

Electronic Reporting Roles and Responsibilities

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Geotracker website: <http://GeoTracker.waterboards.ca.gov>

For further assistance, please contact the Geotracker Help Desk at (866) 480-1028 or geotracker@waterboards.ca.gov.

Overview

Geotracker is the State Water Board's Internet-accessible database system used by the State Water Board, Regional Water Boards, and local agencies to track statewide data from unauthorized releases or discharges to land. Regulations (Chapter 30, Division 3, Titles 23 & 27 of the California Code of Regulations) require individuals submitting compliance reports for LUST, SCP, Military, and Landfill Programs to submit data and reports over the Internet to Geotracker.

On January 1, 2005, the State Water Board adopted regulations that require electronic submittal of information (ESI) for soil, vapor, and groundwater of leaking underground storage tank (LUST) cases and non-UST cleanup sites, including Site Cleanup Program (SCP) Sites (formerly referred to as Spills-Leaks-Investigations-Cleanups (SLIC) sites), Military Sites (formerly referred to as Department of Defense sites (DOD)), and Land Disposal (Landfill) Sites. The regulations adopted on January 1, 2005 also require that in addition to submitting written reports in hard copy format, a complete electronic copy of each written report, including the signed transmittal letter and professional certification, must also be uploaded to Geotracker. As of July 1, 2005, the requirement to upload each report in PDF format continued, but the requirement that written reports must continue to be submitted in hard copy format was no longer expressly required by Geotracker and is left to the discretion of the lead cleanup oversight agency. For reporting requirement details, see the [Geotracker Reporting Requirements](#).

Electronic Reporting Goals

The State Water Board has several goals in implementing electronic reporting.

1. Electronic reporting will provide decision-makers with more accurate, up-to-date, accessible, and complete statewide information concerning cleanup sites where there has been a chemical release.
2. Electronic reporting will enhance the capabilities of the State Water Board, Regional Water Boards and local agencies in monitoring and assessing the contamination threat to drinking water wells.
3. Electronic reporting facilitates public access to information: instead of having to physically travel to a government building to review a paper copy of the case file, concerned individuals can review and analyze information over the Internet.

Who's Involved

Responsible Party (RP). This is the individual or organization responsible for submission of ESI compliance data and reports. They may be the party legally responsible for cleanup of an unauthorized release or discharge, or the permittee for a cleanup site / facility. The RP is legally responsible for the authenticity and accuracy of any ESI data and reports submitted by individuals that they have authorized to the Geotracker system.

The RP has two primary Geotracker-related electronic reporting responsibilities:

- (1) "Claiming" their site(s) / facility(s) in GeoTracker before submitting ESI compliance data and reports.
- (2) Uploading ESI compliance data and reports.

If the RP does not have Internet access or does not wish to perform the electronic reporting role of the RP, they may delegate their primary electronic reporting responsibilities (including the "claiming" of their site / facility) to an Authorized RP Agent. If the RP chooses to "claim" their site / facility, they may still designate an Authorized RP Agent and/or grant secondary access to Contractor(s) and/or Laboratory(s) to perform the uploading of ESI compliance data and reports. To "claim" their site / facility, the RP must first request access to the site / facility using "Request Additional Facilities" while logged onto their Geotracker RP account (if they do not yet have a Geotracker RP account, they must create one by clicking on "Password Request" on the ESI login page <https://geotracker.waterboards.ca.gov/esi>). Once the SWRCB approves their request for site/ facility access, the site / facility will appear in their "Associated Facilities" and the site / facility will have been successfully "claimed".

Authorized RP Agents.

A Responsible Party (RP) may designate an Authorized RP Agent (typically an environmental consultant) to act on their behalf. An Authorized RP Agent can perform all of the Geotracker duties that an RP can, including granting secondary upload access to Contractors and Laboratories. For an Authorized RP Agent to "claim" a site / facility, they must first request access to the site / facility online while logged onto Geotracker as an Authorized RP Agent (if they do not yet have a Geotracker Authorized RP Agent account, they must create one by clicking on "Password Request" on the ESI login page <https://geotracker.waterboards.ca.gov/esi>). After requesting access to the site / facility, the Authorized RP Agent must upload an Authorized RP Agent Authorization Form signed by both the RP and the Authorized RP Agent (the form is made available immediately after requesting access to the site / facility). The SWRCB will process the form and upon approval, the Authorized RP Agent will have successfully "claimed" the site / facility on behalf of the RP. The RP may revoke this Authority by signing and faxing, emailing, or mailing to the SWRCB an Authorized RP Agent *Revocation* Form.

