UIC Data Application- Comprehensive Training Webinar

April 19, 2022

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In this webinar, we will discuss and demonstrate how state and regional staff can use the application to submit and review UIC inventory and Form 7520 data.

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 EPA UIC website: www.epa.gov/uic
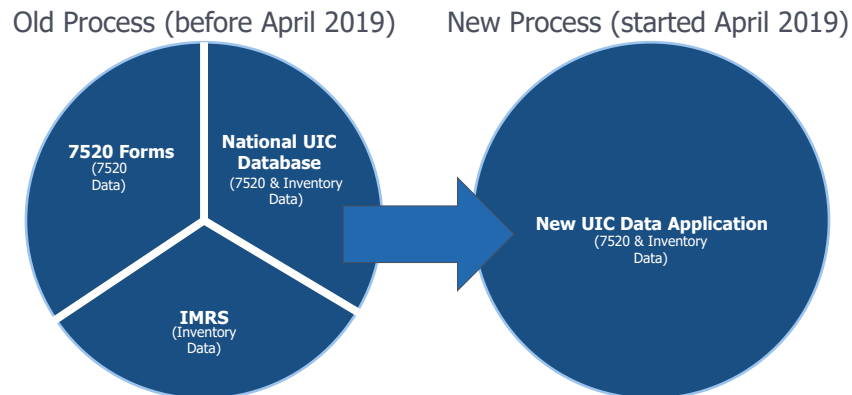
Agenda

- Purpose: Programs understand how to use application
- What is UIC Data Application? (Quick refresher)
- How to access the application
- Workflow
- Manual Data Entry
- "Batch Upload" function for automated data entry
- Reports
- FAQ
- 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. 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 can apply to 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. We will demonstrate the batch upload feature and 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 discuss frequently asked questions related to the forms and the reporting process. Finally, we will recap what we have learned, and provide a way for you to ask any questions you may have.

UIC Data Application

Old Process (before April 2019)   New Process (started April 2019)

7520 Forms (7520 Data)

National UIC Database (7520 & Inventory Data)

IMRS (Inventory Data)

New UIC Data Application (7520 & Inventory Data)

Historically, 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), or
- Both inventory and Form 7520 data submitted electronically to the National UIC Database

Launched in 2019, the UIC Data application replaced those three mechanisms and serves as a one-stop-shop for 7520 forms 1-4 and well inventory data submission. The application also houses various reporting and analysis tools that UIC programs may find useful.

Accessing and Navigating
the Application

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

How to Access the Application

Existing Users
Existing UIC users can access the UIC Data Application at https://uicdata.epa.gov and authenticate with their Login.gov account

New Users
Create a Login.gov account
> Select "Sign in with LOGIN.GOV", on the next page select "Create an account", then on the following page input your *email. You will receive an email with a link and further instructions.
> For help with Login.gov, please see Frequently Asked Questions

Note that you will need to use the same email address used to create your Login.gov account for your WAA self-registration later

The application is web-based and can therefore be accessed via web browser. The supported browsers include Microsoft Edge, Google Chrome, and Mozilla Firefox (note that Internet Explorer is not supported as a compatible browser for the UIC Data Application). The UIC Data Application is located at https://uicdata.epa.gov. Access to the Application is restricted to authorized EPA or primacy program users with an account. As of December 31, 2021, the EPA Web Application Access account login page used to authenticate access to the Application has been integrated into the Login.gov authorization platform. New users that would like to access the Application must sign in with or create their Login.gov account.

How to Access the Application

New Users

Once you have created your Login.gov account, you can *register at waa.epa.gov

Enter EPA sponsor contact details ➔ Enter your contact details ➔ check "UIC Data Application" ➔ "Submit"

*The email address used in the WAA registration form must match the email address used for your Login.gov account

Once you have created your Login.gov account and registered, you can access the application at https://uicdata.epa.gov/

EPA Sponsor Details

User Details

"UIC Data Application"

Once the user has a Login.gov account they will navigate to https://waa.epa.gov and sign in with their Login.gov account information and will be taken to the self registration form. This form will require the contact information of the user's EPA sponsor. Once the user has entered their information, select "UIC data application" from the list of applications at the bottom of the form and submit.

The primacy program user will receive an email from wam_support@epa.gov after self-registration.

