



Welcome to the UIC Data Application Comprehensive Training Webinar. In this webinar, we will discuss and demonstrate how state and regional staff can use the new application to submit and review UIC inventory and Form 7520 data.

This training webinar is one of four training webinars being held in October and November. Links to this presentation, as well as various other supporting materials are available on the landing page of the application and will also be posted at the www.epa.gov/uic site soon.



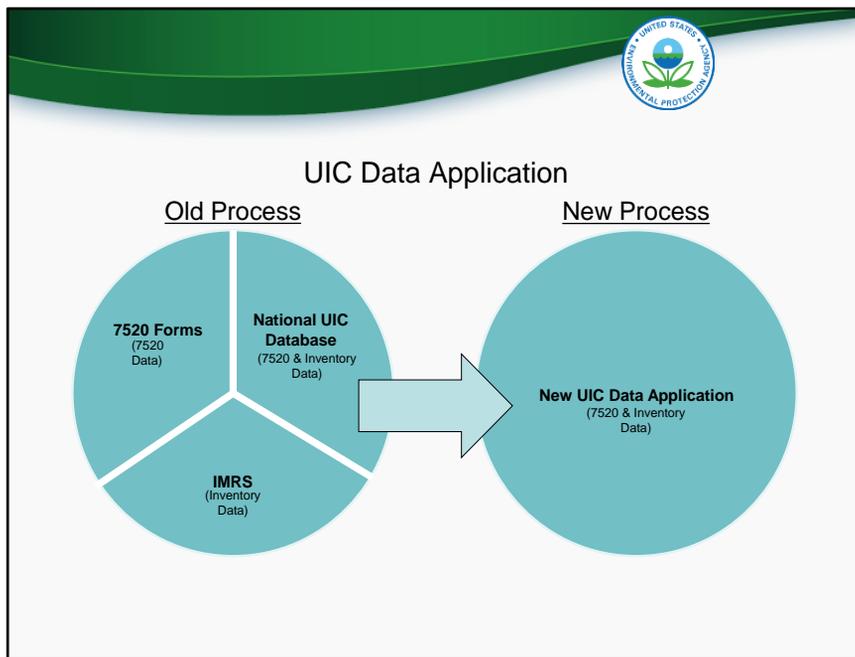
Agenda

Purpose: Programs understand how to use application

- What is UIC Data Application? (Quick refresher, development timeline)
- How to access the application
- Workflow
- Manual Data Entry
- "Batch Upload" function for automated data entry
- Reports
- User testing
- Q & A

The purpose of this webinar is to help UIC programs understand the features and functions of the UIC Data Application and how programs can use it to submit and review UIC inventory and Form 7520 data.

We will start with a quick refresher on the UIC Data Application and the timeline for completion. We will then demonstrate how users can access the application and discuss the workflow that each record goes through. From there, we will show how there are two methods that users will be able to enter data: manual data entry and batch upload. We will demonstrate each of these methods so that users understand how they can perform these functions for both Inventory and Form 7520 data. Note that batch upload was the subject of a previous training webinar, and that other materials are available for further detail on how to use the batch upload templates. Next, we will show the reporting services that are available in the application. After all of the features of the application have been explained and demonstrated, we will provide more information about the user testing process. And finally, we will recap what we have learned, and provide a way for you to ask any questions you may have.



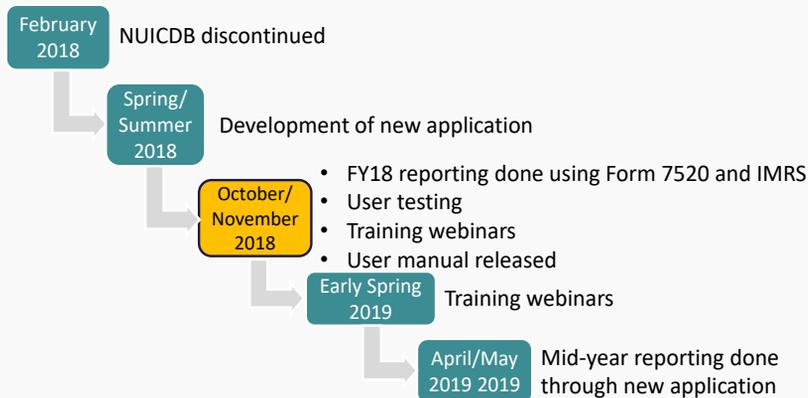
Recently, programs have reported data to EPA in three ways:

- The Form 7520-1 through 7520-4 as hardcopy
- Inventory data submitted electronically via the Inventory and Measures Reporting Service (IMRS), or
- Both inventory and Form 7520 data submitted electronically to the National UIC Database

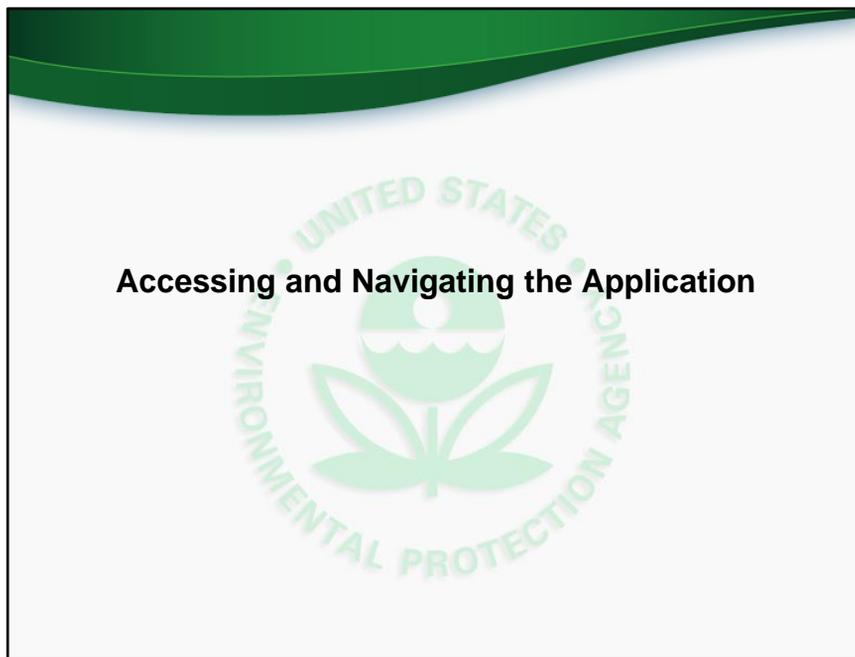
The new application that is being developed will replace those three mechanisms and serve as a one-stop-shop for 7520 forms 1-4 and well inventory data submission. The new application will also house various reporting and analysis tools that UIC programs may find useful.



Key Dates for Application Development



This slide shows several key dates in the development of the new UIC Data Application. In February of 2018, the National UIC Database was discontinued. During spring and summer 2018, EPA contracted a developer to create the new application. Development is now complete, and EPA is currently holding user testing from October to November 2018. For end-of-year reporting for federal fiscal year 2018, programs should submit hardcopy Form 7520's. Inventory should be submitted through IMR. Today's webinar is one of four webinars that EPA is holding in October and November of 2018. EPA will also hold additional training webinars in Spring 2019 as the application becomes the sole means of reporting data from the Form 7520-1 through 7520-4 and inventory reporting for mid-year reporting in April/May of 2019.



We will now discuss and demonstrate how programs can access and navigate the new UIC Data Application.

This section of the slides corresponds to the comprehensive training video at time 3:54 (three minutes and 54 seconds).



How to Access the Application

- Application for user testing located at <http://epa.systalex.com/pls/uic/f?p=uic>
- User testing participants have received an email with log-in information.
 - If you have not, please send an email to UICDatacollection@epa.gov
 - Note that a separate log-in will be required when the application goes live. More information to come.

A screenshot of a web-based login form titled "Underground Injection Control (UIC)". The form contains two input fields: a username field with the text "hardes" and a password field with the text "password". Below the fields is a blue "Log In" button.

Underground Injection Control (UIC)

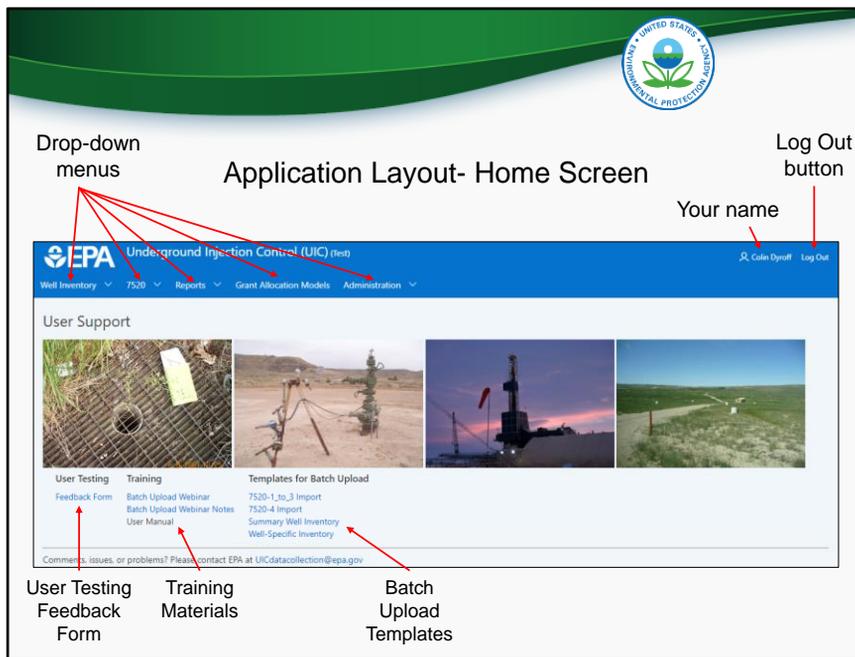
hardes

password

Log In

The application is web-based and can therefore be accessed via web browser. During user-testing, the application can be found at the URL displayed on this slide. Each person who has expressed interest in user testing should have already received an email with their individual username and password. If you have not received an email with this information, please send an email to UICDatacollection@epa.gov.

Once the application goes live, the link on this slide will become inactive and a new URL will be distributed. More information will then be provided on how to obtain log-in credentials.



This slide is a screenshot of what is being covered in the live demonstration.

After logging in, users will be directed to the Home screen. Return to the Home screen at any time by clicking the “EPA Underground Injection Control (UIC)” banner at the top of the page.

The Home screen for state and regional users contains drop-down menus for Well Inventory, 7520’s, and Reports modules. Drop-down menus for Grant Allocation Model and Administration modules are only available to headquarters users with admin permissions.

Below the images of UIC wells are links to various user support materials. The user testing feedback form should be downloaded by each user tester and used to record user testing feedback. The training materials, including the batch upload training webinar recording and notes, as well as the comprehensive user manual, can be downloaded for more information on how to use the application. And finally, the four batch upload templates are also available for download from the Home screen.

In the upper right corner are your name and the log-out button.



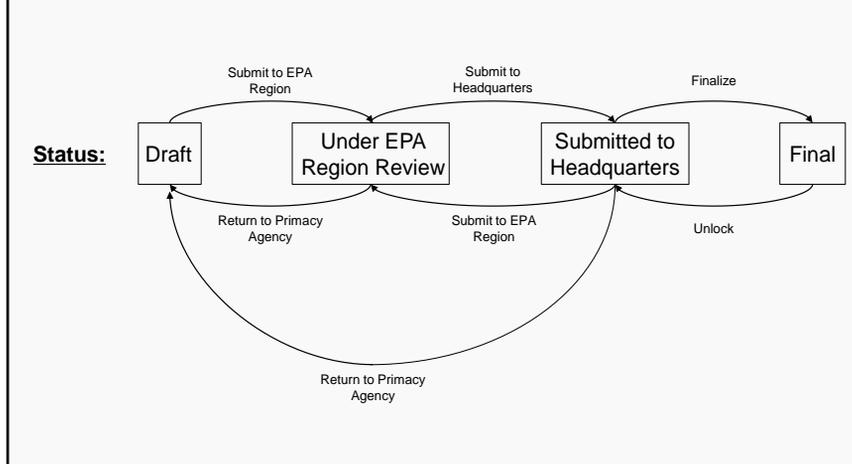
Data Entry & Batch Upload

- Data may be submitted in two ways:
 - Manual entry (forms)
 - Batch upload
- Process may be used for
 - Summary well inventory
 - Well-specific inventory
 - 7520 Forms 1-3
 - 7520 Form 4
- Submission starts the workflow process

As will be discussed, data can be submitted in two ways for all UIC data, manual entry via web forms, and batch upload. Either way, the submission of data starts the workflow, in which data is submitted and reviewed in a specific order.



