



## User Reference Guide

UIC

Module 3 – Submit and Review Water Sample  
Data

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## **COURSE OVERVIEW**

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### **Course Description**

This lesson details the process of submitting and reviewing water sample data into wellstar.

### **Process Flow**

# 1 SUBMIT AND REVIEW

This lesson details the process of submitting and reviewing water sample data into wellstar.

Lesson Objectives:

- Submit Water Sample Data
- Review Water Sample Data

## 1.1 Submit Water Sample Data

Form Name	Form Category	Purpose	Version	Count
Test Scheduling	Test	Periodic tests for Facility Components and Wells.	1	24
Transaction Information	Payments	Online Form used to create a transaction record within WellSTAR	1	0
Transfer Assets	Transfers	Transfer Assets	1	29
Upload Test Results	Test	Upload results from tests performed on Wells or Facility Components.	1	21
Water Sample Data Submission	Production	Online Form used to upload periodic water sample data analyses.	1	1
Well Name Change	Well	Change a well name or number	1	18
Well Summary	Well	Document changes to oil and gas wells in California	1	8

### Form Navigation

Step	Action	Required Fields
1.	Selection Online Forms	
2.	Search and click on the blue hyperlink labeled <b>Water Sample Data Submission</b>	

## Water Sample Data Submission

Help

Form Navigation

1. Form Information

**Form Information**

Please enter information below. \* Indicates required field

**Form Name**  
Water Sample Data Submission

**Organization \***

Anacapa Oil Corporation (A2500) - Yuba City, CA

**Project Code**

**Description**

Cena #1

All comments are discoverable records, open to public review.

Cancel Save & Continue

### Section 1. Form Information

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Submit Water Sample Data. Start by typing in the <b>Organization Name</b> and search for the correct organization for the dropdown.	Organization
2.	Type in the <b>Project Code</b> for the well or search for the <b>Project Code</b> from clicking on the right side of the search bar.	
3.	Enter in a <b>Description</b> for this Well Summary <b>NOTE:</b> It is recommended to enter “Well Name” in Description so that this information can also be used to locate the form. Ex: Lake View 2	
4.	Click <b>“Save and Continue”</b> .	

## Release 2.0 UIC – Submit and Review Water Sample Data

**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

<b>Organization Name</b>	<b>Type of Organization</b>
Anacapa Oil Corporation (A2500)	Corporation
<b>Organization Primary Address</b>	
5403 Franklin Rd. Yuba City, CA 95992	
<b>Organization Primary Phone Number</b>	<b>Ext</b>

**Contacts**

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

**Add Contact** x

\* Indicates required field

Is this contact already in WellSTAR?

**Contact Role \***

Form Contact ▼
 

Form Contact

 Permitting/CEQA  
 Technical Contact

**Contact Name \***

**Phone Number \***

**Email \***

### Section 2. Operator Information

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note: changes cannot be made to organization details here.</i>	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click <b>“Actions”</b> .	
4.	Click <b>“Add Contact”</b> .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue <b>“Update”</b> button.	
7.	Click <b>“Next”</b> . <span style="background-color: #f0ad4e; color: white; padding: 2px 5px; font-size: small;">Next</span>	

Water Sample Data Submission - Berry Petroleum Company, LLC (B3930)

Help

Form ID: 840

**Form Navigation**

1. Form Information
2. Operator Information ✓
- 3. Association**
4. Upload Documents
5. Form Submit
6. Confirmation
7. Review Comments
8. Review

**Association**

Please enter information below. \* Indicates required field

The uploaded sample can be associated to a well or a facility. It cannot be associated to both a well and a facility or multiple wells/facilities. If a well is selected, a specific completion interval is required.

**Is the sample associated to a well or a facility?**

Well       Facility

**Select Well Water Sample Was Taken From**

API	Operator ...	Well Desig...	Well Type	Well Status	Field
0403062833	Berry Petroleum Company, LLC	? OQ-24TO	Observation	172	McKittrick
0403062801	Berry Petroleum Company, LLC	Berry & Ewing 2018H	Oil & Gas	172	Midway-Sunset
0403062802	Berry Petroleum Company, LLC	Lucky Boy 2016H	Oil & Gas	172	Midway-Sunset
Berry					


Items per page: 20      Viewing 1 - 10 from 10 results

**Associated Well**

API	Opera...	Well D...	Well D...	Well T...	Well S...	Pool	Actions

Back   **Next**   Save

### Section 3. Sample Association

Step	Action	Required Fields
1.	Check whether the sample data is associated with a <b>Well</b> or <b>Facility</b> by selecting either circle.	Well, Facility
2.	Search for the correct <b>Well/Facility</b> . This can be completed by inputting API or tank name the search bar or searching through the list of <b>Wells/Facilities</b>	
3.	Select the correct Well/Facility and select the down around  underneath the <b>search box</b> . This associates the well/facility to the water sample data.	
4.	Click <b>Next</b>	

