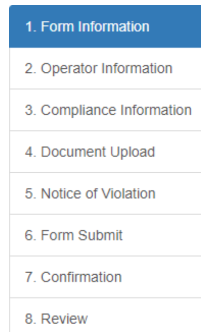
Compliance
Quick Reference Guide

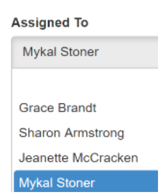
Submit a Compliance Record



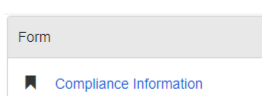
1. From the Home page, click on **Online Forms**.
2. Select the form named **Compliance Information**.
3. Enter the Organization and description in Section **1. Form Information**.
4. Enter Contact Information in Section **2. Operator Information**.
5. Enter record information and associate any Violations, Inspections, Incidents, or Complaints in Section **3. Compliance Information**.
6. Upload all pertinent permit documentation in Section **4. Upload Documents**.
7. Fill out the Notice of Violation information if needed in Section **5. Notice of Violation**
8. Finalize and acknowledge the Well Summary submission in Section **6. Form Submit**.
9. A confirmation message is emailed and displayed on WellSTAR.

Review Compliance Submission

1. From **My Tasks** select the blue **Review Compliance Submission** task. ReviewComplianceSubmission
2. Click the **Edit** button. Edit
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**. Save
6. Select the blue **Form** hyperlink to view the form.



7. Review the data submittal.
8. In Section **8. Review** select the task claimed in step 1. (the name of the task will match the name from step 1.
10. Set **Status** of the review to **Approve, Deny, Return, or On Hold**.
11. 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.
12. Click the **Edit** button. Edit
13. Change **Status** to **Completed**.
14. Click **Save**. Save

Helpful Hints

Comments:

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

Useful Information:

- It is recommended to enter a unique descriptor 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.
- More than one violation can be added to a single Compliance Record.
- Compliance Records can be associated to a Well, Facility, or an Operator.

Compliance

Compliance Information Form Section guide:

Form Section	Key Information
1. Form Information	•Input Organization. •Description (recommended to add a unique description).
2. Operator Information	•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. Compliance Information	•Enter Compliance Record details. •Associate Violations, Inspections, Incidents, or Complaints.
4. Document Upload	•Upload any relevant documents related to the Compliance Information form. (i.e., Photos, documents, inspection records, etc.)
5. Notice of Violation	•Select whether a Notice of Violation will be sent •Fill out the letter information
6. Form Submit	•Review final submission. •Associate other forms, add comments, check acknowledgment.
6. Confirmation	•Confirmation that submittal was successful or not.
8. Review	• Internal user sets review status: Approved, Denied, Returned, On Hold.