



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

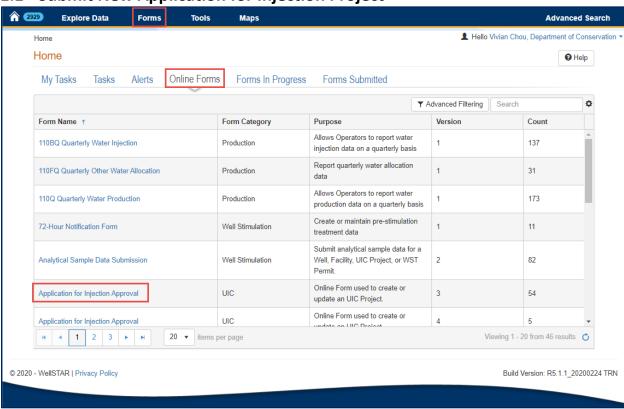
1 SUBMIT NEW APPLICATION FOR INJECTION PROJECT

Form used to apply for injection approval.

Lesson Objectives:

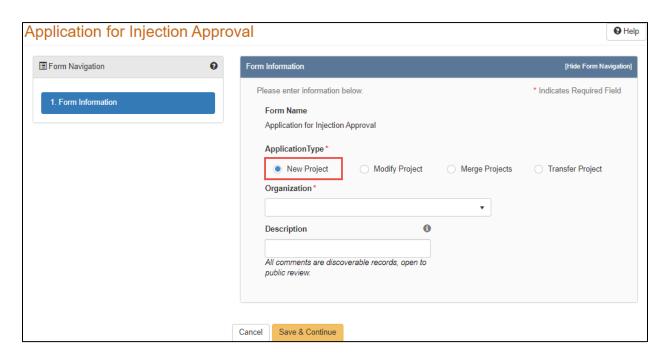
• Submit New Application for Injection Approval Form

1.1 Submit New Application for Injection Project



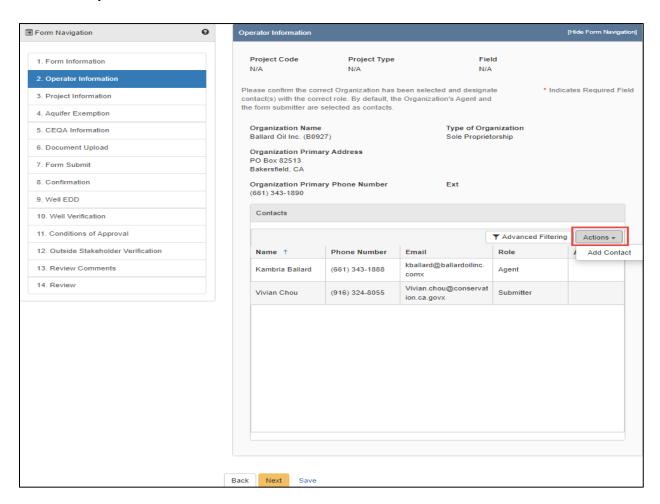
Step	Action	Required Fields
1.	Select the Online Forms under the Forms .	
2.	Click on Application for Injection Approval.	
	NOTE : Users can also click on the Advanced Filtering , and type in	
	"Application for Injection Approval" under the Form Name to	
	locate the form.	

Section 1. Form Information



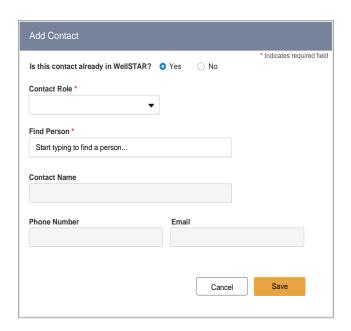
Step	Action	Required Fields
1.	Application Type. Select the New Project button.	Application Type
	NOTE: A new project code will be issued.	
2.	Select the Organization you are submitting the application on	Organization
	behalf of from the dropdown.	
3.	Enter a description of the project in the Description 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



