



User Reference Guide

Field Inspections - Scheduler

Table of Contents

COURSE OVERVIEW.....	3
COURSE DESCRIPTION.....	3
KEY TERMS AND CONCEPTS	3
1 SCHEDULER.....	4
1.1 FIND AND SCHEDULE TESTS AND INSPECTIONS.....	4
1.1.1 <i>Key Points</i>	11

COURSE OVERVIEW

Course Description

The WellSTAR aspect of Field Inspections allows users to schedule inspections and tests, view the inspection data after it has been synced to WellSTAR, associate tests, and process new facilities and violations.

Key Terms and Concepts

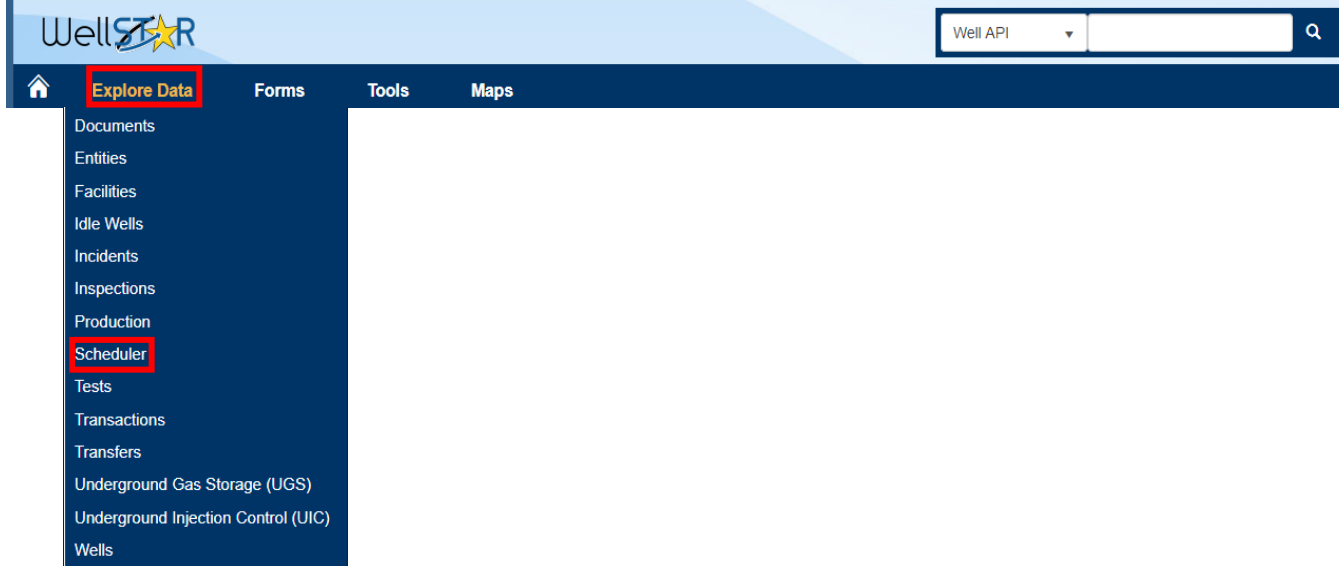
Key Term	Definition
Scheduler	The part of WellSTAR used to find planned inspections and schedule new inspections
Inspection	A witnessed test or an environmental lease inspection; any DOGGR field activity.
Test	A field activity as reported by an operator or contractor
Associating	Linking Inspections to tests, facilities, complaints, incidents and violations so information can be cross referenced and found from either side.
Processing	Follow up to an inspection when there are compliance related results beyond the dynamic form and timesheet.

