

**UIC Data Application:
Bulk Status Change Feature**

November 2018





Purpose of the Training

- Audience: EPA Regional UIC Staff
- Product: UIC Data Application
- Purpose: Demonstrate the “Bulk Status Change” feature

This training is given to the EPA Regional UIC Staff who will be using the UIC Data Application to enter, review, and submit data to EPA Headquarters. The training demonstrates the “Bulk Status Change” feature in the UIC Data Application.



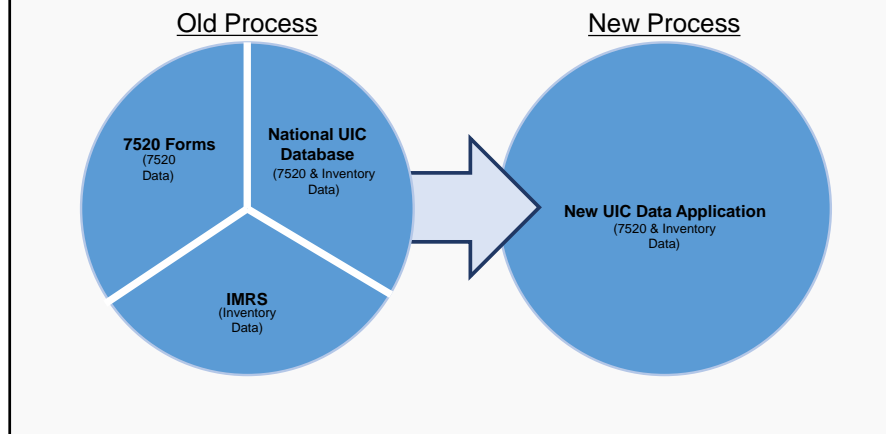
Outline of the Training

- Background on the UIC Data Application
- Why build the “Bulk Status Change” feature?
- What does the feature do?
- How is the feature used?

We will start the training with a brief background on the UIC Data Application then discuss why the “Bulk Status Change” feature was developed, what it does, and how it can be used.



Streamlining UIC Data Reporting



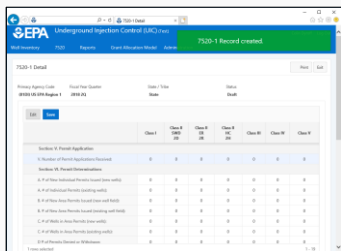
Recently, programs reported data to EPA in three ways:

- the Form 7520-1 through 7520-4 as hardcopy
- Inventory data submitted electronically via the Inventory and Measures Reporting Service (IMRS), or
- Both inventory and Form 7520 data submitted electronically to the National UIC Database

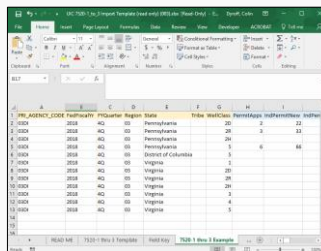
The new application that is being developed will replace those three mechanisms and serve as a one-stop-shop for 7520 forms 1-4 and well inventory data submission. The new application will also house various reporting and analysis tools that UIC programs may find useful.



Data Entry in the New UIC Data Application



Or



Webforms

- Manual data entry
- Web interface
- Data must be input form-by-form

Templates

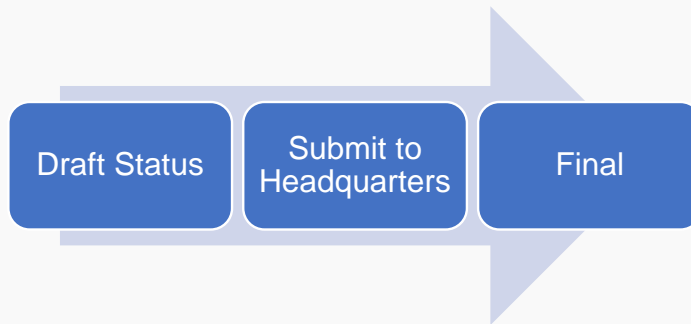
- Provide format for “batch upload”
- Uploads can be .xlsx or .csv files
- Data can be input for multiple forms at once

There are two ways that you will be able to enter data into the new application. The first is via webforms, which will not be the focus of today’s training webinar. To use webforms, users would log in to the application via their web browsers, navigate through the appropriate menus to create a new record, and manually type data into boxes.

The second way that users will be able to enter data into the new application is via batch upload. To use the batch upload process, users will need to format data in accordance with the batch upload templates that EPA has distributed, in either a .xlsx or .csv file. Users will then log into the new application via their web browsers and use a wizard to select and upload the file containing the data. The batch upload was meant to simplify the data entry process for the EPA Regions who need to enter data for multiple state and tribal programs directly implemented by EPA.



Data Submission Workflow Status



When new inventory or 7520 data is entered, it becomes part of a record. Each record goes through a specific workflow, where it is reviewed and approved before becoming final. There are three statuses that a record submitted by an EPA Region can be assigned. Those statuses are Draft, Submitted to Headquarters, and Final.

When a Region first creates a new inventory or 7520 record, it has “draft status”. In draft status, a primacy agency can enter numbers, as well as save a partially complete record and edit it later. When the Region is ready, they can press the button “Submit to Headquarters” and the status will change to “Submitted to Headquarters”. With this status, the record can no longer be edited by the Region. Here, EPA Headquarters can review the record and either finalize it or return the record back to “Draft” status. When a record is in Final status, it can no longer be edited unless headquarters unlocks the record.



Why Build the “Bulk Status Change” Feature?

