



California
**Department of
Conservation**
Geologic Energy Management Division

Oil & Gas Operator Workshop: Annual Inventory Documents Submission

Date: June 11, 2025

Time: 11:00 a.m. – 12:00 p.m.

AGENDA

I. Welcome

II. Requirements of the Public Resource Code (PRC) section 3285

III. Where to find, fill out and submit the Annual Inventory Documents

IV. Demo of how to upload the Annual Inventory Documents in WellSTAR

V. Q & A Session (~20 minutes)

Statutory Requirements

- Public Resources Code (PRC) § 3285: All operators must submit an annual sensitive receptor inventory, map, and statement by July 1, 2025 (per AB-218), and annually thereafter.
- There are three document types in WellSTAR for HPZ annual inventories:
 1. Annual Sensitive Receptor Inventory
 2. Annual Sensitive Receptor Map
 3. Annual Sensitive Receptor Statement (applied to wells and facilities only outside of HPZ)
- CalGEM's SB1137 resource page can be found here [SB1137 Resources](#).
- Reference of the NTO 2025-04 and previous NTO's can be found on the CalGEM website: [Notice to Operators](#)
- Template for operators to submit inventory for inside and outside of an HPZ is available here [Annual Inventory Workbook Template](#).
- Examples of statements and maps can be found here [Maps and Statement Examples](#).
- Interactive HPZ Map available here: [Interactive HPZ Map](#)
- Any further questions, please contact CalGEM Headquarters at SB1137Implementation@conservation.ca.gov.



§ 1765.10 of the SB1137 Emergency Regulations:

UGS wells and
facilities do not need
to be included in the
annual inventory
document

§ 1765.10. Underground Gas Storage Facilities in the Health Protection Zone

(a) Underground gas storage wells and attendant production facilities are not subject to this article.

(b) For the purposes of this article and Public Resources Code section 3281, subdivision (d), underground gas storage wells and their attendant production facilities include:

(1) All wells associated with an underground gas storage facility operator under Public Resources Code section 3403.5 including all wells associated with an underground gas storage facility except those that have been plugged and abandoned; and

(2) All elements of an underground gas storage project as defined in Section 1726.1, subdivision (a)(6).

Authority: Sections 3013, 3106 and 3288 Public Resources Code. Reference: Sections 3011, 3106, 3281 and 3403.5 Public Resources Code.

Where to find, fill out and submit the Annual Inventory Documents

Presented by:
William Schmidt, Engineering Geologist

Inventory Template – Available on CalGEM's SB1137 Resource Page

Operator Resources

Operators must comply with Senate Bill 1137 and its Emergency Implementation Regulations. Non-compliance may result in enforcement action.

Implementation Guidelines

- Notice to Operators
 - [NTO 2024-06: Regulatory Requirements for Operator Compliance with Senate Bill 1137](#)
 - [NTO 2024-09: Regulatory Requirements for Operator Compliance with Public Resources Code 3284](#)
 - [NTO 2024-14: Operator Compliance Dates as Amended by Assembly Bill 218](#) (PDF)
 -
- [Emergency Implementation Regulations](#) (PDF)

For implementation questions, contact: SB1137Implementation@conservation.ca.gov.

CalGEM has created a template and examples of some of the required information that must be submitted to meet the requirement for NOI and Annual Sensitive Inventory Submission.

- [Annual Receptor\(s\) Inventory](#) (Excel Template)
- [New Production Facilities Notice \(NPFN\) form and instructions](#) (PDF)



File Types: Excel (.xls or.xlsx) or comma-separated value (.csv)

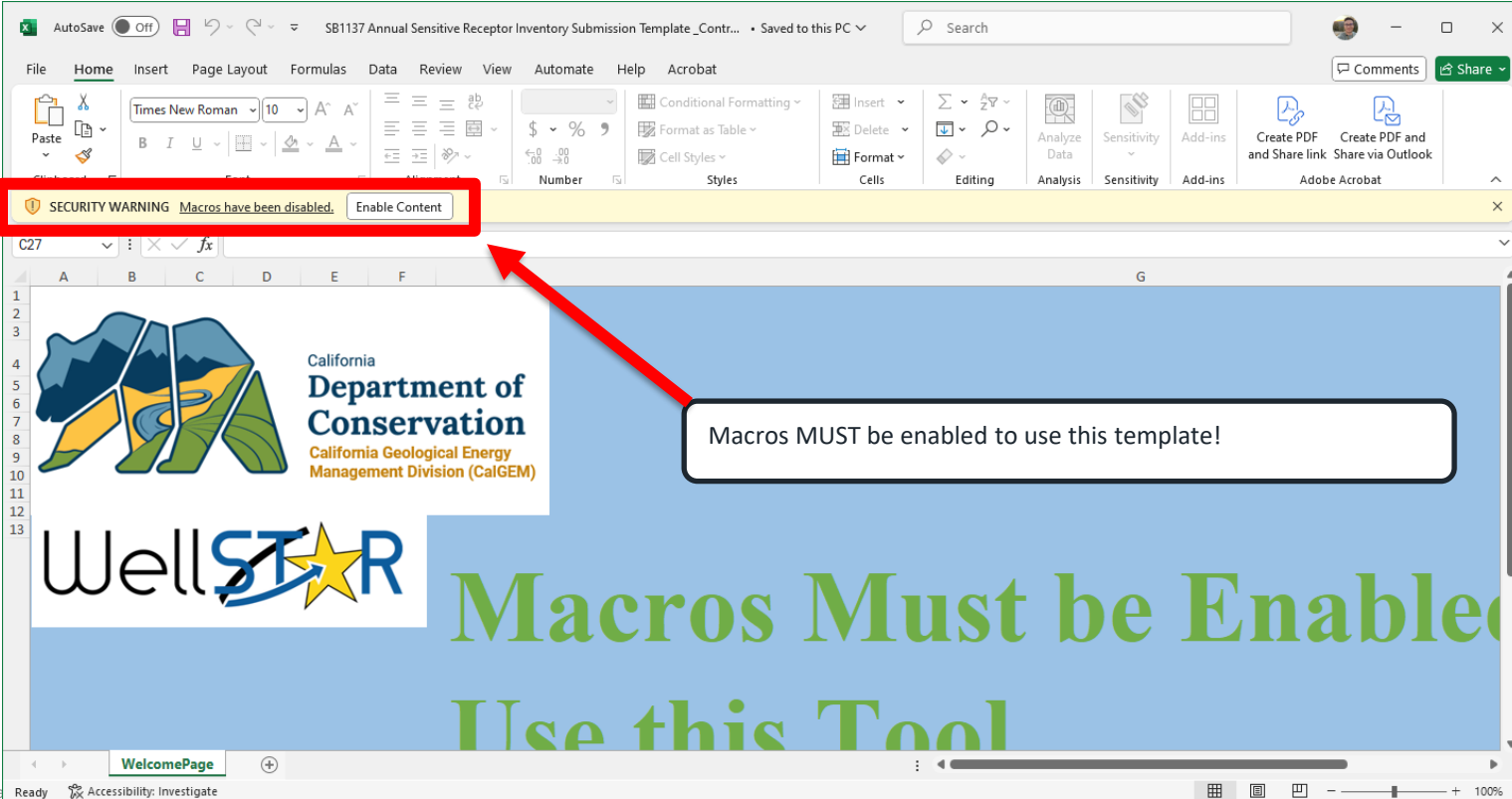
Sensitive Receptor Information:

