DEPARTMENT OF CONSERVATION, DIVISION OF OIL AND GAS

COUNCIL DISTRICT(S): ALL

ATTN: All Structural Plan Check Engineers

CLEARANCE PROCEDURE:
Effective January 1, 2020, the California Department of Conservation's Division of Oil Gas and Geothermal Resources (DOGGR) was renamed the Geological Energy Management Division (CalGEM). CalGEM oversees the drilling, operation, and closure of oil and gas wells within the State of California.

This memo supersedes all previously issued memos regarding the clearance requirement for projects located on a lot(s) that is in close proximity to an oil well, as identified in ZIMAS by ZI-1195. Projects include new construction, additions, alterations, relocations, grading and uses of land except for work that does not enlarge the existing building footprint or involve foundation work.

Projects on a lot(s) with ZI-1195 require a clearance in PCIS from the Los Angeles Fire Department prior to permit issuance. During plan check, the Plan Check Engineer shall instruct the applicant to obtain a Construction Site Well Review (CSWR) report from CalGEM prior to contacting the Fire Department. After CalGEM completes their review of the project, they will notify the applicant, property owner, and plan check engineer that the CSWR report is ready to be viewed and can be downloaded by logging into the WellSTAR database. Once the applicant has obtained a copy of the CSWR report, they can contact the Fire Department to request review and approval of the oil well clearance in PCIS.

A copy of the CSWR application and instructions along with the WellSTAR quick reference guide are attached. Questions regarding the CSWR can be directed to CalGEMSouthern@conservation.ca.gov.

If you have any questions, please consult with your supervisor.

Attachments
Construction Site Well Review Application Instructions

The California Geologic Energy Management Division (CalGEM) recommends that a construction site well review (CSWR) be completed by our office to better research the possibility of a well, active or inactive, impacting your proposed construction project. Once our well review process is completed, we will confirm any known well(s) that are within your project area and their current casing conditions, based on our available records. Our evaluation will be submitted to the local building department for other additional steps and requirements to mitigate the hazards posed by the well(s) about construction. The well review process starts on our part after we have received your completed project submittal.

To begin this process, please submit the following items with your completed and signed application. An electronic copy of the following will aid in the processing time:

1) Completed and signed application form.

2) Electronic copy of the proposed site plan, with correct scale and dimensions, including any foundation details.

3) A brief description of the project.

4) If possible, include and identify all known oil wells (operator, well name, and API-number) that are within and/or near the proposed project boundary. Wells can be researched through Wellfinder (link below).

5) If wells exist within the proposed project boundary, the site plan needs to include measured distances from known well locations to proposed improvements or hardscape.

6) Any encountered well must be surveyed using NAD83 datum with latitude and longitude in decimal degrees, to six decimal places prior to burying the well and the survey must be filed with CalGEM.

7) Include casing diagrams for all known wells impacted by your project proposal. (Refer to Number 4 above).

8) Any plugged and abandoned wells encountered within the project site must be tested for leaks. CalGEM should be notified to witness the leak test. Following the leak test, a written test report must be submitted to the District office.

For oil field maps and well locations, you may visit our website at: https://www.conservation.ca.gov/calgem/Pages/WellFinder.aspx. In the right-hand portion, you can select the CalGEM’s Well Finder application to launch the search.
program. Inside the “Find By Location” box, you may enter in the property address. An alternate method is to toggle and zoom in the digital map itself, using the scale bar to the left, to your area of interest. Click on each well symbol for specific information on each well. The locations of wells on the screen may be off, and the plotted location will be matched with our in-office maps to verify the likely true location.

Once CALGEM receives your submitted materials, the plotted well surface location(s) will be compared with well file record descriptions to verify both the recorded location and the status of the well(s). Please verify that all the information on your application is complete before submittal, or the review process may be delayed. The time for the review process will depend on the size and complexity of the project. After the review process, CALGEM will issued CSWR report that includes recommendations to the property owner, permitting agency, and applicant.

CSWR applications for projects located within the Southern District can be submitted either by:

Email: CalGEMSouthern@conservation.ca.gov

Drop off or Mail to: California Geologic Energy Management Division
Southern District Office
3780 Kilroy Airport Way, Suite 400
Long Beach, CA  90806

Or through WellSTAR at http://wellstar.conservation.ca.gov/.

A WellSTAR quick reference guide is here: https://www.conservation.ca.gov/dog/Documents/WellSTAR/All-Training/R4-CSWRQRG.pdf

If you have further questions, please contact our office during normal business hours at (562)637-4400.

