



User Reference Guide

Well Management
Module 4 - Well Information

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COURSE OVERVIEW

Course Description

The Well Management course provides instruction on the process of submission of NOIs, permit information, and well information in the WellSTAR system.

Process Flow

The end-to-end business process for **Submit and Maintain Well Information** covers the following:

- **Submit Well Information Form**
- **Submit Well Name Change Form**
- **Submit Confidentiality Request Form**

1 SUBMIT WELL INFORMATION FORM

Form used to update information regarding a well.

Lesson Objectives:

- Submit a Well Information Form

1.1 Submit Well Information Form

The screenshot shows the WellSTAR web application interface. At the top, there is a search bar with 'Well API' selected and the value '0401924412' entered. Below the search bar, the navigation menu includes 'Explore Data', 'Forms', 'Tools', and 'Maps'. The main content area displays 'Search Results' for the user 'Hello Mykal Stoner, Department of Conservation'. A 'Well Search Results' panel is open, showing a table with one result. The 'API' column value '0401924412' is highlighted with a red box. The table columns are: API, Operator Name, Well No., Well Type, Well Status, County, Field, and Bond No. The footer of the page contains the copyright notice '© 2017 - WellSTAR | Privacy Policy'.

API ↑	Operator Name	Well No.	Well Type	Well Status	County	Field	Bond No.
0401924412	White Knight Production LLC	507	MultiPurpose	Active	Fresno	Raisin City	RLB0016064

Step	Action	Required Fields
1.	From the home screen Search for the well.	
2.	Click on the API Number .	

WellSTAR

Well API 0401924412

Explore Data Forms Tools Maps

Search Results Hello Mykal Stoner, Department of Conservation

Search Results

Well Search Results

Advanced Filtering Actions Search

API †	Operator Name	Well No.	Well Type	Well Status	County	Field	Bond No.
0401924412	White Knight Production LLC	507	MultiPurpose	Active	Fresno	Raisin City	RLB0016064

20 items per page Viewing 1 - 1 from 1 results

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Step	Action	Required Fields
3.	From the home screen Search for the well.	
4.	Click on the API Number .	

Well Unspecified Hello Mykal Stoner, Department of Conservation

Well Detail

Surfluh 507 - API 0401924412

Summary Actions

API Number 0401924412	Well Designation Surfluh 507	Well Number 507	<ul style="list-style-type: none"> View on Map Notice to Rework Notice to Abandon Submit Well Summary Update Well Information Well Name Change Confidentiality Request Schedule a Test or Inspection Submit Test Results Add or Edit Test Due Dates Send Correspondence Add Document Export - PDF
Operator California Resources Production Corporation	Well Type Oil & Gas	Well Status Idle	
Active Permit No	Bond Number 700101	Confidential Well No	
Confidentiality Expiration Date N/A	Lease None	Surface Owner N/A	
Mineral Owner N/A	UIC Project N/A	Jurisdiction N/A	
Well Name Unspecified	Spud Date 07/19/2005	Exploratory Well No	
Dry Hole N/A	Status Date 04/26/2018	Initial Date of Production N/A	
Directionally Drilled No	UGS Project N/A	WST Permit # N/A	
Well Classifications N/A			

Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Update Well Information .	

Form Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Well Information

Organization *

THUMS Long Beach Co. (T2900) - Long Beach, CA ▼

Well API *

0403700118 ▼

Description *

Change well status - 0402300118

All comments are discoverable records, open to public review.

Step	Action	Required Fields
1.	Enter the Organization, Well API, and Description .	Organization Well API Description
2.	Click Next button.	

