

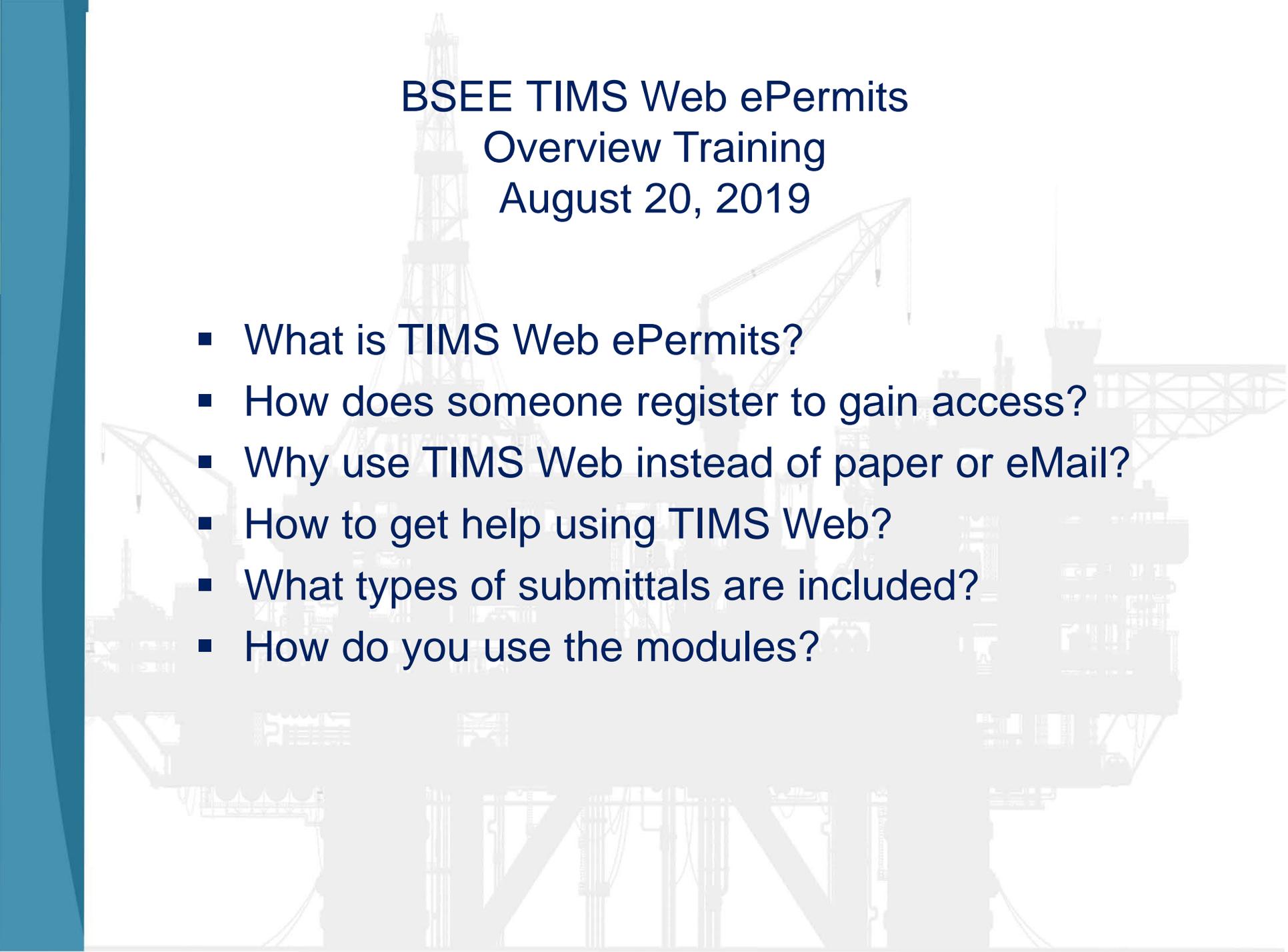


Bureau of Safety and Environmental Enforcement

BSEE TIMS Web ePermits Overview August 20, 2019

Warren Williamson
Gulf of Mexico OCS Region
ORD

“To promote safety, protect the environment and conserve resources offshore through vigorous regulatory oversight and enforcement.”



BSEE TIMS Web ePermits Overview Training August 20, 2019

- What is TIMS Web ePermits?
- How does someone register to gain access?
- Why use TIMS Web instead of paper or eMail?
- How to get help using TIMS Web?
- What types of submittals are included?
- How do you use the modules?

What is TIMS Web ePermits?

- TIMS Web is BSEE's Technical Information Management System Web Portal (<https://timsweb.bsee.gov>)
- Similar to eWell (<https://ewell.bsee.gov/ewell/>); Online system to exchange information with BSEE electronically
- ePermits covers all submittals required by various regulations under 30 CFR parts 250 and 254 that are not already covered by BSEE's eWell System.
- TIMS Web and ePermits can and should be used for all submittals instead of sending paper and/or emails.
- This electronic reporting system is more secure than email and tracks the status of your submittals.

Summary of NTLs covering BSEE TIMS Web & eWell

- [NTL 2019-N02 - Electronic Submittal of Requests, Reports, and Notifications issued May 3, 2019](#)
- [NTL 2019-N01 - Electronic Submittal System for Deepwater Operations Plans Issued May 3, 2019](#)
- [NTL 2018-N05 - Online Portals for SEMS Document Submission - September 9, 2018](#)
- [NTL 2016-N01 - Incident of Noncompliance Response System - January 7, 2016](#)
- [NTL 2015-N05 - Electronic Submittal of Production Facility Safety System Applications - January 1, 2016](#)
- [NTL 2014-N03 - eWell Permitting and Reporting System - September 30, 2014](#)
- [NTL 2008-G17 - Incident and Oil Spill Reports - September 16, 2008](#)

How does someone register to gain access?