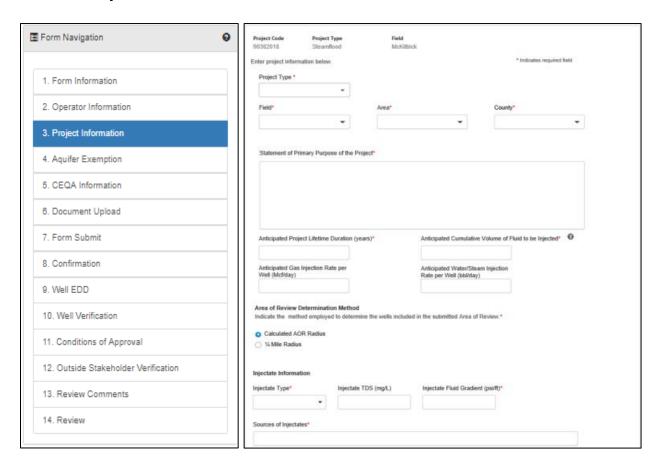
Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Add Contact.	

Section 2. Operator Information – Add Contact Pop-Up



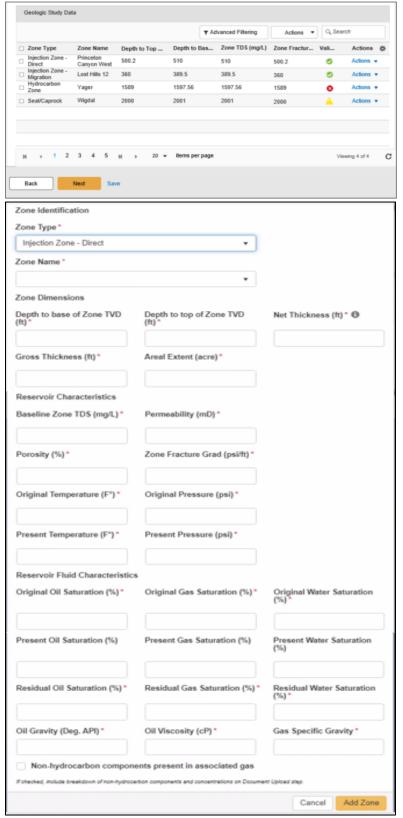
Step	Action	Required Fields
3.	If this contact is already in WellSTAR?	
	NOTE : If yes is selected, it shows a drop down of people	
	associated to that organization.	
4.	Enter contact information.	Contact Role
		Find Person
5.	Click Save button.	
6.	Click Next button.	

Section 3. Project Information



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

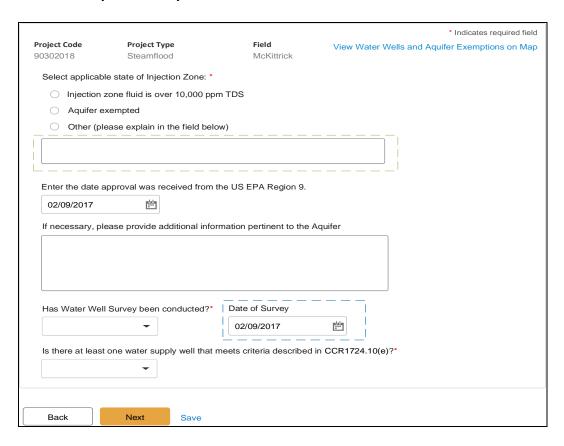




Section 3. Project Information – Geologic Study Popup – Continue

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.	Zone Type
		Zone Name
	NOTE:	Depth to Top of Zone TVD (ft)
	 Zone Type: Injection Zone – Direct 	Depth to Base of Zone TVD (ft)
	and Injection Zone – Migration are	Net Thickness (ft)
	collectively called Injection Zone.	Gross Thickness (ft)
	Geological Study Data is required.	Areal Extent (Acre)
	Fields are conditionally added based	Baseline Zone TDS (mg/l)
	on Zone Type.	Permeability (mD)
	 Zone Fracture Gradient: Fracture 	Porosity (%)
	gradient can be added for each	Zone Fracture Gradient (psi/ft)
	injection zone.	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)
	Clial Cara Zana hutta	Gas Specific Gravity
	Click Save Zone button.	
5.	Click Next button.	

