

User Reference Guide

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COURSE OVERVIEW

Course Description

The Incident capability in WellSTAR provides access to incident data pertaining to well or facility. WellSTAR users are able to document incidents by entering an incident's location, type, and other relevant information. These incidents are assigned to an agent or organization to manage and track related remediation and investigations through the WellSTAR incidents section.

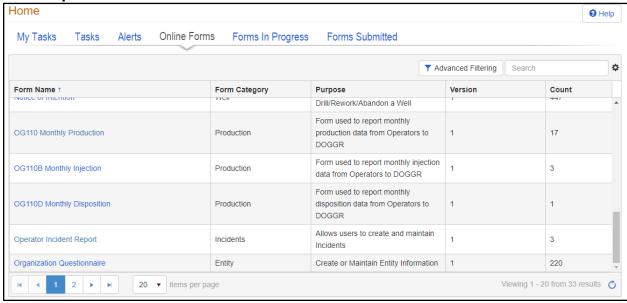
1 REPORT AND MAINTAIN AN INCIDENT

In this lesson you will learn how to submit an Incident form.

Lesson Objectives:

- Report an Incident
- Monitor an Incident

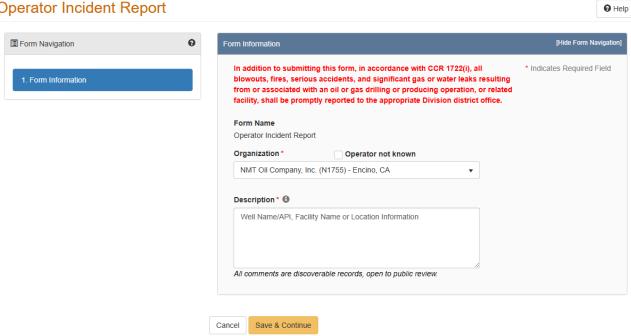
1.1 Report an Incident



Step	Action	Required Fields
1.	From the Home screen, select Online Forms.	
2.	In the search bar on the right, type in "Incidents".	
3.	Click on the blue hyperlink labeled Operator Incident Report.	

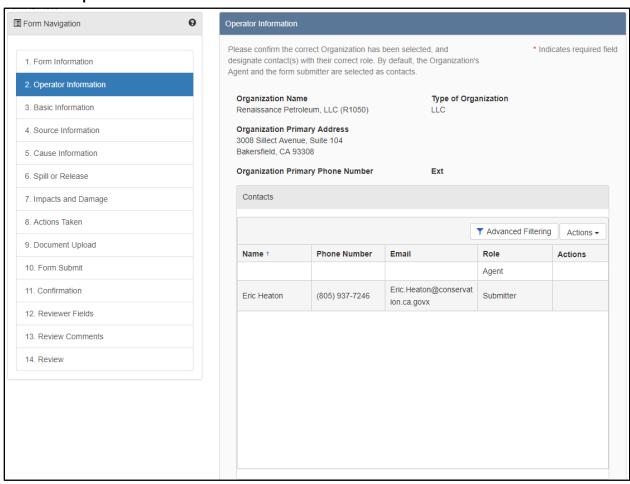
Section 1. Form Information

Operator Incident Report



Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Report	Organization
	an Incident. Start by typing in the Organization Name and search	
	for the correct organization from the dropdown. If the form is	
	initiated by an operator, the Organization Name field will be pre-	
	filled.	
2.	, , ,	
	This will grey out the Organization field, which can then be left	
	empty.	
3.	Enter in a Description for this Incident	Description
	NOTE: It is recommended to enter "Well Name/API, Facility	
	Name or Location Information" in Description so that this	
	information can also be used to locate the form. Example:	
	Lake View 2 030-12345	
4.	Click "Save and Continue".	

