



# Operator User Reference Guide

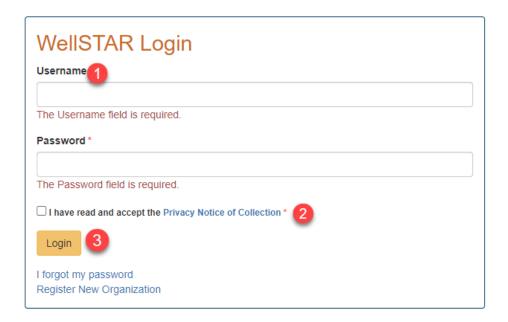
Document Upload Form Well Chemical Inventory Protocol

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1 UPLOAD A DOCUMENT		
Upload a Well Chemical Inventory Protocol to your organization's Underground Gas Storage (UGS) Project using the Document Upload form.		

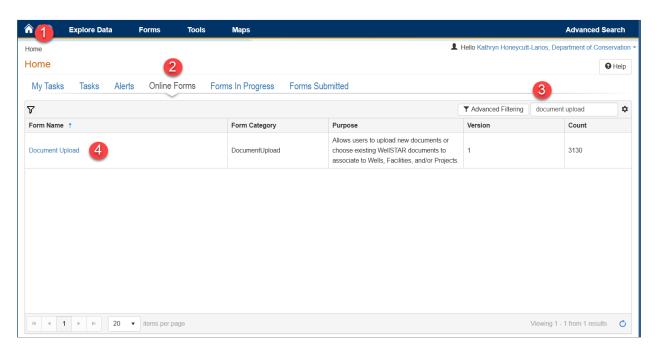
## 1.1 Access WellSTAR



Step	Action	Required Fields
1.	Enter your User Name and Password in the appropriate fields.	N/A
	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.	N/A
3.	Click Login	N/A
	Note: if your profile is associated with more than one organization, you will be prompted to select which organization you are signing in with.	

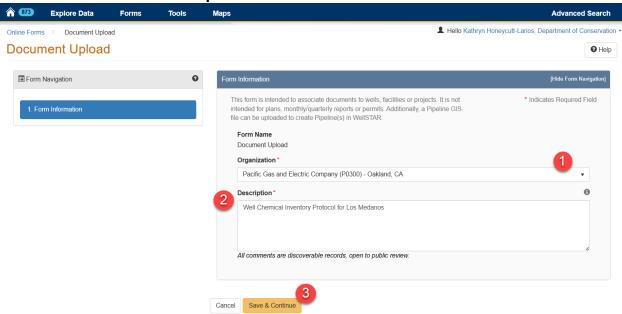
## 1.2 Upload a Document to Your UGS Project

## 1.2.1 Access the Document Upload Form



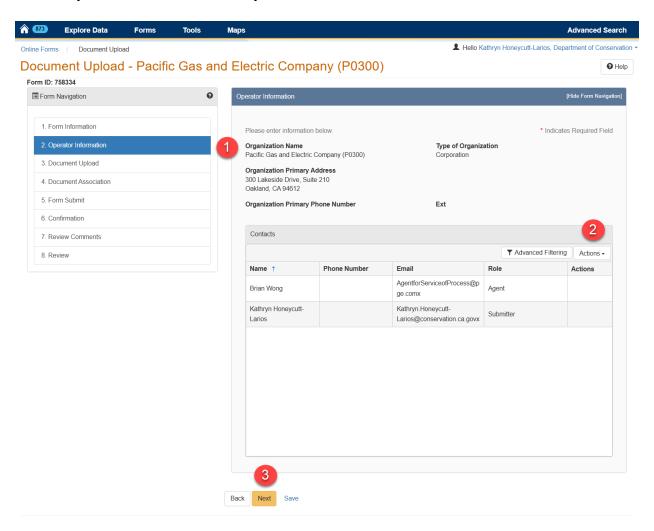
Step	Action	Required
		Fields
1.	Access the home screen by selecting the home icon,	N/A
	located in the upper left corner.	
2.	Click <b>Online Forms</b> .	N/A
3.	Search for form name: <b>Document Upload</b> . You can use	N/A
	the advanced filtering feature to search.	
4.	Click the blue <b>Document Upload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

