How to Guide: Uploading a Well Stimulation Groundwater Monitoring Plan or Request for Exclusion

1. Go to the GeoTracker Electronic Submittal of Information (ESI) page and log in with your Username and Password
   
   [Link]

2. If you do not have a Username and Password, request one using the Password Request page

3. After logging in, go to the Main Menu page and select “Add Program” under “Tools”. Check the “Oil / Gas Monitoring Program” box and select “Save Changes”
4. Under Tools select “Upload EDD” to expand the listing of EDD types. Choose your EDD type “Oil / Gas Monitoring Plan” or “Oil / Gas Monitoring Plan Exclusion”

5. Enter submittal information on the form

MONITORING AREA NAME/DESCRIPTION – this required field will be used to identify one monitoring area/exclusion area from another. It is recommended to use section, township, and range in the name or other unique identifier

MONITORING AREA ADDRESS – this required field will be used by the public as part of the search tool. Please enter an address for the monitoring area/exclusion area. Where there is none use an address if you were to have supplies delivered to the monitoring area/exclusion area (e.g. intersection of Street A and B)
5a. For a groundwater monitoring plan, information for all the fields (shown in pink) is required:
5.b. For a request for exclusion from groundwater monitoring, the well stimulation location data and mid-point of the proposed groundwater monitoring plan should be filled if they are available:

Additional information on uploading data to GeoTracker can be found at: http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/