NorthSTAR User Manual

Sundry

Table of Contents

		Page
	NorthSTAR Basic Functionality	**3**
	Tour of Home Screen Navigation	
	Search	
	Home	
	Explore Data	
	Forms	
	Maps	
	Alerts	
	Online Forms	
	Forms in Progress	
	Forms Submitted	
	My Organization	
	User Profile	
	Required Information	
	Greyed Out Fields/Dropdown Not Functioning	
	Error Messages	
	Completed Sections	
	Information Tool Tip	
	Picker Grids	
	Advanced Filtering	
	Gear Icon	
	Grid Action	
	Row Action	
	Accordion Screen Function	
	Column Sort	
	Sundry Global Fields and Functions	**8**
Step 1	**Form Information**	
Step 2	**Operator Information**	
Step 3	**Facility Information**	
Step 4	**Sundry Form**	
Step 5	**Document Upload**	
Step 6	**Form Submit**	
Step 7	**Confirmation**	
Step 8	**Review Comments**	
Step 9	**Conditions of Approval/Additional Remarks**	
Step 10	**Review**	

NorthSTAR Basic Functionality

This section reviews basic functionality of all forms and tools available in NorthSTAR. Each manual includes this information to encourage proper understanding of all basic functions.

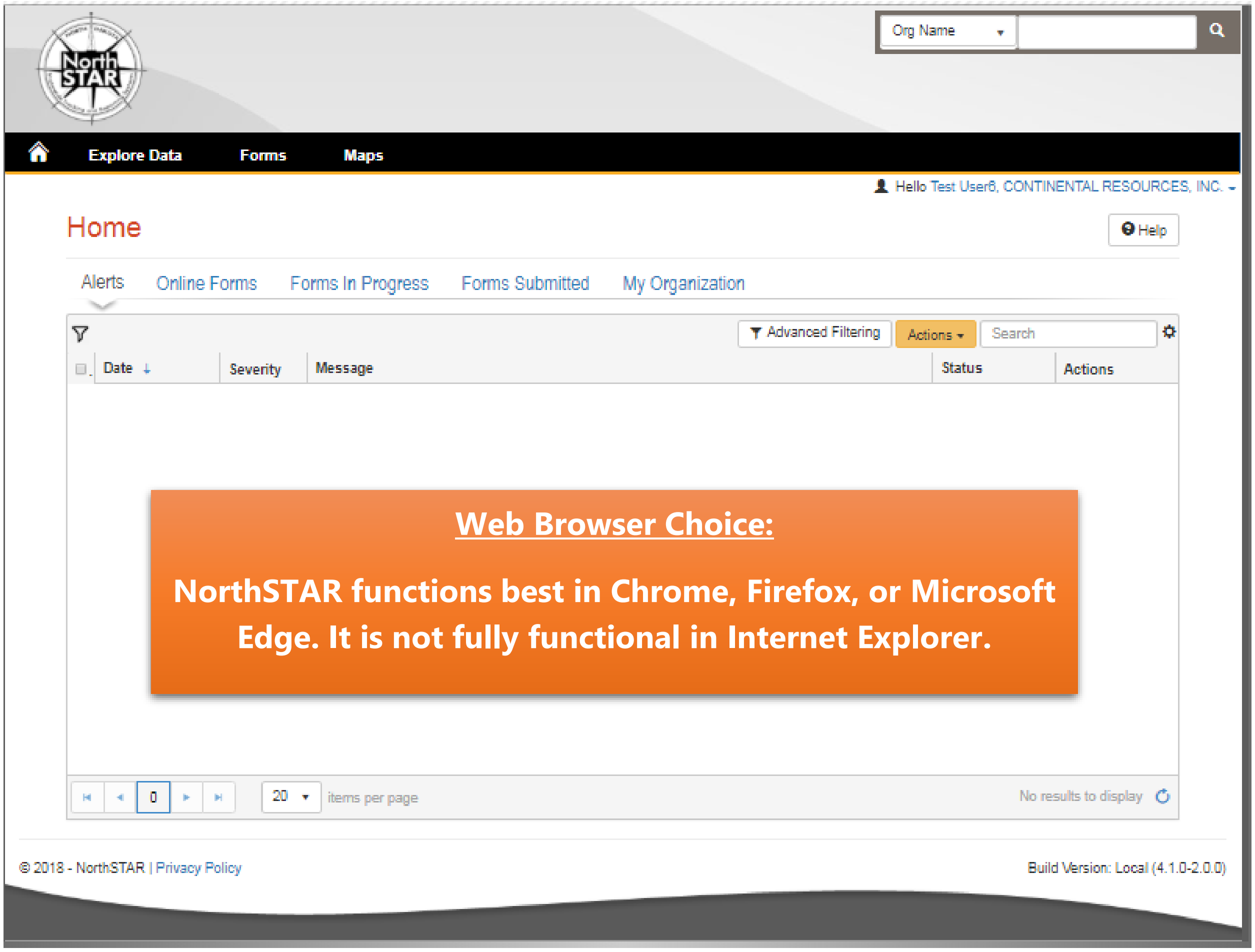


***Figure 1:* NorthSTAR Homepage**

Tour of Home Screen Navigation – Once logged in; every operator will see the home screen (Figure 1) when logged into NorthSTAR:

Search - A quick search bar is available on your homepage in the upper right-hand corner. This search will apply to which ever selection was made in the dropdown menu to include: Organization Name, API, File Number, Bond Number, Last Name or First Name.

Home – Selecting the home image resets your browser window to the homepage; which will always open to Alerts.

Explore Data – Allows you to view data and information that you have entered or submitted through NorthSTAR. You can only view information under the organization that you are logged into.

Forms – Selecting "Forms" and then "Online Forms" will populate a grid listing all forms that you have security permissions to submit.

Maps – This will navigate over to the North Dakota Oil and Gas Division's GIS Map Server.

Alerts – Alerts will show here for any actions that have been taken related to a form you have submitted or someone in your workgroup has submitted noting that the form has been approved, declined, or returned to you with edits needed.

Online Forms – This will show a listing of all forms that are available for you to submit based on your security permissions.

Forms in Progress – This page will show all forms in progress under your organization that you have security permissions to view. Forms in this section are still available to edit or duplicate as they have not been submitted to the ND Oil and Gas Division yet. Note that forms in progress may have a default filter set to only view "Drafts" – Should you be looking for a form with a status of "Returned" or "Declined" you will need to clear/reset the filter to see all forms.

Forms Submitted – This page will show all forms that have been submitted to the ND Oil and Gas Division for review or decision. Forms in this section will not be available to edit or duplicate unless you request it to be returned. Check the advanced filters to ensure no default filter has been set in place if you are unable to find a specific form. You will only be able to view forms that you or your workgroup have submitted.

My Organization – This page will take you to the Organization Detail page for the organization you are currently logged in under. If you submit data for multiple entities you will need to log out, and log in again selecting the organization that you plan to submit data for.

User Profile – The User Profile line displays the current user logged in and the corresponding company associated with the user.

Required Information – Will be denoted by a red asterisk (*). The applicant is encouraged however to complete as many fields as possible. If there are sections you believe should be required or are unsure of what to enter contact the North Dakota Oil and Gas Division (701-328-8020). **Fields in orange show required entry.**

Greyed Out Fields/Dropdown Not Functioning – Fields that are greyed out or where the dropdown does not function are for portions of the form that the North Dakota Oil and Gas Division staff will populate once the form is submitted. In the case of Transfers, it is because another entity will need to log in and populate that information.

