User Reference Guide

Idle Well
Tests

Table of Contents

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 form will make it easier to search for the form in the future.	Description
2.	Select an **Organization**. If form is initiated by an operator, the **Organization** field will be pre-filled.	Organization
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**.	

Operator Information [Hide Form Navigation]

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts.

* Indicates Required Field

Organization Name
Anterra Energy Services, Inc. (A3227)

Type of Organization
Corporation

Organization Primary Address
P.O. Box 3160
Camarillo, CA 93011

Organization Primary Phone Number   Ext

Contacts

▼ Advanced Filtering   Actions ▾

Name ↑	Phone Number	Email	Role	Actions
John Harris		harris@numericsolutions.comx	Agent	
William Schmidt		william.schmidt@conservation.ca.govx	Submitter	

Back   Next   Save

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** grid.	Associated Well
4.	Click **Next**.	

EDD Submission

ℹ An Electronic Data Deliverable (EDD) is not available for the Test Type you have chosen. Please continue to the next step of the form.

Back Next ① Save

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.	

Test Information

Test Type
Pressure Test - Casing Only

Actual Test Date * ①

Actual Test Time *

Was this test witnessed by CalGEM? * ②

Test Result * ③

Notes

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. Note: different fields will be required depending on what method is chosen.	Casing Pressure Test Method
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 Review for a cyclic steam injection or a steamflood injection well.	AOR radio 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**.	

Document Upload   [Hide Form Navigation]

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

| | | ▼ Advanced Filtering | Actions ▾ | Search | ⚙ |

Upload...	Upload...	Type	Descri...	Filen	...um...	Actions

Add New

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.**	

Form Submit

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

Online Form Association

Actions ▾ ①

Form ID	Form Category	Title	Description	Actions

Comments ▸ ②

Acknowledgement

Submitter

③ ☐ 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.

④ Preview Submission Summary

Back   Submit ⑤ Save

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** field will be pre-filled.	Organization
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**.	

Operator Information   [Hide Form Navigation]

Please enter information below.   * Indicates Required Field

Organization Name   **Type of Organization**
                                         Corporation

Organization Primary Address   ①

Organization Primary Phone Number   Ext

Contacts				
			▼ Advanced Filtering	Actions ▾ ②
Name ↑	**Phone Number**	**Email**	**Role**	**Actions**
			Agent	
			Submitter	

Back   Next ③   Save

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** grid.	Associated Well
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**.	

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

Document Upload ①

* Indicates Required Field

◉ **Upload New Document**   ○ **Associate Existing WellSTAR Document**

☐ **Internal Only**   ☐ **Confidentiality Requested** ❓

Category

| Well | ▾ |

Type *

| | ▾ |

Relevant Date * ❓

| | 📅 |

Description *

| |

All comments are discoverable records, open to public review.

Filename * ❓

Browse

Cancel   Upload ②

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.**	

Form Submit

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

Online Form Association

Actions ▾ **1**

Form ID	Form Category	Title	Description	Actions

Comments ▶ **2**

Acknowledgement

Submitter

3 ☐ 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.

4 [Preview Submission Summary]

Back **5** Submit Save

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** field will be pre-filled. Note: for external users, this will be prefilled with the submitting operator's name.	Organization
2.	Enter a **Description**.	Description
3.	Click **Save and Continue**.	

Operator Information   [Hide Form Navigation]

Please enter information below.   * Indicates Required Field

Organization Name   **Type of Organization**
                                         Corporation

Organization Primary Address   ①

Organization Primary Phone Number   **Ext**

Contacts

②

▼ Advanced Filtering   Actions ▾

Name ↑	Phone Number	Email	Role	Actions
			Agent	
			Submitter	

Back   Next ③   Save

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.	

API	Actual Test Date	Actual Test Time	USDW Present	Base Depth of USDW	Test Method	Fluid Level	Casing Pressure	Witnessed	Scheduled Test ID	Remarks
		②		③		④	⑤			⑥

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 **Remarks** if desired.	Witnessed
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**.	

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.**	

Form Submit

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

Online Form Association

①

Actions ▾

Form ID	Form Category	Title	Description	Actions

Comments ② ▶

Acknowledgement

Submitter

☐ ③ 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.

④ Preview Submission Summary

Back Submit ⑤ Save

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.