Attachments: Casing Diagram Information
            Casing Diagram Example
Casing Diagram Information

For casing diagrams to be effectively evaluated, they should have the following information, represented graphically where possible:

1. Well information: operator, lease name, well number/name and API number.

2. Casing sizes & weights, and depths of shoes, stubs and/or liner tops.

3. Depths of perforation intervals, water shut off depths, cementing point depths, cavity shot depths, cuts, casing damage, and top of junk/fish left in well.

4. Drilled hole sizes & depths.

5. Cement plugs inside casings (top and bottom of cement plug, indicate actual or calculated depths).

6. Cement fill behind casings (top and bottom of cement fill, indicate actual or calculated depths).

7. Type and weight (density) of fluid between cement plugs.

8. Depths and names of geologic formations, water zones, hydrocarbon zones, and sand markers penetrated by the well.


10. The above information should be included for the present well bore and all previous redrilled/sidetracked well bores.

All information on casing diagrams should be legible. Please see the sample casing diagram as an example.
Casing Diagram Example

Sample

Oldtimer Oil Co.
"Gusher" 3
API #059-00002

ELEVATION: 191.02' D.F.
DATUM: 9.5' above concrete mat
TD: 2636'
BFW: 900' +

COMPLETION DATE: 4/01/1955
DIRECTIONALLY DRILLED: Yes
JUNK: none

PLUGS:
0' - 35' (w 7 x Class G)
745' - 1240' (w 95 x Class G)
1685' - 2500' (w 93 x Class G, 3% Bentonite)

CASING:
16'' CMTD @ 102' (w 7 x Class G)
10 3/4'', 4054, CMTD @ 795', (314 x Class G, 3%) ETOC 0'
7'', 233, CMTD @ 2081' (355 x Class G, 3% Class G) ETOC 1375'
cp @ 1060' (300 x Class G) ETOC 365'
damage @ 1151'
hole @ 1230'
woe @ 1649'
5 1/2'' SL @ 1940' - 2631'
Perfs 1951' - 2622'
Collapsed @ 2592'

HOLE SIZES:
1 1/2'' - 1902'
1 3/4'' - 102' - 795'
12 1/4'' - 795' - 2081'
5 7/8'' - 2085' - 2636'

MARKERS:
Top of Zone Markers
A - 1950' - Pliocene
B - 2135' - Miocene

Shale @ 1647, 2132' - 2395' - 2635'

7'' @ 2081'

5 1/2'' @ 2631'

Mud #72

ETOC 365'

10 3/4'' @ 795'

Rot #72

ETOC 745' - 1240'

16' @ 102'

cem plug: 0' - 35' D.F.

BPW: 900' ±
cp @ 1065'
dmg @ 1151'
hole @ 1230'
woe @ 1649'

ETOC 1375'
cem plug: 1680' - 2500'

TD @ 1940'

Shale 1960'

Oil Zone A

Shale 2275'

Oil Zone B

Shale 2635'

collapsed @ 2592'

3/3/4 2011
**Organization & Form Information**

Items with “**” are required

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**CSWR Application**

Project Title*:  

**PROJECT LOCATION**

County*:  
Managing District*: □ CalGEM Coastal □ CalGEM HQ  
□ CalGEM Inland □ CalGEM Northern □ CalGEM Southern

Address Line 1*:  
Address Line 2:  
City*:  
State: California  
Zip Code*:  

**PERMITTING ENTITY**

* □ City □ County □ Other  
City/County/Other*:  
Permitting Department (Local Agency) *:  
Choose One

**ASSOCIATED CONTACTS**

Property Owner First Name*:  
Middle Name:  
Last Name*:  
Property Owner Phone*  
Ext.  
Email:  
Mailing Address Line 1*:  
Mailing Address Line 2:  
City*:  
State*:  
Zip Code*:  
CSWR Recipient: Yes

Plan Checker First Name*:  
Middle Name:  
Last Name*:  
Plan Checker Phone*  
Ext.  
Email:  
Mailing Address Line 1*:  
Mailing Address Line 2:  
City*:  
State*:  
Zip Code*:  
CSWR Recipient: Yes

Submitter First Name*:  
Middle Name:  
Last Name*:  
Submitter Phone*  
Ext.  
Email:  
Mailing Address Line 1*:  

California Department of Conservation  
Geologic Energy Management Division  

Construction Site Well Review (CSWR)  
Application Form - Southern District
Mailing Address Line 2:

City*: State*: Zip Code*: CSWR Recipient: Yes

Others (specify): □ Attorney  □ Consultant  □ CSWR Documentation Preparer  □ Form Contact  □ Project Manager

First Name*: Middle Name: Last Name*:

Others - Phone*: Ext. Email:

Mailing Address Line 1*:

Mailing Address Line 2:

City*: State*: Zip Code*: CSWR Recipient: No

ASSOCIATED PARCELS

Assessor Parcel Number (APN)*:

Associated Wells

(List the API, Well Designation, Operator, Field, etc. or attach a separate sheet)

Attach Documents:

☐ CSWR Casing Diagrams  ☐ CSWR Paper Application
☐ CSWR CEQA Documents  ☐ CSWR Site Plan
☐ CSWR Other Documents  ☐ CSWR Test Results

Acknowledgment:
The Geologic Energy Management Division (Division) does not recommend building over, or impeding access to any oil, gas, or geothermal well. Under California Public Resources Code Section 3208.1, the owner of real property on which proposed construction or development will occur, is responsible for seeking, and heeding, the Division’s opinion concerning the condition of any previously abandoned wells. Well work, including cutting down or raising well casing, or mitigating leaking gas or fluids, is not to be performed without prior written approval of the State Oil & Gas Supervisor.

☐ *I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete.

Printed Name __________________________________________ Signature __________________________ Date ____________

For Division Use only:

Organization ID: __________________________ Form ID: __________________________

Application Received Date: __________ District Admin Receiver Name: __________________________
# New Organization Login

1. Access and log in to the WellSTAR Application for Operators
2. Click Register as New Organization.

# Register New Organization

1. Fill out all the required data (*).
2. Check box on Privacy Notice of Collection.
3. Check box on I’m not robot and answer subsequent questions.
4. Click Continue.

# Organization Questionnaire

1. Fill out the Organization Questionnaire.
2. **Step 1 - Form Information.** Answer if the Organization is not an oil operator by choosing the No. (Answer Yes for any new oil operator.)
3. Enter any key identifying information in the Description box.
4. Click Continue.
5. **Step 2 - Organization.** Enter Organization information name, address, email, and association organization information. *(Do not add the email information if the same as the WellSTAR admin).*
6. Select Save and Next.
7. **Step 3 - People.** Click the Add Person button.
8. Click the Person Does Not Exists in WellSTAR button.
9. Add Address and Email information.
10. Select a Relationship Type from the drop-down list.
11. Set Relationship Attributes. Click WellSTAR user and Admin. Note: At least one Admin is required.
12. Select Save and then the Next button.
13. **Step 4 - Upload Documents.** Note: There is no document upload requirement for new organization.
14. Select Next.
15. **Step 5 – Form Submit.** Check the box “I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete”.
16. Click Submit.
17. **Step 6 – Confirmation.** Confirmation message that the Organization Questionnaire has been submitted successfully. Wait for few minutes before closing.
18. Click Close. (Notify the District office upon completion)
1. Click Online Forms and select Construction Site Well Review (CSWR).

2. **Step 1 – Form Information.** Enter the Organization name. The form will automatically search for matches to active Organizations.

3. Enter the Project Title in the Description box.

4. Click **Save & Continue**.

5. **Step 2 – CSWR Application.**
   a. **Project Title/Description** will auto-populate from the information entered in the Description box in Section 1. Form Information.
   b. Enter the Project Location information.
   c. Enter a Permitting Entity.
   d. **Associated Contacts.** Click **Add Contact**. Enter the email, mailing address and phone numbers for the following contacts:
      e. • Plan Check Engineer • Property Owner • Submitter
   f. Associated Parcel Number (APN). Click **Add Parcel**.
   g. Click **Save**.

6. **Step 3 - Associated Wells.** Enter the API number in Search.
   a. Click the box next to the API. And then click the down arrow to Associated Wells.
   b. Click Actions. Answer **Access Impact**. Choose **Yes** or **No**.
   c. Click **Save**.

   a. Choose the **Type** from drop down list.
   b. Enter Relevant Date and Description.
   c. Click **Upload**.
   d. Upload next document repeating step 1 to 3 above.
   e. Click **Save**.

8. **Step 5 – Form Submit.**
   a. Online Forms Associations. Click **Add Form** to associated other WellSTAR form i.e. Bonds, NOI,
   b. Submitter can **Add Comments** to the CSWR application.
   c. Check the Acknowledgement box.
   d. Submitter can Preview Submission Summary.
   e. Click **Save and Submit**.

9. **Step 6 - Confirmation.** Confirmation message that the CSWR Application has been submitted successfully. Wait for few minutes before closing.

10. Click **Close**.

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**Required Data**

- Data with red asterisk (*) must be fill in.
- Information for the Plan Check Engineer
- **Property Owner**
- **Submitter** must be entered.
  - (Note: Property owner can request CSWR review without the plan check engineer information but has to fill as the three contracts.)
- **At one Assessor Parcel number information must be entered.**
- **One proposed Site Plan must be upload.**

**Permitting Agency**

- If County is chosen the box to the left will be a drop down list of California counties.
- If either City or Other is chosen the box to the left is a text box.