



WellSTAR

User Reference Guide

WELL MANAGEMENT

Submit NOI

Module 2

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COURSE OVERVIEW

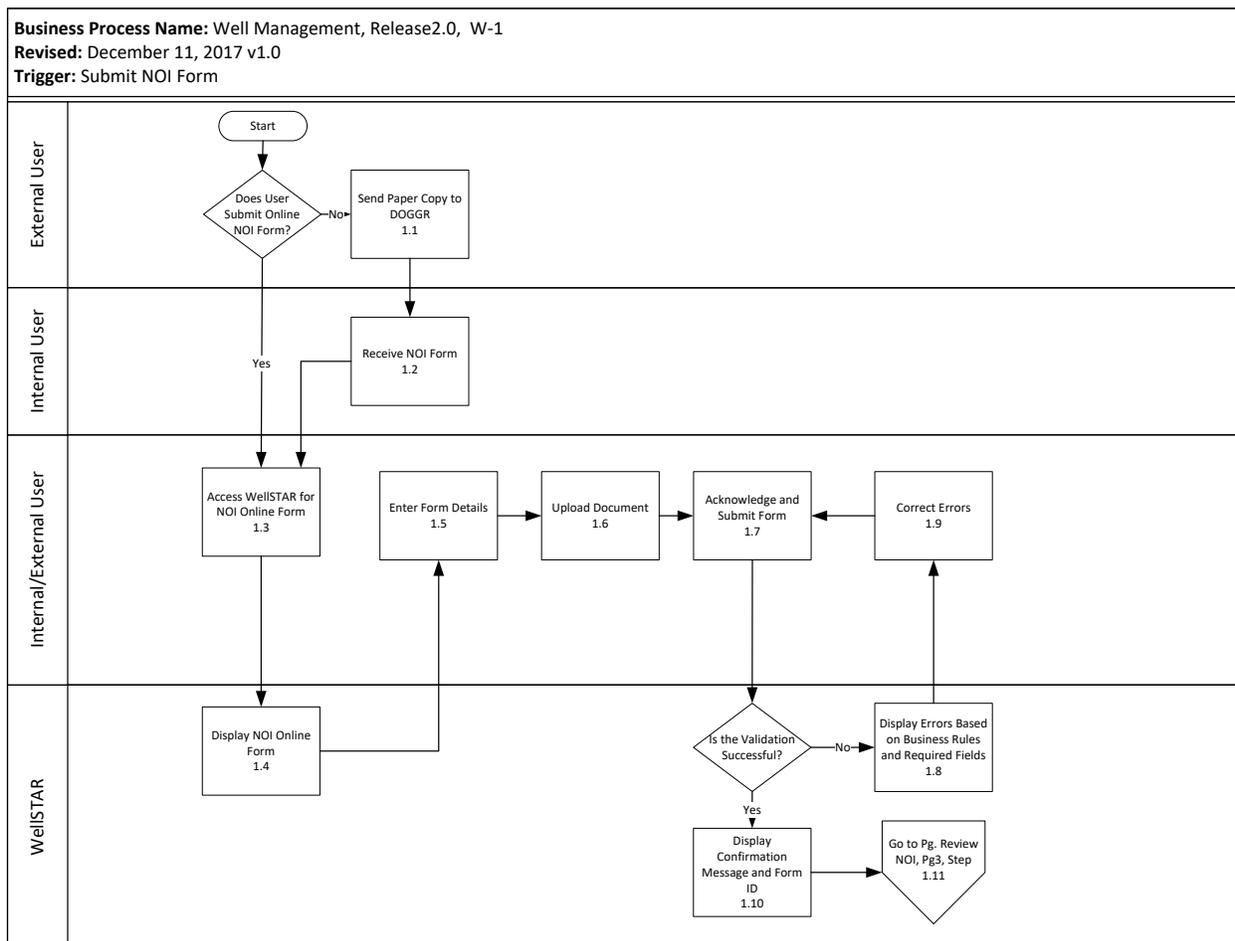
Course Description

The Submit NOI course describes the process of submitting an NOI online form in the WellSTAR system. It details the process where external users or internal users (on behalf of external users) submit the NOI form.

