

User Reference Guide

Idle Well Tests

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COURSE OVERVIEW

Course Description

Casing only pressure tests and clean out tags can be submitted through the Upload Test Result form. Test specific data can be captured. Fluid level test data is captured through the Fluid Level Test form. Unlike the upload Test Results form, fluid level data for multiple wells can be submitted through a single form. This course will walk through generating and reviewing both the Upload Test Results form and the Fluid Level Test form.

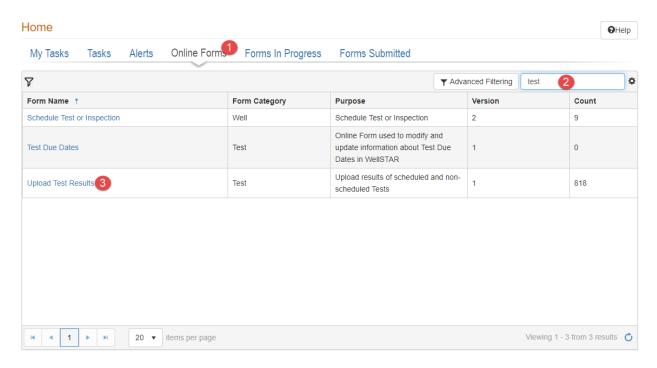
1 UPLOAD TEST RESULTS

Casing only pressure tests and clean out tags can be submitted through the Upload Test Result form. Test specific data can be captured. There is a single review of the Upload Test results form.

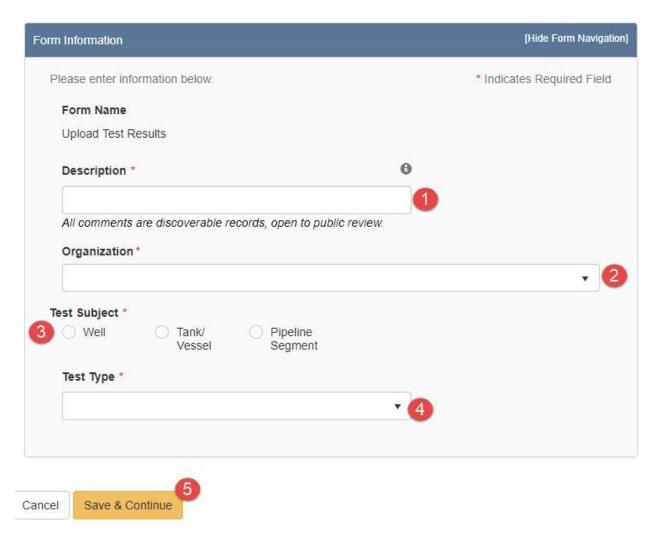
Lesson Objectives:

- Generate and submit a casing only pressure test.
- Generate and submit a clean out tag
- Review an Upload Test Results submission

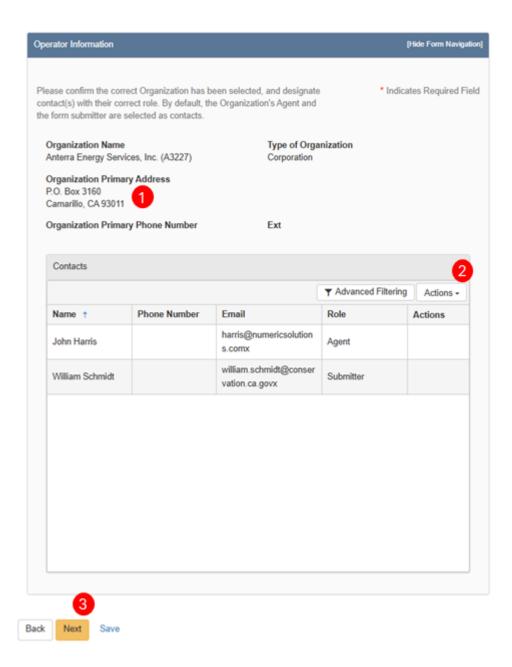
1.1 Generate and submit a casing only pressure test.



Step	Action	Required Fields
1.	From the Home screen click Online Forms .	
2.	Search for the form.	
3.	Click Upload Test Results blue hyperlink.	

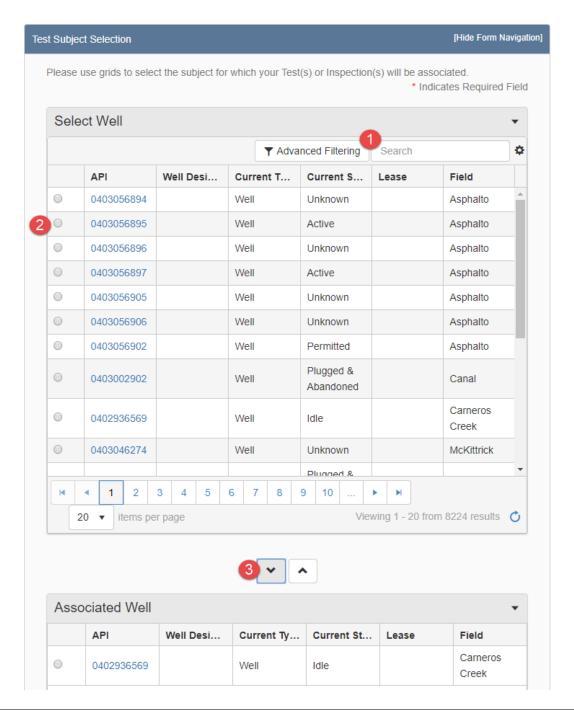


Step	Action	Required Fields
1.	Enter a Description . One which identifies this specific instance of the	Description
	form will make it easier to search for the form in the future.	
2.	Select an Organization . If form is initiated by an operator, the	Organization
	Organization field will be pre-filled.	
3.	Select Well as the Test Subject.	Test Subject
4.	Select Pressure Test - Casing Only as the Test Type.	Test Type
5.	Click Save and Continue.	