- The process is outlined in a User Application Manual

<https://www.bsee.gov/sites/bsee.gov/files/bsee-policy-manual-section/ocs-operations/ewell-permitting-and-reporting-system-application-manual.pdf>

- **Each Company must have at least one person registered as an Administrator.** Administrators maintain their company's security roles which determine what each person can do.
- Administrator User registration form is Pages 11 and 12. Print on one page front and back. Fill out and have a company officer sign. Officer must be listed in BOEM's company qualification file.

Admin User Registration Form Pages 11/12

U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

eWell and TIMS Web Administrator Access Request Form

(This form must be printed on one page only, front and back)

I am requesting the following administrator additions or changes:

- New Administrator
 Add Company
 Delete Administrator
 Existing eWell User/Admin or TIMS Web user Requesting TIMS Web Admin account

Administrator information: (leave User ID blank for new users)

Current eWell User ID: _____ TIMS Web User ID: _____

Name: _____
Prefix First Name MI Last Name Suffix

Title: _____

Address: Employer Name: _____
 Division: _____
 Street: _____
 City: _____ State: _____
 ZIP: _____ Country: _____
 Phone Number: _____ Fax Number: _____
 Email: _____

CERTIFICATION

- I understand that using the BSEE/BOEM TIMS Web system and eWell system means I will be using BSEE/BOEM Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in compliance with Department of the Interior and bureau policies. Law prohibits any other use of these items (18 USC Sec. 641). Violations of the law can result in loss of system access and criminal penalties.
 - If I am aware of a security breach (password sharing, hacking), I will immediately notify the BSEE Enterprise IT Service Desk.
 - I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TIMS Web system and eWell system for any reason, I will expire all my entitlements and submit a new form to BOEM to delete my username from the system.
 - I have read the TIMS Web and eWell disclaimer and agree to the conditions specified in the document.
- I consent and will adhere to the above conditions.

Administrator Signature: _____ Date: _____

Updated on 02/26/2017

Initial the appropriate authorization. Only one block must be initialed.

ADMINISTRATOR AUTHORIZATION

Please initial if administrator is employed by a BOEM-Qualified company.

I authorize this administrator to have full access to all my company's data and information stored in the BOEM/BSEE TIMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to my company's data stored in the TIMS Web and eWell databases for company users.

AGENT ADMINISTRATOR AUTHORIZATION

Please initial if administrator is employed by a third party company acting as an agent.

I authorize this administrator as an agent administrator. As an agent administrator, they will have full access to all my company's data and information stored in the BOEM/BSEE TIMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to company data stored in the TIMS Web and eWell databases for my company's users and agents.

NON-BOEM-QUALIFIED COMPANY AUTHORIZATION

Please initial if this account is being created for an External Reviewer (e.g., other Federal or State government agency) or a company that is not BOEM qualified (e.g. State-only operators or Service providers), conducting offshore operations under contract for a BOEM-qualified company, or is a State Lease holder with no Federal leases, or providing information to BSEE on a voluntary basis.

I authorize this administrator to have full access to all my company's data and information stored in the BOEM/BSEE TIMS Web database. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to my company's data stored in the TIMS Web database for company users.

List all companies for which the administrator will grant entitlements/roles. These must be BOEM companies for which the representative below has BOEM signature authority, a Non BOEM-Qualified company under contract to a BOEM-qualified company, or a Surety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.

BSEE/BOEM Company Number

(Leave blank for Non-BOEM-Qualified Companies)

Company Name

(Must match that on BOEM Qualification File or the attached Surety POA)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Representative Name: _____
(print)

Representative Title: _____

Representative Signature: _____ Date: _____

Updated on 02/26/2017

How does someone register to gain access?

- Pages 8 and 9 are the General User Registration Form.
- General users are not granted the administration roles.
- Print on one page front and back. Fill out and have a company officer sign. Officer must be listed in BOEM's company qualification file.

User Registration Form Pages 8/9

U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

eWell and TMS Web User Access Request Form

(This form must be printed on one page only, front and back)

I am requesting the following general user additions or changes:

- New User
- Add Company
- Delete User
- Existing eWell User Requesting TMS Web account

I am requesting the following External Reviewer Role:

- OSRP External Reviewer

User information: (leave User ID blank for new users)

eWell User ID: _____ TMS Web User ID: _____

Name: _____

Prefix First Name MI Last Name Suffix

Title: _____

Address: Employer Name: _____

Division: _____

Street: _____

City: _____ State: _____

ZIP: _____ Country: _____

Phone Number: _____ Fax Number: _____

Email: _____

CERTIFICATION

- I understand that using the BSEE/BOEM TMS Web system and eWell system means I will be using BSEE/BOEM Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in compliance with Department of the Interior and Bureau policies. Law prohibits any other use of these items (18 USC Sec. 641). Violations of the law can result in loss of system access and criminal penalties.
- If I am aware of a security breach (password sharing, hacking), I will immediately notify the BSEE Enterprise IT Service Desk.
- I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TMS Web system and eWell system for any reason, I will ask my company administrator to terminate my entitlements and submit the required form to BOEM to delete my username from the system.
- I will handle sensitive data appropriately and understand that this information is not to be exchanged, divulged or otherwise compromised in any way unless necessary for official government business.
- I have read the eWell and BSEE TMS Web disclaimer and agree to the conditions specified in the document.

I consent and will adhere to the above conditions.

User Signature: _____ Date: _____

Updated on 02/26/2017

Initial the appropriate authorization. Only one block must be initialed.

USER AUTHORIZATION

Please **initial** if user is employed by a BOEM-Qualified company.

_____ I authorize this user to have access to the company's data based on entitlements granted by the company's TMS Web administrator.

AGENT USER AUTHORIZATION

Please **initial** if user is employed by a third party company acting as an agent.

_____ I authorize this user as an agent user who has access to the company's data based on entitlements granted by the company's TMS Web administrator or by the agent company's TMS Web administrator.

