



User Reference Guide

Underground Injection Control (UIC)

Module 3

Submit Analytical Sample Data

Table of Contents

| C | OURSE OVERVIEW | . 3 |
|---|-----------------------------------|-----|
| _ | Course Description | • |
| 1 | | |
| _ | 1.1 Submit Analytical Sample Data | - |
| | Key Points | 1 - |

COURSE OVERVIEW

Course Description

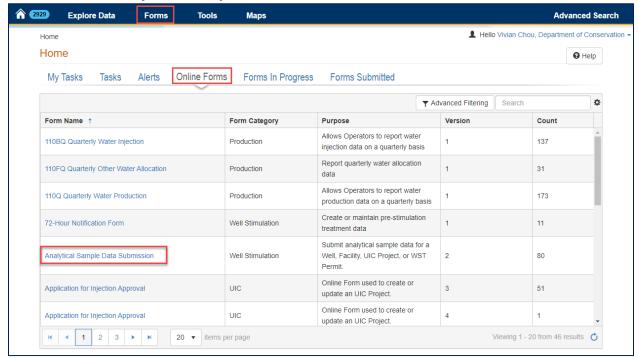
This lesson details the process of submitting analytical sample data in WellSTAR.

• Submit Analytical Sample Data

1 SUBMIT ANALYTICAL SAMPLE DATA

This lesson details the process of submitting analytical sample data in WellSTAR.

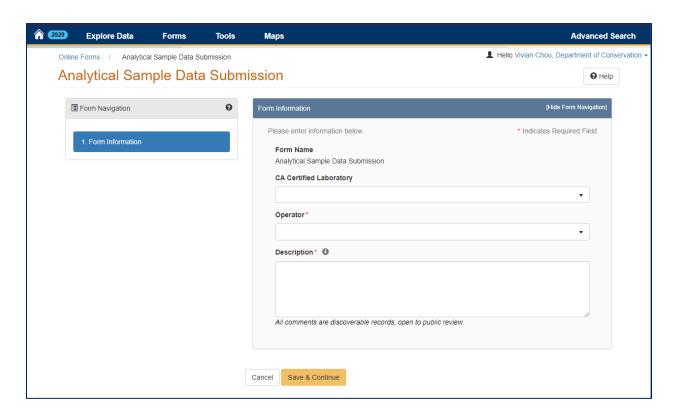
1.1 Submit Analytical Sample Data



Analytical Sample Data Submission

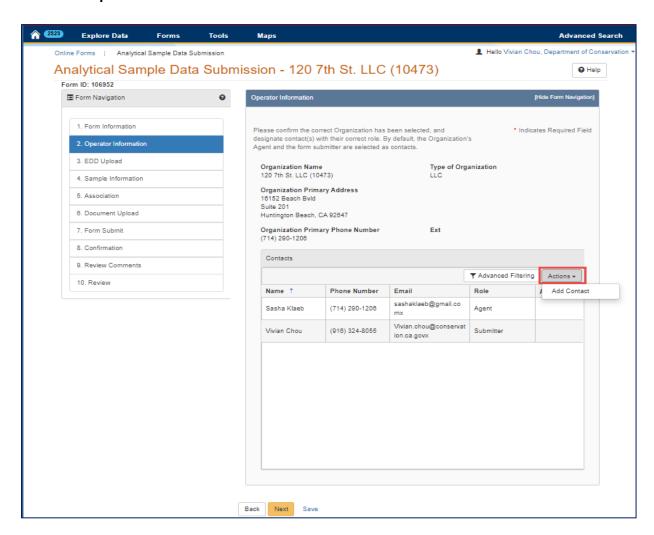
| Step | Action | Required Fields |
|------|---|-----------------|
| 1. | Find Forms from the Home Screen. | |
| 2. | Select Online Forms. | |
| 3. | Search and click on the blue hyperlink labeled Analytical Sample | |
| | Data Submission. | |

Section 1. Form Information



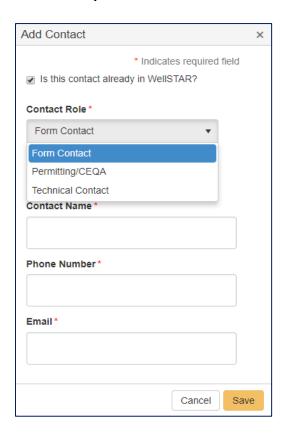
| Step | Action | Required Fields |
|------|---|-----------------|
| 1. | You will be taken to Section 1. Form Information page to submit | CA Certified |
| | Analytical Sample Data. Select the name of CA Certified Laboratory | Laboratory |
| | from the dropdown. | |
| | NOTE : If logged in as a Lab user, the CA Certified Laboratory | |
| | information is auto populated. | |
| 2. | Select the name of Operator from the dropdown. | Operator |
| 3. | Enter in a Description for this Analytical Data. | |
| | NOTE: It is recommended to enter "Well Name and API#, UIC | |
| | Project Code, Project Type, Field, Injection Zone" in Description | |
| | box, so that this information can be used to locate the form. | |
| 4. | Click Save and Continue button. | |

