



Frac Focus USER GUIDE

Table of Contents

Chapter 1 – Background.....	5
Chapter 2 – Introduction.....	6
Contents of This Guide.....	6
Defining Entities and Associated Roles	6
System Requirements	7
Chapter 3 – Understanding the Value of FracFocus.....	8
Search for a Well	8
The End Product.....	10
Elements of the .PDF Disclosure	10
Chapter 4 – Using FracFocus as an Operator	12
Getting Started as an Operator	12
Registering an Operating Company	12
The Operator Dashboard	16
Upper Right-Hand Navigation	17
Left-Hand Navigation.....	18
Creating a New Disclosure	31
Getting Started	31
Upload XML File	32
Upload Manually.....	34
Systems Approach.....	36
Systems Approach: Add 3 rd Party Ingredients.....	37
Systems Approach: Add Additives.....	38
Systems Approach: Add Ingredients	38
Systems Approach: Submitting to FracFocus	39
MSDS+ Approach	40
MSDS+ Approach: Add 3 rd Party Ingredients	41
MSDS+ Approach: Add MSDS Chemical Ingredients.....	42
MSDS+ Approach: Add Additional Non-MSDS Chemicals.....	42
Reviewing, Editing and Approving Disclosure Reports	45

Reviewing and Editing Existing Disclosure Reports	45
Validating a Disclosure	46
Submitting a Disclosure	46
Adding Chemicals to an Existing Disclosure	47
Download Chemical Disclosures	49
Additional BLM Requirements	50
Chapter 5 – Using FracFocus as a Registered Agent	52
Getting Started as a Registered Agent	52
The Registered Agent Dashboard	57
Upper Right-Hand Navigation	57
Left-Hand Navigation	58
Creating a New Disclosure	67
Getting Started	67
Upload XML File	68
Upload Manually	71
Systems Approach (default reporting method)	73
Systems Approach: Add 3 rd Party Ingredients	74
Systems Approach: Add Additives	74
Systems Approach: Add Ingredients	75
Systems Approach: Submitting to FracFocus	76
MSDS+ Approach	77
MSDS+ Approach: Add 3 rd Party Ingredients	78
MSDS+ Approach: Add MSDS Chemical Ingredients	79
MSDS+ Approach: Add Additional Non-MSDS Chemicals	79
Reviewing, Editing and Approving Disclosure Reports	82
Reviewing and Editing Existing Disclosure Reports	82
Validating a Disclosure	83
Submitting a Disclosure	83
Adding Chemicals to an Existing Disclosure	85
Download Chemical Disclosures	86
Additional BLM Requirements	87
Chapter 6 – Using FracFocus as a Service Company	89
Getting Started as a Service Company	89

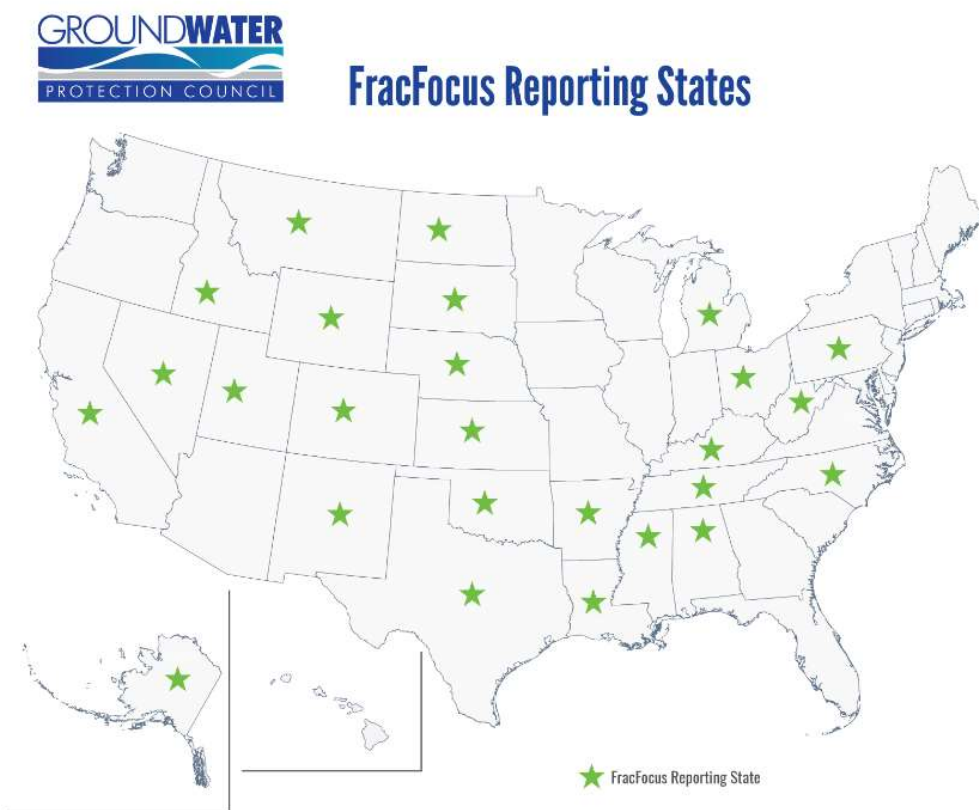
Registering a Service Company	89
The Service Company Dashboard	93
Upper Right-Hand Navigation	93
Left-Hand Navigation.....	94
Creating a New Disclosure	103
Getting Started	103
Upload XML File	104
Upload Manually.....	107
Systems Approach (default reporting method)	109
Systems Approach: Add 3 rd Party Ingredients.....	110
Systems Approach: Add Additives.....	111
Systems Approach: Add Ingredients	111
MSDS+ Approach	112
MSDS+ Approach: Add 3 rd Party Ingredients	113
MSDS+ Approach: Add MSDS Chemical Ingredients.....	114
MSDS+ Approach: Add Additional Non-MSDS Chemicals.....	114
Download Chemical Disclosures	117
Additional BLM Requirements	118
Appendix	119
Additional Support.....	120
XML Schema.....	121
FracFocus Data Field Dictionary.....	122
Converting Volume to Mass.....	127
Frac Fluids	128
Safety Data Sheets (formerly Material Safety Data Sheets).....	129

Guidelines for Entering Chemical Disclosure Data into FracFocus

Chapter 1 – Background

In April 2011, the FracFocus website (www.fracfocus.org) was launched. It provided a mechanism for oil and gas operators to enter data on the names and quantities of the chemical ingredients used during the hydraulic fracturing of wells (frac fluids). Once the data was submitted, any interested person, including members of the general public, could search to find individual disclosures and view the data. The FracFocus website, known as the Chemical Disclosure Registry (or Registry), represented a unique resource and a useful repository of chemical usage information.

Initially, data entry into the Registry by operators was voluntary. However, during the first year of FracFocus' existence, several state agencies adopted regulations requiring operators to enter data into the Registry for each hydraulic fracture job performed on oil and gas wells. The number of wells for which data was entered into the Registry grew rapidly. As of 2023, 26 states state agencies require or support operators entering chemical disclosures into the Registry.



Chapter 2 – Introduction

Contents of This Guide

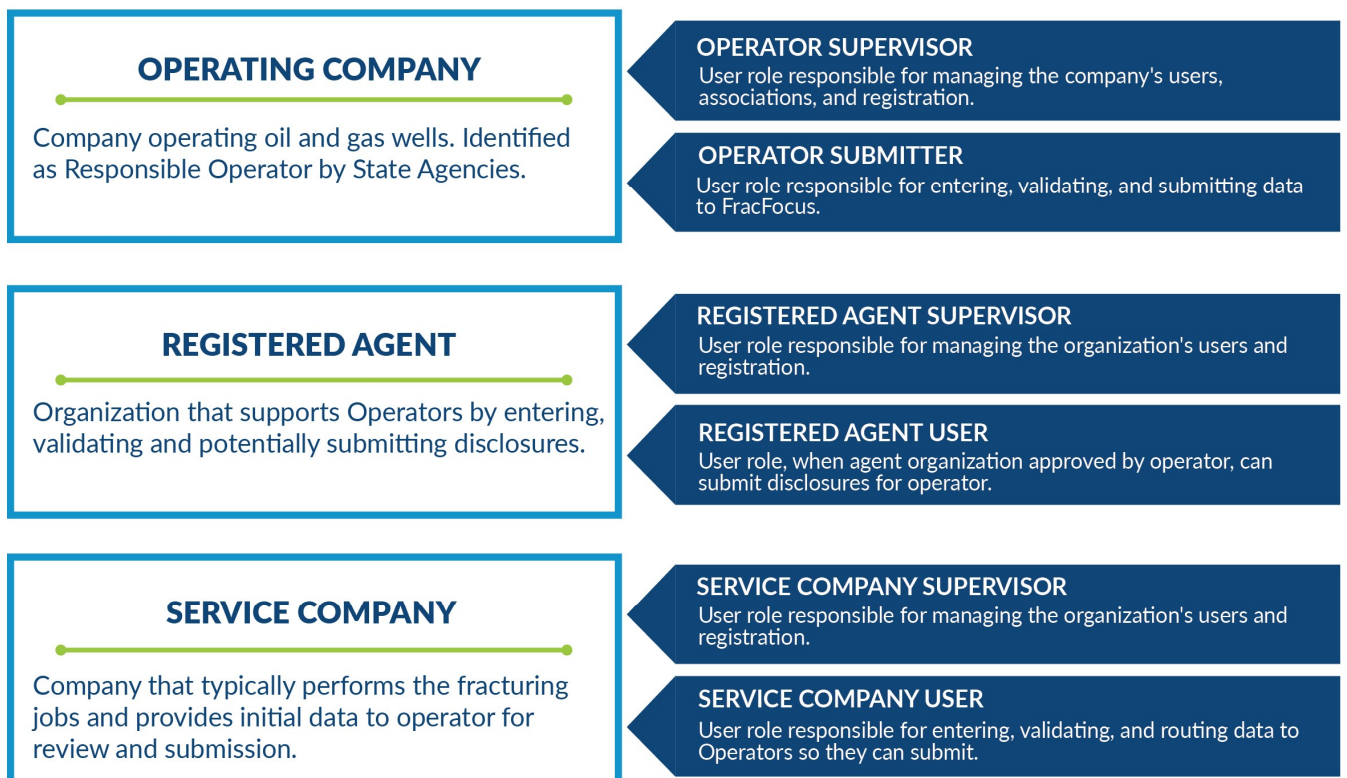
This guide includes information on the different components of the FracFocus application, users authorized to review and enter information, and how the information is reviewed and entered. Many screen shots are included to show users what the system looks like and to indicate where information should be entered when navigating the Registry.

There are areas of the application designated for specific entities. These include:

- Operating Company - companies that operate oil and gas wells and have the responsibility to upload and submit their disclosure reports to FracFocus.
- Registered Agents – approved consultants/uses who support operators in reviewing, entering, and potentially submitting data on the operators behalf.
- Service Companies – companies that typically conduct the hydraulic fracturing job and prepare the initial disclosure data for the operators.

The following chapters review the available activities for each entity and are created to provide comprehensive instructions on the system's use.

Defining Entities and Associated Roles



System Requirements

For optimal functionality and performance FracFocus requires:

- The use of a modern and up-to-date web browser such as Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge. FracFocus was not developed to be compatible with Microsoft Explorer.
- A major operating system such as Windows, macOS, Linux, Android and iOS.
- Connection to stable and high-speed internet.
- A desktop PC or tablet with a screen that allows a resolution of 1024x768 or above. While FracFocus can adapt to various screen sizes and resolutions, a higher resolution will provide a better experience.

Chapter 3 – Understanding the Value of FracFocus

The purpose of FracFocus is to provide online information about the chemicals used to fracture individual wells. The publicly available output shows the well name, location, depth, and a list of the additives and component ingredients. For each ingredient, it gives the percentage of that ingredient within the additive, and the percentage of that ingredient in the whole of the job performed.

To understand how FracFocus works, it is useful to see how the end users search for information and then examine the format in which the resulting information is presented. This chapter explains how to find a well and then shows the resulting disclosure submitted.

Search for a Well

FracFocus allows you to search the public database for specific disclosures. You can search for a well using an Advanced Search or Map Search.

At the main FracFocus Data page, click on Find a Well located in the Dashboard. This will take you to the Advanced Search. You can switch to Map Search by clicking Switch To Map Search at the upper left of Advanced Search.

The screenshot shows the FracFocus Chemical Disclosure Registry website. The header includes the FracFocus logo, a 'Login or Register' link, and navigation links for 'FIND A WELL', 'ABOUT', and 'USER GUIDES'. The main content area features a 'WELCOME' message, a detailed description of the website's purpose, and a 'Register Company' button. The footer contains the website URL, navigation links, a privacy notice, and copyright information.

Home

FracFocus
Chemical Disclosure Registry

Login or Register

FIND A WELL ABOUT USER GUIDES

WELCOME

This Chemical Disclosure Registry website (FracFocus) facilitates the data collection of chemicals used during the fracturing of oil and gas wells. For access to the data and educational materials on FracFocus please visit the public website at FracFocus.Org. These websites, hosted by the Ground Water Protection Council (GWPC), provide a central location for public and industry to communicate and relay information on the chemicals used during the process of hydraulic fracturing of oil and gas wells. The FracFocus website provides education tools to the public on the topic of hydraulic fracturing in relation to the data collected here.

GWPC is uniquely suited to host these websites due to their impartial nature and ties to the regulatory community. This website provides a means for industry to supply hydraulic fracturing chemical data in a consistent and centralized location. This open process assists both public and industry by supplying a centralized repository for the data.

These websites provide the following:

- A means to Search for submitted chemical records by State/County, Operator and Well.
- An Education and Informative site for the public and industry on Hydraulic Fracturing Chemicals.

FracFocus has instituted a Help Desk to address any issues you may have in using the system. You can reach the Help Desk by sending an email to: FracFocus@gwpc.org.

Register Company

www.fracfocus.org Find a Well Training Operator FAQ

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

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Terms of Use

You can use the Advanced Search to search by:

- State
 - o County
 - Wells Within County
- Operator
- Job Date Range
- Well Name
- CAS Number
- API Well Number
- Ingredients (from drop-down list)

The screenshot shows the FracFocus Chemical Disclosure Registry website. At the top, there is a navigation bar with the FracFocus logo and links: FIND A WELL, EXPLORE », LEARN », and FOR OPERATORS. Below the navigation bar, there is a link to SWITCH TO MAP SEARCH. The main heading is "Advanced Search". Below this heading, there are several search criteria fields: State (Select A State), County (Select A County), Wells Within County (Select A Well), Operator (Select An Operator), Job Date Range (mmeidd/yyyy to mmeidd/yyyy), Well Name (Enter a Well Name), CAS Number (Enter a CAS Number), API Well Number (Enter an API Number), and Ingredients (Select An Ingredient). At the bottom, there are two buttons: Search Jobs and Reset.

The Map Search allows a user to find a well by using a map interface– this is useful if you do not know the specific data to search on the Advanced Search page but know its physical location.

The screenshot shows the FracFocus Chemical Disclosure Registry website. At the top, there is a navigation bar with the FracFocus logo and links: FIND A WELL, EXPLORE », LEARN », and FOR OPERATORS. Below the navigation bar, there is a link to SWITCH TO ADVANCED SEARCH. The main heading is "Find a well in your area". Below this heading, there are three search criteria fields: State (Select A State), County (Select A County), and City (Select A City). Below these fields, there is a map of the United States with blue dots representing wells. The map has a zoom in (+) and zoom out (-) button, and a RESET button. At the bottom, there is a text prompt: Zoom in on map to see results.

The End Product

After getting search results, you will have a list of disclosures either below the Advanced Search options or below the Map. You can click on the well name in the list to see the individual well page with disclosures information, including chemicals, submitted for that well. On that page you can click on the PDF Disclosure Form button to open a .pdf file that shows the public disclosure (see below, Systems Approach format).

Elements of the .PDF Disclosure

The .pdf disclosure seen to the right is an example of an output for a Systems Approach disclosure. The information shown on the disclosure .pdf file is comprised of the data submitted by the operator for each hydraulic fracturing job performed.

The box near the top of the .pdf provides information on the well, its location, and how much water was used. It is known as the “header information.”

The Hydraulic Fracturing Fluid composition section lists each primary additive, who supplied the product, why that additive is used, and then lists the individual ingredients below the green line. For each ingredient, the chemical name and its CAS number are listed along with the percentages in the additive and percentage in the whole frac fluid. Both percentages are expressed on a mass basis. The format of a MSDS+ disclosure approach differs slightly by linking individual chemicals to the products.

A new feature allows for the submission of Water Source data and is located next to the header data.

Hydraulic Fracturing Fluid Product Component Information Disclosure

Job Start Date:	1/23/2018
Job End Date:	1/23/2018
State:	Montana
County:	Carbon
API Number:	25-009-21362-00-00
Operator Name:	Vanguard Operating, LLC
Well Name and Number:	EBET2 390
Latitude:	45.02266000
Longitude:	-108.88855000
Datum:	NAD83
Federal Well:	YES
Indian Well:	NO
True Vertical Depth:	5,737
Total Base Water Volume (gal):	69,853
Total Base Non Water Volume:	

Frac Focus
Chemical Disclosure Registry

GROUNDWATER
PROTECTION COUNCIL

Oil & Gas
CONVENTION

Hydraulic Fracturing Fluid Composition:

Trade Name	Supplier	Purpose	Ingredients	Chemical Abstract Service Number (CAS #)	Maximum Ingredient Concentration in Additive (% by mass)**	Maximum Ingredient Concentration in HF Fluid (% by mass)**	Comments
B-1	QES	Breaker		Listed Below			
Buffer -4L	QES	Buffer		Listed Below			
WG-1SLR	QES	Guar slurry		Listed Below			
NE-1	QES	Non Emulsifier		Listed Below			
KCI-2SUB	QES	KCl substitute		Listed Below			
XLB-2	QES	Crosslinker		Listed Below			
FR-1	QES	Breaker		Listed Below			
Water	Vanguard Natural Fluid Resources		fresh	7732-18-5			
BIO-2L	QES	BIOCIDE		Listed Below			
Items above are Trade Names with the exception of Base Water. Items below are the individual ingredients.							
			Water	7732-18-5	100.00000	85.08300	
			SAND	14808-60-7	100.00000	13.75405	
			Solvent Naptha (sol.) heavy aliphatic	84742-47-8	60.00000	0.37117	
			Guar Gum	9000-30-0	80.00000	0.38931	
			Choline Chloride	67-48-1	70.00000	0.12990	
			Water	7732-18-5	30.00000	0.05524	
			Water	7732-18-5	70.00000	0.05070	
			Methanol	67-56-1	30.00000	0.04655	
			Sodium hydroxide	1310-73-2	30.00000	0.02179	
			Ammonium persulfate	7727-54-0	100.00000	0.02039	
			Boric acid	10043-35-3	10.00000	0.00625	
			Hydrotreated light distillate	66742-47-8	30.00000	0.00436	
			Tetrahydroxy(methyl) phosphonium Sulfate	55586-30-8	20.00000	0.00396	
			Sodium Borate	13840-56-7	5.00000	0.00312	
			Glycerol	56-81-5	5.00000	0.00312	
			Oxalkylethanol alcohol	69227-21-0	5.00000	0.00073	
			Sodium Chloride	7647-14-5	5.00000	0.00073	

* Total Water Volume sources may include various types of water including fresh water, process water, and recycled water. Information is based on the maximum potential for concentration and this total may be over 100%.

** If you are calculating a percentage of total ingredients do not add the water source below the green line to the total no zero above the green line.

Note: For Fluid Development Products (products that begin with FDP), V/SUS level only information has been provided. Ingredient information for chemicals subject to 29 CFR 1910.1200 and 1910.1201 are obtained from suppliers Safety Data Sheets (SDS).



FracFocus

OPERATOR GUIDE

Chapter 4 – Using FracFocus as an Operator

This chapter describes the activities an operator can do within FracFocus. There are two different roles that can be assigned to users who are Operators:

- **Supervisor** – A supervisor has overall responsibility for the operator’s organization and registration with FracFocus and can add users to the organization and manage both Supervisor and Data Submitter roles of users.
- **Data Submitter** – The data submitter role allows a user to manage the information on a disclosure and submit the disclosure for regulatory compliance to the public portion of FracFocus.

Getting Started as an Operator

Registering an Operating Company

The first thing an Operator must do is register to participate in FracFocus. The person who makes the initial registration for an Operator is automatically assigned the Supervisor role. If you registered for FracFocus previously, you do not need to register again. Registering a company implies that the company is not an existing organization registered in FracFocus. The system will perform a search to determine if your registration information matches previous registrations.

To Register: If your company has not yet registered, click Register (at the top next to Login) or click the Register Company button on the home screen.

The screenshot shows the FracFocus Chemical Disclosure Registry home page. At the top, there is a navigation bar with the FracFocus logo, a 'Login or Register' link, and a 'FIND A WELL' button. Below the navigation bar, the main content area is titled 'WELCOME'. It contains a paragraph about the website's purpose, a list of features, and a 'Register Company' button. The footer includes links to 'www.fracfocus.org', 'Find a Well', 'Training', and 'Operator FAQ', along with copyright information for GWPC 2023.

WELCOME

This Chemical Disclosure Registry website (FracFocus) facilitates the data collection of chemicals used during the fracturing of oil and gas wells. For access to the data and educational materials on FracFocus please visit the public website at FracFocus.Org. These websites, hosted by the Ground Water Protection Council (GWPC), provide a central location for public and industry to communicate and relay information on the chemicals used during the process of hydraulic fracturing of oil and gas wells. The FracFocus website provides education tools to the public on the topic of hydraulic fracturing in relation to the data collected here.

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These websites provide the following:

- A means to Search for submitted chemical records by State/County, Operator and Well.
- An Education and Informative site for the public and industry on Hydraulic Fracturing Chemicals.

FracFocus has instituted a Help Desk to address any issues you may have in using the system. You can reach the Help Desk by sending an email to: FracFocus@gwpc.org.

Register Company

You will be directed to the new registration form.

Enter the required information and create a password. Passwords are required to be a minimum of 8 characters in length. They also must contain at least 1 number, a lower-case and an upper-case letter, and at least 1 non-alphanumeric character (!@%). Blank spaces are not supported.

For the two-factor authentication settings choose between email or phone. If you choose to receive authentication via phone, you will be required to enter a mobile phone number that can receive text messages.

Select Operator from the organization types list. When registering a new organization, you can only select one type of entity.

You must agree to the web site terms and conditions of use, then click the Apply for FracFocus Account button.

NEW REGISTRATION

Use the form below to apply for a new Organization account to access the data submission portions of FracFocus. All fields marked with an "*" are required to be filled out. *Note: Upon submission of your application notice will be sent to the FracFocus Administrator for review and approval.*

User Information

FIRST NAME *	LAST NAME *
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
EMAIL/USERNAME *	CONFIRM EMAIL *
<input type="text" value="userguide@email.com"/>	<input type="text" value="userguide@email.com"/>
CONTACT PHONE (FORMAT MUST BE: 555-555-5555) *	
<input type="text" value="555-555-5555"/>	
PASSWORD *	CONFIRM PASSWORD *
<input type="password" value="*****"/>	<input type="password" value="*****"/>

Passwords are required to be a minimum of 8 characters in length. They also must contain at least 1 number, lower-case and upper-case letter, and at least 1 non-alphanumeric character (!@%). Blank spaces are not supported.

TWO-FACTOR AUTHENTICATION SETTINGS *

☒ EMAIL ☐ PHONE ⓘ

MOBILE PHONE (10 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) ⓘ

Organization Information

NAME *	ADDRESS LINE 1 *
<input type="text" value="User Guide Operator"/> ⓘ	<input type="text" value="123 User Street"/>
ADDRESS LINE 2	CITY *
<input type="text"/>	<input type="text" value="City"/>
STATE *	ZIP CODE (5 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) *
<input type="text" value="Ohio"/> x	<input type="text" value="12345"/>
PHONE NUMBER (FORMAT MUST BE: 555-555-5555) *	
<input type="text" value="555-555-5555"/>	

Please Choose one of the Organization types below (required). Only one (1) Registration Per Organization Per Type is allowed. Your application will be verified prior to being approved for access.

☒ OPERATOR ☐ REGISTERED AGENT ☐ SERVICE COMPANY

☒ I AGREE TO THE [WEB SITE TERMS AND CONDITIONS OF USE](#)

ⓘ

If the system finds a matching existing organization registration it will present those to you at the top of the form.


NEW REGISTRATION

It appears that your company may already be registered with FracFocus. Please verify that your company is not already registered before proceeding with registration.


gwpc: 133 N. MacArthur Blvd. Oklahoma City OK 73142 - Registered as Operator

If your company is not represented in the list, scroll to the bottom and check the box confirming that the company you would like to register is not listed and click the Apply for FracFocus Account button again.

☐ *THE COMPANY I'M TRYING TO REGISTER IS NOT LISTED ABOVE. I WOULD LIKE TO PROCEED WITH THE REGISTRATION.

Apply for FracFocus Account 

After your application has been submitted, you will receive an email to verify the email address associated with your account. Before your approval can be completed, you must verify the email submitted in the application.

 Login or Register

FIND A WELL ABOUT USER GUIDES

Home > Authentication > Register

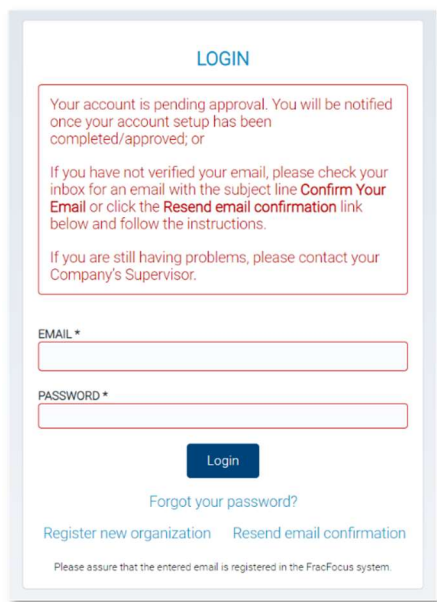
NEW REGISTRATION

Thank you for your registration submission. Your application will be reviewed in the next 3-5 days for approval. Before we complete that approval, you will need to have verified the email submitted in the application. Please check your inbox for an email. Use the link provided in the email to complete your application process.

If you do not receive the email soon, please check your Junk/Other email folders.

You can also request the email again by asking for it to be resent via [Resend email confirmation](#)

www.fracfocus.org Find a Well Training Operator FAQ This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. © Copyright GWPC, 2023 Terms of Use



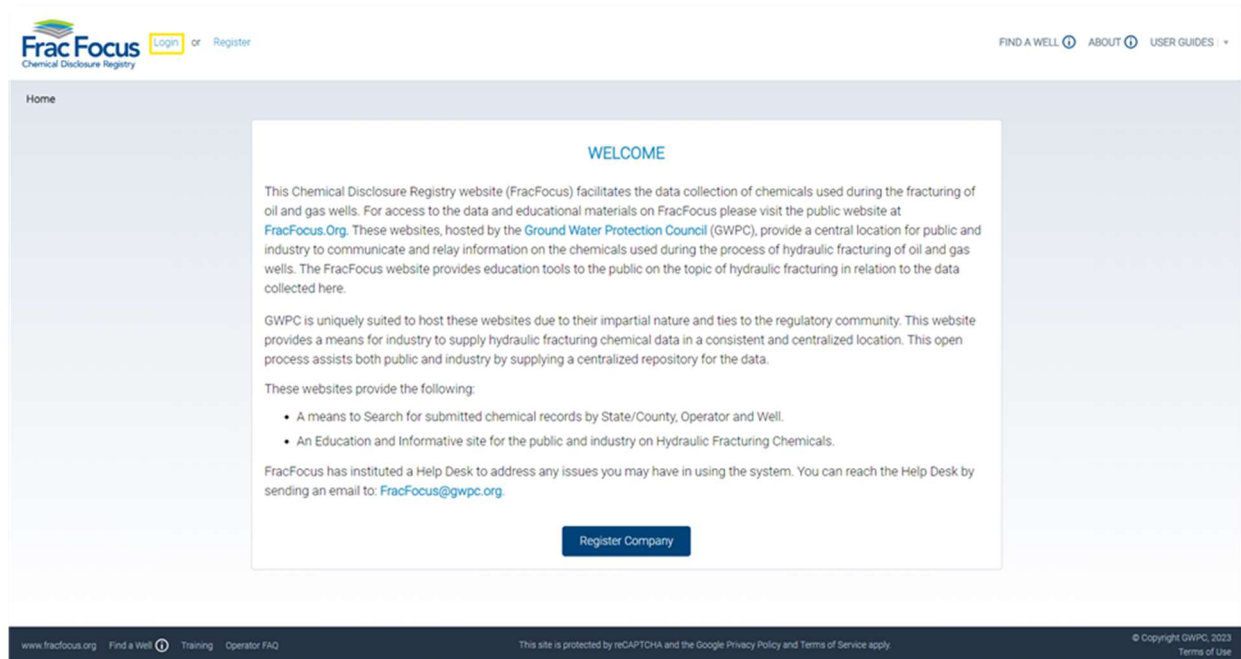
The image shows a web browser window displaying the 'LOGIN' page of the FracFocus system. At the top, the word 'LOGIN' is centered in blue. Below it, a red-bordered box contains the following text: 'Your account is pending approval. You will be notified once your account setup has been completed/approved; or If you have not verified your email, please check your inbox for an email with the subject line **Confirm Your Email** or click the **Resend email confirmation** link below and follow the instructions. If you are still having problems, please contact your Company's Supervisor.' Below this box are two input fields: 'EMAIL *' and 'PASSWORD *'. A blue 'Login' button is positioned below the password field. Underneath the button is a link that says 'Forgot your password?'. At the bottom of the form area are two links: 'Register new organization' and 'Resend email confirmation'. A small note at the very bottom states: 'Please assure that the entered email is registered in the FracFocus system.'

Once your email is verified, your application will be reviewed in the next 3-5 business days for approval by a FracFocus Support Administrator. Once you are approved, you will receive an email acknowledging your approval.

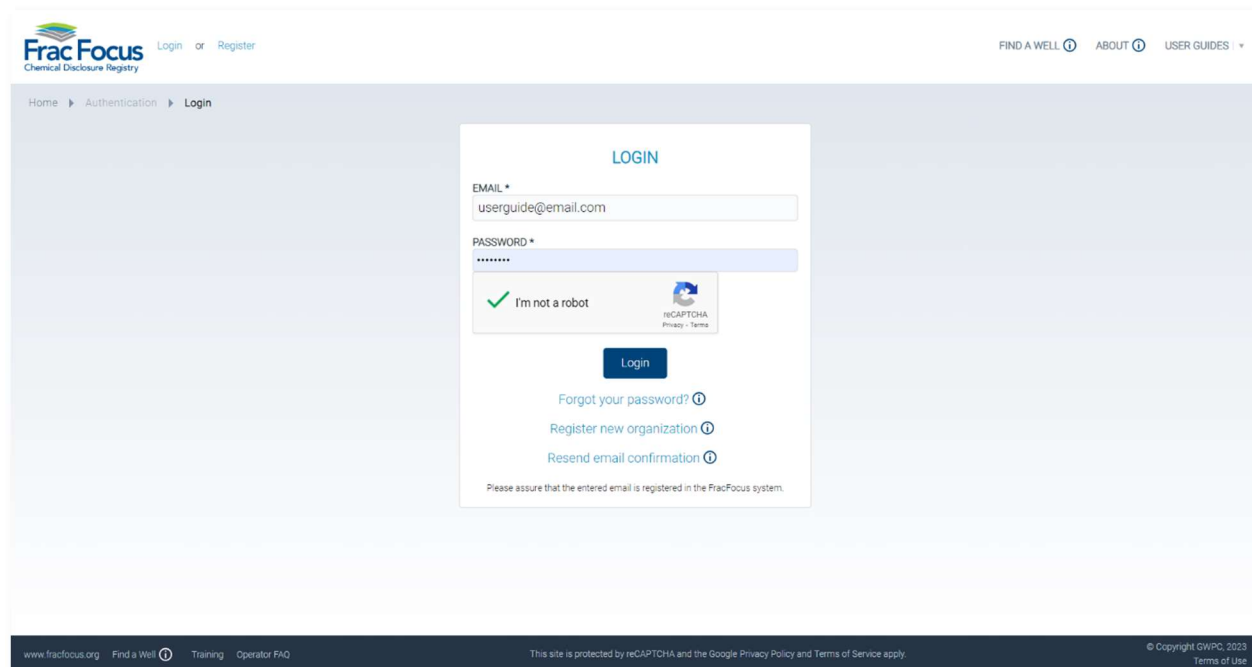
Please note – you will not be able to login to FracFocus until being approved. If you try, you will receive a notice stating your account is pending approval.

Once approved, use the link from the email or return to <https://www.fracfocusdata.org>. Enter your email and password and complete the two-factor authentication when prompted.

