



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

WellSTAR

Operator User Reference Guide

Document Upload Form
Well Chemical Inventory

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COURSE OVERVIEW

Course Description

Upload a Well Chemical Inventory document to your organization's Underground Gas Storage (UGS) Well using the Document Upload form.

1 UPLOAD A DOCUMENT

A document can be uploaded to your organization's well.

Lesson Objectives:

- 1.1 Upload a Well Chemical Inventory document to your organization's well.

1.1 Access WellSTAR

WellSTAR Login

Username 1

The Username field is required.

Password *

The Password field is required.

I have read and accept the [Privacy Notice of Collection](#) * 2

Login 3

[I forgot my password](#)
[Register New Organization](#)

Step	Action	Required Fields
1.	Enter your User Name and Password in the appropriate fields. Note: If you do not have an account, reach out to the WellSTAR admin within your organization. Your organization's WellSTAR admin will add you through the Organization Questionnaire form.	
2.	Read the certification statement and if you agree with the statement, check the acknowledgement box.	
3.	Click Login Note: if your profile is associated with more than one organization, you will be prompted to select which organization you are signing in with.	

1.2 Upload a document to your Well (UGS)

1.2.1 Access the Document Upload Form

The screenshot displays the WellSTAR web application interface. At the top, there is a navigation bar with the WellSTAR logo and a search bar. Below the navigation bar, the user is logged in as 'Hello Jeanette McCracken, Department of Conservation'. The main content area shows the 'Home' page with a navigation menu including 'My Tasks', 'Tasks', 'Alerts', 'Online Forms', 'Forms In Progress', and 'Forms Submitted'. The 'Online Forms' tab is selected and highlighted with a red circle '2'. Below the navigation menu, there is a search bar with the text 'upload' and a red circle '3'. The search results are displayed in a table with the following columns: Form Name, Form Category, Purpose, Version, and Count. The table contains three rows: 'Document Upload' (with a red circle '4'), 'Upload Test Results', and 'Water Sample Data Submission'. The 'Document Upload' row is highlighted in blue. At the bottom of the table, there is a pagination control showing 'Viewing 1 - 3 from 3 results'.

Step	Action	Required Fields
1.	Access the home screen by selecting the home icon, located in the upper left corner.	
2.	Click Online Forms .	
3.	Search for form name: Document Upload . You can use the advanced filtering feature to search.	
4.	Click the Blue Document Upload hyperlink.	

1.2.2 Form information Step

The screenshot shows the 'Document Upload' form in the WellSTAR system. The 'Form Information' step is active, showing the following details:

- Form Name:** Document Upload
- Organization:** Chevron U.S.A. Inc. (C5640) - Bakersfield, CA (marked with a red circle '1')
- Description:** Upload Well Chemical Inventory for Well ABC-123 (0400012345) (marked with a red circle '2')

At the bottom of the form, there are two buttons: 'Cancel' and 'Save & Continue' (marked with a red circle '3').

Step	Action	Required Fields
1.	Choose the Organization .	Organization
2.	Enter a Description including the title Well Chemical Inventory and the well APIs included in your inventory.	Description
3.	Click Save and Continue .	

1.2.3 Operator Information Step

1. Form Information
2. Operator Information
3. Document Upload
4. Document Association
5. Form Submit
6. Confirmation
7. Review Comments
8. Review

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates Required Field

1 Organization Name
Chevron U.S.A. Inc. (C5640)

Organization Primary Address
9525 Camino Media
Bakersfield, CA 93311

Organization Primary Phone Number
(661) 412-6082

Type of Organization
Corporation

Ext

Contacts

Name ↑	Phone Number	Email	Role	Actions
Jeanette McCracken	(916) 322-9768	Jeanette.McCracken@conservation.ca.govx	Submitter	
Mr. Nadim Hosn	(661) 654-7469	nhos@chevron.comx	Agent	

Back
Next
3 Save

Step	Action	Required Fields
1.	Confirm your organization's information is correct. Note: Please check that you are submitting for the correct organization if you are associated with more than one organization in WellSTAR.	
2.	Add a contact from your organization relevant to this document upload if desired.	
3.	Click Next .	