NON-BOEM-QUALIFIED COMPANY AUTHORIZATION

Please initial if this account is being created for an External Reviewer (e.g., other Federal or State government agency) or a company that is not BOEM qualified (e.g. State-only operators or Service providers), conducting offshore operations under contract for a BOEM-qualified company, or is a State Lease holder with no Federal leases, or providing information to BSEE on a voluntary basis.

_____ I authorize this user to have full access to all my company's data and information stored in the BSEE TMS Web database.

List all companies for which the user will view or submit data. These must be BOEM-qualified companies for which the representative below has BOEM signature authority, a Non BOEM-Qualified company under contract to a BOEM-qualified company, or a Surety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.

BSEE/BOEM Company Number

(Leave blank for Surety or Non BOEM-Qualified Companies)

Company Name

(Must match that on BOEM Qualification File or the attached Surety POA, if applicable)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Representative Name: _____

(print)

Representative Title: _____

Representative Signature: _____ Date: _____

Updated on 02/26/2017

Mail completed/signed paper User and Admin
Registration forms to BOEM Adjudication Office.

BOEM GOM OCS Region Adjudication Section
Attention: Section Chief (eWell/TIMS Web User Requests Forms)
1201 Elmwood Park Blvd., GM 276A
New Orleans, LA 70123-2394

BOEM reviews and forwards to BSEE IT office.
Our IT office will send users their username and password.

Company Administrator grants Entitlements

Why use TIMS Web instead of paper or eMail?

1. More Secure than eMail or paper mail.

- All “users” and “administrators” must be approved by a company officer listed in BOEM’s company qualification file
- At the time a person logs into the system they must select the specific company for which they are conducting business.
- During each session, the user is only able to view data for the company they have logged in under.
- The person is only able to perform the tasks their authorized company administrator grants rights to do.

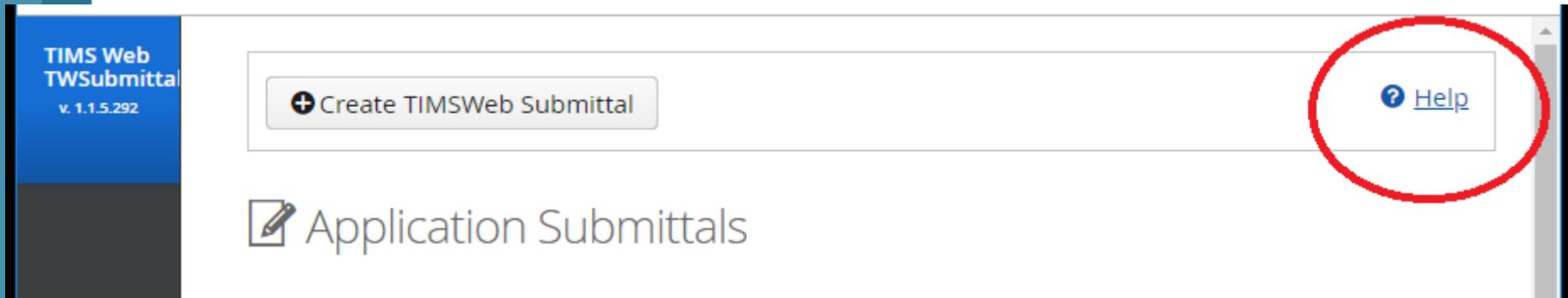
Why use TIMS Web instead of paper or eMail?

- PDF format Documents can be attached (linked) to each submittal. PDF files can be digitally signed (certified via eSignature), if required.
 - Only persons authorized to “Submit” documents are able to “Submit” documents.
 - When authorized persons “Submit” documents they acknowledge that they “...certify the information submitted is complete and accurate to the best of my knowledge...”
2. TIMS Web keeps complete history of all status changes including the name of the person submitting the documents, date, time, and other data.
 3. TIMS Web provides faster feedback and helps BSEE become more efficient

BSEE TIMS Web ePermits

How do you get help using the modules?

- Questions about submittal types? Contact the office that handles those types.
- The [User Guide](#) is available after you log in and after selecting a menu option for help using modules.



- You can also contact the BSEE Help desk (HelpDesk@bsee.gov)

What's included in BSEE TIMS Web ePermits

- **Lease Development** submittals, including **lease suspensions and royalty relief**
- **District submittals** as per 30 CFR part 250, Subpart A (excluding those covered by the eWell Permitting and Reporting System)
- **Safety and Environmental Management Systems Plans and Performance Measures** information as per 250 Subpart S and clarified by NTL No. 2018-N05
- **Pipeline and Rights of Way** submittals as per 30 CFR part 250, Subpart J
- **Structure** submittals as per 30 CFR part 250, Subpart I
- **Unitization** submittals as per 30 CFR part 250, Subpart M
- **Resource Conservation** submittals As per 30 CFR part 250, Subpart K, including Semiannual Well Tests outlined in NTL No. 2009-N04
- **Production measurement verification and surface commingling and measurement** submittals as per 30 CFR part 250, Subpart L
- **Deep Water Operations Plans** submittals as per 30 CFR part 250, Subpart B
- **Decommissioning** submittals as per 30 CFR part 250, Subpart Q, NTL No. 2018-G03, and NTL No. 2017-N02 (excluding those covered by the eWell).
- **Production Facility Safety Systems** submittals as per 30 CFR part 250, Subpart H
- Responses to Incidents of Non-Compliances (INCS)
- **Oil Spill Response Plans** as per 30 CFR 254

Reminder of what's in BSEE eWell

- **Well permits and Reports** as per 30 CFR 250 Subparts D, E, F, H, P, and Q
 - APDs and APMS
 - EORs, WARs, and Open-hole Data
 - Rig Moves
- **Storm Reporting** as per 30 CFR part 250, Subpart A
 - Evacuations and Production Curtailment
 - Storm Damage Reports
- **Incident and oil spill Reports** as per 250 Subpart A

