

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT  
GULF OF MEXICO OUTER CONTINENTAL SHELF (OCS) REGION**

NTL No. 2018-G02

Effective Date: September 27, 2018

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, AND SULPHUR  
LEASES AND PIPELINE RIGHT-OF-WAY HOLDERS  
ON THE OCS, GULF OF MEXICO REGION**

**Incident, Oil Spill, and Permit Request Notification  
(Regular Hours and After Hours Guidance)**

This Notice to Lessees and Operators (NTL) is issued pursuant to 30 CFR 250.103 and supersedes NTL No. 2014-G05, *Contact with District Offices, Pipeline Section, and Resource Conservation Section Outside Regular Work Hours*, effective December 2, 2014. It provides industry with contact information during regular office hours and additional contact numbers for the purpose of after-hours calls pertaining to:

1. Required reporting of incidents under 30 CFR 250.188(a) {fatalities, blowouts, explosions, etc.}
2. Required reporting of oil spills or spills of other liquid pollutants as outlined in 30 CFR 250.187(d) and 30 CFR 254.46 {from a rig, production facility, or pipeline estimated to be more than 1 barrel}
3. Requests to return facility/component to service after being issued a shut-in Incident of Non-Compliance (INC)
4. Permit approval request to avoid shut-in of a drilling rig or production facility
5. Urgent pipeline repair requests
6. Urgent flaring and venting requests

**Introduction**

The regulations at 30 CFR Parts 250 and 254 require you to obtain various drilling, production, pipeline, and flare/vent approvals from, and to make incident; oil spill and other pollution events; and security-related notifications to, BSEE Gulf of Mexico Region (GOMR). The purpose of this NTL is to describe the procedures you can use to fulfill these requirements during and after regular office hours. **Regular office hours for BSEE GOMR are 7:00 a.m. to 4:00 p.m., Central Time, Monday through Friday, excluding Federal holidays.** See Attachment A for contact information during regular office hours.

See Attachment B for instructions on notifying BSEE outside of regular office hours to report an incident, oil spill and other pollution events, or security-related event as outlined in items 1 and 2 above.

See Attachment C for instructions on notifying BSEE outside of regular office hours for operational issues as outlined in items 3 through 6 above.

For a description of the areas of responsibility for the various BSEE GOMR District Offices, see Attachment D to this NTL.

### **Guidance Document Statement**

BSEE issues NTLs as guidance documents in accordance with 30 CFR 250.103 to clarify or provide more detail about certain BSEE regulatory requirements and to outline the information you must provide in your various submittals.

### **Paperwork Reduction Act of 1995 Statement**

The collection of information referred to in this NTL provides clarification, description, or guidance of requirements contained in 30 CFR 250, subparts A, C, D, E, F, G, H, J, K, and Q, and in 30 CFR 254. The Office of Management and Budget (OMB) has approved the information collection requirements and assigned OMB Control Numbers 1014-0022, 1014-0023, 1014-0018, 1014-0004, 1014-0001, 1014-0028, 1014-0003, 1014-0016, 1014-0019, and 1014-0007, respectively. This NTL does not impose additional information collection requirements subject to the Paperwork Reduction Act of 1995.

### **Contact**

If you have any questions regarding this NTL please contact:

- The Office of District Field Operations at (504) 736-2923;
- For pipeline questions, the Office of Regional Field Operations at (504) 736-7510;  
or
- For flaring and venting questions, the Office of Production and Development at (504) 736-5718.

