



California
**Department of
Conservation**
Oil, Gas, & Geothermal Resources



User Reference Guide

Idle Well Tests

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COURSE OVERVIEW

Course Description

Casing only pressure tests and clean out tags can be submitted through the Upload Test Result form. Test specific data can be captured. Fluid level test data is captured through the Fluid Level Test form. Unlike the upload Test Results form, fluid level data for multiple wells can be submitted through a single form. This course will walk through generating and reviewing both the Upload Test Results form and the Fluid Level Test form.

1 UPLOAD TEST RESULTS

Casing only pressure tests and clean out tags can be submitted through the Upload Test Result form. Test specific data can be captured. There is a single review of the Upload Test results form.

Lesson Objectives:

- Generate and submit a casing only pressure test.
- Generate and submit a clean out tag
- Review an Upload Test Results submission

1.1 Generate and submit a casing only pressure test.

Home Help

My Tasks Tasks Alerts Online Forms ¹ Forms In Progress Forms Submitted

Advanced Filtering ² ⚙️

Form Name ↑	Form Category	Purpose	Version	Count
Schedule Test or Inspection	Well	Schedule Test or Inspection	2	9
Test Due Dates	Test	Online Form used to modify and update information about Test Due Dates in WellSTAR	1	0
Upload Test Results ³	Test	Upload results of scheduled and non-scheduled Tests	1	818

⏪ ⏩ 1 ⏪ ⏩ 20 items per page Viewing 1 - 3 from 3 results 🔄

Step	Action	Required Fields
1.	From the Home screen click Online Forms .	
2.	Search for the form.	
3.	Click Upload Test Results blue hyperlink.	

Form Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Upload Test Results

Description * i

All comments are discoverable records, open to public review.

Organization *

▼

Test Subject *

3
 Well

Tank/
Vessel

Pipeline
Segment

Test Type *

▼

Cancel

Save & Continue 5

Step	Action	Required Fields
1.	Enter a Description .	Description
2.	Select an Organization .	Organization
3.	Select Well as the Test Subject .	Test Subject
4.	Select Pressure Test - Casing Only as the Test Type .	Test Type

5. Click Save and Continue .	
-------------------------------------	--

Operator Information [Hide Form Navigation]

Please enter information below. * Indicates Required Field

Organization Name	Type of Organization Corporation
Organization Primary Address	1
Organization Primary Phone Number	Ext

Contacts 2

Advanced Filtering Actions

Name ↑	Phone Number	Email	Role	Actions
			Agent	
			Submitter	

Back Next Save 3

R5.0 Tests

Step	Action	Required Fields
1.	View the Organization information.	
2.	Use the Actions button to Add a contact if desired.	
3.	Click Next .	

Test Subject Selection
[Hide Form Navigation]

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

Select Well
▼

▼ Advanced Filtering
Search

	API	Well Desi...	Current T...	Current S...	Lease	Field
<input type="radio"/>	0403056894		Well	Unknown		Asphalto
<input type="radio"/>	0403056895		Well	Active		Asphalto
<input type="radio"/>	0403056896		Well	Unknown		Asphalto
<input type="radio"/>	0403056897		Well	Active		Asphalto
<input type="radio"/>	0403056905		Well	Unknown		Asphalto
<input type="radio"/>	0403056906		Well	Unknown		Asphalto
<input type="radio"/>	0403056902		Well	Permitted		Asphalto
<input type="radio"/>	0403002902		Well	Plugged & Abandoned		Canal
<input type="radio"/>	0402936569		Well	Idle		Carneros Creek
<input type="radio"/>	0403046274		Well	Unknown		McKittrick
<input type="radio"/>				Plugged &		

◀ 1 2 3 4 5 6 7 8 9 10 ... ▶▶

20 items per page
Viewing 1 - 20 from 8224 results ↻

3 ▼ ▲

Associated Well
▼

	API	Well Desi...	Current Ty...	Current St...	Lease	Field
<input type="radio"/>	0402936569		Well	Idle		Carneros Creek

Step	Action	Required Fields
1.	Use the Search box or Advanced Filtering to find the well. Note: the well will be preselected if the form was generated from the Well Detail page.	
2.	Click the box next to the well.	
3.	Click the down arrow to move the well into the Associated Well grid.	Associated Well
4.	Click Next .	

EDD Submission

 An Electronic Data Deliverable (EDD) is not available for the Test Type you have chosen. Please continue to the next step of the form.

Back
Next 1
Save

Step	Action	Required Fields
1.	Click the Next button at the bottom of the EDD step. Note: the EDD step is not used for a casing only pressure test.	

Test Information ▼

Test Type

Cleanout Tag

Actual Test Date * 1

Actual Test Time *

Was this test witnessed by DOGGR? 2

Yes

No

Test Result * 3

 ▼

Step	Action	Required Fields
1.	Enter the Actual Test Date and Time .	Actual Test Date, Actual Test Time
2.	Indicate if the test was witnessed by DOGGR.	
3.	Select Pass or Fail as the Test Result .	Test Result

GeneralDetails ▼

Casing Pressure Test Method 2

Test Purpose 1

Pre-Test Casing PSI

Gauge Accuracy 3

Is this well within the Area of Review for a cyclic steam injection well or a Steamflood injection well?

Yes No

Remarks

Step	Action	Required Fields
1.	Select one or more Test Purpose .	Test Purpose
2.	Enter a Casing Pressure Test Method . Either Fluid or Inert Gas. Note: different fields will be required depending on what method is chosen.	Casing Pressure Test Method,
3.	Enter remaining General Details .	Pre-Test Casing PSI, Gage Accuracy, Well within AOR?