Section 2. Operator Information



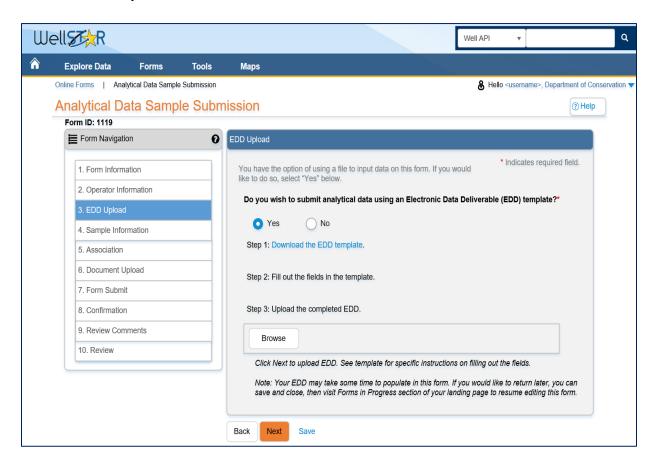
| Step | Action | Required Fields |
|------|---|-----------------|
| 1. | Review organization details and ensure it is up to date. | |
| | NOTE : changes <u>cannot</u> be made to organization details here. | |
| 2. | Click Actions button to add new contact as needed. | |
| 3. | Click Add Contact. | |

Section 2. Operator Information - Continue



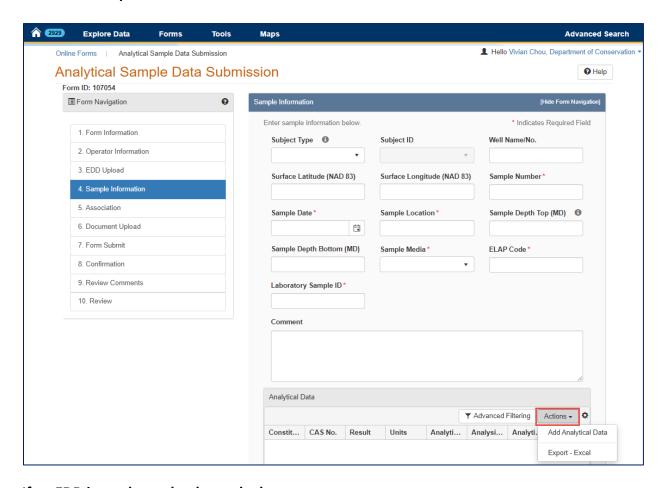
| Step | Action | Required Fields |
|------|---|-----------------|
| 4. | Complete contact information dialogue box that appears. | |
| 5. | Click Save button. | |
| 6. | Click Next button. | |

Section 3. EDD Upload



| Step | Action | Required Fields |
|------|---|-----------------------------|
| 1. | Select whether you will be using an Electronic Data | Do you wish to submit |
| | Deliverable (EDD) template to upload data. (Using | Analytical data using an |
| | the EDD template is optional.) | Electronic Data Deliverable |
| | | (EDD) template? |
| 2. | If No , click Next button. | |
| | If Yes, click on the Download the EDD template. | |
| 3. | Fill out the EDD template and save the file on your | |
| | computer. | |
| 4. | Click on the Browse button and select your file. | |
| 5. | Click Next button to upload the EDD. | |

