

## Instructions for Uploading CUF Documents

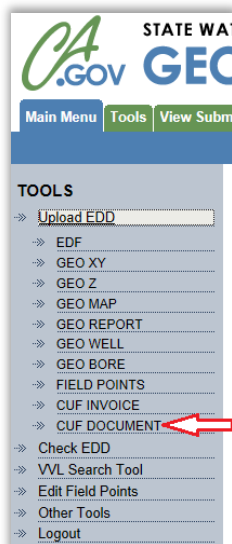
GeoTracker ESI is now able to receive uploads of most UST Cleanup Fund (CUF) documents used by the Fund for processing claim eligibility, cost reimbursement, and other Fund related activities.

- Budget Change Requests (**not available for CP**)(**BCR**)
- Lead Agency Directives
- Claimant Contact Information Form (**CCIF**)
- Claimant Data Record (**STD204**)
- Requests for Appeal (Ineligible Costs and Eligibility)
- Proof of Payment (**POP**)
- Remediation Information Form (**RIF**)
- Site Budget Requests:
  - Commingled Plume (**Not currently available**)(**CP**)
  - Emergency, Abandoned, and Recalcitrant Account (**EAR**)

### INSTRUCTIONS

- 1) Prepare the document as you normally would for submittal to the Fund.
- 2) Scan the document and save it to your desktop as a .pdf file.
- 3) Enter the following address into your web browser to access the area to upload a CUF Document: <https://geotracker.waterboards.ca.gov/esi/>

4) Enter your username and password at the login screen. If you do not have a username and password, you can request one from this screen:



5) From the menu bar on the left side of the screen, choose:

TOOLS >> Upload EDD >> **CUF Document**

6) Locate your site and select it by clicking the site name under the “Facility Name” column. If your site is not listed on the first page you can search for it, or jump to another page using the links at the top:

UPLOADING A CUF\_DOCUMENT FILE

45 RECORDS FOUND JUMP TO PAGE: 1 2 PAGE 1 OF 2

Global ID Facility Name Status Street Name City County Search Reset

GLOBAL ID	FACILITY NAME	STATUS	ADDRESS	CITY	COUNTY	FLD PTS
T0608500119	ALL STAR GAS	OPEN - SITE ASSESSMENT	1620 STORY ROAD	SAN JOSE	SANTA CLARA	33
T0607700908	ARCO - HAMMER/I-S	COMPLETED - CASE CLOSED	3250 HAMMER LN W	STOCKTON	SAN JOAQUIN	21
T10000004571	My Test Site	OPEN - SITE ASSESSMENT	498 PALMETTO AVENUE	PACIFICA	SAN MATEO	59
T0607301923	ARCO FACILITY #9758	OPEN - REMEDIATION	398 EL CAJON BL	EL CAJON	SAN DIEGO	26
T0602300480	BIG OIL WIRE COMPANY OFFICE	OPEN - SITE ASSESSMENT	211 RAILROAD AVENUE	BLUE LAKE	HUMBOLDT	115
T10000003685	BONNY DOON SCHOOL (GASOLINE RELEASE)	OPEN - ASSESSMENT & INTERIM REMEDIAL ACTION	1492 PINE FLAT ROAD	SANTA CRUZ (BONNY DOON)	SANTA CRUZ	11
T0607500185	BP Oil (Independent)	OPEN - REMEDIATION	2099 SAN JOSE AVE.	SAN FRANCISCO	SAN FRANCISCO	26

7) Once you have selected the appropriate case, select the claim number and document type from the drop-down lists: (see the end of this document for a breakdown of the fields required for each document type).

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

CUF CLAIM # DOCUMENT TYPE

FILE

Budget Change Request  
Claim Contact Information  
Claimant Data Record (Std. 204)  
Proof of Payment  
Remediation Information  
Request for Appeal (Ineligible Costs)

8) After you select your document type, new fields relevant to the type of document you have chosen will be displayed. Complete the fields.

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

CUF CLAIM # DOCUMENT TYPE

FISCAL YEAR BUDGET CATEGORY REQUESTED AMOUNT REQUESTED

FY 13 / 14 Remedial Implementation 50,000

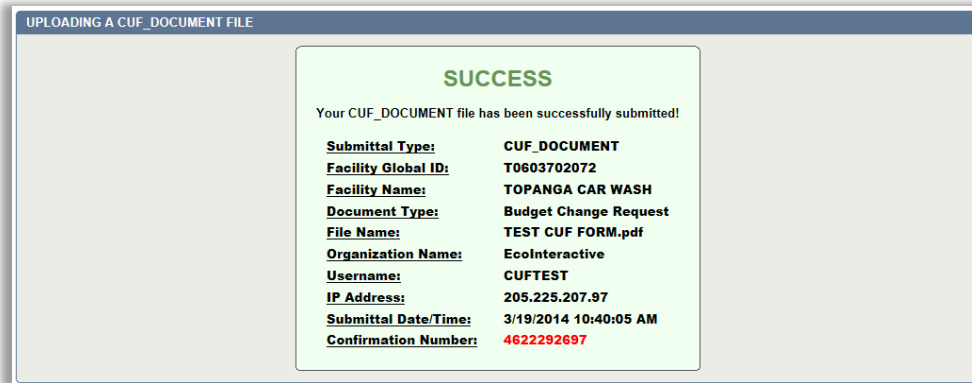
FILE

Browse...

Upload File

9) Select “Browse” to locate the scanned document on your computer. Once you have selected the correct file, click “Upload File”.