1.2.4 Document Upload Step

Document Upload - Chevron U.S.A. Inc. (C5640)

Help

Form ID: 6220

Form Navigation

1. Form Information
2. Operator Information ✓
3. Document Upload
4. Document Association
5. Form Submit
6. Confirmation
7. Review Comments
8. Review

Document Upload [Hide Form Navigation]

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Category **1**

Well

Uploaded Documents

Advanced Filtering **Actions** 2 Search

Upload...	Upload...	Type	Descri...	File	Add New 3	am...	Actions
					<ul style="list-style-type: none"> Add New Export - Excel Export - PDF 		

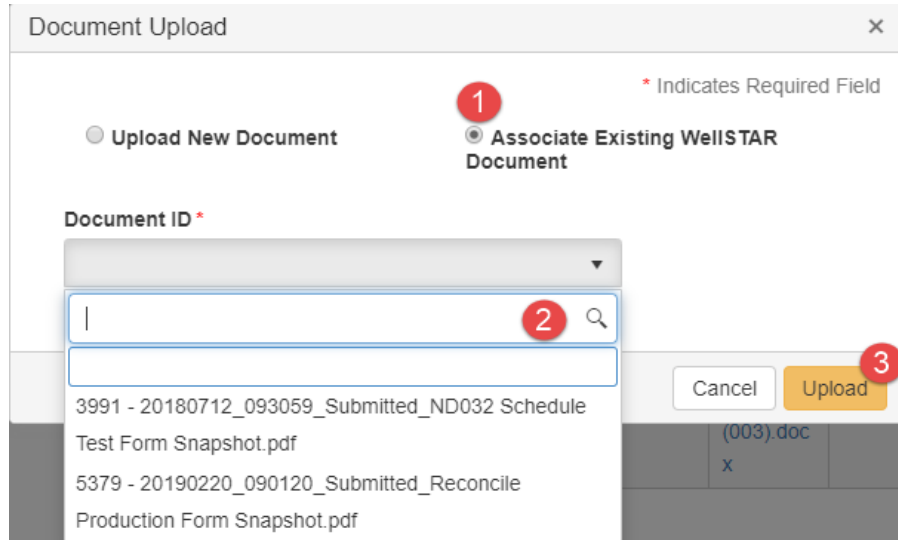
Back Next Save

Step	Action	Required Fields
1.	Choose Well from the category dropdown button.	Category
2.	Click Actions .	
3.	Click Add New .	

1.2.4.1 Upload a New Document

Step	Action	Required Fields
1.	Select Upload New Document to associate a new document to the category (proceed with step 2). Alternatively, you can select Associate Existing WellSTAR Document if you have an existing Document ID to be associated. Proceed to the directions in section 1.2.4.2 below.	
2.	Choose Well Chemical Inventory for Type of document.	Type
3.	Select a Relevant Date . This would usually be the date on the document.	Relevant Date
4.	Enter a Description . This description will be attached to the document for the life of the document.	Description
5.	Click Browse .	File name
6.	Navigate to your document.	
7.	Select the document.	
8.	Click Upload .	

1.2.4.2 Associate an Existing Document in WellSTAR



Step	Action	Required Fields
1.	To associate an existing document, select Associate Existing WellSTAR Document radio option.	
2.	Find the document using the WellSTAR Document ID . Note: document IDs can be viewed from Document grids on their relevant detail page in WellSTAR (I.E. Well Detail page)	
3.	Click Upload .	

1.2.4.3 Document Upload Verification

Document Upload - Chevron U.S.A. Inc. (C5640)

Help

Form ID: 6220

Form Navigation

1. Form Information
2. Operator Information ✓
3. Document Upload
4. Document Association
5. Form Submit
6. Confirmation
7. Review Comments
8. Review

Document Upload
[Hide Form Navigation]

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Category *

Well

Uploaded Documents

Advanced Filtering
Actions

Upload...	Upload...	Type	Descri...	Filename	Docum...	Docum...	Actions
05/01/2019	Jeanette McCracken	Well Chemical Inventory	Chemical Inventory for Well ABC-123	01900347_DATA_5-16-2008.pdf		pdf	Actions

Back Next 1 Save

Step	Action	Required Fields
1.	Validate that the correct document has been uploaded, then click Next .	

