



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

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

The image shows a 'WellSTAR Login' form. At the top is the title 'WellSTAR Login' in orange. Below it are two input fields: 'Username' and 'Password *'. A red circle with the number '1' is next to the Username label. Below the Username field is a red error message: 'The Username field is required.' Below the Password field is a red error message: 'The Password field is required.' Below the Password field is a checkbox with the text 'I have read and accept the Privacy Notice of Collection *'. A red circle with the number '2' is next to this checkbox. Below the checkbox is a yellow 'Login' button. A red circle with the number '3' is next to the 'Login' button. At the bottom of the form are two links: 'I forgot my password' and '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.	N/A
2.	Read the certification statement and if you agree with the statement, check the acknowledgement box.	N/A
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.	N/A

1.2 Upload a Document to Your UGS Project

1.2.1 Access the Document Upload Form

The screenshot displays the application's home screen. At the top, a navigation bar includes a home icon (1), 'Explore Data', 'Forms', 'Tools', and 'Maps'. A user profile 'Hello Kathryn Honeycutt-Larios, Department of Conservation' is on the right. Below the navigation bar, a secondary bar contains 'Home', 'My Tasks', 'Tasks', 'Alerts', 'Online Forms' (2), 'Forms In Progress', and 'Forms Submitted'. A search bar (3) with the text 'document upload' is positioned to the right of the 'Online Forms' link. The main content area features a table with the following data:

Form Name ↑	Form Category	Purpose	Version	Count
Document Upload (4)	DocumentUpload	Allows users to upload new documents or choose existing WellSTAR documents to associate to Wells, Facilities, and/or Projects.	1	3130

At the bottom, a pagination bar shows '20 items per page' and 'Viewing 1 - 1 from 1 results'.

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

1.2.2 Form information Step

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Explore Data

Forms

Tools

Maps

Advanced Search

Online Forms | Document Upload

Hello Kathryn Honeycutt-Larios, Department of Conservation

Help

Document Upload

Form Navigation

1. Form Information

Form Information

This form is intended to associate documents to wells, facilities or projects. It is not intended for plans, monthly/quarterly reports or permits. Additionally, a Pipeline GIS file can be uploaded to create Pipeline(s) in WellSTAR.

* Indicates Required Field

Form Name
Document Upload

Organization *
Pacific Gas and Electric Company (P0300) - Oakland, CA

Description *
Well Chemical Inventory Protocol for Los Medanos

All comments are discoverable records, open to public review.

Cancel

Save & Continue

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

1.2.3 Operator Information Step

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Explore Data

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Online Forms | Document Upload

Hello Kathryn Honeycutt-Larios, Department of Conservation

Help

Document Upload - Pacific Gas and Electric Company (P0300)

Form ID: 758334

Form Navigation

1. Form Information

2. Operator Information

3. Document Upload

4. Document Association

5. Form Submit

6. Confirmation

7. Review Comments

8. Review

Operator Information

[Hide Form Navigation]

Please enter information below.

Organization Name

Pacific Gas and Electric Company (P0300)

Type of Organization

Corporation

Organization Primary Address

300 Lakeside Drive, Suite 210
Oakland, CA 94612

Organization Primary Phone Number

Ext

Contacts

Advanced Filtering

Actions

Name	Phone Number	Email	Role	Actions
Brian Wong		AgentforServiceofProcess@pge.comx	Agent	
Kathryn Honeycutt-Larios		Kathryn.Honeycutt-Larios@conservation.ca.govx	Submitter	

Back

Next

Save

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

1.2.4 Document Upload Step

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Online Forms

Document Upload

Hello Kathryn Honeycutt-Larios, Department of Conservation

Help

Document Upload - Pacific Gas and Electric Company (P0300)

Form ID: 758334

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.

1

Category*

Underground Gas Storage - Generic

2

Uploaded Documents

Advanced Filtering

Actions

Search

Upload ...

Uploade...

Type

Descript...

Filename

Doc

3

Add New

ide...

