

Uploading “Non-Surveyed” GEO_XY Data to GeoTracker

GEO_XY is locational data represented as latitude and longitude. The locational data can be either professionally surveyed “Permanent Sampling Point” locations (i.e. Surveyed Data) or other sample locations that have not been surveyed by a licensed professional (i.e. Non-Surveyed Data) and do not meet the definition of a Permanent Sampling Point.

Non-Surveyed data may include surface water body locations, like a pond or a stream, or domestic drinking water well. Non-surveyed data may include latitude and longitude coordinates collected from an online mapping tool, smart phone app, or a consumer GPS device. The longitude/latitude coordinates should be geographic, decimal degrees to 7 decimal places, NAD83 or WGS84 datum for Non-Surveyed Data, to provide sub-meter accuracy horizontal location measurements data for import into the GeoTracker system.

Non-Surveyed GEO_XY data can be uploaded to GeoTracker either through manual entry or by uploading a text file. More information on both upload methods is described below.

Method 1: Manual Entry of Non-Surveyed GEO_XY Data

This manual entry can be done through the Edit Field Point Page of GeoTracker’s Electronic Submittal of Information (ESI) portal. Please note that you will need to set up an account to submit sampling data prior to obtaining access to a property owners or tenants sample location. An ESI account can be requested through the [GeoTracker ESI Login page](#). For more information on how to request access to your facility or site, please see [GeoTracker’s ESI FAQ page, section 2.2](#). Please contact the [GeoTracker Help Desk](#) if you need assistance with setting up your account.

The Edit Field Point page allows oil and gas operators to establish the names of a site record’s field point name and other associated information. A field point name (FPN) is a unique identifier that the Oil and Gas Operators assigns to a specific sampling point (i.e. “DW-1” for Domestic/Private Drinking Water Well 1). Note: FPNs must be created through the **Edit Field Points** page before you can upload ESI data.

Below are the steps on how you can manually create a field point name and enter the field point’s non-surveyed latitude/longitude data through your account:

1. Under the **Tools** section (located on the left side of your ESI account), click on **Edit Field Points**. In the middle of the page, you will see a list of facility names you have access to. Facility names may be identified by API numbers associated with the drilling event. Click on the name of the facility you want to enter this data to.

TOOLS

- Upload EDD
- Check EDD
- VVL Search Tool
- Edit Field Points** (1. Select)
- Other Tools
- Funding Programs
- Add Program
- FAQ
- Contact Us
- Logout

SELECT A FACILITY TO EDIT FIELD POINT NAMES

3 RECORDS FOUND - VIEW ALL ON ONE PAGE PAGE 1 OF 1

Global ID Facility Name Status Street Name City County Search (3. Click Search to View FPNs)

2. Enter the Global ID

4. Select a Facility Name

GLOBAL ID	FACILITY NAME	STATUS	ADDRESS	CITY	COUNTY	FPTS
T10000010052	BW Test	INFORMATIONAL ITEM	1001 I STREET	SACRAMENTO	SACRAMENTO	1
10664758	CALEPA TEST FACILITY 1		SHERWOOD CT	VACAVILLE	SOLANO	0
T10000009607	ER Test Site - please ignore	INFORMATIONAL ITEM	1001 I STREET	SACRAMENTO	SACRAMENTO	11

- You should be sent to a page where you may see the current list of FPNs associated with the facility.
- To manually add a new field point, click on the **Add Field Point/Well Construction** link.

TEST - PLEASE IGNORE - T10000020801
123 MAIN STREET
DAVIS, CA 95616

1. Click Here

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 ID		NON-SURVEYED	LATITUDE	LONGITUDE	FIELD POINT DESCRIPTION
			WELL SCREEN (FT)	WELL SCREEN (FT)				
X AD-8331	Agriculture/Irrigation well				<input checked="" type="checkbox"/>	38.71745121	-121.27232505	EDIT ON MAP
X 7745 WW-1	Domestic/Private Drinking Water Well				<input checked="" type="checkbox"/>	38.71516796	-121.27938999	EDIT ON MAP
X FL5M LK	Lake or Reservoir Sampling Point				<input checked="" type="checkbox"/>	38.77308039	-121.03668763	EDIT ON MAP
X AMRCN RV-1	River Sampling Point				<input checked="" type="checkbox"/>	38.63300811	-121.23337938	EDIT ON MAP
X BTNY SPR	Spring				<input checked="" type="checkbox"/>	39.23426294	-121.10770179	EDIT ON MAP
X CRIPPLE CR	Stream or Creek Sampling Point				<input checked="" type="checkbox"/>	38.71453802	-121.28131313	EDIT ON MAP
X CMRN PK-2	Surface Sampling Point				<input checked="" type="checkbox"/>	38.68511065	-120.99542452	EDIT ON MAP
X 7900 NPA 3	Water Supply Well				<input checked="" type="checkbox"/>	38.53467665	-121.41075386	EDIT ON MAP

