



User Reference Guide

Construction Site Well Review

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COURSE OVERVIEW

Course Description

The Construction Site Well Review (CSWR) capability in WellSTAR enables users to review and record information related to the CSWR Process. CSWR is used to assist local permitting agencies in identifying and reviewing the status of wells that are located near or beneath structures. WellSTAR aids users in managing the interactions between local permitting agencies and DOGGR to resolve land-use issues and allow for responsible development in oil or gas fields.

Per program policy, the property owner, developer, or local agency permitting construction on a parcel of land may request the Division's opinion as to whether the abandoned wells on the parcel require reabandonment. All wells located on a parcel of land subject to such a request are to be evaluated for compliance with all current applicable well plugging and abandonment laws administered by the Division. Wells not located on the parcel are not to be evaluated unless their exact location is unknown and it is reasonable to conclude they may be located on the parcel being evaluated.

Any well evaluated under the CSWR program that does not meet full compliance with current applicable well plugging and abandonment laws, and in which access will be impeded as defined below, will be recorded as requiring reabandonment. Reabandonment is considered all activities necessary to bring the well into full compliance with all current Division administered well plugging and abandonment laws.

1 SUBMIT CONSTRUCTION SITE WELL REVIEW FORM

- This form must be submitted when the local land use authority requests a CSWR on a proposed project where any wells the Division regulates are present.
- Property owners request CSWR to get DOGGR's opinion whether a plugged and abandoned well within the construction project boundary requires re-abandonment prior to surface construction.
- Both Internal and External users can submit a CSWR application form and upload associated documents.

Lesson Objectives:

- Generate the CSWR Form
- Enter all required data
- Submit the CSWR Form

Form Name	Form Category	Purpose	Version	Count
110BQ Quarterly Water Injection	Production	Allows Operators to report water injection data on a quarterly basis	1	1
110FQ Quarterly Other Water Allocation	Production	Report quarterly water allocation data	1	0
110Q Quarterly Water Production	Production	Allows Operators to report water production data on a quarterly basis	1	1
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	1	111
Assessment Control	Production	Used to apply assessment rate to oil and gas volumes for the year.	1	0
Bond Information	Bond	Create a bond	1	42
Bond Information	Bond	Create or Maintain Bond Information	2	25

Step	Action	Required Fields
1.	Navigate to Online Forms .	
2.	Search for the Construction Site Well Review Form .	
3.	Click the blue form name hyperlink to open the form.	

Form Navigation

1. Form Information

Form Information

Please enter information below.

* Indicates required field

Form Name

Construction Site Well Review (CSWR)

Organization *

Description *

All comments are discoverable records, open to public review.

Cancel

Save & Continue

Step	Action	Required Fields
1.	Enter the Organization name. The form will automatically search for matches to active Organizations.	
2.	Enter the Project Title in the Description box.	
3.	Click Save and Continue .	

