

## Manual Data Entry - 7520's



\*\*\*This slide is a screenshot of what is being covered in the recording from 0:18:03-0:18:25\*\*\*

We will now discuss and demonstrate how programs can manually enter UIC 7520 Form 1-3 data in the 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.

# Manual Data Entry - 7520 1-3



1. Click arrow for drop-down menu



2. Select desired 7520 1-3 Form

Edit	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Title	Last Modified By	Last Modified On
	Draft	2018	4Q	0501	US EPA Region 5	Michigan		Colin Dyruff	10/08/2018 15:41
	Draft	2018	4Q	MDOE	Maryland Department of the Environment	Maryland		Maryland User	10/10/2018 11:00
	Draft	2018	4Q	MTOG	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/10/2018 09:39
	Final	2018	4Q	0101	US EPA Region 1		108 - Matak	Colin Dyruff	10/05/2018 14:25
	Final	2018	4Q	0801	US EPA Region 8	Colorado		Colin Dyruff	10/05/2018 09:16
	Submitted to Headquarters	2018	4Q	0101	US EPA Region 3	Pennsylvania		Colin Dyruff	10/05/2018 09:20
	Under EPA Region Review	2018	4Q	0101	US EPA Region 1		019 - Michigan	Harold Vale	10/05/2018 19:15
	Draft	2018	3Q	0101	US EPA Region 1	New Hampshire		Harold Vale	10/05/2018 10:11
	Draft	2018	3Q	0101	US EPA Region 1	Connecticut		Colin Dyruff	10/05/2018 14:16
	Draft	2018	3Q	0101	US EPA Region 1		018 - Pennsylvania	Harold Vale	10/05/2018 10:05

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:18:26-0:18:46\*\*\*

To begin the process of manually entering 7520 data, a user should click the drop-down menu in the 7520 module \*select 7520 dropdown\* and select the 7520 form that they are interested in. This will take the user to the list view for that form

## Manual Data Entry - 7520 1-3



3. Click to create a new record



Filter options

7520-1 Part I: Permit Review and Issuance/Wells in Area of Review

Primary Agency: All Primary Agencies Fiscal Year: All Fiscal Years

Go Actions

[+] New 7520-1

1 - 50 of 269

Edit	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Tribes	Last Modified By	Last Modified On
[Printer] [Edit]	Draft	2018	4Q	050I	US EPA Region 5	Michigan		Colin Dyrhoff	10/05/2018 12:41
[Printer] [Edit]	Draft	2018	4Q	MDDE	Maryland Department of the Environment	Maryland		Maryland User	10/10/2018 12:00
[Printer] [Edit]	Draft	2018	4Q	MTDG	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/15/2018 09:39
[Printer] [Edit]	Final	2018	4Q	010I	US EPA Region 1		108 - Makah	Colin Dyrhoff	10/05/2018 14:55
[Printer] [Edit]	Final	2018	4Q	080I	US EPA Region 8	Colorado		Colin Dyrhoff	10/05/2018 09:16
[Printer] [Edit]	Submitted to Headquarters	2018	4Q	030I	US EPA Region 3	Pennsylvania		Colin Dyrhoff	10/05/2018 09:30
[Printer] [Edit]	Under EPA Region Review	2018	4Q	010I	US EPA Region 1		033 - Mohegan	Harold Valle	10/03/2018 19:15
[Printer] [Edit]	Draft	2018	2Q	010I	US EPA Region 1	New Hampshire		Harold Valle	10/09/2018 10:11
[Printer] [Edit]	Draft	2018	2Q	010I	US EPA Region 1	Connecticut		Colin Dyrhoff	10/05/2018 14:18
[Printer] [Edit]	Draft	2018	2Q	010I	US EPA Region 1		018 - Penobscot	Harold Valle	10/09/2018 10:05

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:18:46-0:20:25\*\*\*

Here we have the 7520-1 list view which is similar to the other 7520 forms. The list view contains a table, where each row represents a 7520-1 record for a particular fiscal year and quarter. For instance, the third row represents the Fiscal Year 2022, Fiscal Quarter 2, 7520-1 record for South Carolina Department of Health and Environmental Control. Quarter 2 is used for mid-year reporting and Quarter 4 is used for end-of-year reporting.

