



## User Reference Guide

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

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## **COURSE OVERVIEW**

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### **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

Form Name	Form Category	Purpose	Version	Count
110BQ Quarterly Water Injection	Production	Allows Operators to report water injection data on a quarterly basis	1	137
110FQ Quarterly Other Water Allocation	Production	Report quarterly water allocation data	1	31
110Q Quarterly Water Production	Production	Allows Operators to report water production data on a quarterly basis	1	173
72-Hour Notification Form	Well Stimulation	Create or maintain pre-stimulation treatment data	1	11
Analytical Sample Data Submission	Well Stimulation	Submit analytical sample data for a Well, Facility, UIC Project, or WST Permit.	2	82
<b>Application for Injection Approval</b>	UIC	Online Form used to create or update a UIC Project.	3	54
Application for Injection Approval	UIC	Online Form used to create or update a UIC Project.	4	5

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

## Section 1. Form Information

Form Navigation

1. Form Information

Form Information

Please enter information below.

\* Indicates Required Field

Form Name

Application for Injection Approval

Application Type\*

☒ New Project
 ☐ Modify Project
 ☐ Merge Projects
 ☐ Transfer Project

Organization\*

Description

All comments are discoverable records, open to public review.

Cancel

Save & Continue

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

## Section 2. Operator Information

Form Navigation

1. Form Information

2. Operator Information

3. Project Information

4. Aquifer Exemption

5. CEQA Information

6. Document Upload

7. Form Submit

8. Confirmation

9. Well EDD

10. Well Verification

11. Conditions of Approval

12. Outside Stakeholder Verification

13. Review Comments

14. Review

Operator Information

[Hide Form Navigation]

Project Code

N/A

Project Type

N/A

Field

N/A

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

Ballard Oil Inc. (B0927)

Type of Organization

Sole Proprietorship

Organization Primary Address

P.O. Box 82513

Bakersfield, CA

Organization Primary Phone Number

(661) 343-1890

Ext

Contacts

Advanced Filtering

Actions

Name	Phone Number	Email	Role	
Kambria Ballard	(661) 343-1888	kballard@ballardoilinc.com	Agent	
Vivian Chou	(916) 324-8055	Vivian.chou@conservation.ca.gov	Submitter	

Add Contact

Back

Next

Save

Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Select <b>Add Contact</b> .	

## Section 2. Operator Information – Add Contact Pop-Up

Add Contact

Is this contact already in WellSTAR? ☒ Yes ☐ No \* Indicates required field

Contact Role \*

Find Person \*

Start typing to find a person...

Contact Name

Phone Number

Email

Cancel
Save

Step	Action	Required Fields
3.	If this contact is already in WellSTAR? <b>NOTE:</b> 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 <b>Save</b> button.	
6.	Click <b>Next</b> button.	

### Section 3. Project Information

**Form Navigation**

1. Form Information
2. Operator Information
3. Project Information
4. Aquifer Exemption
5. CEQA Information
6. Document Upload
7. Form Submit
8. Confirmation
9. Well EDD
10. Well Verification
11. Conditions of Approval
12. Outside Stakeholder Verification
13. Review Comments
14. Review

Project Code  
90302018
Project Type  
Steamflood
Field  
McGibick

Enter project information below. \* Indicates required field

Project Type\*

Field\*

Area\*

County\*

Statement of Primary Purpose of the Project\*

Anticipated Project Lifetime Duration (years)\*

Anticipated Cumulative Volume of Fluid to be Injected\*

Anticipated Gas Injection Rate per Well (Mc/day)

Anticipated Water/Steam Injection Rate per Well (bbl/day)

**Area of Review Determination Method**  
Indicate the method employed to determine the wells included in the submitted Area of Review.\*

☒ Calculated AOR Radius  
☐ ¼ Mile Radius

**Injectate Information**

Injectate Type\*

Injectate TDS (mg/L)

Injectate Fluid Gradient (psi/ft)\*

Sources of Injectates\*

Step	Action	Required Fields
1.	Select <b>Project Type</b> , <b>Field</b> , <b>Area</b> , and <b>County</b> from dropdown.	Project Type, Field, Area, County
2.	Enter the project information. <b>NOTE:</b> The <b>Injectate Fluid Gradient</b> is used to calculate the <b>Base MASP</b> .	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