BSEE TIMS Web ePermits Menu

PERMITS

[Facility Safety Systems](#)

[Structure Permits and Reports](#)

[Unitization Requests and Reports](#)

[Lease Development Requests and Reports](#)

[Resource Conservation Requests and Reports](#)

[Production Measurement Verification](#)

[Decommissioning Support Requests and Reports](#)

[Surface Commingling and Measurement Requests](#)

[Pipeline Permits and Reports](#)

[Well Analysis Requests and Reports](#)

PLANS

[Exploration and Development Plans](#)

[Oil Spill Response Plan](#)

[Deepwater Operations Plan](#)

SAFETY, COMPLIANCE, & ENFORCEMENT

[Safety & Environment Management System](#)

[INC Response](#)

[Performance Measures Data](#)

[District Notices and Requests](#)

Unitization Requests and Reports

Unitization (Production and Development) 30 CFR 250 (Subpart M)

Category	Type
Notification	Suspension Activity Schedule Progress Report
Request	01) Unit Plan of Operation
Request	02) Voluntary Unit Proposal
Request	03) Suspension of Operations/Production
Request	04) Participating Area Determination
Request	05) Designation of Unit Operator/Suboperator/Agent
Request	06) Revised Exhibit B
Request	07) Unit Amendment
Request	08) Unit Expansion
Request	09) Revised Exhibit A
Request	10) Revised Exhibit C
Request	11) Suspension Activity Schedule Revision
Request	12) Unit Termination

Lease Development Requests and Reports

Lease Development (Production and Development) (Subpart A)

Category	Type
Report	Lease SOO Progress Report
Report	Lease SOP Progress Report
Request	Compensatory Payment for Royalty Request
Request	End of Life Royalty Relief Request
Request	Lease Suspension of Operation (SOO) Request
Request	Lease Suspension of Production (SOP) Request
Request	Premature Abandonment and Bypassed Zone
Request	Shallow Water Deep Gas Royalty Relief Request
Request	Special Case Royalty Relief Request

Resource Conservation Requests and Reports

Resource Conservation (Production and Development) (Subpart K)

Category	Type
Report	Semi-Annual Well Test Report
Report	Well Potential Test Report
Request	500 Ft. Lease Line Production Request
Request	Downhole Commingling Request
Request	Flaring or Venting Request
Request	Gas Cap Production Requests

Surface Commingling and Measurement Requests

Surface Commingling (Subpart L)

Category	Submittal Type
Report	Post Approval Report
Request	Surface Commingling Application Request

Production Measurement Verification

Production Measurement Verification (Subpart L)

Category	Type
Notification	Measurement Verification Information Updates
Report	MVU LVS Production Data Process
Report	Measurement Verification Submission of Gas Volume Statements
Request	Measurement Verification Meter Proving Calibration Waiver Request
Request	Measurement Verification Post-approval Process
Request	Measurement Verification Well Test Waiver Request

Well Analysis Requests and Reports

Well Analysis (Production and Development) (Subpart K)

Category	Type
Notification	Notification of Commencement of Injection
Request	Existing Project Modification Enhance Oil Recovery Requests
Request	Extension for Commencement of Injection Enhance Oil Recovery
Request	New Enhance Oil Recovery Requests
Request	Pressure and Volume Data Submission Enhance Oil Recovery Requests

Decommissioning Support Requests and Reports

Decommissioning Support (Regional Field Operations) (Subpart Q)

Category	Submittal Type
Notification	Acknowledgement of Receipt of INC
Notification	Acknowledgment of Decommissioning Order
Report	Decom Expenditure Reports Required by Regulation/NTL
Report	Decom Expenditure Reports Voluntary Submission
Report	Monthly Progress Report
Report	Quarterly Progress Report
Request	Decom Cost Estimate Challenge
Request	Decom Plan and Schedules
Request	Future Utility Requests
Request	Idle Iron Plan
Request	Time Extension Requests From 30 CFR 250.1710 and 1725
Request	Time Extension Requests From BSEE Order Deadline
Request	Time Extension to Submit Decom Expenditure Reports
Request	Time Extension to Submit Decom Plan and Schedule
Request	Time Extension to Submit Idle Iron Plan

District Notices and Requests

District Notices and Requests (Subpart A)

Category	Submittal Type
Notification	Cessation of Production
Notification	Cessation/Resumption of Operations Notification
Notification	First Production Notice
Notification	Resumption of Production Notice
Plan	General Welding and Burning Plan
Plan	H2S Contingency Plan
Plan	Safe Welding Area for Rig
Request	Well Casing Pressure Request

Pipeline Permits and Reports

Pipeline Requests (Subpart J)

Alternative Compliance Request
CVA Nomination and Plan
Cancel Approved LT Segment Application
Conversion Application
Decommissioning Application
Departure Request
Initial Pipeline Application
Lease Term Application
Lease Term Decommissioning Application
Lease Term Modification
Lease Term to ROW Conversion
Modification Application
Plan of Corrective Action
Pre-Design Plan
ROW Application
ROW Assignment
ROW Modification
ROW Relinquishment and Decommissioning Application
ROW to Lease Term Conversion
Reactivation Application
Repair Plan

Pipeline Permits and Reports

Pipeline Reports (Subpart J)

Annual Cathodic Protection Survey Report

CVA Report

Decommissioning Completion Report

Initial Pipeline Completion Report

Post Hurricane Pipeline Survey Report

Relinquishment Completion Report

Repair Completion Report

Route Modification Completion Report

Pipeline Permits and Reports

Pipeline Notifications (Subpart J)

48 Hour Advance Operation Notification

Flush and Fill Notification

Out of Service Notification

Return to Service Notification

Structure Permits and Reports

- 1) Installation/Conversion (Platform Approval Program) Subpart I
- 2) Installation/Conversion (Platform Verification Programs)
- 3) Modification (Platform Approval Program)
- 4) Modification (Platform Verification Programs)
- 5) Repair (Platform Approval Program)
- 6) Repair (Platform Verification Program)
- 7) Assessment (Platform Approval Program)
- 8) Assessment (Platform Verification Program)
- 9) Verification (Platform Verification Programs)
- 10) Inspections / Damage Reports
- 11) Decommissioning Subpart Q and I