Just as we saw in the inventory tables, the “edit” column shows draft status records as editable and submitted records as “record locked.”

In this same column, there is a button in the form of a printer icon. Clicking this button brings up a filled-in PDF copy of the 7520 form associated with the record.

The status column shows the status of the record. The different status’s that a record can take, as well as the workflow, were discussed earlier in the presentation.

Next, as we saw in the inventory tables, there are “header data” columns showing the Fiscal Year, Fiscal Quarter, Primacy Agency Code, Primacy Agency, and State or Tribe that the record is associated with.

To the right of the header data fields are information on when, and by whom, the record was most recently modified.

At the top are two different filter options to filter by primacy agency or by fiscal year.

To create a new 7520-1 record, the user can select “New 7520-1” at the top right of the screen. \*Click new 7520-1\* This is an example for the 7520-1. However, the layout is the same for the other 7520 forms.

## Manual Data Entry - 7520 1-3



7520-1

Fiscal Year: 2022

Quarter: 2Q - (Oct 1 thru Mar 31)

Primacy Agency Code: (AKOG) Alaska Oil and G...

Program Type:  State

State: Alaska

Exit Next >

Enter Fiscal Year

Enter Quarter (2Q or 4Q)

Select Primacy Agency

Select State or Tribe

Select State

Click 'Next'

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:20:25-0:21:26\*\*\*

Again, In order to create a new record, header information is required to be entered. All 7520 records require a fiscal year and quarter. For quarter, 2Q is used for mid-year reporting, while 4Q is used for end-of-year reporting. 1Q and 3Q are also available options for 7520-4 reporting. Next, all records need a primacy agency. Will need to select the radio button for either State or Tribe in the Program Type section (click). 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 (click). Select the applicable state or tribe and then press the “Next” button in the top right (click) to continue creating the record.

## Manual Data Entry - 7520 1-3



The screenshot shows the EPA 7520-1 data entry interface. At the top, there is a header section with fields for Fiscal Year (2022), Quarter (2Q - Oct 1 thru 6), Primary Agency Code (030D) US EPA Region 3, State (Pennsylvania), and Status (Draft). Below the header are four tabs: 7520-1 Detail, Attachments, History, and Record Details. A 'Save' button is located below the tabs. A table with columns for Class 1, Class 2 SWD 2D, Class 2 ER 2R, Class 2 HC 2H, Class 3, Class 4, and Class 5 is visible. A 'Submit to EPA HQ' button is in the top right. A question mark icon is on the left side of the table area.

Header Data

Submit to EPA Region

Click through different tabs

Click for Definitions

Saving a record (but not submitting) allows it to be edited at a later time.

Well classes available dependent on primacy agency selected

Data Entry Boxes

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:21:26-0:22:36\*\*\*

Users will then be taken to this screen. Notice the header information that is displayed at the top. The application also displays the status of the record with the header data. In this case, the record is in draft status.

Below the header data are four different tabs (click), titled “7520-1 Detail”, “Attachments”, “History”, and “Record Details”. The “7520-1 Detail” tab is shown by default, but the other tabs can be clicked on to be shown. In the “7520-1 Detail” tab, users are able to manually enter 7520-1 data for each applicable well class. Only well classes associated with a particular primacy agency and state are shown. Note the icon containing a circle with a question mark inside (click). Clicking this icon will bring up the reporting guidance for the associated data element from the back of the respective hardcopy Form 7520. After entering data, users should click the blue “Save” button. When ready, users can also use the “Submit to EPA Region” button.

