



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

WellSTAR

User Reference Guide

Well Stimulation
Module 5
Neighbor Notification

Table of Contents

COURSE OVERVIEW.....	3
COURSE DESCRIPTION.....	3
1 SUBMIT NEIGHBOR NOTIFICATION FORM.....	4
1.1 SUBMIT NEIGHBOR NOTIFICATION FORM.....	4
1.1.1 <i>Key Points</i>	11

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 NEIGHBOR NOTIFICATION FORM

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

Lesson Objectives:

- Submit Neighbor Notification Form

1.1 Submit Neighbor Notification Form

My Tasks Tasks Alerts Online Forms Forms In Progress Forms Submitted

Form Name ↑	Form Category	Purpose	Version	Count
Confidentiality Request	Well	Request Confidentiality	1	12
Construction Site Well Review (CSWR)	CSWR	Create or maintain CSWR	1	18
Document Upload	DocumentUpload	Allows users to upload new documents or choose existing WellSTAR documents to associate to Wells, Facilities, and/or Projects.	1	36
Facility Information	Facilities	Create or Modify Facility Information	2	0
Form 122 Annual Production	Production	Report annual production and operations	1	7
Lease Information	Lease	Create or maintain a Lease	1	7
Neighbor Notification Information	Well Stimulation	Submit Neighbor Notification Information in WellSTAR	1	1
Notice of Intention	Well	Apply for a Permit to Drill/Rework/Abandon a Well	3	2

Advanced Filtering Search

1 2 3 20 items per page Viewing 1 - 20 from 53 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 .	

If the independent 3rd party has made a determination that Neighbor Notification is not required, do not complete this form. Provide the Operator with a signed written statement certifying that determination.

* Indicates Required Field

Form Name

Neighbor Notification Information

Neighbor Notification 3rd Party Organization

Well Stimulation Neighbor Notifications (10465) ▼

Operator*

Aera Energy LLC (A0610) - Bakersfield, CA ▼

Description* ⓘ

WST permit 90313554-1

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 Neighbor Notification organization and search for the correct organization for the dropdown.	Neighbor Notification Organization
2.	Type in the Organization Name and search for the correct organization for the dropdown.	Operator
3.	Enter in a Description for this Neighbor Notification 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					
				Advanced Filtering	Actions
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:</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” . 	

EDD Upload

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 Neighbor Notification Information 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...
✓ Done



EICD027_Neighbor_Notification_Template.xlsx

96.09 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.

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" .	

Please review Neighbor Notification information below.

* Indicates Required Field

Neighbor Notification Information								
WST Pe...		Well API	Surfac...	Design...	APN	Date N...	Deliver...	Date N...
90316166	04030656 79	DOGGR	Owner	123456	06/27/201 9	Personal Delivery	06/27/201 9	

Advanced Filtering | Actions | Search

Navigation: 1 | 20 items per page | Viewing 1 - 1 from 1 results

Step	Action	Required Fields
1.	Review the uploaded data here.	
2.	Any validation errors will be displayed in red above the table.	
3.	Click Next "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 Neighbor Notification form. This can include: Other Supporting documentation and Well Stimulation Neighbor Notification Form.	
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	

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

Online Form Association

Form ID	Form Category	Title	Description	Actions

Actions ▾ ⚙

Comments

Actions ▾

Add

No results to display [↻](#)

20 items per page

All comments are discoverable records, open to public review.

Acknowledgement

Submitter

Date Received

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.

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 Neighbor Notification Workgroup.	

1.1.1 Key Points

- A third-party organization must conduct the neighbor notification and initiate and complete the Neighbor Notification form within WellSTAR.
- The only way to enter the information into the form is to use the EDD option.