



Frac Focus USER GUIDE

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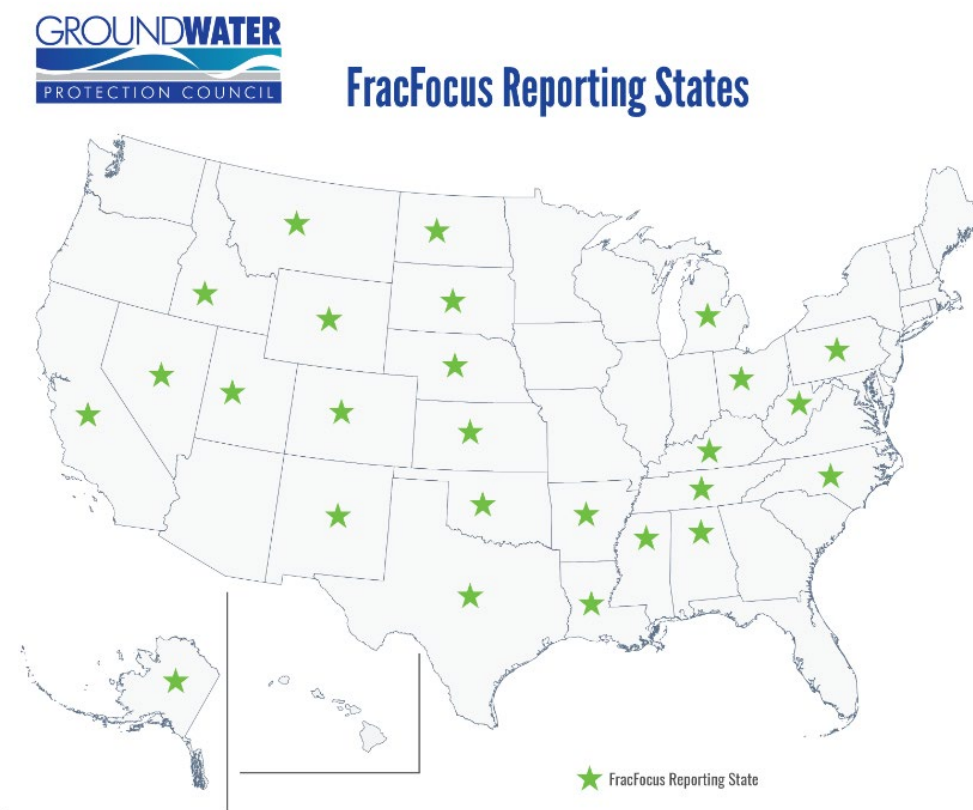
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Guidelines for Entering Chemical Disclosure Data into FracFocus

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 either require or allow companies to officially disclose chemical data via FracFocus.



Chapter 2 – Introduction

Contents of This Guide

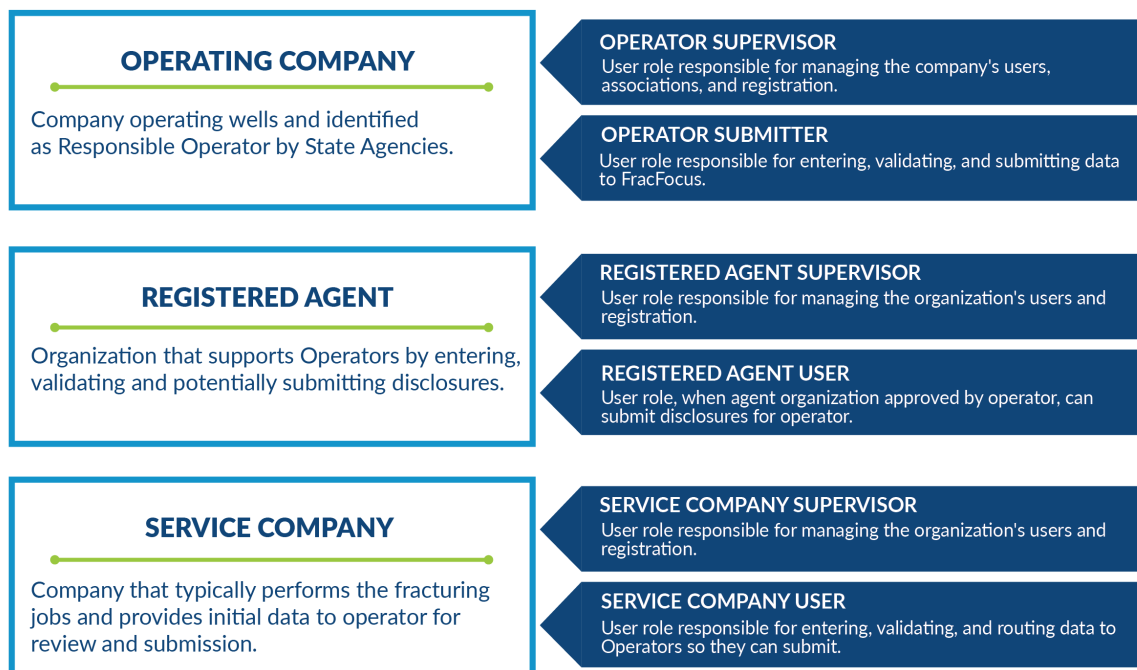
This guide includes information on the different components of the FracFocus application, users authorized to review and enter information, and how the information is reviewed and entered. Many screen shots are included to show users what the system looks like and to indicate where information should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

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

- **Operating Company** – Companies that operate wells that have had hydraulic fracturing jobs performed on them. This includes wells associated with the Oil & Gas industry and those outside of the industry. An Operating Company has the responsibility to submit their disclosure reports to FracFocus.
- **Registered Agents** – Operator approved consultants/users who support said Operators in reviewing, entering, and potentially submitting data on the Operator's behalf.
- **Service Companies** – Companies that typically conduct the hydraulic fracturing job and prepare the initial disclosure data for Operators.

The following chapters review the available actions 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 the general public with online access to information about the chemicals used in hydraulic fracturing jobs. The publicly available output provides well details, location, depth, and a list of the additives and component ingredients used. For each ingredient used, it provides the percentage of the ingredient within the additive, and the percentage of the ingredient in the whole of the job performed.

To understand how FracFocus works, it is useful to see how end users search for information and examine the format in which the resulting information is presented.

This chapter outlines how to locate a well and access the well disclosure submitted.

Find a Well

FracFocus allows users to search the public database for specific disclosures. Users may search for a well using Advanced Search or Map Search.

At the main FracFocus Data page, select 'FIND A WELL' located in the Dashboard at the top of the screen. Users will be directed to the Advanced Search. Users may switch to Map Search by selecting 'SWITCH TO MAP SEARCH' located at the upper left of Advanced Search.

The screenshot displays the FracFocus Chemical Disclosure Registry website. At the top, the FracFocus logo is on the left, with 'Login' or 'Register' links. On the right, navigation links include 'FIND A WELL' (highlighted with a yellow box), 'ABOUT', and 'USER GUIDES'. Below the header, a 'Home' link is visible. The main content area features a 'WELCOME' section with the following text: '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' A 'Register Company' button is located at the bottom of the welcome text. The footer contains the website URL, navigation links, a CAPTCHA notice, and copyright information for GWPC 2023.

Advanced Search

The Advanced Search allows users to locate wells by providing at least one of the following fields in the Advanced Search. Once provided, select 'Search Jobs' to search.

- State
- 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 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 section is titled 'Advanced Search' and contains 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 (mm/dd/yyyy to mm/dd/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). There are two buttons at the bottom: Search Jobs and Reset.

Map Search

The Map Search allows users to locate wells using a map interface – this is useful to users who do not know the specific data on the Advanced Search but know the physical location of the well.

The screenshot shows the FracFocus Chemical Disclosure Registry website. At the top, there is a navigation bar with the 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 section is titled 'Find a well in your area' and contains three search criteria fields: State (Select A State), County (Select A County), and City (Select A City). Below the search criteria fields, there is a map of the United States with blue dots representing wells. There are two buttons at the bottom: Zoom in on map to see results. and RESET.

The End Product

The search results will populate a list of wells below the Advanced Search or below the Map. Users may select the well name or corresponding 'Disclosure(s)' button in the list to view the individual well page with disclosure(s) information.

EBET2 390

Disclosure(s)

Operated by Vanguard Operating, LLC

API 25009213020000

State Montana

County Carbon

Job End Date January 23rd 2018

Here, users may select the 'PDF Disclosure Form' button to view a .PDF with the public disclosure (see below, Systems Approach format).



[FIND A WELL](#)
[EXPLORE »](#)
[LEARN »](#)
[FOR OPERATORS](#)

[← BACK TO SEARCH](#)

Disclosure(s) for EBET2 390

Operated by Vanguard Operating, LLC

API: 25-009-21302-00-00

State	County	Indian Well	Federal Well
Montana	Carbon	No	Yes

Job Completed: 1/23/2018

Total Base Water Volume: 69,853

Total Base Non-Water Volume:

True Vertical Depth: 5,737

Hydraulic Fracturing Fluid Composition

Ingredient	CAS Number	% HF Fluid
Water	7732-18-5	85.09300
SAND	14808-60-7	13.75405
Solvent Naptha (pet.) heavy aliphatic	64742-47-8	0.37117
Guar Gum	9000-30-0	0.30931
Choline Chloride	67-48-1	0.12890
Water	7732-18-5	0.05524
Water	7732-18-5	0.05070
Methanol	67-56-1	0.04855
Sodium hydrosulfide	1340-73-2	0.03373

Map

Satellite



PDF Disclosure Form

Elements of the .PDF Disclosure

The .PDF disclosure seen to the right is an example of an output for a Systems Approach disclosure (multiple pages). 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. The disclosure percentage is 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:	25-009-21302-00-00
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:	



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	Gum 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 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	85.08900	
			SAND	14808-60-7	100.00000	13.75405	
			Solvent Naptha (pol.) heavy aliphatic	64742-47-8	60.00000	0.37117	
			Gum Gurr	9000-30-0	60.00000	0.30931	
			Choline Chloride	67-48-1	70.00000	0.12890	
			Water	7732-18-5	30.00000	0.05524	
			Water	7732-18-5	70.00000	0.05070	
			Methanol	67-56-1	30.00000	0.04855	
			Sodium hydroxide	1310-73-2	30.00000	0.02173	
			Ammonium persulfate	7727-54-0	100.00000	0.02039	
			Boric acid	10043-35-3	10.00000	0.00625	
			Hydroxymethyl light distillate	064742-47-8	30.00000	0.00436	
			Tetrakis(hydroxymethyl) Phosphonium Sulfate	55966-30-8	20.00000	0.00356	
			Sodium Borate	13840-56-7	5.00000	0.00312	
			Glycerol	56-81-5	5.00000	0.00312	
			Oxylalkylated alcohol	69227-21-0	5.00000	0.00079	
			Sodium Chloride	7647-14-5	5.00000	0.00079	

* 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%.
 *** If you are calculating a percentage of total ingredients do not add the water volume below the green line to the water volume above the green line.
 Note: Not Field Development Products (products that begin with FLP), FLP is level only information has been provided.
 Ingredient information for chemicals subject to 26 CFR 19.1350 and Appendix D are obtained from supplier's Material Safety Data Sheets (MSDS).



FracFocus

OPERATOR GUIDE

Chapter 4 – Using FracFocus as an Operator

This chapter describes the actions an Operator can do within FracFocus. There are two different roles that can be assigned to users who are Operators. Operators can be assigned to both Supervisor and Data Submitter Roles:

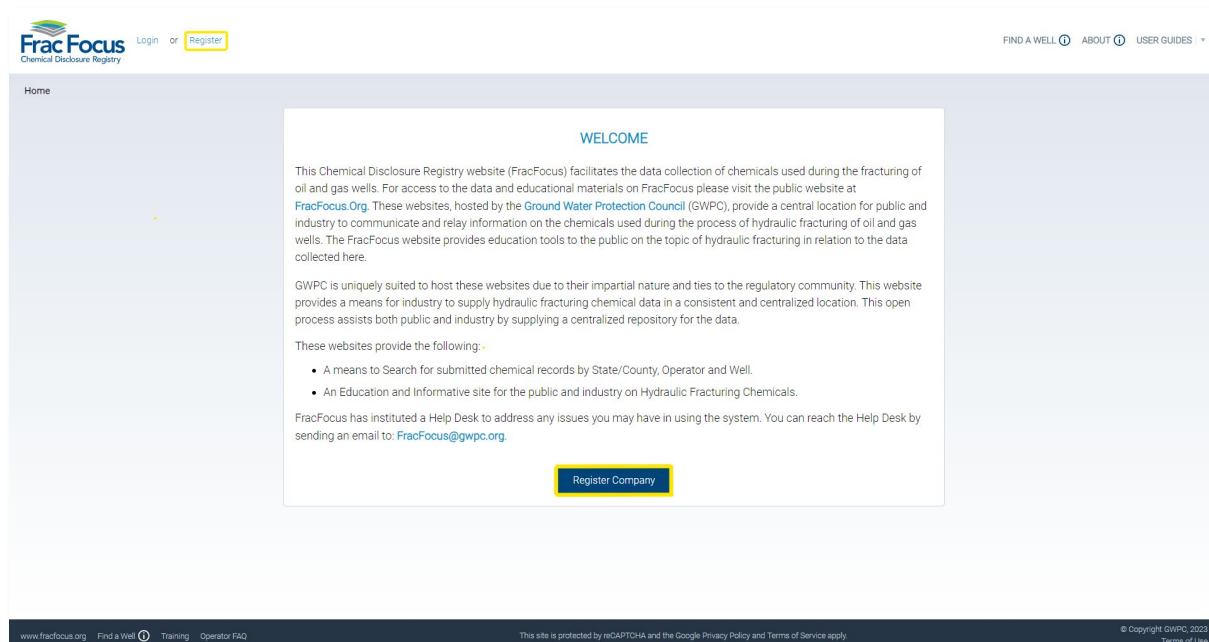
- **Supervisor** – A Supervisor has overall responsibility for the Operator’s organization and registration with FracFocus and can add users to the organization and manage both Supervisor and Data Submitter roles of users.
- **Data Submitter** – The Data Submitter role allows a user to manage the information 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 a user has previously registered for FracFocus, there is no 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 registration information matches previous registrations.

To Register: If a company has not yet been registered, select ‘Register’ (at the top next to Login) or select the ‘Register Company’ button on the home screen.



Users will be directed to the New Registration form.

Users must input the required fields 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.

Users must select EMAIL or PHONE for two-factor authentication. If a user prefers to receive authentication via phone, they are required to enter a mobile phone number that can receive text messages.

Select Operator from the organization types. When registering a new organization, users may only select one type of entity.

After reviewing the application for accuracy and agreeing to the Web Site Terms and Conditions of Use, select 'Apply for FracFocus Account'.

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 display it 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 the user's company is not represented in the list, scroll to the bottom, and check the box to confirm the company is not listed. Select 'Apply for FracFocus Account' to proceed.

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

[Apply for FracFocus Account](#) ⓘ

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

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

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

[Home](#) > [Authentication](#) > [Register](#)

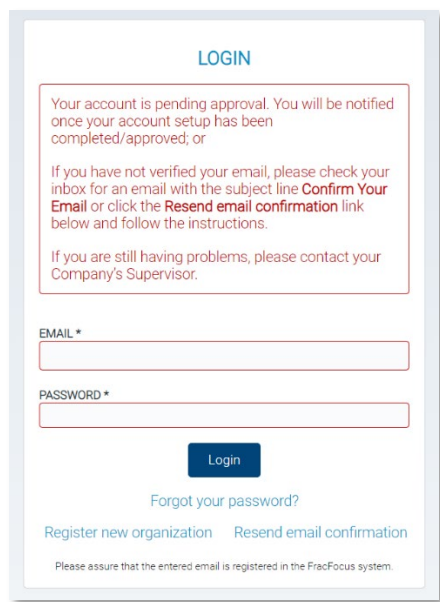
NEW REGISTRATION

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 GWPRD, 2023
Terms of Use



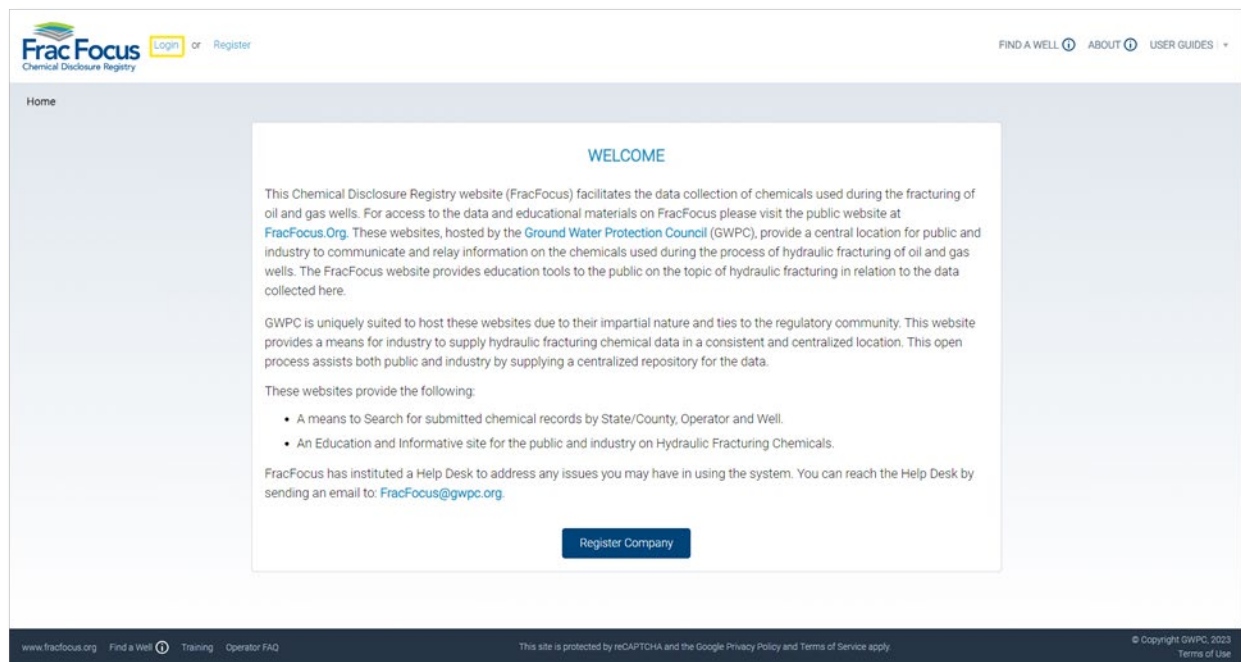
The image shows a login page for users whose accounts are pending approval. At the top, the word "LOGIN" is centered. Below it, a red-bordered box contains the following text: "Your account is pending approval. You will be notified once your account setup has been completed/approved; or", "If you have 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.", and "If you are still having problems, please contact your Company's Supervisor." Below this box are two input fields labeled "EMAIL *" and "PASSWORD *". A blue "Login" button is positioned below the password field. At the bottom of the form, there are links for "Forgot your password?", "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 the user's email is verified, the application will be reviewed in the next 3-5 business days for approval by a FracFocus Support Administrator. Once the user is approved, they will receive an email acknowledging the approval.

Please note – users will not be able to login to FracFocus until their account has been approved. If a user tries to login, they will receive a notice stating the account is pending approval.

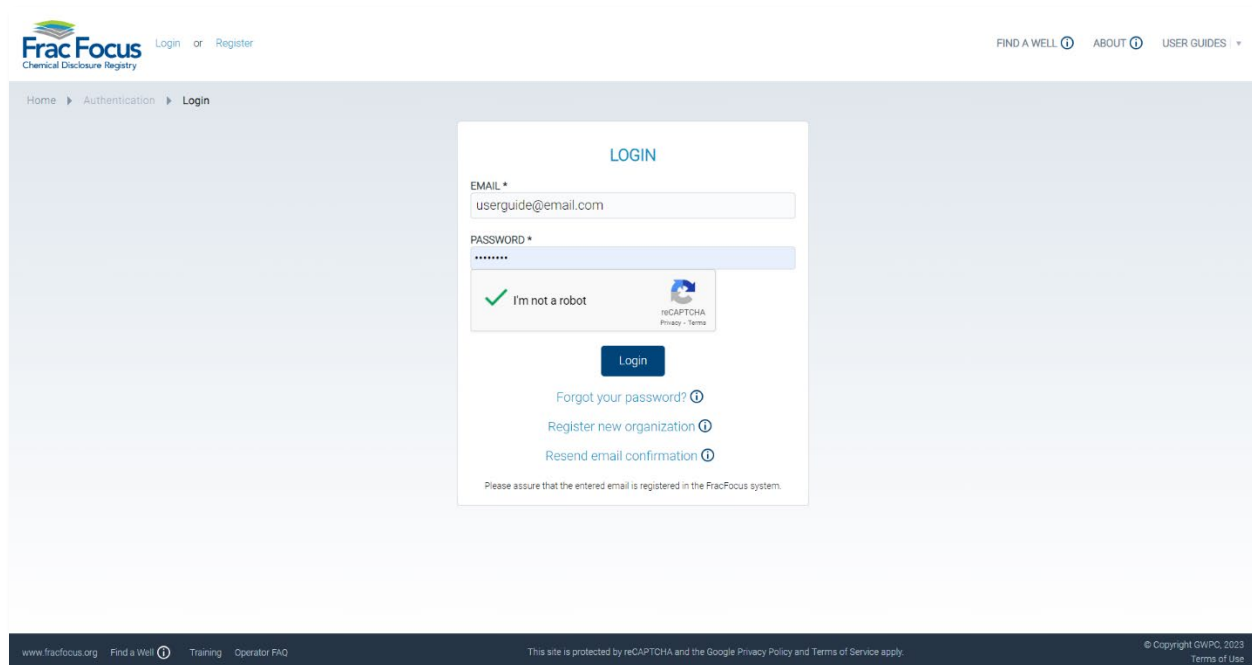
Once approved, use the link from the email or return to <https://www.fracfocusdata.org>. Enter the email, password, and complete the two-factor authentication once prompted.

To Login: Start at the FracFocus homepage (www.fracfocusdata.org). At the top left of the screen (next to the FracFocus logo), select 'Login'. Users will be prompted to enter their email address, password, reCAPTCHA, and complete the two-factor authentication to get started.



The image shows the FracFocus homepage. The header includes the FracFocus logo with the tagline "Chemical Disclosure Registry", a "Login" button, a "Register" button, and navigation links for "FIND A WELL", "ABOUT", and "USER GUIDES". The main content area is titled "WELCOME" and contains a paragraph about the website's purpose, a paragraph about GWPC's role, and a list of services provided. A "Register Company" button is located at the bottom of the main content area. The footer contains the website URL, navigation links, a reCAPTCHA notice, and copyright information.

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

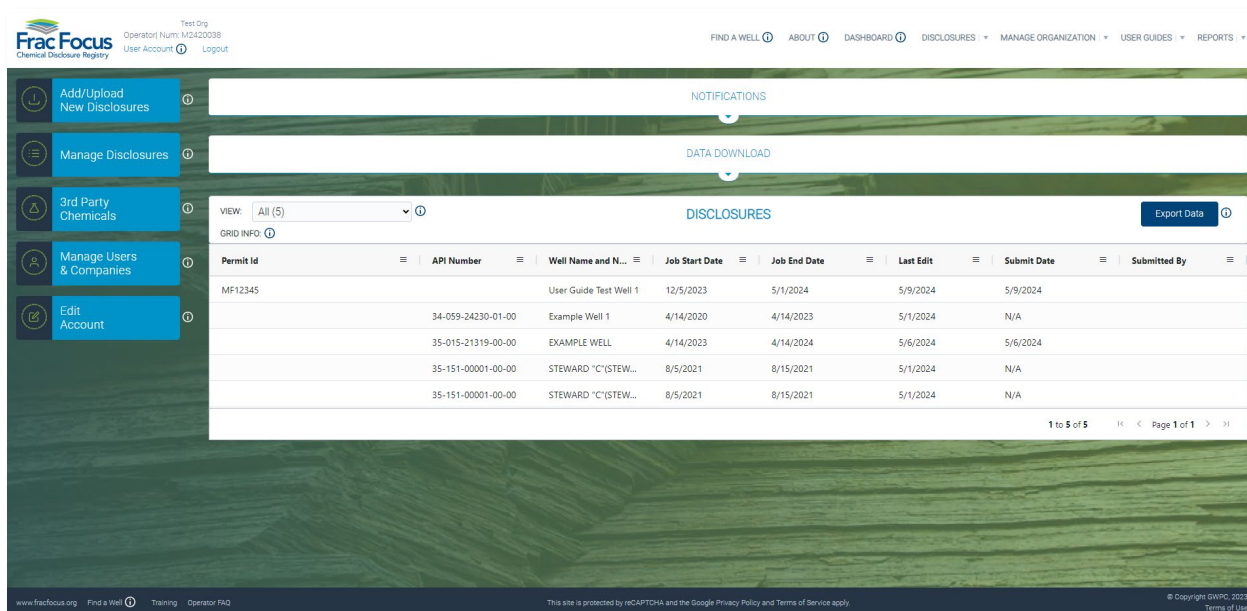


The login page features the FracFocus logo and navigation links for Login, Register, Find a Well, About, and User Guides. The main content area is titled 'LOGIN' and contains a form with fields for EMAIL and PASSWORD. Below the password field is a reCAPTCHA 'I'm not a robot' checkbox. A 'Login' button is positioned below the reCAPTCHA. Links for 'Forgot your password?', 'Register new organization', and 'Resend email confirmation' are provided. A note at the bottom states: 'Please assure that the entered email is registered in the FracFocus system.'

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 Operator Dashboard

After successfully logging in, users will be directed to the Operator Dashboard that displays Notifications, Data Download, Disclosures, the Upper Right-Hand Navigation, and the Left-Hand Navigation Menu. Each of these dashboard components allow users to perform actions in the system based on their assigned roles.



The Operator Dashboard includes a left-hand navigation menu with links for Add/Upload New Disclosures, Manage Disclosures, 3rd Party Chemicals, Manage Users & Companies, and Edit Account. The main content area is titled 'DISCLOSURES' and features a table of disclosure records. The table has columns for Permit Id, API Number, Well Name and N., Job Start Date, Job End Date, Last Edit, Submit Date, and Submitted By. The table shows five records, with the first record being 'User Guide Test Well 1' and the others being 'EXAMPLE WELL' and 'STEWART "C"(STEW...'. A 'VIEW: All (5)' dropdown and an 'Export Data' button are also present.

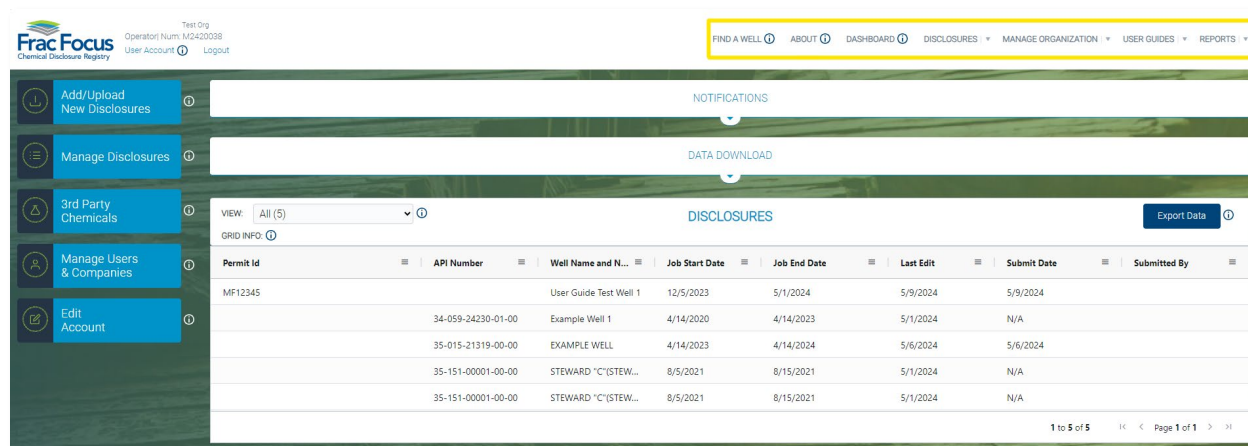
Permit Id	API Number	Well Name and N..	Job Start Date	Job End Date	Last Edit	Submit Date	Submitted By
MF12345		User Guide Test Well 1	12/5/2023	5/1/2024	5/9/2024	5/9/2024	
	34-059-24230-01-00	Example Well 1	4/14/2020	4/14/2023	5/1/2024	N/A	
	35-015-21319-00-00	EXAMPLE WELL	4/14/2023	4/14/2024	5/6/2024	5/6/2024	
	35-151-00001-00-00	STEWART "C"(STEW...	8/5/2021	8/15/2021	5/1/2024	N/A	
	35-151-00001-00-00	STEWART "C"(STEW...	8/5/2021	8/15/2021	5/1/2024	N/A	

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Upper Right-Hand Navigation

Users will see this menu on most FracFocus screens – this allows efficient navigation to other screens and to return to the dashboard. The options available depend on the role assigned to the user. This screen shows permissions for a user with both supervisor and data submitter roles.



