

Quick Reference Guide

Submit an Incident

1. Click on Online Forms and select Incidents
2. Enter in the Operator and Place field, lease, API, Facility or Location information in Description for **Section 1. Form Information**
3. Enter Contact Information in **Section 2. Contact Information**
4. Enter all pertaining information in **Section 3. Basic Information**
5. Select the Well, Facility, Location in **Section 4. Source Information**
6. Enter Source, Cause, and Description of Incident in **Section 5. Cause Information**
7. Add Spill or Release information, Volumes, and associated agency information in **Section 6. Spill or Release**
8. Enter all Environmental Impacts and Property Damage in **Section 7. Impacts and Damage**
9. Describe operator's plans to prevent reoccurrence in **Section 8.**
10. Upload any documentation in **Section 9. Upload Documents**
11. Finalize and acknowledge the Incident submission in **Section 10. Form Submit**
12. A confirmation message is emailed and displayed on WellSTAR



Maintain an Incident

1. From the Home page, click on Explore Data and select Incidents.
2. To view a single incident, select the blue hyperlink in the column labeled incident ID.
3. On Summary page, a list of Details, Location, Injuries, Source Information, and more can be viewed.
4. Selecting Documents provides a list of documents related to the specific incident such as maps, photos, and videos.

Helpful Hints

- The incidents page defaults to only ACTIVE incidents.
- If looking to modify a closed incident, select the advance filtering button and change the status from active to close.
- It's best to take your tablet into the field. The incident form is very dynamic, and changes based upon the information selected in the form.
- The operator can submit an incident. Confirm who will be submitting this form
- Photographs can be attached to incident within WellSTAR. It is recommended to photograph the source or cause of the incident; then extent of the spill or release; any impacts and damage to property, land and water ways; and containment and cleanup.
- Additional documentation can be added to the incident – even if a status is set to close.

WellSTAR Incidents

Incident type	Required fields	Options	Validation	Form Section
All	Organization	Autocomplete	Always required.	1. Form info
All	Form Description	Text	Always required.	1. Form info
All	Did incident occur at well or facility?	Yes/ No	Always required. If yes, Well or Facility must be designated.	1. Form info
All	Date/Time	Date and Time Picker	Always required.	3. Basic Info
All	Incident Type	Spill or Release, Facility/Property Damage, Failed Well, Surface Expression, Injury, Seismic	Always required. Can select more than one value.	3. Basic Info
All	Section, Township Range	Picklist	Always required.	3. Basic Info
All	County	Picklist	Always required.	3. Basic Info
All	Location Description	Text	Always required.	3. Basic Info
All	Incident Description	Text	Always required.	3. Basic Info
All	Suspected Source of Incident	Well, Tank, Pipeline, Drill or Workover Rig, Sump, Surface Expression, Vehicle (Car/Truck/Boat), Other Oilfield Equipment, Not Yet Known	Always required.	5. Cause Info
All	Primary Cause	Incorrect Operation, Equipment Failure, Equipment Damage, Material Failure in Pipe or Well, Natural Force Damage, Other Outside Force Damage, Corrosion, Excavation Damage, Other Accidental Cause, Well Stimulation, Drilling Kick, Blowout, Explosion, Not Yet Known	Always required.	5. Cause Info
All	Description of Cause	Text	Always required.	5. Cause Info
All	Date and Time Ended	Date picker	Required if " Has incident ended " is " Yes ".	3. Basic Info
All	OES Control Number	Text	Required if " Has OES been notified " is " yes ".	3. Basic Info
All	Agency Name	Fire Department, Public Works, BLM, Regional Water Quality Control Board, Local Air District, Department of Toxic Substances Control (DTSC), California Coastal Commission, CalFire (California Department of Forestry and Fire Protection), County Hazmat, County Department of Public Health, California State Lands Commission, County or City Fire Department, County or City Department of Planning, California Department of Fish & Wildlife Oil Spill Response, Regional Water Quality Control Board, Environmental Protection Agency, Occupation Safety and Health Agency, Department of Fish and Wildlife	Required if " Have other Agencies been Notified " is " Yes ". Can select more than one value.	3. Basic Info
All	News Media Type	Print, TV, Radio, Blog, Other	Required if " Was News Media on Location " is " Yes ". Can select more than one value.	3. Basic Info
All	Associated Facility	Selector Grid	Required if " Did incident occur at a known well or facility? " is " Yes " and a Facility is not selected.	4. Source Info
All	Associated Wells	Selector Grid	Required if " Did incident occur at a known well or facility? " is " Yes " and a Well has not been designated.	4. Source Info
All	Environmental Impacts	Soil, Subsurface Soil, Surface Water, Stream Sediment, Groundwater, Air	Required if in section 3. Basic Information " Was there Environmental Damage or Natural Resource Impact " is " Yes ". Either Environmental Impacts or Natural Resource Impacts fields become required.	7. Impacts and Damage
All	Natural Resource Impacts	Trees and Other Vegetation, Terrestrial Species (Wildlife), Aquatic Species (Fish and Waterfowl)	Required if in section 3. Basic Information " Was there Environmental Damage or Natural Resource Impact " is " Yes ". Either Environmental Impacts or Natural Resource Impacts fields becomes required.	7. Impacts and Damage
All	Describe	Text Impacts (i.e. horizontal and vertical extent of contaminants, type of wildlife or plant species affected, etc.)	Required if in section 3. Basic Information " Was there Environmental Damage or Natural Resource Impact " is " Yes ". Either Environmental Impacts or Natural Resource Impacts fields becomes required.	7. Impacts and Damage
All	Name of Public Recreation Area	Text	Required if " Release to Public Recreation Area " is " Yes ".	7. Impacts and Damage
Failed Well	API of Failed Well	Autocomplete APIs. Limited to wells in the associated wells table.	Required if Failed Well is Incident Type .	4. Source Info
Failed Well	Which part of the well failed?	Casing, Tubing, Packer, Wellhead	Required if Failed Well is Incident Type .	4. Source Info
Injury	Injury Type	Minor, Major, Fatality.	Required if Injury is Incident Type .	3. Basic Info
Injury	Description of Injury	Text	Required if Injury is the Incident Type.	3. Basic Info