Section 4. Aquifer Exemption



Step	Action	Required Fields
1.	Select applicable state of injection zone.	Select applicable state of
	NOTE:	injection zone
	 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.	
2.	Answer Has Water Well Survey been conducted?	Has Water Well Survey been
	NOTE : If Yes is selected for Water Well Survey,	conducted
	ensure a Water Well Survey map is uploaded. And,	
	must enter the Date of Survey .	
3.	Answer Is there at least one water supply well that	CCR 1724.10(e), i.e.
	meets criteria described in CCR 1724.10(e)?	completion intervals within
	NOTE : If Yes is selected, a pertinent document must	500 linear feet.
	be uploaded.	
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			
To expedite the C local agency before	EQA review process, the Opera re submitting the NOI to DOGG	vironmental Quality Act (CEQA) is required ator must first verify whether or not CEQA R; otherwise, DOGGR may require longer equest from DOGGR must undergo a CEQ	compliance is required by the r time periods for conducting its		
Other document u	ploads that may be required for	r CEQA review include: Signed Indemnity	Agreement		
 Approved Local Environmental D 	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 upload	ed CEQA documents that may	be associated with this form can be found	I on the Document Upload step.		
	instructions on completing this n.ca.gov/dog/CEQA	form, please visit the DOGGR CEQA hom	nepage here: https://		
Did the Local Age	ency prepare an Environmen	tal Document for this project? * 🕜			
	-				
In those of CEOA I	and America (Other than Di	occe) •			
• Yes	.ead Agency? (Other than DO	Adak)			
CCOA 14 A					
CEQA Lead Agency	, - -				
CEQA Lead Agency	Contact *				
CEQA Lead Agency	Address				
Address Line 2					
City		State Zip Co	ode		
		CA ▼			
Phone Number *		Extension			
Email *					

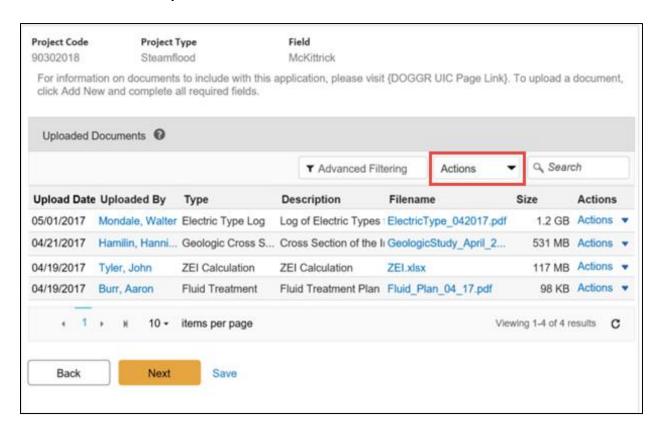
UIC – Submit and Review UIC Application

cross	
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 Clearing	house Number 🚯 CEQA Notice Type *
3/23/2017	
0.20.20 II	
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 *	
cean Project Description	
	n in the box below. You may also upload it as an
	Step, but please indicate that in the textbox below.
Please include:	
Project Proposal Project Location	
Environmental Setting	
Local Agency Requirements	
	ultiple wells, please include a list of all wells (include
API # and Well Name/Designation, it	
	CEQA Project Description can be found on the
DOGGR CEQA homepage	
Back Name	Course.
Back Next	Save

