

# Application for Injection Approval Quick Reference Guide

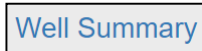


## Submit Application for Injection Approval

1. Click on Online Forms and select **Application for Injection Approval**.



2. Enter in the Application Type, Operator, Project Type, Injectate Type, Injectate TDS, and Description in **Section 1. Form Information**.



3. Enter Contact Information in **Section 2. Operator Information**.
4. Upload any documentation in **Section 3. Document Upload**.
5. Enter injection zone information in **Section 4. Injection Zones**.
6. Include USDW and aquifer exemption information in **Section 5. Aquifer Exemption**.
7. Upload EDD form to identify AOR wells in **Section 6. Well EDD**.
8. Identify all AOR and Injection wells in **Sections 7-8**.
9. Finalize and acknowledge the Well Summary submission in **Section 9. Form Submit**.

## Helpful Hints

### EDD Submittal

- The EDD form can be used to populate the AOR wells quickly in WellSTAR.

### Steps for EDD Submittal

1. To enable EDD uploads, select yes.
2. Download the EDD template with the blue hyperlink within the online form.
3. Fill out all fields within template.
4. Click select files and upload the completed EDD template.

## Review Application for Injection Approval

1. From **My Tasks** select the blue **Completeness Verification** task.

### Completeness Review

**NOTE** The description name will be different for each project.

2. Click the **Edit** button.



3. Set the **Assigned To** box to your name from the drop down list.

Assigned To

Jeanette McCracken

Jeanette McCracken

Joseph Athanasious

Elizabeth Long

4. **Status** will automatically change to **In Progress**.

5. Click **Save**.

6. Select the **Save Form** hyperlink to view the form.



7. Review the data submittal.

8. Verify the data submissions and

any uploaded files in **Section 11. Completeness Verification**.

9. Verify aquifer exemption data in **Section 12**.

10. Verify the area of review and injection wells in **Sections 13 & 14**.

11. Complete the CEQA, District, HQ, and Water Board verifications and add conditions of approval in **Sections 15-18**.

12. In **Section 20. Review** select the task claimed in step 1. (the name of the task will match the name from step 1).

13. Set **Status** of the review to **Approve, Deny, Return, or On Hold**.

14. Return to **Task Detail** page.



15. Click the **Edit** button.



16. Change **Status** to **Completed**.

17. Click **Save**.



### Useful Information

- It is recommended to enter the operator name, field, and project type in the Description on **Section 1 Form Information**. This information can be used to locate the form in WellSTAR.
- Grayed-Out fields are read-only and were entered when the NOI was created.
- Multiple workgroups will need to access tasks to complete the review.

## Application for Injection Approval Form Section guide:

<b>1. Form Information</b>	<ul style="list-style-type: none"> <li>•Input Application Type, Organization, Project Type, Injectate Type, and Injectate TDS.</li> <li>•Description (Recommended to add Operator name, field, and project type).</li> </ul>
<b>2. Operator Information</b>	<ul style="list-style-type: none"> <li>•Adding a new contact will make that person the contact for this form, but does not add them as a contact for the company.</li> </ul>
<b>3. Document Upload</b>	<ul style="list-style-type: none"> <li>•Upload relevant documents related to the well summary form.</li> </ul>
<b>4. Injection Zones</b>	<ul style="list-style-type: none"> <li>•Input all pertinent information regarding the Injection zones.</li> </ul>
<b>5. Aquifer Exemption</b>	<ul style="list-style-type: none"> <li>•Input all information regarding any a pertinent Aquifer Exemption.</li> </ul>
<b>6. Well EDD</b>	<ul style="list-style-type: none"> <li>•(Optional) Download the EDD Template to input AOR wells.</li> </ul>
<b>7. Well Identification</b>	<ul style="list-style-type: none"> <li>•Select wells within the AOR.</li> </ul>
<b>8. Injection Wells</b>	<ul style="list-style-type: none"> <li>•Select the injection wells associated with the project.</li> </ul>
<b>9. Form Submit</b>	<ul style="list-style-type: none"> <li>•Associate other forms, add comments, review submission and check acknowledgment.</li> </ul>
<b>10. Confirmation</b>	<ul style="list-style-type: none"> <li>•Confirmation that submittal was successful (or not).</li> </ul>
<b>11. Completeness Verification</b>	<ul style="list-style-type: none"> <li>•Verify that the operator submitted all relevant data and files.</li> </ul>
<b>12. Aquifer Exemption Verification</b>	<ul style="list-style-type: none"> <li>•Verify all aquifer exemption information.</li> </ul>
<b>13. Aera of Review Verification</b>	<ul style="list-style-type: none"> <li>•Review the AOR and AOR wells.</li> </ul>
<b>14. Proposed Injector Verification</b>	<ul style="list-style-type: none"> <li>•Review the proposed injectors.</li> </ul>
<b>15. CEQA Verification</b>	<ul style="list-style-type: none"> <li>•Select whether CEQA is needed and when it was complete.</li> </ul>
<b>16. District Verification</b>	<ul style="list-style-type: none"> <li>•Add notes and select the conditions of approval.</li> </ul>
<b>17. DOGGR HQ Verification</b>	<ul style="list-style-type: none"> <li>•Review the application and add condition of approval.</li> </ul>
<b>18. Outside Stakeholder Verification</b>	<ul style="list-style-type: none"> <li>•Input the information about the Water Boards' Review.</li> </ul>
<b>19. Review Comments</b>	<ul style="list-style-type: none"> <li>•Enter any comments about the review needed.</li> </ul>
<b>20. Review</b>	<ul style="list-style-type: none"> <li>•Set the review status to Approve, Deny, On Hold, or Return.</li> </ul>