To Login: Start at the FracFocus homepage (www.fracfocusdata.org). At the top left of the screen (next to the FracFocus logo), click login. From there, you will be prompted to enter your email address, password, reCAPTCHA, and complete the two-factor authentication to get started.



The image shows a screenshot of the FracFocus homepage. The top navigation bar includes the FracFocus logo with a 'Login' button, a 'Register' button, and links for 'FIND A WELL', 'ABOUT', and 'USER GUIDES'. The main content area has a 'WELCOME' heading. Below this, a paragraph explains the purpose of the Chemical Disclosure Registry website (FracFocus) and its role in facilitating data collection for oil and gas wells. It mentions that the website is hosted by the Ground Water Protection Council (GWPC) and provides a central location for public and industry to communicate and relay information on chemicals used during hydraulic fracturing. Another paragraph states that GWPC is uniquely suited to host these websites due to its impartial nature and ties to the regulatory community. A list of services provided by the websites is shown: 'A means to Search for submitted chemical records by State/County, Operator and Well.' and 'An Education and Informative site for the public and industry on Hydraulic Fracturing Chemicals.' A final paragraph mentions a Help Desk and provides an email address: FracFocus@gwpc.org. A blue 'Register Company' button is located at the bottom of the main content area. The footer contains the website URL, navigation links, a copyright notice for GWPC 2023, and a link to the Terms of Use.



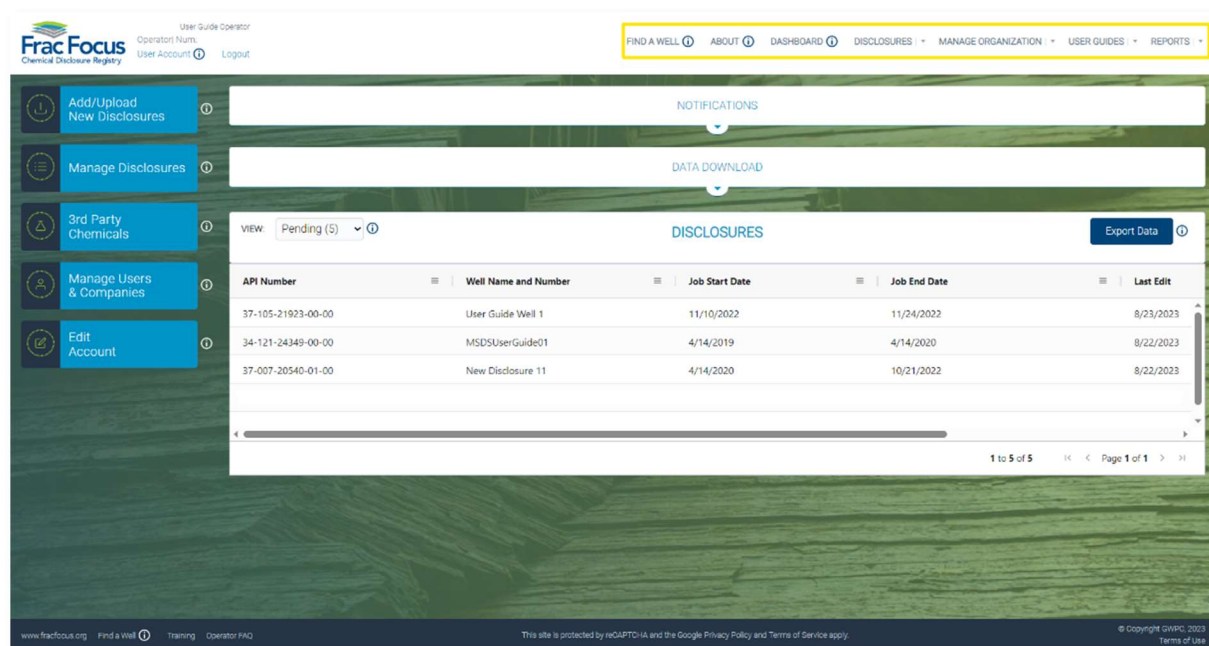
The screenshot displays the FracFocus Chemical Disclosure Registry login interface. At the top left is the FracFocus logo with the tagline 'Chemical Disclosure Registry' and links for 'Login' or 'Register'. The top right contains links for 'FIND A WELL', 'ABOUT', and 'USER GUIDES'. A breadcrumb trail below the logo shows 'Home > Authentication > Login'. The central focus is a white login box with the title 'LOGIN'. It contains an 'EMAIL' field with the text 'userguide@email.com' and a 'PASSWORD' field with masked characters. Below the password field is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Login' button. Underneath the button are three links: 'Forgot your password?', 'Register new organization', and 'Resend email confirmation'. A small note at the bottom of the box states, 'Please assure that the entered email is registered in the FracFocus system.' The footer of the page includes the website URL 'www.fracfocus.org', additional links, a copyright notice for GWPC 2023, and a disclaimer about reCAPTCHA and Google policies.

The Operator Dashboard

After successfully logging in, you will be directed to the operator dashboard screen that shows notifications, data download, disclosures, a header menu system, and the left-hand navigation menu. Each of these dashboard components allow users to perform actions in the system based on their assigned roles.

Upper Right-Hand Navigation

You will see this menu on most FracFocus screens – this allows efficient navigation to other screens and to return to the dashboard. Options available to a user are dependent on the role assigned to them.



Find a Well

Directs you to the public disclosure interface on FracFocus.org to search for submitted disclosures.

About

Directs you to the About page which contains general information about FracFocus.

Dashboard

Directs you to the Dashboard – your home screen.

Disclosures

Allows you to add/upload new disclosures, manage disclosures, and manage 3rd party chemicals.

Manage Organization

Allows you to manage your organizations profile, users, relations, and set up organizational defaults.

User Guides

Directs you to the Schema Guide and User Guide.

Reports

Directs you to a set of Operator Reports which provide insight into the disclosures submitted.

Left-Hand Navigation

The Left-Hand Navigation options provide the user with quick access to specific menu selections. The available items in the Left-Hand Navigation menu will be dependent on the logged in user's roles.

The screenshot shows the FracFocus Chemical Disclosure Registry interface. The left-hand navigation menu is highlighted with a yellow box, containing the following items:

- Add/Upload New Disclosures
- Manage Disclosures
- 3rd Party Chemicals
- Manage Users & Companies
- Edit Account

The main content area displays a table of disclosures. The table has the following columns: API Number, Well Name and Number, Job Start Date, Job End Date, and Last Edit. The table shows 5 pending disclosures.

API Number	Well Name and Number	Job Start Date	Job End Date	Last Edit
34-121-24349-00-00	MSDSUserGuide01	4/14/2019	4/14/2020	8/29/2023
35-015-21319-00-00	HOBBS-STATE 1	2/1/2015	2/2/2015	8/24/2023
37-105-21923-00-00	User Guide Well 1	11/10/2022	11/24/2022	8/23/2023
35-151-00001-00-00	STEWART "C"(STEWART#...	8/5/2021	8/15/2021	8/9/2023
35-151-00001-00-00	STEWART "C"(STEWART#...	8/5/2021	8/15/2021	8/7/2023

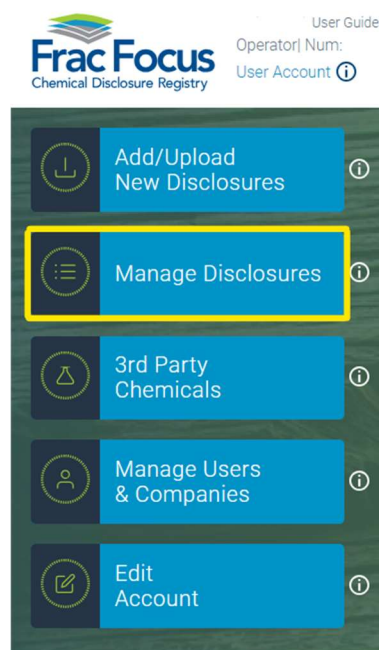
Add/Upload New Disclosures

The screenshot shows the FracFocus Chemical Disclosure Registry left-hand navigation menu. The 'Add/Upload New Disclosures' option is highlighted with a yellow box.

Operator users with the Data Submitter role will have this menu option. This menu item directs you to the New Disclosure page. You can also access this page from the Add/Upload New Disclosure drop-down item from the Disclosures option in the navigation menu.

Refer to page 31 of this guide for additional information on adding/uploading new disclosures.

Manage Disclosures



This menu item directs you to the Disclosures page. You can also access this page from the Manage Disclosures drop-down item from the Disclosures option in the navigation menu. Here, you can view submitted, pending, amending, deleted or all disclosures from your company. (Note: deleted disclosures are created during the process of editing/amending submissions and will be removed from the system after a 6-month holding period.)

Once on the Disclosures page, use the View drop-down to narrow your disclosures based on status. You also have the option to export your data into an excel spreadsheet with the Export Data button for review while offline.

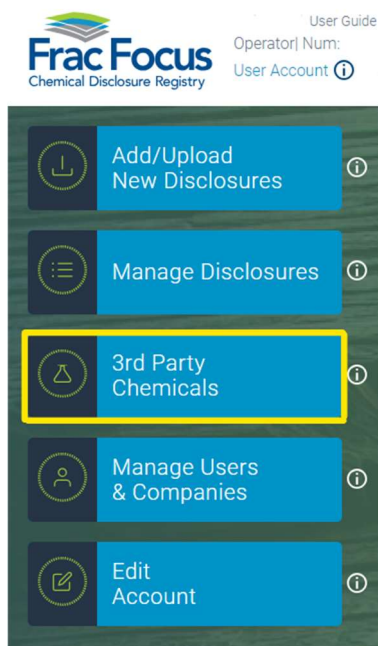
DISCLOSURES

VIEW: Submitted (2) | Pending (5) | Amending (0) | Deleted (7) | All (14)

API Num	Well Name and Number	Job Start Date	Job End Date	Last Edit	
34-121	MSDSUserGuide01	4/14/2019	4/14/2020	8/29/2023	
35-015-21319-00-00	HOBBS-STATE 1	2/1/2015	2/2/2015	8/24/2023	
37-105-21923-00-00	User Guide Well 1	11/10/2022	11/24/2022	8/23/2023	
35-151-00001-00-00	STEWARD "C"(STEWARD#1) 1	8/5/2021	8/15/2021	8/9/2023	
35-151-00001-00-00	STEWARD "C"(STEWARD#1) 1	8/5/2021	8/15/2021	8/7/2023	

Export Data


3rd Party Chemicals

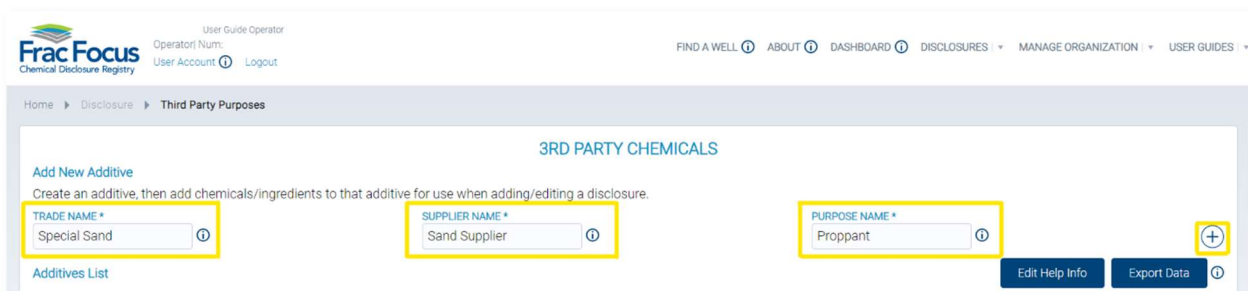


This menu item opens the 3rd Party Chemicals page, which is used to enter additives and their chemicals in a list where they can be used by the operator to streamline addition to disclosure reports. Instructions for adding a new 3rd party chemical (or additive) is outlined below.

Users with the Data Submitter role have the ability to add and edit 3rd party chemicals. Users with the Supervisor role can only review the list.



Add New Additive

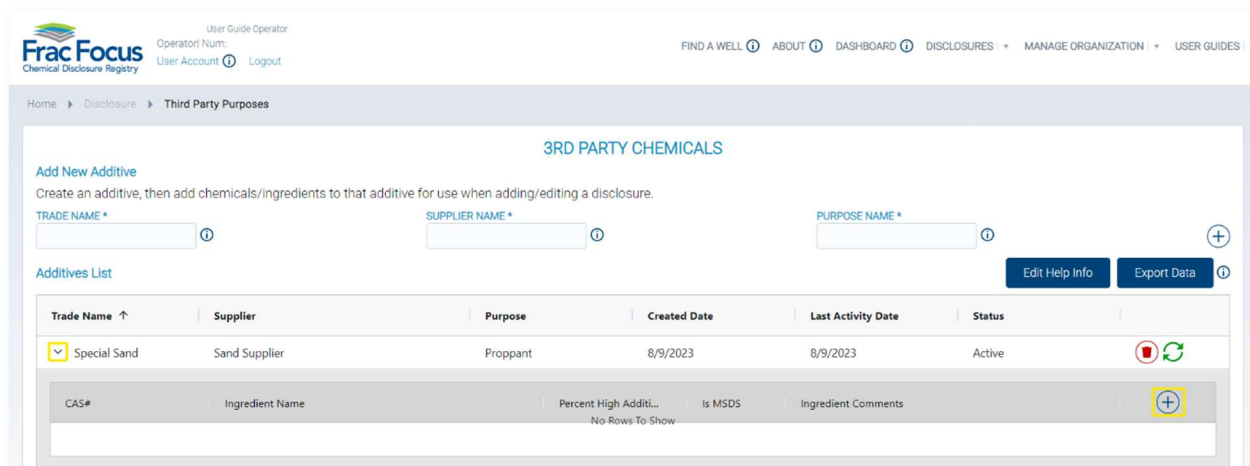
To create a new additive, input the Trade Name, Supplier Name, and Purpose Name then click the  to add. After adding a new additive, the user then can add ingredients to it.



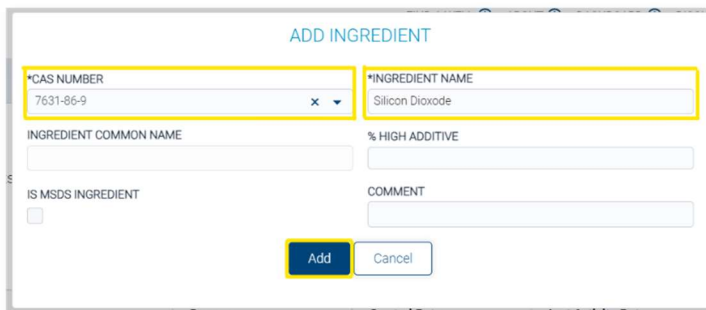
Adding Ingredients

To add an ingredient to an Additive, click the drop-down option (i.e. “>” arrow next to Trade Name of Additive) to view the Additive’s ingredients.

To add a new ingredient, click the  in the header portion of the drop-down. then click the  to add a new ingredient.

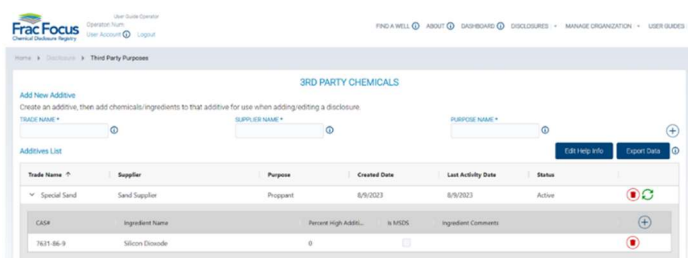


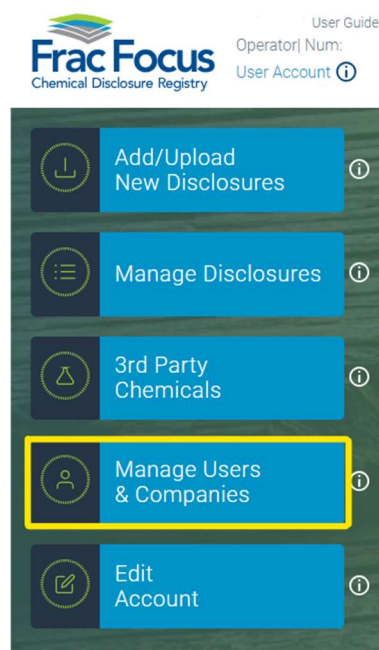
You will then be directed to enter the new ingredient information. The CAS Number and Ingredient Name are required fields. If you select a CAS Number from the existing drop-down list, the Ingredient Name field will be populated. You can also enter the % High Additive and any additional comments regarding the ingredient. The Ingredient Common Name Field is read-only and will be populated based on previous use of that chemical’s CAS Number in FracFocus. For the special cases of “Proprietary”, “Trade Secret”, “CAS Not Assigned”, and “Confidential”, enter one of those values in the CAS Number field and press the enter key on your keyboard. This will add the value to the CAS Number field.



If the ingredient is an MSDS Ingredient, click the checkbox under “Is MSDS Ingredient”. Both MSDS and non-MSDS ingredients can be entered for an Additive. After the information is entered, click the Add button to add the ingredient. If a special case has been entered for the CAS Number, claimant information will be able to be populated after adding.

Once the ingredient has been added, it will populate in the Additive List drop-down. By clicking on the fields of the ingredient in an Additive, you can edit that ingredient.



Manage Users & Companies

For users with the Supervisor Role, this menu item directs you to the Organization Users page where you can manage the following:

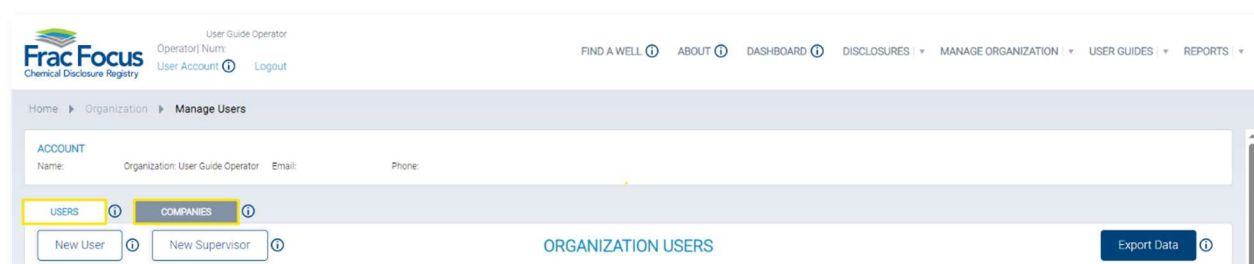
Users Tab:

- Add new users to your organization
- Associate existing users with your organization
- Manage user's roles
- Manage user access to FracFocus for your organization

Companies Tab:

- Approve or deny Registered Agent entities to do work for you
- Adjust Registered Agent's role for your organization
- Approve or deny Service Companies to route data to you

You can navigate between the Organization Users and Companies Relationship page by using the Users and Companies tabs.



The system requires your organization to have at least one Supervisor. As a supervisor you cannot remove that role from your user account. If this role needs to be removed from your user account, another Supervisor of your organization can remove it. An organization can have multiple Supervisors and multiple Data Submitters. Users can also have both roles assigned.

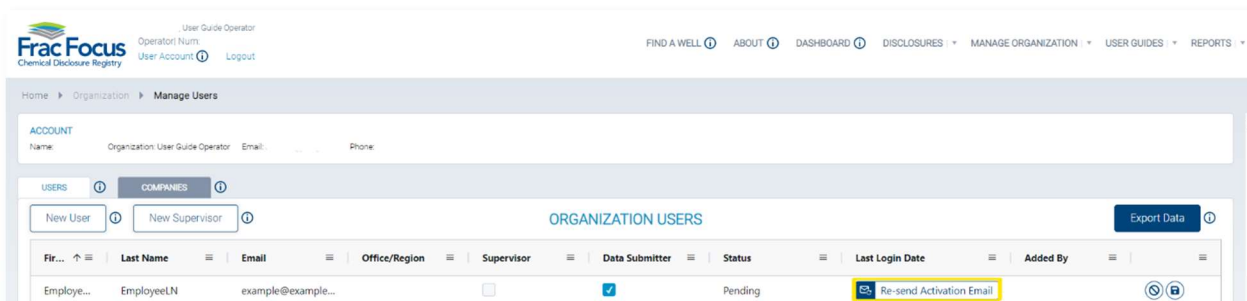
Add a New Operator User or Supervisor (new to FracFocus)

To add a new organization login under the operating company, that is also new to FracFocus, click either New User or New Supervisor under the Users Tab. (Note: example shows New User option selected – same process is followed for a New Supervisor.)

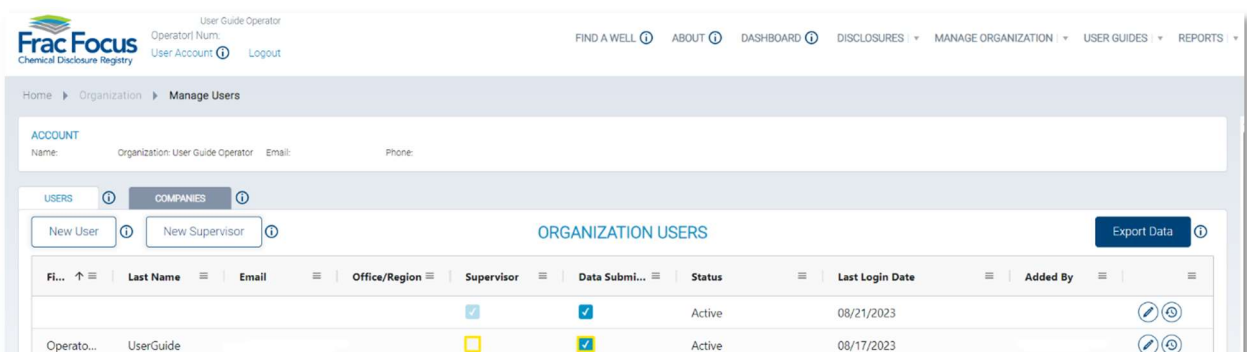
Next, enter the email address of the new organization login to verify the email address is not already registered in FracFocus. Once the email is entered, click Next to check for existing user and move forward.

You will be directed to a New User form, also known as an Account form. Enter the new user's required information: first name, last name, email address (pre-populated) and two-factor authentication settings. You can also assign an Office/Region to your staff. Then click Create Account & Email User. This will send an email to the user with steps to complete their account setup and login for the first time.

The new user's account will be put in a pending state after the account is created. Before the user logs in for the first time, the new user's first name, last name, office/region, and email can be edited. If the email was entered incorrectly, it can be edited, and the email can be resent by clicking the Resend Activation Email button. At this point in the process, the account can be deleted, once the user has logged in for the first time, it can no longer be deleted.

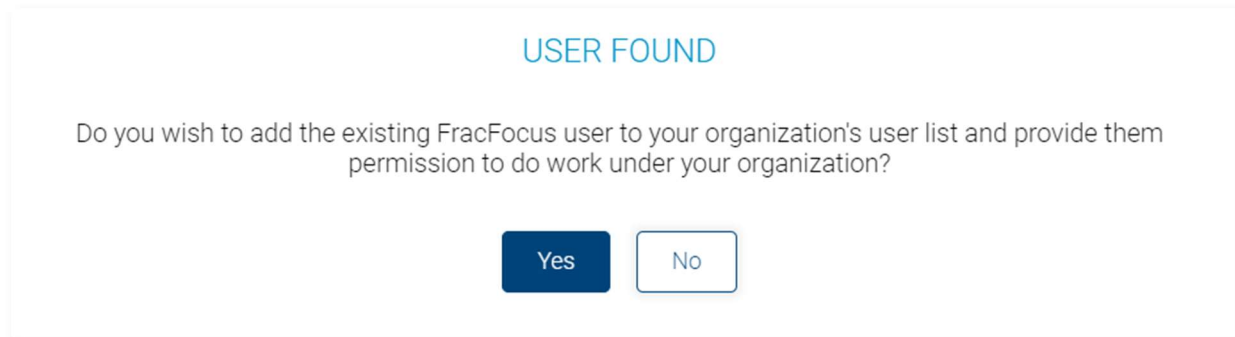


Once the user is added, the name of the new user will be added to the Organization Users list. The Supervisor then can adjust or add the Supervisor or Data Submitter roles to the new user by clicking the corresponding checkboxes.



Add an Existing User

A new feature of FracFocus allows an existing user of FracFocus to be associated with your organization. If you enter an email address of a user that has already been entered as a user in FracFocus, you will be prompted by the dialog box seen below.

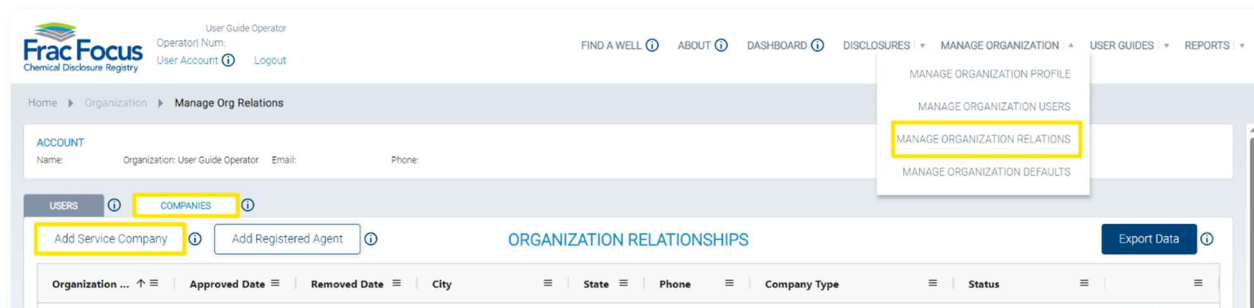


If you select yes and associate the existing user to your organization, you will be able to manage their roles and permissions to interact with your organization submission data. They will have the same ability as your organization's employees based on the roles you assign them.

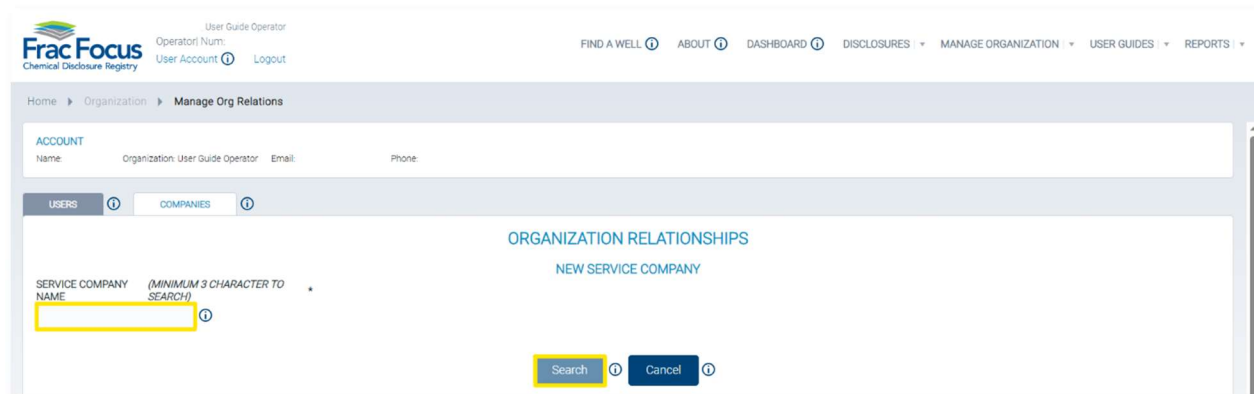
Add a Service Company

Operators with the Supervisor role have the ability to hire a Service Company to conduct hydraulic fracturing jobs and prepare the initial disclosure for the Operators review and submittal.

To add a Service Company, click the Companies tab under Manage Organization Users or click Manage Organization Relations under the Manage Organization drop-down from the navigation menu. Then, click Add Service Company.



Service Companies must be identified by name. They can be found by typing the name (or as little three characters) into the Service Company Name search and clicking Search.



Once approved, this allows any disclosure reports prepared by the selected service provider, in this case, “User Guide Service Company,” to be entered into the operator disclosure queue.

The screenshot shows the 'Manage Org Relations' page in the FracFocus system. The page has a header with the FracFocus logo and navigation links. The main content area is titled 'ORGANIZATION RELATIONSHIPS' and includes a search bar for 'SERVICE COMPANY NAME'. The search results are displayed in a table with columns for Name, Address, and Phone. The table contains one entry: 'Service Company User Guide' with address '123 Service Company Rd City CA 12345' and phone '333-333-3333'. There is an 'Add' button next to the phone number.

Name	Address	Phone
Service Company User Guide	123 Service Company Rd City CA 12345	333-333-3333

Service Companies can prepare disclosure reports and upload them to an operating company’s queue. When this is done, a disclosure report is not available to the public – it is only available to the operator. Service Companies do not have the ability to upload a disclosure report on behalf of an operator into the main FracFocus registry. It is a two-step process:

1. The service company uploads the disclosure report to the operator’s queue
2. Following review by the operator (or by an authorized registered agent) the approved disclosure is uploaded to the FracFocus registry by the operator or agent.

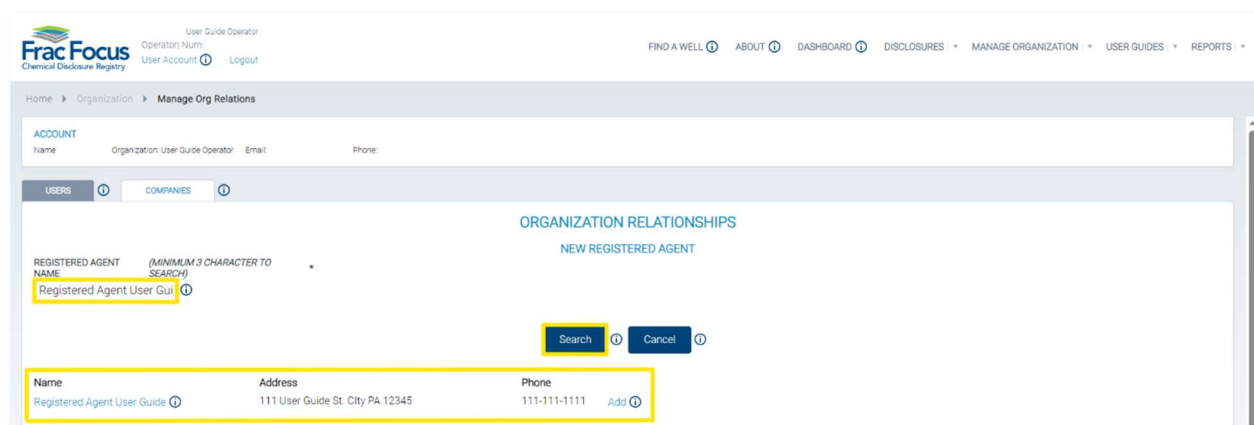
Add a Registered Agent

Operators with the Supervisor role can hire Registered Agents for support with reviewing, entering and potentially submitting data on the operator's behalf.

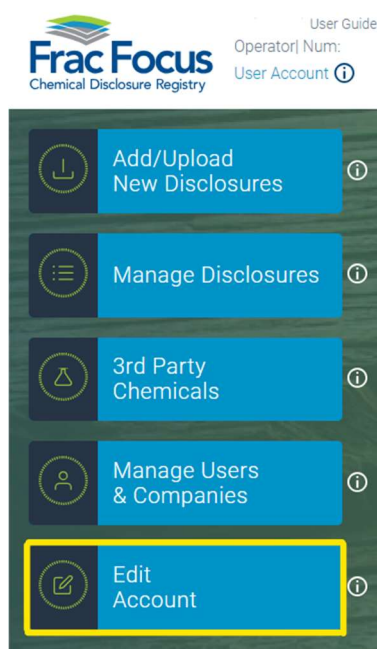
To add a Registered Agent, click the Companies tab under Manage Organization Users or click Manage Organization Relations under the Manage Organization drop-down from the navigation menu. Then, click Add Registered Agent.



Registered Agents must be identified by name. They can be found by typing the name (or as little as three characters) into the Registered Agent Name search and selecting Search.



Once approved, the Registered Agent will be authorized to support the operator with preparing, reviewing, editing, and potentially submitting disclosure reports into FracFocus.

