

North Dakota Department of Mineral Resources - Oil and Gas Division:

NorthSTAR NEWSLETTER

News, updates, and more on the RBDMS system upgrades.

Why Upgrade

User friendly. More storage. Increased support.

The legacy data system used by DMR is the Risk Based Data Management System (RBDMS). This system is not a tool seen or accessed by external companies as internal staff use RBDMS to track and manage data submitted through manual entry or online forms. RBDMS was built on the MS Access 2003 & 2010 software. It has served the agency well, but portions of MS Access are no longer supported by Microsoft updates and all MS Access software will be at the end of it's support very soon. This has required all software and updates to the system to be maintained by DMR's IT staff . By upgrading the system at this time and moving to a cloud-based solution; organizations will be able to be more involved in the application process and data management.

- Katie Haarsager, Public Information Officer

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Questions?

Submit a Question - [Click Here](#)

Phone - 701.328.8020

Release 1: NOW LIVE

The North Dakota Statewide Tracking and Reporting System (NorthSTAR) is now live and accessible for all external organizations.

The first release of NorthSTAR includes **entity management** and **bond detail**. Features now live consist of the ability to view your organization details and verify entity name and other contact information which may be submitted through the Form 2 – Organizational Report. Release 1 allows you to add additional personnel to your organization who may need access to submitting reports.

Bond details are available to view in NorthSTAR, however no well information is currently available – well data will be part of the next release, scheduled to go live at the end of the year (See Schedule on page 5).

Please take a moment to visit the NorthSTAR webpage to learn more about gaining access to the system for future oil and gas reporting. The FAQ page also includes training videos and more about accessing and using system functions correctly.

Access NorthSTAR today:

www.dmr.nd.gov/oilgas/northstar.asp

Webinars & Training Available

These webinars offer an opportunity to view current and future features available in NorthSTAR. All webinars will be recorded and saved to the NorthSTAR homepage which is located here: <https://www.dmr.nd.gov/oilgas/northstar.asp>

Webinar Topics will include: Background of the NorthSTAR project, discussion over the preferred method of data entry by operators, features currently accessible in the live system, and features that will be coming up in later releases of NorthSTAR.

Upcoming Webinars:

NorthSTAR: Project Status Update & Release 2 Overview

- Tuesday, October 15 @ 9:00 am – 11:30 am CT ([To Register Click Here](#))

Agenda:

9:00-9:15 am CT	NorthSTAR overview
9:15-9:30 am CT	Project update on schedule
9:30-11:00 am CT	Release 2 Walk-Through: Permits (Form 1 &1H) Completions (Form 6) Well Tests Transfers (Form 15) Sundry Notice (Form 4)

LIVE ONLINE DEMO NorthSTAR Release 2 Function: Permitting

- Tuesday, October 15 @ 1:30 pm – 2:30 pm CT ([To Register Click Here](#))

LIVE ONLINE DEMO NorthSTAR Release 2 Function: Transfer

- Thursday, November 7 @ 1:30 pm – 2:30 pm CT ([To Register Click Here](#))

LIVE ONLINE DEMO NorthSTAR Release 2 Function: Sundry Notice

- Wednesday, December 11 @ 1:30 pm – 2:30 pm CT ([To Register Click Here](#))

Additional Training Tools:

Training Materials for NorthSTAR are located on the NorthSTAR information page:

<https://www.dmr.nd.gov/oilgas/northstar.asp>

The training page includes:

- Frequently Asked Questions
- Training Videos
- User Training Manuals

If there is a piece of training needed, submit the request to the NorthSTAR questions page and we will work on making a additional training materials available.