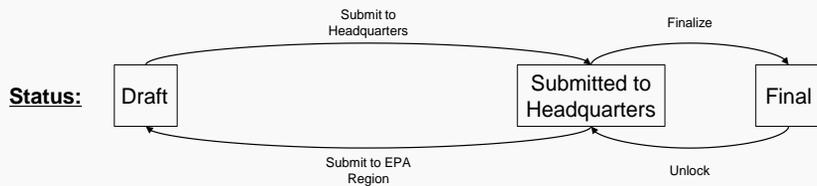
Workflow- Primacy Agency Submissions



When new inventory or 7520 data is entered, it becomes part of a record. Each record goes through a specific work flow, where it is reviewed and approved by the EPA Region and EPA Headquarters. So, before continuing, we will discuss the workflow. There are four statuses that a record can take, represented by the text in boxes on this slide. Those statuses are Draft, Under EPA Region Review, Submitted to Headquarters, and Final. When a primacy agency first creates a new inventory or 7520 record, it has “draft status”. In draft status, a primacy agency can enter numbers, as well as save a partially complete record and edit it later. When a primacy agency is ready, they can press the button “Submit to EPA Region” and the status will change to “Under EPA Region Review”. With this status, the record can no longer be edited by the primacy agency. The EPA region will then review the record, and can make changes if necessary. The EPA region can use the button “Return to Primacy Agency” to return the record to draft status, or they can use the button “Submit to Headquarters” to move the record into “Submitted to Headquarters” status. Here, EPA Headquarters can review the record and either finalize it or kick it back to “Under EPA Region Review” status or “Draft” status. When a record is in Final status, it can no longer be edited unless headquarters unlocks the record. Note that whenever a record changes statuses, an email notification is automatically sent to the relevant parties.



Workflow- DI Submissions



The previous slide showed the workflow for primacy agencies. This slide shows the workflow for DI program submissions. The Difference is that there is no regional review. Records start in draft status at the regional level, and are then submitted directly to EPA Headquarters.



We will now discuss and demonstrate how programs can manually enter UIC inventory data in the new application. Manual data entry is accomplished via web forms. The other method of data entry, batch upload, will be discussed later in this training webinar.

This slide corresponds to the comprehensive training video at time 10:10 (ten minutes and ten seconds).



Manual Data Entry- Inventory

1. Click arrow for drop-down menu



2. Select 'Inventory'

Edit	Status	Real Year	Primary Agency Code	Primary Agency	State	Title	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10
	Druth	2010	0420	US EPA Region 4	Florida											
	Druth	2010	AK00	Alaska Oil and Gas Conservation Commission	Alaska											
	Druth	2010	0600	US EPA Region 6		900 - Chicago										
	Druth	2010	0100	US EPA Region 1		010 - Pennsylvania	1									
	Druth	2010	0100	US EPA Region 1	Connecticut											
	Druth	2010	0700	US EPA Region 7	Iowa		1									
	Druth	2010	0300	US EPA Region 3	Virginia					1	3					
	Druth	2010	UT00	Utah Department of Environmental Quality	Utah					3	28	19	2,716			
	Druth	2010	MT00	Montana Board of Oil and Gas Conservation	Montana			307	660							
	Druth	2010	0400	US EPA Region 4		000 - California	1			1	1	2				

This slide is a screenshot of what is being covered in the live demonstration.

To begin the process of manually entering inventory data, a user should click the drop down menu in the Well Inventory module, and select "Inventory". This will take the user to the inventory list view, described on the next slide.

Manual Data Entry- Inventory

Click to create a new record

Well Inventory

Primary Agency: All Primacy Agencies Fiscal Year: All Fiscal Years

Filter options

Edit	Status	Fiscal Year	Primacy Agency Code	Primacy Agency	State	Tribe	Class 1 HW Wells	Class 1 Other Wells	Class 200 Wells	Class 200 Other Wells	Class 2 Wells	Class 3 Sites	Class 3 Wells	Class 4 Wells	Class 5 Wells	Class Wells
	Draft	2018	04DI	US EPA Region 4	Florida											
	Draft	2018	AADG	Alaska Oil and Gas Conservation Commission	Alaska											
	Draft	2018	06DI	US EPA Region 6		500 - Chicago										
	Draft	2018	01DI	US EPA Region 1		018 - Penobscot		1								
	Draft	2018	01DI	US EPA Region 1	Connecticut											
	Draft	2018	07DI	US EPA Region 7	Iowa			1								
	Final	2017	03DI	US EPA Region 3	Virginia							1	3			
	Draft	2018	UTRQ	Utah Department of Environmental Quality	Utah							3	28	19	2,719	
	Draft	2018	MDOG	Montana Board of Oil and Gas Conservation	Montana				287	980						
	Draft	2018	04DI	US EPA Region 4		002 - Catalina		1			1	1	2			

1 - 50 of 266

Record can be edited

Record locked (can only be unlocked by EPA HQ)

This slide shows a screenshot of the inventory list view. The list view contains a table, where each row represents a well inventory record for a particular year. For instance, the first row represents the 2018 inventory record for US EPA Region 4 DI, in Florida. The second row represents the 2018 inventory record for the Alaska Oil and Gas Conservation Commission.

Associated with each record is either an “edit” button (click) or a “record locked” button (click). If a record has an “edit” button, then the user will be able to open the record and make changes, as long as the record is still in draft status and not under EPA Region or EPA Headquarters review.

The status column shows the status of the record. The different status’s that a record can take will be discussed on the next slide.

Next, there are columns showing the Fiscal Year, Primacy Agency Code, Primacy Agency, and State or Tribe that the record is associated with. These fields are what we refer to as “header data”. Each primacy program is assigned a four-digit primacy agency code. In addition, each record is associated with either a state or tribe, but not both.

To the right of the header data fields are the inventory data fields, exactly as they were in IMRS.

At the top are two different filter options (click). The user can use the drop down lists in this section to filter by primacy agency or by fiscal year.

To create a new inventory record, the user can select “New Well Inventory” at the top right of the screen (click).



Manual Data Entry- Inventory

Well Inventory Exit Next >

Year: 2018
Primacy Agency Code: (AKOG) Alaska Oil and Gas C.
Program Type: State Tribe
State: Alaska

Enter
Fiscal
Year

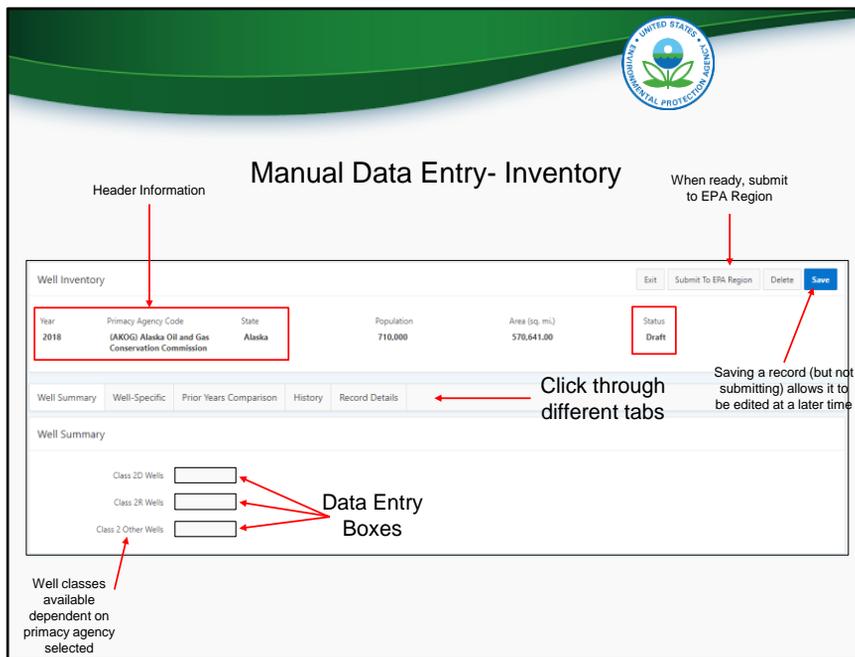
Select
Primacy
Agency

Select State
or Tribe

Select State
or
Tribe

Click
'Next'

In order to create a new record, header information is required to be entered. All inventory records require a fiscal year (click). 7520 records, as we will see, also require a fiscal quarter. Then, all records need a primacy agency (click). You can use the drop down list to select the applicable primacy agency. Next, users will need to select the radio button for either State or Tribe in the Program Type section (click). All primacy agencies would select state except for Navajo Nation and Fort Peck, which would select Tribe because they are primacy tribes. DI programs would select state or tribe, depending on whether they are reporting state or DI tribal data. Finally, depending on the Program Type selection, either a state or Tribe drop-down list will be displayed (click). Select the applicable state or tribe and then press the “Next” button in the top right to continue creating the record (click).



Users will then be taken to this screen. Notice the header information that is displayed at the top (click). Population and Area are also displayed, as these data are used in the UIC grant allocation formula. Reporting programs need not be concerned with updating these numbers. To the right of the area, the application displays the status of the record (click). In this case, the record is in draft status.

Below the header data are five different tabs, titled “Well Summary”, “Well Specific”, “Prior Years Comparison”, “History”, and “Record Details”. The “Well Summary” tab is shown by default, but the other tabs can be clicked on to be shown. In the “Well Summary” tab, users are able to manually enter well inventory for each well class. Only well classes associated with a particular primacy agency and state are shown. After entering well inventory, users should click the blue “Save” button at the top right of the screen. When ready, users can also use the “Submit to EPA Region” button.



Inventory Data- Summary vs Well-Specific

EPA accepts both summary-level and well-specific inventory data.

Summary-Level

- Total number of wells

Or

Well-Specific

- Listing of all applicable unique wells
- Application is then able to produce summary-level inventory automatically
- Programs may find it easier to submit well-specific inventory

Year	Primary Agency Code	State	Population	Area (sq. mi.)	Status
2018	AMKDG Alaska Oil and Gas Conservation Commission	Alaska	710,000	570,641.00	Draft

Well Summary

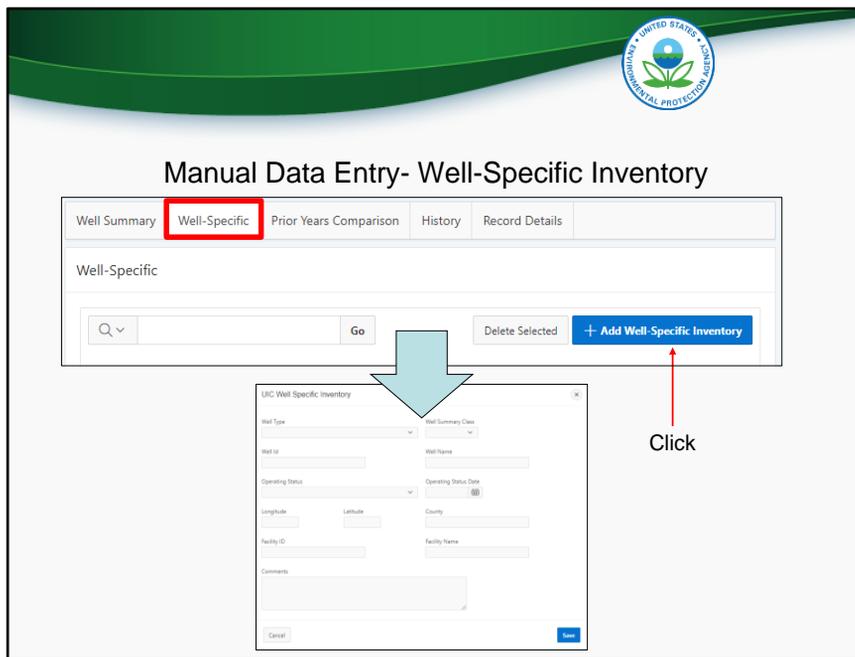
Class 2D Wells

Class 2R Wells

Class 2 Other Wells

This slide is a screenshot of what is being covered in the live demonstration.