Section 4. Sample Information



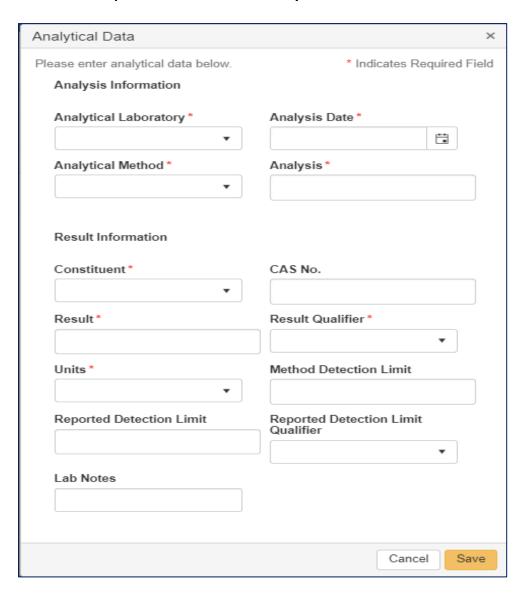
If an EDD is used to upload sample data,

| Step | Action | Required Fields |
|------|--|-----------------|
| 1. | Sample data will prepopulate if an EDD was uploaded. | |
| 2. | Correct any validation error. | |

If an EDD is not used to upload sample data,

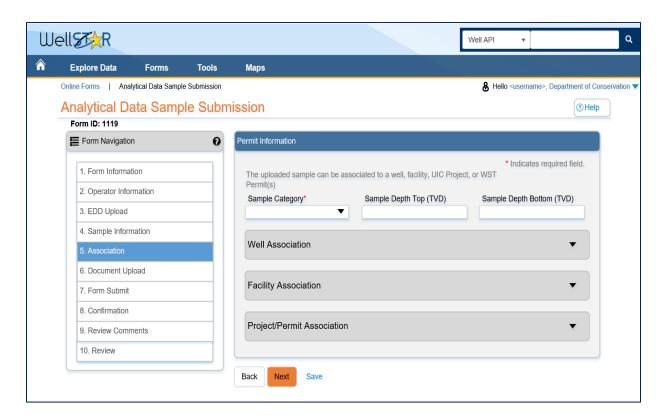
| Step | Action | Required Fields |
|------|---|----------------------|
| 1. | Select the Subject Type from dropdown. | |
| 2. | Fill out the Sample Information. | Sample Number |
| | | Sample Date |
| | | Sample Location |
| | | Sample Media |
| | | ELAP Code |
| | | Laboratory Sample ID |
| 3. | Type in the Comment as needed. | |
| 4. | Click Actions button. | |
| 5. | Select Add Analytical Data. | |

Section 4. Sample Information – Add Analytical Data



| Step | Action | Required Fields |
|------|---------------------------------------|-----------------------|
| 6. | Fill out the Analytical Data . | Analytical Laboratory |
| | | Analysis Date |
| | | Analytical Method |
| | | Analysis |
| | | Constituent |
| | | Result |
| | | Result Qualifier |
| | | Units |
| 7. | Click Save button. | |
| 8. | Click Next button. | |

Section 5. Association

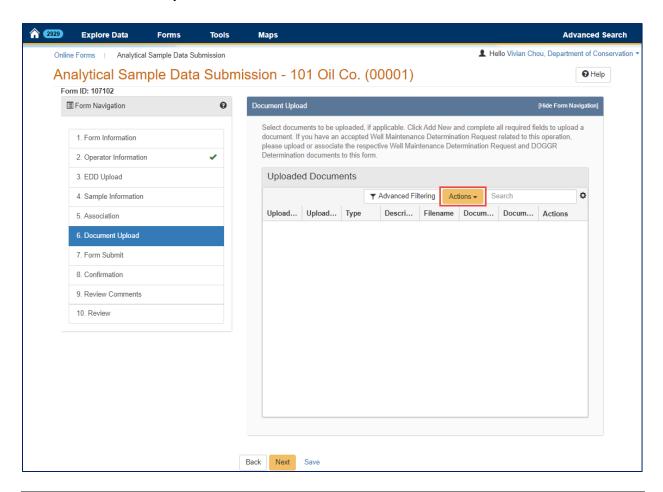


For a CA Certified Laboratory user, this section is **ready only**.

For an Operator or Internal User, this section is editable.