InertGasDepressionTest 1 ▼

Required Fluid Level Depression Depth (feet MD) <input style="width: 100%; height: 25px;" type="text"/>	Computed volume to displace: (ft3) <input style="width: 100%; height: 25px;" type="text"/>	Wellbore Fluid Specific Gravity <input style="width: 100%; height: 25px;" type="text"/>
Test Start Time <input style="width: 100%; height: 25px;" type="text"/> ⌚	Test End Time <input style="width: 100%; height: 25px;" type="text"/> ⌚	Test Duration 2 <input style="width: 100%; height: 25px;" type="text"/> ▼
Pre-Test Fluid Level: (feet MD) <input style="width: 100%; height: 25px;" type="text"/>	Start-Test Fluid Level (feet MD) <input style="width: 100%; height: 25px;" type="text"/>	End Fluid Level: (feet MD) <input style="width: 100%; height: 25px;" type="text"/>
Start-Test Casing PSI <input style="width: 100%; height: 25px;" type="text"/>	Net Change in Pressure: (%) <input style="width: 100%; height: 25px;" type="text"/>	Net Change in Pressure: (PSI) <input style="width: 100%; height: 25px;" type="text"/>
End-Test Casing PSI <input style="width: 100%; height: 25px;" type="text"/>	Net Change in Fluid Level <input style="width: 100%; height: 25px;" type="text"/>	Net Change in Fluid Level: (%) <input style="width: 100%; height: 25px;" type="text"/>

Test method is Fluid

Step	Action	Required Fields
1.	Enter data in the Liquid Test section of the page.	
2.	Select 30 or 60 minutes for the Test Duration .	Test Duration
3.	Click Next .	

R5.0 Tests

LiquidTest ▼

Packer/Bridge Plug Depth: (feet) <input style="width: 100%; height: 25px;" type="text"/>	Start-Test Casing PSI <input style="width: 100%; height: 25px;" type="text"/>	End-Test Casing PSI <input style="width: 100%; height: 25px;" type="text"/>
Test Start Time <input style="width: 100%; height: 25px;" type="text"/> ⌚	Test End Time <input style="width: 100%; height: 25px;" type="text"/> ⌚	Test Duration 2 <input style="width: 100%; height: 25px;" type="text"/> ▼
Net Change in Pressure: (PSI) <input style="width: 100%; height: 25px;" type="text"/>	Net Change in Pressure: (%) <input style="width: 100%; height: 25px;" type="text"/>	

OR: Test method is Inert Gas

Step	Action	Required Fields
1.	Enter data in the Inert Gas Depression Test section of the page.	
2.	Select 30 or 60 minutes for the Test Duration .	Test Duration
3.	Click Next .	

R5.0 Tests

Document Upload [Hide Form Navigation]

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

Uploaded Documents

Advanced FilteringActions 1Search⚙️

Upload...	Upload...	Type	Descri...	Filen	Add New	im...	Actions

[Back](#) [Next](#) [Save](#)

Step	Action	Required Fields
1.	Click the Actions button and select Add New Document .	

Step	Action	Required Fields
1.	Complete the required fields in the Document Upload pop up.	Type, Relevant Date, Description, Filename
2.	Click Upload . Note: wait for the green checkmark next to the document before clicking Upload.	
3.	Click Next .	

Form Submit

Associate related online form submissions to this submission by entering the Form ID.

Online Form Association

Actions 1

Form ID	Form Category	Title	Description	Actions
---------	---------------	-------	-------------	---------

Comments

2

Acknowledgement

Submitter

3 I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

4

5

Back Save

R5.0 Tests

Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	

Confirmation 1 [Hide Form Navigation]

 Your form has been submitted successfully. You will be notified when a determination has been made.

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate test review workgroup.	

1.1.1 Key Points

- Many tests types can be submitted through this form.
- The form generates differently for each test type.
- The form requires different fields based on which test method, Inert gas or fluid, is chosen.

1.2 Generate and submit a clean out tag

Home

Help

My Tasks Tasks Alerts Online Forms **1** Forms In Progress Forms Submitted

Form Name ↑	Form Category	Purpose	Version	Count
Schedule Test or Inspection	Well	Schedule Test or Inspection	2	9
Test Due Dates	Test	Online Form used to modify and update information about Test Due Dates in WellSTAR	1	0
Upload Test Results 3	Test	Upload results of scheduled and non-scheduled Tests	1	818

Advanced Filtering test **2**

20 items per page Viewing 1 - 3 from 3 results

Step	Action	Required Fields
1.	From the Home screen click Online Forms .	
2.	Search for the form.	
3.	Click Upload Test Results blue hyperlink.	

Form Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Upload Test Results

Description * ⓘ

All comments are discoverable records, open to public review.

Organization *

▼

Test Subject *

3
 Well

Tank/
Vessel

Pipeline
Segment

Test Type *

▼

Cancel

5
 Save & Continue

Step	Action	Required Fields
1.	Enter a Description .	Description
2.	Select an Organization .	Organization
3.	Select Well as the Test Subject	Test Subject
4.	Select Clean Out Tag as the Test Type .	Test Type

5. Click **Save and Continue**.

Operator Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Organization Name

Organization Primary Address

Organization Primary Phone Number

Type of Organization
Corporation

1

Ext

Contacts

Advanced Filtering
Actions ▾
2

Name ↑	Phone Number	Email	Role	Actions
			Agent	
			Submitter	

Back
Next
3
Save

Step	Action	Required Fields
1.	View the Organization information.	
2.	Use the Actions button to Add a contact if desired.	

