



# User Reference Guide

Idle Wells Module 1 Idle Well Form

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#### **COURSE OVERVIEW**

## **Course Description**

WellSTAR's Idle Well capability tracks and records information related to idle wells such as the length of time a well has met the idle well criteria, its well management plan, and idle well fees. The system also generates reports and tracks bonding information and test information on idle wells.

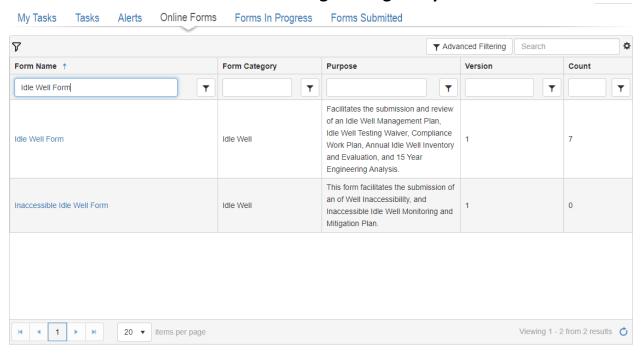
## 1 IDLE WELL FORM - 15 YEAR ENGINEERING ANALYSIS

In this lesson, you will learn how to submit the Idle well form, 15 year Engineering Analysis variation.

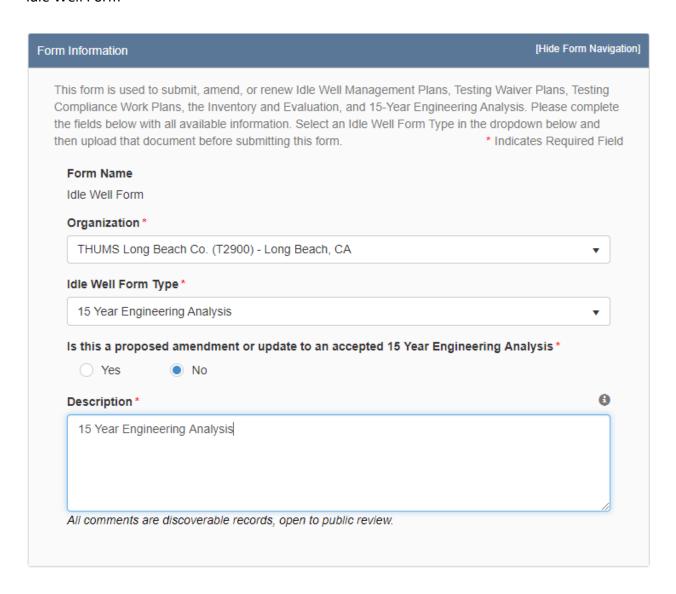
#### Lesson Objectives:

• Submit Idle Well Form – 15 Year Engineering Analysis

# 1.1 Submit Idle Well Form – 15 Year Engineering Analysis



Step	Action	Required Fields
1.	From the home page, click on <b>Online forms</b>	
2.	Click Advanced Filtering	
3.	Enter Idle Well Form under Form Name advanced filter	
4.	Click Idle Well Form hyperlink	



Cancel Save & Continue

Step	Action	Required Fields
1.	Search for the relevant Organization	
2.	Select 15 Year Engineering Analysis form the Idle Well Form Type	
	dropdown menu	
3.	Enter a description	
4.	Click Save and Continue	

#### Operator Information

[Hide Form Navigation]

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

\* Indicates Required Field

**Organization Name** 

Type of Organization

THUMS Long Beach Co. (T2900)

Corporation

Organization Primary Address

111 West Ocean Blvd., Suite 800 Long Beach, CA 90802-7930

Organization Primary Phone Number

Ext

(562) 624-0000

			▼ Advanced Filte	ering Actions
Name †	Phone Number	Email	Role	Actions
Harold Persinger	(562) 624-3284	OGR@crc.comx	Agent	
Joseph Athanasious	(714) 816-6591	Joseph.Athanasious@c onservation.ca.govx	Submitter	