- Type of sensitive receptor
- Distance to well or facility
- Latitude and longitude
- Physical address (if potentially within an HPZ)

Well or Facility Information:

- API or facility ID
- Latitude and longitude of well or facility (multiple for pipelines)
- Well name
- Field name
- Type of well or facility

Inventory Template - 1



The screenshot shows the Microsoft Excel interface with the file "SB1137 Annual Sensitive Receptor Inventory Submission Template_Contr...". A red box highlights a yellow security warning bar that reads: "SECURITY WARNING Macros have been disabled. Enable Content". A red arrow points from this warning bar to a text box that says "Macros MUST be enabled to use this template!". The spreadsheet content includes the California Department of Conservation logo, the text "WellSTAR" with a star icon, and large green text that reads "Macros Must be Enabled" and "Use this Tool". The status bar at the bottom indicates "Ready" and "Accessibility: Investigate".

AutoSave Off | SB1137 Annual Sensitive Receptor Inventory Submission Template_Contr... | Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

SECURITY WARNING Macros have been disabled. Enable Content

Macros MUST be enabled to use this template!

California Department of Conservation
California Geological Energy Management Division (CalGEM)

WellSTAR

Macros Must be Enabled
Use this Tool

WelcomePage | Ready | Accessibility: Investigate

Inventory Template - 2

AutoSave Off SB1137 Annual Sensitive Receptor Inventory Submission Template_Contr... Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity Add-ins Adobe Acrobat

B1 Annual Inventory Report

Type of Inventory		Annual Inventory Report	Form ID:	12345
Operator Code	Notice of Intention			
Report Prepared By	New Production Facility			
	Annual Inventory Report			
	John Doe			

Well/Facility Information

Type of Asset	Well API Number	Well Name	Facility ID (If not a W)
Well	0321456987		
Production Facility Aggregate	0321456987		
Production Facility Aggregate			
Well	0123456789		
Well			

Use dropdown menu to select "Annual Inventory Report"

Sample_Page Instructions Inventory_Inside HPZ Inventory_Outside HPZ Data Descriptions

Ready Accessibility: Good to go

Inventory Template - 3

AutoSave OFF SB1137 Annual Sensitive Receptor Inventory Submission Template_Contr... Search

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity Add-ins Adobe Acrobat

A19

1	Type of Inventory:	Annual Inventory Report	Form ID:	12345		
2	Operator:	CA Oil Company				
3	Operator Code:	1234567				
4	Report Prepared By:	John Doe				
5						
6	Well/Facility Information					
7	Type of Asset	Well API Number	Well Name	Well Type	Production Facility Type	Facility ID (If not a W
8	Well					
9	Production Facility					
10	Production Facility Aggregate					
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
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26						
27						
28						
29						
30						
31						

Use dropdown menu to select type of asset

Ready Accessibility: Good to go

Californ

Inventory Template - 5

AutoSave Off SB1137 Annual Sensitive Receptor Inventory Submission Template_Contr... Search

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity Add-ins Adobe Acrobat

A19 : X ✓ fx Production Facility

Well/Facility Information					
Type of Asset	Well API Number	Well Name	Well Type	Production Facility Type	Facility ID (If not a W
Production Facility					

Enter all information for HPZ wells and facilities on the orange tab labeled "Inventory_Inside HPZ"

Sample_Page Instructions **Inventory_Inside HPZ** Inventory_Outside HPZ Data Descriptions

Ready Accessibility: Good to go 100%

Californ

Inventory Template - 7

AutoSave Off SB1137 Annual Sensitive Receptor Inventory Submission Template_Contr... Search

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity Add-ins Adobe Acrobat

A19 : X ✓ fx Production Facility

Well/Facility Information					
Type of Asset	Well API Number	Well Name	Well Type	Production Facility Type	Facility ID (If not a W
Production Facility					