3. Click **Next**.

Test Subject Selection [Hide Form Navigation]

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

Select Well ▼

▼ Advanced Filtering
Search
⚙️

	API	Well Desi...	Current T...	Current S...	Lease	Field
<input type="radio"/>	0403056894		Well	Unknown		Asphalto
<input checked="" type="radio"/>	0403056895		Well	Active		Asphalto
<input type="radio"/>	0403056896		Well	Unknown		Asphalto
<input type="radio"/>	0403056897		Well	Active		Asphalto
<input type="radio"/>	0403056905		Well	Unknown		Asphalto
<input type="radio"/>	0403056906		Well	Unknown		Asphalto
<input type="radio"/>	0403056902		Well	Permitted		Asphalto
<input type="radio"/>	0403002902		Well	Plugged & Abandoned		Canal
<input type="radio"/>	0402936569		Well	Idle		Carneros Creek
<input type="radio"/>	0403046274		Well	Unknown		McKittrick
				Plugged &		

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20 items per page
 Viewing 1 - 20 from 8224 results 🔄

3
▼
▲

Associated Well ▼

	API	Well Desi...	Current Ty...	Current St...	Lease	Field
<input checked="" type="radio"/>	0402936569		Well	Idle		Carneros Creek

Step	Action	Required Fields
1.	Use the Search box or Advanced Filtering to find the well. Note: the well will be preselected if the form was generated from the Well Detail page.	
2.	Click the box next to the well.	

R5.0 Tests

3.	Click the down arrow to move the well into the Associated Well grid.	Associated Well
4.	Click Next .	

EDD Submission

i

An Electronic Data Deliverable (EDD) is not available for the Test Type you have chosen. Please continue to the next step of the form.

Back
Next 1
Save

Step	Action	Required Fields
1.	Click the Next button at the bottom of the EDD step. Note: the EDD step is not used for a casing only pressure test.	

Test Information ▼

Test Type

Cleanout Tag

Actual Test Date * 1

Actual Test Time *

Was this test witnessed by DOGGR? 2

Yes

No

Test Result * 3

Step	Action	Required Fields
1.	Enter the Actual Test Date and Time .	Actual Test Date, Actual Test Time
2.	Indicate if the test was witnessed by DOGGR.	
3.	Select Pass or Fail as the Test Result .	Test Result

<Screenshot>

GeneralDetails ▼

Test Purpose 1

Test Method 2

Tubing or Gauge Ring Diameter (inches) 3

Actual Clean Out Depth (feet MD) 4

Required Clean Out Depth (feet MD)

Step	Action	Required Fields
1.	Select one or more Test Purpose .	Test Purpose
2.	Select a Method; Coil Tubing, gauge Ring, Or Open Ended Tubing	Method
3.	Enter the Diameter of either the tubing or gauge ring	Diameter
4.	Enter remaining General Details .	
5.	Click Next .	

Document Upload
[Hide Form Navigation]

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...	Upload...	Type	Descri...	Filen	Add New	m...	Actions
<div style="position: relative; height: 100%; border: 1px solid #ccc;"> 1 </div>							

Back
Next
Save

Step	Action	Required Fields
1.	Click the Actions button and select Add New Document .	

Document Upload 1
×

* Indicates Required Field

Upload New Document

Associate Existing WellSTAR Document

Internal Only

Confidentiality Requested ?

Category

Well ▼

Type *

Relevant Date *

?

Description *

All comments are discoverable records, open to public review.

Filename *

Browse

📄

Cancel

Upload 2

Step	Action	Required Fields
1.	Complete the required fields in the Document Upload pop up.	Type, Relevant Date, Description, Filename
2.	Click Upload . Note: wait for the green checkmark next to the document before clicking Upload.	
3.	Click Next .	

Form Submit

Associate related online form submissions to this submission by entering the Form ID.

Online Form Association

1 Actions ▾

Form ID	Form Category	Title	Description	Actions

Comments

2

Acknowledgement

3 I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Submitter

Form Submit Preview

Click the button below to preview your submission summary.

4

5

Back Save

R5.0 Tests

Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	

Confirmation 1 [Hide Form Navigation]



Your form has been submitted successfully. You will be notified when a determination has been made.

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate test review workgroup.	

1.2.1 Key Points

- Many tests types can be submitted through this form.
- The form generates differently for each test type.

1.3 Review an Upload Test Results submission

R5.0 Tests

Home

Help

My Tasks Tasks Alerts Online Forms Forms In Progress Forms Submitted

Task Name	Form Description	Subject ID	Organization	Workgroup	Assigned To	Due Date ↑	Actions
test							
Review Test Results	03043341 505i MIT 04/04/2018		Kern River Holdings, Inc.	Inland Well Test Review		06/25/2019	Actions
Review Test Results	0403045673_MIT_05-30- 2019_17WD-21R		California Resources Elk Hills, LLC	Inland Well Test Review		06/25/2019	Actions
Review Test Results	0402955589_MIT_06-03- 2019_27-34S		California Resources Elk Hills, LLC	Inland Well Test Review		06/25/2019	Actions
Review Test Results	0401922393 - MIT - 6/5/2019		Aera Energy LLC	Inland Well Test Review		06/26/2019	Actions
Review Test Results	0401920700 - MIT - 6/5/2019		Aera Energy LLC	Inland Well Test Review		06/26/2019	Actions

20 items per page Viewing 1 - 20 from 522 results

Step	Action	Required Fields
1.	From the My Tasks page Search for the Review Test Results Task. Note: search API in the subject ID column to find a task associated to a specific well.	
2.	Click the blue Task Name hyperlink.	

R5.0 Tests

Task Detail

Help

Task Type

System Generated

Task Name

Review Test Results

Description

Test Results have been submitted and require review.

All comments are discoverable records, open to public review.

Organization

Kern River Holdings, Inc.