Project Title/Description

New site proposal

Project Location**County**

Sacramento

Address Line 1

20 Andover Creek Dr

Address Line 2

1

City

Sacramento

State

California

Zip Code

95610

Country

USA

Permitting Entity

County

County

Sacramento

Permitting Department

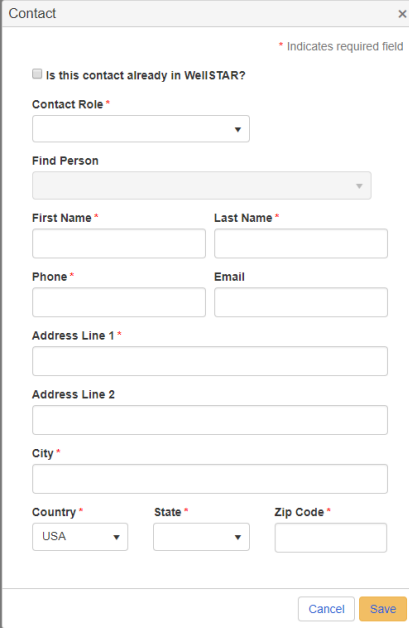
HQ

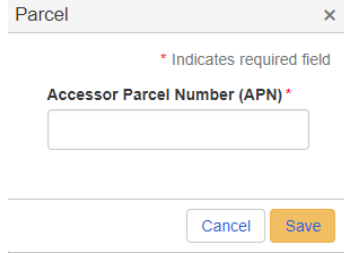
Associated Contacts

Contact Name	Email	Mailing Address	Phone	Role
Sherry Burch	SBurch@bry.comx	4525 Fern Hwy, Boise, 95684, USA		
Richard Dowhower	rdowhower@bry.comx	2234 Kapson Rd, Austin, 78254, USA	(661) 616-3827	

Associated Parcels**Assessor Parcel Number (APN)**

4297423852

Step	Action	Required Fields
1.	The Project Title/Description will auto-populate from the information entered in the Description box in Section 1. Form Information .	
2.	Enter the Project Location information.	County, Street Address, Zip Code
3.	Enter a Permitting Entity. Note: If County is chosen the box to the left will be a drop down list of California counties. If either City or Other is chosen the box to the left is a text box.	Permitting Entity
4.	At least one of each of the following contact types must be Identified: <ul style="list-style-type: none"> • Plan Checker • Property Owner • Submitter Note: If all three contacts are the same person, that person must be added all three times, once for each role. The submitter will be automatically included in the contact list.	
5.	Use the Add Contact button to open the contact window.	
6.	<p>The Is this contact already in WellSTAR radio button is defaulted to Yes. Use the Find Person box to search for an existing user.</p> 	Contact Role, Find Person
7.	To create a contact that does not exist in WellSTAR change Is this contact already in WellSTAR radio button to No .	

8.	If No was selected, enter all of the contact information. Note: Adding a contact here does not create a profile for them in WellSTAR.	Contact Name, Phone, Mailing Address line 1, Mailing address Line 2, City, County, State, Zip Code.
9.	Click Save .	
10.	Click the Add Parcel button to open the Parcel window.	
11.	Enter the Assessor Parcel Number (APN) . 	Assessor Parcel Number (APN)
12.	Click Save .	
13.	Click Next .	

1. Form Information
2. CSWR Application
3. Associated Wells
4. Document Upload
5. Form Submit
6. Confirmation
7. Notice Generation
8. Review Comments
9. Review

Please use grids and arrow buttons to select existing Well(s) to associate with this CSWR application, as needed. To help identify wells on the project site, you may use the GIS Map capabilities by selecting "View on Map" from the Actions drop down. * Indicates required field

Select Well

Advanced Filtering
Actions
Search

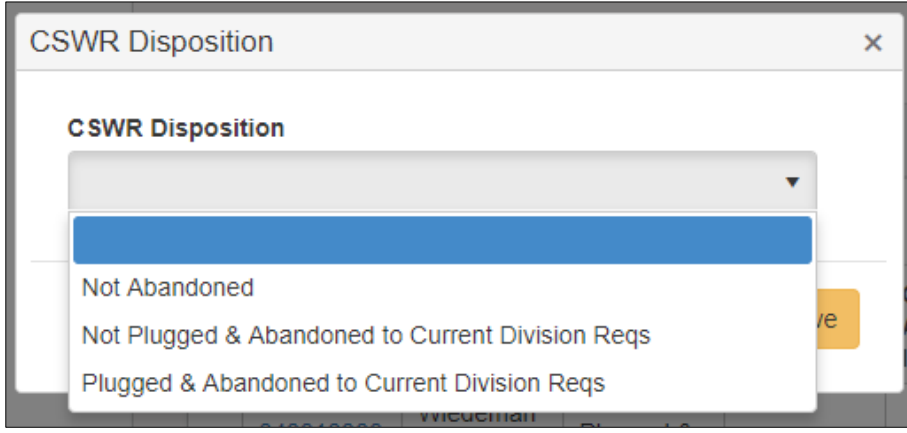
<input type="checkbox"/>	API ↑	Well Designation	Operator Name	Current Type	Current Status	Field
<input type="checkbox"/>	0400100001	Greenville Investment Group 1	E & B Natural Resources Management Corporation	Oil & Gas	Active	Livermore
<input type="checkbox"/>	0400100002	Hancock-Signal (NCT-1) Wente 1	Chevron U.S.A. Inc.	Gas	Plugged & Abandoned	Hospital Nose Gas (ABD)
<input type="checkbox"/>	0400100003	Hancock-Signal (NCT-1) Wente 2	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Hospital Nose Gas (ABD)
<input type="checkbox"/>	0400100004	? 1	Atlantic & Western Oil	Dry Hole	Plugged & Abandoned	Livermore

