

WellSTAR Incidents

Quick Reference Guide



Submit an Incident

1. Click on Online Forms and select Incidents
2. Enter in the Operator and Place field, lease, API, Facility or Location information in Description for **Section 1. Form Information**
3. Enter Contact Information in **Section 2. Contact Information**
4. Enter all pertaining information in **Section 3. Basic Information**
5. Select the Well, Facility, Location in **Section 4. Source Information**
6. Enter Source, Cause, and Description of Incident in **Section 5. Cause Information**
7. Add Spill or Release information, Volumes, and associated agency information in **Section 6. Spill or Release**
8. Enter all Environmental Impacts and Property Damage in **Section 7. Impacts and Damage**
9. Describe operator's plans to prevent reoccurrence in **Section 8.**
10. Upload any documentation in **Section 9. Upload Documents**
11. Finalize and acknowledge the Incident submission in **Section 10. Form Submit**
12. A confirmation message is emailed and displayed on WellSTAR



Review an Incident

1. From **My Tasks** select the blue **Incident 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.
- Assigned To

Jeanette McCracken

Jeanette McCracken

Joseph Athanasious

Elizabeth Long
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. Verify incident status, associated Inspections and Compliance actions in **Section 12. Reviewer Fields**
 10. If needed add comments to **Section 13. Review comments**.
 11. In Section **14. 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 **Accept, 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**.

Helpful Hints

Incidents Page

- The incidents page defaults to only ACTIVE incidents.
- If looking to modify a closed incident, select the advance filtering button and change the status from active to close.

- It's best to take your tablet into the field. The incident form is very dynamic and changes based upon the information selected in the form.

- The operator can submit an incident. Confirm who will be submitting this form.

WellSTAR Incidents

Quick Reference Card



Helpful Hints

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| <ul style="list-style-type: none"> Any Inspections or Compliance reports can be associated to the incident during the review task. This section is also where the Incident can be updated to either Active or Closed. The inspection record can be associated to the spill only after Release 4.0 of WellSTAR. | <ul style="list-style-type: none"> Photographs can be attached to incident within WellSTAR. It is recommended to photograph the source or cause of the incident; the extent of the spill or release; any impacts and damage to property, land and water ways; and containment and cleanup. |
| <ul style="list-style-type: none"> Spills can be viewed by internal users, operators, and the public. | <ul style="list-style-type: none"> Additional documentation can be added to the incident- even if a status is set to close. |

Form Section	Information
1. Form Information	<ul style="list-style-type: none"> High-level information needed to generate the form. Operator, description, and “associated to well or facility?” Fields are captured here.
2. Operator Information	<ul style="list-style-type: none"> Witnesses and Incident Point of Contact can be added as a Contact Role. Address, phone number and Agent listed. Submit an updated Organization Questionnaire if this information is out of date.
3. Basic Information	<ul style="list-style-type: none"> Depending on selections, step validation on subsequent steps might be toggled on/off. Type of incident, date and time of incident. Information about other agencies and media. Location and description of incident. Injuries information can be added.
4. Source Information	<ul style="list-style-type: none"> Source and location information Associated Wells or Facilities. Failed well and surface expression information. Associate a past surface expression.
5. Cause Information	Primary cause, contributing factor, description of cause.
6. Spill or Release	<ul style="list-style-type: none"> Collects information specifically about the spill or release incident type. Recovered/ treated volumes information. Agencies/parties involved.
7. Impacts and Damage	<ul style="list-style-type: none"> Collects information about potential environmental impacts and damage. Environmental impacts, natural resource impacts, facility and property damage.
8. Actions Taken	<ul style="list-style-type: none"> Actions taken or changes in best practice to prevent reoccurrence.
9. Document Upload	<ul style="list-style-type: none"> Upload any supporting documentation. Photos, supporting documentation, correspondence, and other documents.
10. Form Submit	<ul style="list-style-type: none"> Attach and other forms in progress, add comments, submit form.
11. Confirmation	<ul style="list-style-type: none"> Confirmation that the form has been submitted. Below this point all sections are internal user only.
12. Reviewer Fields	<ul style="list-style-type: none"> Captures reviewer only fields such as: incident status, closed description, related to a well stimulation, compliance with the Spill Contingency Plan submitted by the operator. Can associate inspections and compliance records to this incident.
13. Review Comments	<ul style="list-style-type: none"> Add comments about the review of this incident. Comments from the form submit step are viewable from this step.
14. Review	<ul style="list-style-type: none"> Accept, Return, or place the form on hold. Create a subtask for in internal staff member to review this form. (If a subtask is created, the original task cannot be closed until the subtask is complete.)

