WellSTAR

User Reference Guide

Underground Injection Control (UIC)
Module 2
Submit Application for Injection Approval

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COURSE OVERVIEW

Course Description

The Underground Injection Control (UIC) course provides instruction on the process of submission of Applications for Injection Approval, Analytical Sample data, and Underground Injection Control Data in the WellSTAR system.

Process Flow

The end-to-end business process for **Submit Application for Injection Approval** covers the following:

- **Submit New Application for Injection Project**
- **Modify Existing Injection Project**

1   SUBMIT NEW APPLICATION FOR INJECTION PROJECT

Form used to apply for injection approval.

Lesson Objectives:
- Submit New Application for Injection Approval Form

1.1   Submit New Application for Injection Project

Step	Action	Required Fields
1.	Select the **Online Forms** under the **Forms**.	
2.	Click on **Application for Injection Approval**. **NOTE**: Users can also click on the **Advanced Filtering**, and type in "Application for Injection Approval" under the Form Name to locate the form.	

Section 1. Form Information

Step	Action	Required Fields
1.	Application Type. Select the **New Project** button. **NOTE**: A new project code will be issued.	Application Type
2.	Select the **Organization** you are submitting the application on behalf of from the dropdown**.**	Organization
3.	Enter a description of the project in the **Description** text box. It is recommended to enter the field name, injection zone name, and project type.	
4.	Click the **Save & Continue** button.	

Section 2. Operator Information

Step	Action	Required Fields
1.	Click on **Actions** drop down.	
2.	Select **Add Contact.**	

Section 2. Operator Information – Add Contact Pop-Up

Step	Action	Required Fields
3.	If this contact is already in WellSTAR? **NOTE**: If yes is selected, it shows a drop down of people associated to that organization.	
4.	Enter contact information.	Contact Role Find Person
5.	Click **Save** button.	
6.	Click **Next** button.	

Section 3. Project Information

Step	Action	Required Fields
1.	Select **Project Type, Field, Area,** and **County** from dropdown.	Project Type, Field, Area, County
2.	Enter the project information. **NOTE**: The **Injectate Fluid Gradient** is used to calculate the **Base MASP**.	Statement of Primary Purpose of the Project Anticipated Project Lifetime Duration Anticipated Cumulative Volume of Fluid to be Injected Area of Review Determination Method Injectate Type Injectate Fluid Gradient Source(s) of Injectate(s)

Section 3. Project Information – Geologic Study Popup

Geologic Study Data

☐	Zone Type	Zone Name	Depth to Top ...	Depth to Bas...	Zone TDS (mg/L)	Zone Fractur...	Vali...	Actions ⚙
☐	Injection Zone - Direct	Princeton Canyon West	500.2	510	510	500.2	🟢	Actions ▼
☐	Injection Zone - Migration	Lost Hills 12	360	389.5	389.5	360	🟢	Actions ▼
☐	Hydrocarbon Zone	Yager	1589	1597.56	1597.56	1589	❌	Actions ▼
☐	Seal/Caprock	Wigdal	2000	2001	2001	2000	⚠️	Actions ▼

◄◄ ◄ 1 2 3 4 5 ►◄ ►   20 ▼   items per page   Viewing 4 of 4   ↻

[Back] [Next] Save

Zone Identification

Zone Type *
[Injection Zone - Direct   ▼]

Zone Name *
[▼]

Zone Dimensions

Depth to base of Zone TVD (ft) *	Depth to top of Zone TVD (ft) *	Net Thickness (ft) * ⓘ
[ ]	[ ]	[ ]

Gross Thickness (ft) *	Areal Extent (acre) *
[ ]	[ ]

Reservoir Characteristics

Baseline Zone TDS (mg/L) *	Permeability (mD) *
[ ]	[ ]

Porosity (%) *	Zone Fracture Grad (psi/ft) *
[ ]	[ ]

Original Temperature (F°) *	Original Pressure (psi) *
[ ]	[ ]

Present Temperature (F°) *	Present Pressure (psi) *
[ ]	[ ]

Reservoir Fluid Characteristics

Original Oil Saturation (%) *	Original Gas Saturation (%) *	Original Water Saturation (%) *
[ ]	[ ]	[ ]

Present Oil Saturation (%)	Present Gas Saturation (%)	Present Water Saturation (%)
[ ]	[ ]	[ ]

Residual Oil Saturation (%) *	Residual Gas Saturation (%) *	Residual Water Saturation (%) *
[ ]	[ ]	[ ]

Oil Gravity (Deg. API) *	Oil Viscosity (cP) *	Gas Specific Gravity *
[ ]	[ ]	[ ]

☐ Non-hydrocarbon components present in associated gas

If checked, include breakdown of non-hydrocarbon components and concentrations on Document Upload step.

