



United States Department of the Interior
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
WASHINGTON, DC 20240-0001

Bureau Interim Directive

BID No: 2016-001N

Series: Program

To: All BSEE Employees

Approving Official: Director, Bureau of Safety and Environmental Enforcement

Office(s) of Primary Responsibility: Safety and Incident Investigations Division (SIID)

Title: Reportable Incident Notification and Investigation

Purpose and Background

The Outer Continental Shelf Lands Act (OCSLA) grants Bureau of Safety and Environmental Enforcement (BSEE) the authority to investigate incidents that occur on the Outer Continental Shelf (OCS). BSEE investigative activities identify data that could be used to inform inspections, SEMS, regulatory development or other risk considerations. Clearly identified roles and responsibilities, as well as consistent procedures, support these investigative activities and identification of data.

The purpose of this Bureau Interim Document is to establish policy and responsibilities for BSEE employees regarding reportable incidents that occur on the OCS and subsequent review and follow up by BSEE's Investigations Program of such reportable incidents.

The objective is to provide national guidance specific to the responsibilities and activities of the Bureau's incident investigations program and to ensure consistent implementation practices by BSEE personnel involved in reviewing and/or investigating reportable incidents that occur on the OCS. SIID, Regional and District personnel comprise BSEE's incident investigations program.

Policy

It is BSEE policy that all reportable incidents will receive a timely and appropriate level of review and follow up to ensure consistent data points are collected, input and easily extracted for analytical and feedback purposes. Industry is required to report many types of incidents to BSEE. The scope, intensity and level of resources the BSEE Investigations Program will dedicate to

reviewing and following up on reportable incidents will be determined largely by the severity and complexity of the incident. Additional factors such as potential public interest will also be taken into account. Reportable incidents will be broken down into a tiered system which will assist in determining the appropriate level of response.

While a pilot project to affirm and refine the tiered system is being conducted and while the new Investigations Handbook is being reviewed and socialized, the following procedures are to be followed.

Tiers

A tiered or threshold approach will be used to determine what type and amount of investigative resources will be devoted to an incident.

The tier to which a reportable injury is assigned will not be based solely on the severity of the injury. While there may be occasions where an offshore worker is seriously injured, the circumstances of the incident may not require substantial time or resources to investigate to determine what happened.

During the course of the pilot to affirm and refine the tiers, any questions regarding what is the appropriate level of review and/or response should be directed to the Acting Regional Supervisory Investigator in the Gulf of Mexico Region (GOMR) for GOMR personnel and to the SIID personnel for the other two Regions.

1. Tier One: A Tier One review will include those incidents in which there was little or no harm to personnel or the environment or the potential to escalate into a more serious incident. A Tier One review will consist of telephone, eWell and/or email communication through which an investigator or district/regional personnel can glean sufficient data points to determine the who, what, when, where, why and how of the incident for entry into TIMS and an investigative case management system.
 - a. These incidents will include:
 - (1) minor injuries that were not operationally related (for example an injury to a knee when slipping in a puddle of water) and possibly other operationally related injuries where additional investigative effort and resources will not change the outcome and understanding of what happened;
 - (2) non-operational fatalities;
 - (3) spills up to ten barrels;
 - (4) crane incidents with no harm or damage or potential for escalating to a more serious incident;
 - (5) minor fires where there is little to no threat of serious harm to personnel safety or the environment or potential for escalating to a more serious incident.
2. Tier Two: A Tier Two investigation will include those incidents in which there was actual harm or the threat of harm to personnel or the environment, and the harm had potential for

significant impact. These incidents would potentially require additional investigative steps, such as interviews and evidence collection, as well as thorough investigative reports to adequately document and describe the incident and the actions, events and/or conditions that occurred (or did not occur).

a. These incidents will include:

- (1) operationally related injuries requiring urgent care beyond first aid;
- (2) spill greater than or equal to ten barrels but less than 50 barrels;
- (3) losses of well control for less than 30 minutes, including three categories of events: controlled flow through a diverter;
- (4) uncontrolled flow resulting from a mechanical failure or procedural failure that results in a release of less than 50 bbls or 250 mcf or damage of greater than \$25,000; and
- (5) uncontrolled flow of formation or other fluids underground or at the earth's surface
- (6) property damage greater than \$25,000 and less than \$250,000 and associated with a crane incident or a collision, an explosion or a fire and/or the threat to escalate to a more serious incident;
- (7) property damage greater than \$100,000 but less than \$500,000 if it is strictly related to equipment failure;
- (8) hydrogen sulfide releases greater than 20ppm causing an audible alarm;
- (9) shutdowns due to gas release;
- (10) muster incidents related to other reportable incidents meeting this Tier Two criteria.

