

How to Guide: Uploading a Well Stimulation Groundwater Monitoring Plan or Request for Exclusion

1. Go to the GeoTracker Electronic Submittal of Information (ESI) page and log in with your Username and Password
<https://geotracker.waterboards.ca.gov/esi/login.asp?referer=%2Fesi%2FDefault.asp>
2. If you do not have a Username and Password, request one using the Password Request page

CONTACT SITE [HELPDESK](#)

STATE WATER RESOURCES CONTROL BOARD
GEOTRACKER ESI

Username:

Password:

If you do not have a username and password, request one using our [Password Request](#) page.
Forgot your password? Have a password reset link [emailed](#) to you.

3. After logging in, go to the Main Menu page and select “Add Program” under “Tools”. Check the “Oil / Gas Monitoring Program” box and select “Save Changes”

STATE WATER RESOURCES CONTROL BOARD
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Main Menu Tools View Submittals Facility Management Download / Upload

TOOLS

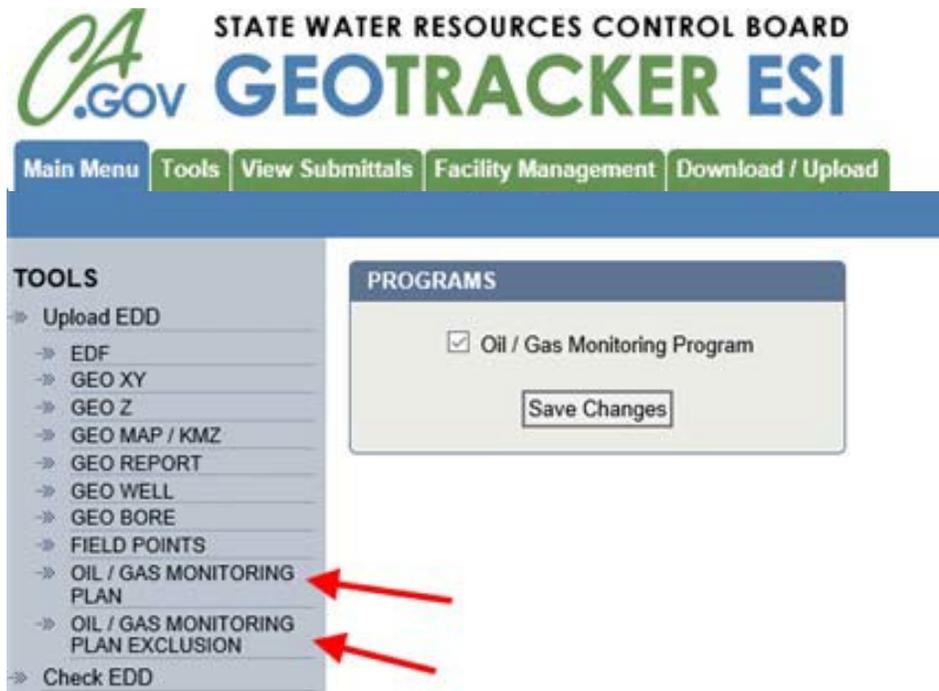
- » Upload EDD
- » Check EDD
- » VVL Search Tool
- » Edit Field Points
- » Other Tools
- » Add Program
- » Logout

PROGRAMS

Oil / Gas Monitoring Program

Model Criteria for Groundwater Monitoring in Areas of Oil and Gas Well Stimulation: Area-Specific Monitoring GeoTracker How to Guide

4. Under Tools select “Upload EDD” to expand the listing of EDD types. Choose your EDD type “Oil / Gas Monitoring Plan” or “Oil / Gas Monitoring Plan Exclusion”



5. Enter submittal information on the form

MONITORING AREA NAME/DESCRIPTION – this required field will be used to identify one monitoring area/exclusion area from another. It is recommended to use section, township, and range in the name or other unique identifier

MONITORING AREA ADDRESS – this required field will be used by the public as part of the search tool. Please enter an address for the monitoring area/exclusion area . Where there is none use an address if you were to have supplies delivered to the monitoring area/exclusion area (e.g. intersection of Street A and B)

5a. For a groundwater monitoring plan, information for all the fields (shown in pink) is required:

