



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



User Reference Guide

Well Stimulation
Analytical Data Submission

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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 ANALYTICAL DATA SUBMISSION

This Section will describe how to submit the Analytical Sample Data Submission form. This submission will be primarily completed by external users and then reviewed by the Division.

Lesson Objectives:

- Submit Analytical Sample Data Submission Form

1.1 Submit Analytical Sample Data Submission Form

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	12
Analytical Sample Data Submission	Well Stimulation	Submit analytical sample data for a Well, Facility, UIC Project, or WST Permit.	2	0
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	35

Advanced Filtering ⚙️
◀ ◀ 1 2 3 ▶ ▶ 20 items per page 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 “Analytical Data Submission” .	
3.	Click on the blue hyperlink labeled Analytical Data Submission .	

Form Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Analytical Sample Data Submission

CA Certified Laboratory

Laboratory Services LLC (10455) ▼

Operator *

Aera Energy LLC (A0610) - Bakersfield, CA ▼

Description * ⓘ

Well Name, API #

All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information. Start by typing in the CA Certified Laboratory and search for the correct laboratory for the dropdown.	CA certified Lab
2.	Type in the Organization Name and search for the correct organization for the dropdown.	Operator
3.	Enter in a Description for this Application for Well Stimulation Permit Form.	Description
4.	Click Save and Continue .	

Operator Information
[Hide Form Navigation]

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 (661) 665-5325	Ext

Contacts

Name ↑	Phone Number	Email	Role	Actions
Jeffrey Young	(661) 665-5693	jayoung@aeraenergy.comx	Agent	
Joseph Athanasious	(714) 816-6591	Joseph.Athanasious@conservation.ca.govx	Submitter	

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note: changes cannot be made to organization details here.</i>	
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” . Next	

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 Electronic Data Deliverable (EDD) template?

Yes
 No

Choose yes or no. If yes, download the template and complete it using the instructions within the template.

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

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Select files...

Upload the file using the "Select Files..." button

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

Please note that upon clicking "Next" below, this form will close while WellSTAR processes your EDD submission. Please navigate to the "Forms in Progress" section of your home page to resume completing this form once the EDD submission has finished processing.

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

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 next step.	
2.	If using EDD, select Yes .	
3.	Download the EDD template using the blue hyperlink .	
4.	Fill out the required fields within the excel EDD template.	
5.	Click the " Select files... " button.	
6.	Locate and select the file from the " Open " window.	
7.	Click " Open ".	
8.	Click Next " Next ".	


Sample Information
[Hide Form Navigation]

Enter sample information below. * Indicates Required Field

Subject Type ⓘ <input style="width: 95%; height: 25px;" type="text"/>	Subject ID <input style="width: 95%; height: 25px;" type="text" value="0401900038-00"/>	Well Name/No. <input style="width: 95%; height: 25px;" type="text"/>
Surface Latitude (NAD 83) <input style="width: 95%; height: 25px;" type="text"/>	Surface Longitude (NAD 83) <input style="width: 95%; height: 25px;" type="text"/>	Sample Number * <input style="width: 95%; height: 25px;" type="text" value="1234"/>
Sample Date * <input style="width: 95%; height: 25px;" type="text"/> 📅	Sample Location * <input style="width: 95%; height: 25px;" type="text"/>	Sample Depth Top (MD) <input style="width: 95%; height: 25px;" type="text"/>
Sample Depth Bottom (MD) <input style="width: 95%; height: 25px;" type="text"/>	Sample Media * <input style="width: 95%; height: 25px;" type="text"/>	ELAP Code * <input style="width: 95%; height: 25px;" type="text"/>
Laboratory Sample ID * <input style="width: 95%; height: 25px;" type="text"/>		
Comment <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>		


Step	Action	Required Fields
1.	Select Subject Type from the dropdown menu	
2.	Enter Subject ID. This will be well, or facility associated to the operator.	
3.	Enter Well name/number.	
4.	Enter Surface latitude and longitude in NAD 83 format.	
5.	Enter Sample number.	Sample number
6.	Enter Sample Location.	Sample Location
7.	Enter Sample depth top as a measured depth (MD).	
8.	Enter Sample depth bottom as a measured depth (MD).	
9.	Select Sample Media from the dropdown menu.	Sample Media
10.	Enter ELAP Code	ELAP Code
11.	Enter Laboratory Sample ID .	Laboratory Sample ID
12.	Enter Comments as needed.	

Analytical Data



Constitu...	CAS No.	Units	Analytica...	Analysis ...	Analytica...	Actions

items per page

 No results to display 

Step	Action	Required Fields
1.	Click Actions button and select Add Analytical Data .	