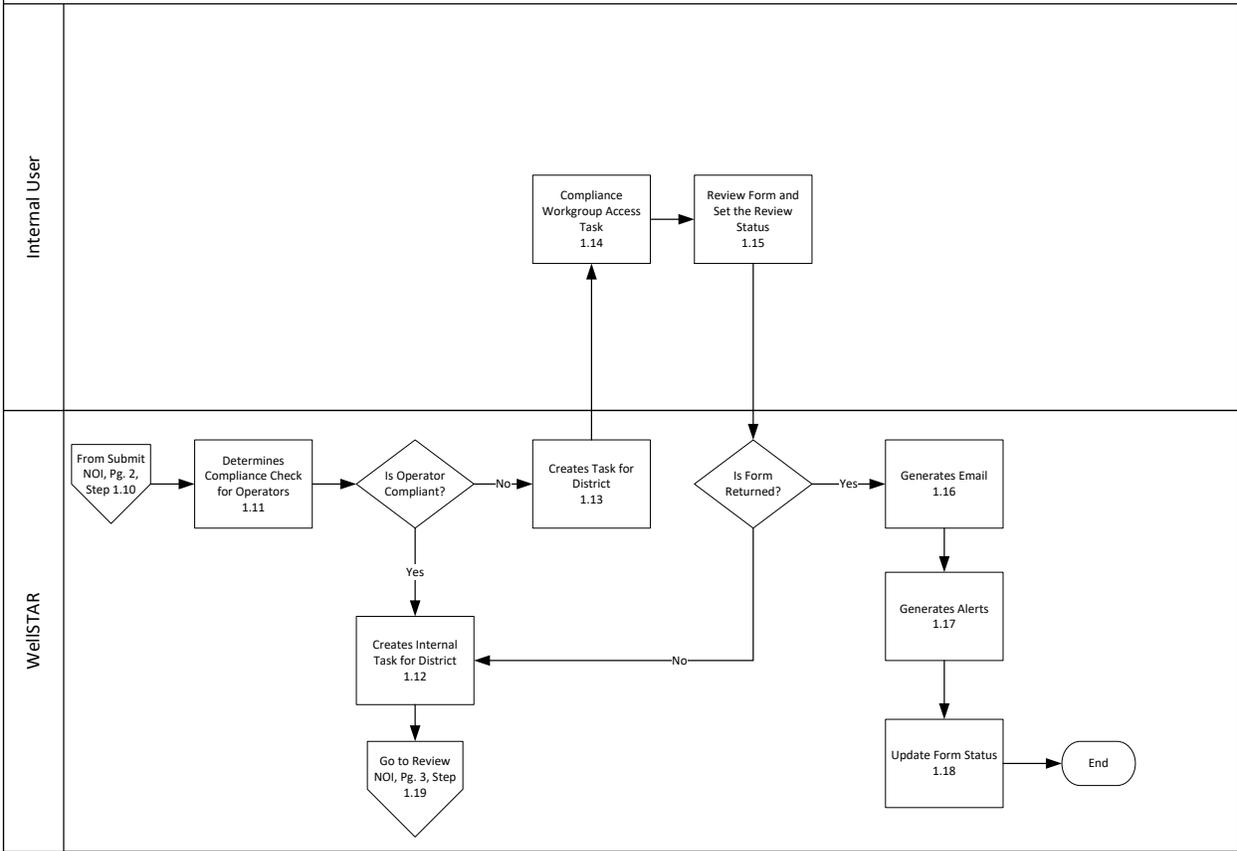
Process Flow

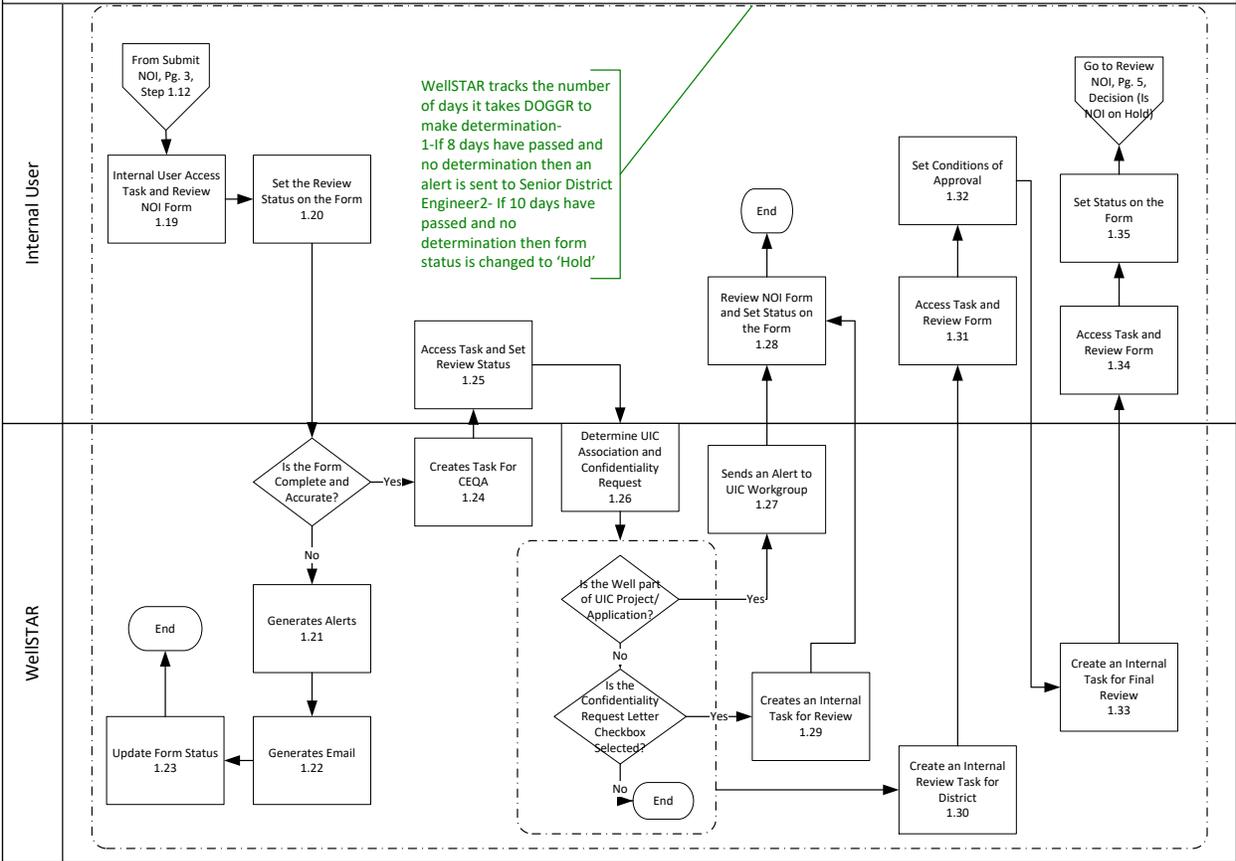
The end-to-end business process for Submit NOI covers the following:

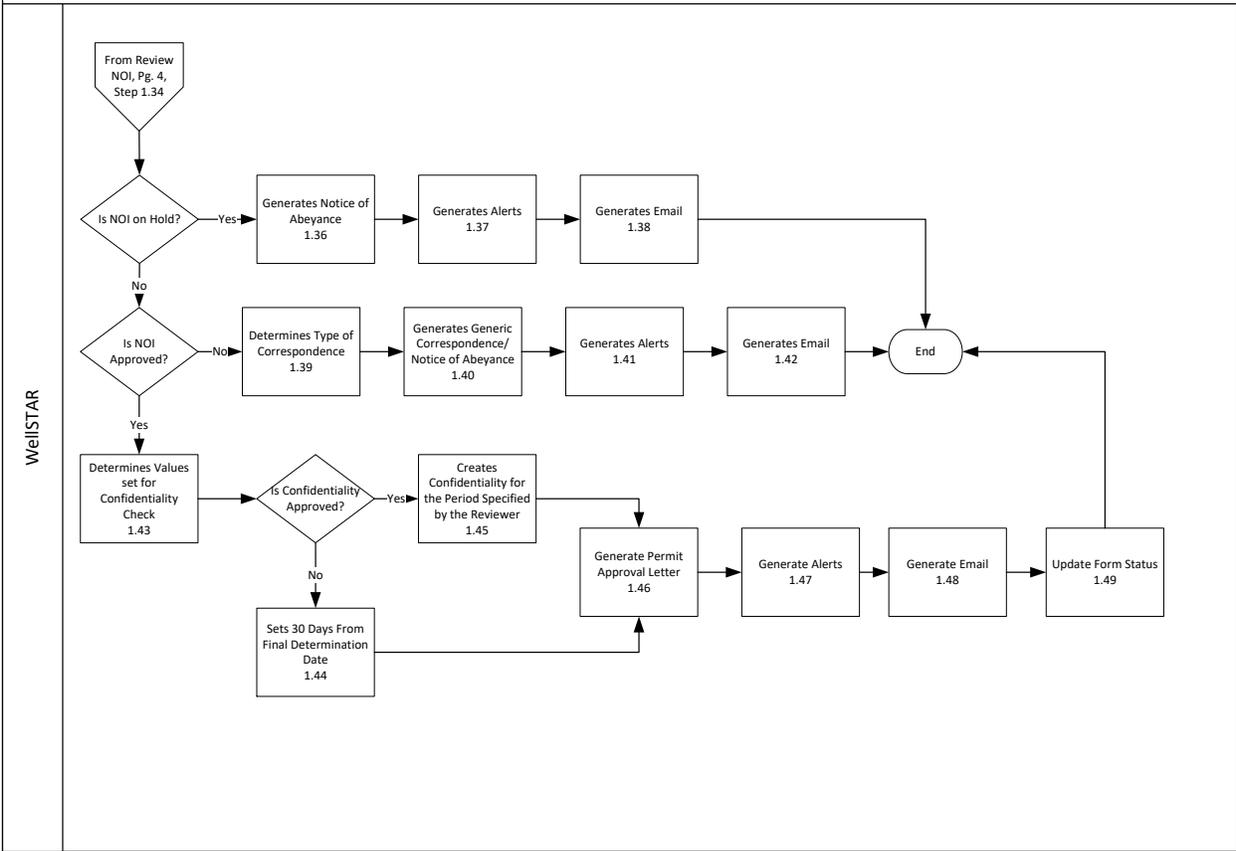
- **Submit NOI Online Form**



Business Process Name: Well Management, Release 2.0, W-1
Revised: December 11, 2017 v1.0
Trigger: Review Form







1 SUBMIT NOI

The NOI online form is used by external users and internal users (submitting on behalf of external users) to apply for DOGGR permits. Form can be used to complete and submit NOI for new well and existing well. The Operator must acknowledge the form is complete and accurate before it is submitted to the Department for review.