Operator Information

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
Anacapa Oil Corporation

Type of Organization
Corporation

Organization Primary Address
5403 Franklin Rd.
Yuba City, CA 95992

Organization Primary

Form Contacts

Name	Role	Submitter	Agent
Joseph Athanasious			

Click "actions", then "add contact" and complete the dialog box that appears

Contact Info x

Is this contact already in WellSTAR? * Indicates required field

Contact Role *
[Dropdown]

Find Person *
[Dropdown]

Contact Name
[Text Field]

Phone Number
[Text Field]

Email
[Text Field]

[Update] [Cancel]

Actions ▾

Add Contact

Click next

Back Next Save

Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Add Contact .	
3.	If this contact is already in WellSTAR and associated to the Organization, then make sure the box is checked.	
4.	Enter contact information.	Contact Role Find Person
5.	Click Save button.	
6.	Click Next button.	

Verify Well Information

* Indicates Required Field

Current Well Type

Oil & Gas

Projected Well Type ⓘ

Oil & Gas

Current Well Status

Plugged & Abandoned

Updated Well Status

▼

Abandonment Date * ⓘ

03/02/2020



Abandoned to Division Satisfaction? *

Yes



Surface Latitude (NAD 83)

36.28163528

Surface Longitude (NAD 83)

-120.31280518

Well Classifications

UIC Project Well Association

UGS Project Well Association

UIC AOR Well Association

UGS AOR Well Association

 Injection Suspended

Injection Suspended Reason *

Failed/Overdue MIT Part 2



Date *

03/25/2020



Step	Action	Required Fields
1.	Enter an updated well status, lat/long, project association, well classification (if idle well user), or Injection Suspended Reason.	Abandonment Date & Abandoned to Division Satisfaction? (if changing well to Plugged & Abandoned) Injection Suspended Reason & Date (if selecting Injection Suspended)
2.	Scroll down on page.	

Current Associated Projects Grid ▼

⚙️

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

⏪ ⏩ 0 ⏪ ⏩

items per page
 No results to display 🔄

Step	Action	Required Fields
1.	The Current Associated Projects Grid will display any project associations for the well whether it is an injection well or an AOR well within a project.	
2.	Scroll down on the page.	

Wellbore: 0408322728-00 ✕

* Indicates Required Field

<p>Current Wellbore Type</p> <input type="text" value="Cyclic Steam"/>	<p>Projected Wellbore Type</p> <p>i</p> <input type="text" value="Cyclic Steam"/>
<p>Current Wellbore Status</p> <input type="text" value="Active"/>	<p>Updated Wellbore Status</p> <input type="text" value="▼"/>

Step	Action	Required Fields
1.	Update the wellbore status by clicking the Actions hyperlink in row with the Wellbore to be edited. The wellbore status will not change the overall well status.	
2.	Click Save button.	

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.	Edit completion interval information by clicking on the Actions hyperlink in row with the Completion interval to be edited.	
2.	The Type, Status, UIC Project Code, Operational MASP, Top, Bottom, and Formation can be edited.	Type, Interval Status, Top, Bottom, Field, Area, Pool, Formation
3.	Click Save button.	

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
-------------	------------	------	-------------	----------	------	---------

--	--	--	--	--	--	--

Document Upload



* Indicates Required Field

Upload New Document

Associate Existing WellSTAR Document

Document ID *

Cancel

Upload

Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Add New .	
3.	Enter Proposed document information.	Type Relevant Date Description Filename
4.	Click Browse button and select file.	
5.	Click Upload button.	
6.	Click Next button.	

Generate Correspondence? *
 Yes No

Correspondence Fields

Date

Agent Name
Jeffrey Young

Address Line 1
10000 Ming Avenue

Address Line 2

City
Bakersfield

State
CA

Zip Code
933111301

Correspondence Type *

Conversion
Final Letter of Well Abandonment
General
Reinstate Injection
Suspend Injection

Organization Name
Aera Energy LLC

Subject *

Signatory Name * **CC Organizations**

Signatory Title * **CC Persons**

Correspondence Text

Step	Action	Required Fields
1.	If the form is being used to change a well status to plugged and abandoned, then click Yes under Generate a Letter of Final Abandonment?	Generate Letter of Final Abandonment?
2.	Fill out the letter of final abandonment information and click on Preview to preview the correspondence.	Subject Signatory Name Signatory Title
3.	Select "Next" . 	