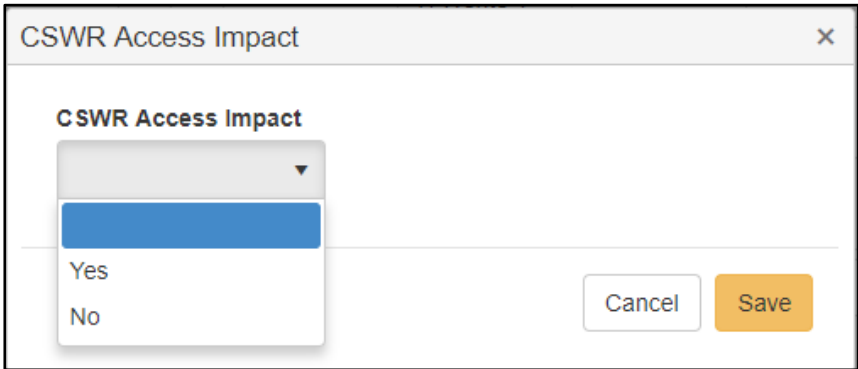
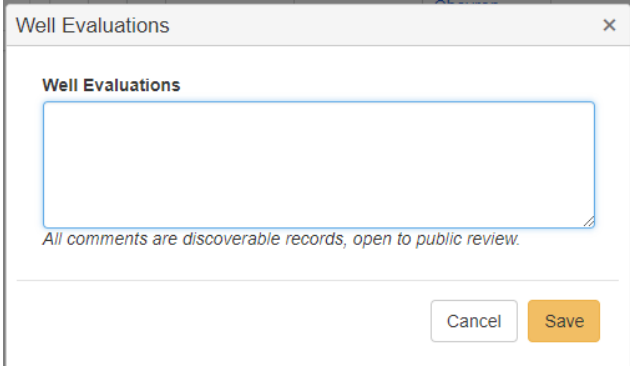
10
Items per page
Viewing 1 - 10 from 242435 results

Associated Wells

Actions

<input type="checkbox"/>	API	Well Designat...	Status	CSWR Dispositi...	CSWR Access Impact	Well Evaluati...	Actions
<input type="checkbox"/>	0400100001	Greenville Investment Group 1	Active				Actions

Step	Action	Required Fields
1.	Use the Search or Advanced Filtering to find wells to associate to this project.	
2.	Click the box next to the well to be associated.	
3.	Use the down arrow to move the well to the Associated Wells lower grid.	
4.	Click the Actions button next to each well to update the CSWR Disposition . 	
5.	Click Save .	

6.	Click the Actions button next to each well to update the CSWR Access Impact .	 <p>Note: The User must evaluate if the project will impact access to the well site. Access is considered the ability for a well servicing unit and associated necessary equipment to reach a well from a public street or access way, solely over the parcel on which the well is located. A well servicing unit, and any necessary equipment, should be able to pass unimpeded along and over the route, and should be able to access the well without disturbing the integrity of surrounding infrastructure. Items that can affect well access include, but are not limited to, buildings, housing, fencing, hardscape, landscape, trees, pools, patios, sidewalks, roadways, parking lots, waterways or channels, and decking.</p>	
7.	Click Save .		
8.	Click the Actions button next to each well to update the Well Evaluations .		
9.	Click Save .		
10.	Click Next .		

