

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

NorthSTAR NEWSLETTER

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

Update Letter

Release 3, our largest release, is scheduled to arrive early 2021. Operators can expect several existing forms to be moved to online submission in NorthSTAR. Should you not already have a NorthSTAR account set up - follow the training materials online at www.dmr.nd.gov/oilgas to establish your ability to log in and access forms.

Coming in Release 3: Production and facilities reporting, monitoring and review; inspection reports (internal function), and hearings and dockets. If you have questions about specific forms please see the forms page online at www.dmr.nd.gov/oilgas.

Data Tier: This new tool will collect data out of NorthSTAR and be available for users to view and create custom reports. Data Tier will be a new functionality which will fall outside of NorthSTAR that users can purchase access to. More information to come.

- Katie Haarsager, Public Information Officer

Contents

Update	Pg. 1
Q&A Sessions Available	
Project Status - Release 3	Pg. 2
• Schedules	
• Release Milestones	
Submitting UIC Sundries	Pg. 3
Form Description Tips	Pg. 4
NorthSTAR Tips & Tricks	Pg. 5
Webinars & Training	Pg. 6
Features Now Live	Pg. 7

Questions?

Submit a Question - [Click Here](#)

Phone - 701.328.8020

Q & A Sessions Available

If you need additional support with NorthSTAR or have general questions on how various features work please attend one of our virtual Q & A Sessions coming up the week of August 10th.

DMR will be holding Q & A sessions through Microsoft Teams and will have NorthSTAR experts available to answer questions for one hour or until there are no additional questions from the attendees. Each session will be recorded, and video will be available on the NorthSTAR resources page at www.dmr.nd.gov/oilgas. This is not a demo, so please come with questions ready! To register for one of the listening sessions please email oilandgasinfo@nd.gov by end of day August 10th with which session you plan to attend.

Sessions Available:

- August 12th – 10 am CT
- August 13th – 2 pm CT

NorthSTAR Project Schedule: Release 3

The below schedule is subject to change.

IN PROGRESS

Release 3 (R3)

January 2020 – January 2021

Production
 Facilities
 Inspections (Internal)
 Hearings and Dockets (Internal)

◆ In Progress

LIVE: Release 1 Build: October 2018 – September 2019

LIVE: Release 2 Build: June 2019 – January 2020

IN PROGRESS: Release 3 Build: January 2020 – January 2021

Release 3 Overview

Production

◆ **IN PROGRESS**

- Operators will be able to submit, review, and maintain their production, injection, disposal, purchaser and transporter details, and treating plant data.

Facilities

◆ **IN PROGRESS**

- Create, review, maintain, and/or monitor facility information.

Inspections

◆ **IN PROGRESS (Internal Use)**

- Oil and Gas Division inspectors will be able to utilize NorthSTAR in the field for creating, processing, and monitoring inspection of wells in ND. The system will also allow them easier ability to generate letters to operators related to those inspections.
- Create, maintain or monitor compliance records

Hearing and Dockets

◆ **IN PROGRESS (Primarily Internal Use)**

- Oil and Gas Division staff will be able to utilize NorthSTAR to create case and hearing data as well as monitor the status of all cases and hearings taking place.

Data Tier

◆ **IN PROGRESS**

This tool will collect data out of NorthSTAR and be available for operators and other users to view and create their own custom reports. Data Tier will be a new functionality which will fall outside of NorthSTAR that external entities can purchase access to. More information to come.

Submitting UIC Information in NorthSTAR (SWD and other Injection Well Information)

If a Sundry is for a UIC well you should *only* be selecting “UIC” under the *Category* drop down menu.

We have noticed a high volume of sundry forms that have been returned to operators of UIC wells due to selecting the incorrect information in *Step 1: Form Information*

Step 1 asks you to enter the *sundry type, category, and type of work.*

If you are submitting for a UIC well please see the selection options available to you below.

If you do NOT see a sundry that you need to submit or have questions about which *type of work* to choose please contact oilandgasinfo@nd.gov and we will put you in touch with the UIC department.

Category	Sundry Type	Type of Work
UIC	Notification of Work Performed	High Pressure Injection Line Pressure Test
		Report Initial Pipeline Pressure Test
		Report of Acid Job
		Subsequent Remedial Action Casing (SRAC)
		Subsequent Remedial Action Tubing or Packer Repair (SRAT)
		Workover Report - Perforations Added
	Request to Perform Work	Intent to PA well
		Request to Repair (IREP) or Intent to Workover (IWRKO)
	Supplemental Information	As-built Site Schematic
		Date of First Injection
		Report of Injectivity Test Data
	Request for Consideration / Waiver	Maximum Injection Pressure Increase
		Permit Modification - Rate Increase Request
		UIC Permit Renewal

The *Do's* and *Don'ts* of the “Form Description” field:

The screenshot shows a web form interface. On the left is a 'Form Navigation' sidebar with a button for '1. Form Information'. The main form area is titled 'Form Information' and contains the following fields:

- Form Name:** Bond Release Request
- Organization *:** A dropdown menu.
- Bond Number *:** A dropdown menu.
- Description *:** A text area containing the text: **Township-Range-Section, Well Name & Number, NDIC File Number, Well Type, Type of Permitting Action**. This field is highlighted with a yellow border.

A legend indicates that an asterisk (*) denotes a required field.