/S/ Lars Herbst

Lars Herbst  
Regional Director

Attachments

## ATTACHMENT A

### Contact Information During Regular Office Hours

Office	Mailing Address	Office Number	Facsimile Number	Office Email Address
<b>New Orleans District</b>	800 West Commerce Road Suite 300 New Orleans, LA 70123-3392	(504) 734-6740 or (504) 734-6742	(504) 734-6741	bsee.new.orleans.district@bsee.gov
<b>Houma District</b>	3866 Highway 56 Houma, LA 70363	(985) 853-5884 or (985) 853-5890	(985) 879-2738	bsee.houma.district@bsee.gov
<b>Lafayette District</b>	201 St. Patrick Street Suite 200 Lafayette, LA 70506	(337) 289-5100 or (337) 289-5102	(337) 236-6084	bsee.lafayette.district@bsee.gov
<b>Lake Charles District</b>	One Lakeside Drive Suite 300 Capital One Tower Lake Charles, LA 70629	(337) 437-4600 or (337) 437-4601	(337) 437-8377	bsee.lake.charles.district@bsee.gov
<b>Lake Jackson District</b>	4005 Technology Drive Suite 2090 Angleton, TX 77515	(713) 286-2300 or (713) 286-2305	(979)864-3675	bsee.lake.jackson.district@bsee.gov
<b>Pipeline Section</b>	Mail Stop 5232 1201 Elmwood Park Boulevard New Orleans, LA 70123-2394	(504) 736-2814 or (504) 736-2895	(504) 736-2408	pipelines@bsee.gov
<b>Resource Conservation Section</b>	Mail Stop GE933B 1201 Elmwood Park Boulevard New Orleans, LA 70123-2394	(504) 736-2651 or (504) 736-2675	(504) 736-2647	rate.control.unit@bsee.gov

## ATTACHMENT B

### NOTIFICATION INSTRUCTIONS FOR INCIDENTS, OIL SPILLS, AND SECURITY-RELATED EVENTS

Operators are required to report (as numerically listed in NTL No. 2018-G02):

1. Incidents under 30 CFR 250.188(a) {fatalities, blowouts, explosions, etc.}
2. Oil spills pursuant to 30 CFR 250.187(d) and 30 CFR 254.46 {from a rig, production facility, or pipeline estimated to be more than 1 barrel}

#### *Incident Reporting*

The regulations at 30 CFR 250.188 describe the incidents that must be reported to BSEE, and when they must be reported. In accordance with 30 CFR 250.189, notify the appropriate BSEE GOMR District Office, except when the incident involves an outer Continental Shelf (OCS) pipeline. If the incident involves an OCS pipeline, notify the BSEE GOMR Pipeline Section. Please refer to the NTL regarding incident reporting for more details on incident reporting requirements.

During normal office hours, you should make the required notification by phone to the appropriate BSEE GOMR District Office or the GOMR Pipeline Section (if the incident is related to OCS pipeline activities). **After-hour calls associated with incident reporting should be directed to the BSEE after-hours notification instructions below and be limited to those incidents identified in 30 CFR 250.188(a).**

For non-emergency situations involving drilling or production activities that occur outside regular GOMR office hours (e.g., items lost overboard according to 30 CFR 250.300(d)), you may notify the appropriate BSEE GOMR District office by email or facsimile instead of orally. In these cases, the BSEE GOMR accepts the date and time of the email as the official notification. Also available is the eWell Permitting and Reporting System with features for Incident and Pollution event reporting. Please refer to the NTL regarding the eWell Permitting and Reporting System for more details.

#### *Reporting Oil Spills and Other Liquid Pollutants*

As stated in 30 CFR 254.46(a), you must immediately notify the National Response Center at (800) 424-8802 if you observe a spill from your facility, a spill from another offshore facility, or an offshore spill of unknown origin.

Pursuant to 30 CFR 250.187(d) and 30 CFR 254.46(b), you must notify BSEE GOMR without delay if you have a spill from your facility that is one (1) barrel or more or, if the volume is unknown, is thought to be one barrel (1) or more.

Pursuant to 30 CFR 250.187(d) and 30 CFR 254.46(c), you must immediately notify BSEE and the responsible party, if known, if you observe a spill resulting from operations at another offshore facility. You should notify the appropriate District Office instead of the Regional Supervisor. If you suspect the spill is related to OCS pipeline

activities, notify the BSEE GOMR Pipeline Section and the responsible party, if known. Please refer to the NTL regarding incident reporting for more details on pollution reporting requirements.

