## 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 submeter 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 <u>GeoTracker ESI</u> <u>Login page</u>. For more information on how to request access to your facility or site, please see <u>GeoTracker's ESI FAQ page</u>, <u>section 2.2</u>. Please contact the <u>GeoTracker Help Desk</u> 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	SELECT A FA	CILITY TO EDIT FIELD	D POINT NAMES			PA	GE 1.0F 1
Q VVL Search Tool Edit Field Points 1. Sele	ct	Facility Name	<u>Status</u> <u>Street Na</u>	ame <u>City</u>	County	└ Search	3. Click Search to View FPNs
<ul> <li>Coner Tools</li> <li>Funding Programs</li> <li>Add Program</li> </ul>	GLOBAL ID T10000010052 10664758	FACILITY NAME BW Test CALEPA TEST FACILITY 1	STATUS INFORMATIONAL ITE 4. Select a Facility	ADDRESS M 1001 I STREET Name SHERWOOD CT	CITY SACRAMENTO VACAVILLE	COUNTY SACRAMENTO SOLANO	FL PTS 1 0
<ul> <li>? FAQ</li> <li>☑ Contact Us</li> <li>I Logout</li> </ul>	T1000009607	ER Test Site - please ignore		M 1001 I STREET	SACRAMENTO	SACRAMENTO	

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

k Here	TELD POINT / WELL CONSTRUCTION		UPL	DAD FIELD POINT	IS / WELL CONSTRU	ICTION			DOWNLOAD FIELD POINTS / WELL CONSTRUCTION
FIELD POINT FIELD POIN	T CLASS	ALTERNATIVE FACILITY ID	DEPTH - TOP OF CASING TO WELL SCREEN (FT)	LENGTH OF WELL SCREEN (FT)	NON-SURVEYED	LATITUDE	LONGITUDE		FIELD POINT DESCRIPTION
X AG-8331 Agricultur	re/irrigation well					38.71745121	-121.27232505	[EDIT ON MAP]	
X 7745 WW-1 Domestic	/Private Drinking Water Well 🗸 🗸	<u> </u>				38.71516796	-121.27938999	[EDIT ON MAP]	
X FLSM LK Lake or R	Reservoir Sampling Point 🗸 🗸			()		38.77308039	-121.03668763	EDIT ON MAP	
X AMRCN RV-1 River San	mpling Point 🗸 🗸	)				38.63308811	-121.23337938	[EDIT ON MAP]	
K BTNY SPR Spring	~					39.23426294	-121.10770179	EDIT ON MAP	
X CRIPPLE CR Stream or	r Creek Sampling Point 🗸 🗸	Ì				38.71453802	-121.28131313	[EDIT ON MAP]	
X CMRN PK-2 Surface S	Sampling Point 🗸 🗸	Î				38.68511065	-120.99542452	[EDIT ON MAP]	
X 7900 NPA 3 Water Su	pply Well	1				38 53467665	-121 41075386	IEDIT ON MAPI	· · · · · · · · · · · · · · · · · · ·

- 4. Enter a new Field Point Name and select the appropriate Field Point Class from the drop-down list.
  - a. It is recommended that all FPNs be limited to 10 or less characters.
- 5. Click the checkbox under **Non-Surveyed** to manually modify the latitude/longitude fields.
  - a. 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.
  - b. 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".

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STL HD CR 1	Stream or Creek Sampling Point				38.65533186	-121.47515102	)[	
-	DRAG THE ICON TO THE LOCATION OF Y	OUR FIELD POINT -	AS YOU DRAG TH	ON, THE L	ATITU	GITUDE WILL A	UTOMATICALLY BE POPULATED	
Map	Satellite							0
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- 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.

TEST - PLEA 23 Main St Davis, Ca	SE IGNORE - T10000020801 TREET 95616									
	ADD FIELD POINT / WELL CONSTRUCTION			UPLO	DAD FIELD POIN	TS / WELL CONSTRU	ICTION			DOWNLOAD FIELD POINTS / WELL CONSTRUCTION
FIELD POINT	FIELD POINT CLASS		ALTERNATIVE FACILITY ID	DEPTH - TOP OF CASING TO WELL SCREEN (ET)	LENGTH OF WELL SCREEN (ET)	NON-SURVEYED	LATITUDE	LONGITUDE		ELD POINT DESCRIPTION
AG-8331	Agriculture/irrigation well	~					38.71745121	-121.27232505	[EDIT ON MAP]	
7745 WW-1	Domestic/Private Drinking Water Well	~					38.71516796	-121.27938999	[EDIT ON MAP]	
FLSM LK	Lake or Reservoir Sampling Point	~					38.77308039	-121.03668763	[EDIT ON MAP]	
AMRCN RV-1	River Sampling Point	~				V	38.63308811	-121.23337938	(EDIT ON MAP)	
				1				100	1	1

- 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 <u>GeoTracker Help Desk</u>.

