

Drinking Water Well Sampling – GeoTracker for Labs

Domestic Well Portal – GeoTracker Login Page:
<https://geotracker.waterboards.ca.gov/esi/login.asp>.

Adding a Domestic Well

Select the “Domestic Well Portal” on the left-hand side under “Facility Management”. If you do not have this view, contact the GeoTracker Help Desk at 1-866-480-1028 or geo.tracker@waterboards.ca.gov.

VIEW SUBMITTALS

- By Facility
- All Submittals (0)
- Pending Submittals (0)
- Denied Submittals (0)
- Received Submittals (0)

FACILITY MANAGEMENT

- Associated Facilities (3)
- Pending Facilities (0)
- Denied Facilities (0)
- Request Additional Facilities
- Upload Auth RP Form
- Domestic Well Portal

FACILITY REQUESTS

Select the “Domestic Well Form” Link at the upper right of the dark grey box.

DOMESTIC WELLS UPLOAD DOMESTIC WELL(S) **DOMESTIC WELL FORM**

Enter the information on the Drinking Water Well Member Information Form that the member will bring in with their sample. Once the form is complete, hit submit.

ADDING DOMESTIC WELL(S)

1. Coalition Member Information

COALITION NAME COALITION MEMBER ID #

FARM NAME

MEMBER NAME MEMBER PHONE MEMBER EMAIL

MEMBER MAILING ADDRESS CITY STATE ZIP

PROPERTY ADDRESS (IF DIFF FROM MAILING ADDRESS) CITY STATE ZIP

Is the coalition member also the landowner? YES NO

Is the coalition member (including family) the only consumer of the drinking water? YES NO
(Notification to all consumers and Central Valley Water Board required if nitrate exceedance is identified)

2. Landowner Information (if coalition member is not landowner)

LANDOWNER NAME LANDOWNER PHONE LANDOWNER EMAIL

LANDOWNER MAILING ADDRESS CITY STATE ZIP

3. Drinking Water Well Information - List all drinking water wells on ILRP enrolled parcel(s) below:

Well Name (FPN)	Latitude	Longitude	County	Accessor Parcel Number (APN)

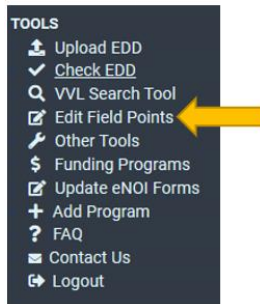
Submit

The well information entered into the form will now show on the domestic well portal. A list of all of your Global ID Numbers will come up as shown below.

DOMESTIC WELLS				EXPORT TO EXCEL		UPLOAD DOMESTIC WELL(S)			DOMESTIC WELL FORM	
CONF #	WELL GLOBAL ID	FARM NAME	WELL NAME (FPN)	LATITUDE	LONGITUDE	COUNTY	APN	COALITION NAME	MEMBER NAME	
3230741739	AGW080011730	My Farm	Well 1			Sacramento	006-0043-003-9901	Sacramento Valley Water Quality Coalition - Yolo	Jane Doe	

Edit the field points if you found an error

Select "Edit Field Points" Under Tools



Click on the well you want to edit or delete.

GLOBAL ID	FACILITY NAME
T10000010052	BW Test
AGW080011730	My Farm - Well 1
T10000010949	SM Test
AGL020036056	Test Sarah - Test Ranch 3 (AW9997)

Important note: if sample data has been uploaded to the well, then you will not be able to delete here. If you want to delete the field point click the "x" next to field point name as shown below. Also notice the Field Point Description in case you need more description to identify well in the future

