

Manual Data Entry- Inventory

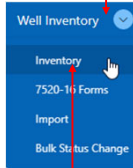


We will now discuss and demonstrate how programs can manually enter UIC inventory data in the new application. Manual data entry is accomplished via web forms. The other method of data entry, batch upload, will be discussed later in this training webinar.

Manual Data Entry- Inventory



1. Click arrow for drop-down menu



2. Select 'Inventory'

Edit	Status	Fiscal Year	Primary Agency Code	Primary Agency	State	Tribe	Class 1 HW Other Wells	Class 20 Wells	Class 25 Wells	Class 2 Other Wells	Class 3 Sites	Class 3 Wells	Class 4 Wells	Class 5 Wells	Class 6 Wells	Last Modified By	Last Modified On
	Draft	2022	KSHI	Kansas Department of Health and Environment	Kansas											Came Kelley	01/27/2022 10:29
	Draft	2022	MDOE	Maryland Department of the Environment	Maryland											Taner Durusu	02/15/2022 09:01
	Under EPA Region Review	2022	MTDG	Montana Board of Oil and Gas Conservation	Montana											George Hudak	02/04/2022 16:01
	Final	2021	0201	US EPA Region 2	New York		4	288	11	6	169		17,859			Colin Dyruff	12/20/2021 13:29
	Final	2021	0201	US EPA Region 2	Virgin Islands								44			Colin Dyruff	12/20/2021 13:30
	Final	2021	0201	US EPA Region 3	Virginia		0	0	14	0	1	17	0	12,328	0	Colin Dyruff	01/04/2022 14:43

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.

Manual Data Entry- Inventory



Click to create a new record

Record can be edited

Record has a comment

Record locked (can only be unlocked by EPA HQ)

Well Inventory

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

Filter options

1 - 50 of 2,541

Edit	Status	Fiscal Year	Primary Agency Code	Primary Agency	State	Other Wells	Class 1 Other Wells	Class 20 Wells	Class 25 Wells	Class 2 Other Wells	Class 3 Sites	Class 4 Wells	Class 5 Wells	Class 6 Wells	Last Modified By	Last Modified On
	Draft	2022	KGHE	Kansas Department of Health and Environment	Kansas										Carie Ridley	01/27/2022 10:25
	Draft	2022	MDDE	Maryland Department of the Environment	Maryland										Tener Dorulu	02/25/2022 08:01
	Under EPA Region Review	2022	MTOD	Montana Board of Oil and Gas Conservation	Montana										George Hudak	02/24/2022 18:01
	Final	2021	02D1	US EPA Region 2	New York			4	288	11	6	169		17,859	Colin Dyruff	12/20/2021 12:29
	Final	2021	03D1	US EPA Region 2	Virgin Islands									44	Colin Dyruff	12/20/2021 12:30
	Final	2021	03D1	US EPA Region 3	Virginia	0	0	14	0	0	1	17	0	12,328	Colin Dyruff	01/24/2022 14:43

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



Enter
Fiscal Year

Select Primacy
Agency

Select State or
Tribe

Select State or
Tribe

Click 'Next'

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.

Manual Data Entry- Inventory



Well Inventory

Header Information

When ready, submit to EPA Region

Exit Submit To EPA Region Delete

Year: 2022 Primacy Agency Code: (AKOG) Alaska Oil and Gas Conservation Commission State: Alaska Status: Draft

Well Summary Well-Specific Prior Years Comparison History Record Details

Click through different tabs

Well Summary

Class 2D Wells

Class 2R Wells

Class 2 Other Wells

Data Entry Boxes

Well classes available dependent on primacy agency selected

Save

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

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.

Inventory Data- Summary vs Well-Specific



EPA accepts both summary-level and well-specific inventory data.

