

# 72-Hour Notification

## Quick Reference Guide



### Submit a 72-Hour Notification Form

1. From the Home page, click on **Online Forms**.
2. Select the form named **72-Hour Notification Form**.
3. Enter the Organization, WST Permit #, and Description in Section **1. Form Information**.
4. Enter Contact Information in Section **2. Operator Information**.
5. Enter well stimulation dates, times, and Water Board Global Identifier in Section **3. 72-Hour Notification**.
6. Upload all pertinent permit documentation in Section **4. Upload Documents**.
7. 8. Finalize and acknowledge the 72-Hour Notification submission in Section **5. Form Submit**.
9. A confirmation message is emailed and displayed on WellSTAR in Section **6. Confirmation**.

1. Form Information
2. Operator Information
3. 72-Hour Notification
4. Document Upload
5. Form Submit
6. Confirmation
7. Review Comments
8. Review

### Helpful Hints

#### Comments:

- There are many locations to add comments within WellSTAR.
- Comments cannot be edited or removed once created and are viewable by the operator, Division staff, and the public.

### 72-Hour Notification Useful Information

- It is recommended to enter a unique descriptor in Description on Section **1. Form Information** so that this information can also be used to locate the form.
- Grayed-out fields are read-only.
- 72-hour notification is required for all Well Stimulations planned and must be submitted at least 72 hours before commencing well stimulation.

## 72-Hour Notification Form Section Guide:

Form Section	Key Information
<b>1. Form Information</b>	<ul style="list-style-type: none"> <li>•Input Organization.</li> <li>•Description (recommended to add a unique description).</li> </ul>
<b>2. Operator Information</b>	<ul style="list-style-type: none"> <li>•Will be pre-populated if the form was opened from the Operators Detail page.</li> <li>•Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.</li> </ul>
<b>3. 72-Hour Notification</b>	<ul style="list-style-type: none"> <li>•Enter 72-hour Notification dates, times, and job identifier.</li> <li>•Scheduled Treatment, Earliest Treatment, Cement in Place, Cement Evaluation, and Water Board Global Identifier.</li> </ul>
<b>4. Document Upload</b>	<ul style="list-style-type: none"> <li>•Upload any relevant documents related to the 72-Hour Notification form. (i.e., CBL, wellbore diagram, well summary, etc.)</li> </ul>
<b>5. Form Submit</b>	<ul style="list-style-type: none"> <li>•Review final submission.</li> <li>•Associate other forms, add comments, check acknowledgment.</li> </ul>
<b>6. Confirmation</b>	<ul style="list-style-type: none"> <li>•Confirmation that submittal was successful or not.</li> </ul>
<b>6. Review Comments</b>	<ul style="list-style-type: none"> <li>•Internal and external users can add comment here during the review process.</li> </ul>
<b>8. Review</b>	<ul style="list-style-type: none"> <li>• Internal user sets review status: Approve, Deny, On Hold, or Return.</li> </ul>