Find a Well

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

About

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

Dashboard

Directs users to the Dashboard – the home screen.

Disclosures

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

Manage Organization

Allows users to manage their organization's profile, users, relations, and set up organizational defaults.

Organization Defaults

Organization Defaults allows an Operating Company to edit default values used in the system. This menu item is only available to an Operator with a Supervisor role. To view and/or edit the Organization Defaults, select 'Manage Organization Defaults' in the Manage Organization drop-down (from the upper right-hand navigation menu).

The current Organization Defaults available are Water Density, Non Oil & Gas, and Percentage Hf Recalculation.

Water Density

The Water Density default allows an Operator Supervisor to set the default value of water density for the 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. The Water Density is necessary to calculate the mass of Chemicals/Ingredients used if the value is not supplied and a recalculation is performed.

Non Oil & Gas

The Non Oil & Gas default allows an Operator Supervisor to enable or disable the organization's ability to view and manage non oil & gas wells (i.e., wells **not** associated with the production of oil and gas) in addition to oil and gas wells (i.e., wells associated with the production of oil and gas).

Please Note: This default value must be set to 'true' to enable the ability to view and manage non oil & gas wells. Only set to 'true' if submitting disclosure information on wells that are not associated with the oil and gas industry and involved in the production of oil and gas.

Percentage Hf Recalculation

The HfRecalculation Default allows an Operator Supervisor to either allow or deny the FracFocus system to offer recalculating the mass of chemicals/ingredients. This is used with adding 3rd party chemicals without a % HF Job where the user knows mass in pounds of chemicals added.

To allow the system to offer the HfRecalculation, ensure the value is set to true. To reject the system from offering the HfRecalculation, set the value to false.



Default Name	Value	Type	Last Modified By	Last Modified
Water Density	8.34	Numeric		4/30/2024
Non Oil and Gas	true	Boolean		5/1/2024
Percentage Hf Recalculation	false	Boolean		4/30/2024

User Guides

Directs users to the Schema Guide and User Guide.

Reports

Directs users to a set of canned validation Operator Reports that 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 user's role(s).

The screenshot shows the FracFocus Chemical Disclosure Registry dashboard. 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 displays a table of disclosures with columns: Permit Id, API Number, Well Name and N..., Job Start Date, Job End Date, Last Edit, Submit Date, and Submitted By. The table contains five rows of data, including one for 'User Guide Test Well 1' and four for 'EXAMPLE WELL'.

Permit Id	API Number	Well Name and N...	Job Start Date	Job End Date	Last Edit	Submit Date	Submitted By
MF12345		User Guide Test Well 1	12/5/2023	5/1/2024	5/9/2024	5/9/2024	
	34-059-24230-01-00	Example Well 1	4/14/2020	4/14/2023	5/1/2024	N/A	
	35-015-21319-00-00	EXAMPLE WELL	4/14/2023	4/14/2024	5/6/2024	5/6/2024	
	35-151-00001-00-00	STEWARD "C"(STEW...	8/5/2021	8/15/2021	5/1/2024	N/A	
	35-151-00001-00-00	STEWARD "C"(STEW...	8/5/2021	8/15/2021	5/1/2024	N/A	

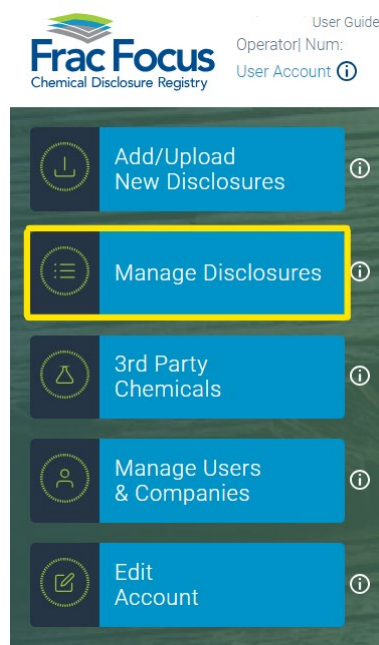
Add/Upload New Disclosures

This close-up view of the left-hand navigation menu shows the 'Add/Upload New Disclosures' option highlighted with a yellow box. Other visible options include 'Manage Disclosures', '3rd Party Chemicals', 'Manage Users & Companies', and 'Edit Account'.

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

See section “Creating a New Disclosure” below in this guide for detailed instructions for adding/uploading new disclosures.

Manage Disclosures



This menu item directs users to the Manage Disclosures page. Users can also access this page from the Manage Disclosures drop-down item from the Disclosures option in the navigation menu.

Here, users can manage Submitted, Pending, Amending, Deleted or All disclosures from their 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.) Users can additionally manage their disclosures from the Disclosures table on this Operator Dashboard (see “Disclosures” section below).

On the Manage Disclosures page, use the View drop-down to narrow disclosures by Well Type Grouping and Status. Users have the option to export their data into an excel spreadsheet with the Export Data button to review offline.

DATA DOWNLOAD

VIEW: Pending Oil And Gas (3) ①

GRID INFO

API Number

Well Name and Number

Job Start Date

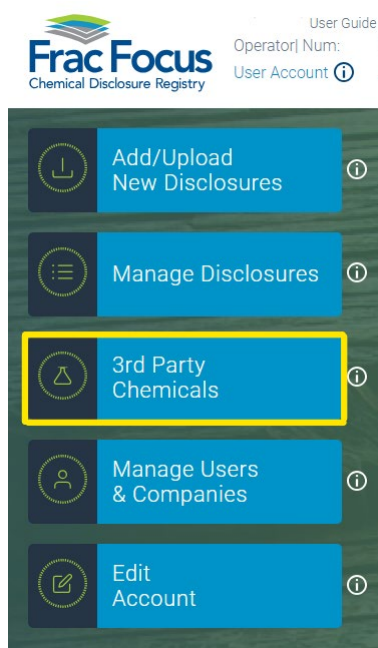
Job End Date

Last Edit

Export Data ①

1 to 3 of 3 11 < Page 1 of 1 > 11


www.fracfocus.org Find a Well ① Training Operator FAQ This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. © Copyright GWRC 2023 Terms of Use

3rd Party Chemicals

This menu item directs users to the 3rd Party Chemicals page. The 3rd Party Chemicals page is used to enter additives and the chemicals/ingredients that comprise that additive to a list where they can be used by a data submitter in the edit disclosure reports screen. This feature allows the user to build a set of additives that can be used on multiple disclosure reports and speed the creation of a disclosure report. Instructions for adding a new 3rd party chemical (or additive) are 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.

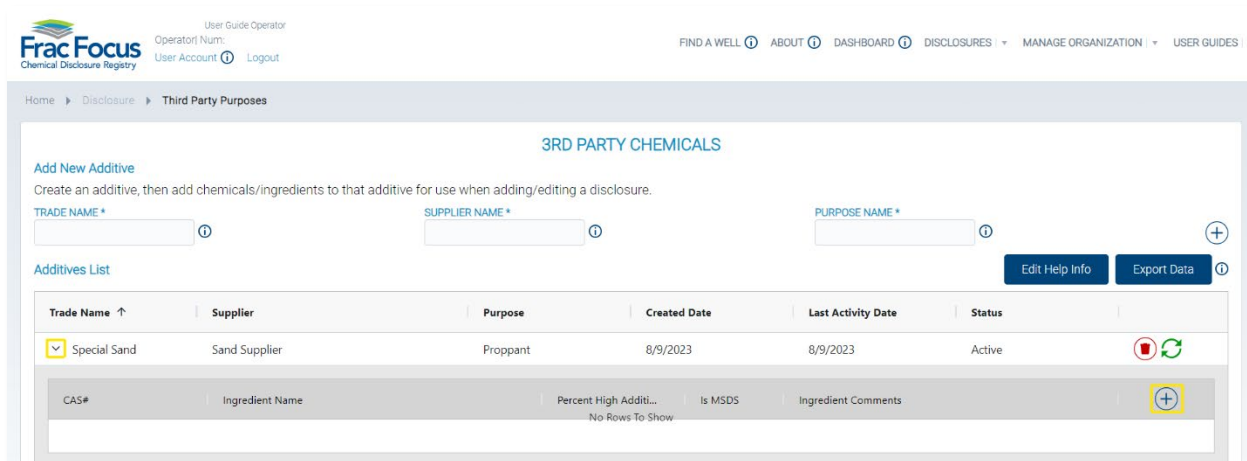
Add New Additive

To create a new additive, input the Trade Name, Supplier Name, and Purpose Name then select  to add. Once the additive is displayed in the Additives List table, users may add chemicals/ingredients to the additive.

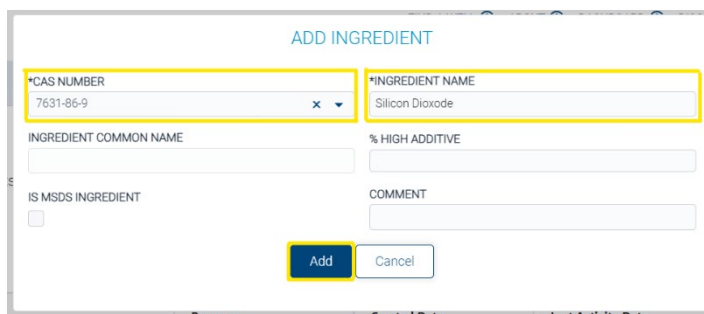
Adding Ingredients

To manage an Additive's ingredients, select the drop-down (i.e. ">" arrow next to Trade Name of Additive)

Select the  from the ingredients table to add an ingredient



Users will be directed to input the new ingredient information. The CAS Number and Ingredient Name are required fields. If a CAS Number from the existing drop-down list is selected, the Ingredient Name field will populate. Users may input the % High Additive and any additional comments regarding the ingredient. The Ingredient Common Name field is read-only and will populate based on previous use of that chemical's CAS Number in FracFocus.

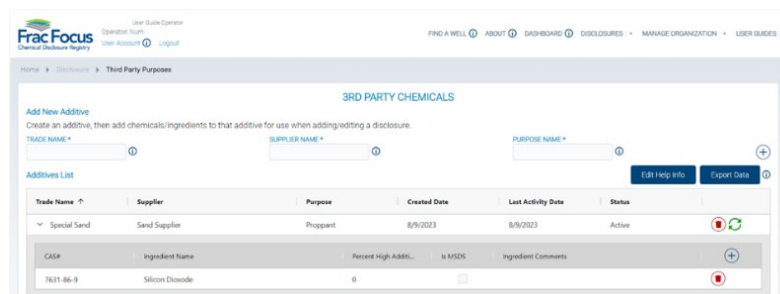


For the special cases of Proprietary, Trade Secret, CAS Not Assigned, and Confidential ingredients, input the value (ex. "Proprietary") in the CAS Number field and hit enter. If a special case has been entered for the CAS Number, claimant information fields (Company Name, First Name, Last Name, Email, and Phone) will appear for input after adding.

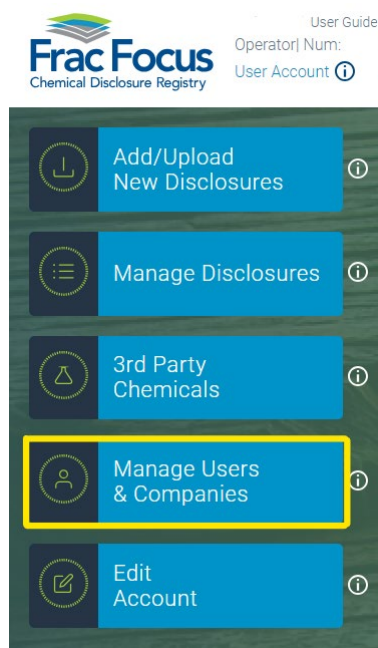
If the ingredient is an MSDS Ingredient, check the checkbox under 'Is MSDS Ingredient'. Both MSDS and non-MSDS ingredients can be entered for an additive.

After the information is entered, select 'Add' to add the ingredient.

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, users can edit the ingredient.



Manage Users & Companies



This menu item directs users with the Supervisor role to the Organization Users page where they can manage the following:

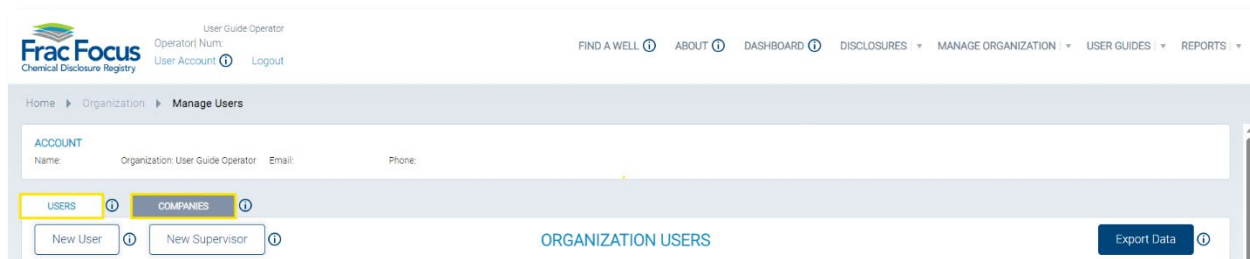
Users Tab:

- Add New Data Users
- Add New Supervisors
- Add existing users to the organization
- Manage organization users' roles

Companies Tab:

- Add New Service Company Relationships
- Add New Registered Agent Relationships
- Manage Registered Agent and Service Company Relationships

Users can navigate between the Organization Users and Organization Relationships pages with the Users and Companies tabs.



The system requires all organizations to have at least one Supervisor. Supervisors cannot remove the role from their user accounts. If a Supervisor role needs to be removed from an account, another Supervisor of that organization must remove it.

Organizations may have multiple Supervisors and multiple Data Submitters. Users can be assigned to both roles.

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

To add a new organization user under an Operating company, that is also new to FracFocus, select 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.)

The screenshot shows the 'Manage Users' page in the FracFocus system. At the top, there's a navigation bar with links like 'FIND A WELL', 'ABOUT', 'DASHBOARD', 'DISCLOSURES', 'MANAGE ORGANIZATION', 'USER GUIDES', and 'REPORTS'. Below this, a breadcrumb trail shows 'Home > Organization > Manage Users'. The main content area has a header 'ACCOUNT' with fields for Name, Organization (pre-filled as 'User Guide Operator'), Email, and Phone. Below the header, there are two tabs: 'USERS' and 'COMPANIES'. Under the 'USERS' tab, there are two buttons: 'New User' (highlighted in yellow) and 'New Supervisor'. To the right of these buttons is a link for 'ORGANIZATION USERS' and an 'Export Data' button.

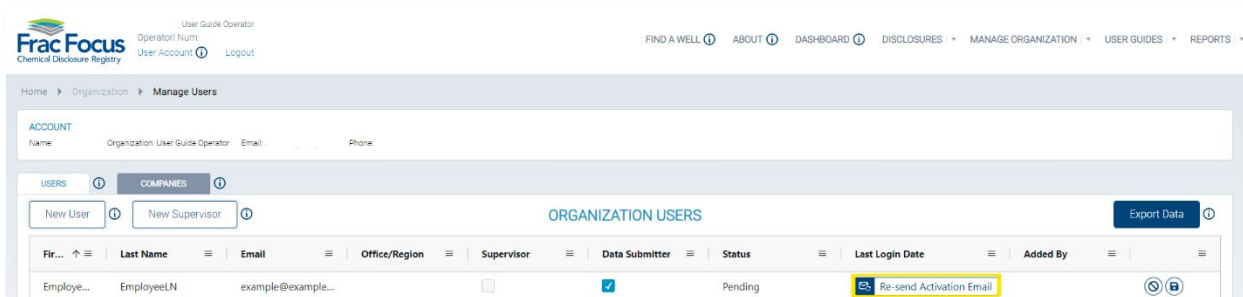
Next, enter the email address of the new organization user to verify the email address is not already registered to FracFocus. Select 'Next' to check for existing user credentials and continue.

This screenshot shows the 'New User' form. The 'EMAIL' field is highlighted in yellow. Below the email field, there are two buttons: 'Next' (highlighted in yellow) and 'Cancel'.

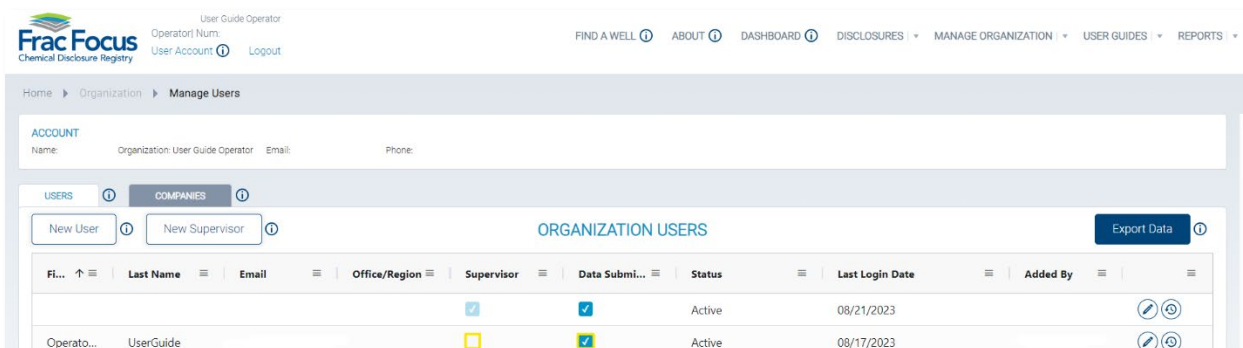
Users will be directed to the New User form, also known as an Account form. Enter the new user's required information: first name, last name, email address (pre-populated) and two-factor authentication settings. Users may assign an Office/Region to the new user. Then select 'Create Account & Email User'.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

This screenshot shows the 'New User' form with more fields. The 'User Information' section includes fields for 'FIRST NAME', 'LAST NAME', 'EMAIL' (pre-populated), and 'OFFICE / REGION'. Below this is the 'Two-Factor Authentication Settings' section, which has radio buttons for 'EMAIL' and 'PHONE' (the 'PHONE' option is highlighted in yellow). There is also 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 in yellow) and 'Cancel'.

The new user's account will be 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 may be edited by an Organization Supervisor. If the email was entered incorrectly, it can be edited, and the email can be resent by selecting 'Resend Activation Email'. At this point in the process the account can be deleted. Once the user has logged in for the first time, the account can no longer be deleted.

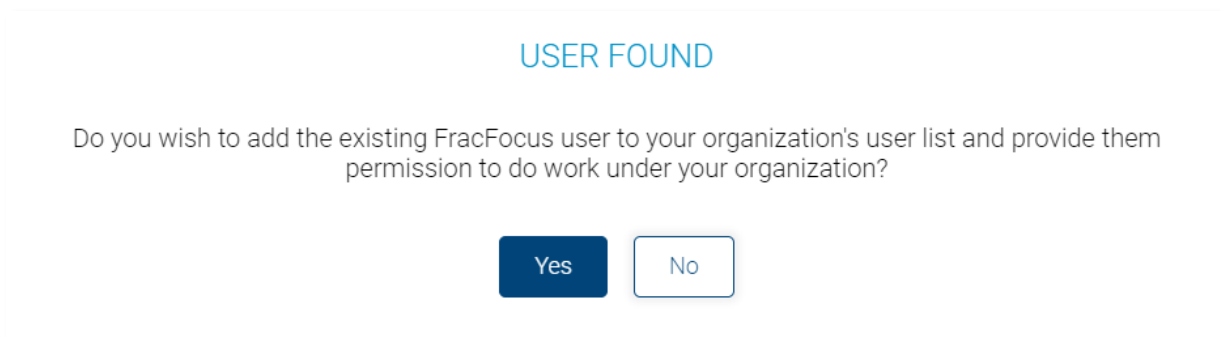


Once the user is added, the name of the new user will display in the Organization Users list. The Supervisor can assign Supervisor and/or Data Submitter permissions to the new user by checking the corresponding checkboxes.



Add an Existing User

To add an Existing User to the organization, enter the email address of the user that has already registered and been approved in FracFocus. Users will be prompted by the dialog box below.



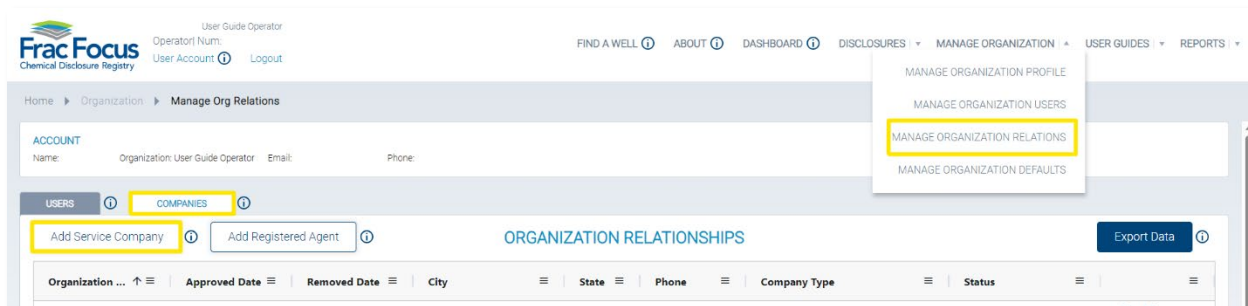
Select 'Yes' to add the existing user to the organization. Once added, an organization Supervisor has permission to manage the existing user's roles with the organization.

Add a Service Company

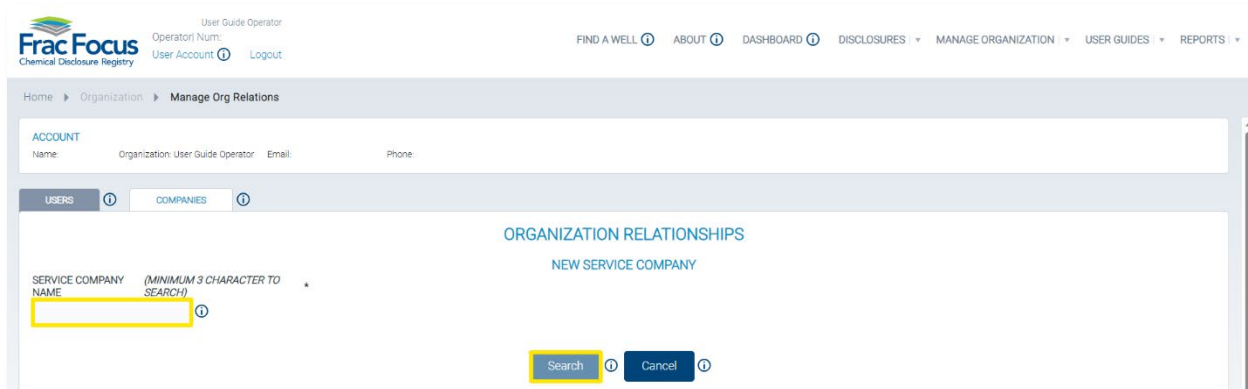
Operators with the Supervisor role are able to add relationships with Service Companies to conduct hydraulic fracturing jobs and prepare initial disclosures for the Operators review and submittal.

To add a Service Company relationship, select the 'Companies' tab from the Manage Organization Users page or select 'Manage Organization Relations' from the Manage Organization drop-down in the navigation menu.

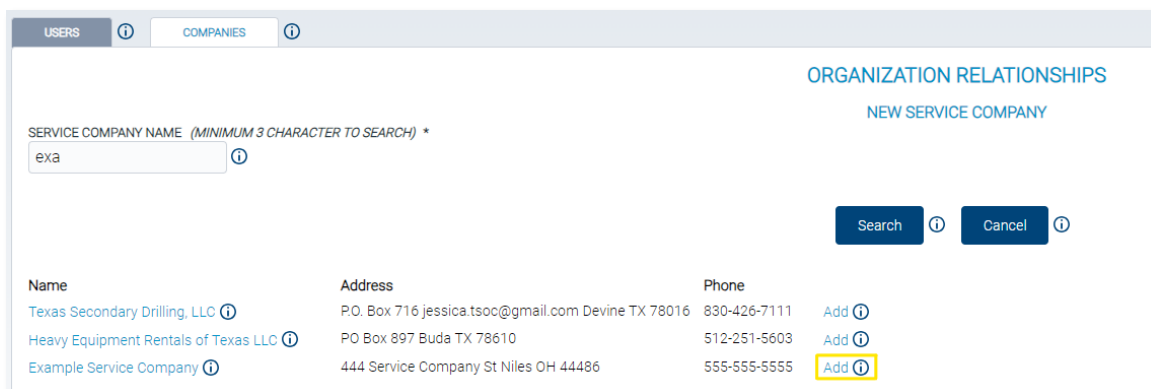
Select 'Add Service Company'



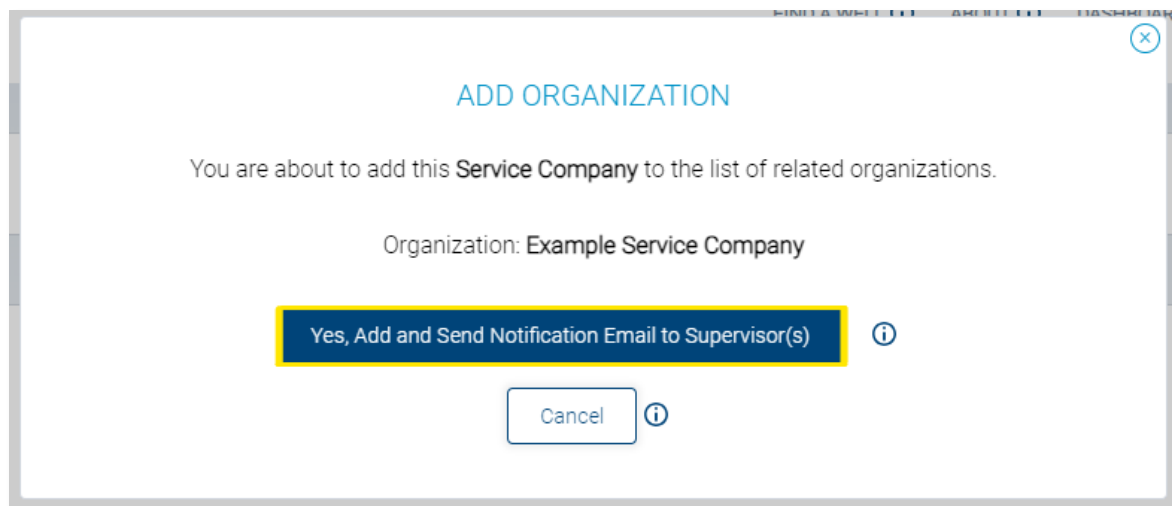
Service Companies must be identified by name. Input the name (or as little three characters) into the Service Company Name search and select 'Search'.



