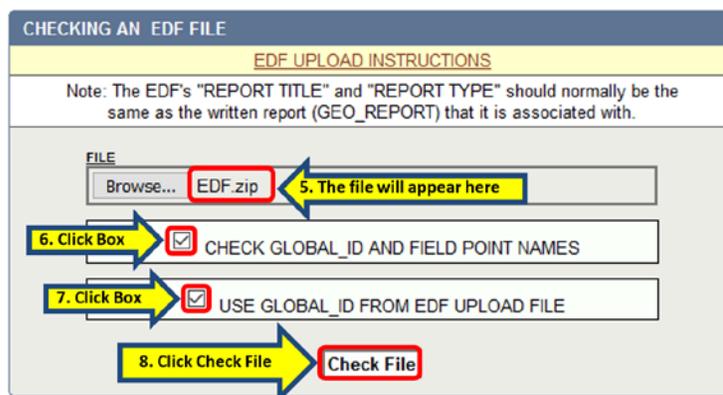
- (1) To begin, select the EDF data file that was prepared according to the upload instructions by clicking on the **Browse** button.



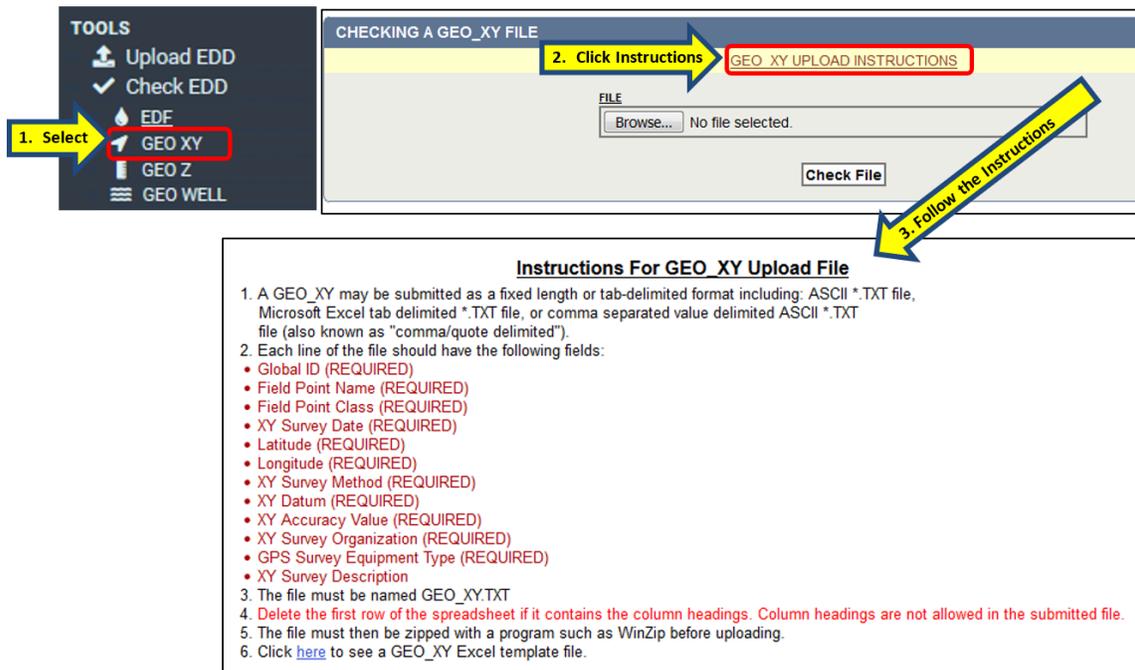
- (2) Locate the **EDF.zip** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the **Checking an EDF File** page.



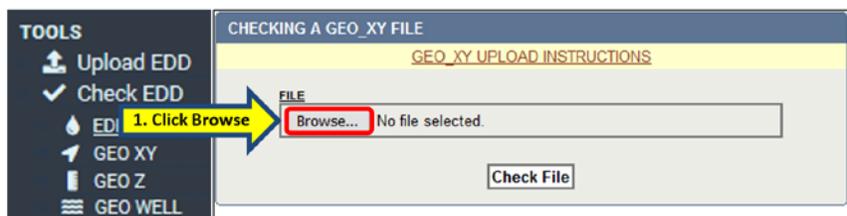
- (3) Click the box **CHECK GLOBAL_ID AND FIELD POINT NAMES** to check the data for proper format and errors; click the box **USE GLOBAL_ID FROM EDF UPLOAD FILE** to link the Global ID in the file to the facility in the database; and then click the **Check File** button to run the error analysis. If an error is reported, correct the file error and check the file once more for errors before proceeding to upload the file in [STEP 4](#).