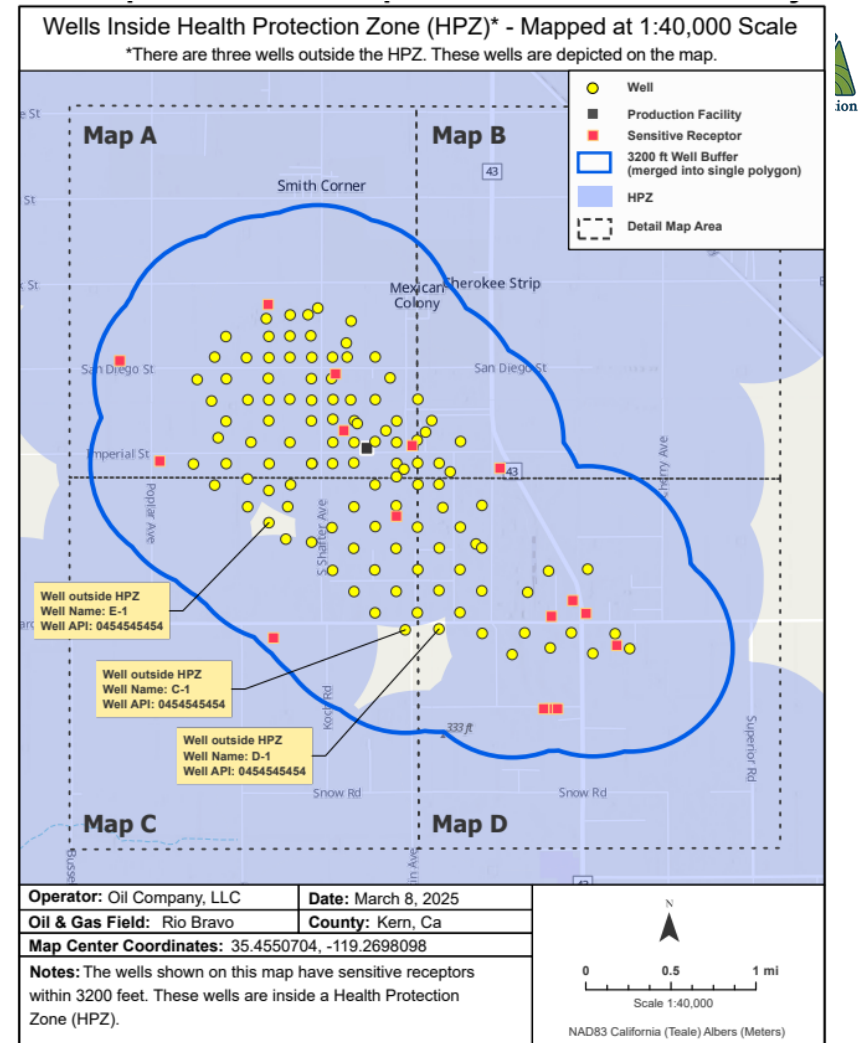
For questions on entering data, view the "Instructions" and "Data Descriptions" tabs

Sample_Page Instructions Inventory_Inside HPZ Inventory_Outside HPZ Data Descriptions

Ready Accessibility: Good to go 100%

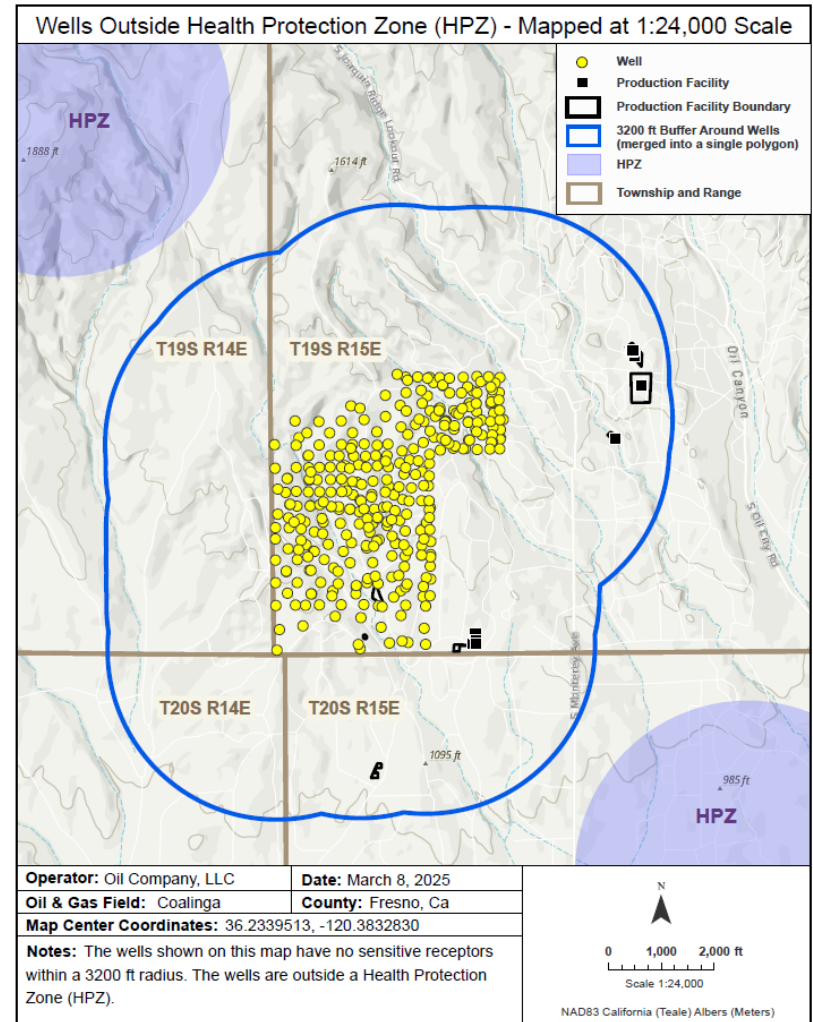
Inventory Map – Within HPZ

- 8.5" by 11" page with title, legend, and scale
- Scale of 1:24,000 or more detailed
- Larger map can show relationships between smaller maps
- Each well/facility marked with symbol
- Each sensitive receptor marked
- .pdf file type with minimum resolution of 300 dpi



