



User Reference Guide

Underground Injection Control (UIC)
Module 3
Submit Analytical Sample Data

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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

The screenshot shows the WellSTAR interface. At the top, there's a navigation bar with 'Forms' highlighted. Below it, the 'Online Forms' tab is selected. A table lists various forms with columns for Form Name, Form Category, Purpose, Version, and Count. The 'Analytical Sample Data Submission' form is highlighted with a red box. Below the table, there are pagination controls showing '1' of 46 results.

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	80
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	3	51
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	4	1

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

Online Forms | Analytical Sample Data Submission

Hello Vivian Chou, Department of Conservation

Analytical Sample Data Submission

Form Navigation

1. Form Information

Form Information [Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Analytical Sample Data Submission

CA Certified Laboratory

Operator *

Description * ⓘ

All comments are discoverable records, open to public review.

Cancel Save & Continue

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page to submit Analytical Sample Data. Select the name of CA Certified Laboratory from the dropdown. NOTE: If logged in as a Lab user, the CA Certified Laboratory information is auto populated.	CA Certified Laboratory
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

Online Forms | Analytical Sample Data Submission | Hello Vivian Chou, Department of Conservation

Analytical Sample Data Submission - 120 7th St. LLC (10473)

Form ID: 106952

Form Navigation

- Form Information
- Operator Information**
- EDD Upload
- Sample Information
- Association
- Document Upload
- Form Submit
- Confirmation
- Review Comments
- Review

Operator Information [Hide Form Navigation]

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates Required Field

Organization Name
120 7th St. LLC (10473)

Type of Organization
LLC

Organization Primary Address
16152 Beach Blvd
Suite 201
Huntington Beach, CA 92647

Organization Primary Phone Number
(714) 290-1206

Ext

Contacts

Advanced Filtering Actions

Name	Phone Number	Email	Role	Actions
Sasha Klaeb	(714) 290-1206	sashaklaeb@gmail.com	Agent	
Vivian Chou	(916) 324-8055	Vivian.chou@conservation.ca.gov	Submitter	

Back Next Save

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

Add Contact

×

* Indicates required field

☒ Is this contact already in WellSTAR?

Contact Role *

Form Contact

▼

Form Contact

Permitting/CEQA

Technical Contact

Contact Name *

Phone Number *

Email *

Cancel

Save

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

Section 3. EDD Upload

The screenshot shows the 'Analytical Data Sample Submission' form in the WellSTAR system. The form is titled 'Form ID: 1119' and is currently on the 'EDD Upload' step. A sidebar on the left lists the form sections: 1. Form Information, 2. Operator Information, 3. EDD Upload (selected), 4. Sample Information, 5. Association, 6. Document Upload, 7. Form Submit, 8. Confirmation, 9. Review Comments, and 10. Review. The main content area for 'EDD Upload' explains that users can use a file to input data and asks, 'Do you wish to submit analytical data using an Electronic Data Deliverable (EDD) template?'. There are radio buttons for 'Yes' (selected) and 'No'. Below this, three steps are listed: Step 1: Download the EDD template, Step 2: Fill out the fields in the template, and Step 3: Upload the completed EDD. A 'Browse' button is provided for uploading the file. A note at the bottom states: 'Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit Forms in Progress section of your landing page to resume editing this form.' At the bottom of the form are 'Back', 'Next', and 'Save' buttons.

Step	Action	Required Fields
1.	Select whether you will be using an Electronic Data Deliverable (EDD) template to upload data. (Using the EDD template is optional.)	Do you wish to submit Analytical data using an 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

Analytical Data

Please enter analytical data below.
* Indicates Required Field

Analysis Information

Analytical Laboratory *

Analysis Date *

Analytical Method *

Analysis *

Result Information

Constituent *

CAS No.

Result *

Result Qualifier *

Units *

Method Detection Limit

Reported Detection Limit

Reported Detection Limit Qualifier

Lab Notes

Cancel Save

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

The screenshot shows the 'Analytical Data Sample Submission' form in the WellSTAR system. The form is titled 'Form ID: 1119'. On the left is a 'Form Navigation' sidebar with 10 steps: 1. Form Information, 2. Operator Information, 3. EDD Upload, 4. Sample Information, 5. Association (highlighted), 6. Document Upload, 7. Form Submit, 8. Confirmation, 9. Review Comments, and 10. Review. The main content area is titled 'Permit Information' and includes a note: 'The uploaded sample can be associated to a well, facility, UIC Project, or WST Permit(s)'. It features three input fields: 'Sample Category*' (a dropdown menu), 'Sample Depth Top (TVD)', and 'Sample Depth Bottom (TVD)'. Below these are three large dropdown menus for 'Well Association', 'Facility Association', and 'Project/Permit Association'. A red asterisk indicates required fields. At the bottom are 'Back', 'Next', and 'Save' buttons. The top navigation bar includes 'Explore Data', 'Forms', 'Tools', and 'Maps'. The user is logged in as 'Hello <username>, Department of Conservation'.

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 Association, Facility Association or Project/Permit Association .	Well, Facility, 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

Online Forms : Analytical Sample Data Submission

2929 Explore Data Forms Tools Maps Advanced Search

Hello Vivian Chou, Department of Conservation

Analytical Sample Data Submission - 101 Oil Co. (00001)

Form ID: 107102

Form Navigation

1. Form Information
2. Operator Information ✓
3. EDD Upload
4. Sample Information
5. Association
6. Document Upload
7. Form Submit
8. Confirmation
9. Review Comments
10. Review

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...	Filename	Docum...	Docum...	Actions

Back Next Save

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: <ul style="list-style-type: none"> • Laboratory Report • Sample Collection Record 	
4.	Click Upload button.	
5.	Click Next button.	

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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

The screenshot displays the WellSTAR web application interface for the 'Analytical Data Submission' process. The top navigation bar includes 'Explore Data', 'Forms', 'Tools', and 'Maps'. The user is logged in as 'Hello <username>, Department of Conservation'. The main heading is 'Analytical Data Submission' with a 'Help' link. Below this, the 'Form ID: 1119' is shown. A 'Form Navigation' sidebar on the left lists steps from 1 to 10, with '8. Confirmation' selected. The main content area shows a 'Confirmation' message with a green checkmark icon and the text: 'Your form has been submitted successfully. You will be notified when a determination has been made.' An orange 'Close' button is located at the bottom right of the confirmation message.

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.