

Grouping NOIs SOP

Administer Grouping

Please be advised that we have implemented a grouping system for NOIs based on two criteria. The first criterion is the admin grouping provided by the operator, which can be found within the project description. Upon reviewing the project description fill out columns R and T according to the information provided.

To fill out column S you must use either the first form ID listed in the project description or the Revised CEQA PD Form ID (see steps below). This will be the primary form id used to lookup NOI groupings for PR review. Please note that all NOIs in a single group should have the same primary form ID.

- a. For column S (Primary Form Id):
 - i. You may use first form ID listed in the project description
 - ii. You may use the Revised CEQA PD Form ID/ Doc Id

Backlogging

Now that you have successfully filled out columns R, S, T based on the admin grouping's project description provided by the operator, it is recommended that you check the PR reworks log for any backlogs. To do this, you can use the WellStar form IDs provided from the project description to search one by one in the PR reworks log. In the Excel spreadsheet, highlight the heading, then go to the ribbon and select data, followed by selecting filter. This will allow you to filter by each of the headings. Next, go to column B, "NOI form ID" and select the dropdown arrow. You can either copy and paste from the project description or manually type the WellStar form ID from the project description into the search box, then select apply. Once Excel has populated a match, update columns R, S, T to reflect the grouping listed in the project description.

Remember that all NOIs in a single group should have the same primary form ID. If the WellStar form ID does not populate, then please ensure you identify all the missing WellStar form IDs in column X under "Other Notes" for at least one if not all the column X's cells.

Internal Grouping

The second criterion is internal grouping, in which we determine the grouping of NOIs based on the four criteria: operator, field, type of NOI applicant, and NOI created date. Please note the range for NOI created date should not longer than three months apart. After reviewing each NOI's project descriptions for the four criteria. Now you have

determined that all NOIs have the same four criteria, you can group them and follow the same steps as the admin grouping.

Troubling shooting

In case the WellStar form ID is not provided within the project description, you have the option to enter the API number into the WellStar Map feature to populate the WellStar form ID. However, if the WellStar form ID(s) is/are still missing, you must contact the operator to attain the missing WellStar form IDs. Please ensure you identify all the missing WellStar form IDs in column X under "Other Notes".