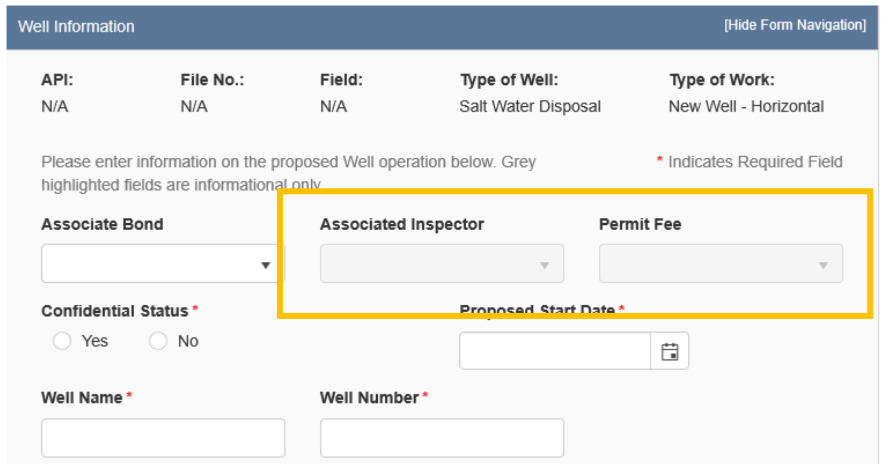


Figure 2: ***Image of Greyed out fields outlined in yellow.***

Error Messages – You will receive an error message at the top of the page if information was missed or entered incorrectly. These messages are hyperlinked and will take you directly to the portion of the page once clicked. You may also receive an error message in the form of a red letter "X" next to the step you have completed under "Form Navigation". This indicates information was entered incorrectly or information is missing from this section. Go back and correct the information to clear the error. You will not be able to submit the form until all mandatory sections and fields are completed adequately.

Completed Sections - When all fields and sections have been completed adequately, a green check mark " " will appear by each section under the "Form Navigation" banner. This will indicate that you may submit the application. Note that you *must* click the "Submit" button in order to properly complete a form.

Information Tool Tip – As shown in Figure 3 on the right, clicking on a tool tip will provide you with more information, entry tips, or other guidance on what is required for the selected field.

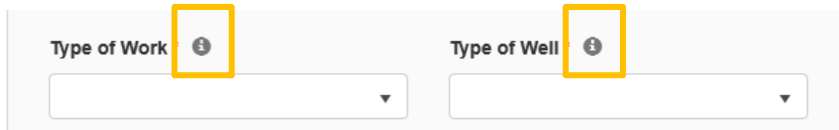


Figure 3: ***Information tool tip outlined in yellow.***

Picker Grids – Some forms require that you select wells from a grid and associate them with the form as shown in Figure 4 on the right. You can do this by searching for the well in the top grid (Step 1.). Select the wells you would like to include (Step 2.). Use the down arrow to drop selected wells into the form (Step 3.). Reverse these steps if you have selected the incorrect well to remove the well from the form.

Advanced Filtering – The advanced filtering feature (Figure 4 - Step 1.) will show up in many locations in NorthSTAR such as forms in progress, finding wells, filtering wellbore information and anywhere else there is a table with the advanced filtering option. ***TIP: Always open and select "Advanced Filtering" to see if any filters have been set as a default - specifically when viewing "Forms in Progress" or "Forms Submitted".***
Once open, any column can be filtered by typing all or portions of text into the filter box. Select the filter icon " "to choose whether you would like the filter to be: equal to, not equal to, starts with, contains, does not contain, ends with, is null, it not null, is empty, is not empty, has no value, or has value.

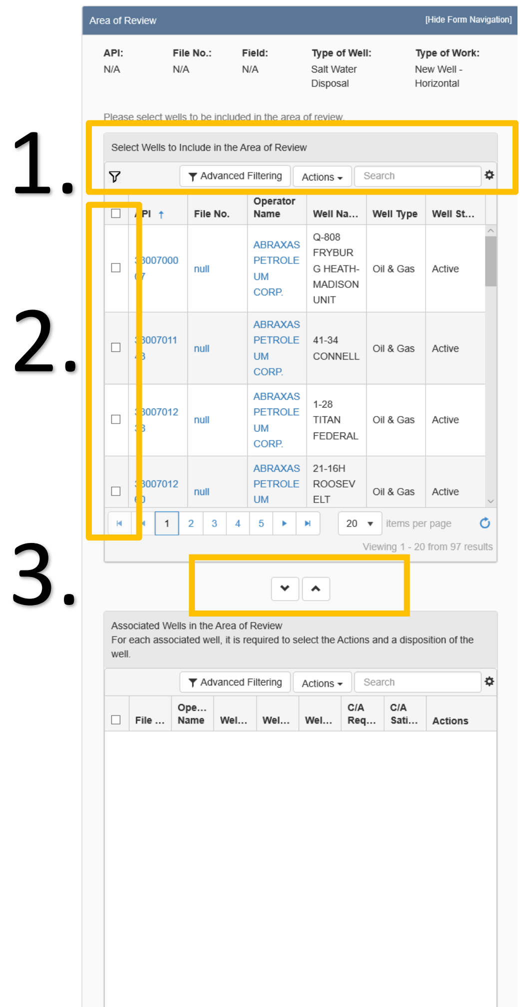


Figure 4: ***Picker Grid Guide showing advanced filtering (1), selection of wells (2), and selection arrows (3).***

Gear Icon - The gear icon is located at the top of each grid. This icon allows the user to select/deselect the visible columns in the specific grid as shown in Figure 5. ***TIP: The table text does not shrink to fit, the more columns chosen the more difficult it may be to read. If needed, use the export function to see the full information details of all the columns.***

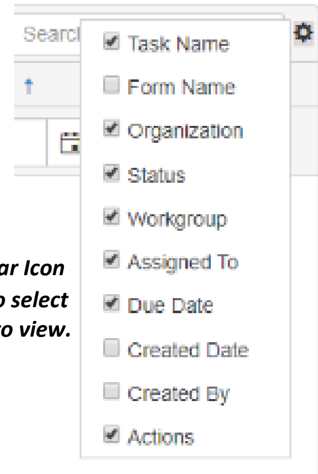


Figure 5: ***Gear Icon showing how to select more columns to view.***

Grid Action – The "Actions" dropdown menu is located on the top of each grid (Figure 6 - Step 1). Actions selected will affect all information in the grid below. Typical actions available would be; edit, add a person, export to excel, export to pdf, and many other options depending on the grid. If exporting to excel or pdf: all information possible will be exported and you will need to re-filter the information once in excel.

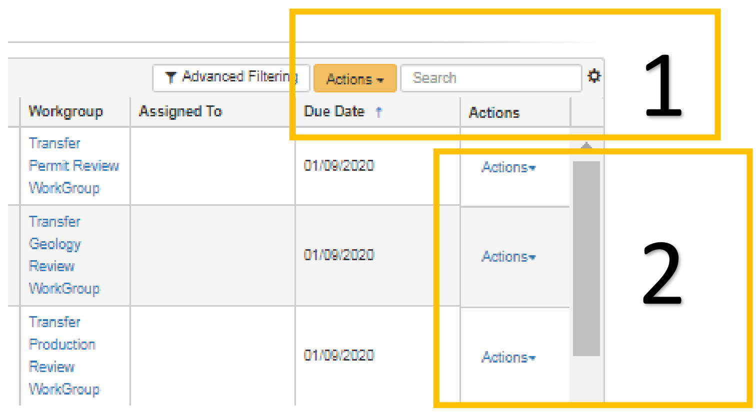


Figure 6: ***Sample of what Grid Action vs Row Action looks like.***

Row Action – Row actions allow the user to modify information in a specific row without impacting the entire grid. Once you have added a line of information into the grid and need to edit or take action, select "Actions" next to the desired row as shown above in Figure 6 (Step 2).

