



## User Reference Guide

Well Management  
Module 3  
Submit Well Summary

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## **COURSE OVERVIEW**

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### **Course Description**

The Well Summary online form is used by External Users and Internal Users (submitting on behalf of External Users) to correct data errors or to enter well details of the work accomplished after completion of one of the following:

- Drill New well
- Rework an existing well
- deepen an existing well
- After abandoning well

### **Process Flow**

The end-to-end business process for Well Summary covers the following:

- Submitting Well Summary
- Updating Well Information

# 1 SUBMIT WELL SUMMARY

In this lesson you will learn how to submit a Well Summary form.

Lesson Objectives:

- Submit Well Summary

## 1.1 Submit Well Summary

Home

Help

MyTasks Tasks Alerts **Online Forms** Forms In Progress Forms Submitted

Form Name ↑	Form Category	Purpose	Version	Count
<a href="#">Upload Test Results</a>	Test	Upload results from tests performed on Wells or Facility Components.	1	18
<a href="#">Well Name Change</a>	Well	Change a well name or number	1	8
<a href="#">Well Summary</a>	Well	Document changes to oil and gas wells in California	1	4

Advanced Filtering Well Summary

20 items per page Viewing 21 - 23 from 23 results

Step	Action	Required Fields
1.	From the <b>Home</b> screen, select <b>Online Forms</b> .	
2.	In the search bar on the right, type in <b>“Well Summary”</b> .	
3.	Click on the blue hyperlink labeled <b>Well Summary</b> .	

## Form Information

Form Information
[Hide Form Navigation]

Enter information related to the Well and Permit \* Indicates Required Field

**Form Name**  
Well Summary

**Organization \***

**Well API \***

**Wellbore Number \***

**Permit No.**

Or proceed without an active permit

**Description \*** ⓘ


*All comments are discoverable records, open to public review.*

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Well Summary. Start by typing in the <b>Organization Name</b> and search for the correct organization for the dropdown.	Organization
2.	Select the <b>API No.</b> for the well or search for the <b>API No.</b> by typing it out.	API
3.	Select the <b>Permit No.</b> for the well or search for the correct Permit No. by typing it out. Can also check the box to proceed with the Well Summary without an active permit (this would be done to update information for the well). <b>NOTE:</b> Some fields will no longer be required if the user does not associate a permit.	Permit No.
4.	Enter in a <b>Description</b> for this Well Summary <b>NOTE:</b> It is recommended to enter the well name and API number in Description so that this information can also be used to locate the form.	Description
5.	Click <b>"Next"</b> . <span style="background-color: #f4a460; padding: 2px 5px; font-size: small;">Next</span>	

## EDD Submission

EDD Submission		
<b>API Number</b>	<b>Well Designation</b>	<b>Field</b>
0402918468	Coffee 3	Round Mountain
<b>Well Type</b>	<b>Notice Type</b>	
Oil & Gas	Rework	
<p>You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. The EDD file will be saved to the detail record as a confidential document visible only to the Operator and Internal Users.</p> <p style="text-align: right;">* Indicates Required Field</p>		
<p><b>Do you wish to submit Notice of Intention data using an Electronic Data Deliverable (EDD) template? *</b></p> <p> <input checked="" type="radio"/> <b>Yes</b>                          <input type="radio"/> <b>No</b> </p>		
<p>Step 1: <a href="#">Download the EDD template.</a></p> <p>Step 2: Please upload your form data in .XML format here:</p>		
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Browse...</div>		
<p><i>Click Next to upload EDD. See template for specific instructions on filling out the fields.</i></p> <p><i>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 the Forms in Progress section of your landing page to resume editing this form.</i></p>		

Step	Action	Required Fields
1.	Select whether you will submit using the <b>Electronic Data Deliverable (EDD)</b> template or continue with submission of data using the online form. If no is selected, move to next step.	
2.	If using EDD, select <b>Yes</b> .	
3.	Download the EDD template using the <b>blue hyperlink</b> .	
4.	Fill out the required fields within the XML EDD template.	

5.	Click the “ <b>Select files...</b> ” button.	
6.	Locate and select the file from the “ <b>Open</b> ” window.	
7.	Click “ <b>Open</b> ”.	
8.	Click “ <b>Next</b> ”. 	