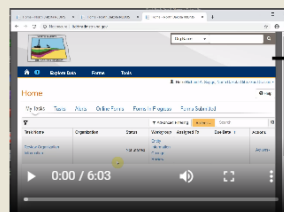
Training Documents

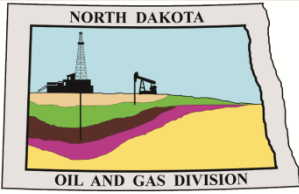
I. General Training

- [NorthSTAR Training - General Functionality Key Points](#)
- [NorthSTAR User Training - Module 1/General Functions for Internal DMR Users](#)
- [NorthSTAR User Training - Module 2/Issue Bond/Internal User](#)
- [NorthSTAR User Training - Module 3/Entry](#)

Training Videos

How to complete the Organization Questionnaire





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Crawl – Walk – Run

Multiple releases and crawl-walk-run method will smooth transition into NorthSTAR



RELEASE →

CRAWL

WALK

RUN

- NorthSTAR features will be rolled out slowly to small groups of organizations before going live.
- Benefits of this approach is to field questions, update training materials based on response, and troubleshoot any unforeseen bugs before all organizations have access to the release.
- C-W-R will allow for resources to be used more effectively as we add features into the system.

- Crawl is the 1st stage of a new release being introduced to external organizations.
- A small batch of organizations will receive access to new features to test the system.
- Once confirmation is received from both operators and staff that the release is working appropriately additional organizations will be added into the system moving to the “Walk” stage.

- Walk is the 2nd stage before going LIVE with new features.
- At this point a small number of operators have successfully tested new functionality. Adding in a larger batch of selected organizations will test an increased workload on the system.
- Training and FAQ materials will also be updated through the crawl and walk stages based on feedback received from the smaller set of initial users.

- Run will be implemented at the successful completion of the crawl and walk phases and will include all organizations.
- Run is all systems “go” and accessible to all users.
- The C-W-R approach has been carefully planned to support a successful rollout of each release.
- If there are ever questions about the system or where we are in the process [Submit a Question](#)

NorthSTAR Project Schedule: R1

The development and deployment of NorthSTAR will run through 2020 with various releases each bringing incremental functionality to all users. The below schedule is subject to change.

<p>NOW LIVE</p> <p>Release 1 (R1) Oct 2018 – September 2019</p> <p>Entity Management Bond Management General</p> <p>◆ Now Live</p>	LIVE: Release 1 Build: October 2018 – September 2019
	IN PROGRESS: Release 2 Build: June 2019 – January 2020
	Release 3 Build: January 2020 – August 2020
	Release 4 Build: August 2020 – November 2020

Release 1 Overview

More information on accessing NorthSTAR is available here: <https://www.dmr.nd.gov/oilgas/northstar.asp>

Entity Management ◆ NOW LIVE

- This deliverable allows for organizations to build an entity profile within the NorthSTAR database. Each organization can review their business entity information or set up a business entity with its organizational report, contact information, and administrators. Administrators are able to submit forms and configure permissions for the entity established in the system.
- A Form 2 will still need to be submitted to the Division to establish initial access to the database.

Bond Management ◆ NOW LIVE

- Bonding within NorthSTAR allows for review of bond details, amounts, and other information. Users currently will not be able to see wells or other assets attached to a bond. This will be a function of Release 2 (see page 5 of the newsletter). The Form 2 can be submitted online however it will not be approved until the original notarized form is received. Review of the bond applications and status of progress can be viewed within the database in real time.

General ◆ NOW LIVE

- General features built out during release 1 included all the of the modern conveniences of using a cloud based app. This includes being able to upload documents into the system, link entities to each other and users to different entities. These general features of the system make the database more user friendly but more importantly result in time savings for both the Oil and Gas Division and the operators.

NorthSTAR Project Schedule: R2

The development and deployment of NorthSTAR will run through 2020 with various releases each bringing incremental functionality to all users.

The below schedule is subject to change.

Release 2 (R2)

June 2019 – January 2020

Permitting

- (Oil and Gas & UIC wells)

Well Management

- (Completion Reports & Sundry)

Transfer of Operatorship

◆ On Schedule

LIVE: Release 1 Build: October 2018 – September 2019

IN PROGRESS: Release 2 Build: June 2019 – January 2020

Release 3 Build: January 2020 – August 2020

Release 4 Build: August 2020 – November 2020

Release 2 Overview

Permitting

◆ BUILD IN PROGRESS

- Operators will have the ability after release 2 is live to submit their Application for Permit to Drill (APD) through NorthSTAR. This will be the only means of submitting an APD to the Division once live. Permitting through NorthSTAR will be more transparent for the operator, allowing them to see where the permit is in the review process and any comments received. Permitting will encompass any APD for oil and gas wells as well as UIC permitting.