Edit Account

This menu item directs you to the User Account page. This page allows you to view or edit your profile information and change your password. Operators can click Edit Profile to edit the following information on their accounts:

- First Name
- Last Name
- Phone Number
 - Primary
 - Cell
- Two-Factor Authentication Type

To change your password, click Change Password

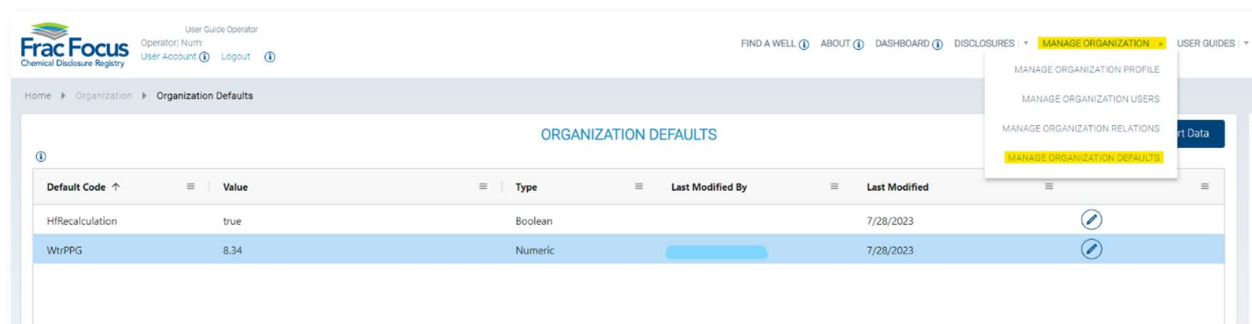
Organization Defaults

Organization Defaults allows an Operating Company to add values to defaults that aid in the data calculation for disclosures. This menu item is only available to an Operator with the Supervisor role. To view and/or edit the Organization Defaults, click Manage Organization Defaults in the Manage Organization drop-down (from the upper right-hand navigation menu).

The current Organization Defaults available are the HfRecalculation and Water Density (WtrPPG). The Water Density is necessary to calculate the mass of Chemicals/Ingredients used if the value is not supplied.

The fRecalculation Default allows an Operator Supervisor to either allow or deny the FracFocus system to offer recalculating the mass of chemicals/ingredients. To allow the system to offer the HfRecalculation, ensure the value is set to true. If you do not want the system to offer the HfRecalculation, set the value to false.

The Water Density (WtrPPG) Default allows an Operator Supervisor to set the default value of the water density for your organization's data calculations in FracFocus. Enter the water density in pounds-per-gallon in the value field. The default water density set by an Operator overrides the global water density value for the system.



Default Code	Value	Type	Last Modified By	Last Modified
HfRecalculation	true	Boolean		7/28/2023
WtrPPG	8.34	Numeric		7/28/2023

Export Data

In some cases, it might be beneficial for an Operator to be able to access the data input into FracFocus outside of the system or offline. In FracFocus, any page that presents a list of data is also able to be downloaded in an Excel Spreadsheet. To download any list, click the Export Data button to download the Excel Spreadsheet.

Export Data

Creating a New Disclosure

Often, disclosure reports will be created by a Data User under a Service Company and routed to the Operator Data Submitter or Registered Agent Data User for review. In other cases, Operators with the Data Submitter role may create their own disclosure reports. Only Operators with the Data Submitter role can create new disclosures. In FracFocus, disclosures can be created using two separate approaches – the Systems Approach and the MSDS+ Approach.

Systems Approach: The Systems Approach allows users to input the data for all additives and all ingredients in common lists.

MSDS+ Approach: With the MSDS+ approach, the additives are split into two separate lists depending on whether the chemicals require preparation of an SDS (Safety Data Sheet) or not, MSDS Chemical Ingredients and Additional Non-MSDS Chemicals. Usually, water and sand are included in the MSDS Chemical Ingredients list even though they do not require preparation of an SDS.

Getting Started

To add a new disclosure, click the Add/Upload New Disclosures from the Left-Hand Navigation menu or click the Add/Upload New Disclosure from the Disclosures drop-down from the Upper Right-Hand Navigation menu.



You will be directed to the New Disclosure Form. You have the option to upload a valid XML file to complete the Disclosure or if a valid XML file is not available, you can manually complete the form.

Please note the Edit Help Info button in the form. This will generate a pop-up with editing help that describes how to edit the fields, add new items, and save your information.

Edit Help Info



You will also note the tooltip icons. By hovering over these icons, they will provide explanations for key fields and action buttons.

Upload XML File

1. Click Choose File

The screenshot shows the 'NEW DISCLOSURE' page for 'User Guide Operator'. It includes a navigation bar with links like 'FIND A WELL', 'ABOUT', 'DASHBOARD', 'DISCLOSURES', 'MANAGE ORGANIZATION', and 'USER GUIDES'. The main content area has a heading 'NEW DISCLOSURE' and instructions: 'You are adding a new disclosure for: User Guide Operator. Add a new disclosure by uploading a valid XML file. If a valid XML file is not available, the data can be added manually by completing the form below. Upload XML. Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)' Below this, there are three buttons: 'Choose File' (highlighted with a yellow box), 'No file chosen', and 'Upload'.

2. Click your valid XML file

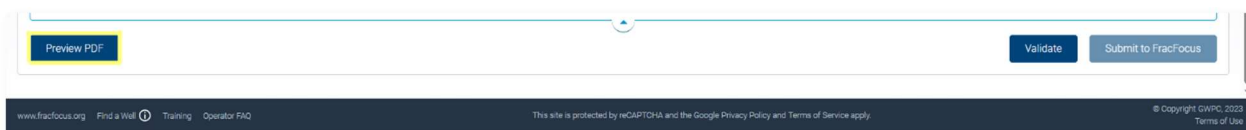
3. Click Upload

The screenshot shows the 'NEW DISCLOSURE' page with the 'MSDS+.xml' file selected in the 'Choose File' dropdown. The 'Upload' button is highlighted with a yellow box. The page content is the same as the previous screenshot, but the file selection and the 'Upload' button are the focus.

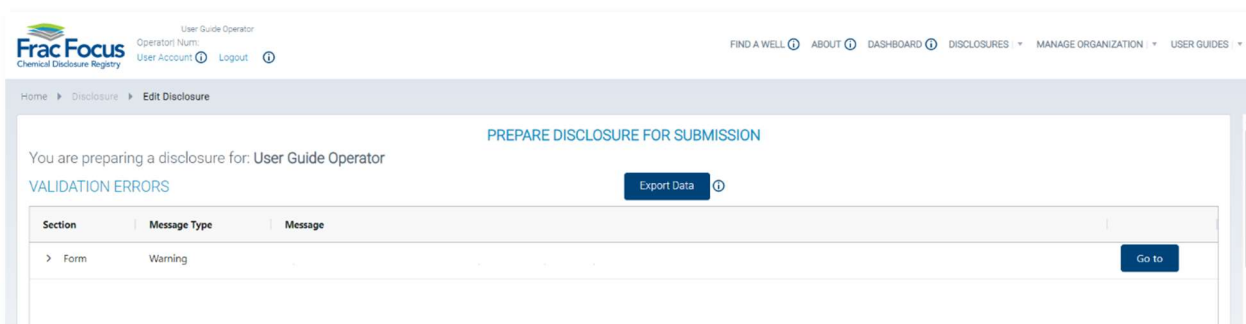
4. Information from the valid XML will populate the form.

The screenshot shows the 'PREPARE DISCLOSURE FOR SUBMISSION' page for 'User Guide Operator'. It includes a navigation bar and a heading 'PREPARE DISCLOSURE FOR SUBMISSION'. The main content area has instructions: 'You are preparing a disclosure for: User Guide Operator. To revise this disclosure, update the data below or choose a valid XML file and click upload. Upload XML. Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)' Below this, there are three buttons: 'Choose File', 'No file chosen', and 'Upload'. Below the buttons, there are two radio buttons: 'OVERWRITE THE DATA BELOW' (selected) and 'APPEND XML DATA'. Below the radio buttons, there is a 'MANUAL ENTRY' section highlighted with a yellow box. This section contains various input fields for well information, including 'ENTRY METHOD' (MSDS+), 'JOB START DATE' (08/05/2021), 'JOB END DATE' (08/15/2021), 'API NUMBER' (35-151-00001-00-00), 'STATE & COUNTY' (Oklahoma, Woods), 'WELL NAME AND NUMBER' (STEWART 'C'(STEWART#1) 1), 'LONGITUDE' (-98.946), 'DATUM' (WGS84), 'TRUE VERTICAL DEPTH (FT)' (8.871), 'LATITUDE' (36.835747), 'TOTAL NON WATER VOLUME', 'TOTAL MASS (LBS)' (200), and 'TOTAL WATER VOLUME (GAL)' (19,866). There are also checkboxes for 'FEDERAL WELL' and 'INDIAN WELL'. Below the 'MANUAL ENTRY' section, there is a 'Water Sources' section with a table for 'Water Source' and 'Percent'. A 'Map Location' button is also visible.

5. To view a preview of the disclosure, click Preview PDF at the bottom of the page



6. Once everything looks correct, click Validate to ensure there are no errors on the form for submittal. If there are any errors or warnings, they will populate at the top of the disclosure. You can submit a disclosure with warnings, but you cannot submit a disclosure with errors.



7. Only Operators with the Data Submitter role have access to submit disclosures to FracFocus once the disclosure has been validated.



Upload Manually

To enter the disclosure information manually, fill out the required fields in the Disclosure Manual Entry form.

The screenshot shows the 'Manual Entry' form in the FracFocus system. The form is designed for manual data entry when an XML file is not available. It includes a header with the FracFocus logo and navigation links. The main section contains various input fields for well information, including dates, API number, coordinates, and volume measurements. A 'Water Sources' table is also present for detailing fluid components. The form is structured to guide the user through the required fields for a complete disclosure entry.

Fields of Note:

- **Entry Method:** In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - **MSDS+:** Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
 - **Systems Approach:** Includes header data, Additive List, and Ingredient List
- **API Number:** Must be in 14-digit format. Often, you will receive an API number in a shorter 10-digit format. If you enter the API as a 10-digit number, the four zeroes will be added automatically to the end of the API number. For most wells, the last 4 digits are “0” unless the well is a new lateral or new completion. Do not enter the dashes “-” between the sets of numbers – these are added automatically
- **Federal Well (checkbox):** Indicate if the well is on Federal land or has Federal mineral interests, such that information would be reported to the U.S. Department of Interior’s Bureau of Land Management (BLM)
- **Indian Well (checkbox):** Indicate if the well is on Indian land or has Indian mineral interests, such that information would be reported to the U.S. Department of Interior’s Bureau of Land Management (BLM).
- **Datum:** Has a drop-down list including WGS84, NAD83, or NAD27. This choice should correspond with the coordinate system used to locate your company’s well.
- **Total Non Water Volume:** Any base fluids besides fresh water are used in large amounts (e.g., CO₂, Nitrogen, or recycled produced water)

- Total Mass (lbs.): Information can be entered here if you need to recalculate the % HF Mass information in the ingredients portion of the form.
- Water Sources: Add and track the percentage of water source types used during the job.

Select a type of water source with associated breakdown by TDS using the following codes:

- a. Surface Water, <1000TDS
- b. Surface Water, >1000TDS
- c. Groundwater, <1000TDS
- d. Groundwater, >1000TDS
- e. Produced Water
- f. Other, <1000TDS
- g. Other, >1000TDS

You will then be able to enter a percentage of the job performed using the water type selected

When all information is entered, click Save and Continue. At this point, you move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the MSDS+ approach or the Systems approach of data entry.

Systems Approach

After the header information has been entered and you have selected Save and Continue, the location of the well will show on the map. You can visually verify that the map shows the correct location of your well.

PREPARE DISCLOSURE FOR SUBMISSION

You are preparing a disclosure for: **User Guide Operator**

To revise this disclosure, update the data below or choose a valid XML file and click upload.
 Upload XML: Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File | No file chosen | Upload

☒ OVERWRITE THE DATA BELOW ☐ APPEND XML DATA

ENTRY METHOD* **Systems Approach**

JOB START DATE* | JOB END DATE* | API NUMBER* | STATE & COUNTY

WELL NAME AND NUMBER | ☐ FEDERAL WELL | ☐ INDIAN WELL | LATITUDE

LONGITUDE | DATUM | TRUE VERTICAL DEPTH (FT) | TOTAL WATER VOLUME (GAL)

TOTAL NON-WATER VOLUME | TOTAL MASS (LBS)

Water Sources

Water Source | Percent

No Rows To Show

Map Location

0 to 0 of 0 | Page 0 of 0

The Prepare Disclosure for Submission page allows entry of additives and their ingredients.

ADDITIVES LIST

Trade Name	Supplier	Purpose
No Rows To Show		

0 to 0 of 0 | Page 0 of 0

INGREDIENT LIST

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

Preview PDF | Validate | Submit to FracFocus

Systems Approach: Add 3rd Party Ingredients

1. Click the Add 3rd Party Ingredient(s) drop-down

The screenshot shows the 'Add 3rd party ingredient(s)' drop-down menu open, displaying a list of ingredients. The 'Add selected Ingredients' button is highlighted. Below the menu is the 'ADDITIVES LIST' table, which is currently empty and displays 'No Rows To Show'.

Trade Name	Supplier	Purpose
No Rows To Show		

2. Select desired 3rd party ingredient(s)

The screenshot shows the 'Add 3rd party ingredient(s)' drop-down menu open, with 'Special Sand' selected. The 'Add selected Ingredients' button is highlighted. Below the menu is the 'ADDITIVES LIST' table, which is currently empty and displays 'No Rows To Show'.


Trade Name	Supplier	Purpose
No Rows To Show		

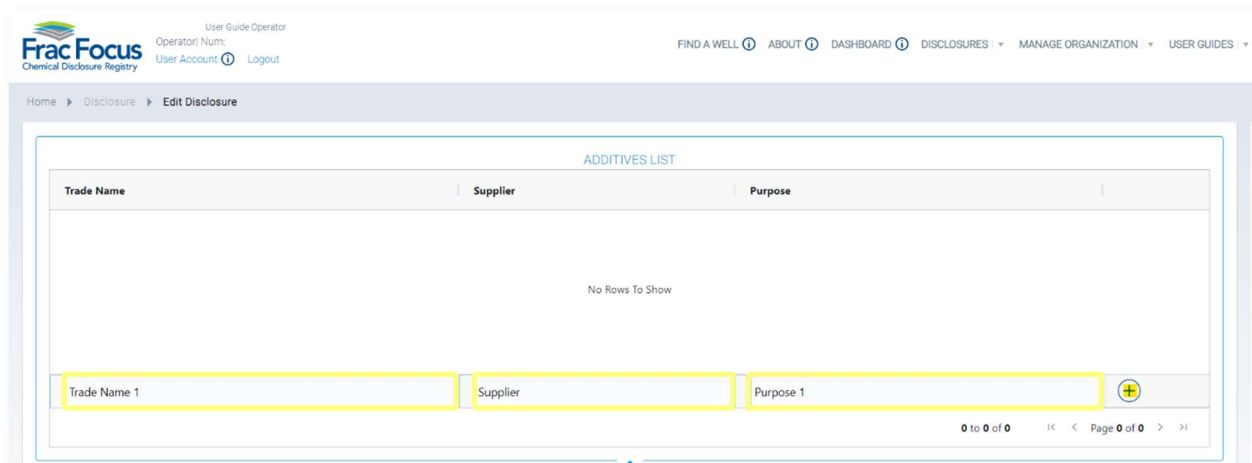
3. Click Add Selected Ingredients to add to the Additives and Ingredient List


The screenshot shows the 'Add 3rd party ingredient(s)' drop-down menu open, with 'Special Sand' selected. The 'Add selected Ingredients' button is highlighted. Below the menu is the 'ADDITIVES LIST' table, which is currently empty and displays 'No Rows To Show'.

Trade Name	Supplier	Purpose
No Rows To Show		


Systems Approach: Add Additives

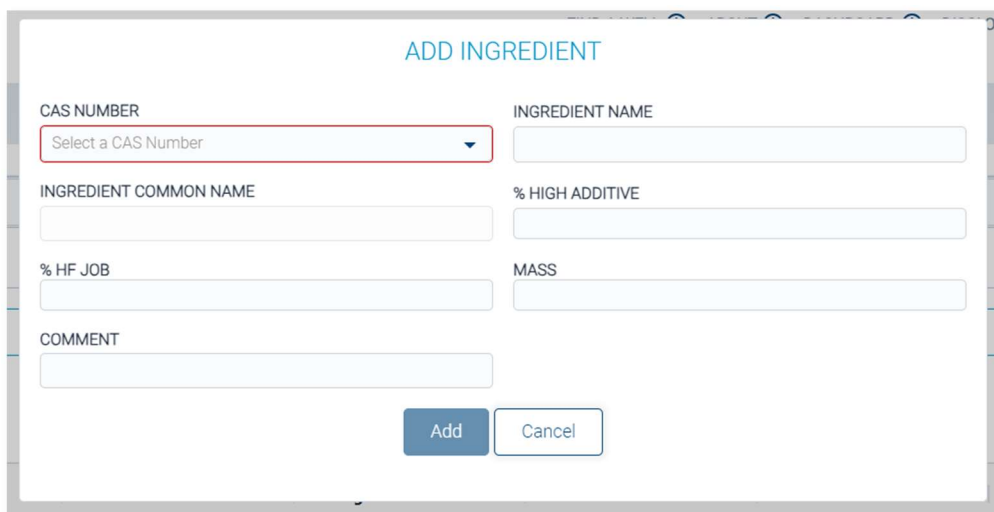
Enter the Trade Name, Supplier, and Purpose for each additive. Data is stored as soon as you tab into a subsequent field. Once the information has been entered, click the  to add it to the list.



The screenshot shows the 'ADDITIVES LIST' interface. At the top, there is a header with the FracFocus logo and navigation links: FIND A WELL, ABOUT, DASHBOARD, DISCLOSURES, MANAGE ORGANIZATION, and USER GUIDES. Below the header, there is a breadcrumb trail: Home > Disclosure > Edit Disclosure. The main content area is titled 'ADDITIVES LIST' and contains a table with three columns: Trade Name, Supplier, and Purpose. The table is currently empty, with the message 'No Rows To Show' displayed below it. At the bottom of the table, there are three input fields: 'Trade Name 1', 'Supplier', and 'Purpose 1'. To the right of these fields is a plus icon () to add a new row. The bottom right corner of the interface shows pagination information: '0 to 0 of 0' and 'Page 0 of 0'.

Systems Approach: Add Ingredients

Click  to add an ingredient to the list. Ingredients are not linked to any specific additive, but rather are part of the overall list. For each ingredient, enter the CAS Number, Ingredient Name, % High Additive, and % HF job. You can also add the Mass and any Comments if applicable. Click Add to add to the Ingredient List. You are able to edit the information in the table by selecting the list fields.



The screenshot shows the 'ADD INGREDIENT' form. It has a title 'ADD INGREDIENT' at the top. The form contains several input fields: 'CAS NUMBER' (a dropdown menu with 'Select a CAS Number' as the selected option), 'INGREDIENT NAME' (a text input field), 'INGREDIENT COMMON NAME' (a text input field), '% HIGH ADDITIVE' (a text input field), '% HF JOB' (a text input field), 'MASS' (a text input field), and 'COMMENT' (a text input field). At the bottom of the form, there are two buttons: 'Add' and 'Cancel'.

Systems Approach: Submitting to FracFocus

Once the header information, Additives List and Ingredients List have been entered, you can preview your disclosure by clicking the Preview PDF button. The disclosure will be downloaded as a .pdf to your device for preview.

Preview PDF

To submit the disclosure, you will first need to click Validate to validate your information and check for any errors or warnings

Validate

Any warnings or errors will populate in the Validation Errors list. In FracFocus, you can submit a disclosure with warnings. You must fix any errors to submit the disclosure to FracFocus. Use the Go To buttons to navigate to the error/warning.

VALIDATION ERRORS

Export Data ⓘ

Section	Message Type	Message	
> Form	Error	Job Start Date must be greater than 1/1/2011	Go to
> Form	Error	Submitted Latitude & Longitude are not within the bounds of the County represented in the API Number	Go to
> Ingredient	Error	Percent HF Job cannot be empty or negative	Go to
> Well	Error	True Vertical Depth must be less than or equal to 30000 feet	Go to

1 to 11 of 11 |< < Page 1 of 1 > >|

Once all errors have been fixed, click Validate again to validate your disclosure. Once validated, click Submit to FracFocus for submittal.

Submit to FracFocus

MSDS+ Approach

With the MSDS+ approach, the additives are split into two separate lists depending on whether the chemicals require preparation of an SDS (Safety Data Sheet) or not, MSDS Chemical Ingredients and Additional Non-MSDS Chemicals. Usually, water and sand are included in the MSDS Chemical Ingredients list even though they do not require preparation of an SDS.

After the header information has been entered and you have clicked Save and Continue, the location of the well will show on the map. You can visually verify that the map shows the correct location of your well. This screen allows entry of the additives and their ingredients.

PREPARE DISCLOSURE FOR SUBMISSION

You are preparing a disclosure for: User Guide Operator

To revise this disclosure, update the data below or choose a valid XML file and click upload.

Upload XML: Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB)

Choose File No file chosen Upload

OVERWRITE THE DATA BELOW APPEND XML DATA

ENTRY METHOD: **MSDS+**

JOB START DATE: 04/14/2019 JOB END DATE: 04/14/2020 API NUMBER: 34-121-04349-00-00 STATE & COUNTY: Ohio, Noble

WELL NAME AND NUMBER: MSDSUser/Guide01 FEDERAL WELL: ☐ INDIAN WELL: ☐ LATITUDE: 39.654622

LONGITUDE: -81.537619 DATUM: NAD83 TRUE VERTICAL DEPTH (FT): 7.290 TOTAL WATER VOLUME (GAL): 500

TOTAL NON-WATER VOLUME: 25 TOTAL MASS (LBS): 8.256.6

Water Sources

Water Source	Percent
Surface Water: + 1000705	68
Produced Water	32

Map Location

1 to 2 of 2 Page 1 of 1

ADD 3rd PARTY INGREDIENT(S)

Add selected ingredients

MSDS CHEMICAL INGREDIENTS LIST

Trade Name	Supplier	Purpose
No Rows To Show		

0 to 0 of 0 Page 0 of 0

ADDITIONAL NON-MSDS CHEMICALS

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

Preview PDF Validate Submit to FracFocus

MSDS+ Approach: Add 3rd Party Ingredients

1. Click Add 3rd Party Ingredient(s)

The screenshot shows the top of the MSDS+ interface. A dropdown menu labeled 'Add 3rd party ingredient(s)' is highlighted with a yellow border. To its right is a blue button labeled 'Add selected Ingredients'. Below these is a table titled 'ADDITIVES LIST' with columns 'Trade Name', 'Supplier', and 'Purpose'. The table is currently empty, displaying 'No Rows To Show'. At the bottom right of the table, there is a pagination control showing '0 to 0 of 0' and 'Page 0 of 0'.

2. Select desired 3rd party ingredients

The screenshot shows the same interface as the previous one, but the dropdown menu now displays 'Special Sand' as the selected option. The 'Add selected Ingredients' button remains visible to the right. The 'ADDITIVES LIST' table below is still empty, showing 'No Rows To Show'.


3. Click Add Selected Ingredients to add to the MSDS Chemical Ingredients and Additional Non-MSDS+ Chemicals Lists

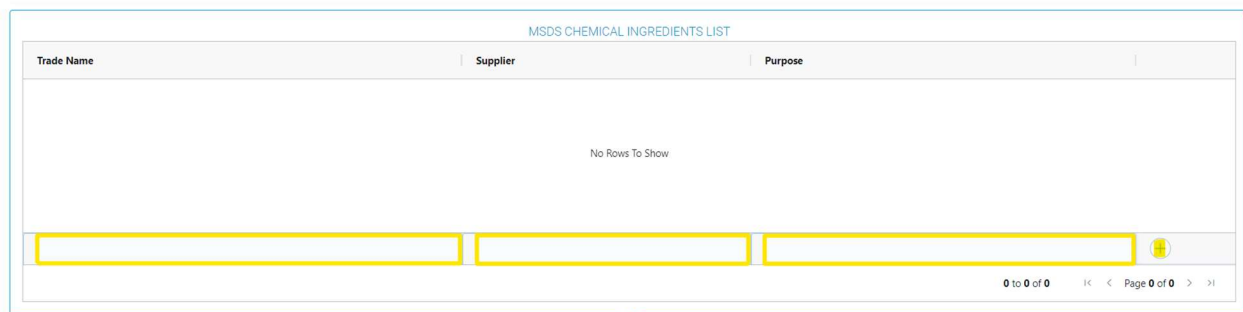
The screenshot shows the same interface, but the 'Add selected Ingredients' button is now highlighted with a yellow border. The dropdown menu still shows 'Special Sand' as the selected option. The 'ADDITIVES LIST' table remains empty, displaying 'No Rows To Show'.

MSDS+ Approach: Add MSDS Chemical Ingredients

Under the MSDS Chemicals Ingredients List, enter:


- Trade Name
- Supplier
- Purpose

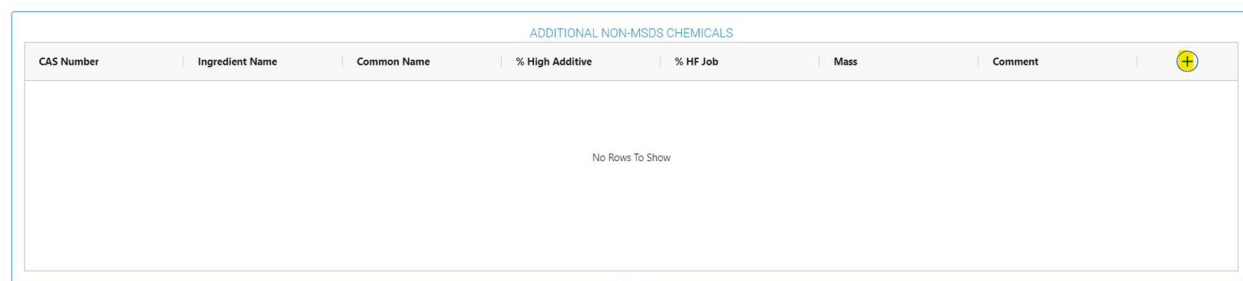
Click  to add to the list



Trade Name	Supplier	Purpose
No Rows To Show		

MSDS+ Approach: Add Additional Non-MSDS Chemicals

Click  to add a non-MSDS chemical



CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

The Add Ingredient form will populate, where you will enter the CAS Number (if applicable), Ingredient Name, % High Additive, % HF Job, Mass, and Comments

If the ingredient is considered to be protected as a trade secret, as proprietary, or confidential business information, or if no CAS is assigned, type Trade Secret, Proprietary, or Confidential and click the corresponding choice from the drop-down. If one of these is clicked, you must fill in the contact information box.

ADD INGREDIENT

CAS NUMBER
Confidential
Confidential

INGREDIENT NAME
Confidential Ingredient Name

% HIGH ADDITIVE

% HF JOB

MASS

COMMENT

Add Cancel

ADDITIONAL NON-MSDS CHEMICALS

Edit Help Info Export Data

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
Confidential	Confidential Ingredient Name		0	0		

COMPANY NAME
User Guide Operator

FIRST NAME
First Name

LAST NAME
Last Name

EMAIL
email@address.com

PHONE
111-111-1111

If the ingredient has a CAS number, enter it in the CAS Number box. Ensure you use the right format with numbers and dashes. If you enter it incorrectly, the ingredient will not populate in the drop-down. You can also enter the name of the ingredient or choose one of the options from the drop-down list provided by the system (based on the CAS number).

The screenshot shows the 'ADD INGREDIENT' form. The 'CAS NUMBER' field is a dropdown menu with 'Select a CAS Number' highlighted in yellow. The 'INGREDIENT NAME' field is a text box. The 'INGREDIENT COMMON NAME' field is a text box. The '% HIGH ADDITIVE' field is a text box. The '% HF JOB' field is a text box. The 'MASS' field is a text box. The 'COMMENT' field is a text box. Each field has an information icon (i) to its right. At the bottom are 'Add' and 'Cancel' buttons, each also with an information icon.

Fields of Note:

- % High Additive: Often the SDS shows the percentage of each ingredient as a range. You should enter the high end of the percentage range in the % High Additive box.
- % HF Job: Here, you will enter what percent of the ingredient is used in the whole job (% by mass). For disclosures that you generate yourself (not those already prepared by the service company), you need to calculate the percentage by mass of the total frac job made up by each ingredient. You do not need to estimate the mass for water – it is automatically calculated from the volume of water you entered in the header information. The proportions of all the other additives are then recalculated by FracFocus. For nearly all the ingredients other than water and sand, the % HF Job numbers will be very small (having several zeros behind the decimal point). When entering % HF Job numbers, it is important to enter the percentage rather than a decimal version of the number. For example, if the actual % HF is 0.00056%, and the decimal version is 0.0000056 the number that should be entered in the field is 0.00056.
- Mass: The ingredient Mass box is generally left blank. It is used, however, when a new additive is entered onto an existing disclosure report.

When finished, click Add to submit to the list. The additive is saved and populates in the Additional Non-MSDS Chemicals list. You can then enter information for more additives. If you want to remove a particular additive from the disclosure report, click the red trash can that corresponds with the additive.

Reviewing, Editing and Approving Disclosure Reports

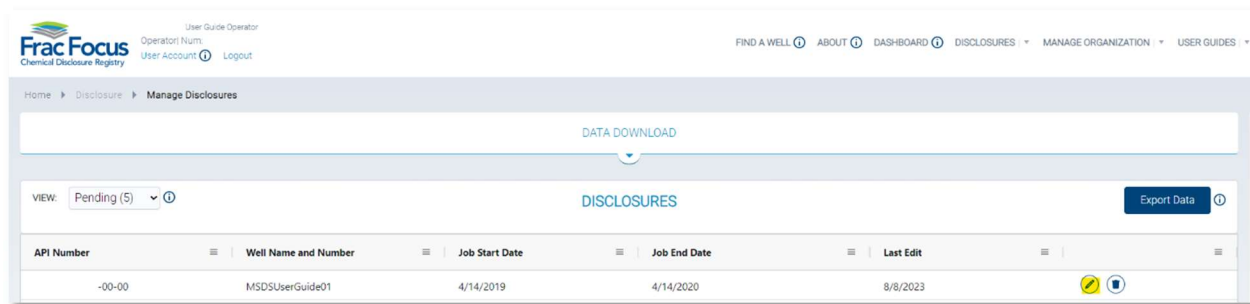
The previous section showed how an Operator with the Data Submitter role can create and submit a new disclosure. This is useful information for understanding data entry methods. However, most of the disclosure reports are created by the service companies and submitted to the operator's queue. The operator must review these disclosures and edit them as necessary. When disclosures are completed, the operator sends them for validation by the FracFocus code. When validation is successful, the disclosures are submitted into the FracFocus database, and the information is available to the public.

This section describes the procedures for reviewing, editing, validating, and submitting disclosures. It also explains how other additives, not included by the service companies, can be added to a disclosure.

Only Operators with the Data Submitter role have access to edit and submit disclosures to FracFocus. Operators without the Data Submitter role only have access to review the disclosures in the queue.

Reviewing and Editing Existing Disclosure Reports

Start at the Manage Disclosures page. Click the pencil to edit a pending disclosure report. Only Data Submitters are able to edit disclosure reports.



You will be directed to the Prepare Disclosure for Submission page with the header data, Additive List, and Ingredient List (Systems Approach Entry Method) or the Prepare Disclosure for Submission page with the header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals (MSDS+ Entry Method).

To edit the disclosure, you can upload a valid XML to overwrite or append the data or you can edit the disclosure manually. To edit the data manually, simply click the desired field to make changes. Once the changes have been made, you will need to validate the disclosure.

Validating a Disclosure

When the Data Submitter Operator is satisfied that a disclosure report is complete, it is time to submit it for inclusion in FracFocus. At the bottom of the disclosure report, click Validate.

Validate

FracFocus makes some internal checks. If the disclosure does not meet FracFocus requirements, the disclosure will list the warnings and/or errors in the disclosure.

- **Warnings:** Warnings do not block validation but serve as reminders that something may not be completely correct. If the data entered is correct, the user can ignore the warnings and proceed to submittal. If the data entered is incorrect, the user can revise the data and submit the disclosure for validation again.
- **Errors:** An error means that the data does not meet the expected requirements of FracFocus and must be corrected prior to submittal.

After correcting all errors and/or warnings, you can click the Validate Disclosure button again for submittal.

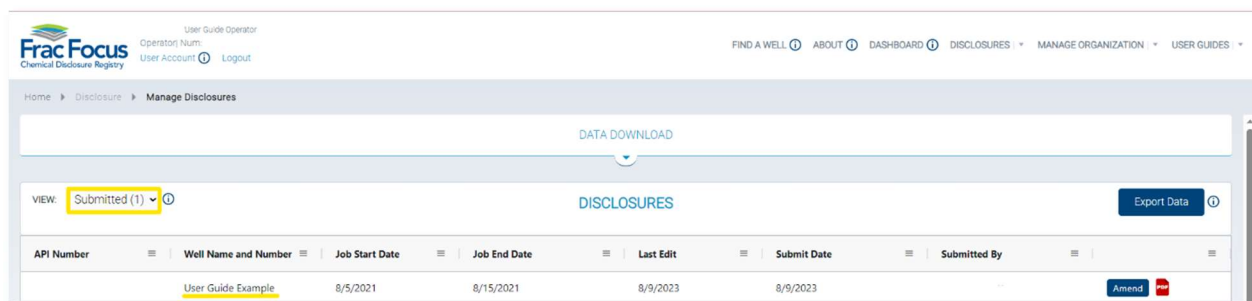
Submitting a Disclosure

At this point, the disclosure can be submitted by clicking the Submit to FracFocus button. Note that when the validation meets FracFocus requirements, the Submit to FracFocus button will become available.