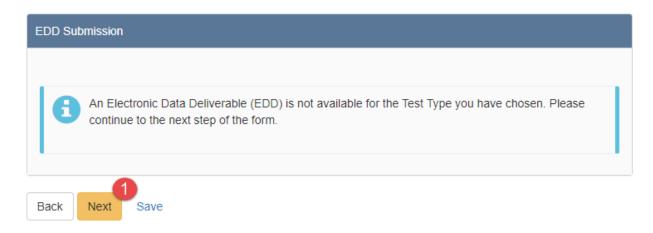


R5.0 Tests

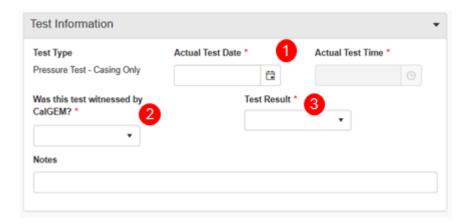
Step	Action	Required Fields
1.	View the Organization information and confirm that it is correct.	
2.	Use the Actions button to Add a contact if desired.	
3.	Click Next.	



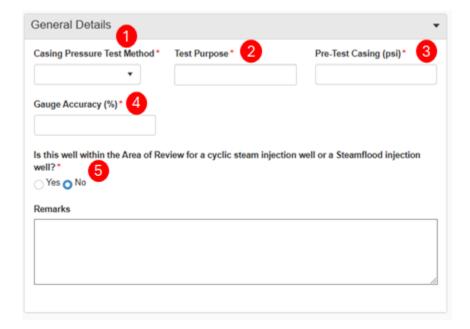
Step	Action	Required Fields
1.	Use the Search box or Advanced Filtering to find the well.	
	Note: the well will be preselected if the form was generated from	
	the Well Detail page.	
2.	Click the radio button next to the well.	
3.	Click the down arrow to move the well into the Associated Well	Associated Well
	grid.	
4.	Click Next.	



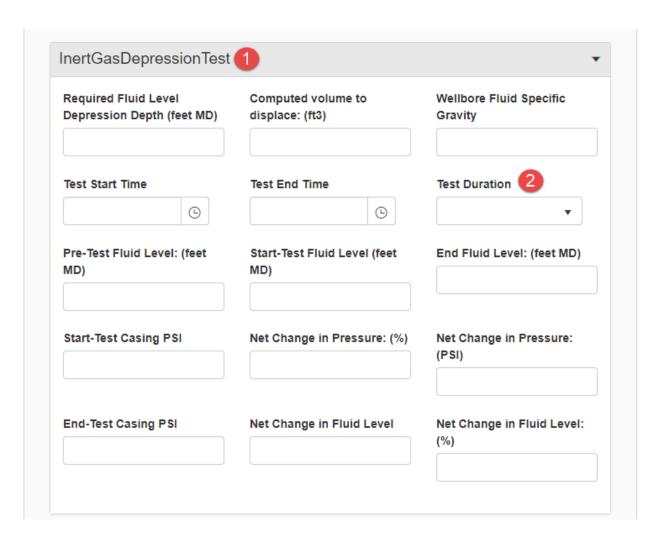
Step	Action	Required Fields
1.	Click the Next button at the bottom of the EDD step.	
	Note: the EDD step is not used for a casing only pressure test.	



Step	Action	Required Fields
1.	Enter the Actual Test Date and Time .	Actual Test
		Date, Actual
		Test Time
2.	Indicate if the test was witnessed by CalGEM.	
3.	Select Pass, Inconclusive or Fail as the Test Result.	Test Result

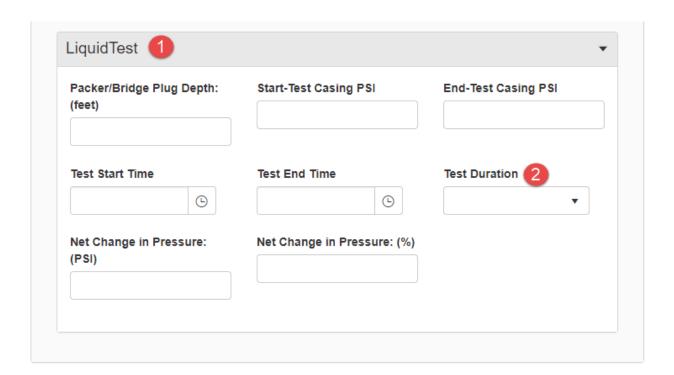


Step	Action	Required Fields
1.	Enter a Casing Pressure Test Method. Either Fluid or Inert Gas.	Casing Pressure
	Note: different fields will be required depending on what method is	Test Method
	chosen.	
2.	Select one or more Test Purpose .	Test Purpose
3.	Enter Pre-Test Casing (psi).	Pre-Test Casing
		PSI
4.	Enter the Gauge Accuracy as a percent.	Gauge
		Accuracy (%)
5.	Select the radio button to indicate if the well is within an Area of	AOR radio
	Review for a cyclic steam injection or a steamflood injection well.	button



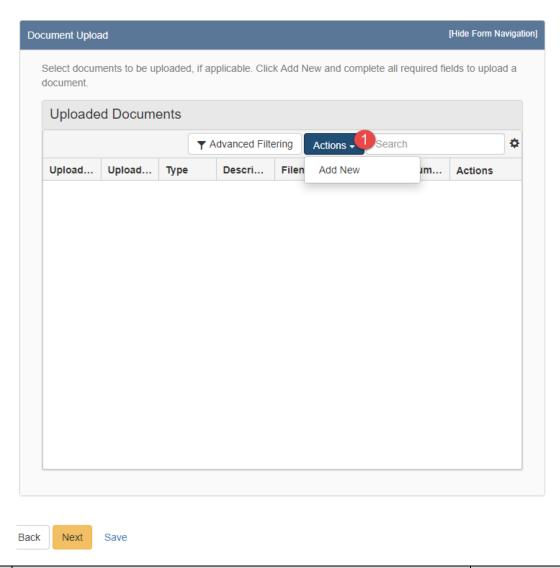
Test method is Fluid

Step	Action	Required Fields
1.	Enter data in the Inert Gas Depression Test section of the page (if	
	test method was inert gas, otherwise skip and use liquid test section).	
2.	Select 30 or 60 minutes for the Test Duration .	Test Duration
3.	Click Next.	