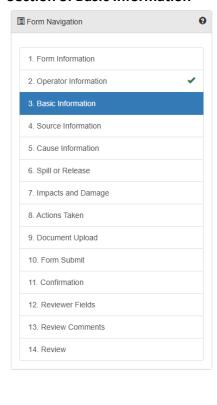


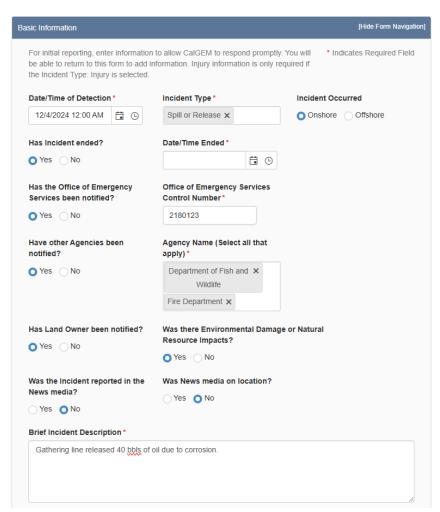


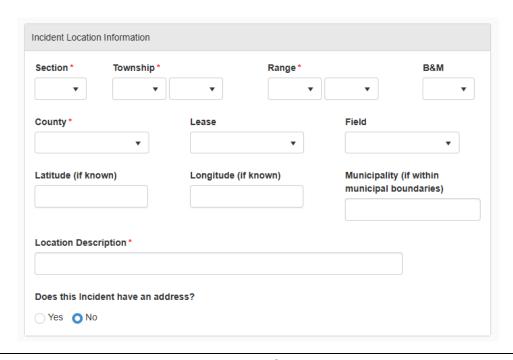
Step	Action	Required Fields
1.	Review organization details for correctness.	
	NOTE : changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click "Actions".	
4.	Click "Add Contact".	
5.	Complete contact information in dialogue box that appears.	

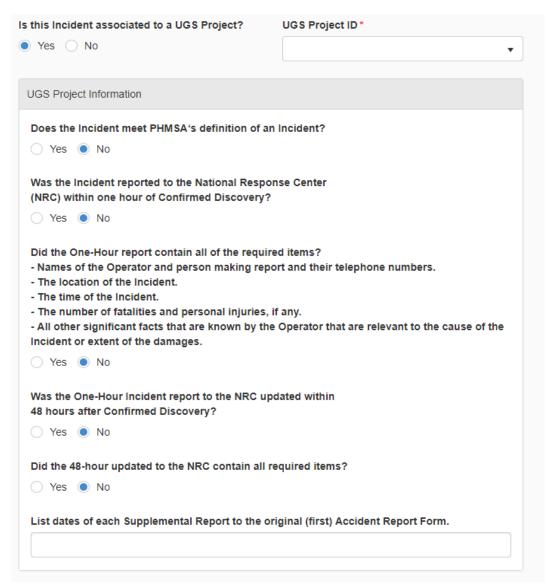
6.	Click blue "Update" button.	
7.	Click "Save" .	
8.	Click "Next".	

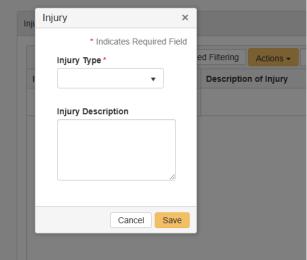
Section 3. Basic Information











Step	Action	Required Fields
1.	Input the date and time of detection.	Date/Time of
		Detection
2.	Select the Incident type. The list is as follows:	Incident Type
	Spill or Release	
	 Facility or Property Damage 	
	Failed Well	
	Surface Expression	
	• Injury	
	Seismic	
3.	Select if the Incident has ended. If you select "Yes", you are	
	required to input the date and time the Incident ended.	
4.	Select if the Office of Emergency Services (OES) has been notified.	
	If you select "Yes", you are required to input the OES Control	
	Number.	
5.	Select if other Agencies have been notified. If you select "Yes",	
	you are required to select the Agency's Name. The list is as	
	follows:	
	Fire Department	
	 Public Works 	
	• BLM	
	 Regional Water Quality Control Board 	
	 Department of Fish and Wildlife 	
	Local Air District	
	 Department of Toxic Substances Control 	
	 California Coastal Commission 	
	CalFire	
	County Hazmat	
	 County Department of Public Health 	
	 California State Lands Commission 	
	 County/City Fire Department 	
	 County/City Department of Planning 	
	 California Department of Fish and Wildlife Oil Spill 	
	Reponses	
	 Environmental Protection Agency 	
	 Occupation Safety and Health Agency 	
6.	Select if Land Owner has been notified.	
7.	Select is there was Environmental Damage or Natural Resource	
	Impact.	

8.	Select if the Incident was reported in News Media. If you select "Yes", you are required to select the media type. The list is as follows: • Print • TV • Radio • Blog • Other	
9.	Provide a brief Description on how Incident occurred.	Brief Incident Description
10.	Input the Incident Location Information by entering in Section, Township, and Range, B&M, and County. Enter in Lease, Field, Latitude and Longitude, and Municipality if known/applicable.	Section, Township and Range, County
11.	Input in Location Description.	Location Description
12.	Select if this incident has an address. If you select "Yes", you are required to input the Address of the Incident.	

