

Welcome to the UIC Data Application Batch Upload Template Training Webinar. In this webinar, we will discuss the batch upload functionality that will be available to UIC programs in the new UIC Data Application, and show how the batch upload templates can be used in the batch upload process. The templates were distributed to state primacy programs through the EPA Regions, and we also plan to post the templates and other supporting materials at the www.epa.gov/uic site soon.



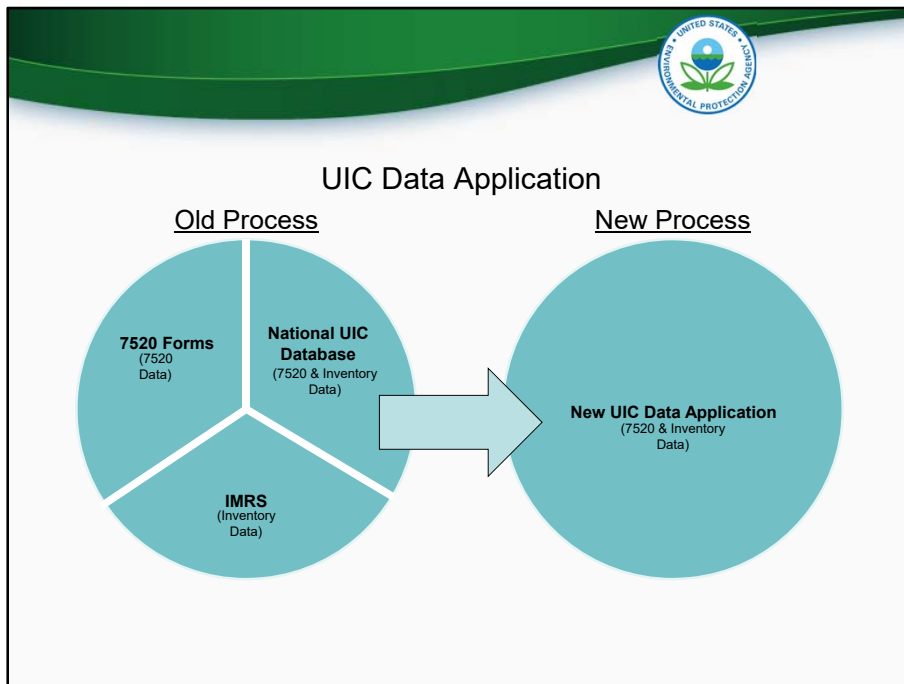
Agenda

Purpose: Programs understand “batch upload” function and how to use it

- What is the UIC Data Application? (Quick refresher, development timeline)
- Data entry - webforms vs batch upload templates
- Process for using batch upload templates
- 4 templates available (7520-1 through -3, 7520-4, summary inventory, well-specific inventory)
- Live demonstration of using the 7520-1 through -3 template
- Batch upload scenarios
- Discussion of how the other three templates are used
- Recap
- Q & A

The purpose of this webinar is to help UIC programs understand what the “batch upload” function is and how programs can use the batch upload templates to successfully import data into the new UIC Data Application.

We will start with a quick refresher on the UIC Data Application and the development timeline for completion. We will then define and describe the batch upload process and how batch upload can be used to enter large amounts of data into the application as opposed to manual data entry into webforms. We will explain why there are four batch upload templates. Next, we will show a live demonstration of how the batch upload template for Form 7520-1 through 7520-3 can be used to load data into the application. In the “batch upload scenarios” section of the training webinar, we will explain how the application will interpret different types of upload scenarios. We will not be doing live demonstrations with all four batch upload templates, but we will explain the key differences between the 7520 1-3 batch upload template and the other three templates. Finally, we will recap what we have learned, and provide a way for you to ask any questions you may have.



