Overview of GeoTracker for Permittees

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What is GeoTracker?

• Data management system for sites that impact, or have the potential to impact, water quality in California.
  • Emphasis is groundwater.
• Tracks environmental and regulatory data for about 15 different facility types.
The Three Groups of GeoTracker Users

Regulatory Agencies
- Project Management
- Electronic storage of documents and data
- Transparency Public Records Act (PRA) Response

Regulated Parties
- GeoTracker Electronic Submittal of Information (ESI)
- Submitting data and reports
  https://www.waterboards.ca.gov/ust/electronic_submittal/

Public Users
- Environmental disclosure reports
- Research
  https://geotracker.waterboards.ca.gov/
Data Flow: Permittee to Regulator

- **RESPONSIBLE PARTY (RP)**
  - Obtain Global IDs
  - Log-in To GeoTracker
    - or Request a Password
    - Request Access to Site
    - Obtain Approval
  - Add Field Point Names
    - Sampling Point IDs for:
      - detention ponds
      - lysimeter
      - monitoring wells
  - Error Check Data
    - Lab EDF data
    - well location
    - elevation
    - depth to groundwater
  - Submit (upload) EDF Data & Reports
    - Reports May Include:
      - Notice of Intent
      - Technical Reports
      - Final Post-Construction Report

**NOTE:** There is a 48-hour delay period after upload until the submittal is received by lead agency caseworker or appears on GeoTracker. The 48-hour window allows the RP or consultant to re-access uploads for removal, edits, replacement, etc.

- **RP, CONSULTANTS, CONTRACTORS**
  - Prepare Documents & Data
    - Prepare Reports/Documents:
      - Notice of Intent; Technical Reports; Final Post-Construction Report; Annual Monitoring Maintenance Report
    - Prepare Bore & Well Logs (if applicable)
    - Measure Well Screen Depths & Intervals (if applicable)
    - Collect Samples (if applicable)
    - Measure Depth to Groundwater (if applicable)
    - Survey Monitoring Well Locations & Elevations (if applicable)
    - Prepare Site Map (part of a technical/annual report)
  - Submit Samples to Laboratory for Analysis
  - Laboratory Analyzes Samples
  - Format ESI Data
    - GEO_XY (Location)
    - GEO_Z (Elevation)
    - GEO_WELL (Status, Depth to Water)
    - GEO_MAP (Site Layout)
    - GEO_BORE (Boring Logs)
    - GEO_REPORT (Reports)
  - Produce analytical data in Electronic Deliverable Format (EDF)

- **LEAD REGULATORY AGENCY CASEWORKER**
  - Receives ESI Data & Reports
    - 30 Day Period for Lead Agency Caseworker to Approve or Deny Submittal

- **GeoTracker Database**
  - ESI data & reports are stored in the GeoTracker database. Only approved data and reports by the lead agency caseworker are posted and accessible on the public GeoTracker website.
GeoTracker ESI Setup

1. Create an account (https://geotracker.waterboards.ca.gov/esi/login)
2. Request submittal access to facility
3. Request will be reviewed
4. Once approved, use ESI tools to prepare and upload files.

• Note: steps 2 and 3 process can be different depending on account type
Frequently Asked Questions (FAQ): Account

• What account type to choose?
  • Responsible Party (RP): anyone who is affiliated with the facility
    • Example: If the City is listed as the permittee and you work for the City, sign up for a “Responsible Party” account.
  • Authorized Responsible Party (RP) Agent: 3rd Party Consultants/Contractors/Labs only
    • Agency/Permittee will not use GeoTracker
    • Need to upload an Authorization Form
  • Contractor and Laboratory: 3rd Party Consultants/Contractors/Labs only
    • Only use if Agency/Permittee is actively using GeoTracker and has “claimed” the facility
  • See Section 3.1 – 3.4 of FAQ webpage for more information.
FAQ: Access Request

• What is a Global ID?
  • Unique identifier for your facility in the GeoTracker database (i.e. NPD100051506 or WDR100031522).
  • Provided in formal letter from Water Board or in PFAS Order.

• What is “claiming a facility”?
  • RP or Authorized RP Agent has been approved by the GeoTracker Help Desk to start submitting files under a facility record.

• Who receives my access request?
  • Access requests from RP or Authorized RP Agent accounts are sent to the GeoTracker Help Desk.
  • Access requests from Contractor or Laboratory accounts are sent to the RP or Authorized RP Agent account(s) that already has access to the facility.
    • Contractor and Laboratory accounts are not able to request access to a site that is not “claimed” by a RP or Authorized RP Agent account.
FAQ: Account

• Can my coworkers use my account?
  • Yes, you can share your account with other individuals in your agency/company.