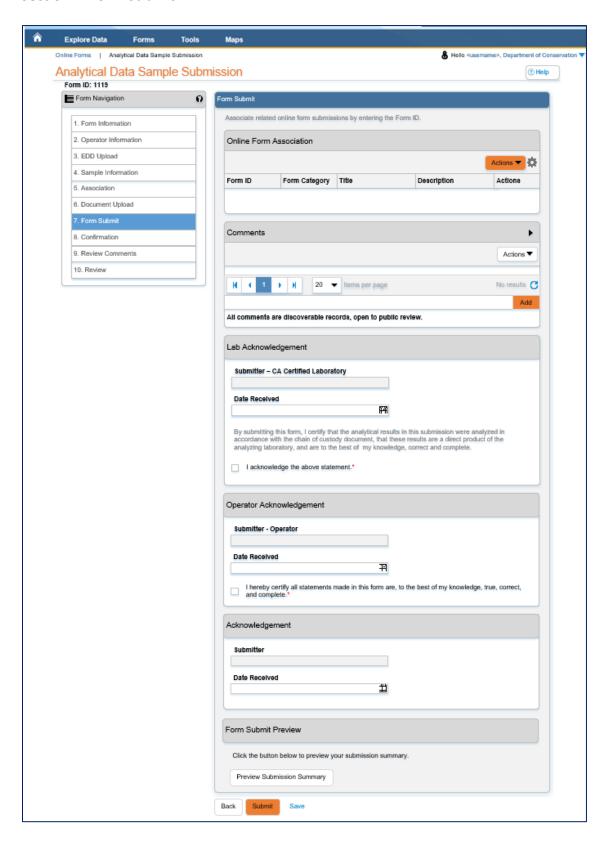
| Step | Action | Required Fields |
|------|---|-----------------|
| 1. | Select Sample Category from dropdown. | |
| 2. | Check whether the sample data is associated with a Well | Well, Facility, |
| | Association, Facility Association or Project/Permit Association. | Project/Permit |
| 3. | Search for the correct Well, Facility, or Project/Permit. | |
| 4. | Select the correct Well/Facility/Project/Permit and select the down | |
| | arrow around underneath the search box. This associates the | |
| | well/facility/project/permit to the analytical sample data. | |
| 5. | Click Next button. | |

Section 6. Document Upload



| Step | Action | Required Fields |
|------|--|-----------------|
| 1. | Click Actions button. | |
| 2. | Select Add New. | |
| 3. | Click Browse to upload any pertaining documents applicable to | |
| | the Analytical Sample Data. | |
| | Examples: | |
| | Laboratory Report | |
| | Sample Collection Record | |
| 4. | Click Upload button. | |
| 5. | Click Next button. | |

Section 7. Form Submit



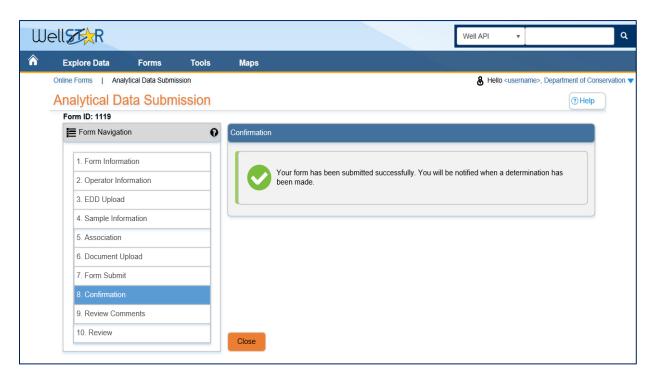
Section 7. Form Submit – Certified Laboratory/Internal Users

| Step | Action | Required Fields |
|------|---|-----------------|
| 1. | If any form needs to be added, click Actions then select Add Form . | |
| | This creates a popup. Type in the formID or name and click Save. | |
| 2. | If any comments pertaining to the submittal is needed, type in the | |
| | comment and click Add . | |
| 3. | When ready to acknowledge, click the box label "I hereby | |
| | certify". This auto populates the user's name who is filling out | |
| | the form. | |
| 4. | Click the button Preview Submission Summary to generate and | |
| | preview the submission. | |
| 5. | When satisfied with the submission, click Submit button. | |
| | NOTE : WellSTAR will send an email to Operator after the | |
| | submission. | |

Section 7. Form Submit – Operators

| Step | Action | Required Fields |
|------|--|-----------------|
| 1. | Review Section 1-6. | |
| 2. | If any comments pertaining to the submittal is needed, type in the | |
| | comment and click Add . | |
| 3. | When ready to acknowledge, click the box label "I hereby | |
| | certify". This auto populates the user's name who is filling out | |
| | the form. | |
| 4. | Click the button Preview Submission Summary to generate and | |
| | preview the submission. | |
| 5. | When satisfied with the submission, click Submit button. | |

Section 8. Confirmation



| Step | Action | Required Fields |
|------|--|-----------------|
| 1. | No action needed. | |
| | NOTE: The Analytical Sample Data is submitted and goes | |
| | through an internal review process after this Section. | |
| 2. | Click Close button. | |

Key Points

- Only the California Certified Laboratory and Internal User can submit the Analytical Sample Data.
- Operators have read only access to the Analytical Sample Data Submission and can add association, comments to the data submission.