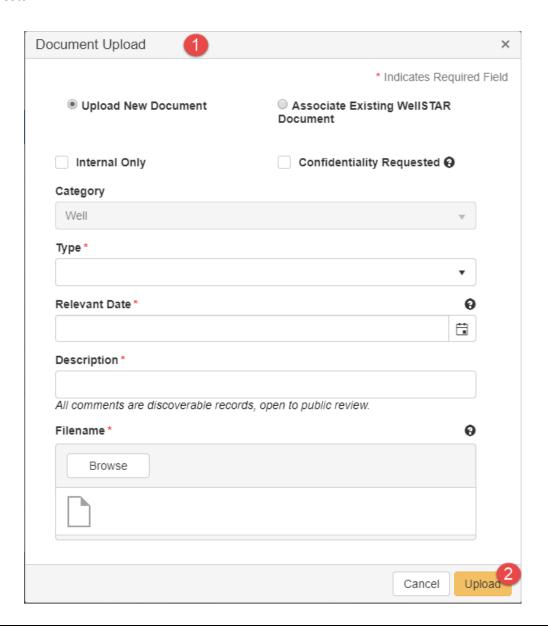


OR: Test method is Liquid

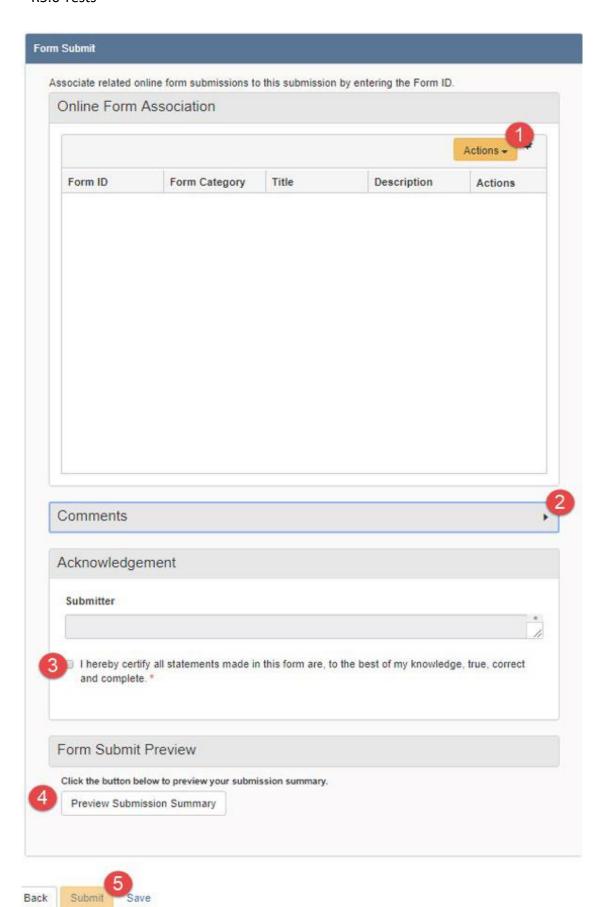
Step	Action	Required Fields
1.	Enter data in the Liquid Test section of the page.	
2.	Select 30 or 60 minutes for the Test Duration .	Test Duration
3.	Click Next.	



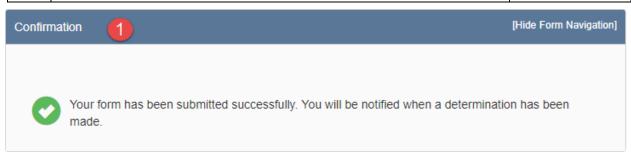
Step	Action	Required Fields
1	Click the Actions button and select Add New .	



Step	Action	Required Fields
1.	Complete the required fields in the Document Upload pop up.	Type, Relevant
		Date,
		Description,
		Filename
2.	Click Upload.	
	Note: wait for the green checkmark next to the document before	
	clicking Upload.	
3.	Click Next.	_



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	

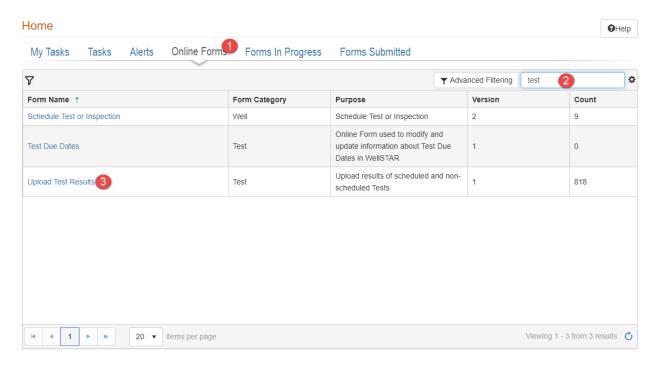


Step	Action	Required Fields
1.	View the confirmation.	
2	A review task has now been generated to the appropriate test	
	review workgroup.	

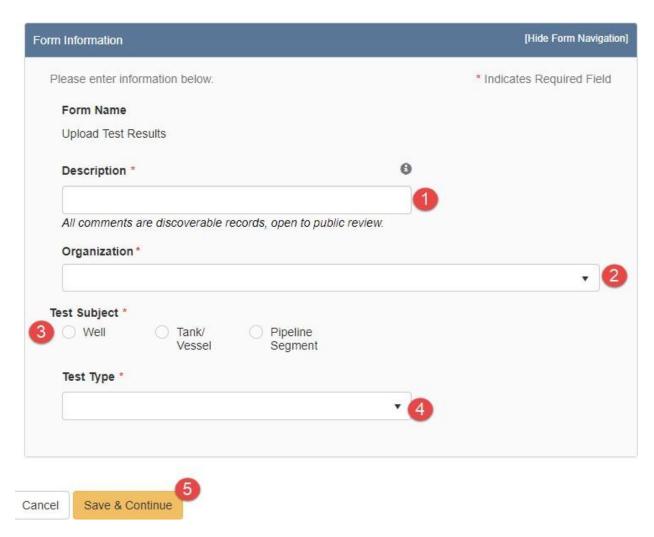
1.1.1 Key Points

- Many tests types can be submitted through this form.
- The form generates differently for each test type.
- The form requires different fields based on which test method, Inert gas or fluid, is chosen.

