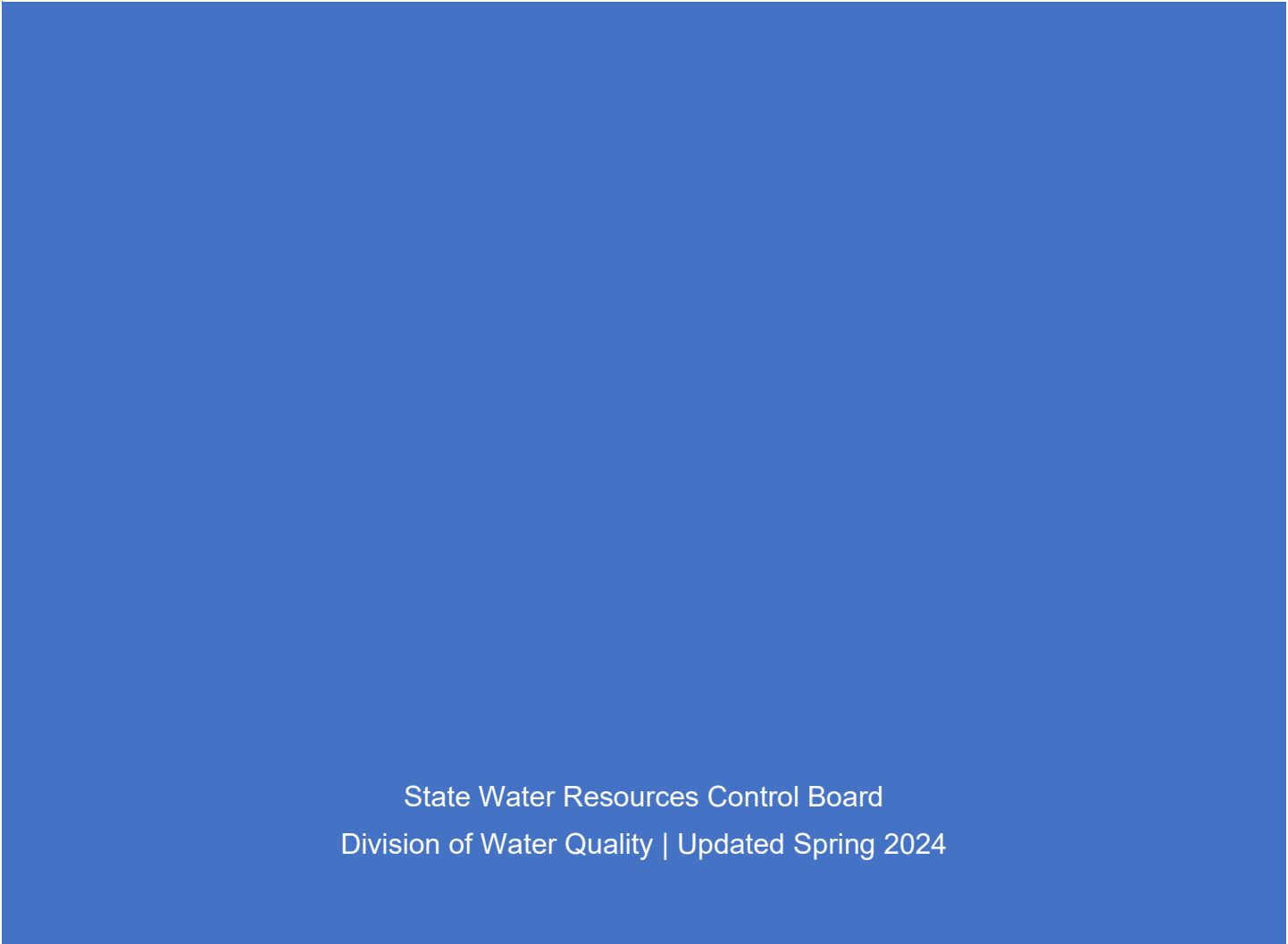


GEOTRACKER ELECTRONIC SUBMITTAL OF INFORMATION HELP GUIDE



State Water Resources Control Board
Division of Water Quality | Updated Spring 2024



DISCLAIMER: This document is intended to provide general information about the State Water Resources Control Board's GeoTracker data submittal system. This document is not intended to implement, interpret, or create new requirements.

In the case of any conflict with guidance provided previously by a regulating Regional Water Quality Control Board or State Water Resources Control Board (Water Boards), instruction from the Water Boards shall supersede information within this document.

This document does not outline all GeoTracker features but provides basic information related to some common system functionalities. Additional resources, guides, and useful information can be found using the resources included in Appendix V.

Images included in this document may differ with each user interface.

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Acronyms

Acronyms

Auth RP/Auth RP Agent: Authorized Responsible Party Agent

CERS: California Environmental Reporting System

COC: Chain of Custody

CPS: Cleanup Program Site

DOD: Department of Defense

DUP: Duplicate

e.g.: Example Given

EDD: Electronic Data Deliverable

EDF: Electronic Deliverable Format

EDFCL: Electronic Deliverable Format Quality Control Limit Information File

EDFNARR: Electronic Deliverable Format Narrative File

EDFRES: Electronic Deliverable Format Results Information File

EDFSAMP: Electronic Deliverable Format Sample Information File

EDFTEST: Electronic Deliverable Format Analysis (Test) Information File

EDFQC: Electronic Deliverable Format Quality Control Information File: Electronic Submittal of Information

FPN: Field Point Name

GIF: Graphics Interchange Format

GIS: Geographic Information System

GPS: Global Positioning System

i.e.: id est, that is, in other words

ILRP: Irrigated Lands Regulatory Program

JPEG: Joint Photographic Experts Group

KB: Kilobyte

KML: Keyhole Markup Language

KMZ: Keyhole Markup Language, Zipped

LUST: Leaking Underground Storage Tank

MB: Megabyte

MS Excel: Microsoft Excel

NA: Not Applicable

PDF: Portable Document Format

PNG: Portable Network Graphics

QC: Quality Control

QCEB: Quality Control Equipment Blank

QCTB: Quality Control Trip Blank

RP: Responsible Party

SC: Site Cleanup

SLIC: Spills, Leaks, Investigations, and Cleanups

TIFF: Tag Image File Format

UST: Underground Storage Tank

vs: Versus

VVL: Valid Value List

WDR: Waste Discharge Requirement

X/Y: Latitude/Longitude

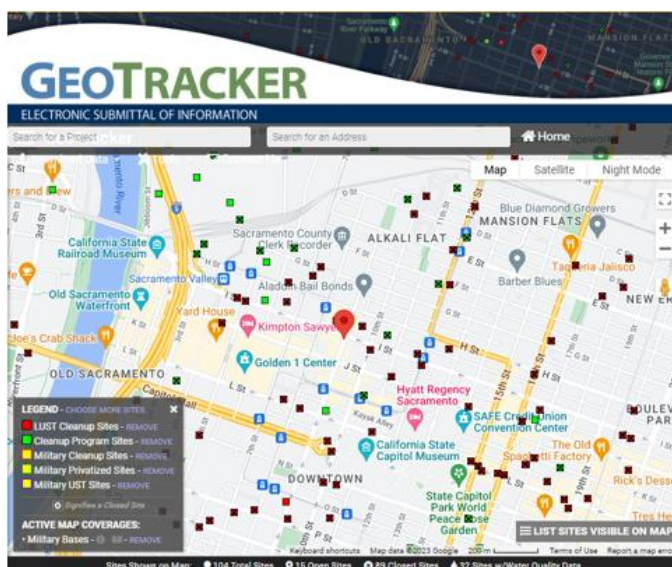
What is GeoTracker?

Section 1 – What is GeoTracker?

[GeoTracker](#) is the State Water Resources Control Board's (State Water Board) internet-accessible database system used by the State Water Board, Regional Water Quality Control Boards (Regional Water Boards), and local agency regulators to access, assess, and archive compliance data from authorized or unauthorized discharges or releases. GeoTracker consists of a relational database, on-line compliance reporting, a geographical information system (GIS) interface, and other features used by the State Water Board, Regional Water Boards, local agencies, regulated industry, and the public to input, manage, or access compliance and regulatory tracking information. GeoTracker provides access to statewide environmental data and regulatory information for the following types of sites:

- Land Disposal sites (Landfills, Surface Impoundments, Waste Piles).
- Cleanup Program Sites (CPS, also known as Site Cleanups [SC] and formerly known as Spills, Leaks, Investigations, and Cleanups [SLIC] sites).
- Composting Operations.
- Leaking Underground Storage Tanks (LUST) cleanup sites.
- Permitted Underground Storage Tank (UST) facilities (Note: Permitted UST information is now being maintained by [California Environmental Reporting System \[CERS\]](#); information in GeoTracker related to Permitted USTs is no longer current);
- Military sites (including Military UST sites, Military Privatized sites, and Military Cleanup sites [formerly known as Department of Defense (DOD) non-UST]).
- Waste Discharge Requirements Program (WDR) sites.
- Irrigated Lands Regulatory Program (ILRP) sites; and
- Confined Animal / Concentrated Animal Feed Lots Facilities.

GeoTracker uses customized pages and data management tools based on commercially available software to provide users access to site information and data over the Internet and to view site locations on a map display. GeoTracker has public as well as secure sections.



Section 2 – Electronic Submittal of Information Accounts

Account Types Available

- Responsible Party (RP)
 - Individual or organization responsible for submission of ESI compliance data and reports.
- Authorized Responsible Party Agent (Auth RP, Authorized RP Agent, Auth RP Agent etc.)
 - Designated by the RP (typically an environmental consultant) to act on their behalf.
- Contractor
 - Requests secondary upload access from an RP or Auth RP
- Laboratory
 - Responsible for sample analysis, creating formatted data, error-checking data, and providing the analysis results.

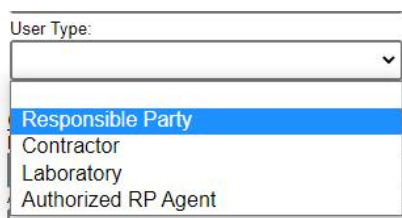
Responsible Party

A Responsible Party (RP) is the individual or organization responsible for uploading and submitting Electronic Submittal of Information (ESI) compliance data and reports; ensuring the authenticity and accuracy of any ESI data and reports submitted by individuals they have authorized to the GeoTracker system.

An RP might be the party, owner, or legally responsible official for a facility/site (facility); discharger; permitted entity/permit holder, etc.

An RP has two primary electronic reporting responsibilities: (1) “claiming”, or obtaining upload access to, their facility GeoTracker; (2) uploading (submitting) the required ESI compliance data and reports.

An RP that chooses to create a GeoTracker “Responsible Party” account and claim their facility, will still have the option of submitting information themselves or granting a secondary user(s) permission to do so on their behalf.