Section 5. CEQA Information - Continue

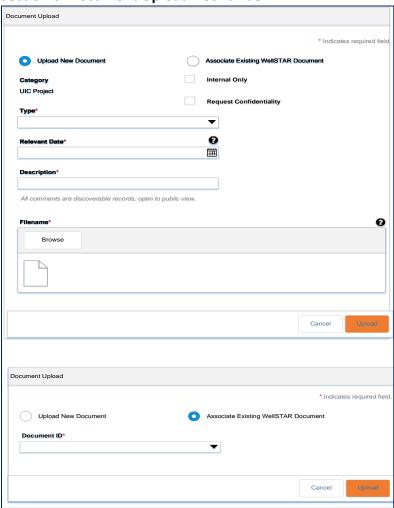
Step	Action	Required Fields
1.	Select the answer of "Did the Local Agency	
	prepare an Environmental Document for	
	this project?" from the dropdown.	
2.	Select the answer of "Is there a CEQA Lead	
	Agency? (Other than CalGEM)".	
3.	Fill out the required information.	CEQA Lead Agency
		CEQA Lead Agency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



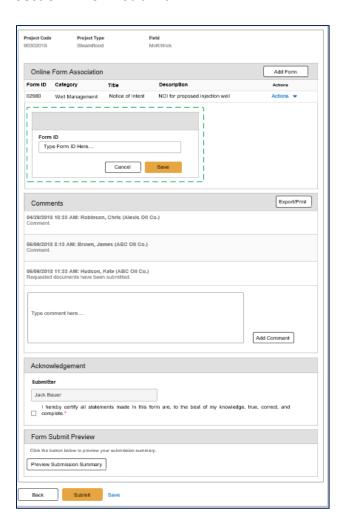
Step	Action	Required Fields
1.	Click on Actions dropdown.	
2.	Select Add New.	

Section 6. Document Upload - Continue



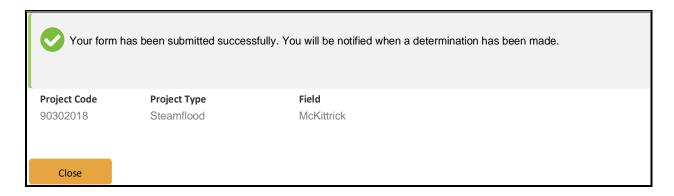
Step	Action	Required
		Fields
3.	Select Upload New Document or Associate Existing WellSTAR Document .	
4.	Select Internal Only or Request Confidentiality as needed.	
	<u>NOTE</u> : These two buttons are only visible to Internal Users.	
5.	Fill out the required information, Type, Relevant Date, and Description.	
	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



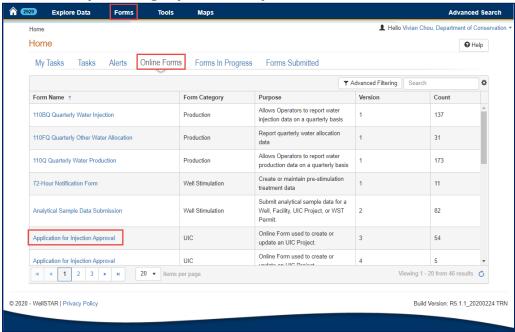
Step	Action	Required Fields
1.	Under Online Form Association click on Actions drop down.	
2.	Select Add Form.	
3.	Select associated form from Form ID drop down.	
	Online Form Association ×	
	Form ID	
	▼	
	Cancel Save	
4.	Click Save button.	
5.	Under Comments add comments as needed.	
6.	Under Acknowledgment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

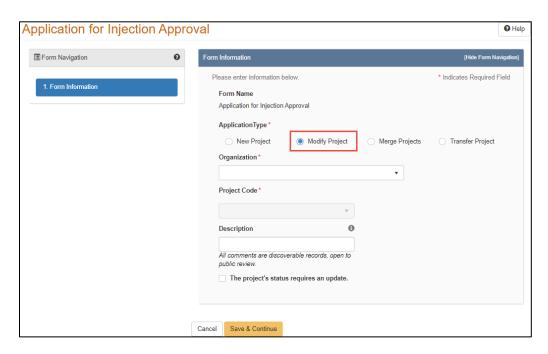
Section 8. Confirmation



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 .	