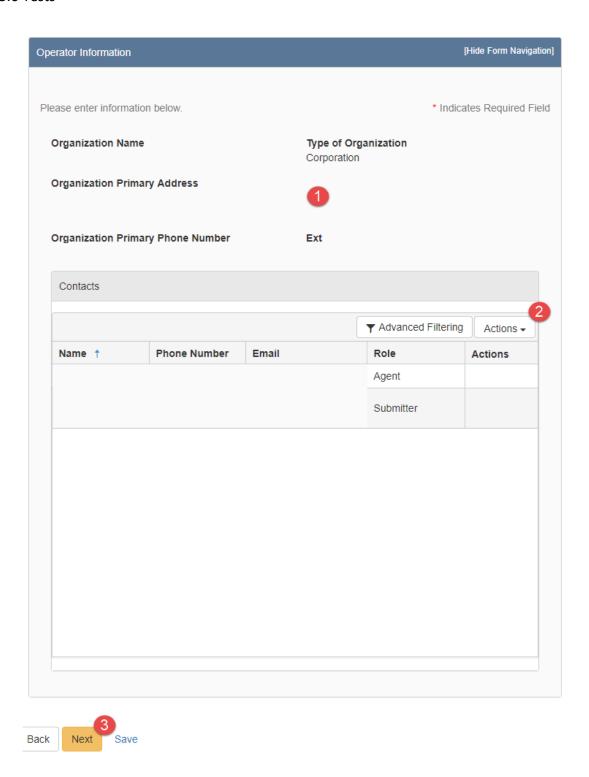
1.2 Generate and submit a clean out tag



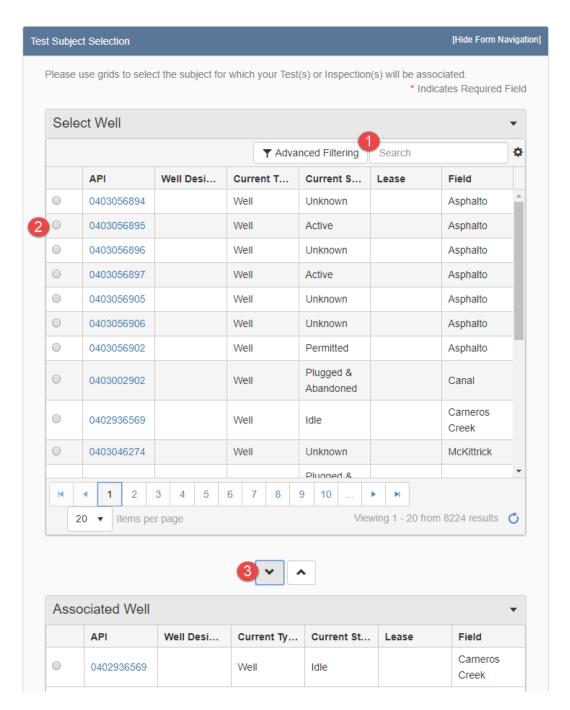
Step	Action	Required Fields
1.	From the Home screen click Online Forms .	
2.	Search for the form.	
3.	Click Upload Test Results blue hyperlink.	



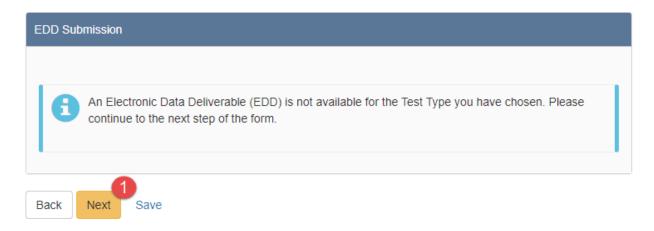
Step	Action	Required Fields
1.	Enter a Description .	Description
2.	Select an Organization . If initiated by an operator, the Organization	Organization
	field will be pre-filled.	
3.	Select Well as the Test Subject	Test Subject
4.	Select Clean Out Tag as the Test Type.	Test Type
5.	Click Save and Continue.	



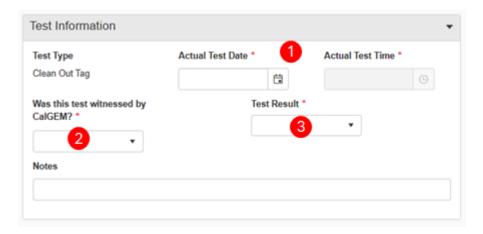
Step	Action	Required Fields
1.	View the Organization information.	
2.	Use the Actions button to Add a contact if desired.	
3.	Click Next.	



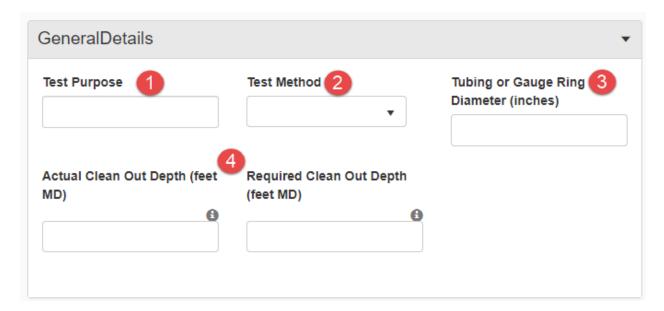
Step	Action	Required Fields
1.	Use the Search box or Advanced Filtering to find the well.	
	Note: the well will be preselected if the form was generated from	
	the Well Detail page.	
2.	Click the radio button to next to the well.	
3.	Click the down arrow to move the well into the Associated Well	Associated Well
	grid.	
4.	Click Next.	



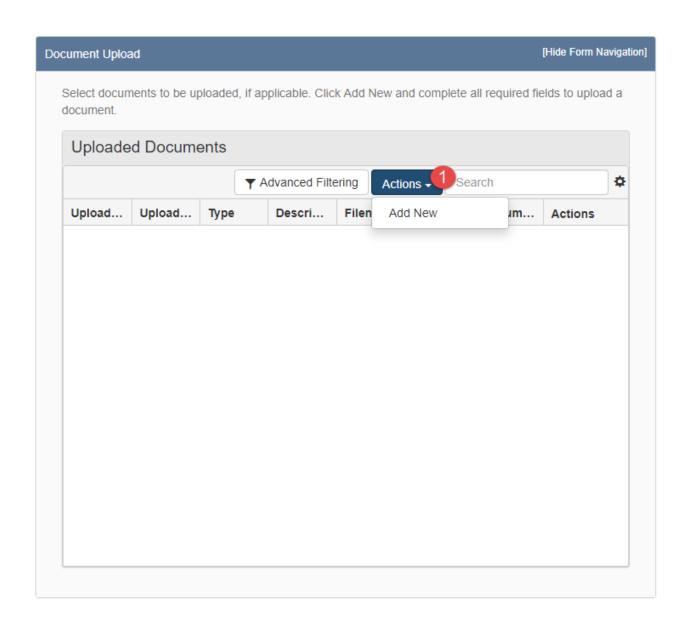
Step	Action	Required Fields
1.	Click the Next button at the bottom of the EDD step.	
	Note: the EDD step is not used for a clean out tag test.	