The image shows a screenshot of a web form. At the top, there is a label "User Type:" followed by a dropdown menu. The dropdown menu is open, showing four options: "Responsible Party" (which is highlighted in blue), "Contractor", "Laboratory", and "Authorized RP Agent".

Authorized RP Agent

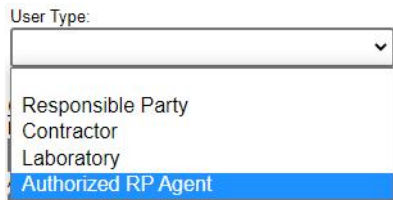
If the RP does not have internet access or does not wish to perform the electronic role, they can choose to instead delegate the facility claiming and upload duties to an individual(s) acting on their behalf as an “Authorized RP Agent” (typically an environmental consultant).

An Authorized RP Agent (Auth RP) is an individual or organization with primary electronic facility reporting responsibilities delegated by an RP, typically a third-party consultant. The

Electronic Submittal of Information Accounts

individual(s) who acts as an Auth RP must have a GeoTracker account with a user type of “Authorized RP Agent” and can perform all the GeoTracker duties that an RP can. There can be more than one Auth RP associated with a facility.

User Type:



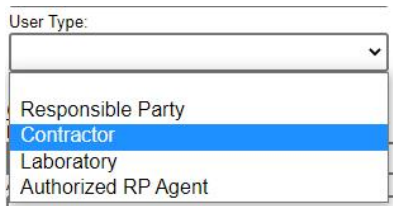
A screenshot of a web form showing a dropdown menu labeled "User Type:". The menu is open, displaying four options: "Responsible Party", "Contractor", "Laboratory", and "Authorized RP Agent". The "Authorized RP Agent" option is highlighted with a blue background.

Contractor

RPs and Authorized RP Agents who have already “claimed” their facility may grant secondary upload access to Contractors/Consultants to upload Field Point Names, compliance data, and reports for the facility. There can be more than one Contractor associated with a facility.

Contractor accounts are functionally the same as Laboratory accounts (below).

User Type:



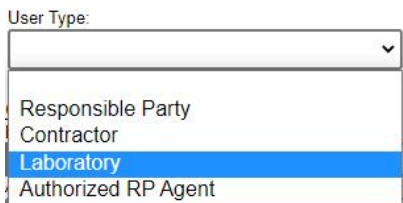
A screenshot of a web form showing a dropdown menu labeled "User Type:". The menu is open, displaying four options: "Responsible Party", "Contractor", "Laboratory", and "Authorized RP Agent". The "Contractor" option is highlighted with a blue background.

Laboratory

The Laboratory (Lab) is normally responsible for sample analysis and providing the formatted analytical results. There can be more than one Laboratory associated with a facility. Common Laboratory GeoTracker pathways:

- Checking the Electronic Deliverable File (EDF) for errors using their GeoTracker Laboratory account and EDF upload.
- Providing an error free EDF to their client for review and upload.

User Type:



A screenshot of a web form showing a dropdown menu labeled "User Type:". The menu is open, displaying four options: "Responsible Party", "Contractor", "Laboratory", and "Authorized RP Agent". The "Laboratory" option is highlighted with a blue background.

Laboratory accounts are functionally the same as Contractor accounts (above).

Note: An individual can also have more than one ESI account of the same or different user type, but it is recommended that you keep the number to a minimum to make account management easier and each account should have a different username.

Create a New ESI User Account

Create a New ESI User Account

If you are a RP, Auth RP, Contractor, or Laboratory, you should obtain a Username and Password by clicking the Request a User Account link on the [ESI login page](#).



CONTACT SITE [HELPDESK](#)

STATE WATER RESOURCES CONTROL BOARD
GEOTRACKER ESI

Username:

Password:

[FORGOT YOUR PASSWORD?](#)

[Login to GeoTracker ESI](#)

New to GeoTracker ESI? [Request a User Account](#)

The Username is not case sensitive, but the password is case sensitive and must be at least 7 characters.

Once you have completed and successfully submitted the online form, a verification email will be sent with a link that you must click on to verify your email address. If the link is not active, copy and paste the URL in a web browser to complete verification.

GeoTracker ESI New User Verification



geotracker@waterboards.ca.gov
To [REDACTED]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

EXTERNAL:

You have successfully created a new user account for GeoTracker ESI. Click the link below to verify your account (if the link is not active, please copy and paste the link into your browser):
https://geotracker.waterboards.ca.gov/esi/login.asp?cmd=verify&verification_id=y0jCgxjEmXa5iESjgfIAOyhHmvN7i

After you click on the verification link in the email, you will be redirected to the ESI login page, and you can log in to your new account for the first time.

Changing Existing ESI Account Information

To change your username or contact information, please contact the GeoTracker Help Desk (email: geotracker@waterboards.ca.gov or phone: 1 (866) 480-1028).

Section 3 – Global IDs in GeoTracker

A **GLOBAL ID** is the unique GeoTracker identifier associated with a specific case or facility record. For example, land disposal (landfill) facility, waste discharge requirement (WDR) facility, irrigated agricultural land, or other regulated facilities.

For example, WDR facility Global IDs in GeoTracker begin with the letters “WDR”, while Land Disposal, Cleanup Program, and other facility type Global IDs may begin with the letter “T”. There are more than twenty [facility types](#) in GeoTracker. Global IDs help to differentiate between the programs (see below for common examples).

The same ESI account can be used to upload to any number of Global IDs or programs. Global IDs can also be associated with multiple accounts of the same type. For example, a facility can have two or more RP accounts linked.

| GLOBAL ID PREFIX | ASSOCIATED GEOTRACKER SITE TYPE |
|---------------------|---|
| T | Cleanup Program and Leaking Underground Storage Tank (LUST) Sites |
| AGL | Irrigated Lands Regulatory Program (ILRP) Sites |
| L | Land Disposal Sites |
| NPD | National Pollutant Discharge Elimination System (NPDES) Sites |
| WDR | Waste Discharge Requirements (WDR) Sites |

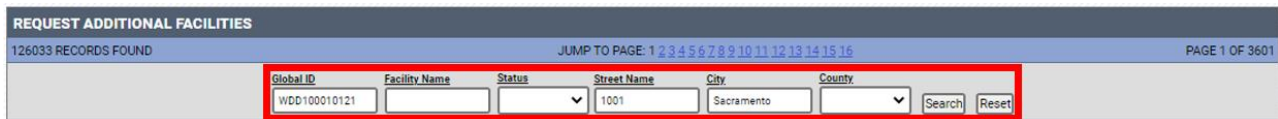
Section 4 – Claim/Request Upload Access

RP and Auth RP

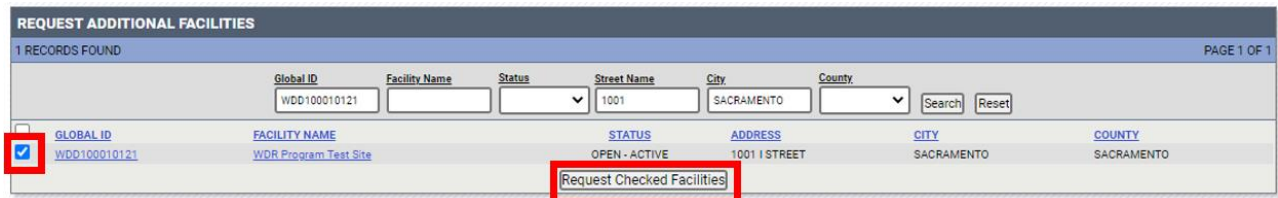
Log onto your RP or Auth RP GeoTracker ESI account. On the left-hand side, under **FACILITY MANAGEMENT** click on **REQUEST ADDITIONAL FACILITIES**.



Enter the **GLOBAL ID**, if known, into the search box, which is case sensitive, and then click on **SEARCH**. If the Global ID is unknown, try entering the street number (e.g., 1001) in the **STREET NAME** box and the city in the “City” box.



If it comes up in the search results, select it by clicking on the empty checkbox to the left of the Global ID and then click on **REQUEST CHECKED FACILITIES**. A confirmation window will appear after you have requested the facilities.



If you are an Auth RP, you must upload a completed “Authorized RP Agent Authorization Form” (known as the Auth RP Form) before the request is sent to the State Water Board for review and approval. To avoid denial of the Auth RP Form/request, be sure to fill the form out completely and accurately, including ALL required signatures before form submittal. Questions regarding denied Auth RP Form(s) should be directed to the GeoTracker Help Desk (geotracker@waterboards.ca.gov).



For access to multiple Global IDs on behalf of the same RP, please complete one Auth RP Form with the requested Global IDs and facility names and addresses attached. Write “see attached sheet(s)” in the Global ID box on the Authorization Form. Links to the form in Portable Document Format (PDF) and Microsoft Word formats are available online as well as on your ESI account.

Claim/Request Upload Access

YOUR REQUEST WAS SUCCESSFUL. PLEASE CHECK YOUR "PENDING FACILITIES"

BASED ON YOUR ACCOUNT TYPE INDICATED IN THE LOWER LEFT-HAND CORNER:

- **CONTRACTOR OR LABORATORY:** CONTACT YOUR RP AND ASK THEM TO APPROVE YOUR REQUEST(S).
- **AUTHORIZED RP AGENT:** UPLOAD A COMPLETED AUTHORIZED RP AGENT AUTHORIZATION FORM - ([PDF](#) | [WORD](#)) USING THE "UPLOAD AUTH RP FORM" LINK UNDER "FACILITY MANAGEMENT". IT NORMALLY TAKES 1 - 3 WORKING DAYS AFTER WE RECEIVE THE "AUTHORIZED RP AGENT AUTHORIZATION FORM".

If you are an RP or Auth RP, the State Water Board will approve your request for access within 5 business days. A notification email will automatically be sent once the request has been approved.

GeoTracker ESI - Access Approved - WDD100010121



EXTERNAL:

Your access request for Global ID **WDD100010121** has been approved. You should now have access to the site in [GeoTracker ESI](#).

Thank you,
GeoTracker Help

Contractor/Laboratory

A Contractor/Laboratory (Contractor/Lab) account can only find facilities already claimed by at least one RP or Auth RP (from here on referred to as RP). The Contractor/Lab should check to confirm the RP has "claimed" and is associated with the Global ID before trying to search for the Global ID. If the RP is not already associated with the facility, but instead another or previous RP is, the Contractor's/Lab's request will most likely not get approved since the previous RP will not be expecting the Contractor/Lab request.

The Contractor/Lab needs to log onto their GeoTracker account after verifying the RP claimed the Global ID and, using **REQUEST ADDITIONAL FACILITIES**, search for and request the Global ID. Once they have requested the Global ID, they should request the RP to log onto their own GeoTracker account and approve the Contractor's/Lab's request.

Approving Contractor or Laboratory Request

An RP that is associated with the requested Global ID are the only ones that can approve a request from a Contractor/Lab. State Water Board staff cannot do this.