A special note related to the transition of the APD process can be found on Page 5 of this newsletter.

Well Management

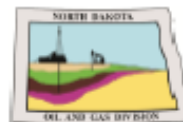
◆ BUILD IN PROGRESS

- Release 1 – which is currently live – is showing all bonds under an operator; Release 2 will include the ability to see all wells attached to a bond under the Well Management feature. (Note: When in NorthSTAR you will only see your own organization’s information, not the information of all operators in the state.)
- Well Management will also release new reporting components such as: Completion reporting (Form 6) and Sundry notices (Form 4). These new well reporting forms will create a one-stop form to submit information to the division related to the well in question.

Transfer of Operatorship

◆ BUILD IN PROGRESS

- Operators in need of transferring ownership can – once Release 2 is live – utilize NorthSTAR to submit the proper documentation and paperwork to complete a transfer. This online form will allow for both organizations involved in the transfer as well as the surety company involved to interact on the same online form to successfully complete a transfer.
- Transfer of Ownership, much like the Bond Management, will require some hard copy documentation and signatures to still be submitted to the Oil and Gas Division for the proper documentation.



ND OIL & GAS DIVISION PERMITTING

To: Operators that submit Form 1 Application for Permit to Drill (APD)

From: Todd Holweger, Permit Manager

Date: September 3, 2019

Subject: NorthSTAR Permitting Platform and APD Submittal Process Transition Details

The information below is critical for a smooth transition and timely review of any Application for Permit to Drill (APD) submittal as part of the new North Dakota Statewide Tracking and Reporting System (NorthSTAR) implementation. The first release of NorthSTAR - which included Bond and Entity Management (Form 2) - is now live. This means you can now log into the system, set access and permissions for your staff, and review bond information. (See: "Release 1: NOW LIVE" on Page 1 of this newsletter)

In January 2020 - as part of the second release for NorthSTAR - our current APD process (implemented in 2006) will move to NorthSTAR and see a significant upgrade. This upgraded process will be more efficient from start to finish for operators once fully in place.

There will be a transition period for APD submittals starting immediately through the implementation of release two in January 2020. It should be noted there are currently 400 permit applications waiting on approval that will be impacted during this transition. For all operators who have permit applications pending or planned, please review the transition timeline below:

Application for Permit to Drill Transition Timeline:

(All dates are assuming project build goes as scheduled)

September 2019 – December 2019:

- Operators need to review their drilling schedule, compare it to all pending APDs on the Division's database, and inform the Division of any pending APDs where approval is needed before March 1, 2020. This approach will assist the Division in a smooth transition for you, the operator, and our permitting staff.
- Operators should consider submitting any new APDs using a "pad by pad" approach based on your drilling schedule. (Ex: Submit all permits on a pad, receive a final response from the Division, then submit the next pad.) This will help to avoid unnecessary duplication of APD submittals and lessen the impact of transitioning to the new permitting process in early 2020.

January 2020:

- Crawl-Walk-Run: More information about the Crawl-Walk-Run approach is on the NorthSTAR homepage – located on the Oil and Gas Division website. At this point in the rollout of the new system operators will be allowed to submit APDs into NorthSTAR in a batched approach. The C-W-R timeline will be communicated out to operators as access is determined. When the release moves to run, the APD feature will be fully accessible to all operators needing to submit permits.

The implementation of the NorthSTAR permitting platform will include video tutorials to help ease the transition. More information about this process will be provided as we get closer to the second release. To make sure you receive updates on this process; subscribe to the NorthSTAR Communications Newsletter.

Any additional questions, feel free to contact me, Todd Holweger – Permit Manager – 701-328-8020 or at oilandgasinfo@nd.gov.