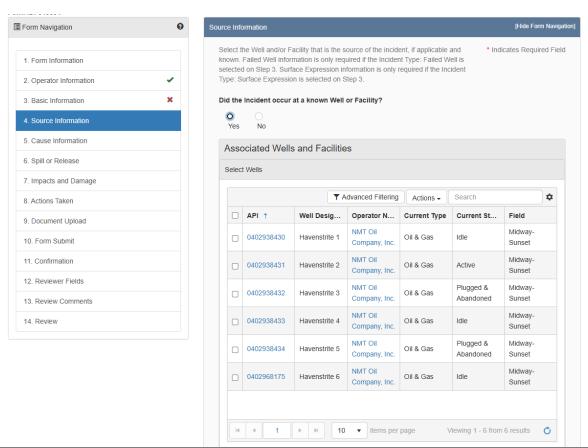
13. Select if this incident is associated to a UGS Project If you Select yes, you may enter in the following information: • Does the incident meet PHMSA's definition of an incident? • Was the incident reported to the National Response Center within one hour of Confirmed Discovery o If yes is selected, you are required to submit if reported by (CalGEM, Operator, or Other) Did the One-Hour report contain all required items o If yes is selected, does it contain: Names of the Operator and person making report and their telephone numbers. The location of the incident o The time of the Incident o The number of fatalities and personal injuries, if any o All other significant facts that are known by the Operator that are relevant to the cause of the incident of extent of the damages. Was the One-Hour Incident report to the National Response Center (NRC) updated by 48 hours after confirmed discovery? o If yes is selected, you are required to submit if reported by (CalGEM, Operator, or Other) Did the 48-Hour update to the NRC contain all required items? • Did the 48-hour update to the NRC contain all required items • Was a written Accident Report submitted PHSMA (DOT from PHMSA F7100.2) o If yes is selected, you are required to submit if reported by (DOGGR, Operator, or Other) • List of date for each supplemental report to the original (first) accident report form 14. If an Injury has occurred, select Actions on the top right on the

table. This brings up a second table to input in the Injury Type (Minor, Major [Requires Hospitalization], or Fatality) and provide

a description of the injury.

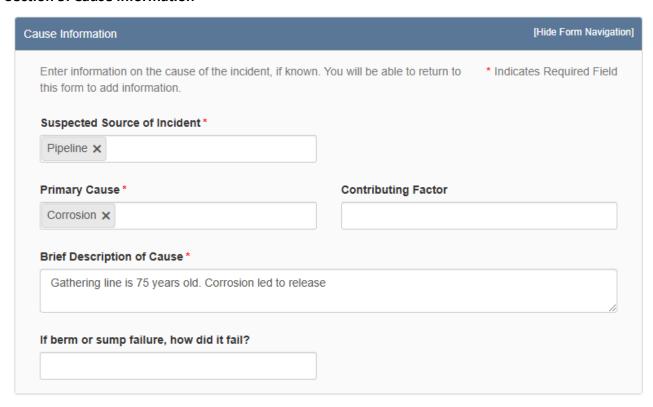
15.	Click "Save".	
15.	Click "Next".	

Section 4. Source Information



Step	Action	Required Fields
1	Check whether the Incident is associated with a Well or Facility by	Well, Facility
	navigating to the correct table.	
2	Search for the correct Well/Facility . This can be completed by	
	inputting API/tank name the search bar or searching through the list	
	of Wells/Facilities	
	 If the facility does not exist within the WellSTAR system, 	
	you will have to create that facility using the facility	
	information form.	
3	Select the correct Well/Facility by clicking the box in the left-hand	
	column and then select the down arrow 💌 underneath the search	
	box . This associates the well/facility to the incident.	
4	Click "Save" .	
5	Click "Next".	

