UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT

BSEE NTL No. 2013-N01 Effective Date: March 8, 2013

NATIONAL NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, SULPHUR, AND OTHER MINERAL LEASES, OUTER CONTINENTAL SHELF

Reimbursement for Providing Meals, Quarters, and Transportation to BSEE Representatives

Purpose

This Notice to Lessees and Operators (NTL) provides you with specific instructions for requesting reimbursement when you provide meals, quarters, and transportation to Bureau of Safety and Environmental Enforcement (BSEE) representatives inspecting your lease facilities and operations.

Current regulations authorize you to request and receive such reimbursements in general terms. This NTL clarifies how to request reimbursement.

Authority

Reimbursement of expenses related to inspections of oil, gas, and sulphur facilities and operations are covered under 30 CFR 250.133.

Reimbursement Instructions

You are expected to submit reimbursement requests for any transportation, meals, or quarters provided to an inspector. The BSEE will reimburse you for:

- actual costs incurred for providing transportation for BSEE representatives inspecting lease facilities and operations; and/or
- actual costs incurred as a result of providing meals and quarters during a BSEE representative's stay.

To request reimbursement under 30 CFR 250.133, submit an invoice to the BSEE Office of Offshore Regulatory Programs within 90 days of an inspection of oil, gas, and sulphur operations. Make sure that the invoice identifies the name of the person(s) conducting the inspection; the date(s); what you provided (meal, quarters, and/or transportation); the type of meal(s) provided (specify breakfast, lunch, and/or dinner); and costs for providing meal(s), quarters, and/or transportation. Provide verification of the meals you provided to the BSEE representative, such as a meal log with the inspector's signature.

Mail the invoice to the following address:

Deputy Chief, Office of Offshore Regulatory Programs
Bureau of Safety and Environmental Enforcement
381 Elden Street
HE-3314
Herndon, VA 20170-4817

Guidance Document Statement

The BSEE issues NTLs as guidance documents in accordance with 30 CFR 250.103 to clarify or provide more detail about certain BSEE regulatory requirements and to outline the information you must provide in your various submittals. Under that authority, this NTL sets forth a policy on and an interpretation of a regulatory requirement that provide a clear and consistent approach to complying with that requirement.

Paperwork Reduction Act of 1995 Statement

The information collection referred to in this NTL provides clarification, description, or interpretation of requirements contained in 30 CFR 250, Subpart A and 30 CFR 282. The Office of Management and Budget (OMB) approved the information collection requirements for these regulations and assigned OMB Control Numbers 1014-0022 and 1014-0021, respectively. This NTL does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995.

Contacts

If you have any questions regarding this NTL, please contact BSEE Office of Offshore Regulatory Programs at (703) 787-1598.

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