

# FracFocus: How to use FracFocus for Non-Oil & Gas Disclosures (Quick Guide)

FracFocus was updated to provide a means to submit hydraulic fracturing chemical disclosures on wells that are not associated with the production of oil and gas. In some states, this will be regulatorily required of certain well types as they fall under existing state rules. For many reasons your company may wish to submit the data even if not required by the regulating agency.

Below is a step-by-step workflow tailored for an Operator who needs to submit a disclosure for a non-oil & gas well (a geothermal well type is used as an example). It is a quick guide with only the basic necessary steps.

This “How To Guide” is based on the FracFocus User Guide and the procedural details are grounded in the guide. We suggest you fully review that guide prior to performing any submission.

[https://www.fracfocusdata.org/assets/FracFocus\\_User\\_Guide\\_V1.pdf](https://www.fracfocusdata.org/assets/FracFocus_User_Guide_V1.pdf)

**If your company is already registered in FracFocus please skip to **Part 2 - Step 4**.**

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## Part 1 – Registering a New Operator Account (First-Time User)

### Step 1: Start Registration

1. Navigate to <https://www.fracfocusdata.org>
  2. Select Register (top navigation) or Register Company on the home screen
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### Step 2: Complete the New Registration Form

You must register both a user and a company at the same time.

1. Enter required user information:
  - First and Last Name
  - Email address
  - Password (minimum 8 characters, upper/lowercase, number, special character)
2. Two-factor authentication will be done through email.

3. Organization Type: select Operator
    - Important: You can only select *one* organization type at registration
  4. Enter company details (legal operator name)
  5. Agree to the Terms and Conditions
  6. Click Apply for FracFocus Account, you will be sent an email on the account entered.
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### Step 3: Verify Email and Await Approval

1. Click the verification link sent to your email
2. FracFocus administrators review the request
3. Once approved, you will receive a confirmation email
4. Log in using your email, password, CAPTCHA, and 2 Factor Authentication (2FA)

By Default you are the Supervisor of the organization

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## Part 2 – Required Account Configuration for Non-Oil & Gas Wells

*(This is the first major divergence from oil & gas)*

### Step 4: Enable Non-Oil & Gas Wells (Critical Step)

Non-oil & gas disclosures cannot be created until this setting is enabled.

1. Log in and from your Dashboard
2. Open Manage Organization (upper right navigation)
3. Select Manage Organization Defaults
4. Locate “Non Oil and Gas” row
5. Set value to TRUE in the “Non Oil and Gas” row
6. Save changes

 This is a mandatory step to submit disclosures for Geothermal, CCUS, brine, hydrogen storage, and energy pressure storage wells.

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## Part 3 – Preparing to Create a Non-Oil & Gas Disclosure

### Step 5: Confirm You Have a Data Submitter Role

Only users with the Data Submitter role can upload, create, edit, and submit disclosures.

- As the original registrant, you already have Supervisor privileges
  - Assign yourself (or another user) the Data Submitter role as needed via menu option: Manage Organization → Manage Organization Users
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## Part 4 – Creating a New Non-Oil & Gas Disclosure

### Step 6: Start a New Disclosure

1. From the dashboard, select Add/Upload New Disclosures (lefthand side) or menu pick: Disclosures → Add/Upload New Disclosures
  2. You arrive at the New Disclosure Form
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### Step 7: Choose Entry Method

Note: The following steps describe a manual data entry process for a disclosure. If you have an XML to Upload or if a Service Company has routed a disclosure to your organization the following data entry steps may not apply. Please review full users guide. With an existing disclosure jump to [Part 6 – Step 11](#).

- Select either:
  - Systems Approach (single combined ingredient list), or
  - MSDS+ (separates MSDS and non-MSDS chemicals)

Both approaches are valid for geothermal wells

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### Step 8: Complete the Non-Oil & Gas Header (Geothermal Example)

Once you select a non-oil and gas well type the header is different from oil & gas disclosure submissions.

Fields include:

1. Well Type: select Geothermal
2. Job Start Date
3. Job End Date
4. Permit ID
  - Replaces “API Number required” logic in oil & gas
5. State
6. County

7. Well Name and Number (if applicable)
8. (Optional) API Number
  - If used, must be 14 digits
9. Latitude / Longitude / Datum
10. True Vertical Depth (ft)
11. Total Water Volume (gal)
12. Total Non-Water Volume
13. Total Mass (lbs) (optional but helpful)
14. Water Sources (percentage breakdown by TDS category)

Select Save and Continue once complete.

◆ Key Difference: Oil & gas wells require an API number; non-oil and gas wells require a Permit ID and do not auto-populate State/County from an API.

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## Part 5 – Entering Chemicals (Same Logic, Different Context)

### Step 9: Enter Additives and Ingredients

Depending on entry method:

#### **Systems Approach**

- Add list of additives (Trade Name, Supplier, Purpose)
- Add list of HF Job ingredients (CAS, % High Additive, % HF Job or Mass)

#### **MSDS+ Approach**

- Add list of additives (Trade Name, Supplier, Purpose)
    - MSDS Chemical Ingredients for each additive
  - Additional Non-MSDS Ingredients
  - Water and sand/proppant usually go into the MSDS list even if no SDS exists
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### Step 10: Handling Proprietary or Confidential Chemicals (if applicable)

If using one of the following in a CAS Number for an Ingredient:

- Proprietary
- Trade Secret
- CAS Not Assigned

- Confidential

You must provide claimant contact information: company name, contact person, email, phone

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## Part 6 – Validation and Submission

### Step 11: Preview the Disclosure

- Select Preview PDF
  - Review as it will appear publicly
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### Step 12: Validate the Disclosure

- Click Validate
  - Resolve any Errors (blocking)
  - Review Warnings (non-blocking)
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### Step 13: Submit to FracFocus

- Click Submit to FracFocus
  - Disclosure moves from “Pending Non Oil and Gas” to “Submitted Non Oil and Gas” on the Dashboard
  - PDF becomes publicly searchable on FracFocus.org
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## Summary of Key Differences for Non-Oil & Gas (Geothermal Example)

<b>Area</b>	<b>Oil &amp; Gas</b>	<b>Non-Oil &amp; Gas (Geothermal)</b>
Organization Default	Optional	Must enable Non Oil & Gas
Well Type	Oil or Gas	Geothermal
ID Field	API Number required	Permit ID required
Location Autofill	From API	Manual entry
Regulatory Context	State O&G	State + emerging non-O&G agencies

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