**NorthSTAR User Manual**

# *Upload Test Results:*
# *Central Tank Battery Well Test Report*
# *(Form 11)*

# Table of Contents

# Step One
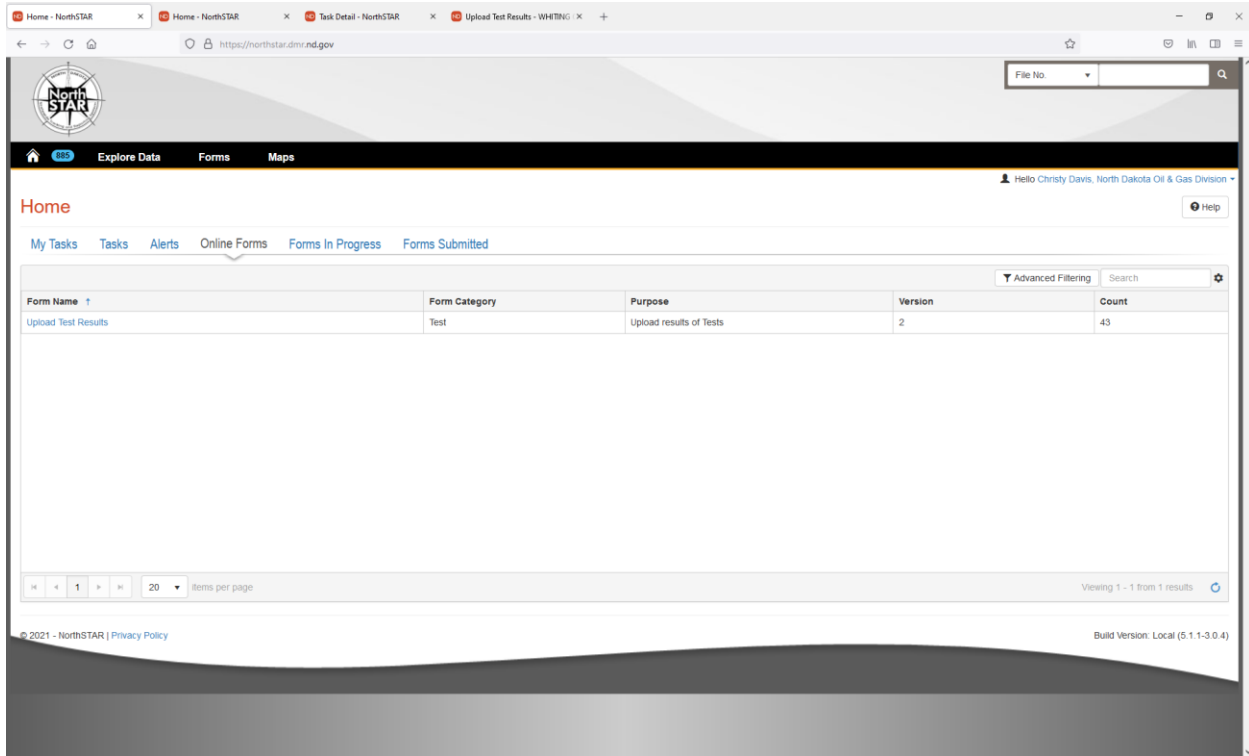


- Select Online Forms
- Click on Upload Test Results

# Step Two



- Select your Test Subject
    - Facility Component
- From the Test Type drop-down menu, select Central Tank Battery Well Test
- In the Description text box, type "CTB well test" followed by the Facility ID number (aka CTB number)
- Click Save & Continue

## Step Three



- The "Operator Information" tab you can add contacts to the form by clicking on actions then add. However, this tab does not have any required fields, so you can click "Next" at the bottom of the screen if you do not wish to add any more contacts who need to be notified when the form is approved.