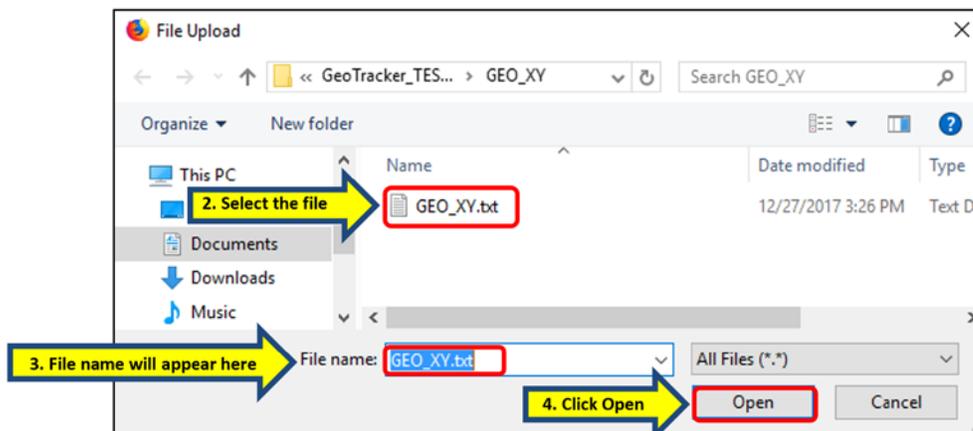
B. **Checking a GEO_XY File** - To check the GEO_XY data file for errors prior to uploading it, click on **Check EDD** under the **TOOLS** in the upper left of the screen. Follow the GEO_XY UPLOAD INSTRUCTIONS linked at the top and center of the window.



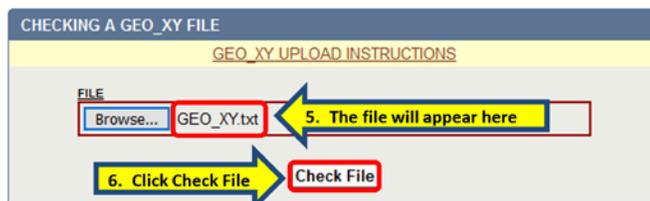
(1) To begin, select the GEO_XY data file that was prepared according to the upload instructions by clicking on the **Browse** button to find the file.



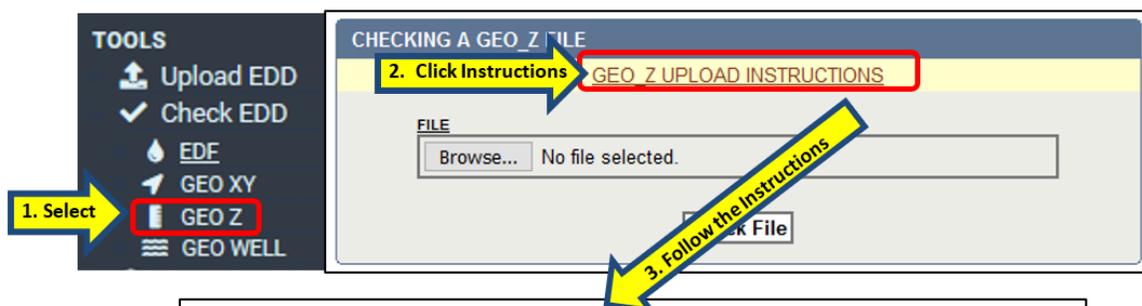
(2) Locate the **GEO_XY.txt** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the **Checking a GEO_XY File** page.



- (3) Click the **Check File** button to run the error analysis. If an error is reported, correct the file error and check the file once more for errors before proceeding to upload the file in [STEP 4](#).