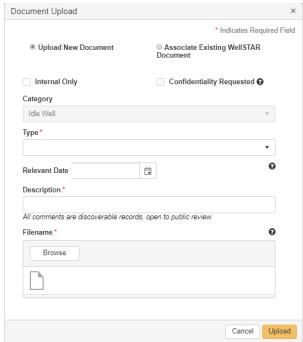
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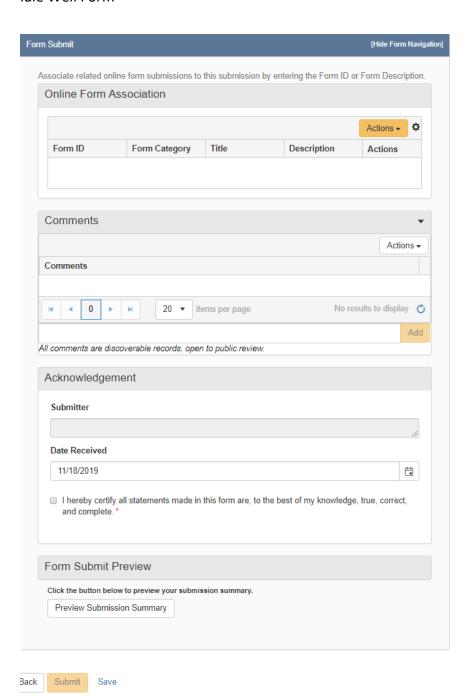
Save

Step	Action	Required Fields
1.	Review Organization information. This section is read-only.	
2.	Click <b>Actions</b> to add a form contact.	
	<b>Note:</b> This does not add the contact to the organization or create	
	WellSTAR users.	
3.	Click Next.	





Step	Action	Required Fields
1.	Click Actions and Add New	
2.	In the pop-up box, click the applicable radio buttons and check	
	boxes.	
	<b>Note:</b> This will allow you to choose to upload a new document or associate and existing document in WellSTAR, designate the	
	document as internal only or to request confidentiality for the document.	
3.	Select the document type. Options include: Structure Map, Casing	
	Diagrams, Representative Logs, Statement of potential use,	
	Reservoir characters, Directional Survey, Idle Well – Other	
	documents.	
4.	Select a <b>relevant date</b> .	
	<b>Note:</b> This will be the date the document was produced, not	
	uploaded.	
5.	Click <b>Browse</b> and locate the document using file explorer.	
6.	Click <b>Upload</b> to complete the upload.	
7.	Repeat for each document you wish to upload.	
8.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click <b>Submit</b> .	



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

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the Idle Well HQ review	
	workgroup.	

#### 1.1.1 Key Points

Once the form is successfully submitted, form cannot be edited by external users unless the form status is set as "Return" during the review process. Internal users can modify the form any time before the final review task has been updated.

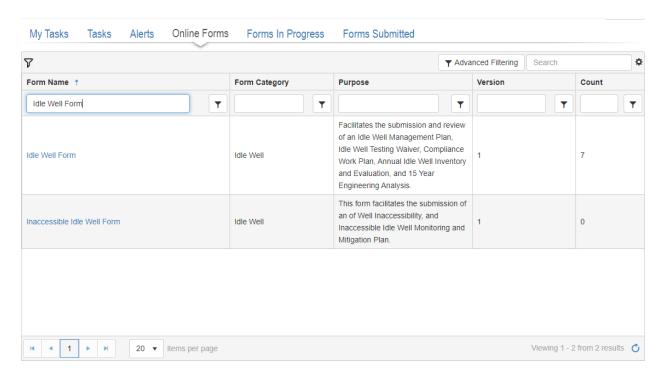
#### 2 IDLE WELL FORM – ANNUAL IDLE WELL INVENTORY AND EVALUATION

In this lesson, you will learn how to submit the Idle well form, Annual Idle Well Inventory and Evaluation variation.

