



# NORTHSTAR TIP SHEET

## VIEWING APPROVED OR REVISED PROCEDURES

VERSION 1: 8.24.2021

NOTE: AFTER RECEIPT OF FORM APPROVAL OR RETURNED FORM - OPEN THE FORM AND REVIEW ANY/ALL COMMENTS DMR STAFF HAVE INCLUDED WITH THE FORM. A SYSTEM NOTE INDICATING "APPROVED" DOES NOT IMPLY THE FORM WAS APPROVED EXACTLY AS SUBMITTED.

After a submission of a form in NorthSTAR; staff will review all data submitted and be in contact with you regarding any questions. You will see your Form ID/Description information in your **Forms Submitted** tab.

**Returned Forms** will show in your **Alert** tab where you can open the form to review and comments submitted by staff for reasoning. Any people associated with the form will also receive an email indicating the form has been returned. You can also access the returned form in your **Forms in Progress** tab and opening the form from that window.

**Comments** can generally be seen in the "Form Submit" section of your form when opening and reviewing content submitted.

**Approved Forms** may not be approved exactly as you submitted. Always review your forms after they have been returned to you. Any people associated with the form will receive an email indicating the form was approved as well as see an alert in their **Alert** tab indicating approval. You can access the approved form in your **Forms Submitted** tab or by navigating to the **Well Details or Facility Details** page for the well/facility which the form was approved. Select the "summary" tab then "Documents". Here you will find all associated documentation submitted related to your form. You will also see "Associated Snapshots" which include an exportable PDF view of the form.

[Click here for Applicable NorthSTAR Intro and General Help Videos:](#)

- [How to find and edit a returned form](#)
- [How to view and print documents/forms](#)