1 SCHEDULER

Lesson Objectives:

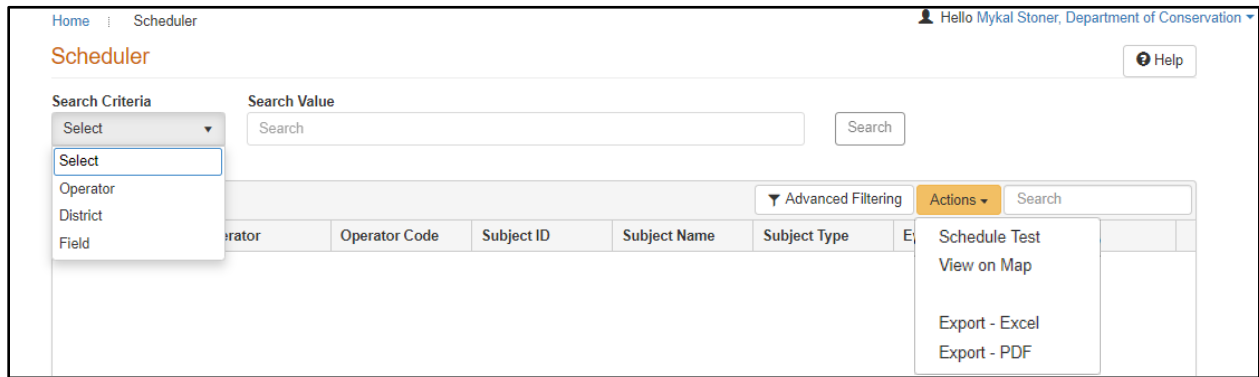
- Find Scheduled tests and inspections
- Schedule new tests and inspections

1.1 Find and Schedule Tests and Inspections



Step	Action
1.	From the desktop, open browser
2.	Navigate to WellSTAR
3.	Click <i>Explore Data</i>
4.	Click <i>Scheduler</i>

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Module 1



Step	Action
1.	Select <i>Search Criteria</i> from the drop down
2.	Input <i>Search Value</i> , suggestions will auto populate
3.	Click <i>Advanced Filtering</i> and delete <i>Active</i> from <i>Subject Type</i> to view <i>Idle</i> , <i>Cancelled</i> and <i>Plugged</i> wells
4.	Adjust other fields in <i>Advanced Filtering</i> to narrow the search
5.	Click on the inspection ID hyperlink to view the Inspection Details
6.	Click <i>Actions</i> and <i>Export – Excel</i> to view Inspection list in Excel
7.	Click <i>Actions</i> and <i>View on Map</i> to locate the forthcoming inspections
8.	Click <i>Actions</i> and <i>Schedule Test or Inspection</i> to launch the Schedule Test or Inspection Form

Section 1. Form Information

Form Information
[Hide Form Navigation]

Operators scheduling a test or inspection after normal business hours (between 5pm-8am), or on a weekend or holiday must contact the local District office to schedule with the on-call engineer. Using WellSTAR to schedule tests that are not compliant with UIC or UGS scheduling and notification regulations may result in violations issued to the operator.

* Indicates Required Field

Coastal District
 Orcutt (805) 937-7246
 Ventura (805) 654-4761
 Inland District (661) 322-4031
 Northern District (916) 322-1110
 Southern District (714) 816-6847

Form Name
Schedule Test or Inspection

Organization *

Aera Energy LLC (A0610) - Bakersfield, CA

Test or Inspection Subject

Facility
 Facility Component
 Lease
 Project
 Well

Description * ⓘ

RA Tracer Survey on 03063269 [8312A-2](#)

All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information. Start by typing in the Organization Name and search for the correct organization for the dropdown.	Organization
2.	Select the Test or Inspection Subject by clicking on the radio button.	
3.	Enter in a Description for this Schedule Test or Inspection Form. NOTE: It is recommended to enter “ Well Name/API, Facility Name, Lease Name, or Project Number ” in Description so that this information can also be used to locate the form. Example: Lake View 2 030-12345	Description

Section 2. Operator Information

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates required field

Organization Name Aera Energy LLC (A0610)	Type of Organization Corporation
Organization Primary Address 10000 Ming Avenue Bakersfield, CA 933111301	
Organization Primary Phone Number (661) 665-5325	Ext

Contacts

Advanced Filtering
Actions ▾

Name ↑	Phone Number	Email	Role	Actions
Jeffrey Young	(661) 665-5693	jayoung@aeraenergy.comx	Agent	
Mykal Stoner	(661) 334-4615	Mykal.Stoner@conservation.ca.govx	Submitter	

Add Contact ✕

* Indicates required field

Is this contact already in WellSTAR?

