

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

NTL No. 2016-N01

Effective Date: January 7, 2016

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

**Incident of Noncompliance Response System**

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

**Incident of Noncompliance Background**

The regulations at 30 CFR 250.130 *et seq.* provide that BSEE will conduct onsite inspections to assure compliance with the Outer Continental Shelf Lands Act, lease terms, rights-of-way, approved plans, and other applicable laws and regulations, including those associated with safety and protection of the environment. The criteria and baselines for the inspection of lessee operations and facilities are outlined in the National Potential Incident of Noncompliance (PINC) List. Noncompliance with lease terms, regulations, or permits as generally described in the PINC List may result in BSEE issuing orders with prescribed corrective actions, including shut-ins of platforms, zones (wells), equipment, or pipelines.

The BSEE inspectors issue INCs documenting violations using paper Form BSEE-1832. When the INC is written, a person representing the lease operator is asked to sign the paper INC to acknowledge receipt of the INC. The BSEE inspector retains the original and provides the lease operator 2 copies. The operator is typically required to correct the INC within 14 days and to return a signed copy to the issuing BSEE office verifying the correction of the violation.

When the INC results in a shut-in of the facility or component, the operator must report the correction to BSEE and the correction must be accepted by BSEE before the operator may resume normal operations. If additional time is required to correct the issue, BSEE may grant time extensions under certain situations if proper justification is provided.

**Reporting INC Corrections in BSEE Electronic INC Response System**

The BSEE has implemented an INC Response system as part of BSEE's Technical Information Management System (TIMS) Web application. Lease operators who obtain user accounts for the TIMS Web system may use the INC response application to report INC corrections, request time extensions, and request rescissions electronically in lieu of submitting paper copies of INCs and letters. This electronic system, however, does not provide a means to file formal appeals. Any formal appeals must be made in accordance with the procedures and time limits outlined in the regulations at 30 CFR Part 290.

Use of the electronic system to report INC corrections replaces the need to return a paper copy of the INC. This electronic reporting system will provide a better means of tracking the corrections of violations and increase the efficiency of enforcement program.

### **Procedures and Application Manual**

The process to obtain a TIMS Web account is identical to the process to obtain eWell accounts and use the same forms and application manual out lined in NTL [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 the signed user agreements 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](mailto: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 Part 250, Subpart A and for Form BSEE-1832. The Office of Management and Budget (OMB) has approved the information collection requirements for these regulations and forms under OMB Control Numbers 1014-0022. 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 can also contact the service desk by e-mail at [EnterpriseITServiceDesk@bsee.gov](mailto:EnterpriseITServiceDesk@bsee.gov).

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



Douglas Morris  
Chief, Office of Offshore Regulatory Programs

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)