## Operator Information

Operator Information
[Hide Form Navigation]

<b>API Number</b>	<b>Well Designation</b>	<b>Field</b>
N/A	N/A	N/A
<b>Well Type</b>	<b>Notice Type</b>	
N/A	New Drill	

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

<b>Organization Name</b>	<b>Type of Organization</b>
Coffee Petroleum (C6755)	Corporation
<b>Organization Primary Address</b>	
24587 Round Mountain Road (Poso Creek Route) Bakersfield, CA 93308	
<b>Organization Primary Phone Number</b>	<b>Ext</b>

Contacts

▼
▼ Advanced Filtering
Actions ▼

Name ↑	Phone Number	Email	Role	Actions
Jordan Martin	(805) 465-9638	jordan.martin@conservation.ca.govx	Submitter	

Add Contact
✕

\* Indicates Required Field

Is this contact already in WellSTAR and associated to the current Organization?

**Contact Role \***

Form Contact ▼

**Find Person \***


▼

**Contact Name**

**Phone Number**

**Email**

Cancel
Save

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note: changes cannot be made to organization details here.</i>	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click <b>"Actions"</b> .	
4.	Click <b>"Add Contact"</b> .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue <b>"Update"</b> button.	
7.	Click <b>"Next"</b> . 	



## Permit Information

Permit Information		[Hide Form Navigation]				
<b>API Number</b>	<b>Well Designation</b>	<b>Field</b>				
0403029619	King 87V-19	Belridge, South				
<b>Well Type</b>	<b>Notice Type</b>					
Oil & Gas	NOI					
Verify that the correct permit is associated to this Summary.						
<b>Organization Name</b>	<b>Permit No.</b>	<b>Notice Type</b>	<b>Permit Expiration Date</b>			
Aera Energy LLC (A0610)	4060833	NOI	2/10/2007			
<b>API No.</b>	<b>Well Name</b>	<b>Well No.</b>	<b>Well Designation</b>	<b>Critical/Environmentally Sensitive</b>		
0403029619	Unspecified	87V-19	King 87V-19	No		
<b>Bond No.</b>	<b>Lease</b>	<b>UIC Project Code</b>				
5923683	King					
<b>Field</b>	<b>Area</b>	<b>Pool</b>				
Belridge, South	Any Area	Diatomite				
<b>County</b>	<b>Latitude</b>	<b>Longitude</b>	<b>SEC</b>	<b>TWP</b>	<b>RNG</b>	<b>B&amp;M</b>
Kern	35.47193527	-119.74371338	19	28S	21E	MD

Step	Action	Required Fields
1.	All information on this page is read-only. Review all information for completeness and accuracy. Data will only display if a permit is associated.	
2.	Click <b>"Next"</b> . <span style="background-color: #f4a460; padding: 2px;">Next</span>	

## Well Information

Please enter relevant dates and information on the completed Well Operation \* Indicates Required Field

<b>Date Commenced *</b>	<b>Date Completed *</b>	<b>Rig Release Date *</b>	<b>Spud Date *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Depth measurements are referenced to \* ⓘ

Kelly Bushing  feet above ground

Elevation of ground above Mean Sea Level

**Current \*** **Proposed**

Please select the direction of this wellbore \*

If Horizontal or Directional, please upload a Directional Program data in the template provided on Step 10, Directional Survey Submission

Wellbore Depths

Depth Type	Proposed (ft)	Actual (ft)
Bottom Hole (MD)	4433	<input type="text" value="4433"/>
Bottom Hole (TVD)	2354	<input type="text" value="2354"/>
Plugback Depth (MD)		<input type="text"/>
Plugback Depth (TVD)		<input type="text"/>

Step	Action	Required Fields
1.	Input <b>Commence Operation Date, Completed Operation Date, Rig Release Date.</b>	Only required if a permit was associated
2.	Use the drop-down menu to select the reference depth (i.e. <b>Kelly Bushing, Ground Level, Derrick Floor</b> ). Input how many <b>Feet above ground</b> that reference depth is.	Depth Datum, Elevation of depth datum
3.	Input the <b>elevation of ground above Mean Sea Level.</b>	
4.	Input <b>Bottom Hole (MD), Bottom Hole (TVD), Plugback Depth (MD), Plugback Depth (TVD) if applicable</b> in the corresponding Actual Field tabs. These are pre-populated if the data already exists for the well.	Bottom Hole
5.	Select the direction of this wellbore if <b>Vertical, Horizontal, Directional.</b>	Direction of this wellbore
6.	Scroll down the page.	