## 1.2.2 Form information Step



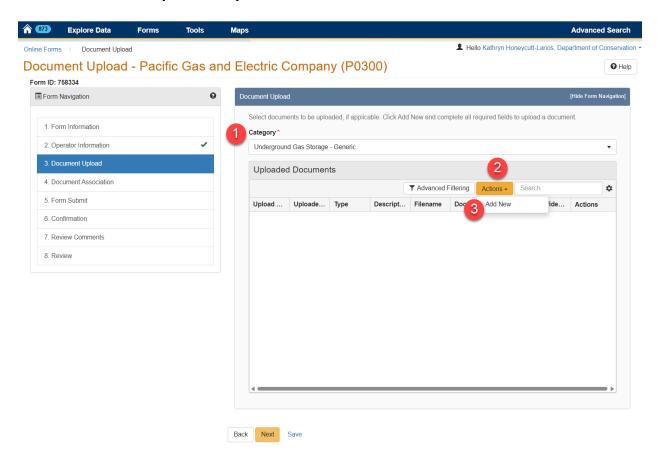
Step	Action	Required Fields
1.	Choose the <b>Organization</b> .	Organization
2.	Enter a <b>Description</b> including the title "Well Chemical	Description
	Inventory Protocol".	
3.	Click Save and Continue.	N/A

## 1.2.3 Operator Information Step



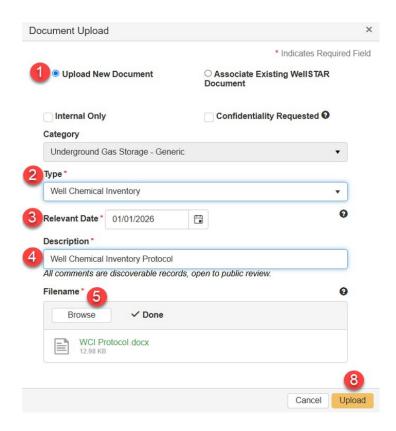
Step	Action	Required Fields
1.	Confirm your organization's information is correct.	N/A
	Note: If you are associated with more than one organization in WellSTAR, then check that you are	
	submitting for the correct organization.	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
2.	Add a contact from your organization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

## 1.2.4 Document Upload Step



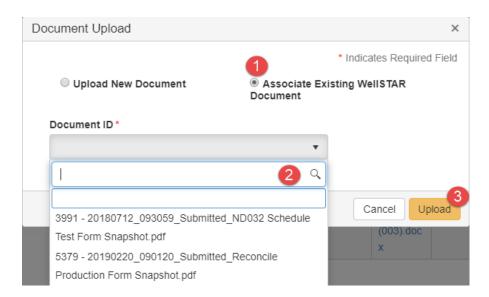
Step	Action	Required Fields
1.	Choose <b>Underground Gas Storage - Generic</b> from the category dropdown button.	Category
2.	Click Actions.	N/A
3.	Click Add New.	N/A

## 1.2.4.1 Upload a New Document



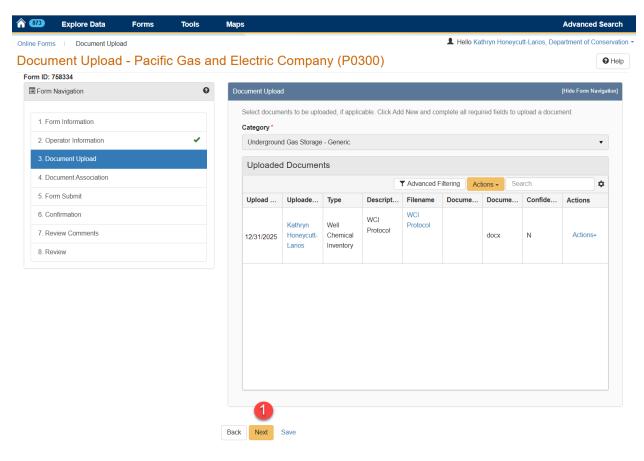
Step	Action	Required Fields
1.	Select <b>Upload New Document</b> to associate a new document to the category (proceed with step 2).	N/A
	Alternatively, you can select <b>Associate Existing WellSTAR Document</b> if you have an existing Document ID to be associated. Proceed to the directions in section 1.2.4.2 below.	
2.	Choose <b>Well Chemical Inventory</b> for <b>Type</b> of document.	Туре
3.	Select a <b>Relevant Date</b> . This would usually be the date on the document.	Relevant Date
4.	Enter a <b>Description</b> . 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.	N/A
7.	Select the document.	N/A
8.	Click <b>Upload</b> .	N/A