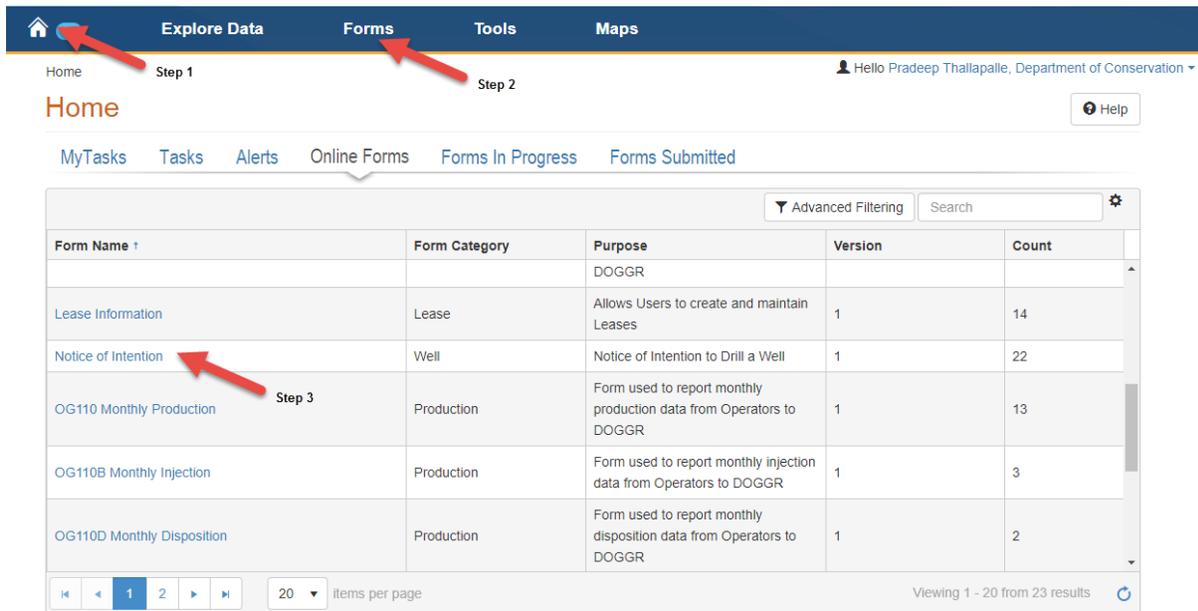
Lesson Objectives:

- Submit NOI
- Submit NOI for New Well

1.1.1 Key Points

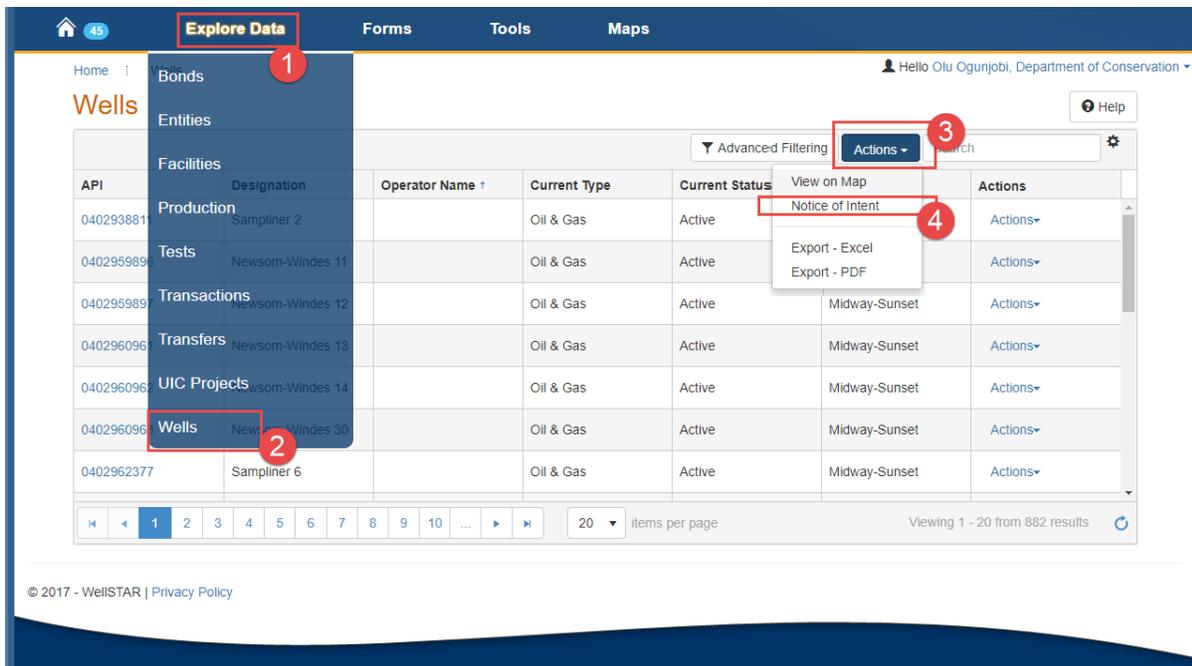
- Notice of Intention form can be found from the lists of Online Forms or from the Well page.
- NOI is Created
- Required fields need to be entered before progressing on NOI online form

1.1.2 Steps to submit NOI



The screenshot shows the application's main navigation bar with 'Home', 'Explore Data', 'Forms', 'Tools', and 'Maps'. Below the navigation bar, there are tabs for 'MyTasks', 'Tasks', 'Alerts', 'Online Forms', 'Forms In Progress', and 'Forms Submitted'. A table lists various forms with columns for 'Form Name', 'Form Category', 'Purpose', 'Version', and 'Count'. The 'Notice of Intention' form is highlighted with a red arrow and labeled 'Step 3'. The table also includes pagination controls at the bottom, showing '20 items per page' and 'Viewing 1 - 20 from 23 results'.