Service Company results will populate under the search. Select 'Add' on the desired Service Company to add a relationship with the company to the organization.



The site will confirm adding the Service Company relationship to the organization. Select 'Yes, Add and Send Notification Email to Supervisor(s)' to continue.



Once approved, this allows any disclosure reports prepared by the selected service provider to enter the Operator disclosure queue.

A Service Company 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. A Service Company does not have the ability to upload disclosure reports on behalf of an Operator into the main FracFocus registry. It is a two-step process:

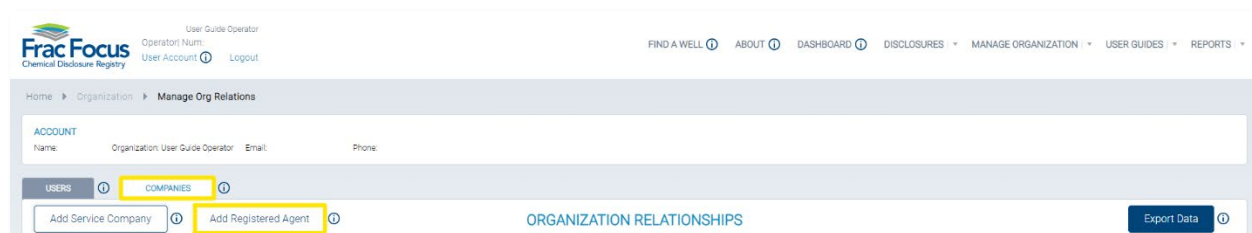
1. The Service Company uploads the disclosure report to the Operator's queue
2. Following review by the Operator (or an authorized Registered Agent), the approved disclosure is uploaded to the FracFocus registry by the Operator or Registered Agent.

Add a Registered Agent

Operators with the Supervisor role are able to add relationships with Registered Agents to support reviewing, entering and potentially submitting disclosure reports on the Operator's behalf.

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

Select 'Add Registered Agent'



Registered Agents must be identified by name. Input the name (or as little as three characters) into the Registered Agent Name search and select 'Search'.



USERS COMPANIES

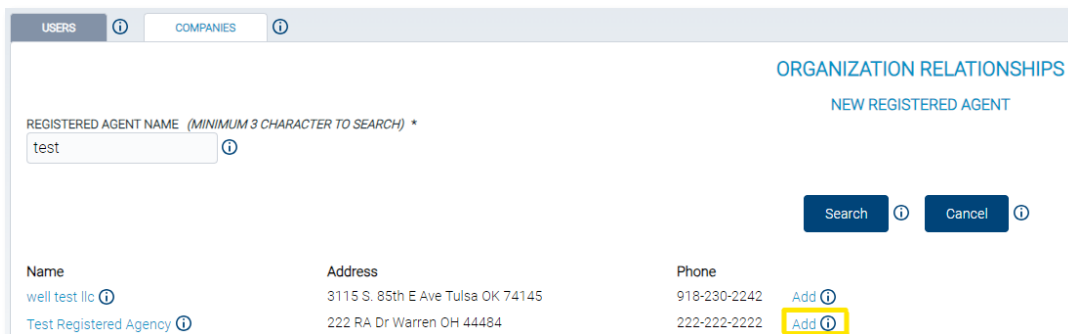
ORGANIZATION RELATIONSHIPS

NEW REGISTERED AGENT

REGISTERED AGENT NAME (MINIMUM 3 CHARACTER TO SEARCH) *

Search Cancel

Registered Agent results will populate under the search. Select 'Add' on the desired Registered Agent to add a relationship to the organization.



USERS COMPANIES

ORGANIZATION RELATIONSHIPS

NEW REGISTERED AGENT

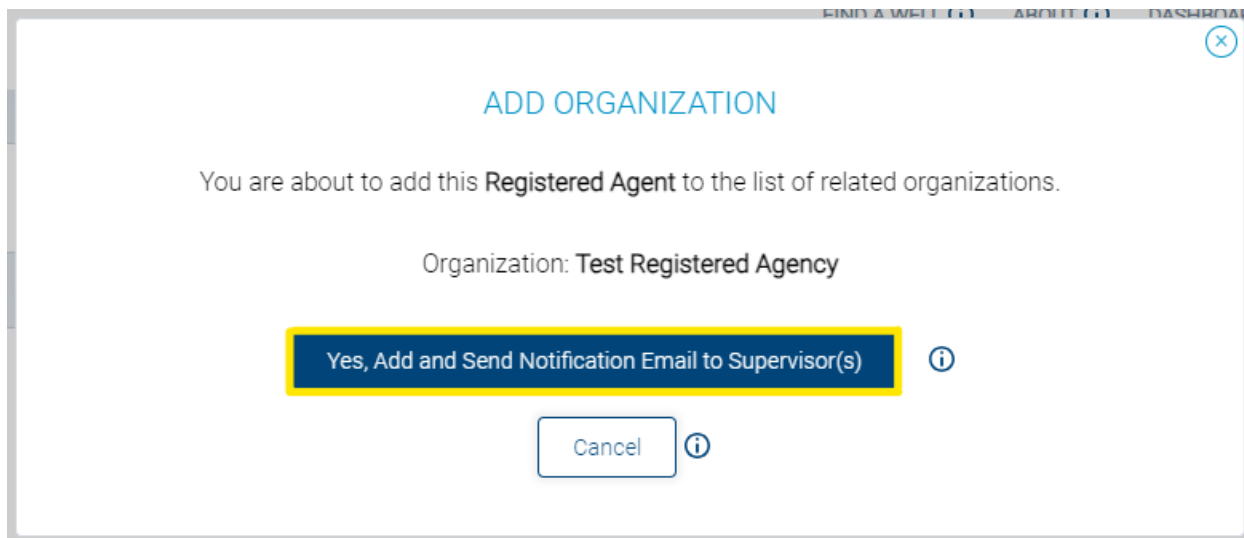
REGISTERED AGENT NAME (MINIMUM 3 CHARACTER TO SEARCH) *

test

Search Cancel

Name	Address	Phone	
well test llc	3115 S. 85th E Ave Tulsa OK 74145	918-230-2242	Add
Test Registered Agency	222 RA Dr Warren OH 44484	222-222-2222	Add

The site will confirm adding the Registered Agent relationship to the organization. Select 'Yes, Add and Send Notification Email to Supervisor(s)' to continue.



ADD ORGANIZATION

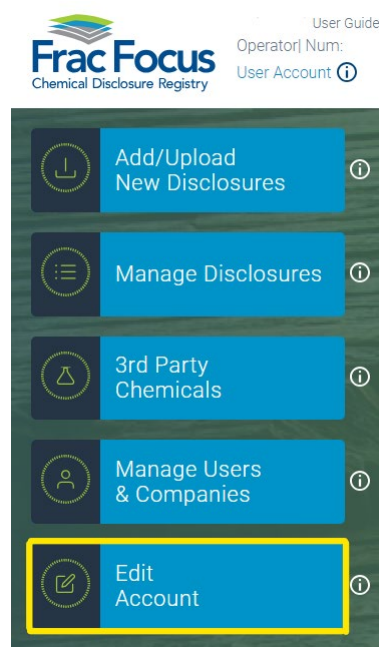
You are about to add this **Registered Agent** to the list of related organizations.

Organization: **Test Registered Agency**

Yes, Add and Send Notification Email to Supervisor(s) Cancel

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 users to the User Account page. This page allows users to manage account information and change their password. Operators can edit the following information on their account:

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

To change your password, select 'Change Password'

Disclosures

The Disclosures table on the Operator Dashboard allows users to quickly manage their Pending, Submitted, Amending, and Deleted Disclosures for Oil & Gas and Non Oil & Gas Wells.

NOTIFICATIONS

Notification Message	Date
3 pending and amending disclosures less than a week old	5/6/2024
3 pending and amending disclosures less than a month old	5/6/2024
No Companies have sent Disclosures to Pending list in past month	5/6/2024

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DATA DOWNLOAD

VIEW: Pending Oil And Gas (2)

DISCLOSURES

API Number	Well Name and Number	Job Start Date	Job End Date	Last Edit
35-151-00001-00-00	STEWART "C"(STEWART#1) 1	8/5/2021	8/15/2021	5/1/2024
34-059-24230-01-00	Example Well 1	4/14/2020	4/14/2023	5/1/2024

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Here, users can Edit, Delete, and Export disclosure reports.

API Number	Name and Number	Job Start Date	Job End Date	Last Edit
35-151	"C"(STEWARD#1) 1	8/5/2021	8/15/2021	5/1/2024
34-059	Well 1	4/14/2020	4/14/2023	5/1/2024

Export Data

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



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 a single common list.

MSDS+ Approach: With the MSDS+ approach, the additives are grouped into separate lists depending on whether the chemicals are part 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 are not part of an SDS. The MSDS chemicals are listed under their products used on the job.

Getting Started

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



Users will be directed to the New Disclosure Form. Users may upload a valid XML file to complete the Disclosure. If a valid XML file is not available, users can manually complete the disclosure.

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

Edit Help Info



Please note the tooltip icons. Hovering over these icons, will provide explanations for key fields and action buttons.

Upload and Submit XML File

If available, users may choose to upload an XML File to complete a disclosure. XML uploads may be used for all well types, including Oil, Gas, Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, and Hydrogen Storage.

1. Select '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.' Below this, there is a section 'Upload XML' with the text: '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.)'. At the bottom, there are three buttons: 'Choose File' (highlighted with a yellow box), 'No file chosen', and 'Upload'.

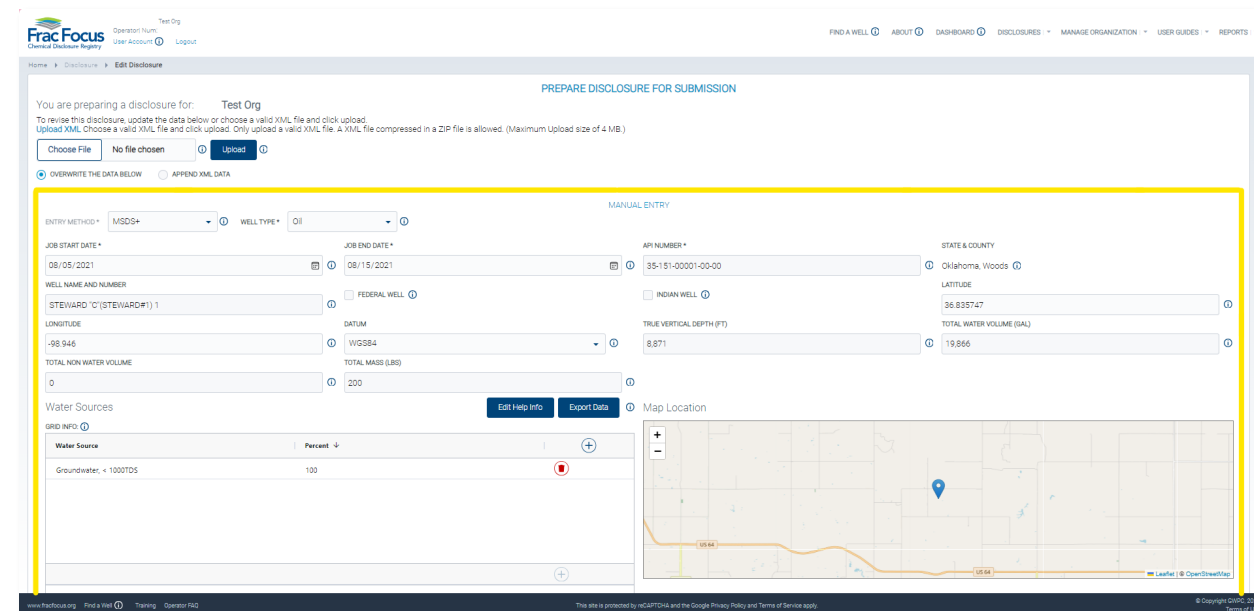
2. Upload a valid XML file

3. Select 'Upload'



This screenshot is similar to the previous one, but the 'Upload' button is now highlighted with a yellow box. The 'Choose File' button is still present, and the 'No file chosen' text is visible. The 'Upload XML' section remains the same.

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



The screenshot shows the 'PREPARE DISCLOSURE FOR SUBMISSION' page for 'Test Org'. It includes a navigation bar with links like 'FIND A WELL', 'ABOUT', 'DASHBOARD', 'DISCLOSURES', 'MANAGE ORGANIZATION', 'USER GUIDES', and 'REPORTS'. The main content area has a heading 'PREPARE DISCLOSURE FOR SUBMISSION' and instructions: 'You are preparing a disclosure for: Test Org. 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 two buttons: 'Choose File' and 'Upload'. A yellow box highlights the 'MANUAL ENTRY' section, which contains the following fields:

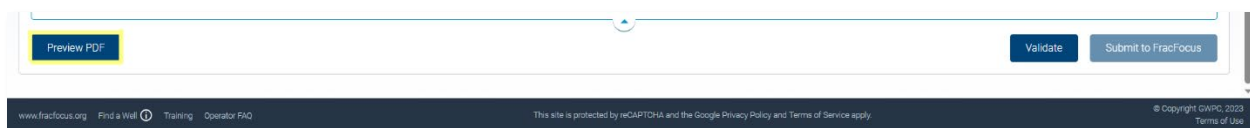
- ENTRY METHOD: MSDS+
- WELL TYPE: Oil
- JOB START DATE: 08/05/2021
- JOB END DATE: 08/15/2021
- API NUMBER: 35-151-00001-00-00
- STATE & COUNTY: Oklahoma, Woods
- WELL NAME AND NUMBER: STEWARD 'C' (STEWART#1) 1
- FEDERAL WELL: ☐
- INDIAN WELL: ☐
- LATITUDE: 36.835747
- LONGITUDE: -98.946
- DATUM: WGS84
- TRUE VERTICAL DEPTH (FT): 8.871
- TOTAL WATER VOLUME (GAL): 19.866
- TOTAL NON WATER VOLUME: 0
- TOTAL MASS (LBS): 200

Below the 'MANUAL ENTRY' section, there is a 'Water Sources' table with the following data:

Water Source	Percent
Groundwater - 1000TDS	100

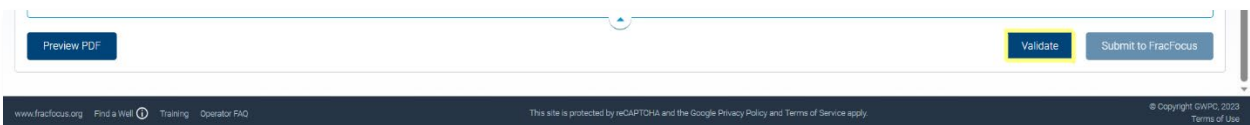
At the bottom right, there is a 'Map Location' section with a map showing the well location. The footer of the page includes the FracFocus logo, a 'Find a Well' link, a 'Training' link, and a 'Operator FAQ' link. It also states: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.' and '© Copyright GWRC, 2023 Terms of Use'.

5. Select 'Preview PDF' at the bottom of the page to preview the disclosure

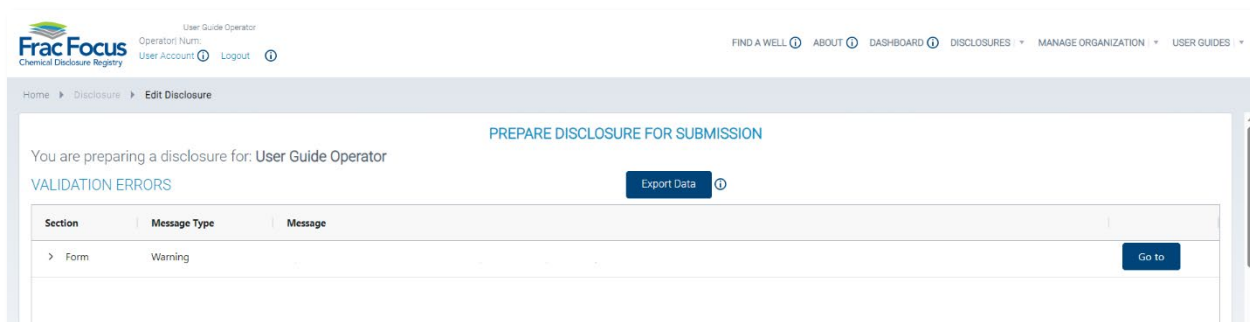


This screenshot shows the bottom of a disclosure form. A button labeled 'Preview PDF' is highlighted with a yellow box. To its right are buttons for 'Validate' and 'Submit to FracFocus'. The footer contains the website URL, navigation links, a reCAPTCHA notice, and copyright information.

6. After the information has populated, select '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. Users can submit disclosures with warnings but cannot submit disclosures with errors.



This screenshot shows the bottom of the disclosure form. The 'Validate' button is highlighted with a yellow box. The 'Preview PDF' button is now on the left, and 'Submit to FracFocus' is on the right. The footer is identical to the previous screenshot.



This screenshot shows the 'PREPARE DISCLOSURE FOR SUBMISSION' page. The user is logged in as 'User Guide Operator'. A table titled 'VALIDATION ERRORS' displays one warning. An 'Export Data' button is present. A 'Go to' button is at the bottom right of the table.

Section	Message Type	Message
> Form	Warning	

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



This screenshot shows the bottom of the disclosure form. The 'Submit to FracFocus' button is highlighted with a yellow box. The 'Preview PDF' and 'Validate' buttons are on the left. The footer is identical to the previous screenshots.

Manual Entry- Oil & Gas Wells

To enter disclosure information manually for **Oil & Gas Wells**, complete the required fields (marked with an asterisk) in the Disclosure Manual Entry form.

Note: Well Type must be Oil or Gas for the following.

The screenshot shows the 'Manual Entry' form in the FracFocus system. The form is titled 'MANUAL ENTRY' and includes a 'Manual Entry Complete the form and click Save & Continue.' instruction. The form is divided into several sections: 'ENTRY METHOD*' (a dropdown menu), 'WELL TYPE*' (a dropdown menu set to 'Oil'), 'JOB START DATE*' (mm/dd/yyyy), 'JOB END DATE*' (mm/dd/yyyy), 'API NUMBER*' (a 14-digit field), 'STATE & COUNTY' (a dropdown menu), 'WELL NAME AND NUMBER' (a text field), 'FEDERAL WELL' (a checkbox), 'INDIAN WELL' (a checkbox), 'LONGITUDE' (a text field), 'DATUM' (a dropdown menu set to 'WGS84'), 'TRUE VERTICAL DEPTH (FT)' (a text field), 'TOTAL WATER VOLUME (GAL)' (a text field), 'TOTAL NON WATER VOLUME' (a text field), and 'TOTAL MASS (LBS)' (a text field). There is an 'Edit Help Info' button. Below these fields is a 'Water Sources' section with a 'GRID INFO' table. The table has columns for 'Water Source' and 'Percent'. The table is currently empty, showing 'No Rows To Show'. At the bottom of the form are 'Cancel' and 'Save & Continue' buttons. The footer of the page includes the FracFocus logo, a 'Find a Well' button, 'Training' and 'Operator FAQ' links, a copyright notice for 2023, and a 'Terms of Use' link.

Fields of Note:

- **Entry Method*:** In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - **Systems Approach:** Includes header data, Additive List, and Ingredient List
 - **MSDS+:** Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
- **Well Type*:** Oil or Gas
- **Job Start Date*:** Start date of the job performed
- **Job End Date*:** End date of the job performed
- **API Number*:** Must be in 14-digit format. Often, users will receive an API number in a shorter 10-digit format. If the API is entered 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
- **State & County:** Will auto-populate depending on the API Number provided
- **Well Name and Number:** Name and number of the well as submitted to State
- **Federal Well (checkbox):** Indicates 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): Indicates 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)
- Latitude: Surface latitude location of the well, written as a decimal
- Longitude: Surface longitude location of the well, written as a decimal
- Datum: Datum associated with the longitude/latitude provided (NAD27, NAD83, or WGS84). This choice should correspond with the coordinate system used to locate the company’s well.
- True Vertical Depth (ft): True vertical depth of the well (feet)
- Total Water Volume (gal): Total volume of the base water used in the job (gallons)
- Total Non Water Volume: Total volume of any base fluids, besides water, that are used in large amounts (e.g., CO2, Nitrogen, etc.) in the job to transport chemicals and proppant.
- Total Mass (lbs.): Total mass of the job pumped (pounds). Information can be entered here if users 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. Users will be able to input the percentage of the job performed using the water type selected. Select the 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

Once the information has been entered, select ‘Save and Continue’. At this point, users will move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the Systems Approach (see “Systems Approach” section below) or MSDS+ Approach (see “MSDS+ Approach” below).

Manual Entry – Non Oil & Gas Wells

To enter disclosure information manually for a **Non Oil & Gas Well Type**, complete the required fields (marked with an asterisk) in the Disclosure Manual Entry form.

Note: Well Type must be Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, or Hydrogen Storage for the following.

The screenshot shows the 'Manual Entry' form in the FracFocus system. The form is titled 'Manual Entry Complete the form and click Save & Continue.' and 'MANUAL ENTRY'. It includes the following fields and sections:

- ENTRY METHOD***: A dropdown menu with 'Select an entry method'.
- WELL TYPE***: A dropdown menu with 'Brine' selected.
- JOB START DATE***: A date field with format 'mm/dd/yyyy'.
- JOB END DATE***: A date field with format 'mm/dd/yyyy'.
- PERMIT ID***: A text field.
- STATE***: A dropdown menu with 'Please Select a State'.
- COUNTY***: A dropdown menu with 'Please Select a County'.
- WELL NAME AND NUMBER**: A text field.
- FEDERAL WELL**: A checkbox.
- INDIAN WELL**: A checkbox.
- API NUMBER**: A text field.
- LATITUDE**: A text field.
- LONGITUDE**: A text field.
- DATUM**: A dropdown menu with 'NAD83' selected.
- TRUE VERTICAL DEPTH (FT)**: A text field.
- TOTAL WATER VOLUME (GAL)**: A text field.
- TOTAL NON WATER VOLUME**: A text field.
- TOTAL MASS (LBS)**: A text field.
- Water Sources**: A section with a table showing 'Water Source' and 'Percent'. The table is currently empty with the message 'No Rows To Show'.
- Buttons**: 'Cancel' and 'Save & Continue' buttons at the bottom.

Fields of Note:

- **Entry Method***: In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - **Systems Approach**: Includes header data, Additive List, and Ingredient List
 - **MSDS+**: Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
- **Well Type***: Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, or Hydrogen Storage
- **Job Start Date***: Start date of the job performed
- **Job End Date***: End date of the job performed
- **Permit ID***: Permit ID/Number
- **State***: State of the well
- **County***: County of the well
- **Well Name and Number**: Name and number of the well as submitted to State
- **Federal Well (checkbox)**: Indicates 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)**: Indicates 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)

- API Number: Must be in 14-digit format. Often, users will receive an API number in a shorter 10-digit format. If the API is entered 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
 - Latitude: Surface latitude location of the well, written as a decimal
 - Longitude: Surface longitude location of the well, written as a decimal
 - Datum: Datum associated with the longitude/latitude provided (NAD27, NAD83, or WGS84). This choice should correspond with the coordinate system used to locate the company’s well.
 - True Vertical Depth (ft): True vertical depth of the well (feet)
 - Total Water Volume (gal): Total volume of the base water used in the job (gallons)
 - Total Non Water Volume: Total volume of any base fluids, besides fresh water, that are used in large amounts (e.g., CO2, Nitrogen, or recycled produced water) in the job.
 - Total Mass (lbs.): Total mass of the job pumped (pounds). Information can be entered here if users 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. Users will be able to enter a percentage of the job performed using the water type selected. 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

Once the information has been entered, select ‘Save and Continue’. At this point, users will move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the Systems Approach (see “Systems Approach” section below) or the MSDS+ Approach (see “MSDS+ Approach” section below).

Systems Approach

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

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

Note: Example shows System Approach for Oil Well Type – the same process is followed for all Well Types.

The screenshot shows the 'MANUAL ENTRY' form for an 'Oil' well type. The 'ENTRY METHOD' is set to 'Systems Approach'. The 'JOB START DATE' is 04/14/2023 and the 'JOB END DATE' is 04/14/2024. The 'API NUMBER' is empty. The 'STATE & COUNTY' is empty. The 'LATITUDE' and 'LONGITUDE' fields are empty. The 'DATUM' is set to 'WGS84'. The 'TRUE VERTICAL DEPTH (FT)' is empty. The 'TOTAL WATER VOLUME (GAL)' is empty. The 'TOTAL NON WATER VOLUME' is empty. The 'TOTAL MASS (LBS)' is empty. A 'Map Location' is shown on the right, highlighted with a yellow border.

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

The screenshot shows the 'Prepare Disclosure for Submission' page. The 'ADDITIVES LIST' section has columns for 'Trade Name', 'Supplier', and 'Purpose'. The 'INGREDIENT LIST' section has columns for 'CAS Number', 'Ingredient Name', 'Common Name', '% High Additive', '% HF Job', 'Mass', and 'Comment'. Both lists are currently empty. The page includes a 'Preview PDF' button and a 'Submit to FracFocus' button.

Systems Approach: Add 3rd Party Ingredients

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

The screenshot shows a web interface with a drop-down 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 these 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. Choose desired 3rd party ingredient(s)

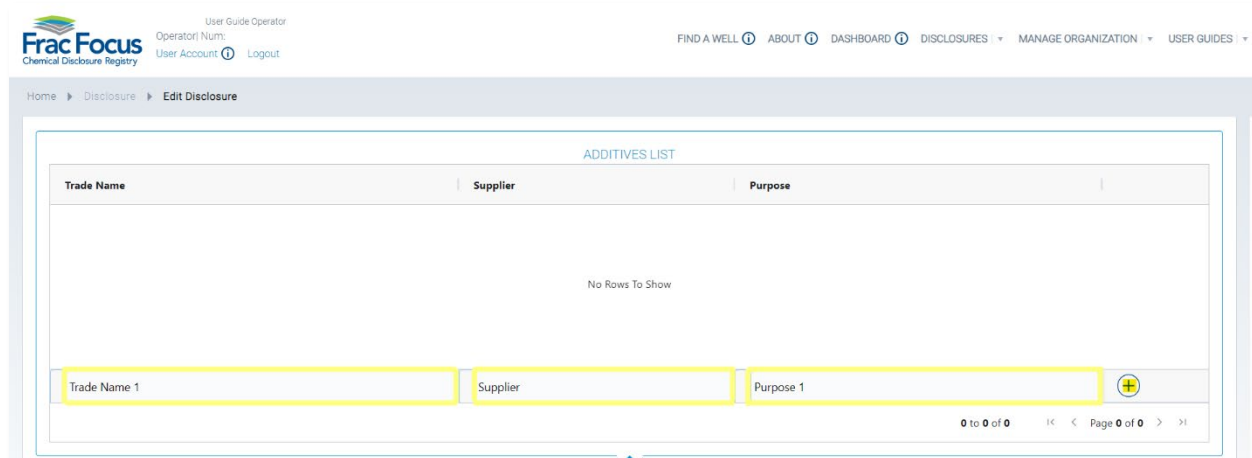
The screenshot shows the same web interface as the previous one, but the drop-down menu now displays 'Special Sand' as the selected option. The 'Add selected Ingredients' button remains visible. The 'ADDITIVES LIST' table below is still empty, showing 'No Rows To Show' and the same pagination control.


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

The screenshot shows the web interface with the 'Add selected Ingredients' button highlighted with a yellow border. The drop-down menu still shows 'Special Sand'. The 'ADDITIVES LIST' table remains empty, displaying 'No Rows To Show' and the same pagination control.