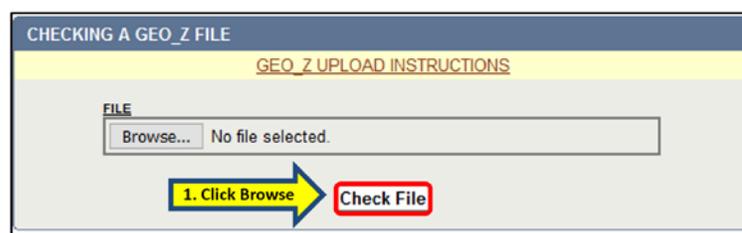
- C. **Checking a GEO_Z File** - To check the GEO_Z data file for errors prior to uploading it, click on **Check EDD** under the **TOOLS** in the upper left of the screen. Follow the GEO_Z UPLOAD INSTRUCTIONS linked at the top and center of the window.



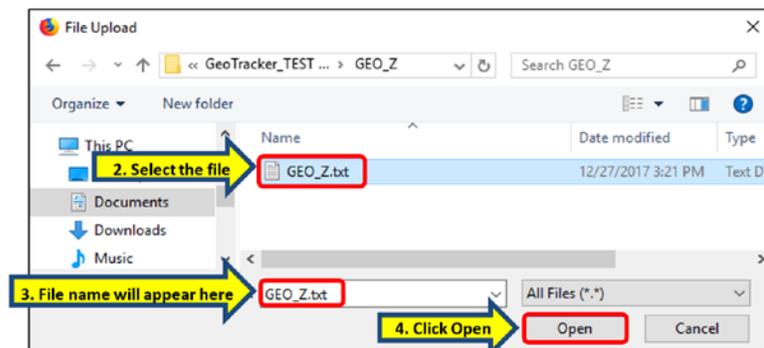
Instructions For GEO_Z Upload File

1. A GEO_Z may be submitted as a fixed length or tab-delimited format including: ASCII *.TXT file, Microsoft Excel tab delimited *.TXT file, or comma separated value delimited ASCII *.TXT file (also known as "comma/quote delimited").
2. Each line of the file should have the following fields:
 - Global ID (REQUIRED)
 - Field Point Name (REQUIRED)
 - Elevation Survey Date (REQUIRED)
 - Elevation (REQUIRED)
 - Elevation Method (REQUIRED)
 - Elevation Datum (REQUIRED)
 - Elevation Accuracy Value (REQUIRED)
 - Elevation Survey Organization (REQUIRED)
 - Riser Height
 - Elevation Survey Description
 - **Effective Date**
3. The file must be named GEO_Z.TXT
4. Delete the first row of the spreadsheet if it contains the column headings. Column headings are not allowed in the submitted file.
5. The file must then be zipped with a program such as WinZip before uploading.
6. Click [here](#) to see a GEO_Z Excel template file.

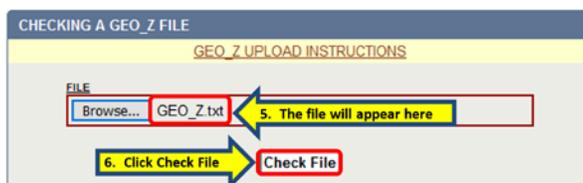
- (1) To begin, select the GEO_Z data file that was prepared according to the upload instructions by clicking on the **Browse** button to find the file. Follow the steps provided below.



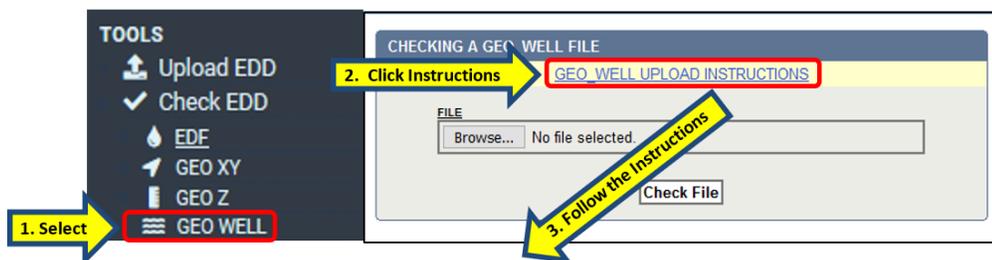
- (2) Locate the **GEO_Z.txt** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the **Checking a GEO_Z File** page.



- (3) Select the file then click the **Open** button and the file name will appear next to the **Browse** button. Click the **Check File** button to run the error analysis. If an error is reported, correct the file error and check the file once more for errors before proceeding to upload the file in [STEP 4](#).