Comments

Actions

No results to display

20 items per page

Add

All comments are discoverable records, open to public review.

Acknowledgement

Submitter

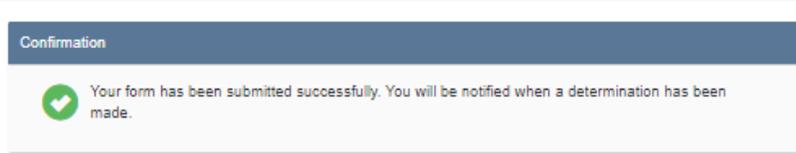
I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Step	Action	Required Fields
1.	If a form is to be associated, click Add Form . This creates a popup. Type in the form ID or name and click “Save” .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click Add Comment .	
3.	When ready to acknowledge, click the box label “I hereby certify...” . This autopopulates the user’s name who is filling out the form.	“I hereby certify that...”
4.	Click the button “Preview Submission Summary” to view the submission.	
5.	When satisfied with the submission, click “Submit” . NOTE: This form will only generate a task if it is changing the well status to plugged and abandoned, or if a UIC or UGS project association is made or information is changed or deleted.	



Step	Action	Required Fields
1.	Refresh the page until the background validation banner at the top of the page goes away. NOTE: if the banner turns red there was a background processing error. Report the error to the service desk and make sure to provide the form ID.	

2 SUBMIT AND UPDATE WELL INFORMATION

Form used to change the name of a well or wells.

Lesson Objectives:

- Well Name Change Form
- Confidentiality Request Form

2.1 Submit Well Name Change Form

The screenshot shows the 'Well Name Change' form in the WellSTAR system. The form is titled 'Well Name Change' and is part of the 'Forms' section. It includes a 'Form Information' section with fields for 'Form Name', 'Organization', and 'Description'. The 'Form Name' field is pre-filled with 'Well Name Change'. The 'Organization' field is a dropdown menu with 'Anacapa Oil Corporation (A2500) - Yuba City, CA' selected. The 'Description' field is a text box with 'Well #5' entered. A red box highlights the dropdown arrow in the Organization field and the Description text box. The form also has 'Cancel' and 'Save & Continue' buttons at the bottom.

Step	Action	Required Fields
1.	Click Organization drop down.	
2.	Select Organization that the form is being submitted on behalf of.	Organization
3.	Enter a description of the form in the Description text box.	Description
4.	Click Save & Continue button.	

Operator Information

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 Anacapa Oil Corporation (A2500) **Type of Organization** Corporation

Organization Primary Address
5403 Franklin Rd.
Yuba City, CA 95992

Organization Primary Phone Number **Ext**

Contacts

Name	Phone Number	Email	Role	Actions
Mykal Stoner		mykal.stoner@conservation.ca.gov	Submitter	
			Agent	

Add Contact * Indicates required field

Is this contact already in WellSTAR?

Contact Role *
[Dropdown]

Find Person *
[Dropdown]

Contact Name
[Text Field]

Phone Number
[Text Field]

Email
[Text Field]

Cancel Save

Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Add Contact .	
3.	If this contact is already in WellSTAR and associated to the Organization, then make sure the box is checked.	
4.	Enter contact information.	Contact Role Find Person
5.	Click Save button.	
6.	Click Next button.	

Well Information

Please indicate any proposed changes to Well Numbers, Well Names, Fields or Areas.