Form ID: 4919

Form Navigation

1. Form Information

2. CSWR Application ✓

3. Associated Wells ✓

4. Document Upload

5. Form Submit

6. Confirmation

7. Notice Generation

8. Review Comments

9. Review

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering

Actions

Search

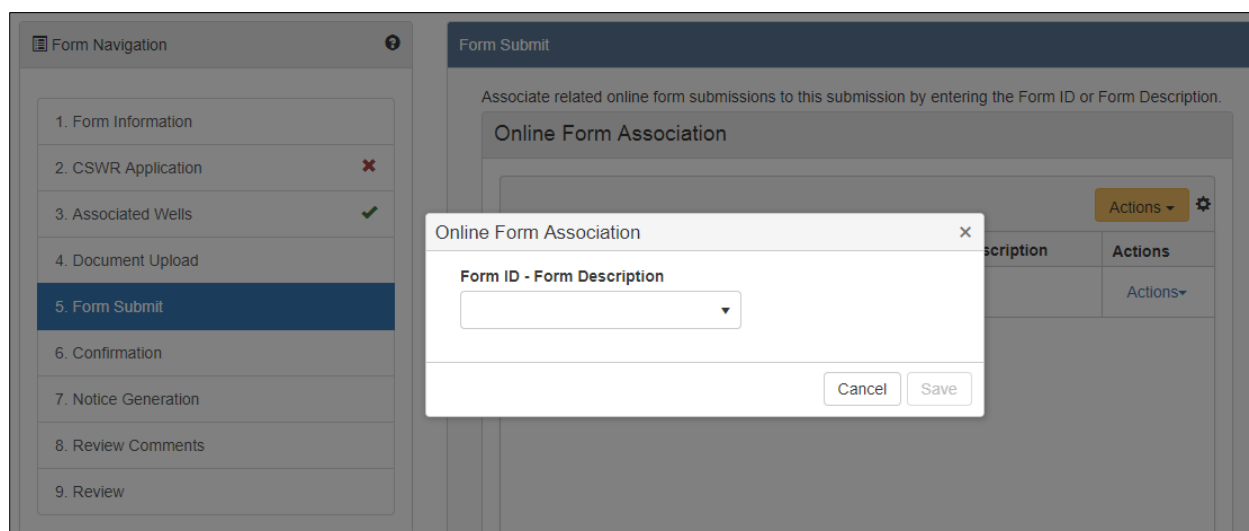
Upload Date	Uploaded By	Type	Descripti...	Filename	Size	Actions
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Back

Next

Save

Step	Action	Required Fields
1.	Click the Actions drop down and select Add Document .	
2.	Enter the required information for Document Upload .	Type, Relevant Date, Description
3.	Click Browse .	
4.	Use Windows Explorer to navigate to the document and select the file.	
5.	Click Upload .	
6.	Click Next .	



Step	Action	Required Fields
1.	To associate another form to this form click the Add Form button.	
2.	Find the form to be associated using the Form ID and Description.	
3.	Click Save .	
4.	Add comments if needed. Note: Comments are viewable by the public and cannot be edited or deleted after being added.	
5.	Click Add Comment .	
6.	Check the box next to I hereby certify all statements made in this form are to the best of my knowledge, true, correct, and complete.	Certify box
7.	The Submitter box will auto populate with the name of the person submitting the form.	
8.	Preview Submission Summary.	
9.	Click Submit .	
10.	A confirmation message will appear.	

1.1.1 Key Points

- The CSWR Form can be submitted by either Internal or external users.
- A Plan Checker and Property Owner are required to be added as contacts.
- Submitting this form triggers a review with multiple tasks to multiple groups.

2 UPLOAD DOCUMENTS TO AN EXISTING CSWR RECORD

Construction Site Well Reviews Help

Advanced Filtering **Actions** Search

CSWR ID	Submitting Organization	Status	Submit Date	Associate	
1000002	County Sanitation Districts of Los Angeles County	On Hold	09/05/2018	Yes	Create CSWR Application View on Map
1000001	Hill LA LLP	Completed	09/05/2018	No	Export - Excel Export - PDF

20 items per page Viewing 1 - 2 from 2 results

Step	Action	Required Fields
1.	Hover over Explore Data .	
2.	Click CSWR .	
3.	Use the Search or Advanced Filtering to find the CSWR record.	
4.	Click on the blue CSWR ID .	

