

**SOLID & HAZARDOUS WASTE DIVISION
STORAGE TANK PROGRAM (STP)
GUIDANCE DOCUMENT #23**

SUBJECT: GIS: INVENTORY AND DATA UPLOADS

SCOPE: Remediation Project Managers are required to check the equipment inventory against equipment operating in the field at least once per year to meet a PMI goal. Additionally, environmental data are managed through the GIS, and Project Managers are required to ensure consultants are uploading data in accordance with the GIS data upload memo dated August 6, 2009 (attached).

INTRODUCTION: This document provides steps for Project Managers to take to access both the equipment inventory and data uploads in the GIS.

GUIDELINES:

1. In some cases, projects have been combined for accounting purposes when the projects are being completed by the same consultant. For example, Antea is the consultant for both the Sheridan Project and the Buffalo Project. The Buffalo Project sites were added to the Sheridan Project for accounting purposes, and the Buffalo Project was closed. However, projects were not combined in the GIS. Therefore, when checking inventory or data uploads, the Project Manager must query each project separately. For example, equipment operating in Buffalo is under the Buffalo Project in the GIS, not the Sheridan Project.

2. If you do not have a user name and password to log into the GIS, go to <https://stpgis.shwd.apps.deq.wyoming.gov> and set up an account.

3. Equipment Inventory

A. Log into the GIS using your user name and password.

B. From the “Home” page, click on “View GIS Data.”

C. The GIS map will open. At the top, right is a row of icons. Click on the first one (the magnifying glass). The “Equipment Inventory Query” box will open.

D. Click on the box(es) to the left of the project that you want to check for equipment, and then click on the box next to “category” that says “check all.” You do not have to select a “status.” If no status is selected, the query will give all of the equipment in the inventory for the projects you have selected.

E. Click on the “Run Query” button. All of the equipment in the inventory for the projects that were checked will be listed at the bottom of the screen. At the top right of the inventory list, click on the “Export to Excel” button. Name the file and select the folder where you want the file saved. Exit out of the GIS.

F. Print a copy of the Excel file to take to the field for the site check/equipment verification inspection. In the field note whether or not the equipment shown for each site on the list is the same as the equipment actually operating at the site. If it is not, note the discrepancy and reconcile with the consultant when you return to the office. Any changes should be emailed to the STP Manager for correction in the database.

4. Data Upload Check

A. The data upload check should be completed every quarter according to the attached memo. Consultants have 60 days after the end of the quarter to upload data for the quarter. Reports and other documents should be uploaded as soon as they are finalized.

B. Log into the GIS using your user name and password.

C. From the “Home” page, click on “Load Data.”

D. Click on the “Previously Loaded Data” tab at the top of the page.

E. Click in the box at the top of the page under the “Project” column and type in the Project name or portion of the project name that you want to check for current data uploads. Click on the funnel button next to the project name and select “contains.” All of the previously uploaded data and documents for the selected project will be shown.

F. The Project Manager can then take the data obtained from the GIS and compare it to what should have been uploaded. For example, if the project sampling is occurring quarterly, there should be data uploaded for every quarter; if the project sampling is occurring semi-annually, there should be data loaded for two quarters, etc.

G. If data are not being uploaded timely by the consultant, the Project Manager should contact the consultant.

5. Need more help or information? After logging in, from the “Home” page, click on the “Support” button at the top, right side of the screen. The User’s Manual and Reference Manual for the GIS can be accessed from this location.