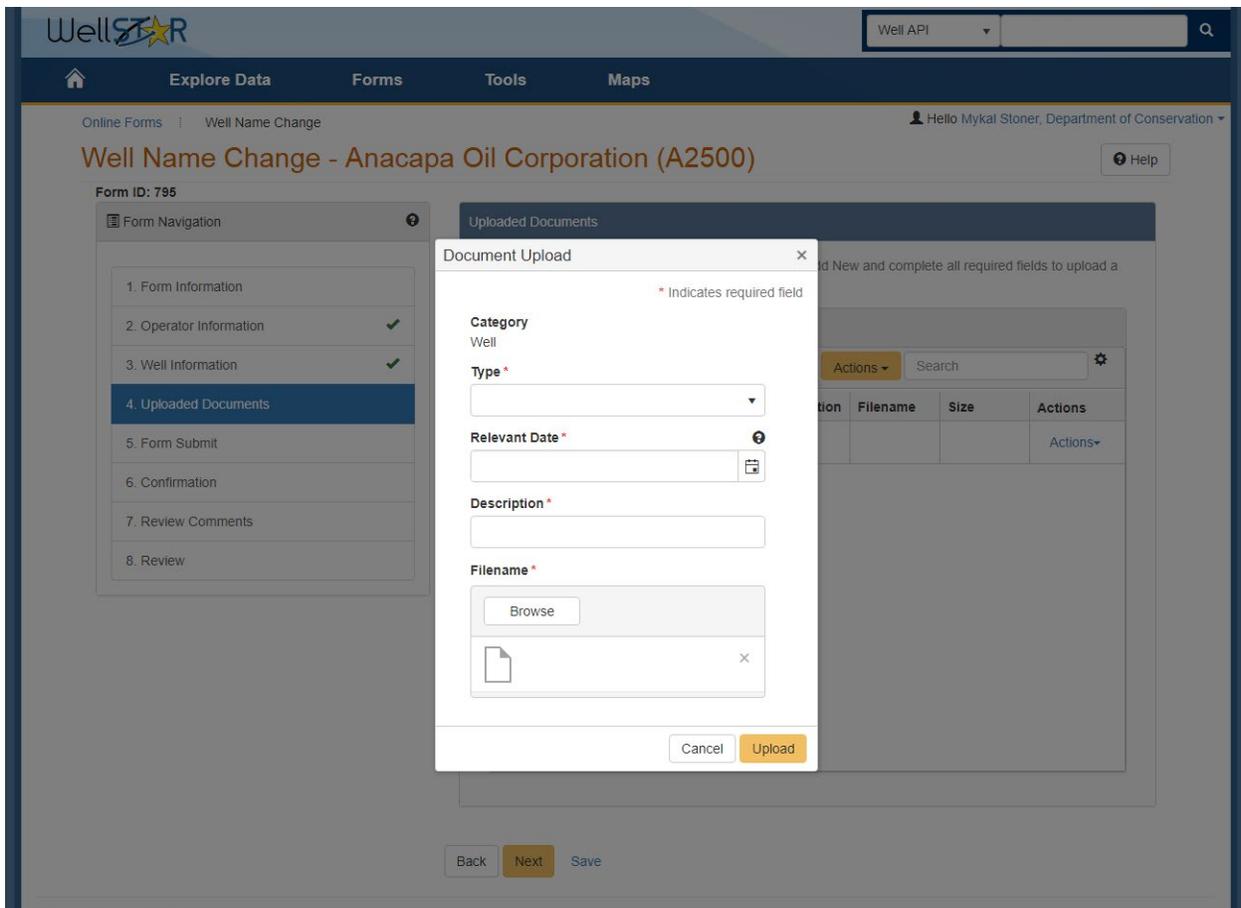
Advanced Filtering Search

API	Current We...	Current We...	Current Field	Well Status	Actions
0409520294	20294	Bulkley	Any Field	Cancelled	Actions
0411320117	20117	Rhinehart	Any Field	Cancelled	Actions
0409520991	20991	Church	Cache Slough Gas (ABD)	Cancelled	Actions
0410120324	20		Sutter City		
0410120068	20				
0401320081	20				
0402120061	20				

Well Name Change

Current Well Number: 20294
 Proposed Well Number: 20294
 Current Well Name: Bulkley
 Proposed Well Name: Bulkley
 Current Field: Any Field
 Proposed Field:
 Current Area:
 Proposed Area:
 Current Lease:
 Proposed Lease:
 Cancel Update

Step	Action	Required Fields
1.	Click on Actions drop down in row with the well to be edited.	
2.	Select Edit Data .	
3.	Enter Proposed well name information.	
4.	Click Update button.	
5.	Click Next Button.	