Advanced Filtering

Actions

Search

<input type="checkbox"/> Zone Type	Zone Name	Depth to Top ...	Depth to Bas...	Zone TDS (mg/L)	Zone Fractur...	Vali...	Actions
<input type="checkbox"/> Injection Zone - Direct	Princeton Canyon West	500.2	510	510	500.2		Actions
<input type="checkbox"/> Injection Zone - Migration	Lost Hills 12	360	389.5	389.5	360		Actions
<input type="checkbox"/> Hydrocarbon Zone	Yager	1589	1597.56	1597.56	1589		Actions
<input type="checkbox"/> 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 <b>Actions</b> drop down.	
2.	Select <b>Add Injection Zone</b> .	
3.	Enter injection zone information.  <b>NOTE:</b> <ul style="list-style-type: none"> <li><b>Zone Type:</b> 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.</li> <li><b>Zone Fracture Gradient:</b> Fracture gradient can be added for each injection zone.</li> </ul>	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 <b>Save Zone</b> button.	
5.	Click <b>Next</b> button.	

## Section 4. Aquifer Exemption

**Project Code** 90302018      **Project Type** Steamflood      **Field** McKittrick      [View Water Wells and Aquifer Exemptions on Map](#)      \* Indicates required field


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.



If necessary, please provide additional information pertinent to the Aquifer

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

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

           [Save](#)

Step	Action	Required Fields
1.	<b>Select applicable state of injection zone.</b> <b>NOTE:</b> <ul style="list-style-type: none"> <li>If select “<b>Other</b>”, please add the explanation.</li> <li>If select “<b>Aquifer Exempted</b>”, please enter the <b>date approval was received from the US EPA</b>. And, allows you to enter the date of approval for a 2nd Aquifer Exemption in <b>additional information pertinent to the Aquifer</b>.</li> </ul>	Select applicable state of injection zone
2.	<b>Answer Has Water Well Survey been conducted?</b> <b>NOTE:</b> If Yes is selected for Water Well Survey, ensure a Water Well Survey map is uploaded. And, must enter the <b>Date of Survey</b> .	Has Water Well Survey been conducted
3.	<b>Answer Is there at least one water supply well that meets criteria described in CCR 1724.10(e)?</b> <b>NOTE:</b> If Yes is selected, a pertinent document must be uploaded.	CCR 1724.10(e), i.e. completion intervals within 500 linear feet.
4.	Click <b>Next</b> 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? \*** ?

**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**

**Phone Number \*** **Extension**

**Email \***

## UIC – Submit and Review UIC Application

**CEQA Documentation \*** 

☐ Negative Declaration

☒ Mitigated Negative Declaration

☐ Environmental Impact Report


☐ Subsequent

☐ Supplemental


☐ Addendum


☐ Substitute Document

**Project Title**

**Project Scope \*** 

**Date EIR Certified or ND/MND Adopted \***




**State Clearinghouse Number** 

**CEQA Notice Type \***

**Is 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 applies 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

[Save](#)

**Section 5. CEQA Information - Continue**

Step	Action	Required Fields
1.	Select the answer of “ <b>Did the Local Agency prepare an Environmental Document for this project?</b> ” from the dropdown.	
2.	Select the answer of “ <b>Is there a CEQA Lead Agency? (Other than CalGEM)</b> ”.	
3.	Fill out the required information.	CEQA Lead Agency CEQA Lead Agency Contact Phone Number Email
4.	Select <b>CEQA Documentation</b> from options.	
5.	Enter the <b>Project Scope</b> .	
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 <b>Next</b> button.	

## Section 6. Document Upload

Project Code

90302018

Project Type

Steamflood

Field

McKittrick

For information on documents to include with this application, please visit {DOGGR UIC Page Link}. To upload a document, click Add New and complete all required fields.

Uploaded Documents ?

Advanced Filtering

Actions

Search

Upload Date	Uploaded By	Type	Description	Filename	Size	Actions
05/01/2017	<a href="#">Mondale, Walter</a>	Electric Type Log	Log of Electric Types :	<a href="#">ElectricType_042017.pdf</a>	1.2 GB	<a href="#">Actions</a>
04/21/2017	<a href="#">Hamilin, Hanni...</a>	Geologic Cross S...	Cross Section of the I	<a href="#">GeologicStudy_April_2...</a>	531 MB	<a href="#">Actions</a>
04/19/2017	<a href="#">Tyler, John</a>	ZEI Calculation	ZEI Calculation	<a href="#">ZEI.xlsx</a>	117 MB	<a href="#">Actions</a>
04/19/2017	<a href="#">Burr, Aaron</a>	Fluid Treatment	Fluid Treatment Plan	<a href="#">Fluid_Plan_04_17.pdf</a>	98 KB	<a href="#">Actions</a>

1

10 items per page

Viewing 1-4 of 4 results

Back

Next

Save

Step	Action	Required Fields
1.	Click on <b>Actions</b> dropdown.	
2.	Select <b>Add New</b> .	

