

User Reference Guide

Underground Gas Storage (UGS)

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COURSE OVERVIEW

Course Description

WellSTAR's Underground Gas Storage capability enables users to create and maintain information for underground gas storage (UGS) projects and wells. The system provides the ability for operators to submit UGS project information such as geology data, well and surface equipment testing data, and Plan Data. Internal Users have access to UGS projects and can monitor and modify UGS information.

1 CREATE AND MAINTAIN A UGS PROJECT

A UGS project can be created or updated by either an internal or external user. Submitting this form will trigger the review workflow. No information about a UGS project can be altered without first being reviewed and approved by the Division.

Lesson Objectives:

- Create a UGS Project
- Maintain a UGS Project

1.1 Create a UGS project

Well		Well A	API ▼	۹
1 Explore Data For	rms Tools	Maps		
Online Forms 👔 UGS Project In	formation	1 Hello	Jeanette McCracken, Department of Cor	nservation -
UGS Project Infor	rmation		😧 Help	>
Form Navigation	0	Form Information	[Hide Form Navigation]	
1. Form Information		Please enter information below. Form Name UGS Project Information Application Type* S New Project Modify Project Expansion Organization* S Description * All comments are discoverable records, open to public review.	 Indicates Required Field 	
		Cancel Save & Continue 8		
© 2018 - WellSTAR Privacy Policy			Build Versi	on: R4.0.0

Step	Action	Required Fields
1.	Click Explore data.	
2.	Click Underground Gas Storage (UGS).	
3.	Click Actions.	

4.	Click Create UGS Project.	
5.	Choose Application Type.	
	Note: Expansion is rarely used. Most forms are modifications.	
6.	Choose an Organization from the list. The list of operators will filter	
	as you type.	
7.	Enter a Description . This should help you find the form again if you	
	need to save and return to it later.	
8.	Click Save and Continue.	

	Operator Information	1		(Hi	ide Form Navigation]			
1. Form Information								
2. Operator Information	designate contact(s Agent and the form	orrect Organization has) with their correct role. submitter are selected a	been selected, and By default, the Organization is contacts.	's	ates Required Field			
3. Project Information								
4. Well Identification	Organization Na William H. Fisk (F	me 1225)	Type of Org	anization				
5. Plan Association	Organization Pri	mary Address						
C. Desument Unlead	54105 OICCIIWOO	Tracy, CA 953049581						
6. Document Opioad	Tracy, CA 95304	9581						
7. Form Submit	Organization Pr (209) 605-6062	9581 imary Phone Number	Ext					
Confirmation	Tracy, CA 95304 Organization Pr (209) 605-6062 Contacts	9581 mary Phone Number	Ext					
7. Form Submit 8. Confirmation 9. Completeness Verification	Tracy, CA 95304 Organization Pr (209) 605-6062 Contacts	9581 mary Phone Number	Ext					
5. Document Option 7. Form Submit 8. Confirmation 9. Completeness Verification 10. CEQA Verification	Contacts	imary Phone Number	Ext	▼ Advanced Filtering	Actions +			
5. Document Option 7. Form Submit 8. Confirmation 9. Completeness Verification 10. CEQA Verification 11. District Verification	Tracy, CA 95304 Organization Pr (209) 605-6062 Contacts Name ↑	Phone Number	Ext	▼ Advanced Filtering Role	Actions - Actions			
5. Document Option 7. Form Submit 8. Confirmation 9. Completeness Verification 10. CEQA Verification 11. District Verification	Tracy, CA 95304 Organization Pr (209) 605-6062 Contacts Name 1	Phone Number	Ext	▼ Advanced Filtering Role Agent	Actions - Actions			
5. Document Option 7. Form Submit 8. Confirmation 9. Completeness Verification 10. CEQA Verification 11. District Verification 12. DOGGR HQ Verification	Tracy, CA 95304 Organization Pr (209) 605-6062 Contacts Name † Jeanette	Phone Number Phone Number Phone Number (916) 232 9768	Ext Email Jeanette.McCracken@	Advanced Filtering Role Agent Submitter	Actions - Actions			

Step	Action	Required Fields
1.	Section 2. Operator Information: Information from the Operator	Contact Role,
	details page will be displayed in this tab. If needed use the Actions	Contact Name,
	button to Add Contact for the form.	Phone Number,
	Note: Adding a contact here makes that contact the contact for this	Email
	form, but does not add them as a contact for the organization, nor	
	does it make the added person a WellSTAR User.	
2.	Click Next.	

Form Navigation	e Pr	roject Info	ormation					(Hide Form Nav	vigatio
1. Form Information		Enter in	formation reg	arding the geol	ogic zones for	the Project b	elow. * In	idicates Required	Field
2. Operator Information	~	Maxim Capaci	um Permitted ty (Mcf) *	l Storage 🚺	Cushion Ga (Mcf)*	s Volume	Maximum Permitte Gas Volume (Mcf)	ed Working	
3. Project Information							0		
4. Well Identification		Maxim	um Allowable	Surface	Maximum R	eservoir	Minimum Reservo	ir Pressure	
5. Plan Association		Pressu	re (MASP) (p	sig)*	Pressure (p	sia)*	(psig)*		
6. Document Upload	2								
7. Form Submit		Field *				4			
8. Confirmation						•			
9. Completeness Verification		Geol	ogic Zones						
10. CEQA Verification								Actions	¢
11. District Verification			Zone Na	Zone Type	Fracture	Stat V	Varning Messages	Actions	
12. DOGGR HQ Verification									
13. Review Comments									
14. Review									
		×	∢ 0	H I	20 🔻 item:	s per page	No res	sults to display 🕻	\$

Step	Action	Required Fields
1.		Maximum
		permitted
	Enter Project Gas Volume information.	storage
	Note: Maximum permitted working gas volume (MCF) is a	capacity,
	calculated field that will automatically be calculated after these two	Cushion gas
	required fields are entered.	volume
2.	Enter Project Maximum allowable surface pressure.	Maximum
	Note: All project wells will inherit this MASP automatically. If a well	allowable
	specific MASP must be set, that can be completed on a well by well	surface
	basis in Section 4. Well Identification.	pressure

3.		Maximum
		reservoir
		pressure,
		Minimum
		reservoir
	Enter project reservoir pressure information.	pressure.
4.	Choose a Field.	Field
5.	Use the Actions button in the Geologic Zones grid to select Add	
	Zone Information.	

Geologic Zone Information		×
		* Indicates Required Field
Required Zone Data		
Zone Type *		
	•	
Zone Name *		
	•	
Depth to base of Zone TVD De (ft) * (ft)	epth to top of Zone TVD)*	Avg. Net Thickness (ft) *
▲ ▼	*	▲ ▼
Porosity (%) * Pe	ermeability (mD) *	Areal Extent (Acre)*
▲ ▼	* *	▲ ▼
Fracture Grad (Psi/ft) * Init	itial Temperature (F°)*	Initial Pressure (Psi)*
A V	A	A
Zone TDS (mg/L) * Pre	esent Temperature (F°)*	Present Pressure (Psi)*
Original Oil Saturation (%)* Ori	iginal Gas Saturation (%)*	Original Water Saturation
	A	
Residual Oil Saturation (%)* Re	esidual Gas Saturation (%)*	Residual Water Saturation (%)*
▲ ▼	*	▲ ▼
Oil Gravity (Deg. API) * Oil	I Viscosity (cP)*	Gas Gravity*
▲ ▼	* *	* *
Non-hydrocarbon components	present in associated gas	
If checked, include breakdown of non-hydrocarbon co	omponents and concentrations in Step 6. Do	ocument Upload.
		Cancel Save

Г

Step	Action	Required Fields
1.	The Zone Type pop-up will display.	
2.	Choose a Zone Type .	Zone Type
	Note: The required the pop up and required fields will change based	
	on the Zone Type chosen. Storage Zone information has the most	
	required fields.	
3.	Enter information as appropriate for the Zone.	Variable
	Note: each row lists the validation status and message for each	
	Zone entered.	
4.	Click Save .	
5.	Scroll to the bottom and Click next.	

	Well Identi	ificat	tion					[Hide Form Navig
. Form Information	1 Choose Review	e all 7. Us	wells to be ind e Advanced F	duded in this U	GS Project appl area of review (/	lication including AOR) wells that	g wells that are v belong to anoth	within the Area of er operator. The
2. Operator Information	wells c	an b	e marked AO	R in the Associa	ated Well Grid b	elow by using t	he Planned Use	pop-up.
3. Project Information	Se	elect	t Existing We	lls to Associat	e to the UGS F	Project		
. Well Identification	5	7			▼ Advanc	ed Filtering	Search	¢
. Plan Association	0		API †	Operator	Designati	Current T	Current S	Field
. Document Upload	6		040-30537- 76	William H. Fisk - F1225	Cherokee 71CR	Oil & Gas	Idle	Midway- Sunset
. Form Submit	3		040-30537- 77	William H. Fisk - F1225	Cherokee 65CR	Oil & Gas	Idle	Midway- Sunset
. Completeness Verification	0		040-77002- 84	William H. Fisk - F1225	Blewett Community	Gas	Idle	Vernalis Gas
0. CEQA Verification	_		9 T	- ion - 1 1220	8			
1. District Verification	0		040-77002- 85	William H. Fisk - F1225	Blewett Community	Gas	Active	Vernalis Gas
2. DOGGR HQ Verification	_				9			
3. Review Comments								
4. Review								
		M	∢ 1 →	2	0 🔻 items p	er page V	/iewing 1 - 4 from	n 4 results 💍
			Annesiste	o the UCC D	4 •	•		
	w ۲	7	Associated t	T Advan	ced Filtering	Actions -	Search	\$
	0		API † Op	er Curr	Curr	Field Plan	Revi	Actions

Step	Action	Required Fields
1.	Note the instructions on the top of the page "Choose all wells to be	

	included in this UGS Project application including wells that are	
	review (AOR) wells that belong to another operator. The wells can	
	he marked AOR in the Associated Well Grid below by using the	
	Dianned Lise/Well Review Don-Lin "	
2	Lise Advanced Filtering to find the wells that are part of the project	
۷.	Note: The default Operator filter limits the wells to the Operator of	
	the project	
	Click the sheek box port to the well(s) that pood to be associated to	
5.	the project	
	Click the down arrow to move the well(s) to the lower Accepted	
4.	Click the down arrow to move the well(s) to the lower Associated	
	Wens griu.	
5.	Use Advanced Filtering to find the wells that are part of the Area of	
	Review (AOR) of the project.	
	Note: Remove the default Operator filter to search for AOR wells	
	that belong to another Operator.	
6.	Click the check box next to the well(s) that need to be associated to	
	the project.	
7.	Click the down arrow to move the well(s) to the lower Associated	
	Wells grid.	
	Note: Both Project Wells and AOR wells belong in the Associated	
	Wells grid. Once in the Associated Wells grid the Planned Use can	
	be updated to mark the well as Project or AOR.	
8.	Click the Actions button in the row of the well to assign a planned	
	use.	
	Note: Use the cog wheel icon to Add the Planned Use column to the	
	Associated Wells grid. This will help keep track of which wells have	
	been assigned a planned use.	

				-		, ll			-
_	API 🕇	Oper	Curr	Curr	Field	Plan	Revi	Actions	
	040- 77002- 85	William H. Fisk - F1225	Gas	Active	Vernalis Gas	Edit Review	2	1 Actions-	
						C/A - Casin C/A - Plug/A C/A - Replu C/A - Other Additional Ir Not in AOR View on Ma	g Repair/Re Abandon g nformation f	eplacement	
M	▲ 1	Þ Þ	20	▼ items	per page	Viewin	ng 1 - 1 fror	m 1 results	Ċ
									_

Select Planned Use							>
4PI 0407700285		Operator William H. Fisk - F	1225			* Indicates F	Required Field
Designation		Current Type			Current S	tatus	
Blewett Community 9		Gas			Active		
Field	Well Numb	ber	District			PLSS	
Vernalis Gas	9		Northern			26, 03S, 06E,	
Location	Area		County			Lease	
(37.64610672, -121.27889252)	Any Area		San Joaquin	San Joaquin		Blewett Community	
Planned Use * 2 MASP		i) Maximum Injection Rate (Mcf/d)		9	Review Decision *		
•			3				•
Non-Penetrating	Well co	onstruction is cons	istent with the requiren	ments of	f	3/14/2019	Ë
Notes*							
							6
						Cano	el Save

Step	Action	Required Fields
1.	The pop up will include information about the well that cannot be	
	edited from this pop up including API, Designation, Current Status	
	and more. This information is provided to help you verify that the	
	correct well has been selected.	
2.	Update the Planned Use and if necessary check the box to indicate	
	that the well does not penetrate the reservoir.	
	Note: only these two fields can be edited by an external user	
	submitting this form. Internal users can see and edit these as well as	
	the fields described in steps 13-15 below.	
3.	A well specific MASP(PSI) and Maximum Injection Rate (Mcf/d) can	
	be set.	
	Note: The well will inherit the MASP set for the project. This field	
	only needs to be edited if the well has a more limited MASP than	
	the MASP for the project. The Well Specific MASP cannot exceed	
	the Project MASP. If the project MASP is updated, the well MASP	
	will not update if it has been updated by a user in the past.	
4.	Check the box for Well construction requirement and set a date if	

	the well has been configured to meet regulations.	
	Note: This field can be set through this Project Information form or	
	in the Well Summary form. If the well is reworked in the future to	
	meet requirements, the Well Summary can be used rather than	
	using the Project Information form.	
5.	Enter a Review Decision and Notes if desired.	
	Note: This field is only required during the District Verification Task	
	during the review process.	
6.	Click Save.	



Step	Action	Required Fields		
1.	Select a Planned Use for multiple wells at a time:			
2.	Check the box next to well that must be labeled with the same			
	planned use (Project well or AOR well).			
3.	Click the actions button in the top right of the Associated Wells			

	grid.	
4.	Choose either Planned Use-Project Well or Planned Use-AOR Well .	
	All wells selected will be updated to the selected planned use.	
5.	When all wells have been assigned a Planned Use click the Next	
	button.	

Form ID: 5905							
Form Navigation	θ	Plan Asso	ciation				(Hide Form Navig
1. Form Information		This st existin	ep shows Plan do g Plans maintaine	cuments associate d. please use the P	d with the UGS Project. If r Plan Submission online forr	new Plans nee n. This form ca	d to be added, or In be accessed from
2. Operator Information	~	the On	line Forms list in t	he Global Navigatio	on by selecting Plan Subm	ission.	
3. Project Information	×	As	sociated Plans				
4. Well Identification	~				▼ Advanced Filtering	Search	\$
5. Plan Association			Plan ID	Plan Type	Plan Name Re	elevant Date	Status
6. Document Upload			1				
7. Form Submit			-				
8. Confirmation							
9. Completeness Verification							
10. CEQA Verification							
11. District Verification							
12. DOGGR HQ Verification							
13. Review Comments							
14. Review							
		M	< 0 ►	▶ 5 ▼	items per page	No re	sults to display 💍
			•				
	E	ack N	ext Save				

1.	documents associated with the UGS Project. If new Plans need to be added, or existing Plans maintained, please use the Plan Submission online form. This form can be accessed from the Online Forms list in the Global Navigation by selecting Plan Submission.	
2.	Scroll to the bottom and click Next.	



Step	Action	Required Fields
1.	A new document, or a document that already exists in WellSTAR	
	may be uploaded.	
2.	Click the Actions button and select Add New.	

Document Upload	×
	* Indicates Required Field
Upload New Document	Associate Existing WellSTAR Document
Document ID 3	
	•
	Cancel Upload

Step	Action	Required Fields
1.	To upload a document that already exists in WellSTAR:	
2.	Click the Associate Existing Document radio option.	
3.	Look up the Document ID and select the document.	
	Note: a document that already exists in WellSTAR cannot be made	
	confidential or internal only through this pop up.	
4.	Click Upload.	
5.	Repeat as needed.	

Document Upload		×
	* Indicates Req	uired Field
Upload New Document	Associate Existing WellSTAR Document	
Internal Only 3	Confidentiality Requested 92	
Category		
UGSPR		-
Туре *		
		•
A Relevant Date *		0
		.
Description *		
All comments are discoverable re	cords, open to public review.	
Filename*		0
Browse 5		
	Cancel	Upload

Step	Action	Required Fields
1.	Click the Upload New Document radio option.	
2.	A document can be marked Confidentiality Requested. The	
	document will be confidential in WellSTAR if the UGS Project	
	Information form is approved with the Confidentiality Requested	
	box checked.	
	Tool Tip for Confidentiality Requested: Checking this box is not a	
	written request for confidentiality. Requests to have a document	
	treated confidentially require justification and Division review and	
	approval. Prior to, or at the time your document is filed, you must	

	upload a letter explaining the legal and factual basis supporting your confidentiality request.	
3.	A document can be marked Internal Only. The document will be Internal Only in WellSTAR if the UGS Project Information form is approved with the Internal Only box checked.	
4.		Type, Relevant Date,
	Enter the document information.	Description
5.	Click browse.	
6.	Use the file explorer interface on your computer to navigate to and select the document.	File name
7.	Click Upload.	
8.	Repeat as needed.	
9.	Scroll to the bottom of the screen and click Next.	

Release 4 Underground Gas Storage

furgund						[Hide Form Navigation]
1. Form Information		Associate related call	ne form submissions to	this submission by	entering the Form ID	or Form Description
Operator Information	*	Online Form A	ssociation	ans submission b	rentening the Form ID	or i orm Description.
Project Information	×					
Well Identification	*	E	E	7.0	Description	Actions 1
Plan Association	*	Form ID	Form Category	Titte	Description	Add Form
Document Upload	*					
Form Submit						
Confirmation						
Completeness Verification						
. CEQA Verification						
. District Verification						
DOGGR HQ Verification						
Review Comments						
. Review						
		Comments				•
						Actions -
			▶ 20 ▼ ib	ems per page	Nor	esults to display
		All comments are dis	coverable records, oper	to public review.		Add
		Acknowledgen	nent			
		Submitter				
						11
		Date Received				
		03/18/2019				
		I hereby certify and complete. ³	all statements made in	this form are, to th	e best of my knowledg	e, true, correct,
		Form Submit F	Preview			
		Form Submit F	Preview w to preview your submis	ssion summary.		
		Form Submit F Click the button belo Preview Submiss	Preview w to preview your submission Summary	ision summary.		
		Form Submit F Click the button belo Preview Submiss	Preview w to preview your submis sion Summary	ision summary.		
		Form Submit F Click the button belo Preview Submiss	Preview w to preview your submis sion Summary	ision summary.		
	Ва	Form Submit F Click the button belo Preview Submiss	Preview w to preview your submits sion Summary	sion summary.		
	Ba	Form Submit F Click the button belo Preview Submiss	Preview w to preview your submis sion Summary	ision summary.		
	Ba	Form Submit F Click the button belo Preview Submiss	Preview w to preview your submit sion Summary	ision summary.		
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	Ba	Form Submit F Click the button belo Preview Submiss	Preview w to preview your submis sion Summary	ision summary.		
	Ba	Form Submit F Click the button belo Preview Submiss	Preview w to preview your submis sion Summary	ision summary.		
	Ba	Form Submit F Click the button belo Preview Submiss ack Submit Save	Preview w to preview your submit sion Summary	sion summary.		

