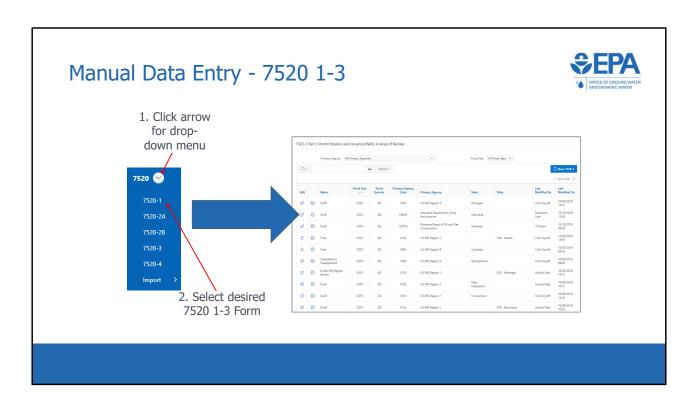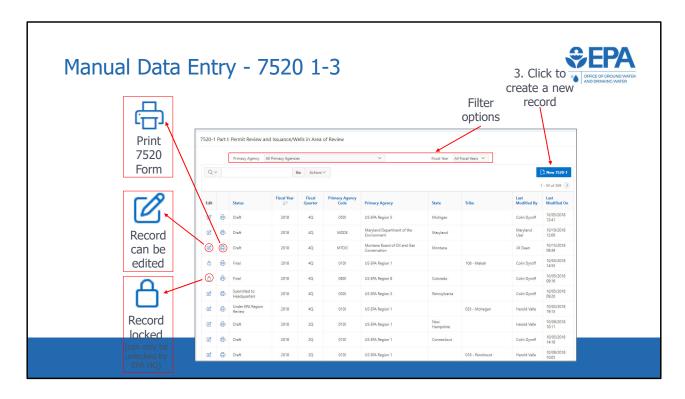# Manual Data Entry - 7520's

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

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

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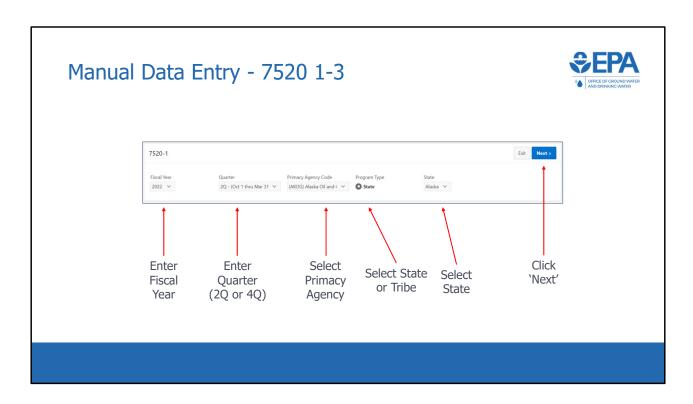
The status column shows the status of the record. The different status's that a record can take, as well as the workflow, were discussed earlier in the presentation.

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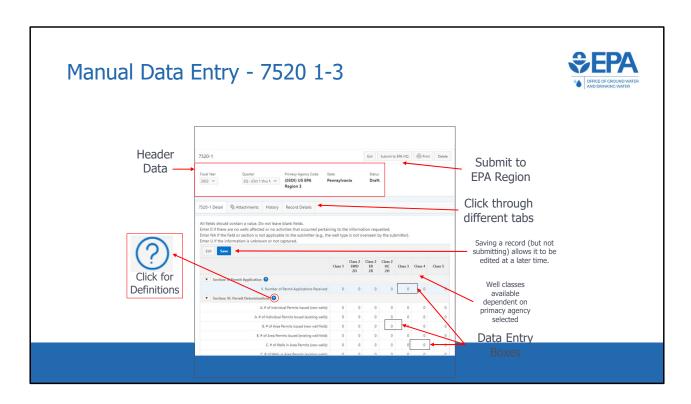
At the top are two different filter options to filter by primacy agency or by fiscal year.

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

This slide is a screenshot of what is being covered in the recording from 0:20:25-0:21:26
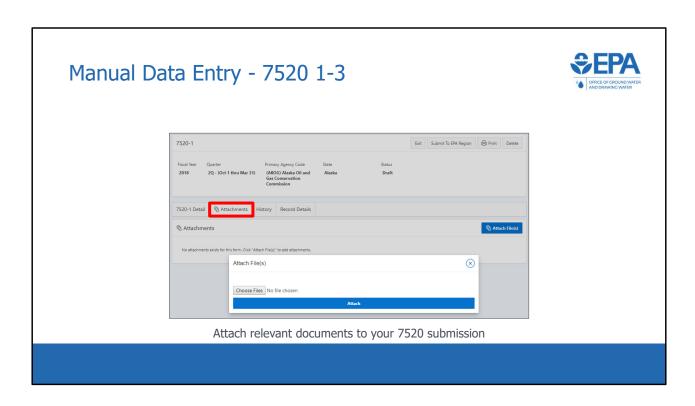
Again, In order to create a new record, header information is required to be entered. All 7520 records require a fiscal year and quarter. For quarter, 2Q is used for mid-year reporting, while 4Q is used for end-of-year reporting. 1Q and 3Q are also available options for 7520-4 reporting. Next, all records 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