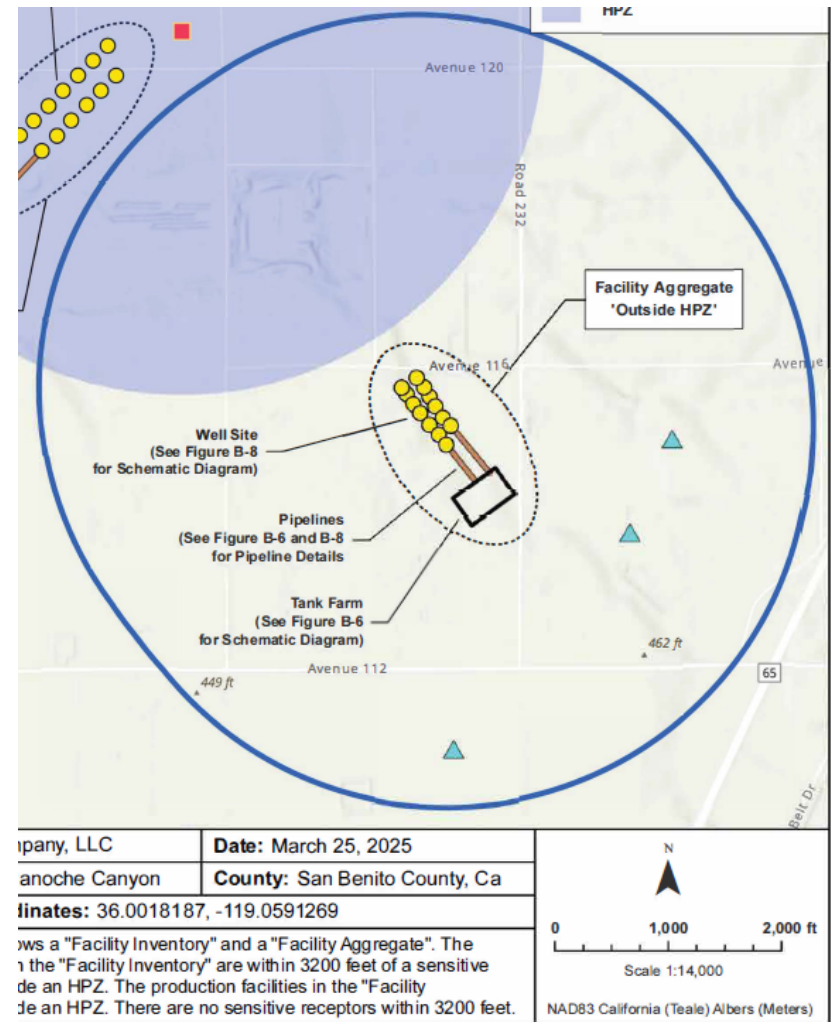
Inventory Map – Outside HPZ

- 8.5" by 11" page with title, legend, and scale
- Scale of 1:24,000 or more detailed
- Larger map can show relationships between smaller maps
- Each well/facility marked with symbol
- Each sensitive receptor marked
- .pdf file type with minimum resolution of 300 dpi