Step	Action	Required Fields
1.	Associate another form to this form by clicking Actions, Add Form.	
2.	Add a comment about this submission by typing in the comment	
	field and clicking Add.	
3.	Check the I hereby certify all statements made in this form are, to	
	the best of my knowledge, true, correct, and complete.	
4.	The form will auto populate your name in the submitter field.	
5.	Scroll to the bottom of the screen and click Submit .	

Confirma	ation	[Hide Form Navigation]
0	Your UGS Project application with Project Code 90313551 has been submitte 5907. You will be notified when a determination has been made.	ed and the Form ID is

Step	Action	Required Fields
1.	The confirmation, including the Project Code and Form ID will	
	appear	
	Note: Record this Project ID to facilitate searching in WellSTAR in	
	the future.	

1.1.1 Key Points

- All required fields are enforced for new Underground Gas Storage projects.
- A project MASP can be set. This number will be applied to all wells in the project.
- The UGS assessment is based on which wells were part of a UGS project for any part of the previous year. Be sure to carefully review the wells associated to the project.

1.2 Maintain a UGS Project

Well		Well API 👻 🔍
A 27 Explore Data	Forms Tools	Марз
Online Forms 👔 UGS Proje	ect Information	Hello Jeanette McCracken, Department of Conservation
UGS Project In	formation	• Help
Form Navigation	θ	Form Information [Hide Form Navigation]
1. Form Information		Please enter information below. Form Name UGS Project Information Application Type* Organization* Description ® All comments are discoverable records, open to public review.
		Cancel Save & Continue 9
2018 - WellSTAR Privacy Policy		Build Version: R4.0.0

Step	Action	Required Fields
1.	Click Explore data.	
2.	Click Underground Gas Storage (UGS).	
3.	Use search or Advanced Filtering to find the project that requires	
	updating.	

4.	View the existing project information.	
5.	Click the Actions button from the Summary page.	
6.	Select Modify Project.	
7.	The UGS project Information form will be generated.	
8.	Enter a Description . This should help you find the form again if you	
	need to save and return to it later.	
9.	Click Save and Continue.	

	θ	Operator Information			[H	ide Form Navigation]
1. Form Information						
2. Operator Information		designate contact(s)	orrect Organization has) with their correct role. I submitter are selected a	been selected, and By default, the Organization is contacts	's 'Indica	ites Required Field
3. Project Information						
4. Well Identification		Organization Nat William H. Fisk (F	me 1225)	Type of Org	janization	
5. Plan Association		Organization Pri	mary Address			
6. Document Upload		Tracy, CA 953049	9581			
7. Form Submit		Organization Pri (209) 605-6062	mary Phone Number	Ext		
8. Confirmation		Contacts				
9. Completeness Verification						
10. CEQA Verification					▼ Advanced Filtering	Actions -
		Name 🕇	Phone Number	Email	Role	Actions
11 District Verification					Agent	_
11. District Verification		Jeanette		Jeanette.McCracken@	Outerstitter	
11. District Verification 12. DOGGR HQ Verification		ocunotto	(916) 322-9768		Submitter	

Step	Action	Required Fields
1.	Section 2. Operator Information: Information from the Operator	Contact Role,
	details page will be displayed in this tab. Click the Actions button to	Contact Name,
	Add Contact for the form if desired.	Phone Number,
	Note: Adding a contact here makes that contact the contact for this	Email
	form, but does not add them as a contact for the organization, nor	
	does it make the added person a WellSTAR User.	
2.	Click Next.	

	Form Navigation	0 Pr	nioct lef	formation						
	Form Navigation		oject ini	ormauon					[Hide For	m Navigation
	1. Form Information		Enter i	nformation reg	arding the geo	logic zones for	the Projec	t below.	* Indicates Req	uired Field
	2. Operator Information		Maxim Capac	ium Permitted ity (Mcf)*	I Storage 🚺	Cushion Ga (Mcf)*	is Volume	Maximum Per Gas Volume (rmitted Working (Mcf)	
	3. Project Information							0]
	4. Well Identification		Maxim		Surface	Maximum D	osonyoir	Minimum Dos		
	5. Plan Association		Pressi	ure (MASP) (p	sig)*	Pressure (p	sia)*	(psig)*	Servoir Pressure	
	6. Document Upload	2						3		
	7. Form Submit		Field *				4			
	8. Confirmation						•			
	9. Completeness Verification		Geo	logic Zones						5
	10. CEQA Verification								Actions	¢ 🔻
	11. District Verification			Zone Na	Zone Type	Fracture	Stat	Warning Message	es Actio	ons
	12. DOGGR HQ Verification									
	13. Review Comments									
	14. Review									
			K	٩ 0	► H	20 • item	s per page	Ν	No results to displa	ау 💍
		Back	R Ne	 ◀ 0 	M (20 • item	s per page	Ν	No results to displa	ау 💍
р	Action	Back	I Ne	 ■ 0 ext Save 		20 ¥ item	s per page	F	No results to displa	Fields
<u>р</u> .	Action	Back	IN Ne	 ■ 0 ext Save 	H (20 🔻 item	s per page	F N	No results to displa Required Maximum	Fields
<u>р</u> .	Action	Back	E Ne	ext Save	× ×	20 • item	s per page	F N F	No results to displa Required Maximum permitted storage	Fields
<u>р</u> .	Action Update Project Gas Volu Note: Maximum permit	Back ume inf	forn prkir	ext Save	es needo	20 • item ed. MCF) is	s per page	F F S S C	No results to displa Required Maximum Dermitted Storage Capacity.	Fields
<u>р</u>	Action Update Project Gas Volu Note: Maximum permit calculated field that wil	Back ume inf ted wo l autom	forn prkir	ext Save	as needo olume (calcula	20 → item ed. MCF) is ted afte	s per page	F N Se two C	No results to displa Required Maximum Dermitted storage capacity, Cushion g	Fields
<u>p</u> .	Action Update Project Gas Volu Note: Maximum permit calculated field that wil required fields are ente	Back ume inf ted wo l autom red.	form	 Save Save Save Save Save 	es needo olume (calcula	20 • item ed. MCF) is ted afte	s per page	F F S Se two V	No results to displa Required Maximum Dermitted storage capacity, Cushion g volume	Fields Fields
· p	Action Update Project Gas Volu Note: Maximum permit calculated field that wil required fields are ente Update Project Maximu	Back Ume inf ted wo l autom red. Im allo	forn prkir natio	ext Save	as needo olume (calcula ace pre	20 → item ed. MCF) is ted afte ssure as	s per page a er thes s neec	F F S Se two ded.	No results to displa Required Maximum Dermitted storage capacity, Cushion g volume Maximum	Fields T T T T T T T
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<u>p</u>	Action Update Project Gas Volu Note: Maximum permit calculated field that wil required fields are ente Update Project Maximu Note: All project wells v specific MASP must be s	Back Back Ume inf ted wo l autom red. Im allo vill inhe set, tha	forn prkir matio	ation a nation a ng gas ve cally be ble surf athis MA	as neede olume (calcula ace pre SP auto omplete	20 • item ed. MCF) is ted afte ssure as omatica d on a v	s per page a a er thes s need lly. If a well by	se two ded. y well s well s well s well s	No results to displa Required Maximum Dermitted storage capacity, Cushion g volume Maximum allowable surface	Fields The second secon
<u>p</u>	Action Update Project Gas Volu Note: Maximum permit calculated field that wil required fields are ente Update Project Maximu Note: All project wells v specific MASP must be s basis in Section 4. Well	Back Ume inf ted wo l autom red. Im allo vill inhe set, tha Identif	form orkin matic wal erit : it ca	at Save nation a ng gas vo cally be ble surf this MA in be co ion .	as neede olume (calcula ace pre .SP auto omplete	20 • item ed. MCF) is ted afte ssure as omatica d on a v	s per page a a er thes s need lly. If a well by	se two ded. a well y well f	No results to displa Required Maximum Dermitted storage capacity, Cushion g volume Maximum allowable surface Dressure	Fields

		reservoir
		pressure,
		Minimum
		reservoir
		pressure.
4.	Use the Actions button in the Geologic Zones grid to select Add	
	Zone Information as needed.	
5.	Edit an existing Geologic Zone by selecting the Actions button in	
	row with the record and clicking Edit Zone.	
6.	Remove an existing Geologic Zone by clicking the Actions button in	
	row with the record and clicking Delete Zone.	

Geologic Zone Information		×
		* Indicates Required Field
Required Zone Data		
Zone Type *		
	•	
Zone Name *		
	•	
Depth to base of Zone TVD (ft)*	Depth to top of Zone TVD (ft)*	Avg. Net Thickness (ft) *
▲ ▼	▲ ▼	▲ ▼
Porosity (%)*	Permeability (mD)*	Areal Extent (Acre)*
▲ ▼	▲ ▼	▲ ▼
Fracture Grad (Psi/ft)*	Initial Temperature (F°)*	Initial Pressure (Psi) *
▲ ▼	×	*
Zone TDS (mg/L)*	Present Temperature (F°)*	Present Pressure (Psi)*
▲ ▼	▲ ▼	▲ ▼
Original Oil Saturation (%)*	Original Gas Saturation (%)*	Original Water Saturation (%)*
▲ ▼	×	▲ ▼
Residual Oil Saturation (%) *	Residual Gas Saturation (%)*	Residual Water Saturation (%)*
▲ ▼	▲ ▼	▲ ▼
Oil Gravity (Deg. API)*	Oil Viscosity (cP)*	Gas Gravity*
▲ ▼	▲ ▼	▲ ▼
Non-hydrocarbon compone	ents present in associated gas	
If checked, include breakdown of non-hydroca	rbon components and concentrations in Step 6. D	ocument Upload.
		Cancel Save

Step	Action	Required Fields
1.	Geologic Zone Pop up:	
2.	The Zone Type pop-up will display.	
3.	Choose a Zone Type .	Zone Type
	Note: The required the pop up and required fields will change based	
	on the Zone Type chosen. Storage Zone information has the most	
	required fields.	
4.	Enter information as appropriate for the Zone.	Variable
	Note: each row lists the validation status and message for each	
	Zone entered.	
5.	Click Save .	
6.	Scroll to the bottom and Click next.	

Form Navigation	Well Identifi	cation						[Hide Form Na
1. Form Information	1 Choose Review	all wells to b Use Advance	e includeo ed Filterin	l in this UG α to add a	S Project app	lication inclue	ling wells that are	within the Area
2. Operator Information	wells car	n be marked	AOR in th	e Associa	ted Well Grid	below by usin	g the Planned Use	e pop-up.
3. Project Information X	Sel	ect Existing	Wells to	Associate	to the UGS I	Project		
4. Well Identification	7				▼ Advand	ed Filtering	Search	\$
5. Plan Association		API †	Оре	erator	Designati	Current T	Current S	Field
6. Document Upload		040-3053 76	7- Will Fisł	iam H. : - F1225	Cherokee 71CR	Oil & Gas	Idle	Midway- Sunset
7. Form Submit	3	040-3053	7- Will	iam H.	Cherokee	Oil & Gas	Idle	Midway-
8. Confirmation		77	Fish	: - F1225	65CR			Sunset
9. Completeness Verification		040-7700	2- Will Fisł	iam H. - F1225	Blewett Community	Gas	Idle	Vernalis Gas
10. CEQA Verification					8			
11. District Verification		040-7700 85	2- Will Fisł	iam H. : - F1225	Blewett Community	Gas	Active	Vernalis Gas
12. DOGGR HQ Verification					9			
13. Review Comments								
14. Review								
		4 1		20	items n	er nage	Viewing 1 - 4 from	m 4 results 👩
					itomo p	or page	victuring 1 4 mon	
					4 ~	^		
	Wel	Is Associat	ed to the	UGS Proj	ect			
	∇			▼ Advanc	ed Filtering	Actions -	Search	¢
		API 1	Oper	Curr	Curr	Field PI	an Revi	Actions

Step	Action	Required Fields
1.	Note the instructions on the top of the page "Choose all wells to be	
	included in this UGS Project application including wells that are	
	within the Area of Review. Use Advanced Filtering to add area of	
	review (AOR) wells that belong to another operator. The wells can	
	be marked AOR in the Associated Well Grid below by using the	
	Planned Use/Well Review Pop-Up."	
2.	Use Advanced Filtering to find the wells that are part of the project.	
	Note: The default Operator filter limits the wells to the Operator of	
	the project.	
3.	Click the check box next to the well(s) that need to be associated to	
	the project.	
4.	Click the down arrow to move the well(s) to the lower Associated	
	Wells grid.	
5.	Use Advanced Filtering to find the wells that are part of the Area of	
	Review (AOR) of the project.	
	Note: Remove the default Operator filter to search for AOR wells	
	that belong to another Operator.	
6.	Click the check box next to the well(s) that need to be associated to	
	the project.	
7.	Click the down arrow to move the well(s) to the lower Associated	
	Wells grid.	
	Note: Both Project Wells and AOR wells belong in the Associated	
	Wells grid. Once in the Associated Wells grid the Planned Use can	
	be updated to mark the well as Project or AOR.	
8.	Click the Actions button in the row of the well to assign a planned	
	use.	
	Note: Use the cog wheel icon to Add the Planned Use column to the	
	Associated Wells grid. This will help keep track of which wells have	
	been assigned a planned use.	

 API ↑ Oper Curr Curr Field Plan Revi Actions 040- 77002- 85 - F1225 Gas Active Active Gas Active Confirm C/A - Casing Repair/Replacement C/A - Plug/Abandon 			ch	Sear	tions 🗸		d Filtering	Advance			∇
040- 77002- 85 William H. Fisk - F1225 Gas Active Vernalis Gas Edit Review 1 Action Edit Review Confirm C/A - Casing Repair/Replacement C/A - Plug/Abandon C/A - Plug/Abandon		Actions	Revi	Plan	d F	F	Curr	Curr	Oper	API 🕇	
Confirm C/A - Casing Repair/Replacemen C/A - Plug/Abandon	5-	Actions-	2	t Review	alis Edi	V	Active	Gas	William H. Fisk - F1225	040- 77002- 85	
C/A - Replug C/A - Other Additional Information Required Not in AOR View on Map	t	eplacement Required	g Repair/R bandon g formation	A - Casing A - Plug/A A - Replug A - Other ditional In t in AOR w on Map	C/A C/A C/A Add Not Vie						

Step	Action	Required Fields
1.	Click Planned Use/Edit Review.	
2.	The Planned Use/Edit Review pop up will appear.	

Select Planned Use					×
API 0407700285	Oper- Willia	ator m H. Fisk - F1225		* Indicates R	equired Field
Designation	Curre	ent Type	Current	Status	
Blewett Community 9	Gas	5	Active		
Field	Well Number	District		PLSS	
Vernalis Gas	9	Northern		26, 03S, 06E,	
Location	Area	County		Lease	
(37.64610672, -121.27889252)	Any Area	San Joaquir	1	Blewett Communit	iy
Planned Use * 2	MASP (psi)	Maximum Inje (Mcf/d)	ection Rate	Review Decision*	
•		3			•
Non-Penetrating	Well construe section 1726.	ction is consistent with the requ 5 as of	irements of	3/14/2019	**
Notes *					
[
				Canc	el Save

Step	Action	Required Fields
1.	The pop up will include information about the well that cannot be	
	edited from this pop up including API, Designation, Current Status	
	and more. This information is provided to help you verify that the	
	correct well has been selected.	
2.	Update the Planned Use and if necessary check the box to indicate	
	that the well does not penetrate the reservoir.	
	Note: only these two fields can be edited by an external user	
	submitting this form. Internal users can see and edit these as well as	
	the fields described in steps 13-15 below.	
3.	Update a well's specific MASP(PSI) and Maximum Injection Rate	
	(Mcf/d) if desired.	
	Note: The well will inherit the MASP set for the project. This field	
	only needs to be edited if the well has a more limited MASP than	
	the MASP for the project. The Well Specific MASP cannot exceed	
	the Project MASP. If the project MASP is updated, the well MASP	
	will not update if it has been updated by a user in the past.	

4.	Check the box for well construction requirement and set a date if	
	the well has been configured to meet UGS construction standards.	
	Note: This field can be set through this Project Information form or	
	in the Well Summary form. If the well is reworked in the future to	
	meet requirements, the Well Summary can be used rather than	
	using the Project Information form.	
5.	Enter a Review Decision and Notes if desired.	
	Note: This field is only required during the District Verification Task	
	during the review process.	
6.	Click Save.	



Step	Action	Required Fields
1.	Update Planned Use for multiple wells at a time:	
2.	Check the box next to well that must be labeled with the same	
	planned use (Project well or AOR well).	

3.	Click the actions button in the top right of the Associated Wells	
	grid.	
4.	Choose either Planned Use-Project Well or Planned Use-AOR Well.	
	All wells selected will be updated to the selected planned use.	
5.	When all wells have been assigned a Planned Use click the Next	
	button.	

E Form Navigation	0	Plan A	Associat	ion						filide Com	
_ 3										[ride Folin	vavigat
1. Form Information		Th	is step s isting Pl	shows Plan ans mainta	docum ined, pl	ents associate ease use the F	ed with the UGS Proj Plan Submission onli	ect. If n ne form	ew Plans need . This form ca	I to be added, o n be accessed)r from
2. Operator Information	~	the	e Online	Forms list	in the G	ilobal Navigati	on by selecting Plan	Submis	ssion.		
3. Project Information	×		Assoc	iated Plans	•						
4. Well Identification	~						▼ Advanced Fil	tering	Search		¢
5. Plan Association			P	lan ID	1	Plan Type	Plan Name	Rel	levant Date	Status	
6. Document Upload			1								
7. Form Submit			-								
8. Confirmation											
9. Completeness Verification											
10. CEQA Verification											
11. District Verification											
12. DOGGR HQ Verification											
13. Review Comments											
14. Review											
			M	• 0	F F	5 🔻	items per page		No rea	sults to display	Q

Step	Action	Required Fields
1.	View Section 5. Plan Association instructions: This step shows Plan	
	documents associated with the UGS Project. If new Plans need to	
	be added, or existing Plans maintained, please use the Plan	
	Submission online form. This form can be accessed from the	
	Online Forms list in the Global Navigation by selecting Plan	
	Submission.	
2.	Scroll to the bottom and click Next.	



Step	Action	Required Fields
1.	A new document, or a document that already exists in WellSTAR	
	may be uploaded.	
2.	Click the Actions button and select Add New.	