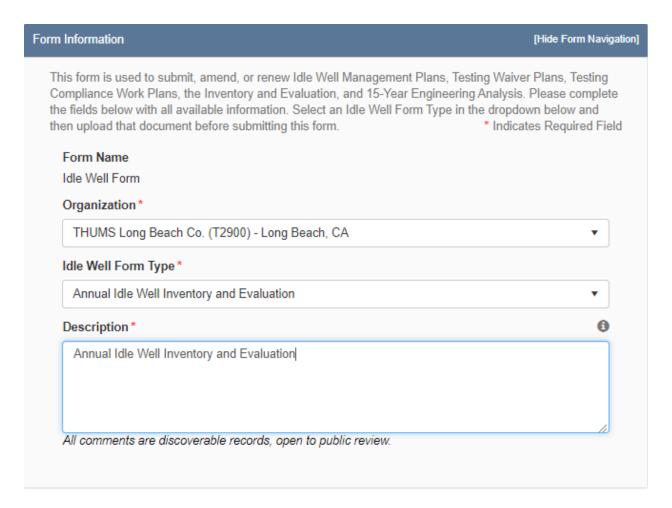
**Lesson Objectives:** 

• Submit Idle Well Form – Annual Well Iventory and Evaluation

#### 2.1 Submit Idle Well Form – Annual Well Inventory and Evaluation



Step	Action	Required Fields
1.	From the home page, click on Online forms	
2.	Click Advanced Filtering	
3.	Enter Idle Well Form under Form Name advanced filter	
4.	Click Idle Well Form hyperlink	



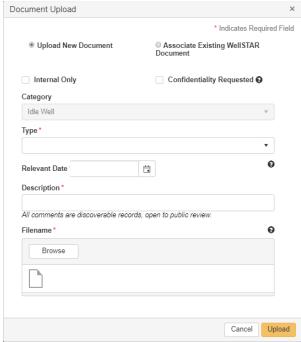
Step	Action	Required Fields
1.	Search for the relevant Organization	
2.	Select Annual Idle Well Inventory and Evaluation from the Idle	
	Well Form Type dropdown menu.	
3.	Enter a description	
4.	Click Save and Continue	

#### Operator Information [Hide Form Navigation] Please confirm the correct Organization has been selected and designate \* Indicates Required Field contact(s) with the correct role. By default, the Organization's Agent and the form submitter are selected as contacts. Organization Name Type of Organization THUMS Long Beach Co. (T2900) Corporation Organization Primary Address 111 West Ocean Blvd., Suite 800 Long Beach, CA 90802-7930 Organization Primary Phone Number Ext (562) 624-0000 Contacts ▼ Advanced Filtering Actions -Name † Phone Number Email Role Actions Harold Persinger OGR@crc.comx (562) 624-3284 Agent Joseph Joseph.Athanasious@c Submitter (714) 816-6591 Athanasious onservation.ca.govx

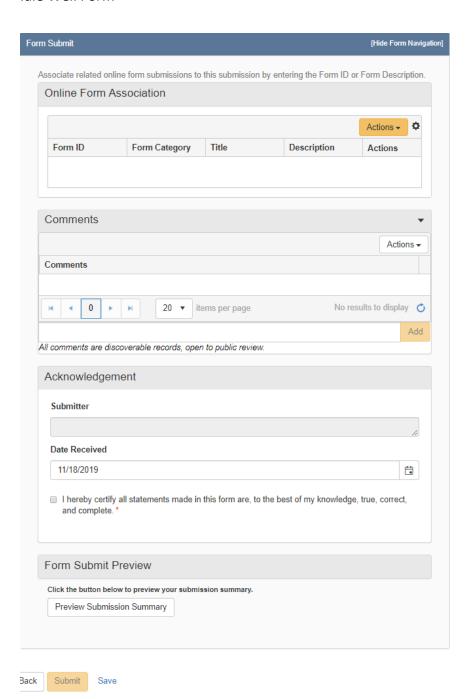
Back Next Save

Step	Action	Required Fields
1.	Review Organization information. This section is read-only.	
2.	Click Actions to add a form contact.	
	<b>Note:</b> This does not add the contact to the organization or create	
	WellSTAR users.	
3.	Click Next.	