Using an RP or Auth RP account, on the left-hand side of the screen, scroll down to **FACILITY REQUESTS** and select **PENDING REQUESTS** to view the users (Contractors and/or Laboratories) that have requested access to a specific facility.



To grant ESI access to a facility, check the box to the left of the proper username(s) and then click **APPROVED CHECKED FACILITIES**.

Claim/Request Upload Access

PENDING CONTRACTOR FACILITY REQUESTS
1 RECORDS FOUND PAGE 1 OF 1

User Global ID Facility Name Status Street Name City County Search Reset

| USER | GLOBAL ID | FACILITY NAME | STATUS | ADDRESS | CITY | COUNTY | FLD PTS |
|-------------------------------------|--------------|-----------------------|---------------|---------------|------------|------------|---------|
| <input checked="" type="checkbox"/> | WDD100010121 | WDR Program Test Site | OPEN - ACTIVE | 1001 I STREET | SACRAMENTO | SACRAMENTO | 0 |

Approve Checked Facilities Deny Checked Facilities

To deny ESI access to a facility, check the box to the left of the proper username(s) and then click **DENY CHECKED FACILITIES**.

PENDING CONTRACTOR FACILITY REQUESTS
1 RECORDS FOUND PAGE 1 OF 1

User Global ID Facility Name Status Street Name City County Search Reset

| USER | GLOBAL ID | FACILITY NAME | STATUS | ADDRESS | CITY | COUNTY | FLD PTS |
|-------------------------------------|--------------|-----------------------|---------------|---------------|------------|------------|---------|
| <input checked="" type="checkbox"/> | WDD100010121 | WDR Program Test Site | OPEN - ACTIVE | 1001 I STREET | SACRAMENTO | SACRAMENTO | 0 |

Approve Checked Facilities Deny Checked Facilities

If the RP wishes to remove a Contractor's or Lab's ESI facility access, the RP can go to the Facility Requests, select Approved Requests, check the box next to the username to be removed, and then click the **REVOKE ACCESS FOR CHECKED FACILITIES** button complete.

APPROVED CONTRACTOR FACILITY REQUESTS
1 RECORDS FOUND - VIEW ALL ON ONE PAGE PAGE 1 OF 1

User Global ID Facility Name Status Street Name City County Search Reset

| USER | GLOBAL ID | FACILITY NAME | STATUS | ADDRESS | CITY | COUNTY | FLD PTS |
|-------------------------------------|--------------|-----------------------|---------------|---------------|------------|------------|---------|
| <input checked="" type="checkbox"/> | WDD100010121 | WDR Program Test Site | OPEN - ACTIVE | 1001 I STREET | SACRAMENTO | SACRAMENTO | 9 |

Revoke Access for Checked Facilities

If the RP wishes to remove an Auth RP's ESI facility access, a [Revocation Form](#) must be completed and emailed to the GeoTracker Help Desk (geotracker@waterboards.ca.gov). Access cannot be revoked without a complete and signed revocation form.

Section 5 – Electronic Data Deliverable and Electronic Deliverable Format

Electronic Data Deliverable (EDD) is the overarching term that includes data files such as an EDF, GEO_XY, GEO_Z, or GEO_WELL, or document files such as a GEO_REPORT, GEO_MAP, or GEO_BORE (GEO_*).

An Electronic Deliverable Format (EDF) is an electronic version of a laboratory report. Data is formatted for ease of use by multiple parties and provides a consistent level of quality. An EDF data file is specific to analytical laboratory data and is a comprehensive data standard designed to facilitate the transfer of electronic data files between data producers and data users. The [ESI webpage](#) section titled "For Laboratories" contains all documents related to an EDF.

GEO_* Files

Section 6 – GEO_* Files

GEO_XY, GEO_Z, and GEO_WELL files are used for locational data such as latitude and longitude, depth to groundwater, and top of casing elevation. Information noting the formatting and structure of GEO_* files is available on the [ESI webpage](#).

- GEO_XY (latitude & longitude)
- GEO_Z (depth to groundwater)
- GEO_WELL (top of casing elevation)

GEO_XY Files

These uploads provide sub-meter accuracy horizontal location measurements data for import into GeoTracker. Each sampling location's longitude (X) and latitude (Y) should be reported only once for a facility unless resurveyed. This applies to both Surveyed and Non-surveyed locations. Please see the [How Do I Upload? ESI Guide](#) for more information about Non-surveyed field points.

The longitude/latitude coordinates should be geographic, decimal degrees to 7 decimal places, and be measured using the North American Datum of 1983 (NAD83 datum). The NAD83 datum is the horizontal and geometric control datum for the United States, Canada, Mexico, and Central America.

A **GEO_XY** may be submitted as a fixed length or tab-delimited format including ASCII *.txt file, Microsoft Excel Text (Tab delimited) (*.txt) file, or comma separated value delimited ASCII *.txt file (also known as "comma/quote delimited"). The file may be created first using a spreadsheet program, such as the Microsoft Excel spreadsheet program, and then converted to a *.txt file. The GEO_XY file is a text file and must always be named "GEO_XY.txt." It must be "ZIPPED" prior to uploading into GeoTracker.

Each line of the file should have the following fields, in this order:

- Global ID (REQUIRED) - *Needs to match the facility's Global ID.*
- Field Point Name (REQUIRED)
- Field Point Class (REQUIRED)
- XY Survey Date (REQUIRED)
- Latitude (REQUIRED)
- Longitude (REQUIRED)
- XY Survey Method (REQUIRED)
- XY Datum (REQUIRED)
- XY Accuracy Value (REQUIRED)
- XY Survey Organization (REQUIRED)
- GPS Survey Equipment Type (REQUIRED)
- XY Survey Description (OPTIONAL)

GEO_REPORT Files

The GEO_REPORT file is an electronic PDF file format version of the complete written report being submitted for regulatory review. Other types of documents, such as non-

GEO_* Files

compliance reports, can also be uploaded in a PDF format as a GEO_REPORT submittal. File types that are not PDF, such as Microsoft Word documents, cannot be uploaded. GEO_REPORT files must be in PDF format.

Each GEO_REPORT submittal is associated with a "Title," "Report Type," and "Report Date" that are entered/selected during the electronic upload process. File size must not exceed **400MB**. If the report exceeds 400MB, the report can either be (1) separated into multiple parts such as chapters, volumes, or sections so that each file upload is less than 400MB each; or (2) reduced in size using the Adobe Acrobat program.

GEO_Z Files

These uploads provide top-of-casing elevation measurements data for import into GeoTracker. Elevation data should be submitted every time a new survey is performed. The GEO_Z file is a text file and must always be named "GEO_Z.txt." It must be "ZIPPED" prior to uploading into GeoTracker.

A GEO_Z may be submitted as a fixed length or tab-delimited format including ASCII, *.txt file, Microsoft Excel Tab Delimited *.txt file, or comma separated value delimited ASCII *.txt file (also known as "comma/quote delimited"). The file may be created first using a spreadsheet program, such as the Microsoft Excel spreadsheet program, and then converted to a *.txt file.

Each line of the file should have the following fields, in this order:

- Global ID (REQUIRED)
- Field Point Name (REQUIRED) – *Needs to correspond to FPNs used in the GEO_XYZ files.*
- Elevation Survey Date (REQUIRED)
- Elevation (REQUIRED)
- Elevation Method (REQUIRED)
- Elevation Datum (REQUIRED)
- Elevation Accuracy Value (REQUIRED)
- Elevation Survey Organization (REQUIRED)
- Riser Height (OPTIONAL - *Unless the monitoring well has been installed with a riser pipe above the ground surface*)
- Elevation Survey Description (OPTIONAL)
- Effective Date (OPTIONAL)

GEO_WELL Files

These uploads provide depth-to-water field measurements data from groundwater wells for import into GeoTracker. GEO_WELL data should be submitted after every sampling event. The GEO_WELL file is a text file and must always be named "GEO_WELL.txt." It must be "ZIPPED" prior to uploading into GeoTracker.

A GEO_WELL file may be submitted as a fixed length or tab-delimited format including ASCII *.txt file, Microsoft Excel Tab Delimited *.txt file, or comma separated value delimited ASCII *.txt file (also known as "comma/quote delimited"). The file may be

GEO_* Files

created first using a spreadsheet program, such as the Microsoft Excel spreadsheet program, and then converted to a *.txt file.

Each line of the file should have the following fields, in this order:

- Global ID (REQUIRED)
- Field Point Name (REQUIRED)
- Status (REQUIRED)
- Groundwater Measurement Date (REQUIRED)
- Depth to Free Product (OPTIONAL – *unless free product is present*)
- Depth to Groundwater Surface (REQUIRED FOR ACTIVE SAMPLING POINTS)
- Riser Height (OPTIONAL)
- Total Depth (OPTIONAL)
- Groundwater Measurement Description (OPTIONAL)

GEO_MAP Files

A GEO_MAP is an electronic image (PDF version) of a site map. The standard submittal file is an electronic image of the stand-alone generalized site map for upload into GeoTracker. The GEO_MAP site map should include following at minimum, if applicable:

- North arrow
- Map Scale
- Buildings/structure
- Streets bordering the facility
- Location of soil, water, wastewater, etc. Sampling/monitoring points
- Location of any water supply wells within and/or adjacent to the property boundary; and
- Other useful information

A stand-alone version of the site map as a GEO_MAP should be submitted in addition to the electronic version of the written report (GEO_REPORT). GEO_MAP site maps can be submitted in the following formats:

- PDF
- TIFF
- JPEG
- GIF

These files cannot exceed 400MB in size.

KMZ/KML files may also be uploaded. KMZ/KML files are used to indicate locations of items such as boundaries, plumes, source areas, excavation areas, operable units, and areas of interest. KMZ/KML specific upload fields appear on the upload screen only after a KMZ or KML file has been selected for upload.

KML files cannot exceed 10MB in size.

KMZ files cannot exceed 3MB in size.

GEO_* Files

The "PNG" image file in a KMZ Image Overlay file cannot exceed 500KB.

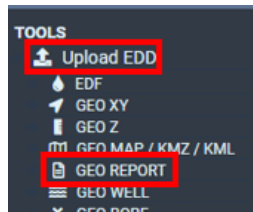
GEO_BORE Files

The GEO_BORE file is an electronic image of the boring log for import into GeoTracker. Each boring log is associated with an individual sampling location where the borehole was drilled. Boring logs must be prepared by a registered professional and need to be submitted in PDF format. If a monitoring well is installed, the screen depth and interval must be reported. The graphics of a boring log will vary and may require more, or less, detail depending on the specific project. The boring log image is to be submitted in PDF format. A GEO_BORE file has the boring log of one FPN and is uploaded to that FPN (i.e., GEO_BORE files cannot be uploaded to multiple FPNs at once).