Step	Action	Required Fields
1.	Enter the Actual Test Date and Time .	Actual Test
		Date, Actual
		Test Time
2.	Indicate if the test was witnessed by CalGEM.	
3.	Select Pass, Inconclusive, or Fail as the Test Result.	Test Result

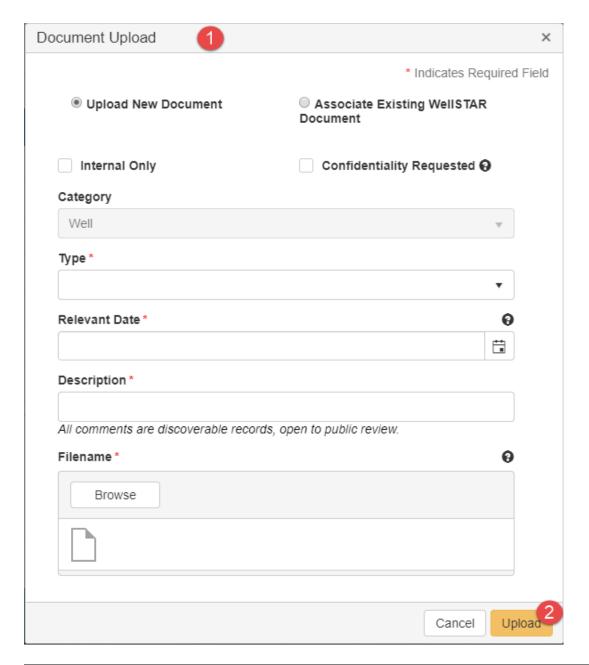


Step	Action	Required Fields
1.	Select one or more Test Purpose .	Test Purpose
2.	Select a Method; Coil Tubing, gauge Ring, Or Open Ended Tubing	Method
3.	Enter the Diameter of either the tubing or gauge ring	Diameter
4.	Enter remaining General Details .	
5.	Click Next.	

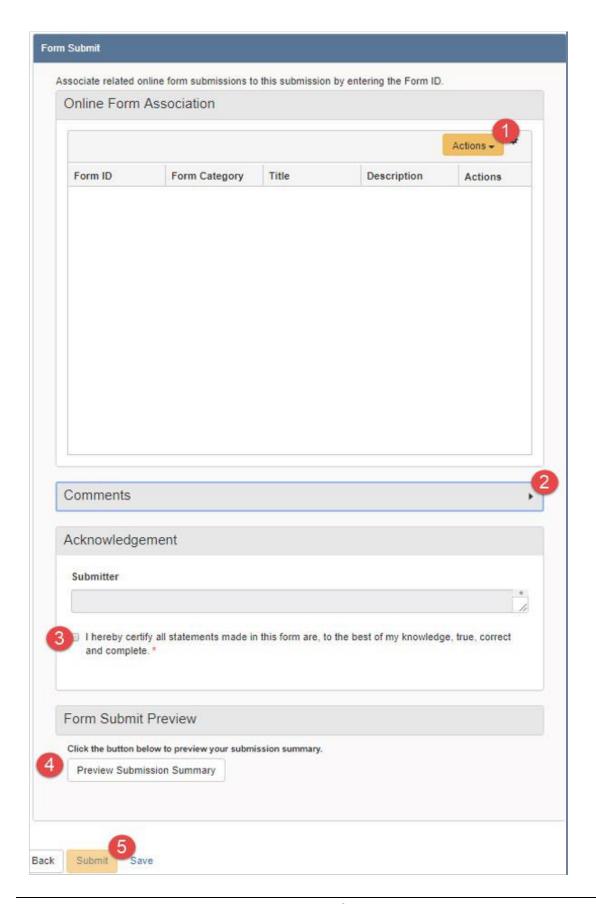


Back	Next	Save
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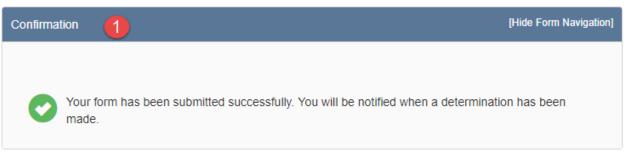
Step	Action	Required Fields
1.	Click the Actions button and select Add New Document .	



Step	Action	Required Fields
1.	Complete the required fields in the Document Upload pop up.	Type, Relevant
		Date,
		Description,
		Filename
2.	Click Upload.	
	Note: wait for the green checkmark next to the document before	
	clicking Upload.	
3.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Preview the submission.	
5.	Click Submit.	



Step	Action	Required Fields
1.	View the confirmation.	
2	A review task has now been generated to the appropriate test	
	review workgroup.	

1.2.1 Key Points

- Many tests types can be submitted through this form.
- The form generates differently for each test type.

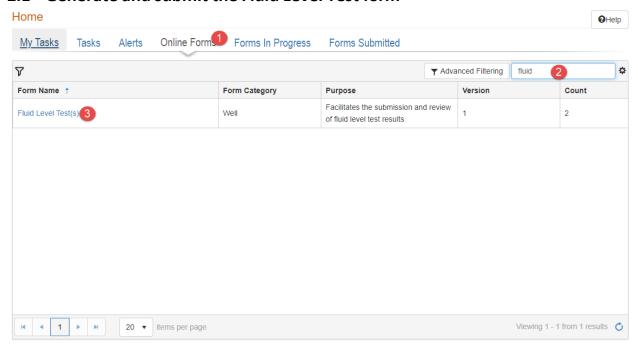
2 FLUID LEVEL TESTS

Fluid level test data is captured through the Fluid Level Test form. Unlike the upload Test Results form, fluid level data for multiple wells can be submitted through a single form. This course will walk through generating and reviewing the Fluid Level Test form.