EPA accepts both summary level and well-specific inventory data. A program is able to choose which type of data they submit. Summary inventory is simply the total number of wells in each well class. Well-specific inventory, which can be reported using the second tab, allows the user to report all applicable unique wells. If a user reports well-specific inventory, then the application automatically calculates the summary well inventory and populates the “Well Summary” tab.



This slide is a screenshot of what is being covered in the live demonstration.

The first screenshot is of the “Well-Specific” tab. To add a new well, users should click the “Add Well-Specific Inventory” button. The second screenshot shows the pop-up form that appears when this button is clicked. For each well, it is required that users input either Well Type or Summary Well Class and a unique Well ID. Additionally, if the user is inputting a Class III well, then another field will appear in the form for Well Site. Well Site is required for Class III wells. The other fields are optional but may be useful to provide due to the reporting services that programs can take advantage of elsewhere in the application.



Manual Data Entry- Inventory

Well Summary	Well-Specific	Prior Years Comparison	History	Record Details								
Prior Years Comparison												
Year	Population	Area	Class 1 HW Wells	Class 1 Other Wells	Class 2D Wells	Class 2R Wells	Class 2 Other Wells	Class 3 Sites	Class 3 Wells	Class 4 Wells	Class 5 Wells	Class 6 Wells
2018	710,000	570,641.00										
2017	710,000	570,642.00			3	1,487	5					
2016	710,000	570,641.00			49	1,449	0					
2015	710,000	570,641.00			51	1,392	0					

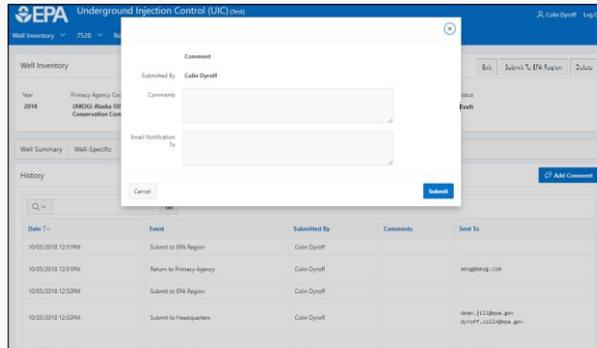
Compare current year inventory with prior year inventory

This slide is a screenshot of what is being covered in the live demonstration.

The third tab is titled “Prior Years Comparison”. Using this tab, users can easily compare the current year data with data from previous years. This comparison can aid in the QA/QC process, as anomalies can easily be spotted.



Manual Data Entry- Inventory



Use History tab to view submission history and to enter comments about a submission

This slide is a screenshot of what is being covered in the live demonstration.

The fourth tab is titled "History". This tab contains a log of the submission history for the record. In addition, users can click the "Add Comment" button and add any additional information that may be relevant to the submission.



Manual Data Entry- Inventory

Well Inventory						Exit	Submit To EPA Region	Delete
Year	Primary Agency Code	State	Population	Area (sq. mi.)	Status			
2018	(AKDGI) Alaska Oil and Gas Conservation Commission	Alaska	710,000	570,641.00	Draft			

Well Summary	Well-Specific	Prior Years Comparison	History	Record Details
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Record Details

Created By: Region 10 User
Created On: 10/03/2018 20:14:25
Updated By: Region 10 User
Updated On: 10/16/2018 11:07:16
Submitted By:
Submitted On:

[View Record Details](#)

This slide is a screenshot of what is being covered in the live demonstration.

Finally, the fifth tab, “Record Details” displays meta-data related to the record, as shown in the screenshot.



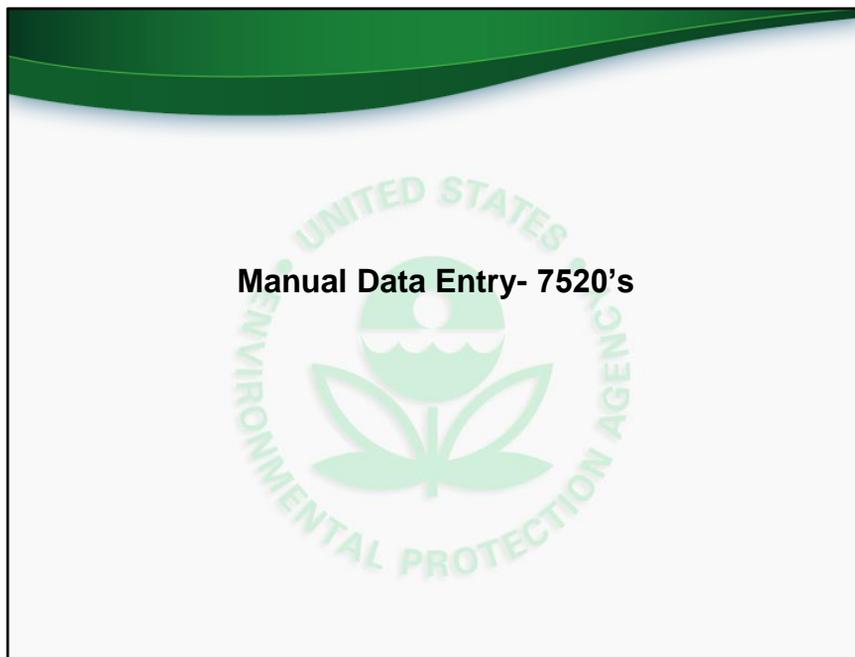
Manual Data Entry- Inventory

Click to submit

Submit the record.

This slide is a screenshot of what is being covered in the live demonstration.

When ready, click the “Submit To EPA Region” button. Or, if a region is submitting DI data, the button will be titled “Submit to EPA HQ”. A pop-up form appears. Any comments entered will be saved in the “History” tab. Upon submittal, a notification will be sent to the list of email recipients. The list of recipients is automatically populated for each record and the default recipients can only be changed by EPA HQ. If you would like to make a change, please send an email to UICdatacollection@epa.gov. Users can also list additional email recipients in the box on the form.



We will now discuss and demonstrate how programs can manually enter UIC 7520 Form 1-3 data in the new application. Manual data entry is accomplished via web forms. The other method of data entry, batch upload, will be discussed later in this training webinar.

This slide corresponds to the comprehensive training video at time 24:54 (twenty-four minutes and fifty-four seconds).



Manual Data Entry- 7520 1-3

1. Click arrow for drop-down menu



2. Select desired 7520 1-3 Form

Est#	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Title	Last Modified By	Last Modified On
	Draft	2018	4Q	0101	US EPA Region 5	Michigan		Colin Dwyer	10/20/2018 03:47
	Draft	2018	4Q	MEDC	Maryland Department of the Environment	Maryland		Maryland User	10/10/2018 12:00
	Draft	2018	4Q	MTCO	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/15/2018 09:39
	Final	2018	4Q	0101	US EPA Region 1		SR - Nalae	Colin Dwyer	10/20/2018 04:50
	Final	2018	4Q	0801	US EPA Region 8	Colorado		Colin Dwyer	10/09/2018 09:16
	Submitted to Manufacturer	2018	4Q	0101	US EPA Region 3	Pennsylvania		Colin Dwyer	10/09/2018 09:20
	Under EPA Region Review	2018	4Q	0101	US EPA Region 1		018 - Mahagan	Harold Valle	10/03/2018 09:10
	Draft	2018	3Q	0101	US EPA Region 1	New Hampshire		Harold Valle	10/09/2018 03:11
	Draft	2018	3Q	0101	US EPA Region 1	Connecticut		Colin Dwyer	10/02/2018 14:18
	Draft	2018	3Q	0101	US EPA Region 1		018 - Percival	Harold Valle	10/09/2018 03:00

This slide is a screenshot of what is being covered in the live demonstration.

To begin the process of manually entering 7520 data, a user should click the drop down menu in the 7520 module, and select the 7520 form that they are interested in. This will take the user to the list view for that form, described on the next slide.

The screenshot shows the 'Manual Data Entry- 7520 1-3' interface. At the top right is the EPA logo. The main title is 'Manual Data Entry- 7520 1-3'. Below the title are filter options for 'Primary Agency' (set to 'All Primary Agencies') and 'Fiscal Year' (set to 'All Fiscal Years'). A 'New 7520-1' button is visible. A table lists records with columns: Edit, Status, Fiscal Year, Fiscal Quarter, Primary Agency Code, Primary Agency, State, Tribe, Last Modified By, and Last Modified On. Callouts point to a printer icon (Print 7520 Form), a pencil icon (Record can be edited), a lock icon (Record locked), and the 'New 7520-1' button (3. Click to create a new record).

Edit	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Tribe	Last Modified By	Last Modified On
	Draft	2018	4Q	0501	US EPA Region 5	Michigan		Colin Dynoff	10/05/2018 12:41
	Draft	2018	4Q	MDD01	Maryland Department of the Environment	Maryland		Maryland User	10/10/2018 12:00
	Draft	2018	4Q	MT001	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/13/2018 09:28
	Final	2018	4Q	0101	US EPA Region 1		108 - Makah	Colin Dynoff	10/05/2018 14:55
	Final	2018	4Q	0801	US EPA Region 8	Colorado		Colin Dynoff	10/05/2018 09:16
	Submitted to Headquarters	2018	4Q	0301	US EPA Region 3	Pennsylvania		Colin Dynoff	10/05/2018 09:20
	Under EPA Region Review	2018	4Q	0101	US EPA Region 1		033 - Mohegan	Harold Valle	10/03/2018 19:19
	Draft	2018	2Q	0101	US EPA Region 1	New Hampshire		Harold Valle	10/09/2018 10:11
	Draft	2018	3Q	0101	US EPA Region 1	Connecticut		Colin Dynoff	10/05/2018 14:18
	Draft	2018	3Q	0101	US EPA Region 1		018 - Penobscot	Harold Valle	10/09/2018 10:05

This slide is a screenshot of what is being covered in the live demonstration.

This slide shows a screenshot of the 7520-1 list view. The view is similar for the other 7520 forms. The list view contains a table, where each row represents a 7520-1 record for a particular fiscal year and quarter. For instance, the first row represents the Fiscal Year 2018, Fiscal Quarter 4, 7520-1 record for US EPA Region 5 DI, in Michigan. 4Q is used for end-of-year reporting, and 2Q is used for mid-year reporting. The second row represents the 4Q2018 7520-1 record for the Maryland Department of the Environment.

Associated with each record, in the “edit” column, is either an “edit” button (click) or a “record locked” button (click). If a record has an “edit” button, then the user will be able to open the record and make changes, as long as the record is still in draft status and not under EPA Region or EPA Headquarters review.

The second column displays a button in the form of a printer icon (click). Clicking this button brings up a filled-in PDF copy of the 7520 form associated with the record.

The status column shows the status of the record. The different status’s that a record

can take, as well as the workflow, were discussed earlier in the “Accessing and Navigating the Application” section.

Next, there are columns showing the Fiscal Year, Fiscal Quarter, Primacy Agency Code, Primacy Agency, and State or Tribe that the record is associated with. As with the inventory module, these fields are what we refer to as “header data”. Each primacy program is assigned a four-digit primacy agency code. In addition, each record is associated with either a state or tribe, but not both.

To the right of the header data fields are information on when, and by whom, the record was most recently modified.

At the top are two different filter options (click). The user can use the drop down lists in this section to filter by primacy agency or by fiscal year.

To create a new 7520-1 record, the user can select “New 7520-1” at the top right of the screen (click). This is an example for the 7520-1. However, the layout is the same for the other 7520 forms.



Manual Data Entry- 7520 1-3

7520-1 Part I: Permit Review and Issuance/Wells in Area of Review

Print

Click Print Icon to see PDF of filled in 7520 Form

Please type or print all information. Please read instructions on reverse.

OMB No. 2068-0002 Approval Expires 12/31/16

U.S. Environmental Protection Agency
Office of General Administration and Reporting System
Washington, DC 20460
EPA Federal Reporting System
Part I: Permit Review and Issuance/
Wells in Area of Review
(This information is collected under the
authority of the Safe Drinking Water Act.)

Reporting Agency
US EPA Region 2

State Prepared (month, day, year)
September 2, 2018

State Contact (name, telephone no.)