Even within this category, the level of investigative effort may differ. This tier may be further sub-divided based on the severity and complexity of the incident. It will depend on the fact pattern encountered specific to each incident.

3. Tier Three: A Tier Three investigation will include those incidents in which there was serious harm to personnel safety or the environment, and the harm had significant impact.

a. These incidents will include:

- (1) operational fatalities;
- (2) operationally related life-threatening injuries;
- (3) incidents where there are multiple injured personnel;
- (4) spills of any crude, condensate, or refined petroleum pollution events greater than 50 barrels;
- (5) losses of well control greater than 30 minutes with pollution and property damage associated with it;
- (6) property damage greater than \$250,000 when associated with a crane incident, a collision, an explosion or a fire;
- (7) property damage greater than \$500,000 when it is strictly related to equipment failure;

- (8) crane incidents or collisions that lead to damage on the facility related to drilling and/or production processes, explosions or fires resulting in significant harm to personnel safety or the environment.

Tier Three investigations may ultimately lead to the convening of a panel, but that may not always be the case. As with Tier One reviews and Tier Two investigations, the circumstances of the incident will dictate the type and amount of resources needed to conduct a thorough investigation to determine what happened.

Documentation

For each incident that is reported to BSEE, ensure there is adequate documentation to support the tier determination and any subsequent investigative time and resources utilized.

Responsibilities

1. Director/Deputy Director:
 - a. Provide the necessary resources to the national investigations program to implement this policy including adequate training of investigators
 - b. Ensure that senior managers are responsible and accountable for implementation of and adherence to this policy
 - c. Provide the Assistant Secretary, Land and Minerals Management with the status of major incidents such as fatalities; serious injuries; major losses of well control, fires and spills; and other significant incidents
 - d. Lead coordination and cooperation with partner Departments and Agencies at the national level
2. Region Directors/ Deputy Regional Director:
 - a. Ensure that Regional and District offices implement and adhere to this policy
 - b. Ensure regionally based investigators receive appropriate training and resources
 - c. In coordination with the, Chief, SIID, determine when panel investigations are required, select the panel investigation team and designate the panel chair
 - d. Lead coordination and cooperation with partner Departments and Agencies at the District and Regional level
3. Regional Supervisory Investigator:
 - a. Ensure the consistent application of this policy within appropriate Sections and in the Districts
 - b. Address any questions regarding tiering and appropriate level of review and response
4. District Managers and Regional Supervisors:
 - a. Responsible and accountable for implementation of and adherence to this policy
 - b. Ensure timely notification of all reportable incidents to appropriate investigations personnel
 - c. Ensure initial reports are accurate and complete in accordance with data stewardship standard operating procedures

- d. When notifying investigations personnel of reportable incidents, ensure district/regional staff and investigative staff discuss and determine the appropriate tier the reportable incident should be
 - e. Consult with the Region if there are questions regarding tiering
5. Chief, SIID:
- a. Serves as the National Program Manager for Investigations
 - b. Establish national policies regarding incident investigations conducted by BSEE Investigators
 - c. Establish national policies regarding required training for BSEE Investigators
 - d. Establish procedures for how investigations are conducted and documented, and how incident information is managed
 - e. In coordination with the Regional Director(s), determine when panel investigations are required, select the panel investigation team and designate the panel chair
 - f. Ensure cooperation and coordination with partner Departments and Agencies occurs at the appropriate level
 - g. Establish national performance measures and conduct analysis

Authorities

- 1. Outer Continental Shelf Lands Act (OCSLA), 43 U.S.C. §1348
- 2. Oil and Gas and Sulphur Operations in the Outer Continental Shelf, 30 CFR Part 250
- 3. Federal Oil and Gas Royalty Management Act (FOGRMA), 30 U.S.C. § 1701 et seq.
- 4. Oil Pollution Act, 33 U.S.C. §2701 et seq.
- 5. Clean Air Act, 42 U.S.C. § 7401 et seq.

References

September 2014 BSEE Management Council Action Plan

Supersession and Expiration

This directive supersedes any and all previous policies regarding incident notification and/or incident investigations regardless of whether previous policies are from Headquarters, the Regions or the Districts.

This directive is valid until superseded.

Attachments

None

Contact

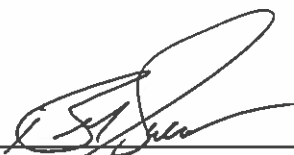
Stacey Noem, Chief, SIID, (202) 208-4005

Type of BID:

X National Regional Emergency (not to Exceed 60 days)

Distribution Designation

X Public Internal



Brian Salerno
Director
Bureau of Safety and Environmental Enforcement

2 MARCH 2016

Date