CSWR Detail Help

CSWR ID: 1000002 Summary **Actions**

Status On Hold	Status Date 09/05/2018	Managing District Southern
Project Title Boy's & Girl's Club CSWR	Submit Date 09/05/2018	Re-Submit Date N/A
Project Address 1444 West Q Street, CA 90744, USA		Project County Los Angeles
Submitting Organization County Sanitation Districts of Los Angeles County		
Permitting Entity - Permitting Department Los Angeles County - Los Angeles Building and Safety Department		

Edit Record
Export - PDF
View on Map

Step	Action	Required Fields
1.		
2.	Click the Actions button.	
3.	Click Edit Record .	

Step	Action	Required Fields
1.	The Organization Name will already be populated and cannot be edited.	
2.	Enter the Project's Title in the Description box.	
3.	Click Save and Continue .	

Form ID: 4919

Form Navigation

1. Form Information

2. CSWR Application ✓

3. Associated Wells ✓

4. Document Upload

5. Form Submit

6. Confirmation

7. Notice Generation

8. Review Comments

9. Review

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering

Actions

Search

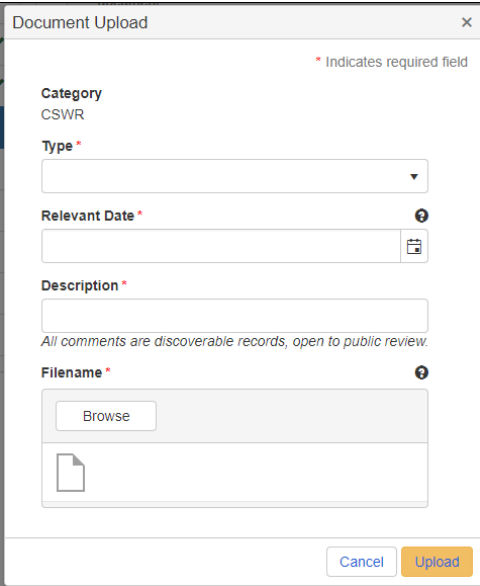
Upload Date	Uploaded By	Type	Descripti...	Filename	Size	Actions
-------------	-------------	------	--------------	----------	------	---------