Contact Role *

Find Person *

Contact Name

Phone Number

Email

Cancel
Save

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note: changes cannot be made to organization details here.</i>	
2.	If a relevant person is not listed on the contacts list, click Actions .	
3.	Click Add Contact .	
4.	Complete Add Contact dialogue box that appears.	Contact Role, Find Person (if contact is already in WellSTAR) Contact Name, Phone Number, Email (if contact is not already in WellSTAR)
5.	Click Save .	
6.	Click Next .	

Section 2. Operator Information

Release 5.0 Inspections WellSTAR
Module 1

Schedule Details [Hide Form Navigat

Please use grids to select the subject for which your Test(s) or Inspection(s) will be associated. * Indicates Required Field



Select Well

	API	Well Desi...	Current T...	Current S...	Lease	Field
<input checked="" type="radio"/>	0403021274		Well	Plugged & Abandoned		Belridge, South
<input type="radio"/>	0401923295		Well	Idle		Coalinga
<input type="radio"/>	0403049274		Well	Idle		Belridge, North
<input type="radio"/>	0401901707		Well	Idle		Coalinga
<input type="radio"/>	0403063875		Well	Permitted		Lost Hills
<input type="radio"/>	0403023068		Well	Idle		Belridge, South
<input type="radio"/>	0402931896		Well	Plugged & Abandoned		Belridge, South
<input type="radio"/>	0402965263		Well	Plugged & Abandoned		Belridge, South

items per page
 Viewing 1 - 20 from 56189 results

Associated Well

	API	Well Desi...	Current Ty...	Current St...	Lease	Field
<input type="radio"/>	0403063269	Belridge I	Well	Idle	Belridge I	Belridge, South

Date	<input type="text" value="7/10/2019"/> 	Time	<input type="text" value="7:00 AM"/> 
Type			
<input type="text" value="Radioactive Tracer Survey x"/>			
Status	<input type="text" value="Scheduled"/> ▼	Priority	<input type="checkbox"/> Do Not Waive
Assigned DOGGR Engineer			
<input type="text" value="Mykal Stoner"/> ▼			
Dispatching Notes			
<input type="text" value="Aaron WAC (123) 456-7890"/>			

Step	Action	Required Fields
1.	Click on the radio button next to the desired subject. <i>Note: using Advanced Filtering is helpful when locating the desired subject</i>	
2.	Click the down arrow button when the desired subject(s) are selected.	
3.	Complete the test or inspection schedule details below the table.	
4.	Click Next .	

Section 4. Form Submit

Step	Action	Required Fields
1.	If any form needs to be added, click Add Form . This creates a popup. Type in the form ID or name and click “Save” .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click Add Comment .	
3.	When ready to acknowledge, click the box label “I hereby certify...” . This auto populates the user’s name who is filling out the form.	I hereby certify....
4.	Click the button “Preview Submission Summary” to generate the submission.	
5.	When satisfied with the submission, click “Submit” .	

Section 5. Confirmation

Step	Action	Required Fields
1.	No action needed. NOTE: The form will go through a background process. It is recommended to remain on the page and refresh until the banner across the top of the page goes away, signifying that background processing is complete.	

1.1.1 Key Points

- There is no review process for scheduling tests or inspections, once the form is submitted it schedule the test or inspection and the data can be viewed in WellSTAR.

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Module 1

- It is recommended to search existing scheduled tests and inspections prior to scheduling a new one to ensure that it does not already exist.