During normal office hours, you should make the required notification by phone, email or facsimile to the appropriate BSEE GOMR District office or the GOMR Pipeline Section (if the spill is related to OCS pipeline activities) and/or use the eWell reporting system. If the spill is more than 1 barrel, make the required oral notification by telephone to the appropriate BSEE GOMR District Office or the BSEE GOMR Pipeline Section (if the spill is related to OCS pipeline activities). **After-hour calls associated with oil spill reporting should be directed to the BSEE after-hours notification instructions below and be limited to those spills greater than one (1) barrel.**

### **Instructions for Reporting Incidents, Oil Spills, and Security-Related Events After-Hours**

To make a report to BSEE, please follow the call list for the District Office in which the incident, oil spill, or security-related event occurred by first dialing the primary contact, then followed by the next contact, and so on (see Table 1). **If there is no answer, leave a brief message and go immediately to the next contact on the list.** If the report is related to an OCS pipeline, please also use the call list for the Pipeline Section (see Table 2).

If the call list for the District Office (and Pipeline Section, if applicable) is exhausted with no contact, you may use the additional call list for Regional leadership (see Table 3).

When reporting incidents, oil spills, or security-related events to BSEE, you should have the following information available:

- Name of Caller
- Name of Operator and/or Contractor
- Call-Back Number
- Lease Number
- Area/Block
- Well Name-Rig Name/Platform Name
- Associated District Office, if appropriate
- Type of Operation (Production Operations/Well Operations/Pipeline Operations/Flaring Operations)
- Purpose of Call

<b>Contact Information for After-Hours Reporting</b>			
<b>TABLE 1: DISTRICT CONTACT LIST</b>			
<b>New Orleans District</b>			
<i>After-Hours email: <a href="mailto:NOLABB@bsee.gov">NOLABB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(504) 615-0114	Primary Engineer	(504) 919-4734
Section Chief	(504) 615-2406	Section Chief	(504) 452-7958
District Manager	(504) 201-4452	District Manager	(504) 201-4452
<b>Houma District</b>			
<i>After-Hours email: <a href="mailto:HoumaDistrict.afterhours@bsee.gov">HoumaDistrict.afterhours@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(985) 688-6050	Primary Engineer	VACANT
Section Chief	(985) 720-5264	Section Chief	(985) 720-8324
District Manager	(985) 351-4832	District Manager	(985) 351-4832
<b>Lafayette District</b>			
<i>After-Hours email: <a href="mailto:lafayetteBB@bsee.gov">lafayetteBB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(337) 280-0227	Primary Engineer	(337) 349-2536
Section Chief	(337) 278-7567	Section Chief	(337) 258-5896
District Manager	(504) 329-2282	District Manager	(504) 329-2282
<b>Lake Charles District</b>			
<i>After-Hours email: <a href="mailto:LakeCharlesBB@bsee.gov">LakeCharlesBB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(337) 370-2419	Primary Engineer	(337) 419-5906
Section Chief	(337) 563-3218	Section Chief	(504) 329-2287
District Manager	(504) 329-2515	District Manager	(504) 329-2515
<b>Lake Jackson District</b>			
<i>After-Hours email: <a href="mailto:LakeJacksonBB@bsee.gov">LakeJacksonBB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(979) 292-9334	Primary Engineer	(979) 900-8115
Section Chief	(979) 900-5589	Section Chief	(979) 481-2184
District Manager	(979) 549-7162	District Manager	(979) 549-7162

<b>TABLE 2: PIPELINE SECTION CONTACT LIST</b>	
Primary Engineer	(504) 452-3562
Secondary Engineer	(504) 615-2476
Section Chief	(504) 615-8608
Deputy Regional Supervisor	(504) 315-0481

<b>TABLE 3: INCIDENT EMERGENCY CONTACT LIST</b>	
District Operations Support Chief	(504) 202-5422
Deputy Regional Supervisor District Operations	(504) 450-2338
Regional Supervisor District Operations	(985) 856-5703