MY FARM - WELL 1 - AGW080011730
1001 I STREET
SACRAMENTO, CA 95814

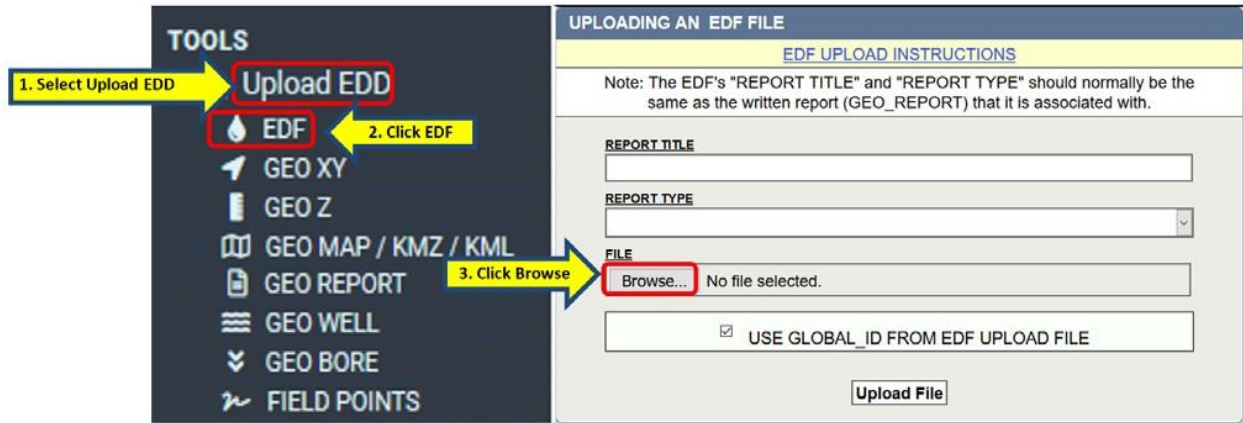
[ADD FIELD POINT / WELL CONSTRUCTION](#)
[UPLOAD FIELD POINTS / WELL CONSTRUCTION](#)
[DOWNLOAD FIELD POINTS / WELL CONSTRUCTION](#)

FIELD POINT	FIELD POINT CLASS	ALTERNATIVE FACILITY ID	DEPTH - TOP OF CASING TO		NON-SURVEYED	LATITUDE	LONGITUDE	FIELD POINT DESCRIPTION
			WELL SCREEN (FT)	WELL SCREEN (FT)				
X Well 1	Domestic/Private Drinking Water Well				<input type="checkbox"/>			

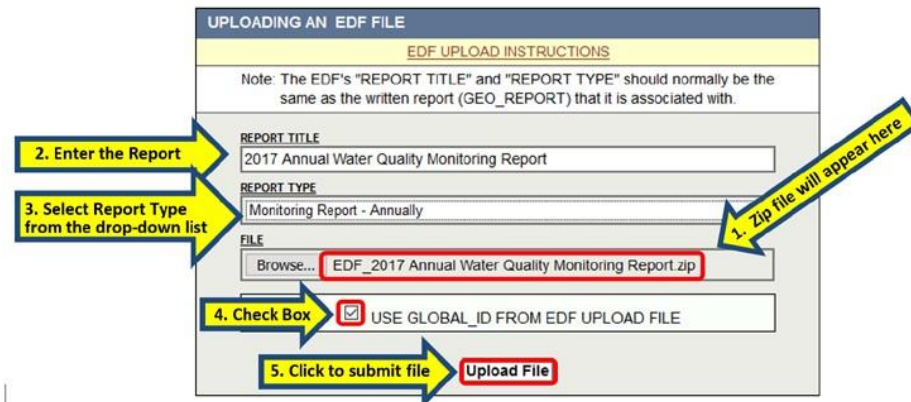
Uploading an EDF

It is important that the file is in ZIP format.

From the **TOOLS** menu, select **Upload EDD** then click on **EDF**. Select the **EDF file** by clicking on the **Browse** button and follow the steps shown below. Complete the required fields shown in the **UPLOADING AN EDF FILE** window and click on the **Upload File** to submit the EDF.