# Step Four



- Click "Advanced Filtering"
- In the Facility ID field, type your Facility ID number (aka CTB number) and hit the Enter key
- Click on the dot next to your number when it appears in the search results
- Click the down arrow below your Select Facility Grid (above the Associated Facility Grid)

*Notes: This grid will bring up all facilities associated to your organization. If you can NOT find a particular facility (CTB) keep note of the facility and facility ID (CTB #) that is not in the grid. Once all of your organizations CTB well tests have been submitted send the list of missing facilities to Christy Davis at christyadavis@nd.gov or Allen Christensen adchristensen@nd.gov.*

# Step Five
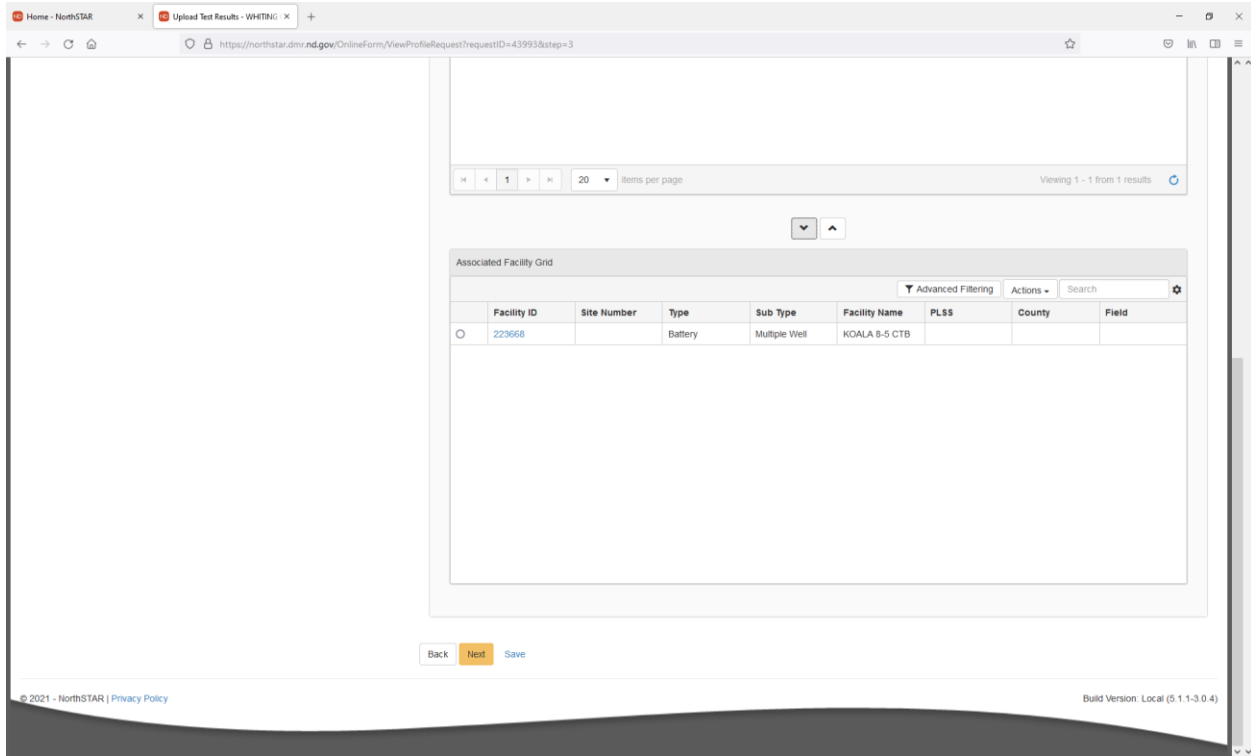


- Make sure your Facility ID number now appears in the Associated Facility Grid
- Click Next

# Step Six



- Fill out the Test Details form
- The only required field in the Test Information section is the "Actual Test Date"
    - Use the date you are submitting the test to NDIC
- In the Central Tank Battery Well Test Details, click "Actions" and "Add New"

## Step Seven



- All fields in the Test Record pop-up are required, except for Notes
- Select your first well number from the drop-down menu and type all corresponding information in the fields that follow
- Click Save