[Cancel] [Add Zone]

Section 3. Project Information – Geologic Study Popup – Continue

Step	Action	Required Fields
1.	By adding the Geologic Study Data, click on **Actions** drop down.	
2.	Select **Add Injection Zone.**	

3.	Enter injection zone information.
	
	   <u>**NOTE**</u>:
	     • **Zone Type**: Injection Zone – Direct and Injection Zone – Migration are collectively called Injection Zone. Geological Study Data is required. Fields are conditionally added based on Zone Type.
	     • **Zone Fracture Gradient**: Fracture gradient can be added for each injection zone.
		Zone Type
		Zone Name
		Depth to Top of Zone TVD (ft)
		Depth to Base of Zone TVD (ft)
		Net Thickness (ft)
		Gross Thickness (ft)
		Areal Extent (Acre)
		Baseline Zone TDS (mg/l)
		Permeability (mD)
		Porosity (%)
		Zone Fracture Gradient (psi/ft)
		Original Pressure (Psi)
		Original Temperature (F)
		Present Pressure (psi)
		Present Temperature (F)
		Original Oil Saturation (%)
		Original Water Saturation (%)
		Original Gas Saturation (%)
		Present Oil Saturation (%)
		Present Water Saturation (%)
		Present Gas Saturation (%)
		Residual Oil Saturation (%)
		Residual Water Saturation (%)
		Residual Gas Saturation (%)
		Oil Gravity (Deg. API)
		Oil Viscosity (cP)
		Gas Specific Gravity

4.	Click **Save Zone** button.	
5.	Click **Next** button.	

Section 4. Aquifer Exemption

<table>
<tr><td colspan="2"></td><td></td><td align="right">* Indicates required field</td></tr>
<tr><td>**Project Code**
90302018</td><td>**Project Type**
Steamflood</td><td>**Field**
McKittrick</td><td align="right">View Water Wells and Aquifer Exemptions on Map</td></tr>
</table>

Select applicable state of Injection Zone: *

○ Injection zone fluid is over 10,000 ppm TDS

○ Aquifer exempted

○ Other (please explain in the field below)

[ ]

Enter the date approval was received from the US EPA Region 9.

[02/09/2017 📅]

If necessary, please provide additional information pertinent to the Aquifer

[ ]

Has Water Well Survey been conducted?* | Date of Survey

[▼] | [02/09/2017 📅]

Is there at least one water supply well that meets criteria described in CCR1724.10(e)?*

[▼]

[Back] [Next] Save

Step	Action	Required Fields
1.	**Select applicable state of injection zone**. **NOTE**: • If select "**Other**", please add the explanation. • If select "**Aquifer Exempted**", please enter the **date approval was received from the US EPA**. And, allows you to enter the date of approval for a 2nd Aquifer Exemption in **additional information pertinent to the Aquifer**.	Select applicable state of injection zone
2.	Answer **Has Water Well Survey been conducted**? **NOTE**: If Yes is selected for Water Well Survey, ensure a Water Well Survey map is uploaded. And, must enter the **Date of Survey**.	Has Water Well Survey been conducted
3.	Answer **Is there at least one water supply well that meets criteria described in CCR 1724.10(e)**? **NOTE**: If Yes is selected, a pertinent document must be uploaded.	CCR 1724.10(e), i.e. completion intervals within 500 linear feet.
4.	Click **Next** button.	

Section 5. CEQA Information

Please refer to the User Reference Guide of California Environmental Quality Act (CEQA) for details.

Project Code	Project Type	Field	* Indicates required field
90302018	Steamflood	McKittrick	

Information for compliance with the California Environmental Quality Act (CEQA) is required in this form step. To expedite the CEQA review process, the Operator must first verify whether or not CEQA compliance is required by the local agency before submitting the NOI to DOGGR; otherwise, DOGGR may require longer time periods for conducting its CEQA review. Every permit or project approval request from DOGGR must undergo a CEQA review.

Other document uploads that may be required for CEQA review include: Signed Indemnity Agreement

If DOGGR is the Responsible Agency, additional uploads required for CEQA review include:
- Approved Local Permit
- Environmental Documents
- Notice of Determination, or Notice of Exemption

Previously uploaded CEQA documents that may be associated with this form can be found on the Document Upload step.