Reporting Period (month, year)
From: October 1, 2018 To: September 30, 2017

Item	Class and Type of Injection Wells											
	SMI	SM	SMC	SMC	SM							
Number of Permit Applications Received	0	0	0	0	0	0	0	0	0	0	0	0
Number of Individual Permits Issued (See Wells)	0	0	0	0	0	0	0	0	0	0	0	0
Number of State Permits Issued (See Multiple Wells)	0	0	0	0	0	0	0	0	0	0	0	0
Number of Multiple Wells Issued (See Instructions on Back)	0	0	0	0	0	0	0	0	0	0	0	0

Year	Agency	State	Region	State
2017	42	0501	US EPA Region 5	Indiana
2017	42	0503	US EPA Region 5	Michigan
2017	42	0500	US EPA Region 5	All Other

As shown on the previous slide, one of the icons associated with each record is the “Print” icon, pictured again on this screen. Clicking on the “Print” icon will bring up a window containing a PDF version of the 7520. The PDF can be printed or saved from this window.



Manual Data Entry- 7520 1-3

7520-1

Exit Next >

Fiscal Year: 2018

Quarter: 2Q - (Oct 1 thru Mar 31)

Primacy Agency Code: ((AKOG) Alaska Oil and Gas C.)

Program Type: State Tribe

State: Alaska

Enter Fiscal Year

Enter Quarter (2Q or 4Q)

Select Primacy Agency

Select State or Tribe

Select State

Click 'Next'

Again, In order to create a new record, header information is required to be entered. All 7520 records require a fiscal year and quarter (click). For quarter, 2Q is used for mid-year reporting, while 4Q is used for end-of-year reporting. 1Q and 3Q are also available options for 7520-4 reporting. Next, all records need a primacy agency (click). Users can use the drop down list to select the applicable primacy agency. After that, users will need to select the radio button for either State or Tribe in the Program Type section (click). All primacy agencies would select state except for Navajo Nation and Fort Peck, which would select Tribe because they are primacy tribes. DI programs would select state or tribe, depending on whether they are reporting state or DI tribal data. Finally, depending on the Program Type selection, either a state or Tribe drop-down list will be displayed (click). Select the applicable state or tribe and then press the “Next” button in the top right (click) to continue creating the record.

Manual Data Entry- 7520 1-3

Header Data →

Click for Definitions →

7520-1		Exit	Submit To EPA Region	Print	Delete
Fiscal Year	Quarter	Primacy Agency Code	State	Status	
2018	2Q - (Oct 1 thru Mar 31)	(AKDC) Alaska Oil and Gas Conservation Commission	Alaska	Draft	

7520-1 Detail | Attachments | History | Record Details

All fields should contain a value. Do not leave blank fields.
 Enter 0 if there are no wells affected or no activities that occurred pertaining to the information requested.
 Enter NA if the field or section is not applicable to the submitter (e.g., the well type is not overseen by the submitter).
 Enter U if the information is unknown or not captured.

	Class 1 SWD 2D	Class 2 ER 2B	Class 2 HC 2H
Section V. Permit Application	V. Number of Permit Applications Received		
	0	0	0
Section VI. Permit Determination			
A. # of New Individual Permits Issued (new wells)	0	0	0
A. # of Individual Permits (existing wells)	0	0	0
B. # of New Area Permits Issued (new well fields)	0	0	0
B. # of New Area Permits Issued (existing well fields)	0	0	0
C. # of Wells in Area Permits (new wells)	0	0	0
C. # of Wells in Area Permits (existing wells)	0	0	0

Users will then be taken to this screen. Notice the header information that is displayed at the top (click). The application also displays the status of the record with the header data. In this case, the record is in draft status.

Below the header data are four different tabs (click), titled “7520-1 Detail”, “Attachments”, “History”, and “Record Details”. The “7520-1 Detail” tab is shown by default, but the other tabs can be clicked on to be shown. In the “7520-1 Detail” tab, users are able to manually enter 7520-1 data for each applicable well class (click). Only well classes associated with a particular primacy agency and state are shown. Note the icon containing a circle with a question mark inside (click). Clicking this icon will bring up the reporting guidance for the associated data element from the back of the respective hardcopy Form 7520. After entering data, users should click the blue “Save” button (click). When ready, users can also use the “Submit to EPA Region” button (click).



Manual Data Entry- 7520 1-3

7520-1

Exit Submit To EPA Region Print Delete

Fiscal Year	Quarter	Primary Agency Code	State	Status
2018	2Q - (Oct 1 thru Mar 31)	(AKODG) Alaska Oil and Gas Conservation Commission	Alaska	Draft

7520-1 Detail Attachments History Record Details

Attachments Attach File(s)

No attachments exist for this form. Click "Attach File(s)" to add attachments.

Attach File(s)

Choose Files No file chosen

Attach

Attach relevant documents to your 7520 submission

This slide is a screenshot of what is being covered in the live demonstration.

The second tab is titled "Attachments". Using this tab, users can upload files that they would like to attach to their 7520 forms.



Manual Data Entry- 7520 1-3

Fiscal Year	Quarter	Priority Agency Code	State	Status
2018	2Q - 19th Mar 31	00000 Alaska Oil and Gas Conservation Commission	Alaska	Draft

7520-1 Detail | Attachments | **History** | Record Details

History Add Comment

Submitted By:

Comments:

Email Notification To:

View record history and add comments

This slide is a screenshot of what is being covered in the live demonstration.

The third tab is titled “History”. As was the case with inventory, this tab contains a log of the submission history for the record. In addition, users can click the “Add Comment” button and add any additional information that may be relevant to the submission.



Manual Data Entry- Inventory

Click to submit

The screenshot shows a web interface for manual data entry. At the top right, there is a button labeled "Submit To EPA Region" with a red arrow pointing to it from the text "Click to submit". Below this is a pop-up form titled "Submit to EPA Region". The form contains a table with columns for "Year", "Region", "Type", "Status", "Priority", "Comments", and "Action". Below the table is a certification statement: "I certify that the statements I have made on this form and all attachments therein are true, accurate, and complete. I understand that any knowingly false or misleading statement may be punishable by fine or imprisonment or both, under applicable laws." There is a checkbox next to this statement. A red arrow points from the text "Read and check box to certify" to the checkbox. At the bottom of the form are "Cancel" and "Submit" buttons.

Read and check box to certify

Submit the record.

This slide is a screenshot of what is being covered in the live demonstration.

When ready, click the “Submit To EPA Region” button. Or, if a region is submitting DI data, the button will be titled “Submit to EPA HQ”. A pop-up form appears. Any comments entered will be saved in the “History” tab. Upon submittal, a notification will be sent to the list of email recipients. The list of recipients is automatically populated for each record and the default recipients can only be changed by EPA HQ. If you would like to make a change, please send an email to UICdatacollection@epa.gov. Users can also list additional email recipients in the box on the form.

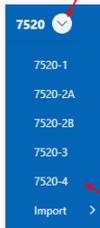
A PDF version of the 7520 form will be displayed. Users can save or print the 7520 form.

Below the PDF window is the certification statement found on the 7520 form. After reading it, users should check the box and select the “Submit” button to submit the record.



Manual Data Entry- 7520-4

1. Click arrow for drop-down menu



2. Select 7520-4

3. Create New 7520-4

Edit	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Title	Last Modified By	Last Modified On
	Draft	2018	4Q	0101	US EPA Region 5	Michigan		Colin Dwyer	10/20/2018 03:47
	Draft	2018	4Q	MEDC	Maryland Department of the Environment	Maryland		Maryland User	10/10/2018 12:00
	Draft	2018	4Q	MTCO	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/10/2018 09:39
	Final	2018	4Q	0101	US EPA Region 1		SR - Nalaki	Colin Dwyer	10/20/2018 09:16
	Final	2018	4Q	0801	US EPA Region 8	Colorado		Colin Dwyer	10/09/2018 09:20
	Submitted to Headquarters	2018	4Q	0101	US EPA Region 3	Pennsylvania		Colin Dwyer	10/09/2018 09:20
	Under EPA Region Review	2018	4Q	0101	US EPA Region 1		018 - Mahagan	Harold Valle	10/03/2018 09:10
	Draft	2018	3Q	0101	US EPA Region 1	New Hampshire		Harold Valle	10/09/2018 03:11
	Draft	2018	3Q	0101	US EPA Region 1	Connecticut		Colin Dwyer	10/02/2018 14:18
	Draft	2018	3Q	0101	US EPA Region 1		018 - Penobscot	Harold Valle	10/08/2018 03:00

We will now discuss manual data entry for the 7520-4. A user should begin by clicking the drop down menu in the 7520 module, and selecting 7520-4. This will take the user to the list view for 7520 Form 4, pictured to the right. Click the blue button in the upper right to create a new 7520-4.



Manual Data Entry- 7520-4

7520-4 Exit Next >

Fiscal Year	Quarter	Primacy Agency Code	Program Type	State
2018	1Q - (Oct 1 thru Dec 31)	(AKOG) Alaska Oil and Gas C	<input checked="" type="radio"/> State <input type="radio"/> Tribe	Alaska

Enter
Fiscal
Year

Enter
Quarter
(1Q, 2Q,
3Q, or 4Q)

Select
Primacy
Agency

Select State
or Tribe

Select
State

Click
'Next'

Users should enter header data in the same way they would for 7520 Forms 1-3. The only difference is that for 7520 Form 4, users are able to enter 1Q and 3Q for quarter, in addition to 2Q and 4Q.

The screenshot shows the 'Manual Data Entry- 7520-4' web application. At the top right is the EPA logo. The main content area is titled '7520-4' and contains a header table, navigation tabs, and a main data entry section. Red arrows point from text labels to specific UI elements.

Fiscal Year	Quarter	Primary Agency Code	State	Status
2018	4Q - (Jul 1 thru Sep 30)	ENR00G Alaska Oil and Gas Conservation Commission	Alaska	Draft

Annotations on the right side of the screenshot:

- Submit to EPA Region (points to the 'Submit To EPA Region' button)
- Click through different tabs (points to the 'Record Details' tab)
- Click to add well with violations (points to the 'Add 7520-4 Well' button)
- Click if there is nothing to report. (points to the 'No Wells to Report' button)

Annotation on the left side of the screenshot:

- Header Data (points to the header table)

Users will then be taken to this screen. As with the manual data entry screens for 7520 Forms 1-3, the header information and status are displayed at the top (click), and there are four different tabs (click), titled “7520-4 Detail”, “Attachments”, “History”, and “Record Details”. The “7520-4 Detail” tab is shown by default, but the other tabs can be clicked on to be shown. In the “7520-4 Detail” tab, users can click the “Add 7520-4 Well” button (click) to add a well that has applicable SNC violations. If there are no applicable SNC violations to report, users should click the button “No Wells to Report” (click). When ready, users can also use the “Submit to EPA Region” button (click).



Manual Data Entry- 7520-4

(*) = required fields

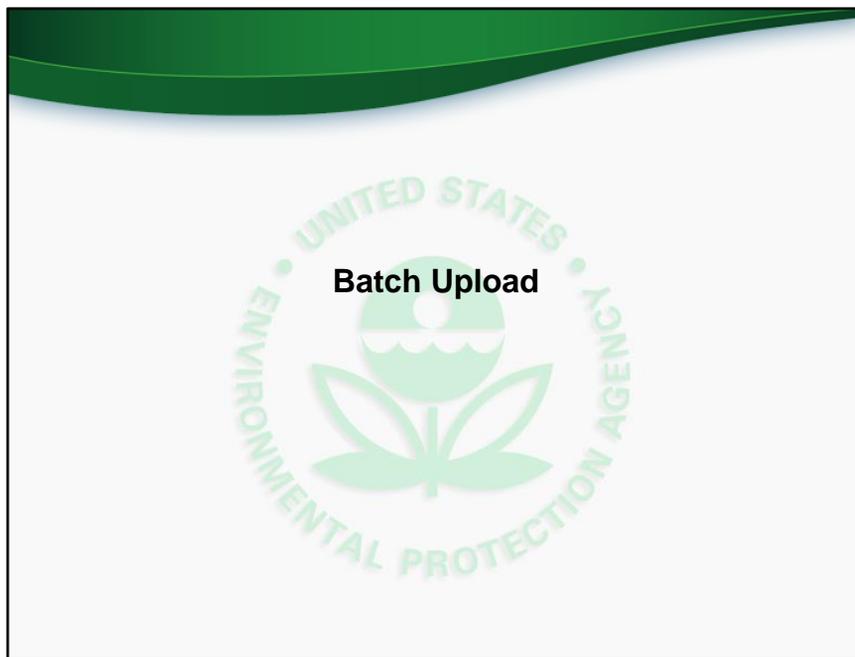
Enter at least one violation for each well

Multiple enforcement actions can be entered per violation

Violation Date	Violation Type	Violation Type Other	Enforcement Date	Enforcement Type	Enforcement Type Other	Compliance Achieved
09/11/2018	Integrity		10/14/2018	Administrative Order		05/23/2019
09/11/2018	Well Mechanical Integrity		10/15/2018	Criminal Referral		05/23/2019

This slide is a screenshot of what is being covered in the live demonstration.