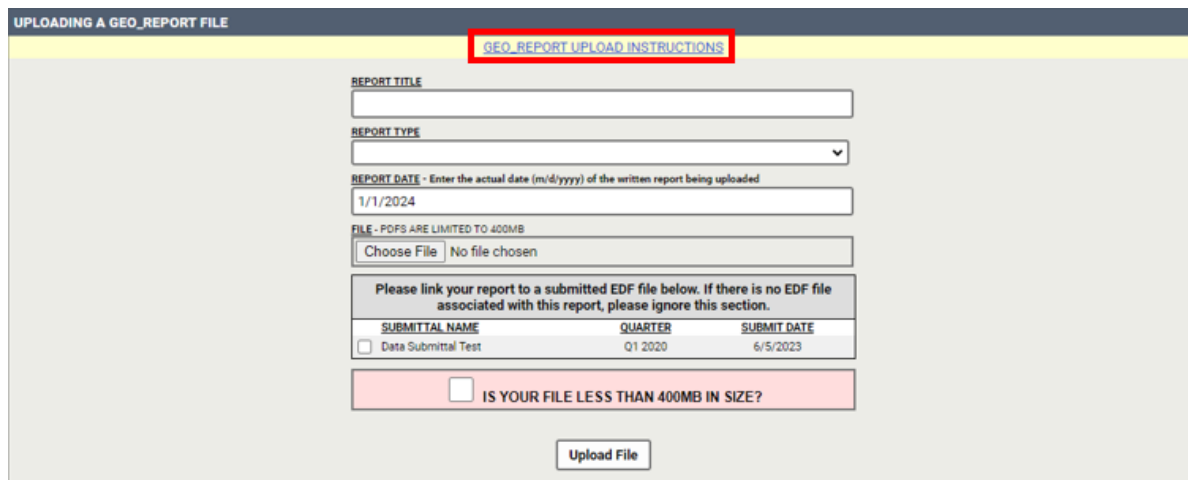
Submitting GEO_* Files

Section 7 – Submitting GEO_* Files

Select the **GEO_*** type under **UPLOAD EDD** found in the **TOOLS** menu. Enter the Global ID, select the **SEARCH** button, and the facility will appear below the search fields. Select the facility name. The example used below is for uploading a GEO_REPORT file. The steps will be similar for all other GEO_* file uploads.



Each upload may have different fields that will need to be completed for the upload to be successful. You can find instructions and information above the fields on the ESI submittal page as well as on the GeoTracker online [Electronic Submittal of Information](#) website.

A screenshot of a web form titled 'UPLOADING A GEO_REPORT FILE'. At the top, there is a yellow banner with the text 'GEO_REPORT UPLOAD INSTRUCTIONS' highlighted in a red box. Below the banner, the form contains several fields: 'REPORT TITLE' (text input), 'REPORT TYPE' (drop-down menu), 'REPORT DATE' (text input with a note: 'Enter the actual date (m/d/yyyy) of the written report being uploaded'), 'FILE - PDFS ARE LIMITED TO 400MB' (with a 'Choose File' button and 'No file chosen' text), a section for linking to an EDF file, a table for submittal information, and a checkbox for 'IS YOUR FILE LESS THAN 400MB IN SIZE?'. At the bottom, there is an 'Upload File' button.

| SUBMITTAL NAME | QUARTER | SUBMIT DATE |
|--|---------|-------------|
| <input type="checkbox"/> Data Submittal Test | Q1 2020 | 6/5/2023 |

Start by naming the report in a way that the subject can easily be understood and select the correct Report Type from the drop-down list. For example, if the document is related to quarterly monitoring reporting, the Report Name could be *First Quarter 20XX Monitoring Report* and the Report Type could be *Monitoring Report – Quarterly*. It is important to appropriately name the report and select the correct report type during the upload process. Electronic submittals such as EDF, GEO_XY, GEO_Z, etc., have a "Report Title" field when uploading the .zip folder. If one of these electronic submittals is related to a .pdf report, it is important to match (make identical) the title fields for both uploads.

The Report Date must be the date the report is written and NOT the date of the upload. Choose the correct .pdf file. Locate and select the electronic file for the **GEO_REPORT** in the *Choose File* window and then click **OPEN**.

Submitting GEO_* Files

UPLOADING A GEO_REPORT FILE

GEO_REPORT UPLOAD INSTRUCTIONS

REPORT TITLE

REPORT TYPE

REPORT DATE - Enter the actual date (m/d/yyyy) of the written report being uploaded

FILE - PDFS ARE LIMITED TO 400MB
 No file chosen

Please link your report to a submitted EDF file below. If there is no EDF file associated with this report, please ignore this section.

| SUBMITTAL NAME | QUARTER | SUBMIT DATE |
|--|---------|-------------|
| <input type="checkbox"/> Data Submittal Test | Q1 2020 | 6/5/2023 |

IS YOUR FILE LESS THAN 400MB IN SIZE?

If the report is associated with any analytical data, it must be linked during upload by clicking the check box next to the accompanying EDF with the identical name. Reports and data cannot be linked after the report has been submitted. It is highly encouraged to upload EDF data before any reports.

UPLOADING A GEO_REPORT FILE

GEO_REPORT UPLOAD INSTRUCTIONS

REPORT TITLE

REPORT TYPE

REPORT DATE - Enter the actual date (m/d/yyyy) of the written report being uploaded

FILE - PDFS ARE LIMITED TO 400MB
 No file chosen

Please link your report to a submitted EDF file below. If there is no EDF file associated with this report, please ignore this section.

| SUBMITTAL NAME | QUARTER | SUBMIT DATE |
|--|---------|-------------|
| <input type="checkbox"/> Data Submittal Test | Q1 2020 | 6/5/2023 |

IS YOUR FILE LESS THAN 400MB IN SIZE?

Check all fields for accuracy and verify that the file is LESS THAN 400MB in size by checking the box on the page. Click on **UPLOAD FILE** to submit.

UPLOADING A GEO_REPORT FILE

GEO_REPORT UPLOAD INSTRUCTIONS

REPORT TITLE

REPORT TYPE

REPORT DATE - Enter the actual date (m/d/yyyy) of the written report being uploaded

FILE - PDFS ARE LIMITED TO 400MB
 No file chosen

Please link your report to a submitted EDF file below. If there is no EDF file associated with this report, please ignore this section.

| SUBMITTAL NAME | QUARTER | SUBMIT DATE |
|--|---------|-------------|
| <input type="checkbox"/> Data Submittal Test | Q1 2020 | 6/5/2023 |

IS YOUR FILE LESS THAN 400MB IN SIZE?

Section 8 – Field Points

The Field Point Name (FPN) is the unique identifier that is assigned to a specific sample point (location) where measurements or samples are taken, for example, MW-1 (Monitoring Well 1). Uploads, such as GEO_REPORT and GEO_MAP, do not require FPN information to be entered prior to uploading the files.

Some EDD uploads, such as analytical data, have FPN fields that must match exactly how they are shown on the Global ID's list of FPNs. A Field Point Name must be present on the Global ID's list of FPNs before analytical data can be uploaded. If the EDD field point name fields and already established FPNs do not match exactly, an upload error will be generated. For example, MW-1 is NOT the same as MW1.

FPN Character Limits

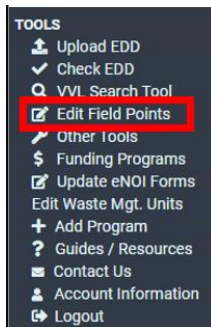
It is highly recommended that you limit all your FPNs to 10 or less characters and not to use spaces, commas, quotes, or apostrophes in the FPN. If a Lab enters an FPN having more than 10 characters and saves it in fixed length format, it will be truncated to 10 characters. This will result in error messages when you try to upload your EDF since the truncated FPNs will not match the FPNs listed.

Non-Surveyed Field Points

Sample locations that have not been surveyed by a licensed professional and do not meet the definition of a Permanent Monitoring Well (i.e., Remediation/Groundwater Monitoring Wells) are considered Non-Surveyed Data or Field Points. For information and details regarding Non-surveyed Field Points, please reference the [How Do I Upload? ESI Guide](#).

Manually Creating FPNs and Well Construction Data

FPNs and well construction information can be added to a Global ID interactively by clicking on **EDIT FIELD POINTS**, found under **TOOLS** in the left column.



Select the facility's name if it appears on the list or search for the Global ID then select the facility's name. This will then show you all FPNs that are associated with this facility.



Field Points

Click on **ADD FIELD POINT NAME / WELL CONSTRUCTION** in the upper left-hand corner.

MULTIPLE FACILITIES - WDD100010121
THIS FACILITY

ADD FIELD POINT / WELL CONSTRUCTION [UPLOAD FIELD POINTS / WELL CONSTRUCTION](#) [DOWNLOAD FIELD POINTS / WELL CONSTRUCTION](#)

| FIELD POINT | FIELD POINT CLASS | ALTERNATIVE FACILITY ID | DEPTH - TOP OF CASING TO WELL SCREEN (FT) | LENGTH OF WELL SCREEN (FT) | NON-SURVEYED | LATITUDE | LONGITUDE | FIELD POINT DESCRIPTION |
|-------------|-------------------|-------------------------|---|----------------------------|--------------------------|----------|-----------|-------------------------|
| | | | | | <input type="checkbox"/> | | | |

Save Changes

Enter a new **FIELD POINT NAME**, select the appropriate **FIELD POINT CLASS** from the drop-down list, and complete the fields that are pertinent to that specific field point such as the Field Point Description. Not all shown fields will apply to every field point (e.g., Depth - Top of Casing to Well Screen (FT)).

Field Quality Control (QC) field point class selections (trip blank, equipment blank, etc.) are at the bottom of the drop-down list.

MULTIPLE FACILITIES - WDD100010121
THIS FACILITY

| FIELD POINT NAME | FIELD POINT CLASS | ALTERNATIVE FACILITY ID | DEPTH - TOP OF CASING TO WELL SCREEN (FT) | LENGTH OF WELL SCREEN (FT) | NON-SURVEYED | LATITUDE | LONGITUDE | FIELD POINT DESCRIPTION |
|------------------|-------------------|-------------------------|---|----------------------------|--------------------------|----------|------------|-------------------------|
| | | | | | <input type="checkbox"/> | 38.58177 | -121.49208 | |

Add This Field Point

Uploading FPNs and Well Construction Data

Uploading FPNs, like in the example used below, is used to get accurate latitude and longitude for all field points that are not considered *Non-surveyed* (i.e., Remediation/Groundwater Monitoring Wells).

FPNs and well construction information can be added to a Global ID interactively by clicking on **EDIT FIELD POINTS**, found under **TOOLS** in the left column.

TOOLS

- Upload EDD
- Check EDD
- WVI Search Tool
- Edit Field Points**
- Other Tools
- Funding Programs
- Update eNOI Forms
- Edit Waste Mgt. Units
- Add Program
- Guides / Resources
- Contact Us
- Account Information
- Logout

Select the facility's name if it appears on the list or search for the Global ID then select the facility's name. This will then show you all FPNs that are associated with this facility.