Document Upload	×
Upload New Document	* Indicates Required Field Associate Existing WellSTAR
	Document
Document ID *	
	•
	4
	Cancel Upload

Step	Action	Required Fields
1.	To upload a document that already exists in WellSTAR:	
2.	Click the Associate Existing Document radio option.	
3.	Look up the Document ID and select the document.	
	Note: a document that already exists in WellSTAR cannot be made	
	confidential or internal only through this pop up.	
4.	Click Upload .	
5.	Repeat as needed.	

Document Upload		×
	* Indicates Reg	uired Field
Opload New Document	Associate Existing WellSTAR Document	
Internal Only 3	Confidentiality Requested 82	
Category		
UGSPR		T
Туре *		
		•
Relevant Date *		0
		Ë.
Description *		
All comments are discoverable rec	ords, open to public review.	
Filename*		0
Browse 5		
	Cancel	Upload

Step	Action	Required Fields
1.	To upload a new document to WellSTAR:	
2.	Click the Actions button and select Add New.	
3.	Click the Upload New Document radio option.	
4.	A document can be marked Confidentiality Requested. The	
	document will be confidential in WellSTAR if the UGS Project	
	Information form is approved with the Confidentiality Requested	
	box checked.	
	Tool Tip for Confidentiality Requested: Checking this box is not a	
	written request for confidentiality. Requests to have a document	

	treated confidentially require justification and Division review and approval. Prior to, or at the time your document is filed, you must upload a letter explaining the legal and factual basis supporting your confidentiality request.	
5.	A document can be marked Internal Only. The document will be	
	Internal Only in WellSTAR if the UGS Project Information form is	
	approved with the Internal Only box checked.	
6.		Type, Relevant
		Date,
	Enter the document information.	Description
7.	Click browse.	
8.	Use the file explorer interface on your computer to navigate to and	File name
	select the document.	
9.	Click Upload.	
10.	Repeat as needed.	
11.	Scroll to the bottom of the screen and click Next.	

-orm mormation						
Operator Information	-	Associate related on	line form submissions to f	this submission by	entering the Form ID	or Form Description.
roject Information	×	Online Form /	ASSOCIATION			
ell Identification	•					Actions -
an Association		Form ID	Form Category	Title	Description	Add Form
cument Upload	~					
m Submit						
firmation						
pleteness Verification						
QA Verification						
ict Verification						
GGR HQ Verification						
view Comments						
view						
		All comments are di Acknowledge	scoverable records, open ment	to public review.		2 Add
		Submitter				
		Date Received				
		03/18/2019				
						e true correct
		and complete	iy all statements made in t .*	his form are, to the	best of my knowledg	e, 440, 001001,
		Form Submit	y all statements made in t * Preview	his form are, to the	best of my knowleds	, no, corce,

Step	Action	Required Fields
1.	Associate another form to this form by clicking Actions, Add Form.	
2.	Add a comment about this submission by typing in the comment	
----	---	--
	field and clicking Add.	
3.	Check the I hereby certify all statements made in this form are, to	
	the best of my knowledge, true, correct, and complete.	
4.	The form will auto populate your name in the submitter field.	
5.	Scroll to the bottom of the screen and click Submit .	

Confirma	ition	[Hide Form Navigation]
0	Your UGS Project application with Project Code 90313551 has been submitt 5907. You will be notified when a determination has been made.	ed and the Form ID is

Step	Action	Required Fields
1.	The confirmation, including the Project Code and Form ID will	
	appear	

1.2.1 Key Points

- In modify mode, the form allows some required fields in the geologic zones pop up to be skipped. The form can still be submitted.
- The UGS assessment is based on which wells were part of a UGS project for any part of the previous year. Be sure to carefully review the wells associated to the project.

2 REVIEW A UGS PROJECT SUBMITTAL

All project submittals are reviewed by UGS staff, both in the districts and in headquarters. The Project Approval Letter (PAL) conditions of approval (COA), and project status are all determined during the review steps. 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.

Lesson Objectives:

- Review a UGS project submital.
- Understand the steps of the workflow.
- Assign COAs to the project.
- Choose to generate, or not generate a Project approval letter.

Review task breakdown:

Step	UGS New, Modification,
	Expansion
1.	Completeness verification
	task assigned to {District}
	UGS Completeness Review
	Workgroup
2.	Well Verification task
	assigned to {District} UGS
	Review Workgroup
3.	District Verification Task
	Assigned to {District} UGS
	Review Workgroup
	HQ verification task
	assigned to HQ UGS
	Review Workgroup

Note: 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.

2.1 Completeness Verification Task

Explore Data	Forms Tools	Maps					
Home					💄 Hello .	Jeanette McCracken, D	epartment of Cor
Home							🕄 Help
My Tasks Tasks	Alerts Online Forms	Forms In	Progress	Forms Submitted			
7				▼ Adv	anced Filtering Actio	ons - Search	ł
Task Name	Organization	Status	Workgroup	Assigned To	Due Date	Created Date 4	Actions
2	вепу Т	_	•	T	T	T	
Completeness Verification	Berry Petroleum Company, LLC	Not Started	Northern UGS Review Workgroup			03/18/2019	Actions-
Completeness Check	Berry Petroleum Company, LLC	Not Started	Inland Completene ss		02/25/2019	02/11/2019	Actions-
Review Compliance Submission	Berry Petroleum Company, LLC	Not Started	Inland District Compliance Review			12/20/2018	Actions
Review Compliance Submission	Berry Petroleum Company, LLC	Not Started	Inland District Compliance Review			12/20/2018	Actions-
Review Compliance	Berry Petroleum Company,		Inland District				

Step	Action	Required Fields
1.	Access the WellSTAR home screen.	
2.	Locate the Completeness Verification Task in your My Tasks page.	
	Note: if the task is missing from the My Tasks page: 1) another	
	member of the workgroup may have already claimed it or 2) you	
	may not be a member of the Workgroup.	
3.	Click the hyperlinked task name.	

Jell Stor	Well API 👻	
27 Explore Data Forms Tools Maps		
Home i Completeness Verification Task	L Hello Jeanette McCracken, Department of	Conser
Task Detail	0 H	Help
Task Type System Generated	Form	
Task Name*	OF_CA_OF034_UGSProjectInformation	
Completeness Verification Task		
Description *	Comments	•
District-level completeness check of a submitted UIC Application.	Action	s 🗸
All comments are discoverable records, open to public review. Organization		
Berry Petroleum Company, LLC v		
Status *		
In Progress v		
Workgroup		
Northern UGS Review Workgroup		
Assigned To		
Jeanette McCracken		
Due Date *		
03/30/2019		
Created Date		
03/18/2019	I C C C C C C C C C C C C C C C C C C C	C
Created By		Add
Jeanette McCracken	All comments are discoverable records, open to public review.	Hau
Cancel Save 3		
	Task History	
	Date ↓ Description	
	03/18/2019 08:23:59 AM Jeanette McCracken created the task.	

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to In progress .	
2.	Enter a task Due Date .	Due date
3.	Click Save.	
4.	Click the blue form hyperlink in the top right corner	



Step	Action	Required Fields
1.	View the form and check for completeness.	
2.	Evaluate if the correct documents have been uploaded.	
3.	Upload the Project Completeness checklist as an Internal Only	
	document in Section 6. Document Upload.	
4.	Navigate to Section 9. Completeness Verification.	
5.	Select yes for both Are the correct documents uploaded to the	
	project application? and Has the project Completeness Checklist	
	been uploaded? if appropriate.	
6.	Click Save.	
7.	Navigate to section 14. Review.	

Release 4 Underground Gas Storage

E Form	Navigation 0	Review						[Hide Form Navigation]	
1. For 2. Op 3. Pro	rm Information	Task Na Complete ess	me Workgro en Northern UGS	Assigne	Created	Last Up 03/18/2019	Review	Actions	
4. We	Il Identification	Verification Task Workgroup McCracken 08:23 AM 08:40 AM Update Review Status						Update Review Status 2 Create Sub Task	
7. Foi 8. Co	6. Document upload Task Name 7. Form Submit Completeness Verification Task 8. Confirmation Review Status*								
9. Co 10. C 11. D	9. Completeness Verification Image: Completeness Verification 10. CEQA Verification Image: Completeness Verification 11. District Verification Image: Completeness Verification								
12. D 13. R	12. DOGGR HQ Verification 13. Review Comments							n 1 results 💍	
14. R	eview	Back							
Step	Action						Requi	red Fields	
1.	Click the Actions button Task .	in row with	the Com	pletene	ss Verifi	cation			
2.	Select Pass, Return, or C	n Hold.							
3.	If you selected Pass the	next tasks v	vill be gen	erated f	or this f	orm.			
4.	If you selected Return , t email and alert are sent	he form is r to the Ager	eturned to it.	o the Op	erator a	and an			

2.1.1 Key Points

- Internal Only uploads can be used to document the review process.
- If information is incomplete the form can be returned so that the Operator can resubmit with complete data.

2.2 Well Verification Task

Cu	ST R							[Well API	•	
7	Explore Data	Forms	Tools	Maps							
Home	è							1	Hello Jean	ette McCracken, Dep	artment of
Hor	ne										θ
My	r Tasks Tasks	Alerts	Online Forms	Forms In F	rogress F	orms Sub	mitted				
7	~						▼ Advan	ced Filtering	Actions -	Search	
Tasi	k Name	Organizati	on	Status	Workgroup	Assigned	Го	Due Date		Created Date 🔱	Actions
W	ell <u>verif</u>		_	_	•		T		_	T	
Wel	Verification Tas	Berry Petro	leum Company,	Not Started	Northern UGS Review Workgroup				(03/18/2019	Action
Well	Verification Tas	Berry Petro LLC	leum Company,	Not Started	Northern UGS Review Workgroup				1	03/18/2019	Ac

Step	Action	Required Fields
1.	Access the WellSTAR home screen.	
2.	Locate the Well Verification Task in your My Tasks page.	
	Note: if the task is missing from the My Tasks page: 1) another	
	member of the workgroup may have already claimed it or 2) you	
	may not be a member of the Workgroup.	
3.	Click the hyperlinked task name.	

Jell Stor	Well API 🔻
B Explore Data Forms Tools Maps	
Home I Well Verification Task	L Hello Jeanette McCracken, Department of Conse
Task Detail	O Help
Task Type System Generated	Form
Task Name*	OF_CA_OF034_UGSProjectInformatid
Well Verification Task	
Description *	Comments •
Task for the Well group to work their process.	Actions -
All comments are discoverable records, open to public review. Organization	
Berry Petroleum Company, LLC	Y
Status *	
Not Started	v
Workgroup	
Northern UGS Review Workgroup	v
Assigned To 1	
	•
Due Date * 2	
Created Date	
03/18/2019	Image: How
Created By	bbA
Jeanette McCracken	All comments are discoverable records, open to public review.
Cancel Save	
	Task History
	Date Description
	03/18/2019 08:42:30 AM Jeanette McCracken created the task.

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to In progress .	
2.	Enter a task Due Date .	Due date
3.	Click Save.	
4.	Click the blue form hyperlink in the top right corner	

V	∇		Y Adva	▼ Advanced Filtering			Actions - Search				\$		
	API	t	Oper	. Curr.	0	Curr	Field	F	Plan	Revi	Actions		
	040- 29000 82)-	Berry Petrole um Compa ny, LLC - B3930	Oil & Gas	F c A c	Plugge 1 & Aband oned	Poso Crec*	Edit Con	Review firm - Casing	(3	Action		
	040- 29000 83)-	Berry Petrole um Compa ny, LLC - B3930	Oil & Gas	þ	dle	Pose	C/A - Plug/Abandon C/A - Replug C/A - Other Additional Information Required Not in AOR View on Map					
	040-		Berry Petrole um		F	Plugge	Daga						
M	•	1	•	M	20	• item	s per pa	age	Viewii	ng 1 - 20 fr	om 20 results	Ç	

Step	Action	Required Fields
1.	Review the wells in the Associated Wells grid in Section 4. Well	
	Identification.	
2.	Click the Actions button in row with the Well being reviewed and	
	click Planned Use/Review.	

API Operator 0402900082 Berry Petroleum Company, LLC - B3930 Designation Current Type Current Status Poso 11 Oil & Gas Plugged & Abandoned Field Weil Number District PLSS Poso Creek 11 Inland 14, 27S, 27E, Location Area County Lease (35.5818367, -119.04217529) Enas Kern Poso Planned Use* MASP (psi) Maximum Injection Rate Orgon Planned Use* Orgon Planned Use* MASP (psi) Orgon Planned Use* Orgon Planned Vse* Orgon Planned	Select Planned Use			×
Poso 11 Oil & Gas Plugged & Abandoned Field Well Number District PLSS Poso Creek 11 Inland 14, 27S, 27E, Location Area County Lease (35.5818367, -119.04217529) Enas Kern Poso Planned Use* MASP (psi) Maximum Injection Rate 3 Review Decision* (Morf/d) Non-Penetrating 2 Well construction is consistent with the requirements of section 1726.5 as of 3/18/2019	API 0402900082 Designation	Operat Berry F Currer	tor Petroleum Company, LLC - B3930 nt Type	* Indicates Required Field
Field Well Number District PLSS Poso Creek 11 Inland 14, 27S, 27E, Location Area County Lease (35.5818367, -119.04217529) Enas Kern Poso Planned Use* MASP (psi) Maximum Injection Rate 3Review Decision* (Morf/d)	Poso 11	Oil &	Gas	Plugged & Abandoned
Poso Creek 11 Location Area (35.5818367, -119.04217529) Enas Kern Poso Planned Use* MASP (psi) MASP (psi) Maximum Injection Rate (Mcf/d) Von-Penetrating Non-Penetrating Vell construction is consistent with the requirements of section 1726.5 as of	Field	Well Number	District	PLSS
Location Area County Lease (35.5818367, -119.04217529) Enas Kern Poso Planned Use* MASP (psi) Maximum Injection Rate Review Decision* MASP (psi) Maximum Injection Rate 3 Votes* 2 Well construction is consistent with the requirements of section 1726.5 as of 3/18/2019	Poso Creek	11	Inland	14, 27S, 27E,
(35.5818367, -119.04217529) Enas Kern Poso Planned Use * MASP (psi) MASP (psi) Maximum Injection Rate (Mcf/d) • <td>Location</td> <td>Area</td> <td>County</td> <td>Lease</td>	Location	Area	County	Lease
Planned Use * MASP (psi) Maximum Injection Rate 3 Review Decision * (Mcf/d) Non-Penetrating 2 Well construction is consistent with the requirements of 3/18/2019	(35.5818367, -119.04217529)	Enas	Kern	Poso
Non-Penetrating Well construction is consistent with the requirements of 3/18/2019	Planned Use *	MASP (psi)	Maximum Injection (Mcf/d)	on Rate 3 Review Decision *
Notes *	Non-Penetrating	2 Well construct section 1726.5	ion is consistent with the requirem	nents of 3/18/2019
	Non-Penetrating	section 1726.5	as of .	3/18/2019
				- A
				6

Step	Action	Required Fields
1.	Update a well's specific MASP(PSI) and Maximum Injection Rate	
	(Mcf/d) if desired.	
	Note: The well will inherit the MASP set for the project. This field	
	only needs to be edited if the well has a more limited MASP than	
	the MASP for the project. The Well Specific MASP cannot exceed	
	the Project MASP. If the project MASP is updated, the well MASP	
	will not update if it has been updated by a user in the past.	
2.	Check the box for well construction requirement and set a date if	
	the well has been configured to meet UGS construction standards.	
	Note: This field can be set through this Project Information form or	
	in the Well Summary form. If the well is reworked in the future to	
	meet requirements, the Well Summary can be used rather than	
	using the Project Information form.	
3.	Enter a Review Decision.	Review Decision
	Note: This District Verification Task cannot be completed until all	
	wells have been reviewed and a review decision is entered.	

4.	Add Notes that support the Review Decision.	Notes
5.	Click Save .	
6.	Repeat for all wells	
7.	Navigate to section 14. Review.	

1. Form mormation								
2. Operator Information	•	Task Name	Workgro	Assigne	Created	Last Up	Review	Actions
3. Project Information	•	Well Verification	Northern UGS	Jeanette	03/18/2019	03/18/2019		Actions
4. Well Identification	×	Task	Workgroup	MCCTACKET	06.42 AM	00.52 AIVI	Lindate Rev	view Status
5. Plan Association	×	Completen	Northern				Create Sub	Task
C. Desument Heleod		Update Rev	iew Status	× 019	Approve			
7. Form Submit 8. Confirmation 9. Completeness Verification	•	Well Verific Assigned Jeanette M Review St	ation Task To IcCracken atus *			019 M		Actions
10. CEQA Verification		Approve Deny				/e		
11. District Verification		On Hold Return						
12. DOGGR HQ Verification								
13. Review Comments		▲ ▲ 1		10 v i	tems per page	Vi	ewing 1 - 3 fron	n 3 results 🕐
14. Review								

Step	Action	Required Fields
1.	Click the Actions button in row with the Well Verification Task.	
2.	Select Pass, Return, or On Hold .	
3.	If you selected Pass the next tasks will be generated for this form.	
4.	If you selected Return , the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

2.2.1 Key Points

- Wells that are associated to a UGS project or AOR are reviewed in this step.
- The reviewer can set a Well specific MASP.
- Wells can be added and removed by the reviewer if necessary.
- The review of the project and AOR wells is tracked.

2.3 CEQA Verification Task

Explore Data	Forms	Tools	Maps								
Home							Ĩ	Hello J	eanette McCracke	n, Department of (Cor
home										0 F	lelp
My Tasks Tasks	Alerts Onli	ne Forms	Forms In	Progress	Forms Subm	itted					
<u>۷</u>						▼ Adva	anced Filtering	Actic	ns - Search		٦.
Task Name	Organization		Status	Workgroup	Assigned To		Due Date		Created Date ↓	Actions	
ceqa 2	T	T	T	T		T		T		T	
CEQA Verification Tas	Berry Petroleum	Company,	Not Started	CEQA WorkGroup					03/18/2019	Actions-	
CEQA Tracking	Chevron U.S.A.	Inc.	Not Started	CEQA WorkGroup			04/19/2019		03/05/2019	Actions	
CEQA Verification Task	Anacapa Oil Co	rporation	Not Started	CEQA WorkGroup					10/03/2018	Actions	
CEQA Verification Task	Anacapa Oil Co	poration	Not Started	CEQA WorkGroup					08/01/2018	Actions	
CEQA Verification Task	Anacapa Oil Co	rporation	Not Started	CEQA WorkGroup					08/01/2018	Actions-	
CEQA Verification Task	Anacapa Oil Co	rporation	Not Started	CEQA WorkGroup					08/01/2018	Actions	
CEQA Verification Task	Anacapa Oil Cor	rporation	Not Started	CEQA WorkGroup					07/25/2018	Actions	

Step	Action	Required Fields
1.	Access the WellSTAR home screen.	
2.	Locate the CEQA Verification Task in your My Tasks page.	
	Note: if the task is missing from the My Tasks page: 1) another	
	member of the workgroup may have already claimed it or 2) you	
	may not be a member of the Workgroup.	
3.	Click the hyperlinked task name.	

