California
**Department of
Conservation**
Oil, Gas, & Geothermal Resources

WellST★R

User Reference Guide

Uploading MIT Test Procedure

1   UPLOAD TEST RESULTS

Casing only pressure tests can be submitted through the Upload Test Result form. Test specific data can be captured. There is a single review of the Upload Test results form.

Lesson Objectives:

- Generate and submit a casing only pressure test.
- Review an Upload Test Results submission

1.1   Generate and submit a casing only pressure test.

Step	Action	Required Fields
1.	From the **Home** screen click **Online Forms**.	
2.	Search for the form.	
3.	Click **Upload Test Results** blue hyperlink.	

Form Information [Hide Form Navigation]

Please enter information below.   * Indicates Required Field

Form Name

Upload Test Results

Description *   ⓘ

[   ] ①

All comments are discoverable records, open to public review.

Organization *

[▼] ②

Test Subject *

③ ◯ Well   ◯ Tank/   ◯ Pipeline
                Vessel   Segment

Test Type *

[▼] ④

Cancel   **Save & Continue** ⑤

Step	Action	Required Fields
1.	Enter a **Description**.*	Description
2.	Select an **Organization**.	Organization
3.	Select **Well** as the **Test Subject.**	Test Subject
4.	Select **Pressure Test - Casing Only** as the **Test Type**.	Test Type
5.	Click **Save and Continue**.	

* Recommended description: 10-digit API_Test Type_Date of Test
(Ex. 0403012345_Pressure Test – Casing Only_08-09-2023

Operator Information

Please enter information below.

* Indicates Required Field

Organization Name

Type of Organization
Corporation

Organization Primary Address

①

Organization Primary Phone Number   **Ext**

Contacts

②

▼ Advanced Filtering   Actions ▾

Name ↑	Phone Number	Email	Role	Actions
			Agent	
			Submitter	

Back   Next   Save

③

Step	Action	Required Fields
1.	View the Organization information.	
2.	Use the **Actions** button to **Add** a contact if desired.	
3.	Click **Next.**	

Step	Action	Required Fields
1.	Use the **Search** box or **Advanced Filtering** to find the well. Note: the well will be preselected if the form was generated from the Well Detail page.	
2.	Click the box next to the well.	
3.	Click the down arrow to move the well into the **Associated Well** grid.	Associated Well
4.	Click **Next**.	

Step	Action	Required Fields
1.	Click the **Next** button at the bottom of the **EDD** step. Note: the EDD step is not used for a casing only pressure test.	

Step	Action	Required Fields
1.	Enter the **Actual Test Date** and **Time**.	Actual Test Date, Actual Test Time
2.	Indicate if the test was witnessed by CalGEM.	
3.	Select **Pass** or **Fail** as the **Test Result**.	Test Result

Step	Action	Required Fields
1.	Select one or more **Test Purpose**.	Test Purpose
2.	Enter a **Casing Pressure Test Method.** Note: different fields will be required depending on what method is chosen.	Casing Pressure Test Method,
3.	Enter remaining **General Details**.	Pre-Test Casing PSI, Gage Accuracy, Well within AOR?

Step	Action	Required Fields
1.	Click the **Actions** button and select **Add New Document**.	

Step	Action	Required Fields
1.	Complete the required fields in the **Document Upload** pop up.	Type, Relevant Date, Description, Filename
2.	Click **Upload.** Note: wait for the green checkmark next to the document before clicking Upload.	
3.	Click **Next.**	

Form Submit

Associate related online form submissions to this submission by entering the Form ID.

Online Form Association

				Actions ▾ ①
Form ID	**Form Category**	**Title**	**Description**	**Actions**

Comments	▶ ②

Acknowledgement

Submitter

③ ☐ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

④ Preview Submission Summary

Back ⑤ Submit Save

Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	

Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the appropriate test review workgroup.	

1.1.1 Key Points

- Many tests types can be submitted through this form.
- The form generates differently for each test type.
- The form requires different fields based on which test method is chosen.
- In this guideline, we simplified the process of selecting the "Test Type" by focusing on the "Pressure Test - Casing Only." However, please note that there are a total of 25 different test types available in WellSTAR.
- Operators are strongly recommended to choose the most relevant test type that aligns with their specific uploading requirements. Some of the most common for MIT-1 are "Pressure Test – Casing Only", "SAPT (Casing & Tubing)", and "Well MIT – Other" and for MIT-2 are "Radioactive Tracer Survey", "Well MIT - Temperature & Noise Log", and "Clean Out Tag".