Current Associated Projects Grid ▼

Program	Project T...	Project S...	Project ID	Planned ...	Review D...	Notes

◀ 0 ▶
20 items per page
No results to display

Step	Action	Required Fields
1.	View the associated projects grid to see all project associations for the well, whether it is an injection well or a well within the AOR for a project.	
2.	Scroll down the page.	

Check all that apply to this notice

The presence of H2S (Hydrogen Sulfide) or waste gas was detected \*      Concentration (ppm): \*

Yes

Fresh Water is present \*      If yes, please enter Zone information in the table below.

No

USDW present \*      If yes, please enter Zone information in the table below.

No

Please Provide Zones of Significance  
Zones of Significance – Enter the anticipated geological markers, and the intended zone(s) of completion

Actions <input type="button" value="v"/>					
Zone Category <input type="button" value="u"/>	Zone Name	Formati... Pressure (PSI)	Oil/ Gas Show	Encountered?	Actions

Describe any known significant geologic markers below, and estimated depths

All comments are disclosurable records open to public review

Step	Action	Required Fields
3.	Use the drop downs to indicate <b>The Presence of H2S, Fresh Water Presence, and USDW Presence.</b>	Presence of H2S (and concentration if yes), BFW, and USDW
4.	Provide any Zones of Significance in the table by inputting <b>Zone Category, Zone Name</b> , if the zone depth is <b>Estimated/Actual, Top and Bottom TVD (ft) and MD (ft), Formation Pressure (PSI)</b> , If there is <b>Oil/Gas Shows, and Encountered</b> while drilled. Note: Zones of Significance is required if BFW, USDW or H2S is selected in the previous step.	Zone Category
5.	Click <b>"Next"</b> . <input type="button" value="Next"/>	

## Section 6. Location Information

### Location Information

Please confirm and/or update location information on the completed well. \* Indicates required field well


#### Surface Location Section

<b>Section *</b> 01	<b>Township *</b> 01 N	<b>Range *</b> 01 E
<b>BSM *</b> MD	<b>Field</b> McKittrick	
<b>Latitude *</b> 35.3017387390137	<b>Longitude *</b> -119.60848236084	<b>County</b> Kern
<b>Corner Call *</b>		
<div style="border: 1px solid gray; height: 40px;"></div>		
<b>Source</b> Operator Submitted	<b>Date Collected</b>	
<b>Location Description</b> Fr SE cor 1918N 430W		
All comments are discoverable records, open to public review.		

#### Bottom Hole Location Section

<b>Section *</b> 01	<b>Township *</b> 01 N	<b>Range *</b> 01 E
<b>BSM *</b> MD	<b>Field</b> McKittrick	
<b>Latitude *</b> 35.3017387390137	<b>Longitude *</b> -119.60848236084	<b>County</b> None
<b>Corner Call *</b>		
<div style="border: 1px solid gray; height: 40px;"></div>		
All comments are discoverable records, open to public review.		

Page 13

Step	Action	Required Fields
1.	Input the following data into the <b>As Drill Surface Location Information</b> : <ul style="list-style-type: none"> <li>• <b>Section, Township, Range, B&amp;M</b></li> <li>• <b>Latitude and Longitude (NAD 83)</b></li> <li>• <b>Corner Call</b></li> <li>• <b>Source</b> (i.e. GPS, HUD) and the <b>Date Collected</b></li> <li>• <b>Location Description</b> (if Applicable)</li> </ul> <b>NOTE:</b> These will all be pre-populated if already in WellSTAR.	Section, Township, Range, B&M, Latitude and Longitude, Corner Call
2.	Input the following data into the <b>As Drilled Bottom Hole Location Information</b> : <ul style="list-style-type: none"> <li>• <b>Section, Township, Range, B&amp;M</b></li> <li>• <b>Latitude and Longitude (NAD 83)</b></li> <li>• <b>Corner Call</b></li> </ul>	Section, Township, Range, B&M, Latitude and Longitude, Corner Call
3.	Click <b>"Next"</b> . 	