Home | Online Forms | Water Sample Data Submission

## Water Sample Data Submission – Alexis Oil Company (A1437) Help

Form ID: 54898745

**Form Navigation**

- 1. Form Information ✓
- 2. Operator Information ✓
- 3. Association ✓
- 4. Upload Documents
- 5. Form Submit
- 6. Confirmation
- 7. Review Comments
- 8. Review

Select documents to be uploaded, if appropriate. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering Search

Upload Date	Uploaded By	Type	Description	Filename	Size	Actions
05/01/2017	Robert Smith	Fluid Sample Analy: API 04030123450-00-	Fluid_Sample_Analysis_0417.pdf	Fluid_Analysis_0417.pdf	728 KB	Actions

< 1 >
||
10 items per page
Viewing 1-1 of 1 results

Add New

Back
Next
Save

Document Upload x

\* Indicates required field

**Category**  
UIC

**Type \***

**Relevant Date \***

**Description \***

All comments are discoverable records, open to public review.

**Filename \***

Browse

x


Cancel
Upload



**Section 4. Upload Documents**

1.	<p>Upload any pertaining documents applicable to the Water Sample Data. This can include:</p> <ul style="list-style-type: none"> <li>• Additional Documentation</li> <li>• Cathodic Protection measures</li> <li>• Confining Layer Isopach Map</li> <li>• Daily Rate of Injection</li> <li>• Equipment Diagram</li> <li>• Final Map</li> <li>• Fluid Treatment</li> <li>• Future Plans</li> <li>• Geologic Cross Section</li> <li>• Geologic Overview</li> <li>• Injectate Source</li> <li>• Injection Facility Map</li> <li>• Injection Method</li> <li>• Isobar Map</li> <li>• ISO_GOR Map</li> <li>• Monitoring Plan</li> <li>• Net Sand Isopach Map</li> <li>• Offset Operator Letters</li> <li>• Plugging/Abandonment Program</li> <li>• Representative Type Log</li> <li>• Reservoir Fluid Data by Zone</li> <li>• ReservoirCharZone</li> <li>• Safety Program</li> <li>• Structural Contour map</li> <li>• Water Analysis</li> <li>• Water Sample</li> <li>• Water Well Survey</li> <li>• Water-oil Ratio Map</li> <li>• Well Drilling Program</li> <li>• Water Analysis</li> <li>• Water Sample</li> <li>• Water Well Survey</li> <li>• Water-Oil Ratio Map</li> <li>• Well Drilling Program</li> <li>• ZEI Calculation</li> </ul>	
2.	To upload, click <b>add document</b> . A popup will expand below.	

Release 2.0 UIC – Submit and Review Water Sample Data

3.	In this popup, input all information. To add the document, select browse, search for the correct file and click <b>upload</b> .	Type, Relevant Date, Description
4.	Select <b>Upload</b> to upload the form to WellSTAR.	
5.	Select <b>“Next”</b> . 	

## Water Sample Data Submission - Berry Petroleum Company, LLC (B3930)

Help

Form ID: 840

Form Navigation

1. Form Information
2. Operator Information ✓
3. Association ✓
4. Upload Documents ✓
- 5. Form Submit**
6. Confirmation
7. Review Comments
8. Review

### Form Submit

Associate related online form submissions to this submission by entering the Form ID.

#### Online Form Association

Form ID	Form Category	Title	Description	Actions
---------	---------------	-------	-------------	---------

#### Comments

Actions
---------

20 Items per page No results to display

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

Back Submit Save

**Section 5. Form Submit**

Step	Action	Required Fields
1.	If any form needs to be added, click <b>Add Form</b> . This creates a popup. Type in the formID or name and click <b>“Save”</b> .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click <b>Add Comment</b> .	
3.	When ready to acknowledge, click the box label <b>“I hereby certify...”</b> . This autopopulates the user’s name who is filling out the form.	
4.	Click the button <b>“Preview Submission Summary”</b> to generate the submission.	
5.	When satisfied with the submission, click <b>“Submit”</b> .	

**Confirmation**


Your form has been submitted successfully. You will be notified when a determination has been made.

**Section 6. Confirmation**

Step	Action	Required Fields
1.	No action needed. NOTE: The Well Summary Form is submitted and goes through an internal review process. Well Summary Review Task is created per district.	