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.
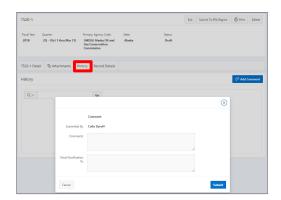
Attach relevant documents to your 7520 submission

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.
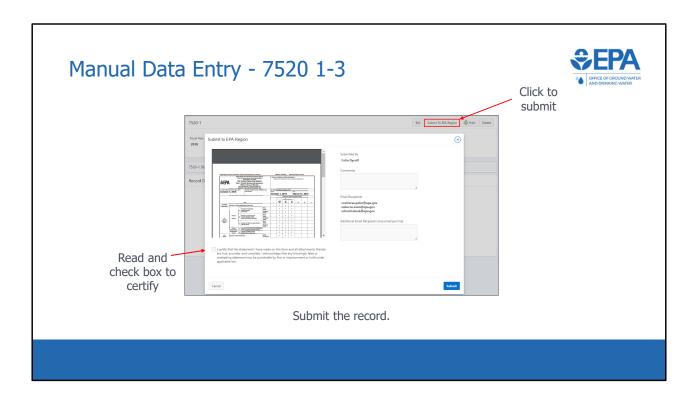
Manual Data Entry - 7520 1-3

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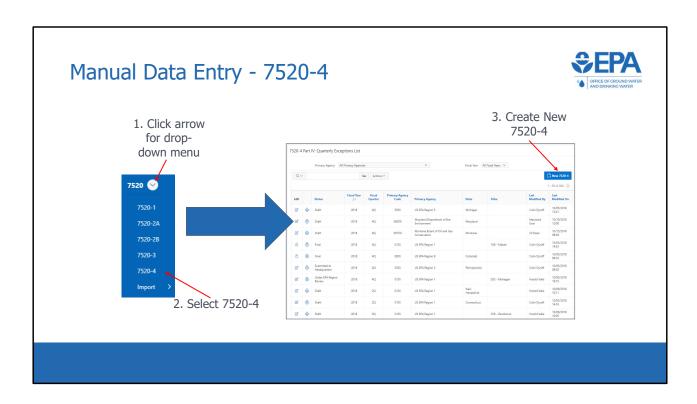
This slide is a screenshot of what is being covered in the recording from 0:23:01-0:24:05

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. Users can also list additional email recipients in the box on the form.
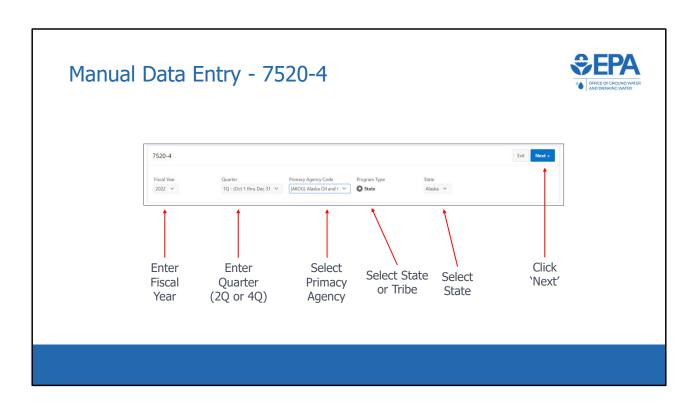
A PDF version of the 7520 form will be displayed. Users can save or print the 7520 form.

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.
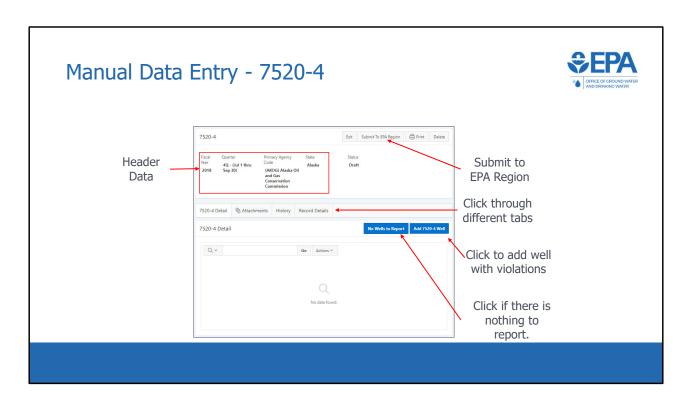
Manual Data Entry - 7520-4

1. Click arrow for drop-down menu

3. Create New 7520-4

2. Select 7520-4

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

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.
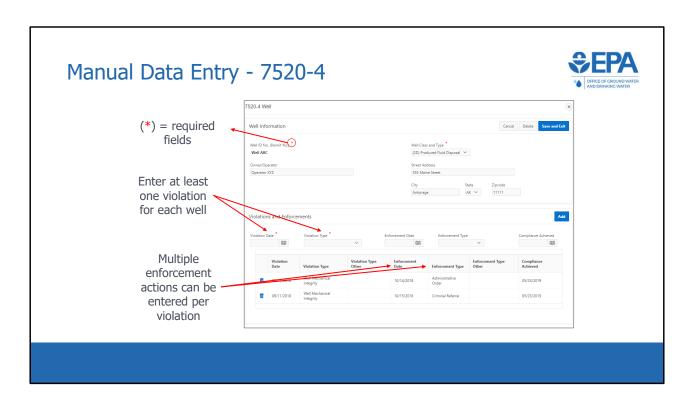
Manual Data Entry - 7520-4

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.

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.