

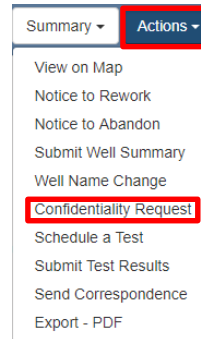
Confidentiality Request

Quick Reference Guide



Submit Confidentiality Request

1. Use the search box to search the well API.
2. Select the well to enter the **Well Details** page.
3. Use the **Actions** button to select **Confidentiality Request**.
4. Enter the Operator and Form description in **Section 1. Form Information**.
3. Enter Contact Information in **Section 2. Operator Information**.
4. Select request type and include any pertinent notes in **Section 3. Confidentiality Request**.
5. Upload all pertinent permit documentation, including a confidentiality request letter, 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.




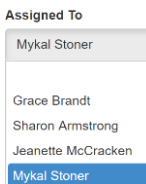

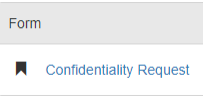



Helpful Hints

Comments:

- There are many locations to add comments.
- Comments cannot be edited or removed once created and are viewable by the operator, other Division staff, and eventually the public.

Review Confidentiality Request

1. From **My Tasks** select the blue **Confidentiality Review** task. 
 The description name will be different for each well.
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 blue **Form** hyperlink to view the form. 
7. Review the data submittal.
8. Choose the confidentiality status, set the date of determination, and set the confidentiality expiration date in **Section 7. Confidentiality Review**.
9. If needed add comments to **Section 8. Review comments**.
10. In **Section 9. Review** click on the Actions drop down and select **Update Review Status**.
10. Set **Status** of the review to **Approve, Deny, Return, or On Hold**.
11. Click **Close**. 

Useful Information

- It is recommended to enter "API & Well Name" in Description on **Section 1. Form Information** so that this information can also be used to locate the form.
- Grayed-Out fields are read-only and were entered when the NOI was created.
- A Confidentiality Request Letter is required to be uploaded with this form, this can be done in **Section 4. Upload Documents**

Confidentiality Request Section guide:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none">•Input Organization.•Description (Recommended to add API Number, 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 contact here makes that contact the contact for this form, but does not add them as a contact for the company.
3. Confidentiality Request	<ul style="list-style-type: none">•Select confidentiality request type.•Add notes if necessary.
4. Document Upload	<ul style="list-style-type: none">•Upload any relevant documents related to the well name change form. (i.e. logs, history, directional survey, maps)
5. Form Submit	<ul style="list-style-type: none">•Review final submission.•Associate other forms, add comments, check acknowledgment.
6. Confirmation	<ul style="list-style-type: none">•Confirmation that submittal was successful or not.
7. Confidentiality Review	<ul style="list-style-type: none">•Set the confidentiality status.•Set the date of determination.•Set the confidentiality expiration date,
8. Review Comments	<ul style="list-style-type: none">• Internal or External user can add comments about the review.
9. Review Comments	<ul style="list-style-type: none">• Internal user sets review status: Approved, Denied, Returned, On Hold.