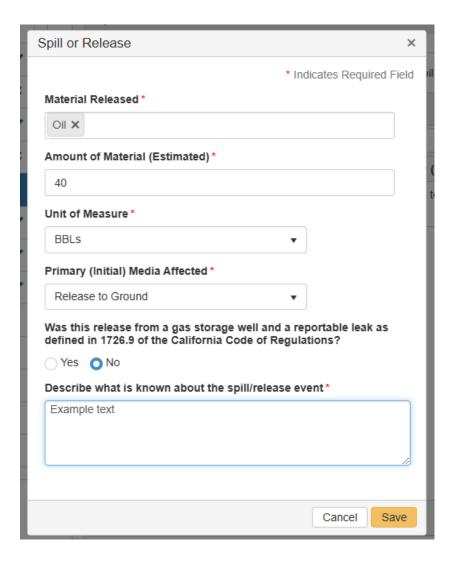
Section 5. Cause Information

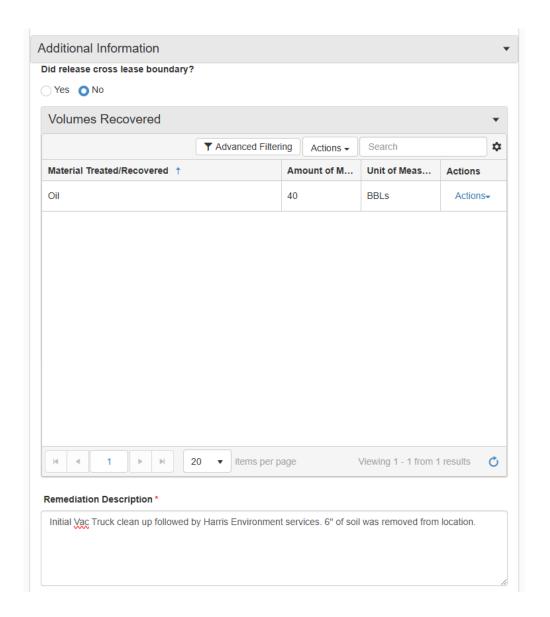


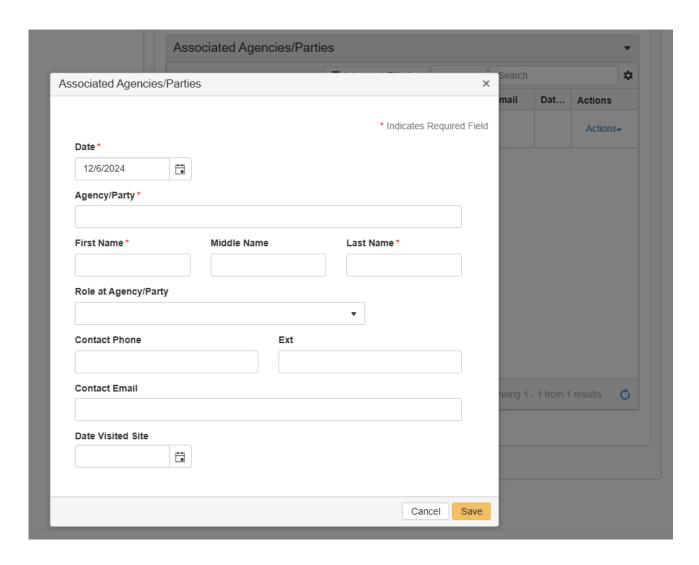
Step	Action	Required Fields
1.	Select the Suspected Source of Incident type. The list is as follows:	Suspected
	• Well	Source of
	• Tank	Incident
	Pipeline	
	Drill or Workover Rig	
	• Sump	
	Surface Expression	
	Vehicle (Car/Truck/Boat)	
	Other Oilfield Equipment	
	Not Yet Known	
2.	Select the Primary Cause. The list is as follows:	Primary Cause
	Incorrect Operation	
	Equipment Failure	
	Equipment Damage	
	Material Failure in Pipe or Well	
	Natural Force Damage	
	 Other Outside Force Damage 	
	 Corrosion 	
	Excavation Damage	
	Other Accidental Cause	
	Well Stimulation	
	Drilling Kick	
	• Blowout	
	 Explosion 	
	Not Yet Known	
3.	Select the Contributing Factor (if applicable). The list is as follows:	
	Spill/Release	
	Failed Well	
	Surface Expression	
	 Mud/Landslide 	
	 Subsidence 	
	 Earthquake/Seismic Activity 	
	 Explosion 	
	Fire	
	• Flood	
	Mechanical Failure	
	Well Stimulation	
4.	Provide a brief Description on the cause of the Incident.	Brief Description
		of Cause