Accordion Screen Function – If you see a small arrow on any heading bar (Figure 7) this will allow you to open and close sections of the form to streamline the visible information. Click the arrow to open or close the section.

Figure 7: ***Image of Accordion Screen Function***

Column Sort - Each colum in a grid can be sorted in alphabetical order, A-Z or Z-A, or can be sorted in ascending to descending order by clicking on the column header.

Sundry: Global Fields and Functions

This section outlines the functions and usage of the pages that are common in all sundry types regardless of work type, and data input sections that are common in multiple work types.

Security Permissions

Access to submit a sundry is only available to those with the below security permissions.

- **NorthSTAR Admin** – Ability to Create, Read, Update, and Delete
- **External Sundry Manager** – Ability to Create, Read, Update, and Delete
- **External Sundry Submitter** – Ability to Create, Read, Update
- **External Sundry Read Only** – Ability to Read

The NorthSTAR Admin is the only person who can view or edit security permissions.
To view Security Permissions:

- *Click on My Organization*
- *Click on Associated People*
- *Click on the hyperlinked name of the person you would like to review*
- *Click on Summary*
- *Click on Security*
- *Check permissions that apply and click Save*

TIP: Users with security permissions for a specific NorthSTAR form will be able to - at a minimum - read all forms in progress or submitted of that specific form type if they are affiliated with the Organization the form is being submitted under.

Step 1: Form Information

The Form Information page is used to collect organization, facility, sundry type, work category, work type, and a brief description of what the sundry is being submitted for.

Fields and Functions:

Form Name: Will default to the form you have selected in NorthSTAR.

Organization: Select the name of the Organization the sundry applies to.

Facility Type: Select the type of facility the sundry applies to. *Note: More options will become available as NorthSTAR releases progress. Initially only the "Well" facility type will be available.*

Sundry Type:

Intent to Perform Work: Used to notify the Oil and Gas Division that there is an intent to perform work on the facility in the future. This type of work does not need the Oil and Gas Division's approval.

Request to Perform Work: Used to request permission from the Oil and Gas Division to perform work on a facility.

Notification of Work Performed: Used to notify the Oil and Gas Division of work that has been completed on a facility.

Request for Consideration/Waiver: Used to request a waiver for an Oil and Gas Division rule or policy, or request permission to perform well work/operations in a manner outside common rules or policies.

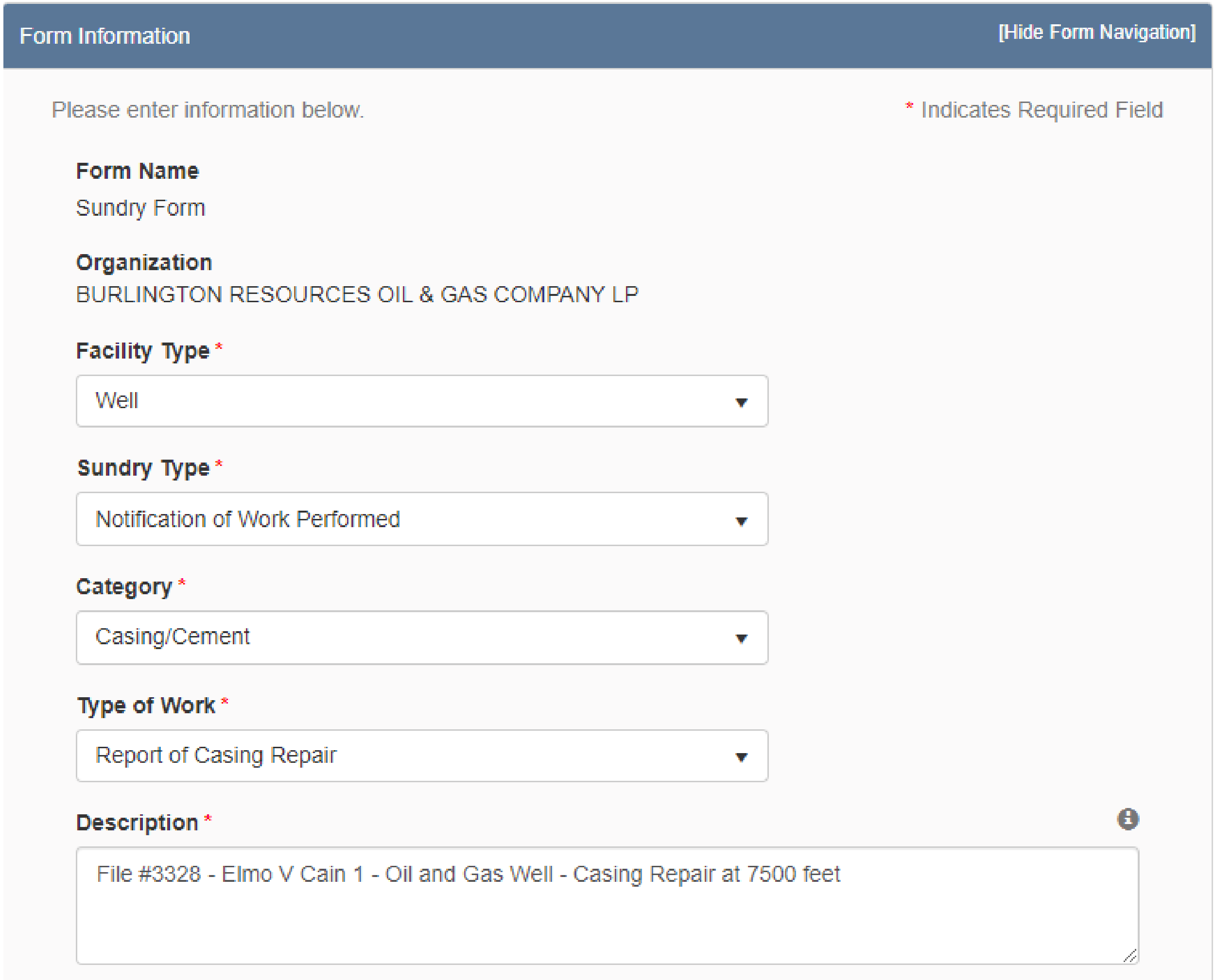
Supplemental Information: Used to submit supplemental information on a facility.

Category: The following work categories are available:

Casing / cement
Environmental
Logs & Testing
UIC
Well Operations
Well Information

Type of Work: See the matrix on page starting on page 11 of this manual for Type of Work being done to the facility.

Description: A short description of the type of sundry. Include the NDIC File Number - well name – well type – and description in the Sundry description box under Form Information. This will make searching for your Sundry simpler in NorthSTAR.


Form Information [Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Sundry Form

Organization
BURLINGTON RESOURCES OIL & GAS COMPANY LP

Facility Type *
Well

Sundry Type *
Notification of Work Performed

Category *
Casing/Cement

Type of Work *
Report of Casing Repair

Description *
File #3328 - Elmo V Cain 1 - Oil and Gas Well - Casing Repair at 7500 feet

The Form Information section

TIP: Include the NDIC File Number - well name – well type – and description in the Sundry description box under Form Information. This will make searching for your Sundry simpler in NorthSTAR.

Sundry Type of Work Matrix

The matrix below outlines the relations between categories, sundry types, and types of work.

