



WellSTAR Operator Total Liability Form

On a reporting schedule that will be outlined in new regulations, operators will be required to submit a report of their total liability to CalGEM. The easiest way for an operator to comply is to upload the required information and documentation using the Operator Total Liability form in WellSTAR.

The submission of the Operator Total Liability form will include a spreadsheet detailing an operator's cost estimates for the plugging and abandonment of all wells, decommissioning of all production facilities, and site remediation of all well, facility, and lease locations. It will also include information regarding well and location conditions and documentation supporting operator cost estimates.

Operators unfamiliar with WellSTAR are encouraged to seek more generalized assistance with the database at: https://www.conservation.ca.gov/calgem/for_operators/Pages/WellSTAR.aspx

Input Instructions

Step 1: WellSTAR Access – WellSTAR can be accessed at <http://wellstar.conservation.ca.gov/>. Enter login information to gain access into the WellSTAR database. If an operator does not have access to WellSTAR, click on “Register New Organization” to request access.



WellSTAR Login

Username *

Password *

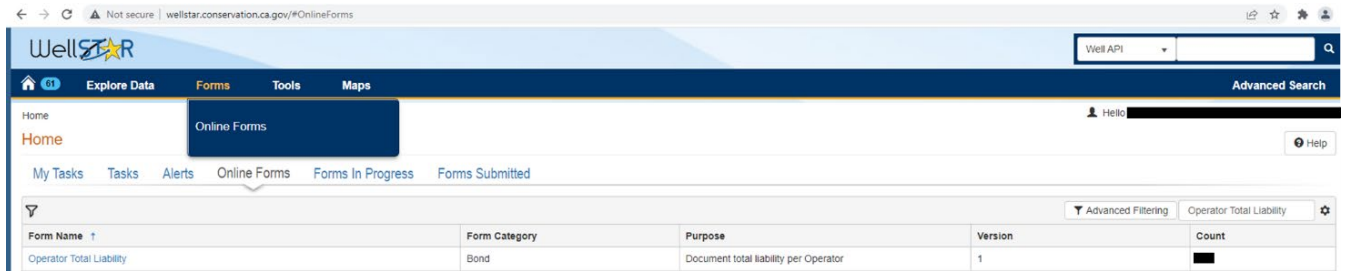
I have read and accept the [Privacy Notice of Collection](#) *

Login

[I forgot my password](#)

[Register New Organization](#)

Step 2: Operator Total Liability Form – The Operator Total Liability form is located in the Forms tab under “Online Forms”. To access the form, use the search function on the right hand side of the screen and search for “Operator Total Liability”.



Step 3: Form Information – Select the Organization from the drop-down menu and enter any related comments in the Description box. The Liability Due Date will automatically populate once the organization is selected.

Operator Total Liability

The screenshot shows the 'Form Information' page for the 'Operator Total Liability' form. The page has a 'Form Navigation' sidebar on the left with a button labeled '1 Form Information'. The main content area is titled 'Form Information' and contains the following fields:

- Form Name:** Operator Total Liability
- Organization:** A required dropdown menu.
- Liability Due Date:** A required date field that populates automatically based on the selected organization.
- Description:** A required text area for entering comments.

At the bottom of the page, there are two buttons: 'Cancel' and 'Save & Continue'.

Step 4: Operator Information – Confirm the Organization and contact information are correct. Add additional contacts from the Actions drop-down menu and designate contact(s) with their appropriate roles.

Operator Total Liability - [REDACTED] Help

Form ID: [REDACTED]

Form Navigation

1. Form Information
2. Operator Information
3. EDD Upload
4. Total Liability Details
5. Document Upload
6. Form Submit
7. Confirmation
8. Correspondence
9. Review Comments
10. Review

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 [REDACTED] **Type of Organization**
Corporation

Organization Primary Address
[REDACTED]

Organization Primary Phone Number [REDACTED] **Ext**

Contacts

Name ↑	Phone Number	Email	Role	Actions
[REDACTED]	[REDACTED]	[REDACTED]	Agent	
[REDACTED]	[REDACTED]	[REDACTED]	Submitter	

Step 5: EDD Template – To enter cost estimate data in WellSTAR, operators shall download the EDD (Electronic Data Deliverable) Template. The EDD template is a pre-populated excel template containing the operators' wells, production facilities, and leases as they appear in the WellSTAR database. Select "Yes" to download the EDD template.

Operator Total Liability - [REDACTED] Help

Form ID: [REDACTED]

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EDD Upload

Download the pre-populated template and provide total liability information. See further details on instructions tab of EDD template. * Indicates Required Field

Do you wish to submit total liability data using an Electronic Data Deliverable (EDD) template? *

Yes No

Step 1: [Download the EDD template.](#)

Step 2: [Fill out all fields in the template.](#)

Step 3: [Upload the completed EDD.](#)

Browse...

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Back Next Save

Step 6: Enter Cost Estimates into the EDD Template - Using cost estimates calculated from Methods 1 or 2, enter the Well Plug and Abandonment cost estimates and the Production Facility cost estimates into Column "N" for each respective well or facilities setting. Enter the Site Remediation cost estimates into Column "O" for each respective well or facilities setting.