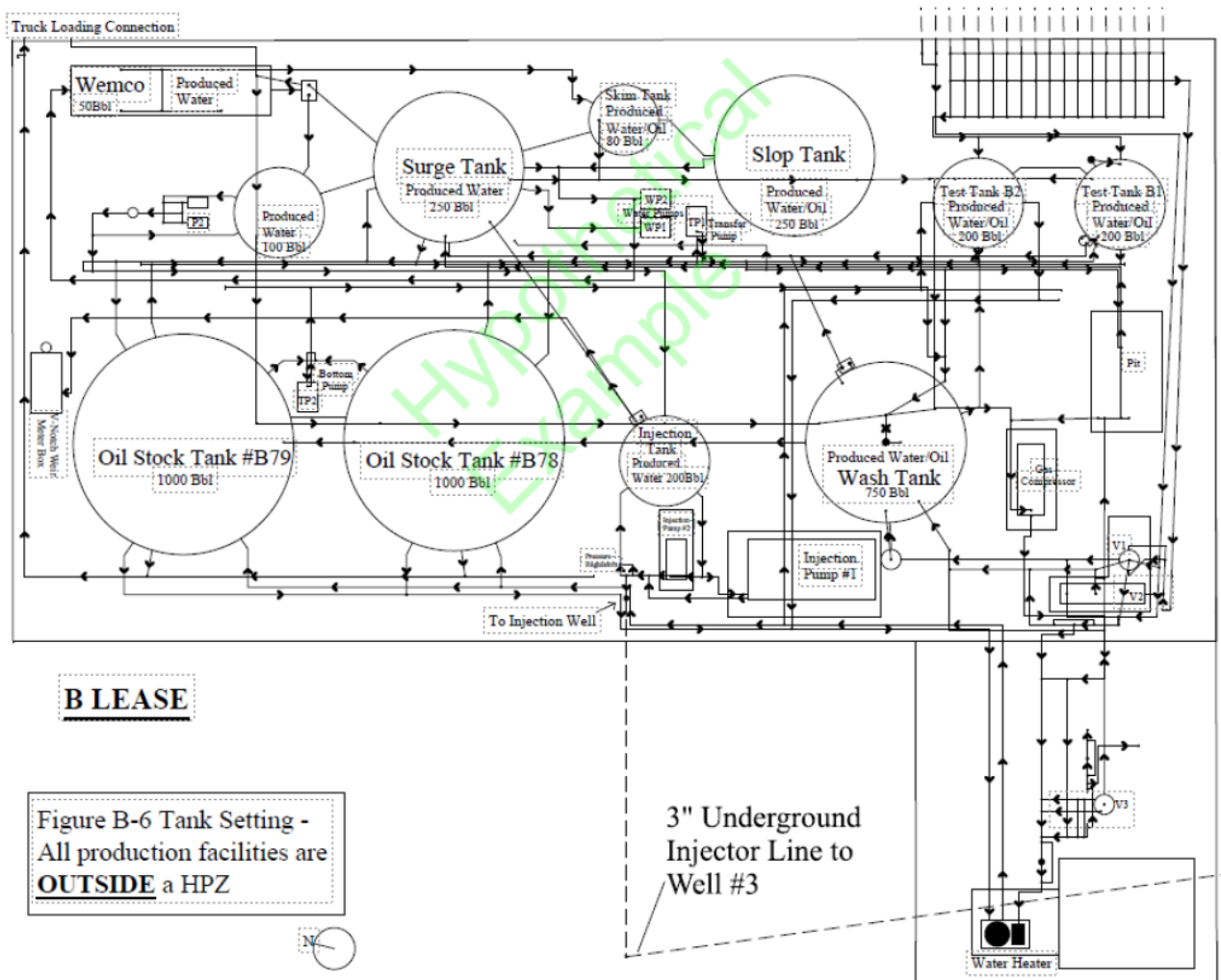
Facility Aggregates - 1

- Multiple related facilities can be grouped as a "Facility Aggregate"
- Note dashed line surrounding the facility aggregate to the right
- Wells require individual lines on the inventory document
- Other facilities (tanks, pipelines, etc.) can be entered on one line as an aggregate
- A P&ID of the aggregate should be submitted with the map
- Distance to SR is from nearest edge of aggregate



Facility Aggregates

- Multiple related facilities can be grouped as a "Facility Aggregate"
- A P&ID of the aggregate should be submitted with the map



Facility Aggregates - 3

- Multiple related facilities can be grouped as a "Facility Aggregate"
- A P&ID of the aggregate should be submitted with the map