Category	Sundry Type	Type of Work
Casing / Cement	**Notification of Work Performed**	Report Alternative Cementing Operation
		Report Casing Changes
		Report of Casing Repair
		Report Liner Run or Extended
		Report Remedial Cement Work
		Report Top Job on Surface Casing
	Intent to Perform Work	Intent to Run/Extend Liner
		Liner Repair
	Request to Perform Work	Intent to Repair Casing
		Request to Perform Remedial Cement Work
		Request to Repair Casing
	Supplemental Information	Report Pressure on Casing Annulus
	Request for Consideration / Waiver	Request to Manage Casing Pressure
		Request to Revise Casing/Cementing Plan
		Tubing/Packer Waiver
		Request to Monitor Annulus

Category	Sundry Type	Type of Work
Logs & Testing	**Notification of Work Performed**	Report Casing Integrity Testing
	Intent to Perform Work	Intent to Drill Pilot Hole and/or Cut Core
		Intent to Run Log/Logs
	Supplemental Information	Fluid Analysis
		Report of Lost Radioactive Source
		Submit Other Report

	Request for Consideration/Waiver	Core Submittal Extension
		Drill Cutting Samples Waiver
		Intent for No On-site Mud Logging
		Open Hole Log Waiver
		Request to Retain Core
		Request Variance/Waiver (Generic)

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

Category	Sundry Type	Type of Work
Well Operations	**Notification of Work Performed**	Production Method Changed
		Report of Additional Perforations in Same Pool
		Report of Refrac
		Returned to Production
		Spud Date
		Subsequent Report of TA Well
		Subsequent Report of Wellbore Commingling
		Well Status Update
	Intent to Perform Work	Intent to Commingle in the Wellbore
		Intent to Plug back Well
		Intent to Refrac Well
		Intent to Return to Production
		Intent to Workover
		Shut-in for Offset Frac
		Water Pre-fill
	Request to Perform Work	Intent to TA well
		Request to Add Perfs Same Pool
		Request to Plug and Abandon Well
		Request to Proceed with Completion
		Request to Return Well to Production
	Request for Consideration / Waiver	Berm Waiver Request
		Change in Completion Method
		Dike Waiver
		Filter Sock Container Waiver
		SOD extension (Operator Use)
		SOD extension (Internal Use)
		Suspension of Drilling
		Temporary Abandon Extension

Category	Sundry Type	Type of Work
Well Information	**Intent to Perform Work**	Permit Cancellation
		Suspension of Permit
	Supplemental Information	Report of Information Not Available
		Report Well Status/Condition
		Satisfy Compliance with NDIC Order
		Submit Revised/Corrected Information
	Request to Perform Work	Permit Renewal
	Request for Consideration / Waiver	Change in Confidential Status
		Intent Pilot Project
		Permit Cancellation By Operator
		Request for Re-evaluation/Reconsideration
		Request for Variance/Waiver to Rule or Policy
		Well Name Change

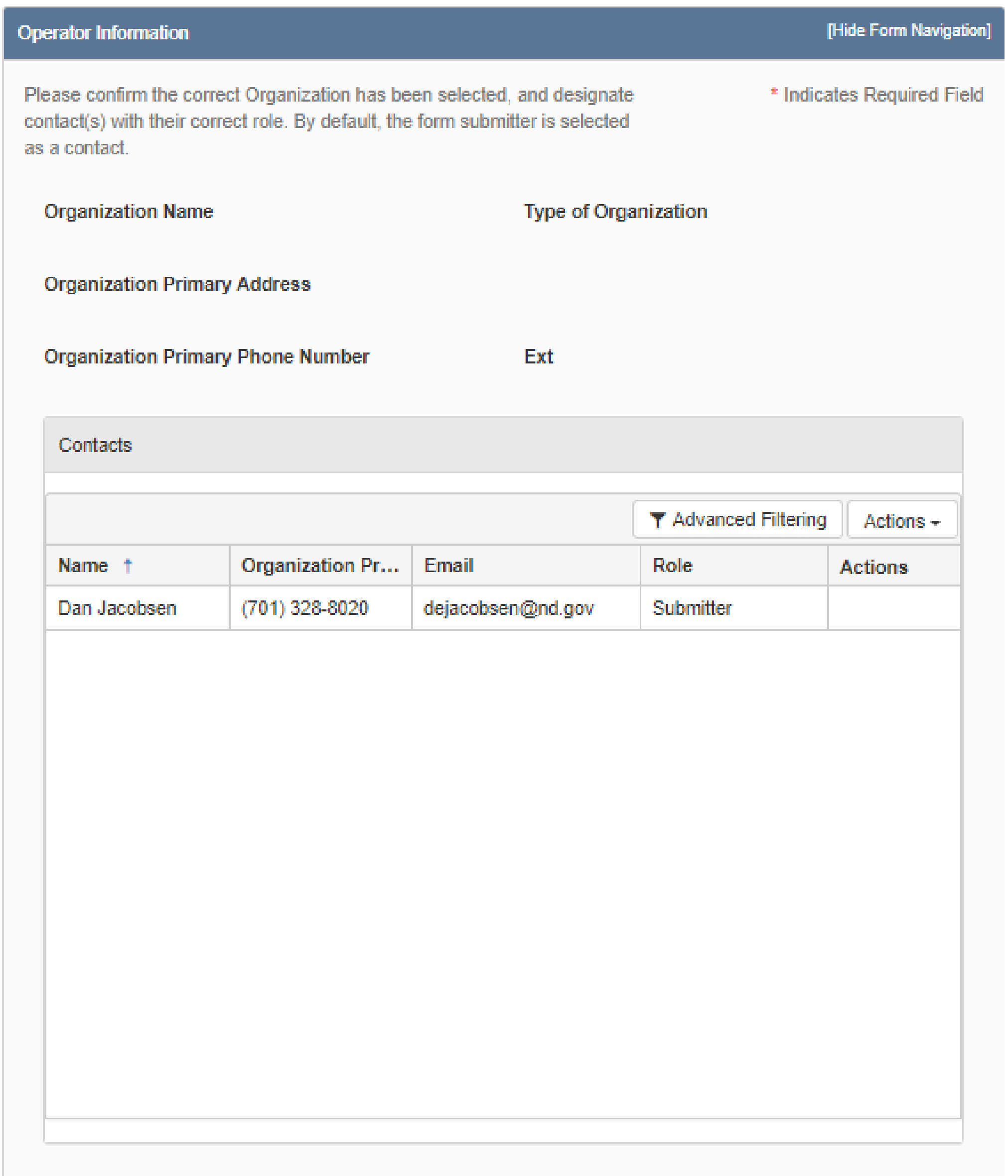
Category	Sundry Type	Type of Work
Environmental	**Notification of Work Performed**	Interim Reclaim
		Location Stabilization
		Location was Reclaimed
		Pit was Reclaimed
		Remediation project
	Intent to Perform Work	Fresh Water Pool
	Request to Perform Work	Request for Remediation Project
		Request to Construct Remote Pit
		Request to Reclaim Location
	Supplemental Information	Spill Prevention Plan
	Request for Consideration / Waiver	Waiver for Site Reclamation

Step 2: Operator Information

The Operator Information page is used to designate contacts for the sundry.

By default, the person who is logged in and summiting the sundry will be displayed in the "Contacts" grid. By clicking the "Actions" button and selecting "Add Contact", additional contacts can be associated with the sundry.

Review the operator information displayed at the top of the form to ensure the correct organization has been selected.



Operator Information [Hide Form Navigation]

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the form submitter is selected as a contact.