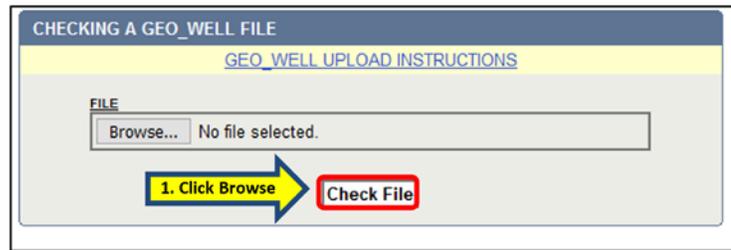
- D. **Checking a GEO_WELL File** - To check the GEO_WELL data file for errors prior to uploading it, click on **Check EDD** under the **TOOLS** in the upper left section of the screen. Follow the **GEO_WELL UPLOAD INSTRUCTIONS** linked at the top and center of the window.



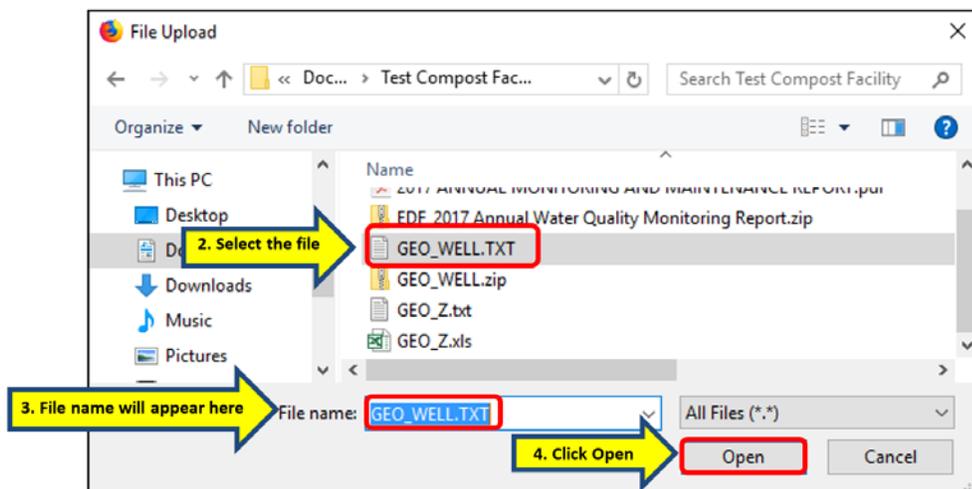
Instructions For GEO_WELL Upload File

- A GEO_WELL may be submitted as a fixed length or tab-delimited format including: ASCII *.TXT file, Microsoft Excel tab delimited *.TXT file, or comma separated value delimited ASCII *.TXT file (also known as "comma/quote delimited").
- Each line of the file should have the following fields:
 - Global ID (REQUIRED)
 - Field Point Name (REQUIRED)
 - Status (REQUIRED)
 - Groundwater Measurement Date (REQUIRED)
 - Depth to Free Product
 - Depth to Groundwater Surface (REQUIRED FOR ACTIVE SAMPLING POINTS)
 - Riser Height
 - Total Depth
 - Groundwater Measurement Description
 - Sheen (REQUIRED FOR ACTIVE SAMPLING POINTS WHERE NO FREE PRODUCT IS PRESENT) - Enter Y if sheen is present, N if not present, U if unknown (for example, if sample taken below surface), leave blank if free product is present or if well not sampled.
- The file must be named GEO_WELL.TXT
- Delete the first row of the spreadsheet if it contains the column headings. Column headings are not allowed in the submitted file.
- The file must then be zipped with a program such as WinZip before uploading.
- Click [here](#) to see a GEO_WELL Excel template file.

- (1) To begin, select the GEO_WELL data file that was prepared according to the upload instructions by clicking on the **Browse** button to find the file. Find the steps provided below.



- (2) Locate the **GEO_WELL.txt** file in the browse window. Ensure the file to be uploaded is selected, (the selected file name will appear in the File Name field near the bottom of the **Browse** window), and then click on **Open**. Doing so will close the **Browse** window and return to the **Checking a GEO_WELL File** page.



- (3) Select the file then click the **Open** button and the file name will appear next to the **Browse** button. Click the **Check File** button to run the error analysis. If an error is reported, correct the file error and check the file once more for errors before proceeding to upload the file in [STEP 4](#).

