

Accessing and Navigating the Application



We will now discuss and demonstrate how programs can access and navigate the new UIC Data Application.

How to Access the Application



Existing Users

Existing UIC users can access the UIC Data Application at <https://uicdata.epa.gov> and authenticate with their Login.gov account

New Users

Create a [Login.gov](#) account

Select "Sign in with LOGIN.GOV", on the next page select "Create an account", then on the following page input your *email. You will receive an email with a link and further instructions.

For help with Login.gov, please see [Frequently Asked Questions](#)

**Note that you will need to use the same email address used to create your Login.gov account for your WAA self-registration later*

EPA Production is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

Create an account

Sign in with your government employee ID

The application is web-based and can therefore be accessed via web browser. The supported browsers include Microsoft Edge, Google Chrome, and Mozilla Firefox (note that Internet Explorer is not supported as a compatible browser for the UIC Data Application). The UIC Data Application is located at <https://uicdata.epa.gov>. Access to the Application is restricted to authorized EPA or primacy program users with an account. As of December 31, 2021, the EPA Web Application Access account login page used to authenticate access to the Application has been integrated into the Login.gov authorization platform. New users that would like to access the Application must sign in with or create their Login.gov account.

How to Access the Application



New Users

Once you have created your Login.gov account, you can *register at waa.epa.gov

Enter EPA sponsor contact details → Enter your contact details → check "UIC Data Application" → "Submit"

**The email address used in the WAA registration form must match the email address used for your Login.gov account*

Once you have created your Login.gov account and registered, you can access the application at <https://uicdata.epa.gov/>

The screenshot shows the 'Web Application Access Registration' form. It includes fields for 'EPA Contact Name', 'EPA Contact's Email Address', 'EPA Contact's Phone Number', and 'Your Information' (First Name, Last Name, Email Address, Street Address, City, Country, State/Province/Region, Postal Code, Phone Number). A dropdown menu at the bottom is labeled 'Select the Community or Application for which you are requesting access', with 'UIC Data Application' selected. Annotations include three blue arrows pointing to the 'EPA Sponsor Details' section (EPA Contact Name, Email Address, Phone Number), the 'User Details' section (First Name, Last Name, Email Address, Street Address, City, Country, State/Province/Region, Postal Code, Phone Number), and the 'UIC Data Application' dropdown menu. A red box highlights the 'EPA Contact's Email Address' field, and another red box highlights the 'Email Address' field in the 'Your Information' section. A red oval highlights the 'UIC Data Application' dropdown menu.

Once the user has a Login.gov account they will navigate to <https://waa.epa.gov> and sign in with their Login.gov account information and will be taken to the self registration form. This form will require the contact information of the user's EPA sponsor. Once the user has entered their information, select "UIC data application" from the list of applications at the bottom of the form and submit.

The primacy program user will receive an email from wam_support@epa.gov after self-registration.

Once a user has successfully registered their Login.gov account with their self-registered WAA account for the UIC application, they will be able to sign into the UIC application with their Login.gov credentials

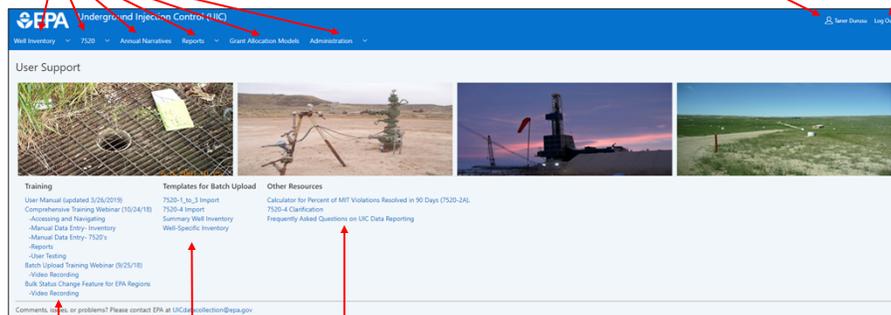
Application Layout- Home Screen



Drop-down menus

Your name

Log Out button



Training
Materials

Batch Upload
Templates

Other
Resources

This slide is a screenshot of what is being covered in the recording from 0:07:32-0:08:39

After logging in, users will be directed to the Home screen. Return to the Home screen at any time by clicking the “EPA Underground Injection Control (UIC)” banner at the top of the page.