Once a user has successfully registered their Login.gov account with their self-registered WAA account for the UIC application, they will be able to sign into the UIC application with their Login.gov credentials
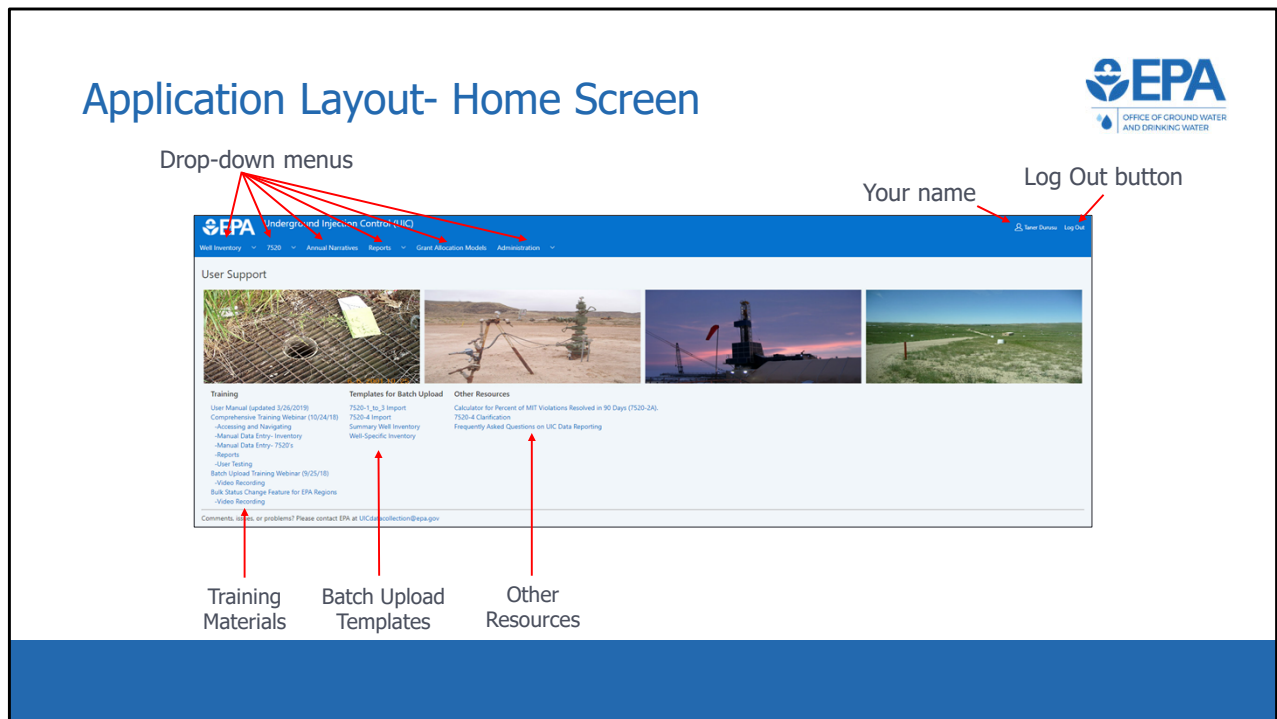
This slide is a screenshot of what is being covered in the recording from 0:07:32-0:08:39

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 the Reports modules.

Drop-down menus for:
• The 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 training materials (including the training webinar recordings 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

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- 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 we 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
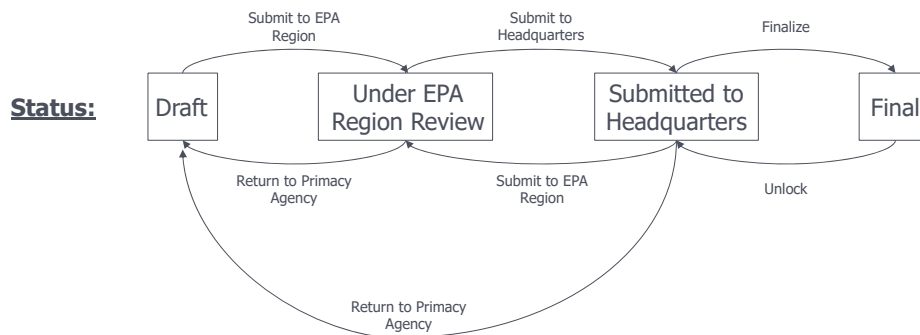
When new inventory or 7520 data is entered, it becomes part of a record. Each record goes through a specific work-flow, where it is reviewed and approved by the EPA Region and EPA Headquarters. So, before continuing, we will discuss the workflow.

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 (CLICK), 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" (CLICK) to return the record to draft status, or they can use (CLICK) 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 (CLICK) kick it back to "Under EPA Region Review" status (CLICK) or "Draft" status. When a record is in Final status (CLICK), it can no longer be edited unless (CLICK) headquarters unlocks the record. Note that whenever a record changes statuses, an email notification is automatically sent to the relevant parties.
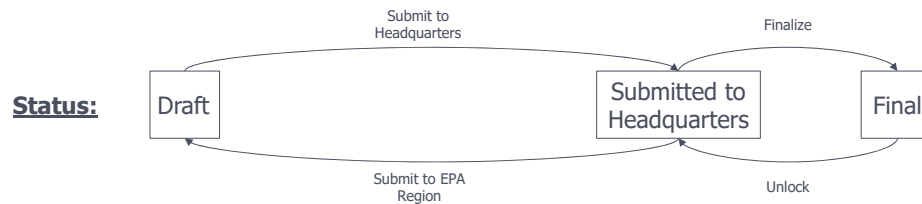
The previous slide showed the workflow for primacy agencies. This slide shows the workflow for DI program submissions. The Difference is that there is no regional review. Records start in draft status at the regional level and are then submitted directly to EPA Headquarters.