After clicking the “Add 7520-4 Well” button, a pop-up form appears as shown in the screenshot on this slide. Users should enter all applicable well information. Then, users can enter multiple violations and enforcement actions (click). Users must enter at least one violation for each well. (click) However, enforcement actions or date compliance achieved are not required fields.



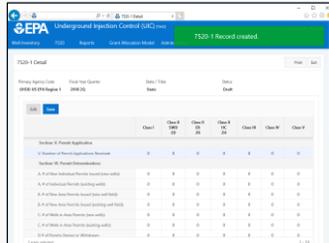
We will now discuss and demonstrate how programs can use the batch upload feature to automatically enter UIC inventory and 7520 data in the application. In order to use the batch upload feature, users will need the four batch upload templates. For convenience, these templates are available for download from the homepage of the application.

Note that a separate training webinar was held on 9/25/2018. That training goes into extensive detail on how to use the batch upload feature and batch upload training. Links to the video recording of that training, as well as a PDF copy of the training slides, are available from the application homepage. Today's training will briefly cover batch upload, but it is recommended that users reference the training materials from 9/25/2018.

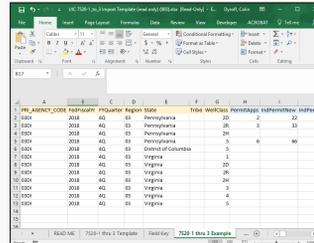
This slides corresponds to the comprehensive training video at time 40:10 (forty minutes and ten seconds).



Data Entry- Webforms vs Templates



Or



Webforms

- Manual data entry
- Web interface
- Data must be input form-by-form

Templates

- Provide format for “batch upload”
- Uploads can be .xlsx or .csv files
- Data can be input for multiple forms at once

Before getting into too much detail, it is helpful to spend some time understanding the purpose of the batch upload templates.

There are two ways that you will be able to enter data into the new application. The first is via webforms, which have already been covered extensively in this training.

The second way that users will be able to enter data into the new application, and the focus of this section, is via batch upload. To use the batch upload process, users will need to format data in accordance with the batch upload templates that EPA has distributed, in either a .xlsx or .csv file. Users will then log into the new application via their web browsers and use a wizard to select and upload the file containing the data.



Data Entry- Templates

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPeri
03DI	2018	4Q	03	Pennsylvania		2D	2	22	
03DI	2018	4Q	03	Pennsylvania		2R	3	33	
03DI	2018	4Q	03	Pennsylvania		2H			
03DI	2018	4Q	03	Pennsylvania		5	6	66	
03DI	2018	4Q	03	District of Columbia		5			
03DI	2018	4Q	03	Virginia			1		
03DI	2018	4Q	03	Virginia		2D			
03DI	2018	4Q	03	Virginia		2R			
03DI	2018	4Q	03	Virginia		2H			
03DI	2018	4Q	03	Virginia		3			
03DI	2018	4Q	03	Virginia		4			
03DI	2018	4Q	03	Virginia		5			

Templates

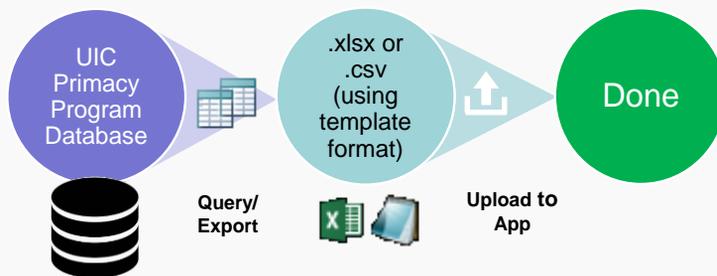
- Provide format for “batch upload”
- Uploads can be .xlsx or .csv files
- Data can be input for multiple forms at once

This slide shows a screenshot of a batch upload template file, opened in Microsoft Excel. To use the batch upload function and upload large quantities of data to the application, users can format data as an Excel spreadsheet (.xlsx) or comma-separated value (.csv) file as described in the template files. If using an Excel spreadsheet for uploading data, all cells must be formatted as text.

This image is a screenshot of the batch upload template for Form 7520 1-3. We will go into more detail on this template later on in this training webinar.



Data Entry Using Templates

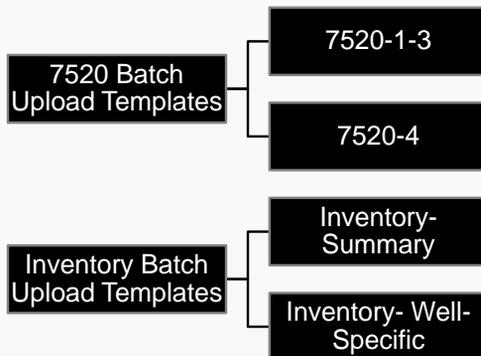


This slide shows the process for the use of the batch upload functionality. Data that is initially held in a program’s database is queried and exported into a .xlsx or .csv file. The file must be formatted according to the templates provided by EPA. The file is then uploaded to the application, and the data submission is then complete.

If uploading a .xlsx file, all fields must be formatted as text.



Available Batch Upload Templates



There are four available batch upload templates.

Two templates are available for the 7520 data because 7520 Forms 1-3 and 7520 Form 4 are different in structure and therefore cannot both be included in the same batch upload template.

For inventory data submissions, programs have the option of submitting either summary inventory information or well-specific inventory information. Therefore, a program would only use one of the two inventory batch upload templates.

We will now go through a live demonstration where we will show how the 7520-1 through 7520-3 batch upload template can be used to upload data into the application. We will not go through live demonstrations for the other three batch upload templates, but we will speak to the key differences between those batch upload templates and the 7520-1 through 7520-3 batch upload template.



Template: Form 7520 1 through 3 (Live Demo)

- The template file (**UIC 7520-1_to_3 Import template (read only).xlsx**) contains the template, field key, example, primacy agency codes, and tribe codes.
- Tips
 - First row needs to be field names
 - .xlsx documents must contain only one sheet
 - For best results, **format all cells (even numbers and dates) as text** in .xlsx documents or use .csv

In the batch upload template training video posted to www.epa.gov/uic, a live demonstration of upload data from the 7520-1 through 7520-3 template into the application will begin.

In these slides, we will demonstrate how to use the templates using screenshots of the application in the next several slides.



Template: Form 7520 1 through 3 (Live Demo)

Header data from columns A-D, G are required

Data fields from 7520-1 through 7520-3

	A	B	D	E	F	G	H	I	J	L	M	N		
1	PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist	AreaPermitNew	AreaPermitExist	AreaWellNew	AreaW
2	03DI	2018	4Q	03	Pennsylvania		2D	2	22					
3	03DI	2018	4Q	03	Pennsylvania		2R	3	33					
4	03DI	2018	4Q	03	Pennsylvania		2H							
5	03DI	2018	4Q	03	Pennsylvania		5	6	66					
6	03DI	2018	4Q	03	District of Columbia		5							
7	03DI	2018	4Q	03	Virginia		1							
8	03DI	2018	4Q	03	Virginia		2D							
9	03DI	2018	4Q	03	Virginia		2R							
10	03DI	2018	4Q	03	Virginia		2H							
11	03DI	2018	4Q	03	Virginia		3							
12	03DI	2018	4Q	03	Vir									
13	03DI	2018	4Q	03	Vir									

Either State or Tribe must be entered but not both

This slide is a screenshot of what is being covered in the live demonstration.

The fields in the batch upload templates are color coded based on whether they contain data from the header section or from the data section of Form 7520 or inventory. The header data is the data found at the top of the Form 7520 including primacy agency, federal fiscal year, state or tribe, and well class.

Each of the header data fields will be discussed shortly. It is important to note that in this example, columns A-D, as well as column G, are all required. Either State or Tribe (columns E and F, respectively) must be entered, but not both.

Starting with column H, each field corresponds to a data element on Form 7520-1 through 3. Fields form 7520-1 are represented first, then 7520-2A, 7520-2B, and 7520-3.

Template: Form 7520 1 through 3 (Live Demo)

The screenshot shows an Excel spreadsheet with the following data:

Field Name	Description	Source of Field	Form Section
7520-1 7520-2A	PRM_AGENCY_CODE Four character unique code assigned to each agency or EPA Region in the National UIC Database. Please see worksheet "Primacy Agency Codes" in this file for the list of codes.		
7520-1 7520-2A	FedFiscalYr Federal fiscal year. Four character field size.		
7520-2A	PTQuarter Indicates the quarter of the fiscal year represented by the data, e.g. 1Q, 2Q, 3Q, 4Q. For the 7520-1 through -3, mid-year reporting will be represented by "2Q" and end of year reporting will be represented by "4Q." Inventory data will be assigned "4Q" to represent end of year reporting.		
7520-2B	Region EPA Region where state primacy or EPA Regional office is located. Two character field size. Options range from 01 - 10.		
7520-3	State State where program or EPA Region implements program. State name format should be full name, not two character postal abbreviation.		
	Tribe Bureau of Indian Affairs Code unique to each tribe. Please see worksheet "Tribe Codes" for the list of codes.		
	WellClass Injection well class. Options include 1, 2R, 2D, 2H, 3, 4, 5, or 6 for Forms 7520.		
	AreaPermitExist Permits issued at existing well fields. Existing well fields contain only existing	7520-1 7520-1	V V.I.A. New wells V.I.A. Existing wells V.I.B. New well field V.I.B. Existing well field

A callout box with the text "The field key worksheet includes descriptions of each field" points to the 'Field Name' and 'Description' columns.

This slide is a screenshot of what is being covered in the live demonstration.

The field key tab includes descriptions of each field in the template, as well as the form and form section that each field corresponds to. Each program can look up their four-character primacy agency code using the Primacy Agency Codes worksheet. Fiscal Year Quarter is either 2Q for mid-year reporting or 4Q for end-of-year reporting. A program should fill in either State or Tribe, but not both. If a program is a state, they should enter the full name of their state, rather than the two-character postal abbreviation. If a program is a tribe, or an EPA region is reporting data for a DI tribe, the Bureau of Indian Affairs (BIA) Code should be given in the Tribe field. BIA codes for every tribe can be found in the Tribe Codes worksheet.

Data elements for 7520 data can all be matched up with the correct box on a 7520 form by using the columns called "Source of Field" and "Form Section".

Template: Form 7520 1 through 3 (Live Demo)

PRI_AGENCY_CODE	Primacy Agency Name
01DI	US EPA Region 1
02DI	US EPA Region 2
03DI	US EPA Region 3
04DI	US EPA Region 4
05DI	US EPA Region 5
06DI	US EPA Region 6
07DI	US EPA Region 7
08DI	US EPA Region 8
09DI	US EPA Region 9
10DI	US EPA Region 10
AKOG	Alaska Oil and Gas Conservation Commission
ALEM	Alabama Dept. of Environmental Management
ALOG	State Oil and Gas Board of Alabama
AREQ	Arkansas Department of Environmental Quality
AROG	Arkansas Oil and Gas Board
CAOC	California Department of Conservation
COOG	Colorado Oil and Gas Conservation Commission
CTEP	Connecticut Department of Environmental Protection
DENR	Delaware Department of Natural Resources and Environmental Control
FLEP	Florida Department of Environmental Protection
FPT8	Fort Peck Tribes

This slide is a screenshot of what is being covered in the live demonstration.

The “Primacy Agency Codes” worksheet lists the four-character codes associated with each primacy agency. These codes are used in the PRI_AGENCY_CODE field on each of the templates.