Status

Not Started

Workgroup

Inland Well Test Review

Assigned To

Due Date

06/24/2019

Created Date

06/11/2019

Created By

Benjamin Stafford

Close

Edit

1

3

3-2090-44fe-ae1a-5e5b137b702c

Review Link

Test Results 4

Comments

Actions

0 20 items per page No results to display

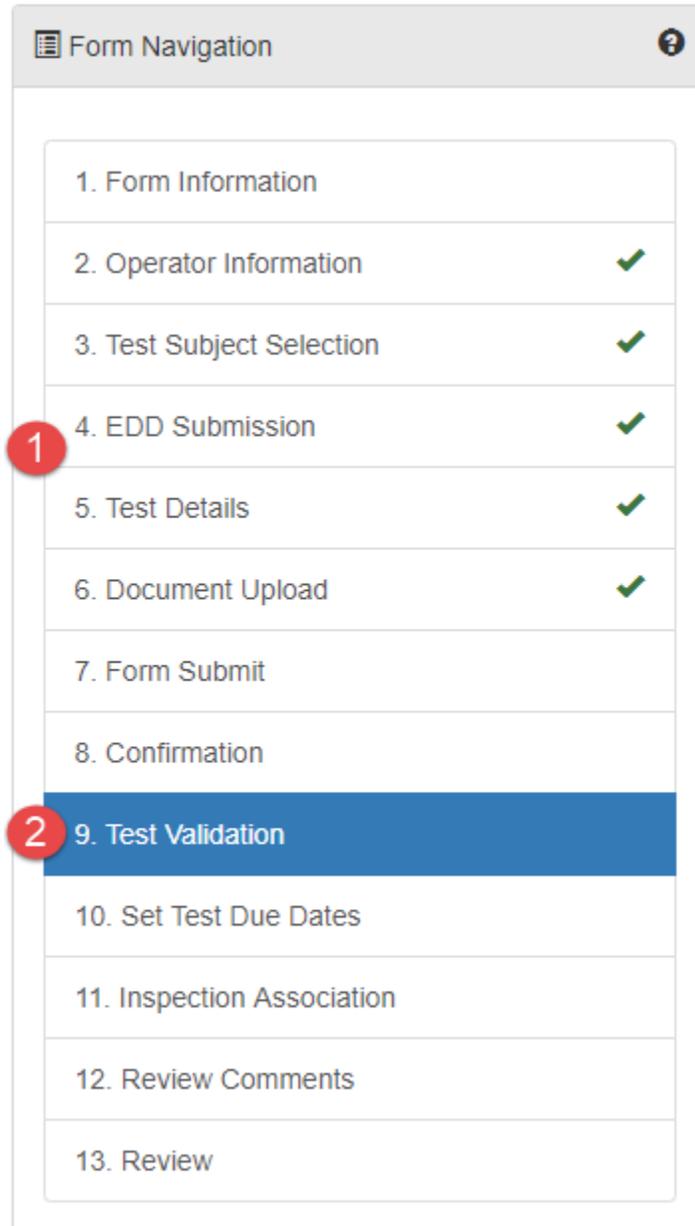
Add

All comments are discoverable records, open to public review.

Task History

Date ↓	Description
06/11/2019 10:12:47 AM	Benjamin Stafford created the task.

Step	Action	Required Fields
1.	Click Edit .	
2.	Select your name in the Assigned To field.	Assigned To
3.	Click Save .	
4.	Click the blue form hyperlink in the top right corner.	



R5.0 Tests

Step	Action	Required Fields
1.	Review each step and the data submitted by the Operator, including the document uploads.	
2.	Navigate to the Test Validation step.	

Test Validation [Hide Form Navigation]

Please complete all required fields below. The Select Scheduled Test section displays scheduled tests for the tested Well that have not yet had test results uploaded; please confirm if the test results uploaded in this form are related to one of the scheduled tests.

* Indicates Required Field

Test Information

Was the Test witnessed by DOGGR? * 1 DOGGR Witness Name 2 Test Result * 3

Yes No

Select Scheduled Test 4 ▶

5

Associated Scheduled Test ▶

This is a new test that wasn't scheduled in WellSTAR 6

7

R5.0 Tests

Step	Action	Required Fields
1.	Was the test witnessed by DOGGR?	Was the test witnessed by DOGGR?
2.	Select a witness name from the dropdown	
3.	Select a Test Result including Pass, Fail, and Inconclusive . Note: The test result defined by DOGGR on this step is the only result viewable from the Test Detail page.	Test Result
4.	Check the box next to the corresponding scheduled test, if applicable.	
5.	Click the down arrow to move the scheduled test into the Associated Scheduled Test grid.	
6.	OR: if there is not an associated scheduled test check the “This test was not scheduled through WellSTAR” box.	
7.	Click Next .	

R5.0 Tests

Test Due Dates
[Hide Form Navigation]

API Number 0403714276	Well Designation Kennedy 5	Field Placerita
Well Type Oil & Gas	Well Status Plugged & Abandoned	

Please use the table below to add, remove, and edit test due dates associated with this well. Use the pop-up windows to change attributes about the test due.

* Indicates Required Field

Test Due Dates

Advanced Filtering
Actions

⚙

Test ID	Test Ty...	Test D...	Test P...	Test Int...	Last M...	Date A...	Actions
	Cleanout Tag	11/25/2020	Idle Well	24	Jeanette McCracken	08/09/20	Actions <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: 100px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 1 2 </div> <div style="font-size: x-small;"> <p>Edit Test Due Details</p> <p>Remove Test</p> </div> </div>

⏪ ⏩ 1 ⏪ ⏩
20 items per page
Viewing 1 - 1 from 1 results
🔄

Back Next Save

If a Test Due Date already exists for this test type

Step	Action	Required Fields
1.	Click the Actions button next to the appropriate test due date record.	
2.	Click Edit Test Due Date	

<Screenshot>

R5.0 Tests

Step	Action	Required Fields
1.	Check the “This form completes the Test Due” check box to link this Test ID to the Test Due Date.	
2.	Click Save	

Test Due Dates
[Hide Form Navigation]

API Number 0403714276	Well Designation Kennedy 5	Field Placerita
Well Type Oil & Gas	Well Status Plugged & Abandoned	

Please use the table below to add, remove, and edit test due dates associated with this well. Use the pop-up windows to change attributes about the test due.