Systems Approach: Add Additives

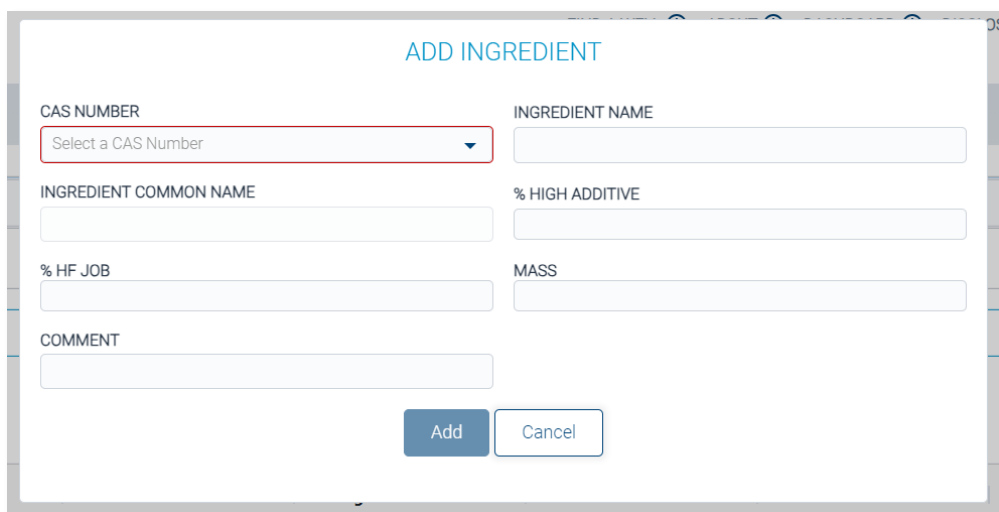
Enter the Trade Name, Supplier, and Purpose for each additive. Data is stored as soon as users tab into a subsequent field. Once the information has been entered, select  to add to the list.



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

Select  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. Users can provide Mass and Comments if applicable. Select 'Add' to add to the Ingredient List. Users may edit the information in the table by selecting the list fields.



The screenshot shows the 'ADD INGREDIENT' form. The form has the following fields:

- CAS NUMBER: A dropdown menu with the text 'Select a CAS Number'.
- 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.
- COMMENT: A text input field.

At the bottom of the form, there are two buttons: 'Add' and '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 (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 the user has selected 'Save and Continue', the location of the well will show on the map. Users can visually verify the map shows the correct location of the well. Users will be directed to the Prepare Disclosure for Submission page. This screen allows entry of the additives and their ingredients.

Please Note: Example shows MSDS+ Approach for Class VI (CCUS) Well Type – the same process is followed for all Well Types.

ENTRY METHOD * MSDS+ **WELL TYPE *** Class VI (CCUS) **MANUAL ENTRY**

JOB START DATE * 08/05/2015 **JOB END DATE *** 08/15/2020 **PERMIT ID *** example24 **STATE *** Louisiana

WELL NAME AND NUMBER MSDS+ Approach 1 **FEDERAL WELL** **INDIAN WELL** **COUNTY *** Caddo

API NUMBER **LATITUDE** 32.253522 **LONGITUDE** -93.953467 **DATUM** NAD27

TRUE VERTICAL DEPTH (FT) 8,898 **TOTAL WATER VOLUME (GAL)** 19,866 **TOTAL NON WATER VOLUME** 0 **TOTAL MASS (LBS)** 190,320

Water Sources **GRID INFO** **Edit Help Info** **Export Data** **Map Location**

Water Source	Percent
Groundwater, < 1000TDS	1

Map Location (Map showing well location near LA 169 and LA 789, Caddo Parish, Louisiana)

MSDS CHEMICAL INGREDIENTS LIST

Trade Name	Supplier	Purpose
No Rows To Show		

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**

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MSDS+ Approach: Add 3rd Party Ingredients

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

The screenshot shows the top of the MSDS+ interface. A drop-down 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. Choose desired 3rd party ingredients

This screenshot is similar to the previous one, but the drop-down menu now shows 'Special Sand' as the selected option, which is highlighted with a yellow border. The 'Add selected Ingredients' button remains visible to the right. The 'ADDITIVES LIST' table below is still empty, showing 'No Rows To Show'.


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

This screenshot shows the 'Add selected Ingredients' button highlighted with a yellow border. The drop-down menu above it 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

Select  to add to the list



Trade Name	Supplier	Purpose
No Rows To Show		
<input type="text"/>	<input type="text"/>	<input type="text"/>

MSDS+ Approach: Add Additional Non-MSDS Chemicals

Select  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 display, where users may enter the CAS Number (if applicable), Ingredient Name, % High Additive, % HF Job, Mass, and Comments

For the special cases of Proprietary, Trade Secret, CAS Not Assigned, and Confidential ingredients, input the value (ex. “Proprietary”) in the CAS Number field. If a special case has been entered for the CAS Number, claimant information fields (Company Name, First Name, Last Name, Email, and Phone) will allow for input after adding.

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		

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 the correct format is used with numbers and dashes. If entered incorrectly, the ingredient will not populate in the drop-down. Users may 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 a web form titled "ADD INGREDIENT". It contains the following fields and controls:

- CAS NUMBER:** A dropdown menu with the text "Select a CAS Number" and a downward arrow. It is highlighted with a yellow border. An information icon (i) is to its right.
- INGREDIENT NAME:** A text input field. An information icon (i) is to its right.
- INGREDIENT COMMON NAME:** A text input field. An information icon (i) is to its right.
- % HIGH ADDITIVE:** A text input field. An information icon (i) is to its right.
- % HF JOB:** A text input field. An information icon (i) is to its right.
- MASS:** A text input field. An information icon (i) is to its right.
- COMMENT:** A text input field. An information icon (i) is to its right.
- Buttons:** At the bottom center are two buttons: "Add" (dark blue) and "Cancel" (light blue). Each button has an information icon (i) to its right.

Fields of Note:

- **% High Additive:** Often the SDS shows the percentage of each ingredient as a range. Users should enter the high end of the percentage range in the % High Additive box.
- **% HF Job:** Here, users will enter what percent of the ingredient is used in the whole job (% by mass). For disclosures that are generated manually (not those already prepared by the Service Company), users need to calculate the percentage by mass of the total frac job made up by each ingredient. Users do not need to estimate the mass for water – it is automatically calculated from the volume of water 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, select 'Add' to submit to the list. The additive will save and populate in the Additional Non-MSDS Chemicals list. Users can then enter information for more additives. If a user wants to remove a particular additive from the disclosure report, select the red trash can that corresponds with the additive.

Submitting to FracFocus

After all disclosure information has been entered, users can preview the disclosure by selecting ‘Preview PDF’. The disclosure will download as a .PDF to the user’s device for preview.

Preview PDF

To submit the disclosure, users first need to select ‘Validate’ to validate the information and check for any errors or warnings

Validate

Any warnings or errors will populate in the Validation Errors list. In FracFocus, users can submit a disclosure with warnings. Users must correct 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

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Once all errors have been corrected, select ‘Validate’ to validate the disclosure. Once validated, select ‘Submit to FracFocus’ for submittal.

Submit to FracFocus

Reviewing, Editing and Approving Disclosure Reports

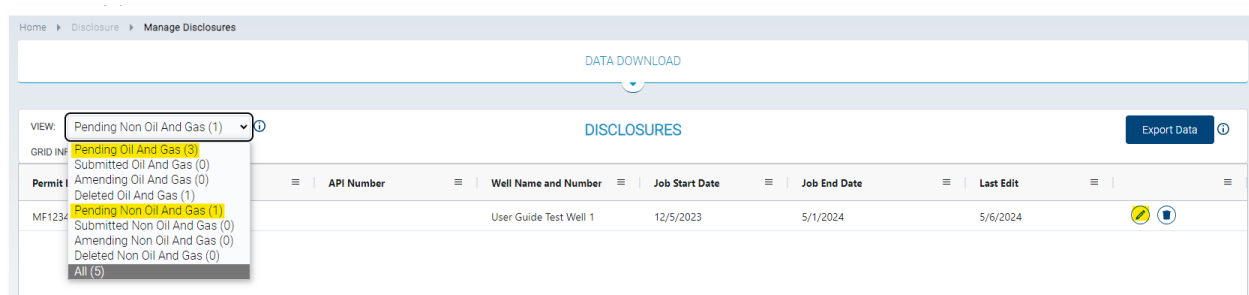
The previous section details how an Operator with the Data Submitter role can create and submit new disclosures. This is useful information for understanding data entry methods. However, most of the disclosure reports are created by Service Companies and submitted to the Operator's queue. The Operator must review these disclosures and edit them as necessary. When disclosures are complete, 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

Navigate to the Disclosures table (on the Operator dashboard) or the Manage Disclosures page. Data Submitters can edit Oil & Gas, and Non Oil & Gas Pending Disclosures. Select the pencil to edit a pending disclosure report.



Users 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 a disclosure, users can upload a valid XML to overwrite or append the data or can edit the disclosure manually. To edit the disclosure manually, select the desired field to make changes. Once the changes have been made, the disclosure will need validated.

Validating a Disclosure

When the Data Submitter Operator is satisfied that the disclosure report is complete, they must submit it for inclusion in FracFocus. At the bottom of the disclosure report, select 'Validate'.

Validate

FracFocus will make 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, select 'Validate Disclosure' for submittal.

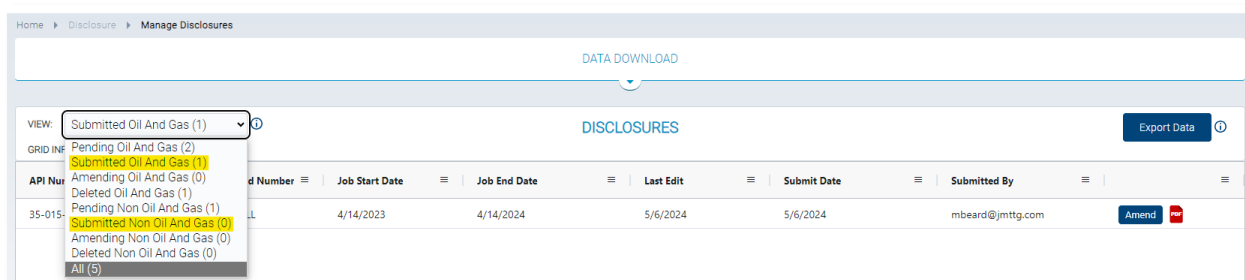
Submitting a Disclosure

At this point, the disclosure can be submitted by clicking 'Submit to FracFocus'. Note: 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 will leave the Pending tab and move to the Submitted tab on the Manage Disclosures page.



Note that under the Submitted tabs, there is an Amend button and a .PDF icon. Submitted disclosures can be modified by selecting 'Amend'.

Select 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 hydrosulfide	1310-58-3	5.00000	0.00484	None
			Beeblebrox	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 used. 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. 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.

Open 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 organization 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 the user consents to the recalculation, select 'Recalculate'. If the user does not consent, select 'Don't recalculate' and they 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.

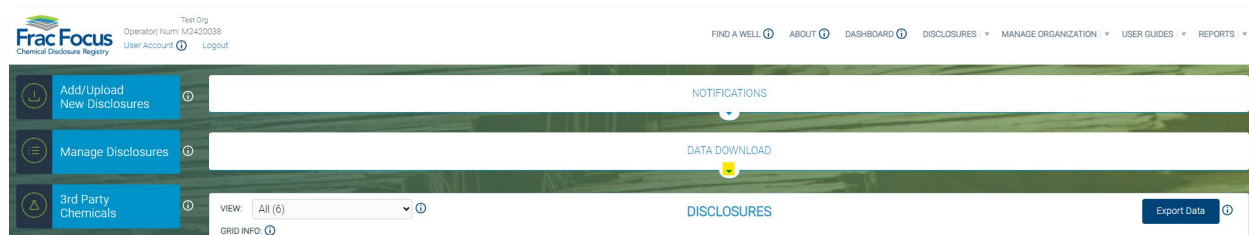
RecalculateDon't recalculate

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

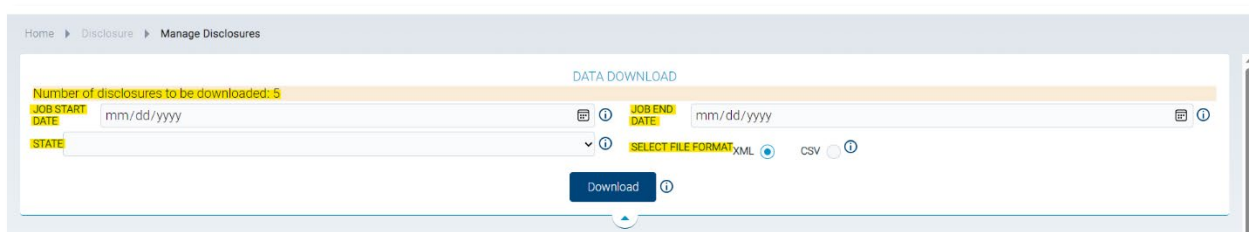
The list of additives is updated to include the biocide. The % HF Job values are adjusted to reflect the incremental mass of the biocide. Compare the % HF Job values. They all shift slightly to reflect the additional mass contribution of the biocide added manually.

Download Chemical Disclosures

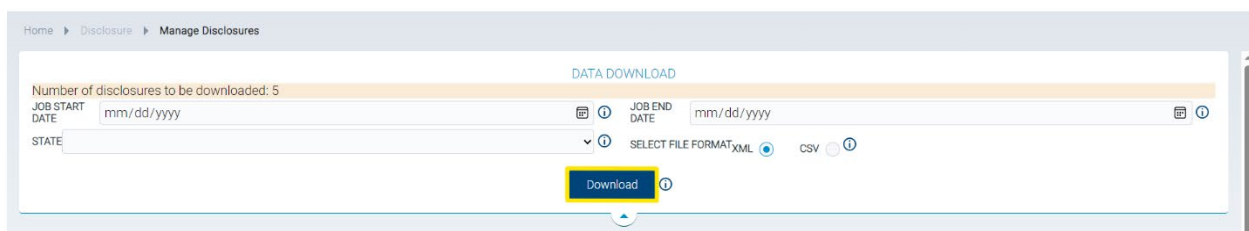
In FracFocus, the Operator, Registered Agent, and Service Company are able to download Pending, Submitted, and Amending disclosure reports. From the Dashboard or Manage Disclosure page, select the Data Download drop-down.



Refine the 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. The number of disclosures to be downloaded will change as more or less filters are applied.



Once desired filters have been applied, select 'Download' and the .xml will download onto the users 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 users 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 an Operator

Getting Started as a Registered Agent

Registering 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 a user has registered for FracFocus previously, they 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 the registration information matches previous registrations.

To Register: If a Registered Agent has not yet registered, select ‘Register’ (at the top next to Login) or ‘Register Company’ on the main screen.

The screenshot shows the FracFocus Chemical Disclosure Registry homepage. 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 the website URL, a 'Find a Well' button, and copyright information.

Home

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.

© Copyright GWPC, 2023
Terms of Use

Users will be directed to the New Registration form.

Users must input the required fields 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.

Users must select EMAIL or PHONE for two-factor authentication. If a user prefers to receive authentication via phone, they are required to enter a mobile phone number that can receive text messages.

Select Registered Agent from the organization types. When registering a new organization, users may only select one type of entity.

After reviewing the application for accuracy and agreeing to the Web Site Terms and Conditions of Use, select 'Apply for FracFocus Account'.

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 (1)

MOBILE PHONE (10 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) (1)

Organization Information

NAME *	ADDRESS LINE 1 *
Registered Agent User Guide <small>(1)</small>	111 User Guide St.
ADDRESS LINE 2	CITY *
	City
STATE *	ZIP CODE (5 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) *
Pennsylvania <small>x</small> <small>v</small>	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](#) (1)

If the system finds a matching existing organization registration it will display 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 the user's company is not represented in the list, scroll to the bottom, and check the box to confirm the company is not listed. Select 'Apply for FracFocus Account' to proceed.

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

Apply for FracFocus Account ⓘ

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

 Login or Register

FIND A WELL ABOUT USER GUIDES

Home > Authentication > Register

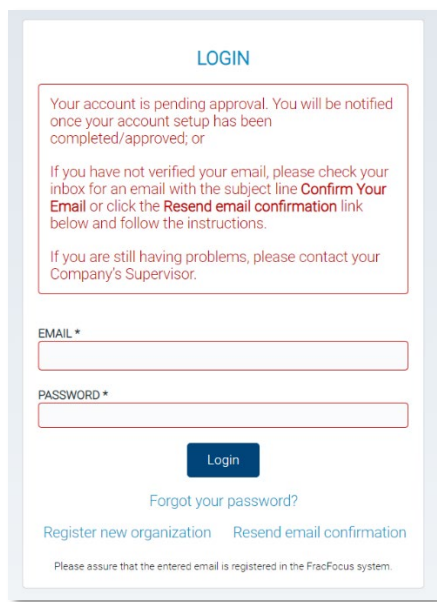
NEW REGISTRATION

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



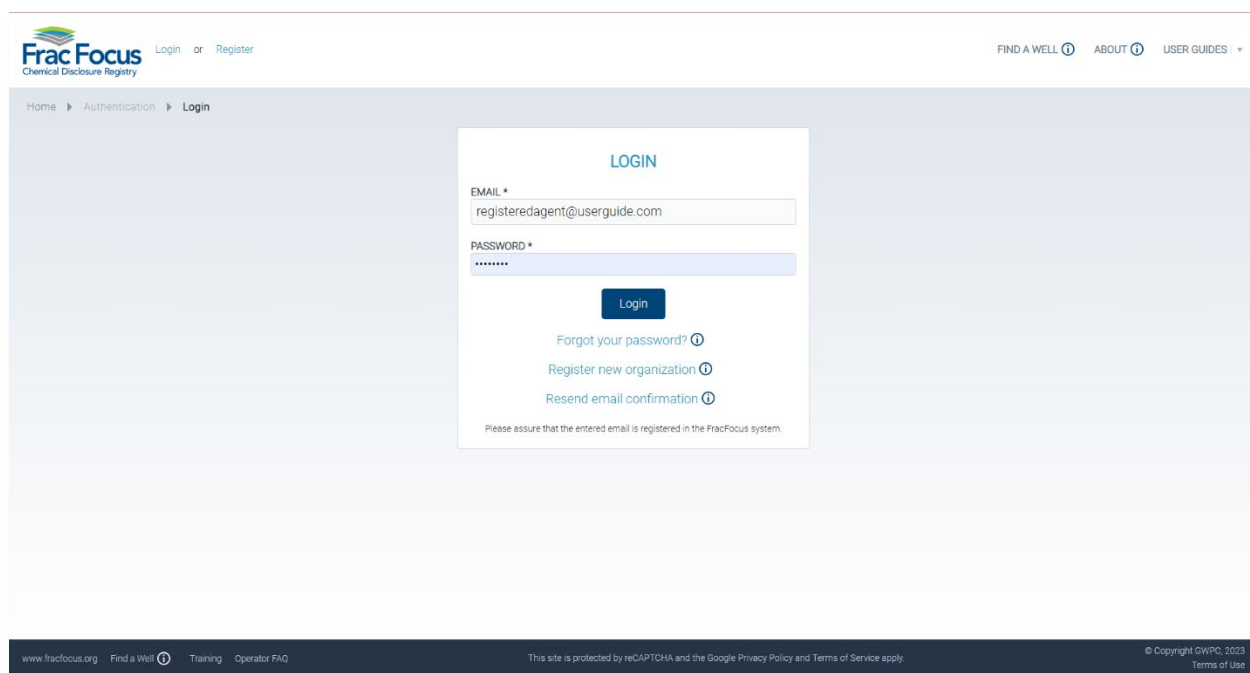
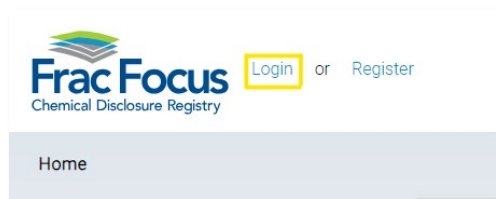
The image shows a login page titled "LOGIN". It contains a red-bordered box with the following text: "Your account is pending approval. You will be notified once your account setup has been completed/approved; or If you have not verified your email, please check your inbox for an email with the subject 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 input fields for "EMAIL *" and "PASSWORD *", a "Login" button, a "Forgot your password?" link, and links for "Register new organization" and "Resend email confirmation". At the bottom, it says "Please assure that the entered email is registered in the FracFocus system."

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

Please note – users will not be able to login to FracFocus until their account has been approved. If a user tries to login, they will receive a notice stating the account is pending approval.

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

To Login: Start at the FracFocus homepage (www.fracfocusdata.org). At the top left of the screen (next to the FracFocus logo), select 'Login'. Users will be prompted to enter their email address, password, reCAPTCHA, and complete the two-factor authentication to get started.



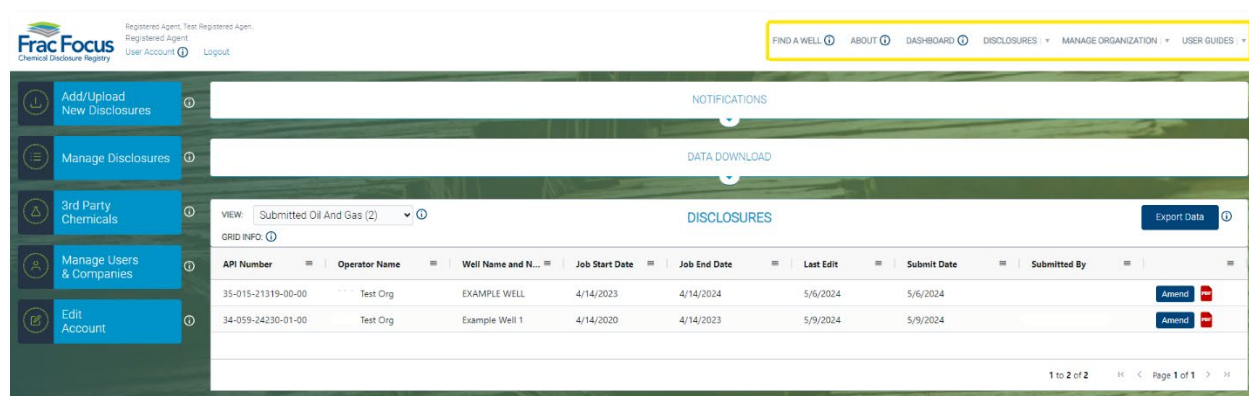
The image shows the full FracFocus login page. The top navigation bar includes the FracFocus logo, "Login or Register" links, and "FIND A WELL", "ABOUT", and "USER GUIDES" links. Below the navigation bar is a breadcrumb trail: "Home > Authentication > Login". The main content area contains a "LOGIN" form with the following elements: "EMAIL *" field with the value "registeredagent@userguide.com", "PASSWORD *" field with masked characters, a "Login" button, a "Forgot your password?" link with an information icon, a "Register new organization" link with an information icon, and a "Resend email confirmation" link with an information icon. At the bottom of the form, it says "Please assure that the entered email is registered in the FracFocus system." The footer of the page includes the website URL "www.fracfocus.org", "Find a Well", "Training", "Operator FAQ", a copyright notice "© Copyright GWPC, 2023", and "Terms of Use".

The Registered Agent Dashboard

After successfully logging in, users will be directed to the Registered Agent Dashboard that displays Notifications, Data Download, Disclosures, the Upper Right-Hand Navigation, 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

Users will see this menu on most FracFocus screens – this allows efficient navigation to other screens and to return to the dashboard. The options available depend on the role assigned to the user. The screen shows permissions for a user with both supervisor and data submitter roles.



Find a Well

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

About

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

Dashboard

Directs users to the Dashboard – the home screen.

Disclosures

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

Manage Organization

Allows users to manage their organization's profile, users, set up organizational defaults, and view the list of Operators who have authorized the 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.

Organization Defaults

Organization Defaults allows a Registered Agent to edit default values used in the system. This menu item is only available to Registered Agents with a Supervisor role. To view and/or edit the Organization Defaults, select Manage Organization Defaults in the Manage Organization drop-down (from the upper right-hand navigation menu).

The current Organization Defaults available are Non Oil & Gas and Percentage Hf Recalculation.

Non Oil & Gas

The Non Oil and Gas default allows a Registered Agent Supervisor to enable or disable the organization's ability to view and manage non oil & gas wells (i.e., wells **not** associated with the production of oil and gas) in addition to oil & gas wells (i.e., wells associated with production of oil and gas).

Please Note: This default value must be set to 'true' to enable the ability to view and manage non oil & gas wells. Only set to 'true' if submitting disclosure information on wells that are not associated with the oil and gas industry and involved in the production of oil and gas.

Percentage Hf Recalculation

The HfRecalculation Default allows a Registered Agent Supervisor to either allow or deny the FracFocus system to offer recalculating the mass of chemicals/ingredients. This is used with adding 3rd party chemicals without a % HF Job where the user knows mass in pounds of chemicals added.

To allow the system to offer the HfRecalculation, ensure the value is set to true. To reject the system from offering the HfRecalculation, set the value to false.

Operator Approvals

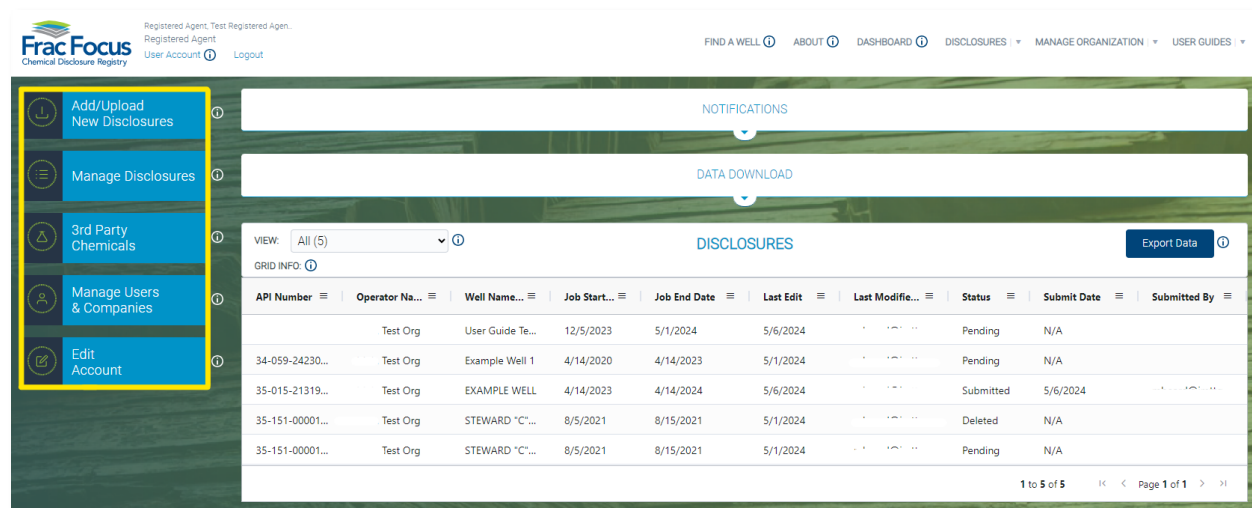
Allows users to view the list of Operators who have authorized the organization as a Registered Agent to upload, review, edit and submit disclosures on their behalf. Only Registered Agents with the Data User role will see this in the navigation.

User Guides

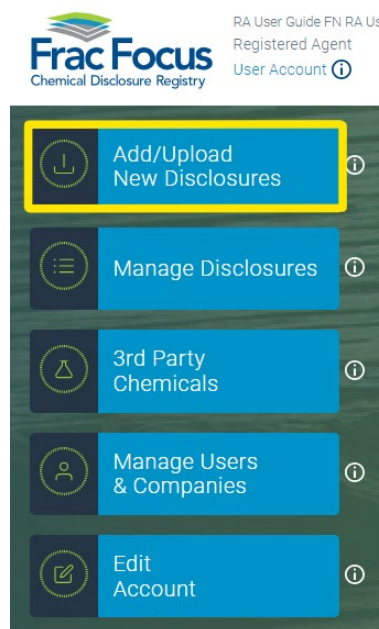
Directs users to the Schema Guide and User Guide.

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.