Save Changes

- Enter a new Field Point Name and select the appropriate Field Point Class from the drop-down list.
 - It is recommended that all FPNs be limited to 10 or less characters.
- Click the checkbox under **Non-Surveyed** to manually modify the latitude/longitude fields.
 - Alternatively, after this checkbox is selected, an interactive map will be displayed. Drag the marker to mark the sampling location on the map. As the marker is dragged, the latitude/longitude information is automatically populated.
 - Note: If the field point class "Remediation/Groundwater Monitoring Well" is selected, the **Non-Surveyed** checkbox is unable to be selected. Only field points that are not "Remediation/Groundwater Monitoring Wells" can be considered "Non-Surveyed".



6. Click the **Add this Field Point** button at the bottom of the page to save the changes.
7. You should be sent back to the page that displays the current list of FPNs. If you need to edit the latitude/longitude coordinates for an existing FPN, you should be able to modify the data through this page and click the **Save Changes** button located at the bottom of the page.



8. Also, if you want to delete the FPN entirely, click on the “X” located to the left of the FPN.
 - a. Note: this “X” will disappear if there is electronic data (i.e. EDF, GEO_XY, GEO_Z) associated with the FPN. If you would like to transfer the data from one FPN to another, contact the [GeoTracker Help Desk](#).

Method 2: Upload GEO_XY text file to submit Non-Surveyed GEO_XY data

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 Tab delimited.txt file.

Each line of the file should have the following fields:

- Global ID (**REQUIRED**)

- GeoTracker's unique identifier for a regulated Health Protection Zone water sampling site.
- Field Point Name (**REQUIRED**)
 - Name of the sampling point.
- Field Point Class (**REQUIRED**)
 - Code representing the type of survey point.
- XY Survey Date (**REQUIRED**)
 - Date on which the latitude and longitude coordinates were measured.
- Latitude (**REQUIRED**)
 - Latitude of survey point. In decimal degrees with up to 7 decimal points.
- Longitude (**REQUIRED**)
 - Longitude of survey point. In decimal degrees with up to 7 decimal points.
- XY Survey Method (**OPTIONAL**)
 - Code representing the survey method by which the measurements were collected.
- XY Datum (**REQUIRED**)
 - The datum from which the measurements were determined.
 - Valid Value (VVL) should be "WGS84"
- XY Accuracy Value (**OPTIONAL**)
 - The accuracy range of the latitude and longitude, reported in centimetres.
- XY Survey Organization (**REQUIRED**)
 - Name of the organization who collected the coordinates.
- GPS Survey Equipment Type (**OPTIONAL**)
 - Name of the GPS unit that was used.
 - Use one of the following VVLs
 - "ONLINEMAP" (Online Mapping Program)
 - "MOBPHONE" (Mobile/Smart Phone Application)
 - "CONSGPS" (Consumer GPS Device)
- XY Survey Description (**OPTIONAL**)
 - General description or additional information pertaining to the coordinate data.

Data entry is needed for the **REQUIRED** fields listed above. For the **OPTIONAL** fields, these can be left blank.

The text file must be named **GEO_XY.TXT**.

Sample templates in Excel format can be found here:

https://www.waterboards.ca.gov/ust/electronic_submittal/xyz_templates.shtml

IMPORTANT NOTE: For various data fields, GeoTracker will only accept data written in a certain format using valid values. Valid values are built-in codes required for certain fields such as datum and survey method. The reason for using specific values for these

fields is to standardize data entry, to ensure data consistency, and to help prevent errors. Freely entered data might contain extra spaces, commas, or dashes that would make meaningful data manipulation and thorough or accurate data searches impossible. Most valid values are abbreviations of common or proper names; hence selecting the correct code is generally straightforward.