Well			Well API 🔻	٩
🕈 🕶 Explore Data Forms Tools	Maps			
Home CEQA Verification Task			L Hello Jeanette McCracken, Department of Conse	rvation •
Task Detail			Help	
Task Type System Generated		Form		
Task Name *		OF_CA_OF034_UGSF	ProjectInformatio	
CEQA Verification Task				
Description *		Comments	•	
Task for the CEQA group to work their process.			Actions -	
All comments are discoverable records, open to public review Organization	:			
Berry Petroleum Company, LLC	v			
Status *				
Not Started	T			
Workgroup				
CEQA WorkGroup	~			
Assigned To				
•	•			
Due Date *				
2				
Created Date				
03/18/2019		⋈ √ 0 → ⋈	20 🔻 items per page No results to display 💍	
Created By			Add	
		All comments are discoverable	e records, open to public review.	
Cancel Save 3		Task History		
		Date \downarrow	Description	
		03/18/2019 08:42:30 AM	Jeanette McCracken created the task.	

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to In progress.	
2.	Enter a task Due Date .	Due date
3.	Click Save.	
4.	Click the blue form hyperlink in the top right corner	

ell			Well API 🔻
Explore Data	Forms Tools	Марз	
Online Forms I UGS Pr	oject Information		Hello Jeanette McCracken, Department of Conservation
UGS Project I	nformation - Be	erry Petroleum Company, LLC (I	B3930) 🛛 🛛 Help
Form ID: 5907			
Form Navigation	0	CEQA Verification	[Hide Form Navigation]
1. Form Information		Please enter information below.	* Indicates Required Field
2 Operator Informatio	on 🖌	Date CEQA review started: *	
2. Operator mormativ	-	3/18/2019	
3. Project Information	· · · · · · · · · · · · · · · · · · ·	Date CEQA review completed: *	
4. Well Identification	4	3/18/2019	
5. Plan Association	1		
6. Document Upload	•		
7. Form Submit			
8. Confirmation			
9. Completeness Veri	ification 🗸		
10. CEQA Verification	n 1		
11. District Verification	n		
12. DOGGR HQ Verit	fication		
13. Review Comment	ts		

Step	Action	Required Fields
1.	Navigate to Section 10. CEQA Verification.	
2.	Enter the required Dates.	Date CEQA
	Note: The CEQA verification task is required for all new and	review started,
	expanded projects. The task is also generated if an existing project	Date CEQA
	is modified (not an expansion) and the use updated the conditions	review
	of approval.	Completed.
3.	Click Save.	

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^ 29	Explore Data For	ms Tools	Maps		
C	Online Forms I UGS Project Inf	ormation		Hello Jeanette McCracker	n, Department of Conservation -
l	JGS Project Infor	mation - Be	rry Petroleum Company, LLC (B3930)	Help
	Form ID: 5907	•			
	Form Navigation	e	CEQA Verification	(Hi	de Form Navigation]
	1. Form Information		Please enter information below.	* Indicates	Required Field
	2. Operator Information	•	Date CEQA review started: *		
	3. Project Information	~	3/18/2019		
	4. Well Identification	~	3/18/2019		
	5. Plan Association	~			
	6. Document Upload	~			
	7. Form Submit				
	8. Confirmation				
	9. Completeness Verification	~			
	10. CEQA Verification				
	11. District Verification				
	12. DOGGR HQ Verification				
	13. Review Comments				
	14. Review 2	~			
			Back Next Save		
• •				-	
Step	Action			Rec	uired Fields
1.	Navigate to Sec	tion 6. Doc	ument Upload and upload sup	oporting	
	documents, if d	esired.			
2.	Navigate to Sec	tion 14. Rev	/iew.		

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CS Project Informa	ntion Po	rny Potrolouu		nony l		020)		
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Form Navigation	θ	Review						(Hide Foi
1. Form Information								
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3. Project Information	~	Well	Northern UGS	Jeanette	03/18/2019	03/18/2019	Approve	
4. Well Identification	~	Task	Review Workgroup	McCracken p	08:42 AM	08:54 AM		
5. Plan Association	×	Completen	Northern					
6. Document Upload	*	ess Verification	UGS Review	Jeanette McCracken	03/18/2019 08:23 AM	03/18/2019 08:42 AM	Approve	
7. Form Submit		Task	Workgroup					
8. Confirmation		Verification	CEQA WorkGroup	Jeanette McCracken	03/18/2019 08:42 AM	03/18/2019 08:56 AM		Ac
9. Completeness Verification	*	Lindata Baview Stat	110		×		Update Re	view Sta
10. CEQA Verification	×	Task Name	45		~		Create Sut) lask
11. District Verification		CEQA Verification Ta Assigned To	isk					
12. DOGGR HQ Verification		Review Status *						
13. Review Comments						Vie	wing 1 - 3 fror	n 3 resu
		Denv			/e			

Step	Action	Required Fields
1.	Click the Actions button in row with the CEQA Verification Task.	
2.	Select Pass, Return , or On Hold .	
3.	If you selected Pass the next tasks will be generated for this form.	
4.	If you selected Return , the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

2.3.1 Key Points

- The CEQA task is always generated if there is a new or updated PAL.
- The CEQA fields are only required if the CEQA review task is generated.

2.4 District Verification task

	-										
Explore Data	Forms	Tools	Maps								
Home							1	Hello Je	anette M	IcCracken, D	epartme
Home											
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district 2	Ţ		•								
District Verification Ta	sk3 Berry Petro	oleum Company,	Not Started	Northern UGS Review Workgroup					03/18/20)19	Acti
Inland District Review Facility Submission	Berry Petro LLC	oleum Company,	Not Started	Inland District Facility Review			01/03/2019		12/13/20)18	Acti
Inland District Review Facility Submission	Berry Petro LLC	oleum Company,	Not Started	Inland District Facility Review			01/03/2019		12/13/20)18	Act
Inland District Review Facility Submission	Berry Petro	oleum Company,	Completed		Jeanette McCracken		01/03/2019		12/13/20)18	
Inland District Review	Berry Petro	oleum Company,	Not Started	Inland District			01/03/2019		12/13/20)18	Act

Step	Action	Required Fields
1.	Access the WellSTAR home screen.	
2.	Locate the District Verification Task in your My Tasks page.	
	Note: if the task is missing from the My Tasks page: 1) another	
	member of the workgroup may have already claimed it or 2) you	
	may not be a member of the Workgroup.	
3.	Click Save.	
4.	Click the hyperlinked task name.	

Uell	STAR						Well API 🔻	
30	Explore Data	Forms	Tools	Maps				
Hom	ne District Verific	ation Task					L Hello Jeanette McCr	acken, Department o
Tas	sk Detail							6
Task Syst	k Type tem Generated					Form		
Task	k Name *					OF_CA_OF034_UGSF	ProjectInformatio	
Di	strict Verification Task							
Dese	cription *	work their proce	~~			Comments		
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Orga	anization	ible records, open	to public review					
Ве	erry Petroleum Compan	y, LLC			Ŧ			
Stat	us*							
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Crea Jean	ated By nette McCracken							
	3					All comments are discoverable	e records, open to public review	
Ca	ancel Save					Task History		
						Date 4	Description	
						03/18/2019 09:01:15 AM	Jeanette McCracken created	I the task.

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to In progress.	
2.	Enter a task Due Date .	Due date
3.	Click the blue form hyperlink in the top right corner.	



Step	Action	Required Fields
1.	Navigate to Section 11. District Verification.	
2.	Check or uncheck the "Please check this box if a Project Approval	
	Letter (PAL) will not be sent. The correspondence below will not	
	be generated upon finalizing this form" box as desired.	
	Note: All new and expanded projects must have a PAL created. A	
	PAL may be generated for a modification to a project if desired.	
3.	Add Conditions of approval:	
4.	Use the Advanced Filtering button on the Select Conditions of	
	Approval grid.	
5.	Check the box next to the condition to be associated with the	
	Project.	
6.	Click the down arrow to move the condition to the lower	
	Conditions of Approval grid.	

onditi	ons of Approval					
	T	Advanced Filtering	Actions -	Sea	arch	
	Description			Cate	egory	Actions
	(OPERATOR) shall en monitoring system with conditions, such as the Reporting System, to g prevent surface express upon notice to operator performance of the mo	nploy a continuous re n automatic alerts for e DiSECT Exception give adequate warnin ssions. The Division r or, periodic updates of onitoring system in re	al-time well abnormal Based gs to may request, n the lation to the	Ope Con The Pr	rating ditions - rmal Edit COA Remove C	2 Actions 3

Step	Action	Required Fields
1.	Update a Condition of Approval :	
2.	Click the Actions button in row with the condition to be edited.	
3.	Click Edit Record.	

Condition of Approval	×
* Ind	icates Required Field
Category *	
Operating Conditions - Thermal Projects	
Description *	
(OPERATOR) shall employ a continuous real-time well monitoring system with automatic alerts for abnormal conditions, such as the DiSECT Exception Based Reporting System, to give adequate warnings to prevent surface expressions. The Division may request, upon notice to operator, periodic updates on the performance of the monitoring system in relation to the prevention of surface expressions in the project area.	or
	Cancel Save

Step	Action	Required Fields
1.	The Condition of Approval pop up displays.	
2.	Click in the Description box and edit the text as needed.	
3.	Click Save.	
4.	The edited text appears in the Conditions of Approval grid.	

Description Create COA Act (OPERATOR) shall employ a continuous remonitoring system with automatic alerts for conditions, such as the DiSECT Exception E Export - Excel Export - PDF	tions
(OPERATOR) shall employ a continuous rea monitoring system with automatic alerts for conditions, such as the DiSECT Exception E Export - PDF	
Reporting System, to give adequate warnings to Conditions - prevent surface expressions. The Division may request, Thermal upon notice to operator, periodic updates on the Projects performance of the monitoring system in relation to the prevention of surface expressions in the project area.	Actions▼

Step	Action	Required Fields
1.	Create a custom Condition of Approval:	
2.	Click the actions button at the top of the Conditions of Approval	
	grid.	
3.	Click Create COA.	

Condition of Approval	×
	* Indicates Required Field
Category * 1	
General Requirements	
Description * 2	
Training	
	Cancel Save

Step	Action	Required Fields
1.	Choose a Category for the COA.	Category
2.	Write the COA in the Description box.	Description
3.	Click Save .	
4.	The text of the COA appears in the Conditions of Approval grid.	
5.	Repeat as needed.	
6.	Navigate to Section 14. Review.	

ing Forma	tion	mapo				L Hello J	eanette McCi	racken. Dei
GS Project Inform	ation - Re	rry Petroleu	m Com	nany I	LC (B	3030)		
orm ID: 5907		ny r choicu		ipany, i		5500)		
Please complete the DOGGR HQ Verif	ication Task.							
Form Navigation	Θ	Review						[Hide For
1 Form Information		Update Review Sta	atus		×			
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2. Operator morniation		Assigned To Jeanette McCracke	en					
4 Well Identification				• 3 *	03/18/2019 08:54 AM	Approve		
5 Plan Association		Approve Deny			/e			
6. Document Unload		On Hold Return				03/18/2019	Approve	
7 Form Submit		Task	Workgroup	WICCIACKET	00.2 3 AM	08:42 AM		
8. Confirmation		District Verification	Northern UGS	Jeanette	03/18/2019	03/18/2019		Actio
9. Completeness Verification	•	Task	Review Workgroup	McCracken	09:01 AM	09:02 AM	Update Rev	view Status
10. CEQA Verification	•	CEQA	CEQA	Jeanette	03/18/2019	03/18/2019	Create Sub	Task
11. District Verification	•	Task	p	McCracken	08:42 AM	09:00 AM	Approve	
12. DOGGR HQ Verification		DOGGR	Headquart					
13. Review Comments		N A	1 • •	10 🔻	items per pag	e V	iewing 1 - 5 f	rom 5 resul
14. Review								

Step	Action	Required Fields
1.	Click the Actions button in row with the District Verification Task.	
2.	Select Approve, Return, or On Hold.	
3.	If you selected Approve and the other tasks are already complete,	
	this approval will publish the UGS project data to WellSTAR.	
4.	If you selected Return , the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

2.4.1 Key Points

- Any edits to any Condition of Approval will trigger a CEQA review.
- Checking the "Please check this box if a Project Approval Letter (PAL) will not be sent. The correspondence below will not be generated upon finalizing this form." Will over write any changes to the form. Edits to the COAs cannot be

2.5 HQ verification task

	Explore Data	Forms	Tools	Maps								
Home	8							1	Hello Jea	anette	McCracken, D	epartmer
Hon	ne											
My	/ Tasks Tasks	Alerts	Online Forms	Forms In	Progress	Forms Subr	mitted					
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Tasl	k Name	Organizati	on	Status	Workgroup	Assigned To	>	Due Date	(Create	ed Date 👃	Action
	2		•]			•		T		T	
DOG Task	GR HQ Verification	Berry Petrol	ileum Company,	Not Started	Headquarter s UGS Review Workgroup				()3/18/	2019	Acti
Distr	rict Verification Task	Berry Petro	leum Company,	Completed		Jeanette McCracken		03/28/2019	(03/18/	2019	
Well	Verification Task	Berry Petro	leum Company,	Completed		Jeanette McCracken		03/30/2019	()3/18/	2019	
CEC	A Verification Task	Berry Petro	leum Company,	Completed		Jeanette McCracken		03/22/2019	(03/18/	2019	
Com Tasł	pleteness Verification	Berry Petro	leum Company,	Completed		Jeanette McCracken		03/30/2019	(03/18/	2019	
CEC	JA Tracking	Chevron U.	.S.A. Inc.	Not Started	CEQA WorkGroup			04/19/2019	(03/05/	2019	Acti
					Entity				_			-

Step	Action	Required Fields
1.	Access the WellSTAR home screen.	
2.	Locate the HQ Verification Task in your My Tasks page.	
	Note: if the task is missing from the My Tasks page: 1) another	
	member of the workgroup may have already claimed it or 2) you	
	may not be a member of the Workgroup.	
3.	Click the hyperlinked task name.	

ell	R						Well API 🗸	
1	Explore Data	Forms	Tools	Maps				
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DOC	GGR HQ Verification	Task						
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Berr	y Petroleum Compan	y, LLC			T			
Status	5 *							
Not	Started				T			
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Неа	dquarters UGS Revie	w Workgroup			v			
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03/18/	2019					H 4 0 > H	20 Vitems per page	No results to display
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Jeane	tte McCracken					All comments are discoverable	records, open to public revie	W.
Can	cel Save 3					Task History		
						Date ↓	Description	
						03/18/2019 09:01:15 AM	Jeanette McCracken create	d the task.

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to in progress .	
2.	Enter a task Due Date .	Due date
3.	Click Save.	
4.	Click the blue form hyperlink in the top right corner.	

Form ID: 5907									_
Form Navigation	0	Pla	n Asso	ciation				[Hide Form Nav	rigati
1. Form Information			This ste existing	ep shows Plan o Plans maintair	locuments associate led, please use the l	ed with the UGS Project Plan Submission online	. If new Plans need form. This form car	I to be added, or n be accessed fror	m
2. Operator Information		1	the Onl	ine Forms list ir	the Global Navigati	on by selecting Plan Su	Ibmission.		
3. Project Information			Ass	sociated Plans					
4. Well Identification			-			Advanced Filterin	ng Search	•	¢
5. Plan Association				Plan ID	Plan Type	Plan Name	Relevant Date	Status	
6. Document Upload									
7. Form Submit									
8. Confirmation									
9. Completeness Verification									
10. CEQA Verification									
11. District Verification									
12. DOGGR HQ Verification									
13. Review Comments									
14. Review									
14. Review			N	< 0 ▶	▶ 5 ▼	items per page	No res	sults to display 🕻	5
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14. Review			H	< 0 ▶	N 5 V	items per page	No res	sults to display 🕻	5

Step	Action	Required Fields
1.	Review the project form submission.	

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Home						O Help
My Tasks Tasks Ale	rts Online Forms Form	ns In Progress	Forms Subr	nitted		
7				▼ Advanced Filtering	Actions - Search	4
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uasi 2	Ţ	Comple	_	T		
Review UGS Submission 3	Berry Petroleum Company, LLC	Not Started	Headquarters UGS Review Workgroup		04/15/2019	Actions-
Review UGS Submission	Berry Petroleum Company, LLC	Not Started	Headquarters UGS Review Workgroup		04/15/2019	Actions
Review UGS Submission	Berry Petroleum Company, LLC	Not Started	Headquarters UGS Review Workgroup		04/15/2019	Actions
Review UGS Annual Assessment	Department of Conservation	Not Started	Senior Headquarters UGS Review Workgroup			Actions-

Step	Action	Required Fields
1.	Navigate to the WellSTAR home screen.	
2.	Locate the Review UGS Submission task.	
3.	Click the hyperlinked task name.	

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Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to in progress.	
2.	Click Save.	
3.	Click the blue form hyperlink in the top right corner.	

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		9. Review										

Step	Action	Required Fields
1.	Review the submitted plan.	
	Note: UGs plan types: Risk Management Plan, Emergency Response	
	Plan, Records Management Plan, Baseline Gas Detection Plan,	
	Decommissioning Plan.	
2.	Navigate to Section 3. Document Upload	

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Step	Action								Reg	uire	d Fields	5
1.	Upload any d	locument	s neces	sary.								
	Note: Interna	al Only do	cument	ts can be ι	ipload	ed to s	upport	t thi	s			
	review.											
2.	Navigate to S	Section 9.	Review	<i>ı</i> .								

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	5. Additional Information	•		Update Rev	view Status			×	Create Sut	Task
	6. Form Submit			Task Nam	e					
	7. Confirmation			Review UC Assigned	SS Submission					
	8. Review Comments			Review St	tatus *			0		
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	Task.									
2.	Select Approve, R	eturn, or C)n Hol	d.						
3.	If you selected Ap	prove the	Plan v	vill be a	ssociat	ed with	the UG	iS		
	project.									
4.	If you selected Re	turn , the fo	orm is	return	ed to th	e Oper	ator an	d an		
	email and alert are	e sent to th	ne Age	ent.						

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										F	ntity										

Step	Action	Required Fields
1.	Repeat the plan review task for each plan submitted with the UGS project. When all plans have been reviewed and approved return to the HQ Verification Task.	
2.	Navigate to WellSTAR home.	
3.	In My Tasks locate the HQ Verification Task assigned to you previously in this guide.	
4.	Click on the task name hyperlink.	

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31 Explore Data	Forms	Tools	Maps				
Home I DOGGR HQ	Verification Task					L Hello Jeanette McCracken, Depa	artment of C
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Cancel					Task History		
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					03/18/2019 09:01:15 AM	Jeanette McCracken created the task.	

Step	Action	Required Fields
1.	Click on the form name hyperlink in the top right corner.	
2.	Navigate to Section 5. Plan Association. Ensure that all the	
	approved plans are listed.	
	Note: If a Plan is missing, return to the Plan Submission form and	
	double check that it was approved.	