* Indicates Required Field

Organization Name

Type of Organization

Organization Primary Address

Organization Primary Phone Number

Ext

Contacts

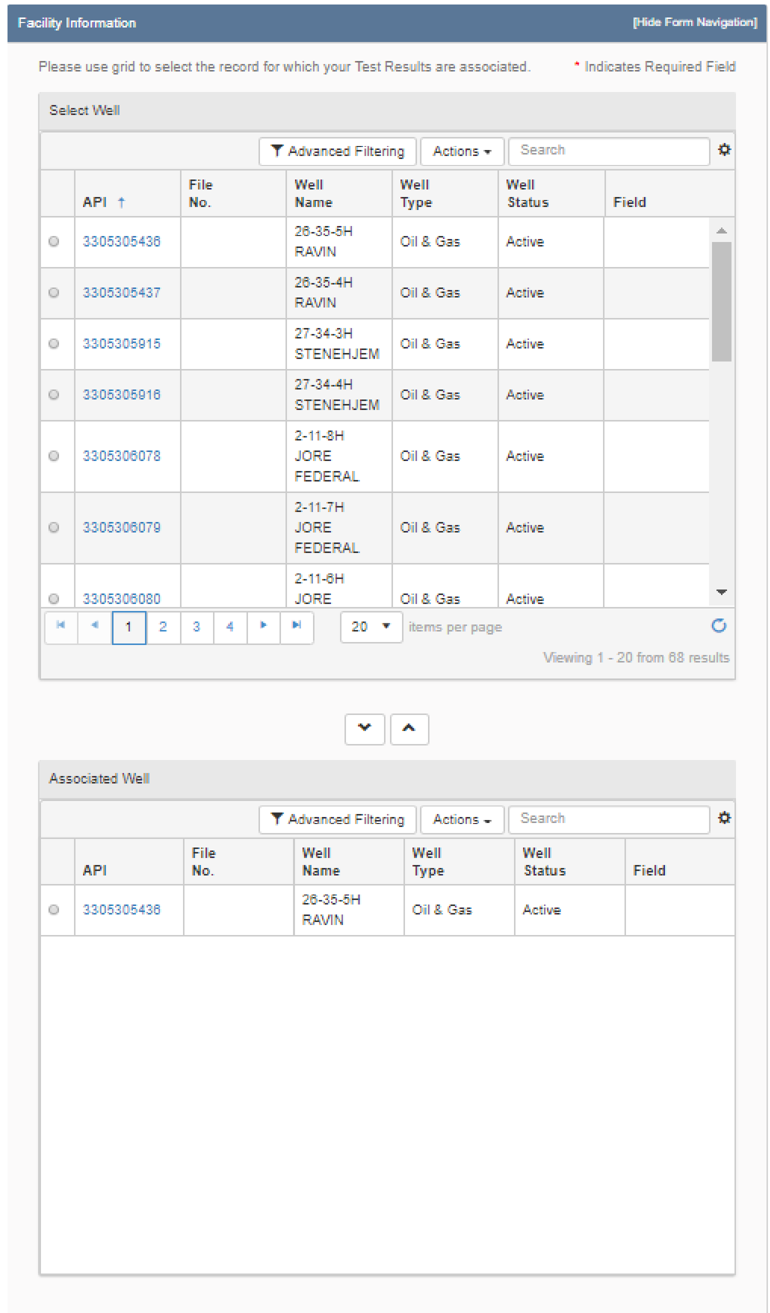
Advanced Filtering | Actions

Name	Organization Pr...	Email	Role	Actions
Dan Jacobsen	(701) 328-8020	dejacobsen@nd.gov	Submitter	

Step 3: Facility Information

The Facility Information grid is used to select the facility that the sundry applies to. The grid will pre-populate with facilities that are associated with the operator. Sundries can only be submitted for one facility.

Select the facility the sundry applies to in the "Select Well" grid, ***click the down arrow beneath the grid****, and the selected facility will display in the "Associated Well" grid.*



The Facility Information section with one well selected

Step 4: Sundry Form

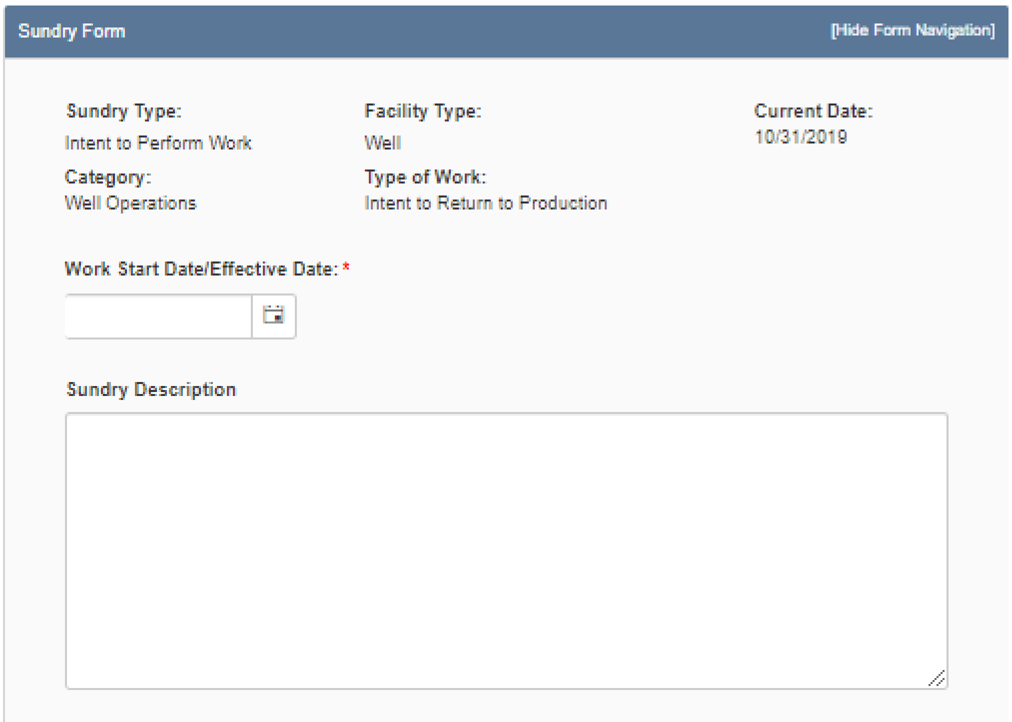
Step 4 of the sundry form is where the details of the work, waiver, request, etc. are inputted. Step 4 will look different depending on the facility type, sundry type, category, and type of work that you selected during Step 1 of the Sundry. However, included below are screenshots of more common or difficult sundry types.

Fields and Functions:

Work Date: Date work was completed.
Work Start Date: Date the work is projected to begin.
Sundry Description: A more detailed description of the type of work being done.

Example 1: Intent to Perform Work – Well Operations – Intent to Return to Production

When a sundry is requesting or reporting work that will impact the wellbore you may receive the below grids in step 4. Use the "Grid Actions" or "Row Actions" to add or modify any of the wellbore details.



Example 2: Request for Consideration/Waiver – Logs & Testing – Open Hole Log Waiver

When requesting an Open Hole Log Waiver all details will auto populate. However, you will need to edit the applicable information in the Sundry Description as highlighted below.

Sundry Form [Hide Form Navigation]

Sundry Type:
Request for Consideration/Waiver

Facility Type:
Well

Current Date:
12/19/2019

Category:
Logs & Testing

Type of Work:
Open Hole Log Waiver

Proceed to Sundry Comments Section to enter any comments related to request for waiver, intent to perform work or work performed.

Sundry Description

Operator is requesting to waive the requirement for open hole logs on the subject well,under NDIC Rule 43-02-03-31 concerning well logging operations.
The offsetting well; [Well Name (NDIC File #)] is within a mile of the proposed [Well Name], and [will have/has] open logs [ran/run] on it sufficient to establish formation tops for the well.
There will be a GR-CBL ran from TD to ground level.

Example 3: Request to Perform Work – UIC – Request to Repair or Intent to Workover

When a sundry is requesting or reporting work that will impact the wellbore you may receive the below grids in step 4. Use the "Grid Actions" or "Row Actions" to add or modify any of the wellbore details.