# 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 centimeteres.
- XY Survey Organization (REQUIRED)
  - Name of the organization who collected the coordinates.
- GPS Survey Equipment Type (OPTIONAL)
  - $\circ$  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) <u>http://geotracker.waterboards.ca.gov/searchvvl.asp</u>
- 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 <u>here</u> to see a GEO\_XY Excel template file or go to: <u>https://geotracker.waterboards.ca.gov/esi/sample/GEO\_XY.xls</u>

Example of a GEO_XY Excel File with	h Header
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Remove	1 (	GLOBAL_ID	FIELD_PT_NAME	FIELD_PT_CLASS	XY_SURVEY_DATE	LATITUDE	LONGITUDE	XY_METHOD XY_DATUM X	Y_ACC_VAL XY_SURVEY	ORG GPS_EQUIP_TYPE	XY_SURVEY_DESC	
Row 1	2 1	10000020801	AG-8331	AGIR	1/15/2025	38.71745121	-121.27233	WGS84	0.3 CRC	ONLINEMAP	Googlemaps	
	3 1	10000020801	7745 WW-1	PRIW	1/29/2025	38.71516796	-121.27939	WGS84	BP	CONSGPS	Garmin eTrex 22x	
	4 1	10000020801	FLSMLK	RES	1/3/2025	38.77308039	-121.03669	WGS84	0.3 CREH	ONLINEMAP	Google earth	
	5 1	10000020801	AMRCN RV-1	RIV	1/28/2025	38.63308811	-121.23338	WGS84	CREH	MOBPHONE	i phone 10	
	6 1	10000020801	BTNY SPR	SP	1/22/2024	39.23426294	-121.1077	WGS84	0.3 SPR	ONLINEMAP	Googlemaps	
	7 1	10000020801	CRIPPLE CR	STR	2/5/2025	38.71453802	-121.28131	WGS84	BP	MOBPHONE	ipad	
	8 1	10000020801	CMRN PK-2	SUR	1/20/2024	38.68511065	-120.99542	WGS84	CRC	CONSGPS	Garmin GPSMAP 65	
	9 1	10000020801	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.

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

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

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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.

GEO_XYXxx • +		- Ō X
File Edit View		0
GL08AL_ID         FIELD_PT_NAME         FIELD_PT_CLASS         XY_SURVEY_DATE         LATITUDE         LONGITUDE           T10000020801         AG-8331         AGIR         1/15/2025         38.71745121         -121.2723251         MC58           T10000020801         FIELD_PT_NAME         FIELD_PT_CLASS         XY_SURVEY_DATE         LATITUDE         LONGITUDE           T10000020801         FORS         NL1         PRIN         1/29/2025         38.71516796         -121.2733251         MC58           T10000020801         FISM         LK         RES         1/3/2025         38.77308039         -121.0366876         MC58           T100000208001         AWRN NV-1         RIV         1/28/2025         38.63380811         -121.2333794           T100000208001         BTIN' SPR         SP         1/2/2024         39.2346294         -121.107018           T100000208001         CKRPEL CR         STR         2/7025         38.6511065         -121.213131           T100000208001         CKRPL CR         STR         1/20/2024         38.65511065         -121.20954245           T100000208001         CKRI PC-2         SUR         1/20/2024         38.53467665         -121.4107539	XY_METHOD     XY_DATLM     XY_ACC_VAL     XY_SURVEY_ORG     GPS_EQUIP_TYPE     XY_SURVEY_DESC       864     0.3     CRC     ONILINEWAP     Googlemaps       MGS84     BP     CONSGPS_Garmin eTrex 22x       864     0.3     CREH     ONILINEWAP     Google earth       MGS84     CREH     MOBPHONE     i phone-10       MGS84     BP     CONSGPS_Garmin_Group       MGS84     BP     MOBPHONE     i pad       MGS84     CRC     CONSGPS_Garmin_GPSMAP_65       MGS84     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 righthand corner and click BROWSE to search for the file.

TOOLS	2. Click Here UPLOAD NON-SURVEYED GEO_XY DATA
L Upload EDD	GEO_XY UPLOAD INSTRUCTIONS
1. Select 7 GEO XY	PROFESSIONAL'S NAME
GEO Z CD GEO MAP / KMZ / KML	PROFESSIONAL'S LICENSE TYPE *
GEO REPORT GEO WELL	PROFESSIONAL'S LICENSE NUMBER
SEO BORE	SEPORT TITLE
COMPLIANCE DATA	DR. VOLLALAR

b) Locate the GEO\_XY.zip file in the browse window and then click Open.

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Will Annoar Horo	ile name: GEO_XV zin	✓ All Files (*.*) ✓

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		
1	NON-SURVEYED GEO_XY UPLOAD INSTRUCTIONS	
	PROFESSIONAL'S NAME	
4	PROFESSIONAL'S LICENSE TYPE *	
	PROFESSIONAL'S LICENSE NUMBER	
7. Enter Report Title	REPORT TITLE	
	FILE Changes File No file changes	
8. File will appear here	Please link your report to a submitted EDF file below. If there is no EDF file	
	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 <u>GeoTracker Help Desk</u>.