Form Name	Form Category	Purpose	Version	Count
		DOGGR		
Lease Information	Lease	Allows Users to create and maintain Leases	1	14
Notice of Intention	Well	Notice of Intention to Drill a Well	1	22
OG110 Monthly Production	Production	Form used to report monthly production data from Operators to DOGGR	1	13
OG110B Monthly Injection	Production	Form used to report monthly injection data from Operators to DOGGR	1	3
OG110D Monthly Disposition	Production	Form used to report monthly disposition data from Operators to DOGGR	1	2



Step	Action	Required Fields
1.	Click the home button in the upper left hand corner.	
2.	Click on “Forms” in the toolbar above.	
3.	Click on form name- Notice of Intention.	
4.	Alternatively, for the existing wells, from the Home screen, click on the Explore Data tab and click on Wells	
5.	Click on Action and from the drop down select Notice of Intent	
6.	Click on the Notice of Intent Form to open form	

Section 1. Form Information

Step	Action	Required Fields
1.	Notice of Intention Form opens to Section 1 on the Form Navigation; Form Information . Select the name of the Organization from the Organization dropdown.	Organization
2.	From the Notice Type dropdown, select the type of Notice. Note: For all types of Notices with the exception of New Drill, select well API from the Well API dropdown. Additionally, Wellbore Number information is required for Abandon, Re-Abandon, Rework types. Permit No. information is required for Refile and Supplementary types.	API, Notice Type, Permit No & Wellbore Number
3.	Choose Yes or No to indicate Supplementary Notice or Refile	
4.	Enter in a Description for this Notice of Intention NOTE: It is recommended to enter Well Name and/or API in Description so that this information can also be used to locate the form. Ex: Lake View 2 / 04230456	Description
5.	Click “Save&Continue” .	

EDD Submission

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

Do you wish to submit Notice of Intention data using an Electronic Data Deliverable (EDD) template? *

Yes No

Step 1: [Download the EDD template.](#)
 Step 2: Please upload your form data in .XML format here:

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

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

Section 2. Form Information

Step	Action	Required Fields
1	Select whether you will submit using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form. If no is selected move to step 1 on page 8	
2	If using EDD, select yes, <ul style="list-style-type: none"> download the EDD template with the blue hyperlink within the online form. Fill out all fields within template Click select files in .XML format and upload the completed EDD template. Click next which will close the form while WellSTAR processes the submission. The form may be accessed through the "forms in progress" section of your home screen. Once Complete, Jump to Step 1 on page 8	
3	If no is selected, click next to enter Operator Information.	

Form Navigation

- 1. Form Information
- 2. EDD Submission ✓
- 3. Operator Information
- 4. Well Information 1
- 5. Well Information 2
- 6. Location Information
- 7. Feature and Cement
- 8. Completion & Perforation
- 9. Proposed Work
- 10. CEQA Information
- 11. Document Upload
- 12. Form Submit
- 13. Confirmation
- 14. Review & COAs
- 15. Confidentiality Review
- 16. NOI Correspondence
- 17. Review Comments
- 18. Review

Operator Information

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

Organization Name	Type of Organization
ABA Energy Corporation (A0150)	Corporation
Organization Primary Address	
2625 Fair Oaks Boulevard, Suite 10 Sacramento, CA 95864	
Organization Primary Phone Number	Ext
Contacts	

Name	Phone Number	Email	Role	Actions
Pradeep Thallapalle			Submitter	
			Agent	

Section 3. Operator Information

Step	Action	Required Fields
1	Information from the Operator details page will be displayed in this tab. Confirm that the correct Organization has been selected from the Organization dropdown	
2	Confirm that the designated contacts information is correct. If needed use the Actions button to Add Contact for the form. Note: Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.	Contact Role, Contact Name, Phone Number, Email
3	Click Next or “Save” .	

Form Navigation	
1. Form Information	
2. EDD Submission	
3. Operator Information	
4. Well Information 1	
5. Well Information 2	✓
6. Location Information	✓
7. Feature and Cement	✓
8. Completion & Perforation	✓
9. Proposed Work	
10. CEQA Information	✓
11. Document Upload	✓
12. Directional Survey Submission	
13. Directional Survey	
14. Form Submit	
15. Confirmation	
16. Review & COAs	
17. Confidentiality Review	
18. NOI Correspondence	
19. Review Comments	
20. Review	

Well Information 1

⚠ Upload an H2S Contingency Plan on Step 11, Document Upload.

Please enter information on the proposed Well operation below. * Indicates required field

Operator:
Anacapa Oil Corporation

Proposed Well Type * **Notice Date ***

Gas 03/08/2018

Well API
Not Available

Wellbore Code
Not Available

A Bond is required to be associated in order to approve this NOI; please search and select an associated Bond, or Bond form below. If this NOI requires a new Bond that has yet to be submitted, please save and return to this application after submitting:

Associate Existing Bond Associate Submitted Bond Information Form

Existing Bond: *

701025

Please enter the Oil and Gas Lease(s) associated to this Notice:

Associate Existing Lease Associate Submitted Lease Information Form

Existing Lease: *

Bulkley

Do the mineral and surface ownership coincide? Please upload at Step 11, Document Upload a legal description of both surface and mineral owner, and a map or plat to scale.

Yes No

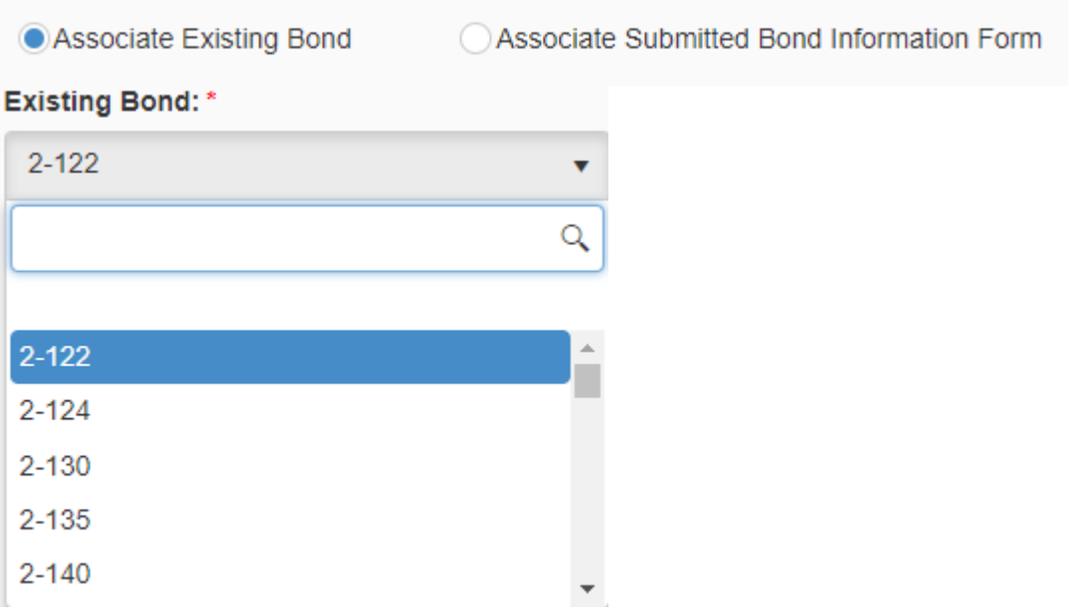
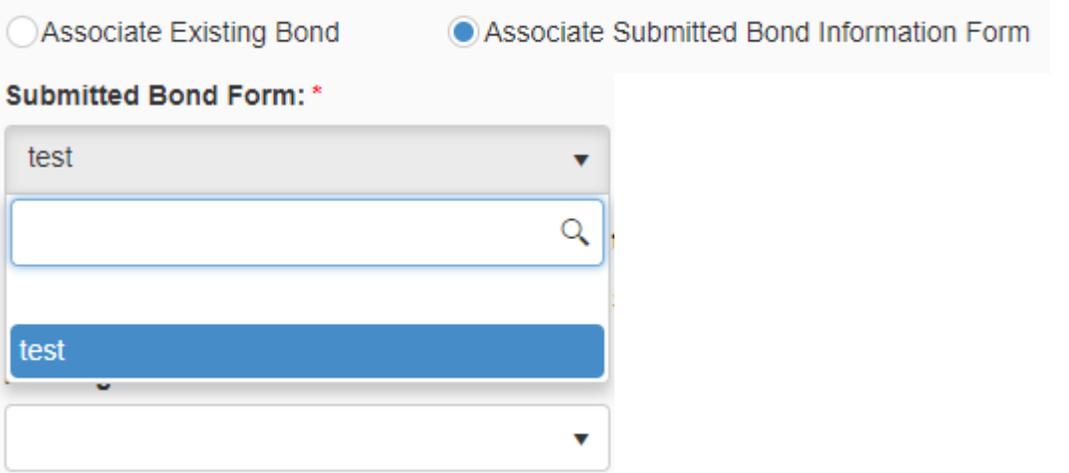
Mineral Owner: Fee **Surface Owner:** Fee