## ATTACHMENT C

### **NOTIFICATION INSTRUCTIONS FOR REQUESTS TO OBTAIN DRILLING, PRODUCTION, PIPELINE, AND VENTING AND FLARING PERMITS**

Operators are allowed to make requests to obtain permits outside of regular business hours only for the following reasons (as numerically listed in NTL No. 2018-G02):

3. Requests to return facility/component to service after being issued a shut-in INC
4. Permit approval request to avoid shut-in of a drilling rig or production facility
5. Urgent pipeline repair requests
6. Urgent flaring and venting requests

If your request does not meet one of the above criteria, please contact the relevant BSEE office during the next business day.

#### ***Drilling, Completion, Workover, Production, and Abandonment Activities***

The regulations at 30 CFR 250 subparts D, E, F, G, H, and Q require you to obtain various drilling, completion, workover, production, and abandonment approvals from and make notifications to the BSEE GOMR District Offices. During normal office hours, direct telephone calls and emails associated with drilling, completion, workover, production, and abandonment activities to your normal BSEE contact. **After-hour calls associated with drilling, completion, workover, production, and abandonment activities should follow the after-hours permit request instructions below and be limited to:**

- Requests to return facility/component to service or
- Permit approval request to avoid shut-in of a drilling rig or other well-operations unit or production facility.

#### ***Pipeline Activities***

For matters involving OCS pipelines, contact the BSEE GOMR Pipeline Section during regular office hours to make the notifications required by 30 CFR 250.1008(a), (c), and (d) and the pipeline repair notifications required by 30 CFR 250.1008(e). **For emergency situations involving OCS pipelines that occur outside regular BSEE GOMR office hours, call the Pipeline Section number(s) outlined in the after-hours notification permit request below.**

#### ***Flaring and Venting Activities***

30 CFR 250.1160, 250.1161, 250.1163, and 250.1164 specify the limited circumstances under which you may flare or vent natural gas without BSEE approval, and when approval is required.

For matters requiring approval to flare or vent natural gas pursuant to 30 CFR 250.1160, 250.1161, and 250.1164, contact the Resource Conservation Section during regular office

hours when possible. **For situations requiring approval outside regular BSEE GOMR office hours, follow the after-hours permit request instructions below.**

### **After-Hours Permit Request Instructions**

Please limit calls requesting non-emergency operational approvals to regular office hours. Your calls outside regular office hours must be for emergencies, to request approval to avoid shut-in of a drilling rig or production facility, or to meet other regulatory deadlines cited above. The contact numbers for telephone calls outside regular office hours are outlined in the GOMR After-Hours Contact List (see Tables 4, 5, and 6). Please follow the call list by first dialing the Primary Contact; if there is no answer, please leave a message with the BSEE contact along with the time of the call and **allow 3 hours for a return call** before moving to the next contact on the list.

Please direct communications regarding drilling or production activities to the appropriate BSEE GOMR District Office. See Attachment D to this NTL for a description of the areas of responsibility for the various BSEE GOMR District Offices.

Please direct communications regarding OCS pipeline operations to the BSEE GOMR Pipeline Section.

Please direct communications regarding flaring/venting to the BSEE GOMR Resource Conservation Section.

For after-hour calls, you should have the following information available:

- Name of Caller
- Name of Operator and/or Contractor
- Call-Back Number
- Lease Number
- Area/Block
- Well Name-Rig Name/Platform Name
- Associated District Office, if appropriate
- Type of Operation (Production Operations/Well Operations/Pipeline Operations/Flaring Operations)
- Purpose of Call

Included in the District Contacts List is the after-hour mailbox for each District Office to allow electronic correspondence transfers. **The email address is only to be used either concurrently with a telephone call or after initial contact has been made via telephone to ensure BSEE personnel are aware of the incoming email.**