Contractors. RPs and Authorized RP Agents who have already "claimed" their site / facility may grant secondary upload access to Contractors who have requested access to that site / facility using "Request Additional Facilities" while logged onto their Geotracker Contractor account so they too may upload Field Point Names, ESI compliance data, and reports to the site / facility. If they do not yet have a Geotracker Contractor account, they must create one by clicking on "Password Request" on the ESI login page <https://geotracker.waterboards.ca.gov/esi>.

Laboratory. (Note: Laboratory and Contractor Geotracker accounts are functionally the same)

The Laboratory is normally responsible for sample analysis, creating EDF formatted data, error-checking the EDF data, and providing the RP/Authorized RP Agent/Contractor with the sample analysis results in both written report format and in electronic EDF format.

In the vast majority of cases, the Laboratory does not need site / facility access to upload as they do not normally upload the EDF formatted data directly to the Geotracker system. Typically, the Laboratory will forward the EDF formatted data to the RP/Authorized RP Agent/Contractor and it is they who upload the EDF into Geotracker after checking to make sure the sample names and Global ID contained in the EDF are correct.

In some cases, an RP or Authorized RP Agent may wish to have the Laboratory submit the EDF data directly to Geotracker. To do that, the Laboratory must have access to upload to the site / facility (i.e. it must be listed in their "Associated Facilities"). If they do not yet have access to upload to the site / facility, the Laboratory will need to request access to the site / facility using "Request Additional Facilities" while logged onto their Geotracker Laboratory account, after which their request must be approved online by the RP or Authorized RP Agent. If the laboratory does not yet have a Geotracker Laboratory account, they must create one by clicking on "Password Request" on the ESI login page <https://geotracker.waterboards.ca.gov/esi>.

State Water Board (SWRCB). SWRCB is responsible for the overall operation and maintenance of the GeoTracker system and its successful use by all entities involved with soil and groundwater contamination issues. The SWRCB is also responsible for approving RP and Authorized RP Agent requests for upload access to sites / facilities. Further responsibilities of the SWRCB include providing guidance and tools to standardize the review and quality of ESI data and reports submitted (i.e. uploaded) to Geotracker and maintaining user accounts for RPs, consultants, and regulatory agencies.

Lead Regulatory Agency Caseworker. The lead regulatory agency caseworker reviews ESI compliance data and reports that have been submitted (i.e. uploaded) by (or for) the RP and either "receives" or "denies" submittals. The review procedure typically includes checking that the Field Point Names in the EDF match the names used in the written report and other electronic submittals (GEO_XY, GEO_Z, GEO_WELL, GEO_MAP, GEO_BORE). Once an ESI compliance submittal has been "received", it is moved into the GeoTracker archive database and becomes immediately available to the public on the public Geotracker web site (<http://geotracker.waterboards.ca.gov/>).

The lead regulatory agency oversees the RP to ensure current and accurate data is uploaded to GeoTracker. The accuracy, completeness, and timeliness of the data are critical because:

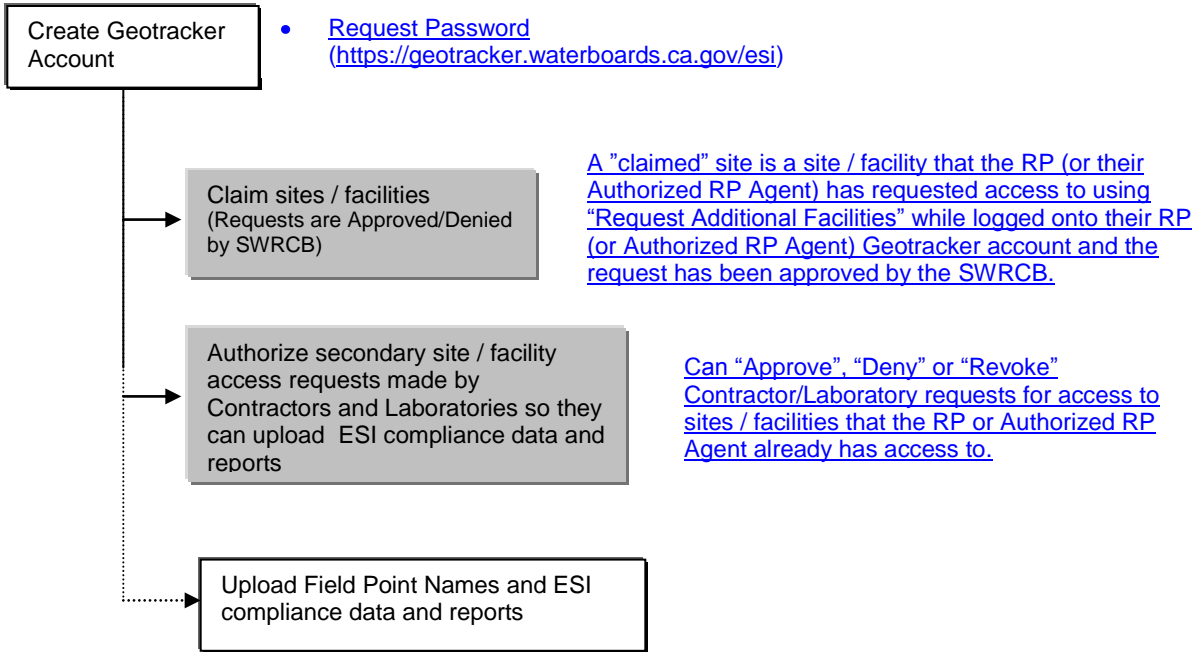
- 1) The data are used by the public to understand the conditions of sites / facilities,
 - 2) The data are used by the real-estate industry to assess the value of sites / facilities and surrounding property,
 - 3) The data are used by the state and federal government to make decisions related to priorities and funding, and
 - 4) The data are used by the Office of Management and Budget, Congress, U.S. Environmental Protection Agency (USEPA) headquarters, and USEPA Region 9 to evaluate the effectiveness of various programs.
- Efficient use of GeoTracker by lead regulatory agencies can increase overall effectiveness in managing their caseloads. Having all incoming and outgoing documents related to a cleanup site / facility included in GeoTracker makes them available to the public, other agencies, RP(s), and consultants who may work on the case. Also, the regulator can effectively track incoming documents by their due dates and receive reminders when a document is past due. Used in this manner, GeoTracker assists in moving toward paperless case management.

Lead regulatory agencies are requested to ensure that all their open cases are properly "claimed" by RPs (or, alternatively, by their Authorized RP Agents) and that ESI data and reports for open cases are being submitted regularly. Additionally, lead regulatory agencies are responsible for ensuring that the proper case status for each site / facility is correctly entered into GeoTracker and updated as the case status changes (e.g., assessment, remediation, closure).

Electronic Reporting Roles and Responsibilities

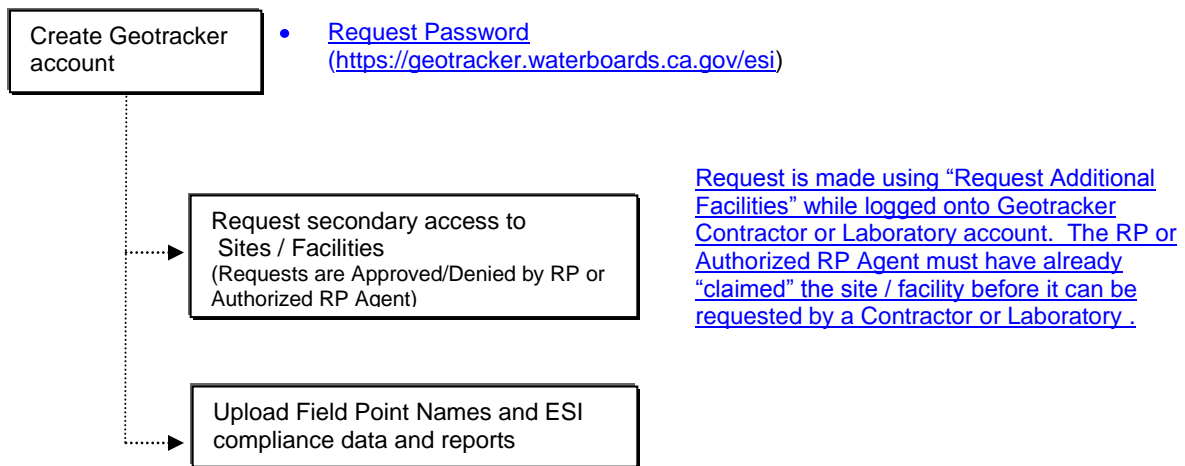
ESI User Type: RP and Authorized RP Agent

Only the RP and/or their Authorized RP Agent can perform the electronic reporting responsibilities shown in the gray boxes:



ESI User Type: Contractor and Laboratory

Contractors and Laboratories may perform the following electronic reporting responsibilities (white boxes).



Generalized Geotracker Data Flow