* Indicates Required Field

Test Due Dates

Advanced Filtering
Actions ▾ Search ⚙

Test ID	Test Ty...	Test D...	Test P...	Test	Actions
	Cleanout Tag	11/25/2020	Idle Well	24	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Add New Test Due Date 2 </div> Export - Excel

◀ 1 ▶
20 items per page
Viewing 1 - 1 from 1 results ↻

Back
Next
Save

Add a new Test Due Date

Step	Action	Required Fields
1.	Click the Actions button.	
2.	Click Add New Test Due Date .	

New Test Due
×

* Indicates Required Field

Test Type * 1

Test Due Date * 2

Test Purpose * 3

Date Assigned * 4

This test due date should repeat at regular intervals ⓘ 5

Testing Interval (Months) 6

Cancel
Save 7

Step	Action	Required Fields
1.	Select a Test Type . Search and select from a dropdown list of all WellSTAR tests.	Test Type
2.	Enter the Test Due Date . Note: If a test matching the type is not uploaded within 30-60 days of the test due date a pending violation will be created.	Test Due Date
3.	Select a Test Purpose . Search and select from a dropdown list of DOGGR programs.	Test Purpose
4.	Select a Date Assigned .	Date Assigned
5.	If a test is required at regular intervals (I.E. every 2 years) click the box.	
6.	Enter the Testing Interval in months. Note: This testing interval is informational only. WellSTAR will not automatically set the next test due date. An internal user can set the next test due date through the Upload Test Results form as part of their review, without returning to this form.	
7.	Click Save .	
8.	Click Next .	

Inspection Association [Hide Form Navigation]

The Select Inspection section displays recorded inspections related to the test result Inspection. If applicable, use the grids to associate the test results uploaded in this form to one of the recorded inspections. * Indicates Required Field

Select Inspection ▼

The data in the grid below represents a snapshot in time. It reflects the details as recorded at the time of the inspection. For this reason, it may not match current WellSTAR records.

Advanced Filtering Actions ▼ ⚙️

1 <input type="checkbox"/>	Insp ID	Insp D...	Insp Type	Form Name

⏪ ⏩ ⏪ ⏩ 20 items per page No results to display 🔄

2 ▼ ▲

Associated Inspection ▼

Advanced Filtering Actions ▼

Insp ID	Insp ...	Insp Type	Operator	Field	Subj...	Violations?

R5.0 Tests

Step	Action	Required Fields
1.	Check the box next to the corresponding inspection, if applicable.	
2.	Click the down arrow to move the inspection into the Associated inspection grid.	
3.	Click Next .	

Review Comments
[Hide Form Navigation]

Comments ▼
Actions ▼

⏪
⏩
0
⏪
⏩

20
▼
items per page

No results to display
↻

1
Add

All comments are discoverable records, open to public review.

Back
Next

Step	Action	Required Fields
1.	Add a review comment as needed.	
2.	Click Next .	

<Screenshot>

Step	Action	Required Fields
1.	Click the Actions button next to the task.	
2.	Click Review Decision .	

Update Review Status
×

Task Name
Review Test Results

Assigned To
Arsenio Lagunzad

Review Status *

Cancel

Save

Step	Action	Required Fields
1.	Select a review Status.	
2.	Click Save.	

1.3.1 Key Points

- Test due dates and inspections can be associated to the uploaded test result.
- New test due dates can be set during the review of this form.
- The reviewer’s determination of Pass, Fail, Inconclusive is displayed on the Test Detail page. The operators self-reported Pass or Fail is not displayed but can be viewed in the form snapshot.

2 FLUID LEVEL TESTS

Fluid level test data is captured through the Fluid Level Test form. Unlike the upload Test Results form, fluid level data for multiple wells can be submitted through a single form. This course will walk through generating and reviewing the Fluid Level Test form.

Lesson Objectives:

- Generate and initiate the Fluid Level Test form.
- Download, edit, and Upload the Fluid Level Test EDD.
- Manually add and edit fluid level data.
- Complete and Submit the Fluid Level Test form.
- Review the Fluid Level Test form.

2.1 Generate and submit the Fluid Level Test form

R5.0 Tests

Home Help

[My Tasks](#)
[Tasks](#)
[Alerts](#)
[Online Forms 1](#)
[Forms In Progress](#)
[Forms Submitted](#)

Advanced Filtering

2

Form Name ↑	Form Category	Purpose	Version	Count
Fluid Level Test(s) 3	Well	Facilitates the submission and review of fluid level test results	1	2

1
20 items per page
 Viewing 1 - 1 from 1 results

Step	Action	Required Fields
1.	From the Home screen click Online Forms .	
2.	Search for the Fluid Level Test form.	
3.	Click the blue Form Name hyperlink.	

Form Information
[Hide Form Navigation]

Please complete all required fields below. * Indicates Required Field

Form Name
Fluid Level Test(s)

Organization * 1

Description * 2

All comments are discoverable records, open to public review.

Cancel
Save & Continue 3

R5.0 Tests

Step	Action	Required Fields
1.	Select an Organization . Note: for external users, this will be prefilled with the submitting operator's name.	Organization
2.	Enter a Description .	Description
3.	Click Save and Continue .	

R5.0 Tests

Operator Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Organization Name

Organization Primary Address

Organization Primary Phone Number

Type of Organization
Corporation

1

Ext

Contacts

Advanced Filtering
Actions ▾
2

Name ↑	Phone Number	Email	Role	Actions
			Agent	
			Submitter	

Back
Next
Save
3

Step	Action	Required Fields
1.	View the Organization information.	
2.	Use the Actions button to Add a contact if desired.	
3.	Click Next .	

Fluid Level Test EDD

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. * Indicates Required Field

Do you wish to submit Fluid Level Test data using an Electronic Data Deliverable (EDD) template? *

Yes 1

 No

Step 1: [Download the EDD template](#) 2

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Browse...

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Submit data VIA EDD

Step	Action	Required Fields
1.	Click "Yes"	Yes, No
2.	Click the Blue Download the EDD template link.	