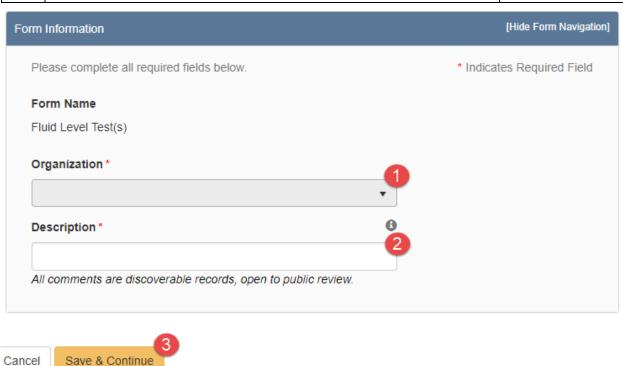
Lesson Objectives:

- Generate and initiate the Fluid Level Test form.
- Download, edit, and Upload the Fluid Level Test EDD.
- Manually add and edit fluid level data.
- Complete and Submit the Fluid Level Test form.
- Review the Fluid Level Test form.

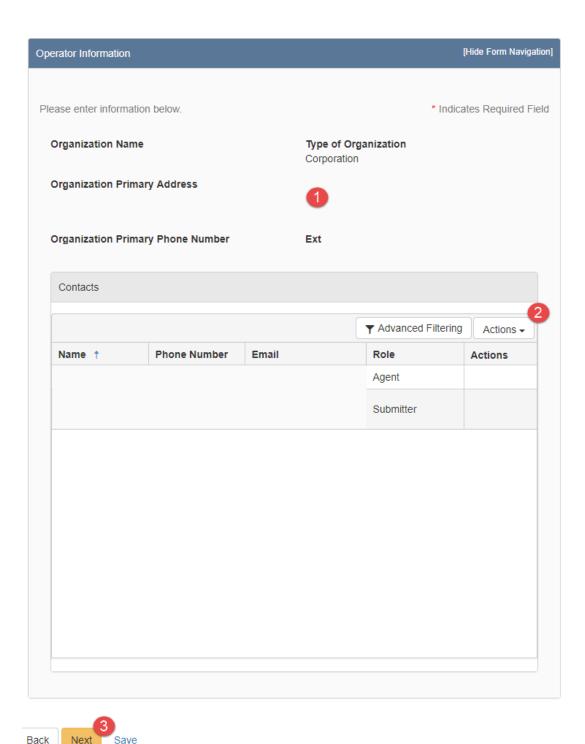
2.1 Generate and submit the Fluid Level Test form



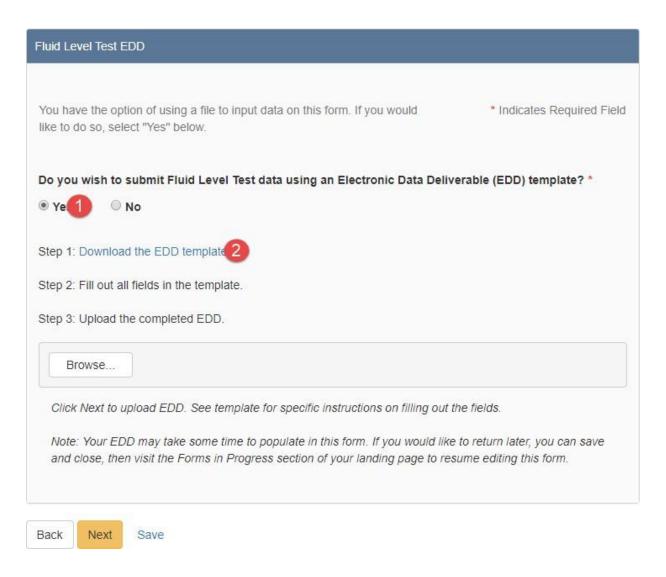
Step	Action	Required Fields
1.	From the Home screen click Online Forms .	
2.	Search for the Fluid Level Test form.	
3.	Click the blue Form Name hyperlink.	



Step	Action	Required Fields
1.	Select an Organization . If initiated by an operator, the Organization	Organization
	field will be pre-filled.	
	Note: for external users, this will be prefilled with the submitting	
	operator's name.	
2.	Enter a Description .	Description
3.	Click Save and Continue.	

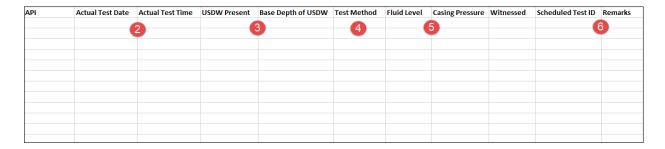


Step	Action	Required Fields
1.	View the Organization information.	
2.	Use the Actions button to Add a contact if desired.	
3.	Click Next.	



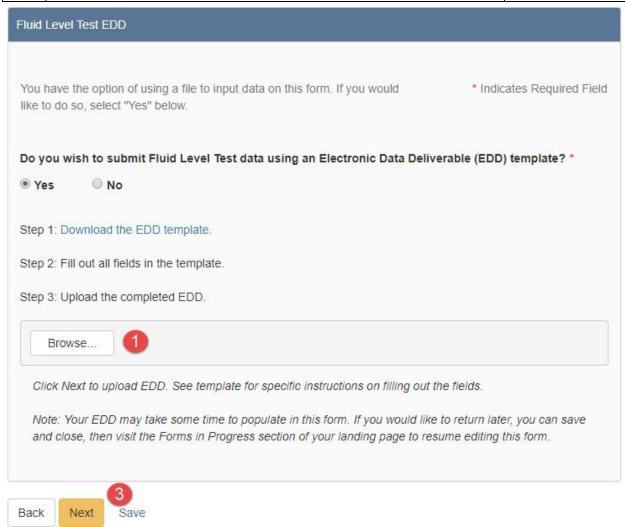
Submit data VIA EDD

Step	Action	Required Fields
1.	Click "Yes"	Yes, No
2.	Click the Blue Download the EDD template link.	