Deepwater Operations Plan

DWOPS and Conceptual DWOPS (Subpart B)

Alternate Compliance

Combined DWOP

Conceptual DWOP

Departure

DWOP

DWOP New Technology

Mooring Revised Supplemental Conceptual DWOP

Mooring Revised Supplemental DWOP

Mooring Supplemental Conceptual DWOP

Mooring Supplemental DWOP

Reminder for CONCEPTUAL DWOPS

Reminder for DWOPs with existing Facility

Reminder for DWOPs with new Facility

Revised DWOP

Supplemental DWOP

Facility Safety Systems

Production Facility Safety System Applications (Subpart H)

New Safety System

Modification of an existing Safety System

As-built Report of Safety System

Departure or Alternate Equipment/Procedures Request

INC Response

Responses to Incidents of Non-Compliance

Report Correction of Violation

Request Rescission of INC

Request Additional Time to Correct INC

Oil Spill Response Plan

Oil Spill Response Plans (30 CFR 254)

Government Initiated Unannounced Exercise

Operator Exercise

Incident Notification and Reporting

Training Records

OSRP Non-Regulatory Update

Equipment Verification

WCD Certification

Initial OSRP

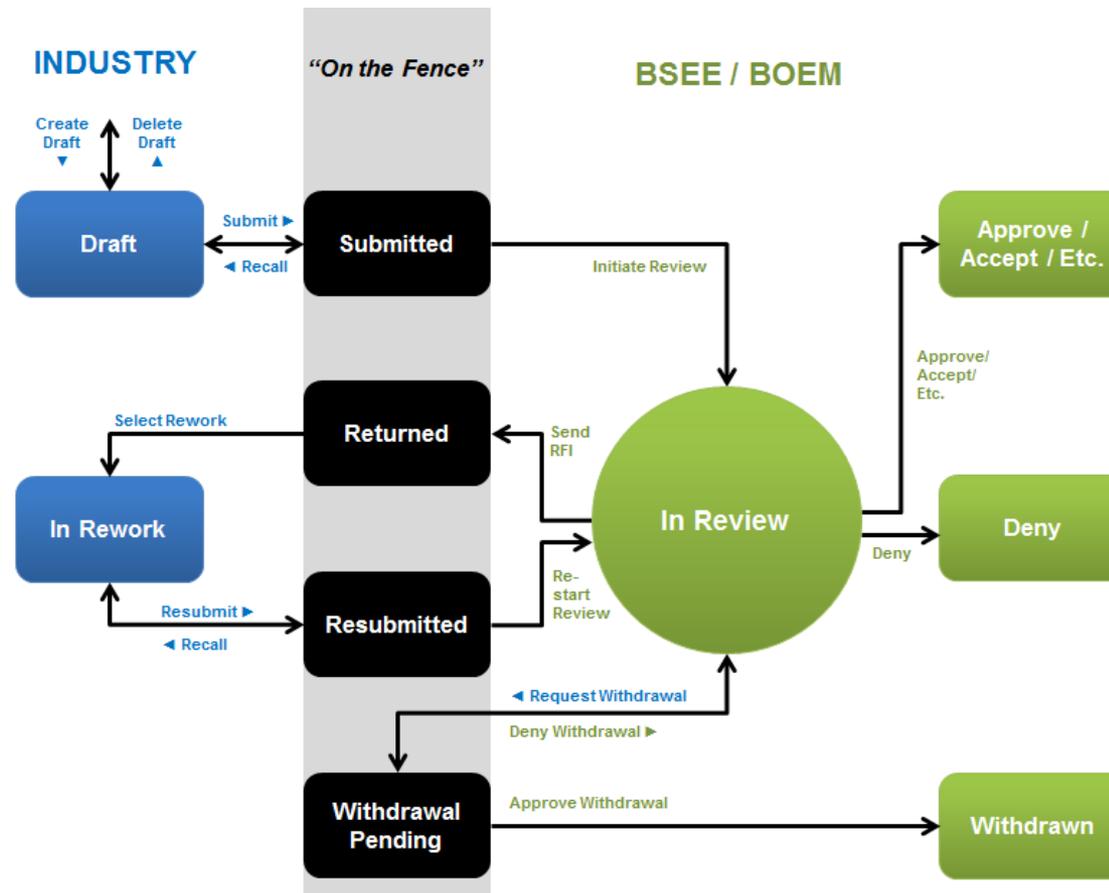
Other Exercise

OSRP Revision

OSRP Biennial Update

BSEE TIMS Web ePermits

What is the general process for all Submittals?



BSEE TIMS Web ePermits

Application Submittals Screen..

- The Application Submittals screen lists all your company's submittals for the menu option used to open the screen.
- The query/search section at the top lets you query all types.
- Filter list at bottom using the space onto each column at the bottom
- See User Guide (EXT) Page 33 - 36

TIMS Web TWSubmittals
v. 1.1.5.292

[+ Create TIMSWeb Submittal](#)

