


# Notice of Intention

## Quick Reference Guide



Submit NOI	Helpful Hints
<p>1. Click on Online Forms and from that menu selection <b>Notice of Intention</b></p>  <p>2. Enter in the Organization, Notice Type, and Description in <b>Section 1. Form Information</b></p> <p>3. Upload the optional EDD in <b>Section 2. EDD Submission</b></p> <p>3. Enter Operator Contact Information in <b>Section 3. Operator Information</b></p> <p>4. Enter all pertaining well and proposed work information in <b>Sections 5 – 9.</b></p> <p>6. Enter information related to CEQA in <b>Section 10.</b> Upload any documentation in <b>Section 11. Upload Documents</b></p> <p>7. Finalize and acknowledge the NOI submission in <b>Section 12. Form Submit.</b> Confirmation message is displayed in <b>Section 13.</b></p> <p>8. A confirmation message is emailed and displayed on WellSTAR</p>	<p><b>EDD Submittal</b></p> <ul style="list-style-type: none"> <li>The EDD form can be used to populate well summary information quickly in WellSTAR</li> </ul> <p><b>Steps for EDD Submittal</b></p> <ol style="list-style-type: none"> <li>To enable EDD uploads, select yes.</li> <li>Download the EDD template with the blue hyperlink within the online form.</li> <li>Fill out all fields within template.</li> <li>Click select files and upload the completed EDD template.</li> </ol>
<h3>Review NOI</h3> <ol style="list-style-type: none"> <li>Review the data submittal</li> <li>Add the conditions of approval in <b>Section 14. Review and COA</b></li> <li>Enter the Confidentiality Information and confirm Status in <b>Section 15. Confidentiality Review</b></li> <li>Add general correspondence, Abeyance or Final Letter to <b>Section 16. NOI Correspondence to Operator</b></li> <li>If needed add comments to <b>Section 17. Review comments.</b></li> <li>In <b>Section 18. Review</b> select the task</li> <li>Set <b>Status</b> of the review to <b>Approve, Deny, Return, or On Hold.</b></li> <li>Return to <b>Task Detail</b> page. (It should still be open in a separate tab, but if not find it on the <b>My Tasks</b> page by searching for tasks assigned to you.</li> <li>Click the <b>Edit</b> button.</li> <li>Change <b>Status</b> to <b>Completed.</b></li> <li>Click <b>Save.</b></li> </ol>	<p><b>Useful Information</b></p> <ul style="list-style-type: none"> <li>It is recommended to enter "Well Name" in the Description on <b>Section 1 Form Information.</b> This information can be used to locate the form in WellSTAR.</li> <li>Grayed-Out fields are read-only and were entered when the NOI was created.</li> <li>A monthly batch job is run in WellSTAR to notify and generate emails to operators of upcoming deadlines for tests.</li> </ul>

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## Notice of Intention Form Section guide:

<b>1. Form Information</b>	<ul style="list-style-type: none"><li>•Input Organization, Notice Type, API and Permit Number</li><li>•Description (Recommended to add API and Well Name).</li></ul>
<b>2. EDD Submission</b>	<ul style="list-style-type: none"><li>•(Optional) Download the EDD Template and fill out all fields.</li></ul>
<b>3. Operator Information</b>	<ul style="list-style-type: none"><li>•Input basic information about Operator, including Contact information specific to the form.</li></ul>
<b>4. Well Information 1</b>	Input Well specific data, and allows the user to associate or update associations to Leases, Bonds, and UIC Projects.
<b>5. Well Information 2</b>	Input Well specific data – Elevation and reference depth, Formation Tops, BFW and USDW designation, wellbore depths
<b>6. Location Information</b>	<ul style="list-style-type: none"><li>•Update Surface and Bottom-hole well location.</li></ul>
<b>7. Feature and Cement</b>	<ul style="list-style-type: none"><li>•Update wellbore and cementing details.</li></ul>
<b>8. Completion and Perforation</b>	<ul style="list-style-type: none"><li>•Update Completion and Perforation intervals.</li></ul>
<b>9. Proposed Work</b>	Describe the work proposed by the Operator.
<b>10. CEQA Information</b>	Input information specific to California Environmental Quality Act.
<b>11. Document Upload</b>	<ul style="list-style-type: none"><li>•Upload any relevant documents related to the NOI form (i.e. CEQA document, drilling program, maps)</li></ul>
<b>12. Directional Survey Submission</b>	Upload directional survey with an electronic data deliverable.
<b>13. Directional Survey</b>	A confirmation or error message related to the directional survey submission.
<b>14. Form Submit</b>	<ul style="list-style-type: none"><li>•Review final submission.</li><li>•Associate other forms, add comments, check acknowledgment.</li></ul>
<b>15. Confirmation</b>	<ul style="list-style-type: none"><li>•Confirmation that submittal was successful (or not).</li></ul>
<b>16. Review &amp; COAs</b>	<ul style="list-style-type: none"><li>•The form reviewer enters Conditions of Approval for the permit</li></ul>
<b>17. Confidentiality Review</b>	Form reviewer sets confidentiality parameters
<b>18. Correspondence</b>	<ul style="list-style-type: none"><li>•The form reviewer can select additional parameters for generating correspondence relating to a permit determination.</li><li>•Approved Permits can be generated.</li></ul>
<b>19. Review Comments</b>	<ul style="list-style-type: none"><li>• Internal or External user can add comments about the review.</li></ul>
<b>20. Review</b>	Tracks review tasks and statuses Internal user sets review status: Approved, Denied, Returned, On Hold