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

NorthSTAR NEWSLETTER

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

Welcome:

Thank you for signing up for updates on the new NorthSTAR system upgrade. We are excited to get this tool up and running, but it will take some hard work on behalf of our staff and cooperation from you – the operators of North Dakota. This newsletter will come out monthly with updates to keep you informed of the latest progress on the new NorthSTAR system.

Don't forget to read the operator action items on page 3 to learn more about next steps we will need you to take.
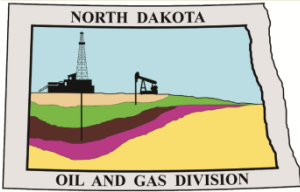
- Katie Haarsager, Public Information Officer

Contents

What is NorthSTAR:

The North Dakota Oil and Gas Division needs to improve the technology used to manage the large amounts of data provided every day by our inspectors and operators. This data is used to achieve our mission of encouraging and promoting the development, production, and utilization of oil and gas in the state.

The current system used by Oil and Gas Division obtains data from operators through a limited number of e-file forms online but primarily through manual data entry received by fillable .pdf forms, XLS files, and in some cases reports completed from the field. Upgrading the way we obtain this data will shorten processing time, improve the quality of data received, and allow for better interaction between Oil and Gas Division staff and Operators submitting forms.

NorthSTAR - an acronym for North Dakota Statewide Tracking and Reporting – will be a cloud based application that users will be able to log into where operators will receive real-time feedback from Oil and Gas Division staff on status of form submissions as well as access to historical data.

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

NorthSTAR NEWSLETTER

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

Operator Action Item:

Assign an Administrator:

Who should be the administrator and what will they do?
The administrator is the gatekeeper to utilizing the NorthSTAR system for the organization. This administrator will have permissions to create users within the database, link users to the organization, and assign permissions to other users within your organization.

The administrator does not have to be the same individual who submits forms or other data to the Oil and Gas Division.

The North Dakota Oil and Gas Division will set up **_at least one_** administrator **_per organizational entity_** as we begin the development of the system. Much like "train-the-trainer" scenarios, this administrator will be set up by the Oil and Gas Division and provided with the permissions and training to be able to establish additional administrators/users moving forward.

How do we register our administrator?
The Oil and Gas Division will only need one administrator to begin per organizational entity. Please ensure that you have confirmed who that person will be prior to setting up the administration account with the Department then follow the steps below:

> **Step 1:** Check to see if you already have an administrator for your company by emailing oilandgasinfo@nd.gov or visiting the Organization Listings link in the Training Materials section of the NorthSTAR webpage (once available).
>
> **Step 2:** If no admin; Submit a Form 2 to the Oil and Gas Division. This will establish your administrator and log in information.

NorthSTAR Project Schedule:

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 1 Oct 2018 – April 2019
Entity Management Bond Management General
◆ On Schedule

Release 1: October 2018 – April 2019

Release 2: May 2019 – December 2019

Release 3: January 2020 – August 2020

Release 4: September 2020 – November 2020

Release 1 Overview

Entity Management   ◆ On Schedule

- This deliverable will allow for organizations to build an entity profile within the NorthSTAR database. Each organization will be able to set up an entity with it's organizational report, contact information, and administrators. Administrators will be able to submit forms and configure permissions for the entity established in the system.

Bond Management   ◆ On Schedule

- Bonding within NorthSTAR will allow for forms 10 and 10A to be accepted electronically. The Form 2 also be able to be submitted online however it will not be approved until the original notarized form is received by the. Review of the bond applications and status of progress will be able to be viewed within the database in real time.

General   ◆ On Schedule

- General features being built out during release 1 will include 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 will make the database more user friendly but more importantly will result in time savings for both the Oil and Gas Division and the operators.

Questions?

Email	oilandgasinfo@nd.gov *Please put "NorthSTAR" in the subject line to ensure the project team receives your questions in a timely manner.*
Phone	701-328-8020

Email: oilandgasinfo@nd.gov • **www.dmr.nd.gov/oilgas/northstar.asp**