

Well Summary

Quick Reference Guide



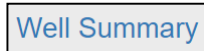
Submit Well Summary

1. Click on Online Forms and from that menu selection



Well Summary

2. Enter in the Operator, API, and permit number in **Section 1. Form Information**
3. Upload the optional EDD in **Section 2. EDD Submission**
3. Enter Contact Information in **Section 3. Contact Information**
4. Verify Permit Information in **Section 4. Permit Information**
5. Enter all pertaining well and permit information in **Sections 5 – 8.**
6. Upload any documentation in **Section 9. Upload Documents**
7. Upload the Directional Survey with the optional EDD Submission in **Section 11** and view the Survey Submission in **Section 12.**
8. Finalize and acknowledge the Well Summary submission in **Section 12. Form Submit**
9. A confirmation message is emailed and displayed on WellSTAR



Helpful Hints

EDD Submittal

- The EDD form can be used to populate well summary information 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 Well Summary

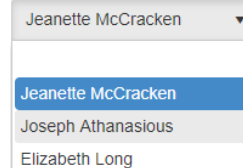
1. From **My Tasks** select the blue **Completeness Review** task.

Completeness Review

NOTE 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 **Form** hyperlink to view the form.
7. Review the data submittal
8. Verify the conditions of approval and any testing requirements to **Section 14. Summary Review**
9. Add general correspondence or Final Letter to **Section 15. Correspondence to Operator**
10. If needed add comments to **Section 16. Review comments**.
11. In **Section 17. 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**.

Assigned To



Useful Information

- 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.
- Grayed-Out fields are read-only and were entered when the NOI was created.
- A monthly batch job is run in WellSTAR to notify and generate emails to operators of upcoming deadlines for tests.

Well Summary 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. EDD Submission	<ul style="list-style-type: none"> •(Optional) Download the EDD Template and fill out all fields
3. 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.
4. Permit Information	<ul style="list-style-type: none"> •The Permit Information is generated from the approved NOI. This information is read-only.
5. Well Information	<ul style="list-style-type: none"> •Proposed Well Information is generated from the approved NOI and read-only (Grayed-Out). •If BFW or USDW are present, all Zones of Significance are required.
6. Location Information	<ul style="list-style-type: none"> •Update Surface and Bottom-hole well location.
7. Feature and Cement	<ul style="list-style-type: none"> •Update wellbore and cementing details.
8. Completion and Perforation	<ul style="list-style-type: none"> •Update Completion and Perforation intervals and Input all production test results.
9. Document Upload	<ul style="list-style-type: none"> •Upload any relevant documents related to the well summary form
10. Directional Survey Submission	<ul style="list-style-type: none"> •(Optional) Download the EDD Template and fill out all fields to have the directional survey uploaded
11. Directional Survey	<ul style="list-style-type: none"> •View the Directional Survey for Completeness
12. Form Submit	<ul style="list-style-type: none"> •Review final submission. •Associate other forms, add comments, check acknowledgment.
13. Confirmation	<ul style="list-style-type: none"> •Confirmation that submittal was successful (or not).
14. Summary Review	<ul style="list-style-type: none"> •Internal Reviewer will verify conditions of approval and update the review status
15. Correspondence	<ul style="list-style-type: none"> •General Correspondence can be generated between external and internal user •Final Letter can be generated for Abandonments
16. Review Comments	<ul style="list-style-type: none"> • Internal or External user can add comments about the review.
17. Review	Internal user sets review status: Approved, Denied, Returned, On Hold