**1.1.1 Key Points**

This process streamlines the water sample process and will:

- Allow users to submit and highlight the key points of the analysis as well as a digital copy of the entire report
- Allow for more efficient reviews with built in data validations
- Be able to work remotely from HQ or district offices due to the digital data submissions

## 1.2 Review Submitted Water Sample Data

My Tasks   Tasks   Alerts   Online Forms   Forms In Progress   **Forms Submitted**

1

Form ID	Form Name	Description	Organization Name	Status	Created Date	Actions
▶ 936	<b>Water Sample Data Submission</b>	Cena #1	Anacapa Oil Corporation	Submitted	02/27/2018	Actions▼
▶ 935	Bond Information	<b>2</b> nd	Anacapa Oil Corporation	Submitted	02/26/2018	Actions▼
▶ 931	Transfer Assets		Berry Petroleum Company, LLC	Submitted	02/26/2018	Actions▼
▶ 924	Bond Release Request	Well is plugged and abandoned.	White Knight Production LLC	Submitted	02/26/2018	Actions▼
▶ 921	Application for Injection Approval	Gas Disposal Project	Anacapa Oil Corporation	Submitted	02/23/2018	Actions▼
▶ 920	Application for Injection Approval	Sutter City Water Disposal Project Application	Anacapa Oil Corporation	Submitted	02/23/2018	Actions▼
▶ 910	Assessment Control	test		Submitted	02/23/2018	Actions▼

1 2 3 4 5 6 7 8 9 10 ... 20 items per page   Viewing 1 - 20 from 249 results

### Review Form Navigation

Step	Action	Required Fields
1.	Click on Forms Submitted and search for the Water Sample Data Submission. Or find the submission from your assigned task page.	

Home | Online Forms | Water Sample Data Submission

Water Sample Data Submission – Alexis Oil Company (A1437) ? Help

Form ID: 54898745

**Form Navigation** ?

- 1. Form Information ✓
- 2. Operator Information ✓
- 3. Association ✓
- 4. Upload Documents ✓
- 5. Form Submit ✓
- 6. Confirmation ✓
- 7. Review Comments
- 8. Review

Export/Print

**Review Comments**

04/26/2018 10:33 AM: Petty, Tom  
Please expedite.

05/06/2018 8:13 AM: Plant, Robert  
Other comments

05/06/2018 11:33 AM: Wilson, Brian  
More comments

Type comment here.... Add Comment

Back
Next
Save

**Section 7. Review Comments**

Step	Action	Required Fields
1.	Review each section of the form submittal ( <b>Sections 1-5</b> )	
2.	After reviewing each section, select the Review Comments tab <b>Section 7</b> . If a Review Comment is needed, type your comment in the comment field and click the icon labeled <b>“Add Comment”</b> .	
3.	Click <b>“Next”</b> . <span style="background-color: #e69d00; color: white; padding: 2px 10px; margin-left: 20px;">Next</span>	

Home | Online Forms | Water Sample Data Submission

## Water Sample Data Submission – Alexis Oil Company (A1437)

Help

Form ID: 54898745

**Form Navigation**

1. Form Information ✓
2. Operator Information ✓
3. Association ✓
4. Upload Documents ✓
5. Form Submit ✓
6. Confirmation ✓
7. Review Comments ✓
8. Review

Review

Task Name	Workgroup Assigned To	Created	Last Updated	Review Status	Actions
<a href="#">Completeness Verification</a>	District UIC Petty, Tom	04/13/18, 09:36AM	04/25/18, 12:04PM	Pass	<a href="#">Actions</a>
<a href="#">Aquifer Exemption Verification</a>	District UIC Wilson, Brian	04/16/18, 11:06AM	04/26/18, 12:25PM	Fail	<a href="#">Actions</a>
<a href="#">Area of Review Verification</a>	District UIC Redding, Otis	04/27/18, 09:02AM	04/30/18, 12:25PM	Return	<a href="#">Actions</a>
<a href="#">Proposed Injector Verification</a>	District UIC Petty, Tom	05/02/18, 09:45AM	05/03/18, 12:01PM	Pass	<a href="#">Actions</a>
<a href="#">DOGGR HQ Verification</a>	HQ UIC Wilson, Brian	05/02/18, 11:11AM	05/02/18, 4:45PM	Fail	<a href="#">Actions</a>
<a href="#">Outside Stakeholder Verification</a>	District UIC Plant, Robert	05/06/18, 10:09AM	05/06/18, 12:25PM	Approved	<a href="#">Actions</a>

1 items per page

Update Review Status

**Task Name**  
Review Transfer - Inland

**Assigned To**  
Wilson, Brian

**Review Status**

Cancel
Save

Back
Close

### Section 8. Review

Step	Action	Required Fields
1.	After review of the Well Summary, find the workgroup you are associated with and click <b>actions</b> .	
2.	In the pop-up generated, set the <b>Review Status</b> to <b>Pass</b> or <b>Failed</b> . And Click <b>“Save”</b> <ul style="list-style-type: none"> <li>If failed, provide the explanation in section 14. Review Comments. Provide the details so the operator can make the appropriate changes to the submission (The steps to provide these comments can be found in Section 14. Review Comments).</li> </ul>	
3.	Once the necessary reviews have been completed, click close. NOTE: Once all Tasks have been completed, the status will be approved and completed.	

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### **1.2.1 Key Points**

This process streamlines the water sample process and will:

- Allow users to submit and highlight the key points of the analysis as well as a digital copy of the entire report
- Allow for more efficient reviews with built in data validations
- Be able to work remotely from HQ or district offices due to the digital data submissions