Step	Action	Required Fields
1.	Click Actions and Add New	
2.	In the pop-up box, click the applicable radio buttons and check	
	boxes.	
	<b>Note:</b> This will allow you to choose to upload a new document or associate an existing document in WellSTAR, designate the	
	document as internal only or to request confidentiality for the	
	document.	
3.	Select the document type. Options include: Annual Idle Well	
	Inventory and Evaluation, Correspondence, Evaluation – Other	
	Documents	
4.	Select a relevant date.	
	<b>Note:</b> This will be the date the document was produced, not	
	uploaded.	
5.	Click Browse and locate the document using file explorer.	
6.	Click Upload to complete the upload.	
7.	Repeat for each document you wish to upload.	
8.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	



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

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate Idle Well	
	review workgroup.	

# 2.1.1 Key Points

• <Enter Key Points about this Lesson>

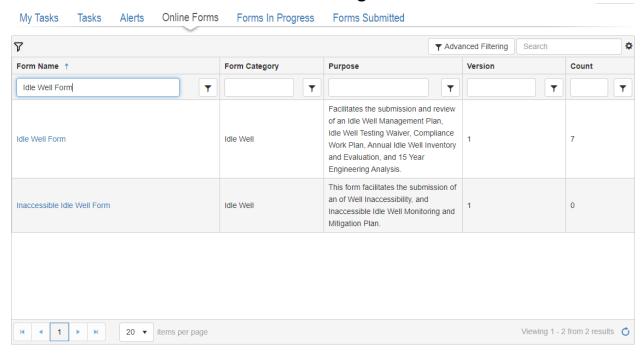
#### 3 IDLE WELL FORM – IDLE WELL MANAGEMENT PLAN

In this lesson, you will learn how to submit the Idle well form, Idle Well Management Plan variation.

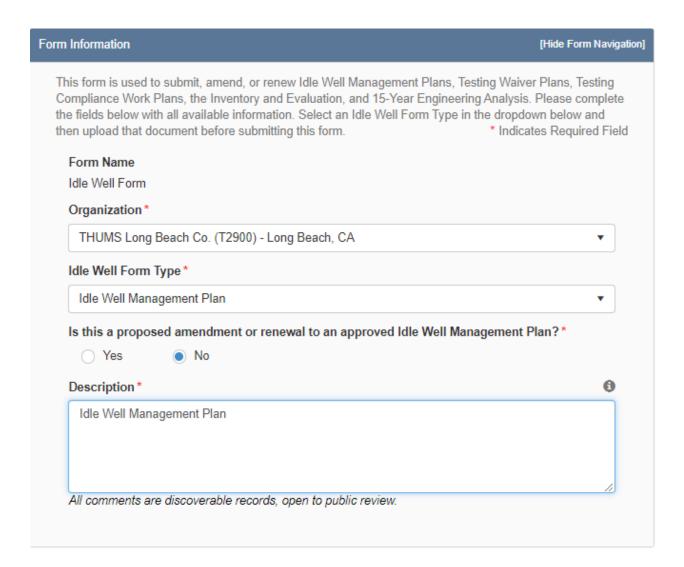
#### Lesson Objectives:

• Submit Idle Well Form – Idle Well Management Plan

# 3.1 Submit Idle Well Form – Idle Well Management Plan



Step	Action	Required Fields
1.	From the home page, click on Online forms	
2.	Click Advanced Filtering	
3.	Enter Idle Well Form under Form Name advanced filter	
4.	Click Idle Well Form hyperlink	



