

**UNITED STATES DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE**

NTL No. 99-N03

Effective Date: March 1, 1999

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

**Performance Measures for OCS Operators and Form MMS-131**

This Notice to Lessees and Operators (NTL) supersedes NTL 98-6N and issues a revised form MMS-131, Performance Measures Data Form.

The Minerals Management Service (MMS) issued NTL 98-6N to begin collecting data on an annual basis on form MMS-131 related to a set of performance measures developed by a joint Government/industry workgroup. Representatives from 17 oil and gas companies, American Petroleum Institute, Offshore Operators Committee, Independent Petroleum Association of America, International Association of Drilling Contractors, National Oceans Industries Association, and the U.S. Coast Guard, participated in the workgroup. You can find the complete report with performance measures formulas on the MMS Web site at <http://www.mms.gov/eod/safety.htm>.

Based on the first year of experience, we have made some minor revisions to the data collection form MMS-131. The revised form clarifies that drilling, workover and allied services are included in drilling operations and eliminates the simple arithmetic data elements. We have also expanded the measure involving permit exceedences of the Environmental Protection Agency's National Pollutant Discharge Elimination System to include all noncompliances. A list of reporting element definitions is attached. Because of confusion in reporting company name(s), we now ask for your MMS Operator Code(s). If you do not know your operator code, please visit <http://www.gomr.mms.gov/homepg/pubinfo/freeasci/leasing/freeleas.html> to download the company list.

Your participation in the performance measures data collection effort is voluntary. However, the quality of the information we obtain from analyzing the data depends on the widespread support of this effort. You are asked to provide data on an **annual basis** for the previous calendar year **by March 31** of each year. Please be as complete as possible and make adjustments as necessary to improve subsequent submissions. You may mail, fax, or e-mail the completed form to:

Minerals Management Service  
ATTN: Staci Atkins  
381 Elden Street, MS 4023  
Herndon, VA 20170-4817

FAX number: (703) 787-1575  
E-Mail address: [staci.atkins@mms.gov](mailto:staci.atkins@mms.gov)



### PERFORMANCE MEASURES DATA FORM

Company Name(s)\* \_\_\_\_\_

MMS Region \_\_\_\_\_

MMS Operator Code(s) \_\_\_\_\_

Calendar Year \_\_\_\_\_

Contact Name \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Date Submitted \_\_\_\_\_

<u>SAFETY</u>	<u>PRODUCTION OPERATIONS</u>	<u>DRILLING** OPERATIONS</u>	<u>CONSTRUCTION OPERATIONS</u>
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A. No. of Company Employee Recordable Accidents	_____	_____	_____
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B. No. of Contract Employee Recordable Accidents	_____	_____	_____
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C. No. of Company Employee Lost Time Accidents	_____	_____	_____
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D. No. of Contract Employee Lost Time Accidents	_____	_____	_____
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E. Company Employee Hours Worked	_____	_____	_____
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F. Contract Employee Hours Worked	_____	_____	_____
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ENVIRONMENT

G. No. of EPA NPDES Noncompliances \_\_\_\_\_

H. For Oil Spills < 1 bbl

1. No. of Spills \_\_\_\_\_

2. Total Volume for Spills \_\_\_\_\_ bbl

\* Please list all companies that these data represent. If you do not know your MMS Operator Code(s), please visit (<http://www.gomr.mms.gov/homepg/pubinfo/freeasci/leasing/freeleas.html>) to download the company list.

\*\* Drilling Operations include Drilling, Workover, and Allied Services.

**Paperwork Reduction Act of 1995:** This Act (44 U.S.C. 3504 et seq.) requires us to inform you that MMS collects this information to carry out its responsibilities under the OCS Lands Act, as amended, and will use the information to evaluate the effectiveness of industry's continued improvement of safety and environmental management in the OCS. Responses are voluntary. No proprietary data are collected. We estimate the public reporting burden, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the information to average 12 hours per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB has approved this collection of information and assigned OMB control number 1010-0112. Direct comments regarding the burden estimate or any other aspect of this collection of information to the Information Collection Clearance Officer, Mail Stop 4230, Minerals Management Service, Department of the Interior, 1849 C Street, N.W., Washington, D.C. 20240.

**COMPANY-SPECIFIC DATA COLLECTED UNDER THIS REQUEST IS INTENDED FOR GOVERNMENT USE ONLY**

Form MMS-131 (February 2000) (Replaces previous edition of Form MMS-131 which may not be used.)

## **Reporting Element Definitions for MMS Form 131 Performance Measures Data Form**

### **1. Production Operations Employees' (Company And Contractor) Recordable And Lost Time Incidents**

- 1.1 *Recordable Incidents:* This value includes all company and contractor recordable injuries and illnesses using the Bureau of Labor Statistics (BLS) *Record Keeping Guidelines for Occupational Injuries and Illnesses*, September 1986 edition (or latest edition) from January 1 through December 31 for all production (i.e., production, wireline, maintenance, associated transportation, associated catering) operations employees that are assigned to the operator's OCS locations. It also includes restricted activity cases that are associated with no-days-away-from-work incidents. Transportation of personnel (e.g., helicopter, boat) injuries and illnesses incurred while supporting OCS activities should be included regardless of the occurrence location (e.g., shore base, OCS, transit). If transportation services are shared between OCS operators and others, only appropriate injuries and illnesses (i.e., those for which the operator is accountable) should be included with the operator's records. Office staff and management who are located onshore should not be included unless the company has an established process to include only the time they spend offshore and any associated offshore injury/illness.