Application Submittals

Region Company Number

Business Process Company Name

Category Project Name

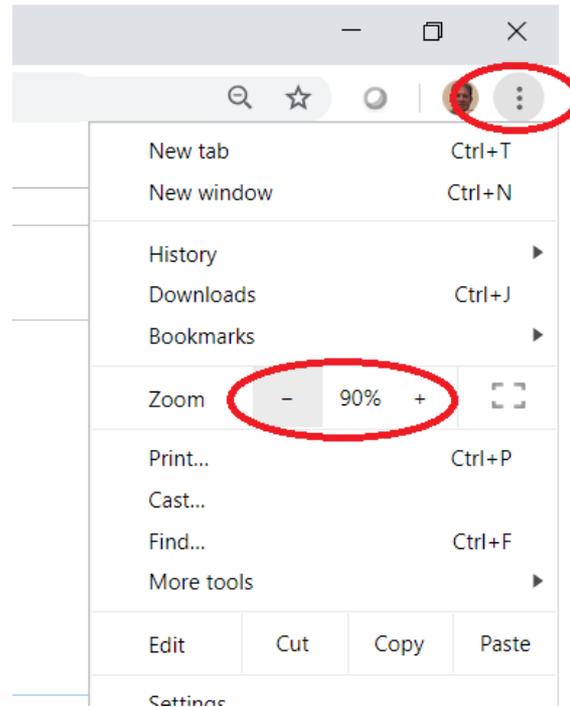
Submittal Type Submittal ID

Submittal ID	Company	Company Number	Submittal Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BSEE TIMS Web ePermits

Recommend resetting display size in Google Chrome

- The screens were designed with fonts that are easy to read but often too large to display all data on same page.
- We recommend using Google Chrome and resetting page “Zoom” lower based on your preference.



BSEE TIMS Web ePermits Creating A Submittal

Create new Submittal (upper Menu) - See EXTERNAL User Guide (EXT) Page 37 - 38

The screenshot displays the TIMS Web Submittals interface. On the left is a dark sidebar with a blue header containing the text "TIMS Web Submittals" and "v. 1.1.4.148". The sidebar menu includes "Operator Projects List", "Dashboard", "Application Submittals" (circled in red), and "Account". The main content area features a light gray header with a button labeled "+ Create TMSWeb Submittal" (circled in red). Below this is a section titled "Application Submittals" with a pencil icon. At the bottom, there are two rows of form fields: "Region" with a dropdown arrow, "Company Num", "Business Process" with a dropdown arrow, and "Company Nam".

BSEE TIMS Web ePermits

Creating A Submittal

Select the region, business process, category, and then submittal type

Create New Submittal

Select Region
Gulf of Mexico Region

Business Process
District Notices and Requests

Select Submittal Category
Request

Select Submittal Type
Well Casing Pressure Request

Save Cancel

BSEE TIMS Web ePermits

Creating A Submittal

The system will create the “draft” submittal record.

The screenshot displays the user interface for creating a submittal. At the top, there are three buttons: a blue 'Submit' button with a document icon, a grey 'Validate' button, and a red 'Delete' button with a white 'x' icon. Below these buttons, the page title is 'Submittal Details - Surface Commingling Application'. A horizontal navigation bar contains several tabs: 'Overview' (selected), 'Meta Data', 'Attachments', 'Checklist Questions', 'Variances', 'Contacts', 'Reviews', 'Payments', and 'Reports'. Below the navigation bar, there are two sub-tabs: 'Surface Commingling Application Overview' (selected) and 'Verbal Authorization'. The main content area below the sub-tabs is currently blank.

BSEE TIMS Web ePermits

Creating A Submittal

Fill out overview screen (Page 44 – 45 in User Manual)

Overview Section:

- Status History
- Operator: 1400 CORP. (00622)
- Operator Project: [Empty]
- Submittal Type: Well Casing Pressure Request
- Submittal ID: 13866341
- Submittal Status: Draft
- Submittal Description: [Empty]
- Submittal Details: [Empty]
- Application Date: 2/24/19
- Last Modified Date: [Empty]
- Modified By: [Empty]
- Record Created Date: 2/24/19
- Created By: williamw@mms.gov
- Submittal Coordinator: [Empty]

Edit Submittal Section:

- Status History
- Operator Project: No Project Selected. If no projects exist in this list, press cancel, then click the Operator Projects List menu link on the left and create a new one.
- Submittal Description: [Empty]
- Application Date*: 2/24/19
- Submittal Details: [Empty]
- Save
- Cancel

Navigation:

- Edit (circled in red)

BSEE TIMS Web ePermits

Creating A Submittal

Populate the Meta Data attributes where possible (see User Manual Page 50)

Overview **Meta Data** Attachments Checklist Questions Variances Contacts Reviews < >

API NUMBER

LEASE (BOTTOM-HOLE)

AREA AND BLOCK (BOTTOM-HOLE)

DISTRICT NO. (1, 2, 3, 4, 5..)

FACILITY COMPLEX ID NUMBER

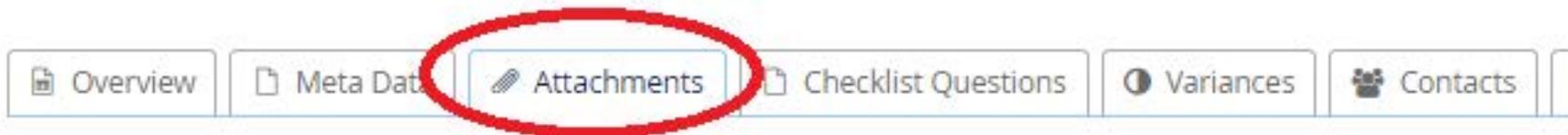
WELL NAME

Save Undo

BSEE TIMS Web ePermits

Creating A Submittal

Attach the appropriate documents (see Pages 53 – 68 in User Manual)



+ Add Attachment

				Required	Attachment Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				Optional	Request Letter
				Optional	Casing & Tubing Information (size/weight/grade/M...
				Optional	Last Well Test Information
				Optional	Associated shoe strengths for casing shoes expose...
				Optional	Casing Diagnostic Tests

BSEE TIMS Web ePermits

Creating A Submittal

Complete the questions check list (if applicable) (See Pages 51 – 52 in User Manual)

Overview | Meta Data | Attachment | **Checklist Questions** | Variances | Contacts | Reviews < >