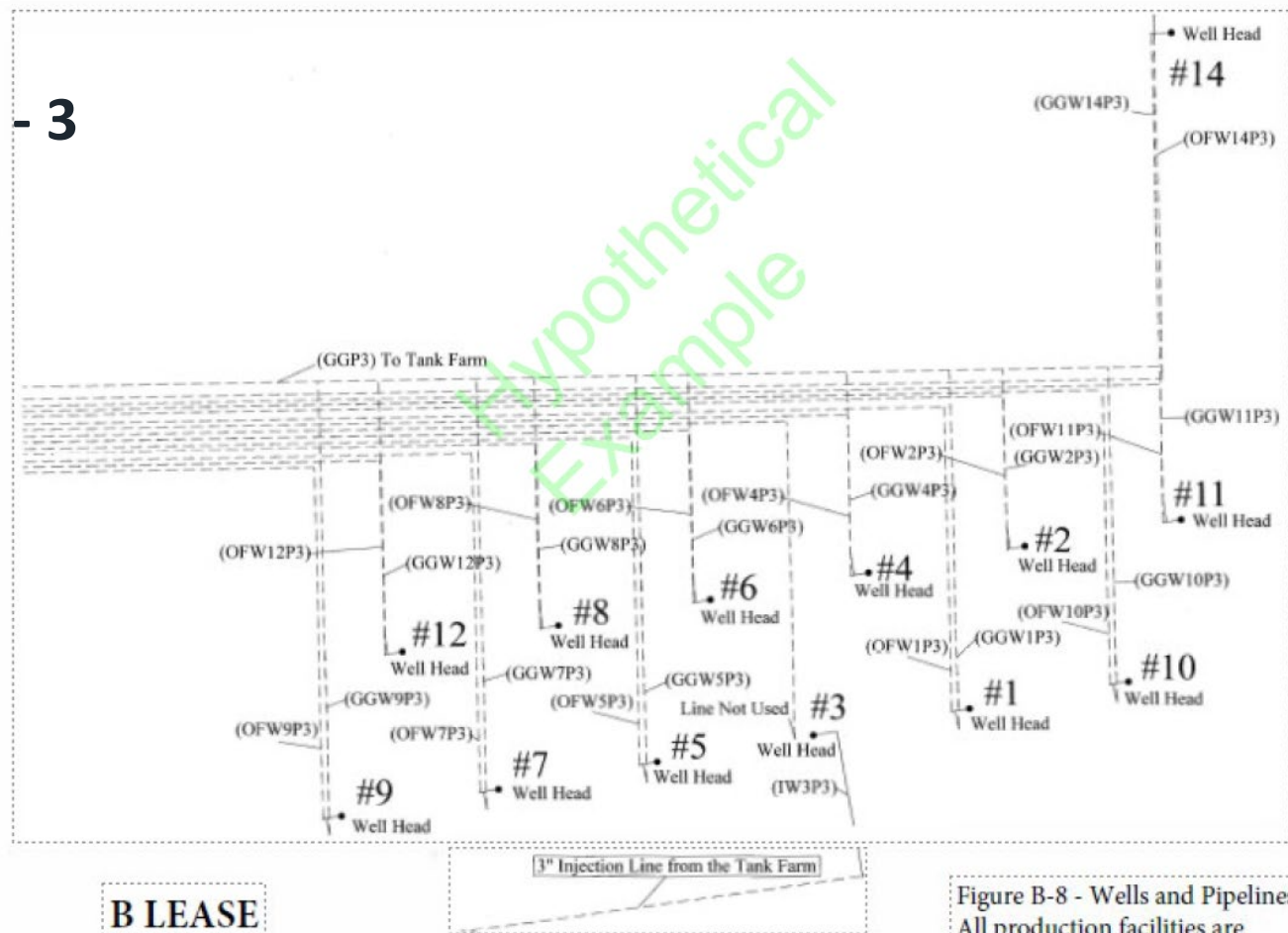


Figure B-8 - Wells and Pipelines
All production facilities are
OUTSIDE a HPZ

Facility Aggregate Inventory

Well/Facility Information						
Type of Asset	Well API Number	Well Name	Well Type	Production Facility Type	Facility ID (If not a W)	Facility Name (If not a W)
Well	0412345678	NOHPZ - 01	Oil & Gas	<div> <ul style="list-style-type: none"> Individual lines for each well Single line entry for entire tank farm </div>		
Well	0412345679	NOHPZ - 02	Oil & Gas			
Well	0412345680	NOHPZ - 03	Injection			
Well	0412345681	NOHPZ - 04	Oil & Gas			
Well	0412345682	NOHPZ - 05	Oil & Gas			
Well	0412345683	NOHPZ - 06	Oil & Gas			
Well	0412345684	NOHPZ - 07	Oil & Gas			
Well	0412345685	NOHPZ - 08	Oil & Gas			
Well	0412345686	NOHPZ - 09	Oil & Gas			
Well	0412345687	NOHPZ - 10	Oil & Gas			
Well	0412345688	NOHPZ - 11	Oil & Gas			
Well	0412345689	NOHPZ - 12	Oil & Gas			
Well	0412345690	NOHPZ - 14	Oil & Gas			
Production Facility Aggregate				Production Facility Aggregate	B-6	Lease B Tank Farm
Production Facility Aggregate				Production Facility Aggregate	B-8	Lease B Wells and Pipelines

Statement

For all wells/facilities not within an HPZ:

- Identify buildings, parks, and potential sensitive receptor sites within 3,200'
- Explain why each feature does not qualify as a sensitive receptor
- .txt, .docx, or .pdf file type



CA Oil Company

12345 Main St
City, ST ZIP Code
Jan 1, 2023

Example Health Protection Zone Statement - Annual Submission Statement

Wells Inside HPZ with Three Exceptions

This statement has been prepared to fulfill the requirements of CCR section 1765.6(a)(3) and provides supporting information required by CCR section 1765.9(a)(1) regarding features within 3,200 feet of CA Oil Company wellheads and production facilities in the XYZ oil field.

Most of CA Oil Company wellheads shown on the map are inside a Health Protection Zone (HPZ). There are several sensitive receptors such as businesses and community resources centers open to the public within 3,200 feet of a well. There are three wellheads (E-1, C-1, and D-1) located outside the HPZ. These wellheads are not within 3,200 feet of a sensitive or potential sensitive receptor.

Sincerely,

John Smith

CA Oil Company Rep

Demonstration of Uploading Annual Inventory Documents

Presented by:
William Schmidt, Engineering Geologist



Uploading the documents

- Start from your Organization Detail page
- Use Summary > Edit Details to initiate the Organization Questionnaire form

WellSTAR

This is a non-production environment

Well API

Home | Entities | 1062 McGaw APG LLC

Explore Data Forms Tools Maps Advanced Search

Organization Detail

1062 McGaw APG LLC - Newport Beach, CA

Summary Actions

Edit Details
Transfer Assets
Export - PDF

Short Name 1062 McGaw APG LLC	Code 11669	Status Active
Name 1062 McGaw APG LLC	Organization Type LLC	Primary Phone
Primary Address 100 Bayview Circle Suite 310 Newport Beach, CA 92660	Web Address	24-Hr Emergency Phone
Agent Address 26 Wildland Irvine, CA 92603	Agent Name Clark Neuhoﬀ	Agent Email cneuhoﬀ@alereinc.comx
Financial Status Active		

Associated Addresses

Associated Phone Numbers

Associated Email Addresses

wellstar-trn.conservancy.ca.gov/OnlineForm/ViewProfileRequest/Create?viewProfileID=1009&contextType=OrganizationKey&contextValue=15245

- Navigate to the **Organization detail** page and select “Edit Details” from the Actions dropdown selection.

WellSTAR

This is a non-production environment

Home Explore Data Forms Tools Maps Advanced Search

Online Forms | Organization Questionnaire Hello William Schmidt, Department of Conservation Help

Organization Questionnaire - 1062 McGaw APG LLC (11669)

Form ID: 705567

Form Navigation

1. Form Information
2. Organization ✓
3. People ✓
4. Document Upload
5. Form Submit
6. Confirmation
7. Review Comments
8. Reviewer Fields
9. 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.