SELECT A FACILITY TO EDIT FIELD POINT NAMES

1 RECORDS FOUND - [VIEW ALL ON ONE PAGE](#) PAGE 1 OF 1

| Global ID | Facility Name | Status | Street Name | City | County |
|--------------|------------------------------|---------------|---------------|------------|------------|
| WDD100010121 | WDR Program Test Site | OPEN - ACTIVE | 1001 I STREET | SACRAMENTO | SACRAMENTO |

GLOBAL ID FACILITY NAME STATUS ADDRESS CITY COUNTY FLD PTS

Field Points

MULTIPLE FACILITIES - WDD100010121
THIS FACILITY

[ADD FIELD POINT / WELL CONSTRUCTION](#)
[UPLOAD FIELD POINTS / WELL CONSTRUCTION](#)
[DOWNLOAD FIELD POINTS / WELL CONSTRUCTION](#)

| FIELD POINT | FIELD POINT CLASS | FACILITY ID | DEPTH - TOP OF CASING TO WELL SCREEN (FT) | LENGTH OF WELL SCREEN (FT) | NON-SURVEYED | LATITUDE | LONGITUDE | FIELD POINT DESCRIPTION |
|-------------|-------------------|-------------|---|----------------------------|--------------|----------|-----------|-------------------------|
| | | | | | | | | |

Save Changes

Click on **UPLOAD FIELD POINTS/WELL CONSTRUCTION** to upload the *.txt file.

MULTIPLE FACILITIES - WDD100010121
THIS FACILITY

[ADD FIELD POINT / WELL CONSTRUCTION](#)
[UPLOAD FIELD POINTS / WELL CONSTRUCTION](#)
[DOWNLOAD FIELD POINTS / WELL CONSTRUCTION](#)

| FIELD POINT | FIELD POINT CLASS | FACILITY ID | DEPTH - TOP OF CASING TO WELL SCREEN (FT) | LENGTH OF WELL SCREEN (FT) | NON-SURVEYED | LATITUDE | LONGITUDE | FIELD POINT DESCRIPTION |
|-------------|-------------------|-------------|---|----------------------------|--------------|----------|-----------|-------------------------|
| | | | | | | | | |

Save Changes

Choose the correct *.txt file and **UPLOAD FILE**, you should receive a confirmation message that your field points have been successfully imported.

UPLOADING A FIELD POINT FILE

FIELD POINT UPLOAD INSTRUCTIONS

FILE

Choose File WDD100010121_FPN.txt

Upload File

UPLOADING A FIELD POINT FILE

ALL OF YOUR FIELD POINTS HAVE BEEN SUCCESSFULLY IMPORTED

Check that the FPNs and well construction information is correct by clicking on **EDIT FIELD POINTS** and selecting the facility. This will then show you all FPNs that were uploaded from the *.txt file as well as any that were added previously.

| FIELD POINT | FIELD POINT CLASS | FACILITY ID | (FT) | (FT) | SURVEYED | LATITUDE | LONGITUDE | FIELD POINT DESCRIPTION |
|-------------|---|-------------|------|------|--------------------------|----------|-----------|----------------------------|
| X EFF-1 | Effluent Sample | SWRCB | | | <input type="checkbox"/> | | | Effluent sample |
| X INF-1 | Influent Sample | SWRCB | | | <input type="checkbox"/> | | | Influent sample |
| X DS-1 | Remediation/Groundwater Monitoring Well | SWRCB | 27 | 49 | | | | Downstream monitoring well |
| X MW-1 | Remediation/Groundwater Monitoring Well | SWRCB | 21.5 | 40 | | | | Monitoring well #1 |
| X MW-2 | Remediation/Groundwater Monitoring Well | SWRCB | 22 | 45 | | | | Monitoring well #2 |
| X US-1 | Remediation/Groundwater Monitoring Well | SWRCB | 58 | 69 | | | | Up stream monitoring well |

Save Changes

A **FIELD POINT** can be removed from the list by clicking on the **X** located to the left of the **FIELD POINT NAME** then clicking **SAVE CHANGES**, only if there is no data yet linked to the Field Point. If data is linked to the Field Point the **X** will disappear.

| FIELD POINT | FIELD POINT CLASS |
|-------------|-------------------|
| X FF-1 | Effluent Sample |

If a Field Point is to be removed, and data is already associated with it, the data will need to be transferred to another Field Point before deletion. To change the name of the Field Point or transfer the data to another field point, contact the GeoTracker Helpdesk and request the change and further instruction.

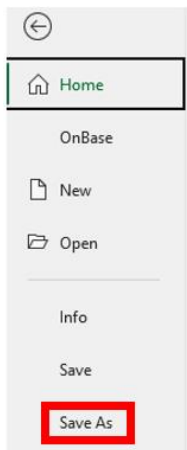
Section 9 – File Conversions and Naming

Converting an Excel File to a Text File

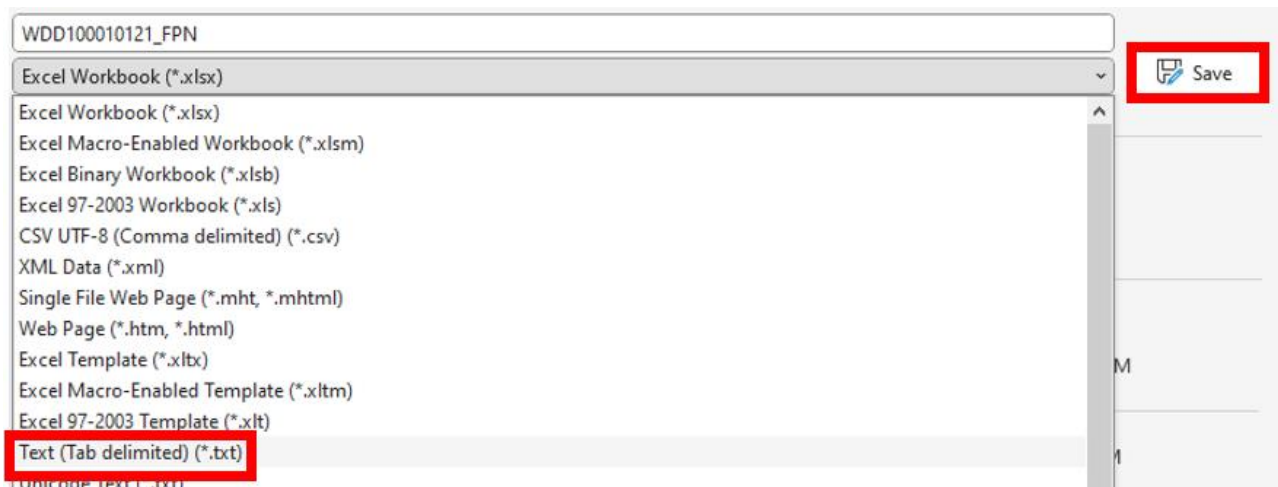
When converting an Excel file to a text (*.txt) file, the header row (Row 1) must be deleted. Column headings are not allowed in the submitted text file.

| GLOBAL_ID | FIELD_PT_NAME | RP_FAC_ID | FIELD_PT_DESC | FIELD_PT_CLASS | SCRE_DEPTH | SCREEN_LENGTH |
|--------------|---------------|-----------|--------------------|----------------|------------|---------------|
| WDD100010121 | MW-1 | SWRCB | Monitoring well MW | | 21.5 | 40 |
| WDD100010121 | MW-2 | SWRCB | Monitoring well MW | | 22 | 45 |
| WDD100010121 | EFF-1 | SWRCB | Effluent sample ES | | | |
| WDD100010121 | INF-1 | SWRCB | Influent sample IS | | | |
| WDD100010121 | DS-1 | SWRCB | Downstream moMW | | 27 | 49 |
| WDD100010121 | US-1 | SWRCB | Up stream monit MW | | 58 | 69 |

With the file open in the Excel program, select **SAVE AS** from the **File** menu.



In the **SAVE AS** window select, for example, **Text (Tab delimited) (*.txt)** from the **SAVE AS TYPE** drop-down list. Click the **SAVE** button and the Excel file will be converted. The file can also be saved as CSV (Comma delimited) (*.csv). Files saved using the CSV option may not create a text file (.txt). If this is the case, the file extension will need to be converted from ".csv" extension to ".txt". Choosing the "Text (tab delimited)" option will bypass this conversion step.



File Conversions and Naming

ZIP Files

A ZIP or ZIPPED file is a file having file extension of “.zip” that has been compressed so it takes up less disk storage space. Because it is smaller in size than the original file, it takes less time to upload and download. When a file is unzipped later (i.e., uncompressed or extracted), it is identical to the original.

A GeoTracker “.zip” folder should only have one GEO_* text file or one set of Electronic Deliverable Format (EDF) text files at a time. Do not include GEO_* and EDF files in the same .zip folder.

Naming Conventions

Written report names should be descriptive enough to describe what it is, for example, “First Quarter 20XX Monitoring Report”, but not excessive in length. Electronic submittals such as EDF, GEO_XY, GEO_Z, etc., have a "Report Title" field when uploading the .zip folder. If one of these electronic submittals is similar or related to a .pdf report, it is suggested to match the title fields for both uploads.

The name(s) of the GEO_* and data *text files* contained in a .zip folder should always be the name(s) specified for each type of submittal (i.e., must be “GEO_XY.txt” or “EDFTEST.txt”). The .zip folder itself can be named anything if it is clear; it is suggested that spaces are not used in folder titles. For example, the file folder is named “233BranchSt_GEO_XY.zip” with the text file inside named “GEO_XY.zip”.

Deleting an Electronic Submittal

Section 10 – Deleting an Electronic Submittal Pending Submittals

An uploaded submittal with a **STATUS** as **PENDING** may be removed by the user that uploaded the submittal.

A **PENDING** status indicates that the lead/oversight agency caseworker (regulator) has not yet **RECEIVED** (accepted or approved) or **DENIED** the upload. If no action has been taken by a regulator within 30 days after the submittal date (e.g., denied the upload) the submittal status will change from “pending” to **AUTO-RECEIVED**.

Under the **MAIN MENU** tab go to **VIEW SUBMITTALS**, click on **BY FACILITY**, and then click on the facility name to display the full list of uploaded submittals.