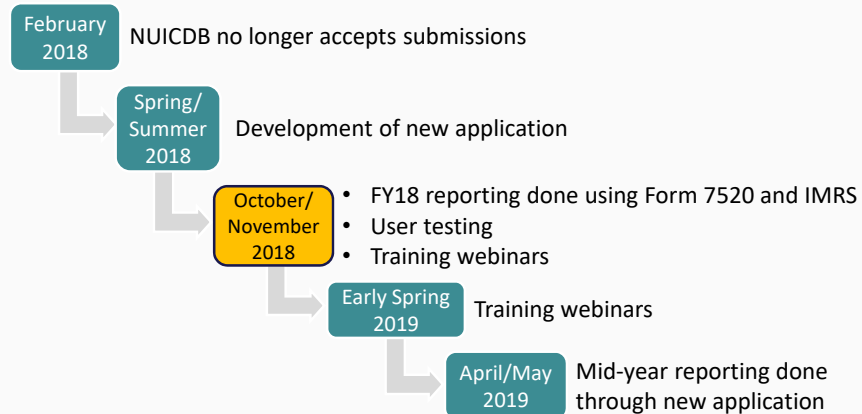
Recently, programs reported data to EPA in three ways:

- the Form 7520-1 through 7520-4 as hardcopy
- Inventory data submitted electronically via the Inventory and Measures Reporting Service (IMRS), and
- 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 1-4 and well inventory data submission. The new application will also house various reporting and analysis tools that UIC programs may find useful.



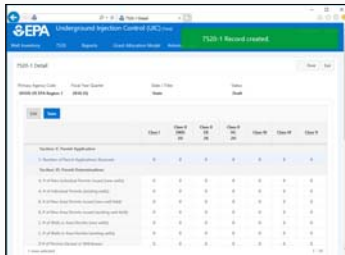
Key Dates for Application Development



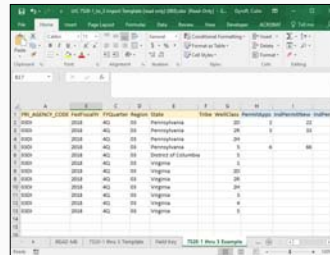
This slide shows several key dates in the development of the new UIC Data Application. In February of 2018, the National UIC Database was discontinued. During spring and summer 2018, EPA contracted a developer to create the new application. Development is nearing completion, and EPA is planning on having user testing begin in October-November 2018. For end-of-year reporting for federal fiscal year 2018, programs should submit hardcopy Form 7520 and inventory should be submitted through IMRS. EPA will hold several training webinars in October and November of 2018, and will 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.



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 will not be the focus of today’s training webinar. To use webforms, users would log in to the application via their web browsers, navigate through the appropriate menus to create a new record, and manually type data into boxes.

The second way that users will be able to enter data into the new application, and the focus of this training webinar, 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- Webforms vs Templates

Webforms

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

This slide shows a screenshot of a webform. To use a webform, users can log into the application via their web browsers. The application provides users with an electronic version of each 7520 form, where they can enter data manually into each box. Users can manually enter inventory data into a webform as well.

Webforms are not the topic of this training, but will be covered later in a more comprehensive training webinar.



Data Entry- Webforms vs Templates

PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPer
030I	2018	4Q	03	Pennsylvania		2D	2	22	
030I	2018	4Q	03	Pennsylvania		2R	3	33	
030I	2018	4Q	03	Pennsylvania		2H			
030I	2018	4Q	03	Pennsylvania		5	6	66	
030I	2018	4Q	03	District of Columbia		5			
030I	2018	4Q	03	Virginia				1	
030I	2018	4Q	03	Virginia			2D		
030I	2018	4Q	03	Virginia			2R		
030I	2018	4Q	03	Virginia			2H		
030I	2018	4Q	03	Virginia				3	
030I	2018	4Q	03	Virginia				4	
030I	2018	4Q	03	Virginia				5	