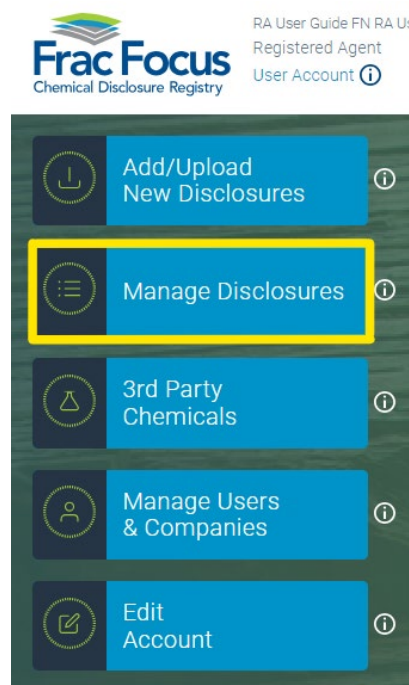
Add/Upload New Disclosures



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

See section “Creating a New Disclosure” below in this guide for detailed instructions for adding/uploading new disclosures.

Manage Disclosures



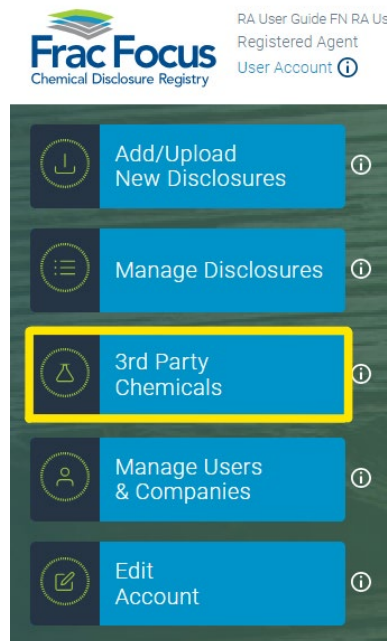
This menu item directs users to the Manage Disclosures page. Users can access this page from the Manage Disclosures drop-down item from the Disclosures option in the navigation menu.

Here, users can manage 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.)

On the Manage Disclosures page, use the View drop-down to narrow disclosures based on Well Type Grouping and Status. Users have the option to export data into an excel spreadsheet with the Export Data button to review offline.

Permit	Number	Operator Name	Well Name a...	Job Start ...	Job End Date	Last Edit	Last Modified By	Status	Submit Date	Submitted By
this12m		Test Org	MSDS+ Appro...	8/5/2021	8/15/2021	5/9/2024		Pending	N/A	
MF1234		Test Org	User Guide Test...	12/5/2023	5/1/2024	5/9/2024		Submitted	5/9/2024	
	09-24230-...	Test Org	Example Well 1	4/14/2020	4/14/2023	5/9/2024		Submitted	5/9/2024	fftestra@gmail.co...
	35-015-21319-...	Test Org	EXAMPLE WELL	4/14/2023	4/14/2024	5/6/2024		Submitted	5/6/2024	
	35-151-00001-...	Test Org	STEWARD "C" L...	8/5/2021	8/15/2021	5/1/2024		Deleted	N/A	
	35-151-00001-...	Test Org	STEWARD "C" L...	8/5/2021	8/15/2021	5/1/2024		Pending	N/A	


3rd Party Chemicals



This menu item directs users to the 3rd Party Chemicals page. The 3rd Party Chemicals page is used to enter additives and the chemicals/ingredients that comprise that additive to a list where they can be used by a data submitter in the edit disclosure reports screen. This feature allows the user to build a set of additives that can be used on multiple disclosure reports and speed the creation of a disclosure report. The 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.

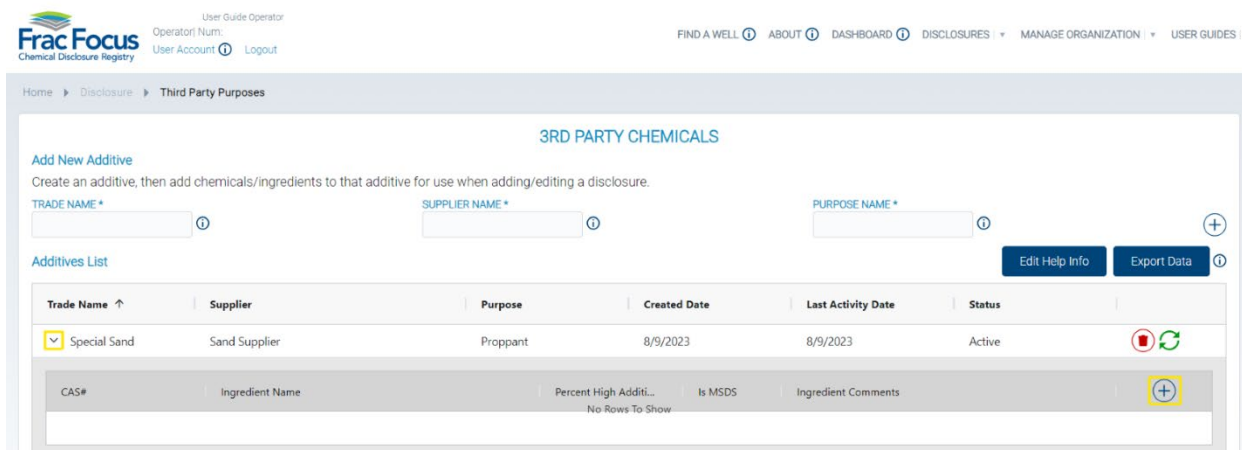
Add New Additive

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. Once the additive is displayed in the Additives List table, users may add chemicals/ingredients to the additive.

Adding Ingredients

To manage an Additive's ingredients, select the drop-down (i.e., ">" arrow next to Trade Name of Additive).

Select  from the ingredients table to add an ingredient.

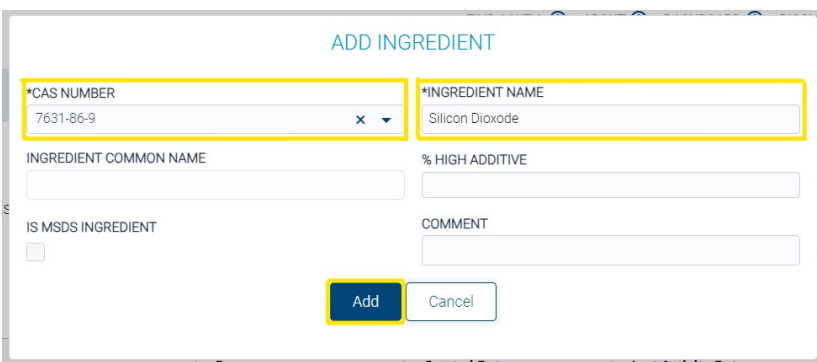


Users will be directed to input the new ingredient information.

The CAS Number and Ingredient Name are required fields. If a CAS Number from the existing drop-down is selected, the Ingredient Name will populate.

Users may input the % High Additive and any additional comments regarding the ingredient.

The Ingredient Common Name Field is read-only and will populate 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 ingredients, input the value (ex. "Proprietary") in the CAS Number field and hit enter. If a special case has been entered for the CAS Number, claimant information fields (Company Name, First Name, Last Name, Email, and Phone) will appear for input after adding.

If the ingredient is an MSDS ingredient, check the checkbox under "Is MSDS Ingredient". Both MSDS and non-MSDS ingredients can be entered for an Additive.

After the information is entered, select 'Add' to add the ingredient.

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, users can edit that ingredient.

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

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 *

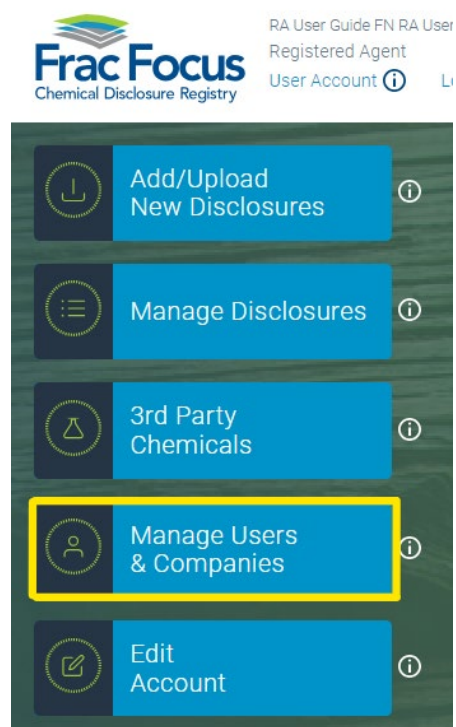
Additives List

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

Ingredient List

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

Manage Users & Companies



This menu item directs users with the Supervisor role to the Organization Users page where they can manage the following:

- Add New Data Users
- Add New Supervisors
- Add Existing Users to the Organization
- Manage organization user's roles

The system requires all organizations to have at least one Supervisor. Supervisors cannot remove the role from their user accounts. If a Supervisor role needs to be removed from an account, another Supervisor of that organization must remove it.

Organizations may have multiple Supervisors and multiple Data Submitters. Users can be assigned to both roles.

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, select 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)

The screenshot shows the 'Manage Users' page in the FracFocus system. At the top, there's a navigation bar with links like 'FIND A WELL', 'ABOUT', 'DASHBOARD', 'DISCLOSURES', 'MANAGE ORGANIZATION', and 'USER GUIDES'. Below this, the 'Manage Users' section is active, showing the user's account details: Name: RA User Guide FN RA User Guide LN, Organization: Registered Agent User Guide, Email: ftestra@gmail.com, Phone: 111-111-1111. Two buttons, 'New User' and 'New Supervisor', are visible, with 'New User' highlighted by a yellow box. An 'Export Data' button is also present.

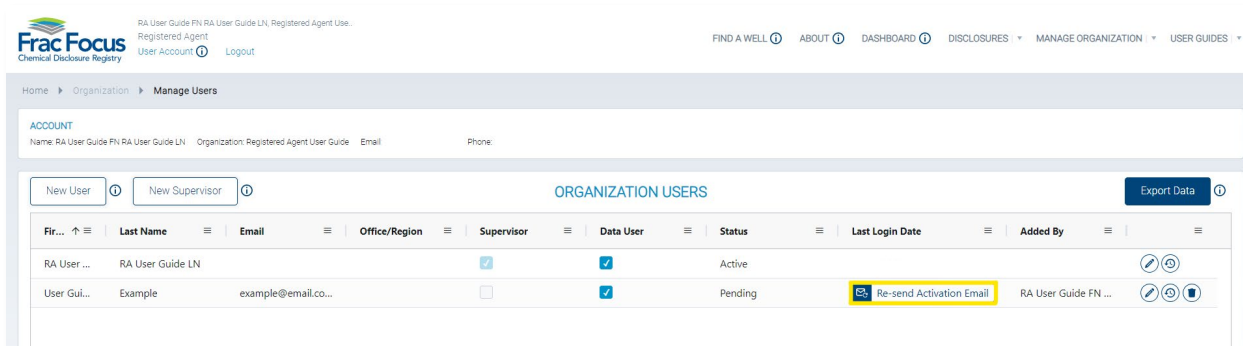
Next, enter the email address of the new organization user to verify the email address is not already registered to FracFocus. Select 'Next' to check for existing user credentials and continue.

This screenshot shows the 'NEW USER' form. The 'EMAIL' field is highlighted with a yellow box. Below the field, there are 'Next' and 'Cancel' buttons, with the 'Next' button also highlighted by a yellow box. The page title is 'ORGANIZATION USERS' and the sub-header is 'NEW USER'.

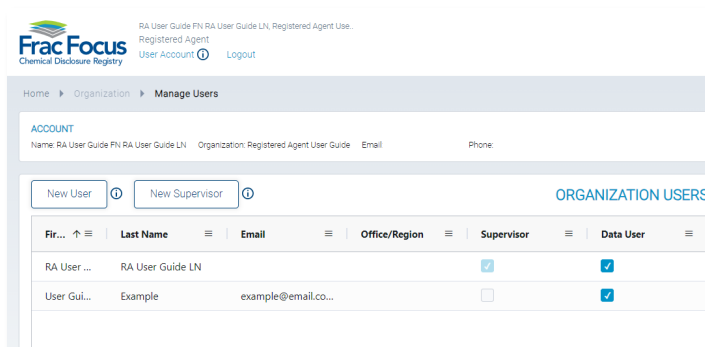
Users will be directed to the New User/Account form. Enter the new user's required information: first name, last name, email address (pre-populated) and two-factor authentication settings. Users may assign an Office/Region to the new user. Select 'Create Account & Email User'. This will send an email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

This screenshot shows the 'NEW USER' form with the 'User Information' section highlighted by a yellow box. The form includes fields for 'FIRST NAME' (User Guide), 'LAST NAME' (Example), 'EMAIL' (example@email.com), and 'OFFICE / REGION'. Below this is the 'Two-Factor Authentication Settings' section, which has radio buttons for 'EMAIL' and 'PHONE', with 'EMAIL' selected. A 'MOBILE PHONE (10 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS)' field is also present. At the bottom, there are 'Create Account & Email User' and 'Cancel' buttons, with the 'Create Account & Email User' button highlighted by a yellow box.

The New User's account will be 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 may be edited by an Organization Supervisor. If the email was entered incorrectly, it can be edited, and the welcome email can be resent by selecting 'Resend Activation Email'. At this point in the process the account can be deleted. Once the user has logged in for the first time, the account can no longer be deleted.

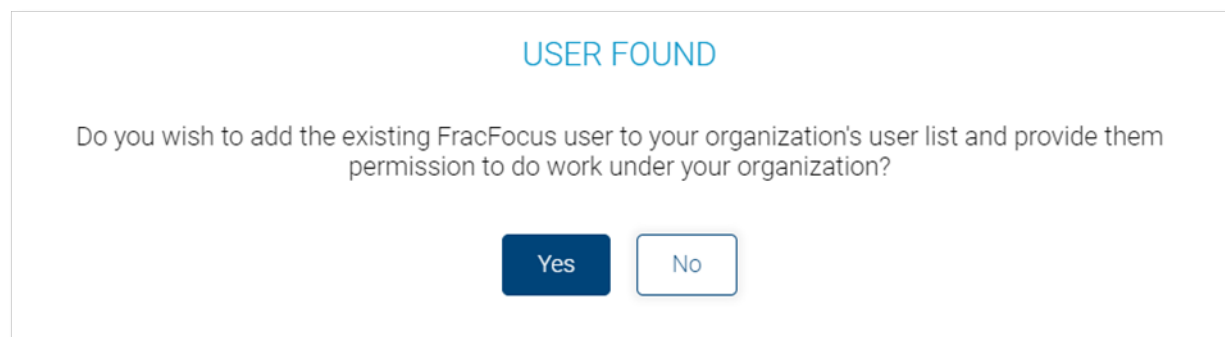


Once the user is added, the name of the new user will display in the Organization Users list. The Supervisor can assign Supervisor and/or Data User permissions to the new user by checking the corresponding checkboxes.



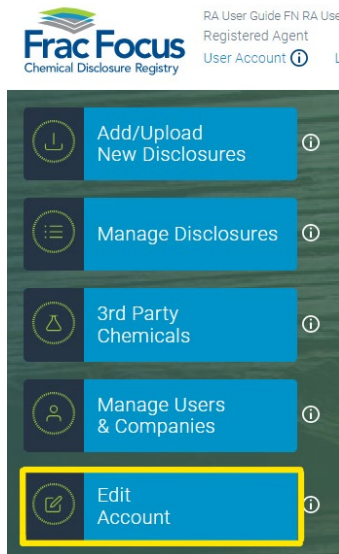
Add an Existing User

To add an Existing User to the organization, enter the email address of the user that has already registered and been approved in FracFocus. Users will be prompted by the dialog box below.



Select 'Yes' to add the existing user to the organization. Once added, an organization Supervisor has permission to manage the existing user's roles with the organization.

Edit Account



This menu item directs users to the User Account page. This page allows users to manage account information and change their password. Registered Agents may edit the following information on their account:

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

To change your password, select '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, select 'Export Data' to download the Excel Spreadsheet.



Disclosures

The Disclosures table on the Registered Agent Dashboard allows users to quickly manage their Pending, Submitted, Amending, and Deleted Disclosures for Oil, Gas, and Non Oil and Gas Wells. Here, users can Edit, Delete, and Export disclosure reports.

Registered Agent, Test Registered Agent...
Registered Agent
User Account ⓘ Logout

FIND A WELL ⓘ ABOUT ⓘ DASHBOARD ⓘ DISCLOSURES ▼ MANAGE ORGANIZATION ▼ USER GUIDES ▼

NOTIFICATIONS

DATA DOWNLOAD

VIEW: Submitted Oil And Gas (2) ⓘ

GRID IN: Pending Oil And Gas (1) Submitted Oil And Gas (2) Amending Oil And Gas (0) Deleted Oil And Gas (1) Pending Non Oil And Gas (1) Submitted Non Oil And Gas (1) Amending Non Oil And Gas (0) Deleted Non Oil And Gas (0) All (6)

API Num	Well Name an...	Job Start Date	Job End Date	Last Edit	Submit Date	Submitted By	
35-015	EXAMPLE WELL	4/14/2023	4/14/2024	5/6/2024	5/6/2024		Amend
34-059	Example Well 1	4/14/2020	4/14/2023	5/9/2024	5/9/2024	fftestra@gmail.com	Amend

1 to 2 of 2 | Page 1 of 1

Creating a New Disclosure

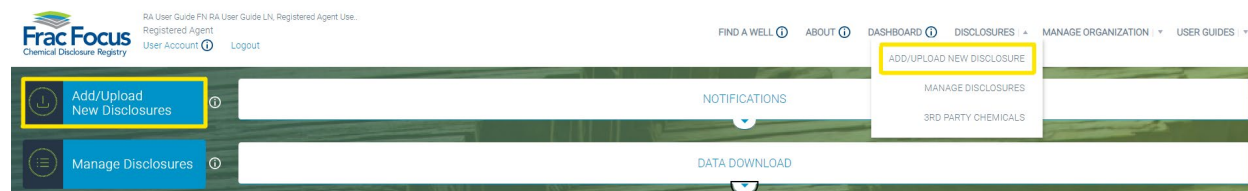
In many cases, disclosure reports will be created by the Service Company and routed to the Operator or Registered Agent for review. In other cases, Data User Registered Agents may create disclosure reports for an Operator. Only Registered Agents with the Data User role are able to create new disclosures. 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 a single common list.

MSDS+ Approach: With the MSDS+ approach, the additives are grouped into separate lists depending on whether the chemicals are part 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 are not part of an SDS. The MSDS chemicals are listed under their products used on the job.

Getting Started

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



Users will be directed to the New Disclosure Form. Users may upload a valid XML file to complete the Disclosure. If a valid XML file is not available, users can manually complete the disclosure.

Edit Help Info

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

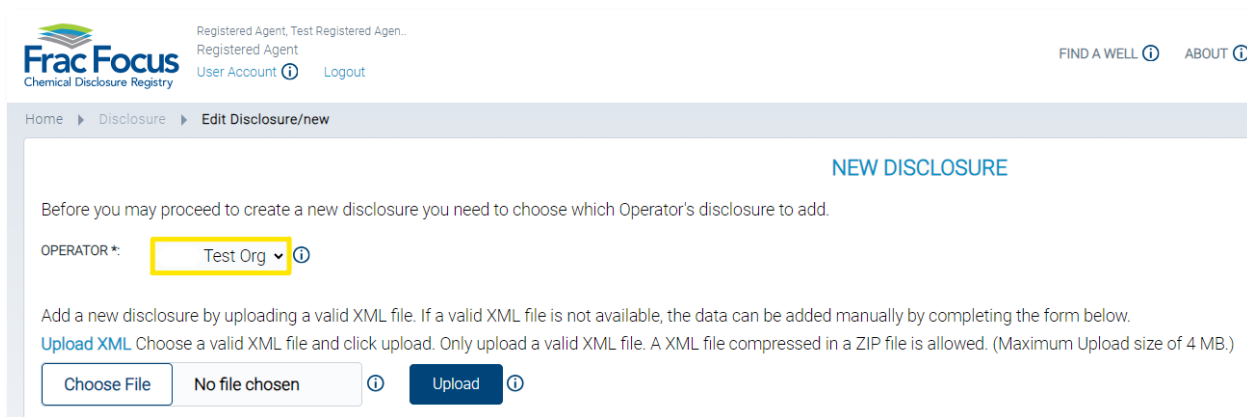


Please note the tooltip icons. Hovering over these icons will provide explanations for key fields and action buttons.

Upload XML File

If available, users may choose to upload an XML File to complete a disclosure. XML uploads may be used for all well types, including Oil, Gas, Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, and Hydrogen Storage.

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



Frac Focus
Chemical Disclosure Registry

Registered Agent, Test Registered Agen..
Registered Agent
User Account ⓘ Logout

FIND A WELL ⓘ ABOUT ⓘ

Home > Disclosure > Edit Disclosure/new

NEW DISCLOSURE

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

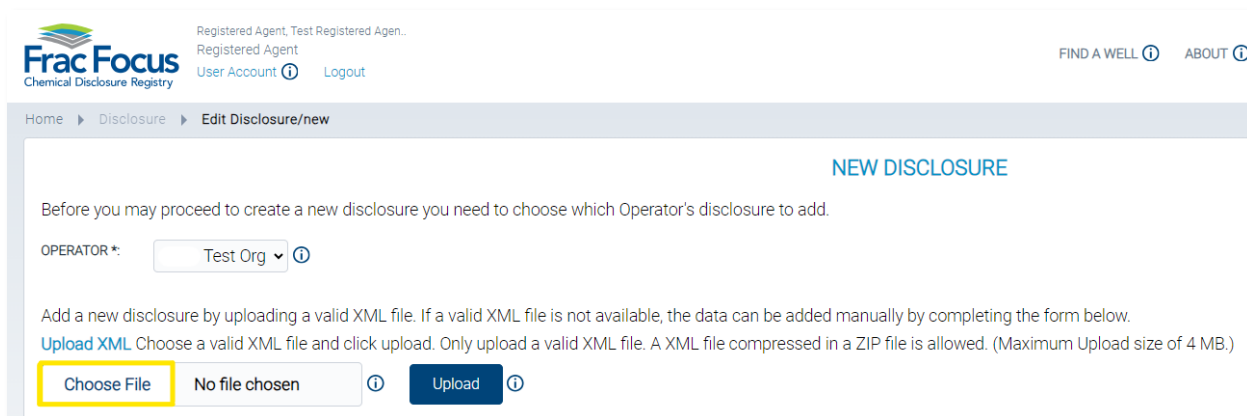
OPERATOR *: Test Org ⓘ

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 No file chosen ⓘ Upload ⓘ

2. Select 'Choose File'.



Frac Focus
Chemical Disclosure Registry

Registered Agent, Test Registered Agen..
Registered Agent
User Account ⓘ Logout

FIND A WELL ⓘ ABOUT ⓘ

Home > Disclosure > Edit Disclosure/new

NEW DISCLOSURE

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

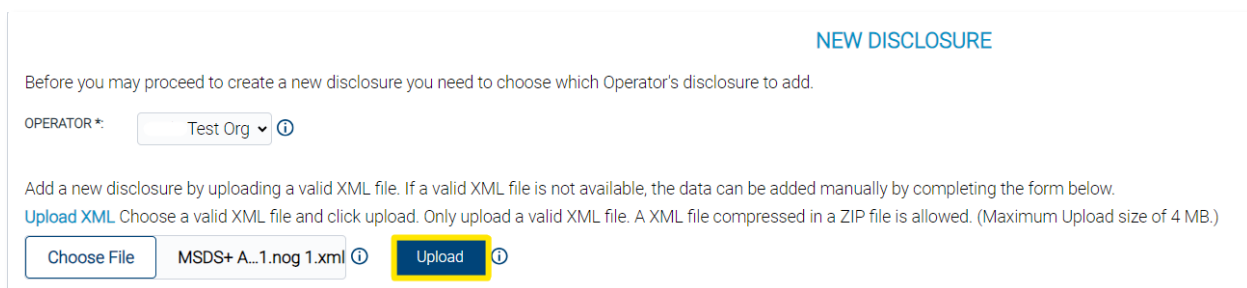
OPERATOR *: Test Org ⓘ

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 No file chosen ⓘ Upload ⓘ

3. Upload a valid XML file
4. Select 'Upload'



Frac Focus
Chemical Disclosure Registry

Registered Agent, Test Registered Agen..
Registered Agent
User Account ⓘ Logout

FIND A WELL ⓘ ABOUT ⓘ

Home > Disclosure > Edit Disclosure/new

NEW DISCLOSURE

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

OPERATOR *: Test Org ⓘ

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 MSDS+ A...1.nog 1.xml ⓘ Upload ⓘ

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

Registered Agent, Test Registered Agent,
Registered Agent
User Account Logout

FIND A WELL ABOUT DASHBOARD DISCLOSURES MANAGE ORGANIZATION USER GUIDES

Home Disclosure Edit Disclosure

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 * MSDS+ WELL TYPE * Class VI (CCUS)

JOB START DATE * 08/05/2021 JOB END DATE * 08/15/2021 PERMIT ID * this12my1d STATE * Alaska

WELL NAME AND NUMBER MSDS+ Approach 1

☐ FEDERAL WELL ☐ INDIAN WELL

COUNTY * Beechey Point

API NUMBER LATITUDE 36.9518 LONGITUDE -98.6466 DATUM NAD27

TRUE VERTICAL DEPTH (FT) 8,871 TOTAL WATER VOLUME (GAL) 19,866 TOTAL NON WATER VOLUME 0 TOTAL MASS (LBS) 190,687

Water Sources

GRID INFO

Edit Help Info Export Data Map Location

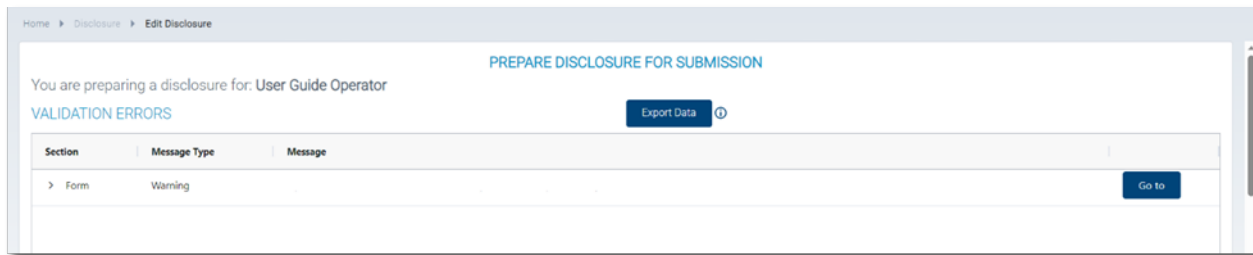
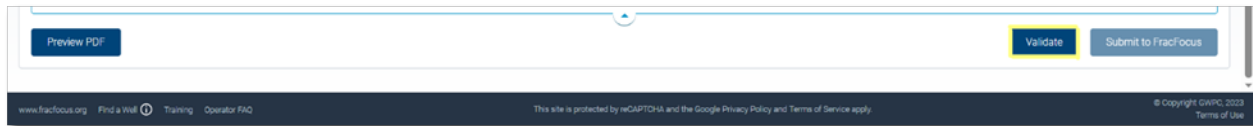
www.fractfocus.org Find a Well Training Operator FAQ This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. © Copyright GWPC 2023 Terms of Use

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

Preview PDF Validate Submit to FracFocus

www.fractfocus.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

- After the information has populated, select '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. Users can submit disclosures with warnings but cannot submit disclosures with errors.



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



Manual Entry- Oil & Gas Wells

To enter disclosure information manually, first ensure the correct Operator is selected.

NEW DISCLOSURE

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

OPERATOR *: Test Org

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 No file chosen Upload

For **Oil & Gas Wells**, complete the required fields (marked with an asterisk) in the Disclosure Manual Entry form.

Note: Well Type must be Oil or Gas for the following.

