



## User Reference Guide

Idle Wells

Module 2

Inaccessible Idle Well Form

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## **COURSE OVERVIEW**

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### **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 SUBMIT INACCESSIBLE IDLE WELL FORM

This lesson will demonstrate how to submit both types of the Inaccessible Idle Well form: Demonstration of Well Inaccessibility and Inaccessible Idle Well Monitoring and Mitigation Plan.

Lesson Objectives:

- Submit Inaccessible Idle Well Form – Demonstration of Well Inaccessibility
- Submit Inaccessible Idle Well Form – Inaccessible Idle Well Monitoring and Mitigation Plan

### 1.1 Submit Inaccessible Idle Well Form – Demonstration of Well Inaccessibility

Form Name ↑	Form Category	Purpose	Version	Count
Inaccessible Idle Well				
Inaccessible Idle Well Form	Idle Well	This form facilitates the submission of an of Well Inaccessibility, and Inaccessible Idle Well Monitoring and Mitigation Plan.	1	2

Viewing 1 - 1 from 1 results

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

## Inaccessible Idle Well Form

Form Information
[Hide Form Navigation]

\* Indicates Required Field

Please complete the fields below with all available information. Select an Inaccessible Idle Well Form Type in the dropdown below, and then upload that document before submitting this form.

**Form Name**  
Inaccessible Idle Well Form

**Organization \***

THUMS Long Beach Co. (T2900) - Long Beach, CA
 ▼

**API \***

0403700008
 ▼

**Inaccessible Idle Well Form Type \***

Demonstration of Well Inaccessibility
 ▼

**Is this a proposed amendment to an existing Demonstration of Well Inaccessibility? \***

Yes
  No

**Description i \***

Demonstration of Well Inaccessibility

*All comments are discoverable records, open to public review.*

Step	Action	Required Fields
1.	Search for the relevant Organization	
2.	Select the API number corresponding to the well associated with this form	
3.	Choose <b>Demonstration of Well Inaccessibility</b> from <b>form type</b> dropdown.	
4.	Choose if this is an amendment to an existing Demonstration or if this is a new Demonstration	
5.	Enter a description. <b>Note:</b> The description only relates to the form.	
6.	Click <b>Save and Continue</b>	

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	Actions
Name ↑	Phone Number	Email	Role	Actions	
Harold Persinger	(562) 624-3284	OGR@crc.comx	Agent		
Joseph Athanasious	(714) 816-6591	Joseph.Athanasious@conservation.ca.govx	Submitter		

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.	

## Inaccessible Idle Well Form

**Document Upload** [Hide Form Navigation]

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document. If you have an accepted Well Maintenance Determination Request related to this operation, please upload or associate the respective Well Maintenance Determination Request and DOGGR Determination documents to this form.

**Uploaded Documents**

Advanced Filtering Actions Search

Upload...	Upload...	Type	Descri...	Filena	Add New	m...	Actions

**Document Upload** x

\* Indicates Required Field

Upload New Document  Associate Existing WellSTAR Document

Internal Only  Confidentiality Requested

Category  
Idle Well

Type \*

Relevant Date

Description \*

*All comments are discoverable records, open to public review.*

Filename \*

Browse

Cancel Upload

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: Correspondence, Demonstration of Well Inaccessibility, Idle Well – Other Documents and Inaccessible Idle Well Monitoring and Mitigation Plan.	
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.	

# Inaccessible Idle Well Form

Form Submit
[Hide Form Navigation]

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
				<span style="background-color: #f4a460; padding: 2px 5px;">Actions ▾</span> <span style="font-size: 1em;">⚙</span>

### Comments

Actions ▾

Comments

◀ ◀ 0 ▶ ▶

20 ▾ items per page
No results to display ↻

Add

*All comments are discoverable records, open to public review.*

### Acknowledgement

**Submitter**

**Date Received**

11/18/2019
📅

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

Back
Submit
Save

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.	

## Inaccessible Idle Well Form

Confirmation

 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.	