Submit to FracFocus

Submit to FracFocus

The successfully submitted disclosure report now leaves the Pending view and appears under the Submitted view on the Manage Disclosures page.



Note that under the Submitted tab, there is an Amend button and a .pdf icon. Submitted disclosures can be modified by clicking on the Amend button. Click the .pdf icon to download a full .pdf version of the disclosure. This is what the public can view.

Hydraulic Fracturing Fluid Product Component Information Disclosure

Job Start Date:	08/05/2021
Job End Date:	08/15/2021
State:	Oklahoma
County:	Woods
API Number:	35-151-00001-00-00
Operator Name:	User Guide Operator
Well Name and Number:	User Guide Example
Latitude:	36.835747
Longitude:	-98.946
Datum:	WGS84
Federal Well:	NO
Indian Well:	NO
True Vertical Depth:	8871
Total Base Water Volume (gal)*:	19866
Total Base Non Water Volume:	0



Water Source	Percent
Groundwater, < 1000TDS	100.00%

Hydraulic Fracturing Fluid Composition:

Trade Name	Supplier	Purpose	Ingredients	Chemical Abstract Service Number (CAS #)	Maximum Ingredient Concentration in Additive (% by mass)**	Maximum Ingredient Concentration in HF Fluid (% by mass)**	Comments
Surf 1	Well Services	Surfactant					
			Fatty Acid diethanolamide	61790-66-7	5.00000	98.00000	None
Ingredients shown above are subject to 29 CFR 1910.1200(i) and appear on Material Safety Data Sheets (MSDS). Ingredients shown below are Non-MSDS							
			potassium hydroxide	1310-58-3	5.00000	0.00484	None
			Beechlebox	CONFIDENTIAL	5.00000	0.00035	None

* Total Water Volume sources may include various types of water including fresh water, produced water, and recycled water

** Information is based on the maximum potential for concentration and thus the total may be over 100%

Note: For Field Development Products (products that begin with FDP), MSDS level only information has been provided. Ingredient information for chemicals subject to 29 CFR 1910.1200(i) and Appendix D are obtained from suppliers Material Safety Data Sheets (MSDS)

Adding Chemicals to an Existing Disclosure

In some situations, the operator receives a disclosure report from a service company that contains most, but not all the additives. For example, the operator may have purchased a specialty biocide from a different vendor. That biocide may not be included in the service company's disclosure. But to make a complete disclosure, the biocide must be included.

Typically, the service company has provided values of % HF Job for each ingredient. The operator with the data submitter role will need to enter the additional additive(s) manually and account for the incremental percentage in the % HF job.

Start by opening the disclosure from the operator's queue under Manage Disclosures. The system has already calculated the mass of the full frac fluid. The mass of the new additive is entered, and FracFocus will provide an option to recalculate the % HF Job numbers to account for the incremental mass.

If your company permits, FracFocus will provide the option to recalculate the HF% when:

- The mass data is fully populated, %HF Job is not fully populated, and the user has edited the ingredient records by adding an ingredient with mass (changing the mass of the system) and no %HF Job was entered on the ingredient record
- User uploads additional XML ingredients with mass values and zero/null %HF Job

- Mass is fully populated, and user has deleted an ingredient, changing the total mass of the system

If you consent to the recalculation, click Recalculate. If you do not consent, click Don't recalculate and you will be responsible for providing the values manually.



A screenshot of a 'RECALCULATION APPROVAL' dialog box. The title is in blue. The text inside says: 'Your disclosure has missing HF%/mass values, your company has enabled recalculation of these values. Please confirm whether you wish to recalculate the missing values. If not, you are responsible for providing them manually.' At the bottom, there are two buttons: 'Recalculate' (dark blue) and 'Don't recalculate' (light blue with a border).

RECALCULATION APPROVAL

Your disclosure has missing HF%/mass values, your company has enabled recalculation of these values.
Please confirm whether you wish to recalculate the missing values.
If not, you are responsible for providing them manually.

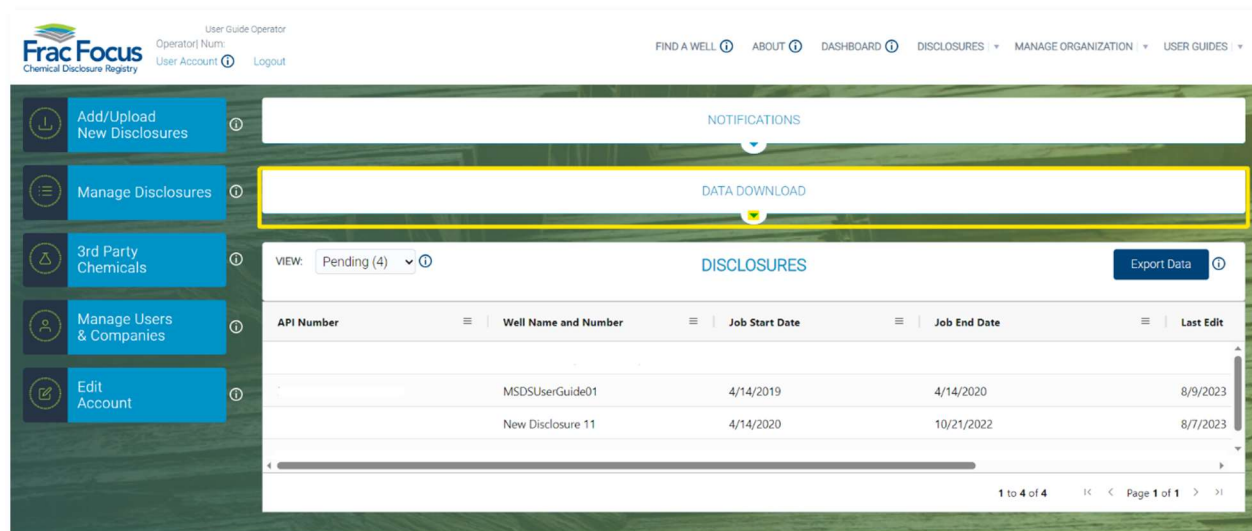
Recalculate Don't recalculate

The new additive name, supplier, purpose, and ingredient information are entered. Numbers (pounds) are entered in the Mass box, not the % HF Job box.

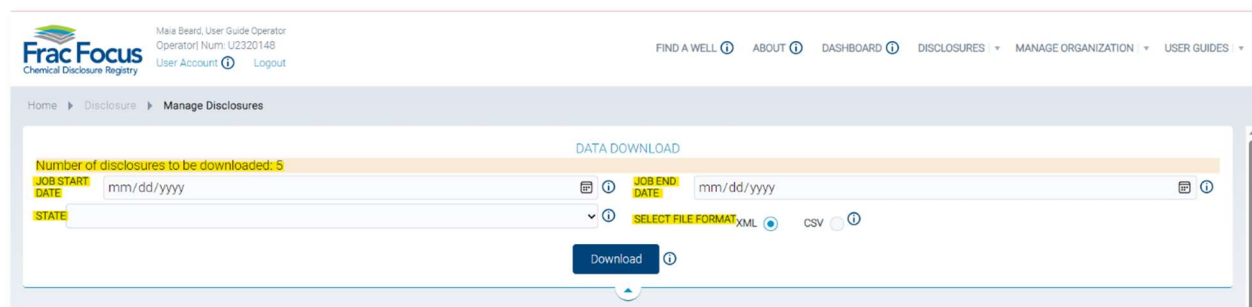
The list of additives is updated to include the biocide. The % HF Job values are adjusted to reflect the incremental mass of the biocide. Compare the % HF Job values. They all shifted slightly to reflect the additional mass contribution of the biocide added manually.

Download Chemical Disclosures

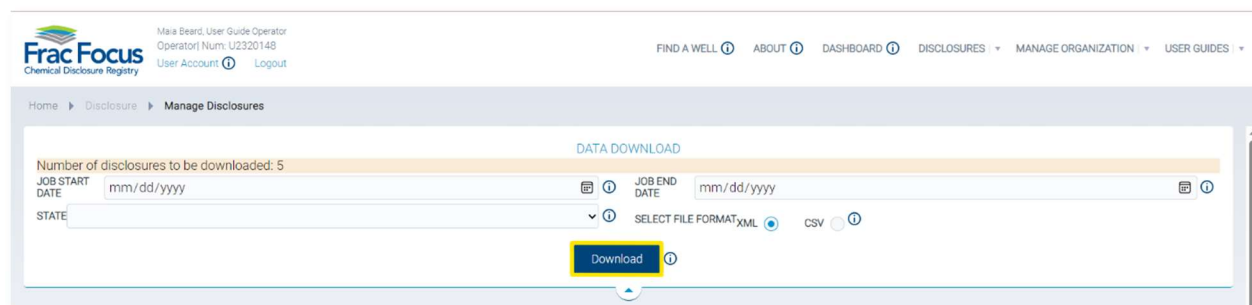
In FracFocus, the Operator, Registered Agent, and Service Company are able to download their Pending, Submitted, and Amending disclosure reports. From the Dashboard or Manage Disclosure page, click the Data Download drop-down.



Filter your number of disclosures to be downloaded by entering the Job Start Date, Job End Date, State (where the desired wells are located) and/or File Format. You'll notice the number of disclosures to be downloaded will change as more or less filters are applied.



Once desired filters have been applied, click Download and the .xml will download onto your device.



Additional BLM Requirements

The Bureau of Land Management is working on regulations that govern disclosure of chemicals used to fracture wells located on Federal or Indian lands. Anytime the Federal or Indian Well checkboxes are checked, a Disclosure Agreement pop-up will appear. By checking the Federal or Indian Well boxes you are agreeing to the disclosure agreement.

×

DISCLOSURE AGREEMENT

Per the Final Hydraulic Fracturing Rule on Federal and Indian Lands (FF Vol. 80, No. 58 / Thursday, March 26, 2015), #167;3162.3-3 (i)(8) I certify that:

- The operator complied with the requirements in #167;3162.3-3, paragraphs (b), (e), (f), (g), and (h) of the section;
- For Federal lands, the hydraulic fracturing fluid constituents, once they arrived on the lease, complied with all applicable permitting and notice requirements as well as all applicable Federal, State, and local laws, rules, and regulations;
- For Indian lands, the hydraulic fracturing fluid constituents, once they arrived on the lease, complied with all applicable permitting and notice requirements as well as all applicable Federal and tribal laws, rules, and regulations.

By checking the Federal or Indian Well boxes you are agreeing to the above statements

Close



FracFocus

REGISTERED AGENT GUIDE

Chapter 5 – Using FracFocus as a Registered Agent

This chapter describes the activities a Registered Agent can perform within FracFocus.

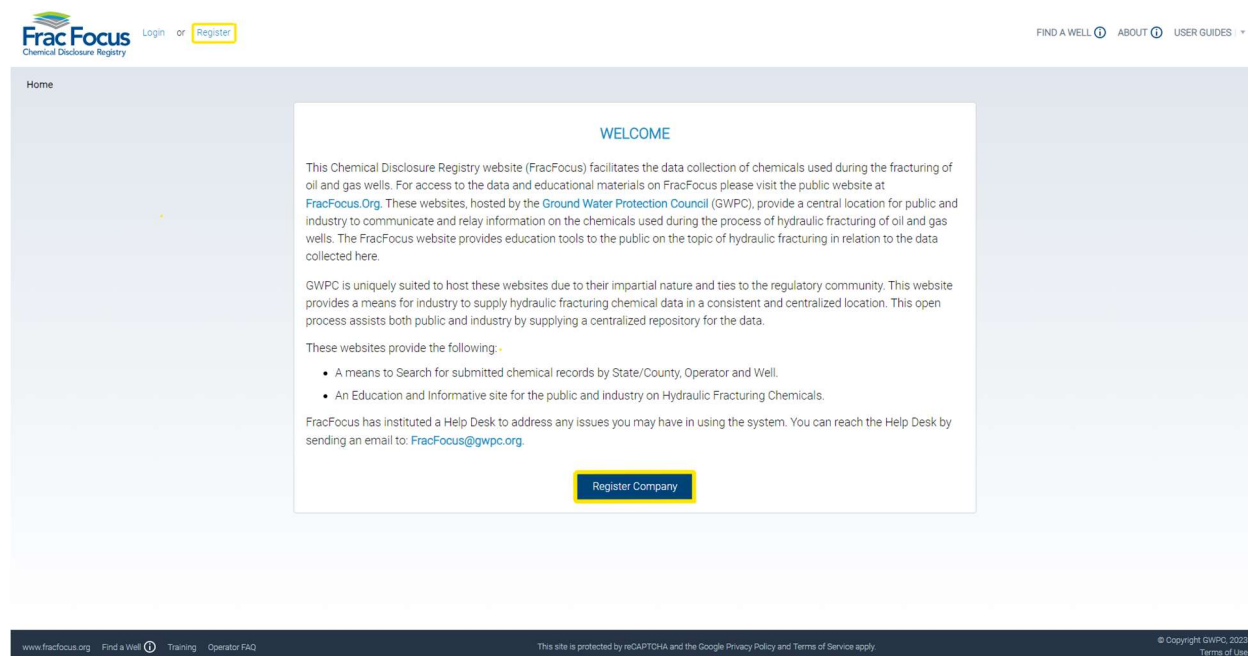
A Registered Agent is an organization that supports Operators by entering, validating, and potentially submitting disclosures. There are two different roles that can be assigned to users employed by a registered agent:

- **Supervisor** – A supervisor has overall responsibility for managing the organization’s users and registration
- **Data User** – A data user, when approved by operator, can submit disclosures for operator

Getting Started as a Registered Agent

The first thing a Registered Agent must do is register to participate in FracFocus. The person who makes the initial registration for a Registered Agent is automatically assigned the Supervisor role. If you registered for FracFocus previously, you do not need to register again. Registering a company implies that the company is not an existing organization registered in FracFocus. The system will test to see if your registration information matches previous registrations.

To Register: If you have not yet registered, click Register (at the top next to Login) or Register Company on the main screen.



You will be directed to the new registration form.

Enter the required information and create a password. Passwords are required to be a minimum of 8 characters in length. They also must contain at least 1 number, a lower-case and an upper-case letter, and at least 1 non-alphanumeric character (!@\$). Blank spaces are not supported.

For the two-factor authentication settings choose between email or phone. If you choose to receive authentication via phone, you will be required to enter a mobile phone number that can receive text messages.

Select Registered Agent from the organization types list. When registering a new organization, you can only select one type of entity.

You must agree to the web site terms and conditions of use, then click the Apply for FracFocus Account button.

NEW REGISTRATION

Use the form below to apply for a new Organization account to access the data submission portions of FracFocus. All fields marked with an "*" are required to be filled out. Note: Upon submission of your application notice will be sent to the FracFocus Administrator for review and approval.

User Information

FIRST NAME *	LAST NAME *
RA User Guide FN	RA User Guide LN
EMAIL/USERNAME *	CONFIRM EMAIL *
registeredagent@userguide.com	registeredagent@userguide.com
CONTACT PHONE (FORMAT MUST BE: 555-555-5555) *	
111-111-1111	
PASSWORD *	CONFIRM PASSWORD *
*****	*****

Passwords are required to be a minimum of 8 characters in length. They also must contain at least 1 number, lower-case and upper-case letter, and at least 1 non-alphanumeric character (!@\$). Blank spaces are not supported.

TWO-FACTOR AUTHENTICATION SETTINGS *

☒ EMAIL ☐ PHONE

MOBILE PHONE (10 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS)

Organization Information

NAME *	ADDRESS LINE 1 *
Registered Agent User Guide	111 User Guide St.
ADDRESS LINE 2	CITY *
	City
STATE *	ZIP CODE (5 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) *
Pennsylvania	12345
PHONE NUMBER (FORMAT MUST BE: 555-555-5555) *	
111-111-1111	

Please Choose one of the Organization types below (required). Only one (1) Registration Per Organization Per Type is allowed. Your application will be verified prior to being approved for access.

☐ OPERATOR ☒ REGISTERED AGENT ☐ SERVICE COMPANY

☒ I AGREE TO THE WEB SITE TERMS AND CONDITIONS OF USE

Apply for FracFocus Account

If the system finds a matching existing organization registration it will present those to you at the top of the form.

NEW REGISTRATION

It appears that your company may already be registered with FracFocus. Please verify that your company is not already registered before proceeding with registration.


gwpc: 133 N. MacArthur Blvd. Oklahoma City OK 73142 - Registered as Operator

If your company is not represented in the list, scroll to the bottom and check the box confirming that the company you would like to register is not listed and click the Apply for FracFocus Account button again.

☐ * THE COMPANY I'M TRYING TO REGISTER IS NOT LISTED ABOVE. I WOULD LIKE TO PROCEED WITH THE REGISTRATION.

Apply for FracFocus Account ⓘ

After your application has been submitted, you will receive an email to verify the email address associated with your account. Before your approval can be completed, you must verify the email submitted in the application.

Find a Well | About | User Guides

Home > Authentication > Register

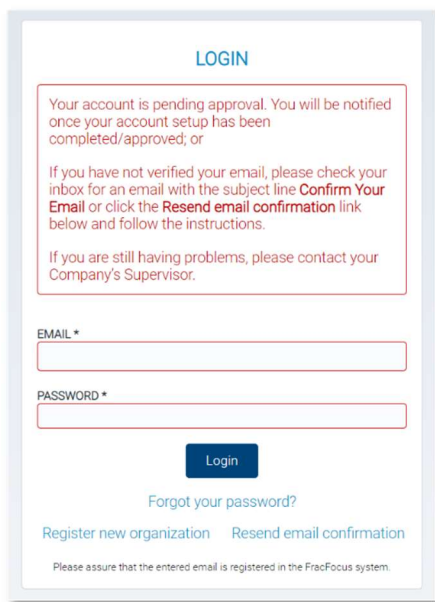
NEW REGISTRATION

Thank you for your registration submission. Your application will be reviewed in the next 3-5 days for approval. Before we complete that approval, you will need to have verified the email submitted in the application. Please check your inbox for an email. Use the link provided in the email to complete your application process.

If you do not receive the email soon, please check your Junk/Other email folders.

You can also request the email again by asking for it to be resent via [Resend email confirmation](#)

www.fracfocus.org | Find a Well | Training | Operator FAQ | This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. | © Copyright GWPC 2023 Terms of Use



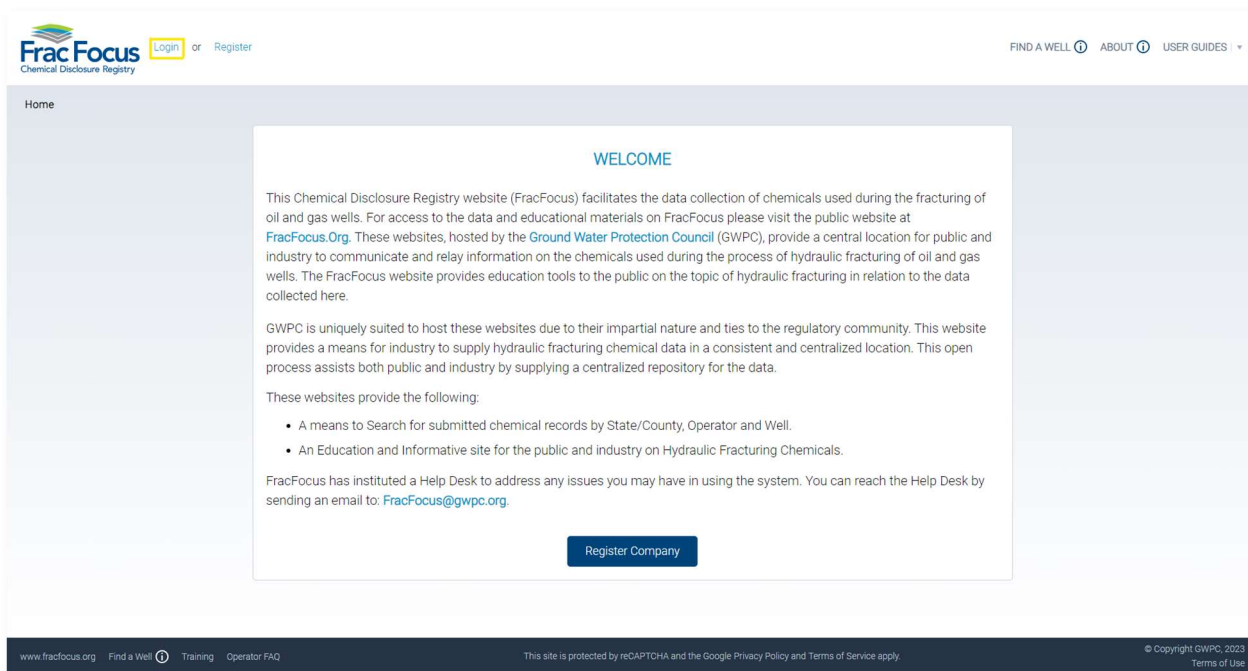
The image shows a web browser window displaying the 'LOGIN' page of the FracFocus system. At the top, the word 'LOGIN' is centered in blue. Below it, a red-bordered box contains the following text: 'Your account is pending approval. You will be notified once your account setup has been completed/approved; or' followed by 'If you have not verified your email, please check your inbox for an email with the subject line **Confirm Your Email** or click the **Resend email confirmation** link below and follow the instructions.' and 'If you are still having problems, please contact your Company's Supervisor.' Below this box are two input fields: 'EMAIL *' and 'PASSWORD *', each with a red border. A blue 'Login' button is positioned below the password field. Underneath the button is a link 'Forgot your password?'. At the bottom of the form area are two links: 'Register new organization' and 'Resend email confirmation'. A small note at the very bottom states 'Please assure that the entered email is registered in the FracFocus system.'

Once your email is verified, your application will be reviewed in the next 3-5 business days for approval by a FracFocus Support Administrator. Once you are approved, you will receive an email acknowledging your approval.


Please note – you will not be able to login to FracFocus until being approved. If you try, you will receive a note stating your account is pending approval.




Once approved, use the link from the email or return to <https://www.fracfocusdata.org>. Enter your email and password and complete the two-factor authentication when prompted.



To Login: Start at the FracFocus homepage (<https://www.fracfocusdata.org>). At the top left of the screen (next to the FracFocus logo), click Login. From there, you will be prompted to enter your email address, password, and complete the two-factor authentication to get started.



The image shows the FracFocus homepage. The top navigation bar includes the FracFocus logo (with 'Frac Focus' in blue and 'Chemical Disclosure Registry' below it), a 'Login' button, and a 'Register' link. On the right side of the header are links for 'FIND A WELL', 'ABOUT', and 'USER GUIDES'. The main content area has a 'Home' breadcrumb. A large white box in the center contains a 'WELCOME' message. The message explains that the website facilitates data collection for chemicals used in oil and gas well fracturing, hosted by the Ground Water Protection Council (GWPC). It lists two purposes: a search for chemical records and an education/informative site. A 'Register Company' button is at the bottom of the welcome box. The footer contains the website URL 'www.fracfocus.org', links for 'Find a Well', 'Training', and 'Operator FAQ', a copyright notice '© Copyright GWPC, 2023 Terms of Use', and a statement about CAPTCHA protection.

 [Login](#) or [Register](#)

[FIND A WELL](#)  [ABOUT](#)  [USER GUIDES](#) 


[Home](#)  [Authentication](#)  [Login](#)


LOGIN


EMAIL *

PASSWORD *


[Login](#)

[Forgot your password?](#) 

[Register new organization](#) 

[Resend email confirmation](#) 

Please assure that the entered email is registered in the FracFocus system.

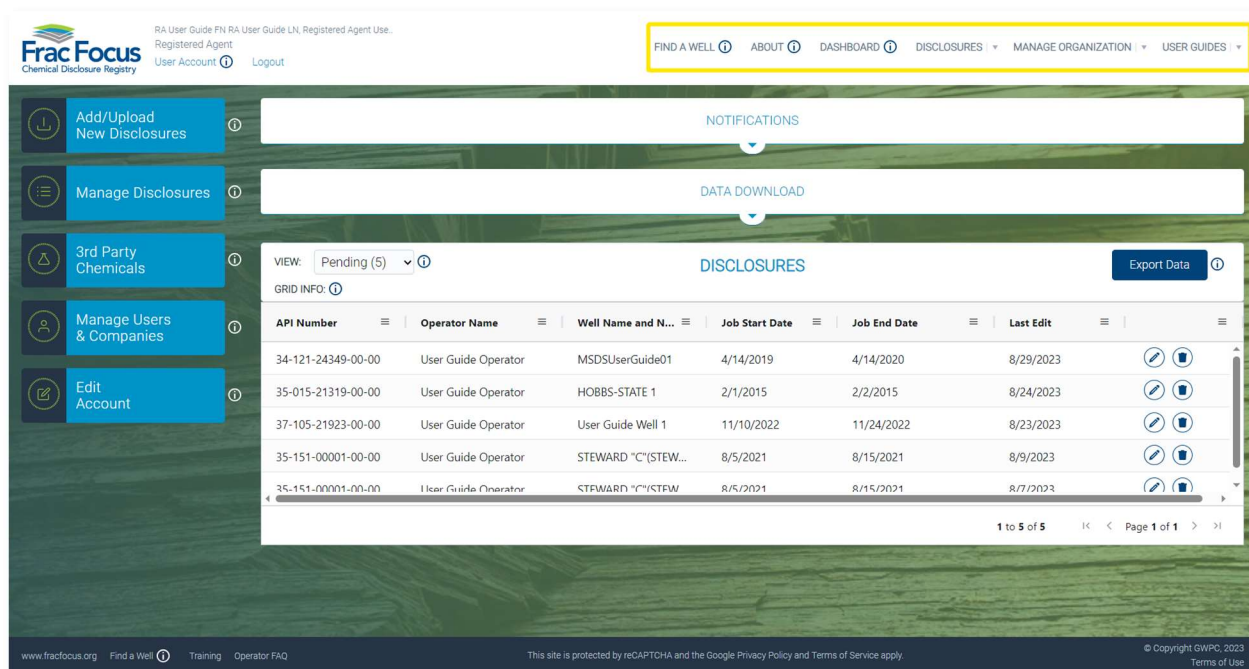
[www.fracfocust.org](#) [Find a Well](#)  [Training](#) [Operator FAQ](#)

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The Registered Agent Dashboard

After successfully logging in, you will be directed to the registered agent dashboard screen that shows Notifications, Data Download, Disclosures, a header menu system, and the left-hand navigation menu. Each of these dashboard components allows users to perform actions in the system based on their assigned roles.



Upper Right-Hand Navigation

You will see this menu on most FracFocus screens – this allows efficient navigation to other screens and to return to the dashboard. Options available to a user are dependent on the role assigned to them.

Find a Well

Directs you to the public disclosure interface on fracfocus.org to search for submitted disclosures.

About

Directs you to the About page which contains general information about FracFocus.

Dashboard

Directs you to the Dashboard – your home screen.

Disclosures

Allows you to add/upload new disclosures, manage disclosures, and manage 3rd party chemicals.

Manage Organization

Allows you to manage your organization's profile, users, set up organizational defaults, and view the list of operators who have authorized your organization as a registered agent to upload, review, edit and

submit disclosures on their behalf. Only Registered Agents with the Supervisor role will see this in the navigation.

Operator Approvals

Allows you to view the list of operators who have authorized your organization as a registered agent to upload, review, edit and submit disclosures on their behalf. Only Registered Agents with the Data User role will see this in the navigation.

User Guides

Directs you to the Schema Guide and User Guide.

Left-Hand Navigation

The Left-Hand Navigation options provide the user with quick access to specific menu selections. The available items in the Left-Hand Navigation menu will be dependent on the logged in user's roles. All the menu items are described below.

The screenshot displays the FracFocus Chemical Disclosure Registry interface. On the left, a navigation menu is highlighted with a yellow box, containing the following items:

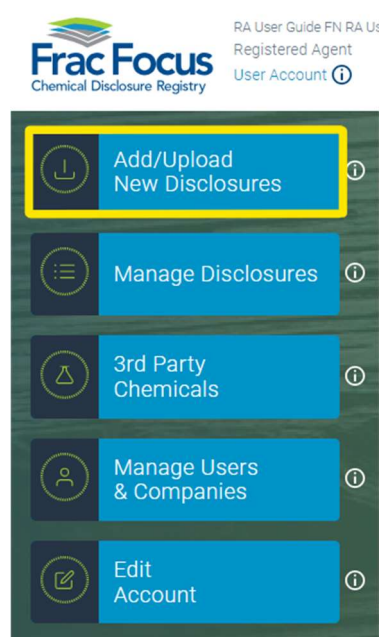
- Add/Upload New Disclosures
- Manage Disclosures
- 3rd Party Chemicals
- Manage Users & Companies
- Edit Account

The main content area shows the "DISCLOSURES" section. It includes a "VIEW: Pending (5)" dropdown, a "DATA DOWNLOAD" button, and an "Export Data" button. Below this is a table with the following columns: API Number, Operator Name, Well Name and N..., Job Start Date, Job End Date, Last Edit, and action icons. The table contains 5 rows of data.

API Number	Operator Name	Well Name and N...	Job Start Date	Job End Date	Last Edit	Action
34-121-24349-00-00	User Guide Operator	MSDSUserGuide01	4/14/2019	4/14/2020	8/29/2023	[Edit] [Delete]
35-015-21319-00-00	User Guide Operator	HOBBS-STATE 1	2/1/2015	2/2/2015	8/24/2023	[Edit] [Delete]
37-105-21923-00-00	User Guide Operator	User Guide Well 1	11/10/2022	11/24/2022	8/23/2023	[Edit] [Delete]
35-151-00001-00-00	User Guide Operator	STEWART "C"(STEW...	8/5/2021	8/15/2021	8/9/2023	[Edit] [Delete]
35-151-00001-00-00	User Guide Operator	STEWART "C"(STEW...	8/5/2021	8/15/2021	8/7/2023	[Edit] [Delete]

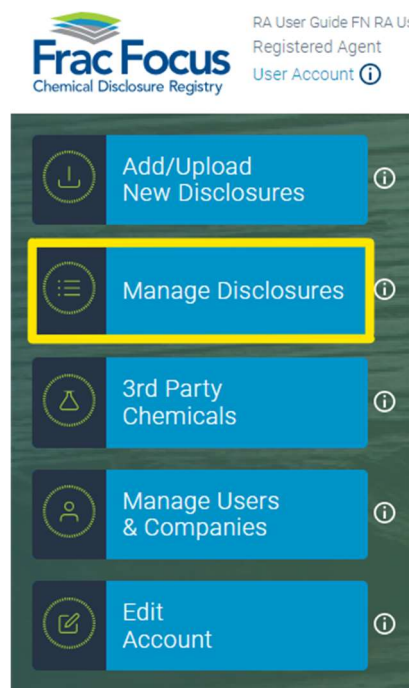
At the bottom of the page, there is a footer with the following information:

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Add/Upload New Disclosures

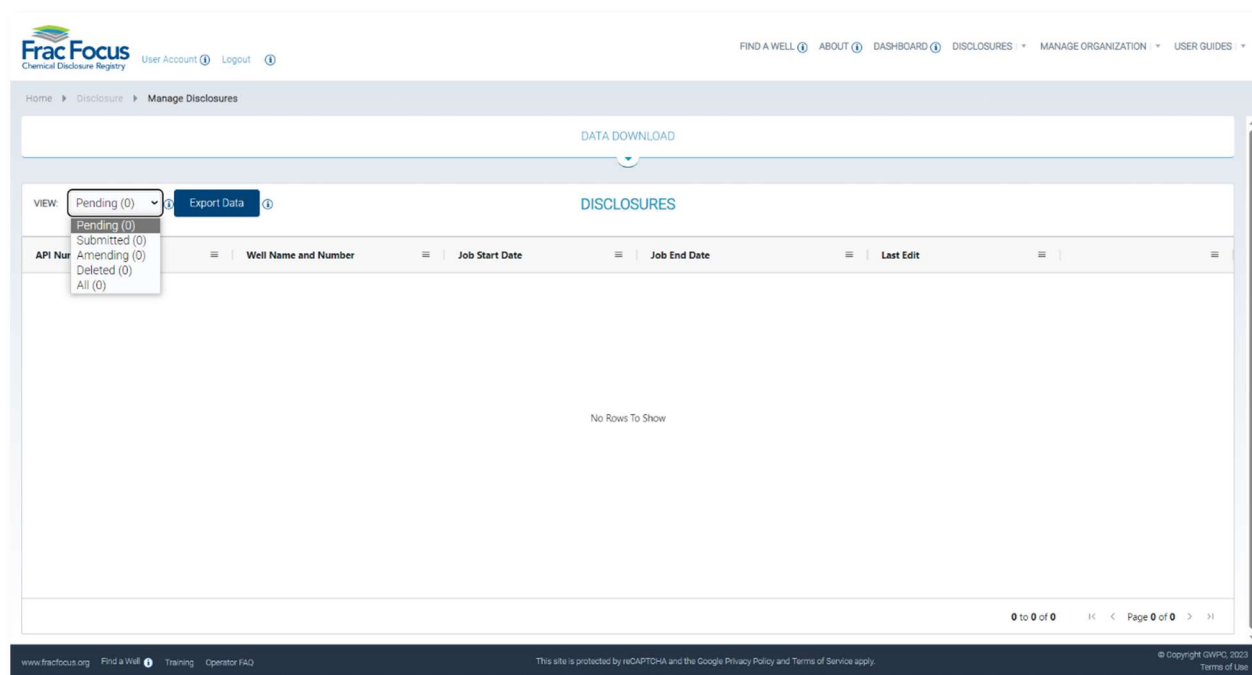
Registered Agents with the “Data User” role will have this menu option. This menu item directs you to the New Disclosure page. You can also access this page from the Add/Upload New Disclosure drop-down item from the Disclosures option in the navigation menu.