Step	Action	Required Fields
1.	Navigate to Section 12. DOGGR HQ Verification.	
2.	Have all required Plans been associated to the UGS project? Click	
	"yes"	
3.	Update the Project Status if necessary.	
	Note: Ceased Operation is used when a project has been given a	
	moratorium on injecting. This is different from Decommissioned,	
	where a project has completed the terms of their approved	
	decommissioning plan and will no longer be an active UGS project.	
4.	A fee for UGS event response can be generated from this review	Fee amount,
	step, as necessary.	Due Date
	Note: This will create a record in transactions and payments. Only	
	create this after review with accounting to determine the value of	
	this fee.	
5.	Click Save.	
6.	Navigate to Section 14. Review .	

E For	m Navigation	Rev	view						[Hide Form Na	aviga
1.	Form Information									
2.	Operator Information		Task Na	Workgr	Assigne	Created	Last Up	Review	Actions	
3.	Project Information		Verification Task	Review Workgroup	McCracken	08:23 AM	08:42 AM	Approve		•
4.	Well Identification		District	Northern						
5.	Plan Association 🗸		Verification Task	UGS Review Workgroup	Jeanette McCracken	03/18/2019 09:01 AM	03/18/2019 09:12 AM	Approve		ł
6.	Document Upload		CEQA	CEQA						1
7.	Form Submit		Verification Task	WorkGrou p	Jeanette McCracken	03/18/2019 08:42 AM	03/18/2019 09:00 AM	Approve		
8.	Confirmation		DOGGR	Headquart					4	
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12	. DOGGR HQ Verification	Assigned To Jeanette McCracken DOGGR HQ Verification Review Status *								~
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tep	p Action							Required	Fields	
1.	Click the Actions button in row with the HQ Verification Task .									
2.	Click Update Review Status.									
3.	Select Approve, Return, o	r On	Hold.							
4.	If you selected Approve and the other tasks are already complete,									
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	this approval will publish the UGS project data to WellSTAR.									
5.	If you selected Return , the form is returned to the Operator and an									
	email and alert are sent to the Agent.									

2.5.1 Key Points

- The HQ verification task may require the competition of one or more plan reviews prior to closing out this task.
- This review can also be used to levy a fee for leak response or change a project status.

3 SUBMIT AND REVIEW UGS PLANS

Underground Gas Storage Plans may be submitted using the Plan Submission form. The UGS plan types submitted through this form are; Risk Management Plan (RMP), Emergency Response Plan (ERP), Records Management Plan, Baseline Gas Detection Plan, Decommissioning Plan. Plan specific information is captured for the RMP and ERP submittals. Only the Plan Submission form can assign plan statuses. Plans should never be submitted through the Project information form or the General Document upload form.

Lesson Objectives:

- Submit UGS Plan types.
- Review and approve plan types.

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3.1 Submit a UGS Plan

Step	Action	Required Fields
1.	Navigate to WellSTAR Home.	
2.	Click on the Online Forms tab.	
3.	Search for the Plan Submission form	
4.	Click on the form name hyperlink.	

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Pla	n Submiss	ion		O Hel
	Form Navigation		θ	Form Information [Hide Form Navigation]
	1. Form Information			Please enter information below. Indicates Required Field Form Name Plan Submission Organization* Berry Petroleum Company, LLC (B3930) - Bakersfield, CA Plan Type* Risk Management Plan
				Description* Image: State of the second s
				Cancel Save & Continue

Step	Action	Required Fields
1.	Select the Organization .	Organization
2.	Select the Plan Type .	Plan Type
	Note: UGs plan types: Risk Management Plan, Emergency Response	
	Plan, Records Management Plan, Baseline Gas Detection Plan,	
	Decommissioning Plan.	
3.	Enter a Description .	Description
4.	Click Save and Continue.	

Form Navigation	Θ	Operator Information			[Hi	ide Form Navigati	
1. Form Information		Please confirm the cor	rect Organization has	been selected, and	* Indica	tes Required F	
2. Operator Information		designate contact(s) w	designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts				
3. Document Upload		significand the form ball		oomaolo.			
4. Plan Association		Organization Name Berry Petroleum Co	e mpany, LLC (B3930)	Type of Org Corporation	janization		
5. Additional Information		Organization Prima	ary Address				
6. Form Submit		Bakersfield, CA 933	09				
7. Confirmation		Organization Prima (661) 616-3900	ary Phone Number	Ext			
3. Review Comments		Contacts					
9. Review							
					▼ Advanced Filtering	Actions -	
		Name †	Phone Number	Email	Role	Actions	
		Jeanette McCracken	(916) 322-9768	Jeanette.McCracken@ conservation.ca.govx	Submitter		
		Trent Rosenlieb	(661) 616-3900	trr@bry.comx	Agent		

Step	Action	Required Fields
1.	View the organization information	
2.	Add a form contact, if desired.	
3.	Click Next.	

rm ID: 5908	-		-						
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1. Form Information		Select docur	nents to be u	ploaded, if a	pplicable. Clic	k Add New	and complete all	required fie	elds to upload
2. Operator Information	*	document.							
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Step	Action	Required Fields
1.	To upload a Plan and supporting documentation to WellSTAR:	
2.	Click the Actions button and select Add New.	

Document Upload	×					
* Indicates Required Field						
Upload New Document Ocument Ocument) WellSTAR					
3 Internal Only Confidentiality Requested	ed 😧					
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Risk Management Plan	•					
Relevant Date *	θ					
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Description *						
RMP Training						
All comments are discoverable records, open to public review.						
Filename *	Θ					
5 Browse ✓ Done						
05-2018.xlsx 7.68 KB						
	Cancel Upload					

Step	Action	Required Fields
1.	Click the Upload New Document radio option.	
2.	A document can be marked Confidentiality Requested. The	
	document will be confidential in WellSTAR if the UGS Project	
	Information form is approved with the Confidentiality Requested	

	box checked. Tool Tip for Confidentiality Requested: Checking this box is not a written request for confidentiality. Requests to have a document treated confidentially require justification and Division review and approval. Prior to, or at the time your document is filed, you must upload a letter explaining the legal and factual basis supporting your confidentiality request.	
3.	A document can be marked Internal Only. The document will be Internal Only in WellSTAR if the UGS Project Information form is approved with the Internal Only box checked.	
4.	Enter the document information. Note: A document of the same type as the plan type chosen in step 1 form information must be uploaded. For example, if the Plan Type is Risk Management Plan, a Risk Management Plan must be uploaded.	Type, Relevant Date, Description
5.	Click browse.	
6.	Use the file explorer interface on your computer to navigate to and select the document.	File name
7.	Click Upload.	
8.	Repeat as needed.	
9.	Scroll to the bottom of the screen and click Next.	

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Step	Action	Required Fields
1.	Section 4. Plan Association is displayed.	
2.	Use Advanced Filtering to find the UGS project.	
	Note: only one project can be selected.	
3.	Check the box next to the project.	
4.	Click the down arrow.	
5.	The project is moved to the Associated Project grid.	
	Note: only one project can be selected. If a different project needs	
	to be associated, the first project must be removed from the lower	

	Associated Project grid by using the up arrow.	
6.	Click Next.	

Form Navigation	Θ	Additional Information	[Hide Form Navigation
1. Form Information 2. Operator Information 3. Document Upload 4. Blag Association	× ×	Please enter additional information associated to the plan submission. Risk Management Plan Were the use of surface and/or subsurface automatic or remote-activ appropriate for any wells in this project?*	* Indicates Required Field
5. Additional Information 6. Form Submit		3 Yes No	
7. Confirmation 8. Review Comments			
9. Review			

Step	Action	Required Fields
1.	Section 5. Additional Information is displayed	
2.	Risk Management Plan:	
3.	Were the use of surface and/or subsurface automatic or remote-actuated safety valves deemed appropriate for any wells in this project?	Yes or No

Form Navigation	• Ad	Iditional Information		[Hide Form Navigation]
1. Form Information		Please enter additional information associa	ated to the plan submission.	* Indicates Required Field
2. Operator Information	✓ 1	Emergency Response Plan		
3. Document Upload		Were local emergency response entit the emergency response plan?*	ties given at least 30 days to revie	w and provide input on
4. Plan Association	2	•		
5. Additional Information		Start Response Date	End Response Date	
6. Form Submit	3			
7. Confirmation				
8. Review Comments	4	Was a Risk Management Plan submit	ted concurrently with this Emerge	ency Response Plan?
9. Review		•		

Step	Action	Required Fields
1.	Emergency Response Plan:	
2.	Were local emergency response entities given at least 30 days to	Yes or No
	review and provide input on the emergency response plan	
3.	Enter a date range	Start Response
		Date, End
		Response Date
4.	Was a Risk Management Plan submitted concurrently with this	Yes or No
	Emergency Response Plan	

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	2. Operator Informat	tion	~		
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	4. Plan Association		~		
	5. Additional Informa	ation (
	6. Form Submit				
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	9. Review				
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Step	Action	Required Fields
1.	Other plan types:	
2.	No information is capture in section 5. Additional Information .	
3.	Click Next.	

Form Navigation	θ	Form Submit				[Hide Form Navigat
1. Form Information			line form submissions to	this submission by	entering the Form ID	or Form Description
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		 I hereby certify and complete. 	y all statements made in *	n this form are, to th	ie best of my knowledg	ge, true, correct,
		Form Submit I	Preview			
		Click the button bel	ow to preview your subm	ission summary.		
		Preview Submis	sion Summary			

Step	Action	Required Fields
1.	Associate another form to this form by clicking Actions, Add Form.	
2.	Add a comment about this submission by typing in the comment	
	field and clicking Add.	
3.	Check the I hereby certify all statements made in this form are, to	
	the best of my knowledge, true, correct, and complete.	
4.	The form will auto populate your name in the submitter field.	
5.	Scroll to the bottom of the screen and click Submit .	

3.1.1 Key Points

- The Risk Management Plan and Emergency Response plans collect data in Section 5. Additional Information.
- A document of the same type as the plan type chosen in step 1 form information must be uploaded. For example, if the Plan Type is Risk Management Plan, a Risk Management Plan must be uploaded.

3.2 Review a UGS Plan

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Review UGS Submission 3	Berry Petroleum Company, LLC	Not Started	Headquarters UGS Review Workgroup		04/15/2019		Actions-
Review UGS Submission	Berry Petroleum Company, LLC	Not Started	Headquarters UGS Review Workgroup		04/15/2019		Actions-
Review UGS Submission	Berry Petroleum Company, LLC	Not Started	Headquarters UGS Review Workgroup		04/15/2019		Actions-
Review UGS Annual Assessment	Department of Conservation	Not Started	Senior Headquarters UGS Review Workgroup				Actions-
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Step	Action	Required Fields
1.	Navigate to the WellSTAR home screen.	
2.	Locate the Review UGS Submission task.	

3.	Click the hyperlinked task name.
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Assi	igned To							
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						Date 4	Description	

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to In progress.	
2.	Click Save.	
3.	Click the blue form hyperlink in the top right corner.	

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A 34	Explore Data	Forms	Tools	Maps								
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	8. Review Comment	ts							Re	emove Docum	ent	
	9. Review											
				Back	Save							

Step	Action	Required Fields
1.	Review the submitted plan.	
	Note: UGs plan types: Risk Management Plan, Emergency Response	
	Plan, Records Management Plan, Baseline Gas Detection Plan,	
	Decommissioning Plan.	
2.	Navigate to Section 3. Document Upload	

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1 34	Explore Data	Forms	Tools	Maps							
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	4. Plan Association					T	Advanced Filt	ering	Actions - Sear	ch	\$
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	6. Form Submit			03/18/201	Jeanette McCrack	Cy	Training	05-	Export - Excel		Actions
	7. Confirmation			9	en	Respons e Plan	_	2018	Export - PDI		
	8. Review Comment	ts									
	9. Review 2										
				Back Next	Save						

Step	Action	Required Fields
1.	Upload any documents necessary.	
	Note: Internal Only documents can be uploaded to support this	
	review.	
2.	Navigate to Section 9. Review.	

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2. Operator Informati	on	~		Task Name	Workgro	Assigne	Created	Last Up	Review	Actions
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5. Additional Informa	tion	~		Update Re	view Status			×	Create Sub	Task
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				Return						
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Step	Action	Required Fields
1.	Click the Actions button in row with the Review UGS Submission	
	Task.	
2.	Click Update Review Status.	
3.	Select Approve, Return, or On Hold.	
4.	If you selected Approve the Plan will be associated with the UGS	
	project.	
5.	If you selected Return, the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

3.2.1 Key Points

- Multiple plans may be submitted for the same project at once. No more than one of each type.
- I may be necessary to close out a HQ verification task for the project information form after this review is complete, if the plans were submitted along with a project application or update.

4 MONITOR A UGS PROJECT

Navigate through WellSTAR to view UGS data.

Lesson Objectives:

• Navigate to a UGS project detail page.

4.1 Navigate to a UGS project

Well	ST R							Well API	•		
^ 37	Explore Data	Forms	Tools	Maps							
Hom HOI	Bonds Complaints						Ĩ	Hello Jeaneti	e McCracken,	Department o	Help
M	Compliance		Forms	Forms Ir	Progress	Forms Sub	mitted				
	Construction Site V Entities	Vell Reviews					▼ Advanced Filtering	Actions -	Search		\$
Tas	Facilities			Sta	atus	Workgroup	Assigned To	Due Date	†	Actions	
Rev Dat	Idle Wells			No	t Started	EDP Workgroup				Actions	-
Rev	Incidents Inspections Production		/lineral Right	is No	t Started	Entity Information Change Review				Actions	
Rev	Tests Transactions Transfers		eum Co. LLC	No	t Started	Entity Information Change Review				Actions	
Rev	Underground Gas	Storage (UGS) iion Control (UI	C) n Company,	LLC No	t Started	Incident Review - Coastal District				Actions-	
Rev	Well Stimulation (V	/ST)	etroleum, LL	.C No	t Started	Inland District Compliance Review				Actions	•
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Step	Action	Required Fields
1.	Navigate to the WellSTAR Home page.	
2.	Click Explore Data	
3.	Click Underground Gas Storage (UGS)	

Home I UGS Pro	jects			L Hell	o Jeanette McCracken, E	Department of Co
UGS Projects						Hel
∇					tions - Search	
Project ID 🕇	Operator Name 1	Field	County	Storage Formation	Status	Actions
		_	T	T	Canceled	
5740300	Central Valley Gas Storage, LLC	Princeton Gas	Colusa	Kione	Active	Actions 2
26600002	Gill Ranch Storage, LLC	Gill Ranch Gas	Madera	1st Panoche	Active	Actions-
35203001	Lodi Gas Storage, L.L.C.	Kirby Hill Gas	Solano	Domengine	Active	Actions-
35203002	Lodi Gas Storage, L.L.C.	Kirby Hill Gas	Solano	Wagenet	Active	Actions-
40800002	Lodi Gas Storage, L.L.C.	Lodi Gas	San Joaquin	Domengine	Active	Actions
40800003	Lodi Gas Storage, L.L.C.	Lodi Gas	San Joaquin	Midland	Active	Actions-
43003001	Pacific Gas and Electric Company	Los Medanos Gas	Contra Costa	Main Block-Domengine	Active	Actions-
45200001	Pacific Gas and Electric	McDonald Island Gas	San Joaquin	No Pool Breakdown	Active	Actions

Step	Action	Required Fields
1.	Use the Search box or Advanced Filtering to locate a project.	
2.	Click the Actions button in row with the project and click View on a	
	Map to view the project on a map.	
3.	Click the blue Project ID to open the project detail page.	

			▼ Advanced Filtering	Actions -	Search	
API	Current Type	Current Status	Field		Actions	
0401120924	Gas Storage	Idle	Princeton Gas		Actions -	
0401100189	Multi-Purpose	Active	Princeton Gas	View Well View on N	Information 2	
0401120925	Gas Storage	Idle	Princeton Gas		Actions -	
0401120922	Gas Storage	Canceled	Princeton Gas		Actions -	
0401120881	Multi-Purpose	Active	Princeton Gas		Actions -	
0401120919	Gas Storage	Idle	Princeton Gas		Actions -	
0401120923	Gas Storage	Idle	Princeton Gas		Actions -	
0401120920	Gas Storage	Idle	Princeton Gas		Actions -	
0401120383	Multi-Purpose	Active	Princeton Gas		Actions -	

Step	Action	Required Fields
1.	Scroll down to the Project Wells grid to view all the wells in	
	the project.	
2.	Click the Actions button in row with a well and click View	
	well information to view a pop up with that UGS well's info.	
3.	Click the blue well hyperlink to be taken to the well detail	
	page for that well.	

We	II STAR					Well API	•	
^ 37	Explore Data	Forms	Tools	Maps				
U	GS Assessable	Wells			😔 Help	L Hello Jean	nette McCracken, De	partment of Co
	UGS Project Cod	e: 5740300	01				Documents-	Actions -
- 1	Assessable Wells	;						
2					▼ Advanced Filtering	Actions -	Search	\$
	API	w	ell Designation	Field	Well Type	٧	Well Status	
	0401100188	Sc	outham 2	Princeton Gas	Multi-Purpose	F	Active	
	0401100189	Sc	outham 3	Princeton Gas	Multi-Purpose	F	Active	
	0401120383	Sc	outham 4	Princeton Gas	Multi-Purpose	F	Active	
	0401120664	Sa	ra Louise 1	Princeton Gas	Multi-Purpose	F	Active	
	0401120881	SV	VD 1	Princeton Gas	Multi-Purpose	F	Active	
	0401120917	C.	V.G.S. 1A-U	Princeton Gas	Gas Storage	ŀ	Idle	
	0401120918	C.	V.G.S. 2-U	Princeton Gas	Gas Storage	ŀ	Idle	
	0401120919	C.	V.G.S. 3-U	Princeton Gas	Gas Storage	ŀ	Idle	
	0401120920	C.	V.G.S. 4-U	Princeton Gas	Gas Storage	ŀ	Idle	
	0401120921	C.	V.G.S. 5-U	Princeton Gas	Gas Storage	ŀ	dle	
	0401120923	C.	V.G.S. 7-U	Princeton Gas	Gas Storage	ŀ	dle	
	0401120924	C.	V.G.S. 2-L	Princeton Gas	Gas Storage	ŀ	dle	
	K ≺ 1 ≻ →	20	 items per page 	2			Viewing 1 - 13 from	13 results 💍

Step	Action	Required Fields
1.	Click the Summary drop down in the top right of the page.	
2.	Click Assessable wells.	
3.	Grid information does not load until a year is selected in the	
	dropdown. This value will default to the most recent year	
	assessed. No well is counted twice, if a well is associated	
	with more than one project, then the well will only be	
	assessed for one of the associated projects, not multiple	
	projects	
	Dropdown will begin with 2018 and increment each year	
	moving forward. Upon selecting a year, grid will populate	
	with assessable wells for the selected fiscal year. Assessable	
	wells are any well associated to the UGS Project as project	
	wells (not AOR wells) that were not plugged and abandoned	
	before the end of the previous year. For example, if 2018	
	was selected, any well related to the currently UGS Project	
	that was not abandoned before December 31st, 2016 or was	
	any status other than abandoned during any portion of 2017	
	will appear in the grid. (Never count cancelled wells)	

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F	Relevant Date	Uploaded By	Category	Туре	Description	Filename	Status	
		N 20 - Horr					No roouti	a da disalara 🗸

Step	Action	Required Fields
1.	Click the Summary drop down in the top right of the page.	
2.	Click Documents.	
3.	All documents will display in the grid.	
4.	Plan related documents will have a status. Old plans will	
	have a status of superseded.	

