

Submit a UGS Project Information Form			Starting Tips
<ol style="list-style-type: none"> <li>1. Click on Online Forms and select UGS Project information form</li> <li>2. Enter in the Operator (and project code number if a modify or expansion project)</li> <li>3. Enter Contact Information in <b>Section 2. Contact Information</b></li> <li>4. Enter all pertaining information in <b>Section 3. Project Information</b></li> <li>5. Select the all project and AOR wells in <b>Section 4. Well Identification</b></li> <li>6. View plans that are associated to the project <b>Section 5. Plan Associations</b></li> </ol> <p><b>Note:</b> Be advised that plans cannot be uploaded in this form. They must be uploaded using the form <i>plan submission</i></p> <ol style="list-style-type: none"> <li>7. Upload all pertinent documents in <b>Section 6. Document Upload</b></li> <li>8. 11. Finalize and acknowledge the UGS submission in <b>Section 7. Form Submit</b></li> <li>12. A confirmation message is emailed and displayed on WellSTAR including the project ID for new Projects.</li> </ol>			<ul style="list-style-type: none"> <li>• Always search before creating a new record to ensure duplicates are not created.</li> <li>• New and Expanded projects follow the same workflow.</li> <li>• A modified project will only have a CEQA review if the COAs are altered.</li> </ul>
			Document Tips
			<ul style="list-style-type: none"> <li>• All users can request confidentiality.</li> <li>• Documents should be checked for a confidentiality request during the form review.</li> <li>• If an operator requests confidentiality for a document they must also upload a confidentiality request letter justifying the request.</li> </ul>
Changes to other Functionalities			
Well Summary	Notice of Intention	Production	
<ul style="list-style-type: none"> <li>• Wellhead equipment is captured.</li> <li>• If the well is part of a UGS project, the task for review will be generate for the District UGS workgroup</li> <li>• During the review, a well can be marked as “Meeting UGS well construction requirements.”</li> </ul>	<ul style="list-style-type: none"> <li>• A well can be added to a UGS project or an AOR by selecting if this well is part of a UGS project or if this well penetrates or passes through a UGS Project.</li> </ul>	<ul style="list-style-type: none"> <li>• Addition of Withdrawn Gas Data.</li> <li>• Gas Storage gas is automatically allocated to Withdrawn gas.</li> </ul>	
	Test Results	Well Details	
	<ul style="list-style-type: none"> <li>• Noise &amp; Temperature surveys and Casing Wall Thickness Tests can associate any anomalies found.</li> <li>• DOGGR can review the anomaly explanation during the review process.</li> <li>• Planned Action for Well Remediation, Monitoring, or Further Evaluation can be entered.</li> </ul>	<ul style="list-style-type: none"> <li>• Can view wellhead equipment.</li> <li>• Link to the UGS Project Detail page.</li> </ul>	
Compliance			Plan Submission
<ul style="list-style-type: none"> <li>• Violations can be added against a UGS project.</li> <li>• Violations for missing tests are create through compliance.</li> </ul>			<p><b>These Plans should be uploaded using the Plan Submission form</b></p> <ul style="list-style-type: none"> <li>• Baseline Gas Detection Plan</li> <li>• Decommissioning Plan</li> <li>• Emergency Response Plan</li> <li>• Records Management Plan</li> <li>• Risk Management Plan</li> </ul>