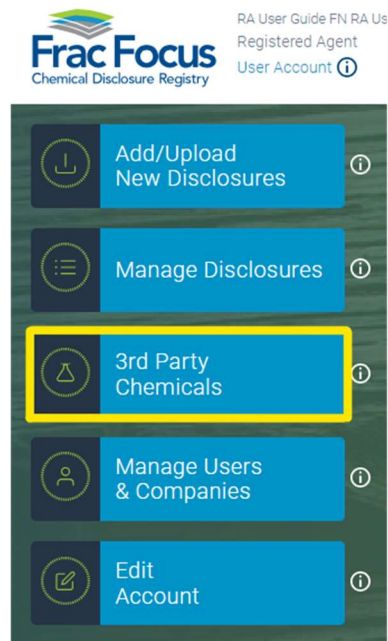
Refer to page 67 of this guide for additional information on adding/uploading new disclosures.

Manage Disclosures

This menu item directs you to the Disclosures page. You can also access this page from the Manage Disclosures drop-down item from the Disclosures option in the navigation menu. Here, you can view submitted, pending, amending, deleted or all disclosures for supported operators. (Note: deleted are disclosures created during the process of editing/amending submissions and will be removed from the system after a 6-month holding period.)

Once on the disclosures page, use the View drop-down to narrow your disclosures based on status. You also have the option to export your data into an excel spreadsheet with the Export Data button for review while offline.




3rd Party Chemicals


This menu item opens the 3rd Party Chemicals page, which is used to enter additives and their chemicals in a list where they can be used by the operator to streamline addition to disclosure reports. Addition of a 3rd Party Chemical is presented below.

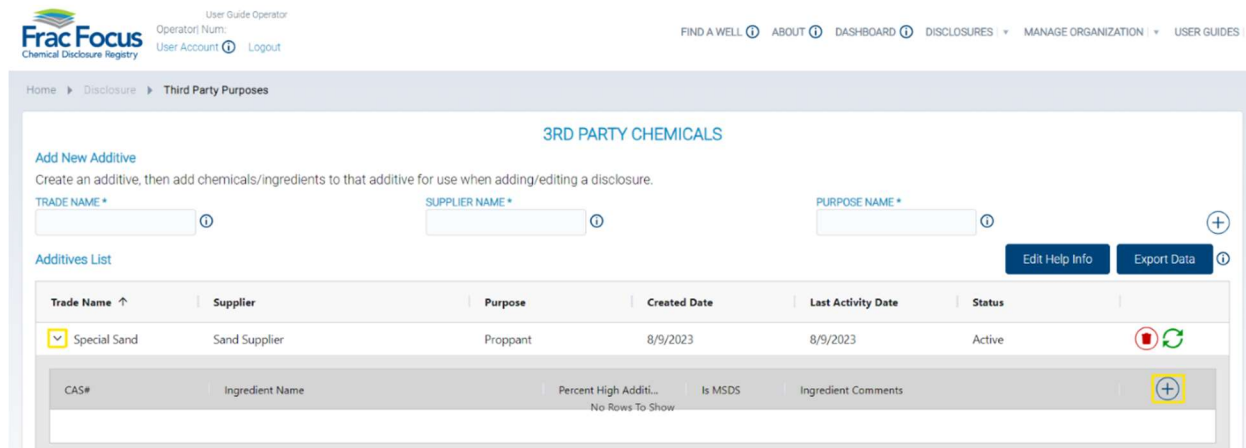
Users with the Data User role have the ability to add and edit 3rd party chemicals. Users with the Supervisor role can review the list only.

Add New Additive

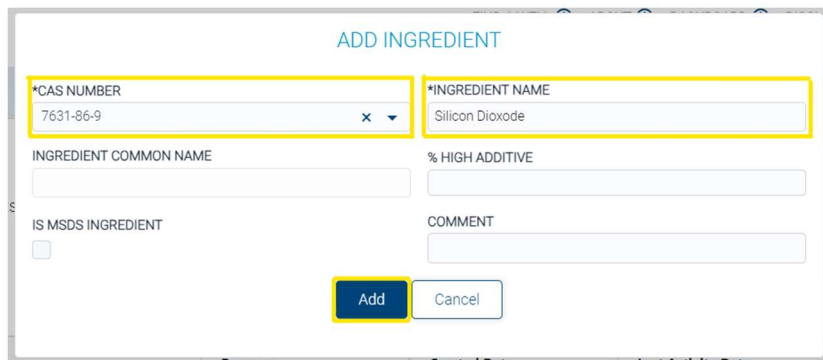
Select the Operator associated with the new 3rd Party Chemical by using the Operator drop-down. To create a new additive, input the Trade Name, Supplier Name, and Purpose Name then click  to add. After adding a new additive, the user can then add ingredients to it.

Adding Ingredients

To add an ingredient to an Additive, click the drop-down option (i.e., “>” arrow next to Trade Name of Additive) to view the Additive’s ingredients. To add a new ingredient, click the  symbol in the header portion of the drop-down.



You will then be directed to enter the new ingredient information. The CAS Number and Ingredient Name are required fields. If you select a CAS Number from the existing drop-down list, the Ingredient Name will be populated. You can also enter the % High Additive and any additional comments



regarding the ingredient. The Ingredient Common Name Field is read-only and will be populated based on previous use of that chemical’s CAS Number in FracFocus. For the special cases of “Proprietary”, “Trade Secret”, “CAS Not Assigned”, and “Confidential”, type in one of those values in the CAS Number field and hit the “Enter” key on your keyboard. This will add the value to the CAS Number Field.

If the ingredient is an MSDS ingredient, click the checkbox under “Is MSDS Ingredient”. Both MSDS and non-MSDS ingredients can be entered for an Additive. After the information is entered, click the Add button to add the ingredient. If a special case has been entered for the CAS Number, claimant information will be able to be populated after adding.

Once the ingredient has been added, it will populate in the Additive List drop-down. By clicking on the fields of the ingredient in an Additive you can edit that ingredient.

RA User Guide FN RA User Guide LN Registered Agent User Account Logout

FIND A WELL ABOUT DASHBOARD DISCLOSURES MANAGE ORGANIZATION USER GUIDES REPORTS

Home Disclosure Third Party Purposes

3RD PARTY CHEMICALS

OPERATOR * User Guide Operator ⓘ

Add New Additive
Create an additive, then add chemicals/ingredients to that additive for use when adding/editing a disclosure.

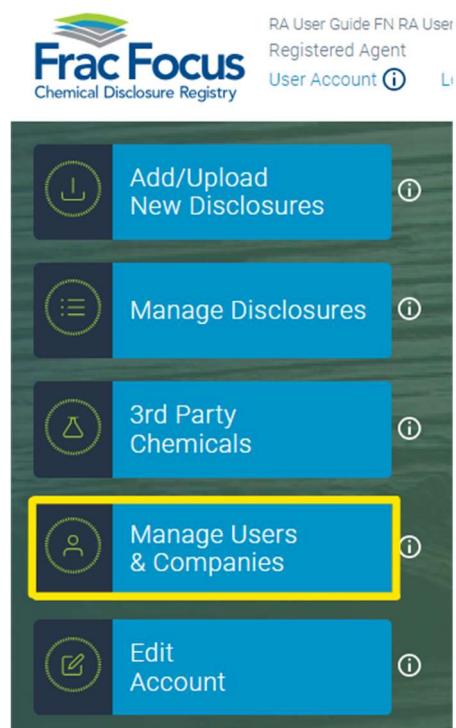
TRADE NAME * ⓘ SUPPLIER NAME * ⓘ PURPOSE NAME * ⓘ

Additives List Edit Help Info Export Data ⓘ

Trade Name ↑	Supplier	Purpose	Created Date	Last Activity Date	Status
Special Sand	Sand Supplier	Proppant	8/9/2023	8/9/2023	Active

CAS#	Ingredient Name	Percent High Additive	Is MSDS	Ingredient Comments
7631-86-9	Silicon Dioxide	0	<input type="checkbox"/>	

Manage Users & Companies



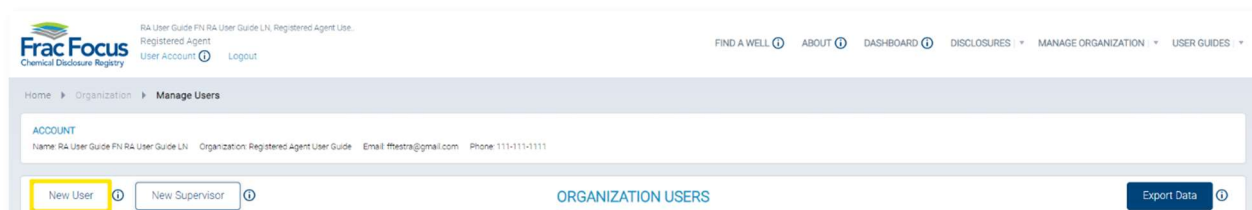
For users with the Supervisor Role, this menu item directs you to the Organization Users page where you can:

- Add New Users to your Organization
- Add Existing Users to your Organization
- Manage User's roles
- Manage your Organization's User's access to FracFocus

The system requires your organization to have at least one Supervisor. As a supervisor you cannot remove that role from your user account. If this role needs to be removed from your user account, another Supervisor of your organization can remove it. An organization can have multiple Supervisors and multiple Data Users. Users can also have both roles assigned.

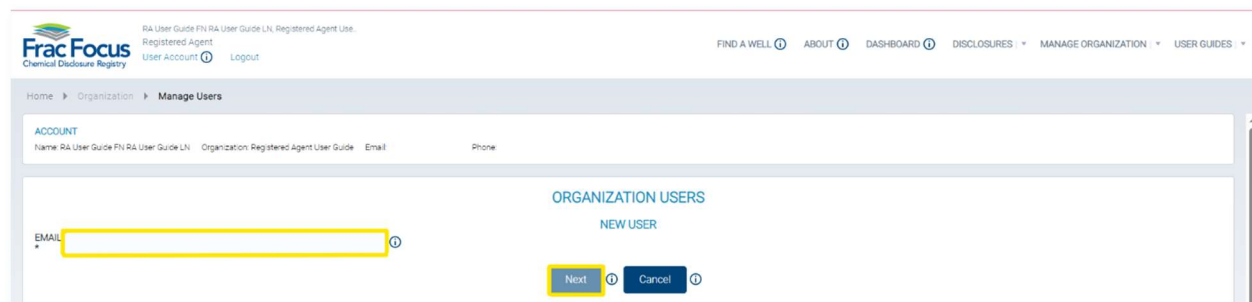
Add a Registered Agent User or Supervisor (new to FracFocus)

To add a new organization login under the registered agent, that is also new to FracFocus, click either New User or New Supervisor under the Users tab. (Note: graphics show New User option selected but same process is followed for a New Supervisor)



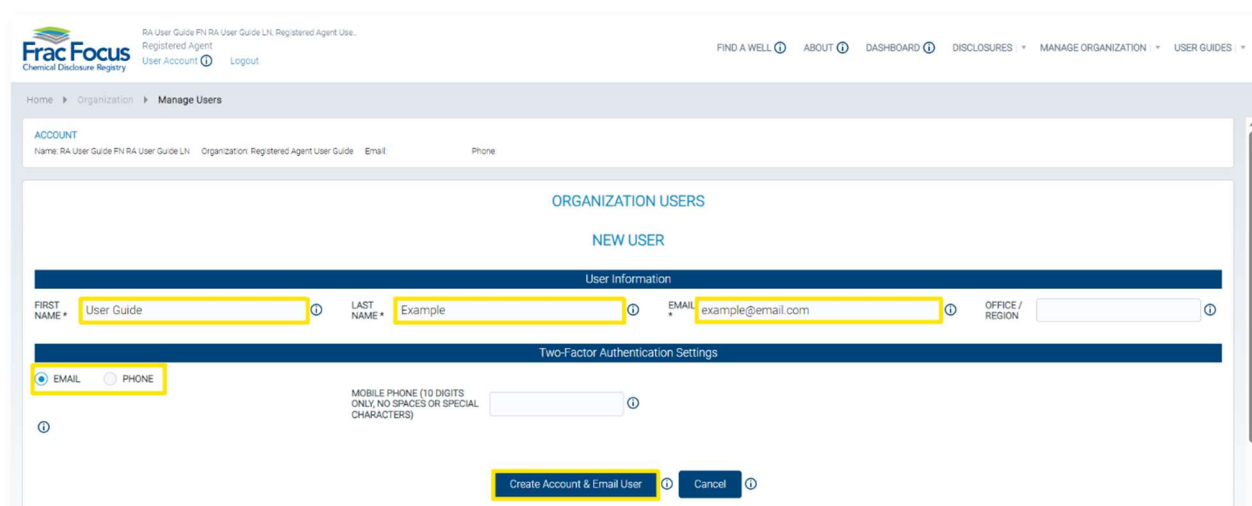
The screenshot shows the FracFocus 'Manage Users' page. At the top, there's a navigation bar with the FracFocus logo and links like 'Find a Well', 'About', 'Dashboard', 'Disclosures', 'Manage Organization', and 'User Guides'. Below this, a breadcrumb trail shows 'Home > Organization > Manage Users'. A section titled 'ACCOUNT' displays user details: 'Name: RA User Guide FN RA User Guide LN', 'Organization: Registered Agent User Guide', 'Email: ffrustra@gmail.com', and 'Phone: 111-111-1111'. Below the account info, there are two buttons: 'New User' (highlighted with a yellow box) and 'New Supervisor'. To the right of these buttons is a link for 'ORGANIZATION USERS' and an 'Export Data' button.

Next, enter the email address of the new organization login to verify the email address is not already registered in FracFocus. Once the email is entered, click Next to check for existing user and move forward.



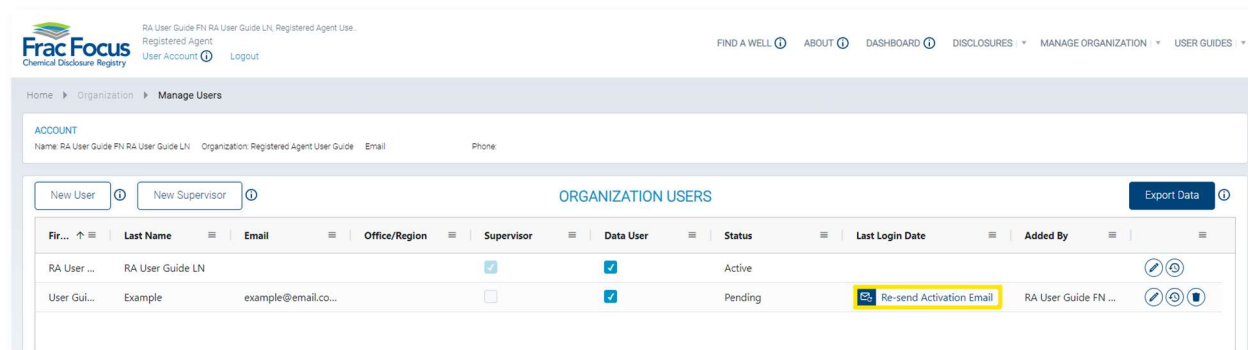
The screenshot shows the 'New User' form within the 'ORGANIZATION USERS' section. It features a text input field for 'EMAIL' (highlighted with a yellow box) and two buttons: 'Next' (highlighted with a yellow box) and 'Cancel'.

You will be directed to the New User/Account form. Enter the new user's required information: first name, last name, email address (pre-populated) and two-factor authentication settings. You can also assign an Office/Region to your staff. Then click Create Account & Email User. This will send a welcome email to the user with steps to complete their account setup and login for the first time.

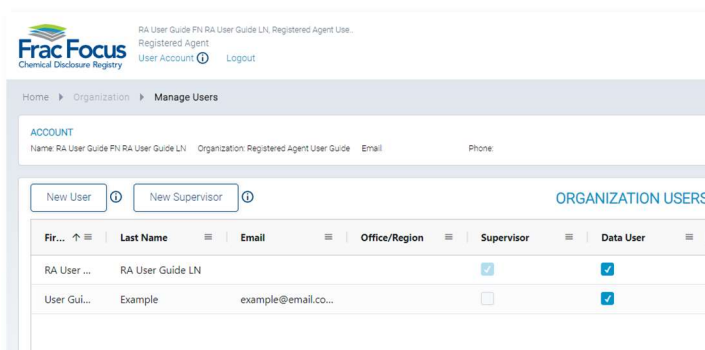


The screenshot shows the 'New User' form with two main sections: 'User Information' and 'Two-Factor Authentication Settings'. The 'User Information' section includes fields for 'FIRST NAME' (pre-filled with 'User Guide'), 'LAST NAME' (pre-filled with 'Example'), 'EMAIL' (pre-filled with 'example@email.com'), and 'OFFICE / REGION'. The 'Two-Factor Authentication Settings' section has radio buttons for 'EMAIL' (selected) and 'PHONE'. Below these is a field for 'MOBILE PHONE (10 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS)'. At the bottom, there are two buttons: 'Create Account & Email User' (highlighted with a yellow box) and 'Cancel'.

The New User's account will be put in a pending state after the account is created. Before the user logs in for the first time, the New User's first name, last name, office/region, and email can be edited. If the email was entered incorrectly, it can be edited, and the welcome email can be resent by clicking the "Resend Activation Email". It can also be deleted at this time. Once the user has logged in, it cannot be deleted.

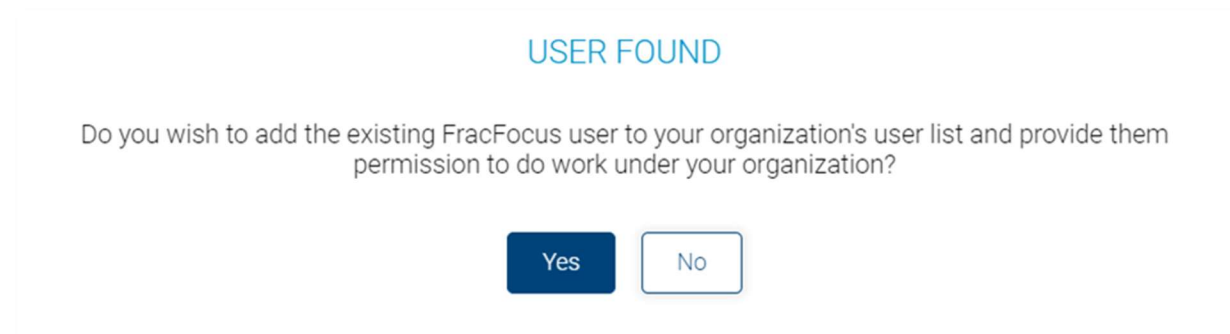


Once the User is added, the name of the new user will be added to the Organization Users list. The Supervisor then can adjust/add roles to the new user (Supervisor or Data User) by clicking the checkboxes that correspond to the desired role(s).



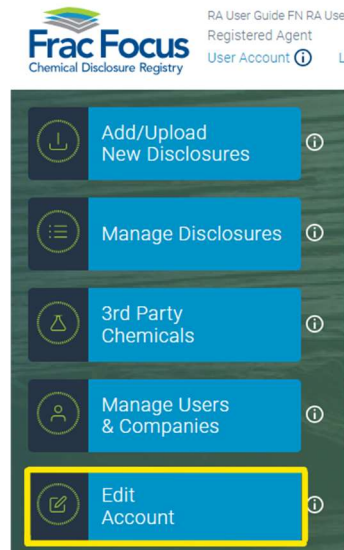
Add an Existing User

A new feature of FracFocus allows an Existing User of FracFocus to be associated with your organization. If you enter an email address of a user that has already been entered as a user in FracFocus, you will be prompted by the following dialog box:



If you click Yes and associate the existing user to your organization, you will be able to manage their roles and permissions to interact with your organization submission data. They will have the same ability as your organization's employees based on the roles you assign them.

Edit Account



This menu item directs you to the User Account page. This page allows you to view or edit your profile information and change your password. Registered agents can click Edit Profile to edit the following information on their accounts:

- First Name
- Last Name
- Phone Number
 - Primary
 - Cell
- Two-Factor Authentication Type

To change your password, click Change Password

Export Data

In FracFocus, any pages that present a list of data are able to be downloaded in an Excel Spreadsheet. To download any list, click the Export Data button to download the Excel Spreadsheet.



Creating a New Disclosure

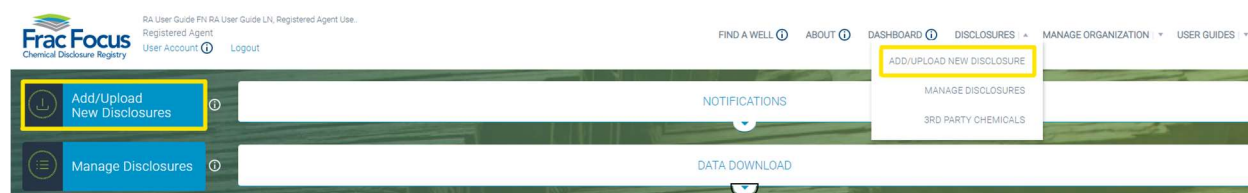
In many cases, disclosure reports will be created by the Service Company and routed to the Operator or Registered Agent for review. In other cases, Data User Registered Agents may create a disclosure report for an operating company. Only Registered Agents with the Data User role are able to create new disclosures. In FracFocus, disclosures can be created using two separate approaches – the Default Systems Approach and the MSDS+ Approach.

Systems Approach: The Systems Approach allows users to input the data for all additives and all ingredients in common lists.

MSDS+ Approach: With the MSDS+ approach, the additives are split into two separate lists depending on whether the chemicals require preparation of an SDS (Safety Data Sheet) or not, MSDS Chemical Ingredients and Additional Non-MSDS Chemicals. Usually, water and sand are included in the MSDS Chemical Ingredients list even though they do not require preparation of an SDS.

Getting Started

To add a new disclosure, click the Add/Upload New Disclosures from the Left-Hand Navigation menu or click the Add/Upload New Disclosure from the Disclosures drop-down from the Upper Right-Hand Navigation menu.



You will be directed to the New Disclosure Form. You have the option to upload a valid XML file to complete the disclosure or if a valid XML file is not available, you can manually complete the form.

Edit Help Info

Please note the Edit Help Info button in the form. This will generate a pop-up with editing help, that describes how to edit the fields, add new items, and saving your information.



You will also note the tooltip icons. By hovering over these icons, they will provide explanations for key fields and action buttons.

Upload XML File

1. Ensure the disclosure is to be added under the correct Operator.

The screenshot shows the 'NEW DISCLOSURE' page on the FracFocus website. At the top, there is a navigation bar with links: FIND A WELL, ABOUT, DASHBOARD, DISCLOSURES, MANAGE ORGANIZATION, and USER GUIDES. Below the navigation bar, the page title is 'NEW DISCLOSURE'. A message states: 'Before you may proceed to create a new disclosure you need to choose which Operator's disclosure to add.' Below this message, the 'OPERATOR' dropdown menu is highlighted with a yellow box, showing 'User Guide Operator' as the selected option. Below the operator selection, there is a section for 'Upload XML' with a message: 'Add a new disclosure by uploading a valid XML file. If a valid XML file is not available, the data can be added manually by completing the form below. Upload XML. Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)' Below this message, there are two buttons: 'Choose File' and 'Upload'. Below the 'Upload XML' section, there is a 'MANUAL ENTRY' section with a message: 'Manual Entry Complete the form and click Save & Continue.' Below this message, there is a form with various fields: 'ENTRY METHOD', 'JOB START DATE', 'JOB END DATE', 'API NUMBER', 'STATE & COUNTY', 'WELL NAME AND NUMBER', 'LONGITUDE', 'DATUM', 'TRUE VERTICAL DEPTH (FT)', 'TOTAL NON WATER VOLUME', 'TOTAL MASS (LBS)', and 'TOTAL WATER VOLUME (GAL)'. The 'Choose File' button is highlighted with a yellow box.

2. Click Choose File.

This screenshot is identical to the one above, showing the 'NEW DISCLOSURE' page. The 'Choose File' button in the 'Upload XML' section is highlighted with a yellow box. The rest of the page, including the 'MANUAL ENTRY' form and the footer, remains the same.

3. Select your valid XML file.
4. Click Upload.

NEW DISCLOSURE

Before you may proceed to create a new disclosure you need to choose which Operator's disclosure to add.

OPERATOR * User Guide Operator

Add a new disclosure by uploading a valid XML file. If a valid XML file is not available, the data can be added manually by completing the form below.

Upload XML Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File .xml Upload

MANUAL ENTRY Complete the form and click Save & Continue.

ENTRY METHOD *

JOB START DATE * mm/dd/yyyy JOB END DATE * mm/dd/yyyy API NUMBER * STATE & COUNTY Enter API Number

WELL NAME AND NUMBER FEDERAL WELL INDIAN WELL LATITUDE

LONGITUDE DATUM WGS84 TRUE VERTICAL DEPTH (FT) TOTAL WATER VOLUME (GAL)

TOTAL NON WATER VOLUME TOTAL MASS (LBS)

Water Sources Edit Help Info

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5. Information from the valid XML will populate the form.

PREPARE DISCLOSURE FOR SUBMISSION

To revise this disclosure, update the data below or choose a valid XML file and click upload.

Upload XML Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File No file chosen Upload

☒ OVERWRITE THE DATA BELOW ☐ APPEND XML DATA

MANUAL ENTRY

ENTRY METHOD * Systems Approach

JOB START DATE * 02/01/2015 JOB END DATE * 02/02/2015 API NUMBER * 35-015-21319-00-00 STATE & COUNTY Oklahoma, Caddo

WELL NAME AND NUMBER HOBBS-STATE 1 FEDERAL WELL INDIAN WELL LATITUDE 35.127046

LONGITUDE -98.317007 DATUM WGS84 TRUE VERTICAL DEPTH (FT) 2,519 TOTAL WATER VOLUME (GAL) 315,210

TOTAL NON WATER VOLUME 0 TOTAL MASS (LBS) 0

Water Sources Edit Help Info Export Data Map Location

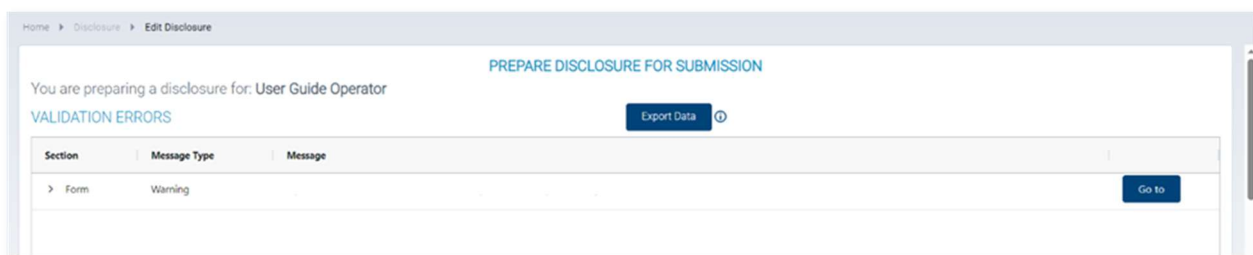
Water Source	Percent
Groundwater, < 1000TDS	100

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6. To view a preview of the disclosure, click Preview PDF at the bottom of the page.



7. Once everything looks correct, click Validate to ensure there are no errors on the form for submittal. If there are any errors or warnings, they will populate at the top of the disclosure. You can submit a disclosure with warnings, but you cannot submit a disclosure with errors.



8. Only Registered Agents with the Data User role have access to submit disclosures to FracFocus once the disclosure has been validated.



Upload Manually

To enter disclosure information manually, first ensure the correct Operator is selected then fill out the required fields in the Disclosure Manual Entry form.

The screenshot shows the 'NEW DISCLOSURE' form in the FracFocus application. The 'MANUAL ENTRY' section is active, displaying various input fields for well and disclosure information. The 'Entry Method' is set to 'Systems Approach'. The 'API Number' field is highlighted with a red border and a red error message 'Enter API Number'. The 'Water Sources' section is currently empty, showing 'No Rows To Show'.

Fields of Note:

- **Entry Method:** In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - **MSDS+:** Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
 - **Systems Approach:** Includes header data, Additive List, and Ingredient List
- **API Number:** Must be in 14-digit format. Often, you will receive an API number in a shorter 10-digit format. If you enter the API as a 10-digit number, the four zeroes will be added automatically to the end of the API number. For most wells, the last 4 digits are "0" unless the well is a new lateral or new completion. Do not enter the dashes "-" between the sets of numbers – these are added automatically
- **Federal Well (checkbox):** Indicate if the well is on Federal land or has Federal mineral interests, such that information would be reported to the U.S. Department of Interior's Bureau of Land Management (BLM)
- **Indian Well (checkbox):** Indicate if the well is on Indian land or has Indian mineral interests, such that information would be reported to the U.S. Department of Interior's Bureau of Land Management (BLM).
- **Datum:** Has a drop-down list including WGS84, NAD83, or NAD27. This choice should correspond with the coordinate system used to locate your company's well.
- **Total Non Water Volume:** Any base fluids besides fresh water are used in large amounts (e.g., CO₂, Nitrogen, or recycled produced water)

- Total Mass (lbs.): Information can be entered here if you need to recalculate the % HF Mass information in the ingredients portion of the form.
- Water Sources: Add and track the percentage of water source types used during the job.

Select a type of water source with associated breakdown by TDS using the following codes:

- a. Surface Water, <1000TDS
- b. Surface Water, >1000TDS
- c. Groundwater, <1000TDS
- d. Groundwater, >1000TDS
- e. Produced Water
- f. Other, <1000TDS
- g. Other, >1000TDS

You will then be able to enter a percentage of the job performed using the water type selected.

When all information is entered, click Save and Continue. At this point, you move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the MSDS+ approach or the Systems approach of data entry.

Systems Approach (default reporting method)

After the header information has been entered and you have clicked Save and Continue, the location of the well will show on the map. You can visually verify that the map shows the correct location of your well.

PREPARE DISCLOSURE FOR SUBMISSION

To revise this disclosure, update the data below or choose a valid XML file and click upload.
Upload XML: Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File No file chosen Upload

☒ OVERWRITE THE DATA BELOW ☐ APPEND XML DATA

ENTRY METHOD: Systems Approach

JOB START DATE: 02/01/2015 JOB END DATE: 02/02/2015 API NUMBER: 35-015-21319-00-00 STATE & COUNTY: Oklahoma, Caddo

WELL NAME AND NUMBER: HOBBS-STATE 1 WELL TYPE: ☐ FEDERAL WELL ☐ INDIAN WELL

LONGITUDE: -98.317007 DATUM: WGS84 TRUE VERTICAL DEPTH (FT): 2,519

TOTAL NON WATER VOLUME: 0 TOTAL MASS (LBS): 2,628.647.611

Water Sources

Water Source	Percent
Groundwater, < 1000TDS	100

Map Location

The Prepare Disclosure for Submission page allows entry of additives and their ingredients.

Add 3rd party ingredient(s) Add selected Ingredients

ADDITIVES LIST

Trade Name	Supplier	Purpose
No Rows To Show		

INGREDIENT LIST

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

Systems Approach: Add 3rd Party Ingredients

1. Click the Add 3rd Party Ingredient(s) drop-down.

RA User Guide FN RA User Guide LN Registered Agent Use...
 Registered Agent
 User Account Logout

FIND A WELL ABOUT DASHBOARD DISCLOSURES MANAGE ORGANIZATION USER GUIDES

Home Disclosure Edit Disclosure

Add 3rd party ingredient(s)

Add selected Ingredients

2. Select desired 3rd party ingredient(s).

RA User Guide FN RA User Guide LN Registered Agent Use...
 Registered Agent
 User Account Logout

FIND A WELL ABOUT DASHBOARD DISCLOSURES MANAGE ORGANIZATION USER GUIDES

Home Disclosure Edit Disclosure

Add 3rd party ingredient(s)

Special Sand

Add selected Ingredients

3. Click Add Selected Ingredients to add to the Additives and Ingredient List.

RA User Guide FN RA User Guide LN Registered Agent Use...
 Registered Agent
 User Account Logout


FIND A WELL ABOUT DASHBOARD DISCLOSURES MANAGE ORGANIZATION USER GUIDES

Home Disclosure Edit Disclosure

Special Sand

Add selected Ingredients

Systems Approach: Add Additives

Enter the Trade Name, Supplier, and Purpose for each additive. Data is stored as soon as you tab into a subsequent field. Once the information has been entered, click the  to add it to the list.