5.	If a berm or sump failed, provide a description of how it failed.	
6	Click "Save".	
7.	Click "Next".	

Section 6. Spill or Release

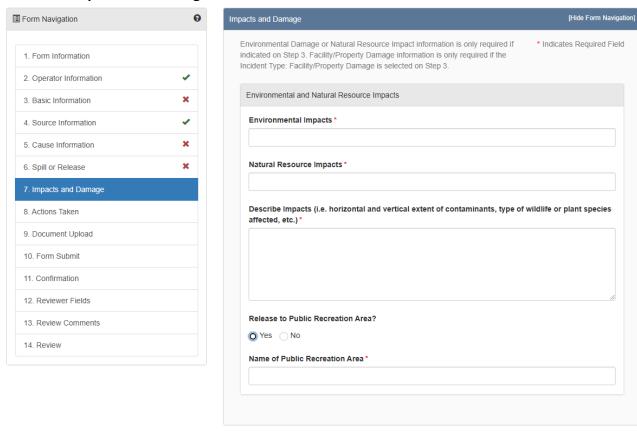






Step	Action	Required Fields
1.	If the Incident was a Spill/Release, you will need to enter	
	information regarding the spill/release that has occurred, select	
	Actions and then Add Spill or Release on the top right on the table.	
	This brings up a second table to input in the Material Release,	
	Amount, Unit of Measure, Primary Media affected, Description.	
	NOTE: Spill or Release information is only required if the Incident	
	Type is Spill/Release.	
2.	Select if the release crossed lease boundaries.	
3.	You will need to enter information regarding the volumes	
	recovered that has occurred, select Actions and the Add Volume	
	Recovered on the top right on the table. This brings up a second	
	table to input in the Material Release, Amount, Unit of Measure.	
4.	You will need to enter information regarding the Associated	
	Agencies/Parties that has occurred, select Actions and then Add	
	Associated Agency/Party on the top right on the table. This brings	
	up a second table to input in the Date,	
	Agency/Party, Contact Name, Role at Agency/Party, Contact Phone,	
	Contact Email.	
5.	Click "Save" .	
6.	Click "Next".	

Section 7. Impacts and Damage

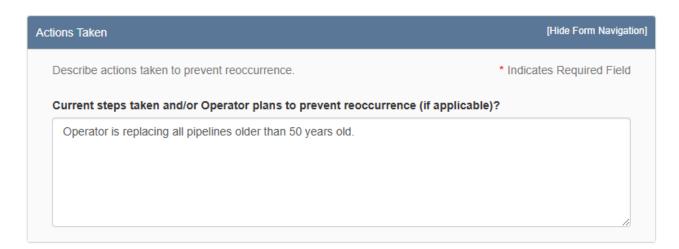


Step	Action	Required Fields
1.	Select the Environmental Impact. The list is as follows:	Environmental
	• Soil	Impacts
	Subsurface Soil	
	Surface Water	
	Sediment	
	 Groundwater 	
	• Air	
2.	Select the Natural Resource Impacts. The list is as follows:	Natural
	 Trees and other Vegetation 	Resource
	 Terrestrial Species (Wildlife) 	Impacts
	 Aquatic Species (Fish and Waterfowl) 	
3.	Select if the Impact was at a public recreational area. If you select	
	yes you may enter the name of the public recreation area.	
5.	Click "Save" .	
6.	Click "Next".	

Back Next

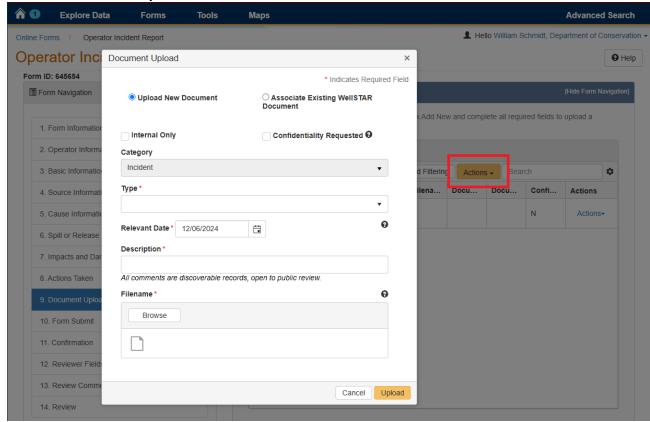
Save

Section 8. Actions Taken



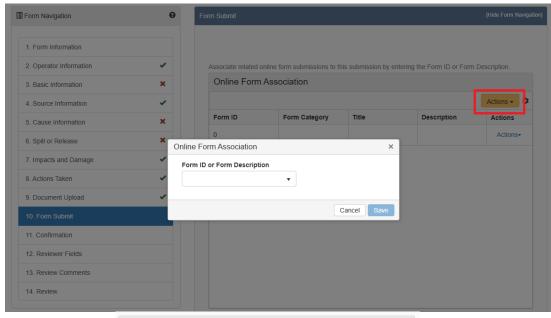
Step	Action	Required Fields
1.	Describe the actions taken to prevent reoccurrence (if applicable).	
3.	Click "Save" .	
2.	Click "Next".	