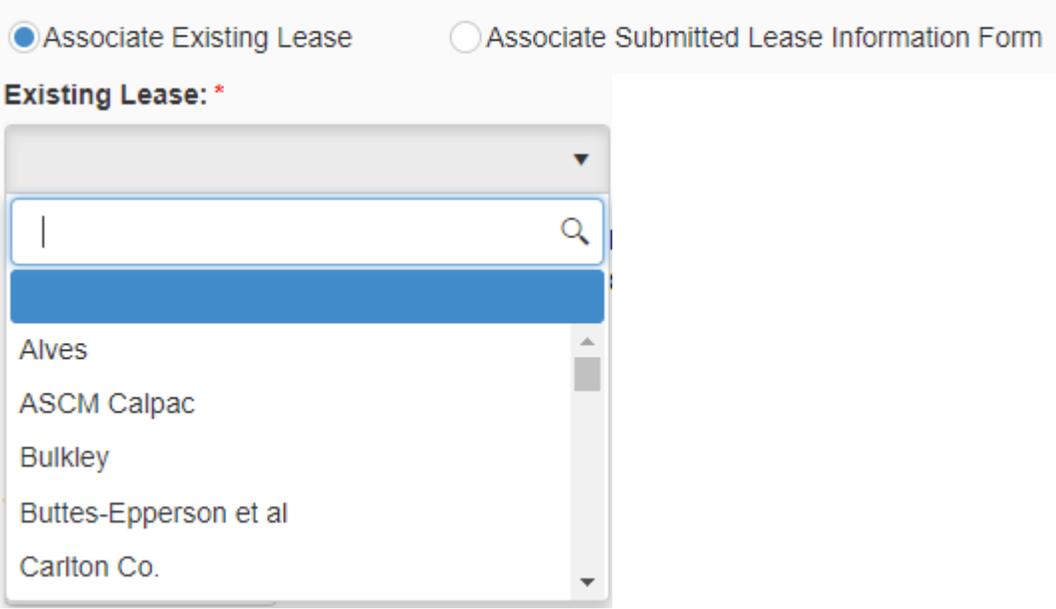
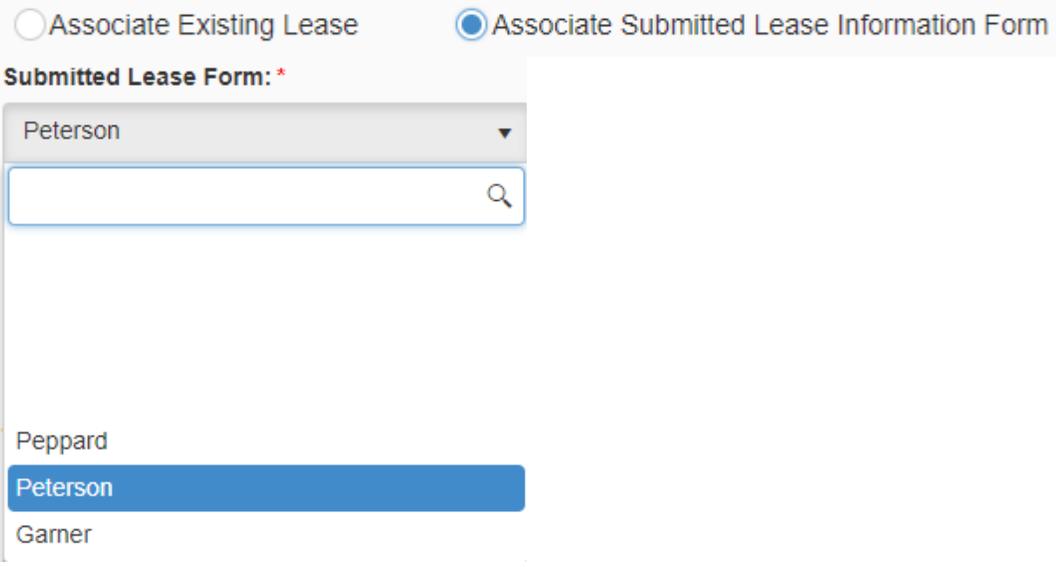
Well Number * **Well Designation** **Well Name**

Not Available

Section 4. Well Information 1

Step	Action	Required Fields
1.	Complete the nessasary Well Information . Note: Well API and Wellbore Code are not available for New Drill.	Proposed Well Type, Notice Date

Step	Action	Required Fields
2.	<p>Enter the necessary Bond and Lease Information. To associate a pre-existing bond to the well: Check the box next to the Associate Existing Bond and select bond from the Existing Bond list.</p>  <p>Note: A bond must exist in WellSTAR before it can be associated to a well. See the Bond User Guide for information on Setting up a bond.</p>	Existing Bond
3.	<p>To associate a new bond to the well: Check the box next to the Associate Submitted Bond Information Form and select bond from the Submitted Bond Form list.</p>  <p>Note: A bond Information form must be submitted in WellSTAR before it can be associated to a well.</p>	Submitted Bond Form

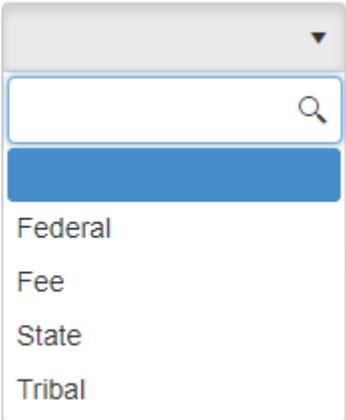
Step	Action	Required Fields
4.	<p>To associate a pre-existing Lease to the well: Check the box next to the Associate Existing Lease and select bond from the Existing Lease list.</p>  <p>Note: A Lease must exist in WellSTAR before it can be associated to a well.</p>	Existing Lease
5.	<p>To associate a new Lease to the well: Check the box next to the Associate Submitted Lease Information Form and select bond from the Submitted Bond Form list.</p>  <p>Note: A Lease Information form must be submitted in WellSTAR before it can be associated to a well.</p>	Submitted Lease Form

Do the mineral and surface ownership coincide? Please upload at Step 11, Document Upload a legal description of both surface and mineral owner, and a map or plat to scale.

