



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

# NorthSTAR NEWSLETTER

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

## Release 2 – Coming Soon!

*Please start preparing for the launch of Release 2 functions in NorthSTAR by making sure that all individuals who will need to submit forms within your organization have an account. These new forms that will be available include: Application for Permit to Drill, Sundry, Transfer, and Upload Test Results. (See more on Page 5) Release 2 will have an early entry period for review of functionality and is anticipated to be available for all organizations the 1<sup>st</sup> week of February.*

*You can also prepare for the Release by reviewing the user manuals are available online in the Training section of the NorthSTAR page. As you review these materials please let us know if you have additional questions or need clarification. We will update manuals, how to videos and FAQ pages as needed to make these tools more beneficial for you.*

*-Katie Haarsager, Public Information Officer*

### Contents

Release 2 Coming Soon	Pg. 1
NorthSTAR Tip: Administrators	Pg. 1
APD Transition Timeline	Pg. 2
Webinars & Training	Pg. 3
Project Status	Pg. 4-5
• Schedules	
• Release Milestones	
Sundry Webinar Q & A	Pg. 6

### Questions?

Submit a Question - [Click Here](#)

Phone - 701.328.8020

## NorthSTAR Tip: Administrators

### Need a NorthSTAR account?

Visit the NorthSTAR homepage and select the link under NorthSTAR Navigation that reads “First Time User Login: Organizations”. This will take you to a page that shows you how to see if your organization is already in NorthSTAR but needs an administrator or if you need to register your organization.

The administrator can add additional users or admins to your organization through the **Organization Questionnaire**. Once the Organization Questionnaire has been submitted and is approved any new users created will receive an email indicating they can now log into their NorthSTAR account.

**Access NorthSTAR today: [www.dmr.nd.gov/oilgas/northstar.asp](http://www.dmr.nd.gov/oilgas/northstar.asp)**

## APD Transition Timeline

This letter is to provide additional release timing and transition details for drilling permit applications from the North Dakota Oil and Gas Division. NorthSTAR will have the following features available for operators in February 2020:

- Application for Permit to Drill (i.e. New, modifications, etc.) – Form 1
- Sundries – Form 4
- Completion/Plugging Reports
- Transfers – Form 15
- Upload Test Results
- Well Details
- For a complete list of features visit the NorthSTAR webpage at [www.dmr.nd.gov](http://www.dmr.nd.gov)

### **Application for Permit to Drill Transition Timeline:**

(All dates are assuming project build remains on schedule. Timing should not affect any docketed hearings.)

#### **January 2020:**

- **NOW: APD User Manual and Addendum with Tips is available online:** User manuals are available at [www.dmr.nd.gov](http://www.dmr.nd.gov) on the NorthSTAR homepage. These manuals are subject to small modifications should features change between now and the live date. Versions will be noted online to ensure you are aware of changes made to manuals.
- **January 3-13:** Oil and Gas Division Permitting Staff will be reviewing permit applications on file and issuing permits up until January 13<sup>th</sup>.
- **January 14:** Oil and Gas Division Permitting Staff will provide a list of unapproved applications to the operator by email. These applications will need to be re-submitted through the new NorthSTAR system.
- **January 16-17:** New NorthSTAR features provided to Oil and Gas Division Permitting Staff for final system testing. The objective is to test the system for quality assurance prior to full implementation of Release 2.
- **Release 2 - Early Entry Period - January 21 - February 7:** Operators will be contacted to begin submitting permit applications based on spud dates; feel free to contact Todd Holweger and we will consider your request to be added to this early entry period. Administrators of these operators will need to log in and grant security permissions to those needing access to Release 2 functions in NorthSTAR.

#### **February 2020:**

- **Release 2 - LIVE - February 10:** All operators will be allowed to begin submitting APDs using the NorthSTAR. Administrators will need to log in and grant security permissions to those needing access to Release 2 functions in NorthSTAR.

The implementation of the NorthSTAR permitting platform will include [user manuals and video tutorials](#) to help ease the transition. To make sure you receive updates on this process; [subscribe to the NorthSTAR Communications Newsletter](#).

Any additional questions, feel free to contact, Todd Holweger – Permit Manager – 701-328-8020 or at [oilandgasinfo@nd.gov](mailto:oilandgasinfo@nd.gov).

# Webinars & Training Available

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

**Topics may 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/DEMOs:

**No webinars or DEMOs scheduled at this time.**

To request a topic be covered/discussed email: [oilandgasinfo@nd.gov](mailto:oilandgasinfo@nd.gov)



## 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 additional training materials available.

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

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

**Early Entry (Crawl-Walk):** January 21 – February 7, 2020

**All Access (Run):** February 10, 2020

\*Dates are subject to adjustment and will be communicated if moved.

**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 2 of this newsletter.**
- **User Manual draft is now available online under the Training Documents. This also includes an addendum to the APD manual for specifics needed by the Oil and Gas Division related to the wellbore.**

### 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.
- **User Manual draft is now available online under the Training Documents.**

## Sundry Webinar Q & A Follow-up:

**Q:** How will this work with APDs? Even though sundry notices are generally submitted for wells that are already approved, I usually include Sundry Notices for log waiver requests and survey waiver requests with the APD supporting docs.

**A:** You will be able to indicate on the APD which *Request for Consideration/Waiver* Sundry forms you will be submitting. However, you will need to wait until the well is approved to submit the official Sundry into the system.

**Q:** Are we able to submit sundry notices for facilities (Such as pad/field submissions) until facilities or selecting multiple wells is available in NorthSTAR?

**A:** Sundry Notices will only be able to be submitted by well in Release 2. If a Sundry Notice does not fall under the work type currently available in NorthSTAR then you may still submit that sundry in paper copy. [See all types of Sundries available to submit here.](#)

**Q:** Will I be able to see all submittals by my company or do all coworkers have to be on the notify option?

**A:** You will only be able to see forms that you have security access to. Everyone with that security access can see all forms under your organization in draft, submitted, returned, approved format. (Ex: If you have Sundry Submitter security permission, you will be able to see and edit all Sundry forms under your organization regardless of who has been working on the form)

**Q:** Can everyone within my organization see the templates I clone?

**A:** You will only be able to see templates of forms that you have security access to. Everyone with that security access can see all templates created under your organization in the Forms in Progress section.

**Q:** Are we able to print a copy or save to PDF what we submit before and/or after we submit?

**A:** Yes; this function will be available.

**Q:** What is the Form ID number?

**A:** The Form ID is a number assigned to the form by the system in chronological order of all forms. There is no significance to the Oil and Gas Division of this number. However, it may be a helpful tool in filtering or sorting through forms.

**Q:** Will a sundry to Report of Work Done still be required?

**A:** Yes; No requirements of when a sundry needs to be submitted has changed. [See more about Sundry Type and Type of Work available in the form in the User Manual online.](#)

**Q:** Will you have print screens in your manual of the new types of data we may be providing that we perhaps have not in the past?

**A:** User Manuals are available on the [NorthSTAR Training](#) page. Screenshots are included in the user manuals for each form.