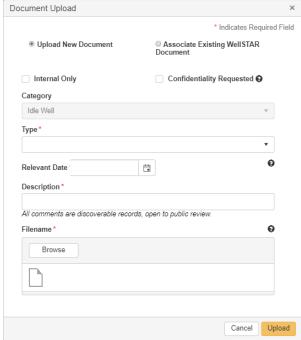
Step	Action	Required Fields
1.	Search for the relevant Organization	
2.	Select Idle Well Management Plan from the Idle Well Form Type	
	dropdown menu.	
3.	Enter a description	
4.	Click Save and Continue	

#### Operator Information [Hide Form Navigation] Please confirm the correct Organization has been selected and designate \* Indicates Required Field contact(s) with the correct role. By default, the Organization's Agent and the form submitter are selected as contacts. Organization Name Type of Organization THUMS Long Beach Co. (T2900) Corporation Organization Primary Address 111 West Ocean Blvd., Suite 800 Long Beach, CA 90802-7930 Organization Primary Phone Number Ext (562) 624-0000 Contacts ▼ Advanced Filtering Actions -Name † Phone Number Email Role Actions Harold Persinger OGR@crc.comx (562) 624-3284 Agent Joseph Joseph.Athanasious@c Submitter (714) 816-6591 Athanasious onservation.ca.govx

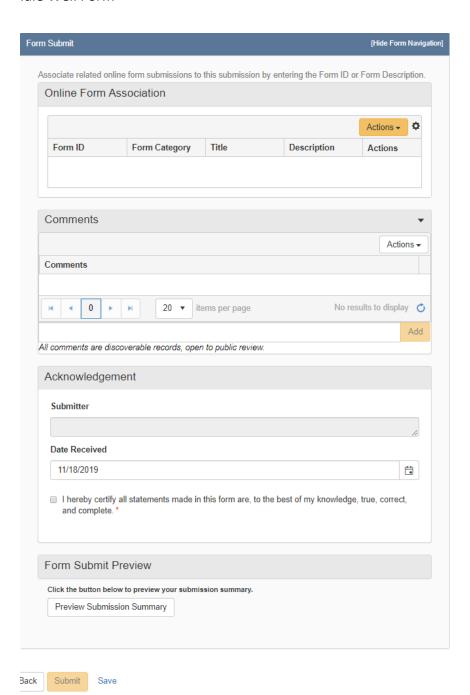
Back Next Save

Step	Action	Required Fields
1.	Review Organization information. This section is read-only.	
2.	Click Actions to add a form contact.	
	Note: This does not add the contact to the organization or create	
	WellSTAR users.	
3.	Click Next.	





Step	Action	Required Fields
1.	Click Actions and Add New	
2.	In the pop-up box, click the applicable radio buttons and check	
	boxes.	
	<b>Note:</b> This will allow you to choose to upload a new document or	
	associate an existing document in WellSTAR, designate the	
	document as internal only or to request confidentiality for the	
	document.	
3.	Select the document type. Options include: Idle Well Management	
	Plan, Idle Well Management Plan amendment, Correspondence,	
	IWMP – Other Documents	
4.	Select a relevant date.	
	Note: This will be the date the document was produced, not	
	uploaded.	
5.	Click Browse and locate the document using file explorer.	
6.	Click Upload to complete the upload.	
7.	Repeat for each document you wish to upload.	
8.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	



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

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate Idle Well	
	review workgroup.	

#### 3.1.1 Key Points

• Once the form is successfully submitted, form cannot be edited by external users unless the form status is set as "Return" during the review process. Internal users can modify the form any time before the final review task has been updated.

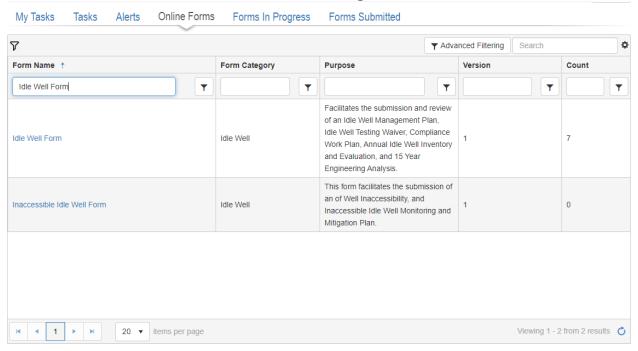
# 4 IDLE WELL FORM – IDLE WELL TESTING WAIVER PLAN

In this lesson, you will learn how to submit the Idle well form, Idle Well Testing Waiver Plan variation.