**Wellhead Equipment**

Add Wellhead Equipment
✕

\* Indicates Required Field

**Equipment Type \***

Bull plug
▼

**Pressure Rating \***

3000

**Make**

**Model**

**Install Date**

03/31/2020
📅

**Remove Date**

📅

**Description**

*All comments are discoverable records, open to public review.*

Cancel
Save

Step	Action	Required Fields
1.	Click the Actions button and input all pertinent <b>Wellhead Equipment</b> by clicking <b>“Add Equipment”</b>	Equipment Type, Pressure Rating
2.	Click <b>“Save”</b> . <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">Save</span>	
3.	Click <b>“Next”</b> . <span style="background-color: #f0ad4e; color: white; padding: 2px 5px; font-size: x-small; border-radius: 3px;">Next</span>	

## Features and Cement

Construction Feature
✕

\* Indicates required field

**Feature \***

**Feature Top (measured depth) \***

**Outside Diameter (decimal inches)**

**Inside Diameter (decimal inches)**

**Weight (lbs)**

**Grade/Type**

**Pressure**

**New Pipe**

**Pulled**

**Install Date**

**Remove Date**

**Connection Type**

**Description**

All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	Input all pertinent <b>Wellbore Construction Feature Record</b> by clicking <b>“Add Feature Record”</b>	Feature, Feature Top, Feature Bottom
2.	Click <b>“Save”</b> .	
3.	If user has the correct security assignment, user can <b>Propose Delete Existing Feature</b> using the actions drop down. Only delete feature that are data errors, if a feature was physically removed from the well use the “removed date” data field.	
4.	Click <b>“Next”</b> . <span style="background-color: #f4a460; padding: 2px 5px; font-size: 0.8em;">Next</span>	



Cement Segment
✕

\* Indicates required field

**Associated Feature \***

**Inside/Outside Casing? \***

**Top \***

**Bottom \***

Volume (Sacks)

Yield (cubic ft)

Verify Method

Cementing Company

Install Date

Remove Date

Cement ID

Job Type

Description

Step	Action	Required Fields
1.	Input all pertinent <b>Cement Segment</b> information by clicking <b>“Add Cement Segment”</b> .	Feature, Feature Top, Feature Bottom
2.	Click <b>“Save”</b> .	
3.	If user has the correct security assignment, user can <b>Propose Delete Existing Cement Segment</b> using the actions drop down. Only delete feature that are data errors, if a cement segment was physically removed from the well use the “removed date” data field.	
4.	Click <b>“Next”</b> . <span style="background-color: #f4a460; padding: 2px 5px; font-size: small;">Next</span>	

Cement Class x

\* Indicates required field

Associated Cement Segment\*

Cement Type\*

Compressive Strength

Volume (Sacks)\*

Yield (cubic ft)

Weight (lbs/gal)

Slurry Consistency (Bu)

Lead/Tail

Description

All comments are discoverable records, open to public review.

Cancel
Update

Step	Action	Required Fields
1.	Input all pertinent <b>Cement Class</b> information by clicking <b>“Add Cement Class”</b> .	Feature, Feature Top, Feature Bottom
2.	Click <b>“Save”</b> .	
3.	If user has the correct security assignment, user can <b>Propose Delete Existing Cement Class</b> using the actions drop down. Only delete feature that are data errors, if a cement segment was physically removed from the well use the “removed date” data field.	
4.	Click <b>“Next”</b> . <span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px; font-size: small;">Next</span>	

### Completion and Perforation

Completion Interval
✕

\* Indicates Required Field

**Type \***

Oil & Gas
▼

**Interval Status \***

Plugged
▼

**UIC Project Code**

19024020
✕

**Operational MASP**

1200

**Top MD (ft) \***

1765

**Bottom MD (ft) \***

2100

**Field \***

Coalinga
▼

**Area \***

Any Area
▼

**Pool Code \***

Temblor
▼

**Formation \***

Temblor
▼

Cancel

Save

Step	Action	Required Fields
1.	Input all pertinent <b>Completion Interval</b> details by clicking <b>“Add Completion Interval”</b> . <b>UIC Project Code and Operational MASP</b> can now be edited in the completion interval.  <b>NOTE:</b> The Completion Interval is designating the pool or formation that the well is completed within. The same FAP code may not be used for multiple Completion Intervals.	Type, Interval Status, Top, Bottom, Pool Code, Formation
2.	Click <b>“Save”</b> .	

