

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
NATIONAL NOTICE**

NTL No: 2022-N02

Effective Date: August 12, 2022

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL
OIL AND GAS LEASES IN THE OUTER CONTINENTAL SHELF**

BSEE Policy on Refund for Service Fees

This Notice to Lessees and Operators (NTL) provides clarification and information to operators, lessees, and pipeline right-of-way holders on our policies and procedures for refunding a service fee.

Background

The Independent Offices Appropriation Act (31 U.S.C. 9701), the Omnibus Appropriations Bill (P.L. 104-133, 110 stat. 1321, April 26, 1996), and Office of Management and Budget Circular A-25 authorize Federal agencies to recover the full cost of services that confer special benefits. Under the Department of the Interior's implementing policy, the Bureau of Safety and Environmental Enforcement (BSEE) is required to charge full cost for services that provide special benefits or privileges to an identifiable non-Federal recipient above and beyond those which accrue to the public at large.

Policy

Parts 250, 251, 256, and 280 of Title 30 of the Code of Federal Regulations list service fees that BSEE collects to recover the cost of services that we provide. The regulations state that these fees are non-refundable. However, the regulations contemplated fees being submitted simultaneously with the associated applications or plans. Due to the mandated use of Pay.gov for electronic payment of fees, you must now pay your fees prior to submitting the plans and applications. This process has resulted in certain payment errors that do not themselves qualify as payment for services that provide special benefits or privileges to an identifiable non-Federal recipient above and beyond those which accrue to the public at large. BSEE will issue refunds in the following scenarios:

- (1) You submitted more than one payment with a single application or plan.
- (2) You submitted an incorrect fee or fee amount.
- (3) You submitted payment without submitting any application or plan and did not proceed further.

You must submit all ACH and Credit Card refund requests to <https://bsee.gov/FeesForServices>. Click on “Refund Request” and follow the prompts using the information from the original receipt to prepare your refund request. If the information provided is determined to be incorrect, the refund request will not be processed.

Refund requests must be submitted within 45 days of the initial service fee payment.

Contact for Refunds of Fees

Email BseeApplicationRefunds@bsee.gov if you have policy questions concerning refunds of service fees.

Guidance Document Statement

BSEE issues NTLs as guidance documents in accordance with 30 CFR 250.103 to clarify and 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 clarifies BSEE policy and practice around administration of the regulatory requirements pertaining to cost recovery fees.

Paperwork Reduction Act of 1995 Statement:

The Office of Management and Budget (OMB) has approved the information collection requirements and assigned OMB Control Numbers 1014-0022 for 30 CFR part 250, Subpart A; 1014-0025 for parts 251 and 280 as they pertain to Application for Permit to Drill (APD, Form BSEE-0123), and Supplemental APD Information Sheet (Form BSEE-0123S); and 1014-0016 for part 256 as it pertains granting rights-of-way. This NTL does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.).

Contact for NTL

If you have any questions or need clarification regarding this NTL, please contact Brenda Dickerson in the Accounting Systems Branch for BSEE at brenda.dickerson@bsee.gov.

KS/signed

Kevin M. Sligh, MBA, CEM
Director, BSEE