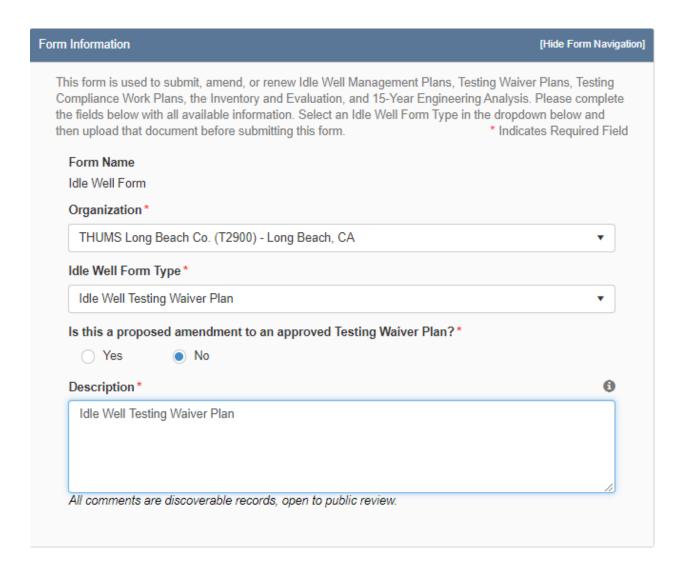
#### Lesson Objectives:

• Submit Idle Well Form – Idle Well Testing Waiver Plan

# 4.1 Submit Idle Well Form - Idle Well Testing Waiver Plan



Step	Action	Required Fields
1.	From the home page, click on Online forms	
2.	Click Advanced Filtering	
3.	Enter Idle Well Form under Form Name advanced filter	
4.	Click Idle Well Form hyperlink	



Step	Action	Required Fields
1.	Search for the relevant Organization	
2.	Select Idle Well Testing Waiver Plan from the Idle Well Form Type	
	dropdown menu.	
3.	Enter a description	
4.	Click Save and Continue	

# Operator Information

[Hide Form Navigation]

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

\* Indicates Required Field

**Organization Name** 

THUMS Long Beach Co. (T2900)

Type of Organization

Corporation

**Organization Primary Address** 

111 West Ocean Blvd., Suite 800 Long Beach, CA 90802-7930

**Organization Primary Phone Number** 

(562) 624-0000

Ext

Contacts

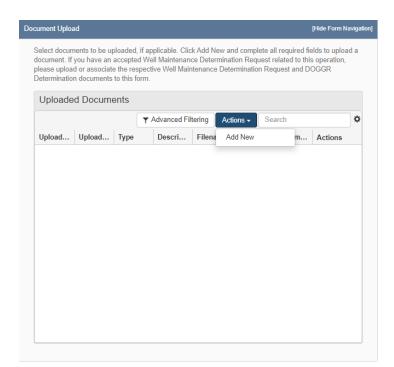
			▼ Advanced Filtering	
Name †	Phone Number	Email	Role	Actions
Harold Persinger	(562) 624-3284	OGR@crc.comx	Agent	
Joseph Athanasious	(714) 816-6591	Joseph.Athanasious@c onservation.ca.govx	Submitter	