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 is a screenshot of what is being covered in the recording from 0:11:30-0:11:47

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

This slide is a screenshot of what is being covered in the recording from 0:11:47-0:13:25

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 2022 inventory record for Kansas Department of Health and Environment. The second row represents the 2021 inventory record for US EPA Region 2 in New York.

Associated with each record is either an "edit" button or a "record locked" button. 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.

Scroll down to comment record

Records can also have comments from review staff that can be accessed via a comment bubble. This comment button will only be available if there are comments associated with the records.

The status column shows the status of the record.

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

At the top are two different filter options. The user can use the drop-down lists in this section to filter by primacy agency or by fiscal year. Users will only have access to the primacy agencies that they are associated with.

To create a new inventory record, the user can select "New Well Inventory" at the top right of the screen.

Manual Data Entry- Inventory

This slide is a screenshot of what is being covered in the recording from 0:13:25-0:14:29

In order to create a new record, header information is required to be entered. All inventory records require a fiscal year. 7520 records, as we will see, also require a fiscal quarter. Then, all records need a primacy agency.

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. 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. Select the applicable state or tribe and then press the "Next" button in the top right to continue creating the record.

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Manual Data Entry- Inventory

This slide is a screenshot of what is being covered in the recording from 0:14:29-0:15:20

Users will then be taken to this screen. Notice the header information that is displayed at the top. To the right of the area, the application displays the status of the record. 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.

This slide is a screenshot of what is being covered in the recording from 0:15:20-0:15:53

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 *click*, allows the user to report all applicable unique wells. While only "Well Summary" data is required, If a user reports well-specific inventory, then the application automatically calculates the summary well inventory and populates the "Well Summary" tab.

Manual Data Entry- Well-Specific Inventory

This slide is a screenshot of what is being covered in the recording from 0:15:53-0:16:34

To add a new well, users should click the "Add Well-Specific Inventory" button. This will make a pop-up appear. 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.

Compare current year inventory with prior year inventory

This slide is a screenshot of what is being covered in the recording from 0:16:34-0:16:51

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
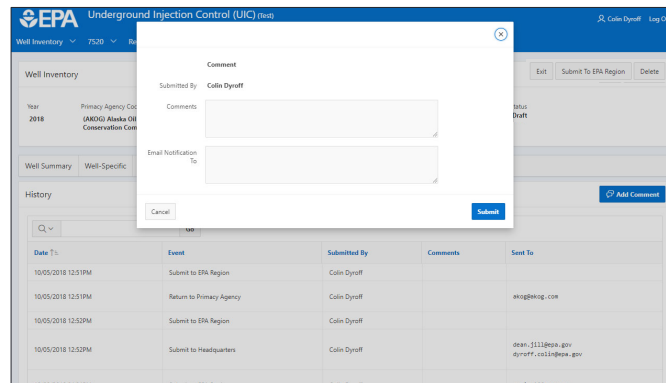
This slide is a screenshot of what is being covered in the recording from 0:16:51-0:17:05

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.

This slide is a screenshot of what is being covered in the recording from 0:17:05-0:17:13

Finally, the fifth tab, "Record Details" displays meta-data related to the record

Manual Data Entry- Inventory

Submit the record.

This slide is a screenshot of what is being covered in the recording from 0:17:13-0:18:03

When ready, click the "Submit To EPA Region" button. Or, if a region is submitting DI data, the button will be titled "Submit to Headquarters". 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.

Manual Data Entry - 7520's

This slide is a screenshot of what is being covered in the recording from 0:18:03-0:18:25

We will now discuss and demonstrate how programs can manually enter UIC 7520 Form 1-3 data in the 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.

Manual Data Entry - 7520 1-3

1. Click arrow for drop-down menu
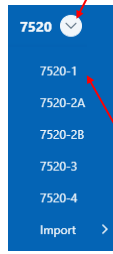
2. Select desired 7520 1-3 Form

This slide is a screenshot of what is being covered in the recording from 0:18:26-0:18:46

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

Manual Data Entry - 7520 1-3

This slide is a screenshot of what is being covered in the recording from 0:18:46-0:20:25

Here we have the 7520-1 list view which is similar to 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 third row represents the Fiscal Year 2022, Fiscal Quarter 2, 7520-1 record for South Carolina Department of Health and Environmental Control. Quarter 2 is used for mid-year reporting and Quarter 4 is used for end-of-year reporting.

Just as we saw in the inventory tables, the "edit" column shows draft status records as editable and submitted records as "record locked."

In this same column, there is a button in the form of a printer icon. 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 presentation.