	Forms	Tools	Maps						
JGSProject Detail	ail					L Hello Je	anette McC	Cracken, Departm	
	all								
UGSProject ID:	301283							Events- Act	
					Y Advanced Filtering	Actions -	Search		
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10/29/2010 12:00:00	AM	System				Proje	Project Status Date		
10/29/2010 12:00:00	AM	System				Curre	Current Approval Letter Date		
10/29/2010 12:00:00	AM	System				Origi	nal Approva	al Letter Date	

Step	Action	Required Fields
1.	Click the Summary drop down in the top right of the page.	
2.	Click Events.	
3.	When a well is added or removed from a UGS project. The	
	well designation, API, if it was associated or disassociated to	
	the project, by whom, and the date and time are recorded in	
	the event details.	

4.1.1 Key Points

- Project and well information relating to the project can be viewed from the Project Detail page.
- An event is recorded when a well is added or removed from a project.
- The list of assessable wells by fiscal year is available all year through the Assessable Wells tab.

5 CREATE AND REVIEW A UGS ASSESSMENT

The UGS assessment is separate from the main DOGGR Oil and Gas assessment. The wells that are assessed each fiscal year are listed on the Well Detail page in the Assessable Wells tab, as discribed in the last lesson. This assessment is run once a year by headquarters staff.

Lesson Objectives:

- Generate and complete the Assessment form.
- Review and approve the assessment form.

	Data	Forms	Tools	Maps					
Home							Hello Jeanette	e McCracken, I	Departm
Home			9						
My Tasks	Tasks	Alerts	Online Form	s Forms In Progress	Forms Submitted				
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Form Name				Form Category	Purpose	V	ersion		Count
Assessment Co	ontrol			Production	Used to apply assessment ra and gas volumes for the year	ate to oil r. 1			1
UGS Annual As	ssessment	4		UGS	Used to determine annual assessment fees on a per-Op basis	perator 1			4

5.1 Create a UGS Assessment

Step	Action	Required Fields
1.	Navigate to WellSTAR Home page.	
2.	Click the Forms tab.	
3.	Search for the UGS Annual Assessment form.	
4.	Click the blue Form Name hyperlink.	

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A 3 Explore	Data Forms	Tools	Maps
Online Forms	UGS Annual Assess	ment	L Hello Jeanette McCracken, Department of Cor
UGS An	nual Assess	sment	O Help
Form Nav	igation	θ	Form Information [Hide Form Navigation]
1. Form I	nformation		Please enter information below. • Indicates Required Field Form Name UGS Annual Assessment UGS Annual Assessment Year 1 2018 • Begin Fiscal Year End Fiscal Year 3 2019 Description © 1 All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	Choose the Assessment Year.	Assessment Year
2.	The Begin and End fiscal year will display.	
3.	Use the Begin and End dates to verify that the correct year	
	was selected.	
4.	Enter a Description .	Description
5.	Click Save and Continue.	

Form Navigation	O UGS Assessment			[Hide Form Nav						
	Confirm and complete all	fields below		* Indicates Derwined						
1. Form Information	command complete all	Accessment Veer Perin Field Field								
2. UGS Assessment	Assessment Year	Begin Fiscal Year	End Fiscal Year	Assessment Amount (\$)*						
3. Document Upload	2010	2019	2020	1000000						
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Confirmation	477	954		61502						
. Commation				01002						
6. Notice Correspondence	Note: If a well is associa	ated with more than one pro	oject, then the wel	I will only be assessed for one of						
7. Review Comments	the associated projects,	, not multiple projects.								
3. Review		nonte								
	UGS Project Assessin	nents								
	Southern California	Gas Company (<u>0100006</u>) - /	Aliso Canyon							
	Gill Ranch Storage, I	LLC (<u>26600002</u>) - Gill Ranc	th Gas							
Southern California Gas Company (<u>3080001</u>) - Honor Rancho Lodi Gas Storage, L.L.C. (<u>35203001</u>) - Kirby Hill Gas Lodi Gas Storage, L.L.C. (<u>35203002</u>) - Kirby Hill Gas										
							Southern California	Gas Company (<u>36800001</u>) -	- La Goleta Gas	
							Lodi Gas Storage, L.	L.C. (<u>40800002</u>) - Lodi Gas	3	•
	Lodi Gas Storage, L.	L.C. (<u>40800003</u>) - Lodi Gas	3	`						
	Pacific Gas and Elec	tric Company (<u>43003001</u>) -	Los Medanos Ga	IS						
	Pacific Gas and Elec	tric Company (<u>45200001</u>) -	McDonald Island	Gas						
	Southern California	Gas Company (<u>55403001</u>) -	- Playa Del Rey	•						
	Pacific Gas and Elec	tric Company (<u>55600001</u>) -	Pleasant Creek (Gas						
	Central Valley Gas S	torage, LLC (<u>57403001</u>) - F	Princeton Gas	•						
	Wild Goose Storage	LLC (84000002) - Wild Goo	ose Gas							
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	Back Next Save									
				Required Field						
o Action										
Review the inform	ation in Section 2. UGS A	ssessment. On	ly the UG	S						

	Note: If there is an issue with any of the data in the assessment form, the Data Management group will need to be contacted to correct the data.	
2.	Enter the UGS Statewide Annual Assessment Amount (\$). Note: This amount is provided by the Division of Administration Budget Office. Contact the UGS Supervisor for this value.	UGS Statewide Annual Assessment Amount (\$)
3.	Click Next.	

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8. Review						-			
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Step	Action	Required Fields
1.	To upload supporting documentation to WellSTAR:	
2.	Click the Actions button and select Add New.	
3.	Click the Upload New Document radio option.	
4.	A document can be marked Confidentiality Requested. The	
	document will be confidential in WellSTAR if the UGS Project	
	Information form is approved with the Confidentiality Requested	
	box checked.	
	Tool Tip for Confidentiality Requested: Checking this box is not a	

	written request for confidentiality. Requests to have a document treated confidentially require justification and Division review and approval. Prior to, or at the time your document is filed, you must upload a letter explaining the legal and factual basis supporting your confidentiality request.	
5.	A document can be marked Internal Only. The document will be	
	Internal Only in WellSTAR if the UGS Project Information form is	
	approved with the Internal Only box checked.	
6.		Type, Relevant
		Date,
	Enter the document information.	Description
7.	Click browse.	
8.	Use the file explorer interface on your computer to navigate to and	File name
	select the document.	
9.	Click Upload.	
10.	Repeat as needed.	
11.	Scroll to the bottom of the screen and click Next.	

Form Navigation	Form Submit				[Hide Form Nat
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2. UGS Assessment	✓ Online Form	m Association		sy entering the round b	or ronn beschpt
3. Document Upload	✓				
4. Form Submit	Form ID	Form Category	Title	Description	Actions -
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Step	Action	Required Fields
1.	Associate another form to this form by clicking Actions, Add Form.	
2.	Add a comment about this submission by typing in the comment	
	field and clicking Add.	
3.	Check the I hereby certify all statements made in this form are, to	
	the best of my knowledge, true, correct, and complete.	
4.	The form will auto populate your name in the submitter field.	
5.	Scroll to the bottom of the screen and click Submit .	

Confirmation

[Hide Form Navigation]

Your UGS Annual Assessment Form has been submitted successfully and the Form ID is 5914.

Step	Action	Required Fields
1.	Confirmation will display.	

5.1.1 Key Points

- The UGS Annual Assessment form should not be submitted until the Division of Administration Budget Office has provided the UGS Statewide Annual Assessment Amount.
- If there is an issue with any of the data in the assessment form, the Data Management group will need to be contacted to correct the data.
- UGS annual Assessments are based on the percent of wells and storage capacity for the state. This means that if on well changes for one operator, the assessment for all the operators change.

5.2 Review and approve a UGS assessment

Jell Stor					W	/ell API 🔻	
B Explore Data F	Forms Tools Ma	aps					
Home					1 F	iello Jeanette McCracken, De	epartment of Conse
Home							Help
My Tasks Tasks Alerts Online Forms Forms In Progress Forms Submitted							
7					▼ Advanced Filtering	Actions - Search	\$
Task Name	Organization	Sta	atus	Workgroup	Assigned To	Due Date ↑	Actions
assess 2	T	T	T	•			
Review UGS Annual Asses	ent Department of Conservation	Not	t Started	Senior Headquarters UGS Review Workgroup			Actions•
Review UGS Annual Assessme	ent Department of Conservation	Cor	mpleted		Jeanette McCracken	03/29/2019	
	20 V items per page					Viewing 1 - 2 fi	rom 2 results 💍

Step	Action	Required Fields
1.	Access the WellSTAR home screen.	
2.	Locate the Review UGS Annual Assessment Task in your My Tasks	
	page.	
	Note: This task is completed by	
3.	Click the hyperlinked task name.	

Task Detail		O Help
Task Type System Consisted	Form	
	LIGS Annual Assessme	ent 🕢
Review LIGS Annual Assessment		4
	Comments	•
Description * Review UGS Annual Assessment		
All comments are discoverable records, open to public review. Organization		Actions -
Department of Conservation		
Status *		
Not Started *		
Workgroup		
Senior Headquarters UGS Review Workgroup		
Assigned To		
1		
Due Date *		
2		
Created Date		
03/18/2019		20 🔻 items per page No results to display 🖒
Created By		
Jeanette McCracken	All comments are discoverable	records, open to public review.
Cancel Save 3		
	Task History	
	Date \downarrow	Description
	03/18/2019 11:53:05 AM	Jeanette McCracken created the task.

Step	Action	Required Fields
1.	Claim the task.	
	Note: the task status will automatically be updated to In progress.	
2.	Enter a task Due Date .	Due date
3.	Click Save.	
4.	Click the blue form hyperlink in the top right corner	

Step	Action	Required Fields
1.	Navigate to Section 2. UGS Assessment.	
2.	Verify the dollar amount in UGS Statewide Annual Assessment	

	Amount (\$).	
3.	Navigate to Section 6. Notice Correspondence.	

Form Navigation	Notice Correspondence			[Hide Form Navigati
1. Form Information	Confirm UGS Annual Assessmen	t correspondence p	parameters.	* Indicates Required Fiel
2. UGS Assessment	UGS Annual Assessm	ent Correspo	ndence Paramete	irs
3. Document Upload	✓ Date			
4. Form Outproit	03/18/2019			
4. Form Submit	Operator Name			
5. Confirmation	Central Valley Gas St 🔻	2		
6. Notice Correspondence	Central Valley Gas			
7. Doviow Commonte	Storage, LLC			
7. Review Comments	Gill Ranch Storage, LLC			
B. Review	 Lodi Gas Storage, L.L.C. 			
	Pacific Gas and Electric			
	Company			
	Southern California Gas			
	Company			
	City	State	Zip Code	
	Princeton	CA	95970	
	Agent First Name	Agent Last N	ame	
	Felecia	Roe		
	DOGGR Reviewer*			
	Jeanette McCracken 🗸			
	Signatory Name *			
	Jeanette McCracken			
	Signatory Title *			
	Associate Oil and Gas Eng			
	Preview			
	3			

Step	Action	Required Fields
1.	Enter required information.	DOGGR
		Reviewer,
		Signatory
		Name,
		Signatory Title
2.	Preview the letters for each operator.	
3.	Click Next.	

IGS Annual Asse	essment - De	partment of Conservation (D1830)
Form ID: 5914		· · · · · ·	
Form Navigation	Θ	Review Comments	[Hide Form Navigation
1. Form Information			
2. UGS Assessment	~	Comments	•
3. Document Upload	~		Actions -
4. Form Submit			
5. Confirmation			
6. Notice Correspondence	~		
7. Review Comments			
8. Review	~		
		Image: Non-state Image: Non-state Ima	No results to display 💍
		All comments are discoverable records, open to public review	Μ.
		Back Next	
p Action			Required Fields
. Add a review	comment if n	ecessary.	
Click Next			

1. Form Information 2. UGS Assessment 3. Document Upload 4. Form Submit 5. Confirmation 6. Notice Correspondence 7. Review Comments 8. Review 8. Review	orm Navigation	θ	Review					1	(Hide Form Navig
2. UGS Assessment ✓ 3. Document Upload ✓ 4. Form Submit ✓ 5. Confirmation ✓ 6. Notice Correspondence ✓ 7. Review Comments ✓ 8. Review ✓ 9. Review Comments ✓ 10. Review Comments ✓ 11. Start ✓	Form Information								
3. Document Upload 4. Form Submit 5. Confirmation 6. Notice Correspondence 7. Review Comments 8. Review 8. Review Review Comments ************************************	UGS Assessment	•	Task Name	Workgro	Assigne	Created	Last Up	Review	Actions
4. Form Submit A. Form Submit 5. Confirmation Assessment 6. Notice Correspondence ✓ 7. Review Comments ✓ 8. Review ✓ 8. Review ✓ 9. Searche McCracken 11:53 AM 12:02 PM Update Review Status ✓ ✓ 7. Review Comments ✓ 8. Review ✓ ✓ ✓ ✓ ✓ Ø. Review ✓ Ø. Not ✓ <t< td=""><td>Document Upload</td><td>~</td><td>Review UGS</td><td>Senior Headquarte</td><td>Jeanette</td><td>03/18/2019</td><td>03/18/2019</td><td></td><td>Action</td></t<>	Document Upload	~	Review UGS	Senior Headquarte	Jeanette	03/18/2019	03/18/2019		Action
5. Confirmation 6. Notice Correspondence 7. Review Comments 8. Review Review Status 8. Review <td>Form Submit</td> <td></td> <td>Assessmen</td> <td>Review</td> <td>McCracken</td> <td>11:53 AM</td> <td>12:02 PM</td> <td></td> <td></td>	Form Submit		Assessmen	Review	McCracken	11:53 AM	12:02 PM		
6. Notice Correspondence 7. Review Comments 8. Review 10 € items per page Viewing 1 - 1 from 1 result	Confirmation		t	Workgroup				Update Rev	view Status
7. Review Comments 8. Review Weiwer UGS Annual Assessment Assigned To Jaenete McGracken Review Status* Pass Return Weiwer Status* Viewing 1 - 1 from 1 result	Notice Correspondence	•	Update Revie	w Status		×		Cleate Sub	Task
	Review Comments		Pass Return	Annua Assessment Diracken us*	10 •	etems per page	Vie	wing 1 - 1 from	n 1 results 💍

Step	Action	Required Fields
1.	Click the Actions button in row with the Review UGS Annual	
	Assessment Task.	
2.	Click Update Review Status.	
3.	Select Approve, Return, or On Hold.	
4.	If you selected Approve and the other tasks are already complete,	
	this approval will publish the UGS project data to WellSTAR.	
5.	If you selected Return, the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

5.2.1 Key Points

- Once approved fees are generated for each project and are viewable on the Operator Detail Page Transactions tab.
- The assessable wells can be viewed at any time from the Well Detail Page Assessable Wells tab.
- The HQ UGS Senior workgroup performs this review.

6 UPLOAD AND REVIEW UGS TESTS

Test results are submitted to the Division. These results can be uploaded by the Division or by the Operator. The tests are associated to the wells. Both the Casing Wall Thickness Test and the Temperature and Noise log tests collect information about those tests specific to UGS wells.

Lesson Objectives:

- Upload Temperature and Noise log
- Review Temperature and Noise log
- Upload Casing wall thickness test
- Review Casing Wall thickness test.

6.1 Upload Temperature and Noise log

Explore Data Forms	Tools Maps				
Home	indpo		L Hello Jeanet	tte McCracken	, Department of Cor
Home					😝 Help
My Tasks Tasks Alerts Onli	ne Forms ² Forms In Prog	ress Forms Submitted			
7		▼ Adr	vanced Filtering	test 3	
Form Name ↑	Form Category	Purpose	Version		Count
Schedule Test	Test	Schedule Tests for Facility Components and Wells.	1		37
Upload Test Results	Test	Upload results of scheduled and non- scheduled Tests	1		92
Step	Action	Required Fields			
------	--	-----------------			
1.	Navigate to WellSTAR Home page.				
2.	Click the Online Forms tab.				
3.	Search for the Upload Test Results form.				
4.	Click the blue From Name hyperlink.				

Upload Test Results			8 Help
Form Navigation	Form Information		[Hide Form Navigation]
1. Form Information	Please complete all required fields below		* Indicates Required Field
	Form Name		
	Upload Test Results		
	Description *	0	
	Training		
	All comments are discoverable records, open to public review.	!	
	Organization *		
	Lodi Gas Storage, L.L.C. (L2330) - Lodi, CA	•	
	Test Subject * 3 G Facility Component Well Test Type *		
	Well MIT - Temperature & Noise Log	•	
	Cancel Save & Continue 5		

Step	Action	Required Fields
1.	Enter a Description .	Description
2.	Select the Organization .	Organization
3.	Select Well as the Test Subject.	Test Subject
4.	Use the drop down to select Well MIT - Temperature & Noise Log	Test Type
	as the Test Type .	

