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

NorthSTAR NEWSLETTER

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

October Webinar Review

Thank you for attending!

We had great attendance during the October NorthSTAR webinar with an overview of the project schedule along with a few sneak previews of what's to come in NorthSTAR. For an overview of Release 2 functions see page 4 of this newsletter. There were a few extra questions asked during the webinar which have been added to the FAQ page online but are included here on page 5.

Also, we would like to invite you to come and sample some of the new features coming out in January 2020. More information about the sampling sessions is located at the bottom of page 2. Join us in Bismarck to see what some of the forms will look like and how they will function.

-Katie Haarsager, Public Information Officer

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Questions?

Submit a Question - <u>Click Here</u>

Phone - 701.328.8020

NorthSTAR Tip: Click "Submit"

Don't forget to click "Submit":

All forms or changes in the system requiring the Oil and Gas Division's approval need to be fully submitted. If your changes look like they are not saving make sure there is no error symbol on a step, no required information missing, and that you have clicked the "Submit" button.

<u>**No forms are received until you click "Submit"**</u>

Once submitted you will see the Form # that you were working on move from "*Forms In Progress*" to the "*Forms Completed*" section of your NorthSTAR account.

Still not seeing your changes saving? Check for missing required information, error messages, review to see if your form also requires a paper copy to be sent in before approval is granted or contact the Oil and Gas Division.

Access NorthSTAR today: www.dmr.nd.gov/oilgas/northstar.asp

Hands-on Sampling Sessions Available: Release 2

After the October webinar we received interest in seeing and using features of Release 2 in advance of them going live. We are excited about this feedback and will be offering access to all features live and all Release 2 features being built on Tuesday afternoons from November 12 through December 17th (by reservation) in the Oil and Gas Division's offices – Bismarck, ND.

Sign up here to reserve a spot for sampling of Release 2 Functionality

When are the sampling sessions:
- Tuesday's from November 12 through December 17 from 1:00-4:30 PM Central Time.
- Space is limited to 1 slot per operator as we will only have 8 available computers connected to the NorthSTAR system. There is room for two staff per operator registered. (Each session will have a maximum of 8 operators in attendance)
- *Note: The November 12th session is subject to change if certain build features are unavailable on that date. Please feel free to reserve space during this session, however it would be best reserved for those operator's not requiring air travel arrangements.*

How to Register for a spot:
- **Sign up here to reserve a spot for sampling of Release 2 Functionality**
- Questions about registration can be directed to Katie Haarsager at oilandgasinfo@nd.gov

What is a sampling session:
- A sampling session is an opportunity for you to come into the North Dakota Oil and Gas Division's office and log into the beta environment for NorthSTAR. This environment will allow you to view all system functions being built that will be released mid-January 2020. A computer will be available connected to the Oil and Gas Division network and you will be provided with a sample log in for the NorthSTAR beta environment. Once set up you will be able to use the time to submit your own sample data for permits, well test results, and test the many other functions available in the system.
- *A sampling session is giving you access to functions still being built. As such some functionality may be limited or have system errors that are being addressed throughout the build.*

Who can attend and how many people we register:
- Space is limited to 8 operators per session. Each operator can sign up for one session and will have access to one computer connected to the beta environment. You may bring up to two people per operator. If additional computer stations are available or more sessions open up we will let you know. However, please plan to review the functionality together. Sampling can only be done at this time in the Bismarck offices on state computers due to the beta environment needing to be connected to the state network.

What to bring:
- These sessions will give you access to all functions being built in the system. Please plan to bring your own sample data to submit and test in the different functions. This can be a permit you have submitted in the past or a sample set of test data; however please take into consideration any data that may be sensitive to your company as there will be a maximum of 8 operators per session working in the same space. Should you have questions about why type of data is required for the different functions please email oilandgasinfo@nd.gov and we can assist you with what may be needed.

What functions will I be able to test:
- Application for Permit to Drill (Oil and Gas & UIC), Well Completion Reports, Plugging Reports, Tests (Bottom Hole Pressure, Drill Stem, Fluid Level, Gas Analysis, Gas Oil Ratio, Oil Analysis, Production, Water Analysis) , Sundry, Entity (Organization Report), Bond, & Transfers

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:

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 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.

NOW LIVE
Release 1 (R1)
Oct 2018 – September 2019

Entity Management
Bond Management
General

◆ Now Live

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.

October Webinar Q & A Follow-up:

Q: What additional training will be provided?
- See page 2 & 3 of this Newsletter

Q: Is there a way to export all the fields in the forms going live on NorthSTAR so we can pass along to geologists, engineers, prod department, etc. to let them know what new data is needed? Will there be guidance on what to include in a form if it's asking for items outside of what is currently required?
- Training manuals will come out with examples of the forms to better view what will be needed. Also you can sign up for the sampling sessions in November/December 2019 to pre-view the various forms coming available in Release 2. More information about those sampling sessions is on page 2 of the newsletter.
- It is requested that you complete as much information as known about the well to best maintain accurate data, however there will be requirement notations in each form for what the minimum amount of information you could submit will be. Any new data being asked to submit is likely data that has been submitted in the past in paper or other less convenient formats. Now Operators will be requested to input that information to NorthSTAR.

Q: Will we only see our own forms within our company? Can we see what other team members are working on?
- If you have access to more than one business entity you will have to select which entity you want to view when logging into NorthSTAR. Once you are in the system you can see all forms in progress under that entity only if you are approved by your NorthSTAR Administrator with the security permissions to view those forms or submit those forms. Each form has both a read only security permission and a submitter security permission to allow entities to manage their security preferences accordingly.

Q: Can more than one user work on the same form?
- Yes, as long as they have the proper security permissions to make edits to the form in question. Note users can not work in the same form simultaneously. One will have to save their work and log out of the form before the next person can go into review.

Q: Per APD's: Will we still need to submit a Drilling Plan as an attachment?
- Yes

Q: Is there a way to set up a template or make a copies of forms?
- Yes, however you can only make copies of *forms in progress/drafts* if the form has been submitted or approved you no longer have the option to make a copy of it. Make copies of forms PRIOR to submitting anything to the oil and gas division if you plan to duplicate any of the information that was included.

Q: Will you be able to select multiple options for method of transport of injection materials?
- Yes

Q: Will NorthSTAR pull old well information to review or will we have to manually populate information previously submitted?
- Launching NorthSTAR includes converting data received and stored that has been previously submitted. There will be no need to re-submit any information. If an items did not convert correctly please contact the Oil and Gas Division as soon as possible.

Q: Is there a limit of characters in the well name?
- 50 alpha characters

Q: Are we to use drop downs or can we start typing the API?
- Yes, you will be able to enter information into a field (such as API) and the field will start to auto filter options available.

Q: Will we be able to select more than one well on a sundry (ex: if it was to apply to all wells on a pad) or all field sundry like a flare sundry.
- No, at this time you will be able submit only per well - not for an entire pad. Other options may be available in the future as the system develops.

Q: Will there still be a method of correcting information if it was submitted incorrectly or needs to be changed?
- Yes, options may very depending on types of corrections being made. At the time a correction may be needed contact the Oil and Gas Division for specific details

Q: How can we determine who our administrator is?
- If you are the NorthSTAR admin you can view security permissions under a specific person's "Person Details" page. If you do not have administrator status it is recommended that you contact the other individuals listed under Associated People with the organization to inquire who your administrator is before contacting the Oil and Gas Division.

Q: How do we remove someone from our account?
- You would need to submit an Organization Questionnaire requesting that individual be removed from your Organization. Should this process change we will communicate the process in another newsletter.