Next, as we saw in the inventory tables, there are "header data" columns showing the Fiscal Year, Fiscal Quarter, Primacy Agency Code, Primacy Agency, and State or Tribe that the record is associated with.
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 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 new 7520-1* 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					Exit	Next >

Fiscal Year: 2022
Quarter: 2Q - (Oct 1 thru Mar 31
Primacy Agency Code: (AKOG) Alaska Oil and (
Program Type: ● State
State: Alaska

Enter Fiscal Year | Enter Quarter (2Q or 4Q) | Select Primacy Agency | Select State or Tribe | Select State | Click 'Next'

This slide is a screenshot of what is being covered in the recording from 0:20:25-0:21:26

Again, In order to create a new record, header information is required to be entered. All 7520 records require a fiscal year and quarter. 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. 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

This slide is a screenshot of what is being covered in the recording from 0:21:26-0:22:36

Users will then be taken to this screen. Notice the header information that is displayed at the top. 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. 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. When ready, users can also use the "Submit to EPA Region" button.

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 recording from 0:22:36-0:22:46

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

View record history and add comments

This slide is a screenshot of what is being covered in the recording from 0:22:46-0:23:01

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 - 7520 1-3

Click to submit

Read and check box to certify

Submit the record.

This slide is a screenshot of what is being covered in the recording from 0:23:01-0:24:05

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

This slide is a screenshot of what is being covered in the recording from 0:24:05-0:24:28

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. Click the blue button in the upper right to create a new 7520-4.

Manual Data Entry - 7520-4

This slide is a screenshot of what is being covered in the recording from 0:24:28-0:25:11

Again, In order to create a new record, header information is required to be entered. All 7520 records require a fiscal year and quarter. 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, select the primacy agency (click) and select the radio button for either State or Tribe (click). Finally, 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 - 7520-4

This slide is a screenshot of what is being covered in the recording from 0:25:11-0:26:11

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 , and there are four different tabs 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 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". When ready, users can also use the "Submit to EPA Region" button.

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(*) = required fields

Enter at least one violation for each well

Multiple enforcement actions can be entered per violation

7520-4 Well

Well Information — Cancel | Delete | Save and Exit

Well ID No. (Permit No.) *
Well ABC

Well Class and Type *
(2D) Produced Fluid Disposal

Owner/Operator
Operator XYZ

Street Address
555 Maine Street

City — Ankorage | State — AK | Zipcode — 11111

Violations and Enforcements — Add

Violation Date * | Violation Type * | Enforcement Date | Enforcement Type | Compliance Achieved

Violation Date	Violation Type	Violation Type Other	Enforcement Date	Enforcement Type	Enforcement Type Other	Compliance Achieved
	Well Mechanical 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 recording from 0:26:11-0:26:52

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

If we select the "No wells to report" button, a pop-up window appears to verify that there are no SNC violations to report.

Batch Upload

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 September 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 September 25, 2018.

Data Entry- Webforms vs Templates

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

Or

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 are able to enter data into the 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 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 application via their web browsers and use a wizard to select and upload the file containing the data.

Data Entry- Templates

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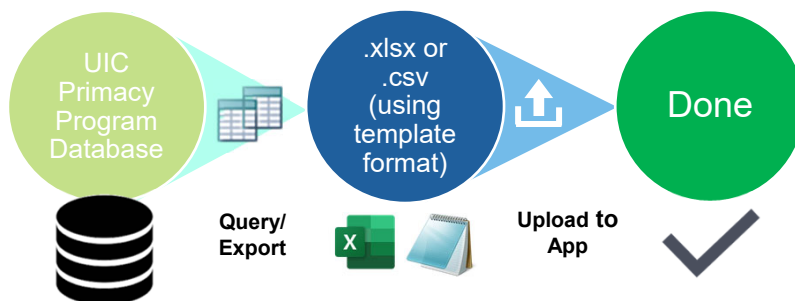
This slide shows the process for the use of the batch upload functionality. Data that is initially held in a program's database is queried and exported into a .xlsx or .csv file. The file must be formatted according to the templates provided by EPA. The file is then uploaded to the application, and the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

If uploading a .xlsx file, all fields must be formatted as text.
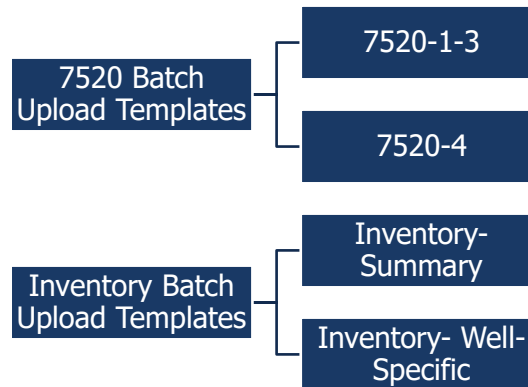
There are four available batch upload templates.

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 7520-1-3 batch upload template.

Template: Form 7520 1 through 3 (Live Demo)

This slide is a screenshot of what is being covered in the recording from 0:30:40-0:31:43

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 from 7520-1 are represented first, then 7520-2A, 7520-2B, and 7520-3.

Template: Form 7520 1 through 3 (Live Demo)

The field key worksheet includes descriptions of each field

This slide is a screenshot of what is being covered in the recording from 0:31:43-0:32:38

The field key tab includes descriptions of each field in the template, as well as the source 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 "Source of Field" and "Form Section".