Templates

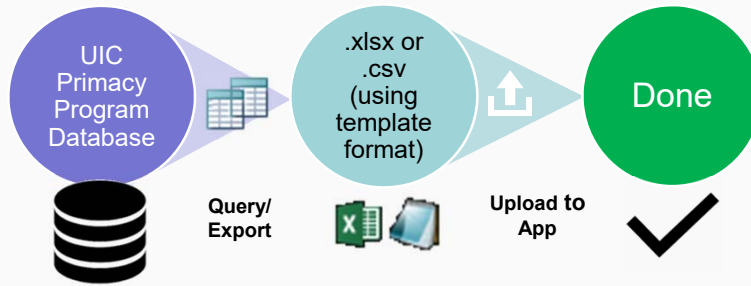
- Provide format for “batch upload”
- Uploads can be .xlsx or .csv files
- Data can be input for multiple forms at once

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

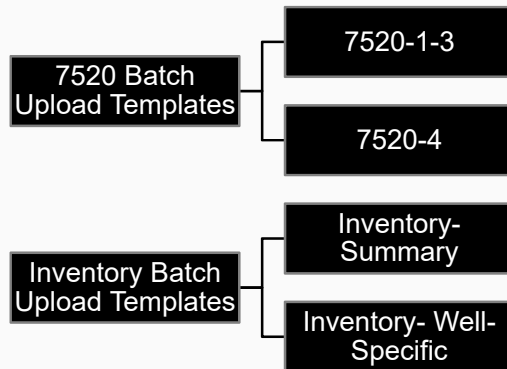


This slide shows the process for the use of the batch upload functionality. Data that is initially held in a program's database is queried and exported into a .xlsx or .csv file. The file must be formatted according to the templates provided by EPA. The file is then uploaded to the application, and the 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	C	D	E	F	G	H	I	J	K	L	M	N
1	PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist	AreaPermitNew	AreaPermitExist	AreaWellNew	AreaWellExist
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									
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 a spreadsheet with the following data:

Field Name	Description	Source of Field	Form Section
7520-1 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.		
7520-1 FYQuarter	Federal fiscal year. Four character field size.		
7520-2A	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	EPA Region where state primacy or EPA Regional office is located. Two character field size. Options range from 01 - 10.		
7520-3	State where program or EPA Region implements program. State name format should be full name, not two character postal abbreviation.		
	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.		
		7520-1	V
		7520-1	VI.A. New wells
		7520-1	VI.A. Existing wells
		7520-1	VI.B. New well field
		7520-1	VI.B. Existing well field

The callout box states: "The field key worksheet includes descriptions of each field".

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)

The screenshot shows an Excel spreadsheet with two columns: 'PRI_AGENCY_CODE' and 'Primacy Agency Name'. The data is as follows:

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 Protection
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
FPTB	Fort Peck Tribes

An orange callout box with a downward-pointing arrow contains the text: "Primacy agency codes are found in the 'Primacy Agency Codes' worksheet". The arrow points to the 'Primacy Agency Codes' worksheet tab in the Excel window's taskbar.

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)

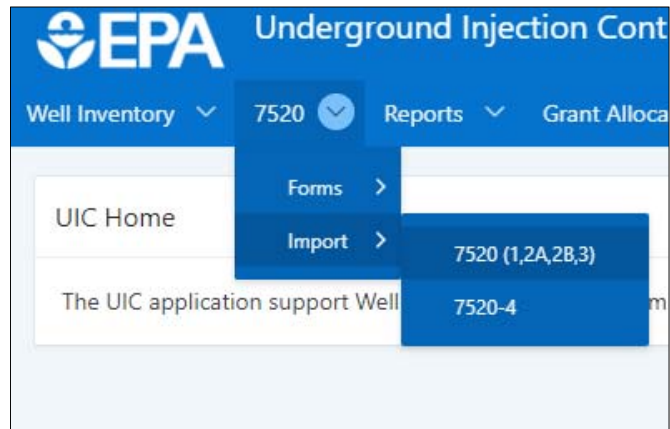
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist	AreaPermitNew	AreaPermitExist	AreaWellNew	AreaWellExist
2	03DI	2018	4Q	03	Pennsylvania		2D	2	22					
3	03DI	2018	4Q	03	Pennsylvania		2R	3	33					
4	03DI	2018	4Q	03	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	Virginia		4							
13	03DI	2018	4Q	03	Virginia		5							

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.