- Summary-Level**
- Total number of wells

Or

- Well-Specific**
- Listing of all applicable unique wells
 - Application is then able to produce summary-level inventory automatically
 - Programs may find it easier to submit well-specific inventory

Well Inventory

Year: 2022 Primary Agency Code: (AKOG) Alaska Oil and Gas Conservation Commission State: Alaska Status: Draft

Well Summary Well-Specific Prior Years Comparison History Record Details

Well Summary

Class 2D Wells

Class 2R Wells

Class 2 Other Wells

Save

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



The screenshot shows a web interface with a top navigation bar containing tabs: Well Summary, Well-Specific (highlighted with a red box), Prior Years Comparison, History, and Record Details. Below the tabs is a search bar with a magnifying glass icon, a 'Go' button, a 'Delete Selected' button, and a blue '+ Add Well-Specific Inventory' button. A blue arrow points from the search bar area down to a pop-up window titled 'UIC Well Specific Inventory'. A red arrow points from the 'Add Well-Specific Inventory' button to the word 'Click'.

The 'UIC Well Specific Inventory' pop-up form contains the following fields:

- Well Type (dropdown)
- Well Summary Class (dropdown)
- Well Id (text input)
- Well Name (text input)
- Operating Status (dropdown)
- Operating Status Date (calendar icon)
- Longitude (text input)
- Latitude (text input)
- County (text input)
- Facility ID (text input)
- Facility Name (text input)
- Comments (text area)
- Cancel (button)
- Save (button)

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.

Manual Data Entry- Inventory



Well Summary	Well-Specific	Prior Years Comparison	History	Record Details						
Prior Years Comparison										
Year	Class 1 HW Wells	Class 1 Other Wells	Class 2D Wells	Class 2R Wells	Class 2 Other Wells	Class 3 Sites	Class 3 Wells	Class 4 Wells	Class 5 Wells	Class 6 Wells
2022										
2021	7	56			24	4	174	0	9,379	
2020	7	56			27	4	163	0	9,114	
2019	7	57				4	169	0	7,911	
2018	8	56				4	169	0	7,664	0
2017	6	63				4	168		7,417	
2016	5	64				4	157		7,411	
2015	5	64				4	160		7,413	0

Compare current year inventory with prior year inventory

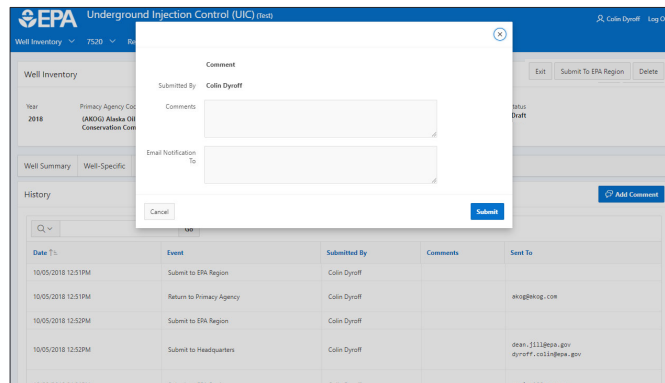
This slide is a screenshot of what is being covered in the recording from 0:16:34-0:16:51

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.

Manual Data Entry- Inventory



View Record Details

Well Inventory						Exit	Submit To EPA Region	Delete
Year	Primary Agency Code	State	Population	Area (sq. mi.)	Status			
2018	(AKOG) Alaska Oil and Gas Conservation Commission	Alaska	710,000	570,641.00	Draft			

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

Created By: Region 10 User
Created On: 10/03/2018 20:14:25
Updated By: Region 10 User
Updated On: 10/16/2018 11:07:16
Submitted By:
Submitted On:

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.

The screenshot shows a web interface for 'Well Inventory'. At the top right, there are buttons for 'Exit', 'Submit to EPA Region', and 'Delete'. The 'Submit to EPA Region' button is highlighted with a red box, and a red arrow points to it from the text 'Click to submit'. Below this, a modal window titled 'Submit to EPA Region' is open. It contains a 'Submitted by' field with the name 'Collin Dynoff', a 'Comments' text area, an 'Email Recipients' section with a list of default email addresses (contreas.peter@epa.gov, sabinaw.wass@epa.gov, schrahl.derek@epa.gov), and an 'Additional Email Recipients' section with a text area. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

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.