To search the lists of valid values go to:

- 1) <http://geotracker.waterboards.ca.gov/search/vl.asp>
- 2) Click on the type of submittal (GEO_XY, GEO_WELL, etc.)
- 3) From the "FIELD NAME" drop down list, select the field name that you need valid values for
- 4) Click on "Search For Values" to view the entire list of valid values for that field name

Converting a GEO_XY Excel File to a Text (Tab delimited) File

- a) Prior to converting a GEO_XY Excel file to a **Text (Tab delimited)(* .txt) file**, the header row (Row 1) must be deleted. Column headings are not allowed in the submitted text file.

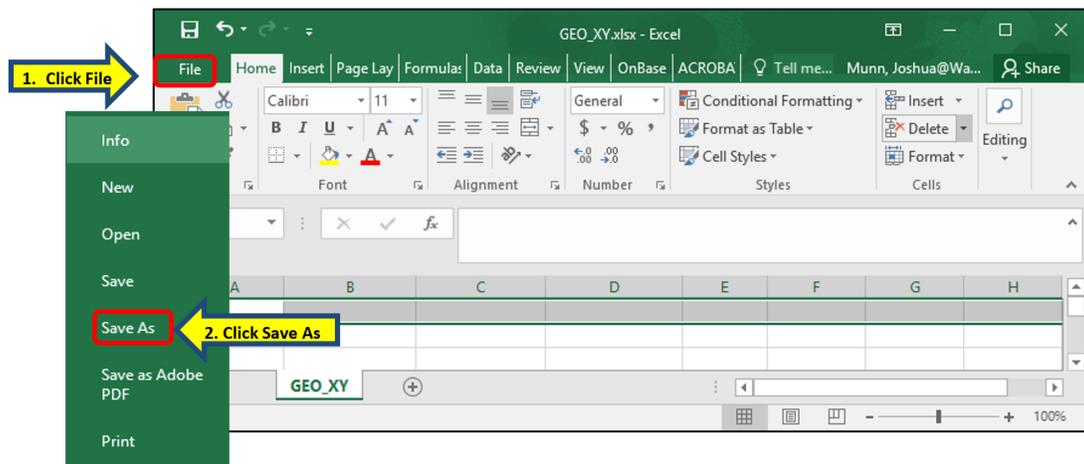
Click [here](#) to see a GEO_XY Excel template file or go to:

https://geotracker.waterboards.ca.gov/esi/sample/GEO_XY.xls

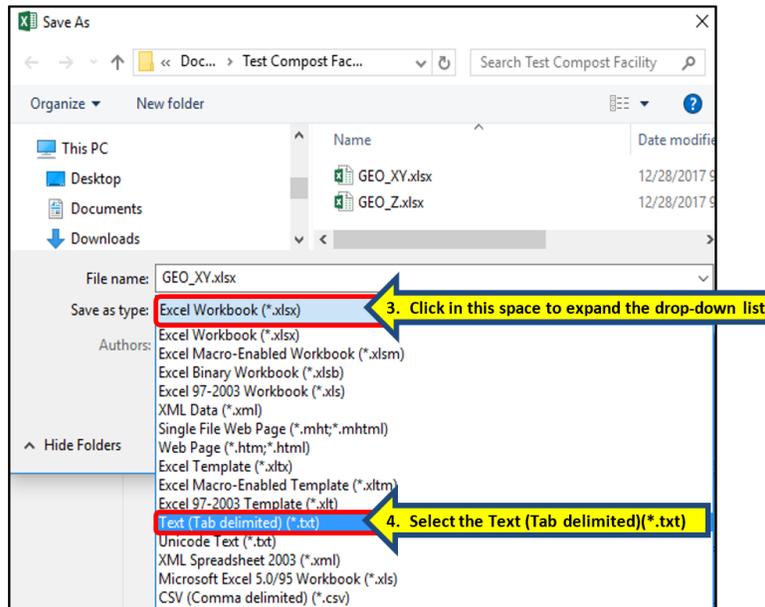
Example of a GEO_XY Excel File with Header