## Manual Data Entry - 7520 1-3



The screenshot shows the EPA 7520-1 form interface. At the top, there are buttons for 'Exit', 'Submit To EPA Region', 'Print', and 'Delete'. Below this, a table displays the following information:

Fiscal Year	Quarter	Primacy Agency Code	State	Status
2018	2Q - (Oct 1 thru Mar 31)	(AKOG) Alaska Oil and Gas Conservation Commission	Alaska	Draft

Below the table, there are tabs for '7520-1 Detail', 'Attachments', 'History', and 'Record Details'. The 'Attachments' tab is highlighted with a red box. Underneath the tabs, there is an 'Attachments' section with an 'Attach File(s)' button. A message states: 'No attachments exists for this form. Click "Attach File(s)" to add attachments.' A modal dialog box titled 'Attach File(s)' is open, showing a 'Choose Files' button, the text 'No file chosen', and an 'Attach' button.

Attach relevant documents to your 7520 submission

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:22:36-0:22:46\*\*\*

The second tab is titled "Attachments". Using this tab, users can upload files that they would like to attach to their 7520 forms.

## Manual Data Entry - 7520 1-3



The screenshot displays a web application interface for record management. At the top, a header shows '7520-1' with buttons for 'Exit', 'Submit To EPA Region', 'Print', and 'Delete'. Below this, a table lists record details:

Fiscal Year	Quarter	Primary Agency Code	State	Status
2018	2Q (Oct 1 thru Mar 31)	BRSDO Alaska Oil and Gas Conservation Commission	Alaska	Draft

Below the table, there are tabs for '7520-1 Detail', 'Attachments', 'History', and 'Record Details'. The 'History' tab is highlighted with a red box. To the right of the tabs is an 'Add Comment' button. Below the tabs, a 'History' section contains a search bar and a list of records. A modal dialog box titled 'Add Comment' is open, showing a 'Submitted By' field with the value 'Celia Dynall', a 'Comments' text area, and an 'Email Notification To' field. The dialog has 'Cancel' and 'Submit' buttons.

View record history and add comments

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:22:46-0:23:01\*\*\*

The third tab is titled "History". As was the case with inventory, 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.

## Manual Data Entry - 7520 1-3



Click to submit

7520-1

Submit to EPA Region

Fiscal Year 2018

7520-1 Data

Record C

Submitted By  
Colin Dwyoff

Comments

Email Recipients  
colin.dwyoff@epa.gov  
colin.dwyoff@epa.gov  
colin.dwyoff@epa.gov

Additional Email Recipients (one email per line)

I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Cancel Submit

Submit the record.

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:23:01-0:24:05\*\*\*

When ready, click the “Submit To EPA Region” button. Or, if a region is submitting DI data, the button will be titled “Submit to EPA HQ”. 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](mailto:UICdatacollection@epa.gov). Users can also list additional email recipients in the box on the form.

A PDF version of the 7520 form will be displayed. Users can save or print the 7520 form.

Below the PDF window is the certification statement found on the 7520 form. After reading it, users should check the box and select the “Submit” button to submit the record.