MANUAL ENTRY

Manual Entry Complete the form and click Save & Continue.

ENTRY METHOD* Select an entry method WELL TYPE* Oil

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

WELL NAME AND NUMBER LATITUDE

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

TOTAL NON WATER VOLUME TOTAL MASS (LBS)

Water Sources

GRID INFO

Water Source Percent

0 to 0 of 0 Page 0 of 0

Cancel Save & Continue

Fields of Note:


- Entry Method*: In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - Systems Approach: Includes header data, Additive List, and Ingredient List
 - MSDS+: Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
- Well Type*: Oil or Gas
- Job Start Date*: Start date of the job performed


- Job End Date*: End date of the job performed
 - API Number*: Must be in 14-digit format. Often, users will receive an API number in a shorter 10-digit format. If the API is entered 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
 - State & County: Will auto-populate depending on the API Number provided
 - Well Name and Number: Name and number of the well as submitted to State
 - Federal Well (checkbox): Indicates 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): Indicates 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)
 - Latitude: Surface latitude location of the well, written as a decimal
 - Longitude: Surface longitude location of the well, written as a decimal
 - Datum: Datum associated with the longitude/latitude provided (NAD27, NAD83, or WGS84). This choice should correspond with the coordinate system used to locate the company’s well.
 - True Vertical Depth (ft): True vertical depth of the well (feet)
 - Total Water Volume (gal): Total volume of the base water used in the job (gallons)
 - Total Non Water Volume: Total volume of any base fluids, besides water, that are used in large amounts (e.g., CO₂, Nitrogen, etc.) in the job to transport chemicals and proppant.
 - Total Mass (lbs.): Total mass of the job pumped (pounds). Information can be entered here if users 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. Users will be able to input the percentage of the job performed using the water type selected. Select the 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



Once the information has been entered, select ‘Save and Continue’. At this point, users will move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the Systems Approach (see “Systems Approach” section below) or MSDS+ Approach (see “MSDS+ Approach” section below).

Manual Entry – Non Oil & Gas Wells

To enter disclosure information manually, first ensure the correct Operator is selected.

**Frac Focus**
Chemical Disclosure Registry

Registered Agent, Test Registered Agen...
Registered Agent
User Account  Logout


FIND A WELL  ABOUT 

Home > Disclosure > Edit Disclosure/new

NEW DISCLOSURE

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


OPERATOR *:


Test Org 

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

No file chosen 

Upload 

For **Non Oil & Gas** Well Types, complete the required fields (marked with an asterisk) in the Disclosure Manual Entry form.

Note: Well Type must be Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, or Hydrogen Storage for the following.

Manual Entry Complete the form and click Save & Continue.

ENTRY METHOD * Select an entry method [v] ⓘ WELL TYPE * Bore [v] ⓘ

JOB START DATE * mm/dd/yyyy [v] ⓘ JOB END DATE * mm/dd/yyyy [v] ⓘ PERMIT ID * STATE * Please Select a State [v] ⓘ

WELL NAME AND NUMBER [v] ⓘ FEDERAL WELL [v] ⓘ INDIAN WELL [v] ⓘ COUNTY * Please Select a County [v] ⓘ

API NUMBER [v] ⓘ LATITUDE [v] ⓘ LONGITUDE [v] ⓘ DATUM WGS84 [v] ⓘ

TRUE VERTICAL DEPTH (FT) [v] ⓘ TOTAL WATER VOLUME (GAL) [v] ⓘ TOTAL NON WATER VOLUME [v] ⓘ TOTAL MASS (LBS) [v] ⓘ

Water Sources

GRID INFO ⓘ

Water Source	Percent	
No Rows To Show		

0 to 0 of 0 | Page 0 of 0

Cancel Save & Continue

Fields of Note:

- **Entry Method*:** In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - **Systems Approach:** Includes header data, Additive List, and Ingredient List
 - **MSDS+:** Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
- **Well Type*:** Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, or Hydrogen Storage
- **Job Start Date*:** Start date of the job performed
- **Job End Date*:** End date of the job performed

- Permit ID*: Permit ID/Number
 - State*: State of the well
 - County*: County of the well
 - Well Name and Number: Name and number of the well as submitted to State
 - Federal Well (checkbox): Indicates 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): Indicates 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)
 - API Number: Must be in 14-digit format. Often, users will receive an API number in a shorter 10-digit format. If the API is entered 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
 - Latitude: Surface latitude location of the well, written as a decimal
 - Longitude: Surface longitude location of the well, written as a decimal
 - Datum: Datum associated with the longitude/latitude provided (NAD27, NAD83, or WGS84). This choice should correspond with the coordinate system used to locate the company's well.
 - True Vertical Depth (ft): True vertical depth of the well (feet)
 - Total Water Volume (gal): Total volume of the base water used in the job (gallons)
 - Total Non Water Volume: Total volume of any base fluids, besides fresh water, that are used in large amounts (e.g., CO₂, Nitrogen, or recycled produced water) in the job.
 - Total Mass (lbs.): Total mass of the job pumped (pounds). Information can be entered here if users 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. Users will be able to enter a percentage of the job performed using the water type selected. 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

Once the information has been entered, select 'Save and Continue'. At this point, users will move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the MSDS+ approach (see "MSDS+ Approach" section below) or the Systems approach of data entry (see "Systems Approach" section below).

Systems Approach

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

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

Note: Example shows System Approach for Oil Well Type – the same process is followed for all Well Types.

The screenshot shows the 'MANUAL ENTRY' form for an Oil Well. The 'ENTRY METHOD' is set to 'Systems Approach' and the 'WELL TYPE' is 'Oil'. The 'JOB START DATE' is 04/14/2023 and the 'JOB END DATE' is 04/14/2024. The 'WELL NAME AND NUMBER' is 'EXAMPLE WELL'. The 'LONGITUDE' is 'WGS84'. The 'DATUM' is 'WGS84'. The 'TOTAL NON WATER VOLUME' is '0'. The 'TOTAL MASS (LBS)' is '0'. The 'STATE & COUNTY' is 'LATITUDE'. The 'TRUE VERTICAL DEPTH (FT)' is '0'. The 'TOTAL WATER VOLUME (GAL)' is '0'. The 'Map Location' is highlighted with a yellow border.

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

The screenshot shows the 'Prepare Disclosure for Submission' page. The 'ADDITIVES LIST' table has columns: Trade Name, Supplier, Purpose. The 'INGREDIENT LIST' table has columns: CAS Number, Ingredient Name, Common Name, % High Additive, % HF Job, Mass, Comment. Both tables are empty, showing 'No Rows To Show'. The page includes a 'Previous PDF' button, a 'Validate' button, and a 'Submit to FracFocus' button. The footer contains the website URL 'www.fracfocus.org', a 'Find a Well' button, and copyright information for 2024.

Systems Approach: Add 3rd Party Ingredients

1. Select 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 visible in the top right corner. The table below the menu is titled 'ADDITIVES LIST' and has columns for 'Trade Name', 'Supplier', and 'Purpose'. The table is currently empty, showing 'No Rows To Show'. The table has a pagination bar at the bottom right showing '0 to 0 of 0' and 'Page 0 of 0'.

Trade Name	Supplier	Purpose
No Rows To Show		

2. Choose 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 visible in the top right corner. The table below the menu is titled 'ADDITIVES LIST' and has columns for 'Trade Name', 'Supplier', and 'Purpose'. The table is currently empty, showing 'No Rows To Show'. The table has a pagination bar at the bottom right showing '0 to 0 of 0' and 'Page 0 of 0'.


Trade Name	Supplier	Purpose
No Rows To Show		

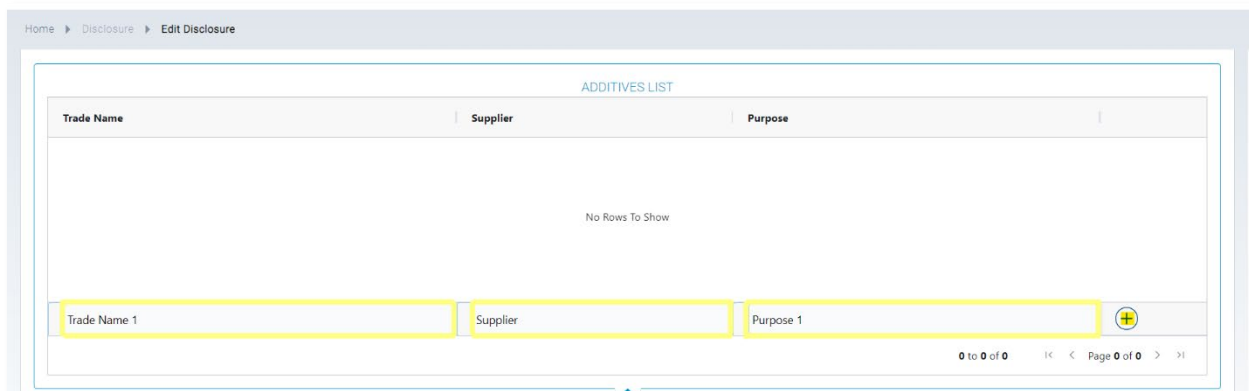
3. Select 'Add Selected Ingredients' to add to the Additives and Ingredient List

The screenshot shows the 'Add 3rd party ingredient(s)' drop-down menu open, with 'Special Sand' selected. The 'Add selected Ingredients' button is highlighted in yellow. The table below the menu is titled 'ADDITIVES LIST' and has columns for 'Trade Name', 'Supplier', and 'Purpose'. The table is currently empty, showing 'No Rows To Show'. The table has a pagination bar at the bottom right showing '0 to 0 of 0' and 'Page 0 of 0'.

Trade Name	Supplier	Purpose
No Rows To Show		


Systems Approach: Add Additives

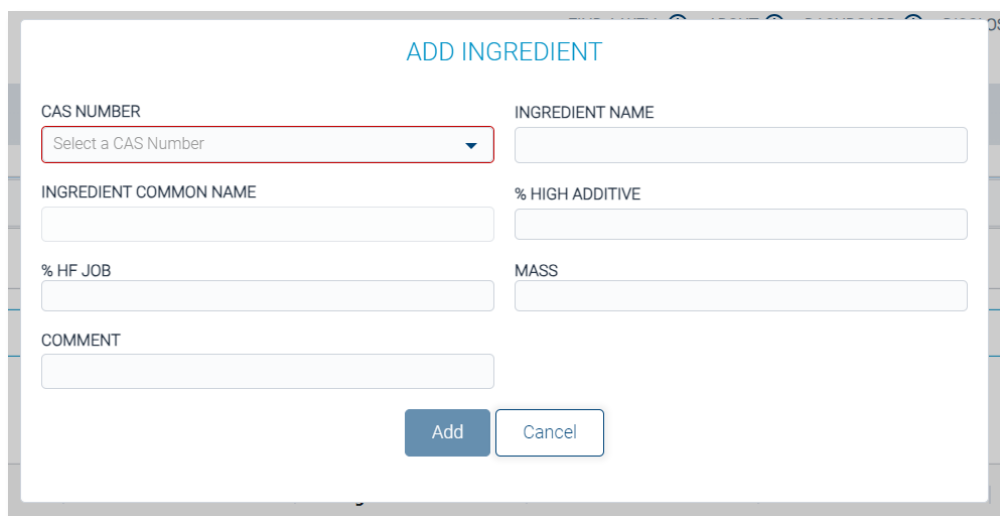
Enter the Trade Name, Supplier, and Purpose for each additive. Data is stored as soon as users tab into a subsequent field. Once the information has been entered, select  to add to the list.



The screenshot shows the 'ADDITIVES LIST' interface. At the top, there is a breadcrumb trail: Home > Disclosure > Edit Disclosure. Below this is 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 input fields: 'Trade Name 1', 'Supplier', and 'Purpose 1'. To the right of these fields is a yellow button with a plus icon. At the bottom right of the interface, there is a pagination control showing '0 to 0 of 0' and 'Page 0 of 0'.

Systems Approach: Add Ingredients

Select  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. Users can provide Mass and Comments if applicable. Select 'Add' to add to the Ingredient List. Users may edit the information in the table by selecting the list fields.



The screenshot shows the 'ADD INGREDIENT' form. It contains several input fields: 'CAS NUMBER' (a dropdown menu with 'Select a CAS Number'), 'INGREDIENT NAME' (a text field), 'INGREDIENT COMMON NAME' (a text field), '% HIGH ADDITIVE' (a text field), '% HF JOB' (a text field), 'MASS' (a text field), and 'COMMENT' (a text field). At the bottom of the form, there are two buttons: 'Add' and '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 (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 the user has selected Save and Continue, the location of the well will show on the map. Users can visually verify the map shows the correct location of the well. Users will be directed to the Prepare Disclosure for Submission page. This screen allows entry of the additives and their ingredients.

Please Note: Example shows MSDS+ Approach for Class VI (CCUS) Well Type – the same process is followed for all Well Types.

MANUAL ENTRY

ENTRY METHOD * **MSDS+** WELL TYPE * **Class VI (CCUS)**

JOB START DATE * 08/05/2015 JOB END DATE * 08/15/2020 PERMIT ID * example24 STATE * Louisiana

WELL NAME AND NUMBER MSDS+ Approach 1 FEDERAL WELL ☐ INDIAN WELL ☐ COUNTY * Caddo

API NUMBER LATITUDE 32.253522 LONGITUDE -93.953467 DATUM NAD27

TRUE VERTICAL DEPTH (FT) 8,898 TOTAL WATER VOLUME (GAL) 19,866 TOTAL NON WATER VOLUME 0 TOTAL MASS (LBS) 190,320

Water Sources

GRID INFO

Water Source	Percent
Groundwater, < 1000TDS	1

Map Location

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

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MSDS+ Approach: Add 3rd Party Ingredients

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

The screenshot shows the top of the MSDS+ interface. A drop-down 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. Choose desired 3rd party ingredients

This screenshot shows the same interface as the previous one, but the drop-down 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. Select 'Add Selected Ingredients' to add to the MSDS Chemical Ingredients and Additional Non-MSDS+ Chemicals Lists

The final screenshot shows the 'Add selected Ingredients' button highlighted with a yellow border. The drop-down menu still shows 'Special Sand'. 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


Select  to add to the list



Trade Name	Supplier	Purpose
No Rows To Show		

0 to 0 of 0 | Page 0 of 0

MSDS+ Approach: Add Additional Non-MSDS Chemicals

Select  to add a non-MSDS chemical



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

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

For the special cases of Proprietary, Trade Secret, CAS Not Assigned, and Confidential ingredients, input the value (ex. “Proprietary”) in the CAS Number field. If a special case has been entered for the CAS Number, claimant information fields (Company Name, First Name, Last Name, Email, and Phone) will allow for input after adding.

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		

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 the correct format is used with numbers and dashes. If entered incorrectly, the ingredient will not populate in the drop-down. Users may 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 a web form titled "ADD INGREDIENT". It contains several input fields arranged in two columns. The first column includes "CAS NUMBER" (a dropdown menu with "Select a CAS Number" and a downward arrow, highlighted with a yellow border), "INGREDIENT COMMON NAME", "% HF JOB", and "COMMENT". The second column includes "INGREDIENT NAME", "% HIGH ADDITIVE", and "MASS". Each field has a small circular information icon to its right. At the bottom of the form are two buttons: "Add" (a dark blue button) and "Cancel" (a light blue button), each also with an information icon.

Fields of Note:

- % High Additive: Often the SDS shows the percentage of each ingredient as a range. Users should enter the high end of the percentage range in the % High Additive box.
- % HF Job: Here, users will enter what percent of the ingredient is used in the whole job (% by mass). For disclosures that are generated manually (not those already prepared by the Service Company), users need to calculate the percentage by mass of the total frac job made up by each ingredient. Users do not need to estimate the mass for water – it is automatically calculated from the volume of water 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, select 'Add' to submit to the list. The additive will save and populate in the Additional Non-MSDS Chemicals list. Users can then enter information for more additives. If a user wants to remove a particular additive from the disclosure report, select the red trash can that corresponds with the additive.

Submitting to FracFocus

After all disclosure information has been entered, users can preview the disclosure by selecting ‘Preview PDF’. The disclosure will download as a .PDF to the user’s device for preview.

Preview PDF

To submit the disclosure, users first need to select ‘Validate’ to validate the information and check for any errors or warnings

Validate

Any warnings or errors will populate in the Validation Errors list. In FracFocus, users can submit a disclosure with warnings. Users must correct 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 corrected, select ‘Validate’ to validate the disclosure. Once validated, select ‘Submit to FracFocus’ for submittal.

Submit to FracFocus

Reviewing, Editing and Approving Disclosure Reports

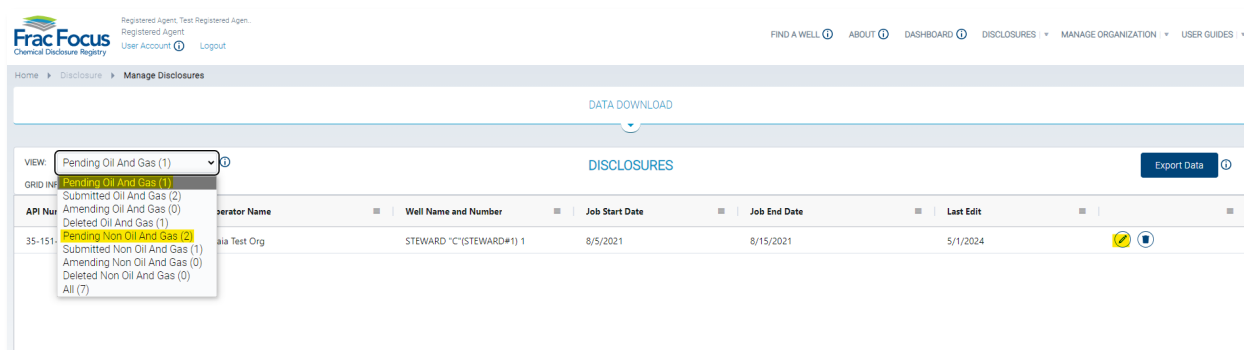
The previous section shows how a Registered Agent with the Data User role can create and submit a new disclosure. This is useful information for understanding data entry methods. However, most of the disclosure reports are created by the Service Companies and routed to the Operator or Registered Agent’s 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

Navigate to the Disclosures table (on the Registered Agent dashboard) or the Manage Disclosures page. Data Users can edit Oil & Gas and Non Oil & Gas Pending Disclosures. Select the pencil to edit a pending disclosure report.



Users 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 a disclosure, users can upload a valid XML to overwrite or append the data or can edit the disclosure manually. To edit the disclosure manually, select the desired field to make changes. Once the changes have been made, the disclosure will need validated.

Validating a Disclosure

When the Data User Registered Agent is satisfied that the disclosure report is complete, they must submit it for inclusion in FracFocus. At the bottom of the disclosure report, select 'Validate'.

Validate

FracFocus will make 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, select 'Validate Disclosure' for submittal.

Submitting a Disclosure

At this point, the disclosure can be submitted by clicking 'Submit to FracFocus'. Note: 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 will leave the Pending tab and move to the Submitted tab on the Manage Disclosures page.

The screenshot shows the FracFocus 'Manage Disclosures' page. At the top, there's a navigation bar with links like 'FIND A WELL', 'ABOUT', 'DASHBOARD', 'DISCLOSURES', 'MANAGE ORGANIZATION', and 'USER GUIDES'. Below this, a 'DATA DOWNLOAD' button is visible. The main section is titled 'DISCLOSURES' and includes an 'Export Data' button. A dropdown menu is open for the 'VIEW' column, showing options: 'Submitted Oil And Gas (3)', 'Pending Oil And Gas (0)', 'Submitted Oil And Gas (3)', 'Amending Oil And Gas (0)', 'Deleted Oil And Gas (1)', 'Pending Non Oil And Gas (2)', 'Submitted Non Oil And Gas (1)', 'Amending Non Oil And Gas (0)', 'Deleted Non Oil And Gas (0)', and 'All (7)'. The table below lists disclosures with columns: 'API Number', 'Well Name and Number', 'Job Start Date', 'Job End Date', 'Last Edit', 'Submit Date', and 'Submitted By'. Each row has an 'Amend' button and a red 'X' icon.

API Number	Well Name and Number	Job Start Date	Job End Date	Last Edit	Submit Date	Submitted By
35-015	EXAMPLE WELL	4/14/2023	4/14/2024	5/6/2024	5/6/2024	ffestra@gmail.com
35-151	STEWART "C"(STEWART#...	8/5/2021	8/15/2021	5/10/2024	5/10/2024	ffestra@gmail.com
34-059	Example Well 1	4/14/2020	4/14/2023	5/9/2024	5/9/2024	ffestra@gmail.com

Note that under the Submitted tabs, there is an Amend button and a .PDF icon. Submitted disclosures can be modified by selecting 'Amend'. Select 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
			Beeblebux	CONFIDENTIAL	5.00000	0.00035	None

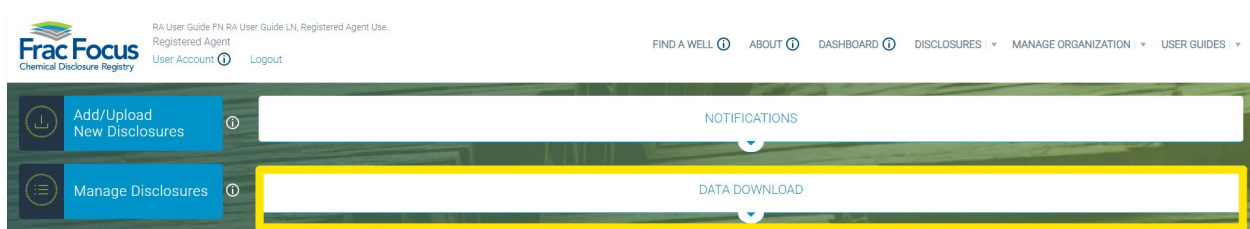
* Total Water Volume sources may include various types of water including fresh water, produced water, and recycled water

** 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)

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, select the Data Download drop-down.



Filter the 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. The number of disclosures to be downloaded will change as more or less filters are applied.

A screenshot of the 'DATA DOWNLOAD' form. At the top, it says 'Number of disclosures to be downloaded: 9'. Below this are four input fields: 'JOB START DATE' (with a calendar icon), 'JOB END DATE' (with a calendar icon), 'STATE' (with a dropdown arrow), and 'OPERATOR' (with a dropdown arrow). Below these fields is a 'SELECT FILE FORMAT' section with radio buttons for 'XML' (selected) and 'CSV'. At the bottom of the form is a blue 'Download' button with an information icon.

Once desired filters have been applied, select 'Download' and the .xml will download onto the user's 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 users 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 actions 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:

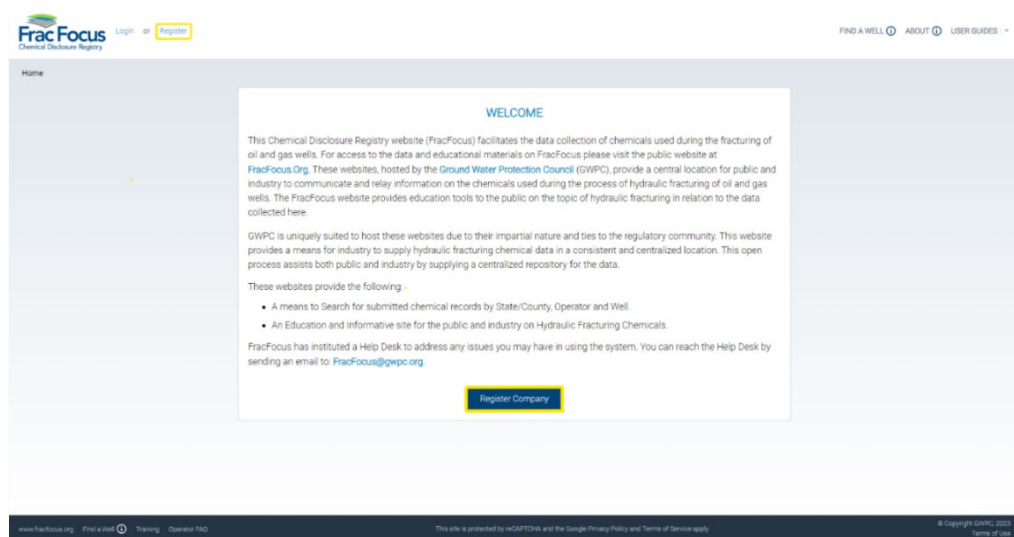
- **Supervisor** – A supervisor has overall responsibility for managing the organization's users and registration
- **Data User** – A data user is responsible for entering, validating, and routing data to Operators for submittal

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 a user has registered for FracFocus previously, they will 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 the registration information matches previous registrations.

To Register: If a Service Company has not yet registered, select 'Register' (at the top next to Login) or 'Register Company' on the main screen.



Users will be directed to the new registration form.

Users must input the required fields 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.

Users must select EMAIL or PHONE for two-factor authentication. If a user prefers to receive authentication via phone, they are 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 *
SC User Guide FN

LAST NAME *
SC User Guide LN

EMAIL/USERNAME *
servicecompany@userguide.com

CONFIRM EMAIL *
servicecompany@userguide.com

CONTACT PHONE (FORMAT MUST BE: 555-555-5555) *
333-333-3333

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 *
Service Company User Guide ⓘ

ADDRESS LINE 1 *
123 Service Company Rd

ADDRESS LINE 2
City

CITY *
City

STATE *
California

ZIP CODE (5 DIGITS ONLY, NO SPACES OR SPECIAL CHARACTERS) *
12345

PHONE NUMBER (FORMAT MUST BE: 555-555-5555) *
333-333-3333

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 from the organization types. When registering a new organization, users may only select one type of entity.

After reviewing the application for accuracy and agreeing to the Web Site Terms and Conditions of Use, select 'Apply for FracFocus Account'.

If the system finds a matching existing organization registration it will display 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 the user's company is not represented in the list, scroll to the bottom, and check the box confirming that the company is not listed. Select 'Apply for FracFocus Account'.