For more detailed instructions on completing this form, please visit the DOGGR CEQA homepage here: https://www.conservation.ca.gov/dog/CEQA

Did the Local Agency prepare an Environmental Document for this project? * ?

[dropdown ▼]

Is there a CEQA Lead Agency? (Other than DOGGR) *
○ Yes   ○ No

CEQA Lead Agency *

[   ]

CEQA Lead Agency Contact *

[   ]

CEQA Lead Agency Address

[   ]

Address Line 2

[   ]

City   **State**   **Zip Code**

[   ]   [CA ▼]   [   ]

Phone Number *   **Extension**

[   ]   [   ]

Email *

[   ]

CEQA Documentation * ❓

☐ Negative Declaration   ☐ Supplemental

☑ Mitigated Negative Declaration   ☐ Addendum

☐ Environmental Impact Report   ☐ Substitute Document

☐ Subsequent

Project Title

[   ]

Project Scope * ❓

[   ]

Date EIR Certified or ND/MND Adopted *	State Clearinghouse Number ❓	CEQA Notice Type *
3/23/2017 📅	[ ]	[▼]

Is a there a NEPA Lead Agency? *

○ Yes   ⦿ No

Please indicate the surface ownership * ❓

☑ Private   ☐ State   ☐ Federal   ☐ Tribal

Please indicate the mineral ownership * ❓

☑ Private   ☐ State   ☐ Federal   ☐ Tribal

CEQA Project Description *

Please enter a CEQA Project description in the box below. You may also upload it as an attachment on the Document Upload Step, but please indicate that in the textbox below. Please include:

- Project Proposal
- Project Location
- Environmental Setting
- Local Agency Requirements
- If this project description apples to multiple wells, please include a list of all wells (include API # and Well Name/Designation, if known).
- Additional guidance on how to write a CEQA Project Description can be found on the DOGGR CEQA homepage

[   ]

[Back]   [Next]   Save

Section 5. CEQA Information - Continue

Step	Action	Required Fields
1.	Select the answer of "**Did the Local Agency prepare an Environmental Document for this project?**" from the dropdown.	
2.	Select the answer of "**Is there a CEQA Lead Agency? (Other than CalGEM)**".	
3.	Fill out the required information.	CEQA Lead Agency CEQA Lead Agency Contact Phone Number Email
4.	Select **CEQA Documentation** from options.	
5.	Enter the **Project Scope**.	
6.	Answer and fill out the required information.	Date EIR Certified or ND/MND Adopted CEQA Notice Type Is there a NEPA Lead Agency Please indicate the surface ownership Please indicate the mineral ownership CEQA Project Description
7.	Click **Next** button.	

Section 6. Document Upload

Step	Action	Required Fields
1.	Click on **Actions** dropdown.	
2.	Select **Add New.**	

Section 6. Document Upload - Continue

Step	Action	Required Fields
3.	Select **Upload New Document** or **Associate Existing WellSTAR Document**.	
4.	Select **Internal Only** or **Request Confidentiality** as needed. __NOTE__: These two buttons are only visible to **Internal Users**.	
5.	Fill out the required information, Type, Relevant Date, and Description. __NOTE__: • **Type**: Break down documents and select appropriate Document Type. • **Relevant Date**: e.g. Date of aquifer exemption concurrence letter was issued by the Waterboard. • **Description**: Add additional information can be used to search by later.	
6.	Click **Browse** button and select file.	
7.	Click **Upload** button.	
8.	Click **Next** button.	

Section 7. Form Submit

Step	Action	Required Fields
1.	Under **Online Form Association** click on **Actions** drop down.	
2.	Select **Add Form.**	
3.	Select associated form from **Form ID** drop down.	
4.	Click **Save** button.	
5.	Under **Comments** add comments as needed.	
6.	Under **Acknowledgment** click the check box to certify the form submission.	
7.	Click **Submit** button.	

Section 8. Confirmation

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

Project Code	**Project Type**	**Field**
90302018	Steamflood	McKittrick

Close

Step	Action	Required Fields
1.	No action needed. The application has been submitted successfully. The submitter will be notified when a determination has been made. **NOTE**: For **New** or **Merge** Projects, the newly assigned project code will be displayed here. Users would not be able to submit the form until all validation errors are corrected.	
2.	Click **Close** button on confirmation page.	

1.2   Modify Existing Injection Project

Step	Action	Required Fields
1.	Select the **Online Forms** under **Forms**.	
2.	Click on **Application for Injection Approval**.	
3.	Click on **Modify Project**.	