- The batch upload feature created efficiency for EPA Regions
- Regions can upload all direct implementation program data using three Excel spreadsheets
 1. Inventory
 2. 7520-1 through 7520-3
 3. 7520-4
- The application created inefficiency when the Region needs to submit the data to Headquarters

The “Bulk Status Change” feature was developed to allow more efficient submission of data by the Regions to Headquarters. The batch upload feature created efficiency for the EPA Regions because they could enter data for multiple programs using Excel spreadsheets for inventory, 7520-1 through 7520-3, and the 7520-4. We wanted a similarly efficient process that allows the Regions to submit multiple forms for multiple programs without having to open each and every form and hit the submit button.

Data Submission Without “Bulk Status Change” Feature

The screenshot shows the EPA UIC web application interface. At the top, there is a navigation bar with 'EPA Underground Injection Control (UIC) (new)' and user options like 'Log Out'. Below this, there are tabs for 'Well Inventory', '7520', 'Reports', 'Grant Allocation Models', and 'Administration'. The main content area is titled '7520-1 Part 8: R... and Issuance/Wells in Area of Review'. It includes a search bar, a dropdown for 'US EPA Region 8', and a 'Fiscal Year' dropdown set to '2018'. A 'New 7520-1' button is visible on the right. The central part of the page is a table with columns: 'Edit', 'Status', 'Fiscal Year', 'Fiscal Quarter', 'Primary Agency Code', 'Primary Agency', 'State', 'Tribe', 'Last Modified By', and 'Last Modified On'. The table contains 15 rows of data, all with a 'Draft' status. A yellow callout box with an arrow points to the '7520' tab, stating 'Region needed to go into each form'. A green callout box with an arrow points to the 'Edit' icon in the first row, stating 'Open each form and change status'.

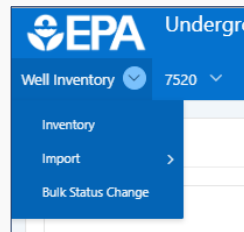
Edit	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Tribe	Last Modified By	Last Modified On
	Draft	2018	4Q	08DI	US EPA Region 8	Montana	201 - Blackfeet	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado		Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Montana	301 - Fort Belkood	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado	301 - Fort Berthold	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado	206 - Fort Peck	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Montana	750 - Southern Ute	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado	750 - Southern Ute	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Montana	687 - Uintah and Ouray	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Montana	687 - Uintah and Ouray	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado	687 - Uintah and Ouray	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Montana	281 - Wind River	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado	281 - Wind River	Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	South Dakota		Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Montana		Valois Shea	11/13/2018 18:23
	Draft	2018	4Q	08DI	US EPA Region 8	Colorado	201 - Blackfeet	Valois Shea	11/13/2018 18:23

The original method of submitting data to Headquarters required the Regions to go into the list tables for inventory and all five 7520 forms for every program to click on the submit button.



What Does the “Bulk Status Change” Feature Do?

- Allows Regions to change the status of multiple datasets at the same time
- Available for both inventory and 7520 datasets



The “Bulk Status Change” feature allows Regions to change the status of multiple datasets at the same time. The feature is found under both the Well Inventory and 7520 dropdown menus in the Application.

How is the “Bulk Status Change” Feature Used?

The screenshot shows the EPA UIC web application interface. The top navigation bar includes 'EPA Underground Injection Control (UIC) (beta)', 'Will Inventory', '7520', 'Reports', 'Grant Allocation Models', and 'Administration'. The main content area is titled 'Status Change' and is divided into three sections:

- 1. Filter:** Includes dropdowns for 'Primary Agency' (set to 'All Primacy Agencies'), 'Fiscal Year' (set to '2018'), and 'Current Status' (set to 'Draft').
- 2. Select 7520 Records:** A table with columns for 'Status', 'Form Type', 'Primacy Agency Code', 'Primacy Agency', 'Last Modified By', and 'Last Modified On'. The table contains several rows of data, including records for 'Draft' status with form types like '7520-3', '7520-2B', '7520-2A', '7520-1', '7520-3', and '7520-2B'.
- 3. Change Status:** Includes a 'New Status' dropdown (set to 'Submit to Region'), 'Email Recipients' text input, and 'Comments' text area.

Three callout boxes with arrows indicate the steps: an orange box 'Choose agency, year, or status of dataset' points to the Filter section; a green box 'Choose the new status for the datasets' points to the Change Status section; and a purple box 'Select the datasets that need a status change' points to the table of records.

Using the “Bulk Status Change” feature is a three step process:

1. First, the Region can choose a particular agency from the dropdown menu in the Filter section. The default for primacy agency is “All Primacy Agencies,” which allows the Region to see their own programs plus their state or tribal primacy program data. The Region may also filter for a particular year or status.
2. To select the records to update, click on the boxes to the left of each dataset. You can also click on the box found in the same row as the column headers, which will check all the boxes on the page.
3. In the Change Status section, Regions select the status to change the selected datasets. Regions may type in email recipients who would get notification of the change in status. Comments may also be left in the Comments box. Any comments will show up in the History tab of each dataset that was selected for the status update.

The example in this slide is for the 7520 forms. The “Bulk Status Change” feature looks and functions the same for well inventory.



Live Demonstration

If staff are looking for additional training materials for the UIC Data Application, videos and presentation slides from the batch upload feature training and the comprehensive training are found on the home page of the Application after login. A user manual, the batch upload templates, and a feedback form for users doing testing of the application are also found on the home page.

If you have any questions or problems, please email uicdatacollection@epa.gov.