



Manual Data Entry- Inventory

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

Click to create a new record

Well Inventory

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

Filter options

Edit	Status	Fiscal Year	Primacy Agency Code	Primacy Agency	State	Tribe	Class 1 WW	Class 1 Other	Class 200	Class 200 Other	Class 2 Other	Class 3 Sites	Class 3 Wells	Class 4 Wells	Class 5 Wells	Class 6 Wells
	Draft	2018	04DI	US EPA Region 4	Florida											
	Draft	2018	AKOG	Alaska Oil and Gas Conservation Commission	Alaska											
	Draft	2018	06DI	US EPA Region 6		SD - 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	UTBQ	Utah Department of Environmental Quality	Utah							3	28	19	2,719	
	Draft	2018	MTDG	Montana Board of Oil and Gas Conservation	Montana				287	980						
	Draft	2018	04DI	US EPA Region 4		002 - Colville	1				1	1	2			

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.

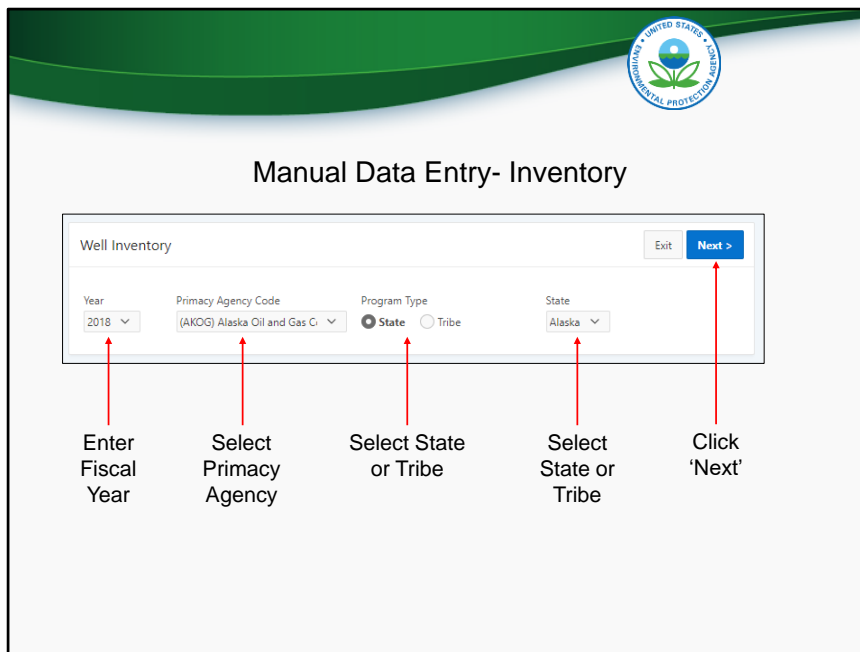
The status column shows the status of the record. The different status’s that a record can take will be discussed on the next slide.

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).



The screenshot shows a web application titled "Manual Data Entry- Inventory" with a green header and a circular logo on the right. The logo contains the text "UNITED STATES * ACADEMY" and "ENVIRONMENTAL PROTECTION". The main form is titled "Well Inventory" and includes an "Exit" button and a "Next >" button. The form contains four input fields: "Year" (a dropdown menu showing "2018"), "Primacy Agency Code" (a dropdown menu showing "(AKOG) Alaska Oil and Gas Co."), "Program Type" (radio buttons for "State" and "Tribe", with "State" selected), and "State" (a dropdown menu showing "Alaska"). Red arrows point from the following text labels to these fields: "Enter Fiscal Year" points to the Year dropdown; "Select Primacy Agency" points to the Primacy Agency Code dropdown; "Select State or Tribe" points to the Program Type radio buttons; "Select State or Tribe" points to the State dropdown; and "Click 'Next'" points to the "Next >" button.

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).

Manual Data Entry- Inventory

Header Information

When ready, submit to EPA Region

Well Inventory

Year	Primacy Agency Code	State	Population	Area (sq. mi.)	Status
2018	AKOGI Alaska Oil and Gas Conservation Commission	Alaska	710,000	578,641.00	Draft

Exit Submit To EPA Region Delete Save

Well Summary Well-Specific Prior Years Comparison History Record Details

Click through different tabs

Well Summary

Class 2D Wells

Class 2R Wells

Class 2 Other Wells

Data Entry Boxes

Well classes available dependent on primacy agency selected

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

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	(AMDCG) Alaska Oil and Gas Conservation Commission	Alaska	710,000	570,641.00	Draft

Well Summary

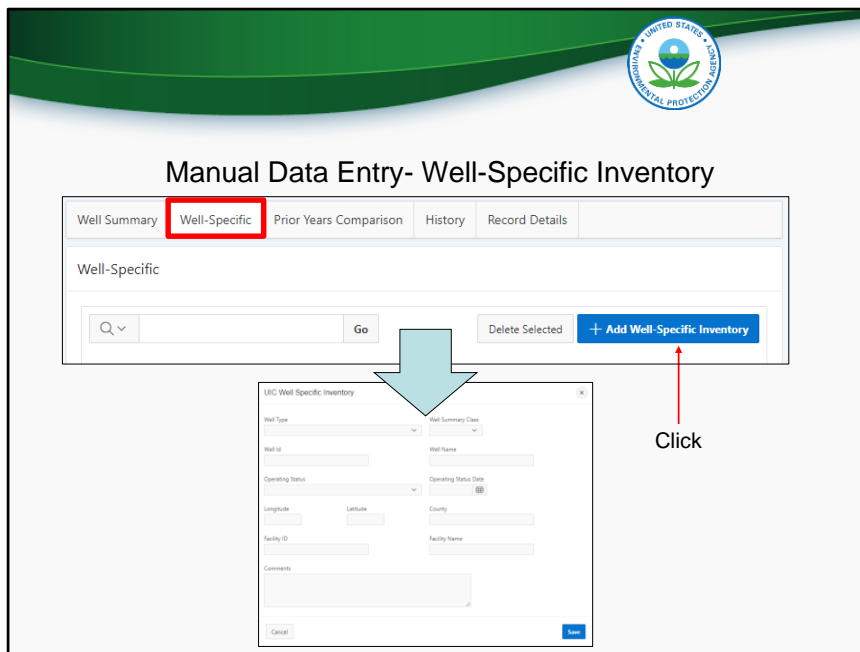
Class 2D Wells

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


The screenshot shows the EPA UIC Inventory History tab. A modal window titled "Comment" is open, allowing users to add a comment to a submission. The modal includes fields for "Submitted By" (Celine Dyrnell), "Comments" (a text area), and "Email Notification To" (a text area). There are "Cancel" and "Submit" buttons at the bottom of the modal. The background shows the "History" tab with a table of submission events.

Date T=	Event	Submitted By	Comments	Sent To
10/05/2018 12:51PM	Submit to EPA Region	Celine Dyrnell		
10/05/2018 12:51PM	Return to Primary Agency	Celine Dyrnell		awrighting.com
10/05/2018 12:52PM	Submit to EPA Region	Celine Dyrnell		
10/05/2018 12:52PM	Submit to Headquarters	Celine Dyrnell		stuart.j.c@epa.gov epa@epa.c2c2@epa.gov

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 DOI Region Delete

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

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

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.