Yes No

Mineral Owner:

Surface Owner:

Step	Action	Required Fields
6.	<p>Select the Mineral and Surface Owner of the lease from the list as shown below.</p>  <p>Note: Select "Federal" if it is a BLM land.</p>	

If this well is part of a UIC Project, or UIC Project Application, indicate the Project Code here:

Field *

Cymric

Area *

Sheep Springs

Pool(s)

Step	Action	Required Fields
7.	<p>Type in Well Number and Well Name of the proposed well. Select UIC project code from the dropdown list, if this well will be associated with a new or existing UIC project. For new UIC project, if project code is not available associate with UIC application Form. Similarly Select Field, Area and Pool(s) for the proposed well.</p>	Well Number Field, Area, Pool(s)

If this well is part of a UIC Project, or UIC Project Application, indicate the Project Code here:

Select UIC project code from the dropdown list, if this well will be associated with a new or existing UIC project. This association indicates the well is a part of AOR of UIC project even though the well does not penetrate through Injection Zone of UIC project.

Check all that apply to this notice:

This is an Exploratory Well

This is a dry hole

This notice includes a confidentiality request letter
If yes, please upload a Confidentiality Request Letter on Step 11, Document Upload

This notice submitted in conjunction with a request for Well Stimulation project authorization
If yes, please submit a single-project authorization request to the Well Stimulation Program.

The presence of H2S (Hydrogen Sulfide) or waste gas is anticipated
H2S Concentration (ppm):
If yes, attach contingency plan in Step 11, Document Upload

This well penetrates or passes through a UIC Project
If yes, please enter the UIC Project Code here.

This proposal will result in the well passing into, or through, a thermal enhanced recovery project
If yes, please enter into the text box what steps are proposed to address the anticipated heat?

Note: The selection values differ from the UIC Association field above. This indicates a spatial relationship to a UIC project, not an operational one.

Step	Action	Required Fields
8.	<p>Check all the conditions that apply to this proposed well. If H2S is known to exist in this area, a contingency plan need to be uploaded.</p> <p>Note: If the selections include confidentiality, a task will be generated to Confidentiality Work group to review and process this NOI. If the selections include UIC project, an alert will be sent to UIC Work group. Appropriate documentation should be uploaded to support the selection(s).</p>	
9.	Click Next or “Save” .	

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6. Location Information ✓
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9. Proposed Work
10. CEQA Information ✓
11. Document Upload ✓
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Well Information 2

Please enter information on your proposed Well operation below: * Indicates required field

Depth measurements are referenced to: * ⓘ Which is feet above ground. *

Elevation of ground above Mean Sea Level Current: N/A Proposed: *

Wellbore Depths

Depth Type	Proposed (ft)	Actual (ft)
Bottom Hole (MD)	<input type="text" value="6666"/>	N/A
Bottom Hole (TVD)	<input type="text" value="6667"/>	N/A
Plugback Depth (MD)	N/A	N/A
Plugback Depth (TVD)	N/A	N/A

Please select the direction of this wellbore: * If Horizontal or Directional, please upload the proposed Directional Program data in the template provided on Step 11, Document Upload.

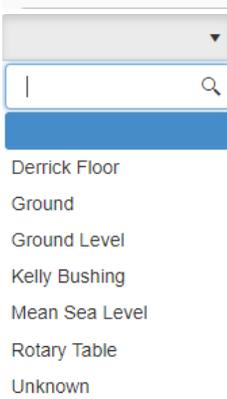
Check all that apply to this notice:

- This well will be drilled with underbalanced fluids program
- Fresh Water is present If yes, please enter Zone Information in the table below.
- USDW present If yes, please enter Zone Information in the table below.

Zones of Significance ⓘ

Actions ▾

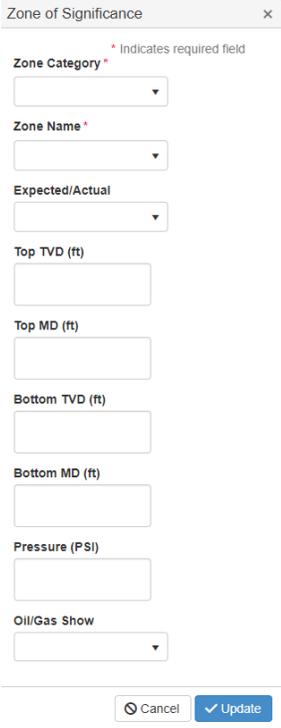
Section 5. Well Information 2

Step	Action	Required Fields
1.	<p>Enter the necessary Well Information on the proposed well operation. Select datum depth(depth reference) from the dropdown list as shown below</p> <p>Depth measurements are referenced to: * ⓘ</p> 	Depth measurements are referenced to:

Step	Action	Required Fields
2.	<p>Enter the corresponding datum depth in feet above ground</p> <p>Which is <input type="text"/> feet above ground. *</p> <p>Also, Enter the Proposed Elevation Of Ground Above Sea Level</p> <p>Elevation of ground above Mean Sea Level Current: N/A Proposed: * <input type="text"/></p>	<p>Feet above ground; Proposed Elevation of ground above Mean Sea Level</p>
3.	<p>Enter the proposed Bottom Hole Wellbore Depths in MD and TVD. Select Type of Directional Well</p> <p>Please select the direction of this wellbore: *</p> <p>Directional ▼</p> <p>Directional</p> <p>Horizontal</p> <p>Vertical</p> <p>Note: Directional surveys are required for Directional or Horizontal wells.</p>	<p>Please select the direction of this wellbore</p>

Check all that apply to this notice:

- This well will be drilled with underbalanced fluids program
- Fresh Water is present If yes, please enter Zone Information in the table below.
- USDW present If yes, please enter Zone Information in the table below.

Step	Action	Required Fields
4.	<p>Check all the conditions that apply to this proposed well. BFW, USDW and other Formation tops can be added by clicking on Actions and then on Add Zone available under Zones of Significance section</p>  <p>Complete the Zone details as shown below:</p>  <p>Proposed BOP Equipmental and Drilling program details can be entered in this step or can be uploaded in Step 11</p>	Zone Category, Zone Name
5.	Click Next or “Save” .	