Template: Form 7520 1 through 3 (Live Demo)

	A	B	C	D	E	F	G	H
1	BIA_CODE	NAME	DESCS	REGION	STATE	EPA_TRIBAL_ID		
2	001	Eastern Band of Cherokee Indians	Eastern Cherokee	04DI	NC	100000076		
3	006	Onondaga Nation	Onondaga	02DI	NY	100000184		
4	007	Saint Regis Mohawk Tribe	St. Regis Mohawk	02DI	NY	100000251		
5	008	Tonawanda Band of Seneca	Seneca-Tonawanda	02DI	NY	100000303		
6	009	Tuscarora Nation	Tuscarora	02DI	NY	100000312		
7	011	Oneida Nation of New York	Oneida (NY)	02DI				
8	012	Seneca Nation of New York	Seneca Nation of New York	02DI				
9	013	Cayuga Nation	Cayuga Nation	02DI				
10	014	Passamaquoddy Tribe of Maine	Passamaquoddy Tribe of Maine	01DI	ME	100000195		

Bureau of Indian Affairs Codes are found in the Tribe Codes worksheet

This slide is a screenshot of what is being covered in the live demonstration.

If a record is applicable to a tribe, then the 'Tribe' field on the batch upload templates should contain the BIA code of that tribe. The 'Tribe Codes' worksheet lists the BIA codes of each tribe currently in the database.

Template: Form 7520 1 through 3 (Live Demo)

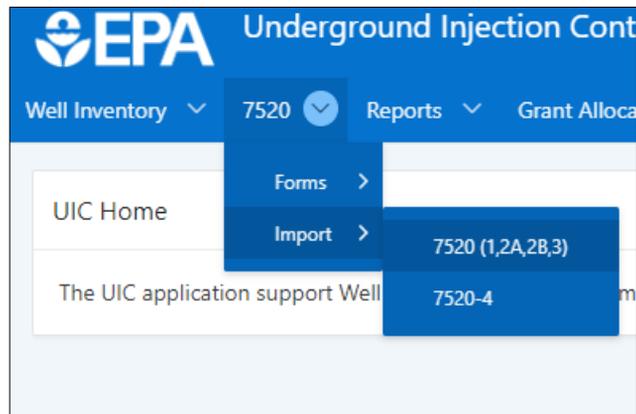
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist	AreaPermitNew	AreaPermitExist	AreaWellNew	AreaWellExist
3	03DI	2018	4Q	03	Pennsylvania		2D	2	22					
4	03DI	2018	4Q	03	Pennsylvania		2R	3	33					
5	03DI	2018	4Q	03	Pennsylvania		2H							
6	03DI	2018	4Q	03	District of Columbia		5	6	66					
7	03DI	2018	4Q	03	Virginia		1							
8	03DI	2018	4Q	03	Virginia		2D							
9	03DI	2018	4Q	03	Virginia		2R							
10	03DI	2018	4Q	03	Virginia		2H							
11	03DI	2018	4Q	03	Virginia		3							
12	03DI	2018	4Q	03	Virginia		4							
13	03DI	2018	4Q	03	Virginia		5							
14														
15														
16														
17														
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36														

This slide is a screenshot of what is being covered in the live demonstration.

The example worksheet shows a template populated with data. Comment bubbles are used in this worksheet to point out key features.

Finding the Import Menu

Template: Form 7520 1 through 3 (Live Demo)

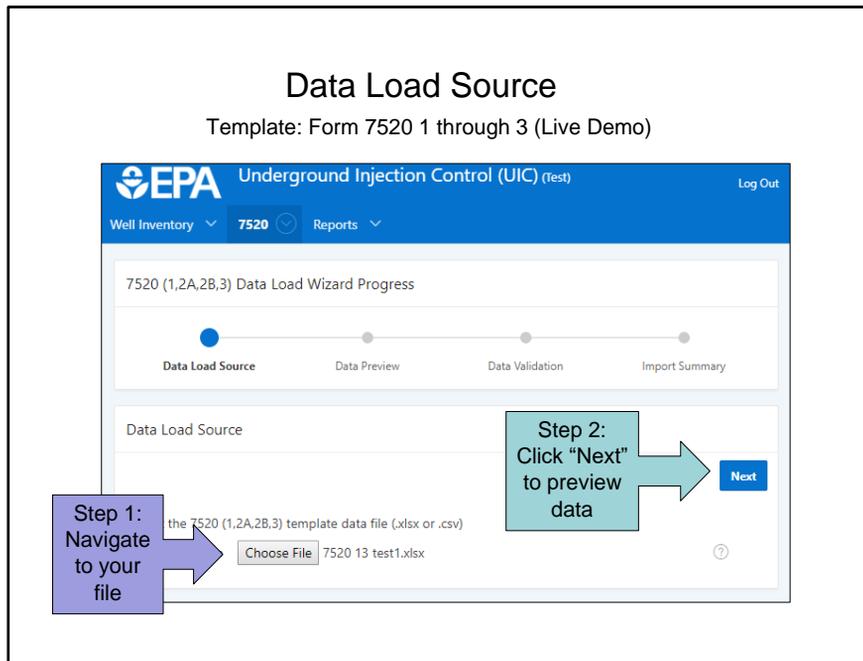


This slide is a screenshot of what is being covered in the live demonstration. Note that the screenshots in this section are based on a version of the application that is still in development.

We will now demonstrate how to use the application to upload a batch upload template file that contains data. First, the user will navigate through the drop-down menu for the 7520 module, and select import and then 7520 (1,2A,2B,3).

Data Load Source

Template: Form 7520 1 through 3 (Live Demo)



This slide is a screenshot of what is being covered in the live demonstration. Note that the screenshots in this section are based on a version of the application that is still in development.

A data load wizard appears that assists the user in uploading data into the application. The user clicks the "Choose File" button and navigates to either a .xlsx or .csv file that contains the data that they would like to batch upload. Once the file is chosen, the user clicks the Next button.

If the user is uploading an Excel spreadsheet (.xlsx), all fields must be in text format for successful import.

Template: Form 7520 1 through 3 (Live Demo)

Data Preview

7520 (1,2A,2B,3) Data Load Wizard Progress

Data Load Source **Data Preview** Data Validation Import Summary

Data Preview

Previous Cancel **Next**

1 - 12 of 12

Pri Agency Code	Fedfiscalyr	Fyquarter	Region	State	Tribe	Wellclass	Permitapps	Indper
03DI	2018	4Q	03	Pennsylvania		2D	2	22
03DI	2018	4Q	03	Pennsylvania		2R	3	33
03DI	2018	4Q	03	Pennsylvania		2H		
03DI	2018	4Q	03	Pennsylvania		5	6	66

Data Preview shows how the data was uploaded from the user file into the application

This slide is a screenshot of what is being covered in the live demonstration. Note that the screenshots in this section are based on a version of the application that is still in development.

The Data Preview screen shows the user how the application interpreted the file that they uploaded. The user should perform a manual check to make sure that everything appears as desired. When the user is happy with the data preview, clicking the “Next” button will begin the Data Validation stage of the upload.

Template: Form 7520 1 through 3 (Live Demo)

Data Validation

If any errors exist in the uploaded data, they will need to be addressed in the original file and the file re-uploaded.

The "Errors" column appears during Data Validation

If no errors, click on "Load Data"

Import Status	Errors	Pri Agency Code	Fedfiscalyr	Fyquarter	Region	State	Tribe	Wellclass	Permitapps	Indpe
New		03DI	2018	4Q	03	Pennsylvania	2D	2	22	
New		03DI	2018	4Q	03	Pennsylvania	2R	3	33	
New		03DI	2018	4Q	03	Pennsylvania	2H			
New		03DI	2018	4Q	03	Pennsylvania	5	6	66	
New		03DI	2018	4Q	03	District of Columbia	5			

This slide is a screenshot of what is being covered in the live demonstration. Note that the screenshots in this section are based on a version of the application that is still in development.

The Data Validation screen shows any errors that the application has detected in the batch upload file. The number of errors will be displayed at the top, and error descriptions associated with individual rows will be displayed in the Errors column. An example of an error would be if the Primacy Agency Code is not one of the recognized codes.

If errors exist, the user will need to correct them in their batch upload file and start the process over. The 'Load Data' button will only appear if there are zero errors. Press the Load Data button to complete the batch upload process.

Note that after loading data, the user will still need to open each record from the listview and submit it to move the record through the workflow. EPA has heard from users that this process can be burdensome, and is working with the developer to implement a streamlined way of submitting and approving records.

Batch Upload Scenarios: How Does the Application Interpret Data?

Template
File

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
03DI	2018	4Q	03	Virginia			1		
03DI	2018	4Q	03	Virginia		2D		2	
03DI	2018	4Q	03	Virginia		2R			3
03DI	2018	4Q	03	Virginia		2H			
03DI	2018	4Q	03	Virginia		3			
03DI	2018	4Q	03	Virginia		4			
03DI	2018	4Q	03	Virginia		5			

Blank cells
are imported
as zeros

Form
created by
application

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
03DI	2018	4Q	03	Virginia			1	1	0
03DI	2018	4Q	03	Virginia		2D	0	2	0
03DI	2018	4Q	03	Virginia		2R	0	0	3
03DI	2018	4Q	03	Virginia		2H	0	0	0
03DI	2018	4Q	03	Virginia		3	0	0	0
03DI	2018	4Q	03	Virginia		4	0	0	0
03DI	2018	4Q	03	Virginia		5	0	0	0

Example 1: Program uploads a template to the UIC application that contains blanks in the data fields.

We will now use several examples to show how the application interprets different batch upload files.

In this example, we can see that blank cells are imported as zeros for the data columns (PermitApps, IndPermitNew, and IndPermitExist). Blank cells in the header data columns (PRI_AGENCY_CODE through WellClass) are not imported as zeros.

Batch Upload Scenarios: How Does the Application Interpret Data?

Template File

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
03DI	2018	4Q	03	Virginia			1	1	

Since the batch upload file contained a record for Class I, the application automatically created records for Classes II-VI with 0's for all fields.

Form created by application

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
03DI	2018	4Q	03	Virginia			1	1	0
03DI	2018	4Q	03	Virginia			2D	0	0
03DI	2018	4Q	03	Virginia			2R	0	0
03DI	2018	4Q	03	Virginia			2H	0	0
03DI	2018	4Q	03	Virginia			3	0	0
03DI	2018	4Q	03	Virginia			4	0	0
03DI	2018	4Q	03	Virginia			5	0	0

Example 2: Program uploads a template to the UIC application that contains data for only one well class.

In this example, the user inputs data for class I, but does not input any data for class II-VI. In this example EPA Region 3 (Primacy Agency 03DI) is reporting DI data for Virginia. The application recognizes that EPA Region 3 implements the UIC program for all well classes in Virginia, and automatically creates records will all zeros for the unreported well classes (i.e. class II-VI).

Batch Upload Scenarios: How Does the Application Interpret Data?

Template File with Missing Well Class Data

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
03DI	2018	4Q	03	Virginia			1		
03DI	2018	4Q	03	Virginia		2D		2	
03DI	2018	4Q	03	Virginia		2R			3
03DI	2018	4Q	03	Virginia		2H			
03DI	2018	4Q	03	Virginia		3			
03DI	2018	4Q	03	Virginia		4			
03DI	2018	4Q	03	Virginia		5			

Blank fields

OR
Template File with Missing State Data

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
03DI	2018	4Q	03			1	1		
03DI	2018	4Q	03	Virginia		2D		2	
03DI	2018	4Q	03	Virginia		2R			3
03DI	2018	4Q	03	Virginia		2H			
03DI	2018	4Q	03	Virginia		3			
03DI	2018	4Q	03	Virginia		4			
03DI	2018	4Q	03	Virginia		5			

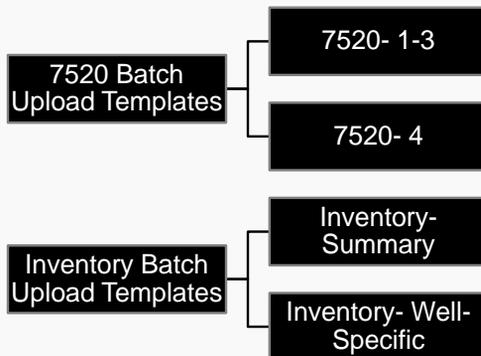
Upload Error

No form created by application

In this example, the user has left required fields in the header section blank. The upload will not be successful, and the application will provide a message identifying the error.



Available Batch Upload Templates



We have now completed a demonstration of how to use the 7520 1-3 batch upload template. Over the next set of slides, the remaining three templates will be discussed. A live demonstration will not be done because the remaining templates are constructed very similarly to the 7520 1-3 template, and the process very similar.



