

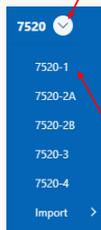
We will now discuss and demonstrate how programs can manually enter UIC 7520 Form 1-3 data in the new application. Manual data entry is accomplished via web forms. The other method of data entry, batch upload, will be discussed later in this training webinar.

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 09:00

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), an edit 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
[edit]	Draft	2018	4Q	0501	US EPA Region 5	Michigan		Colin Dynoff	10/05/2018 12:41
[edit]	Draft	2018	4Q	MDDF	Maryland Department of the Environment	Maryland		Maryland User	10/10/2018 12:00
[edit]	Draft	2018	4Q	MTOG	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/13/2018 09:28
[edit]	Final	2018	4Q	0101	US EPA Region 1		108 - Makah	Colin Dynoff	10/05/2018 14:55
[edit]	Final	2018	4Q	0801	US EPA Region 8	Colorado		Colin Dynoff	10/05/2018 09:16
[edit]	Submitted to Headquarters	2018	4Q	0301	US EPA Region 3	Pennsylvania		Colin Dynoff	10/05/2018 09:20
[edit]	Under EPA Region Review	2018	4Q	0101	US EPA Region 1		033 - Mohegan	Harold Valle	10/03/2018 19:19
[edit]	Draft	2018	2Q	0101	US EPA Region 1	New Hampshire		Harold Valle	10/09/2018 10:11
[edit]	Draft	2018	3Q	0101	US EPA Region 1	Connecticut		Colin Dynoff	10/05/2018 14:18
[edit]	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 Planning 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.)

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

B. State Contact (name, telephone no.)

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

Item		Class and Type of Injection Wells											
		SMW			SM			MC			V		
		I	D	S	I	D	S	I	D	S	I	D	S
IV. Permit Applications	Number of Permit Applications Received	0	0	0	0	0	0	0	0	0	0	0	0
Permit Issued	Number of Individual Permits Issued (Site Wells)	0	0	0	0	0	0	0	0	0	0	0	0
	Number of State Permits Issued (Multiple Wells)	0	0	0	0	0	0	0	0	0	0	0	0
	Number of Other Permits Issued (Other Instructions on Back)	0	0	0	0	0	0	0	0	0	0	0	0
VI. Permit Denials		-	-	-	-	-	-	-	-	-	-	-	-

2017	4Q	0501	US EPA Region 5	Indiana	All Other
2017	4Q	0503	US EPA Region 5	Michigan	
2017	4Q	0509	US EPA Region 5		

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 →

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

Submit to EPA Region →

Click through different tabs →

Click for Definitions →

Saving a record (but not submitting) allows it to be edited at a later time. →

Well classes available dependent on primacy agency selected →

Data Entry Boxes →

	Class 1 SWD 2D	Class 2 ER 2R	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	<input type="text" value="0"/>
A. # of Individual Permits (existing wells)	0	0	<input type="text" value="0"/>
B. # of New Area Permits Issued (new well fields)	0	0	<input type="text" value="0"/>
B. # of New Area Permits Issued (existing well fields)	0	0	<input type="text" value="0"/>
C. # of Wells in Area Permits (new wells)	0	0	<input type="text" value="0"/>
C. # of Wells in Area Permits (existing wells)	0	0	<input type="text" value="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

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 PDF viewer showing a table with columns for "Year", "Type", "Status", "Priority", "Region", "Agency", "Comments", and "Date". Below the PDF 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 this 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.

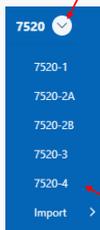
A PDF version of the 7520 form will be displayed. Users can save or print the 7520 form.

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 - Nalaku	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		011 - 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, a tabbed interface, and a main data entry area. 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.