Incident type	Required fields	Options	Validation	Form Section
Facility/Property Damage	Property Owner	Operator, Non-Operator	Required if Facility/Property Damage is Incident Type .	7. Impacts and Damage
Facility/Property Damage	Damage to	Vehicle(s), Vegetation/Landscape, Private Property, Building(s), Government Property, Tank(s), Pipeline(s), Wellhead(s), Other Production Equipment	Required if Facility/Property Damage is Incident Type .	7. Impacts and Damage
Facility/Property Damage	Description	Text	Required if Facility/Property Damage is Incident Type .	7. Impacts and Damage
Spill or Release	Remediation Description	Text	Required for entries to Volumes Recovered grid.	6. Spill or Release
Spill or Release	Material Released	Gas, Oil, Produced Water, Hazardous Material, Drilling Fluid, Well Stimulation Fluids, Oil-based Mud, Formation Material, Steam, H2S, Other E&P Waste, Condensate, Flowback Fluid, Emulsion	Required if Spill or Release is Incident Type . Spill or Release Grid.	6. Spill or Release
Spill or Release	Amount of Material	Numeric (Estimated)	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Unit of Measure	BBLs, Gallons, MCF, Pounds, Cubic Yards	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Primary (Initial) Media Affected	Release to Ground, Release to Water, Release to Atmosphere	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Describe what is known about the spill/release event	Text	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Material Treated/Recovered	Gas, Oil, Produced Water, Hazardous Material, Drilling Fluid, Well Stimulation Fluids, Oil-based Mud, Formation Material, Steam, H2S, Other E&P Waste, Condensate, Flowback Fluid, Emulsion	Required for entries to Volume Recovered Grid.	6. Spill or Release
Spill or Release	Amount of Material (Estimated)	Numeric	Required for entries to Volume Recovered Grid.	6. Spill or Release
Spill or Release	Unit of Measure	BBLs, Gallons, MCF, Pounds, Cubic Yards	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Spill or Release	Date	Date picker	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Spill or Release	Agency/Party	Text	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Spill or Release	Contact Name	Text	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Surface Expression	Incident ID of Previous Expression	Autocomplete dropdown of Incident IDs for Operator.	Required if " Reactivated surface expression " is selected.	4. Source Info
Surface Expression	Estimated maximum rate of ejection of material from blowout or surface expression at time of discovery (BBL per hour)	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Energy of Ejected Material	Violent - Greater than 5 Feet High, High Energy - 1-5 Feet High, Low Energy - Surface Flow	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Estimated Volume of Ejected Material (BBLs)	Text	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	As of	Date picker	Required if Surface Expression is selected as Incident Type . In reference to the Volume of material ejected.	4. Source Info
Surface Expression	Material Ejected	Oil, Water, Steam, Formation Material, Tar, Drilling Mud	Required if Surface Expression is selected as Incident Type . Can select more than one value.	4. Source Info
Surface Expression	Well API	Autocomplete APIs. Limited to wells in the associated wells table.	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Date/Time of Measurement	Date and Time Picker	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Measure Injection Pressure	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Injection Rate	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Injection Temperature	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info