R5.0 Tests

5.	Enter Fluid Level and Casing Pressure .	Fluid Level
6.	Enter True or False for Witnessed and a Scheduled Test ID and Remarks if desired.	Witnessed
7.	Repeat for each well as needed.	
8.	Save the updated EDD template file locally.	

Fluid Level Test EDD

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. * Indicates Required Field

Do you wish to submit Fluid Level Test data using an Electronic Data Deliverable (EDD) template? *

Yes **No**

Step 1: [Download the EDD template.](#)

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Browse... 1

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Back
Next
3
Save

Step	Action	Required Fields
1.	Click Browse .	
2.	Navigate to and select the local copy of the EDD template.	
3.	Click Next .	

R5.0 Tests

Test Details
[Hide Form Navigation]

Please enter the details of each Test below. Record all depths as Measured Depths. If USDW depth is unknown, record unknown in the USDW field. The fluid level is presumed to be above USDW if the USDW depth is unknown.

* Indicates Required Field

Advanced Filtering
Actions

⚙️

<input type="checkbox"/>	API	Actual...	USDW...	Actions
1							<div style="background-color: white; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 2 </div> <div style="background-color: white; border: 1px solid #ccc; padding: 5px;"> 3 </div>

⏪ ⏩ 0 ⏪ ⏩

20 items per page

No results to display 🔄

Add a new row to the test details grid

Step	Action	Required Fields
1.	View the test details brought in by the EDD.	
2.	Click the grid level Actions button at the top of the grid.	
3.	Select Add New Fluid Level Test .	

R5.0 Tests

Test Result Details
1
x

<p>Well API *</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>Lease Name</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>Well Number</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>
<p>County</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>District</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>Field</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>
<p>Actual Test Date/Time *</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>USDW Known? *</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>Base Depth of USDW</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>
<p>Test Method *</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>Fluid Level *</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	<p>Casing Pressure</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>
<p>Witnessed by DOGGR? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Scheduled Test ID *</p> <input style="width: 90%; border: 1px solid gray;" type="text"/>	

Cancel
Save
2

Step	Action	Required Fields
1.	Enter the test information.	Well API, Actual Test Date, Actual Test Time, USDW known, Test Method, Fluid level
2.	Click Save .	

R5.0 Tests

Test Details [Hide Form Navigation]

Please enter the details of each Test below. Record all depths as Measured Depths. If USDW depth is unknown, record unknown in the USDW field. The fluid level is presumed to be above USDW if the USDW depth is unknown. * Indicates Required Field

Advanced Filtering
Actions

	API	Actua...	USDW...	Status	Validation	Actions
<input type="checkbox"/>	0411121 605		False		20 00	10 0	fal se	*	Errors and/or warnings on	Actions
<input type="checkbox"/>	0411121 608		False		20 00	10 0	fal se	*	Errors and/or warnings on	Actions
<input type="checkbox"/>	0411121 843		False		20 00	10 0	fal se	*	Errors and/or warnings on row	Actions
<input type="checkbox"/>	0411121 624		False		20 00	10 0	fal se	*	Errors and/or warnings on row	Actions
<input type="checkbox"/>	0411121 626		False		20 00	10 0	fal se	*	Errors and/or warnings on row	Actions

◀ ◀ 1 ▶ ▶ 20 items per page Viewing 1 - 20 from 33 results

Edit a test record

Step	Action	Required Fields
1.	Click the Actions in row with the record.	
2.	Click Edit Test Details .	

R5.0 Tests

Test Result Details
1
x

<p>Well API *</p> <input style="width: 90%;" type="text"/>	<p>Lease Name</p> <input style="width: 90%;" type="text"/>	<p>Well Number</p> <input style="width: 90%;" type="text"/>
<p>County</p> <input style="width: 90%;" type="text"/>	<p>District</p> <input style="width: 90%;" type="text"/>	<p>Field</p> <input style="width: 90%;" type="text"/>
<p>Actual Test Date/Time *</p> <input style="width: 80%;" type="text"/>	<p>USDW Known? *</p> <input style="width: 80%;" type="text"/>	<p>Base Depth of USDW</p> <input style="width: 90%;" type="text"/>
<p>Test Method *</p> <input style="width: 80%;" type="text"/>	<p>Fluid Level *</p> <input style="width: 80%;" type="text"/>	<p>Casing Pressure</p> <input style="width: 90%;" type="text"/>
<p>Witnessed by DOGGR? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Scheduled Test ID *</p> <input style="width: 80%;" type="text"/>	

Cancel Save
2

Step	Action	Required Fields
1.	Edit record as appropriate.	
2.	Click Save .	

R5.0 Tests

Test Details [Hide Form Navigation]

Please enter the details of each Test below. Record all depths as Measured Depths. If USDW depth is unknown, record unknown in the USDW field. The fluid level is presumed to be above USDW if the USDW depth is unknown. * Indicates Required Field

Advanced Filtering
Actions

<input type="checkbox"/>	API	Actua...	USDW...	Status	Validation	Actions
<input type="checkbox"/>	0411121 605		False		20 00	10 0	fal se	*	Errors and/or warnings on	Actions 1
<input type="checkbox"/>	0411121 608		False		20 00	10 0	fal se	*	Errors and/or warnings on	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;"> Edit Test Details Remove Test 2 Review Test </div>
<input type="checkbox"/>	0411121 843		False		20 00	10 0	fal se	*	Errors and/or warnings on row	Actions
<input type="checkbox"/>	0411121 624		False		20 00	10 0	fal se	*	Errors and/or warnings on row	Actions
<input type="checkbox"/>	0411121 626		False		20 00	10 0	fal se	*	Errors and/or warnings on row	Actions

1 2

20 items per page

Viewing 1 - 20 from 33 results

Remove a test record

Step	Action	Required Fields
1.	Click the Actions in row with the record.	
2.	Click Remove Test .	
3.	Click Yes to confirm.	
4.	Click Next .	

