

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

# NorthSTAR NEWSLETTER

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

## Release 2: WALK

The 2<sup>nd</sup> release of NorthSTAR includes the addition of the Application for Permit, Sundry, Transfer, and Upload Test Results forms (**See Page 5**). Currently we are in the Walk phase of the 2<sup>nd</sup> release and will communicate an official date for Run (“LIVE”) to all users as soon as we feel we are ready to move to that next stage. It was initially anticipated we would be ready to Run by February 10<sup>th</sup> however we are choosing to extend Walk until we feel the system, our staff, and the tools we have available are all in place to support all users. To be prepared for release 2 going live; please review the actions requested on page 2. Should you need immediate access to these features or have other questions you can contact us at [oilandgasinfo@nd.gov](mailto:oilandgasinfo@nd.gov) to work with you through this transition.

-Katie Haarsager, Public Information Officer

### Contents

Release 2 Update	Pg. 1
Preparing for Release 2	Pg. 2
NorthSTAR Tips & Tricks	Pg. 3
Webinars & Training	Pg. 4
Project Status	Pg. 5-6
• Schedules	
• Release Milestones	

### Questions?

Submit a Question - [Click Here](#)

Phone - 701.328.8020

## Crawl – Walk - Run

The C-W-R approach is carefully planned to support a successful rollout of each release. NorthSTAR features are rolled out slowly to small groups of users before going live.

### Crawl

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

### Walk

Walk is the 2nd stage before going LIVE with new features. At this point a small number of users have successfully tested new functionality and staff are assessing an increased workload on the system. Training and FAQ materials are updated through Crawl and Walk stages based on feedback received from initial users.

### Run

Run is all systems “go” and accessible to all users. Run will be implemented at the successful completion of the Crawl and Walk phases and will includes all users.

# Preparing for Release 2 “RUN”:

All users of NorthSTAR can begin using Release 2 features when we get to the “Run” phase of the release. We are currently focused on assessing the new system functions in the “Walk” phase and we will communicate an official date for going live to all operators as soon as available. To best be prepared for this new release please read through all steps below:

## Features that will be available with Release 2:

- **[Application for Permit – Form 1](#)**
  - Review the [User Manual and APD Addendum that is available online](#) prior to submitting an Application for Permit. These materials will help with tips and notes on how to successfully submit the form.
  - When attaching documents to your Application for Permit in NorthSTAR we ask that you separate and upload them in the below categories:
    - [Plats](#)
    - [Proposed \(Directional\) Survey Plot & Plan](#)
    - [Casing & Cement Detail](#) (geologic prognosis, completion schematic, gas capture plans)
    - [Affidavits](#) (as necessary)
    - [Anti-Collision Report](#) (as necessary)
- **[Transfer](#)**
  - In order to complete a transfer in NorthSTAR [all](#) parties involved (including the Surety/Bonding Company) will need to log in and process the form in NorthSTAR. If you have a Surety/Bonding Company you regularly work with please inform them of the new NorthSTAR process and direct them to the NorthSTAR website to get set up in the system.
- **[Upload Test Results](#)**
- **[Submit Sundry \(Form 4\)](#)**
  - To see all Sundry types that will be accepted electronically review the [User Manual](#). If your Sundry is *not* listed, it can still be processed by paper. If it can be processed electronically, we ask that you do so.
- **Completion and Plugging Reports**

## Read through the steps below and follow them closely when the system goes live:

**Step 1:** Review the NorthSTAR training materials available online. Consult these materials first prior to contacting Oil and Gas Division staff to see if the solution is located on the NorthSTAR Website: [Training & Videos](#), [Newsletters](#). Make sure that your organization is in NorthSTAR. If you are unsure, visit the [First Time Users page](#) on the NorthSTAR website and follow all directions listed.

**Step 3:** Review all people affiliated with your account that will need access to Release 2 features.

If these people are not in NorthSTAR:

- Log into your NorthSTAR account: <https://northstar.dmr.nd.gov>
- Submit the [Organization Questionnaire](#) located in Online Forms to get their person account set up.
- Once this form is approved you will be able to set their security preferences to use features.

If they are in NorthSTAR:

- Log into your NorthSTAR account: <https://northstar.dmr.nd.gov>
- Go to the person’s security settings and review their security preferences to grant them access to features needed. ([To see how this is done please see the “How To” video online](#))

**Step 4:** Once all security permissions have been set for those submitting forms you will now be able to access and submit forms through the new system. If a form is available to submit electronically through NorthSTAR please do so.

**Note:** Facilities will be coming out in Release 3; therefore all forms will have to be submitted on a well by well basis. For facilities and pipelines we will still accept paper forms.

Thank you for your participation. We will provide additional communications when the system is live and ready for you to begin adjusting security preferences for Release 2 features. To make sure you receive updates on this process; [subscribe to the NorthSTAR Communications Newsletter](#).

Any additional questions, feel free to contact [oilandgasinfo@nd.gov](mailto:oilandgasinfo@nd.gov).