ADDITIVES LIST


Edit Help Info Export Data



Trade Name	Supplier	Purpose
Special Sand	Sand Supplier	Proppant

RA Trade Name RA Supplier RA Purpose

1 to 1 of 1 Page 1 of 1

Systems Approach: Add Ingredients


Click the  to add an ingredient to the list.


INGREDIENT LIST							
CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment	
7631-86-9	Silicon Dioxide		0				

Ingredients are not linked to any specific additive, but rather are part of the overall list. For each ingredient, enter the CAS Number, Ingredient Name, % High Additive, and % HF job. You can also add the Mass and any Comments if applicable. Click Add to add to the Ingredient List. You are able to edit the information in the table by clicking the list fields.


ADD INGREDIENT

CAS NUMBER


Select a CAS Number 




INGREDIENT NAME




INGREDIENT COMMON NAME




% HIGH ADDITIVE




% HF JOB





MASS



COMMENT



Add 

Cancel 

Systems Approach: Submitting to FracFocus

Please note, only Registered Agents with the Data User role can prepare and submit disclosures to FracFocus. Once the header information, Additives List and Ingredients List have been entered, you can preview your disclosure by clicking the Preview PDF button. The disclosure will be downloaded as a .pdf to your device for preview.

Preview PDF

To submit the disclosure, you will first need to click Validate to validate your information to check for any errors or warnings.

Validate

Any warnings or errors will populate in the Validation Errors list. In FracFocus, you can submit a disclosure with warnings. You must fix any errors in order to submit the disclosure to FracFocus. Use the Go to buttons to navigate to the error/warning.

VALIDATION ERRORS			Export Data ⓘ
Section	Message Type	Message	
> Form	Error	Job Start Date must be greater than 1/1/2011	Go to
> Form	Error	Submitted Latitude & Longitude are not within the bounds of the County represented in the API Number	Go to
> Ingredient	Error	Percent HF Job cannot be empty or negative	Go to
> Well	Error	True Vertical Depth must be less than or equal to 30000 feet	Go to
1 to 11 of 11			< > Page 1 of 1 >>

Once all errors have been fixed, click Validate again to validate your disclosure. Once validated, click Submit to FracFocus for submittal.

Submit to FracFocus

MSDS+ Approach

With the MSDS+ approach, the additives are split into two separate lists depending on whether the chemicals require preparation of an SDS or not, MSDS Chemical Ingredients and Additional Non-MSDS Chemicals. Usually, water and sand are included in the MSDS Chemical Ingredients list even though they do not require preparation of an SDS.

After the header information has been entered and you have clicked Save and Continue, the location of the well will show on the map. You can visually verify that the map shows the correct location of your well. This screen allows entry of the additives and their ingredients.

PREPARE DISCLOSURE FOR SUBMISSION

To revise this disclosure, update the data below or choose a valid XML file and click upload.
 Upload XML: Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File No file chosen Upload

☒ OVERWRITE THE DATA BELOW ☐ APPEND XML DATA

ENTRY METHOD: **MSDS+**

MANUAL ENTRY

JOB START DATE: 11/10/2022 JOB END DATE: 11/24/2022 API NUMBER: 37-105-21923-00-00 STATE & COUNTY: Pennsylvania, Potter

WELL NAME AND NUMBER: User Guide Well 1 ☐ FEDERAL WELL ☐ INDIAN WELL LATITUDE: 41.7648

LONGITUDE: -79.9808 DATUM: NAD83 TRUE VERTICAL DEPTH (FT): 11,116 TOTAL WATER VOLUME (GAL): 9,358,734

TOTAL NON-WATER VOLUME: 0 TOTAL MASS (LBS): 0

Water Sources

GRID INFO

Water Source Percent

No Rows To Show

Map Location

0 to 0 of 0 Page 0 of 0

ADDITIVES

Add 3rd party ingredient(s) Add selected ingredients

MSDS CHEMICAL INGREDIENTS LIST

Trade Name	Supplier	Purpose
No Rows To Show		

0 to 0 of 0 Page 0 of 0

ADDITIONAL NON-MSDS CHEMICALS

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

0 to 0 of 0 Page 0 of 0

Preview PDF Validate Submit to FracFocus

MSDS+ Approach: Add 3rd Party Ingredients

1. Click Add 3rd Party Ingredient(s).

The screenshot shows the 'ADDITIVES LIST' section of the MSDS+ interface. At the top, there is a dropdown menu labeled 'Add 3rd party ingredient(s)' which is currently open, showing a list of ingredients. To the right of the dropdown is a blue button labeled 'Add selected Ingredients'. Below the dropdown is a table with the following columns: 'Trade Name', 'Supplier', and 'Purpose'. The table is currently empty, displaying 'No Rows To Show'. At the bottom right of the table, there is a pagination control showing '0 to 0 of 0' and 'Page 0 of 0'.

2. Select desired 3rd party ingredients.

This screenshot shows the same 'ADDITIVES LIST' section as the previous one, but now the dropdown menu is closed and 'Special Sand' is selected. The 'Add selected Ingredients' button remains visible. The table below is still empty, showing 'No Rows To Show'.


3. Click Add Selected Ingredients to add to the MSDS Chemical Ingredients and Additional Non-MSDS+ Chemicals Lists.

This screenshot shows the 'ADDITIVES LIST' section with 'Special Sand' selected in the dropdown menu. The 'Add selected Ingredients' button is now highlighted with a yellow border, indicating it is the next step in the process. The table remains empty, showing 'No Rows To Show'.

MSDS+ Approach: Add MSDS Chemical Ingredients

Under the MSDS Chemicals Ingredients List, enter:


- Trade Name
- Supplier
- Purpose

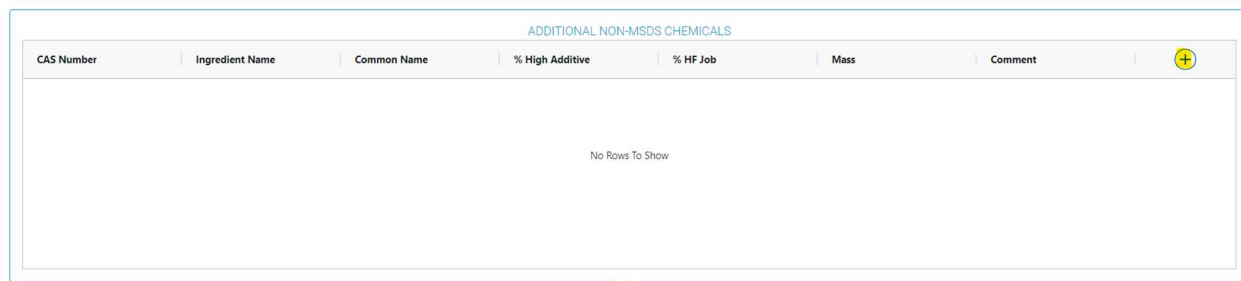
Click the  to add to the list.



The screenshot shows a web form titled "MSDS CHEMICAL INGREDIENTS LIST". It features a table with three columns: "Trade Name", "Supplier", and "Purpose". The table is currently empty, displaying "No Rows To Show". At the bottom of the table, there are three yellow rectangular input fields corresponding to the columns, and a yellow circular button with a plus sign to the right. The bottom right corner of the form shows pagination information: "0 to 0 of 0" and "Page 0 of 0".

MSDS+ Approach: Add Additional Non-MSDS Chemicals

Click the  to add a non-MSDS chemical.






The screenshot shows a web form titled "ADDITIONAL NON-MSDS CHEMICALS". It features a table with seven columns: "CAS Number", "Ingredient Name", "Common Name", "% High Additive", "% HF Job", "Mass", and "Comment". The table is currently empty, displaying "No Rows To Show". At the bottom right of the table, there is a yellow circular button with a plus sign. The bottom right corner of the form shows pagination information: "0 to 0 of 0" and "Page 0 of 0".


The Add Ingredient form will populate, where you will enter the CAS Number (if applicable), Ingredient Name, % High Additive, % HF Job, Mass, and Comments


If the ingredient is considered to be protected as a trade secret, as proprietary, or confidential business information, or if no CAS is assigned, type Trade Secret, Proprietary, or Confidential and click the corresponding choice from the drop-down. If one of these is selected, you must fill in the contact information box.


ADD INGREDIENT


CAS NUMBER
Confidential  



INGREDIENT NAME
Confidential Ingredient Name 

% HIGH ADDITIVE


% HF JOB








MASS


COMMENT


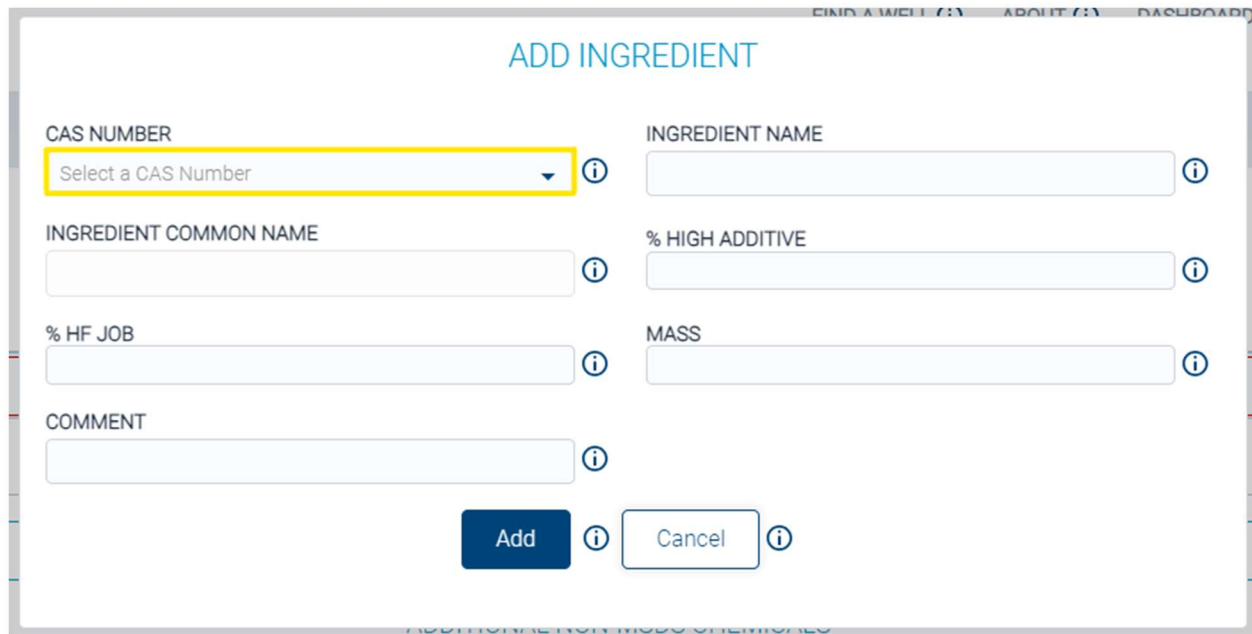
Add  **Cancel** 

ADDITIONAL NON-MSDS CHEMICALS

[Edit Help Info](#) [Export Data](#)

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment	
Confidential	Confidential Ingredient Name		0	0			
<div>COMPANY NAME: User Guide Operator </div> <div>FIRST NAME: First Name </div> <div>LAST NAME: Last Name </div> <div>EMAIL: email@address.com </div> <div>PHONE: 111-111-1111 </div>							

If the ingredient has a CAS number, enter it in the CAS Number box. Ensure you use the right format with numbers and dashes. If you enter it incorrectly, the ingredient will not populate in the drop-down. You can also enter the name of the ingredient or choose one of the options from the drop-down list provided by the system (based on the CAS number).

**Fields of Note:**

- % High Additive: Often the SDS shows the percentage of each ingredient as a range. You should enter the high end of the percentage range in the % High Additive box.
- % HF Job: For disclosures that you generate yourself (not those already prepared by the service company), you need to calculate the percentage by mass of the total frac job made up by each ingredient. You do not need to estimate the mass for water – it is automatically calculated from the volume of water you entered in the header information. The proportions of all the other additives are then recalculated by FracFocus. For nearly all the ingredients other than water and sand, the % HF Job numbers will be very small (having several zeros behind the decimal point). When entering % HF Job numbers, it is important to enter the percentage rather than a decimal version of the number. For example, if the actual % HF is 0.00056%, and the decimal version is 0.0000056 the number that should be entered in the field is 0.00056.
- Mass: The ingredient Mass box is generally left blank. It is used, however, when a new additive is entered onto an existing disclosure report.

When finished, click Add to submit to the list. The additive is saved and populates in the Additional Non-MSDS Chemicals list. You can then enter information for more additives. If you want to remove a particular additive from the disclosure report, click the red trash can that corresponds with the additive.

Reviewing, Editing and Approving Disclosure Reports

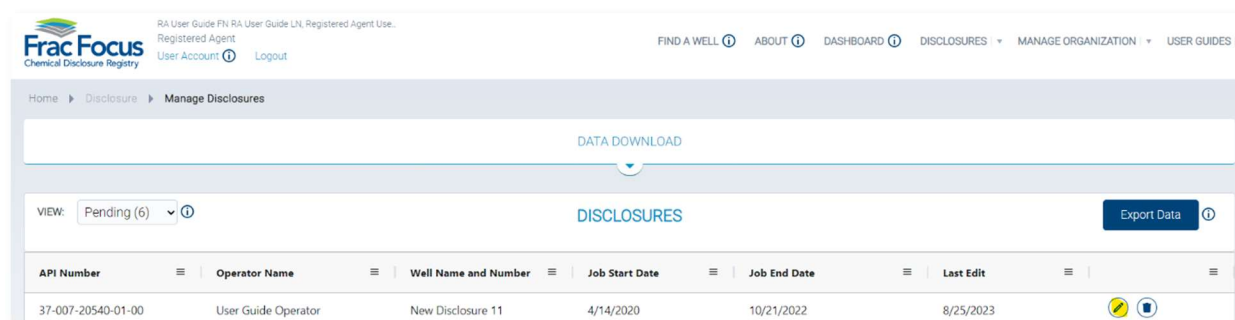
The previous section shows how a Registered Agent with the Data User role can create and submit a new disclosure. This is useful information for understanding data entry methods. However, most of the disclosure reports are created by the Service Companies and routed to the operator or registered agent's queue. The registered agent must review these disclosures and edit them as necessary. When disclosures are completed, the registered agent or operator sends them for validation by the FracFocus code. When validation is successful, the disclosures are submitted into the FracFocus registry, and the information is available to the public.

This section describes the procedures for reviewing, editing, validating, and submitting disclosures. It also explains how other additives, not included by the service companies, can be added to a disclosure.

Only Registered Agents with the Data User role have access to edit and submit disclosures to FracFocus. Registered Agents without the Data User role only have access to review the disclosures in the queue.

Reviewing and Editing Existing Disclosure Reports

Start at the Manage Disclosures page. Click the pencil to edit a pending disclosure report. Only Data Users are able to edit disclosure reports.



You will be directed to the Prepare Disclosure for Submission page with the header data, Additive List, and Ingredient List (Systems Approach Entry Method) or the Prepare Disclosure for Submission page with the header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals (MSDS+ Entry Method).

To edit the disclosure, you can upload a valid XML to overwrite or append the data or you can edit the disclosure manually. To edit the data manually, simply click the desired field to make changes. Once the changes have been made, you will need to validate the disclosure.

Validating a Disclosure

When the Data User Registered Agent is satisfied that a disclosure report is complete, it is time to submit it for inclusion in FracFocus. At the bottom of the disclosure report, click Validate.

Validate

FracFocus makes some internal checks. If the disclosure does not meet FracFocus requirements, the disclosure will list the warnings and/or errors in the disclosure.

- **Warnings:** Warnings do not block validation but serve as reminders that something may not be completely correct. If the entered data is correct, the user can ignore the warnings and proceed to submittal. If the entered data is incorrect, the user can revise the data and submit the disclosure for validation again.
- **Errors:** An error means that the data does not meet the expected requirements of FracFocus and must be corrected prior to submittal.

After correcting all errors and/or warnings, you can click the Validate Disclosure button again for submittal.

Submitting a Disclosure

At this point, the disclosure can be submitted by clicking the Submit to FracFocus button. Note that when the validation meets FracFocus requirements, the Submit to FracFocus button will become available.

Submit to FracFocus

Submit to FracFocus

The successfully submitted disclosure report now leaves the Pending view and appears under the Submitted view on the Manage Disclosures page.

Note that under the Submitted tab, there is an Amend button and a .pdf icon. Submitted disclosures can be modified by clicking on the Amend button. Click the .pdf icon to download a full .pdf version of the disclosure.

RA User Guide FN RA User Guide LN, Registered Agent Use...
Registered Agent
User Account Logout

FIND A WELL ABOUT DASHBOARD DISCLOSURES MANAGE ORGANIZATION USER GUIDES

Home Disclosure Manage Disclosures

DATA DOWNLOAD

VIEW: Submitted (2) Export Data

API Number	Operator Name	Well Name and ...	Job Start Date	Job End Date	Last Edit	Submit Date	Submitted By
37-007-20540-01...	User Guide Operator	New Disclosure 11	4/14/2020	10/21/2022	8/25/2023	8/25/2023	Amend PDF

This is what the public can view.

Hydraulic Fracturing Fluid Product Component Information Disclosure

Job Start Date:	04/14/2020
Job End Date:	10/21/2022
State:	Pennsylvania
County:	Beaver
API Number:	37-007-20540-01-00
Operator Name:	User Guide Operator
Well Name and Number:	New Disclosure 11
Latitude:	40.790917
Longitude:	-80.172917
Datum:	NAD83
Federal Well:	NO
Indian Well:	NO
True Vertical Depth:	3000
Total Base Water Volume (gal)*:	10045446
Total Base Non Water Volume:	12



Water Source	Percent
--------------	---------

Hydraulic Fracturing Fluid Composition:

Trade Name	Supplier	Purpose	Ingredients	Chemical Abstract Service Number (CAS #)	Maximum Ingredient Concentration in Additive (% by mass)**	Maximum Ingredient Concentration in HF Fluid (% by mass)**	Comments
Special Sand	Sand Supplier	Proppant					
Items above are Trade Names. Items below are the individual ingredients.							
			Benzyl chloride	100-44-7	54.00000	50.25455	
			Diatomaceous silica	7631-86-9	0.00000	32.00000	
			Diatomaceous silica	7631-86-9	100.00000	21.58796	

* Total Water Volume sources may include various types of water including fresh water, produced water, and recycled water

** Information is based on the maximum potential for concentration and thus the total may be over 100%

Note: For Field Development Products (products that begin with FDP), MSDS level only information has been provided.
Ingredient information for chemicals subject to 29 CFR 1910.1200(i) and Appendix D are obtained from suppliers Material Safety Data Sheets (MSDS)

Adding Chemicals to an Existing Disclosure

In some situations, the registered agent receives a disclosure report from a service company that contains most, but not all the additives. For example, the operator may have purchased a specialty biocide from a different vendor. That biocide may not be included in the service company's disclosure. But to make a complete disclosure, the biocide must be included.

Typically, the service company has provided values of % HF Job for each ingredient. The registered agent will need to enter the additional additive(s) manually and account for the incremental percentage in the % HF job.

Start by opening the disclosure from the operator's queue under Manage Disclosures. The system has already calculated the mass of the full frac fluid. The mass of the new additive is entered, and FracFocus will provide an option to recalculate the % HF Job numbers to account for the incremental mass.

If the Operator permits, FracFocus will provide you the option to recalculate the HF% when:

- The mass data is fully populated, %HF Job is not fully populated, and the user has edited the ingredient records by adding an ingredient with mass (changing the mass of the system) and no %HF Job was entered on the ingredient record
- User uploads additional XML ingredients with mass values and zero/null %HF Job
- Mass is fully populated, and user has deleted an ingredient, changing the total mass of the system

If you consent to the recalculation, click Recalculate. If you do not consent, click Don't recalculate and you will be responsible for providing the values manually.

RECALCULATION APPROVAL

Your disclosure has missing HF%/mass values, your company has enabled recalculation of these values. Please confirm whether you wish to recalculate the missing values.
If not, you are responsible for providing them manually.

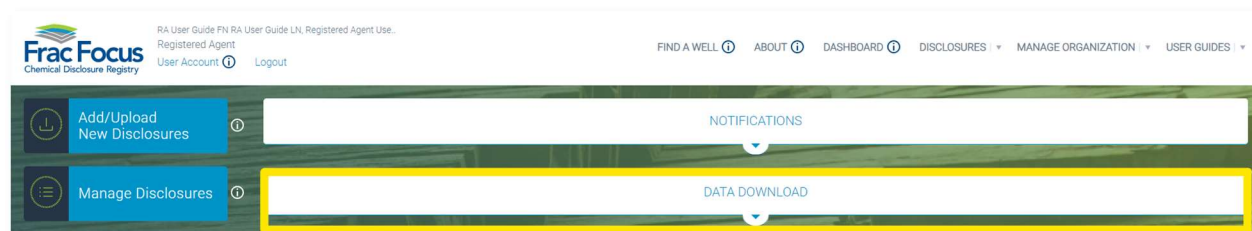
RecalculateDon't recalculate

The new additive name, supplier, purpose, and ingredient information are entered. Numbers (pounds) are entered in the Mass box, not the % HF Job box.

The list of additives is updated to include the biocide. The % HF Job values are adjusted to reflect the incremental mass of the biocide. Compare the % HF Job values. They all shifted slightly to reflect the additional mass contribution of the biocide added manually.

Download Chemical Disclosures

In FracFocus, the Operator, Registered Agent, and Service Company are able to download their Pending, Submitted, and Amending disclosure reports. From the Dashboard or Manage Disclosure page, click the Data Download drop-down.



Filter your number of disclosures to be downloaded by entering the Job Start Date, Job End Date, State (where the desired wells are located), File Format and/or Operator. You'll notice the number of disclosures to be downloaded will change as more or less filters are applied.

A screenshot of the 'DATA DOWNLOAD' filter form. At the top, it says 'Number of disclosures to be downloaded: 9'. Below this are several input fields: 'JOB START DATE' (mm/dd/yyyy), 'JOB END DATE' (mm/dd/yyyy), 'STATE' (a dropdown menu), and 'OPERATOR' (a dropdown menu). There are also radio buttons for 'SELECT FILE FORMAT' with options 'XML' (selected) and 'CSV'. A 'Download' button is at the bottom right of the form.

Once desired filters have been applied, click Download and the .xml will download onto your device.

Additional BLM Requirements

The Bureau of Land Management is working on regulations that govern disclosure of chemicals used to fracture wells located on Federal or Indian lands. Anytime the Federal or Indian Well checkboxes are checked, a Disclosure Agreement pop-up will appear. By checking the Federal or Indian Well boxes you are agreeing to the disclosure agreement.

×

DISCLOSURE AGREEMENT

Per the Final Hydraulic Fracturing Rule on Federal and Indian Lands (FF Vol. 80, No. 58 / Thursday, March 26, 2015), #167;3162.3-3 (i)(8) I certify that:

- The operator complied with the requirements in #167;3162.3-3, paragraphs (b), (e), (f), (g), and (h) of the section;
- For Federal lands, the hydraulic fracturing fluid constituents, once they arrived on the lease, complied with all applicable permitting and notice requirements as well as all applicable Federal, State, and local laws, rules, and regulations;
- For Indian lands, the hydraulic fracturing fluid constituents, once they arrived on the lease, complied with all applicable permitting and notice requirements as well as all applicable Federal and tribal laws, rules, and regulations.

By checking the Federal or Indian Well boxes you are agreeing to the above statements

Close



FracFocus

SERVICE COMPANY GUIDE

Chapter 6 – Using FracFocus as a Service Company

This chapter describes the activities a service company can perform within FracFocus.

A Service Company is a company that typically performs fracturing jobs and provides the initial data in a disclosure for operator's review and submission. There are two different roles that can be assigned to users employed by a service company:

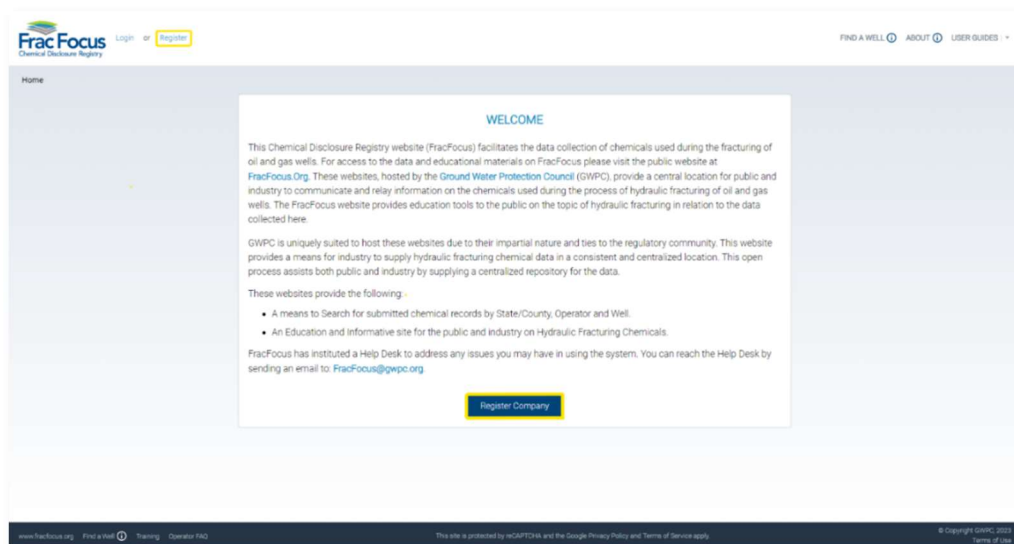
- **Supervisor** – A supervisor has overall responsibility for managing the organization's users and registration
- **Data User** – A data user is responsible for entering, validating, and routing data to Operators for submittal

Getting Started as a Service Company

Registering a Service Company

The first thing a Service Company must do is register to participate in FracFocus. The person who makes the initial registration for a Service Company is automatically assigned the Supervisor role. If you registered for FracFocus previously, you do not need to register again. Registering a company implies that the company is not an existing organization registered in FracFocus. The system will test to see if your registration information matches previous registrations.

To Register: If you have not yet registered, click Register (at the top next to Login) or Register Company on the main screen.



You will be directed to the new registration form.

Enter the required information and create a password. Passwords are required to be a minimum of 8 characters in length. They also must contain at least 1 number, a lower-case and an upper-case letter, and at least 1 non-alphanumeric character (!@\$). Blank spaces are not supported.

For the two-factor authentication settings choose between email or phone. If you choose to receive authentication via the phone you will be required to enter a mobile phone number, that can receive text messages.

NEW REGISTRATION

Use the form below to apply for a new Organization account to access the data submission portions of FracFocus. All fields marked with an "*" are required to be filled out. Note: Upon submission of your application notice will be sent to the FracFocus Administrator for review and approval.

User Information

FIRST NAME * LAST NAME *

EMAIL/USERNAME * CONFIRM EMAIL *

CONTACT PHONE (FORMAT MUST BE: 555-555-5555) *

PASSWORD * CONFIRM PASSWORD *

Passwords are required to be a minimum of 8 characters in length. They also must contain at least 1 number, lower-case and upper-case letter, and at least 1 non-alphanumeric character (!@\$). Blank spaces are not supported.

TWO-FACTOR AUTHENTICATION SETTINGS *

☒ EMAIL ☐ PHONE

Organization Information

NAME * ADDRESS LINE 1 *

ADDRESS LINE 2 CITY *

STATE * ZIP CODE (5 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) *

PHONE NUMBER (FORMAT MUST BE: 555-555-5555) *

Please Choose one of the Organization types below (required). Only one (1) Registration Per Organization Per Type is allowed. Your application will be verified prior to being approved for access.

☐ OPERATOR ☐ REGISTERED AGENT ☒ SERVICE COMPANY

☒ I AGREE TO THE WEB SITE TERMS AND CONDITIONS OF USE

[Apply for FracFocus Account](#)

Select Service Company in the organization types list. When registering a new organization, you can only select one type of entity.

You must agree to the web site terms and conditions of use, then click the Apply for FracFocus Account button.

If the system finds a matching existing organization registration it will present those to you at the top of the form.

NEW REGISTRATION

It appears that your company may already be registered with FracFocus. Please verify that your company is not already registered before proceeding with registration.

gwpc: 133 N. MacArthur Blvd. Oklahoma City OK 73142 - Registered as Operator

If your company is not represented in the list, scroll to the bottom and check the box confirming that the company you would like to register is not listed and click the Apply for FracFocus Account button again.

☐ * THE COMPANY I'M TRYING TO REGISTER IS NOT LISTED ABOVE. I WOULD LIKE TO PROCEED WITH THE REGISTRATION.

Apply for FracFocus Account



After your application has been submitted, you will receive an email to verify the email address associated with your account. Before your approval can be completed, you must verify the email submitted in the application.

NEW REGISTRATION

Thank you for your registration submission. Your application will be reviewed in the next 3-5 days for approval. Before we complete that approval, you will need to have verified the email submitted in the application. Please check your inbox for an email. Use the link provided in the email to complete your application process.

If you do not receive the email soon, please check your Junk/Other email folders.

You can also request the email again by asking for it to be resent via [Resend email confirmation](#)

LOGIN

Your account is pending approval. You will be notified once your account setup has been completed/approved; or If you have not verified your email, please check your inbox for an email with the subject line **Confirm Your Email** or click the **Resend email confirmation** link below and follow the instructions.

If you are still having problems, please contact your Company's Supervisor.

EMAIL *

PASSWORD *

Login

[Forgot your password?](#)

[Register new organization](#) [Resend email confirmation](#)

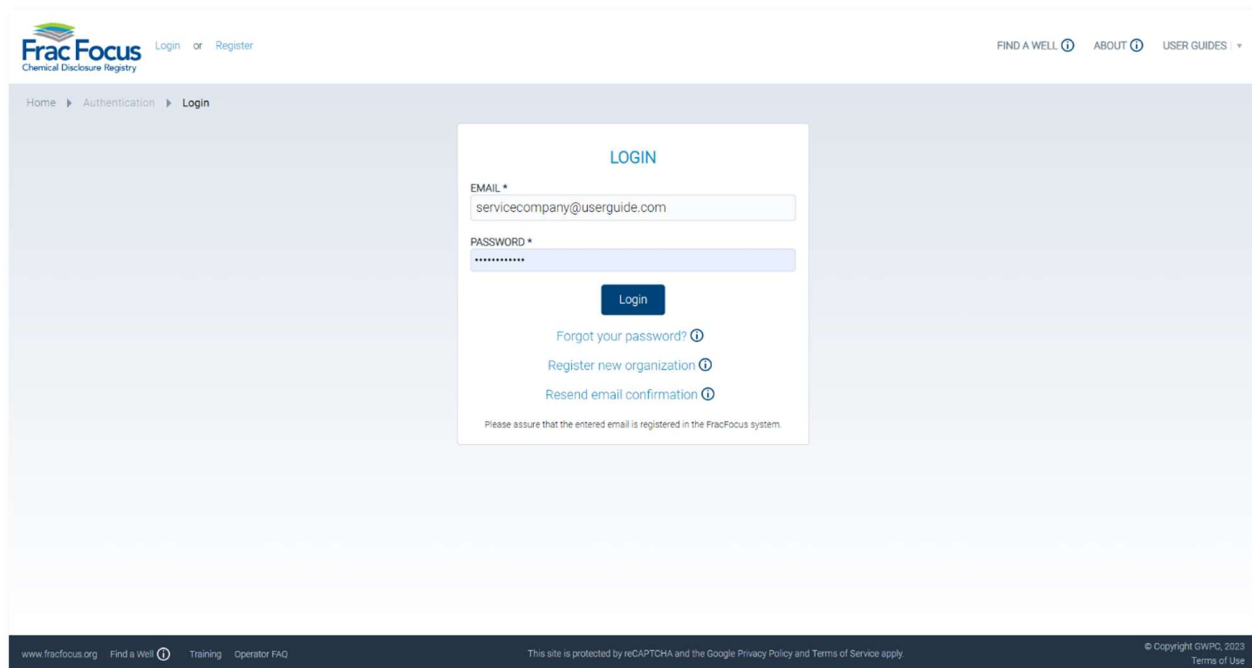
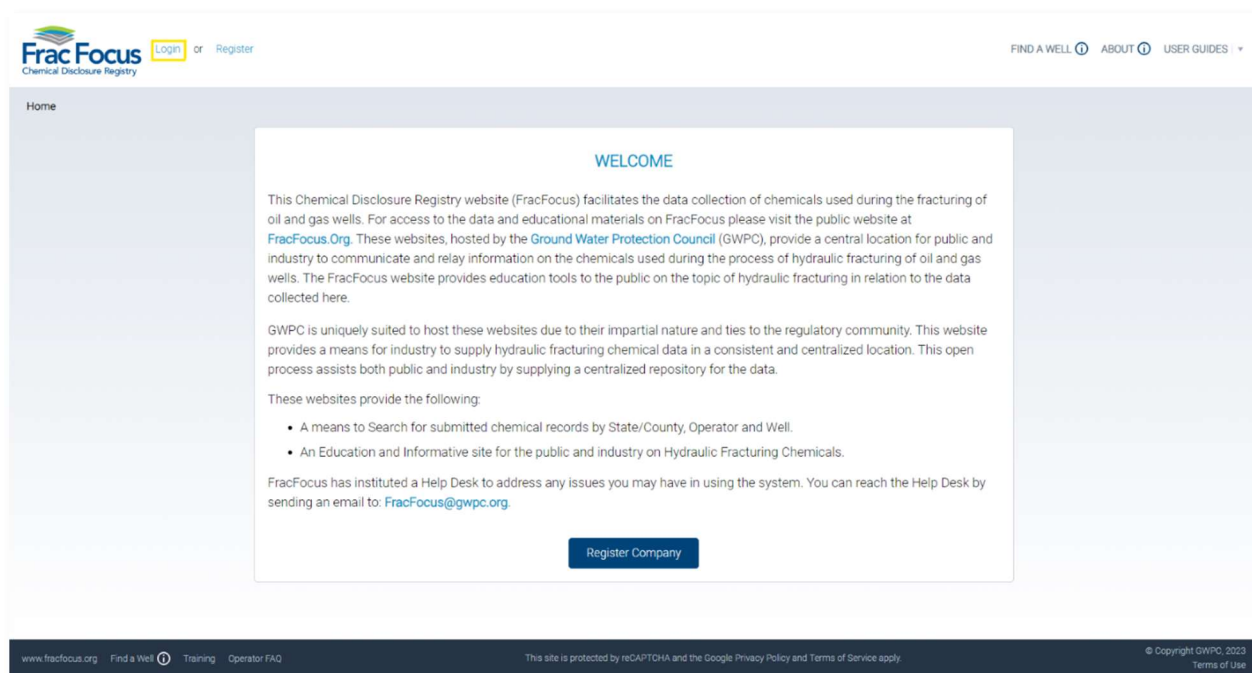
Please assure that the entered email is registered in the FracFocus system.