R5.0 Tests

Document Upload [Hide Form Navigation]

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

Uploaded Documents

Advanced Filtering **Actions** 1 Search ⚙

Upload...	Upload...	Type	Descri...	File	Add New	im...	Actions

[Back](#) [Next](#) [Save](#)

Step	Action	Required Fields
1.	Click the Actions button and select Add New .	

Document Upload 1
✕

* Indicates Required Field

Upload New Document

Associate Existing WellSTAR Document

Internal Only

Confidentiality Requested ?

Category

Well ▼

Type *

Relevant Date *

?
📅

Description *

All comments are discoverable records, open to public review.

Filename *

Browse

📄

Cancel

Upload 2

Step	Action	Required Fields
1.	Complete the required fields in the Document Upload pop up.	Type, Relevant Date, Description, Filename
2.	Click Upload . Note: wait for the green checkmark next to the document before clicking Upload.	
3.	Click Next .	

Form Submit

Associate related online form submissions to this submission by entering the Form ID.

Online Form Association

Actions 1

Form ID	Form Category	Title	Description	Actions
---------	---------------	-------	-------------	---------

Comments

Acknowledgement

Submitter

3 I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

4

5

Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Click Submit.	



Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the Fluid Level Test Results Workgroup.	

2.1.1 Key Points

- One form can submit data for fluid level tests for many wells, if all wells belong to the same operator.
- Many fluid level tests can be uploaded via the EDD.
- The uploaded data will populate the section: test details.
- Test records can be added manually, edited or deleted.
- Only one task is created when this form is generated even when wells from more than one District are included in the submission. The Subtask functionality can be utilized to create subtasks to the appropriate District office if desired.

2.2 Review the Fluid Level Test form

R5.0 Tests

Home

Help

My Tasks Tasks Alerts Online Forms Forms In Progress Forms Submitted

Advanced Filtering								Actions	Search	Settings
Task Name	Form Description	Subject ID	Organization	Workgroup	Assigned To	Due Date ↑	Actions			
fluid 1										
Review Fluid Level Test Results 2	Training		Aera Energy LLC	Fluid Level Test Results			Actions			

Navigation: 1 | 20 items per page | Viewing 1 - 1 from 1 results

R5.0 Tests

Step	Action	Required Fields
1.	From the My Tasks page Search for the Review Fluid Level Test Results Task.	
2.	Click the blue Task Name hyperlink.	

Task Detail

Task Type
System Generated

Task Name *
Review Fluid Level Test Results

Description *
Review submission of Idle Well Fee Invoice
All comments are discoverable records, open to public review.

Organization
Aera Energy LLC

Status *
In Progress

Workgroup
Fluid Level Test Results

Assigned To
Jeanette McCracken

Due Date *
09/07/2019

Created Date
08/29/2019

Created By
Jeanette McCracken

Cancel Save

Help

Form

Fluid Level Test(s) 4

Comments

Actions

No results to display

0 items per page No results to display

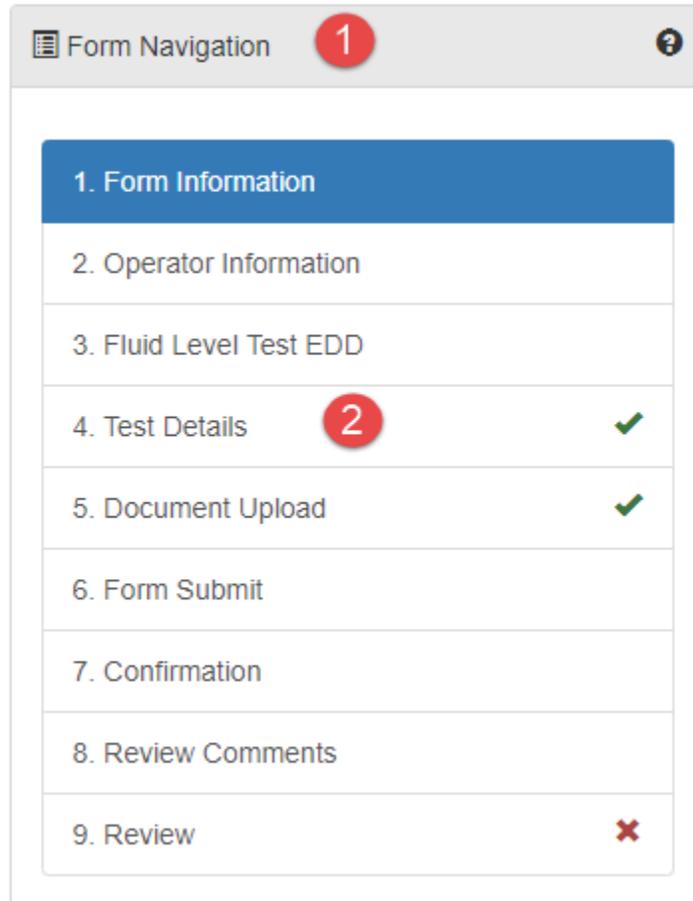
Add

All comments are discoverable records, open to public review.

Task History

R5.0 Tests

Step	Action	Required Fields
1.	Click Edit .	
2.	Select your name in the Assigned To field.	Assigned To
3.	Click Save .	
4.	Click the blue form hyperlink in the top right corner.	



Step	Action	Required Fields
1.	Review each form section and the data submitted by the Operator, including the document uploads.	
2.	Navigate to the Test Details section.	

