

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

NTL No. 2015-N05

Effective Date: January 1, 2016

**NATIONAL NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, AND
SULPHUR LEASES AND PIPELINE RIGHT-OF-WAY HOLDERS**

Electronic Submittal of Production Facility Safety System Applications

This National Notice to Lessees and Operators (NTL) provides information and guidance about the Bureau of Safety and Environmental Enforcement (BSEE) electronic Production Facility Safety System Application submittal and tracking system.

Background

The regulation at 30 CFR 250.802(e) states that prior to installation, the lessee shall submit in duplicate for approval to the District Manager a production safety system application containing information relative to design and installation features. Under 30 CFR 250.186(a)(3), you may submit digital data when BSEE is equipped to accept it.

Electronic Production Facility Safety System Applications

BSEE has implemented an internet-based system called the Technical Information Management System (TIMS Web) (<https://timsweb.bsee.gov>) that provides a tool for conducting business with BSEE electronically. Effective October 1, 2015, TIMS Web will provide you a means to submit and track applications for production facility safety systems (FSS) outlined in 30 CFR 250.802. The TIMS Web system is similar to the electronic well permitting and reporting system referred to as eWell, which has been used since 2004.

The use of this electronic system replaces the need to submit duplicate copies of your application in hard-copy format. This electronic reporting system provides a better means of tracking FSS applications and increases the efficiency of FSS review and approval program.

Registration Procedures and Application Manual

Anyone interested in using the electronic system must first register for a TIMS Web account. The process to obtain a TIMS Web account is identical to the process to obtain eWell accounts and uses the same registration forms and application manual outlined in [2014-N03](#). The [application manual](#) is available on our website and provides information and guidance on obtaining access to the eWell and TIMS Web system. To obtain access to TIMS Web and eWell, you must submit either a signed eWell and BSEE TIMS Web User Access Request Form or eWell and BSEE TIMS Web Administrator Access Request Form, whichever is appropriate, to the Bureau of Ocean Energy Management GOM OCS Region Adjudication Unit (GM231A).

Training

The BSEE GOMR will provide TIMS Web training periodically based on requests from the TIMS Web and eWell user community. Please contact Warren Williamson at (504) 736-2784 or by e-mail at warren.williamson@BSEE.gov if you would like training.

Paperwork Reduction Act of 1995 (PRA) Statement

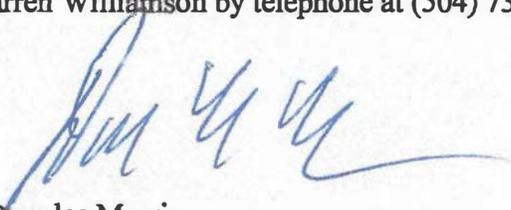
The information in this NTL is intended to provide clarification, description, or interpretation of requirements contained in 30 CFR 250, Subpart H. The Office of Management and Budget (OMB) has approved the information collection requirements for these regulations under OMB Control Number 1014-0003. 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 a.m. and 5:00 p.m. Central Time at 1-877-256-6260. You can also contact the service desk by e-mail at EnterpriseITServiceDesk@bsee.gov.

For information regarding submitting requests for new user accounts you may contact the Chief, Adjudication Unit, Bureau of Ocean Energy Management, Ms. Bernadette Thomas by telephone at (504) 736-2596 or by e-mail at bernadette.thomas@boem.gov.

For information regarding the TIMS Web application, including general training, user help, and future enhancements you may contact Mr. Warren Williamson by telephone at (504) 736-2874 or by e-mail at warren.williamson@bsee.gov.



Douglas Morris
Chief, Office of Offshore Regulatory Programs

Attachment (Application Manual)

Attachment

Application Manual:

[http://www.bsee.gov/uploadedFiles/BSEE/Regulations and Guidance/Notices to Lessees/2014/eWell%20Permitting%20and%20Reporting%20System%20Application%20Manual.pdf](http://www.bsee.gov/uploadedFiles/BSEE/Regulations%20and%20Guidance/Notices%20to%20Lessees/2014/eWell%20Permitting%20and%20Reporting%20System%20Application%20Manual.pdf)