See NorthSTAR User Manual – *"APD Addendum: Wellbore"*

Example 4: Intent to Perform Work – Well Operations – Intent to Plug Back Well

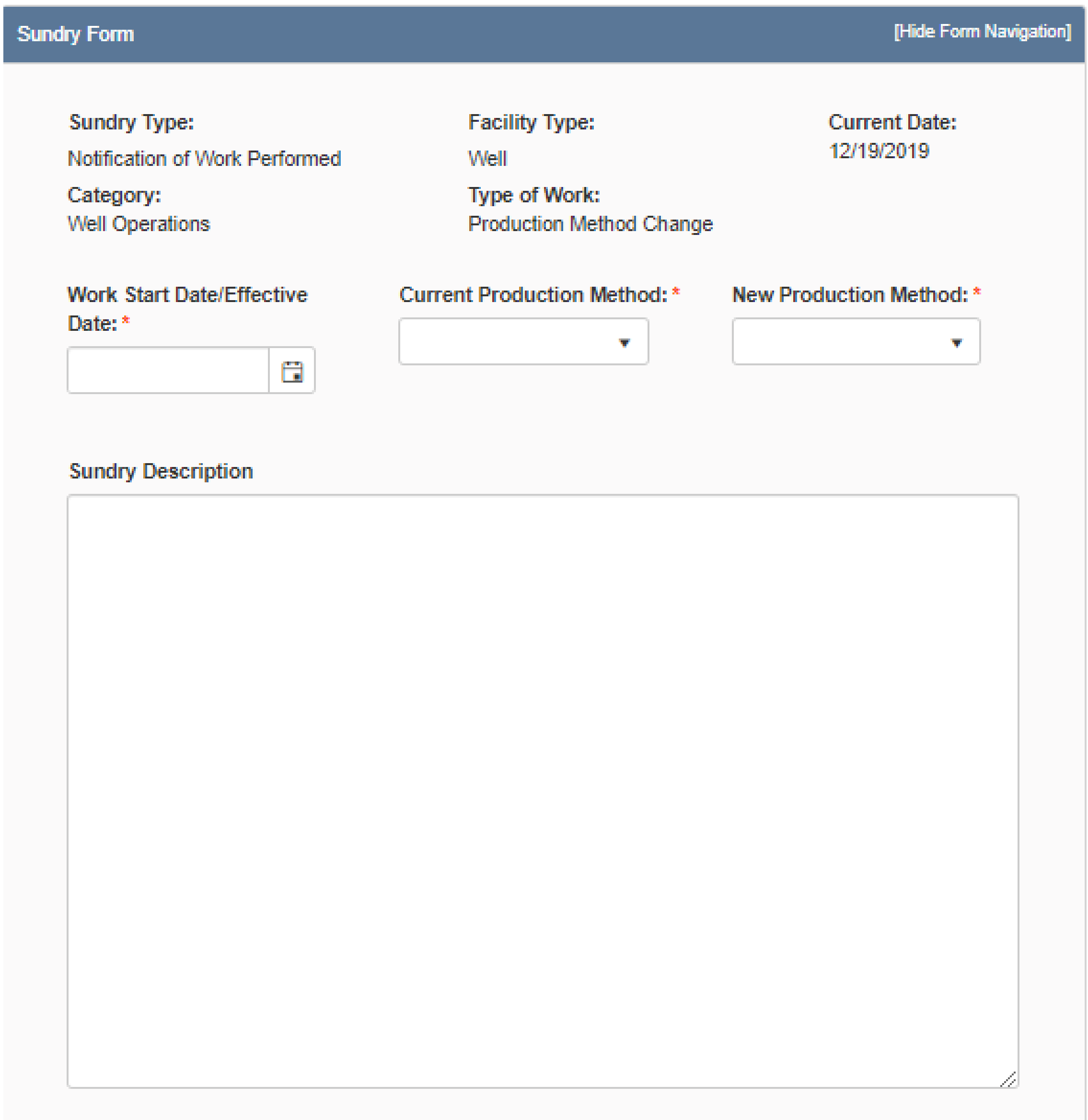
When a sundry is requesting or reporting work that will impact the wellbore you may receive the below grids in step 4. Use the "Grid Actions" or "Row Actions" to add or modify any of the wellbore details.

See NorthSTAR User Manual – "APD Addendum: Wellbore"

Example 5: Notification of Work Performed – Well Operations – Production Method Changed

When notifying the Division of a production method changed populate all required information below:

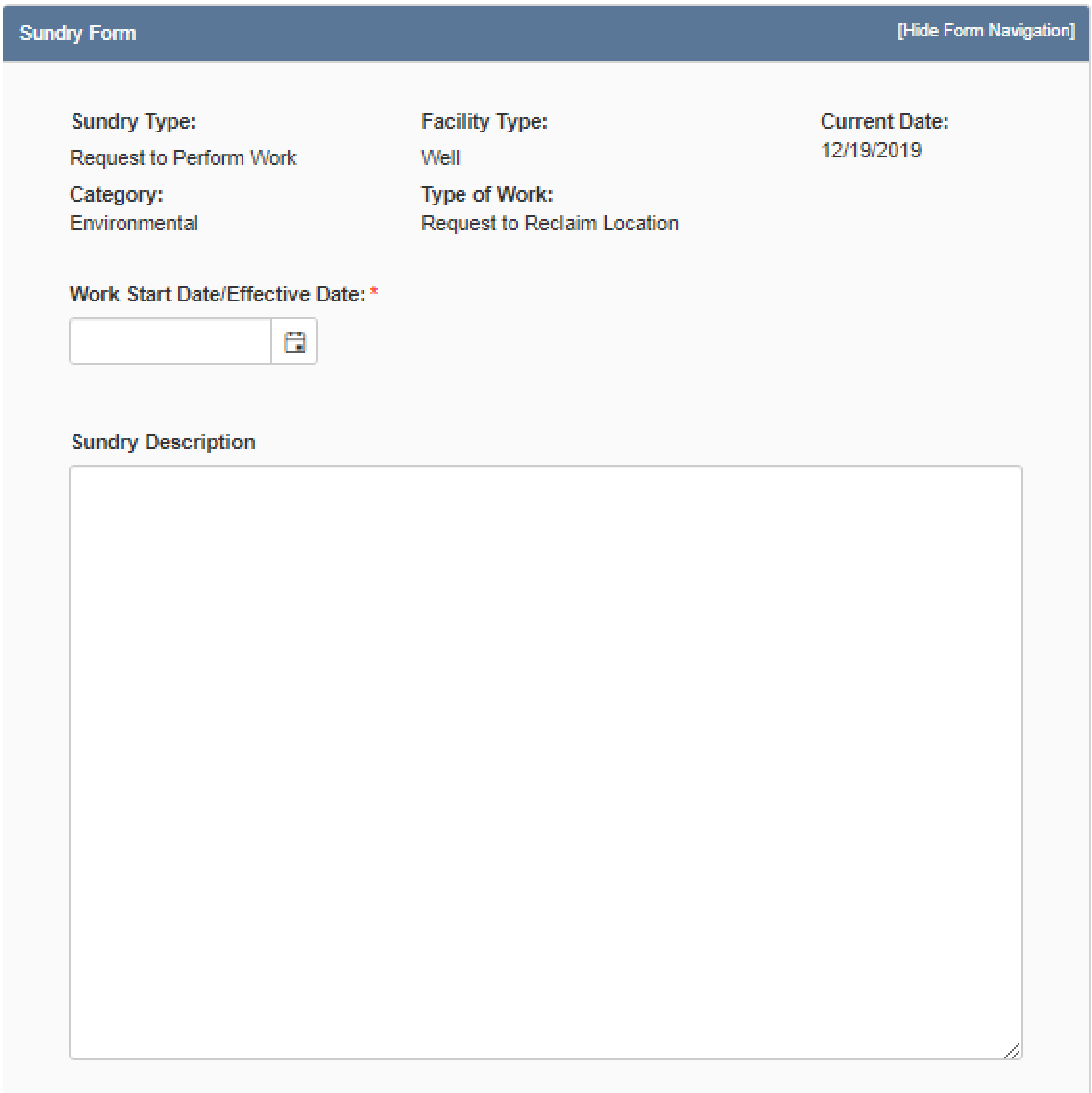
Work Start Date: Date the work is projected to begin.
Current Production Method: Choose from jet pump, artificial lift, gas lift, or flowing.
New Production Method: Choose from jet pump, artificial lift, gas lift, or flowing.