Template: Form 7520 1 through 3 (Live Demo)

This slide is a screenshot of what is being covered in the recording from 0:32:38-0:32:53

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.

This slide is a screenshot of what is being covered in the recording from 0:32:53-0:33:09

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)

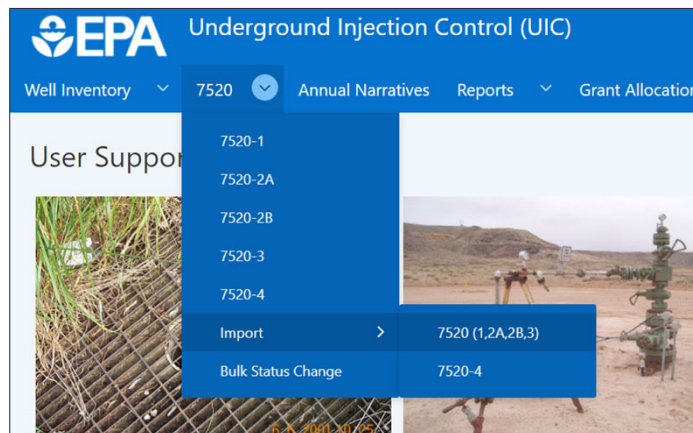***This slide is a screenshot of what is being covered in the recording from 0:33:09-0:33:23***

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

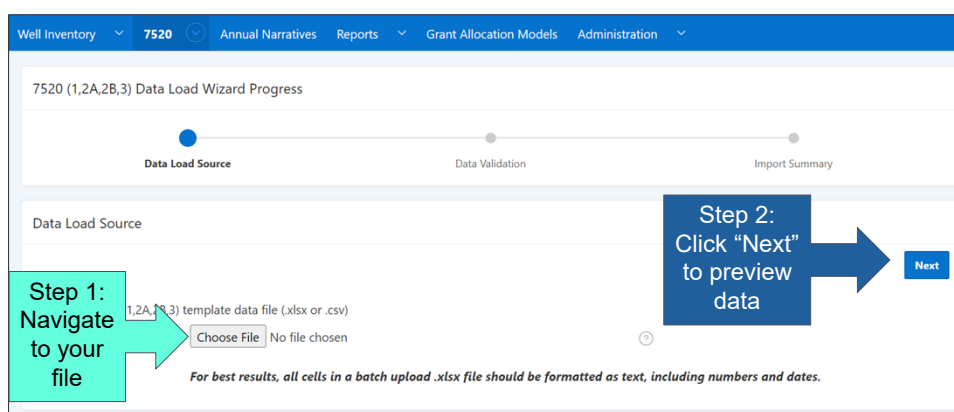Finding the Import Menu

Template: Form 7520 1 through 3 (Live Demo)

This slide is a screenshot of what is being covered in the recording from 0:33:23-0:33:42

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 recording from 0:33:42-0:34:23

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. The file must also contain only one worksheet with the data for import with the first row containing the column headers

Data Validation

Template: Form 7520 1 through 3 (Live Demo)

EPA — OFFICE OF GROUND WATER AND DRINKING WATER

Underground Injection Control (UIC)

Log Out

Well Inventory | 7520 | Annual Narratives | Reports | Grant Allocation Models | Administration

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

Data Load Source — Data Validation — Import Summary

The "Errors" column appears during Data Validation

If no errors, click on "Load Data"

Load Data

1 - 12 of 12

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		

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

This slide is a screenshot of what is being covered in the recording from 0:34:23-0:35:10

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.

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Batch Upload Scenarios:
How Does the Application Interpret Data?

	PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
Template File	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

	PRI_AGENCY_CODE	FedFiscalYr	FYQuarter	Region	State	Tribe	WellClass	PermitApps	IndPermitNew	IndPermitExist
Form created by application	03DI	2018	4Q	03	Virginia		1	1	0	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). This means that programs do not need to fill the blanks with zeros in the batch upload file. Blank cells in the header data columns (PRI_AGENCY_CODE through WellClass) are not imported as zeros.

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-V. 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 with all zeros for the unreported well classes (i.e. class II-V). This means that programs do not need to manually create rows for the well classes that will simply have all zero values.

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. The batch upload does not import partial data. If there are errors, they will need to be fixed in the batch upload file and the import will need to be restarted.
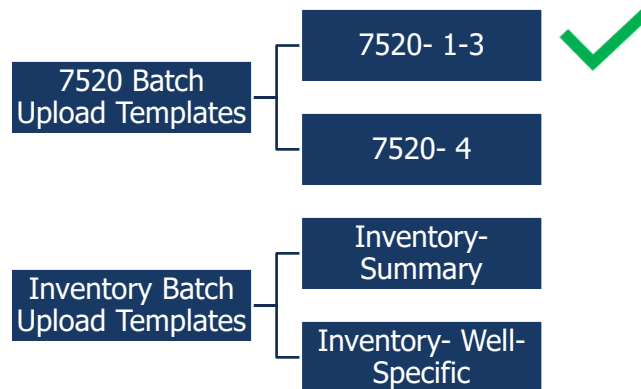
We have now competed a demonstration of how to use the 7520 1-3 batch upload template. We will now discuss the remaining three templates. A live demonstration will not be done because the remaining templates are constructed very similarly to the 7520 1-3 template, and the process is very similar.