Step	Action	Required Fields
7.	Click on Actions drop down.	
8.	Select Add New .	
9.	Enter Proposed document information.	Type Relevant Date Description Filename
10.	Click Browse button and select file.	
11.	Click Upload button.	
12.	Click Next button.	

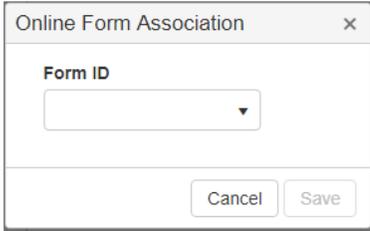
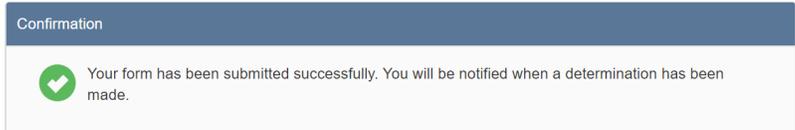
Acknowledgement

Submitter

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.

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

2.2 Submit Confidentiality Request

Form Information

Please enter information below. * Indicates required field

Form Name
Confidentiality Request

Organization *

Anacapa Oil Corporation (A2500) - Yuba City, CA ▼

Well API *

0411320417 ▼

Description * ⓘ

Requesting Confidentiality

Step	Action	Required Fields
1.	Enter the Organization, Well API, and Description.	Organization, Well API, and Description
2.	Click on Save and Continue.	

Operator Information

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 Anacapa Oil Corporation (A2500) **Type of Organization** Corporation

Organization Primary Address
5403 Franklin Rd.
Yuba City, CA 95992

Organization Primary Phone Number **Ext**

Contacts

Name	Phone Number	Email	Role	Actions
Mykal Stoner		mykal.stoner@conservation.ca.gov	Submitter	
			Agent	

Add Contact

Is this contact already in WellSTAR? * Indicates required field

Contact Role *
Form Contact
Form Contact
Permitting/CEQA
Technical Contact

Contact Name *

Phone Number *

Email *

Cancel Save

Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Add Contact.	
3.	If this contact is already in WellSTAR and associated to the Organization, then make sure the box is checked.	
4.	Enter contact information.	Contact Role Find Person
5.	Click Save button.	
6.	Click Next button.	