Example 6: Request to Perform Work – Environmental – Request to Reclaim Location

When notifying the Division of a production method changed populate all required information below:

> **Work Start Date:** Date the work is projected to begin.
> **Sundry Description:** Enter all applicable detail about the request to reclaim the site.


Sundry Form [Hide Form Navigation]

Sundry Type: Request to Perform Work
Facility Type: Well
Current Date: 12/19/2019
Category: Environmental
Type of Work: Request to Reclaim Location

Work Start Date/Effective Date: *

Sundry Description

Step 5: Document Upload

Used to upload documents applicable to the work being done, documents to support a request for waiver, etc.

Document Types Accepted: PDFs, TIFFs, JPEGs, GIFs, PNGs, etc.

TIP: We prefer no .zip files and all documents are ideally submitted in in .pdf format.

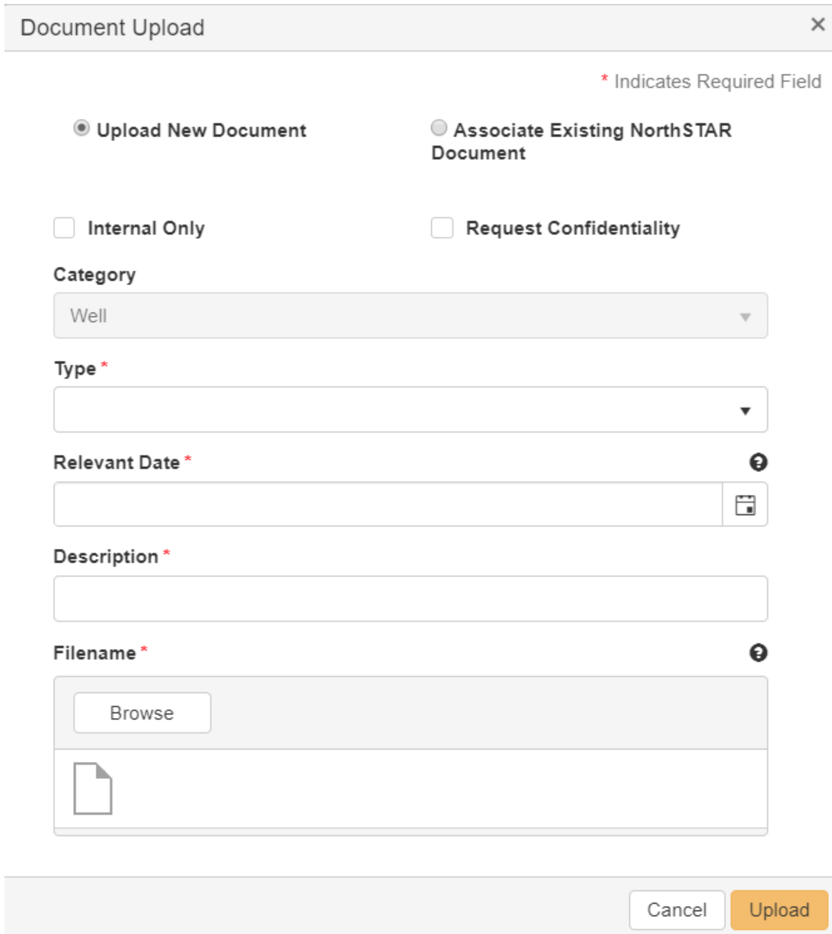
Attaching a New Document:
**As a general guideline separate documents and upload them individually for easer navigation post submittal.

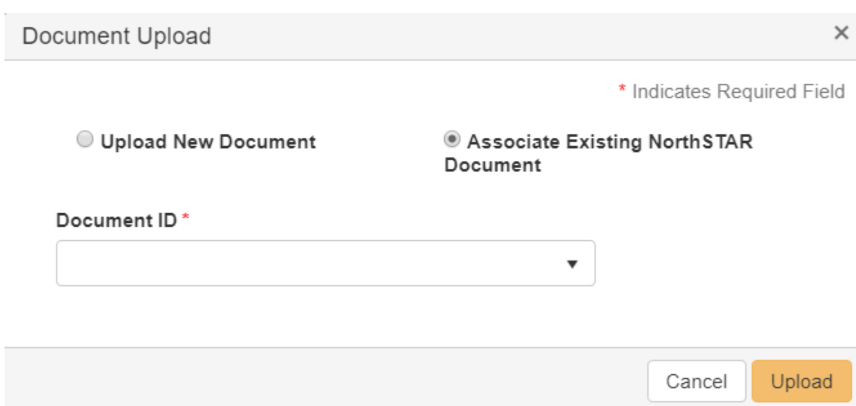
1. At the top of the grid, click the “Actions” button and select “Add New”.
2. Click the circle by the “Upload New Document” statement for new attachments.
3. Choose to either have the attachments marked “Internal Only” or “Request Confidentiality” or both by clicking the box next to either statement.
4. Type: From the pull-down menu, you may choose from an assortment of document types listed below:
    - Affidavit of Mailing - Land Owner Notification
    - Affidavit of Mailing - Operator Notification
    - Anti Collision Report
    - AOR Map
    - AOR Well Review
    - AOR: Land Ownership Legal Description
    - APD- Attachments
    - APD- UIC Attachments
    - Approach Permit or Statement
    - Best management practices letter
    - Casing and Cement Detail
    - Class 6 Attachment
    - Completion Procedure
    - Completion Schematic
    - Conversion Procedure
    - Corrective Action Statement
    - Drilling Procedure
    - Existing Wellbore Schematic
    - Facility Diagram
    - Freshwater well Sample Analysis

  - Gas Capture Plan
  - Gas Storage Attachment
  - Geologic Prognosis
  - Geo-Technical Report
  - H2S Stress Cracking Analysis
  - Injection Fluid Source List
  - Injection Plan
  - Internal NDIC Documentation
  - Land Owner Notification – Letter
  - NDIC Permit Policy Compliance Documentation
  - Operator Notification Letter
  - Plats
  - Plugging Procedure
  - Procedure
  - Proposed Survey Plot and Plan
  - Proposed Wellbore Schematic
  - Representative Injection Fluid Sample Analysis
  - Requested/Required Affidavit
  - Shoe Detail Schematic
  - Site Schematic
  - Slurry Fracture Injection Attachment
  - Sundry Attachment
  - Traffic Flow Diagram
5. Relevant Date: Input the date of the submittal of the application.
6. Description: Input any additional description for the attachment.
7. Filename (Attaches the document):
   - First, click the "Browse" in order to navigate to the desired attachment.
   - Next, click the desired attachment inside the pop-up window.
   - Then, click the "Open" button.
   - Wait for the attachment to download.
   - Lastly, click the "Upload" button in the "Document Upload" pop-up window.
8. Once all attachments have been uploaded, click "Save" at the bottom of the page.

Attaching a document Existing in NorthSTAR

1. Click the circle by the "Associate Existing NorthSTAR Document" in order to utilize attachments that have been stored in NorthSTAR.
2. Document ID: From the pull-down menu, choose the appropriate attachment to upload.
3. Click "Upload".
4. Once all attachments have been uploaded, click "Save" at the bottom of the page.