Test Details
[Hide Form Navigation]

Please enter the details of each Test below. Record all depths as Measured Depths. If USDW depth is unknown, record unknown in the USDW field. The fluid level is presumed to be above USDW if the USDW depth is unknown. * Indicates Required Field

⌵ Advanced Filtering

<input type="checkbox"/>	API	Actual...	USDW...
[Empty Table Content]						

⏪ ⏩ 0 ⏪ ⏩
20 items per page

- API
- Well Number
- Lease Name
- County Name
- District Name
- Field Name
- Actual Test Date/Time
- USDW Known
- Base Depth of USDW
- Test Method
- Fluid Level
- Casing Pressure
- Date of Previous Fluid Level Failure
- High Fluid Level
- Scheduled Test ID
- Witnessed (Reported by Operator)
- Witnessed
- DOGGR Witness Name
- Test Result
- Status
- Validation
- Actions

R5.0 Tests

Step	Action	Required Fields
1.	<p>Add fields to the grid to support the test review including; District Date of Previous Fluid Failure, or High Fluid Level.</p> <p>Note: High fluid level indicates yes if the reported fluid level is greater than the USDW. The date of previous fluid failure displays the date of the most recent Fluid Level Test with a Test Result of "Fail" for that well.</p>	

R5.0 Tests

Test Details [Hide Form Navigation]



Your EDD was processed successfully. Click Next at the bottom of the screen to continue submitting your form.

Please enter the details of each Test below. Record all depths as Measured Depths. If USDW depth is unknown, record unknown in the USDW field. The fluid level is presumed to be above USDW if the USDW depth is unknown. * Indicates Required Field

	API	Actua...	USD...	Status	Validation	Actions
<input type="checkbox"/>	0411121 605	08/22/20 19 12:00 AM	Unknow n		20 00	10 0	No	✔		Actions
<input type="checkbox"/>	0411121 608	08/13/20 19 12:00 AM	Yes	30 00	20 00	10 0	Ye s	✔		Actions
<input type="checkbox"/>	0411121 843	08/14/20 19 12:00 AM	Yes	50 0	20 00	10 0	Ye s	✔		Actions
<input type="checkbox"/>	0411121 624	08/20/20 19 12:00 AM	Unknow n		20 00	10 0	No	✔		Actions
<input type="checkbox"/>	0411121 626	08/24/20 19 12:00 AM	Yes	5	20 00	10 0	Ye s	✔		Actions

Advanced Filtering Actions ⚙️

⏪ ⏩ 1 2 ⏪ ⏩ 20 items per page Viewing 1 - 20 from 21 results 🔄

Review a single test record

Step	Action	Required Fields
1.	Click the Actions button in row with the record.	

R5.0 Tests

2.	Click Review Test .
----	----------------------------

Test Result Details
✕

• One or more tests is missing a required field.

Witnessed by DOGGR? *

Yes No

DOGGR Witness Name

Test Result *

Remarks

Remark

Step	Action	Required Fields
1.	Enter the test review information.	Test result, Was the test witnessed?
2.	Click Save.	

⌵
Advanced Filtering
Actions
Search
⚙

	API	District Name	USDW Known	Bas...	Flui...	Dat...	Hig...	Status	
<input checked="" type="checkbox"/>	<input type="text"/>	Actions							
<input checked="" type="checkbox"/>	0411121608	Coastal	Yes	3000	2000		Yes	✔	Actions
<input checked="" type="checkbox"/>	0411121843	Coastal	Yes	500	2000		Yes	✔	Actions
<input checked="" type="checkbox"/>	0411121626	Coastal	Yes	5	2000		Yes	✔	Actions
<input checked="" type="checkbox"/>	0411122081	Coastal	Yes	2050	2000		Yes	✔	Actions
<input checked="" type="checkbox"/>	0411122039	Coastal	Yes	495	2000		Yes	✔	Actions
<input checked="" type="checkbox"/>	0411102199	Coastal	Yes	3075	2000		Yes	✔	Actions
<input checked="" type="checkbox"/>	0411104626	Coastal	Yes	500	2000		Yes	✔	Actions

⏪ ⏩ 1
20 items per page
Viewing 1 - 7 from 7 results

R5.0 Tests

Review up to 20 test records at a time

Step	Action	Required Fields
1.	Sort and filter the records.	
2.	Click the individual checkboxes or the bulk selector to choose all wells visible in the grid (up to 20).	
3.	Click the grid level Actions button.	
4.	Click Review Selected Fluid Tests .	

Test Result Details ✕

• One or more tests is missing a required field.

Witnessed by DOGGR? *
 Yes
 No
 DOGGR Witness Name
Test Result *

Remarks

High Fluid levels and no previously failed fluid level test.

Step	Action	Required Fields
1.	Enter the test review information. Note: the test information entered in this popup is applied to all wells selected.	Test result, Was the test witnessed?
2.	Click Save.	
3.	Repeat as needed until all tests have been reviewed.	
4.	Navigate to the Review Comments section.	

Review Comments
[Hide Form Navigation]

Comments ▼
Actions ▼

⏪
⏩
0
⏪
⏩

20
▼
items per page

No results to display
↻

1 Add

All comments are discoverable records, open to public review.

Back
2 Next

Step	Action	Required Fields
1.	Add a review comment as needed.	
2.	Click Next .	

R5.0 Tests

Review
[Hide Form Navigation]

Task Name	Workgro...	Assigne...	Created	Last Up...	Review ...	Actions
Review Fluid Level Test Results	Fluid Level Test Results	Jeanette McCracken	08/29/2019 07:31 AM	08/29/2019 07:33 AM		Actions 1

Update Review Status 2
 Create Sub Task

⏪
⏩

1

⏪
⏩

10

▼
items per page

Viewing 1 - 1 from 1 results ↻

Step	Action	Required Fields
1.	Click the Actions button next to the task.	
2.	Click Update Review Status . Note: The Subtask functionality can be utilized to create subtasks to the appropriate District office if desired.	

Update Review Status
✕

Task Name
Review Fluid Level Test Results

Assigned To
Jeanette McCracken

Review Status *

Cancel
Save

Step	Action	Required Fields
1.	Select a Review Status .	
2.	Click Save .	

2.2.1 Key Points

- The next test due date is set automatically when the form is approved as long as the well is not a “Low priority well” according to WellSTAR.
- The Subtask functionality can be utilized to create subtasks to the appropriate District office if desired.