**ALL BLUE LINKS CAN BE  
 CLICKED ON!**

## NorthSTAR Tips & Tricks

### **Can't See Any Forms? Form Disappeared?**

If you do not see a specific form in NorthSTAR - under *Online Forms* - it is because you do not have the security permission to view that form. Contact your organization's NorthSTAR Administrator to have your security permissions reviewed and updated. Unsure of how to update security permissions? Watch the "How To" video located on the NorthSTAR training webpage: <https://www.dmr.nd.gov/oilgas/northstar/training.asp>

If you do not see a form in NorthSTAR under Forms in Progress or Forms Submitted, click on the "Advanced Filtering" button and clear all default filters that are listed under the Status column. This will reset the table and show you all forms.

### **How will I submit a waiver on a sundry with my APD:**

Waivers can be submitted on a sundry form only after the permit has been approved.

### **Writing a helpful description in forms:**

Descriptions in NorthSTAR should be written with care. This field assists in identifying what a form may include.

- **DO:** Include the Well File Number or Well Name affiliated with the form.
- **DON'T:** Enter an apostrophe (Katie's Form) or a backslash (Bakken/Three Forks Template). At this time, these characters cause issues when duplicating or making changes to the description after it has been entered. This will be addressed in the next release in April 2020. Once the solution has been deployed, we will communicate that change to operators.

### **Creating a duplicate of a form:**

The function of creating a duplicate form works best with Application for Permit. All other forms require unique data from wells which may impact your ability to edit and properly submit your form. To create a duplicate find the form in "Forms in Progress" – select "Actions" in the row – select "Create duplicate form". To edit the description on the form in "Forms in Progress" – select "Actions" in the row – select "Edit Description".

### **Which forms are paper vs electronic:**

Visit the **FORMS** page on the Oil and Gas Division's website to see which forms can be submitted in NorthSTAR and which can still be submitted by paper.

### **Can more than one person have a form open at the same time:**

No. It is not recommended that more than one person have the same form open simultaneously. However, more than one person, with the correct security permissions, can view, edit, and submit the same form if other users have saved and closed out of the form.

### **What web browser should I use:**

- **DO USE:** Chrome, Firefox, Edge
- **DON'T USE:** Internet Explorer

### **Will the form time out:**

Yes. Make a good habit of saving your form often by clicking "Save" or "Next" at the bottom.

# 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>

## 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)

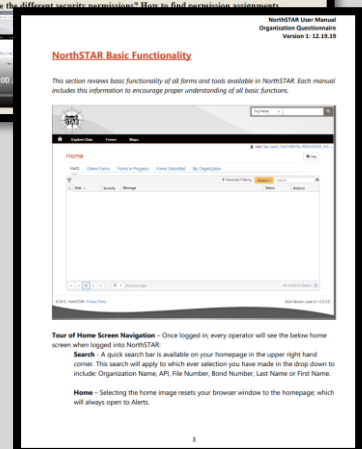
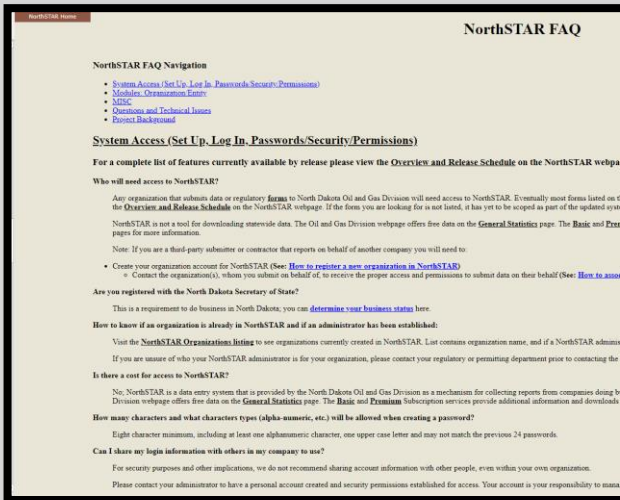
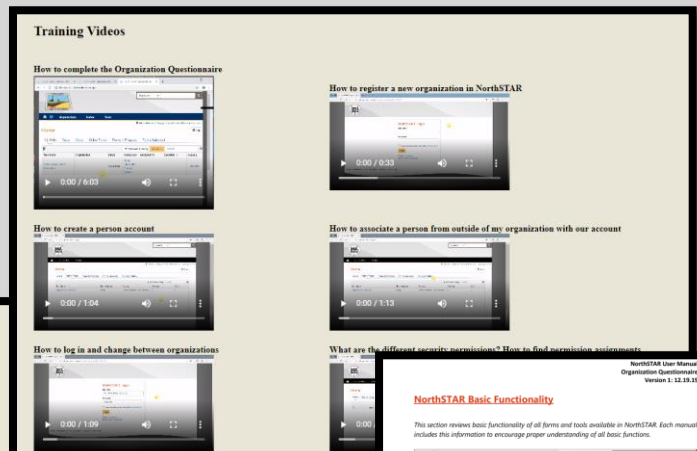
## Additional Training Tools:

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: Release 1

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: Release 2

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 – Ongoing

**All Access (Run):** Date to be Determined

\*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

◆ WALK – Live Date to be Determined

- 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.
- **APD User Manual 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: Completion & Plugging Sundry

◆ WALK – Live Date to be Determined

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

### Transfer of Operatorship

◆ WALK – Live Date to be Determined

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