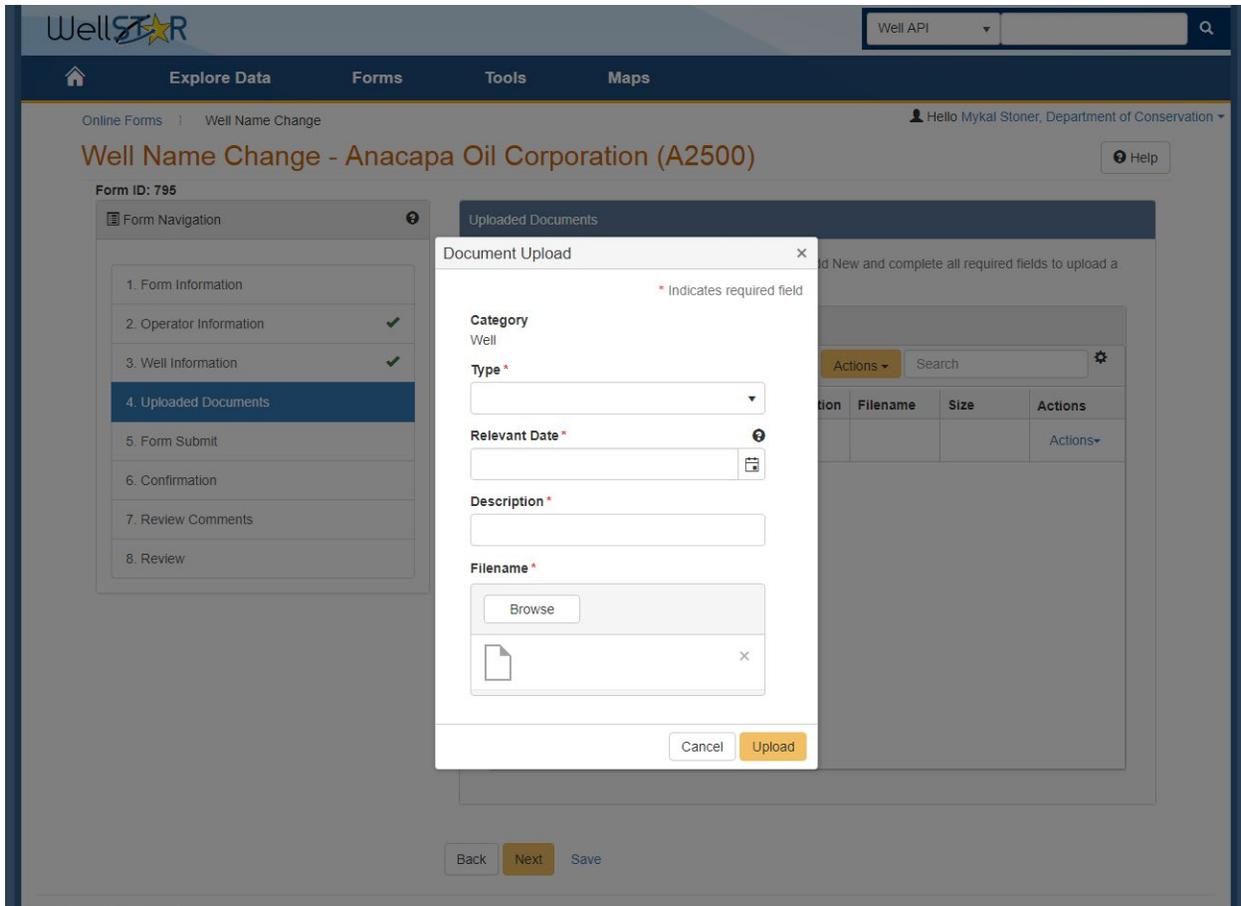
Confidentiality Request

Verify Well API and select your confidentiality request type below * Indicates required field

Well API 0401924412	Onshore/Offshore Onshore
Current Confidentiality Status Not Confidential	Current Confidentiality Expiration Date
Confidentiality Request Type *	
Request Confidentiality Extension ▼	
Additional Notes	

Back
Next
Save

Step	Action	Required Fields
1.	Click on Confidentiality Request Type drop down and select request type.	Confidentiality Request Type
2.	Add any additional notes that are relevant.	
3.	Click Next button.	



Step	Action	Required Fields
1.	Click on Actions drop down.	
2.	Select Add New .	
3.	Enter Proposed document information. (A Confidentiality Request Letter is required)	Type Relevant Date Description Filename
4.	Click Browse button and select file.	
5.	Click Upload button.	
6.	Click Next button.	

Acknowledgement

Submitter

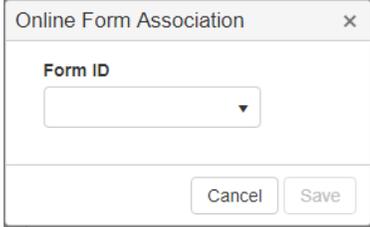
I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Back
Submit
Save

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