

## **Instructions for Searching the Geotracker Database for Cleanup Site Information**

To find information about cleanup sites that are listed in the Geotracker database, please go to the [Geotracker](http://geotracker.waterboards.ca.gov) web page (<http://geotracker.waterboards.ca.gov>) and at the upper left under "TOOLS" click on "Advanced Search" and proceed as follows:

If you already know the Global ID or case number, enter it into the "CASE ID / GLOBAL ID" box on the "Advanced Search" page, select all "SITE / FACILITY TYPE(S)" except "Permitted Underground Storage Tank (UST) Facilities," then click on the orange "Search" button at the bottom. Although Global IDs are unique statewide, case numbers are not. If your search by case number results in a large number of sites listed in the search results, go back to the "Advanced Search" page and add the county name (i.e. enter the county name in the "COUNTY" box) and then do the search again.

If you don't already know the Global ID or case number, entering less search information on the "Advanced Search" page rather than more usually works best. Try searching for just the street number (i.e. without the street name) and city rather than the facility's name and complete street address. The reason for entering less information is because whatever you enter will have to find an exact match in Geotracker's database (for example, entering "101 East Main St." will not find "101 Main Street E."). If searching by street number and city doesn't work, try searching by street number and county. Note that when there are multiple cleanup cases associated with a particular street address, each will be listed in Geotracker as a separate cleanup case with its own Global ID.

If your search is successful, click on "REPORT" to the left of the search result. At the upper left of the "REPORT" page you will see the Global ID in parentheses directly to the right of the facility's name. At the upper right of the page you will see the "Cleanup Oversight Agencies" listed along with case number and caseworker name. The "lead agency" (identified with the word "lead" in red) is the agency responsible for that cleanup case and should have the most current case information. If you have further questions about that cleanup case, contact the lead agency caseworker (click on the lead agency caseworker's name to view their contact info).

Another scenario might be that you don't know the Global ID or case number but you know, for example, the site you are looking for is a LUST site (leaking underground storage tank) located at 2900 Watt Ave. in Sacramento, here's the suggested search criteria:

**CASE ID / GLOBAL ID:** Leave Blank

**SITE / FACILITY NAME:** Leave Blank

**ADDRESS (OR PARTIAL ADDRESS):** 2900

**CITY:** Sacramento (leave blank if you are doing the search again using the COUNTY name)

**ZIP:** Leave Blank

**COUNTY:** Leave Blank (unless CITY didn't work)

Since you already know you are searching for a LUST site (leaking underground storage tank), you can limit the number of search result "hits" by selecting only "Leaking Underground Storage Tank (LUST) Cleanup Sites" under "SITE / FACILITY TYPE(S)" before clicking on the orange "Search" button. If the site you are looking for shows up in the search results, click on "REPORT" and proceed as described above.

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To view a list of all LUST sites in a city, just enter the city name. Or, you could search for all sites on a particular street. For example, to view a list of all LUST sites on Watt Avenue in Sacramento, try entering "Watt" for "ADDRESS (OR PARTIAL ADDRESS)" and "Sacramento" for the "CITY" (both without quotes).

If there is no caseworker listed for the lead agency or if there is no contact info displayed when you click on the caseworker's name, use the following contact information:

1. If the lead agency is a Regional Water Quality Control Board, their main office numbers are listed at [http://www.waterboards.ca.gov/about\\_us/contact\\_us/docs/rwqcb directory.pdf](http://www.waterboards.ca.gov/about_us/contact_us/docs/rwqcb directory.pdf) .
2. If the lead agency is a local agency LOP (Local Oversight Program), contact info can be obtained at <http://www.waterboards.ca.gov/ust/contacts/lop.shtml> (if an LOP agency has multiple contacts listed, contact the person with the asterisk.)
3. If the lead agency is a local agency that is not designated as an "LOP" you can look up their contact info at <http://www.waterboards.ca.gov/ust/contacts/docs/cupa.xls> .

**"Parent Military Base" cleanup cases:** On the "Advanced Search" page, select only "Military Sites" for "SITE / FACILITY TYPE(S)", then select the desired base name from the "PARENT MILITARY BASE" drop down list and click on the orange "Search" button. The "Search Results" should display the Parent Military Base name and the total number of cleanup cases (in red) associated with that Parent Military Base. Click on "REPORT" to view the list of sub-areas along with the total number of cleanup cases associated with each sub-area. To view a sub-area's list of cases, click on the number displayed in the "# CASES" column. To view a specific cleanup case, click on "REPORT" to the left of that listing. For further information about a specific case, contact the lead cleanup oversight agency caseworker displayed at the upper right of the "REPORT" page under "Cleanup Oversight Agencies" (click on the caseworker's name for their contact info).

**"Complex Site Cleanup Program Facility" cleanup cases:** On the "Advanced Search" page, try searching for the main part of the Complex Site Cleanup Program Facility's name and city. For example, to find the "THE RAILYARDS (FORMER DOWNTOWN SACRAMENTO UNION PACIFIC RAILYARDS)", try entering "rail" for "SITE / FACILITY NAME" and "Sacramento" for "CITY" (both without quotes). Select only "Other Water Board Cleanup Sites" for "SITE / FACILITY TYPE(S)" and click on the orange "Search" button. The "SITE / FACILITY TYPE" column in the search results list will identify facilities that are Complex Site Cleanup Program Facilities along with the total number of cases (in red) associated with that Complex Site Cleanup Program Facility.

If you have further questions about how to search for sites in Geotracker, please contact the Geotracker Help Desk at (866) 480-1028 or e-mail at [geotracker@waterboards.ca.gov](mailto:geotracker@waterboards.ca.gov).