WellSTAR Incidents

Incident type	Required fields	Options	Validation	Form Section
All	Organization	Autocomplete	Always required.	1. Form info
All	Form Description	Text	Always required.	1. Form info
All	Did incident occur at well or facility?	Yes/ No	Always required. If yes, Well or Facility must be designated.	1. Form info
All	Date/Time	Date and Time Picker	Always required.	3. Basic Info
All	Incident Type	Spill or Release, Facility/Property Damage, Failed Well, Surface Expression, Injury, Seismic	Always required. Can select more than one value.	3. Basic Info
All	Section, Township Range	Picklist	Always required.	3. Basic Info
All	County	Picklist	Always required.	3. Basic Info
All	Location Description	Text	Always required.	3. Basic Info
All	Incident Description	Text	Always required.	3. Basic Info
All	Suspected Source of Incident	Well, Tank, Pipeline, Drill or Workover Rig, Sump, Surface Expression, Vehicle (Car/Truck/Boat), Other Oilfield Equipment, Not Yet Known	Always required.	5. Cause Info
All	Primary Cause	Incorrect Operation, Equipment Failure, Equipment Damage, Material Failure in Pipe or Well, Natural Force Damage, Other Outside Force Damage, Corrosion, Excavation Damage, Other Accidental Cause, Well Stimulation, Drilling Kick, Blowout, Explosion, Not Yet Known	Always required.	5. Cause Info
All	Description of Cause	Text	Always required.	5. Cause Info
All	Date and Time Ended	Date picker	Required if " Has incident ended " is " Yes ".	3. Basic Info
All	OES Control Number	Text	Required if " Has OES been notified " is " yes ".	3. Basic Info
All	Agency Name	Fire Department, Public Works, BLM, Regional Water Quality Control Board, Local Air District, Department of Toxic Substances Control (DTSC), California Coastal Commission, CalFire (California Department of Forestry and Fire Protection), County Hazmat, County Department of Public Health, California State Lands Commission, County or City Fire Department, County or City Department of Planning, California Department of Fish & Wildlife Oil Spill Response, Regional Water Quality Control Board, Environmental Protection Agency, Occupation Safety and Health Agency, Department of Fish and Wildlife	Required if " Have other Agencies been Notified " is " Yes ". Can select more than one value.	3. Basic Info
All	News Media Type	Print, TV, Radio, Blog, Other	Required if " Was News Media on Location " is " Yes ". Can select more than one value.	3. Basic Info
All	Associated Facility	Selector Grid	Required if " Did incident occur at a known well or facility? " is " Yes " and a Facility is not selected.	4. Source Info
All	Associated Wells	Selector Grid	Required if " Did incident occur at a known well or facility? " is " Yes " and a Well has not been designated.	4. Source Info
All	Environmental Impacts	Soil, Subsurface Soil, Surface Water, Stream Sediment, Groundwater, Air	Required if in section 3. Basic Information " Was there Environmental Damage or Natural Resource Impact " is " Yes ". Either Environmental Impacts or Natural Resource Impacts fields become required.	7. Impacts and Damage
All	Natural Resource Impacts	Trees and Other Vegetation, Terrestrial Species (Wildlife), Aquatic Species (Fish and Waterfowl)	Required if in section 3. Basic Information " Was there Environmental Damage or Natural Resource Impact " is " Yes ". Either Environmental Impacts or Natural Resource Impacts fields becomes required.	7. Impacts and Damage
All	Describe	Text Impacts (i.e. horizontal and vertical extent of contaminants, type of wildlife or plant species affected, etc.)	Required if in section 3. Basic Information " Was there Environmental Damage or Natural Resource Impact " is " Yes ". Either Environmental Impacts or Natural Resource Impacts fields becomes required.	7. Impacts and Damage
All	Name of Public Recreation Area	Text	Required if " Release to Public Recreation Area " is " Yes ".	7. Impacts and Damage
Failed Well	API of Failed Well	Autocomplete APIs. Limited to wells in the associated wells table.	Required if Failed Well is Incident Type .	4. Source Info
Failed Well	Which part of the well failed?	Casing, Tubing, Packer, Wellhead	Required if Failed Well is Incident Type .	4. Source Info
Injury	Injury Type	Minor, Major, Fatality.	Required if Injury is Incident Type .	3. Basic Info
Injury	Description of Injury	Text	Required if Injury is the Incident Type.	3. Basic Info