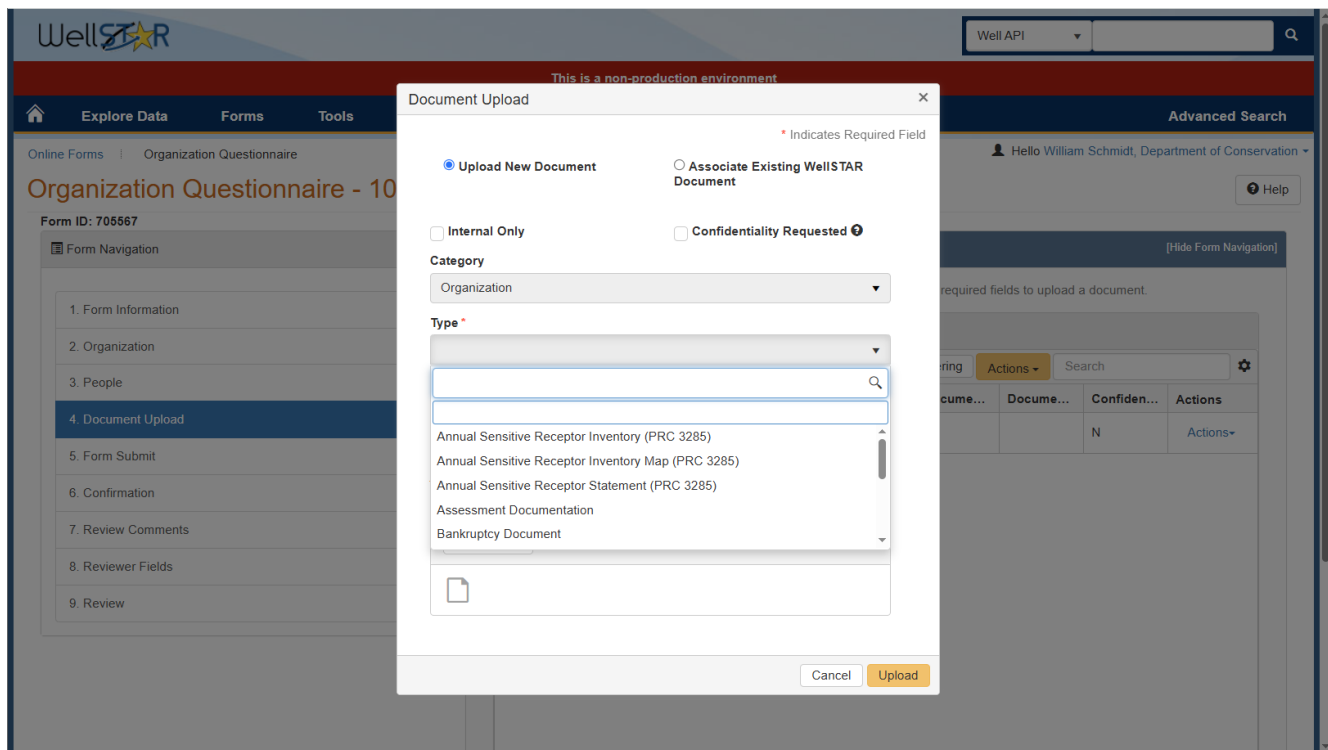
Uploaded Documents

Advanced Filtering Actions Search

Upload D...	Uploade...	Type	Descripti...	Filename	Docume...	id n...	Actions
							Add New

- Go to Tab 4 of the form and select the Actions dropdown and “Add New” documents.

Note: P&IDs should be submitted as a "Map" type document



The screenshot shows the WellSTAR web application interface. A modal window titled "Document Upload" is open, displaying options for uploading a new document or associating an existing one. The "Upload New Document" option is selected. Below this, there are checkboxes for "Internal Only" and "Confidentiality Requested". A "Category" dropdown menu is set to "Organization". The "Type" dropdown menu is open, showing a list of document types: "Annual Sensitive Receptor Inventory (PRC 3285)", "Annual Sensitive Receptor Inventory Map (PRC 3285)", "Annual Sensitive Receptor Statement (PRC 3285)", "Assessment Documentation", and "Bankruptcy Document". The "Annual Sensitive Receptor Inventory Map (PRC 3285)" option is highlighted. At the bottom of the modal are "Cancel" and "Upload" buttons. The background shows the "Organization Questionnaire - 10" form with a sidebar navigation menu.

WellSTAR

This is a non-production environment

Well API

Explore Data Forms Tools

Online Forms | Organization Questionnaire

Organization Questionnaire - 10

Form ID: 705567

Form Navigation

- 1. Form Information
- 2. Organization
- 3. People
- 4. Document Upload
- 5. Form Submit
- 6. Confirmation
- 7. Review Comments
- 8. Reviewer Fields
- 9. Review

Document Upload

* Indicates Required Field

☒ Upload New Document ☐ Associate Existing WellSTAR Document

☐ Internal Only ☐ Confidentiality Requested ⓘ

Category

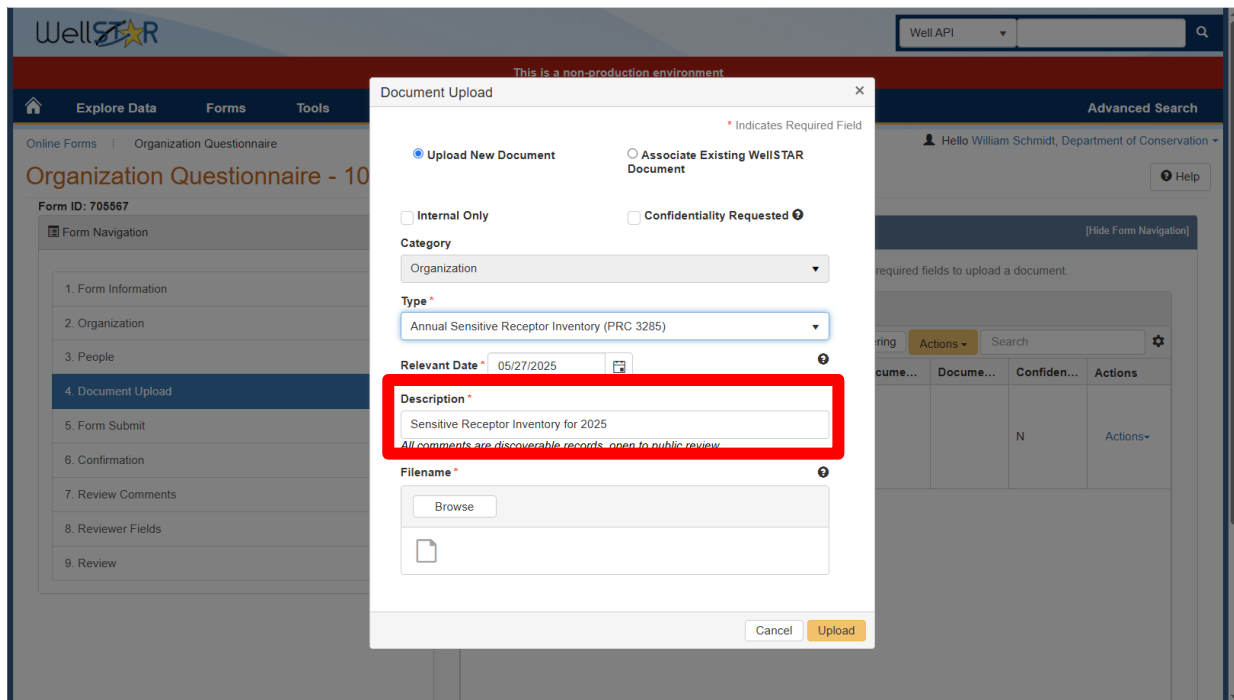
Organization

Type *

- Annual Sensitive Receptor Inventory (PRC 3285)
- Annual Sensitive Receptor Inventory Map (PRC 3285)
- Annual Sensitive Receptor Statement (PRC 3285)
- Assessment Documentation
- Bankruptcy Document