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

Apply for FracFocus Account ⓘ

After the application has been submitted, the user will receive an email to verify the email address associated with the account. Before the approval can be completed, the user 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](#)

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

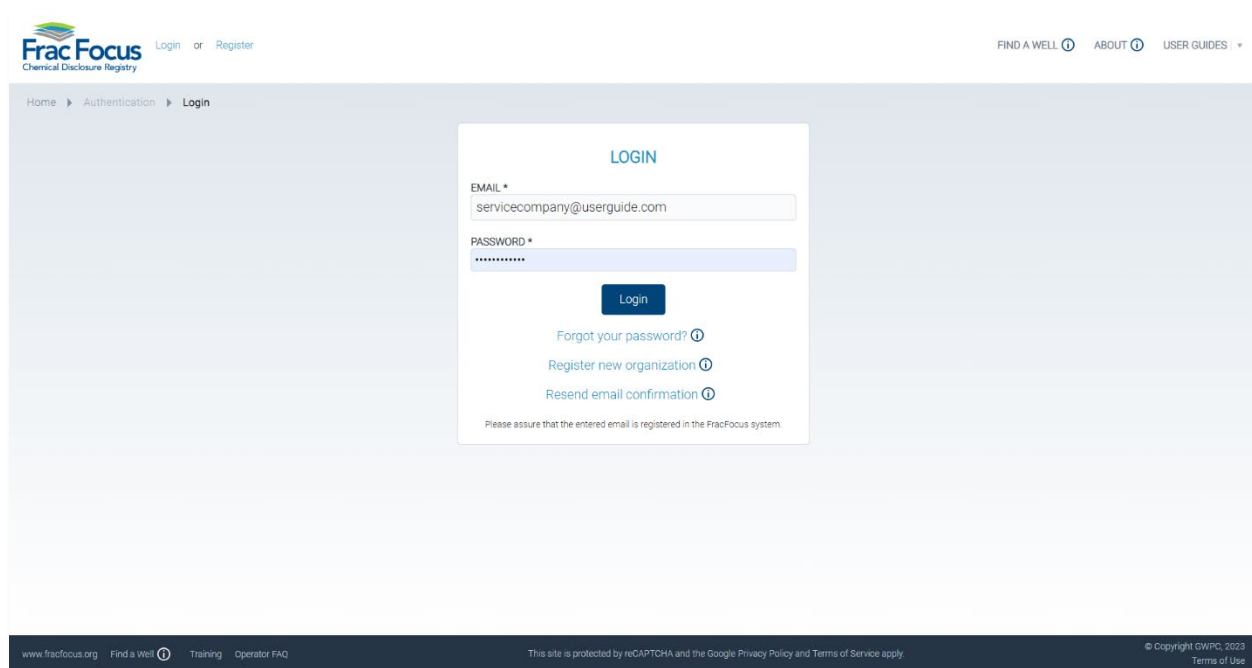
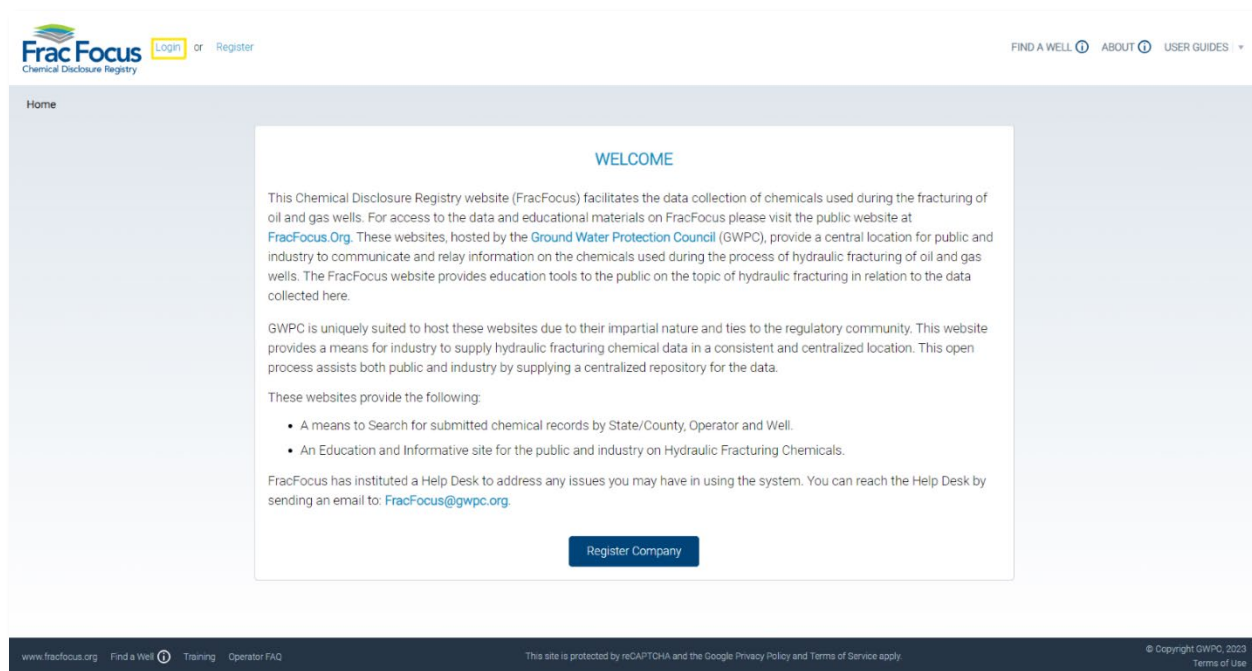
Please assure that the entered email is registered in the FracFocus system.

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

Please note – users will not be able to login to FracFocus until their account has been approved. If a user tries to login, they will receive a notice stating the account is pending approval.

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

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

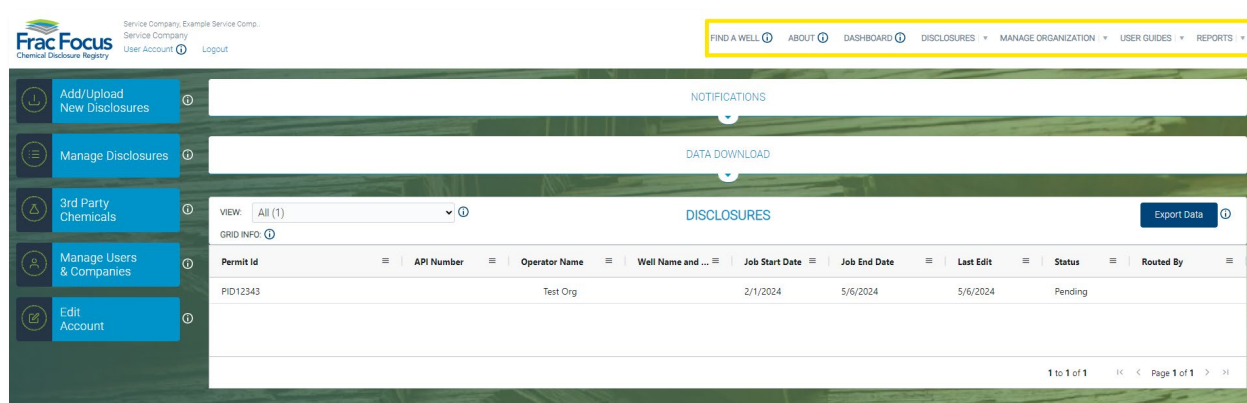


The Service Company Dashboard

After successfully logging in, users will be directed to the Service Company dashboard screen that displays Notifications, Data Download, Disclosures, the upper right-hand navigation menu, 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

Users will see this menu on most FracFocus screens – this allows efficient navigation to other screens and to return to the dashboard. The options available depend on the role assigned to the user. This screen shows permissions for a user with both supervisor and data submitter roles.



Find a Well

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

About

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

Dashboard

Directs users to the Dashboard – the home screen.

Disclosures

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

Manage Organization

Allows users to manage their organization's profile, users, set up organizational defaults, and view the list of Operators who have authorized the organization as a Service Company to enter, validate, and route data.

Organization Defaults

Organization Defaults allows a Service Company to edit default values used in the system. This menu item is only available to a Service Company with a Supervisor role. To view and/or edit the Organization Defaults, select Manage Organization Defaults in the Manage Organization drop-down (from the upper right-hand navigation menu).

The current Organization Defaults available are Non Oil & Gas and Percentage Hf Recalculation.

Non Oil & Gas

The Non Oil & Gas default allows a Service Company Supervisor to enable or disable the organization's ability to view and manage non oil & gas wells (i.e., wells **not** associated with the production of oil and gas) in addition to oil & gas wells (i.e., wells associated with the production of oil and gas).

Please Note: This default value must be set to 'true' to enable the ability to view and manage non oil & gas wells. Only set to 'true' if submitting disclosure information on wells that are not associated with the oil and gas industry and involved in the production of oil and gas.

Percentage Hf Recalculation

The HfRecalculation Default allows a Service Company Supervisor to either allow or deny the FracFocus system to offer recalculating the mass of chemicals/ingredients. This is used with adding 3rd party chemicals without a % HF Job where the user knows mass in pounds of chemicals added.

To allow the system to offer the HfRecalculation, ensure the value is set to true. To reject the system from offering the HfRecalculation, set the value to false.

User Guides

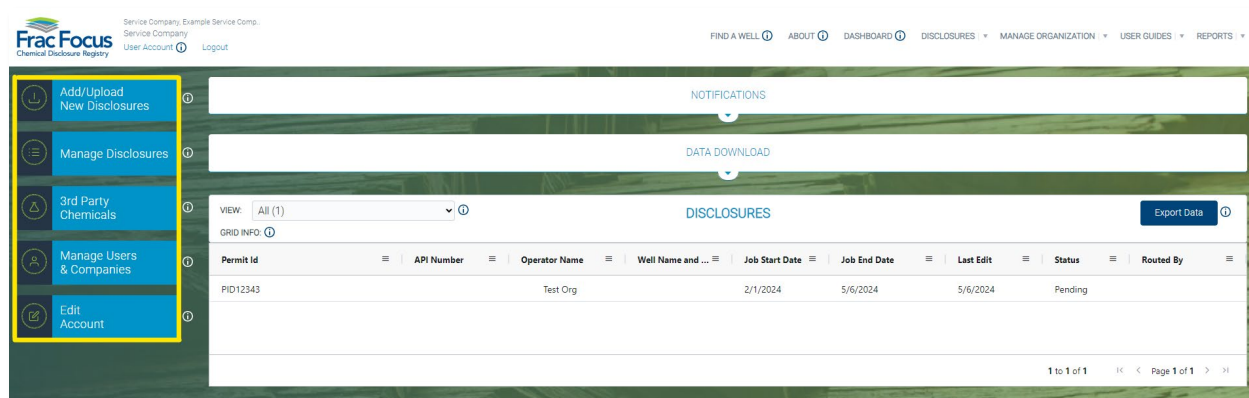
Directs users to the Schema Guide and User Guide.

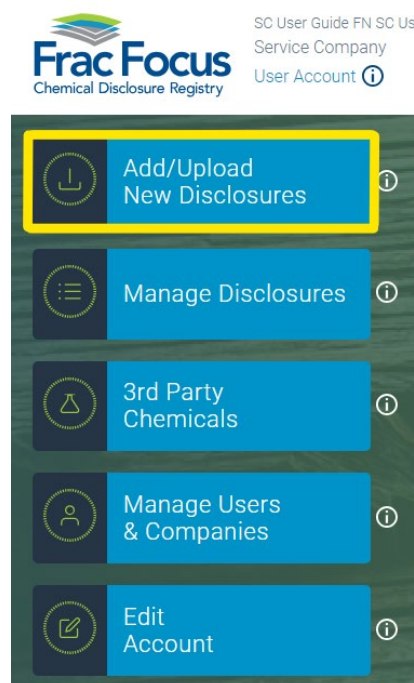
Reports

Directs users a set of canned validation 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.

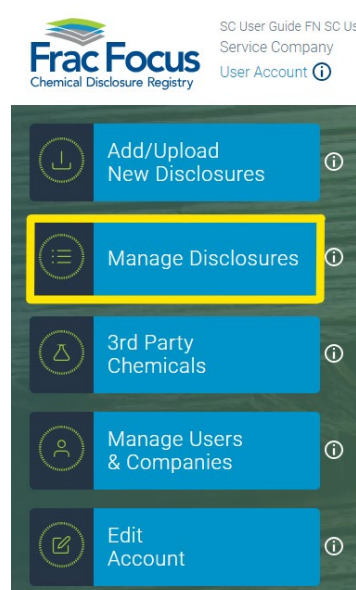


Add/Upload New Disclosures

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

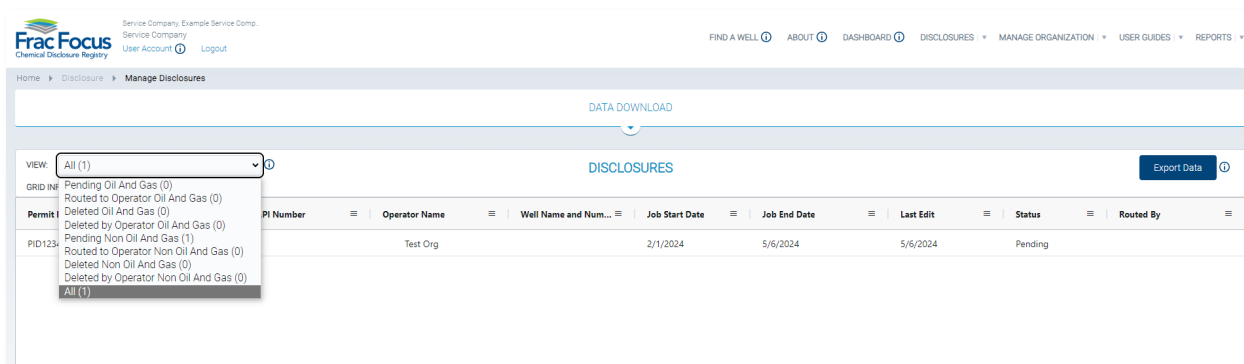
See section “Creating a New Disclosure” for additional information on adding/uploading new disclosures.

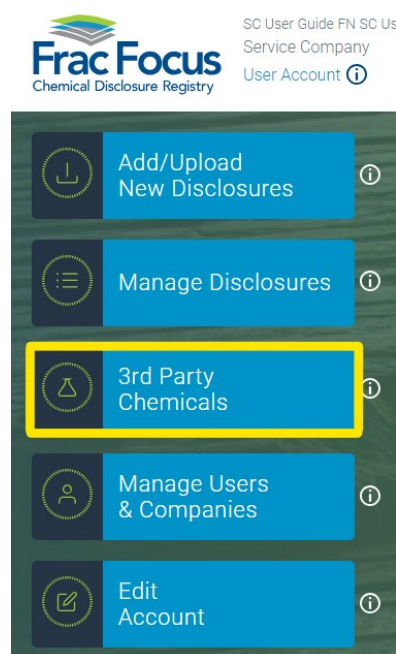
Manage Disclosures



This menu item directs users to the Manage Disclosures page. Users can access this page from the Manage Disclosures drop-down item from the Disclosures option in the navigation menu. Here, users can manage Pending, Routed to Operator, Deleted, Deleted by Operator, and All disclosures for supported Operators. (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.)

On the Manage Disclosures page, use the View drop-down to narrow disclosures based on Well Type Grouping and Status. Users have the option to export data into an excel spreadsheet with the Export Data button to review offline.




3rd Party Chemicals

This menu item directs users to the 3rd Party Chemicals page. The 3rd Party Chemicals page is used to enter additives and the chemicals/ingredients that comprise that additive to a list where they can be used by a data submitter in the edit disclosure reports screen. Instructions for adding a new 3rd party chemical (or additive) are outlined below. This feature allows the user to build a set of additives that can be used on multiple disclosure reports and speed the creation of a disclosure report.

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 select  to add. Once the additive is displayed in the Additives List table, users may add chemicals/ingredients to the additive.

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 * ⓘ 

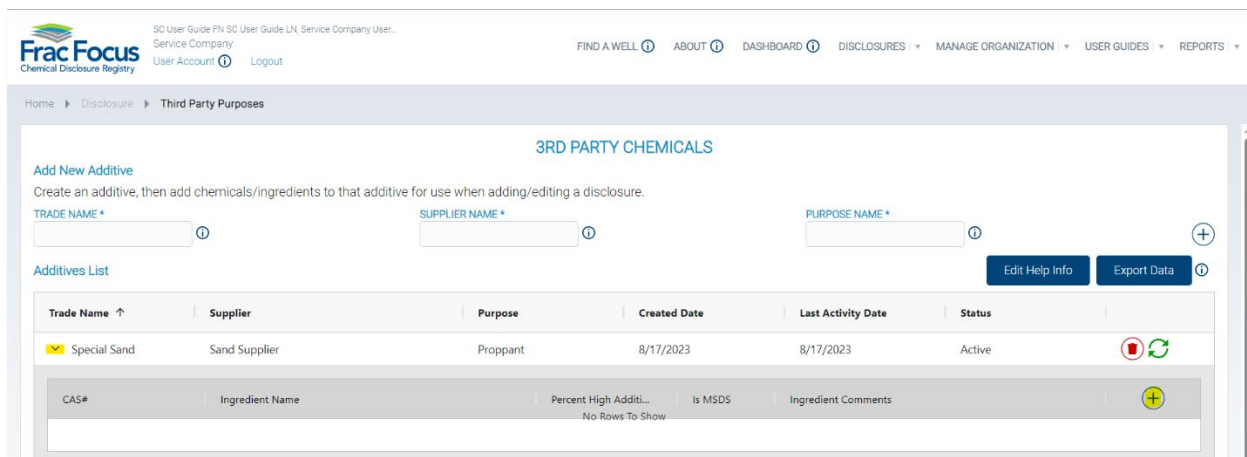
Additives List

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

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

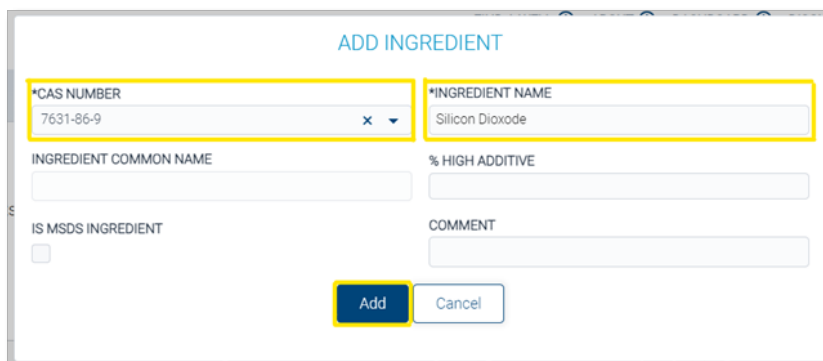
Adding Ingredients

To manage an additive's ingredients, select the drop-down option (i.e., ">" arrow next to Trade Name of Additive). To add a new ingredient, select  from the ingredients table.



Users will be directed to input the new ingredient information. The CAS Number and Ingredient Name are required fields. If a CAS Number from the existing drop-down is selected, the Ingredient Name will populate.

Users may input the % High Additive and any additional comments regarding the ingredient. The Ingredient Common Name Field is read-only and will populate 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 ingredients, input the value (ex. "Proprietary") in the CAS Number field and hit enter. If a special case has been entered for the CAS Number, claimant information fields (Company Name, First Name, Last Name, Email, and Phone) will appear for input after adding.

If the ingredient is an MSDS ingredient, check the checkbox under "Is MSDS Ingredient". Both MSDS and non-MSDS ingredients can be entered for an Additive.

After the information is entered, select 'Add' to add the ingredient.

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 users can edit that ingredient.

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 *

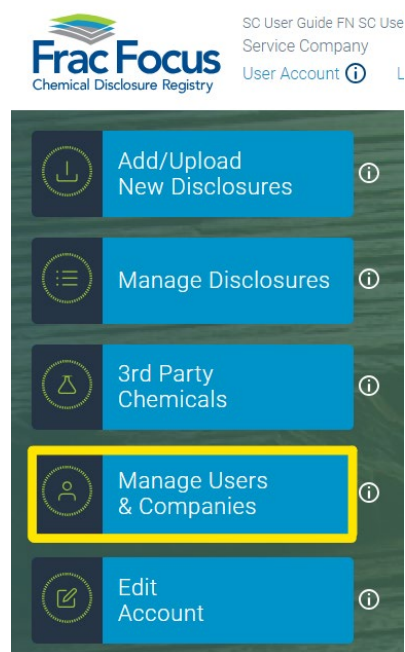
Additives List

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 Addit...	Is MSDS	Ingredient Comments
7631-86-9	Silicon Dioxide	34	<input type="checkbox"/>	

Manage Users & Companies



This menu item directs users with the Supervisor Role to the Organization Users page where they can manage the following:

- Add New Data Users
- Add New Supervisors
- Add Existing Users to the Organization
- Manage organization user's roles

The system requires all organizations to have at least one Supervisor. Supervisors cannot remove the role from their user accounts. If a Supervisor role needs to be removed from an account, another Supervisor of that organization must remove it.

Organizations may have multiple Supervisors and multiple Data Submitters. Users can be assigned to both roles.

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

To add a new organization login under the Service Company, select 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. The 'New User' button is highlighted in yellow. The page displays the 'ORGANIZATION USERS' section with a 'New User' button and an 'Export Data' button.

Next, enter the email address of the new organization user to verify the email address is not already registered in FracFocus. Select 'Next' to check for existing user credentials and continue.

The screenshot shows the 'NEW USER' form. The 'EMAIL' field is highlighted in yellow and contains 'example@servicecompany.com'. The 'Next' button is highlighted in yellow.

Users 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. Users can assign an Office/Region to the new user. Select '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 screenshot shows the 'NEW USER' form. The 'User Information' section shows 'FIRST NAME' as 'Example', 'LAST NAME' as 'Service Company', and 'EMAIL' as 'example@servicecompany.com'. The 'Two-Factor Authentication Settings' section shows 'EMAIL' selected. The 'Create Account & Email User' button is highlighted in yellow.

The New User's account will be 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 selecting 'Resend Activation Email'. The account can also be deleted at this time. Once the user has logged in for the first time, the account can no longer be deleted.

The screenshot shows the 'ORGANIZATION USERS' table. The 'Re-send Activation Email' button is highlighted in yellow for the 'Example' user.

First...	Last Name	Email	Office/Region	Supervisor	Data User	Status	Last Login Date	Added By
Example	Service Company	example@servicec...		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending	Re-send Activation Email	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 checking the checkboxes that correspond to the desired role(s).

Add an Existing User

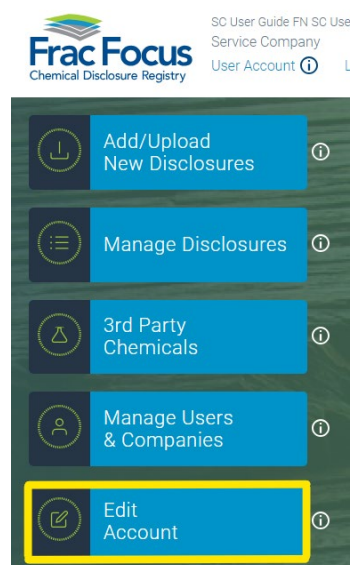
To add an Existing User to the organization, enter the email address of the user that has already registered and been approved in FracFocus. Users will be prompted by the dialog box below.

USER FOUND

Do you wish to add the existing FracFocus user to your organization's user list and provide them permission to do work under your organization?

Select 'Yes' to associate the existing user to the organization. Once added, an organization Supervisor has permission to manage the existing user's roles with the organization.

Edit Account



This menu item directs users to the User Account page. This page allows users to manage profile information and change their 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.

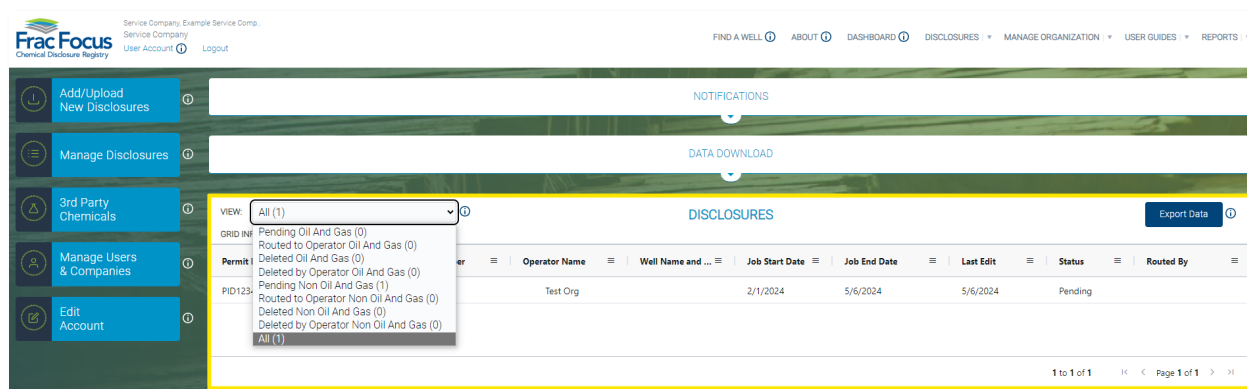
Export Data

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.



Disclosures

The Disclosures table on the Registered Agent Dashboard allows users to quickly manage their Pending, Submitted, Amending, and Deleted Disclosures for Oil & Gas, and Non Oil & Gas Wells. Here, users can Edit, Delete, and Export disclosure reports.



Creating a New Disclosure

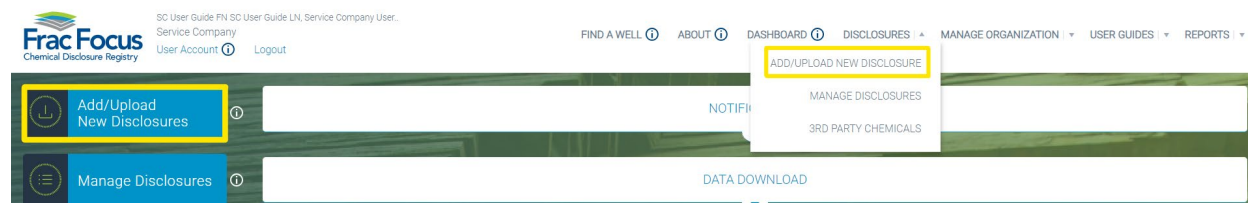
In many cases, disclosure reports will be created by the Service Company and provided to the Operator or Registered Agent for review. Only users with the Data User role under the Service Company have access to create new disclosures. In FracFocus, disclosures can be created using two separate approaches – 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 a single list.

MSDS+ Approach: With the MSDS+ approach, the additives are grouped into separate lists depending on whether the chemicals are part 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 are not part of an SDS. The MSDS chemicals are listed under their products used on the job.

Getting Started

To add a new disclosure, select 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.



Users will be directed to the New Disclosure Form. Users may upload a valid XML file to complete the disclosure or if a valid XML file is not available, can manually complete the disclosure.

Edit Help Info

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



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

Upload XML File

If available, users may choose to upload an XML File to complete a disclosure. XML uploads may be used for all well types, including Oil, Gas, Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, and Hydrogen Storage.

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

The screenshot shows the 'NEW DISCLOSURE' form in the FracFocus Chemical Disclosure Registry. At the top, there's a header with the FracFocus logo and user account information. The main heading is 'NEW DISCLOSURE'. Below it, a message states: 'Before you may proceed to create a new disclosure you need to choose which Operator's disclosure to add.' The 'OPERATOR *' dropdown menu is highlighted with a yellow box and shows 'Test Org' selected. Below this, there's a section for uploading an XML file, with instructions: '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.)' There are two buttons: 'Choose File' and 'Upload'. The 'Choose File' button is highlighted with a yellow box. At the bottom, there's a checkbox for 'UPLOAD DIRECTLY TO OPERATOR?' which is currently unchecked.

2. Select 'Choose File'.

This screenshot is identical to the one above, showing the 'NEW DISCLOSURE' form. In this view, the 'Choose File' button is highlighted with a yellow box, indicating the next step in the process. All other elements, including the operator selection and upload instructions, remain the same.

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

FracFocus
Chemical Disclosure Registry

Service Company, Example Service Comp..
Service Company
User Account ⓘ Logout

FIND A WELL ⓘ

Home > Disclosure > Edit Disclosure/new

NEW DISCLOSURE

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

OPERATOR *: Test Org ⓘ

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 Systems ...proach.xml ⓘ Upload ⓘ

UPLOAD DIRECTLY TO OPERATOR? ⓘ

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

PREPARE DISCLOSURE FOR SUBMISSION

OPERATOR *: Maia Test Org ⓘ

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 ⓘ WELL TYPE *: Oil ⓘ

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 ⓘ

LONGITUDE: -98.317007 ⓘ DATUM: WGS84 ⓘ TRUE VERTICAL DEPTH (FT): 2,519 ⓘ LATITUDE: 35.127046 ⓘ

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

Water Sources: [Edit Help Info](#) [Export Data](#) ⓘ Map Location

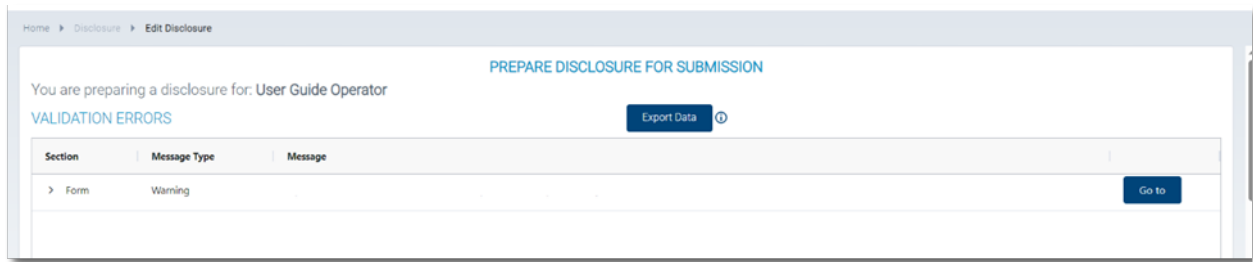
GRID INFO ⓘ

Water Source: | Percent ↓ | +

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

Preview PDF

7. After the information has populated, select 'Validate' to ensure there are no errors on the form. 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's a breadcrumb trail: Home > Disclosure > Edit Disclosure. Below this, a header bar says 'PREPARE DISCLOSURE FOR SUBMISSION'. The main content area states 'You are preparing a disclosure for: User Guide Operator'. Below this, there's a section titled 'VALIDATION ERRORS' with an 'Export Data' button. A table lists the errors:

Section	Message Type	Message
> Form	Warning	

At the bottom right of the table, there is a 'Go to' button.