Template: Form 7520-4

The template file (**UIC 7520-4 Import template (read only).xlsx**) containing template, field key, example, primacy agency codes, and tribe codes.

Violations & enforcement actions marked by a capital "X"

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
2	PRI_AGENCY_CODE	Fed/Fiscality	FYQuarter	Region	State	Tribe	WellClass	OperatorName	OperatorStreet	OperatorCity	OperatorState	OperatorZIP	WellNumber	ViolationDate	UAV	ations_GEL	MViolation_GEL	Pressure_Q
3	01DI	2018	3Q	1	014	5	Name	Street	City	State	00000	01D12345	12/10/2017	X				

Header data from columns A-D, G are required

Data fields from 7520-4

In the 7520-4 template, each row corresponds to a different violation or to a different enforcement action. There should be no row with more than one violation or more than one enforcement action. Violations and enforcement actions should be marked by a capital X. If more than one enforcement action is associated with a particular violation, then create two rows for the same violation- one for each enforcement action.

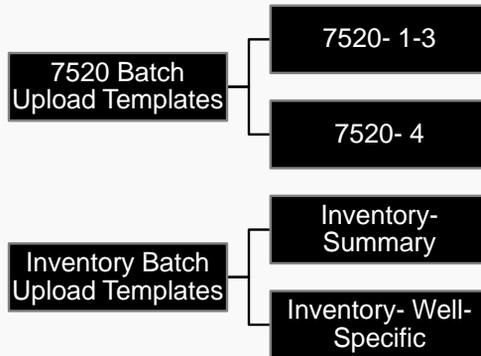
Template: Form 7520-4

A	B	C	D	E	F	G	H	I	J	
			Data Dictionary for the 7520-4 Template							
			8/15/2018							
			Field Name	Description	Source of field	Form Section				
4	Legend	7520 Form Header	PRI_AGENCY_CODE	Four character unique code assigned to each agency or EPA Region in the National UIC Database. Please see worksheet "Primacy Agency Codes" in this file for the list of codes.						
5			FedFiscalYr	Federal fiscal year. Four character field size.						
6			FYQuarter	Indicates the quarter of the fiscal year represented by the data, e.g. 1Q, 2Q, 3Q, 4Q. For the 7520-1 through -3, mid-year reporting will be represented by "2Q" and end of year reporting will be represented by "4Q." Inventory data will be assigned "4Q" to represent						
7			Region	EPA Region where state primacy or EPA Regional office is located. Two character field size. Options range from 01 - 10.						
8			State	State where program or EPA Region implements program. State name format should be full name, not two character postal abbreviation. Tribal programs should leave this field blank.						
9			Tribal	Bureau of Indian Affairs Code unique to each tribe. Please see worksheet "Tribal Codes" for the list of codes.						
10			WellClass	Injection well class. Options include 1H for hazardous waste, 1M for municipal waste, II for industrial waste, 2R for enhanced recover, 2D for saltwater disposal, 2H for liquid hydrocarbon storage, 3, 4, 5, or 6 for Form 7520-4.	7520-4	II.				
11			OperatorName	Name of the primary contact for the injection well	7520-4	III.				
12			OperatorStreet	Street address of the primary contact for the injection well	7520-4	III.				
13			OperatorCity	City of the primary contact for the injection well	7520-4	III.				
14			OperatorState	State of the primary contact for the injection well	7520-4	III.				
15			OperatorZIP	ZIP code of the primary contact for the injection well	7520-4	III.				
16			WellNumber	Well identification number or permit number	7520-4	IV.				
17			ViolationDate	Date of violation	7520-4	V.				
18			UAViolations_QEL	Unauthorized injection violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank.	7520-4	V.				
19			MIViolations_QEL	Mechanical integrity violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank.	7520-4	V.				
20			Pressure_QEL	Injection pressure violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank.	7520-4	V.				
21			PAViolations_QEL	Plugging and abandonment violation. Enter "X" if this type of violation occurred; otherwise,	7520-4	V.				

This is the field key for the 7520-4 template. Note that Class I wells are required to be identified as hazardous, municipal, or industrial, per the instructions on the back of the 7520-4. This is different than with the 7520-1 through -3 template, where Class I wells were not broken out into subtypes.



Available Batch Upload Templates



We will now discuss the remaining two batch upload templates, both of which are used for inventory data.



Which Inventory?

EPA accepts either summary-level inventory or well-specific, and we have templates for both.

Summary Level **Or** **Well-Specific**

- Total number of wells broken down by
 - Primacy agency
 - Fiscal year
 - State/Tribe
 - Well Class
- Listing of all applicable unique wells
 - Application is then able to produce summary-level inventory automatically
 - Programs may find it easier to submit well-specific inventory

EPA accepts both summary level and well-specific inventory data. A program is able to choose which type of data they submit.



Template: Summary-Level Inventory

The template file (**UIC Summary Well Inventory Template.xlsx**) containing template, field key, example, primacy agency codes, and tribe codes.

Blanks will be uploaded as zeros

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PRJ_AGENCY_CODE	FedFiscalYr	Region	State	Tribe	Inv_ClassH	Inv_ClassOther	Inv_ClassID	Inv_ClassIR	Inv_ClassIOther	Inv_ClassIWells	Inv_ClassISites	Inv_ClassIWells
2	03DI	2018	03	Pennsylvania					15	1759			
3													

Header data from columns A-E are required

Data fields for summary inventory

The summary-level inventory template is constructed similarly to the 7520 templates in that it contains both header data and program data. Each row corresponds to a program-state submission for a given year.

Template: Summary-Level Inventory

Field Key

A	B	C	D	E	F
			Data Dictionary for the Summary Inventory Template		
			9/11/2018		
			Field Name	Description	
Legend	Inventory Form Header Summary Inventory	PRI_AGENCY_CODE	FedFiscalYr	Region	State
			Tribe	Inv_ClassIH	Inv_ClassIOther
			Inv_ClassID	Inv_ClassIR	Inv_ClassIOther
			Inv_ClassIIWells	Inv_ClassIIISites	Inv_ClassIIVWells
			Inv_ClassIIVWells		

Four character unique code assigned to each agency or EPA Region in the National UIC Database. Please see worksheet "Primacy Agency Codes" in this file for the list of codes.

Federal fiscal year. Four character field size.

EPA Region where state primacy or EPA Regional office is located. Two character field size. Options range from 01 - 10.

State where program or EPA Region implements program. State name format should be full name, not two character postal abbreviation. Tribal programs should leave this field blank.

Bureau of Indian Affairs Code unique to each tribe. Please see worksheet "Tribe Codes" for the list of codes.

Number of Class I Hazardous wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Number of Class I Other wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Number of Class II Disposal wells with Proposed, Under Construction, Active, and Temporarily Abandoned.

Number of Class II Enhanced Recover Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Number of Class II Other wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Number of Class III wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Number of Class III sites containing wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Number of Class IV wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

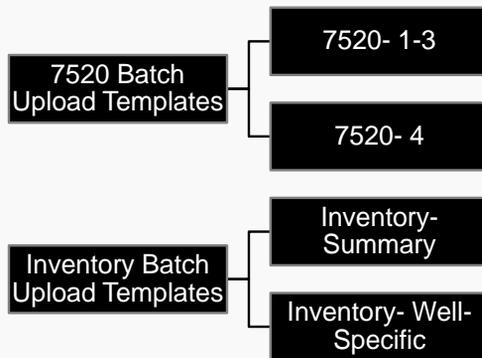
Number of Class V wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).

Note that well classes do not match exactly with the classes in the Form 7520

The field key describes the column headings in the summary well inventory template. The well classes used for summary inventory are slightly different than well classes in the Form 7520.



Available Batch Upload Templates



Finally, we will discuss the well-specific inventory upload template.



Template: Well-Specific Inventory

The template file (**UIC Well Specific Inventory Template.xlsx**) containing template, field key, example, primacy agency codes, and tribe codes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	PRM_AGENCY_CODE	FedFiscalYr	Region	State	Tribe	WellType	WellSummaryClass	WellID	WellName	OpStatus	OpStatusDate	Well_Site	Facility_ID	FacilityName	Latitude	Lon
2																
3																

Header data from columns A-E are required

Data fields for well-specific inventory

In the well-specific inventory template, each row represents a unique well. Some of the data fields are optional and some are required. The requirements are outlined in the 'field keys' tab of the template.

Template: Well-Specific Inventory

Field Name	Description	Required or optional?
PRI_AGENCY_CODE	Four character unique code assigned to each agency or EPA Region in the National UIC Database. Please see worksheet "Primacy Agency Codes" in this file for the list of codes.	Required field
FedFiscalYr	Federal fiscal year. Four character field size.	Required field
Region	EPA Region where state primacy or EPA Regional office is located. Two character field size. Options range from 01 - 10.	Required field
State	State where program or EPA Region implements program. State name format should be full name, not two character postal abbreviation. Tribal programs should leave this field blank.	Required that a program enter either State OR Tribe, but not both
Tribe	Bureau of Indian Affairs Code unique to each tribe. Please see worksheet "Tribe Codes" for the list of codes.	
WellType	Well class and Classes" (Color National (U.C.) level.	that a program enter Well Type SummaryClass, both.
WellSummaryClass	Well class and Classes" (Color National (U.C.) level.	
WellID	Permanent, un program inventory, but need not necessarily be unique to the entire list of well-specific inventory. This field should be assigned to the well for the life of the well.	field
WellName	Name of well assigned by each program, e.g. Allen Farm #4.	Optional field
OpStatus	Two-letter operating status code of the well. The only operating statuses that will be used to calculate summary inventory are the following: "AC" active, "UC" under construction, "TA" temporarily	Optional field
OpStatusDate	Date of the last reflects when the well and this date	Optional field
Well_Site	Name	For Class III wells, required field. For all other wells, optional field.

User may provide either WellType or WellSummary Class data. The "Well Types & Classes worksheet" in the template lists the acceptable WellType codes.

Well_site data is required for Class III wells since grant allocations are based on the number of sites

As seen in the other batch upload templates, the Field Key worksheet contains descriptions of each field in the template. Unlike previous templates that have been discussed, some fields are required while others are optional. The only required fields are those necessary to calculate the summary well inventory.

Note that the user has the option of providing WellType or WellSummaryClass. This batch upload template contains a worksheet titled "Well Types & Classes" which provides the list of acceptable choices for these two fields.

It's also important to note that Well Site is a required field for Class III wells only, because the application needs to be able to calculate the number of Class III sites for the summary inventory.

Well Types & Classes Worksheet

Template: Well-Specific Inventory

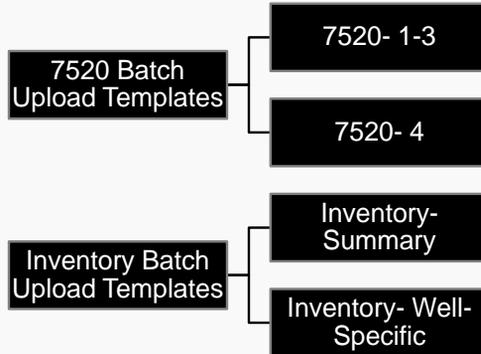
A	B	C	D	E
Well Type Code	Category of Well	Description of Category	Corresponding Injection Well Type in 1987 Report to Congress	Summary Inventory Well Class
1C	CO2 Sequestration	The large majority of CO2 Sequestration wells will be Class VI, but if the state or DI region has assigned another class, it should be reported as such.		CLASS1_OTHER
1H	Hazardous Industrial			CLASS1_HW
1I	Non-Hazardous Industrial			CLASS1_OTHER
1M	Municipal			CLASS1_OTHER
1R	Radioactive Waste Disposal			CLASS1_OTHER
1W	Drinking Water Treatment Residual	Depending on the well class assigned by the state or DI Region, Drinking Water Treatment Residuals could be Class 1W or 5A23.		CLASS1_HW
1X	Other			CLASS1_OTHER
2A	Annular Disposal			CLASS2_OTHER
2C	CO2 Sequestration	The large majority of CO2 Sequestration wells will be Class VI, but if the state or DI region has assigned another class, it should be reported as such.		CLASS2_OTHER
2D	Produced Fluid Disposal			CLASS2D_WELL
2F	Hydraulic Fracturing with Diesel Fuel			CLASS2_OTHER
2H	Hydrocarbon Storage			CLASS2_OTHER
2M	Coal Bed Methane Hydrofracturing wells			CLASS2_OTHER
2R	Enhanced Recovery			CLASS2R_WELL
2W	Drinking Water Treatment Residual	Depending on the well class assigned by the state or DI Region, Drinking Water Treatment Residuals could be Class 1W or 5A23.		CLASS2_OTHER

As mentioned previously, the user has the option of providing WellType or WellSummaryClass. This batch upload template contains a worksheet titled “Well Types & Classes” which provides the list of acceptable choices for these two fields. This slide shows a screenshot of that worksheet. The first column shows the acceptable WellType codes, while the last column shows the acceptable WellSummaryClass codes. The other columns show helpful descriptions and information that may help programs design queries.