Completion Perforation
✕

\* Indicates Required Field

**Associated Completion Interval \***

**Type \***

**Perforation Status \***

**Top MD (ft) \***

**Bottom MD (ft) \***

**Diameter (inches)**

**Spacing (degree phasing)**

**Number of Shots (shots per foot)**

**Perforated Date**

**Perforation Notes** ⓘ


All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	Input all pertinent <b>Completion Perforation</b> details by clicking <b>“Add Perforation Record”</b> .	Associated Completion Interval Perforation Type, Perforation Status, Top, Bottom
2.	Click <b>“Save”</b> .	

Production Test
✕

\* Indicates required field

<b>Interval Tested *</b>	<b>Test Type *</b>	<b>Production Method *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Formation</b>		
<input type="text"/>		
<b>From</b>		
<input type="text" value="3/8/2018 11:07 AM"/>		
<b>To</b>		
<input type="text" value="3/8/2018 11:07 AM"/>		
<b>Water Rate (bbls/24 hour)</b>	<b>Total (bbls)</b>	<b>Disposition</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Gas Rate (bbls/24 hour)</b>	<b>Total (bbls)</b>	<b>Disposition</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Oil Rate (bbls/24 hour)</b>	<b>Total (bbls)</b>	<b>Disposition</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Oil/Gas Ratio</b>	<b>Oil Gravity</b>	<b>Production Time (hours)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>BTU</b>	<b>H2S Concentration</b>	
<input type="text"/>	<input type="text"/>	
<b>Casing Pressure - Flowing (psi/psig)</b>	<b>Shut-In (psi/psig)</b>	
<input type="text"/>	<input type="text"/>	
<b>Tubing Pressure - Flowing (psi/psig)</b>	<b>Shut-In (psi/psig)</b>	
<input type="text"/>	<input type="text"/>	
<b>Bottom Hole Pressure - Flowing (psi/psig)</b>		
<input type="text"/>		
<b>Choke 64th</b>	<b>Choke Size</b>	
<input type="text"/>	<input type="text"/>	

Step	Action	Required Fields
1.	Input all pertinent <b>Production Test</b> details by clicking <b>“Add Production Test”</b> .	Interval Tested, Test Type, Production Method
2.	Click <b>“Save”</b> .	
3.	Once all Completion and Perforation information is added, Click <b>“Next”</b> . 	

## Document Upload

### Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

#### Uploaded Documents


Advanced Filtering

Actions

Search



Upload D...	Uploade...	Type	Description	Filename	Size	Actions
-------------	------------	------	-------------	----------	------	---------

Step	Action	Required Fields
1.	<p>Upload any pertaining documents applicable to the well summary. This can include:</p> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Casing Program</li> <li>• CEQA Document</li> <li>• Confidentiality Request Letter</li> <li>• Waste Management Program</li> <li>• Environmental Monitoring</li> <li>• Map</li> <li>• Mineral Lease Description</li> <li>• Mineral Lease Map</li> <li>• Local Agency Permit</li> <li>• Photo</li> <li>• Spacing Plan</li> <li>• Supporting Document</li> <li>• Well Evaluation</li> <li>• Well History</li> <li>• Well Log</li> <li>• Wellbore Diagram</li> <li>• State Agency Permit</li> <li>• Air Quality Management Plan</li> <li>• Federal Permit</li> </ul> <p><b>NOTE:</b> Well History is required to be uploaded.</p>	Well History upload
2.	To upload, click <b>add document</b> . A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click <b>upload</b> .	Title, Relevant Date, Description
4.	Select <b>Upload</b> to upload the form to WellSTAR.	
5.	Select <b>"Next"</b> . 	