VIEW SUBMITTALS

- **By Facility**
- All Submittals (3)
- Pending Submittals (1)
- Denied Submittals (0)
- Received Submittals (2)

| SUBMITTAL STATUS BY FACILITY | | | | | | | | | | | | | |
|---|-----------------------|---------------|---------------|------------|------------|---|-----|---------|-------|----------|---------|----------|------------|
| 1 RECORDS FOUND - VIEW ALL ON ONE PAGE PAGE 1 OF 1 | | | | | | | | | | | | | |
| Global ID | Facility Name | Status | Street Name | City | County | | | | | | | | |
| WDD10001012 | WDR Program Test Site | OPEN - ACTIVE | 1001 I STREET | SACRAMENTO | SACRAMENTO | 7 | EDF | GEO_XY | GEO_Z | GEO_WELL | GEO_MAP | GEO_BORE | GEO_REPORT |
| | | | | | | | | PENDING | | | | | 6/5/2022 |

Find the **PENDING** submittal be removed and then click on the blue text **DELETE SUBMITTAL** located to the right of the submittal **STATUS**.

| EDF SUBMITTALS | | | | | | |
|---|----------------------|--------------|-------------|---------|----------------------------------|--|
| NO EDF SUBMITTALS FOR THIS FACILITY. | | | | | | |
| GEO_XY SUBMITTALS | | | | | | |
| CONF NUM | TITLE | SUBMITTED BY | SUBMIT DATE | STATUS | | |
| | WDD100010121_XY_DATA | | 3/7/2023 | PENDING | DELETE SUBMITTAL | |
| GEO_Z SUBMITTALS | | | | | | |
| NO GEO_Z SUBMITTALS FOR THIS FACILITY. | | | | | | |
| GEO_WELL SUBMITTALS | | | | | | |
| NO GEO_WELL SUBMITTALS FOR THIS FACILITY. | | | | | | |

Received Submittals

If the submittal has already been **RECEIVED**, contact the regulator (typically a Regional Water Board staff person), and ask them to **DENY** it. The choice to delete the next to the status field will not be available and the status will show it was received. If the regulator is unknown, contact the GeoTracker Help Desk.

| GEO_REPORT SUBMITTALS | | | | |
|-----------------------|-----------------------------|--------------|-------------|----------------------|
| CONF NUM | TITLE | SUBMITTED BY | SUBMIT DATE | STATUS |
| | DATA MANAGEMENT FLOW (TEST) | | 5/5/2022 | RECEIVED ON 6/5/2022 |

If an EDD submittal has been **RECEIVED** and it has been determined that it needs to be replaced with a revised or corrected version, the regulator will need to **DENY** that submittal. The replacement file can be uploaded before the submittal status appears as denied if the regulator confirms that the file was denied.

Valid Values

Section 11 – Valid Values

Several data fields in an Electronic Data Deliverable (EDD) require entry of valid values, also known as “VVLs”. Valid values are built-in codes that the format requires for certain fields, such as matrices and laboratory names. Most valid values are abbreviations of common or proper names.

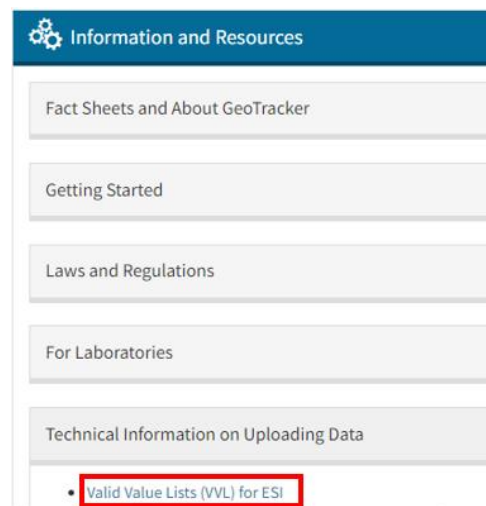
The reason for using specific values for these fields is to standardize the data entry, to ensure data consistency, and prevent errors. Freely entered data might have extra spaces, commas, or dashes that would make meaningful data manipulation and thorough or accurate data searches impossible.

Looking Up Valid Values

From the Public ESI Webpage

Navigate to the [Electronic Submittal of Information](#) website main screen, scroll down to the *Technical Information on Uploading Data* section under *Information and Resources*.

Click on **VALID VALUE LISTS (VVL) FOR ESI**.



Select the file type to view the applicable Valid Values.



From the *FIELD NAME* drop down list, select which valid value type you are looking for (LOGCODE, DATUM, METHOD, etc.) and **SEARCH FOR VALUES**. The valid value (e.g.,

Valid Values

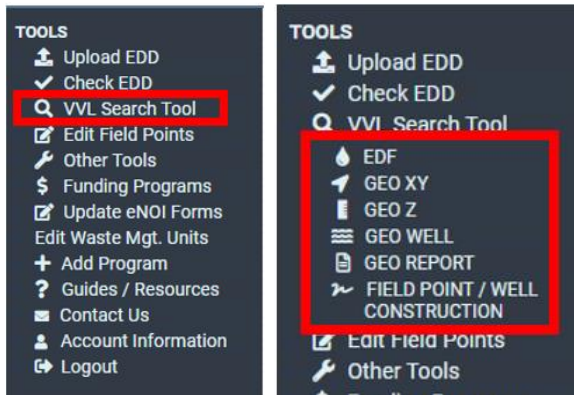
GW) can be entered in the *VALID VALUE* field or a description (e.g., groundwater) can be entered in the *DESCRIPTION* field.



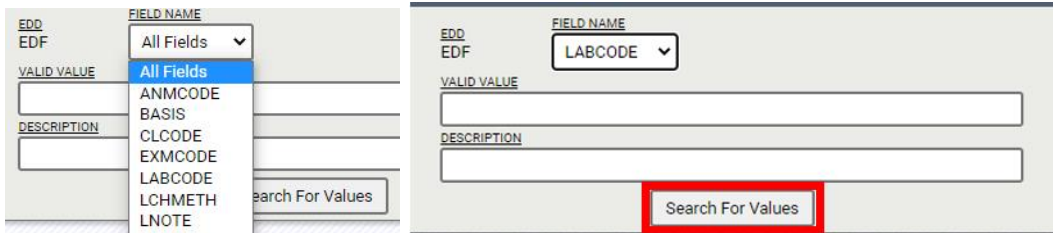
The image shows two screenshots of the 'SEARCH FOR VALID VALUES' interface. The left screenshot shows the 'FIELD NAME' dropdown menu open, listing various field types like UNITS, QCCODE, PRESCODE, MATRIX, PVCCODE, REPDVQ, and PARVO. The right screenshot shows the 'FIELD NAME' dropdown set to 'LOGCODE' and the 'Search For Values' button highlighted with a red box.

From an ESI Account

At upper left under TOOLS, click on the **VVL SEARCH TOOL**. Then select the file type to view the applicable Valid Values.



From the *FIELD NAME* drop down list, select which valid value type you are looking for (LOGCODE, DATUM, METHOD, etc.) and **SEARCH FOR VALUES**. The valid value GW, for example, can be entered in the *VALID VALUE* field or a description, groundwater, can be entered in the *DESCRIPTION* field for more specific results.



The image shows two screenshots of the 'SEARCH FOR VALID VALUES' interface. The left screenshot shows the 'FIELD NAME' dropdown menu open, listing various field types like ANMCODE, BASIS, CLCODE, EXMCODE, LABCODE, LCHMETH, and LNOTE. The right screenshot shows the 'FIELD NAME' dropdown set to 'LABCODE' and the 'Search For Values' button highlighted with a red box.

Requesting a New Valid Value

New EDF related valid values, such as a LABCODE, should be requested through [enABL, Inc.'s EDF Help Desk](#). For other electronic submittals (e.g., GEO_* files) users can request new valid values through the GeoTracker Help Desk.

Section 12 – Electronic Deliverable Format

An EDF may include results for monitoring data from detention ponds, biosolids, groundwater analysis, etc. There are two formats for an EDF:

- (1) A set of files with specific data types in each also known as the Relational Files Format.
 - a. The EDF text files in this format are: EDFQC, EDFSAMP, EDFTEST, EDFRES, and EDFCL.
- (2) A single flat file (EDFFLAT or Flat File) holding all necessary information and data results.
 - a. The EDFFLAT contains all the data fields from the EDFSAMP, EDFTEST, EDFRES, and EDFQC text files but does not include fields from the EDFCL text file. This Flat File Format requires at least two text files within the .zip folder for upload: EDFFLAT and EDFCL

The Laboratory Electronic Deliverable Format™ (LAB EDF) [Guidelines & Restrictions](#) guidance document outlines all information relating to an EDF including formatting and field definitions. The document can also be used as a reference when error checking an EDF (e.g., checking character limits).

LABCODE Valid Value

The *LABCODE* valid value is a unique code of up to four characters that identifies the analytical Laboratory that receives the samples. If a Laboratory has more than one office location, each location needs to have its own unique *LABCODE*.

| VALID VALUE SEARCH RESULTS | | | EXPORT TO EXCEL |
|----------------------------|-------|---|-----------------|
| EDF VVL Updated: 2/23/2023 | | | |
| FIELD | VALID | DESCRIPTION | |
| NAME | VALUE | | |
| LABCODE | ARLO | A & R Laboratories, Ontario, CA | |
| LABCODE | ALWM | A&L Western Laboratories, Inc., Modesto, CA | |
| LABCODE | ACBS | Abalone Coast Analytical, Inc., San Luis Obispo, CA | |
| LABCODE | ABCP | ABC Environmental Laboratories, Pico Rivera, CA | |
| LABCODE | ALIC | AccuLabs, Inc., City of Industry, CA | |
| LABCODE | ALID | AccuLabs, Inc., Davis, CA | |
| LABCODE | ACTH | Accutest Gulfcoast, Houston, TX | |

LOGCODE Valid Value

The *LOGCODE* valid value is a unique code of up to four characters that identifies the company/organization responsible for collecting field samples and related field data. The *LOGCODE* is not automatically assigned when you create a GeoTracker account.

If the RP, Auth RP, or consultant who is doing the EDF uploading did not gather the samples themselves, but instead contracted it out to another company, it would be the other company's *LOGCODE* that the Laboratory would need, even if the other company does not have a GeoTracker account and does not upload into GeoTracker.

Electronic Deliverable Format

| VALID VALUE SEARCH RESULTS | | | EXPORT TO EXCEL |
|----------------------------|-------|--|-----------------|
| EDF VVL Updated: 2/23/2023 | | | |
| FIELD | VALID | DESCRIPTION | |
| NAME | VALUE | | |
| LOGCODE | QA2N | (QA)2 Environmental, Northridge, CA | |
| LOGCODE | WS | 17th Weather Squadron (MAC) | |
| LOGCODE | FRSB | 1st Response, Santa Barbara, CA | |
| LOGCODE | TPED | 3 Phase Environmental, Inc., Davis, CA | |
| LOGCODE | AWR | A & W Environmental Drilling, RI | |
| LOGCODE | AJEB | A J Environmental, Inc., Bakersfield, CA | |
| LOGCODE | APMS | A Plus Materials Recycling, Inc., Stockton, CA | |

SAMPID Field in an EDF

The *SAMPID* (Sample ID) field in an EDF is the unique identifier assigned to a field sample as it appears on the chain-of-custody. *SAMPID* sometimes is the same as the *FPN* but can be used to better describe the sample, such as reporting duplicates.

Reporting Duplicate Samples

The *FIELD_PT_NAME* field in the EDF for the non-duplicate sample and its duplicate should be the same. The consultant may need to edit the duplicate's *FIELD_PT_NAME* in the EDF to make it the same as the non-duplicate's name.