## 1.2.4.2 Associate an Existing Document in WellSTAR



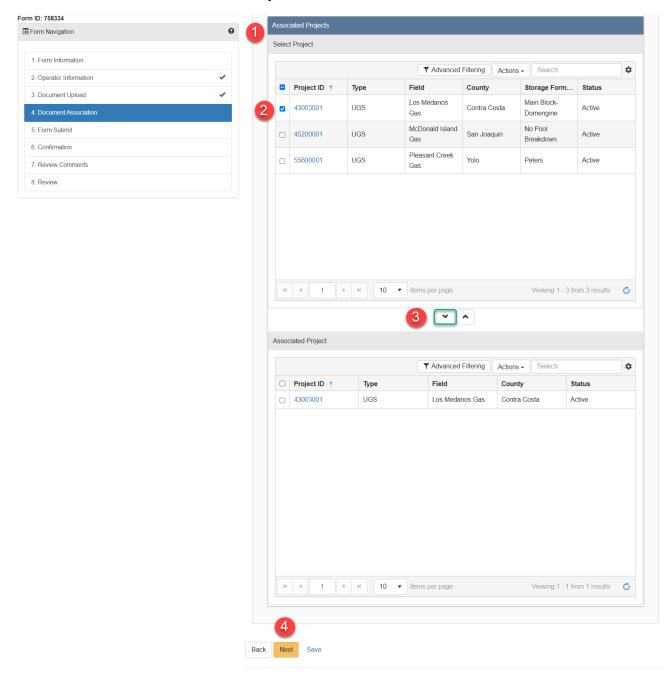
Step	Action	Required
		Fields
1.	To associate an existing document, select <b>Associate</b>	N/A
	Existing WellSTAR Document radio option.	
2.	Find the document using the WellSTAR <b>Document ID</b> .	N/A
	Note: Document IDs can be viewed from Document grids on their relevant detail page in WellSTAR (i.e.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

## 1.2.4.3 Document Upload Verification



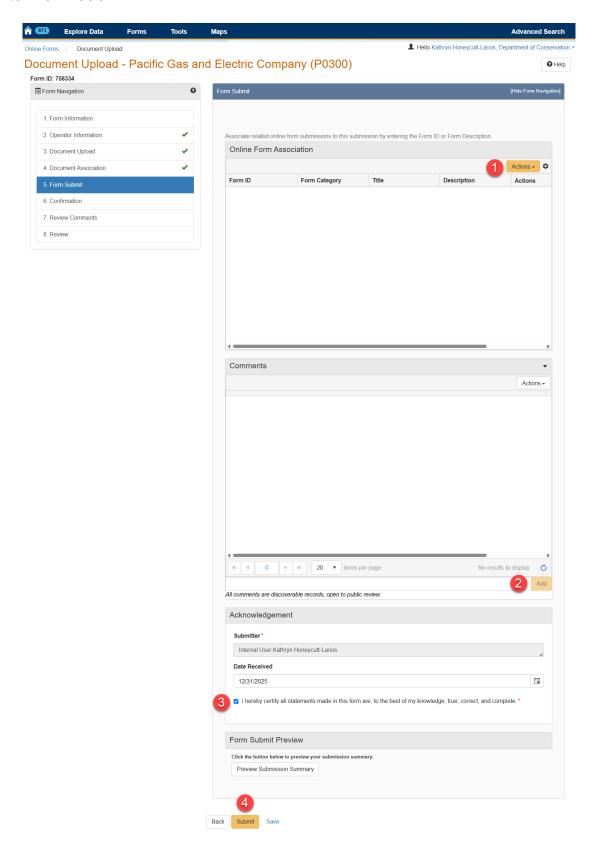
Step		Required Fields
1.	Validate that the correct document has been uploaded, then click <b>Next</b> .	N/A

## 1.2.5 Document Association Step



Step	Action	Required Fields
1.	Scroll down toward the bottom of the page to Associated Projects.	N/A
2.	Click the box next to the relevant Project ID(s) the document should be associated to.	N/A
3.	Use the down arrow to move the Project ID(s) into the associated lower grid.  Note: If the selected Project ID is not moved to the lower grid, the document will not be associated with that Project ID.	N/A
4.	Verify the correct Project ID(s) has been moved to the associated grid, then click <b>Next</b> .	N/A

#### 1.2.6 Form Submit



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

#### 1.2.7 Key Points

- After submission of your Well Chemical Inventory Protocol, 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 the Project ID specified in **4. Document Association**.