10) After successful upload of a document, the below screen is displayed:

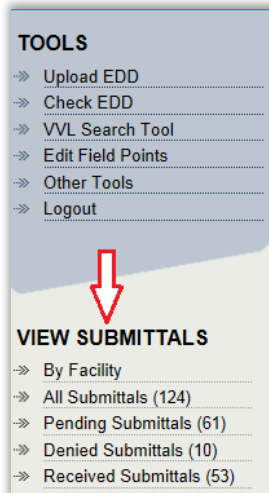


11) You will be able to view your document immediately after submittal in the "View Submittals" section of the website.

Documents awaiting Fund Staff review can be found in the "Pending Submittals" section.

When a document is accepted by Fund Staff, it can be found under "Received Submittals".

If your document has been denied by Fund Staff, it will be moved to the "Denied Submittals" area, and an email will be generated informing you of the reason for the denial.



SEE BELOW FOR: "**Required Fields (By Document Type)**"

~~~~FOR HELP~~~~

If you have any questions, please contact us:

Preferred method is Email: [ustcleanupfund@waterboards.ca.gov](mailto:ustcleanupfund@waterboards.ca.gov)

Subject Line: "CUF Doc question"

Email inquiries will be responded to within 24 hours.

Telephone Message Line: 1-800-813-Fund (3863)

Telephone messages will be responded to within 48 hours.

## Required Fields (By Document Type)

The following screen shots provide you with the required fields that must be completed in order to upload the specified form to the CUF Documents.

### Budget Change Request (BCR) (Not currently available for CP claims):

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

CUF CLAIM # DOCUMENT TYPE  
[ ] Budget Change Request

FISCAL YEAR BUDGET CATEGORY REQUESTED AMOUNT REQUESTED  
[ ] [ ] [ ]

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### Claimant Contact Information (CCIF):

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

CUF CLAIM # DOCUMENT TYPE  
[ ] Claim Contact Information

ADDRESS CHANGE? DATE SIGNED  
 YES  NO [ ]

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### Claimant Data Record (STD204):

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

CUF CLAIM # DOCUMENT TYPE  
[ ] Claimant Data Record (Std. 204)

TAX ID(S) DATE SIGNED  
[ ] [ ]

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## Proof of Payment (POP):

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |                      |
|----------------------|----------------------|
| CUF CLAIM #          | DOCUMENT TYPE        |
| <input type="text"/> | Proof of Payment     |
| RR NO(s)             | DATE SIGNED          |
| <input type="text"/> | <input type="text"/> |

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## Remediation Information Form (RIF):

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |                         |                           |                      |                      |
|----------------------|-------------------------|---------------------------|----------------------|----------------------|
| CUF CLAIM #          | DOCUMENT TYPE           |                           |                      |                      |
| <input type="text"/> | Remediation Information |                           |                      |                      |
| SYSTEM SERIAL #      | SYSTEM TYPE             | REMEDIATION UNIT OWNER    |                      |                      |
| <input type="text"/> | <input type="text"/>    | <input type="text"/>      |                      |                      |
| UNIT PURCHASE PRICE  | AQMD PERMIT #           | ENERGY CONSUMED PER MONTH |                      |                      |
| <input type="text"/> | <input type="text"/>    | GAS (THERM)               | PROPANE (GAL)        | ELECTRIC (KWH)       |
| <input type="text"/> | <input type="text"/>    | <input type="text"/>      | <input type="text"/> | <input type="text"/> |

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## Request for Appeal (Eligibility):

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |                                  |
|----------------------|----------------------------------|
| CUF CLAIM #          | DOCUMENT TYPE                    |
| <input type="text"/> | Request for Appeal (Eligibility) |
| PRIORITY REQUESTED   | APPEAL REASON                    |
| <input type="text"/> | <input type="text"/>             |

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**Request for Appeal (Ineligible Costs):**

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |                                       |                               |
|----------------------|---------------------------------------|-------------------------------|
| CUF CLAIM #          | DOCUMENT TYPE                         |                               |
| <input type="text"/> | Request for Appeal (Ineligible Costs) |                               |
| RR NOI(s)            | TOTAL INELIGIBLE INVOICE AMOUNT       | TOTAL APPEAL REQUESTED AMOUNT |
| <input type="text"/> | <input type="text"/>                  | <input type="text"/>          |

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**Site Budget Request - Commingled Plume (CP) (Not currently available):**

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| CUF CLAIM #          | DOCUMENT TYPE             |                      |
| <input type="text"/> | CP Annual Budget Request  |                      |
| FISCAL YEAR          | BUDGET CATEGORY REQUESTED | AMOUNT REQUESTED     |
| <input type="text"/> | <input type="text"/>      | <input type="text"/> |

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**Site Budget Request – Emergency, Abandoned & Recalcitrant Account (EAR):**

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| CUF CLAIM #          | DOCUMENT TYPE             |                      |
| <input type="text"/> | EAR Annual Budget Request |                      |
| FISCAL YEAR          | BUDGET CATEGORY REQUESTED | AMOUNT REQUESTED     |
| <input type="text"/> | <input type="text"/>      | <input type="text"/> |

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**Lead Agency Directives:**

UPLOADING A CUF\_DOCUMENT FILE

CUF\_DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

|                      |               |
|----------------------|---------------|
| CUF CLAIM #          | DOCUMENT TYPE |
| <input type="text"/> | Directive     |
| DATE OF DIRECTIVE    |               |
| <input type="text"/> |               |

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