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Location Information

Please verify or enter location information on the Well below: * Indicates required field

Surface Location Information

Section: * 28 **Township: *** 02 S **Range: *** 01 E

B&M: * SB **Field:** Aliso Canyon

Latitude (NAD 83): * 123.45 **Longitude (NAD 83): *** 123.45 **County:** Alameda

Corner Call: *
Surface Corner Call textbox CHP

Source: **Date Collected:** 12/13/2017

Location Description:
Location textbox CHP

Check all that apply to this notice:

- This is an offshore well
- This well is in an urban area
- This well is in a tidal zone
- This is a critical well as defined in

Surface Location Information

Section: * **Township: *** **Range: ***

B&M: * **Field:**

Latitude (NAD 83): * **Longitude (NAD 83): *** **County:**

Corner Call: *

Section 6. Location Information

Step	Action	Required Fields
1.	Enter the proposed Surface Location Information Note: NAD 83 is the reference Datum used for reporting Latitude and Longitude coordinates.	Section, Township, Range, B&M, Latitude, Longitude and Corner Call

If this is a critical well or in an environmentally sensitive area, then check all that apply below:

Check all that apply to this notice:

- | | | |
|---|---|----------------------|
| <input type="checkbox"/> This is an offshore well | <input type="checkbox"/> Occupied Building | <input type="text"/> |
| <input type="checkbox"/> This well is in an urban area | <input type="checkbox"/> Operating Railroad | <input type="text"/> |
| <input type="checkbox"/> This well is in a tidal zone | <input type="checkbox"/> Water Well | <input type="text"/> |
| <input type="checkbox"/> This is a critical well as defined in California CCR, title 14, to Section 1720(a).
 | <input type="checkbox"/> Public Road | <input type="text"/> |
| <input type="checkbox"/> This well is in an environmentally sensitive area as defined in California CCR, title 14, to Section 1760(e). | <input type="checkbox"/> Major Power Line | <input type="text"/> |
| | <input type="checkbox"/> Surface Water | <input type="text"/> |
| | <input type="checkbox"/> Airport Runway | <input type="text"/> |
| | <input type="checkbox"/> Recreational Area | <input type="text"/> |
| | <input type="checkbox"/> Wildlife Preserve | <input type="text"/> |

Step	Action	Required Fields
2.	Check all the conditions that apply to this proposed well. If the proposed well is a critical well, Check all the additional conditions that apply to this proposed well.	

Bottom Hole Location Information:

Section: *	Township: *	Range: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
B&M: *	Field:	
<input type="text"/>		
Latitude (NAD 83): *	Longitude (NAD 83): *	County:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Corner Call: *	<input type="text"/>	

Step	Action	Required Fields
3.	Enter the proposed Bottom Hole Location Information Note: NAD 83 is the reference Datum used for reporting Latitude and Longitude coordinates.	Section, Township, Range, B&M, Latitude, Longitude and Corner Call
4.	Click Next or “Save” .	

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Feature and Cement

Please enter information on the Wellbore Construction Features, Cement, and Cement classes below. Be sure to update all information submitted on your notice.

Wellbore Construction Feature

Actions ▾

Feature	Unique ID	Top	Bottom	Install Date	Remove Date
Borehole	F1	4444	5555	12/13/2017	12/13/2017

Cement Segment

Actions ▾

Associated Feature	Unique ID	Top	Bottom	Install Date	Rem Date
F1	C1	1111	2222	12/13/2017	12/13/2017

Wellbore Construction Feature

Actions ▾

Feature	Unique ID	Top	Bottom	Install Date	Remove Date
Add Feature					

Section 7. Feature and Cement Information

Step	Action	Required Fields
1.	Enter the proposed Wellbore Construction Feature-One interval at a time by clicking on Actions and Add Feature Wellbore Construction Details: Borehole, Casing Damage, Liner, Intermediate, Production, Surface Casings, Patch, Junk and squeeze and plugs	Feature, Feature Top, Feature Bottom

Construction Feature
✕

* Indicates required field

Feature *

Feature Top (measured depth) *

Feature Bottom (measured depth) *

Outside Diameter (decimal inches)

Inside Diameter (decimal inches)

Weight (lbs)

Grade/Type

Pressure

New Pipe

Pulled

Install Date

Remove Date

Connection Type

Description

All comments are discoverable records, open to public review.

Step	Action	Required Fields
2.	Once a Feature is added, a Unique ID is created. Added feature can be edited or deleted by clicking on Actions and then on Edit/Delete Feature depending on intended action to be performed.	

Wellbore Construction Feature

Wellbore Construction Feature							Actions ▾
Unique ID	Top	Bottom	Install Date	Remove Date	Status		
1	200		N/A	New		Actions ▾	
							Edit Feature Delete Feature

Cement Segment

Cement Segment						Actions ▾
Associated Feature	Unique ID	Top	Bottom	Date	Date	
						Add Cement Segment

Step	Action	Required Fields
3.	Enter the proposed Cement Segment information-One interval at a time by clicking on Actions and Add Cement Segment Note: Cement Segment information can not be entered with out first creating associated wellbore construction feature.	Associated Feature, Inside/Outside casing, Top, Bottom

Cement Segment x

* Indicates required field

Associated Feature *

Inside/Outside Casing? *

Top * **Bottom ***

Volume (Sacks) **Yield (cubic ft)**

Verify Method **Cementing Company**

Install Date **Remove Date**

Cement ID **Job Type**

Description

Cement Segment

ue ID	Top	Bottom	Install Date	Removal Date	Status	Actions
1	200	N/A	N/A	New	Actions	<ul style="list-style-type: none"> Edit Cement Segment Delete Cement Segment

Step	Action	Required Fields
4.	Once a Cement Segment is added, a Unique ID is created. Added cement segment can be edited or deleted by clicking on Actions and then on Edit/Delete Feature depending on intended action to be performed.	

Cement Class

Associated Cement Segment	Cement Type	Volume (Sacks)	Yield (cubic ft)	weight (lbs/gal)	Length

Actions ▾

Add Cement Class

Step	Action	Required Fields
5.	Enter the proposed Cement Class information-One interval at a time by clicking on Actions and Add Cement Class Note: Cement Class information can not be entered with out first creating associated Cement Segment.	Associated Cement Segment, Cement Type
6.	Click Next or "Save" .	

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Completion & Perforation

Please enter information on the Completion Intervals and Completion Perforations below: * Indicates required field

Completion Interval

Unique ID	Type	Interval Status	Pool Code	Top	Bottom	Status
C1	Oil & Gas	Active		666	555	New

Completion Perforations

Associated Completion Interval	Type	Perforation Status	Top	Bottom	Status	Actions
C1	Cyclic Steam	Open	555	666	New	Actions

Completion & Perforation

Please enter information on the Completion Intervals and Completion Perforations below: * Indicates required field

Completion Interval

Unique ID	Type	Interval Status	Pool Code	Top	Bottom	Status

Actions

Add Interval

Section 8. Completion and Perforation

Step	Action	Required Fields
1.	Enter the proposed completion interval-One interval at a time by clicking on Actions and Add Interval	Type, Interval Status, Top, Bottom, Formation

Completion Interval ✕

* Indicates required field

Type* Interval Status*

Top* Bottom*

Pool Code Formation*

Type	Interval Status	Pool Code	Top	Bottom	Status	Actions
& Gas	Active		1200	1500	New	Actions <ul style="list-style-type: none"> Edit Interval Delete Interval

Step	Action	Required Fields
2.	Once a Completion Interval is added, a Unique ID is created. Added completion interval can be edited or deleted by clicking on Actions and then on Edit/Delete Interval depending on intended action to be performed.	