Analytical Data ×

Please enter analytical data below. * Indicates Required Field

Analysis Information

Analytical Laboratory * **Analysis Date ***

Analytical Method * **Analysis ***

Result Information

Constituent * **CAS No.**

Result * **Result Qualifier ***

Units * **Method Detection Limit**

Reported Detection Limit **Reported Detection Limit Qualifier**

Lab Notes

Step	Action	Required Fields
1.	Enter Analytical Laboratory .	Analytical Laboratory
2.	Enter the date the analysis was performed in Analysis Date .	Analysis Date
3.	Enter Analytical Method .	Analytical Method
4.	Enter Analysis .	Analysis
5.	Enter Constituent, CAS Number, Result, Result Qualifier, Units, Method Detection Limit, Reported Detection Limit, Reported Detection Limit Qualifier and Lab Notes in the corresponding fields .	Constituent, Result, Result Qualifier, Units
6.	Click “Save” <input type="button" value="Save"/> .	

Analytical Data

Advanced Filtering Actions

Constitu...	CAS No.	Units	Analytica...	Analysis ...	Analytica...	Actions

◀ ◀ 0 ▶ ▶ 20 items per page No results to display

Back Next Save

Step	Action	Required Fields
1.	Click Next .	

Association
[Hide Form Navigation]

The uploaded sample can be associated to a well, facility, UIC Project, or WST Permit(s)
* Indicates Required Field

Sample Category *

Sample Depth Top (TVD) ⓘ

Sample Depth Bottom (TVD)

Associated Wells
▶

Associated Facilities
▶

Associated Projects
▶

Step	Action	Required Fields
1.	Select Sample Category from the dropdown menu, then enter Sample Depth Top (TVD) and Sample Depth Bottom (TVD)	Sample Category
2.	Associate the sample to a Well, Facility, or, Project by clicking on the corresponding section to expand it.	

Associated Wells

Select Wells

Advanced Filtering Actions Search

<input type="checkbox"/>	API ↑	Well Desi...	Operator ...	Current T...	Current S...	Field
<input checked="" type="checkbox"/>	0401900576	33	Aera Energy LLC	Oil & Gas	Active	Coalinga
<input type="checkbox"/>	0401900677	183	Aera Energy LLC	Multi-Purpose	Active	Coalinga

10 items per page Viewing 1 - 10 from 56185 results


↓ ↑

Associated Wells

Advanced Filtering Actions Search

<input type="checkbox"/>	API ↑	Well Desi...	Operator ...	Current T...	Current St...	Field
<input type="checkbox"/>	0401900677	183	Aera Energy LLC	Multi-Purpose	Active	Coalinga

10 items per page Viewing 1 - 1 from 1 results

Step	Action	Required Fields
1.	Select Well by clicking on the check box in line in the first table.	
2.	Using the arrows between the two tables, wells can be added or removed by sending them up to remove and down to add the association.	
3.	Each section will contain two tables, one with a list of options to select and one that will contain the associations.	
	Click  "Next".	

Document Upload
✕

* Indicates Required Field

Upload New Document

Associate Existing WellSTAR Document

Internal Only

Confidentiality Requested ⓘ

Category

Analytical Data Submission
▼

Type *

Relevant Date * ⓘ

📅

Description *

All comments are discoverable records, open to public review.

Filename * ⓘ

Browse

📄

Cancel

Upload

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the Application for Well Stimulation Permit form. This can include: Cover Letter, Field Information Form, Laboratory Report, and, Neighbor Notification.	
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 . Or select Associate Existing WellSTAR Document and select the document ID.	Type, Relevant Date, Description, Document ID
4.	Select "Next" . Next	

Lab Acknowledgement

Submitter – CA Certified Laboratory

Date Received

By submitting this form, I certify that the analytical results in this submission were analyzed in accordance with the chain of custody document, that these results are a direct product of the analyzing laboratory, and are to the best of my knowledge, correct and complete.

I acknowledge the above statement.*

Operator Acknowledgement

Submitter - Operator

Date Received

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

Acknowledgement

Submitter


Date Received

Form Submit Preview

Click the button below to preview your submission summary.

Step	Action	Required Fields
1.	If any form needs to be added, click Add Form . 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 Comment .	
3.	When ready to acknowledge, click the box label “I hereby certify...” for both check boxes. This auto populates the user’s name who is filling out the form.	
4.	Click the button “Preview Submission Summary” to generate the submission.	
5.	When satisfied with the submission, click “Submit” .	

Confirmation

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

Step	Action	Required Fields
1.	No action needed. NOTE: The form is submitted and goes through an internal review process. The Review Task is created for the WST Review Workgroup.	

1.1.1 Key Points

- This form will generally be submitted by the operator and CA certified laboratory.
- The form submit section requires two acknowledgement statements to be checked, one by the operator and one by the CA certified laboratory. This can be done by the Division on behalf of both parties.
- The EDD template can be completed to help facilitate the form submission efficiently