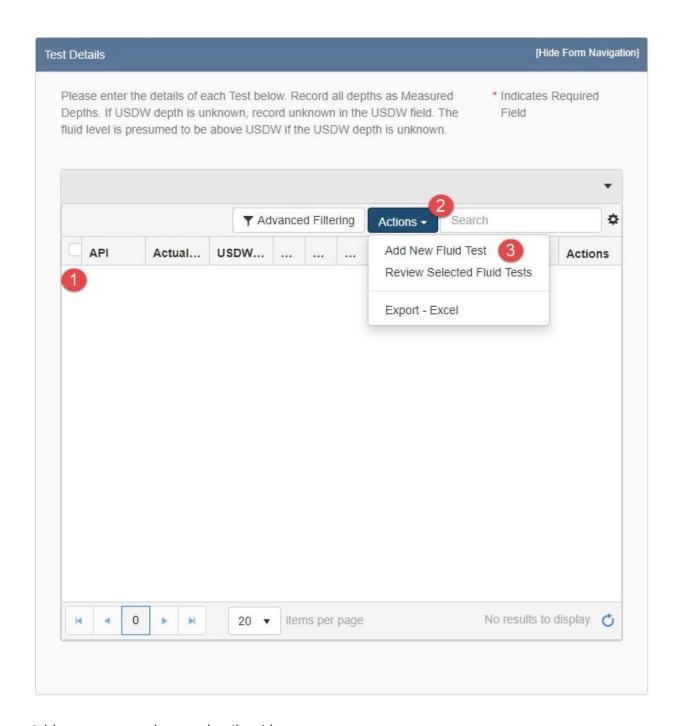


Step	Action	Required Fields
1.	Open EDD template. The Data Descriptions tab gives information on units and formats for data. The Fluid Level Results tab is where data is entered.	
2.	Enter API, Actual Test Date, Actual Test Time.	API, Actual Test Date, Actual Test Time
3.	Enter True or False for USDW known and enter the Base Depth of a USDW .	USDW known
4.	Enter a Test Method ; Acoustic, Mechanical or Other	Test Method

5.	Enter Fluid Level and Casing Pressure.	Fluid Level
6.	Enter True or False for Witnessed and a Scheduled Test ID and	Witnessed
	Remarks if desired.	
7.	Repeat for each well as needed.	
8.	Save the updated EDD template file locally.	

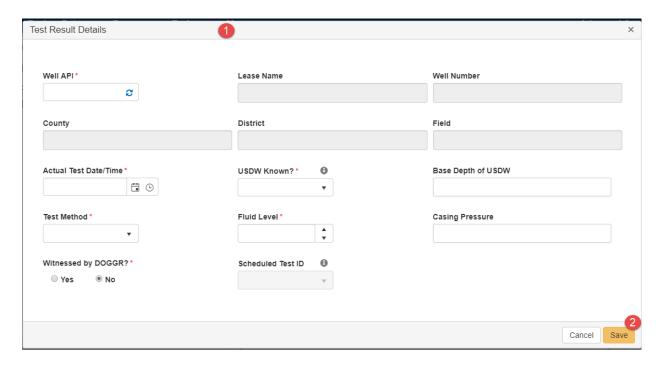


Step	Action	Required Fields
1.	Click Browse .	
2.	Navigate to and select the local copy of the EDD template.	
3.	Click Next.	

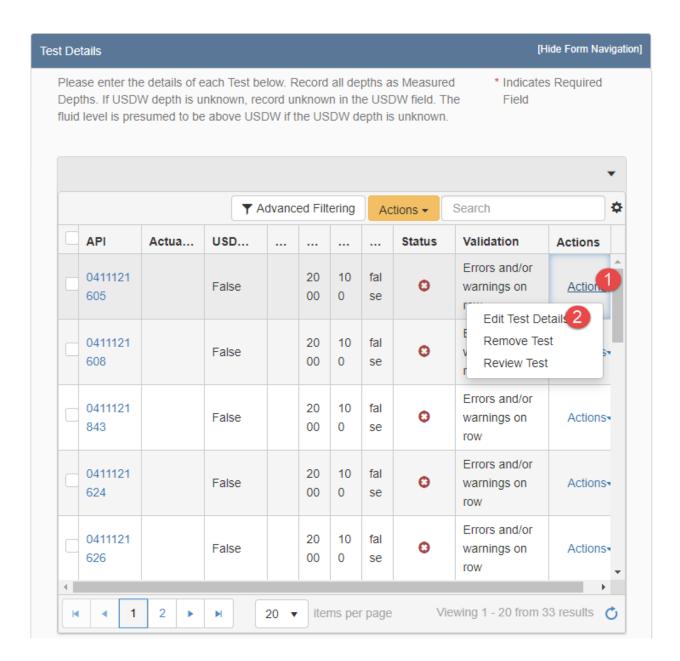


Add a new row to the test details grid

Step	Action	Required Fields
1.	View the test details brought in by the EDD.	
2.	Click the grid level Actions button at the top of the grid.	
3.	Select Add New Fluid Level Test.	

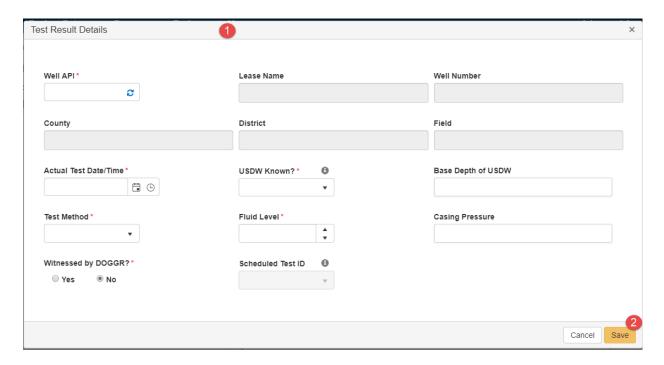


Step	Action	Required Fields
1.	Enter the test information.	Well API, Actual
		Test Date,
		Actual Test
		Time, USDW
		known, Test
		Method, Fluid
		level
2.	Click Save.	

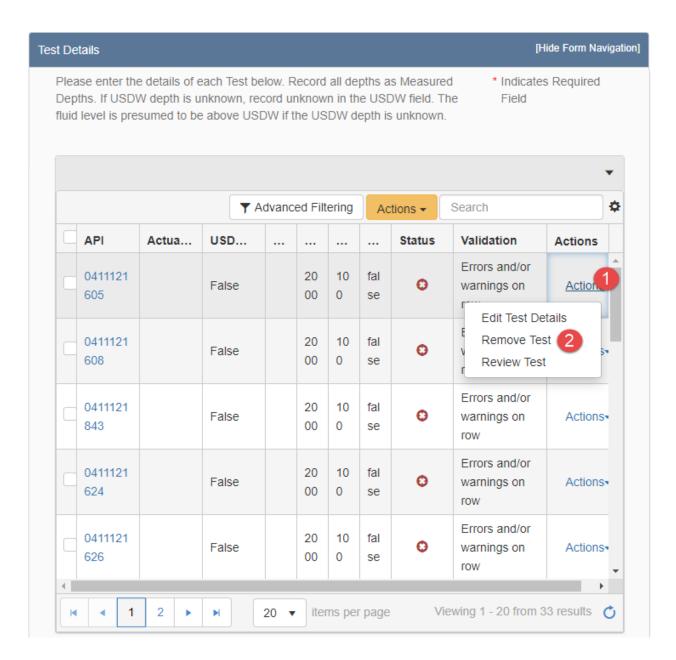


Edit a test record

Step	Action	Required Fields
1.	Click the Actions in row with the record.	
2.	Click Edit Test Details.	