5. Click Save and Continue.

Form Navigation	θ	Operator Information			[Hi	ide Form Navigatio
1. Form Information 2. Operator Information		Please confirm the c designate contact(s)	correct Organization has) with their correct role. E	been selected, and By default, the Organizatior	* Indica	tes Required Fie
3. Component/Well Selection		Agent and the form s	submitter are selected as	s contacts.		
4. Test Details		Organization Nar Lodi Gas Storage,	me , L.L.C. (L2330)	Type of Org LLC	anization	
5. Document Upload		Organization Prin	mary Address			
6. Form Submit		Lodi, CA 95242	nan Lane, Suite A1			
7. Confirmation		Organization Prin	mary Phone Number	Ext		
8. Test Validation		Contacto				
9. Review Comments		Contacts				
10. Review					▼ Advanced Filtering	Actions -
		Name †	Phone Number	Email	Role	Actions
					Agent	
		Jeanette	(916) 322-9768	Jeanette.McCracken@	Submitter	

Step	Action	Required Fields
1.	Section 2. Operator Information : Information from the Operator	Contact Role,
	details page will be displayed in this tab. If needed use the Actions	Contact Name,
	button to Add Contact for the form.	Phone Number,
	Note: Adding a contact here makes that contact the contact for this	Email
	form, but does not add them as a contact for the organization, nor	
	does it make the added person a WellSTAR User.	
2.	Click Next.	

rm Navigation	Compo	onen	t/Well Selectior					IHide Form Na	vication
Ŭ									vigationj
Form Information	Ple	ase	use grid to sele	ct the Well for w	hich your Test F	lesults are asso	ciated * I	ndicates Required	Field
Operator Information	s	elec	t Well						
		7			▼ Adva	nced Filtering	Search		\$
Component/Well Selection			API †	Well Desi	Current T	Current S	Lease	Field	
Test Details		0	0407700063	LGZU 501	Observation	Active	LGZU	Lodi Gas	^
Document Upload	2	۲	0407720613	Seifert D-1	Multi- Purpose	Active	Seifert	Lodi Gas	
Form Submit		0	0407720634	LGU O-3	Observation	Active	LGU	Lodi Gas	
Confirmation		0	0407720635	Seifert O-2	Observation	Active	Seifert	Lodi Gas	
est Validation			0407720638	Seifert O-4	Observation	Active	Seifert	Lodi Gas	
Review Comments		0	0407720669	Loma D-4A	Gas Storage	Active	Loma	Lodi Gas	
Review		0	0409500074	Lambie 6	Multi- Purpose	Active	Lambie	Kirby Hill Gas	
		0	0409500075	Lambie 7	Multi- Purpose	Active	Lambie	Kirby Hill Gas	
		•	0409520261	Lambie 9	Multi- Purpose	Active	Lambie	Kirby Hill Gas	
		M	∢ 1 →	▶ 20	▼ items per	page V	/iewing 1 - 12	from 12 results (Ċ
					3 🗸	•			
	A	sso	iated Well	Well Deci	Current T	Current St	Lanca	Field	
			API	well Desl	Current I	Current St.	. Lease	Field	

Step	Action	Required Fields
1.	Use the Search or Advanced Filtering functionality to find the well.	
2.	Click the box next to the well.	
3.	Click the down arrow.	
	Note: only one well can be associated to each form. If the incorrect	
	well was associated, use the up arrow to remove the well from the	
	Associated Wells grid.	
4.	Click next.	

Form Navigation	Θ	Test Details		[Hide Form Navigati
1. Form Information		Please enter the details of the T	est below.	* Indicates Required Field
2. Operator Information	*	Test Information		•
3. Component/Well Selection	×	Test Type	Actual Test Date *	1 Actual Test Time *
4. Test Details		Well MIT - Temperature &	3/18/2019	12:46 PM 🕒
5. Document Upload		2		
6. Form Submit		Was the Test witnessed by Yes No	DOGGR? * VTest Resul	
7. Confirmation			Fass	•
8. Test Validation				
9. Review Comments		General Details		•
10. Review		Anomaly Identified?*		
		No		
		Planned Action for Well Re	mediation, Monitoring, or Further	Evaluation

Step	Action	Required Fields
1.	Enter the Actual Test Date and Actual Test Time.	Actual Test
		Date, Actual
		Test Time
2.	Was the Test witnessed by DOGGR? Select Yes or no as	Was the Test
	appropriate.	witnessed by
		DOGGR?
3.	Select Either Pass or Fail as the test result.	Test Result
4.	Select Yes or No for Anomaly Identified.	Anomaly
		Identified

Anomaly Ide	ntified?*					
Yes	•					
ssociated A	nomalies			•		
		T Advanc	ed Filtering	Actions -	earch	
Top (ft)	Bottom (ft)	Explana	Planned	Add Anomaly	2	Actions
				Export - Exce		
Planned Acti	on for Well Pe	mediation M		Further Evaluati	0.0	
'lanned Acti	on for Well Re	mediation, Mo	onitoring, or f	Further Evaluati	on	
lanned Acti	on for Well Re	mediation, Mo	onitoring, or f	Further Evaluati	on	

Step	Action	Required Fields
1.	To add an anomaly:	
2.	Click the Actions button in the top right of the Associated	
	Anomalies grid.	

3. Click Add Anomaly.

Top (ft) *	
▲ ▼	
Bottom (ft)*	
Explanation for Anomaly *	
Planned Action to Further Identify Anomaly *	
DOGGR Decision *	

1.	Enter the anomaly information.	Anomaly Top,
		Anomaly
		Bottom,
		Explanation for
		Anomaly
2.	Enter Planned Action to further Identify Anomaly.	Planned Action
	Note: the DOGGR Decision can be completed during the review	to further
	process.	Identify
		Anomaly
3.	Click Save.	
4.	Repeat as needed.	
5.	Click Next.	

m ID: 5915	_		_					_	
Form Navigation	Ø	ocument Uploa	ad				P	Hide Form Nav	igati
1. Form Information					if and include the				
2. Operator Information	•	document.	nents to be up	pioaded,	іт арріісаріе. Сіїск Аб	a New and complete all	required to	eids to upioa	d a
3. Component/Well Selection	•	Uploade	d Docume	ents		•			
4. Test Details	•				▼ Advanced Filtering	Actions - Searc	ch		\$
5. Document Upload		Upload	Upload	Туре	Descri Fil	en Add New 2		Actions	
6. Form Submit						Export - Excel			
7. Confirmation						Export - PDF			
8. Test Validation									
9. Review Comments									
10. Review									
									_

Step	Action	Required Fields
1.	To upload the test results and supporting documentation to	
	WellSTAR:	
2.	Click the Actions button and select Add New.	

Document Upload	×
4	* Indicates Required Field
Upload New Document	Associate Existing WellSTAR Document
3 Internal Only 2	Confidentiality Requested
Category	
Test	Ψ
Type *	
	•
4 Relevant Date *	θ
Description *	
All comments are discoverable reco	rds, open to public review.
Filename *	Θ
5 Browse	
	6
	Cancel Upload

Step	Action	Required Fields
1.	Click the Upload New Document radio option.	
2.	A document can be marked Confidentiality Requested. The	
	document will be confidential in WellSTAR if the UGS Project	
	Information form is approved with the Confidentiality Requested	

	box checked. Tool Tip for Confidentiality Requested: Checking this box is not a written request for confidentiality. Requests to have a document treated confidentially require justification and Division review and approval. Prior to, or at the time your document is filed, you must	
	upload a letter explaining the legal and factual basis supporting	
3.	A document can be marked Internal Only. The document will be Internal Only in WellSTAR if the UGS Project Information form is approved with the Internal Only box checked.	
4.	Enter the document information.	Type, Relevant Date, Description
5.	Click browse.	·
6.	Use the file explorer interface on your computer to navigate to and select the document.	File name
7.	Click Upload.	
8.	Repeat as needed.	
9.	Scroll to the bottom of the screen and click Next.	

	• Form Submit				[Hide Form Naviga
1. Form Information					
2. Operator Information	Associate related o	nline form submissions to Association	this submission by	entering the Form ID	or Form Description
3. Component/Well Selection					
4. Test Details	•				Actions -
5. Document Upload	Form ID	Form Category	Title	Description	Actions
6. Form Submit					
7. Confirmation					
8. Test Validation					
9. Review Comments					
10. Review					
			ems per page	NO P	esuits to display
	Acknowledge	iscoverable records, oper ement	n to public review.		2 Add
	Acknowledge Submitter	iscoverable records, oper ement	n to public review.		2 Add
	Acknowledge Submitter (1) Internal User	iscoverable records, oper ement Jeanette McCracken	n to public review.		2 Add
	Acknowledge Submitter 4 Internal User Date Received	iscoverable records, oper ement Jeanette McCracken	n to public review.		2 Add
	Acknowledge Submitter (4) Internal User Date Received 03/18/2019 (3) I hereby cert and complet	iscoverable records, oper ement Jeanette McCracken ify all statements made in	n to public review.	e best of my knowledg	2 Add
	Acknowledge Submitter 4 Internal User Date Received 03/18/2019 3 ☑ I hereby cert and complet	iscoverable records, oper ement Jeanette McCracken fly all statements made in e. *	n to public review.	e best of my knowledg	2 Add
	Acknowledge Submitter 4 Internal User Date Received 03/18/2019 3 ☑ I hereby cert and complet Form Submit Click the button b Preview Subm	iscoverable records, oper ement Jeanette McCracken Ify all statements made in e. * Preview elow to preview your submit ission Summary	n to public review.	e best of my knowledg	2 Add

1.	Associate another form to this form by clicking Actions, Add Form.	
2.	Add a comment about this submission by typing in the comment	
	field and clicking Add.	
3.	Check the I hereby certify all statements made in this form are, to	
	the best of my knowledge, true, correct, and complete.	
4.	The form will auto populate your name in the submitter field.	
5.	Scroll to the bottom of the screen and click Submit.	

6.1.1 Key Points

- Anomalies can be tracked over time using the Upload test results module.
- The anomalies must be reviewed by DOGGR and DOGGR must agree or disagree with the reported explanation.

6.2 Review Temperature and Noise log

Task Name Organization Status Workgroup Assigned To Due Date † Actions test 2 Iddi Y Comple Y Y Y Y Y Review Test Results 3 Lodi Gas Storage, LL.C. Not Started Northern UGS Review Workgroup 04/01/2019 Action				Advanced Filte	ering Actions -	Search	4
test Indi Complex T T T Review Test Results Adi Gas Storage, LL.C. Not Started Northern UGS Review Workgroup 04/01/2019 Action	k Name	Organization	Status Workg	roup Assigned To	Due Da	ate 🕇	Actions
Review Test Results (3) Lodi Gas Storage, L.L.C. Not Started Northern UGS Review Workgroup Not them UGS 04/01/2019 Action	st 2 🔽		Comple	T	_	_	
	iew Test Results 3	Lodi Gas Storage, L.L.C.	Not Started Norther Review Workgr	m UGS / roup	04/01/2	2019	Actions
Review Test Results Lodi Gas Storage, L.L.C. Not Started Northern UGS Not Started Review 04/01/2019 Action Workgroup	iew Test Results	Lodi Gas Storage, L.L.C.	Not Started Northe Review Workgi	m UGS / roup	04/01/2	2019	Actions-

Step	Action	Required Fields
1.	Navigate to the WellSTAR home screen.	
2.	Search for the Review Test Results task.	
	Note: If the well is a UGS project well, the test will be routed to the	
	UGS Workgroup.	

3. Click the hyperlinked **Task Name**.

Task Detail				Help
Task Type		Form		
System Generated				
Task Name*		Test Results 3		
Review Test Results				
Description *		Comments		•
Test Results have been submitted and require review.				Actions -
All comments are discoverable records, open to public review. Organization				
Lodi Gas Storage, L.L.C.	~			
Status *				
Not Started	-			
Workgroup				
Northern UGS Review Workgroup	~			
Assigned To				
1	•			
Due Date*				
04/01/2019				
Created Date				
03/18/2019		H 4 0 + H	20 v items per page No results to	o display 💍
Created By				Add
Jeanette McCracken		All comments are discoverable	records open to public review	Auu
Cancel Save				
		Task History		
		Date ↓	Description	
		03/18/2019 12:50:46 PM	Jeanette McCracken created the task.	

Step	Action	Required Fields
1.	Claim the task.	
	Note: The Task Status will automatically be updated to In progress .	
2.	Click Save.	
3.	Click the blue form hyperlink in the top right corner.	

m ID: 5915							
Form Navigation O	Test Details					[Hide Form Nav
1. Form Information	Please enter th	e details of the T	est below.			* Indica Field	ites Required
2. Operator Information	Test Inform	mation					
3. Component/Well Selection	Test Type		Actual	Test Date *		Actual Test Tin	1e *
4. Test Details	Well MIT - Te	emperature &	3/18/2	2019	Ť.	12:46 PM	G
5. Document Upload	Noise Log						
6. Form Submit	Was the Tes	t witnessed by	DOGGR? *	Tes	t Result *		
7. Confirmation		0		P	ass	•	
8. Test Validation 🗶							
9. Review Comments	General D	letails					
10. Review	Anomaly Ide	entified?*					
	Yes	•					
	Associated	Anomalies					
			▼ Advanc	ed Filtering	Actions -	Search	
	Top (ft)	Bottom (ft)	Explana	Planned	DOGGR	DOGGR	Actions
	1,000	1,050	BFW	None	Agree	BFW confirmed on	Actions
						hi Edit And	omaly 5

Step	Action	Required Fields
1.	Review each Section.	
2.	Navigate to Section 4. Test Details.	
3.	Review each anomaly:	
4.	Click the actions button in row with the anomaly.	
5.	Click Edit Anomaly.	

Associated Anomal	ies	×
Top (ft) *		
1,000	▲ ▼	
Bottom (ft) *		
1,050	▲ ▼	
Explanation for Anon	naly *	
BFW		
Planned Action to Fu	rther Identify Anor	malv *
None		
		11
DOGGR Decision *		
Agree	•	
DOGGR Notes		_
BFW confirmed on h	istorical logs. 2	
		1
		2
	Cancel	ave

Step	Action	Required Fields
1.	Enter a DOGGR Decision for each anomaly	DOGGR

		Decision
2.	Add DOGGR Notes as needed.	
3.	Click Save.	
4.	Navigate to Section 8. Test validation.	

Form Navigation	Test Validation	[Hide Form Navigation]
1. Form Information	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	* Indicates Required Field
2. Operator Information	uploaded; please confirm if the test results uploaded in this form are related to one of the scheduled tests.	
3. Component/Well Selection	Test Information	
4. Test Details	Was the Test witnessed by DOGGR?* DOGGR Witness Name	
5. Document Upload	Ves No	•
6. Form Submit	2 Test Result *	
7. Confirmation	•	
8. Test Validation	3 Select Scheduled Test	•
9. Review Comments		
10. Review	× *	
	Associated Scheduled Test	•
	This is a new test that wasn't scheduled in WellSTAR	
	Back Next Save	

Step	Action	Required Fields
1.	Enter the test information	Was the test
		witnessed by
		DOGGR?,
		DOGGR Witness
		Name.
2.	Enter Test Result .	Test Result
3.	A scheduled test may be associated to the test:	
4.	Search for the scheduled test.	
5.	Click the box next to the scheduled test in the Select Scheduled Test	
	grid.	
6.	Click the down arrow. The scheduled test will be moved to the	
	lower Associated Scheduled Test grid.	
7.	Click Next	

Release 4 Underground Gas Storage

Form ID: 5916			
Form Navigation	0 R	teview Comments	[Hide Form Navigation]
1. Form Information			
2. Operator Information		Comments	•
3. Component/Well Selection			Actions -
4. Test Details			
5. Document Upload			
6. Form Submit			
7. Confirmation			
8. Test Validation	×		
9. Review Comments			
10. Review	•		
		Image: Non-state Image: Non-state 20 ▼ ite	ms per page No results to display 💍
			1 Add
		All comments are discoverable records, open	to public review.
		2	
	Bac	k Next	

Step	Action	Required Fields
1.	Add a review comment if desired.	
2.	Click Next.	

Form Navigation	θ	Review					[Hide Form Naviga
1. Form Information							
2. Operator Information		Task Name	Workgroup	Assigned To	Created	Last Updated	Review Sta
3. Component/Well Selection		Review Test Results	Northern UGS Review	Jeanette McCracken	03/18/2019 12:50 PM	03/18/2019 02:18 PM	
4. Test Details	*		Workgroup				
5. Document Upload							
6. Form Submit							
7. Confirmation							
8. Test Validation	×						
9. Review Comments							
10. Review							
		⊮ ∢ 1	► ►	20 🔻 items pe	er page	Viewings 1 - 1 fro	om 1 results 💍
	в	ack Close					

Step	Action	Required Fields
1.	Click the Actions button in row with the Review Test result Task.	
2.	Select Approve, Return, or On Hold.	
3.	If you selected Approve the Test will be associated with the UGS	
	well.	
4.	If you selected Return , the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

6.2.1 Key Points

- The review task for tests on UGS wells is assigned to the UGS workgroup for each district.
- Time intervals for tests can be set up through the Summary form. This automatically let an operator know when they have a test coming due.

				L Hello Jeanet	te McCracken,	Department of Cor
Home		•				\varTheta Help
My Tasks Tasks A	Alerts Online Form	Forms In Progress	Forms Submitted			
∇			T	Advanced Filtering	test 3	
Form Name ↑		Form Category	Purpose	Version		Count
Schedule Test		Test	Schedule Tests for Facility Components and Wells.	1		37
Upload Test Results		Test	Upload results of scheduled and scheduled Tests	non- 1		92

6.3 Upload Casing Wall Thickness test

Step	Action	Required Fields
1.	Navigate to WellSTAR Home page.	
2.	Click the Forms tab.	
3.	Search for the Upload Test Results form.	
4.	Click the blue From Name hyperlink.	

Upload Test Results		Help
Form Navigation	Form Information	[Hide Form Navigation]
1. Form Information	Please complete all required fields below Form Name Upload Test Results Description * 1 Training All comments are discoverable records, open to public review. Organization * 2 Lodi Gas Storage, L.L.C. (L2330) - Lodi, CA Test Subject *	* Indicates Required Field
	Cancel Save & Continue 5	

Step	Action	Required Fields
1.	Enter a Description .	Description
2.	Select the Organization .	Organization
3.	Select Well as the Test Subject.	Test Subject
4.	Use the drop down to select Well MIT – Casing Wall Thickness Test	Test Type
	as the Test Type .	

