

Notice of Intention

Quick Reference Guide



Submit NOI	Helpful Hints
<p>1. Click on Online Forms and from that menu selection</p>  <p>Notice of Intention</p> <p>2. Enter in the Organization, Notice Type, and Description in Section 1. Form Information</p> <p>3. Upload the optional EDD in Section 2. EDD Submission</p> <p>3. Enter Operator Contact Information in Section 3. Operator Information</p> <p>4. Enter all pertaining well and proposed work information in Sections 5 – 9.</p> <p>6. Enter information related to CEQA in Section 10. Upload any documentation in Section 11. Upload Documents</p> <p>7. Finalize and acknowledge the NOI submission in Section 12. Form Submit. Confirmation message is displayed in Section 13.</p> <p>8. A confirmation message is emailed and displayed on WellSTAR</p>	<p>EDD Submittal</p> <ul style="list-style-type: none"> The EDD form can be used to populate well summary information quickly in WellSTAR <p>Steps for EDD Submittal</p> <ol style="list-style-type: none"> To enable EDD uploads, select yes. Download the EDD template with the blue hyperlink within the online form. Fill out all fields within template. Click select files and upload the completed EDD template.
<h3>Review NOI</h3> <ol style="list-style-type: none"> Review the data submittal Add the conditions of approval in Section 14. Review and COA Enter the Confidentiality Information and confirm Status in Section 15. Confidentiality Review Add general correspondence, Abeyance or Final Letter to Section 16. NOI Correspondence to Operator If needed add comments to Section 17. Review comments. In Section 18. Review select the task Set Status of the review to Approve, Deny, Return, or On Hold. Return to Task Detail page. (It should still be open in a separate tab, but if not find it on the My Tasks page by searching for tasks assigned to you. Click the Edit button. Change Status to Completed. Click Save. 	<p>Useful Information</p> <ul style="list-style-type: none"> It is recommended to enter "Well Name" in the Description on Section 1 Form Information. This information can be used to locate the form in WellSTAR. Grayed-Out fields are read-only and were entered when the NOI was created. A monthly batch job is run in WellSTAR to notify and generate emails to operators of upcoming deadlines for tests.

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Notice of Intention Form Section guide:

1. Form Information	<ul style="list-style-type: none">•Input Organization, Notice Type, API and Permit Number•Description (Recommended to add API and Well Name).
2. EDD Submission	<ul style="list-style-type: none">•(Optional) Download the EDD Template and fill out all fields.
3. Operator Information	<ul style="list-style-type: none">•Input basic information about Operator, including Contact information specific to the form.
4. Well Information 1	Input Well specific data, and allows the user to associate or update associations to Leases, Bonds, and UIC Projects.
5. Well Information 2	Input Well specific data – Elevation and reference depth, Formation Tops, BFW and USDW designation, wellbore depths
6. Location Information	<ul style="list-style-type: none">•Update Surface and Bottom-hole well location.
7. Feature and Cement	<ul style="list-style-type: none">•Update wellbore and cementing details.
8. Completion and Perforation	<ul style="list-style-type: none">•Update Completion and Perforation intervals.
9. Proposed Work	Describe the work proposed by the Operator.
10. CEQA Information	Input information specific to California Environmental Quality Act.
11. Document Upload	<ul style="list-style-type: none">•Upload any relevant documents related to the NOI form (i.e. CEQA document, drilling program, maps)
12. Directional Survey Submission	Upload directional survey with an electronic data deliverable.
13. Directional Survey	A confirmation or error message related to the directional survey submission.
14. Form Submit	<ul style="list-style-type: none">•Review final submission.•Associate other forms, add comments, check acknowledgment.
15. Confirmation	<ul style="list-style-type: none">•Confirmation that submittal was successful (or not).
16. Review & COAs	<ul style="list-style-type: none">•The form reviewer enters Conditions of Approval for the permit
17. Confidentiality Review	Form reviewer sets confidentiality parameters
18. Correspondence	<ul style="list-style-type: none">•The form reviewer can select additional parameters for generating correspondence relating to a permit determination.•Approved Permits can be generated.
19. Review Comments	<ul style="list-style-type: none">• Internal or External user can add comments about the review.
20. Review	Tracks review tasks and statuses Internal user sets review status: Approved, Denied, Returned, On Hold