

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY & ENVIRONMENTAL ENFORCEMENT**

NTL No. 2019-N02

Effective Date: May 3, 2019

NATIONAL NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL
AND GAS AND SULPHUR LEASES, AND PIPELINE RIGHT-OF-WAY
HOLDERS IN THE OUTER CONTINENTAL SHELF (OCS)

Electronic Submittal of Requests, Reports, and Notifications

This Notice to Lessees and Operators (NTL) provides information and guidance about the Bureau of Safety and Environmental Enforcement (BSEE) electronic permitting and reporting tracking system.

Background

The regulations at 30 CFR part 250 require various types of submittals, including requests, reports, and notifications, at various times for various reasons. Under 30 CFR 250.186(a)(3), you may submit digital data when BSEE is equipped to accept it.

Electronic requests, reports, and notifications

The BSEE has implemented an Internet-based system called the Technical Information Management System Web (TIMS Web) (<https://timsweb.bsee.gov>) for regulated entities to exchange information with BSEE electronically. You may use the TIMS Web to submit and track submittals required by various regulations under 30 CFR part 250. The TIMS Web system is similar to the electronic well permitting and reporting system referred to as eWell, which BSEE (and its predecessors) have used since 2004.

You should use the TIMS Web system for your standard submittals instead of sending hard-copy documents and emails. This electronic reporting system is more secure than email and tracks the status of your submittals while increasing the efficiency of BSEE's review and approval processes. Although not required, BSEE prefers that you use the TIMS Web for submittals instead of using the email addresses set forth in other NTLs pertaining to various specific submittal requirements (e.g., idle iron plans, decommissioning cost reports). In the Gulf of Mexico Region, please continue to use the guidance in NTL No. 2018-G02, "Incident, Oil Spill, and Permit Request Notification (Regular Hours and After Hours Guidance)" for reporting incidents and operational issues

You may submit the following in TIMS Web:

- Lease Development submittals, including lease suspensions and royalty relief
- District submittals required by 30 CFR part 250, Subpart A (excluding those covered by the eWell Permitting and Reporting System as specified in NTL No. 2014-N03)

- Safety and Environmental Management Systems Plans and Performance Measures information required by 30 CFR part 250, Subpart S and clarified by NTL No. 2018-N05
- Pipeline and Rights of Way submittals required by 30 CFR part 250, Subpart J
- Structure submittals required by 30 CFR part 250, Subpart I
- Unitization submittals required by 30 CFR part 250, Subpart M
- Resource Conservation submittals required by 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 required by 30 CFR part 250, Subpart L
- Deep Water Operations Plans submittals required by 30 CFR part 250, Subpart B
- Decommissioning submittals required by 30 CFR part 250, Subpart Q, NTL No. 2018-G03, and NTL No. 2017-N02 (excluding those covered by the eWell Permitting and Reporting System).

Registration Procedures and Application Manual

Anyone interested in using TIMS Web must first register for a TIMS Web account. The process to obtain a TIMS Web account is identical to the process to obtain an eWell account and uses the same registration forms and user application manual included in NTL No. 2014-N03. The latest version of the user application manual provides information regarding the process and is available at <https://www.bsee.gov/sites/bsee.gov/files/bsee-policy-manual-section/ocs-operations/ewell-permitting-and-reporting-system-application-manual.pdf>.

Training

BSEE will provide TIMS Web training in early 2019 and periodically thereafter based on requests from the TIMS Web user community. We will send announcements about the specific scheduled training when the details have been finalized. You may also send questions and training requests to ewelltraining@bsee.gov.

Paperwork Reduction Act of 1995 (PRA) Statement

The Office of Management and Budget (OMB) has approved the information collection requirements for the regulations at 30 CFR part 250 under OMB Control Numbers 1014-0002, 1014-0010, 1014-0011, 1014-0015, 1014-0016, 1014-0017, 1014-0019, 1014-0022, and 1014-0024. This NTL does not impose any additional information collection subject to the Paperwork Reduction Act of 1995.

Contacts

To report technical problems with TIMS Web and eWell, you may contact the BSEE Enterprise IT Service desk by telephone between the hours of 6:30 am and 5:00 pm central time at 1-877-256-6260. You may also contact the service desk by e-mail at EnterpriseITServiceDesk@bsee.gov.

For general information regarding the TIMS Web modules, you may contact BSEE by telephone at (504) 736-2874.

For information about specific submittal types, you may contact the following:

- Lease Development submittals, including lease suspensions and royalty relief, contact:
 - In Gulf of Mexico OCS Region (GOM), Production and Development at (504) 736-2662
 - In Pacific OCS Region, bseepacopd@bsee.gov
 - In Alaska OCS Region, Regional Field Operations at (907) 334-5300

- District Notices and requests, including production notifications and well casing pressure requests, contact:
 - In GOM, District Field Operations at (504) 736-2501
 - In Pacific, bseepacaliforniadistrict@bsee.gov at (805) 384-6370 (office)
 - In Alaska, Regional Field Operations at (907) 334-5300

- Safety and Environmental Management Systems Plans and Performance Measures data, Form BSEE.0131, contact SEMS@bsee.gov

- Pipeline and Pipeline Rights of Way submittals, contact:
 - In GOM, pipelines@bsee.gov or by phone at (504) 736-2814
 - In Pacific, bseepacoso@bsee.gov or by phone at (805) 384-6325 (office)
 - In Alaska, Regional Field Operations at (907) 334-5300

- Structure submittals, contact:
 - In GOM, Regional Field Operations at structures@bsee.gov or by phone at (504) 736-2726
 - In Pacific, bseepacoso@bsee.gov or by phone at (805) 384-6325 (office)
 - In Alaska, Regional Field Operations at (907) 334-5300

- Unitization submittals, contact:
 - In GOM, unitizationgomr@bsee.gov or by phone at (504) 736-2662
 - In Pacific, bseepacop@bsee.gov
 - In Alaska, Regional Field Operations at (907) 334-5300

- Resource Conservation submittals, contact:

- In GOM, Production and Development at (504) 736-2651
 -
 - In Pacific OCS Region, bseepacopd@bsee.gov at (805) 384- 6300 (office)
 - In Alaska OCS Region, Regional Field Operations at (907) 334-5300
- Well Analysis (for enhanced production) submittals, contact:
 - In GOM, Production and Development at (504) 736-2651
 - In Pacific OCS Region, bseepacopd@bsee.gov at (805) 384- 6300 (office)
 - In Alaska OCS Region, Regional Field Operations at (907) 334-5300
- Production measurement verification and surface commingling and measurement submittals, contact:
 - In GOM, Production and Development at (504) 736-2498
 - In Pacific OCS Region, bseepacopd@bsee.gov at (805) 384- 6300 (office)
 - In Alaska OCS Region, Regional Field Operations at (907) 334-5300
- Deep Water Operations Plans and related information, contact Regional Field Operations at (504) 736-5776
- Decommissioning reports and information questions, contact:
 - In GOM, BSEERIdleIron@bsee.gov or by phone at (504) 736-7569
 - In Pacific, pocsrdecommcost@bsee.gov
 - In Alaska, akocsrdecommcost@bsee.gov

|

/S/ Susan Dwarnick
Susan Dwarnick
Acting Chief
Office of Offshore Regulatory Programs