The duplicate's *SAMPID* field in the EDF should include the actual *FIELD_PT_NAME* plus the letters "DUP" (e.g., "MW-1DUP") to identify it as a duplicate.

Stockpile and Composite Samples

If stockpile sample or composite sample laboratory analytical results are included in the regulatory report, then you must also upload the results in EDF format into GeoTracker. To do so, for each sample you will need to first add or upload an FPN to the Global ID's FPN list.

Composite sample locations do not have to be surveyed nor do they have to be shown on the site map. Stockpile sample locations do not have to be surveyed however, do need to be shown on the site map.

Field Quality Control Samples

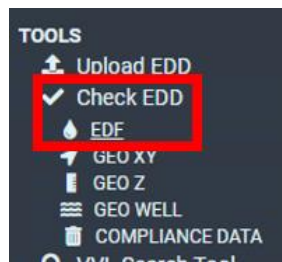
You need to have FPNs on the list of FPNs for your Field Quality Control (QC) EDF samples. For example, QCTB for a Trip Blank, QCEB for an Equipment Blank, etc. To associate field QC samples with a specific well or borehole, one may append the FPN. For example, if an equipment blank is taken at monitoring well MW-1, the FPN for that equipment blank could be identified as "QCEBMW-1".

Section 13 – Electronic Data Deliverable Files

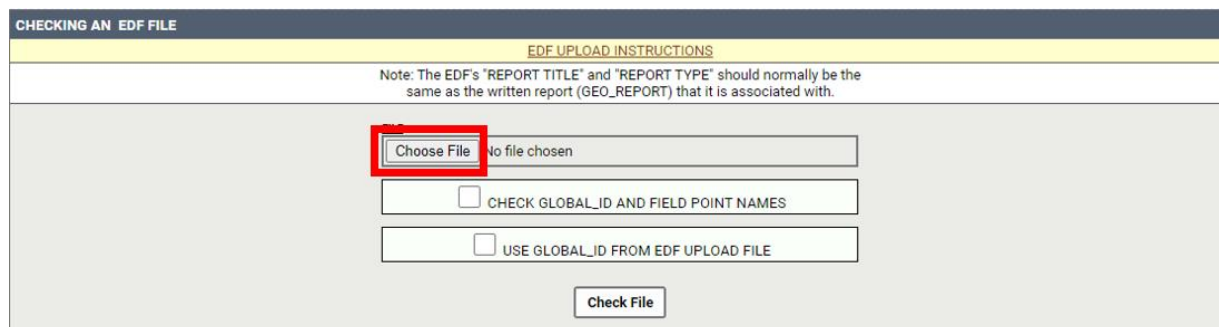
Checking an EDD

The example shown below is for checking an *EDF* File, but the process is similar for all EDDs as previously defined. Guidance for checking other EDDs can be found in the [How Do I Upload? ESI Guide](#).

Click on **CHECK EDD** under the **TOOLS** in the upper left of the screen and select **EDF**.



To begin, select the data file that was prepared according to the upload instructions by clicking on the **CHOOSE FILE** button. Locate the **EDF.zip** file in the browse window. Instructions can be found using either the **EDF UPLOAD INSTRUCTIONS** link above the upload box or in the technical information on the ESI webpage.

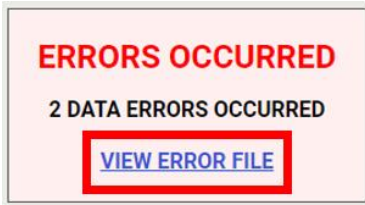
A screenshot of a web application interface titled 'CHECKING AN EDF FILE'. At the top, there is a yellow banner with the text 'EDF UPLOAD INSTRUCTIONS'. Below this, a note states: 'Note: The EDF's "REPORT TITLE" and "REPORT TYPE" should normally be the same as the written report (GEO_REPORT) that it is associated with.' The main area contains a file selection box with a 'Choose File' button (highlighted with a red box) and the text 'No file chosen'. Below the file box are two checkboxes: 'CHECK GLOBAL_ID AND FIELD POINT NAMES' and 'USE GLOBAL_ID FROM EDF UPLOAD FILE'. At the bottom center, there is a 'Check File' button.

Click the box **CHECK GLOBAL_ID AND FIELD POINT NAMES** to check the data for proper format and errors related to a specific Global ID. Errors will be shown if this box is selected and the FPNs are not valid or if the account is not associated with the Global ID. An EDF can still be run through the error checker without this box being selected.

Clicking the box **USE GLOBAL_ID FROM EDF UPLOAD FILE** links the Global ID in the file to the facility in the database for validity.

Click the **CHECK FILE** button to run the error analysis. If there are errors reported, use the **VIEW ERROR FILE** link to view details. To correct errors, an RP can contact the creator of the EDF (usually a Lab), correct the error themselves, and/or contact the GeoTracker Help Desk for guidance.

Electronic Data Deliverable Files



Once all errors are resolved, a success screen will be displayed. This screen will have links to view a QC report and a detections report. It also provides simple instructions for uploading the EDF.



Uploading an EDF File

The example shown below is for uploading an *EDF* File. The process may differ slightly for other EDDs. Guidance for uploading other EDDs can be found in the [How Do I Upload? ESI Guide](#).

Ensure the **EDF** is in a ZIP format. The **EDF** file can be converted to a *.zip file using a program such as WinZip before uploading.

From the **TOOLS** menu, select **UPLOAD EDD** then click on **EDF**. Select the **EDF FILE** by clicking on the **CHOOSE FILE** button and find the **EDF** file. Complete the required fields shown in the **UPLOADING AN EDF FILE** window and click on the **UPLOAD FILE** to submit the EDF. A successful upload will result in a confirmation screen being displayed.



Electronic Data Deliverable Files

The REPORT TITLE and REPORT TYPE should normally be the same as the written report (GEO_REPORT) that it is associated with.

The screenshot shows a web form titled "UPLOADING AN EDF FILE" with a yellow header "EDF UPLOAD INSTRUCTIONS". A note states: "Note: The EDF's 'REPORT TITLE' and 'REPORT TYPE' should normally be the same as the written report (GEO_REPORT) that it is associated with." The form contains the following fields: "REPORT TITLE" (text input), "REPORT TYPE" (dropdown menu), "FILE" (file selection area with a "Choose File" button highlighted in red and the text "No file chosen"), and a checkbox labeled "USE GLOBAL_ID FROM EDF UPLOAD FILE" which is checked. At the bottom, there is an "Upload File" button highlighted in red.

A successful upload confirmation screen, like the one for checking an EDF, will be displayed. This screen will have links to view a QC report and a Detections Report as well as the choice to upload an associated GEO_REPORT. This screen will also have the upload confirmation number which can be useful for future reference.

The screenshot shows a green confirmation screen with the heading "SUCCESS". The message reads: "Processing is complete. No errors were found! Your file has been successfully submitted!". Below this, a list of submission details is provided:

| | |
|-----------------------------|-------------------------------|
| Submittal Type: | EDF |
| Report Title: | Q1 - WDD100010121 |
| Report Type: | Monitoring Report - Quarterly |
| Facility Global ID: | WDD100010121 |
| Facility Name: | WDR Program Test Site |
| File Name: | EDF_GTFD2023.zip |
| Organization Name: | [REDACTED] |
| Username: | [REDACTED] |
| IP Address: | [REDACTED] |
| Submittal Date/Time: | [REDACTED] |
| Confirmation Number: | 1265425503 |

At the bottom of the screen, there are three blue links: "VIEW QC REPORT", "VIEW DETECTIONS REPORT", and "UPLOAD ASSOCIATED GEO_REPORT".

Section 14 – Common ERROR Messages During EDF Uploads

Viewing Error File

When you see this message after trying to upload or error check an EDF file, click on the **VIEW ERROR FILE** link to view the error report.

Incorrect Number of Fields

If your error message says, "incorrect number of fields", it indicates that you have either too FEW or too MANY delimited fields per line (row) in your text file.

If you are using a spreadsheet program such as Excel to create your table and are leaving a field (i.e., an optional field) empty, it is important that you place a single "space" (i.e., hit the spacebar on your keyboard once) in each empty cell in that field.

To help avoid having too many fields or blank rows, it is important that you start with either a new, clean (blank) worksheet, or a copy of the downloadable Excel template from the ESI webpage.

Apple/Mac computer users: If you are using Microsoft Excel for Mac, save your Excel worksheet as "Windows text" instead of Text Tab delimited (*.txt).

Not a Valid Value

If a non-valid value is entered in a field that requires a "valid value," an error will be generated.

Invalid Field Point Name

The FPN in the EDF is not on list of FPNs for the Global ID contained in the EDF.

If you receive an EDF file from the Lab that uses FPNs that are slightly different from the FPNs you have already been uploading to (e.g., they used MW1 instead of MW-1), you will get "Field Point Name (LOCID): is invalid" errors when you try to upload the EDF. DO NOT add the EDF's incorrect FPNs to your Global ID's list of FPNs. Instead, change the FPNs in the EDF so they match the existing FPN(s) you have been uploading to. Either the Lab can fix them, or a text editor (e.g., Windows Notepad) can be used.

On the other hand, if no data are uploaded to that sample location and you decide to use the Lab's FPN version from now on, you can use the "Edit Field Point" tool. The important thing is to use the same FPN version from now on in all uploads.

File is Not a Zip File

Your EDF and GEO text files must be "zipped" using a file compression utility such as the built-in one included with later versions of Windows. The "zip" file name **MUST** have a ".zip" file extension.

Another common reason for receiving this error is when trying to upload to the wrong submittal type (e.g., trying to upload a GEO_REPORT using the EDF upload tool).

Common Error Messages During Data Uploads

Invalid Global ID/Field Point Name

This error is telling you that the Global ID referenced in the upload file is either not one of your "Associated Facilities" or the FPN list for that Global ID does not include one or more of the FPNs listed in the file you are trying to upload.

Check that the file you are trying to upload has the correct Global ID and each FPN has an exact match on the correct Global ID's FPN list. Section 8's instructions will aid with FPN creation as needed.

If the file you are trying to upload is an EDF in "fixed length" format, FPNs longer than 10 characters are truncated to 10 characters. FPNs can be up to 15 characters in all types of files *except* fixed length EDFs.

It is recommended that you always keep your FPNs to 10 or less characters to avoid this issue.

Global ID Access Not Found

This error message is telling you that the Global ID in the EDF file is not one of your "Associated Facilities". Claiming and requesting upload access to a Global ID can be found in Section 4. Any facility that will have data or GEO_* files uploaded must be claimed first.

It could be due to typo in the Global ID, such as a letter "O" instead of a number zero (0) or sometimes Labs enter "NA" for the Global ID if they do not know what it is.