Actions

Back

Next

Save

Step	Action	Required Fields
1.	Choose Underground Gas Storage - Generic 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

The screenshot shows a 'Document Upload' form with the following elements and numbered steps:

- Step 1:** Radio buttons for 'Upload New Document' (selected) and 'Associate Existing WellSTAR Document'.
- Internal Only:** An unchecked checkbox.
- Confidentiality Requested:** An unchecked checkbox with a help icon.
- Category:** A dropdown menu showing 'Underground Gas Storage - Generic'.
- Step 2:** A dropdown menu for 'Type' showing 'Well Chemical Inventory'.
- Step 3:** A date field for 'Relevant Date' showing '01/01/2026' with a calendar icon.
- Step 4:** A text field for 'Description' containing 'Well Chemical Inventory Protocol'. Below it is a note: 'All comments are discoverable records, open to public review.'
- Step 5:** A 'Filename' section with a 'Browse' button, a 'Done' button, and a file preview for 'WCI Protocol.docx' (12.98 KB).
- Step 8:** 'Cancel' and 'Upload' buttons at the bottom right.

A legend indicates that an asterisk (*) denotes a required field.

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.	N/A
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.	N/A
7.	Select the document.	N/A
8.	Click Upload .	N/A

1.2.4.2 Associate an Existing Document in WellSTAR

Document Upload

* Indicates Required Field

☐ Upload New Document

☒ Associate Existing WellSTAR Document

Document ID *

3991 - 20180712_093059_Submitted_ND032 Schedule
Test Form Snapshot.pdf

5379 - 20190220_090120_Submitted_Reconcile
Production Form Snapshot.pdf

Cancel Upload

(003).doc
x

Step	Action	Required Fields
1.	To associate an existing document, select Associate Existing WellSTAR Document radio option.	N/A
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)	N/A
3.	Click Upload .	N/A

1.2.4.3 Document Upload Verification

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Explore Data

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Advanced Search

Online Forms

Document Upload

Hello Kathryn Honeycutt-Larios, Department of Conservation

Help

Document Upload - Pacific Gas and Electric Company (P0300)

Form ID: 758334

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

Underground Gas Storage - Generic

Uploaded Documents

Advanced Filtering

Actions

Search

Upload ...	Uploade...	Type	Descript...	Filename	Docume...	Docume...	Confide...	Actions
12/31/2025	Kathryn Honeycutt-Larios	Well Chemical Inventory	WCI Protocol	WCI Protocol		docx	N	Actions

1

Back Next Save

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

1.2.5 Document Association Step

Form ID: 758334

Form Navigation

1. Form Information

2. Operator Information ✓

3. Document Upload ✓

4. Document Association

5. Form Submit

6. Confirmation

7. Review Comments

8. Review

1

Associated Projects

Select Project

Advanced Filtering Actions Search

<input checked="" type="checkbox"/>	Project ID ↑	Type	Field	County	Storage Form...	Status
<input checked="" type="checkbox"/>	43003001	UGS	Los Medanos Gas	Contra Costa	Main Block-Domengine	Active
<input type="checkbox"/>	45200001	UGS	McDonald Island Gas	San Joaquin	No Pool Breakdown	Active
<input type="checkbox"/>	55600001	UGS	Pleasant Creek Gas	Yolo	Peters	Active

10 items per page

Viewing 1 - 3 from 3 results

3

Associated Project

Advanced Filtering Actions Search

<input type="checkbox"/>	Project ID ↑	Type	Field	County	Status
<input type="checkbox"/>	43003001	UGS	Los Medanos Gas	Contra Costa	Active

10 items per page

Viewing 1 - 1 from 1 results

4

Back

Next

Save

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 Next .	N/A

1.2.6 Form Submit

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Online Forms | Document Upload

Hello Kathryn Honeycutt-Larios, Department of Conservation

Document Upload - Pacific Gas and Electric Company (P0300)

Form ID: 758334

Form Navigation

1. Form Information

2. Operator Information

3. Document Upload

4. Document Association

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6. Confirmation

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Form Submit

[Hide Form Navigation]

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

Online Form Association

1

Actions

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

Comments

2

Actions

Add

All comments are discoverable records, open to public review.

Acknowledgement

3

Submitter

Internal User Kathryn Honeycutt-Larios

Date Received

12/31/2025

☒ 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

4

Back

Submit

Save

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