<b>Contact Information for After-Hours Permit Requests</b>			
<b>TABLE 4: DISTRICT CONTACT LIST</b>			
<b>New Orleans District</b>			
<i>After-Hours email: <a href="mailto:NOLABB@bsee.gov">NOLABB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(504) 615-0114	Primary Engineer	(504) 919-4734
Section Chief	(504) 615-2406	Section Chief	(504) 452-7958
District Manager	(504) 201-4452	District Manager	(504) 201-4452
<b>Houma District</b>			
<i>After-Hours email: <a href="mailto:HoumaDistrict.afterhours@bsee.gov">HoumaDistrict.afterhours@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(985) 688-6050	Primary Engineer	VACANT
Section Chief	(985) 720-5264	Section Chief	(985) 720-8324
District Manager	(985) 351-4832	District Manager	(985) 351-4832
<b>Lafayette District</b>			
<i>After-Hours email: <a href="mailto:lafayetteBB@bsee.gov">lafayetteBB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(337) 280-0227	Primary Engineer	(337) 349-2536
Section Chief	(337) 278-7567	Section Chief	(337) 258-5896
District Manager	(504) 329-2282	District Manager	(504) 329-2282
<b>Lake Charles District</b>			
<i>After-Hours email: <a href="mailto:LakeCharlesBB@bsee.gov">LakeCharlesBB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(337) 370-2419	Primary Engineer	(337) 419-5906
Section Chief	(337) 563-3218	Section Chief	(504) 329-2287
District Manager	(504) 329-2515	District Manager	(504) 329-2515
<b>Lake Jackson District</b>			
<i>After-Hours email: <a href="mailto:LakeJacksonBB@bsee.gov">LakeJacksonBB@bsee.gov</a></i>			
Well Operations		Production Operations	
Primary Engineer	(979) 292-9334	Primary Engineer	(979) 900-8115
Section Chief	(979) 900-5589	Section Chief	(979) 481-2184
District Manager	(979) 549-7162	District Manager	(979) 549-7162

<b>TABLE 5: PIPELINE SECTION CONTACT LIST</b>	
Primary Engineer	(504) 452-3562
Secondary Engineer	(504) 615-2476
Section Chief	(504) 615-8608
Deputy Regional Supervisor	(504) 315-0481

<b>TABLE 6: RESOURCE CONSERVATION SECTION CONTACT LIST</b>	
Primary Engineer	(504) 914-2329
Section Chief	(504) 343-7135
Deputy Regional Supervisor	(504) 407-4046

## ATTACHMENT D

### AREAS OF RESPONSIBILITY OF GOMR DISTRICT OFFICES

#### NEW ORLEANS DISTRICT

Apalachicola (AP) - All OCS blocks  
Atwater (AT) - All OCS blocks  
Breton Sound (BS) - All OCS blocks  
Campece Escarpment (CA) - All OCS blocks  
Chandeleur (CA) - All OCS blocks  
Chandeleur, East Addition - All OCS blocks  
Chandeleur Sound (CS) - All OCS blocks  
Charlotte Harbor (CH) - All OCS blocks  
De Soto Canyon (DC) - All OCS blocks  
Destin Dome (DD) - All OCS blocks  
Dry Tortugas (DT) - All OCS blocks  
Ewing Bank (EW) - Those OCS blocks east of a line extending south from the west side of EW Block 787, including those Ewing Bank blocks north and east of Grand Isle, South Addition.  
Florida Middle Ground (FM) - All OCS blocks  
Florida Plain (FP) - All OCS blocks  
Gainesville (GV) - All OCS blocks  
Grand Isle (GI) - All OCS blocks  
Grand Isle, South Addition - All OCS blocks  
Henderson (HE) - All OCS blocks  
Howell Hook (HH) - All OCS blocks  
Key West (KW) - All OCS blocks  
Lloyd (LL) - All OCS blocks  
Lund (LU) - All OCS blocks  
Main Pass (MP) - All OCS blocks  
Main Pass, East Addition - All OCS blocks  
Main Pass, South Addition - All OCS blocks  
Miami (MA) - All OCS blocks  
Mississippi Canyon (MC) - All OCS blocks  
Mobile (MO) - All OCS blocks  
Pensacola (PE) - All OCS blocks  
Pulley Ridge (PR) - All OCS blocks  
Rankin (RK) - All OCS blocks  
South Pass (SP) - All OCS blocks  
South Pass, East Addition - All OCS blocks  
South Pass, South Addition - All OCS blocks  
St. Petersburg (PB) - All OCS blocks  
Tarpon Springs (TP) - All OCS blocks  
The Elbow (EL) - All OCS blocks  
Vernon Basin (VB) - All OCS blocks  
Viosca Knoll (VK) - All OCS blocks