Question	Answer	Follow-up	Remark
Is this well on a manned facility?	<input type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
Is H2S present in the well?	<input type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
Can you provide the current well status? (Shut-in,TA, Producing, Injecting, or Gas lift?)	<input checked="" type="radio"/> Yes * <input type="radio"/> No		<input type="text"/> *
Can you provide Well Configuration Type (Fixed, Hybrid, Subsea, or Mudline Suspension)?	<input checked="" type="radio"/> Yes * <input type="radio"/> No		<input type="text"/> *

Save Undo

BSEE TIMS Web ePermits

Creating A Submittal

- Add Contacts to receive the notifications. (See Pages 69 – 87 in User Manual)
 - First see if contact exists in database. (add existing contact)

The screenshot shows the 'Contacts' tab selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Add Existing Contact' and 'Add New Contact'. The 'Add Existing Contact' button is circled in red. A yellow tooltip message reads: 'Click on each contact row to get detail information'. Below the buttons is a table with columns: Contact Type, First Name, Last Name, and Middle Initial. The table is currently empty.

- If contact is not in database, select add new contact

The screenshot shows the 'Contacts' tab selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Add Existing Contact' and 'Add New Contact'. The 'Add New Contact' button is circled in red. A yellow tooltip message reads: 'Click on each contact row to get detail information'. Below the buttons is a table with columns: Contact Type, First Name, Last Name, and Middle Initial. The table is currently empty.

BSEE TIMS Web ePermits

Creating A Submittal

- Add any variances included in the submittal.
 - First see if type of variance already exists in database. (add existing)

The screenshot shows the 'Variances' tab selected in the top navigation bar. Below the navigation bar, there are three buttons: 'Create New Variance', 'Add Existing Variances', and a yellow button with an information icon and the text 'Click on each variance row to get deta'. The 'Add Existing Variances' button is circled in red. Below the buttons is a table with the following columns: 'New/Existing', 'Variance Title', and 'Variance Type'. The table has one empty row.

			New/Existing	Variance Title	Variance Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

- If variance is not in database, select add new variance.

The screenshot shows the 'Variances' tab selected in the top navigation bar. Below the navigation bar, there are three buttons: 'Create New Variance', 'Add Existing Variances', and a yellow button with an information icon and the text 'Click on each variance row'. The 'Create New Variance' button is circled in red. Below the buttons is a table with the following columns: 'New/Existing', 'Variance Title', and 'Vari'. The table has one empty row.

			New/Existing	Variance Title	Vari
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

BSEE TIMS Web ePermits Creating A Submittal

Complete the
variance
details

Add New Variances

Variance Title *

NO TEMPERATURE COMPENSATION DEVICE

Variance Type *

Departure

Operation Type *

Other

Justification

The only meter available does not have a temperature compensation device. We have purchased a meter with the temperature compensation but need this temporary waiver for 3 weeks.

Variance Expiration Date

3/31/19

Authorities

30 CFR 250.1202(a)(2) - M249

Add

Pinc Authorities

	Regulation #	Pinc #	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
	30 CFR 250.1202(a)(2)	M249	

Save

Cancel

BSEE TIMS Web ePermits

Creating A Submittal

- Payments Tab - The payments tab is for submittals that may require application fees. (See Pages 88 – 91 in User Guide)
- At this time, you must pre-pay via pay.gov.
- Payments made 2 or more days before, enter the paygov ID
- Or Attach copy of receipt

The screenshot shows the BSEE TIMS Web ePermits interface. The navigation bar at the top includes tabs for Overview, Meta Data, Attachments, Variances, Contacts, Reviews, and Payments. The Payments tab is highlighted with a red circle. Below the navigation bar, the 'Payment Information' section is visible, featuring a blue button labeled 'Add PayGov Payment Transactions' and a table with columns for Transaction ID, Status, Paid Via, Amount Paid, and Payment Date. The table shows a total amount of \$0. Below this, the 'Payment Receipts' section is visible, featuring a blue button labeled 'Add Pay.gov Payment Receipts' and a table with columns for ID, Required, Attachment Name, and File Name.

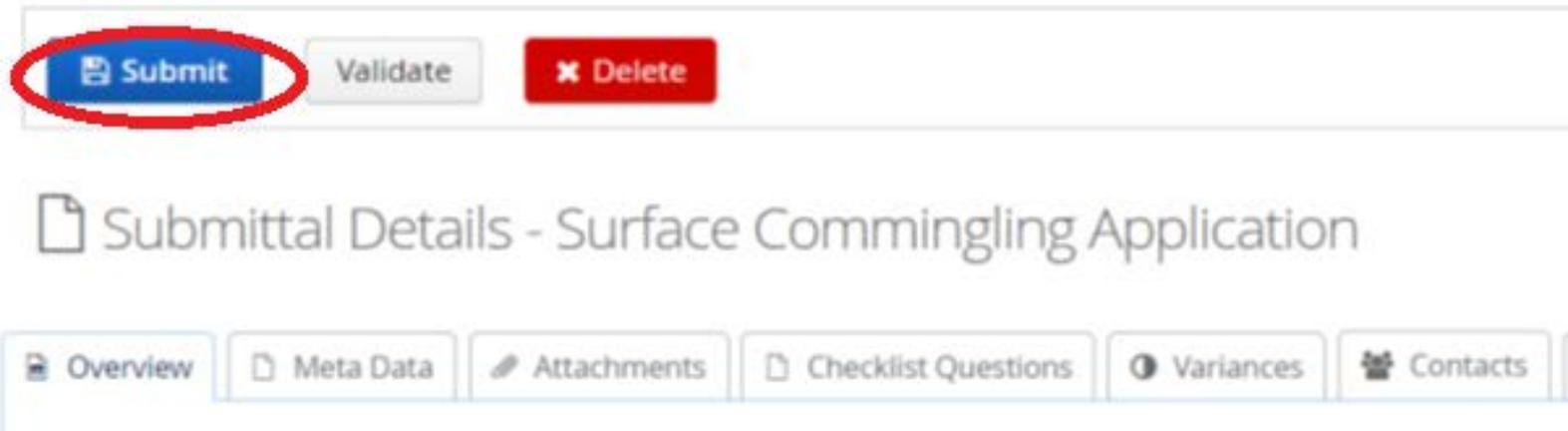
Transaction ID	Status	Paid Via	Amount Paid	Payment Date
Total Amount :			\$ 0	