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"

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

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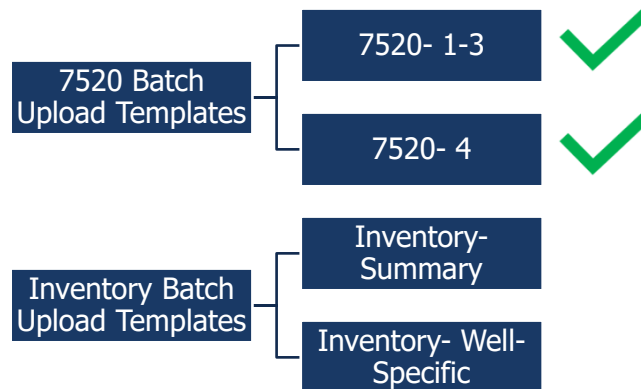
We will now discuss the remaining two batch upload templates, both of which are used for inventory data.

Which Inventory?

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

Summary Level

- Total number of wells broken down by
  - Primacy agency
  - Fiscal year
  - State/Tribe
  - Well Class

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

EPA accepts both summary level and well-specific inventory data. A program is able to choose which type of data they submit and there are separate templates for each.

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.

Field Key

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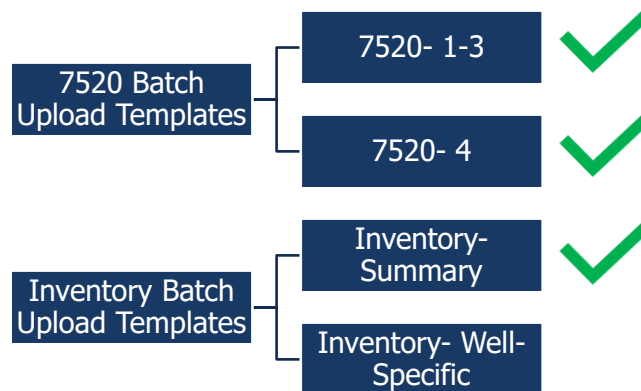
Finally, we will discuss the well-specific inventory upload template.

Template: Well-Specific Inventory

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

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

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
1	Well Type Code	Category of Well	Description of Category	Corresponding Injection Well Type in 1987 Report to Congress	Summary Inventory Well Class
2	1H	Hazardous Industrial			CLASS1_HW
3	1I	Non-Hazardous Industrial			CLASS1_OTHER
4	1M	Municipal			CLASS1_OTHER
5	1R	Radioactive Waste Disposal			CLASS1_OTHER
6	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, 2W, or 5A23.		CLASS1_HW
7	1X	Other			CLASS1_OTHER
8	2A	Annular Disposal			CLASS2_OTHER
9	2D	Produced Fluid Disposal			CLASS2D_WELL
10	2F	Hydraulic Fracturing with Diesel Fuel			CLASS2_OTHER
11	2H	Hydrocarbon Storage			CLASS2_OTHER
	2M	Coal Bed Methane Hydro-			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, the application will not need to convert the data prior to calculating the summary inventory.

60
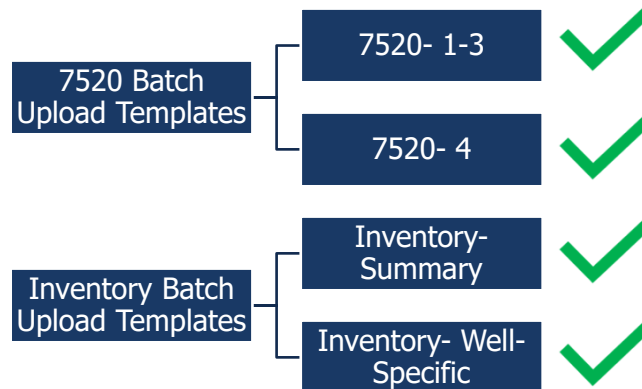
We have now completed our introduction to each of the four batch upload templates that have been distributed.
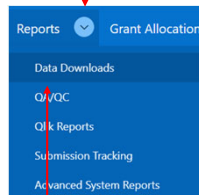
Reports

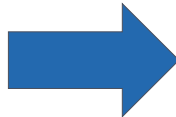We will now discuss and demonstrate how programs can use the reporting module to download and analyze data.

Reports - Data Downloads

1. Click arrow for drop-down menu

2. Select 'Data Downloads'

This slide is a screenshot of what is being covered in the recording from 0:41:23-0:41:40

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.

Reports - Data Downloads

This slide is a screenshot of what is being covered in the recording from 0:41:40-0:42:02

Each of the four data download reports can be selected to view and download all data from that particular module.

Reports - Data Downloads- Well Summary

This slide is a screenshot of what is being covered in the recording from 0:42:02-0:43:06

At the top are filters for Fiscal Year and Primacy Agency *Show that they are click-able*. The search bar 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 later.