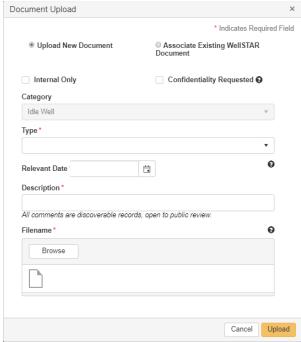
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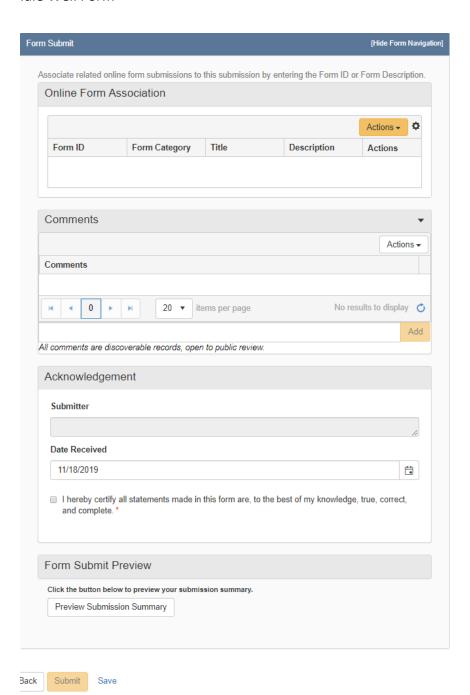
Save

Step	Action	Required Fields
1.	Review Organization information. This section is read-only.	
2.	Click Actions to add a form contact.	
	Note: This does not add the contact to the organization or create	
	WellSTAR users.	
3.	Click Next.	





Step	Action	Required Fields
1.	Click Actions and Add New	
2.	In the pop-up box, click the applicable radio buttons and check	
	boxes.	
	Note: This will allow you to choose to upload a new document or	
	associate an existing document in WellSTAR, designate the	
	document as internal only or to request confidentiality for the	
	document.	
3.	Select the document type. Options include: Idle Well Testing	
	Waiver Plan, Idle Well Testing Waiver Plan Amendment,	
	Correspondence, TWP – Other Documents	
4.	Select a relevant date.	
	<b>Note:</b> This will be the date the document was produced, not	
	uploaded.	
5.	Click Browse and locate the document using file explorer.	
6.	Click Upload to complete the upload.	
7.	Repeat for each document you wish to upload.	
8.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	



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

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate Idle Well	
	review workgroup.	

## 4.1.1 Key Points

• Once the form is successfully submitted, form cannot be edited by external users unless the form status is set as "Return" during the review process. Internal users can modify the form any time before the final review task has been updated.

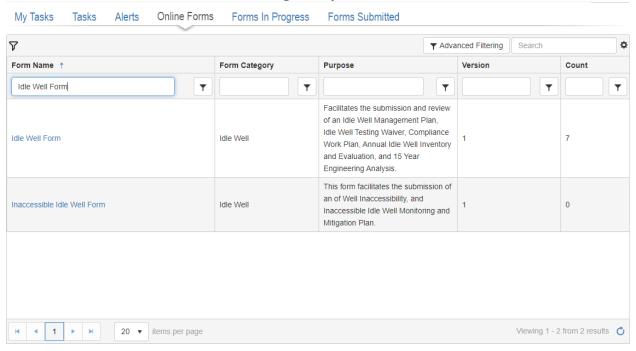
#### 5 IDLE WELL FORM — TESTING COMPLIANCE WORK PLAN

In this lesson, you will learn how to submit the Idle well form, Testing Compliance Work Plan variation.

#### Lesson Objectives:

• Submit Idle Well Form – Testing Complaince Work Plan

# 5.1 Submit Idle Well Form – Testing Compliance Work Plan



Step	Action	Required Fields
1.	From the home page, click on Online forms	
2.	Click Advanced Filtering	
3.	Enter Idle Well Form under Form Name advanced filter	
4.	Click Idle Well Form hyperlink	