• If I change agencies/companies, can I still use my existing account?
  • No, please create a new account or use your new agency/company’s existing account.

• How many email addresses can be associated with an account?
  • One email address per account.
GeoTracker ESI Tools:

- **Upload EDD:**
  - EDF: electronic analytical data
  - GEO_XY: latitude/longitude data
  - GEO_Z: elevation data
  - GEO_WELL: depth to water data
  - GEO_MAP: map of site (pdf)
  - GEO_BORE: boring log (pdf)
  - GEO_REPORT: reports/documents (pdf)
- **Check EDD:** check format of electronic files
- **VVL Search Tool:** Valid Value code search
- **Edit Field Points:** identifier of sampling point
Edit Field Points

• **Required** before uploading files related to the following:
  - EDF, GEO XY, GEO Z, GEO WELL, GEO BORE

• Represent a unique identifier assigned to a specific sampling point (location)

• Can add Field Points at anytime
  - Field Points already associated with electronic data **cannot** be removed
  - Data can be transferred to other field points, contact GeoTracker Help Desk
FAQ: Edit Field Points

- Is there a character limit for Field Point Names?
  - Recommendation: 10 characters max

- Should I create a field point for duplicate field samples?
  - No, both samples should be associated with one field point. Identify duplicate in “SampID” field of EDF file.

- More information: GeoTracker FAQ section 5.3 – 5.7
## FAQ: Edit Field Points – Common Field Point Class

<table>
<thead>
<tr>
<th>Sample Type</th>
<th>Field Point Class Name</th>
<th>Field Point Class Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influent</td>
<td>Influent Sample</td>
<td>IS</td>
</tr>
<tr>
<td>Effluent</td>
<td>Effluent Sample</td>
<td>ES</td>
</tr>
<tr>
<td>Biosolid</td>
<td>Composite Sample</td>
<td>CS</td>
</tr>
<tr>
<td>Monitoring Well</td>
<td>Remediation/Groundwater Monitoring Well</td>
<td>MW</td>
</tr>
<tr>
<td>Reverse Osmosis Concentrate (Brine)</td>
<td>Treatment Plant Sample</td>
<td>TPS</td>
</tr>
<tr>
<td>Field Blank</td>
<td>QCFB – Field Blank Sample</td>
<td>--</td>
</tr>
<tr>
<td>Equipment Blank</td>
<td>QCEB – Equipment Blank Sample</td>
<td>--</td>
</tr>
</tbody>
</table>
Check EDD

• **Optional** before uploading files related to the following:
  • EDF, GEO XY, GEO Z, GEO WELL

• Check format of file quickly

• Option available for consultant or labs to check format before providing files to client
EDF (Electronic Deliverable Format)

- Requires specific format.
  - Guidelines and Restrictions: Explains the general format of the EDF file.
  - Data Dictionary: Further defines common terms related to EDF file.
- New Valid Value codes
  - Contact enABL, Inc.’s EDF Help Desk
    - Information on Section 4 of FAQ page
  - All existing codes can be found on our Valid Value List webpage.
FAQ: EDF

• What is a Logcode?
  • Unique code that identifies the company/agency that collected the field samples.
  • All Logcodes in GeoTracker can be found on our Valid Value List webpage.

• Where can I find a list of PFAS related PARLABEL valid value codes?
  • List is on the PFAS Reference Table, under the “Non-Drinking Water” section of the Water Board’s PFAS website.

• Error messages appear when uploading an EDF file?
  • Check Section 7 of our FAQ webpage.
  • Contact the GeoTracker Help Desk.
FAQ: EDF

• What should I enter under “Report Title”?  
  • Use a naming convention that best describes the data (i.e. First Quarter Monitoring Report).  
  • If associated with another submittal, use similar naming convention.

• How to Link an EDF file to a GEO REPORT file?  
  • Option is available through the GEO REPORT tool.  
  • EDF file must be uploaded first before uploading a GEO REPORT file.  
  • Optional, but can be helpful for regulators.  
  • Regulators can link submittals if necessary.
## FAQ: EDF – Common Matrix Codes

<table>
<thead>
<tr>
<th>Sample Type</th>
<th>Matrix Code Field Name</th>
<th>Matrix Code Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influent</td>
<td>Waste water</td>
<td>WW</td>
</tr>
<tr>
<td>Effluent</td>
<td>Waste water</td>
<td>WW</td>
</tr>
<tr>
<td>Biosolid</td>
<td>Solid Waste</td>
<td>SH</td>
</tr>
<tr>
<td>Monitoring Well</td>
<td>Groundwater</td>
<td>WG</td>
</tr>
<tr>
<td>Reverse Osmosis Concentrate (Brine)</td>
<td>Liquid Waste</td>
<td>LH</td>
</tr>
<tr>
<td>Field Blank</td>
<td>Water QC</td>
<td>WQ</td>
</tr>
<tr>
<td>Equipment Blank</td>
<td>Water QC</td>
<td>WQ</td>
</tr>
</tbody>
</table>
GEO XY, GEO Z, and GEO WELL