To aid in timely form processing, the Description in Step 1 (shown above) is best written in the following format unless otherwise noted on the form:

- **Township-Range-Section, Well Name & Number, NDIC File Number, Well Type, Type of Permitting Action.** *Example: 145-95-22, ND Bakken Well 2H, NDIC File #12345, OG Well, Request for Permit Renewal*

The “Form Description” Field:

- **DO** include a description of the type of permitting action. (i.e.: Renewal, Cancellation, Name Change, Permit Reinstatement, Permit Modification, Application for Permit, Spud Notice, Open Hole Logging Waiver, etc....)
- **DON'T** use acronyms. (Good Example: Filter Sock Waiver, Survey Frequency Waiver, Requesting Permit Cancellation...NOT: FSW, SFW, PNC Request)
- **DO** follow specific guidance on what to include in the description depending on the form you are filling out. This will be helpful in searching and sorting your forms.
- **DO** include an NDIC file number or well name if applicable.
- **DO** include Township-Range-Section if applicable.
- **DON'T** include excessive spaces when entering Township-Range-Section (Good Example: 145-96-22...NOT: 145 – 96 – 22) The extra spaces may impact your search capabilities.
- **DO** be consistent. Work with your organization to standardize how you enter your descriptions. This will make sorting and searching easier.
- **DO** be aware that an additional description field is available later in your form which can be used to add a detailed work description.

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 Step 1 of NorthSTAR forms:

See page 4 of this newsletter.

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:

To request the link to attend email oilandgasinfo@nd.gov by August 10

- NorthSTAR Q&A Session | August 12 – 10am CT
- NorthSTAR Q&A Session | August 13 – 2pm CT

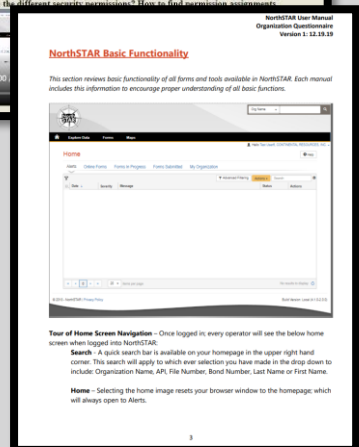
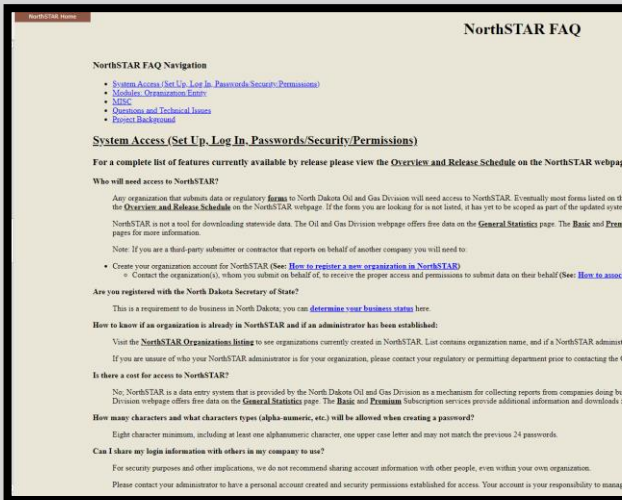
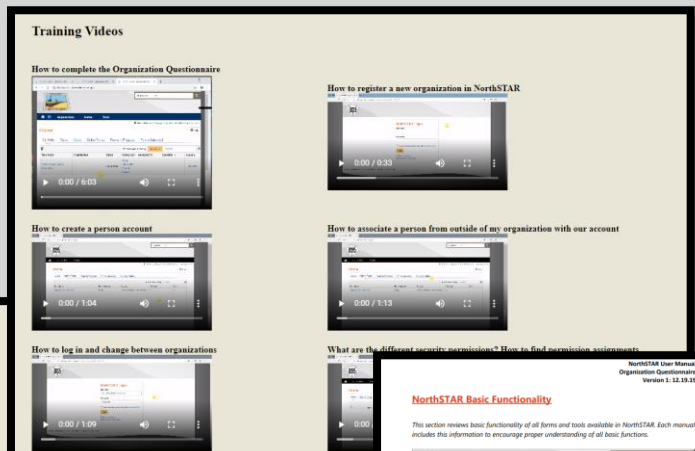
Additional Training Tools:

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 Features Now LIVE

Release 1 & 2 Overview

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

Entity Management ◆ NOW LIVE

- Allows organizations to build an entity profile within the NorthSTAR database. Each organization can review entity information or set up an 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, wells on bond and other information.

General Functions ◆ 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.

Permitting ◆ NOW LIVE

- Submit Application for Permit to Drill (APD) through NorthSTAR. Permitting through NorthSTAR is more transparent for the operator, allowing them to see where the permit is in the review process and any comments received.

Well Management: Completion & Plugging Sundry ◆ NOW LIVE

- Well Management allows the operator to see well details, forms, history, files, permits, and more about a specific well being operated. NorthSTAR allows operators to only see your own organization's information, not the information of all operators in the state. To access well information for other wells you can still use the Subscription services on the Oil and Gas Division website.
- Well Management also includes Completion and Plugging reports (Form 6) and Sundry notices (Form 4).

Transfer of Operatorship ◆ NOW LIVE

- Utilize NorthSTAR to submit the proper documentation and paperwork to complete a transfer of assets. This online form allows 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, requires hard copy documentation and signatures to still be submitted to the Oil and Gas Division for the proper documentation.