Operation	Type	Subject ID	Subject Name	Subject Type	Subject Status	Count	District	Field	Lease	PLSS	Sensitive/ Critical Urban	Column "N" Column "O"		Total Cost
												Cost: P&A/ Decommission	Cost: Site Remediation	
Existing	Lease	12345678	Lease Name	Lease	Active	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$0	\$0	\$0
Existing	Lease	12345678	Lease Name	Lease	Active	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$0	\$0	\$0
Existing	Facility	12345678	Setting Name	Setting	Idle	2	Inland	Field Name	Lease Name	PLSS Coordinate	Y	\$100,000	\$100,000	\$200,000
Existing	Facility	12345678	Setting Name	Setting	Idle	8	Inland	Field Name	Lease Name	PLSS Coordinate	Y	\$200,000	\$200,000	\$400,000
Existing	Facility	12345678	Setting Name	Setting	Active	2	Inland	Field Name	Lease Name	PLSS Coordinate	Y	\$300,000	\$300,000	\$600,000
Existing	Well	1234567890	Well Name	Oil & Gas	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$10,000	\$60,000
Existing	Well	1234567890	Well Name	Multi-Purpose	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$20,000	\$70,000
Existing	Well	1234567890	Well Name	Oil & Gas	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$30,000	\$80,000
Existing	Well	1234567890	Well Name	Oil & Gas	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$10,000	\$60,000
Existing	Well	1234567890	Well Name	Oil & Gas	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$20,000	\$70,000
Existing	Well	1234567890	Well Name	Oil & Gas	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$30,000	\$80,000
Existing	Well	1234567890	Well Name	Oil & Gas	Idle	1	Inland	Field Name	Lease Name	PLSS Coordinate		\$50,000	\$10,000	\$60,000

Step 7: Upload Completed EDD Template – Upload the EDD Template into the Operator Total Liability form once all the cost estimates have been entered.

Operator Total Liability - [Redacted] Help

Form ID: [Redacted]

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EDD Upload

Download the pre-populated template and provide total liability information. See further details on Instructions tab of EDD template. * Indicates Required Field

Do you wish to submit total liability data using an Electronic Data Deliverable (EDD) template? *

Yes No

Step 1: [Download the EDD template.](#)

Step 2: [Fill out all fields in the template.](#)

Step 3: [Upload the completed EDD.](#)

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Step 8: Total Liability Details – The section allows users to review the results of the EDD upload. If validation errors exist, it must be corrected in the EDD template and re-uploaded.

Operator Total Liability - [REDACTED]

Form ID: [REDACTED]

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- Total Liability Details**
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Total Liability Details

Your EDD was processed successfully. Click Next at the bottom of the screen to continue submitting your form.

Confirm total liability data. If errors exist they must be corrected in the EDD template and re-uploaded. * Indicates Required Field

Operator Total Liability
\$9,448,379.55

Data Included in this Total Liability Accurate as of
10/25/2021

Operator Total Liability Details

Operation	Type	Subject ID	Subject Name	Subject Type	Cost: P&A/Deco...	Cost: Site Remed...	Total Cost	Validation Status	Actions
Existing	Well	[REDACTED]	[REDACTED]	Oil & Gas	89580	20966	90546	✓	Actions+
Existing	Well	[REDACTED]	[REDACTED]	Oil & Gas	73840	22604	96444	✓	Actions+
Existing	Well	[REDACTED]	[REDACTED]	Oil & Gas	66740	22604	89344	✓	Actions+
Existing	Well	[REDACTED]	[REDACTED]	Oil & Gas	66740	22604	89344	✓	Actions+
Existing	Well	[REDACTED]	[REDACTED]	Oil & Gas	66740	32276	99016	✓	Actions+
Existing	Well	[REDACTED]	[REDACTED]	Water Disposal	66740	22604	89344	✓	Actions+
Existing	Well	[REDACTED]	[REDACTED]	Waterflood	66740	22604	89344	✓	Actions+

Back Next Save

Step 9: Document Upload – Use the Actions drop-down menu to upload the Cost Estimate Summary and required supporting documentation.

Operator Total Liability - [REDACTED]

Form ID: [REDACTED]

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Document Upload

Uploaded Documents

Upload Date	Uploaded By	Type	Description	Filename	Document ID	Confidentiality Requested
10/25/2021	[REDACTED]	Estimate of abandoning and decommissioning	Well P&A Cost Estimate	[REDACTED] P&A Cost Estimate.pdf	[REDACTED]	N
10/25/2021	[REDACTED]	Estimate of abandoning and decommissioning	Facilities Decommissioning and Site Remediation Cost Estimate	[REDACTED] Facilities Decommissioning & Site Remediation Cost Estimate v2.xlsx	[REDACTED]	N

Back Next Save

Step 10: Form Submission – Enter any additional comments in the comments section. Users can preview the generated form by selecting Preview Submission Summary button.

Operator Total Liability - [REDACTED]

The screenshot displays a web-based form submission interface. On the left, a 'Form Navigation' sidebar lists 10 steps: 1. Form Information, 2. Operator Information, 3. EDD Upload, 4. Total Liability Details, 5. Document Upload, 6. Form Submit (highlighted in blue), 7. Confirmation, 8. Correspondence, 9. Review Comments, and 10. Review. The main content area is divided into several sections: 'Comments' (empty), 'Acknowledgement' (with a 'Submitter' field, a 'Date Received' field set to 01/13/2022, and a checkbox for certifying statements), and 'Form Submit Preview' (with a 'Preview Submission Summary' button). At the bottom of the page are 'Back', 'Submit', and 'Save' buttons.

Step 11: Confirmation – Confirmation of a successful submission will appear on the screen. The completed Operator Total Liability form is then sent to CalGEM for review and approval.