Once your email is verified, your application will be reviewed in the next 3-5 business days for approval by a FracFocus Support Administrator. Once you are approved, you will receive an email acknowledging your approval.

Please note – you will not be able to login to FracFocus until being approved. If you try, you will receive a note stating your account is pending approval.

Once approved, use the link from the email or return to <https://www.fracfocusdata.org>. Enter your email and password and complete the two-factor authentication when prompted.

To Login: Start at the FracFocus homepage (<https://www.fracfocusdata.org>). At the top left of the screen (next to the FracFocus logo), click Login. From there, you will be prompted to enter your email address, password, and complete the two-factor authentication to get started.



The Service Company Dashboard

After successfully logging in, you will be directed to the service company dashboard screen that shows Notifications, Data Download, Disclosures, a header menu system, and the left-hand navigation menu. Each of these dashboard components allows users to perform actions in the system based on their assigned roles.

Upper Right-Hand Navigation

You will see this menu on most FracFocus screens – this allows efficient navigation to other screens and to return to the dashboard. Options available to a user are dependent on the role assigned to them.

The screenshot displays the FracFocus Service Company Dashboard. The left-hand navigation menu includes the following options: Add/Upload New Disclosures, Manage Disclosures, 3rd Party Chemicals, Manage Users & Companies, and Edit Account. The main content area shows a 'DISCLOSURES' section with a table of data. The table has columns: API Number, Operator Name, Well Name and ..., Job Start Date, Job End Date, and Last Edit. Two rows of data are visible. The top row shows API Number 35-015-21319-00-00, Operator Name User Guide Operator, Well Name Operator Example 1, Job Start Date 2/1/2015, Job End Date 2/2/2015, and Last Edit 8/25/2023. The bottom row shows API Number 35-151-00001-00-00, Operator Name User Guide Operator, Well Name Operator Example ..., Job Start Date 8/5/2021, Job End Date 8/15/2021, and Last Edit 8/25/2023. The dashboard also includes a header menu with options: FIND A WELL, ABOUT, DASHBOARD, DISCLOSURES, MANAGE ORGANIZATION, USER GUIDES, and REPORTS. The footer contains the website URL www.fracfocus.org, a copyright notice for GWPO, 2023, and a Terms of Use link.

[Find a Well](#)

Directs you to the public disclosure interface on fracfocus.org to search for submitted disclosures.

[About](#)

Directs you to the About page which contains general information about FracFocus.

[Dashboard](#)

Directs you to the Dashboard – your home screen.

[Disclosures](#)

Allows you to add/upload new disclosures, manage disclosures, and manage 3rd party chemicals.

Manage Organization

Allows you to manage your organizations profile, users, set up organizational defaults, and view the list of operators who have authorized your organization as a service company to enter, validate, and route data.

User Guides

Directs you to the Schema Guide and User Guide.

Reports

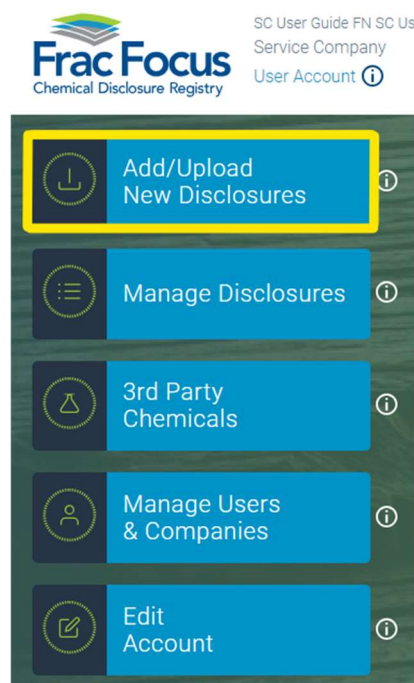
Directs you a set of Service Company Reports

Left-Hand Navigation

The Left-Hand Navigation options provide users with quick access to specific menu selections. The available items in the Left-Hand Navigation menu will be dependent on the logged in user's roles. All the menu items are described below.

The screenshot displays the FracFocus Chemical Disclosure Registry interface. The left-hand navigation menu is highlighted with a yellow box and includes the following items: Add/Upload New Disclosures, Manage Disclosures, 3rd Party Chemicals, Manage Users & Companies, and Edit Account. The main content area shows the 'DISCLOSURES' section with a table of pending disclosures. The table has columns for API Number, Operator Name, Well Name and ..., Job Start Date, Job End Date, and Last Edit. Two rows of data are visible, both for 'User Guide Operator'.

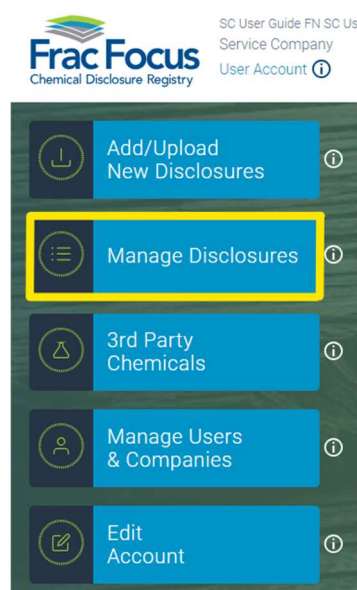
API Number	Operator Name	Well Name and ...	Job Start Date	Job End Date	Last Edit
35-015-21319-00-00	User Guide Operator	Operator Example 1	2/1/2015	2/2/2015	8/25/2023
35-151-00001-00-00	User Guide Operator	Operator Example ...	8/5/2021	8/15/2021	8/25/2023

Add/Upload New Disclosures

Service Company users with the “Data User” role will have access to this menu option. This menu item directs you to the New Disclosures page. You can also access this page from the Add/Upload New Disclosure drop-down item from the Disclosures option in the navigation menu.

Refer to page 103 of this guide for additional information on adding/uploading new disclosures.

Manage Disclosures



This menu item directs you to the Disclosures page. You can also access this page from the Manage Disclosures drop-down item from the Disclosures option in the navigation menu. Here, you can view, pending, routed to operator, deleted, deleted by operator or all disclosures. (Note: deleted and deleted by operator are disclosures created during the process of editing/amending submissions and will be removed from the system after a 6-month holding period.)

Once on the disclosures page, use the View drop-down to narrow your disclosures based on status. You also have the option to export your data into an excel spreadsheet with the Export Data button for review while offline.

DATA DOWNLOAD

VIEW: All (5) ⓘ

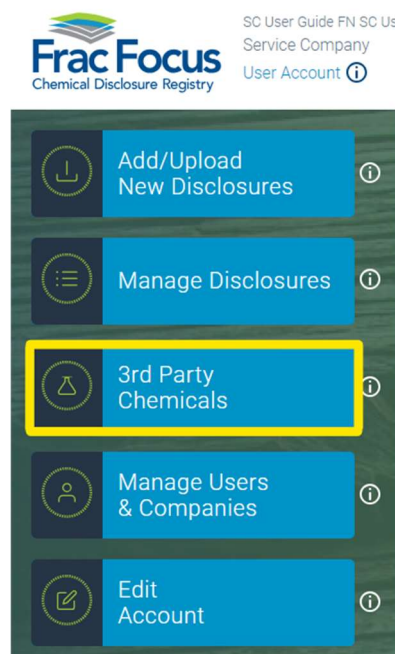
GRID INFO: Pending (2), Routed to Operator (1), Deleted (2), Deleted by Operator (0)

API Number Operator Name Well Name and Number Job Start Date Job End Date Last Edit Status Routed By

37-105-21923-00-00	User Guide Operator	User Guide Well 1	11/10/2022	11/24/2022	8/23/2023	Pending	fftestsc@gmail.com
35-015-21319-00-00	User Guide Operator	HOBBS-STATE 1	2/1/2015	2/2/2015	8/25/2023	Deleted	
35-015-21319-00-00	User Guide Operator	Operator Example 1	2/1/2015	2/2/2015	8/25/2023	Pending	
35-015-21319-00-00	User Guide Operator	HOBBS-STATE 1	2/1/2015	2/2/2015	8/25/2023	Deleted	
35-151-00001-00-00	User Guide Operator	Operator Example Well	8/5/2021	8/15/2021	8/25/2023	Pending	

Export Data ⓘ

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3rd Party Chemicals

This menu item opens the 3rd Party Chemicals page, which is used to enter additives and their chemicals in a list where they can be accessed to streamline entry on future disclosure reports. Addition of a 3rd Party Chemical is presented below.

Users with the “Data User” role have the ability to add and edit 3rd Party Chemicals. Users with the Supervisor role can review the list only.


The Service Company only has access to the 3rd Party Chemicals that they enter in the system. They do not have access to the Operator’s 3rd Party Chemicals.


Add New Additive


To create a new additive, input the Trade Name, Supplier Name, and Purpose Name then click  to add. After adding a new additive, the user can then add ingredients to it.


3RD PARTY CHEMICALS


Add New Additive
Create an additive, then add chemicals/ingredients to that additive for use when adding/editing a disclosure.

TRADE NAME * 

SUPPLIER NAME * 

PURPOSE NAME * 




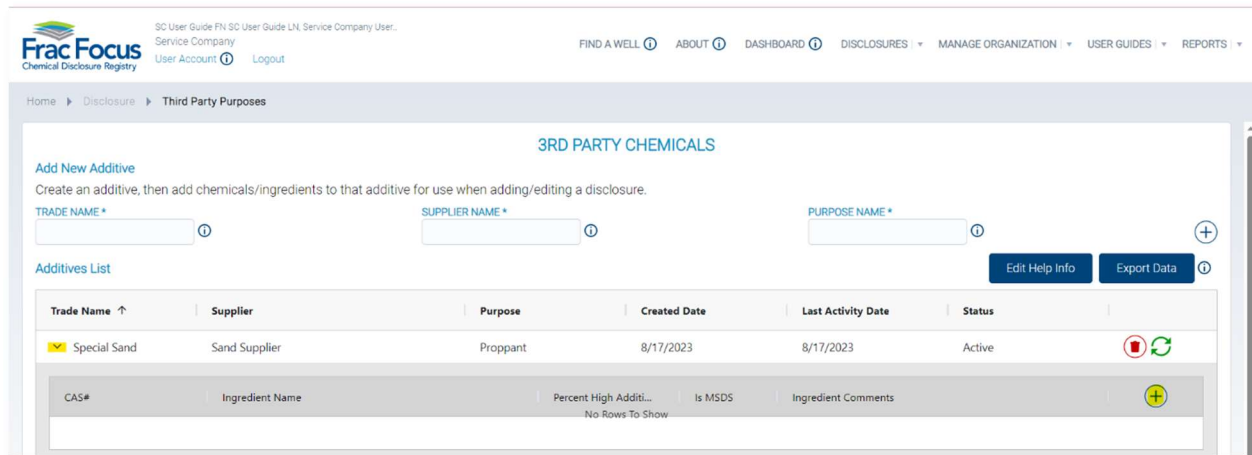
[Edit Help Info](#) [Export Data](#) 

Additives List

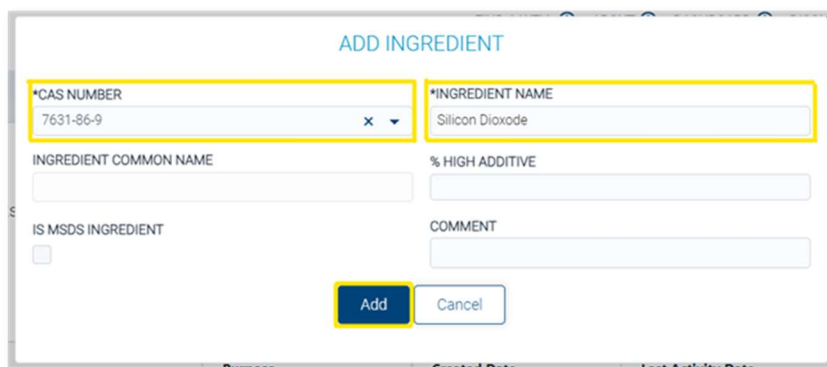
Trade Name	Supplier	Purpose	Created Date	Last Activity Date	Status
------------	----------	---------	--------------	--------------------	--------

Adding Ingredients

To add an ingredient to the additive, click the drop-down option (i.e., “>” arrow next to Trade Name of Additive) to view the Additive’s ingredients. To add a new ingredient, click the  symbol in the header portion of the drop-down.



You will then be directed to enter the ingredient information. The CAS Number and Ingredient Name are required fields. If you select a CAS Number from the existing drop-down list, the Ingredient Name will be populated. You can also enter the % High Additive and any additional comments regarding the



ingredient. The Ingredient Common Name field is read-only and will be populated based on previous use of that chemical’s CAS Number in FracFocus. For the special cases of “Proprietary”, “Trade Secret”, “CAS Not Assigned”, and “Confidential”, type in one of those values in the CAS Number field and hit the “Enter” key on your keyboard. This will add the value to the CAS Number field.

If the ingredient is an MSDS ingredient, click the checkbox under “Is MSDS Ingredient”. Both MSDS and non-MSDS ingredients can be entered for an Additive. After the information is entered, click the Add button to add the ingredient. If a special case has been entered for the CAS Number, claimant information will be able to be populated after adding.

3RD PARTY CHEMICALS

Add New Additive
Create an additive, then add chemicals/ingredients to that additive for use when adding/editing a disclosure.

TRADE NAME * SUPPLIER NAME * PURPOSE NAME *

Additives List

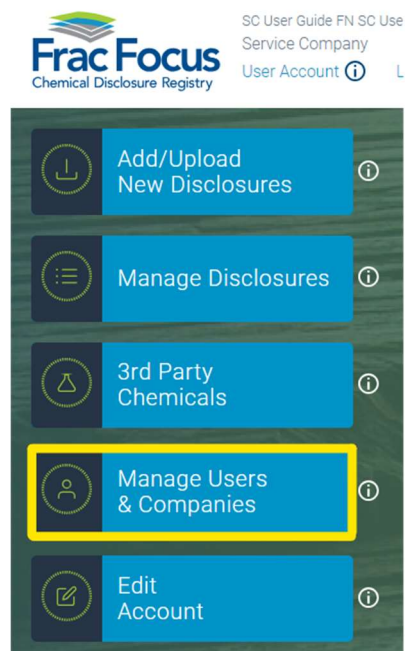
Trade Name	Supplier	Purpose	Created Date	Last Activity Date	Status
Special Sand	Sand Supplier	Proppant	8/17/2023	8/17/2023	Active

Ingredient Details:

CAS#	Ingredient Name	Percent High Additi...	Is MSDS	Ingredient Comments
7631-86-9	Silicon Dioxide	34	<input type="checkbox"/>	

Once the ingredient has been added, it will populate in the Additive List drop-down. By clicking on the fields of the ingredient in an Additive you can edit that ingredient.

Manage Users & Companies



For users with the Supervisor Role, this menu item directs you to the Organization Users page where you can:

- Add New Users to your Organization
- Add Existing Users to your Organization
- Manage User's roles
- Manage your Organization's User's access to FracFocus

The system requires your organization to have at least one Supervisor. As a supervisor you cannot remove that role from your user account. If this role needs to be removed from your user account, another Supervisor of your organization can remove it. An organization can have multiple Supervisors and multiple Data Users. Users can also have both roles assigned.

Add a Service Company User or Supervisor (new to FracFocus)

To add a new organization login under the service company, click either New User or New Supervisor under the Users tab. (Note: graphics show New User option selected but same process is followed for a new Supervisor)

Next, enter the email address of the new organization login to verify the email address is not already registered in FracFocus. Once the email is entered, click Next to check for existing user and move forward.

You will be directed to the Organization Users New User/Account form. Enter the new user's required information: first name, last name, email address (pre-populated) and two-factor authentication settings. You can also assign an Office/Region to your staff. Then click Create Account & Email User. This will send a welcome email to the user with steps to complete their account setup and login for the first time.

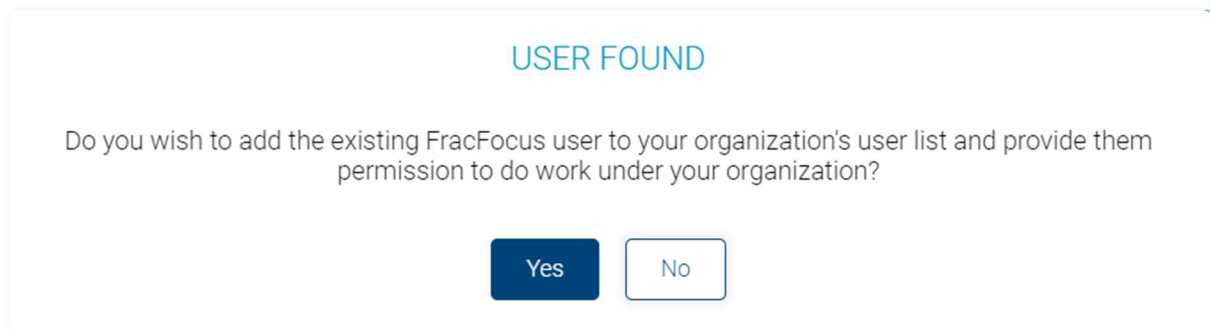
The New User's account will be put in a pending state after the account is created. Before the user logs in for the first time, the New Users' first name, last name, office/region, and email can be edited. If the email was entered incorrectly, it can be edited, and the welcome email can be resent by clicking the "Resend Activation Email". It can also be deleted at this time. Once the user has logged in, it cannot be deleted.

Fir...	Last Name	Email	Office/Region	Supervisor	Data User	Status	Last Login Date	Added By
Example	Service Company	example@servicec...			<input checked="" type="checkbox"/>	Pending		SC User Guide FN ...
SC User ...	SC User Guide LN			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active		

Once the User is added, the name of the new user will be added to the Organization Users list. The Supervisor then can assign roles to the new user (Supervisor or Data User) by clicking the checkboxes that correspond to the desired role(s).

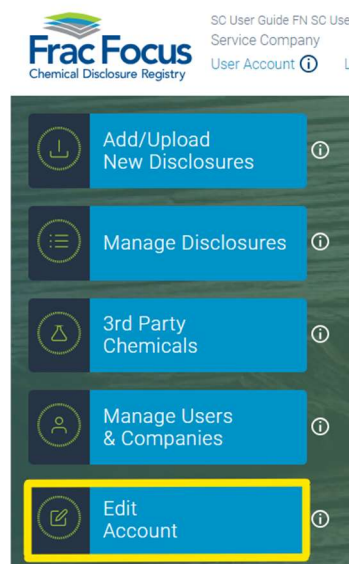
[Add an Existing User](#)

A new feature of FracFocus allows an Existing User of FracFocus to be associated with your organization. If you enter an email address of a user that has already been entered as a user in FracFocus, you will be prompted by the following dialog box:



If you click Yes and associate the existing user to your organization, you will be able to manage their roles and permissions to interact with your organization submission data. They will have the same ability as your organization's employees based on the roles you assign them.

Edit Account



This menu item directs you to the User Account page. This page allows you to view or edit your profile information and change your password. Service companies can click Edit Profile to edit the following information on their accounts:

- First Name
- Last Name
- Phone Number
 - Primary
 - Cell
- Two-Factor Authentication Type

To change your password, click Change Password.

Export Data

In FracFocus, any pages that present a list of data are able to be downloaded in an Excel Spreadsheet. To download any list, click the Export Data button to download the Excel Spreadsheet.



Creating a New Disclosure

In many cases, disclosure reports will be created by the service company and provided to the operator or registered agent for review. Only users with the Data User role under the Service Company have access to create new disclosures. In FracFocus, disclosures can be created using two separate approaches – the Default Systems Approach and the MSDS+ Approach.

Systems Approach: The Systems Approach allows users to input the data for all additives and all ingredients in common lists.

MSDS+ Approach: With the MSDS+ approach, the additives are split into two separate lists depending on whether the chemicals require preparation of an SDS (Safety Data Sheet) or not, MSDS Chemical Ingredients and Additional Non-MSDS Chemicals. Usually, water and sand are included in the MSDS Chemical Ingredients list even though they do not require preparation of an SDS.

Getting Started

To add a new disclosure, click the Add/Upload New Disclosures from the Left-Hand Navigation menu or click the Add/Upload New Disclosure from the Disclosures drop-down from the Upper Right-Hand Navigation menu.



You will be directed to the New Disclosure Form. You have the option to upload a valid XML file to complete the disclosure or if a valid XML file is not available, you can manually complete the form.

Edit Help Info

Please note the Edit Help Info button in the form. This will generate a pop-up with editing help, that describes how to edit the fields, add new items, and saving your information.



You will also note the tooltip icons. By hovering over these icons, they will provide explanations for key fields and action buttons.

Upload XML File

1. Ensure the disclosure is to be added under the correct Operator.

The screenshot shows the 'NEW DISCLOSURE' page on the FracFocus website. At the top, there is a navigation bar with links like 'FIND A WELL', 'ABOUT', 'DASHBOARD', 'DISCLOSURES', 'MANAGE ORGANIZATION', 'USER GUIDES', and 'REPORTS'. Below the navigation bar, the page title 'NEW DISCLOSURE' is centered. A message states: 'Before you may proceed to create a new disclosure you need to choose which Operator's disclosure to add.' Below this, the 'OPERATOR *' dropdown menu is highlighted with a yellow box, showing 'User Guide Operator' as the selected option. Further down, there is a section for uploading an XML file. It includes a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. A note specifies: 'Upload XML Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)'. Below the upload section, there is a checkbox for 'UPLOAD DIRECTLY TO OPERATOR?'. The bottom part of the form is titled 'MANUAL ENTRY' and contains various fields for manual data entry, including 'ENTRY METHOD', 'JOB START DATE', 'JOB END DATE', 'API NUMBER', 'STATE & COUNTY', 'WELL NAME AND NUMBER', 'LONGITUDE', 'DATUM', 'TRUE VERTICAL DEPTH (FT)', and 'TOTAL WATER VOLUME (GAL)'. The footer of the page includes the FracFocus logo, copyright information, and a reCAPTCHA notice.

2. Click Choose File.

This screenshot shows the same 'NEW DISCLOSURE' page as the previous one, but with the 'Choose File' button highlighted by a yellow box. The rest of the page content, including the 'OPERATOR' dropdown, the XML upload instructions, and the 'MANUAL ENTRY' section, remains the same. The footer also remains identical.

3. Select your valid XML file
4. Click Upload – You can use the Upload Directly to Operator checkbox to route the disclosure directly to the Operator with no edits.

NEW DISCLOSURE

Before you may proceed to create a new disclosure you need to choose which Operator's disclosure to add.

OPERATOR *: User Guide Operator

Add a new disclosure by uploading a valid XML file. If a valid XML file is not available, the data can be added manually by completing the form below.

Upload XML. Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File .xml Upload

UPLOAD DIRECTLY TO OPERATOR? ☐

MANUAL ENTRY

Manual Entry Complete the form and click Save & Continue.

ENTRY METHOD *

JOB START DATE * mm/dd/yyyy JOB END DATE * mm/dd/yyyy API NUMBER * STATE & COUNTY Enter API Number

WELL NAME AND NUMBER LONGITUDE DATUM TRUE VERTICAL DEPTH (FT) LATITUDE TOTAL WATER VOLUME (GAL)

FEDERAL WELL INDIAN WELL

WGS84

5. Information from the valid XML will populate the form.

MANUAL ENTRY

ENTRY METHOD * MSDS+

JOB START DATE * 08/05/2021 JOB END DATE * 08/15/2021 API NUMBER * 35-151-00001-00-00 STATE & COUNTY Oklahoma, Woods

WELL NAME AND NUMBER Operator Example Well LONGITUDE -98.946 LATITUDE 36.835747

FEDERAL WELL INDIAN WELL

DATUM WGS84 TRUE VERTICAL DEPTH (FT) 8,871 TOTAL WATER VOLUME (GAL) 19,866

TOTAL NON WATER VOLUME 0 TOTAL MASS (LBS) 200

Water Sources Edit Help Info Export Data Map Location

Water Source	Percent
Groundwater, < 1000TDS	100

United States

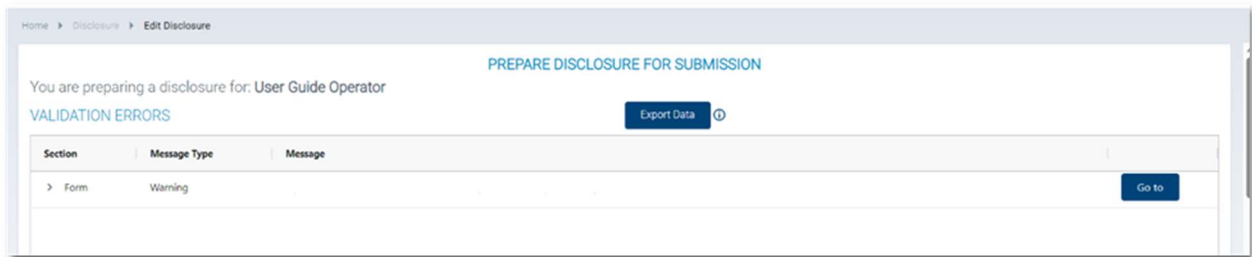
6. To view a preview of the disclosure, click Preview PDF at the bottom of the page.

Preview PDF

7. Once everything looks correct, click Validate to ensure there are no errors on the form.

Validate

If there are any errors or warnings, they will populate at the top of the disclosure.



The screenshot shows a web interface for preparing a disclosure. At the top, there is a breadcrumb trail: Home > Disclosure > Edit Disclosure. Below this, the text 'PREPARE DISCLOSURE FOR SUBMISSION' is displayed in blue. Underneath, it says 'You are preparing a disclosure for: User Guide Operator'. A section titled 'VALIDATION ERRORS' is highlighted in blue. To the right of this section is a button labeled 'Export Data' with a small icon. Below the 'VALIDATION ERRORS' section is a table with three columns: 'Section', 'Message Type', and 'Message'. The table contains one row with the following data: 'Form' in the 'Section' column, 'Warning' in the 'Message Type' column, and a message icon in the 'Message' column. To the right of the table is a button labeled 'Go to'.

Section	Message Type	Message
> Form	Warning	

8. Once all errors have been fixed and the form has been validated, click Route to Operator to send to the operator's queue.

Route to Operator

Upload Manually

To enter disclosure information manually, first ensure the correct Operator is selected then fill out the required fields in the Disclosure Manual Entry form.

Fields of Note:

- **Entry Method:** In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - **MSDS+:** Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
 - **Systems Approach:** Includes header data, Additive List, and Ingredient List
- **API Number:** Must be in 14-digit format. Often, you will receive an API number in a shorter 10-digit format. If you enter the API as a 10-digit number, the four zeroes will be added automatically to the end of the API number. For most wells, the last 4 digits are “0” unless the well is a new lateral or new completion. Do not enter the dashes “-” between the sets of numbers – these are added automatically.
- **Federal Well (checkbox):** Indicate if the well is on Federal land or has Federal mineral interests, such that information would be reported to the U.S. Department of Interior’s Bureau of Land Management (BLM).
- **Indian Well (checkbox):** Indicate if the well is on Indian land or has Indian mineral interests, such that information would be reported to the U.S. Department of Interior’s Bureau of Land Management (BLM).
- **Datum:** Has a drop-down list including WGS84, NAD83, or NAD27. This choice should correspond with the coordinate system used to locate your company’s well.

- Total Non Water Volume: Any base fluids besides fresh water are used in large amounts (e.g., CO₂, Nitrogen, or recycled produced water).
- Total Mass (lbs.): Information can be entered here if you need to recalculate the % HF Mass information in the ingredients portion of the form.
- Water Sources: Add and track the percentage of water source types used during the job.
Select a type of water source with associated breakdown by TDS using the following codes:
 - a. Surface Water, <1000TDS
 - b. Surface Water, >1000TDS
 - c. Groundwater, <1000TDS
 - d. Groundwater, >1000TDS
 - e. Produced Water
 - f. Other, <1000TDS
 - g. Other, >1000TDS

You will then be able to enter a percentage of the job performed using the water type selected.

When all information is entered, click Save and Continue. At this point, you move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the MSDS+ approach or the Systems approach of data entry.

Systems Approach (default reporting method)

After the header information has been entered and you have clicked Save and Continue, the location of the well will show on the map. You can visually verify that the map shows the correct location of your well.

PREPARE DISCLOSURE FOR SUBMISSION

OPERATOR: User Guide Operator

To revise this disclosure, update the data below or choose a valid XML file and click upload.
Upload XML: Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File No file chosen Upload

☒ OVERWRITE THE DATA BELOW ☐ APPEND XML DATA

ENTRY METHOD: Systems Approach

JOB START DATE: 02/01/2015 JOB END DATE: 02/02/2015 API NUMBER: 35-015-21319-00-00 STATE & COUNTY: Oklahoma, Caddo

WELL NAME AND NUMBER: Operator Example 1 LONGITUDE: -98.317007 LATITUDE: 35.127046

TOTAL NON WATER VOLUME: 0 TOTAL WATER VOLUME (GAL): 315,210

TOTAL MASS (LBS): 2,628,647.611

Water Sources

Water Source	Percent
Groundwater, < 1000TDS	100

Map Location

The Prepare Disclosure for Submission page allows entry of additives and their ingredients.

Add 3rd party ingredient(s) Add selected Ingredients

ADDITIVES LIST

Trade Name	Supplier	Purpose
No Rows To Show		

0 to 0 of 0 Page 0 of 0

INGREDIENT LIST

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

Preview PDF Validate Route to Operator

Systems Approach: Add 3rd Party Ingredients

1. Click the Add 3rd Party Ingredient(s) drop-down.

The screenshot shows the 'Edit Disclosure' page in the FracFocus Chemical Disclosure Registry. The page header includes the FracFocus logo, user account information, and navigation links. The breadcrumb trail is 'Home > Disclosure > Edit Disclosure'. The main content area features a dropdown menu labeled 'Add 3rd party ingredient(s)' which is highlighted with a yellow box. To the right of the dropdown is a blue button labeled 'Add selected ingredients'. Below the dropdown is a section titled 'ADDITIVES LIST'.