- Survey data only required for “Permanent Monitoring Wells” (Title 23, California Code of Regs. § 3891).
  - Non-survey latitude/longitude data can be entered/uploaded (Edit Field Points/GEO XY)
- Requires specific format.
  - Excel templates
- New Valid Value codes
  - Contact GeoTracker Help Desk
  - All existing codes can be found on our Valid Value List webpage.
FAQ: GEO XY, GEO Z, and GEO WELL

• Where can I find instructions on creating a file?
  • Link on the Upload Tool
  • How do I upload guide: detailed guide about ESI side of GeoTracker

• Do I need to submit “non-survey” GEO XY data for my sampling locations?
  • Yes, but you are only required to do it once.

• Do I need to submit electronic data for Groundwater Monitoring Wells?
  • Yes, see Attachment 3, Section C.1.a. of the PFAS Order.
    • “The EDD requirement includes all analytical data, sampling location information, monitoring well information (e.g. latitudes, longitudes, elevations, and depth to water, well construction information, site maps, and boring logs).”
### FAQ: Uploading GEO XY Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Surveyed</th>
<th>Non-Surveyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global ID</td>
<td>Same for both</td>
<td></td>
</tr>
<tr>
<td>Field Point Name</td>
<td>Well ID (for example, MW-3)</td>
<td>Name of treatment system sampling point (for example, EFF-01)</td>
</tr>
<tr>
<td>Field Point Class</td>
<td>MW</td>
<td>Use appropriate Field Point Class Valid Values, like the examples provided on page 12 of presentation, based on the type of treatment system sample. For example, “IS” for influent sample.</td>
</tr>
<tr>
<td>XY Survey Date</td>
<td>Date land surveyor performed the survey</td>
<td>Date when the lat/long coordinates for the treatment system sample locations were determined</td>
</tr>
<tr>
<td>Latitude</td>
<td>Provided by surveyor - Decimal degrees with up to 7 decimal points</td>
<td>Use phone app, online map or GPS device - Decimal degrees with up to 7 decimal points</td>
</tr>
<tr>
<td>Longitude</td>
<td>Provided by surveyor</td>
<td></td>
</tr>
<tr>
<td>XY Survey Method</td>
<td>Provided by surveyor</td>
<td>Not required</td>
</tr>
<tr>
<td>XY Datum</td>
<td>Provided by surveyor</td>
<td>Use “WGS84” – valid value for WGS 84 Datum</td>
</tr>
<tr>
<td>XY Accuracy Value</td>
<td>Provided by surveyor</td>
<td>Not required</td>
</tr>
<tr>
<td>XY Survey Organization</td>
<td>Provided by surveyor</td>
<td>Agency Name</td>
</tr>
<tr>
<td>GPS Survey Equipment Type</td>
<td>Provided by surveyor</td>
<td>Use “ONLINEMAP”, “MOBPHONE” , or “CONSGPS” depending on the way the lat/long data was determined</td>
</tr>
<tr>
<td>XY Survey Description</td>
<td>Not required</td>
<td>Not required</td>
</tr>
</tbody>
</table>
Submittal Status

• Submittals can be viewed under “View Submittals”

• 4 different status types:
  • Pending: waiting for regulator review
  • Received: approved by regulator
  • Auto-Received: approved by system (30 days after submittal date)
  • Denied: denied by regulator

• Note: 48-hour delay before regulator can view on their account.
FAQ: Submittals

• How can I delete a submittal?
  • If status is “pending”, you can delete it through your account. See Section 6.12 of FAQ page for more details.
    • Note: delete option is only available through account that originally uploaded the file.
  • If status is “received/auto-received”, contact regulator so they can “deny” the submittal.
Resources

• **GeoTracker ESI Informational Page:**
  - [How do I upload guide](#) (Getting Started Section)
  - [Frequently Asked Questions](#) (Getting Started Section)
  - EDF Guides (Technical Information on Uploading Data Section)
  - GEO XY, Z, and Well Guides and Template (Technical Information on Uploading Data Section)
  - Current [Valid Value Lists](#) for all electronic uploads (Technical Information on Uploading Data Section)

• **State Water Board’s PFAS website:**
  - List of Investigative Orders (under “Non-Drinking Water” section)
  - Upload guide and PFAS Reference table (under “Non-Drinking Water” section)
  - Variety of interactive maps
Contact Us

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