## Directional Survey Submission

**Directional Survey Submission**

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. \* Indicates required field

Do you wish to submit Well Summary data using an Electronic Data Deliverable (EDD) template? \*

Yes  No


Step 1: [Download the EDD template.](#)

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

*Click Next to upload EDD. See template for specific instructions on filling out the fields.*

*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 the Forms in Progress section of your landing page to resume editing this form.*

Step	Action	Required Fields
1.	The EDD template can be downloaded and filled out. The <b>Browse</b> button can then be used to select the completed EDD template to upload.	
2.	Click <b>"Next"</b> . 	

## Directional Survey

Directional Survey
[Hide Form Navigation]

**Do you wish to submit Directional Survey information?**

Yes
  No

Please enter information below. Warnings do not prevent submission. Errors will prevent submission. Data descriptions are available via Online Help or on the EDD template.

<b>API Number</b>	<b>Lateral Name/ Wellbore Code *</b>	<b>Well Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Well Surface Location PLSS</b>	<b>Operator Code *</b>	<b>Operator Name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Citing Type *</b>	<b>Directional Survey Company *</b>	<b>Directional Survey Type *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Survey Surface Elevation *</b>	<b>Surface Elevation Reference *</b>	<b>Elevation Vertical Datum *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>North Reference *</b>	<b>iFGrid Reference</b>	<b>iFGrid Convergence</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>iFGrid Scale Factor</b>	<b>Surface Latitude *</b>	<b>Surface Longitude *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Surface Lat/Long Datum *</b>	<b>Offset TVD Calc Method</b>	
<input type="text"/>	<input type="text"/>	

Step	Action	Required Fields
1.	Review the submission of the well and surface location information. Made any edits needed in the data fields or by editing the EDD spreadsheet and re-uploading it.	Lateral Name/Wellbore Code, Operator Code, Directional Survey Company, Citing Type, Directional Survey Type, Survey Surface Elevation, Surface Elevation Reference, Elevation Vertical Datum, North Reference, Surface lat/long
2.	Click <b>"Next"</b> . <span style="background-color: #f0e68c; padding: 2px 5px; font-size: 0.8em;">Next</span>	

Measured...	Inclination	Azimuth	Dogleg Rate	Status	Validation	Actions

items per page
 No results to display

Step	Action	Required Fields
3.	Preview the Submission in the Direction survey grid. Any errors will be noted in the <b>Validation</b> column. Edits can be made to the row by clicking on the <b>actions</b> button or by editing the EDD and re-uploading it.	
4.	Click <b>"Next"</b> . <input type="button" value="Next"/>	


**Form Submit**

The screenshot shows a web form interface. At the top is a 'Comments' section with a dropdown arrow and an 'Actions' button. Below this is a large empty text area. At the bottom of the text area is a pagination bar showing '20 items per page' and 'No results to display'. Below the pagination bar is an 'Add' button. Below the 'Add' button is a note: 'All comments are discoverable records, open to public review.' Below this is an 'Acknowledgement' section with a 'Submitter' label and a text input field. Below the text input field is a checkbox with the text: 'I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete.' Below the 'Acknowledgement' section is a 'Form Submit Preview' section with a note: 'Click the button below to preview your submission summary.' and a 'Preview Submission Summary' button.

Step	Action	Required Fields
1.	If a form is to be associated, click <b>Add Form</b> . This creates a popup. Type in the formID or name and click <b>Save</b> .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click <b>Add Comment</b> .	
3.	When ready to acknowledge, click the box label <b>"I hereby certify..."</b> . This auto populates the user's name who is filling out the form.	
4.	Click the button <b>"Preview Submission Summary"</b> to generate the submission.	
5.	When satisfied with the submission, click <b>Submit</b> .	

## Confirmation

**Confirmation**

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

Step	Action	Required Fields
1.	No action needed. NOTE: The Well Summary Form is submitted and goes through an internal review process. Well Summary Review Task is created per district. If there were data changes to UGS or UIC information an additional task will be created for the UGS or UIC workgroup for that district.	

**Commented [MJ1]:** Or UGS and there could be a conditional UIC if UIC fields were edited.

**1.1.1 Key Points**

- External/Internal user submit Well Summary online form.
- WellSTAR creates tasks for the internal user to complete.
- Well Summary online form is used to update well details If they want to make correction to initial form.
- Internal users can update well details based on site inspections, such as mark a well as hazardous, orphan (if idle well user), or critical.
- Internal Users can correct well detail information by using the Well Summary Form.