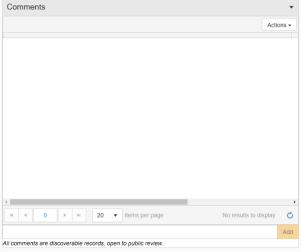
Section 9. Document Upload

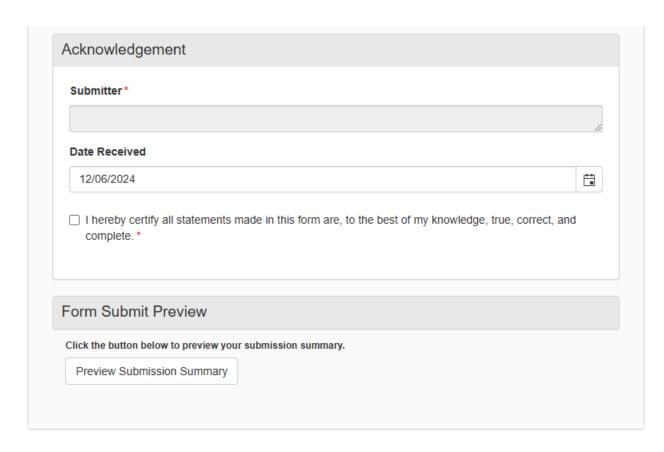


Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the incident. This	
	can include:	
	 Maps of affected area, photos, videos or field record, etc. 	
2.	To upload, click Actions in the top right, then select Add New . A	
	popup will appear.	
3.	In this popup, input all information. To add the document, select	Title, Relevant
	browse, search for the correct file and click upload .	Date,
		Description
4.	Select Upload to upload the form to WellSTAR.	
5.	Click "Save".	
5.	Select "Next".	

Section 10. Form Submit









Step	Action	Required Fields
1.	If any form needs to be added, click Actions and then Add Form .	
	This creates a popup. Type in the form ID or name and click	
	"Save".	
2	If any comments pertaining to the submittal is needed, type in the	
	comment and click Add Comment .	
3	When ready to acknowledge, click the box label "I hereby	
	certify". This autopopulates the user's name who is filling out	
	the form.	
4	Click the button "Preview Submission Summary" to generate the	
	submission.	
5.	When satisfied with the submission, click "Submit".	

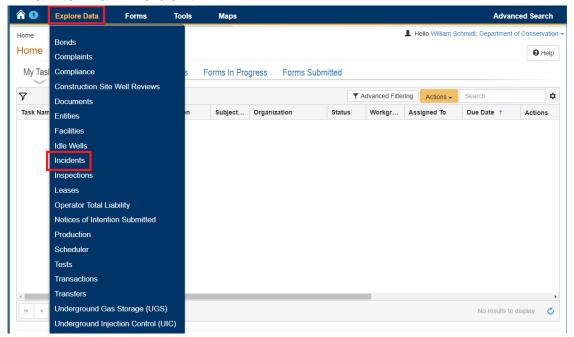
Section 11. Confirmation

Step	Action	Required Fields
1.	No action needed.	
	NOTE: The Operator Incident Report is submitted and goes through	
	an internal review process.	

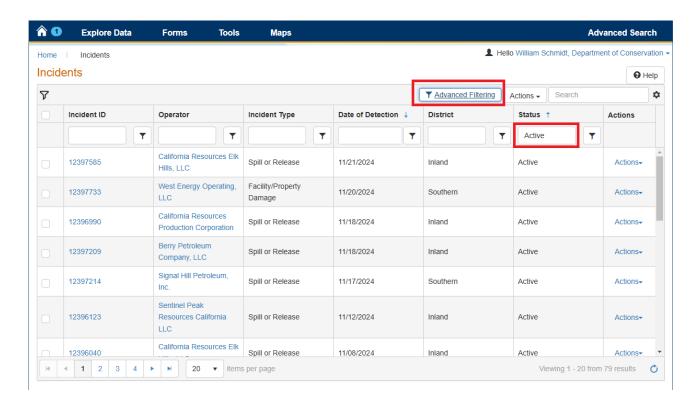
1.1.1 Key Points

- Both internal and external users can submit this form.
- An Incident can be for a Well, Facility, or a Location.
- An Incident must have an Operator associated to it.
- The Incident Report Form is dynamic and changes based on user input.
- All incident data is available to the public after it has been reviewed and accepted.
- An Incident can be linked to an Inspection or Compliance action as part of the review process.
- Incidents can be Active or Closed.