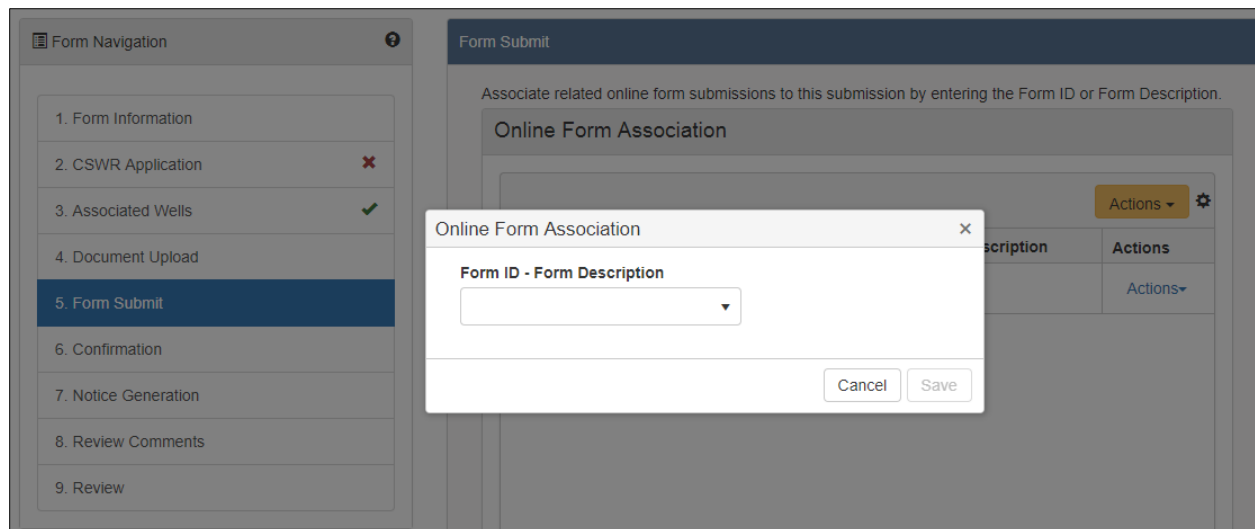
Back

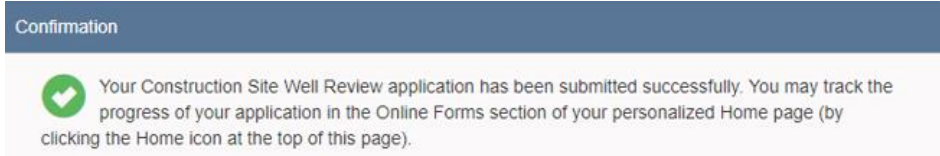
Next

Save

Page 15

Step	Action	Required Fields
1.	Navigate to Section 4. Document Upload.	
2.	Click the Actions drop down and select Add Document.	
3.	Enter the required information for Document Upload.	Type, Relevant Date, Description
		
4.	Click Browse.	
5.	Use Windows Explorer to navigate to the document and select the file.	
6.	Click Upload.	
7.	Click Next.	



Step	Action	Required Fields
1.	To associate another form to this form click the Add Form button.	
2.	Find the form to be associated using the Form ID and Description.	
3.	Click Save .	
4.	Add comments if needed. Note: Comments are viewable by the public and cannot be edited or deleted after being added.	
5.	Click Add Comment .	
6.	Check the box next to I hereby certify all statements made in this form are to the best of my knowledge, true, correct, and complete.	Certify box
7.	The Submitter box will auto populate with the name of the person submitting the form.	
8.	Preview Submission Summary.	
9.	Click Submit .	
10.	A confirmation message will appear.  The screenshot shows a confirmation message with a green checkmark icon and the text: "Your Construction Site Well Review application has been submitted successfully. You may track the progress of your application in the Online Forms section of your personalized Home page (by clicking the Home icon at the top of this page)."	

2.1.1 Key Points

- Editing the Form, including the upload of a document, will trigger an internal review.

3 MONITOR AN EXISTING CSWR RECORD

Explore Data

Forms

Construction Site Well Review (CSWR)

Bonds

Complaints

Compliance

Construction Site Well Reviews

Entities

Facilities

Idle Wells

Incidents

Inspections

Production

Tests

Transactions

Transfers

UIC

Wells

Notice Generation

Construction Site Well Reviews

Advanced Filtering

Actions

Search

CSWR ID	Submitting Organization	Status	Submit Date	Associated Wells	Actions
1000002	County Sanitation Districts of Los Angeles County	On Hold	09/05/2018	Yes	Actions
1000001	Hill LA LLP	Completed	09/05/2018	No	Actions

Step	Action	Required Fields
1.	Hover over Explore Data .	
2.	Click Construction Site Well Review .	
3.	Use the Search or Advanced Filtering to find the CSWR record.	
4.	Click on the blue CSWR ID .	

CSWR Detail

CSWR ID: 1000002

Summary

Actions

Status

On Hold

Status Date

09/05/2018

Managing District

Southern

Project Title

Boy's & Girl's Club CSWR

Submit Date

09/05/2018

Re-Submit Date

N/A

Project Address

1444 West Q Street, CA 90744, USA

Project County

Los Angeles

Submitting Organization

County Sanitation Districts of Los Angeles County

Permitting Entity - Permitting Department

Los Angeles County - Los Angeles Building and Safety Department

Step	Action	Required Fields
1.	Click Summary .	
2.	Change view to Documents or Events .	

3.1.1 Key Points

- CSWR records can be viewed through WellSTAR.
- The public has access to view the summary, documents, and events.