## Section 6. Document Upload - Continue

Document Upload

☒ Upload New Document
☐ Associate Existing WellSTAR Document

Category

UIC Project

☐ Internal Only
☐ Request Confidentiality

Type\*

Relevant Date\*

Description\*

Filename\*

Browse

Cancel

Upload

Document Upload

☐ Upload New Document
☒ Associate Existing WellSTAR Document

Document ID\*

Cancel

Upload

Step	Action	Required Fields
3.	Select <b>Upload New Document</b> or <b>Associate Existing WellSTAR Document</b> .	
4.	Select <b>Internal Only</b> or <b>Request Confidentiality</b> as needed. <b>NOTE:</b> These two buttons are only visible to <b>Internal Users</b> .	
5.	Fill out the required information, Type, Relevant Date, and Description. <b>NOTE:</b> <ul style="list-style-type: none"> <li><b>Type:</b> Break down documents and select appropriate Document Type.</li> <li><b>Relevant Date:</b> e.g. Date of aquifer exemption concurrence letter was issued by the Waterboard.</li> <li><b>Description:</b> Add additional information can be used to search by later.</li> </ul>	
6.	Click <b>Browse</b> button and select file.	
7.	Click <b>Upload</b> button.	
8.	Click <b>Next</b> button.	



## Section 7. Form Submit

Project Code: 90302018, Project Type: Steamflood, Field: McKittrick

**Online Form Association** [Add Form]

Form ID	Category	Title	Description	Actions
02980	Well Management	Notice of Intent	NOI for proposed injection well	Actions ▾

**Form ID**  
Type Form ID Here... [Cancel] [Save]

**Comments** [Export/Print]

04/28/2018 10:33 AM: Robinson, Chris (Alexis Oil Co.)  
Comment.

05/08/2018 5:13 AM: Brown, James (ABC Oil Co.)  
Comment.

05/08/2018 11:33 AM: Hudson, Kate (ABC Oil Co.)  
Requested documents have been submitted.

Type comment here..... [Add Comment]

**Acknowledgement**

**Submitter**  
Jack Bauer


☐ 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.	Under <b>Online Form Association</b> click on <b>Actions</b> drop down.	
2.	Select <b>Add Form</b> .	
3.	Select associated form from <b>Form ID</b> drop down.	
4.	Click <b>Save</b> button.	
5.	Under <b>Comments</b> add comments as needed.	
6.	Under <b>Acknowledgment</b> click the check box to certify the form submission.	
7.	Click <b>Submit</b> button.	

## Section 8. Confirmation

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

<b>Project Code</b>	<b>Project Type</b>	<b>Field</b>
90302018	Steamflood	McKittrick

Close

Step	Action	Required Fields
1.	<p>No action needed.</p> <p>The application has been submitted successfully. The submitter will be notified when a determination has been made.</p> <p><b><u>NOTE:</u></b> For <b>New</b> or <b>Merge</b> 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.</p>	
2.	Click <b>Close</b> button on confirmation page.	

## 1.2 Modify Existing Injection Project

The screenshot shows the WellSTAR application interface. The top navigation bar includes 'Home', 'Explore Data', 'Forms', 'Tools', and 'Maps'. The 'Forms' tab is active, and the 'Online Forms' sub-tab is selected. A table lists various forms, with 'Application for Injection Approval' highlighted. The table has columns for Form Name, Form Category, Purpose, Version, and Count.

Form Name	Form Category	Purpose	Version	Count
110BQ Quarterly Water Injection	Production	Allows Operators to report water injection data on a quarterly basis	1	137
110FQ Quarterly Other Water Allocation	Production	Report quarterly water allocation data	1	31
110Q Quarterly Water Production	Production	Allows Operators to report water production data on a quarterly basis	1	173
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Analytical Sample Data Submission	Well Stimulation	Submit analytical sample data for a Well, Facility, UIC Project, or WST Permit.	2	82
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	3	54
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	4	5

At the bottom of the page, it says '© 2020 - WellSTAR | Privacy Policy' and 'Build Version: R5.1.1\_20200224 TRN'.

The screenshot shows the 'Application for Injection Approval' form. The 'Form Information' section is active. The 'ApplicationType' field has three options: 'New Project', 'Modify Project' (selected), and 'Merge Projects'. The 'Organization' and 'Project Code' fields are dropdown menus. The 'Description' field is a text area. There is a checkbox for 'The project's status requires an update.' and a 'Save & Continue' button.

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