TOOLS

- Upload EDD
- Check EDD
- VVL Search Tool
- Edit Field Points
- Other Tools
- Add Program
- Logout

VIEW SUBMITTALS

- By Facility
- All Submittals (15)
- Pending Submittals (0)
- Denied Submittals (0)
- Received Submittals (14)
- Oil / Gas Monitoring Program Submittals (6)

FACILITY MANAGEMENT

- Associated Facilities (2)
- Pending Facilities (0)
- Denied Facilities (1)
- Request Additional Facilities

FACILITY REQUESTS

- Pending Requests (0)
- Approved Requests (0)
- Denied Requests (0)

DOWNLOAD

- Associated Global IDs

SUBMITTING AN OIL / GAS MONITORING PLAN

OIL FIELD

OIL FIELD OPERATOR

MONITORING AREA NAME / DESCRIPTION

MONITORING AREA ADDRESS

MONITORING AREA CITY STATE ZIP COUNTY

MONITORING PLAN (PDF) Browse...

AREA OF MONITORING PLAN (KML) Browse...

WELL STIMULATION LOCATION DATA: - DOWNLOAD TEMPLATE FILE

COPY AND PASTE YOUR TAB DELIMITED WELL LOCATION DATA IN TO THIS BOX THEN HIT GO --> Go

[MARK THE MID-POINT OF THE GWMP AREA \(LATITUDE / LONGITUDE\)](#)

- Oil Field is required.
- Oil Field Operator is required.
- Monitoring Area Name / Description is required.
- Monitoring Area Address is required.
- City is required.
- State is required.
- Zip is required.
- County is required.
- You must select a Monitoring Plan file to upload.
- Marking the Mid-Point of the GWMP Area is required.
- You must select an Area of Monitoring Plan file to upload.
- You must have Well Stimulation Location Data

Submit Monitoring Plan

Model Criteria for Groundwater Monitoring in Areas of Oil and Gas Well Stimulation: Area-Specific Monitoring GeoTracker How to Guide

5.b. For a request for exclusion from groundwater monitoring, the well stimulation location data and mid-point of the proposed groundwater monitoring plan should be filled if they are available:

The screenshot shows the 'SUBMITTING AN OIL / GAS MONITORING PLAN EXCLUSION' form in the GeoTracker application. The left sidebar contains navigation options: TOOLS (Upload EDD, Check EDD, VVL Search Tool, Edit Field Points, Other Tools, Add Program, Logout), VIEW SUBMITTALS (By Facility, All Submittals (15), Pending Submittals (0), Denied Submittals (0), Received Submittals (14), Oil / Gas Monitoring Program Submittals (6)), FACILITY MANAGEMENT (Associated Facilities (2), Pending Facilities (0), Denied Facilities (1), Request Additional Facilities), FACILITY REQUESTS (Pending Requests (0), Approved Requests (0), Denied Requests (0)), and DOWNLOAD.

The main form area includes the following fields and options:

- OIL FIELD
- OIL FIELD OPERATOR
- MONITORING AREA NAME / DESCRIPTION
- MONITORING AREA ADDRESS
- MONITORING AREA CITY, STATE, ZIP, COUNTY (with a dropdown for County)
- MONITORING PLAN EXCLUSION (.PDF) with a 'Browse...' button
- AREA OF MONITORING EXCLUSION (.KML) with a 'Browse...' button
- WELL STIMULATION LOCATION DATA: - DOWNLOAD TEMPLATE FILE
- COPY AND PASTE YOUR TAB DELIMITED WELL LOCATION DATA IN TO THIS BOX THEN HIT GO --> with a 'Go' button
- MARK THE MID-POINT OF THE GWMP AREA (LATITUDE / LONGITUDE)

A red-bordered box contains the following error messages:

- Oil Field is required.
- Oil Field Operator is required.
- Monitoring Area Name / Description is required.
- Monitoring Area Address is required.
- City is required.
- State is required.
- Zip is required.
- County is required.
- You must select a Monitoring Plan file to upload.
- You must select an Area of Monitoring Exclusion file to upload.

A 'Submit Monitoring Plan' button is located at the bottom of the form.

Additional information on uploading data to GeoTracker can be found at: http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/