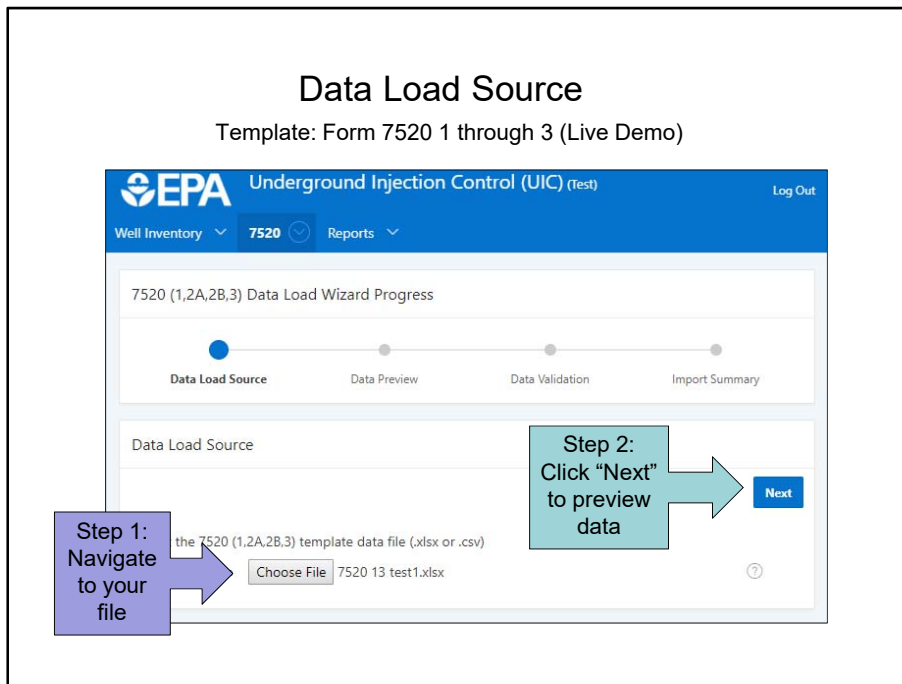
Finding the Import Menu

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).



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

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

Pri Agency Code	Fedfiscalyr	Fyquarter	Region	State	Tribe	Wellclass	Permitapps	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

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	Fedfiscaly	Fyquarter	Region	State	Tribes	WellClass	PermitApp	Indpse
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.

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	
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
03DI	2018	4Q	03	Virginia			2R	0	3
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 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	0
03DI	2018	4Q	03	Virginia		2D	0	0	0
03DI	2018	4Q	03	Virginia		2R	0	0	0
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 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

OR

Template File with Missing State 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			

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

Blank fields

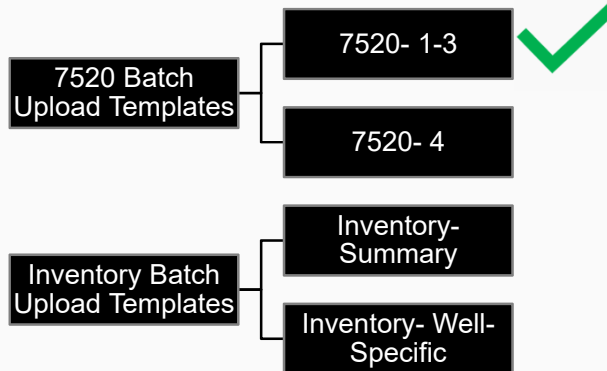
Upload Error

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"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	PRM_AGENCY_CODE	FesprfscaltH	FYQuarter	Region	State	Tribe	WellClass	OperatorName	OperatorStreet	OperatorCity	OperatorState	OperatorZIP	WellNumber	ViolationDate	UAV	Violations_OGL	MViolation_OGL	Pressure_G
2	0100	2018	3Q	1	01A	3	Name	Street	City	State	00000	01012345	12/10/2017	X				
3																		