GLOBAL_ID	FIELD_PT_NAME	FIELD_PT_CLASS	XY_SURVEY_DATE	LATITUDE	LONGITUDE	XY_METHOD	XY_DATUM	XY_ACC_VAL	XY_SURVEY_ORG	GPS_EQUIP_TYPE	XY_SURVEY_DESC
T10000020801	AG-8331	AGIR	1/15/2025	38.71745121	-121.27233	WGS84		0.3	CRC	ONLINEMAP	Googlemaps
T10000020801	7745WW-1	PRIV	1/29/2025	38.71516796	-121.27939	WGS84			BP	CONSGPS	Garmin eTrex 22x
T10000020801	FLSM LK	RES	1/3/2025	38.77308039	-121.03669	WGS84		0.3	CREH	ONLINEMAP	Google earth
T10000020801	AMRCN RV-1	RIV	1/28/2025	38.63308811	-121.23338	WGS84			CREH	MOBPHONE	iphone 10
T10000020801	BTNY SPR	SP	1/22/2024	39.23426294	-121.1077	WGS84		0.3	SPR	ONLINEMAP	Googlemaps
T10000020801	CRIPPLE CR	STR	2/5/2025	38.71453802	-121.28131	WGS84			BP	MOBPHONE	ipad
T10000020801	CMRN PK-2	SUR	1/20/2024	38.68511065	-120.99542	WGS84			CRC	CONSGPS	Garmin GPSMAP 65
T10000020801	7900 NPA 3	WSW	1/21/2024	38.53467665	-121.41075	WGS84			SPR	CONSGPS	Garmin eTrex 10

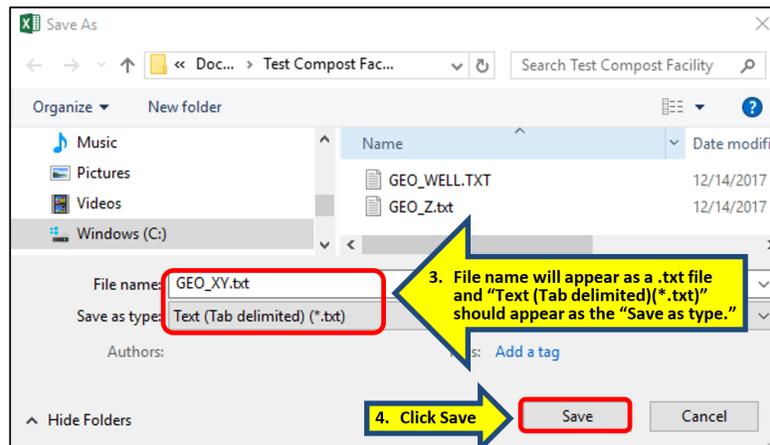
- b) With the GEO_XY Excel file open in the Excel program, select **Save As** from the **File** menu.



c) In the **Save As** window, select **Text (Tab delimited)(*.txt)** from the **Save as type** drop-down list.



d) Click the **Save** button and the Excel file will be converted.

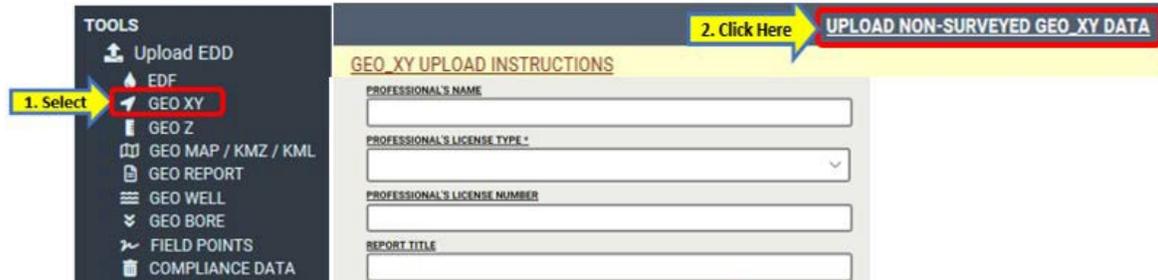


Below is an example of the above Excel table (with the column header removed) after it has been converted to a Text (Tab delimited)(*.txt) file.