4. Click Save and Continue

# Form Information [Hide Form Navigation] This form is used to submit, amend, or renew Idle Well Management Plans, Testing Waiver Plans, Testing Compliance Work Plans, the Inventory and Evaluation, and 15-Year Engineering Analysis. Please complete the fields below with all available information. Select an Idle Well Form Type in the dropdown below and then upload that document before submitting this form. \* Indicates Required Field Form Name Idle Well Form Organization\* THUMS Long Beach Co. (T2900) - Long Beach, CA Idle Well Form Type \* Testing Compliance Work Plan Is this a proposed amendment to an accepted Testing Compliance Work Plan?\* Yes No Description\* 0 Testing Compliance Work Plan All comments are discoverable records, open to public review. Step | Action Required Fields 1. Search for the relevant Organization 2 Select **Testing Compliance Work Plan** from the **Idle Well Form** Type dropdown menu. 3. Enter a description

# Operator Information

[Hide Form Navigation]

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

\* Indicates Required Field

**Organization Name** 

Long Booch Co. (T3000)

Type of Organization Corporation

THUMS Long Beach Co. (T2900)

Organization Primary Address

111 West Ocean Blvd., Suite 800 Long Beach, CA 90802-7930

Organization Primary Phone Number Ext

(562) 624-0000

			▼ Advanced Filtering	Actions
Name †	Phone Number	Email	Role	Actions
Harold Persinger	(562) 624-3284	OGR@crc.comx	Agent	
Joseph Athanasious	(714) 816-6591	Joseph.Athanasious@c onservation.ca.govx	Submitter	

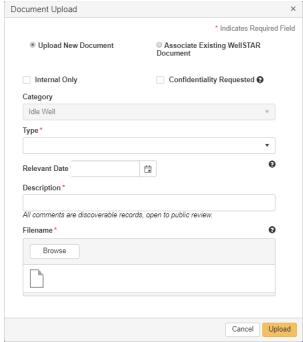
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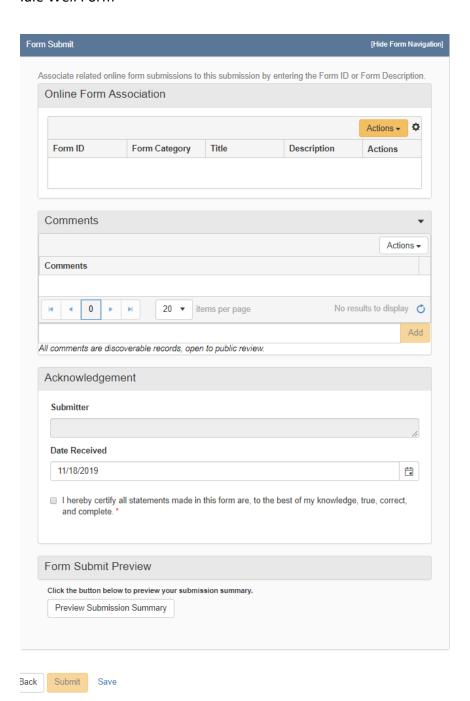
Save

Step	Action	Required Fields
1.	Review Organization information. This section is read-only.	
2.	Click Actions to add a form contact.	
	<b>Note:</b> This does not add the contact to the organization or create	
	WellSTAR users.	
3.	Click Next.	





Step	Action	Required Fields
1.	Click Actions and Add New	
2.	In the pop-up box, click the applicable radio buttons and check	
	boxes.	
	<b>Note:</b> This will allow you to choose to upload a new document or	
	associate an existing document in WellSTAR, designate the	
	document as internal only or to request confidentiality for the	
	document.	
3.	Select the document type. Options include: Testing Compliance	
	Work Plan, Testing Compliance Work Plan Amendment,	
	Correspondence, CWP – Other Documents	
4.	Select a relevant date.	
	<b>Note:</b> This will be the date the document was produced, not	
	uploaded.	
5.	Click Browse and locate the document using file explorer.	
6.	Click Upload to complete the upload.	
7.	Repeat for each document you wish to upload.	
8.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	



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

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate Idle Well	
	review workgroup.	

## 5.1.1 Key Points

• Once the form is successfully submitted, form cannot be edited by external users unless the form status is set as "Return" during the review process. Internal users can modify the form any time before the final review task has been updated.