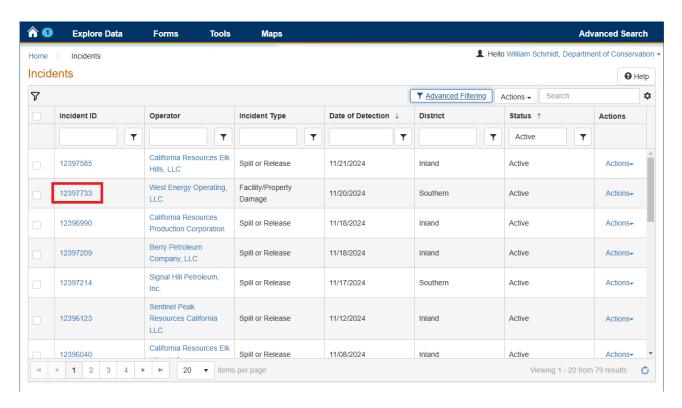
1.2 Maintain an Incident



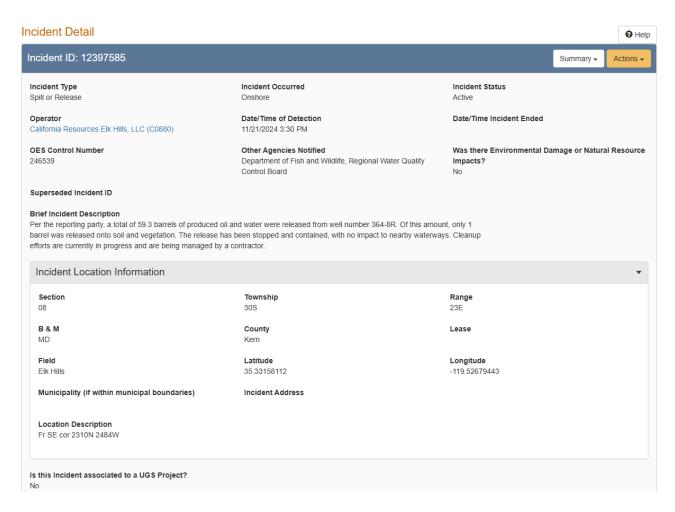
Step	Action	Required Fields
1.	To find the incident list page, from the home screen, click on	
	Explore Data and select Incidents.	

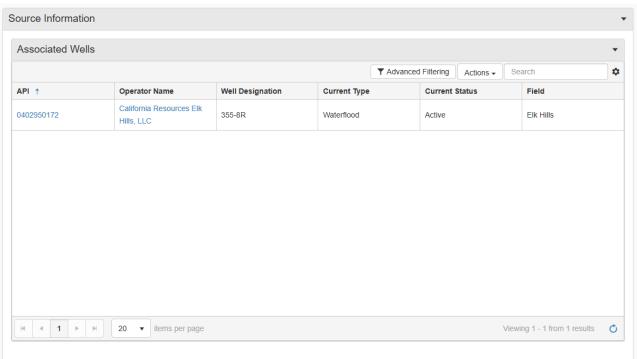


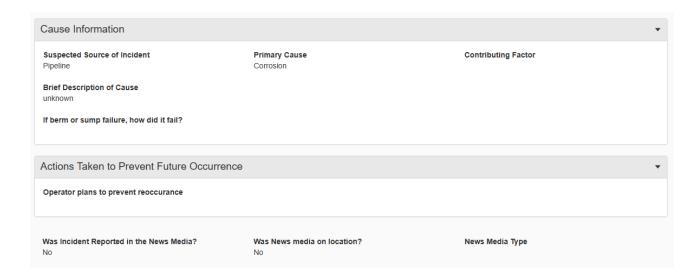
Step	Action	Required Fields
1.	Initially, this page will only show Active incidents. To search	
	for all incidents, select on advance filtering and remove	
	"active" from the status column.	



Step	Action	Required Fields
1.	This brings up the list of all incidents inputted within the	
	WellSTAR system. To view a single incident, select the blue	
	hyperlink in the column labeled incident ID.	