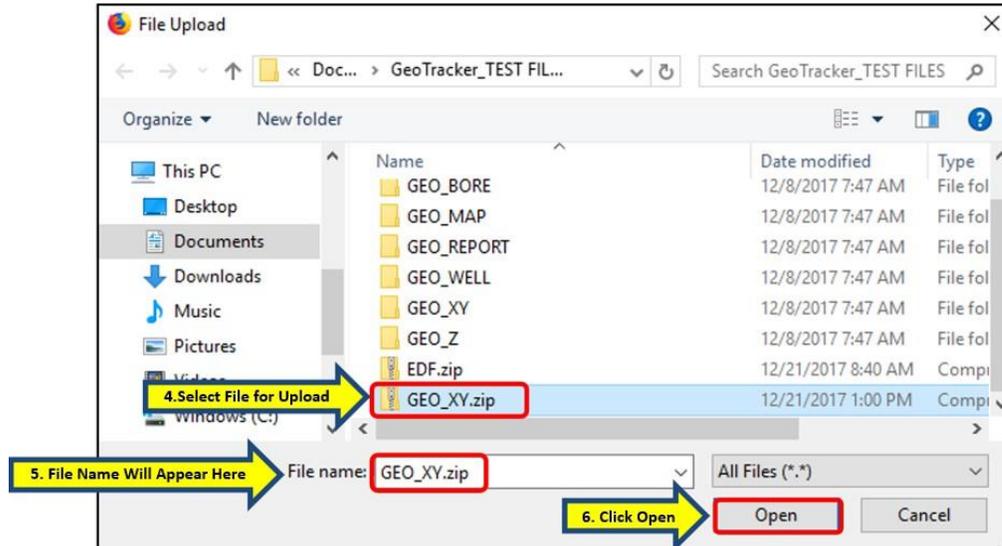
GLOBAL_ID	FIELD_PT_NAME	FIELD_PT_CLASS	XY_SURVEY_DATE	LATITUDE	LONGITUDE	XY_METHOD	XY_DATUM	XY_ACC_VAL	XY_SURVEY_ORG	GPS_EQUIP_TYPE	XY_SURVEY_DESC
T10000020801	AG-8331	AGTR	1/15/2025	38.71745121	-121.2723251	WGS84	0.3	CRC	ONLINEMAP	Googlemaps	
T10000020801	7745 MW-1	PRIM	1/29/2025	38.71516796	-121.27939	WGS84		BP	CONSGPS	Garmin eTrex 22x	
T10000020801	FLSM LK RES		1/3/2025	38.77308039	-121.0366876	WGS84	0.3	CREH	ONLINEMAP	Google earth	
T10000020801	AMRCN RV-1	RIV	1/28/2025	38.63308811	-121.2333794	WGS84		CREH	MORPHONE	i phone 10	
T10000020801	BTHY SPR	SP	1/22/2024	39.23426294	-121.1077018	WGS84	0.3	SPR	ONLINEMAP	Googlemaps	
T10000020801	CRIPPLE CR	STR	2/5/2025	38.71453802	-121.2813131	WGS84		BP	MORPHONE	i pad	
T10000020801	CMRIN PK-2	SUR	1/20/2024	38.68511065	-120.9954245	WGS84		CRC	CONSGPS	Garmin GPSMAP 65	
T10000020801	7900 NPA 3	WSW	1/21/2024	38.53457665	-121.4107539	WGS84		SPR	CONSGPS	Garmin eTrex 10	

Uploading a Non-Surveyed EDD File

- a) Select **GEO_XY** under the **TOOLS** menu and **Upload EDD** subheading. Select **UPLOAD NON-SURVEYED GEO_XY DATA** in the upper right-hand corner and click **BROWSE** to search for the file.



- b) Locate the GEO_XY.zip file in the browse window and then click Open.



- c) Complete the required fields shown in the **UPLOADING A NON-SURVEYED GEO_XY FILE** window and click on the **Upload File** button to submit. For Non-Surveyed data, only the report title and the file are required.

UPLOADING A NON-SURVEYED GEO_XY FILE

NON-SURVEYED GEO_XY UPLOAD INSTRUCTIONS

PROFESSIONAL'S NAME

PROFESSIONAL'S LICENSE TYPE*

PROFESSIONAL'S LICENSE NUMBER

REPORT TITLE

7. Enter Report Title

FILE
Choose File No file chosen

8. File will appear here

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

- Report title is required.
- You must select a file to upload.

Upload File

If you run into any issues while uploading your GEO_XY file, please review FAQ Section 7.0, which covers some of the common error messages during data upload. If you need further assistance, feel free to contact the [GeoTracker Help Desk](#).