Document Upload
* Indicates Required Field
Upload New Document
Associate Existing NorthSTAR Document
Internal Only
Request Confidentiality
Category
Well
Type *
Relevant Date *
Description *
Filename *
Browse
Cancel
Upload


Document Upload
* Indicates Required Field
Upload New Document
Associate Existing NorthSTAR Document
Document ID *
Cancel
Upload

Document Upload [Hide Form Navigation]

API:	File No.:	Field:	Type of Well:	Type of Work:
N/A	N/A	N/A	Oil & Gas	New Well - Horizontal

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering | Actions | Search

Upload Date	Uploaded By	Type	Description	Filename	Actions
11/08/2019	ExtOp1 APDManager	Gas Capture Plan	GCP	GCP.pdf	Actions
11/08/2019	ExtOp1 APDManager	Well Completion or Plugging Snapshot	Shoe Detail	Shoe Detail.pdf	Actions
11/08/2019	ExtOp1 APDManager	Completion Schematic	Completion Schematic	Shoe Schematic.pdf	Actions
11/08/2019	ExtOp1 APDManager	Plats 1) - Well loc plat	Well Location Plat	Well Plot.pdf	Actions
11/08/2019	ExtOp1 APDManager	Plats 3) - Cut & Fill Schematic	Spoil Balance and Xsections	Spoil Balance and Xsections.pdf	Actions
11/08/2019	ExtOp1 APDManager	Plats 4) - Topo Maps	Location Maps	Location Maps.pdf	Actions

Comments

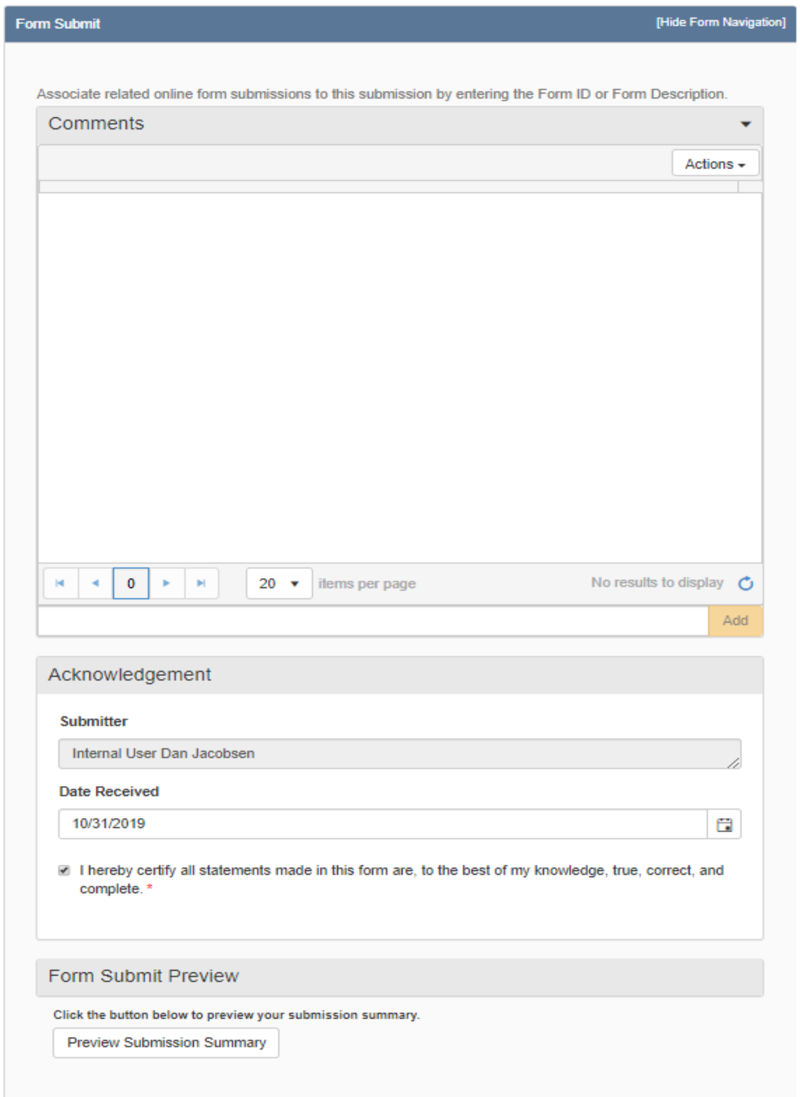
Add

Back | Next | Save

Step 6: Form Submit

Sundry form submittal to the Oil and Gas Division.

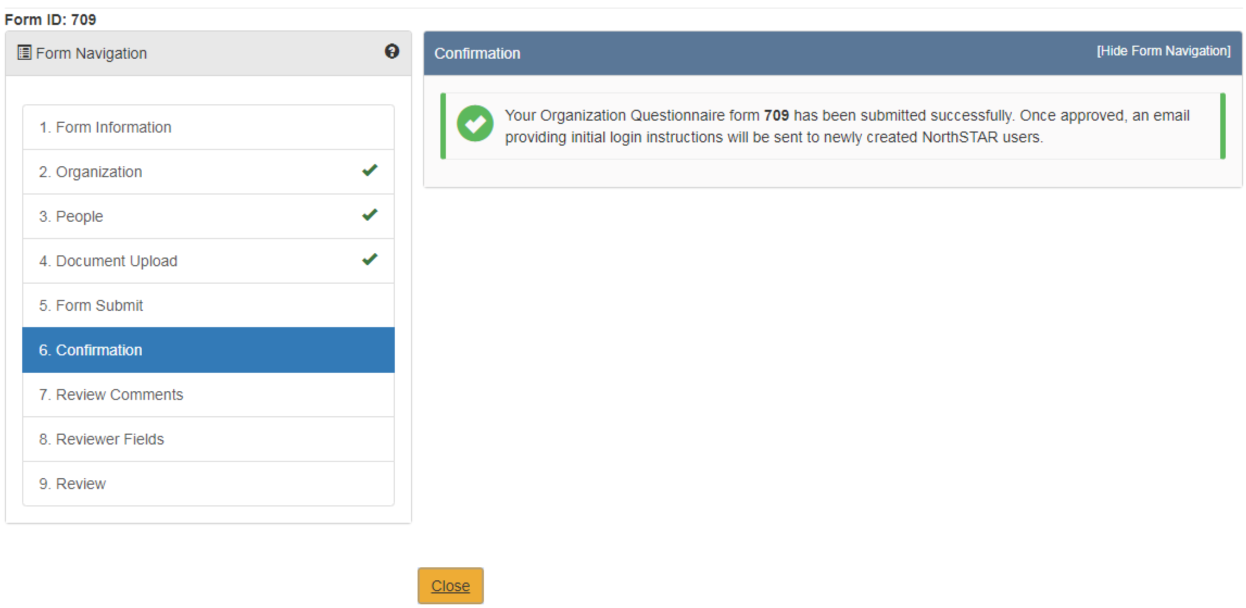
*Click the checkbox next to the statement "I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete." Click "Preview Submission Summary" to review the form, and then **click "Submit".***



The Form Submit Section

Step 7: Confirmation

*Once submitted you will be taken to the "Confirmation" page which will indicate the for was successfully submitted or will indicate an error if there was a problem with the submission. Your form will be assigned a number that will be shown in **BOLD** text.*



Step 8: Review Comments

This information is to be completed by internal Oil & Gas Division Staff.

Step 9: Conditions of Approval/Additional Remarks

This information is to be completed by internal Oil & Gas Division Staff.

Step 10: Review

This information is to be completed by internal Oil & Gas Division Staff.