1.2.5 Document Association Step

Document Upload - Chevron U.S.A. Inc. (C5640)

Help

Form ID: 478135

Form Navigation

- Form Information
- Operator Information ✓
- Document Upload ✓
- Document Association
- Form Submit
- Confirmation
- Review Comments
- Review

Document Association [Hide Form Navigation]

Please use grids and arrow buttons to select one or more Facilities, Wells, Leases and/or Projects to associate the document.

Associated Wells and Facilities

Select Wells

Advanced Filtering Actions ABC-123 1

API ↑	Well Designation	Operator Name	Current Type	Current Status	Field
<input checked="" type="checkbox"/> 040010002	Hancock-Signal (NCT-1) Wente 1	Chevron U.S.A. Inc.	Gas	Plugged & Abandoned	Hospital Nose Gas (ABD)
<input type="checkbox"/> 040010003	Hancock-Signal (NCT-1) Wente 2	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Hospital Nose Gas (ABD)
<input type="checkbox"/> 040010013	Maud Stanley 1	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Any Field
<input type="checkbox"/> 040010014	Signal-Hancock Gordon 1	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Any Field
<input type="checkbox"/> 040010015	Signal-Hancock Garaventa (NCT-1)	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Any Field
<input type="checkbox"/> 040010016	Signal-Hancock Christensen 1	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Any Field
<input type="checkbox"/> 040010021	Foley 1	Chevron U.S.A. Inc.	Dry Hole	Plugged & Abandoned	Any Field

Items per page: 10 Viewing 1 - 10 from 58646 results

Associated Wells

Advanced Filtering Actions Search

API ↑	Well Designation	Operator Name	Current Type	Current Status	Field
<input type="checkbox"/> 040010002	Hancock-Signal (NCT-1) Wente 1	Chevron U.S.A. Inc.	Gas	Plugged & Abandoned	Hospital Nose Gas (ABD)

Step	Action	Required Fields
1.	<p>Search for the Well the document should be associated with in the search box in the top right of the grid.</p> <p>Search by column by clicking Advanced Filtering and searching within a column. Fields are added to the grid by clicking the gear in the top right of the grid.</p>	
2.	<p>Click the box next to the well API to select a subject.</p> <p>Note: more than one subject can be selected at a time.</p>	
3.	<p>Use the down arrow to move the subject into the associated lower grid.</p> <p>Note: if the selected wells are not moved to the lower grid, the document will not be associated with that well.</p>	
4.	<p>Verify the correct wells have been moved to the associated grid, then click Next.</p>	

1.2.6 Form Submit

Form ID: 6220


Form Navigation

- 1. Form Information
- 2. Operator Information ✓
- 3. Document Upload ✓
- 4. Document Association ✓
- 5. Form Submit**
- 6. Confirmation
- 7. Review Comments
- 8. Review

Form Submit [Hide Form Navigation]

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

Online Form Association

Actions 

Form ID	Form Category	Title	Description	Actions
---------	---------------	-------	-------------	---------

Comments

Actions

0 20 Items per page No results to display

Add

All comments are discoverable records, open to public review.

Acknowledgement

Submitter

Internal User Jeanette McCracken

Date Received

05/01/2019

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.

Preview Submission Summary

Back Submit Save

Step	Action	Required Fields
1.	Another WellSTAR form may be associated.	
2.	A comment may be added.	
3.	Check the acknowledgment box .	Acknowledgment box
4.	Click Submit .	

1.2.7 Key Points

- After submission of your chemical inventory, it will be sent for review by CalGEM staff. The document may be approved, returned, or denied.
- If the form is returned to you by CalGEM Staff, please check step **5. Form Submit** for a comment from the reviewer about the reason for return. Address these comments and resubmit the form with corrections.
- The document will be stored on the documents grid for each subject specified in **4. Document Association**.