2. Select desired 3rd party ingredient(s)

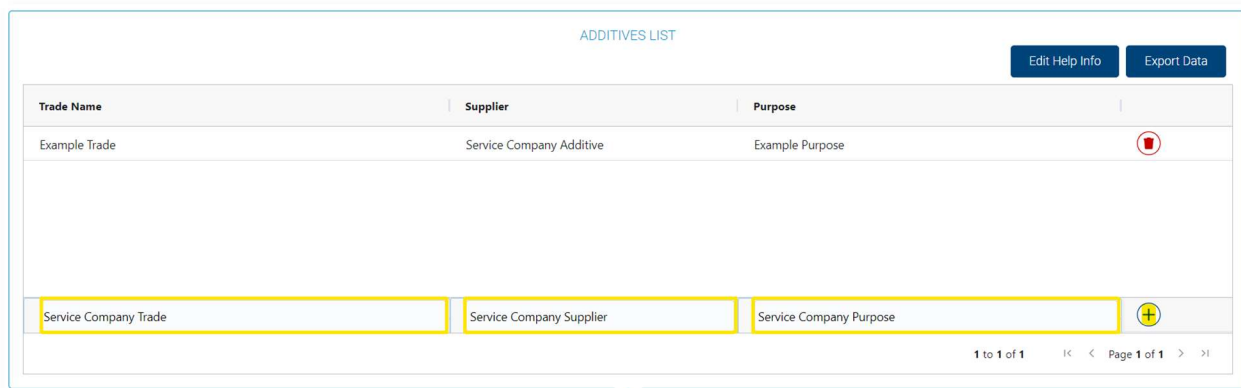
The screenshot shows the 'Edit Disclosure' page with the 'Add 3rd party ingredient(s)' dropdown menu open. The dropdown list is highlighted with a yellow box, and 'Example Trade' is selected. The 'Add selected ingredients' button remains visible to the right.


3. Click Add Selected Ingredients to add to the Additives and Ingredient List


The screenshot shows the 'Edit Disclosure' page with the 'Add 3rd party ingredient(s)' dropdown menu closed. The selected item, 'Example Trade', is visible in the dropdown box. The 'Add selected ingredients' button is highlighted with a yellow box.

Systems Approach: Add Additives

Enter the Trade Name, Supplier, and Purpose for each additive. Data is stored as soon as you tab into a subsequent field. Once the information has been entered, click the  to add it to the list.




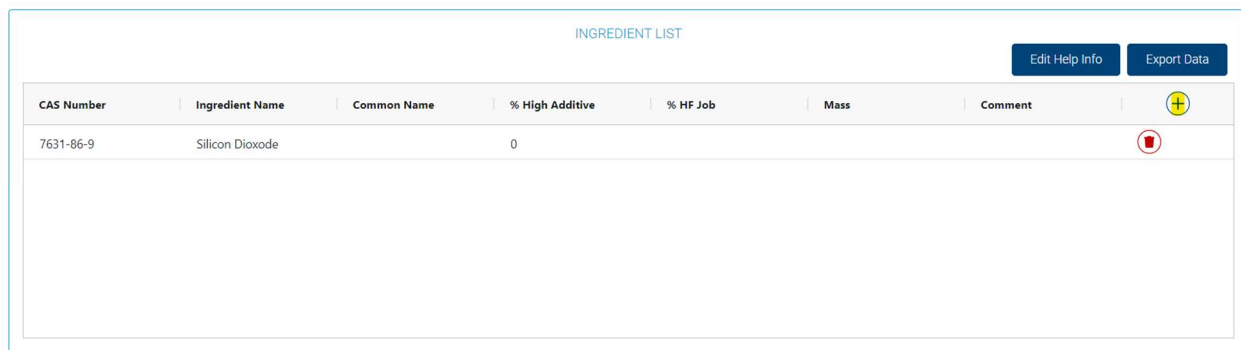
Trade Name	Supplier	Purpose	
Example Trade	Service Company Additive	Example Purpose	





1 to 1 of 1 < > Page 1 of 1

Systems Approach: Add Ingredients

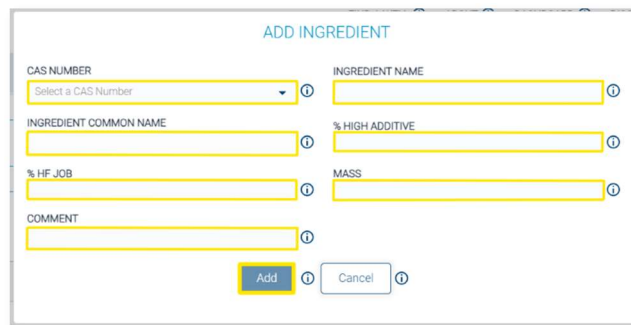
Click the  to add an ingredient to the list.





CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment	
7631-86-9	Silicon Dioxide		0				





Ingredients are not linked to any specific additive, but rather are part of the overall list. For each ingredient, enter the CAS Number, Ingredient Name, % High Additive, and % HF job. You can also add the Mass and any Comments if applicable. Click Add to add to the Ingredient List. You are able to edit the information in the table by selecting the list fields.





CAS NUMBER
Select a CAS Number 


INGREDIENT NAME 


INGREDIENT COMMON NAME 


% HIGH ADDITIVE 

% HF JOB 

MASS 

COMMENT 

Add 

Cancel 

MSDS+ Approach

With the MSDS+ approach, the additives are split into two separate lists depending on whether the chemicals require preparation of an SDS or not, MSDS Chemical Ingredients and Additional Non-MSDS Chemicals. Usually, water and sand are included in the MSDS Chemical Ingredients list even though they do not require preparation of an SDS.

After the header information has been entered and you have clicked Save and Continue, the location of the well will show on the map. You can visually verify that the map shows the correct location of your well. This screen allows entry of the additives and their ingredients.

PREPARE DISCLOSURE FOR SUBMISSION

OPERATOR: User Guide Operator

To revise this disclosure, update the data below or choose a valid XML file and click upload.
 Upload XML: Choose a valid XML file and click upload. Only upload a valid XML file. A XML file compressed in a ZIP file is allowed. (Maximum Upload size of 4 MB.)

Choose File No file chosen Upload

☒ OVERWRITE THE DATA BELOW ☐ APPEND XML DATA

MANUAL ENTRY

ENTRY METHOD: MSDS+

JOB START DATE: 08/05/2021 JOB END DATE: 08/15/2021 APN NUMBER: 35-151-00001-00-00 STATE & COUNTY: Oklahoma, Woods

WELL NAME AND NUMBER: Operator Example Well ☐ FEDERAL WELL ☐ INDIAN WELL

LONGITUDE: -98.945 DATUM: WGS84 TRUE VERTICAL DEPTH (FT): 8.871 LATITUDE: 36.835747

TOTAL NON-WATER VOLUME: 0 TOTAL MASS (LBS): 230 TOTAL WATER VOLUME (GAL): 19.866

Water Sources

Water Source	Percent
Groundwater, < 1000TDS	100

Map Location

ADDITIVES LIST

Trade Name	Supplier	Purpose
No Rows To Show		

0 to 0 of 0 Page 0 of 0

INGREDIENT LIST

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
No Rows To Show						

Preview PDF Validate Route to Operator

MSDS+ Approach: Add 3rd Party Ingredients

1. Click Add 3rd Party Ingredient(s).

The screenshot shows a web interface with a dropdown menu at the top left containing the text "Add 3rd party ingredient(s)". To its right is a blue button labeled "Add selected Ingredients". Below the dropdown is a table titled "ADDITIVES LIST". The table has three columns: "Trade Name", "Supplier", and "Purpose". The table is currently empty, displaying "No Rows To Show". At the bottom right of the table, there is a pagination control showing "0 to 0 of 0" and "Page 0 of 0".

2. Select desired 3rd party ingredients.

The screenshot shows the same web interface as the previous one, but the dropdown menu now displays "Special Sand" as the selected option. The "Add selected Ingredients" button remains visible. The "ADDITIVES LIST" table below is still empty, showing "No Rows To Show".


3. Click Add Selected Ingredients to add to the MSDS Chemical Ingredients and Additional Non-MSDS+ Chemicals Lists.

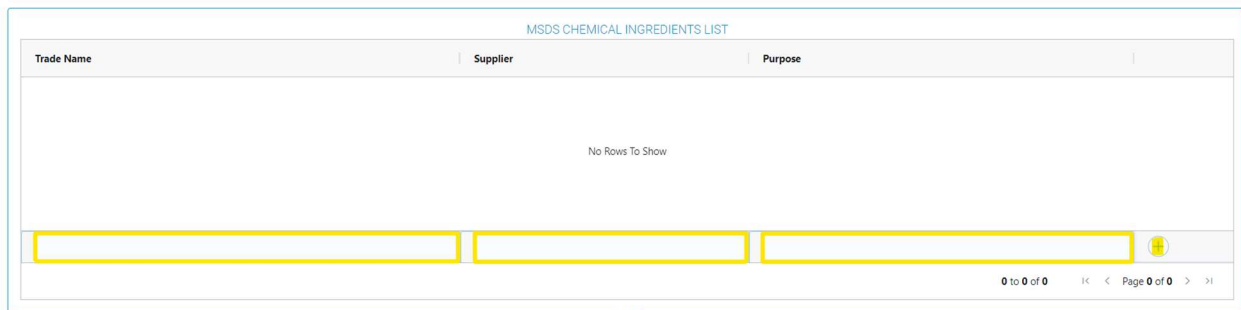
The screenshot shows the web interface with the "Special Sand" option selected in the dropdown menu. The "Add selected Ingredients" button is now highlighted with a yellow border. The "ADDITIVES LIST" table remains empty, showing "No Rows To Show".

MSDS+ Approach: Add MSDS Chemical Ingredients

Under the MSDS Chemicals Ingredients List, enter:

- Trade Name
- Supplier
- Purpose

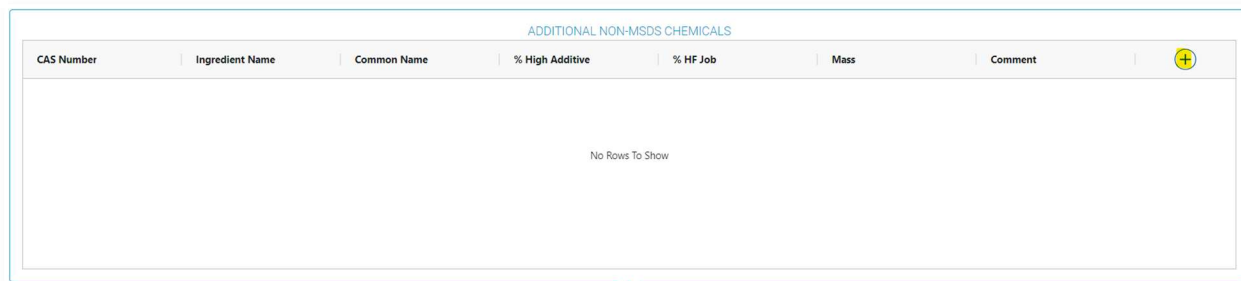
Click the  to add to the list.



The screenshot shows a web form titled "MSDS CHEMICAL INGREDIENTS LIST". It features a table with three columns: "Trade Name", "Supplier", and "Purpose". The table is currently empty, displaying "No Rows To Show". At the bottom of the table, there are three yellow rectangular input fields corresponding to the columns, and a yellow circular button with a plus sign to the right. The bottom right corner of the form shows pagination information: "0 to 0 of 0" and "Page 0 of 0".

MSDS+ Approach: Add Additional Non-MSDS Chemicals

Click the  to add a non-MSDS chemical.



The screenshot shows a web form titled "ADDITIONAL NON-MSDS CHEMICALS". It features a table with seven columns: "CAS Number", "Ingredient Name", "Common Name", "% High Additive", "% HF Job", "Mass", and "Comment". The table is currently empty, displaying "No Rows To Show". At the bottom right of the table, there is a yellow circular button with a plus sign. The bottom right corner of the form shows pagination information: "0 to 0 of 0" and "Page 0 of 0".

The Add Ingredient form will populate, where you will enter the CAS Number (if applicable), Ingredient Name, % High Additive, % HF Job, Mass, and Comments.

If the ingredient is considered to be protected as a trade secret, as proprietary, or confidential business information, or if no CAS is assigned, type Trade Secret, Proprietary, or Confidential and click the corresponding choice from the drop-down. If one of these is selected, you must fill in the contact information box.

ADD INGREDIENT

CAS NUMBER
Confidential
Confidential

INGREDIENT NAME
Confidential Ingredient Name

% HIGH ADDITIVE

% HF JOB

MASS

COMMENT

Add **Cancel**

ADDITIONAL NON-MSDS CHEMICALS

Edit Help Info Export Data

CAS Number	Ingredient Name	Common Name	% High Additive	% HF Job	Mass	Comment
Confidential	Confidential Ingredient Name		0	0		

COMPANY NAME
User Guide Operator

FIRST NAME
First Name

LAST NAME
Last Name

EMAIL
email@address.com

PHONE
111-111-1111

If the ingredient has a CAS number, enter it in the CAS Number box. Ensure you use the right format with numbers and dashes. If you enter it incorrectly, the ingredient will not populate in the drop-down. You can also enter the name of the ingredient or choose one of the options from the drop-down list provided by the system (based on the CAS number).

The screenshot shows the 'ADD INGREDIENT' form. At the top, there are navigation links: 'FIND A WELL (X)', 'ABOUT (X)', and 'DASHBOARD'. The form title 'ADD INGREDIENT' is centered at the top. Below the title, there are several input fields arranged in two columns. The first column contains 'CAS NUMBER' (a dropdown menu with 'Select a CAS Number' and a downward arrow, highlighted with a yellow border, and an information icon), 'INGREDIENT COMMON NAME' (a text box with an information icon), '% HF JOB' (a text box with an information icon), and 'COMMENT' (a text box with an information icon). The second column contains 'INGREDIENT NAME' (a text box with an information icon), '% HIGH ADDITIVE' (a text box with an information icon), and 'MASS' (a text box with an information icon). At the bottom of the form, there are two buttons: 'Add' (a blue button with an information icon) and 'Cancel' (a white button with a blue border and an information icon).

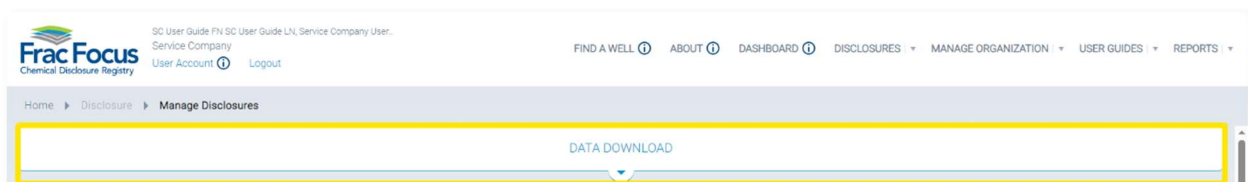
Fields of Note:

- % High Additive: Often the SDS shows the percentage of each ingredient as a range. You should enter the high end of the percentage range in the % High Additive box.
- % HF Job: For disclosures that you generate yourself (not those already prepared by the service company), you need to calculate the percentage by mass of the total frac job made up by each ingredient. You do not need to estimate the mass for water – it is automatically calculated from the volume of water you entered in the header information. The proportions of all the other additives are then recalculated by FracFocus. For nearly all the ingredients other than water and sand, the % HF Job numbers will be very small (having several zeros behind the decimal point). When entering % HF Job numbers, it is important to enter the percentage rather than a decimal version of the number. For example, if the actual % HF is 0.00056%, and the decimal version is 0.0000056 the number that should be entered in the field is 0.00056.
- Mass: The ingredient Mass box is generally left blank. It is used, however, when a new additive is entered onto an existing disclosure report.

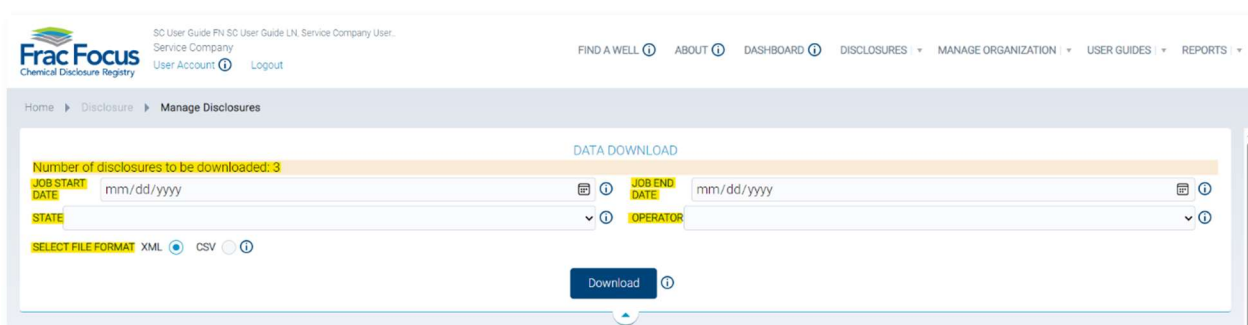
When finished, click Add to submit to the list. The additive is saved and populates in the Additional Non-MSDS Chemicals list. You can then enter information for more additives. If you want to remove a particular additive from the disclosure report, click the red trash can that corresponds with the additive.

Download Chemical Disclosures

In FracFocus, the Operator, Registered Agent, and Service Company are able to download their Pending, Submitted, and Amending disclosure reports. From the Dashboard or Manage Disclosure page, click the Data Download drop-down.



Filter your number of disclosures to be downloaded by entering the Job Start Date, Job End Date, State (where the desired wells are located), File Format and/or Operator. You'll notice the number of disclosures to be downloaded will change as more or less filters are applied.



Once desired filters have been applied, click download and the .xml will download onto your device.



Additional BLM Requirements

The Bureau of Land Management is working on regulations that govern disclosure of chemicals used to fracture wells located on Federal or Indian lands. Anytime the Federal or Indian Well checkboxes are checked, a Disclosure Agreement pop-up will appear. By checking the Federal or Indian Well boxes you are agreeing to the disclosure agreement.

×

DISCLOSURE AGREEMENT

Per the Final Hydraulic Fracturing Rule on Federal and Indian Lands (FF Vol. 80, No. 58 / Thursday, March 26, 2015), #167;3162.3-3 (i)(8) I certify that:

- The operator complied with the requirements in #167;3162.3-3, paragraphs (b), (e), (f), (g), and (h) of the section;
- For Federal lands, the hydraulic fracturing fluid constituents, once they arrived on the lease, complied with all applicable permitting and notice requirements as well as all applicable Federal, State, and local laws, rules, and regulations;
- For Indian lands, the hydraulic fracturing fluid constituents, once they arrived on the lease, complied with all applicable permitting and notice requirements as well as all applicable Federal and tribal laws, rules, and regulations.

By checking the Federal or Indian Well boxes you are agreeing to the above statements

Close



FracFocus

APPENDIX

Additional Support

This user guide explains the main features and mechanisms but cannot anticipate every possible situation or complication that users may experience.

Questions relating to this guidance guide should be addressed to William Blackwell, the IT & FracFocus Support Specialist for GWPC.

Ground Water Protection Council
13308 N. MacArthur Blvd.
Oklahoma City, OK 73142
405-516-4972
wblackwell@gwpc.org

XML Schema

XML provides more options for managing and reviewing data, but it is less user-friendly for those who are not trained in information technology (IT). The graphic below shows an example of data in XML format. Knowledge of XML is essential for IT personnel who may be programming or converting existing company documents into XML files for submission to the FracFocus system. However, the persons directly involved with entering data into FracFocus do not need to know how to create XML documents – the screens programmed into the FracFocus interface do the conversion automatically.

```
<?xml version="1.0" encoding="UTF-8"?>
- <StateExtract xmlns="StateExtractFracFocus3_0.xsd" xmlns:xsi="http://www.w3.org/2001/
  - <FractureJob>
    <RecordGUID>13daa26e-b68c-4fd5-97bb-d791ffe961aa</RecordGUID>
    <SubmissionDate>2014-02-24T14:45:02.277</SubmissionDate>
    <OriginalSubmissionDate>2014-02-24T14:45:02.277</OriginalSubmissionDate>
    <APINumber>37131203210000</APINumber>
    <AmendFlag>false</AmendFlag>
    <JobStartDate>2014-02-12T00:00:00</JobStartDate>
    <JobEndDate>2014-02-19T00:00:00</JobEndDate>
    <OperatorName>Chief Oil & Gas</OperatorName>
    <WellName>Garrison Unit 4H</WellName>
    <SurfLongitude>-75.9378</SurfLongitude>
    <SurfLatitude>41.625047</SurfLatitude>
    <Datum>NAD83</Datum>
    <FederalWell>false</FederalWell>
    <IndianWell>false</IndianWell>
    <TVD>7850</TVD>
    <TotalBaseWaterVolume>9350712</TotalBaseWaterVolume>
    <TotalBaseNonWaterVolume>0</TotalBaseNonWaterVolume>
    <EntryMethod/>
    <DisclosurePDF>JVBERi0xLjMNCjEgMCEvYmoNCi9UERGIC9UZXBh0IC9JbWFnZUIgLOI
  - <Purposes>
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    <TradeName>MCB-8614</TradeName>
    <Supplier>MULTI-CHEM</Supplier>
    <Purpose>BIOCID</Purpose>
    - <Ingredients>
      <RecordGUID>ea08cb54-cfac-4f9b-96de-3e11882f78ea</RecordGUID>
      <MSDSYN>true</MSDSYN>
      <IngredientName>ALKYL (C12-16) DIMETHYLBENZXYLAMMONIUM CHLORIDE
      <CASNumber>68424-85-1</CASNumber>
      <PercentHighAdditive>5</PercentHighAdditive>
      <PercentHFJob>0.003</PercentHFJob>
    </Ingredients>
    - <Ingredients>
      <RecordGUID>eac913fa-5fb0-438a-b519-15176daeb008</RecordGUID>
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For more information visit [FracFocus_Schema_Requirements.pdf](http://fracfocusdata.org/FracFocus_Schema_Requirements.pdf) (fracfocusdata.org)

FracFocus Data Field Dictionary

Header Data			
Field Name	Field Type	Field Description	Validation Checks
Entry Method	Drop-down	Select disclosure format as either Systems Disclosure or MSDS+ Disclosure	A selection must be made before the record can be entered
Job Start Date	Date as mmddyyyy	Enter the date on which fracturing of the formation or lateral was initiated	Must be a valid date
API Number	Numeric (Masked)	Enter the 10-14 digit API Number without dashes where the first two numbers represent the county and the last 5-9 number represents the well and special attributes	Must be a valid state and county number
State & County	Alpha	Automatically generated from the first 5 numbers of the API Number	
Well Name	Alpha	Enter the name of the well as listed by the company	
Latitude	Numeric	Enter the latitude of the surface location of the well in decimal degrees e.g. nn.nnnnnn	Must be between 15.0 and 75.0 degrees
Longitude	Numeric	Enter the longitude of the surface location of the well in decimal degrees e.g. nnn,nnnnnn	Must be between -180.0 and -63.0 degrees
Datum	Pulldown	Select the datum used to plot the surface location of the well's latitude and longitude	
Federal Well	Checkbox	Select this box if the surface or bottomhole location of the well is on Federal land	
Indian Well	Checkbox	Select this box if the surface or bottomhole location of the well is on Indian land	
True Vertical Depth (ft)	Numeric	Enter the deepest depth reached by the wellbore	Should not be >30,000
Total Water Vol (gal)	Numeric	Enter the total volume of water used as the base fluid for the fracturing job	Warning if >40,000,000
Total Non-Water Vol	Numeric	Enter the volume, weight, cubic footage etc.... of the base fluid if other than water	

Total Mass (lbs.)	Numeric	Enter the total mass of the fracturing job including all ingredients, if known	
Water Source			
Systems Disclosure			
Additives List			
Field Name	Field Type	Field Description	Validation Checks
Trade Name	Alpha	Enter the name of the product by its trade name	Must not be the same name as the Purpose
Supplier	Alpha	Enter the name of the individual or company that supplied the product	
Purpose	Alpha	Enter the reason for the products use e.g., Proppant, Biocide etc....	Must not be the same name as the Trade Name
Insert Fields			
CAS Number	Pulldown	Select the CAS number for Water (7732-18-5)	No entries other than 7732-18-5
Ingredient Name	Alpha	Enter the name of the ingredient if water e.g., Water, Re-cycled Water, Brackish Water, Produced Water etc....	
Percent HF Job	Numeric	Enter the percentage of the ingredient in the total fracturing fluid e.g., 88.2	
Comment	Alpha	Enter a comment about the ingredient or product	
Ingredients List			
CAS Number	Alpha	Enter the CAS number for an ingredient and select from the pulldown list or enter Proprietary, Confidential, Trade Secret or CAS. NOTE: If one of the above is entered you must enter the contact information for the entity asserting a claim as shown in green below	Must be a valid CAS number or a valid data entry. E.g., Trade Secret
Company Name	Alpha	Enter the name of the company asserting the claim	
First Name	Alpha	Enter the first name of the company	
Last Name	Alpha	Enter the last name of the company contact	

Email	Alpha	Enter a valid e-mail address for the company contact	Must be a valid e-mail address
Phone	Numeric (Masked)	Enter the phone number of the company contact	
Ingredient Name	Alpha	Accept the ingredient name from the CAS number pulldown list suggestion or type in another ingredient name	
% High Additive	Numeric	Enter the maximum percent of the ingredient in the trade name product	
% HF Job	Numeric	Enter the percentage of the ingredient in the total. fracturing fluid e.g., 0.0005	Total for all ingredients plus base fluid should be within three percent of 100 percent
Comment	Alpha	Enter a comment about the ingredient	
Mass	Numeric	Enter the mass of the ingredient, if known	
MSDS+ Disclosure			
MSDS Chemical Ingredients			
Field Name	Field Type	Field Description	Validation Checks
Trade Name	Alpha	Enter the name of the product by its trade name	Must not be the same as the Purpose
Supplier	Alpha	Enter the name of the individual or company that supplied the product	
Purpose	Alpha	Enter the reason for the products use e.g., Proppant, Biocide etc....	Must not be the same as the Trade Name
CAS Number	Alpha	Enter the CAS number for an ingredient and select from the pulldown list or enter Proprietary, Confidential, Trade Secret or CAS. NOTE: If one of the above is entered you must enter the contact information for the entity asserting a claim as shown in green below	Must be a valid CAS number or a valid data entry. E.g., Trade Secret
Company Name	Alpha	Enter the name of the company asserting the claim	

First Name	Alpha	Enter the First Name of the company contact	
Last Name	Alpha	Enter the last name of the company contact	
Email	Alpha	Enter a valid e-mail address for the company contact	Must be a valid e-mail address
Phone	Numeric (Masked)	Enter the phone number of the company contact	
Ingredient Name	Alpha	Accept the ingredient name from the CAS number pulldown list suggestion or type in another ingredient name	
% High Additive	Numeric	Enter the maximum percent of the ingredient in the trade name product	
% HF Job	Numeric	Enter the percentage of the ingredient in the total fracturing fluid e.g., 0.0005	Total for all ingredients plus base fluid should be within three percent of 100 percent
Comment	Alpha	Enter a comment about the ingredient	
Mass	Numeric	Enter the mass of the ingredient, if known	
Non MSDS Chemical Ingredients			
Field Name	Field Type	Field Description	Validation Checks
Trade Name	Alpha	Enter the name of the product by its trade name	Must not be the same as the Purpose
Supplier	Alpha	Enter the name of the individual or company that supplied the product	
Purpose	Alpha	Enter the reason for the products use e.g., Proppant, Biocide etc....	Must not be the same as the Trade Name
CAS Number	Alpha	Enter the CAS number for an ingredient and select from the pulldown list or enter Proprietary, Confidential, Trade Secret or CAS. NOTE: If one of the above is entered you must enter the contact information for the entity asserting a claim as shown in green below.	Must be a valid CAS number or valid data entry. E.g., Trade Secret

Company Name	Alpha	Enter the name of the company asserting the claim	
First Name	Alpha	Enter the first name of the company contact	
Last Name	Alpha	Enter the last name of the company contact	
Email	Alpha	Enter a valid e-mail address for the company contact	Must be a valid e-mail address
Phone	Numeric (Masked)	Enter the phone number of the company contact	
Ingredient Name	Alpha	Accept the ingredient name from the CAS number pulldown list suggestion or type in another ingredient name	
% High Additive	Numeric	Enter the maximum percent of the ingredient in the trade name product	
% HF Job	Numeric	Enter the percentage of the ingredient in the total fracturing fluid e.g., 0.0005	Total for all ingredients plus base fluid should be within three percent of 100 percent

Converting Volume to Mass

If the amounts of the additives are expressed in gallons rather than pounds, it will be necessary to convert to pounds. This is an easy calculation, but you must know the density or specific gravity of each ingredient (available from the SDSs) and make the calculation separately for each ingredient. Use either of these formulas:

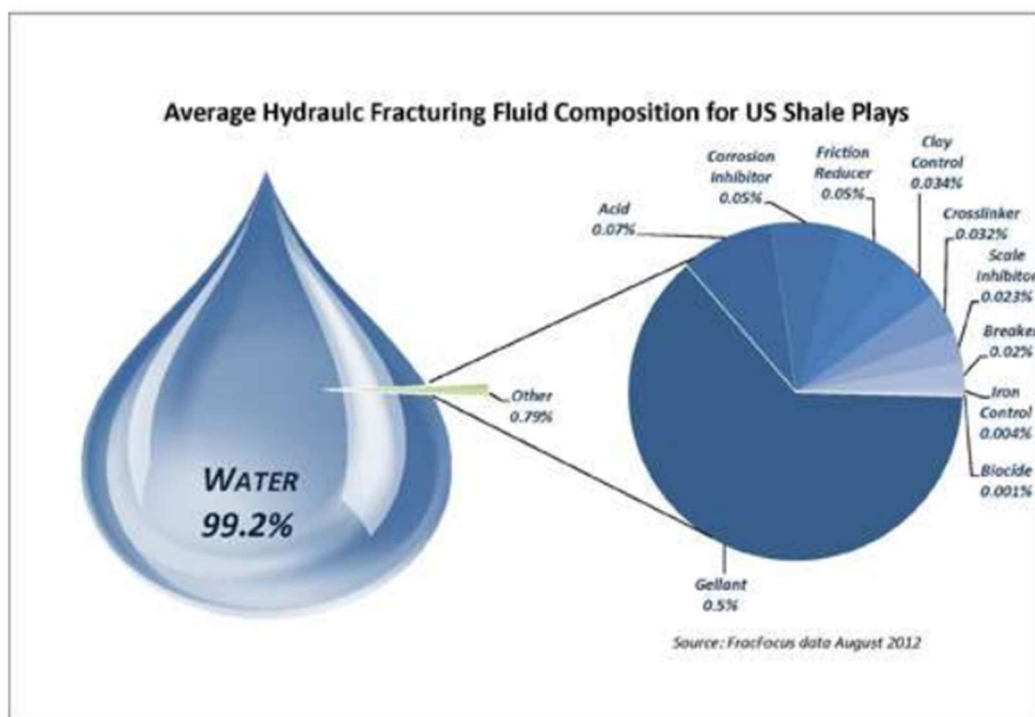
1. $\text{Mass (lbs.)} = \text{Volume (gallons)} \times \text{density (lbs./gallon)}$
2. $\text{Mass (lbs.)} = \text{Volume (gallons)} \times \text{specific gravity} \times 8.34 \text{ lbs./gallon}$

Water has a density of 8.34 lbs./gallon. Specific gravity is the ratio of the density of one substance divided by the density of water. So, if the specific gravity is shown as 1.2, the density would be $1.2 \times 8.34 = 10.01 \text{ lbs./gallon}$.

Frac Fluids

FracFocus was created to provide more information about the process of hydraulic fracturing and the frac fluids that are used in the process. Frac fluids are injected into a newly drilled and perforated well to stimulate a formation and create pathways for oil and gas to flow to the well.

Different types of frac fluids are used in different geological formations. One of the more common fracturing technologies used in many shale gas wells is known as a “slickwater frac”. Typically, the fluid used for slickwater fracs contains approximately 90% water, roughly 10% sand or other proppant material to keep newly created cracks open, and various other chemical additives used for well control purposes. The other additives collectively make up less than 1% of the total frac fluid volume. The figure shown below is taken from the Shale Gas Primer. It shows the types of chemicals that are often used in relatively small amounts to make up slickwater frac fluids.



The figure shows the products listed by generic category (e.g., biocide, corrosion inhibitor). For each of these product categories, there are likely to be many different individual products that all provide a similar function within the well. Often the chemical supplier, whether a frac service company or a separate chemical company, will blend several ingredients to make up the functioning additive and will give a company product name to the additive. To give a hypothetical example, Ajax Chemical Company could name a biocide additive Ajax B-597. That additive name gives no indication of the individual chemical ingredients in the additive or their relative volumes or masses within the product.

Safety Data Sheets (formerly Material Safety Data Sheets)

Information on additives and their ingredients should be provided by the service companies. In the event that additional information is needed, the best place to look is on Safety Data Sheets (SDSs) prepared by the chemical companies.

The U.S. Occupational Health and Safety Administration (OSHA) requires creation of an SDS for any product that contains hazardous or carcinogenic materials of specific threshold values (1.0% and 0.1% respectively). SDSs are required for hazardous or carcinogenic chemicals but not for all chemical products. Some products have multiple ingredients, some of which are considered hazardous or carcinogenic chemicals, while other ingredients are considered non-hazardous or inert. Often when a chemical is diluted with water to make a final product, the water is not listed on the SDS.

In some cases, the chemical supplier has used a proprietary formula when constituting a chemical additive. In those cases, disclosure of the actual ingredients and their concentrations is subject to each state's laws and regulations concerning confidential business information.