Completion Perforations

Associated Completion Interval	Type	Perforation Status	Top	Bottom	Status	Actions
						<input type="button" value="Add Perforation"/>

Step	Action	Required Fields
3.	Enter the proposed completion perforations-One completion interval at a time by clicking on Actions and Add Perforation	Associated Completion Interval, Type, Perforation Status, Top, Bottom,

Actions ▾						
Associated Completion Interval	Type	Perforation Status	Top	Bottom	Status	Actions
C1	Oil & Gas	Active	1225	1460	New	Actions▾
						Edit Perforation Delete Perforation

Step	Action	Required Fields
4.	Added Completion perforation can be edited or deleted by clicking on Actions and then on Edit/Delete Perforation depending on intended action to be performed.	
5.	Click Next or “Save” .	

Proposed Work

Please enter information on proposed work below:

* Indicates required field

The proposed work is as follows: (A complete program is preferred, and may be uploaded at Step 11, Document Upload)

1. Set 14" conductor 40' MD below GL (53' MD with KB at 13').
2. Move in and rig up the drilling rig, nipple up riser.
3. Drill a 12-1/4" surface hole to +/- 360' MD
4. Run 9-5/8" 36# K-55 BTC surface casing to +/- 360' MD and cement to surface.
5. Install a 9-5/8" X 11" 2M SOW. Rig up 11" 2M Class II BOPE. Function test.
6. M/U 8-3/4" directional assembly and RIH to tag float collar.
7. Drill out the float collar, shoe track, and float shoe.
8. Drill 8-3/4" intermediate hole to casing point at +/- 3800' MD.
9. Run logs.
10. Run 7" 23# K-55 casing to +/- 3800' MD. Cement casing to 500' above top of hydrocarbon.
11. M/U 6-1/8" directional assembly and RIH to tag float collar.
12. Drill out the float collar, shoe track, and float shoe.
13. Drill 6-1/8" production hole to casing point at 4,900'.
14. Run 4-1/2" 11.6# K-55 slotted liner to TD.

Section 9. Proposed Work

Step	Action	Required Fields
1.	Enter the narrative description of the work proposed by the Operator. Note: This section can be skipped if a complete program will be uploaded in Section 11	
2.	Click Next or "Save".	

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8. Completion & Perforation	
9. Proposed Work	
10. CEQA Information	
11. Document Upload	✓
12. Directional Survey Submission	
13. Directional Survey	
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15. Confirmation	
16. Review & COAs	
17. Confidentiality Review	
18. NOI Correspondence	
19. Review Comments	
20. Review	

CEQA Information

⚠ Please upload a copy of the approved local permit(s) on Step 11, Document Upload.

⚠ Please upload a copy of your CEQA document on Step 11, Document Upload.

Information for compliance with the California Environmental Quality Act of 1970 (C.E.Q.A.). Please note that a CEQA determination by a local agency (if required) must be completed first, or DOGGR may not issue a permit * Indicates required field

A permit for this activity required by a local agency If yes, please upload a copy of the approved local permit(s) on Step 11, Document Upload

A CEQA document required by a local agency If yes, please upload a copy of your CEQA document on Step 11, Document Upload

C.E.Q.A. Information:

Notice of Exemption Notice of Determination

Exemption Class **State Clearinghouse Number**

Lead Agency:

Lead Agency Contact:

Lead Agency Address:

Address Line 2:

Section 10. CEQA Information

Step	Action	Required Fields
1.	Enter the information specific to California Environmental Quality Act. Check all the conditions that apply to this proposed well. Note: Currently all NOI forms will create a task for CEQA workgroup	
2.	Click Next or “Save” .	

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18. NOI Correspondence
19. Review Comments

Document Upload

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

Uploaded Documents

Advanced Filtering Actions Search

Upload D...	Uploade...	Type	Description	Filename	Size	Actions

Section 11. Document Upload

Step	Action	Required Fields
1.	<p>Upload documents to support the application Select documents to be uploaded, Add New from the Action Dropdown on this form to upload a document. Associated Features; Document Type*: BOPE memo, Casing program, CEQA documents, Federal Permit, Environmental Documents, GIS Data, Maps etc. Relevant Date* Description*</p> <p>Browse Local drive, select and upload document</p>	
2.	Click Next or “Save” .	

Form Navigation

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2. EDD Submission
3. Operator Information
4. Well Information 1 ✓
5. Well Information 2 ✓
6. Location Information ✓
7. Feature and Cement ✓
8. Completion & Perforation ✓
9. Proposed Work
10. CEQA Information ✓
11. Document Upload ✓
12. Directional Survey Submission
13. Directional Survey
14. Form Submit
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18. NOI Correspondence
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Directional Survey Submission

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

Do you wish to submit Notice of Intention data using an Electronic Data Deliverable (EDD) template? *

Yes No

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

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Browse...

EICD010_Directional_Survey (1).xlsx x
164.86 KB

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

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

Back Next Save

Section 12. Directional Survey Submission

Step	Action	Required Fields
1	Select whether you will submit using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form. If no is selected move to step 1 on page 35	
2	<p>If using EDD, select yes,</p> <ul style="list-style-type: none"> download the EDD template with the blue hyperlink within the online form. Fill out all fields within template Click select files in. XLXS format and upload the completed EDD template. Click next which will close the form while WellSTAR processes the submission. The form may be accessed through the “forms in progress” section of your home screen. <p>Once Complete, Jump to Step 1 on page 35</p>	
3	If no is selected, click next to enter Directional Survey Information.	

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- 3. Operator Information
- 4. Well Information 1
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- 6. Location Information
- 7. Feature and Cement
- 8. Completion & Perforation
- 9. Proposed Work
- 10. CEQA Information
- 11. Document Upload
- 12. Directional Survey Submission ✓
- 13. Directional Survey
- 14. Form Submit
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- 17. Confidentiality Review
- 18. NOI Correspondence
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- 20. Review

Directional Survey

 Your Directional Survey data has been submitted successfully. This data will be submitted with the form.

Section 13. Directional Survey

Step	Action	Required Fields
1	A confirmation or error message related to the directional survey submission is displayed in this section	

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20. Review

Form Submit

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

Actions ▾ ⚙

Form ID	Form Category	Title	Description	Actions

Comments ▾

Actions ▾

Section 14. Form Submit

Step	Action	Required Fields
1.	Finalize and Acknowledge of NOI submission Necessary Online Forms can be associated here (Ex; New Bond, Lease UIC Application) Comments can be added to assist the approval process	
2.	Finalize and Preview Submission	
3.	Submitter have to certify to the accuracy, completeness and truthfulness of submission by checking the Acknowledgement* box	Check Acknowledgement
4.	Click Submit or “Save” .	

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?

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Confirmation

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

Section 15. Confirmation

Step	Action	Required Fields
1.	<p>No Action is required in this section. Upon Successful submission, confirmation message is displayed and alert is sent to confirm the successful submission.</p> <p>Note: Once the form is successfully submitted, form cannot be edited unless the form status is set as "Return" during the review process.</p>	