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

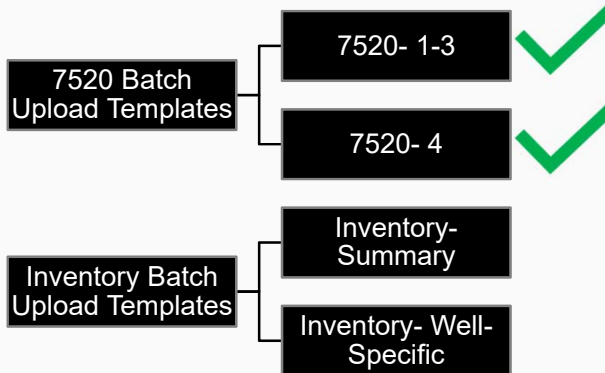
Data Dictionary for the 7520-4 Template			
Field Name	Description		
Legend	7520 Form Header	PRI_AGENCY_CODE	Four character unique code assigned to each agency or EPA Region in the National Database. Please see worksheet "Primacy Agency Codes" in this file for the list of codes.
	7520-4	FedFiscalYr	Federal fiscal year. Four character field size.
		FQQuarter	Indicates the quarter of the fiscal year represented by the data, e.g. 1Q, 2Q, 3Q, 4Q. For 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" for all reporting periods.
		Region	EPA Region where state primacy or EPA Regional office is located. Two character field size. Options range from 01 - 10.
		State	State where program or EPA Region implements program. State name format: two character postal abbreviation. Tribal programs should leave this field blank.
		Tribe	Bureau of Indian Affairs Code unique to each tribe. Please see worksheet "Tribal Codes" in this file for the list of codes.
		WellClass	Injection well class. Options include 3H for hazardous waste, 3M for municipal solid waste, 2B for enhanced recovery, 2D for saltwater disposal, 2H for hydrocarbon storage, 3, 4, 5, or 6 for Form 7520-4.
		OperatorName	Name of the primary contact for the injection well. 7520-4 III.
		OperatorStreet	Street address of the primary contact for the injection well. 7520-4 III.
		OperatorCity	City of the primary contact for the injection well. 7520-4 III.
		OperatorState	State of the primary contact for the injection well. 7520-4 III.
		OperatorZIP	ZIP code of the primary contact for the injection well. 7520-4 III.
		WellNumber	Well identification number or permit number. 7520-4 IV.
		ViolationDate	Date of violation. 7520-4 V.
		UAViolations_QEL	Unauthorized injection violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank. 7520-4 V.
		MIViolations_QEL	Mechanical integrity violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank. 7520-4 V.
		Pressure_QEL	Injection pressure violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank. 7520-4 V.
		PAViolations_QEL	Plugging and abandonment violation. Enter "X" if this type of violation occurred; otherwise, the field may be left blank. 7520-4 V.

Note that Class I wells are required to be identified as hazardous, municipal, or industrial (unlike 7520 1-3).

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	Fed/FiscalYr	Region	State	Tribe	Inv_ClassH	Inv_ClassIOther	Inv_ClassIO	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

