We will now discuss and demonstrate how programs can manually enter UIC inventory data in the new application. Manual data entry is accomplished via web forms. The other method of data entry, batch upload, will be discussed later in this training webinar.
To begin the process of manually entering inventory data, users click the drop down menu in the Well Inventory module, and select “Inventory”. This will take the user to the inventory list view.
The list view contains a table, where each row represents a well inventory record for a particular year. For instance, the first row represents the 2022 inventory record for Kansas Department of Health and Environment. The second row represents the 2021 inventory record for US EPA Region 2 in New York.

Associated with each record is either an “edit” button or a “record locked” button. If a record has an “edit” button, then the user will be able to open the record and make changes, as long as the record is still in draft status and not under EPA Region or EPA Headquarters review.

*Scroll down to comment record*

Records can also have comments from review staff that can be accessed via a comment bubble. This comment button will only be available if there are comments associated with the records.
The status column shows the status of the record.

Next, there are columns showing the:
• Fiscal Year,
• Primacy Agency Code,
• Primacy Agency,
• and State or Tribe that the record is associated with.

These fields are what we refer to as “header data”. Each primacy program is assigned a four-digit primacy agency code. In addition, each record is associated with either a state or tribe, but not both.

To the right of the header data fields are the inventory data fields.

At the top are two different filter options. The user can use the drop-down lists in this section to filter by primacy agency or by fiscal year. Users will only have access to the primacy agencies that they are associated with.

To create a new inventory record, the user can select “New Well Inventory” at the top right of the screen.
In order to create a new record, header information is required to be entered. All inventory records require a fiscal year. 7520 records, as we will see, also require a fiscal quarter. Then, all records need a primacy agency. You can use the drop-down list to select the applicable primacy agency. Next, users will need to select the radio button for either State or Tribe in the Program Type section. All primacy agencies would select state except for Navajo Nation and Fort Peck, which would select Tribe because they are primacy tribes. DI programs would select state or tribe, depending on whether they are reporting state or DI tribal data. Finally, depending on the Program Type selection, either a state or Tribe drop-down list will be displayed. Select the applicable state or tribe and then press the “Next” button in the top right to continue creating the record.
Users will then be taken to this screen. Notice the header information that is displayed at the top. To the right of the area, the application displays the status of the record. In this case, the record is in draft status.

Below the header data are five different tabs, titled:

- “Well Summary”
- “Well Specific”
- “Prior Years Comparison”
- “History”
- and “Record Details”.

The “Well Summary” tab is shown by default, but the other tabs can be clicked on to be shown. In the “Well Summary” tab, users are able to manually enter well inventory for each well class. Only well classes associated with a particular primacy agency and state are shown. After entering well inventory, users should click the blue...
“Save” button at the top right of the screen. When ready, users can also use the “Submit to EPA Region” button.
EPA accepts both summary-level and well-specific inventory data. A program is able to choose which type of data they submit. Summary inventory is simply the total number of wells in each well class.

Well-specific inventory, which can be reported using the second tab *click*, allows the user to report all applicable unique wells. While only “Well Summary” data is required, if a user reports well-specific inventory, then the application automatically calculates the summary well inventory and populates the “Well Summary” tab.
To add a new well, users should click the “Add Well-Specific Inventory” button. This will make a pop-up appear. For each well, it is required that users input either Well Type or Summary Well Class and a unique Well ID. Additionally, if the user is inputting a Class III well, then another field will appear in the form for Well Site. Well Site is required for Class III wells. The other fields are optional but may be useful to provide due to the reporting services that programs can take advantage of elsewhere in the application.
The third tab is titled “Prior Years Comparison”. Using this tab, users can easily compare the current year data with data from previous years. This comparison can aid in the QA/QC process, as anomalies can easily be spotted.

***This slide is a screenshot of what is being covered in the recording from 0:16:34-0:16:51***
Manual Data Entry- Inventory

Use History tab to view submission history and to enter comments about a submission

***This slide is a screenshot of what is being covered in the recording from 0:16:51-0:17:05***

The fourth tab is titled “History”. This tab contains a log of the submission history for the record. In addition, users can click the “Add Comment” button and add any additional information that may be relevant to the submission.
Finally, the fifth tab, “Record Details” displays meta-data related to the record.
Manual Data Entry- Inventory

Submit the record.

Click to submit

***This slide is a screenshot of what is being covered in the recording from 0:17:13-0:18:03***

When ready, click the “Submit To EPA Region” button. Or, if a region is submitting DI data, the button will be titled “Submit to Headquarters”. A pop-up form appears. Any comments entered will be saved in the “History” tab. Upon submittal, a notification will be sent to the list of email recipients. The list of recipients is automatically populated for each record and the default recipients can only be changed by EPA HQ. If you would like to make a change, please send an email to UICdatacollection@epa.gov. Users can also list additional email recipients in the box on the form.