Appendix I: EDD Upload Format Key

The **Field Name** is the actual structural name of the field. Primary key fields are distinguished by shading. Foreign key fields are distinguished by bolding. If a field is both a primary and a foreign key, it is both bolded and shaded. Fields are listed in their structural order within these tables.

The **Attrb** column describes the field's attributes (type and size). For example:

- C8 is an 8-character alphanumeric field.
- N5 is a numeric field with a total of 5 spaces available for numbers and decimals, with no restriction on the number of digits to the right of the decimal point other than the overall field size (e.g., 12345 or 123.4 or 1.234).
- D8 is a date field with an expected format of YYYYMMDD (e.g., 20030201).
- L1 is a logic field with expected values of "T" (True) or "F" (False).
- Time format is 4 digits using a 24-hour military clock without a colon (e.g., 1400 for 2:00 p.m.).

The **VVL** column shows with a "Yes" or "No" whether the data field requires a valid value code.

The **REQ** column shows with a "Yes" or "No" whether entry into the field is required.

The **Dscr. Name** column gives the descriptive name of the field.

The **Definition** column provides a brief definition and/or explanation of the field and expectations for entry into the field.

The **PK** column in the EDF table (Appendix VI) further shows the primary key fields with a "Yes" or "No."

The **FK** column in the EDF table (Appendix VI) further shows the foreign key fields with a "Yes" or "No." A "foreign key" is a primary key field in one file (a "parent file") shared with a related file ("child file") in a data file relationship.

Appendix II: Field Point Name Upload Key

| Field Name | Attrb | VVL | REQ | Dscr. Name | Definition | Guidelines & Restrictions |
|-----------------------|-------|-----|-----|---------------------------------------|---|---|
| <i>GLOBAL_ID</i> | C12 | Yes | Yes | Global ID Number | The unique identifier for a regulated facility or site. | Obtain from GeoTracker webpages. |
| <i>FIELD_PT_NAME</i> | C15 | Yes | Yes | Field Point Name | The field name or common name of the location where the field sample has been collected (e.g., Well 01) | Obtain current list and add new field point names via GeoTracker. |
| <i>RP_FAC_ID</i> | C12 | No | No | Responsible Party Facility ID | A facility or site code designated by the responsible party | |
| <i>FIELD_PT_DESC</i> | C225 | No | No | Description of the sampling location | A description of the sampling location provided by the responsible party | |
| <i>FIELD_PT_CLASS</i> | C5 | Yes | Yes | Class of field point | Code describing the type of "point" being sampled. | |
| <i>SCRE_DEPTH</i> | C10 | Yes | Yes | Depth of screened interval for a well | The depth reported in feet from top of the casing to the beginning of the screened interval for a well | Required for all wells first sampled after January 1, 2005. |
| <i>SCREEN_LENGTH</i> | C10 | Yes | Yes | Length of screen | Length of screened interval reported in feet for a well | Required for all wells first sampled after January 1, 2005. |

Appendix III: GEO_XY File Format Key

| Field Name | Attrb | VVL | REQ | Dscr. Name | Definition | Guidelines & Restrictions |
|-----------------------|-------|-----|-----|-------------------|--|--|
| <i>GLOBAL_ID</i> | C12 | Yes | Yes | Global ID | The unique identifier for a regulated facility or site. | Obtain from GeoTracker webpages. |
| <i>FIELD_PT_NAME</i> | C15 | Yes | Yes | Field Point Name | The field name or common name of the location where the field measurement has been collected (e.g., Well 01). | Obtain from GeoTracker webpages. Add new field point names via GeoTracker AB2886 electronic reporting interface. |
| <i>FIELD_PT_CLASS</i> | C5 | Yes | Yes | Field Point Class | The code representing the type of survey point. | |
| <i>XY_SURVEY_DATE</i> | D10 | No | Yes | XY Survey Date | The date on which the latitude & longitude coordinates were measured. | Date format is MM/DD/YYYY. |
| <i>LATITUDE</i> | N15 | No | Yes | Latitude | The latitude (Y coordinate) of the survey point, measured in decimal degrees, and reported to 7 decimal points. | Determined with Third Order methods using a minimum of 2 reference points: California Spatial Reference System-Horizontal (CSRS-H) or 2 horizontal geodetic control points derived from the California Spatial Reference System-Horizontal (CSRS-H). |
| <i>LONGITUDE</i> | N15 | No | Yes | Longitude | The longitude (X coordinate) of the survey point, measured in decimal degrees, and reported to 7 decimal points. | Determined with Third Order methods using a minimum of 2 reference points: California Spatial Reference System-Horizontal (CSRS-H) or 2 horizontal geodetic control points derived from the California Spatial Reference System-Horizontal (CSRS-H). |

Appendix III: GEO_XY File Format Key

| | | | | | | |
|-----------------------|------|-----|-----|-----------------------------|--|--|
| <i>XY_METHOD</i> | C5 | Yes | Yes | XY Survey Method | The code representing the survey method by which the latitude/longitude measurements were collected. | Required for all surveys |
| <i>XY_DATUM</i> | C5 | Yes | Yes | XY Datum | The code representing the datum from which the latitude/longitude coordinates were determined. | Required NAD 83 Datum |
| <i>XY_ACC_VAL</i> | N15 | No | Yes | XY Accuracy Value | The accuracy range (+/-) of the latitude and longitude reported in centimeters at a 95% confidence interval. | The least accurate measurement should be reported, regardless of if it is for latitude or longitude. Values must be >0 and <100cm |
| <i>XY_SURVEY_ORG</i> | C35 | No | Yes | XY Survey Organization Name | The name of the organization who collected the latitude/longitude coordinates. | A legal opinion from the California Board for Professional Engineers and Land Surveyors requires these organizations to be licensed to practice land surveying in California. |
| <i>GPS_EQUIP_TYPE</i> | C100 | Yes | Yes | GPS Survey Equipment | The name of the GPS unit used to determine the latitude/longitude coordinates. | <u>*Leave blank if survey method did not involve GPS. To add a GPS unit name to the valid value list, please contact the help desk at geotracker@waterboards.ca.gov</u> |
| <i>XY_SURVEY_DESC</i> | C240 | No | No | XY Survey Description | General description information about the survey of latitude/longitude. May describe offset azimuth, distance, and slope | |

Appendix IV: GEO_Z File Format Key

Appendix IV: GEO_Z File Format Key

| Field Name | Attrb | VVL | REQ | Dscr. Name | Definition | Guidelines & Restrictions |
|-------------------------|-------|-----|-----|------------------------------------|---|---|
| <i>GLOBAL_ID</i> | C12 | Yes | Yes | Global ID | The unique identifier for a regulated facility or site. | Obtain from GeoTracker webpages. |
| <i>FIELD_PT_NAME</i> | C15 | Yes | Yes | Field Point Name | The field name or common name of the location where the field measurement has been collected (e.g., Well 01). | Obtain from GeoTracker webpages. Add new field point names via GeoTracker AB2886 electronic reporting interface. |
| <i>ELEV_SURVEY_DATE</i> | D10 | No | Yes | Elevation Survey Date | The date on which the elevation was measured. | Date format is MM/DD/YYYY. Day and month may be estimated for historical data. |
| <i>ELEVATION</i> | N15 | No | Yes | Elevation | The elevation of the survey point measured to top of well casing to a hundredth of a foot between well locations within the site. | Enter elevation in feet. The relative elevations of locations on the site (inter-site well elevations) are to be measured within 0.01 ft. The accuracy of the absolute elevation (tied to the vertical datum) may be greater than 0.1 ft. |
| <i>ELEV_METHOD</i> | C5 | Yes | Yes | Elevation Survey Method | The code representing the method by which the elevation measurement was collected | Required for all surveys. |
| <i>ELEV_DATUM</i> | C5 | Yes | Yes | Elevation Datum | The code representing the datum from which the elevation was determined. | NAVD88 is preferred. |
| <i>ELEV_ACC_VAL</i> | N15 | No | Yes | Elevation Accuracy Value | The accuracy range (+/-) of the absolute elevation measurement reported in centimeters at the 95% confidence interval. | Required for all surveys. |
| <i>ELEV_SURVEY_ORG</i> | C35 | No | Yes | Elevation Survey Organization Name | The name of the organization collecting the elevation measurement. | A legal opinion from the California Board for Professional Engineers and Land Surveyors requires these organizations to be licensed to practice land surveying in California. |

Appendix IV: GEO_Z File Format Key

| | | | | | | |
|------------------|------|----|----|------------------------------|--|--|
| <i>RISER_HT</i> | N15 | No | No | Riser Height | The measured distance from ground surface to top of well casing reported as a positive or negative value to a hundredth of a foot. | Optional field |
| <i>ELEV_DESC</i> | C240 | No | No | Elevation Survey Description | General description information about the survey. | If a publicly available city, county, or state benchmark was used, describe here. |
| <i>EFF_DATE</i> | D10 | No | No | Effective Date | The effective date that the elevation measurement should be used for surveyed point | Report the date that the casing elevation changed, if change occurred before the date of this current elevation survey . |

Note: The relative elevations of locations on the site (inter-site well elevations) are to be measured within 0.01 ft. The accuracy of the absolute elevation, the value referenced to a vertical datum, may exceed 0.1 ft, primarily due to the distance to valid benchmark(s) and the methods used to bring elevation on site. The absolute accuracy is to be reported in the *ELEV_ACC_VAL* field.

Appendix V: Online Resources

Appendix V: Online Resources

[GeoTracker Electronic Submittal of Information](#)

[About GeoTracker](#)

[GeoTracker Facility Types Definitions](#)

[Take a Tour: How to Use GeoTracker's Public Portal](#)

Getting Started

[Roles and Responsibilities \(Who's Involved\)](#) (1/16/13)

[What Data Needs to be Reported](#) (3/23/05)

[How Do I Upload? ESI Guide](#) (Revised 10/30/2019)

[Login to ESI or Request a Password](#)

Authorized RP Agent Authorization Form - ([PDF](#) & [Word](#)) (Revised 6/8/2021)

Authorized RP Agent Revocation Form - ([PDF](#) & [Word](#)) (Revised 6/8/2021)

For Laboratories

[EDF Guidance Letters on Analytical Reporting](#)

[Programs to Help Create EDF-Formatted Lab Reports](#)

[Laboratory Training Manual and Exercises for EDF](#)

[EDF Guidelines & Restrictions](#)

[EDF Data Dictionary](#)

– *This document does not include all valid value codes currently available.*

Technical Information on Uploading Data

[Valid Value Lists \(VVL\) for ESI](#)

[GeoTracker Survey XYZ Guidelines and Restrictions \(Version 6.1\)](#) (4/14/05)

– *This document does not include all valid value codes currently available.*

[GeoTracker Survey XYZ and GEO WELL Templates and ESI Examples](#) (MS Excel)

[GEO BORE, GEO REPORT, and Field Point Guidelines & Restrictions](#) (4/14/05)

Contact the GeoTracker Help Desk

geotracker@waterboards.ca.gov

1 (866) 480-1028