Incident type	Required fields	Options	Validation	Form Section
Facility/Property Damage	Property Owner	Operator, Non-Operator	Required if Facility/Property Damage is Incident Type .	7. Impacts and Damage
Facility/Property Damage	Damage to	Vehicle(s), Vegetation/Landscape, Private Property, Building(s), Government Property, Tank(s), Pipeline(s), Wellhead(s), Other Production Equipment	Required if Facility/Property Damage is Incident Type .	7. Impacts and Damage
Facility/Property Damage	Description	Text	Required if Facility/Property Damage is Incident Type .	7. Impacts and Damage
Spill or Release	Remediation Description	Text	Required for entries to Volumes Recovered grid.	6. Spill or Release
Spill or Release	Material Released	Gas, Oil, Produced Water, Hazardous Material, Drilling Fluid, Well Stimulation Fluids, Oil-based Mud, Formation Material, Steam, H2S, Other E&P Waste, Condensate, Flowback Fluid, Emulsion	Required if Spill or Release is Incident Type . Spill or Release Grid.	6. Spill or Release
Spill or Release	Amount of Material	Numeric (Estimated)	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Unit of Measure	BBLs, Gallons, MCF, Pounds, Cubic Yards	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Primary (Initial) Media Affected	Release to Ground, Release to Water, Release to Atmosphere	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Describe what is known about the spill/release event	Text	Required if Spill or Release is Incident Type .	6. Spill or Release
Spill or Release	Material Treated/Recovered	Gas, Oil, Produced Water, Hazardous Material, Drilling Fluid, Well Stimulation Fluids, Oil-based Mud, Formation Material, Steam, H2S, Other E&P Waste, Condensate, Flowback Fluid, Emulsion	Required for entries to Volume Recovered Grid.	6. Spill or Release
Spill or Release	Amount of Material (Estimated)	Numeric	Required for entries to Volume Recovered Grid.	6. Spill or Release
Spill or Release	Unit of Measure	BBLs, Gallons, MCF, Pounds, Cubic Yards	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Spill or Release	Date	Date picker	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Spill or Release	Agency/Party	Text	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Spill or Release	Contact Name	Text	Required for entries to Associated Agencies/Parties Grid.	6. Spill or Release
Surface Expression	Incident ID of Previous Expression	Autocomplete dropdown of Incident IDs for Operator.	Required if " Reactivated surface expression " is selected.	4. Source Info
Surface Expression	Estimated maximum rate of ejection of material from blowout or surface expression at time of discovery (BBL per hour)	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Energy of Ejected Material	Violent - Greater than 5 Feet High, High Energy - 1-5 Feet High, Low Energy - Surface Flow	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Estimated Volume of Ejected Material (BBLs)	Text	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	As of	Date picker	Required if Surface Expression is selected as Incident Type . In reference to the Volume of material ejected.	4. Source Info
Surface Expression	Material Ejected	Oil, Water, Steam, Formation Material, Tar, Drilling Mud	Required if Surface Expression is selected as Incident Type . Can select more than one value.	4. Source Info
Surface Expression	Well API	Autocomplete APIs. Limited to wells in the associated wells table.	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Date/Time of Measurement	Date and Time Picker	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Measure Injection Pressure	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Injection Rate	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info
Surface Expression	Injection Temperature	Numeric	Required if Surface Expression is selected as Incident Type .	4. Source Info