



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).



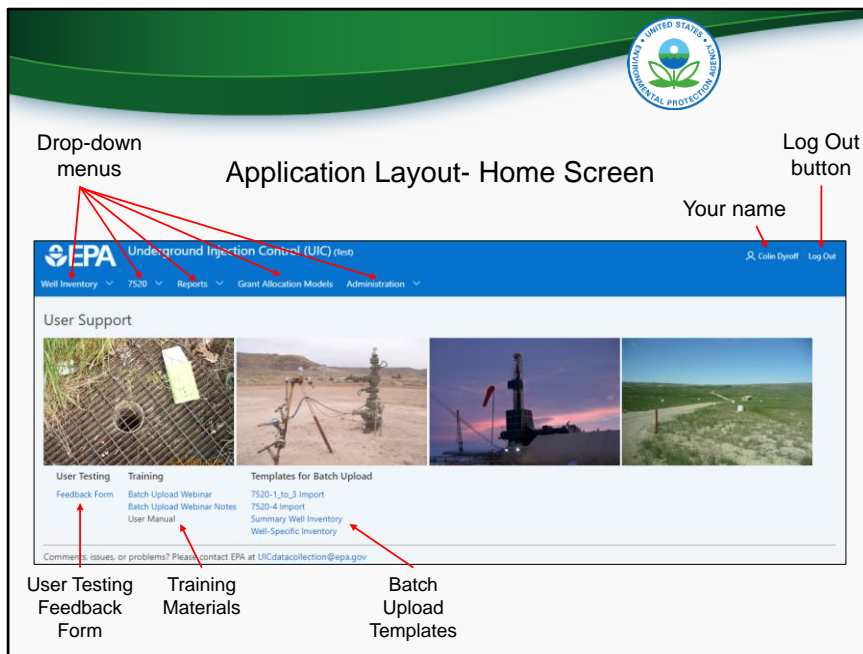
How to Access the Application

- 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: the first is for a username, with the text "hardes" entered; the second is for a password, with the text "password" entered. Below the input fields is a blue button labeled "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.



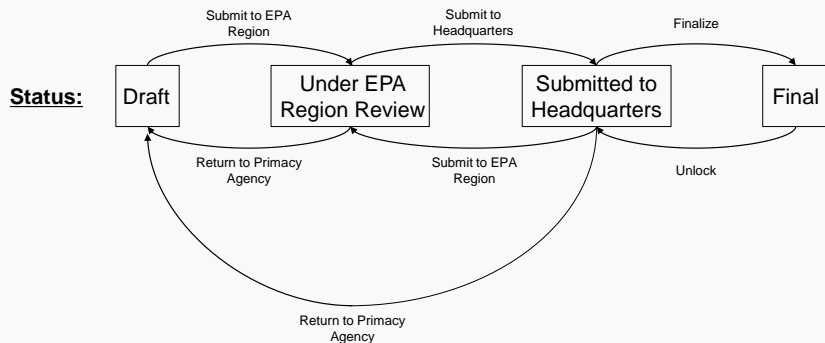
Data Entry & Batch Upload

- 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.



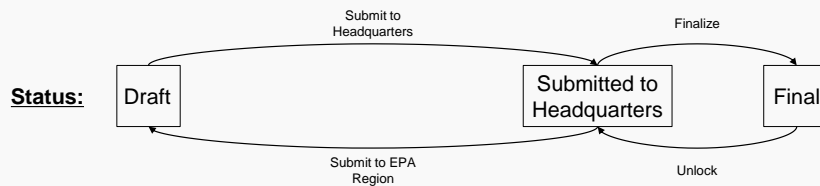
Workflow- Primacy Agency Submissions



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.