5. Click Save and Continue.

Form Navigation	θ	Operator Information			[Hi	ide Form Navigatio
1. Form Information 2. Operator Information		Please confirm the c designate contact(s)	correct Organization has) with their correct role. E	been selected, and By default, the Organizatior	* Indica	tes Required Fie
3. Component/Well Selection		Agent and the form s	submitter are selected as	s contacts.		
4. Test Details		Organization Nar Lodi Gas Storage,	me , L.L.C. (L2330)	Type of Org LLC	anization	
5. Document Upload		Organization Prin	mary Address			
6. Form Submit		Lodi, CA 95242	nan Lane, Suite A1			
7. Confirmation		Organization Prin	mary Phone Number	Ext		
8. Test Validation		Contacto				
9. Review Comments		Contacts				
10. Review					▼ Advanced Filtering	Actions -
		Name †	Phone Number	Email	Role	Actions
					Agent	
		Jeanette	(916) 322-9768	Jeanette.McCracken@	Submitter	

Step	Action	Required Fields
1.	Section 2. Operator Information : Information from the Operator	Contact Role,
	details page will be displayed in this tab. If needed use the Actions	Contact Name,
	button to Add Contact for the form.	Phone Number,
	Note: Adding a contact here makes that contact the contact for this	Email
	form, but does not add them as a contact for the organization, nor	
	does it make the added person a WellSTAR User.	
2.	Click Next.	

rm Navigation	Compo	onen	t/Well Selectior					IHide Form Na	vication
Ŭ									vigationj
Form Information	Ple	ase	use grid to sele	ct the Well for w	hich your Test F	lesults are asso	ciated * I	ndicates Required	Field
Operator Information	s	elec	t Well						
		7			▼ Adva	nced Filtering	Search		\$
Component/Well Selection			API †	Well Desi	Current T	Current S	Lease	Field	
Test Details		0	0407700063	LGZU 501	Observation	Active	LGZU	Lodi Gas	^
Document Upload	2	۲	0407720613	Seifert D-1	Multi- Purpose	Active	Seifert	Lodi Gas	
Form Submit		0	0407720634	LGU O-3	Observation	Active	LGU	Lodi Gas	
Confirmation		0	0407720635	Seifert O-2	Observation	Active	Seifert	Lodi Gas	
est Validation			0407720638	Seifert O-4	Observation	Active	Seifert	Lodi Gas	
Review Comments		0	0407720669	Loma D-4A	Gas Storage	Active	Loma	Lodi Gas	
Review		0	0409500074	Lambie 6	Multi- Purpose	Active	Lambie	Kirby Hill Gas	
		0	0409500075	Lambie 7	Multi- Purpose	Active	Lambie	Kirby Hill Gas	
		•	0409520261	Lambie 9	Multi- Purpose	Active	Lambie	Kirby Hill Gas	
		M	∢ 1 →	▶ 20	▼ items per	page V	/iewing 1 - 12	from 12 results (Ċ
					3 🗸	•			
	A	sso	iated Well	Well Deci	Current T	Current St	Lanca	Field	
			API	well Desl	Current I	Current St.	. Lease	Field	

Step	Action	Required Fields
1.	Use the Search or Advanced Filtering functionality to find the well.	
2.	Click the box next to the well.	
3.	Click the down arrow.	
	Note: only one well can be associated to each form. If the incorrect	
	well was associated, use the up arrow to remove the well from the	
	Associated Wells grid.	
4.	Click next.	

orm ID: 5916		
Form Navigation	• Test Details	[Hide Form Navigation]
1. Form Information	Please enter the details of the Test below.	* Indicates Required Field
2. Operator Information	Test Information	•
3. Component/Well Selection	Test Type Actual Test	st Date * 1 Actual Test Time *
4. Test Details	Well MIT - Casing Wall 3/18/201	9 🛱 2:02 PM 🕒
5. Document Upload	Thickness Inspection	
6. Form Submit	Was the Test witnessed by DOGGR? * Yes No	3 Test Result *
7. Confirmation		· · ·
8. Test Validation		
9. Review Comments	General Details	×
10. Review	Inspection Tool Used * Method Us Burst Pres	sed to Calculate Maximum Allowable Surface ssure () Pressure (MASP)
	4 • 5 Barlow's	×
	Anomaly Identified?*	
	6 •	
	At any point in the next 24 months will thin to contain 115% of the well's Maximum Allo Yes No Planned Action for Well Remediation	ning of the casing wall diminish the casing's ability wable Surface Pressure (MASP)?*
	Back Next Save	

Step	Action	Required Fields
1.	Enter the Actual Test Date and Actual Test Time.	Actual Test
		Date, Actual
		Test Time
2.	Was the Test witnessed by DOGGR? Select Yes or no as	Was the Test
	appropriate.	witnessed by
		DOGGR?
3.	Select Either Pass or Fail as the test result.	Test Result
4.	Select an inspection tool.	
5.	Select a method used to calculate Burst Pressure	
	Note: The MASP for the well is displayed. It cannot be edited from	
	the Upload Test Results form.	

6.	Select Yes or No for Anomaly Identified.	Anomaly
		Identified

Yes	•	·						
	4							
nomaly in	terval							
ssociated	Anomalies				- 1			
		T Ad	vanced Filter	ring	Actions -	Search		
Top (ft)	Botto	Casing	Casing	Cori	Add Anoma	ily 2	st	Actions
					Export - Ex	cel		
				L				
t any poin	it in the next	24 months v	vill thinning	of the	casing wall d	liminish t	he casi	ng's ability
t any poin contain 1	it in the next 115% of the w	24 months v vell's Maxim	vill thinning um Allowabl	of the le Surf	casing wall o	liminish t (MASP)?	he casi	ng's ability
t any poin contain 1	It in the next in the next in the next in the next in the w	24 months v vell's Maxim	vill thinning um Allowabl	of the le Surf	casing wall d ace Pressure	liminish t (MASP)?	he casi	ng's ability
t any poin contain 1) Yes lanned Ac	It in the next 115% of the w	24 months v vell's Maxim) No Remediation	vill thinning um Allowabl n	of the le Surf	casing wall d ace Pressure	liminish t (MASP)?	he casi	ng's ability
t any poin contain 1) Yes lanned Ac	It in the next 115% of the w	24 months v vell's Maxim) No Remediation	vill thinning um Allowabl n	of the le Surf	casing wall d ace Pressure	liminish t (MASP)?	he casi	ng's ability
t any poin contain 1) Yes anned Ac	it in the next 115% of the w ction for Well	24 months v vell's Maxim No Remediation	vill thinning um Allowabl n	of the le Surf	casing wall d	liminish t (MASP)?	he casi	ng's ability
t any poin contain 1) Yes anned Ac	it in the next 115% of the w ction for Well	24 months v vell's Maxim) No Remediation	vill thinning um Allowabi n	of the le Surf	casing wall d ace Pressure	liminish t (MASP)?	he casi	ng's ability
t any poin contain 1) Yes lanned Ac	it in the next 115% of the w	24 months v vell's Maxim) No Remediation	vill thinning um Allowabl n	of the le Surf	casing wall o ace Pressure	liminish t (MASP)?	he casi	ng's ability

Step	Action	Required Fields
1.	To add an anomaly:	
2.	Click the Actions button in the top right of the Associated	
	Anomalies grid.	
3.	Click Add Anomaly.	

Associated Anomalies		×
Anomaly Top (ft) *	Anomaly Bottom (ft) *	2 Nominal Casing OD (in) *
0.00	0.00	0.000
Measured Casing Thickness (in) *	s 3Estimated Corrosion Rate (in/yr)*	Estimated Burst Pressure (psi)*
0.0000	0.000	0.00
Estimated Burst Pressure minus 115% MASP (psi)		
0		
		5
		Cancel Save

Step	Action	Required Fields
1.	Enter the anomaly information.	Anomaly Top,
		Anomaly
		Bottom,
2.	Enter casing information.	Nominal Casing
		OD (in),
		Measured
		casing thickness
		(in)
3.	Enter Estimated Corrosion Rate.	Estimated
		Corrosion Rate
		(in/yr.)
4.	Enter Estimated Burst Pressure.	Estimated Burst
		Pressure (psi)
5.	Click Save.	
6.	Repeat as needed.	

7. Click Next.

Yes	•	,							
Anomaly In	terval								
Associated	Anomalies								
			▼ Ad	vanced Filte	rina	Actions -	Search		
Top (ft)	Botto	Cas	ing	Casing	Cori	Add Anom	aly	st	Actions
,				Ū			,	-	
						Export - Ex	cel		
At any poin	t in the next	24 m	onths v	vill thinning	of the	casing wall	diminish t	he casi	no's ability
At any poin	t in the next 15% of the y	24 m	onths v Maxim	vill thinning um Allowab	of the	casing wall	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1	t in the next 15% of the v	24 m vell's	onths v Maxim	vill thinning um Allowab	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes	t in the next 15% of the v	24 me vell's	onths v Maxim	vill thinning um Allowab	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes	t in the next 15% of the v	24 m vell's	onths v Maxim	vill thinning um Allowab	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes Planned Ac	t in the next 15% of the v (tion for Well	24 m vell's No Remo	onths v Maxim o ediation	vill thinning um Allowab n	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes Planned Ac	t in the next 15% of the v tion for Well	24 me vell's No Remo	onths v Maximo ediation	vill thinning um Allowab n	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes Planned Ac	t in the next 15% of the v (tion for Well	24 mo vell's No Remo	onths v Maxim o ediation	vill thinning um Allowab n	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes Planned Ac	t in the next 15% of the v (tion for Well	24 m vell's No Rem	onths v Maxim o ediation	vill thinning um Allowab n	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
At any poin to contain 1 Yes Planned Ac	t in the next 15% of the v (tion for Well	24 m vell's No Rem	onths v Maxim o ediatio	vill thinning um Allowab n	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability
It any poin o contain 1) Yes Planned Ac	t in the next 15% of the v (tion for Well	24 m vell's No Rem	onths v Maxim o ediation	vill thinning um Allowab n	of the le Sur	casing wall face Pressur	diminish t e (MASP)?	he casi	ng's ability

Step	Action	Required Fields
1.	Answer: At any point in the next 24 months will thinning of the	Yes or No
	casing wall diminish the casing's ability to contain 115% of the	
	well's Maximum Allowable Surface Pressure (MASP)?	
2.	Enter Planned action for remediating the well; if applicable.	
3.	Click Next.	

rm ID: 5915		uge,	L.L.C	י. (∟	2000)					
Form Navigation	Documen	t Upload						[H	lide Form Nav	vigati
1. Form Information	Select	docume	nts to be u	ploaded,	if applicable. Clie	ck Add N	lew and complete all r	equired fie	elds to uploa	ad a
3. Component/Well Selection		oaded	Docum	ents						
4. Test Details	Image: A state of the state			[▼ Advanced Fill	ering	Actions - Search	1		\$
5. Document Upload	Uplo	ad	Upload	Туре	Descri	Filen	Add New 2	ım	Actions	
6. Form Submit							Export - Excel			
7. Confirmation							Export - PDF			
8. Test Validation										
9. Review Comments										
10. Review										
	Back	ext s	Save							

Step	Action	Required Fields
1.	To upload the test results and supporting documentation to	
	WellSTAR:	
2.	Click the Actions button and select Add New.	

Document Upload	×
4	* Indicates Required Field
Upload New Document	Associate Existing WellSTAR Document
3 Internal Only 2	Confidentiality Requested
Category	
Test	Ψ
Type *	
	•
4 Relevant Date *	θ
Description *	
All comments are discoverable reco	rds, open to public review.
Filename *	Θ
5 Browse	
	6
	Cancel Upload

Step	Action	Required Fields
1.	Click the Upload New Document radio option.	
2.	A document can be marked Confidentiality Requested. The	
	document will be confidential in WellSTAR if the UGS Project	
	Information form is approved with the Confidentiality Requested	

	box checked. Tool Tip for Confidentiality Requested: Checking this box is not a written request for confidentiality. Requests to have a document treated confidentially require justification and Division review and approval. Prior to, or at the time your document is filed, you must	
	upload a letter explaining the legal and factual basis supporting	
3.	A document can be marked Internal Only. The document will be Internal Only in WellSTAR if the UGS Project Information form is approved with the Internal Only box checked.	
4.	Enter the document information.	Type, Relevant Date, Description
5.	Click browse.	·
6.	Use the file explorer interface on your computer to navigate to and select the document.	File name
7.	Click Upload.	
8.	Repeat as needed.	
9.	Scroll to the bottom of the screen and click Next.	

load Test Results - Lo	odi Gas S	Storage, L	.L.C. (L	.2330)		Θ
Form Navigation	€ Fo	orm Submit					[Hide Form Navigatio
1. Form Information			pline form sub	missions to	this submission by	contoring the Form IF) or Form Description
2. Operator Information	~	Online Form	Associatio	n	This submission by	rentening the Form IL	o or ronn Description.
3. Component/Well Selection	~						
4. Test Details	•						Actions -
5. Document Upload	✓	Form ID	Form C	ategory	Title	Description	Actions
5. Form Submit							
7. Confirmation							
3. Test Validation							
). Review Comments							
10. Review							
		All comments are c	Iiscoverable re	20 V it	tems per page	No	results to display 🐧
		Acknowledge	ement				
		Submitter					
		4 Internal User	Jeanette McCi	acken			11
		Date Received					
		03/18/2019					.
		3 I hereby cert and complet	ify all statemer e. *	nts made in	this form are, to th	e best of my knowled	lge, true, correct,
		Form Submit	Preview				
		Click the button b	elow to preview	your submi	ssion summary.		
		Preview Subm	ission Summa	ry			
		6					
	Bacl	k Submit Sa	ve				

Step	Action	Required Fields

1.	Associate another form to this form by clicking Actions, Add Form.	
2.	Add a comment about this submission by typing in the comment	
	field and clicking Add.	
3.	Check the I hereby certify all statements made in this form are, to	
	the best of my knowledge, true, correct, and complete.	
4.	The form will auto populate your name in the submitter field.	
5.	Scroll to the bottom of the screen and click Submit .	

6.3.1 Key Points

• <Enter Key Points about this Lesson>

6.4 Review Casing Wall Thickness test

Alerts	Online Forms Form	is In Progress	Forms Sub	mitted			• Help
				▼ Advanced Filtering	Actions -	Search	\$
T	Organization	Status Comple	Workgroup	Assigned To	Due Date	↑ ▼	Actions
	Lodi Gas Storage, L.L.C.	Not Started	Northern UGS Review Workgroup		04/01/2019	9	Actions *
1	Lodi Gas Storage, L.L.C.	Not Started	Northern UGS Review Workgroup		04/01/2019)	Actions-
	Alerts	Alerts Online Forms Form Organization Image: star in the star in t	Alerts Online Forms Forms In Progress organization Status Iodi T Comple Lodi Gas Storage, LLC. Not Started	Alerts Online Forms Forms In Progress Forms Sub Organization Status Workgroup Image: Comple T Image: Comple T T Image: Comple T Comple T T Image: Comple T Image:	Alerts Online Forms Forms In Progress Forms Submitted	Alerts Online Forms Forms In Progress Forms Submitted	Alerts Online Forms Forms In Progress Forms Submitted

Step	Action	Required Fields
1.	Navigate to the WellSTAR home screen.	
2.	Locate the Review Test Results task.	
	Note: If the well is a UGS project well, the test will be routed to the	
	UGS Workgroup.	
3.	Click the hyperlinked Task Name.	

Task Detail				Help
Task Type		Form		
System Generated				
Task Name *		Test Results 3		
Review Test Results				
Description *		Comments		•
Test Results have been submitted and require review.				Actions -
All comments are discoverable records, open to public review. Organization				
Lodi Gas Storage, L.L.C.	~			
Status *				
Not Started	~			
Workgroup				
Northern UGS Review Workgroup	T			
Assigned To				
1	•			
Due Date *				
04/01/2019	t:			
Created Date				
03/18/2019			20 v items per page No rest	ults to display 💍
Created By				
Jeanette McCracken		All comments are discoverable	records open to public review	Add
Cancel Save				
		Task History		
		Date \downarrow	Description	
		03/18/2019 12:50:46 PM	Jeanette McCracken created the task	ς.

Step	Action	Required Fields
1.	Claim the task.	
	Note: The Task Status will automatically be updated to In progress.	
2.	Click Save.	
3.	Click the blue form hyperlink in the top right corner.	

ID. 5316									
orm Navigation	θ	Test Details						[Hi	de Form Na
. Form Information		Please enter	the details of th	e Test be	low.			* Indicate Field	es Require
. Operator Information		Test Info	ormation						
. Component/Well Selection		Test Type			Actual Test Da	ate *	Ac	tual Test Time	*
. Test Details		Well MIT -	Casing Wall		3/18/2019	Ë	2	2:02 PM	G
. Document Upload		THICKNESS	Inspection						
. Form Submit		Was the T Yes	No	by DOGO	3R? *	Test Res	sult *		
. Confirmation						Pass		•	
. Test Validation	×								
. Review Comments	~	General	Details						
0. Review	•	Inspectio	n Tool Used *		Method Used 1 Burst Pressur	to Calculate e 🚯	e Ma Pro	aximum Allowa essure (MASP	able Suri)
		Electron	nagnetic/ 🔻		Barlow's	•			
		Anomaly	Identified?*						
		Yes	•						
		Anomaly	Interval						
		Associate	ed Anomalies						
				T	Advanced Filter	ring Acti	ions 🗸 🛛 S	earch	

Step	Action	Required Fields
1.	Review each Section.	
2.	Navigate to Section 4. Test Details.	
3.	Review each anomaly.	
4.	If a change must be made to the reported anomaly information,	
	click the Actions button in row with the anomaly and choose Edit.	
5.	Enter a DOGGR Decision for each anomaly	DOGGR Decision
6.	Click Save.	
7.	Navigate to Section 8. Test Validation.	

		Please complete all required	fields below. The Select	Scheduled Test section	* Indicates Required
1. Form Information		displays scheduled tests for t	the tested Well that have	not yet had test results	Field
2. Operator Information		uploaded; please confirm if the one of the scheduled tests.	ne test results uploaded in	n this form are related to	
3. Component/Well Selection	1	Test Information			
4. Test Details	1	Was the Test witnessed I	by DOGGR?*	DOGGR Witness Name*	
5. Document Upload		Yes No		Lee Ignatowicz 🔹	
6. Form Submit		Test Result *	_		
7. Confirmation	2	Pass •			
8. Test Validation	3	Select Scheduled Te	est		+
9. Review Comments	/				
10. Review	•		~	^	
		Associated Schedul	ed Test		•
		This is a new test that	it wasn't scheduled in V	VellSTAR	

Step	Action	Required Fields
1.	Enter the test information	Was the test
		witnessed by
		DOGGR?,
		DOGGR Witness
		Name.
2.	Enter Test Result .	Test Result
3.	A scheduled test may be associated to the test:	
4.	Search for the scheduled test.	
5.	Click the box next to the scheduled test in the Select Scheduled Test	
	grid.	
6.	Click the down arrow. The scheduled test will be moved to the	
	lower Associated Scheduled Test grid.	
7.	Click Next	

Form Navigation	0	Review Comments	IHide Form Navigati
			pinde i om Havigan
1. Form Information			
2. Operator Information		Comments	•
3. Component/Well Selection			Actions -
4. Test Details			
5. Document Upload			
δ. Form Submit			
7. Confirmation			
8. Test Validation	×		
9. Review Comments			
10. Review	*		
		Image: Image of the state of the	er page No results to display 💍
			1 Add
		All comments are discoverable records, open to pu	ublic review.

Step	Action	Required Fields
3.	Add a review comment if desired.	
4.	Click Next.	
Release 4 Underground Gas Storage

E Form Navigation	θ	Review					[Hide Form Naviga	
1. Form Information								
2. Operator Information		Task Name	Workgroup	Assigned To	Created	Last Updated	Review Sta	
3. Component/Well Selection		Review Test Results	Northern UGS Review	Jeanette McCracken	03/18/2019 12:50 PM	03/18/2019 02:18 PM		
4. Test Details	•		Workgroup	Meendeken	12.001 M	02.1011		
5. Document Upload								
6. Form Submit								
7. Confirmation								
8. Test Validation	×							
9. Review Comments								
10. Review								
			► ►	20 🔹 items p	0 ▼ items per page V		Viewings 1 - 1 from 1 results 💍	
	E	Back Close						

Step	Action	Required Fields
5.	Click the Actions button in row with the Review Test Result Task.	
6.	Select Approve, Return, or On Hold.	
7.	If you selected Approve the Test will be associated with the UGS	
	well.	
8.	If you selected Return, the form is returned to the Operator and an	
	email and alert are sent to the Agent.	

6.4.1 Key Points

• Time intervals for tests can be set up through the Summary form. This automatically let an operator know when they have a test coming due.