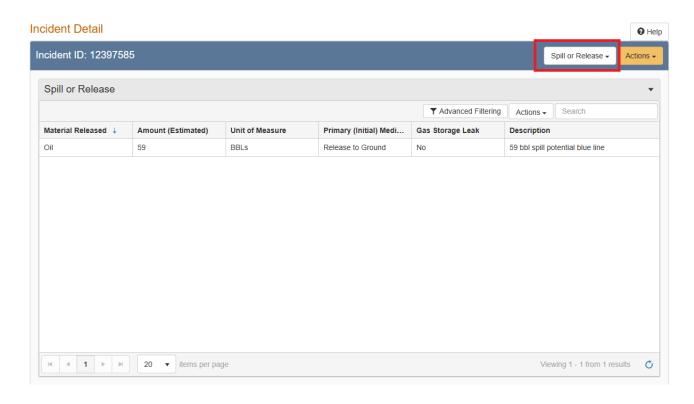


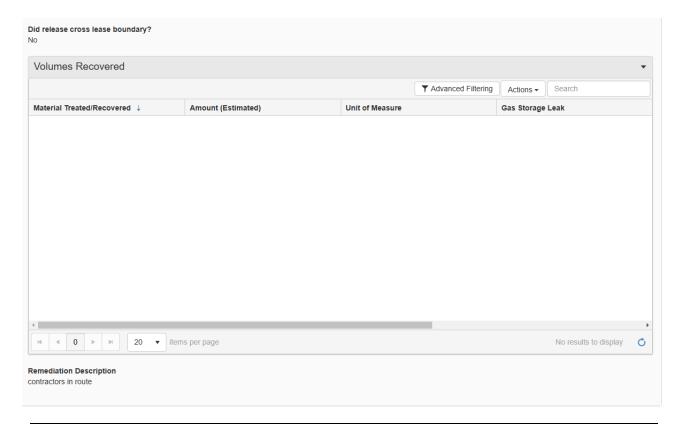


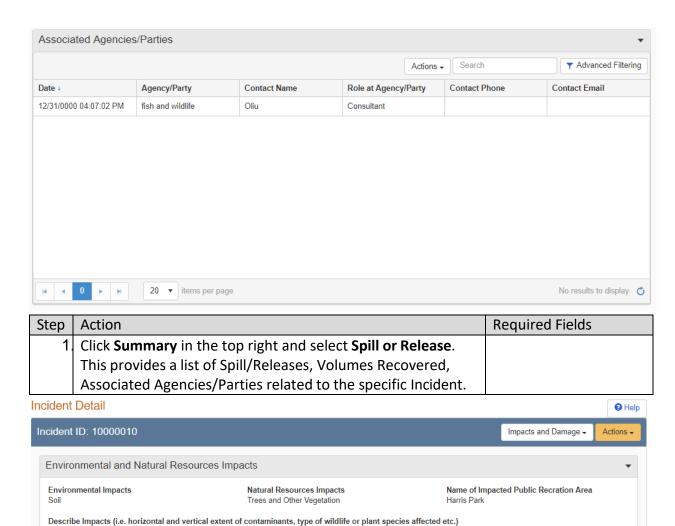


Step	Action	Required Fields
1.	This will bring you to the summary page regarding the	
	specific Incident and the details of that Incident. This	
	provides a list of Details, Location, Injuries, Source	
	Information, Facilities, Well Failures, Surface Expressions,	

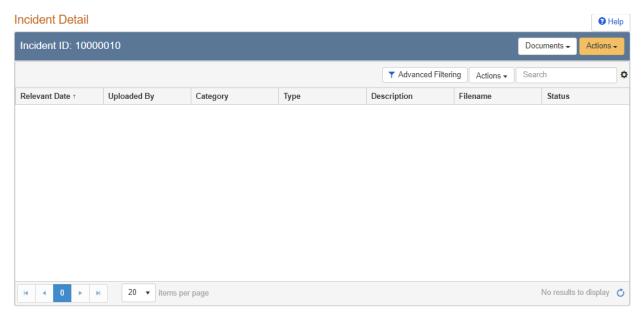
cause information, inspections, and compliances related to the specific incident.



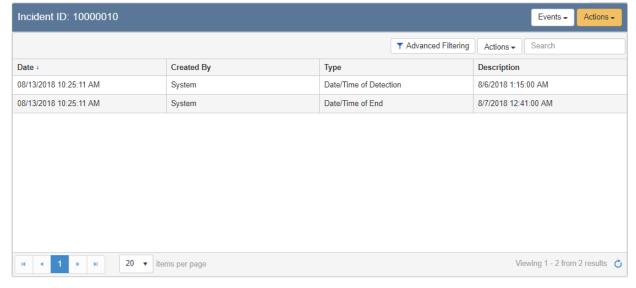




Step	Action	Required Fields
1.	Click on Summary and select Impacts and Damage from the	
	top right. This provides a list of Environmental and Natural	
	Resource Impacts, and Facility/Property Damage related to	
	the specific Incident.	



Step	Action	Required Fields
1.	Click on the Summary button and select Documents.	
2.	This provides a list of Documents related to the specific Incident such as maps, photos, videos, etc.	



Step	Action	Required Fields
1.	Click on the Summary button and select Events.	
2.	This provides a list of events that have occurred related to the specific Incident.	

1.2.1 Key Points

- All incident data is available to the public after it has been reviewed and accepted.
- An Incident can be linked to an Inspection or Compliance action as part of the review process.
- Incidents can be Active or Closed.
- Updates can be made to an Incident record.