ID	Required	Attachment Name	File Name

BSEE TIMS Web ePermits

Creating A Submittal

Submit the submittal (See Page 97 in User Guide)

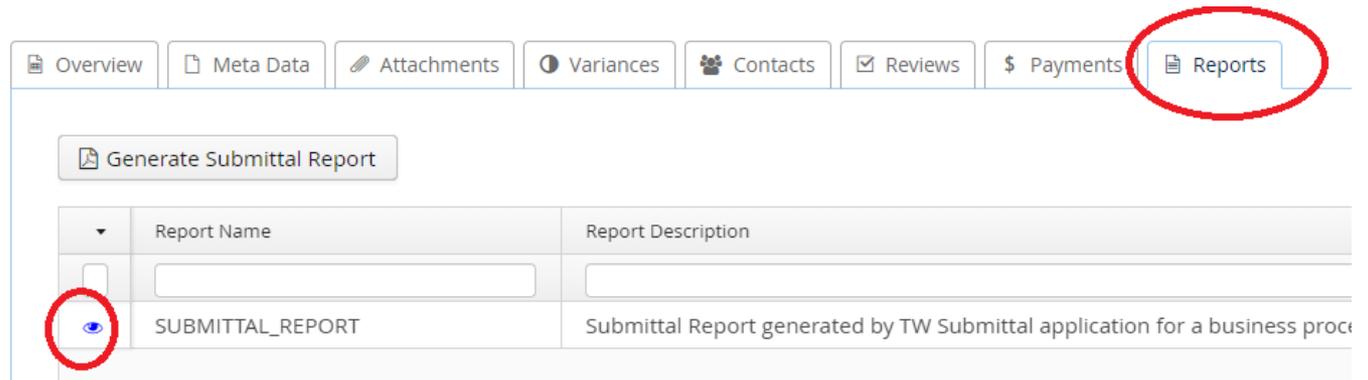


The screenshot displays a web interface for creating a submittal. At the top, there is a horizontal bar containing three buttons: a blue 'Submit' button with a document icon, a grey 'Validate' button, and a red 'Delete' button with a red 'x' icon. The 'Submit' button is circled in red. Below this bar, the text 'Submittal Details - Surface Commingling Application' is displayed. At the bottom, there is a navigation bar with five tabs: 'Overview', 'Meta Data', 'Attachments', 'Checklist Questions', and 'Variances', followed by a 'Contacts' button with a group icon.

BSEE TIMS Web ePermits

Reports

- The reports tab includes a report of the information and attachments submitted
 - A “submittal” report is available after submitting your request, report, etc.



Overview Meta Data Attachments Variances Contacts Reviews Payments **Reports**

Generate Submittal Report

	Report Name	Report Description
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	SUBMITTAL_REPORT	Submittal Report generated by TW Submittal application for a business process

- An “Approval” report is available after final action (Approved, Accepted, etc.)

	Report Name	Report Description
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	SUB_EXT_DECISION_RPT	External decision report generated
<input checked="" type="checkbox"/>	SUBMITTAL_REPORT	Submittal Report generated by TW

BSEE TIMS Web ePermits

Returned Submittals and Dashboard (Page 30 in User Guide)

If BSEE requires clarification or revision, the status of the submittal will be changed to Returned, and a Request for Information (RFI) listed in your Dashboard.

- Operator Projects List
- Dashboard**
- Application Submittals
- Account

Dashboard

Sent Requests for Information (RFIs)

Submitta... ▾	Submittal Status	Bus Process	Review Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
35270648	RETURNED	STRUCTURE	Structural Engineers Review
35113610	RETURNED	STRUCTURE	Structural Engineers Review
34405993	REWORK	STRUCTURE	Structural Engineers Review

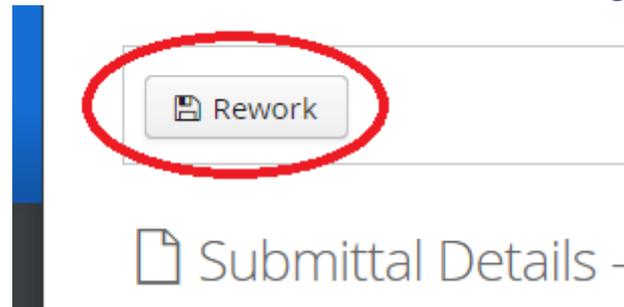
Responded RFIs

Submitta... ▾	Review Name	RFI Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
35118264	Structural Engineers Review	af

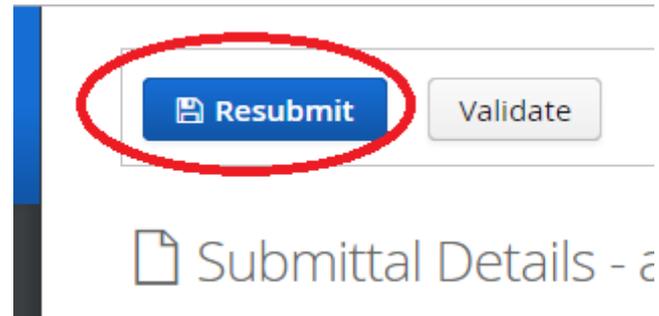
BSEE TIMS Web ePermits

Returned Submittals and Dashboard (Page 103 in User Guide)

- Change status to Rework to make changes.



- After making changes, submittal can be Resubmitted



BSEE TIMS Web ePermits

<https://timsweb.bsee.gov>

eWell

<https://ewell.bsee.gov/ewell>

Data Center

<https://www.data.bsee.gov>