Below that is the Data Listing, 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.

Reports - Tools Available

This slide is a screenshot of what is being covered in the recording from 0:43:06-0:43:24

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

Advanced filtering

Sort, aggregate, and compute using expressions

Create bar, line, and pie charts

Advanced sorting

Create pivot tables

Save Report

Download Data

This slide is a screenshot of what is being covered in the recording from 0:43:24-0:44:11

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.
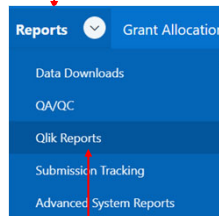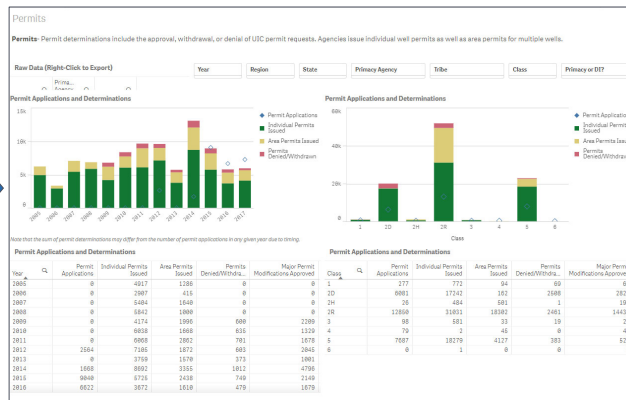
This slide is a screenshot of what is being covered in the recording from 0:44:11-0:44:40

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. 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.

Now we will share some frequently asked questions. A full list of FAQs can be found in the FAQ document on the homepage of the UIC Data Application.

Frequently Asked Questions

Q: How frequently should the form 7520-1 through 7520-4 be reported to EPA?

A: **Quarterly**
   • 7520-4
   Mid-Year (April 1 – May 15)
   • 7520-2A, -2B, and -4
   End-of-Year (October 1 – November 15)
   • 7520-1, -2A, -2B, -3, -4

Our first question: "How frequently should the form '7520-1' through '7520-4' be reported to EPA?"

The form that is reported quarterly is 7520-4.
The forms that are reported for mid-year reporting (reported between April 1 – May 15) are: 7520-2A, -2B, and -4
All forms are reported for end-of-year reporting (reported between October 1 – November 15) are: 7520-1, -2A, -2B, -3, and -4

Our next question: "Form 7520-1 requests injection well permit application information on both new and existing injection wells. How should programs differentiate between new and existing injection wells?

Answer: For a state primacy program, the differentiation between new and existing injection wells is based on the primacy effective date of the specific program (well class) and whether the well had begun injection when the program received primacy. New injection wells are wells that began injection operations after the program's primacy effective date. Existing injection wells began injection operations prior to the program's primacy effective date.

Our next question: "Where can Underground Injection (UIC) programs find their primacy effective date?

Answer: A table of state and tribal programs with primary enforcement authority, or primacy, for the UIC program and primacy effective dates is found on the EPA UIC website at the URL provided on screen.

Our next question: "Why are the data fields on the form 7520-2A and 7520-2B so similar?"

Answer: Form 7520-2B is a subset document to the form 7520-2A. 2A requests information on violations and enforcement actions for wells found to be out of compliance with the UIC regulations and 2B requests information on a specific category of non-compliant wells – wells in significant noncompliance status.

Our next question: "Should violations be reported even if identified through remote compliance monitoring?"

Answer: Yes, even if a violation is not identified via a physical inspection (e.g. though remote compliance monitoring), the violation should still be reported on Form 7520-2A, as well as Form 7520-2B if applicable.

Q: Should remote compliance monitoring be reported as an inspection?

A: No, activities should only be reported as inspections if a credentialed inspector was on-site at the regulated facility or field location.

Our next question: "Should remote compliance monitoring be reported as an inspection?"

Answer: The answer is "no." Activies should only be reported as inspections if a credentialed inspector was on-site at the regulated facility or field location.

Frequently Asked Questions

Q: Does it count as an inspection if an inspector visits a regulated facility or field location in order to look for unregistered Class V wells and does not locate any wells?

A: Yes, this can still be counted as an inspection.

Our next question: "Does it count as an inspection if an inspector visits a regulated facility or field location in order to look for unregistered Class V wells and does not locate any wells?"

Answer: The answer is "yes," this can still be counted as an inspection.

Q: What is considered a complete "2-part" MIT on Form 7520-3 Section VI.A?

A: Part 1 and Part 2 tests must be performed <u>during the same reporting period.</u>

Part 1 Internal MIT

A test for significant leaks in the casing, tubing, or packer. The types of tests that determine significant leaks include:
- **Annulus pressure monitoring record evaluations**
- **Casing or tubing pressure tests**
- **Monitoring record evaluations**
- **Others**

Part 2 External MIT

A test for significant fluid migration into an underground source of drinking water through vertical channels adjacent to the well bore. The types of tests that determine fluid migration include, but are not limited to:
- **Cement record evaluations**
- **Temperature or noise log tests**
- **Radioactive tracer or cement bond tests**

Our next question: "What is considered a complete "2-part" MIT on Form 7520-3 Section VI.A?"