# Manual Data Entry - 7520-4



1. Click arrow for drop-down menu

2. Select 7520-4

3. Create New 7520-4

Edit	Status	Fiscal Year	Fiscal Quarter	Primary Agency Code	Primary Agency	State	Title	Last Modified By	Last Modified On
	Draft	2018	4Q	0503	US EPA Region 5	Michigan		Colin Dwyff	10/26/2018 12:41
	Draft	2018	4Q	MDD8	Maryland Department of the Environment	Maryland		Maryland Dept	10/20/2018 11:20
	Draft	2018	4Q	M705	Montana Board of Oil and Gas Conservation	Montana		Jill Dean	10/16/2018 09:30
	Final	2018	4Q	0103	US EPA Region 1		108 - Malah	Colin Dwyff	10/05/2018 14:25
	Final	2018	4Q	0803	US EPA Region 8	Colorado		Colin Dwyff	10/05/2018 09:16
	Submitted to Headquarters	2018	4Q	0303	US EPA Region 3	Pennsylvania		Colin Dwyff	10/05/2018 09:20
	Under EPA Region Review	2018	4Q	0103	US EPA Region 1		033 - Michigan	Harold Vale	10/03/2018 19:15
	Draft	2018	2Q	0103	US EPA Region 1	New Hampshire		Harold Vale	10/02/2018 10:11
	Draft	2018	2Q	0103	US EPA Region 1	Connecticut		Colin Dwyff	10/02/2018 14:18
	Draft	2018	2Q	0103	US EPA Region 1		018 - Pennsylvania	Harold Vale	10/02/2018 10:05

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:24:05-0:24:28\*\*\*

We will now discuss manual data entry for the 7520-4. A user should begin by clicking the drop down menu in the 7520 module, and selecting 7520-4. This will take the user to the list view for 7520 Form 4. Click the blue button in the upper right to create a new 7520-4.

## Manual Data Entry - 7520-4



Fiscal Year	Quarter	Primary Agency Code	Program Type	State
2022	1Q - (Oct 1 thru Dec 31)	(AKOG) Alaska Oil and Gas	<input checked="" type="radio"/> State	Alaska

Enter  
Fiscal  
Year

Enter  
Quarter  
(2Q or 4Q)

Select  
Primacy  
Agency

Select State  
or Tribe

Select  
State

Click  
'Next'

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:24:28-0:25:11\*\*\*

Again, In order to create a new record, header information is required to be entered. All 7520 records require a fiscal year and quarter. For quarter, 2Q is used for mid-year reporting, while 4Q is used for end-of-year reporting. 1Q and 3Q are also available options for 7520-4 reporting. Next, select the primacy agency (click) and select the radio button for either State or Tribe (click). Finally, select the applicable state or tribe and then press the "Next" button in the top right (click) to continue creating the record.

## Manual Data Entry - 7520-4



Header Data

Fiscal Year	Quarter	Primary Agency Code	State	Status
2018	4Q - (Jul 1 thru Sep 30)	(AKOGI) Alaska Oil and Gas Conservation Commission	Alaska	Draft

Submit to EPA Region

Click through different tabs

Click to add well with violations

Click if there is nothing to report.

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:25:11-0:26:11\*\*\*

Users will then be taken to this screen. As with the manual data entry screens for 7520 Forms 1-3, the header information and status are displayed at the top, and there are four different tabs titled:

- “7520-4 Detail”,
- “Attachments”,
- “History”,
- and “Record Details”.

The “7520-4 Detail” tab is shown by default, but the other tabs can be clicked on to be shown. In the “7520-4 Detail” tab, users can click the “Add 7520-4 Well” button to add a well that has applicable SNC violations. If there are no applicable SNC violations to report, users should click the button “No Wells to Report”. When ready, users can also use the “Submit to EPA Region” button.

## Manual Data Entry - 7520-4



(\* ) = required fields

Enter at least one violation for each well

Multiple enforcement actions can be entered per violation

Violation Date	Violation Type	Enforcement Date	Enforcement Type	Compliance Achieved
09/11/2018	Well Mechanical Integrity	10/14/2018	Administrative Order	05/23/2019
09/11/2018	Well Mechanical Integrity	10/15/2018	Criminal Referral	05/23/2019

\*\*\*This slide is a screenshot of what is being covered in the recording from 0:26:11-0:26:52\*\*\*

After clicking the “Add 7520-4 Well” button (click), a pop-up form appears. Users should enter all applicable well information. Then, users can enter multiple violations and enforcement actions. Users must enter at least one violation for each well. However, enforcement actions or date compliance achieved are not required fields.

If we select the “No wells to report” button, a pop-up window appears to verify that there are no SNC violations to report.