

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

NTL No. 2016-N02

Effective Date: February 2, 2016

NATIONAL NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, AND  
SULPHUR LEASES ON THE OUTER CONTINENTAL SHELF

**Performance Measures for OCS Operators and Form BSEE-0131**

**Purpose**

This Notice To Lessees (NTL) will supersede NTL 2015-N01. This NTL provides:

- Notification of the approaching March 31<sup>st</sup> deadline to submit Form BSEE-0131, Performance Measures Data, for the prior calendar year;
- The website to obtain Form BSEE-0131 and instructions on how to fill out the form, how to submit it, and more information about the OCS Performance Measures Program; and
- Clarification on how to report hours worked on Form BSEE-0131.

**Authority**

According to 30 CFR 250.1929, you must submit Form BSEE-0131, Performance Measures Data, by March 31<sup>st</sup> of each year.

**Form BSEE-0131**

**General Information:**

You may obtain the OMB-approved form, instructions to fill out the form, and historical data from the following website:

<http://www.bsee.gov/Regulations-and-Guidance/Safety-and-Environmental-Management-Systems---SEMS/OCS-Performance-Measures/>

Previous versions of the form have expired and will not be accepted. You must submit the current version of Form BSEE-0131, which is posted on the website listed. The form collects data from the prior calendar year.

**Clarification on How to Report Hours Worked:**

Sections E and F on Form BSEE-0131 are for reporting both company and contractor 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 assigned to an operator's OCS locations. Transportation

contractor hours worked should include all time worked regardless of location (excluding office staff and management), but should be allocated among multiple operators (if the services are shared), and distributed amongst the aforementioned categories in bold. Do not include hours for which the employee is off-work or sleeping. Therefore, record hours on a 24-hour basis only in the unusual event that an employee works through a full day.

**Submission Information:**

Although email is the preferred method, you may mail, email, or fax the completed form to:

Bureau of Safety and Environmental Enforcement  
ATTN: Gabe Durand  
45600 Woodland Road, MS VAE-ORP  
Sterling, VA 20166  
email: <mailto:SEMS@BSEE.gov>  
Fax: (703) 787-1093

**Guidance Document Statement**

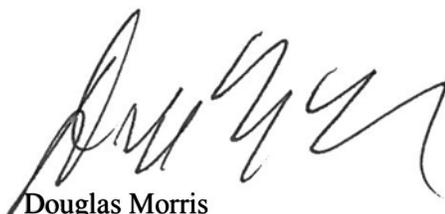
The BSEE issues NTLs as guidance documents in accordance with 30 CFR 250.103 to clarify or provide more detail about certain regulatory requirements and to outline the information you must provide in your various submittals.

**Paperwork Reduction Act of 1985 Statement**

This NTL is explanatory only and does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995. The collection of information referred to in this NTL, required by 30 CFR 250, Subpart S, is approved by the Office of Management and Budget (OMB) under OMB Control Number 1014-0017.

**Contacts**

If you have any questions on this NTL or Form BSEE-0131, you may contact Gabe Durand at (703) 372-3931 or by email at [gabe.durand@bsee.gov](mailto:gabe.durand@bsee.gov).



Douglas Morris  
Chief, Office of Offshore Regulatory Programs