Cancel Upload

- There are three document types in WellSTAR for HPZ annual inventories:
 1. Annual Sensitive Receptor Inventory
 2. Annual Sensitive Receptor Map
 3. Annual Sensitive Receptor Statement



The screenshot shows the WellSTAR web application interface. A modal window titled "Document Upload" is open over the "Organization Questionnaire" form. The modal has a close button (X) in the top right corner. It contains the following fields and options:

- Upload New Document** (selected) or **Associate Existing WellSTAR Document**
- ☐ **Internal Only** or ☐ **Confidentiality Requested**
- Category**: Organization (dropdown)
- Type ***: Annual Sensitive Receptor Inventory (PRC 3285) (dropdown)
- Relevant Date ***: 05/27/2025 (calendar icon)
- Description ***: Sensitive Receptor Inventory for 2025 (text area, highlighted with a red box). Below the text area, it says "All comments are discoverable records - open to public review."
- Filename ***: (text area with a file icon)
- Browse** button
- Cancel** and **Upload** buttons at the bottom.

The background form shows a sidebar with navigation links: 1. Form Information, 2. Organization, 3. People, 4. Document Upload (selected), 5. Form Submit, 6. Confirmation, 7. Review Comments, 8. Reviewer Fields, 9. Review. The top navigation bar includes "Explore Data", "Forms", and "Tools".

- There are three document types in WellSTAR for HPZ annual inventories:
 1. Annual Sensitive Receptor Inventory
 2. Annual Sensitive Receptor Map
 3. Annual Sensitive Receptor Statement

This is a non-production environment

[Home](#) [Explore Data](#) [Forms](#) [Tools](#)[Online Forms](#) | [Organization Questionnaire](#)

Organization Questionnaire - 10

Form ID: 705567

[Form Navigation](#)

1. Form Information

2. Organization

3. People

4. Document Upload

5. Form Submit

6. Confirmation

7. Review Comments

8. Reviewer Fields

9. Review

Document Upload



* Indicates Required Field

☒ Upload New Document☐ Associate Existing WellSTAR Document☐ Internal Only☐ Confidentiality Requested ?

Category

Organization

Type *

Annual Sensitive Receptor Inventory (PRC 3285)

Relevant Date * 05/27/2025



Description *

Sensitive Receptor Inventory for 2025

All comments are discoverable records, open to public review.

Filename *



Browse

✓ Done

test.docx
11.74 KB

Cancel

Upload

Advanced Search

Hello William Schmidt, Department of Conservation

Help

[\[Hide Form Navigation\]](#)

required fields to upload a document.

ring

Actions

Search



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Confiden...

Actions

docx

N

Actions

Home

Explore Data

Forms

Tools

Maps

Advanced Search

Online Forms

Organization Questionnaire

Hello William Schmidt, Department of Conservation

Help

Organization Questionnaire - 1062 McGaw APG LLC (11669)

Form ID: 705567

Form Navigation

1. Form Information

2. Organization ✓

3. People ✓

4. Document Upload

5. Form Submit

6. Confirmation

7. Review Comments

8. Reviewer Fields

9. 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.

Uploaded Documents

Advanced Filtering

Actions

Search

Upload D...	Uploade...	Type	Descripti...	Filename	Docume...	Docume...	Confiden...	Actions
05/27/2025	William Schmidt	Annual Sensitive Receptor Inventory (PRC 3285)	Sensitive Receptor Inventory for 2025	test 2.xlsx		xlsx	N	Actions
05/27/2025	William Schmidt	Annual Sensitive Receptor Statement (PRC 3285)	Sensitive Receptor Statement for 2025	test.docx		docx	N	Actions
05/27/2025	William Schmidt	Annual Sensitive Receptor Inventory Map (PRC 3285)	Sensitive Receptor Map for 2025	test 3.png		png	N	Actions

- To edit or remove an uploaded document, click the Actions button

Deadline: July 1, 2025

- Inventory document is required
- Map is required
- Statement is required for wells/facilities outside HPZ
- ENFORCEMENT ACTION MAY BE TAKEN IF DEADLINE IS MISSED

- How-To Training Materials for Operators on Youtube Direct link:
https://www.youtube.com/playlist?list=PLErBtDSML9r6_SjGfEPXZqHjyWV2ot3IG
- Additional Training Materials:
https://www.conservation.ca.gov/calgem/for_operators/Pages/wells-far-training-materials.aspx
- Health Protection Zone Web Map Tutorials:
https://www.youtube.com/playlist?list=PLErBtDSML9r7x8q7vvUQyLphR7BLGIN_8
- FAQ for Local Government and Planning Bodies on SB 1137: <https://www.conservation.ca.gov/calgem/Pages/SB1137-FAQ.aspx>

Q&A Session

Please feel free to use the Q&A chat function throughout the workshop.



THANK YOU

For questions, please contact the WellSTAR team at:
wellstar@conservation.ca.gov

DMRSP_Mailbox@conservation.ca.gov

CalGEMSupport@conservation.ca.gov

SB1137Implementation@conservation.ca.gov