If a user submits data with WellType fields entered, the application will convert the data to the well classes found in Summary Inventory Well Class when the application calculates the summary well inventory. If the user submits data in only the WellSummaryClass field, then application will not need to convert the data prior to calculating the summary inventory.



Available Batch Upload Templates



We have now completed our introduction to each of the four batch upload templates that have been distributed.



We will now discuss and demonstrate how programs can use the reporting module to download and analyze data.

This slides corresponds to comprehensive training video time 54:54 (fifty-four minutes and fifty-four seconds).



Reports- Data Downloads

1. Click arrow for drop-down menu



2. Select 'Data Downloads'

Data Downloads
Well Inventory Summary
Well Inventory Specific
7520 (1,2A,2B,3)
7520-4

To begin, a user should click the drop down menu in the Reports module. Two options appear, “Data Downloads” and “Qlik Reports”. Each option will be discussed separately. If the user selects “Data Downloads”, they are given a menu of four different reports, as shown on the right side of the screen.



Reports- Data Downloads

Click arrow
for drop-down
menu

Well Summary Id	Fiscal Year	Primary Agency Code	State	Inher	Population	Area	Class1 R Well	Class1 Other Well	Class2 D Well	Class2 R Well	Class2 Other Well	Class3 Site	Class3 Well	Class4 Site
1121	2016	GANR	GA		9688000	57913								
1122	2016	GUAA	GU		199000	210								
1123	2016	99DI	HI		1900000	6423								
1124	2016	OTDI	IA		3048200	55837				7				

Each of the four data download reports can be selected to view and download all data from that particular module. In the example on this slide, “Well Inventory Summary” is selected from the list of data downloads. The right side of this slide shows a screenshot of the corresponding data download.



Reports- Data Downloads- Well Summary

The screenshot shows a web interface for 'Data Downloads'. At the top, there are two dropdown menus: 'Fiscal Year' (with options 2013-2018) and 'Primacy Agency Code' (with 'All Primacy Agencies' selected). Below these is a search bar with a 'Go' button and an 'Actions' dropdown menu. A 'Download' button is also visible. The main area contains a table with the following data:

Well Summary	Fiscal Year	Primacy Agency Code	State	Tribe	Population	Area	Class1 Site Well	Class1 Other Well	Class2 D Well	Class2 R Well	Class2 Other Well	Class3 Site	Class3 Well	Class4 Site
1121	2016	GANR	GA		9688000	57513								
1122	2016	GUEA	GU		159000	210								
1123	2016	OROI	HI		1360000	6423								
1124	2016	OTDI	IA		3046000	55857								

At the top are filters for Fiscal Year and Primacy Agency (click). The search bar (click) can be used to quickly filter the records. For instance, typing “GANR in the search bar will return all records for GANR. Similarly, typing “2016” in the search bar will return all records for 2016.

To the right of the search bar is the Actions Menu (click). The Actions Menu will be discussed in detail on a coming next slide.

Below that is the Data Listing (click), which is a table of all applicable data based on the Data Download report selected and the sorting and filtering options used. The example in this screenshot is for summary well inventory, and so each row shows the well inventory for each year-primacy agency-state/tribe combination.

Clicking the “Download” button (click) downloads everything currently displayed in the Data Listing into a .csv file.

NOTE: Historic data is currently being checked for accuracy.



Reports- Tools Available

Click column headings for filter/sort menu

Well Inventory Summary

Q v Go Actions v

Well Summary Id	Fiscal Year	Primary Agency Code	State	State	Permit	Permit	Class of Well
1121	2016	GANR	TX	TX	TX	TX	313
1122	2016	GUEA	AK	AK	AK	AK	210
1123	2016	ORDI	AL	AL	AL	AL	3433
1124	2016	OTDI	AR	AR	AR	AR	327
1125	2016	IDWR	AZ	AZ	AZ	AZ	1568000 82643

Sort Ascending

Sort Descending

Hide Column

Create Control Break

Filter Search Box

Filter by Selection

In the data listing, each column heading can be clicked. Once clicked, a menu appears with options to sort ascending, sort descending, hide column, create a control break, and filter.



Reports- Tools Available

Click for Actions Menu

Add or remove columns

Sort, aggregate, and compute using expressions

Advanced sorting

Save Report

Well Inventory Summary

Well Summary Id	Fiscal Year	Primary Agency Code	State	Tribal
1121	2016	GANR	GA	
1122	2016	GUEA	GU	
1123	2016	09DI	HI	
1124	2016	07DI	IA	

Advanced filtering

Create bar, line, and pie charts

Create pivot tables

Download Data

The Actions Menu is a very useful tool for data filtering, sorting, and analysis. When the Actions Menu is clicked (click), a list of options appears. Options include advanced filtering, creating bar, line, and pie charts, creating pivot tables, data download, add or remove columns, sort/aggregate/compute using expressions, advanced sorting, and Save Report. Save Report is useful because it allows users to save different types of filtering/sorting/charting/etc so that the user does not need to recreate certain views every time they go into the reports module.

For more detail on how to use the various functions in the Actions Menu, users can reference the User Guide, linked from the application home page.



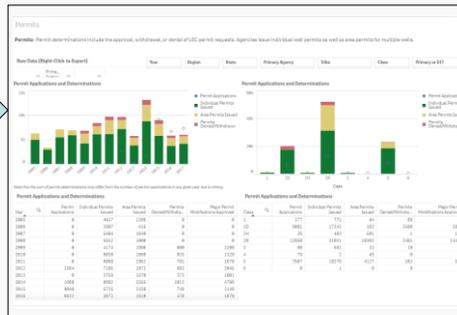
Reports- Qlik

1. Click arrow for drop-down menu

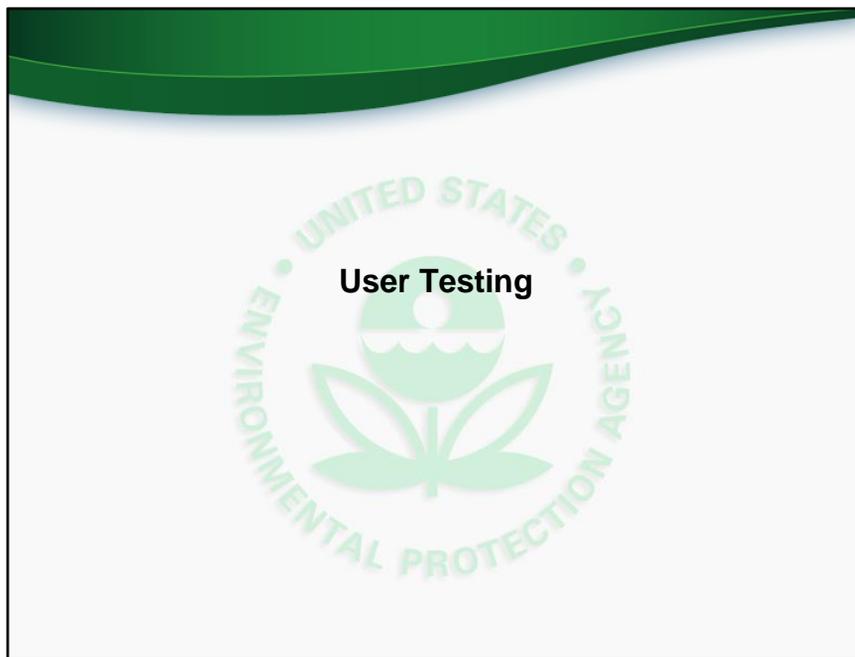


2. Select 'Qlik Reports'

EPA Qlik Site



The second option in the Reports module is Qlik Reports. Qlik is the name of the software platform that is being used to produce the reports. The Qlik reports are not ready at this time, but they should be in time for open user testing in November. Users will be able to access Qlik using their web browsers, and view ready-made charts and graphs of all UIC inventory and 7520 Form 1-4 data. Qlik makes filtering, analyzing, and exporting data exceedingly easy.



We will now discuss what to expect during user testing.

This slide corresponds to comprehensive training video at time 59:22 (fifty-nine minutes and twenty-two seconds).



User Testing

- User Group & Regional User Testing: **10/24/2018 - 11/2/2018**
- Open User Testing: **11/13/2018 – 11/30/2018**

User group and regional user testing will run October 24 to November 2, 2018. Changes will then be made to the application based on feedback received, and a second round of user testing will run from November 13 to 30, 2018. The second round of user testing will be open to all potential users of the application.



User Testing- Feedback Form

	A	B	C	D	E
1	UIC Data Application Feedback				
2					
3		Commenter	Module	Comment	
4		John Doe	Inventory form		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

- Feedback form is linked on application home page
- Email to UICdatacollection@epa.gov when complete.

User testers can use the feedback form to record findings. The “Commenter” column should contain the user’s name. The “Module” column should contain the module that the comment pertains to. For instance, the comment could pertain to the Inventory module. Finally, the “Comment” column should contain the feedback that the user would like to share with EPA. Users should provide enough information for EPA and the developer to be able to understand and address the finding.



User Testing

- What should users test?
 - Inventory, 7520, and Reports Modules
- How should users test?
 - Try entering data through both manual entry and batch upload
 - Tip: Practice entering 2018 data!
 - Test well-specific inventory if desired
 - Submit data for for states, primacy tribes, and DI tribes
 - Test the submit buttons at the end. We can unlock records if needed.
 - For EPA Regions- Review state submissions (All 2017 records have been set to Draft or Under EPA Region Review status)
 - Run reports and download
 - Click through and verify everything!

During user testing, users should test all functions in the Inventory, 7520, and Reports modules. Users should perform tasks such as entering data both manually and using the batch upload function. It may be useful to go through the exercise of entering 2018 data. If users are intending on entering well-specific inventory, they can test that function as well.

In addition to testing data entry, users should test the submission and review of records. All 2017 records have been set to either Draft or Under EPA Region Review status. States can go into their old 2017 records and practice submitting them to the region. Regions can view 2017 state submissions and either send them back to the state, or submit them to EPA Headquarters.

Finally, users can run reports and test the various reporting services that are available.

Click through everything. Don't assume anything is correct!



User Testing

- What should users look for?
 - Errors/bugs (e.g. do numbers in 7520 form match what they should be based on the batch upload form?)
 - Anything that does not make sense (i.e. not intuitive process, instructions unclear)
 - Anything that could be done better/differently
- Nothing is too small

During user testing, users should look for errors and bugs, anything that does not make sense (or is not intuitive), and anything that could be done better/differently. Nothing is too small. Our goal is to make the application as robust and useful as possible, and we welcome all comments.



User Testing- Example

- Commenter: John Smith
- Module: Inventory (Well-Specific)
- Comment: I can't figure out how to delete an individual well record. I checked the select box beside an individual well record, and then clicked "Delete", but that deleted the entire record of well summary data, not just an individual record.

This slide shows an example of something a user might write in the Feedback Form. Here, the commenter's name is John Smith, and John is commenting about the Well-Specific portion of the inventory module. John is having trouble with deleting individual well records.

Note that John is not sure if there is a bug in the application that is now allowing him to delete these wells, or if he is simply not understanding the correct way to do so. Either way, it is good that John is reporting this in the Feedback Form. If it is a bug in the application, the developer will be able to fix it. If John is having trouble figuring out how to use the delete function, then the user interface is not intuitive enough and improvements need to be made in that regard.

Again, nothing is too small.



Q & A

For any further questions or concerns, please don't hesitate to contact EPA at uicdatacollection@epa.gov.

A video recording of this webinar, as well as the presentation slides, will be posted at <http://www.epa.gov/uic>. They will also be available on the application home page.