### 1.1.1 Key Points

- This form allows you to upload a demonstration of well inaccessibility
- Do not use Document Upload form to upload the demonstration

## 1.2 Submit Inaccessible Idle Well Form – Inaccessible Idle Well Monitoring and Mitigation Plan

⚙️

Form Name ↑	Form Category	Purpose	Version	Count
<input type="text" value="Inaccessible Idle Well"/> ⌵	<input type="text"/> ⌵	<input type="text"/> ⌵	<input type="text"/> ⌵	<input type="text"/> ⌵
<a href="#">Inaccessible Idle Well Form</a>	Idle Well	This form facilitates the submission of an of Well Inaccessibility, and Inaccessible Idle Well Monitoring and Mitigation Plan.	1	2

⏪ ⏩ 1 ⏪ ⏩
 items per page
 Viewing 1 - 1 from 1 results 🔄

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

## Inaccessible Idle Well Form

Form Information
[Hide Form Navigation]

\* Indicates Required Field

Please complete the fields below with all available information. Select an Inaccessible Idle Well Form Type in the dropdown below, and then upload that document before submitting this form.

**Form Name**  
Inaccessible Idle Well Form

**Organization\***

THUMS Long Beach Co. (T2900) - Long Beach, CA ▼

**API\***

0403700008 ▼

**Inaccessible Idle Well Form Type\***

Inaccessible Idle Well Monitoring and Mitigation Plan ▼

**Is this a proposed amendment to an existing Inaccessible Idle Well Monitoring and Mitigation Plan?\***

Yes     No

**Inaccessible Idle Well Monitoring and Mitigation Plan are required to be associated to a previously approved Demonstration of Well Inaccessibility. Please select in the dropdown below a Demonstration of Well Inaccessibility to associate.\***

10000072 ▼

**Description ⓘ\***

API 0403700008 Well Monitoring and Mitigation Plan

All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	Search for the relevant Organization	
2.	Select the API number corresponding to the well associated with this form	
3.	Choose <b>Inaccessible Idle Well Monitoring and Mitigation Plan</b> from <b>form type</b> dropdown.	
4.	Choose if this is an amendment to an existing Mitigation Plan or if this is a new Mitigation Plan.	
5.	Choose the Demonstration of Well Inaccessibility ID from the dropdown menu <b>Note:</b> to submit a mitigation plan, a demonstration must have been previously submitted and approved to proceed with this form.	
6.	Enter a description. <b>Note:</b> The description only relates to the form.	
7.	Click <b>Save and Continue</b>	

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**  
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**Organization Primary Address**  
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**Organization Primary Phone Number**  
(562) 624-0000

**Ext**

Contacts					
				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		

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.	

## Inaccessible Idle Well Form

**Document Upload** [Hide Form Navigation]

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document. If you have an accepted Well Maintenance Determination Request related to this operation, please upload or associate the respective Well Maintenance Determination Request and DOGGR Determination documents to this form.

**Uploaded Documents**

Advanced Filtering Actions Search

Upload...	Upload...	Type	Descri...	Filena	Add New	m...	Actions

**Document Upload** x

\* Indicates Required Field

Upload New Document  Associate Existing WellSTAR Document

Internal Only  Confidentiality Requested ⓘ

Category  
Idle Well

Type \*

Relevant Date: [ ] ⓘ

Description \*  
*All comments are discoverable records, open to public review.*

Filename \* ⓘ  
Browse

[ ]

Cancel Upload

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: Correspondence, Demonstration of Well Inaccessibility, Idle Well – Other Documents and Inaccessible Idle Well Monitoring and Mitigation Plan.	
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.	

# Inaccessible Idle Well Form

Form Submit
[Hide Form Navigation]

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 ▾

Comments

---

◀ ◁ 0 ▷ ▶

20 items per page

No results to display [↻](#)

Add

*All comments are discoverable records, open to public review.*

**Acknowledgement**

**Submitter**

**Date Received**

11/18/2019
📅

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

Back
Submit
Save

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.	

## Inaccessible Idle Well Form

Confirmation

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

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

### 1.2.1 Key Points

- This form allows you to upload a demonstration of well inaccessibility
- Do not use Document Upload form to upload the demonstration
- A Demonstration must be submitted and approved before a Mitigation plan may be submitted.
- The Mitigation Plan must be associated to an approved demonstration