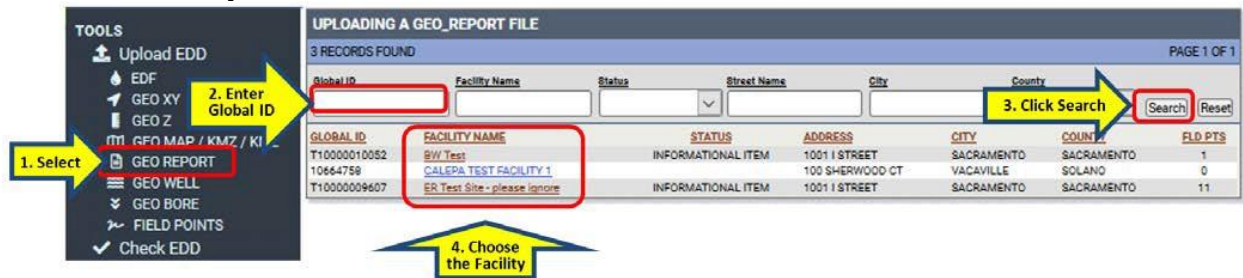


NOTE: The EDF's *REPORT TITLE* and *REPORT TYPE* should normally be the same as the written report (GEO_REPORT) that it is associated with.



Uploading PDF of Results:

Select **GEO_REPORT** under **Upload EDD** located 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.



Start by clicking **Browse** in the **UPLOADING A GEO_REPORT FILE** window to select the report file for upload.

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
 6/3/2019

FILE - PDFS ARE LIMITED TO 400MB
 Browse: No file selected.

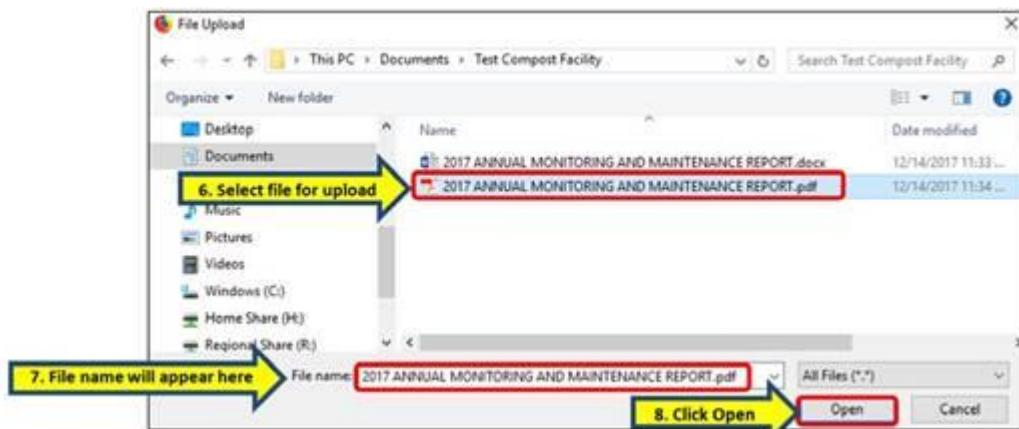
Please link your report to a submitted EDF file below. If there is no EDF file associated with this report, please ignore this section.

NO EDFS HAVE BEEN UPLOADED TO THIS FACILITY

IS YOUR FILE LESS THAN 400MB IN SIZE?

Upload File

Locate the electronic file for the **GEO_Report** in the **Browse** window. Ensure the file to be upload is selected (the selected file name will appear in the File Name field near the bottom of the browse window), and then click **Open**. Doing so will close the browse window and return to the upload page.



Complete the fields in the **UPLOADING A GEO_REPORT FILE** page and click on **Upload File** to submit the report. The report type should be “Monitoring Report-Annually”.

UPLOADING A GEO_REPORT FILE

GEO_REPORT UPLOAD INSTRUCTIONS

REPORT TITLE
 Annual Monitoring and Maintenance Report

REPORT TYPE
 Monitoring Report - Annually

REPORT DATE - Enter the actual date (m/d/yyyy) of the written report being uploaded
 10/16/2017

FILE - PDFS ARE LIMITED TO 400MB
 Browse... 2017 Annual Monitoring and Maintenance Report.pdf

IS YOUR FILE LESS THAN 400MB IN SIZE?

Upload File