8. After validating the disclosure, select 'Route to Operator' to send to the Operator's queue.

Route to Operator

Manual Entry- Oil & Gas Wells

To enter disclosure information manually, first ensure the correct Operator is selected.

Service Company, Example Service Comp.
Service Company
User Account ⓘ Logout

FIND A WELL ⓘ

Home ▶ Disclosure ▶ Edit Disclosure/new

NEW DISCLOSURE

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

OPERATOR *: Test Org ⓘ

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 No file chosen ⓘ Upload ⓘ

UPLOAD DIRECTLY TO OPERATOR? ☐ ⓘ

For **Oil & Gas Wells**, complete the required fields (marked with an asterisk) in the Disclosure Manual Entry form. Users can use the Upload Directly to Operator checkbox to route the disclosure directly to the Operator with no edits.

Note: Well Type must be Oil or Gas for the following.

Service Company, Example Service Comp.
Service Company
User Account ⓘ Logout

FIND A WELL ⓘ ABOUT ⓘ DASHBOARD ⓘ DISCLOSURES ▼ MANAGE ORGANIZATION ▼ USER GUIDES ▼ REPORTS ▼

Home ▶ Disclosure ▶ Edit Disclosure/new

UPLOAD DIRECTLY TO OPERATOR? ☐ ⓘ

Manual Entry Complete the form and click Save & Continue.

ENTRY METHOD * Select an entry method ⓘ WELL TYPE * Oil ⓘ

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

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

GRID INFO: ⓘ

Water Source	Percent
No Rows To Show	

Edit Help info

Fields of Note:

- **Entry Method*:** In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - Systems Approach: Includes header data, Additive List, and Ingredient List
 - MSDS+: Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
- **Well Type*:** Oil or Gas

- Job Start Date*: Start date of the job performed
 - Job End Date*: End date of the job performed
 - API Number*: Must be in 14-digit format. Often, users will receive an API number in a shorter 10-digit format. If the API is entered 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
 - State & County: Will auto-populate depending on the API Number provided
 - Well Name and Number: Name and number of the well as submitted to State
 - Federal Well (checkbox): Indicates 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): Indicates 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)
 - Latitude: Surface latitude location of the well, written as a decimal
 - Longitude: Surface longitude location of the well, written as a decimal
 - Datum: Datum associated with the longitude/latitude provided (NAD27, NAD83, or WGS84). This choice should correspond with the coordinate system used to locate the company’s well.
 - True Vertical Depth (ft): True vertical depth of the well (feet)
 - Total Water Volume (gal): Total volume of the base water used in the job (gallons)
 - Total Non Water Volume: Total volume of any base fluids, besides water, that are used in large amounts (e.g., CO₂, Nitrogen, etc.) in the job to transport chemicals and proppant.
 - Total Mass (lbs.): Total mass of the job pumped (pounds). Information can be entered here if users 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. Users will be able to input the percentage of the job performed using the water type selected. Select the 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

Once the information has been entered, select ‘Save and Continue’. At this point, users will move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the MSDS+ approach (see “MSDS+ Approach” section below) or the Systems approach of data entry (see “Systems Approach” section below).

Manual Entry – Non Oil & Gas Wells

To enter disclosure information manually, first ensure the correct Operator is selected.

Service Company: Example Service Comp.
Service Company
User Account ⓘ Logout

FIND A WELL ⓘ

Home ▶ Disclosure ▶ Edit Disclosure/new

NEW DISCLOSURE

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

OPERATOR *: Test Org ⓘ

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 No file chosen ⓘ Upload ⓘ

UPLOAD DIRECTLY TO OPERATOR? ☐ ⓘ

For **Non Oil & Gas Well Types**, complete the required fields (marked with an asterisk) in the Disclosure Manual Entry form. Users can use the Upload Directly to Operator checkbox to route the disclosure directly to the Operator with no edits.

Note: Well Type must be Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, or Hydrogen Storage for the following.

Manual Entry Complete the form and click Save & Continue.

ENTRY METHOD * Select an entry method ⓘ WELL TYPE * Brine ⓘ

JOB START DATE * mm/dd/yyyy ⓘ JOB END DATE * mm/dd/yyyy ⓘ PERMIT ID * ⓘ STATE * Please Select a State: ⓘ

WELL NAME AND NUMBER ⓘ FEDERAL WELL ⓘ INDIAN WELL ⓘ COUNTRY * Please Select a Country: ⓘ

API NUMBER ⓘ LATITUDE ⓘ LONGITUDE ⓘ DATUM ⓘ WGS84 ⓘ

TRUE VERTICAL DEPTH (FT) ⓘ TOTAL WATER VOLUME (GAL) ⓘ TOTAL NON WATER VOLUME ⓘ TOTAL MASS (LB) ⓘ

Water Sources ⓘ Edit Help Info ⓘ

Water Source	Percent
No Rows To Show	

0 to 0 of 0 ⓘ Page 0 of 0 ⓘ

Cancel ⓘ Save & Continue ⓘ

Fields of Note:

- Entry Method*: In FracFocus, disclosures can be created using two separate approaches – the default Systems Approach and the MSDS+ approach.
 - Systems Approach: Includes header data, Additive List, and Ingredient List
 - MSDS+: Includes header data, MSDS Chemical Ingredients List and Additional Non-MSDS Chemicals
- Well Type*: Brine, Class VI (CCUS), Energy Pressure Storage, Geothermal, or Hydrogen Storage

- Job Start Date*: Start date of the job performed
- Job End Date*: End date of the job performed
- Permit ID*: Permit ID/Number
- State*: State of the well
- County*: County of the well
- Well Name and Number: Name and number of the well as submitted to State
- Federal Well (checkbox): Indicates 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): Indicates 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)
- API Number: Must be in 14-digit format. Often, users will receive an API number in a shorter 10-digit format. If the API is entered 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
- Latitude: Surface latitude location of the well, written as a decimal
- Longitude: Surface longitude location of the well, written as a decimal
- Datum: Datum associated with the longitude/latitude provided (NAD27, NAD83, or WGS84). This choice should correspond with the coordinate system used to locate the company’s well.
- True Vertical Depth (ft): True vertical depth of the well (feet)
- Total Water Volume (gal): Total volume of the base water used in the job (gallons)
- Total Non Water Volume: Total volume of any base fluids, besides fresh water, that are used in large amounts (e.g., CO₂, Nitrogen, or recycled produced water) in the job.
- Total Mass (lbs.): Total mass of the job pumped (pounds). Information can be entered here if users 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. Users will be able to enter a percentage of the job performed using the water type selected. 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

Once the information has been entered, select ‘Save and Continue’. At this point, users will move on to the section of the disclosure where chemical additives and ingredients are entered. This step will follow either the Systems Approach (see “Systems Approach” section below) or MSDS+ approach (see “MSDS+ Approach” section below).

Systems Approach

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

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

Note: Example shows System Approach for Oil Well Type – the same process is followed for all Well Types.

The screenshot displays the 'MANUAL ENTRY' form for an 'Oil' well type. The 'ENTRY METHOD' is set to 'Systems Approach'. The 'JOB START DATE' is 04/14/2023 and the 'JOB END DATE' is 04/14/2024. The 'API NUMBER' is entered. The 'STATE & COUNTY' is selected. The 'WELL NAME AND NUMBER' is 'EXAMPLE WELL'. The 'LONGITUDE' is entered. The 'DATUM' is 'WGS84'. The 'TRUE VERTICAL DEPTH (FT)' is entered. The 'TOTAL NON WATER VOLUME' is 0. The 'TOTAL WATER VOLUME (GAL)' is entered. The 'Map Location' is highlighted with a yellow box, showing a map of the United States with a location pin in the central region. The 'Water Sources' section is empty, showing 'No Rows To Show'.

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

The screenshot shows the 'Prepare Disclosure for Submission' page. At the top, there is a dropdown menu for 'Add 3rd party ingredient(s)' and a button 'Add selected ingredients'. Below this are two tables. The first table is 'ADDITIVES LIST' with columns: Trade Name, Supplier, and Purpose. It shows 'No Rows To Show'. The second table is 'INGREDIENT LIST' with columns: CAS Number, Ingredient Name, Common Name, % High Additive, % HF Job, Mass, and Comment. It also shows 'No Rows To Show'. Both tables have a '+' button at the bottom right for adding new rows.

Systems Approach: Add 3rd Party Ingredients

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

The screenshot shows a web interface with a drop-down 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 these 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. Choose desired 3rd party ingredient(s)

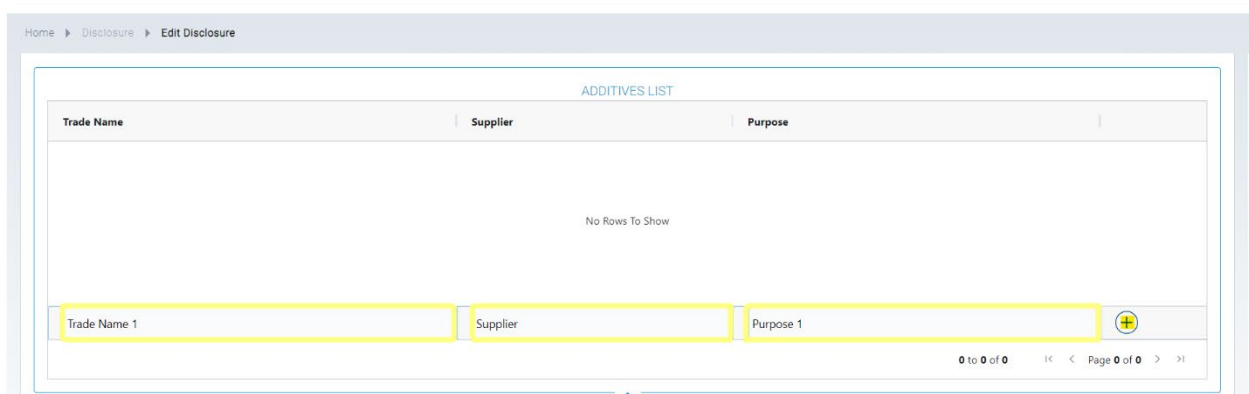
The screenshot shows the same web interface as the previous one, but the drop-down menu now displays 'Special Sand' as the selected option. The 'Add selected Ingredients' button remains visible. The 'ADDITIVES LIST' table below is still empty, showing 'No Rows To Show'.


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

The screenshot shows the web interface with the 'Special Sand' option selected in the drop-down menu. The 'Add selected Ingredients' button is now highlighted with a yellow border, indicating it should be clicked to add the ingredient to the list. The 'ADDITIVES LIST' table remains empty.


Systems Approach: Add Additives

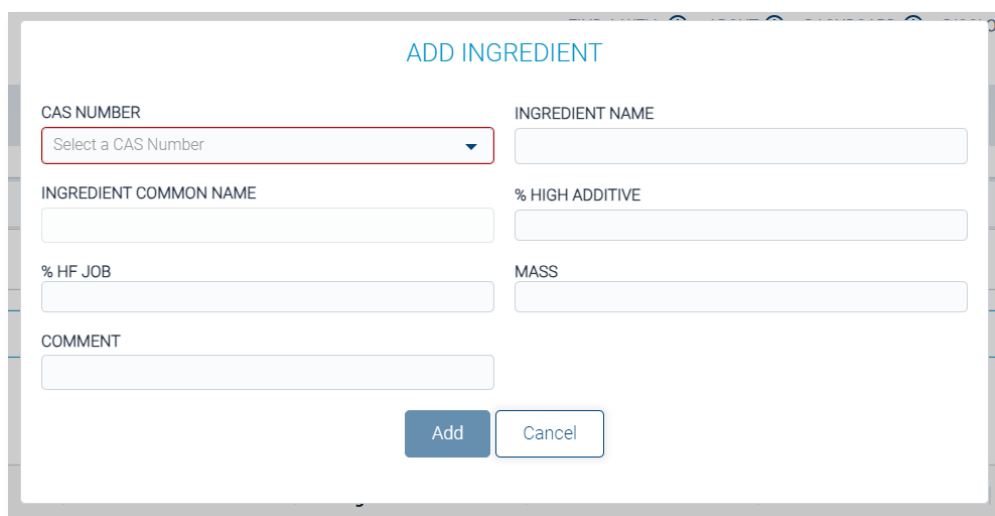
Enter the Trade Name, Supplier, and Purpose for each additive. Data is stored as soon as users tab into a subsequent field. Once the information has been entered, select  to add to the list.



The screenshot shows the 'ADDITIVES LIST' interface. At the top, there is a breadcrumb trail: Home > Disclosure > Edit Disclosure. Below this is 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 input fields for 'Trade Name 1', 'Supplier', and 'Purpose 1'. A yellow highlight is placed over these fields. To the right of the 'Purpose 1' field is a plus icon () to add a new row. At the bottom right of the table, there is a pagination control showing '0 to 0 of 0' and 'Page 0 of 0'.

Systems Approach: Add Ingredients

Select  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. Users can provide Mass and Comments if applicable. Select 'Add' to add to the Ingredient List. Users may edit the information in the table by selecting the list fields.



The screenshot shows the 'ADD INGREDIENT' form. It contains several input fields: 'CAS NUMBER' (a dropdown menu with 'Select a CAS Number'), 'INGREDIENT NAME' (a text field), 'INGREDIENT COMMON NAME' (a text field), '% HIGH ADDITIVE' (a text field), '% HF JOB' (a text field), 'MASS' (a text field), and 'COMMENT' (a text field). At the bottom of the form, there are two buttons: 'Add' and '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 (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 the user has selected 'Save and Continue', the location of the well will show on the map. Users can visually verify the map shows the correct location of the well. Users will be directed to the Prepare Disclosure for Submission page. This screen allows entry of the additives and their ingredients.

Please Note: Example shows MSDS+ Approach for Class VI (CCUS) Well Type – the same process is followed for all Well Types.

MANUAL ENTRY

ENTRY METHOD * **MSDS+** WELL TYPE * **Class VI (CCUS)**

JOB START DATE * 08/05/2015 JOB END DATE * 08/15/2020 PERMIT ID * example24 STATE * Louisiana

WELL NAME AND NUMBER MSDS+ Approach 1 FEDERAL WELL ☐ INDIAN WELL ☐ COUNTY * Caddo

API NUMBER LATITUDE 32.253522 LONGITUDE -93.953467 DATUM NAD27

TRUE VERTICAL DEPTH (FT) 8,898 TOTAL WATER VOLUME (GAL) 19,866 TOTAL NON WATER VOLUME 0 TOTAL MASS (LBS) 190,320

Water Sources

GRID INFO

Water Source	Percent
Groundwater, < 1000TDS	1

Map Location

Home » Disclosure » Edit Disclosure

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	% W/ Job	Mass	Comment
No Rows To Show						

Preview PDF Validate Submit to FracFocus

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MSDS+ Approach: Add 3rd Party Ingredients

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

The screenshot shows the top of the MSDS+ interface. A drop-down 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. Choose desired 3rd party ingredients

This screenshot shows the same interface as the previous one, but the drop-down menu now displays 'Special Sand' as the selected option, which is highlighted with a yellow border. The 'Add selected Ingredients' button remains visible to the right.


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

This screenshot shows the interface with the 'Add selected Ingredients' button highlighted with a yellow border. The drop-down menu still shows 'Special Sand'. The 'ADDITIVES LIST' table remains empty with 'No Rows To Show'.

MSDS+ Approach: Add MSDS Chemical Ingredients

Under the MSDS Chemicals Ingredients List, enter:


- Trade Name
- Supplier
- Purpose

Select  to add to the list



Trade Name	Supplier	Purpose
No Rows To Show		

MSDS+ Approach: Add Additional Non-MSDS Chemicals

Select  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 display, where users may enter the CAS Number (if applicable), Ingredient Name, % High Additive, % HF Job, Mass, and Comments

For the special cases of Proprietary, Trade Secret, CAS Not Assigned, and Confidential ingredients, input the value (ex. “Proprietary”) in the CAS Number field. If a special case has been entered for the CAS Number, claimant information fields (Company Name, First Name, Last Name, Email, and Phone) will allow for input after adding.

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		

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 the correct format is used with numbers and dashes. If entered incorrectly, the ingredient will not populate in the drop-down. Users may 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 a web form titled "ADD INGREDIENT". It contains the following fields:

- CAS NUMBER:** A dropdown menu with the text "Select a CAS Number" and a downward arrow. It has an information icon to its right.
- INGREDIENT NAME:** A text input field with an information icon to its right.
- INGREDIENT COMMON NAME:** A text input field with an information icon to its right.
- % HIGH ADDITIVE:** A text input field with an information icon to its right.
- % HF JOB:** A text input field with an information icon to its right.
- MASS:** A text input field with an information icon to its right.
- COMMENT:** A text input field with an information icon to its right.

At the bottom of the form are two buttons: "Add" (a blue button) and "Cancel" (a white button with a blue border). Both buttons have an information icon to their right.

Fields of Note:

- **% High Additive:** Often the SDS shows the percentage of each ingredient as a range. Users should enter the high end of the percentage range in the % High Additive box.
- **% HF Job:** Here, users will enter what percent of the ingredient is used in the whole job (% by mass). For disclosures that are generated manually (not those already prepared by the Service Company), users need to calculate the percentage by mass of the total frac job made up by each ingredient. Users do not need to estimate the mass for water – it is automatically calculated from the volume of water 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, select 'Add' to submit to the list. The additive will save and populate in the Additional Non-MSDS Chemicals list. Users can then enter information for more additives. If a user wants to remove a particular additive from the disclosure report, select the red trash can that corresponds with the additive.

Routing to Operator

After all disclosure information has been entered, users can preview the disclosure by selecting 'Preview PDF'. The disclosure will download as a .PDF to the user's device for preview.

Preview PDF

To route the disclosure to the Operator, select 'Validate' to validate the information and check for any errors or warnings

Validate

Any warnings or errors will populate in the Validation Errors list. In FracFocus, Service Companies can route a disclosure with warnings and/or errors to the Operator. Users may correct any errors in the disclosure. 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

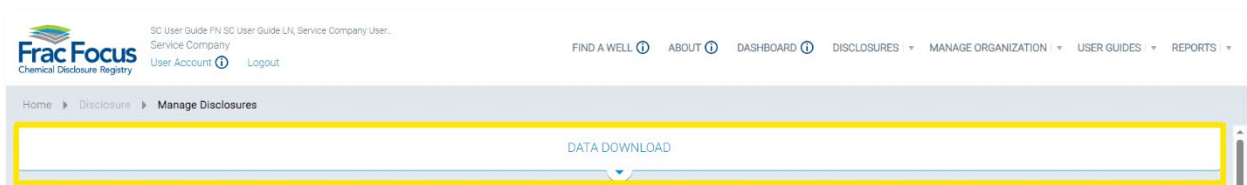
1 to 11 of 11 |< < Page 1 of 1 > >|

Select 'Route to Operator' to send the disclosure to the Operator's queue.

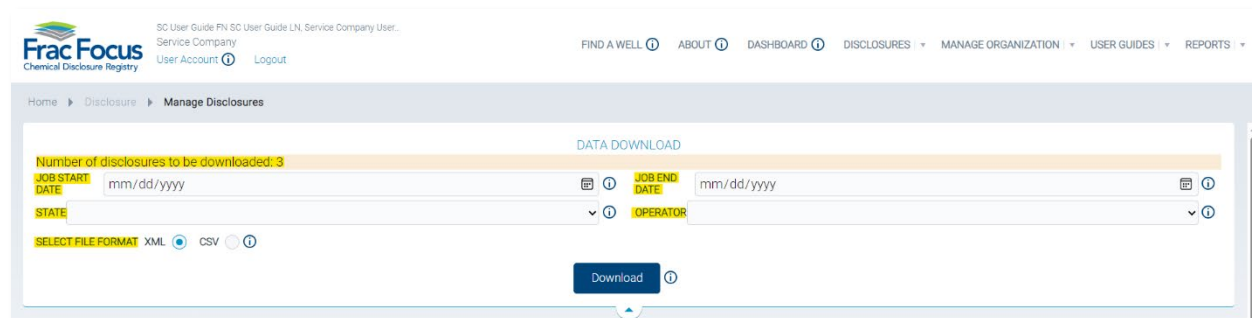
Route to Operator

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, select the Data Download drop-down.



Filter the 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. The number of disclosures to be downloaded will change as more or less filters are applied.



The screenshot shows the 'DATA DOWNLOAD' section of the FracFocus Chemical Disclosure Registry. The interface includes a breadcrumb trail: Home > Disclosure > Manage Disclosures. The main form has the following elements:

- Number of disclosures to be downloaded:** 3
- JOB START DATE:** A text input field with a calendar icon and a help icon, containing the placeholder 'mm/dd/yyyy'.
- JOB END DATE:** A text input field with a calendar icon and a help icon, containing the placeholder 'mm/dd/yyyy'.
- STATE:** A dropdown menu with a help icon.
- OPERATOR:** A text input field with a help icon.
- SELECT FILE FORMAT:** Radio buttons for XML (selected), CSV, and a help icon.
- Download:** A blue button with a help icon.

Once desired filters have been applied, select 'Download' and the .xml will download to the user's device.

Download

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 users 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 or any issue with the system should be addressed to the FracFocus User's Help Desk at: FracFocus@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"?>
<FracFocus4_1 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns="FracFocus4_1.xsd">
  <FractureJob>
    <JobStartDate>2021-08-05T05:00:00</JobStartDate>
    <JobEndDate>2021-08-15T05:00:00</JobEndDate>
    <WellName>MSDS+ Approach 1</WellName>
    <SurfLongitude>-98.6466</SurfLongitude>
    <SurfLatitude>36.9518</SurfLatitude>
    <Datum>NAD27</Datum>
    <FederalWell>false</FederalWell>
    <IndianWell>false</IndianWell>
    <TVD>8871</TVD>
    <TotalBaseWaterVolume>19866</TotalBaseWaterVolume>
    <TotalBaseNonWaterVolume>0</TotalBaseNonWaterVolume>
    <TotalMass>190687</TotalMass>
    <EntryMethod>MSDS+</EntryMethod>
    <WellType>Class VI (CCUS)</WellType>
    <PermitId>this12myId</PermitId>
    <StateAbbr>AK</StateAbbr>
    <CountyName>Beechey Point</CountyName>
    <WaterSource>
      <WaterSourceType>Groundwater, &lt; 1000TDS</WaterSourceType>
      <Percent>1.0</Percent>
    </WaterSource>
    <Purpose>
      <TradeName>Goo 1</TradeName>
      <Supplier>Well Services</Supplier>
      <Purpose>Gel</Purpose>
      <TypeIngredient>
        <IngredientMSDS>
          <IngredientName>Guar Gum</IngredientName>
          <CASNumber>9000-30-0</CASNumber>
          <PercentHighAdditive>100</PercentHighAdditive>
          <PercentHFJob>0.5234035018</PercentHFJob>
          <IngredientComment>None</IngredientComment>
          <MassIngredient>998.062</MassIngredient>
        </IngredientMSDS>
      </TypeIngredient>
    </Purpose>
    <Purpose>
      <TradeName>Water</TradeName>
      <Supplier>Company 1</Supplier>
      <Purpose>Carrier/Base Fluid</Purpose>
      <TypeIngredient>
        <IngredientMSDS>
          <IngredientName>Water</IngredientName>
          <CASNumber>7732-18-5</CASNumber>
          <PercentHighAdditive>100</PercentHighAdditive>
          <PercentHFJob>86.9392472087</PercentHFJob>
          <IngredientComment>None</IngredientComment>
          <MassIngredient>165781.77</MassIngredient>
        </IngredientMSDS>
      </TypeIngredient>
    </Purpose>
  </FractureJob>
</FracFocus4_1>
```

For more information visit [FracFocus_Schema_Requirements.pdf \(fracfocusdata.org\)](https://fracfocusdata.org/FracFocus_Schema_Requirements.pdf)

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
Well Type	Drop-down	Select the type of well as Oil (default), Gas, Class VI (CCUS), Geothermal, Hydrogen Storage, Energy Pressure Storage, or Brine	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
Job End Date	Date as mmddyyyy	Enter the date on which fracturing of the formation or lateral was completed	Cannot be a date in the future and should be a date within 3 months of the Job Start Date field
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	
Permit ID (Non Oil & Gas Well Type)	Alphanumeric+	Enter the Permit ID of the well	Permit ID assigned by regulating agency
State (Non Oil & Gas Well Type)	Drop-down	US State of the well	If an API Number is entered, field will automatically be selected
County (Non Oil & Gas Well Type)	Drop-down	County of the well in State selected	If an API Number is entered, field will automatically be selected
Well Name and Number	Alphanumeric	Enter the name and number 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:

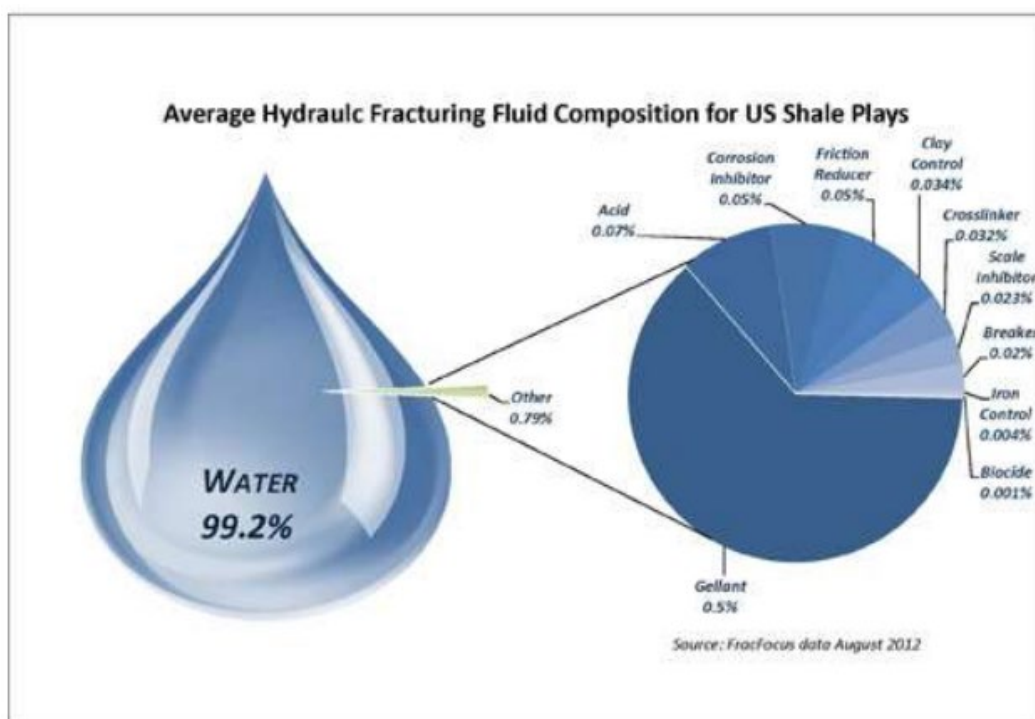
1. $\text{Mass (lbs.)} = \text{Volume (gallons)} \times \text{density (lbs./gallon)}$
2. $\text{Mass (lbs.)} = \text{Volume (gallons)} \times \text{specific gravity} \times 8.34 \text{ lbs./gallon}$

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.