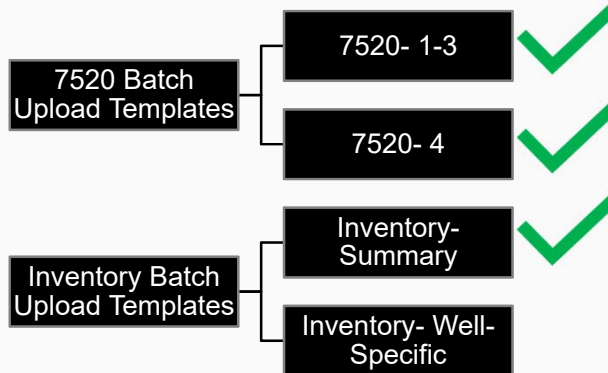
	A	B	C	D	E	F
1				Data Dictionary for the Summary Inventory Template		
2				9/11/2018		
3						
4				Field Name	Description	
5	Legend	Inventory Form Header Summary Inventory		PRI_AGENCY_CODE	Four character unique code assigned to each agency or EPA Region in the National UIC Database. Please see worksheet "Primacy Agency Codes" in this file for the list of codes.	
6				FedFiscalYr	Federal fiscal year. Four character field size.	
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				Tribe	Bureau of Indian Affairs Code unique to each tribe. Please see worksheet "Tribe Codes" for the list of codes.	
10				Inv_ClassIH	Number of Class I Hazardous wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
11				Inv_ClassIOther	Number of Class I Other wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
12				Inv_ClassIID	Number of Class II Disposal wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
13				Inv_ClassIIR	Number of Class II Enhanced Recovery Wells, (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
14				Inv_ClassIOther	Number of Class II Other wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
15				Inv_ClassIIWells	Number of Class III wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
16				Inv_ClassIISites	Number of Class III sites containing wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
17				Inv_ClassIVWells	Number of Class IV wells with operating statuses besides "Abandoned Wells," (i.e. Proposed, Under Construction, Active, and Temporarily Abandoned).	
18				Inv_ClassVWells	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	PII_AGENCY_CODE	FedFiscalYr	Region	State	Tribe	WellType	WellSummaryClass	WellID	WellName	OpStatus	OpStatusDate	Well_Site	Facility_ID	FacilityName	Latitude	Lon

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 <u>OR</u> 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" (Column 1) or National Classes" (Column 2)	Optional field
WellSummaryClass	Well class or Summary Classes" (Column 1) or National Summary Classes" (Column 2)	Optional field
WellID	Permanent, unique 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.	Required 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 abandoned/defunctive, and "D" decommissioned well.	Optional field
OpStatusDate	Date of the last status change for the well and this date reflects when the status was changed.	Optional field
Well_Site	Name of well site where well is located or conducted.	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.

Template: Well-Specific Inventory

Well Types & Classes Worksheet

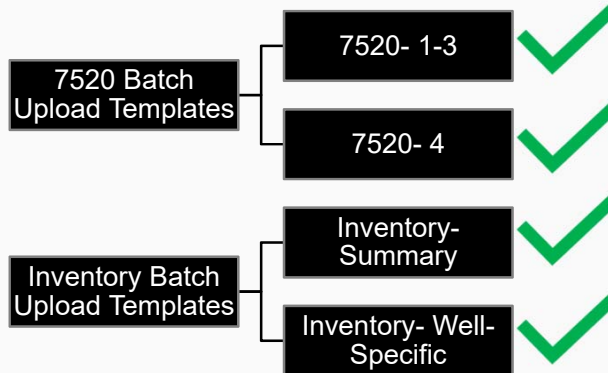
A	B	C	D	E
Well Type Code	Category of Well	Description of Category	Corresponding Injection Well Type in 1987 Report to Congress	Summary Inventory Well Class
1C	CO2 Sequestration	The large majority of CO2 Sequestration wells will be Class VI, but if the state or DI region has assigned another class, it 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 SA23.		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 SA23.		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.



Recap

- Data may be entered using webforms or batch upload templates with the new UIC Data Application.
- To use the batch upload functionality, data must be formatted a certain way in either an Excel spreadsheet (.xlsx) or comma-separated value (.csv) file prior to upload to the application.
- Four templates are available (7520 1-3, 7520-4, summary inventory, well-specific inventory).
- The template files contain helpful information for generating templates, including field keys, primacy agency codes, tribe codes, and examples.
- The 'batch upload scenarios' slides illustrate how the application interprets various things when they are uploaded.
- Programs should submit either summary inventory or well-specific inventory, but not both.



Q & A

For any further questions or concerns, please 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>