The Home screen for state and regional users contains drop-down menus for:

- Well Inventory,
- 7520's,
- and the Reports modules.

Drop-down menus for:

- The Grant Allocation Model
- and Administration modules are only available to headquarters users with admin permissions.

Below the images of UIC wells are links to various user support materials:

- The training materials (including the training webinar recordings and notes)

- as well as the comprehensive user manual, can be downloaded for more information on how to use the application.
- And finally, the four batch upload templates are also available for download from the Home screen.

In the upper right corner are your name and the log-out button.

Data Entry & Batch Upload



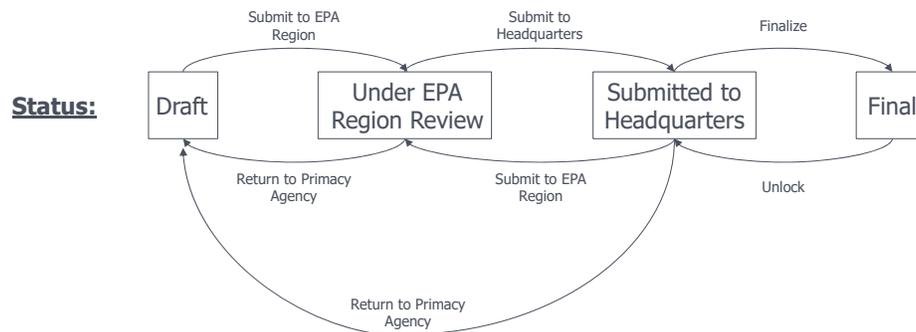
- Data may be submitted in two ways:
 - Manual entry (forms)
 - Batch upload
- Process may be used for
 - Summary well inventory
 - Well-specific inventory
 - 7520 Forms 1-3
 - 7520 Form 4
- Submission starts the workflow process

As we discussed, data can be submitted in two ways for all UIC data:

- manual entry via web forms
- and batch upload.

Either way, the submission of data starts the workflow, in which data is submitted and reviewed in a specific order.

Workflow- Primacy Agency Submissions



When new inventory or 7520 data is entered, it becomes part of a record. Each record goes through a specific work-flow, where it is reviewed and approved by the EPA Region and EPA Headquarters. So, before continuing, we will discuss the workflow.

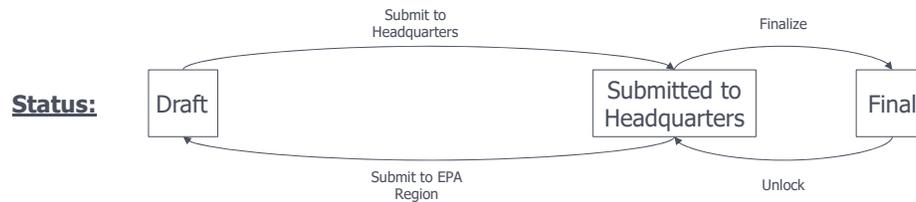
There are four statuses that a record can take, represented by the text in boxes on this slide. Those statuses are:

- Draft,
- Under EPA Region Review,
- Submitted to Headquarters,
- and Final.

When a primacy agency 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 a primacy agency is ready (CLICK), they can press the button “Submit to EPA Region” and the status will change to “Under EPA Region Review”. With this status, the record can no longer be edited by the primacy agency. The EPA region will then review the record and can make changes if necessary. The EPA region can use the button “Return to Primacy Agency” (CLICK) to return the record to draft status, or they can use (CLICK) the button

“Submit to Headquarters” to move the record into “Submitted to Headquarters” status. Here, EPA Headquarters can review the record and either finalize it or (CLICK) kick it back to “Under EPA Region Review” status (CLICK) or “Draft” status. When a record is in Final status (CLICK), it can no longer be edited unless (CLICK) headquarters unlocks the record. Note that whenever a record changes statuses, an email notification is automatically sent to the relevant parties.

Workflow- DI Submissions



The previous slide showed the workflow for primacy agencies. This slide shows the workflow for DI program submissions. The Difference is that there is no regional review. Records start in draft status at the regional level and are then submitted directly to EPA Headquarters.