Answer: only wells that have received a complete 2-part MIT during the reporting period should be reported. A complete MIT is composed of two tests:
- Test one: A test for significant leaks in the casing, tubing, or packer. The tests may be referred to as Part One or internal MIT. The types of tests that determine significant leaks include annulus pressure monitoring record evaluations, casing or tubing pressure tests, and monitoring record evaluations among others.
- Test two: A test for significant fluid migration into an underground source of drinking water through vertical channels adjacent to the well bore. The tests may be referred to as Part Two or external MIT. The types of tests that determine fluid migration include, but are not limited to, cement record evaluations, temperature or noise log tests, radioactive tracer or cement bond tests.

Note that a Class II well is considered to have had a two-part MIT even if the absence of significant fluid movement was demonstrated using cement records from a previous year. The same is also true for Class III wells when the casing precludes the use of temperature or noise logging.

Frequently Asked Questions

Q: When should an injection well be reported on the Form 7520-4 Quarterly Exceptions List?

A:

FISCAL QUARTER OF 7520-4 SUBMISSION	SNC VIOLATION DATE MUST BE BEFORE
First quarter (ending Dec 31)	Jun 30 of previous fiscal year
Second quarter (ending Mar 31)	Sep 30 of previous fiscal year
Third quarter (ending Jun 30)	Dec 31 of current fiscal year
Fourth quarter (ending Sep 30)	Mar 31 of current fiscal year
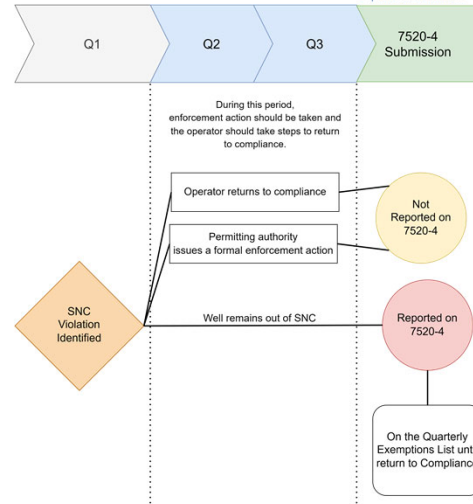
Our next question: "When should an injection well be reported on the Form 7520-4 quarterly exceptions list?"

Answer: Form 7520-4 collects information on injection wells with significant non-compliance (SNC) violations. Once the SNC violation is identified, the primacy program is expected to issue a formal enforcement action within 90 days unless the well is back in compliance. The well should be included on the 7520-4 if, by the end of the second calendar quarter after the SNC violation is identified, the well is still not in compliance and the applicable UIC program has not initiated formal enforcement to correct the violation. If SNC violations are on the path to compliance (i.e., incorporated into an issued formal enforcement action) or returned to compliance, within two calendar quarters of the violation, they are not reported on the 7520-4.

Once a well has been reported on the Quarterly Exceptions List it remains there until it returns to compliance. This is true even if the primacy program issues a formal enforcement action after the well has become an exception. This means that some wells could remain on the exceptions list for a long time as some enforcement actions can take years. All enforcement actions taken after the well has been placed on the Quarterly Exception List are tracked and the well remains on the list through

the quarter during which it returned to compliance or a civil or criminal case has been filed by the State Attorney General or the Department of Justice (i.e., it is beyond EPA's jurisdiction).

Frequently Asked Questions

Q: What operational status should injection wells have to be included in inventory reported to EPA?

A: Injection wells with any of the following operating statuses should be included in inventory reported to EPA:

- Active
- Under Construction
- Proposed
- Temporarily Abandoned

Inventory must be submitted through the UIC Data Application. If a well was permanently abandoned during the reporting period, it should still be included if it had a reportable status for part of the fiscal year.

Our next question: "What operational status should injection wells have to be included in inventory reported to EPA?"

Answer: Injection wells with any of the following operating statuses should be included in inventory reported to EPA:
- Active
- Under Construction
- Proposed
- And Temporarily Abandoned

Inventory must be submitted through the UIC Data Application. If a well was permanently abandoned during the reporting period, it should still be included if it had a reportable status for part of the fiscal year.

Q&A

Please feel free to enter any questions about the UIC Data application into the chat or use the "raise hand" feature ask a question verbally.

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.

The Q&A session discussed over this slide takes place in the recording from 0:52:38-1:02:00

Now we will open our Q&A segment of the webinar. Colin and Dan from the UIC program have been responding to the questions entered in the chat. Please enter any questions about the UIC Data application into the chat or use the "raise hand" feature to ask your question verbally. I will now hand the presentation over to Colin Dyroff from the UIC program to field your questions.

If you have any further questions or concerns after this webinar, 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 epa.gov/uic. They well also be available on the application home page.