The only performance measure that includes incidents and work hours outside the OCS is the safety performance measure which for the transportation component only includes incidents at the shore base and during transit from the shore base to the OCS location. All other safety performance measure components are for OCS-only activities. The transportation exception for safety was included as a convenience for data collection to avoid determining how many transportation incidents occurred in OCS waters only and the corresponding work hours.

- 1.2 *Lost Time Incidents:* This value is the number of production operations employee (company and contractor) injuries and illnesses on the OCS for which there were lost workdays as defined by BLS guidelines on the OSHA 200 log (or latest edition). It includes injuries and illnesses involving both days away from work and restricted duty situations.

### **2. Drilling Operations Employees' (Company And Contractor) Total Recordable And Lost Time Incidents**

- 2.1 *Recordable Incidents:* This value includes all company and contractor OSHA recordable injuries and illnesses using the Bureau of Labor Statistics (BLS) *Record Keeping Guidelines for Occupational Injuries and Illnesses*, September 1986 edition (or latest edition) from January 1 through December 31 for all drilling (i.e., exploration, development and production) operations employees (includes drilling, well workover/completion/service, plugging and abandonment, maintenance, associated

transportation, associated catering, diving, etc.) that are assigned to the operator's OCS locations. It also includes restricted activity cases that are associated with no-days-away-from-work incidents. Transportation of personnel (e.g., helicopters, boats) injuries and illnesses incurred while supporting OCS activities should be included regardless of the occurrence location (e.g., shore base, OCS, transit). If transportation services are shared between OCS operators and others, only appropriate injuries and illnesses (i.e., those for which the operator is accountable) should be included with the operator's records. Office staff and management who are located onshore should not be included unless the company has an established process to include only the time they spend offshore and any associated offshore injury/illness.

The only performance measure that includes incidents and work hours outside the OCS is safety performance measures that for the transportation component includes only incidents at the shore base and during transit from the shore base to the OCS location. All other safety performance measure components are for OCS-only activities. The transportation exception for safety was included as a convenience for data collection to avoid determining how many transportation incidents occurred in OCS waters only and the corresponding work hours.

- 2.2 *Lost Time Incidents:* This value is the number of injuries and illnesses for which there were lost workdays as defined by BLS guidelines for drilling (i.e., exploration, development, and production) employees who are assigned to the operator's OCS locations. Includes injuries and illnesses with both days away from work and restricted duty.

### **3. Construction Operations Employees' (Company And Contractor) Total Recordable And Lost Time Incidents**

- 3.1 *Recordable Incidents:* This value includes all company and contractor recordable injuries and illnesses using the Bureau of Labor Statistics (BLS) *Record Keeping Guidelines for Occupational Injuries and Illnesses*, September 1986 edition (or latest edition) from January 1 through December 31 for construction operations employees (includes offshore construction, piping, platform structural modifications, major equipment additions, pipelines, major painting activities, platform installations and decommissioning, maintenance, associated transportation, associated catering, diving, etc.) that are assigned to the operator's OCS locations. These activities are usually directed by a construction inspector or supervisor and are larger projects, in most cases. It also includes restricted activity cases that are associated with no-days-away-from-work incidents. Transportation of personnel (e.g., helicopters, boats) injuries and illnesses incurred while supporting OCS activities should be included regardless of occurrence location (i.e., OCS, shore base, transit). If transportation services are shared between OCS operators or others, only appropriate injuries and illnesses (those for which the operator is accountable) should be included with the operator's records. Office staff and management who are located onshore should not be included unless the company has an established process to include only the time they spend offshore and any associated offshore injury/illness.

3.2 *Lost Time Incidents:* This value is the number of injuries and illnesses for which there were lost workdays as defined per BLS guidelines on the OSHA 200 log (or latest edition) for construction operations employees who are assigned to the operator's OCS locations. Includes injuries and illnesses with both days away from work and restricted duty.

#### **4. Production, Drilling, or Construction Employee Hours Worked**

This value is the number of **actual** hours worked during the calendar year on the OCS by those production, drilling, or construction operations employees (i.e., company and contractor employees) assigned to an operator's OCS locations. Transportation employee hours worked should include all time worked regardless of location (excluding office staff and management), but allocated among operators if the services are shared. Do not include hours for which the employee is off-work or sleeping. Therefore, record 24 hours only in the unusual event that an employee works through a full day.

#### **5. EPA NPDES Noncompliances**

This is the Discharge Monitoring Report (DMR) annual number of noncompliances from OCS leases as reported to the EPA. Although most discharge monitoring reports are made annually by all companies, the reporting periods are staggered quarterly. Although some noncompliances may have occurred in the previous calendar year and different reporting cycles are used, the data are verifiable and readily available. The different conditions that may be encountered due to weather or other cyclical circumstances because of the varying reporting cycles should balance out over time. For discharge monitoring reports submitted monthly, include noncompliances from OCS leases that occurred only in the calendar/year.

#### **6. Oil Spills: Number And Volume Of Oil Spills < 1 Barrel**

6.1 *Number of spills:* This value is the annual calendar-year total number of oil spills of less than one barrel from production, construction and drilling-related operations on the OCS. Includes lessee spills and contractor spills directly involved in supporting lessee's operations. Includes spills from (1) pipelines within the facility where operator had/should have had containment and (2) pipeline company-owned pipelines, operated by the facility. Does not include sightings. Does not include shipping-related incidents such as non-lease-related shipping spills. Does not include hazardous substance spills. Does not include NPDES-related spills or sheens.

6.2 *Volume of spills:* This value is the total volume of spills from 6.1.