# Step Eight



- Your test information from the previous step will now appear under Central Tank Battery Well Test Details
- If this is your only well number under the Facility ID number, click Next
- Otherwise, click Actions and Add New
  - Repeat Step Seven for each additional well number in this Facility ID

*Notes: THIS MUST BE DONE FOR EACH WELL IN THE CTB UNLESS THE WELL WAS SI DURING THE REQUIRED MONTH OR QUARTERLY TEST.*

# Step Nine



- Any wells not included in the CTB well test, type in the Comments section above the Central Tank Battery Well Test Details grid the well name, file number and reason why well was not tested during the required time.
- When you have all your well tests for this Facility ID, click Next
- The next screen will be for a Document Upload, which is not a requirement for CTB well test reporting, so click Next

# Step Ten



- Fill in the required fields for the Acknowledgement
- Click Submit

# Step Eleven
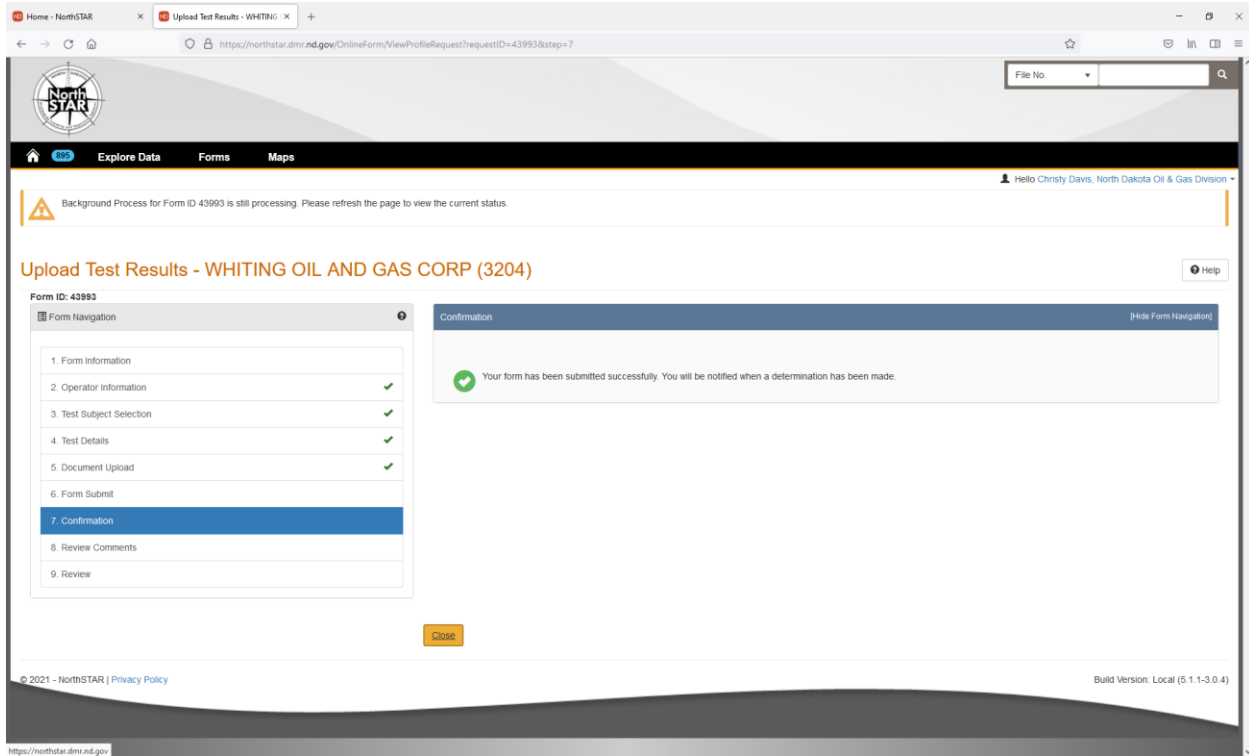


- Your tests are now submitted and awaiting NDIC approval
- For your next Facility ID number, return to Step One