



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

WellSTAR

User Reference Guide

Well Stimulation 72-Hour Notification

Table of Contents

COURSE OVERVIEW.....	3
COURSE DESCRIPTION.....	3
1 SUBMIT 72-HOUR NOTIFICATION FORM	4
1.1 SUBMIT A 72-HOUR NOTIFICATION FORM	4
1.1.1 Key Points.....	12

COURSE OVERVIEW

Course Description

This course describes that well stimulation and cleanout information is tracked and maintained within the Well Stimulation capability. This includes, but is not limited to, managing alerts to operators, accepting applications and permits for well stimulation, notification of deadlines, recording testing data and the ability to receive documentation related to end of the treatment and post-simulation

1 SUBMIT 72-HOUR NOTIFICATION FORM

In this lesson you will learn how to submit a 72 Hour Notification Form.

Lesson Objectives:

- Submit a 72 Hour Notification Form

1.1 Submit a 72-Hour Notification Form

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Tasks', 'Tasks', 'Alerts', 'Online Forms', 'Forms In Progress', and 'Forms Submitted'. Below the navigation bar is a search bar with 'Advanced Filtering' and a search input field. The main content area displays a table of forms:

Form Name ↑	Form Category	Purpose	Version	Count
110BQ Quarterly Water Injection	Production	Allows Operators to report water injection data on a quarterly basis	1	3
110FQ Quarterly Other Water Allocation	Production	Report quarterly water allocation data	1	1
110Q Quarterly Water Production	Production	Allows Operators to report water production data on a quarterly basis	1	2
72-Hour Notification Form	Well Stimulation	Create or maintain pre-stimulation treatment data	1	1
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	2	0
Application for Well Stimulation Permit	Well Stimulation	Create or maintain a well stimulation permit	1	10
Assessment Control	Production	Used to apply assessment rate to oil and gas volumes for the year.	1	1

At the bottom of the table, there is a pagination control showing '20' items per page and 'Viewing 1 - 20 from 44 results'.

Step	Action	Required Fields
1.	From the Home screen, select Online Forms .	
2.	In the search bar on the right, type in “72-Hour Notification Form” .	
3.	Click on 72-Hour Notification Form .	

Section 1. Form Information

Form Information

Please enter information below. * Indicates Required Field

Form Name
72-Hour Notification Form

Organization *

Aera Energy LLC (A0610) - Bakersfield, CA
▼

WST Permit # *

90313535
▼

Description * i

All comments are discoverable records, open to public review.

Cancel
Save & Continue

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Well Stimulation Information. Start by typing in the Organization Name and search for the correct organization for the dropdown.	Organization
2.	Select from the available WST Permit # from the dropdown.	WST Permit #
3.	Enter in a Description for this 72-Hour Notification Form. NOTE: It is recommended to enter “ Operator – WST Permit #: API# - Well Name ” in Description so that this information can also be used to locate the form. Example: Aera – WST Permit # 90313535: 03033333 – Belridge I 8199C-2	Description
4.	Click Save & Continue	

Section 2. Operator Information

Operator Information

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

Organization Name
Aera Energy LLC (A0610)

Type of Organization
Corporation

Organization Primary Address
10000 Ming Avenue
Bakersfield, CA 933111301

Organization Primary Phone Number **Ext**
(661) 665-5325

Contacts

Name ↑	Phone Number	Email	Role	Actions
Jeffrey Young	(661) 665-5693	jayoung@aeraenergy.comx	Agent	
John Wilson	(661) 326-6026	John.Wilson@conservation.ca.govx	Submitter	



Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> Changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click “Actions” .	
4.	Click “Add Contact” .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue “Update” button.	
7.	Click “Next” . <input style="background-color: #f4a460;" type="button" value="Next"/>	

Section 3. 72-Hour Notification

72-Hour Notification [Hide Form Navigation]


Please enter information below. * Indicates Required Field

Scheduled Treatment Date & Time *



 

All updated well information has been submitted.
 Neighbors have been identified.



Earliest Date Treatment Can Be Performed *



Date & Time Cement in Place *

Date & Time Cement Evaluation Run *

This confirms that the stimulation treatment will begin in no less than 72-hours at a minimum.


Does a GWMP or Exclusion Exist?


Yes No

Water Board Global Identifier *

Project Location

Managing District *



Step	Action	Required Fields
1.	Enter the date and time of the Scheduled Treatment Time .	Scheduled Treatment Time
2.	Check box if all updated well information has been submitted	Scheduled Treatment Time
3.	Check box if neighbors have been identified.	Scheduled Treatment Time
4.	Enter the date of the Earliest Date Treatment Can Be Performed .	Earliest Date Treatment Can Be Performed
5.	Enter the date and time the primary cement was placed.	Date & Time Cement in Place
6.	Enter the date and time the cement evaluation was conducted.	Date & Time Cement Evaluation Run
7.	Select if a Ground Water Management Plan or a Letter of Concurrence (LoC) for exclusion exist.	GWMP or Exclusion Exist
8.	Enter the appropriate Water Board Global Identifier associated with the well stimulation permit. This can be found in the State Water Board's GeoTracker website.	Water Board Global Identifier
9.	Select the appropriate Managing District.	Managing District
10.	Click 	

Section 4. Document Upload

The left screenshot shows the 'Document Upload' interface with a table titled 'Uploaded Documents'. The table has columns for 'Upload...', 'Type', 'Descri...', 'Filename', 'Docum...', 'Size', and 'Actions'. An 'Actions' dropdown menu is visible above the table. The right screenshot shows the 'Document Upload' form with the following fields and options:

- Radio buttons: Upload New Document, Associate Existing WellSTAR Documents
- Checkboxes: Internal Only, Request Confidentiality
- Form fields: Type *, Relevant Date *, Description *, Filename *
- Buttons: Back, Next, Save, Browse, Cancel, Upload

This screenshot shows the 'Actions' dropdown menu with the following options:

- Add New
- Export - Excel
- Export - PDF

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the 72-Hour Notification Form. Required documents include (Directional Survey, Water Code 1073, CIT, CBL, and Declaration of Notice).	Directional Survey, Water Code 1073, CIT, CBL, Declaration of Notice
2.	To upload, click Actions Then Add New . A popup will expand below.	
3.	In this popup, input all information. To add the document, select Browse , search for the correct file and click Upload .	Type, Relevant Date, Description
4.	Select Next	

Section 5. Form Submit

Form Submit [Hide Form Navigation]

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

Online Form Association

Actions ▾

Form ID	Form Category	Title	Description	Actions

Comments

Actions ▾

◀ ◀ 0 ▶ ▶

20 ▾ items per page

No results to display

Add

All comments are discoverable records, open to public review.

Page 10

Acknowledgement

Submitter

Internal User John Wilson

Date Received


03/04/2019

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

Form Submit Preview


Click the button below to preview your submission summary.

Preview Submission Summary

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

Section 6. Confirmation

Confirmation

 Your 72-Hour Notification Form 5796 has been submitted successfully. You will be notified when a determination has been made.

Step	Action	Required Fields
1.	No action needed. NOTE: The 72-Hour Notification is submitted and goes through an internal review process. The Review Task is created for the {District} WST Review workgroup.	

1.1.1 Key Points

- Both internal and external users can submit this form.