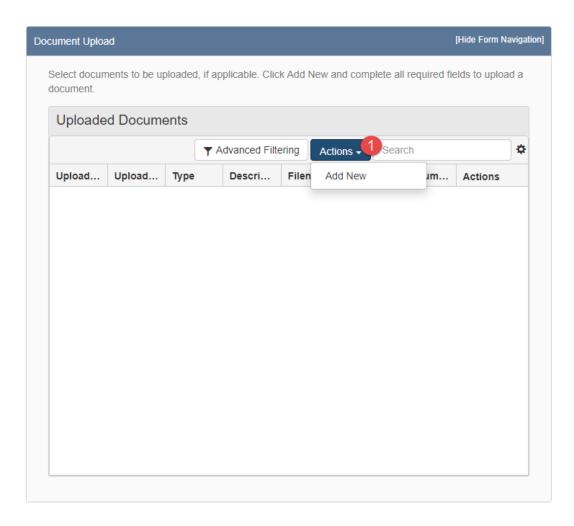


Step	Action	Required Fields
1.	Edit record as appropriate.	
2.	Click Save.	



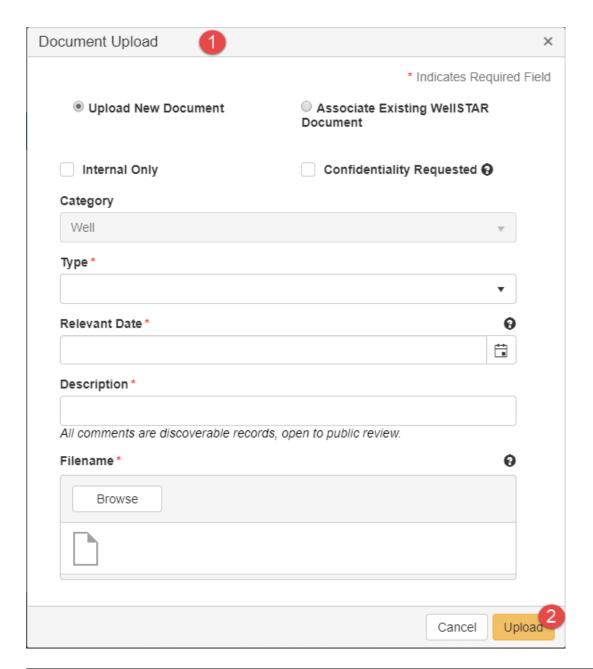
Remove a test record

Step	Action	Required Fields
1.	Click the Actions in row with the record.	
2.	Click Remove Test.	
3.	Click Yes to confirm.	
4.	Click Next.	

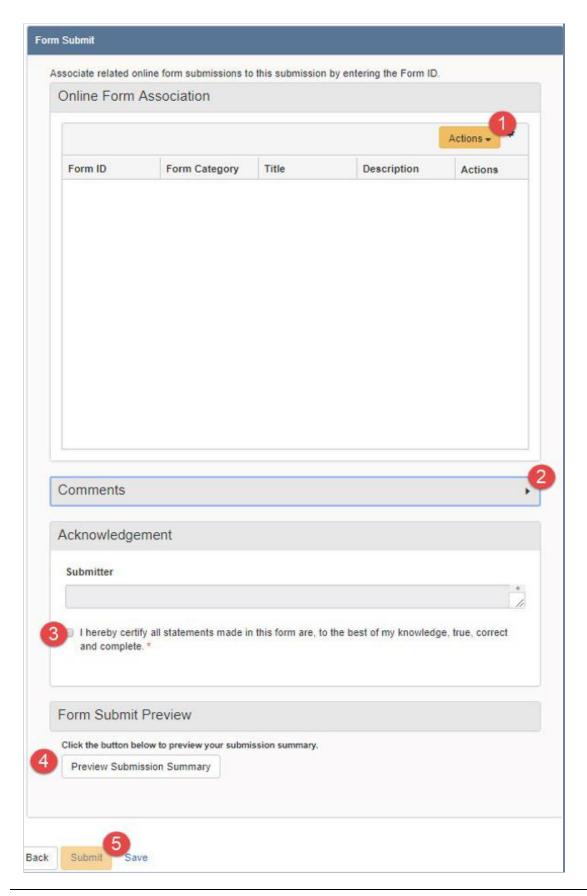


Back	Next	Save

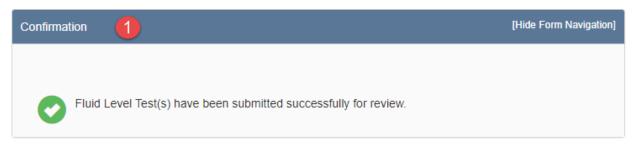
Step	Action	Required Fields
1.	Click the Actions button and select Add New .	



Step	Action	Required Fields
1.	Complete the required fields in the Document Upload pop up.	Type, Relevant
		Date,
		Description,
		Filename
2.	Click Upload.	
	Note: wait for the green checkmark next to the document before	
	clicking Upload.	
3.	Click Next.	



Step	Action	Required Fields
1.	Associate any other forms.	
2.	Leave a comment for the reviewer as needed.	
3.	Click the Certify checkbox.	
4.	Click Submit.	



Step	Action	Required Fields
1.	View the confirmation.	
2.	A review task has now been generated to the Fluid Level Test	
	Results Workgroup.	

2.1.1 Key Points

- One form can submit data for fluid level tests for many wells, if all wells belong to the same operator.
- Many fluid level tests can be uploaded via the EDD.
- The uploaded data will populate the section: test details.
- Test records can be added manually, edited or deleted.
- Only one task is created when this form is generated even when wells from more than one District are included in the submission. The Subtask functionality can be utilized to create subtasks to the appropriate District office if desired.