

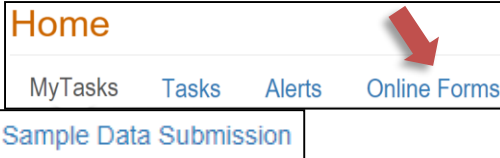
Submit Water Sample Data

Quick Reference Guide



Submit Water Sample Data

1. Click on Online Forms and from that menu selection, Click on **Water Sample Data Submission** .



2. Enter in the Operator, Project Code (If available), and Description in **Section 1. Form Information**.
3. Enter Contact Information in **Section 2. Contact Information**.
4. Associate sample to the Well/Facility in **Section 3. Association**.
5. Upload any documentation in **Section 4. Upload Documents**.
6. Finalize and acknowledge the Well Summary submission in **Section 5. Form Submit**.
7. A confirmation message is emailed and displayed on WellSTAR.

Helpful Hints

- It is recommended to enter "Well Name" in the Description on **Section 1 Form Information**. This information can be used to locate the form in WellSTAR.
- Two entries must be made if a water sample is associated with both a Well and a Facility

Review Water Sample Data

1. From **My Tasks** select the blue **Water Sample Data Submission** task.

The description name will be different for each submission.

2. Click the **Edit** button.
3. Set the **Assigned To** box to your name from the drop down list.
4. **Status** will automatically change to **In Progress**.
5. Click **Save**.
6. Select the **Form** hyperlink to view the form.
7. Review the data submittal.
8. If needed, add comments to **Section 7. Review comments**.
11. In **Section 8. Review** select the task claimed in step 1. (the name of the task will match the name from step 1).
12. Set **Status** of the review to **Approve, Deny, Return, or On Hold**.
13. Return to **Task Detail** page. (It should still be open in a separate tab, but if not find it on the **My Tasks** page by searching for tasks assigned to you).
14. Click the **Edit** button.
15. Change **Status** to **Completed**.
16. Click **Save**.

Completeness Review

Assigned To

Submit and Review Water Sample Data Form Section Guide:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none">•Input Organization, API and Permit Number•Description (Recommended to add Lease and Well Name).
2. Operator Information	<ul style="list-style-type: none">•Will be pre-populated if the form was opened from the Operators Detail page.•Adding a new contact will make that person the contact for this form, but does not add them as a contact for the company.
3. Association	<ul style="list-style-type: none">•The Water Sample Data is associated to the pertinent Well(s) or Facility(s)
4. Form Submit	<ul style="list-style-type: none">•Review final submission.•Associate other forms, add comments, check acknowledgment.
5. Document Upload	<ul style="list-style-type: none">•Upload any relevant documents related to the well summary form (i.e. logs, history, directional survey, maps)
6. Review Comments	<ul style="list-style-type: none">• Internal or External user can add comments about the review.
7. Review	Internal user sets review status: Approved, Denied, Returned, On Hold