WellSTAR Underground Gas Storage: Quick Reference Guide

Submit a UGS Project Information Form

1. Click on Online Forms and select UGS Project information form
2. Enter in the Operator (and project code number if a modify or expansion project)
3. Enter Contact Information in **Section 2. Contact Information**
4. Enter all pertaining information in **Section 3. Project Information**
5. Select the all project and AOR wells in **Section 4. Well Identification**
6. View plans that are associated to the project **Section 5. Plan Associations**

Note: Be advised that plans cannot be uploaded in this form. They must be uploaded using the form *plan submission*

7. Enter all pertaining information in **Section 6. CEQA Information**
7. Upload all pertinent documents in **Section 7. Document Upload**
8. 11. Finalize and acknowledge the UGS submission in **Section 8. Form Submit**
12. A confirmation message is emailed and displayed on WellSTAR including the project ID for new Projects.

Assigning the Task

1. 🏠 From **My Tasks** select the corresponding blue **UGS project** task.
2. Click the **Edit** button. `Edit`
3. Set the **Assigned To** box to your name from the drop down list.
4. **Status** will automatically change to **In Progress**.
5. Click **Save**. `Save`
6. Select the blue **Form** hyperlink to view the form.
7. Review the data submittal

Assigned To

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Review a UGS Project Information Form

Note: Each section is completed individually per task (i.e. Complete only the Completeness Verification if that task is assigned to you)

1. Verify all documents and the completeness checklist have been uploaded in **Section 10. Completeness Verification**
2. Add all conditions of approval to **Section 11. District Verification**
3. Confirm plan submissions, status and any fees in **Section 12. DOGGR HQ Verification**
4. If needed, add comments to **Section 13. Review comments.**
5. In Section **14. Review** select the task claimed in step 1. (the name of the task will match the name from step 1.
6. Set **Status** of the review to **Accept, Return, or On Hold.**
7. Click **Save.** `Save`

Starting Tips

- Always search before creating a new record to ensure duplicates are not created.
- New and Expanded projects follow the same workflow.
- A modified project will only have a CEQA review if the COAs are altered.

Document Tips

- Internal users can set a document status to Internal use only.
- All users can request confidentiality.
- Documents should be checked for a confidentiality request during the form review.
- If an operator requests confidentiality for a document they must also upload a confidentiality request letter justifying the request.

Plan Submission

These Plans should be uploaded using the Plan Submission form
- Baseline Gas Detection Plan
- Decommissioning Plan
- Emergency Response Plan
- Records Management Plan
- Risk Management Plan

WellSTAR Underground Gas Storage: Review

Step	UGS **New** and **Expansion** Project Flow	UGS Project **Modification** with **no updates to the COAs** Flow	UGS **modification** with **Updates to the COAs** Flow
1.	Completeness verification task assigned to {District} UGS Completeness Review Workgroup	Completeness verification task assigned to {District} UGS Completeness Review Workgroup	Completeness verification task assigned to {District} UGS Completeness Review Workgroup
2.	Well Verification task assigned to {District} UGS Review Workgroup	Well Verification task assigned to {District} UGS Review Workgroup	Well Verification task assigned to {District} UGS Review Workgroup
	CEQA Verification task Assigned to CEQA Workgroup	No CEQA review	No review; CEQA review completed in review step 3.
3.	District Verification task Assigned to {District} UGS Review Workgroup	District Verification task Assigned to {District} UGS Review Workgroup	District Verification task Assigned to {District} UGS Review Workgroup
	HQ verification task assigned to HQ UGS Review Workgroup	HQ verification task assigned to HQ UGS Review Workgroup	HQ verification task assigned to HQ UGS Review Workgroup
	No review; CEQA review completed in review step 2.	No CEQA review	CEQA Verification task Assigned to CEQA Workgroup

Table 1. Each column represents a workflow path for the UGS Project Information form. The CEQA review task is always generated for new and expanded projects and if the project approval letter is modified during a UGS project update.

Changes to other Functionalities

Well Summary

- Wellhead equipment is captured.
- If the well is part of a UGS project, the task for review will be generate for the District UGS workgroup
- During the review, a well can be marked as "Meeting UGS well construction requirements."

NOI

- A well can be added to a UGS project or an AOR by selecting if this well is part of a UGS project or if this well penetrates or passes through a UGS Project.

Test Results

- Noise & Temperature surveys and Casing Wall Thickness Tests can associate any anomalies found.
- DOGGR can review the anomaly explanation during the review process.
- Planned Action for Well Remediation, Monitoring, or Further Evaluation can be entered.

Production

- Addition of Withdrawn Gas Data.
- Gas Storage gas is automatically allocated to Withdrawn gas.

Compliance

- Violations can be added against a UGS project.
- Violations for missing tests are create through compliance.

Well Details

- Can view wellhead equipment.
- Link to the UGS Project Detail page.