West Delta (WD) - All OCS blocks  
West Delta, South Addition - All OCS blocks

### **HOUMA DISTRICT**

Amery Terrace (AT) - All OCS blocks  
Bay Marchand (BM) - All OCS blocks  
Ewing Bank (EW) - Those OCS blocks west of a line extending south from the west side of EB Block 787.  
Green Canyon (GC) - All OCS blocks  
Ship Shoal (SS) - All OCS blocks  
Ship Shoal, South Addition - All OCS blocks  
South Timbalier (ST) - All OCS blocks  
South Timbalier, East Addition - All OCS blocks  
South Pelto (PL) - All OCS blocks  
Walker Ridge (WR) - All OCS blocks

### **LAFAYETTE DISTRICT**

Eugene Island (EI) - All OCS blocks  
Eugene Island, South Addition - All OCS blocks  
Garden Banks (GB) - Those OCS blocks east of a line extending south from the west side of GB Block 64.  
Keathley Canyon (KC) - Those OCS blocks east of a line extending south from the west side of KC Block 20.  
Sigsbee Escarpment (SE) - Those blocks east of a line extending south from the west side of SE Block 20.  
South Marsh Island (SM) - All OCS blocks  
South Marsh Island, North Addition - All OCS blocks  
South Marsh Island, South Addition - All OCS blocks

### **LAKE CHARLES DISTRICT**

East Cameron (EC) - All OCS blocks  
East Cameron, South Addition - All OCS blocks  
Garden Banks (GB) - Those OCS blocks west of a line extending south from the east side of GB Block 63, and east of a line extending south from the west side of GB Block 143.  
Keathley Canyon (KC) - Those OCS blocks west of a line extending south from the east side of KC Block 19, and east of a line extending south from the west side of KC Block 11.  
Sabine Pass, Louisiana (SA) - All OCS blocks  
Sigsbee Escarpment (SE) – Those blocks west of a line extending south from the east side of SE Block 19, and east of a line extending south from the west side of SE Block 11.  
Vermilion (VR) - All OCS blocks  
Vermilion, South Addition - All OCS blocks  
West Cameron (WC) - All OCS blocks  
West Cameron, South Addition - All OCS blocks

West Cameron, West Addition - All OCS blocks

**LAKE JACKSON DISTRICT**

Alaminos Canyon (AC) - All OCS blocks

Brazos (BA) - All OCS blocks

Brazos, South Addition - All OCS blocks

Corpus Christi (CC) - All OCS blocks

East Breaks (EB) - All OCS blocks

Galveston (GA) - All OCS blocks

Galveston, South Addition - All OCS blocks

Garden Banks (GB) - Those blocks west of a line extending south from the east side of GB Block 142.

High Island (HI) - All OCS blocks

High Island, East Addition - All OCS blocks

High Island, East Addition, South Extension - All OCS blocks

High Island, South Addition - All OCS blocks

Keathley Canyon (KC) - Those OCS blocks west of a line extending south from the east side of KC Block 10.

Matagorda Island (MI) - All OCS blocks

Mustang Island (MU) - All OCS blocks

Mustang Island, E. Add. - All OCS Blocks

North Padre Island (PN) - All OCS blocks

North Padre Island, East Addition - All OCS blocks

Port Isabel (PI) - All OCS blocks

Sabine Pass, Texas (SX) - All OCS blocks

South Padre Island (PS) - All OCS blocks

South Padre Island, East Addition – All OCS blocks