TIMS WEB SUBMITTALS RENEWABLE ENERGY EXTERNAL USER GUIDE

U.S. DEPARTMENT OF THE INTERIOR

Sensitive

This document and those related to the security and operations of the Bureau of Safety and Environmental Enforcement (BSEE) networks are considered sensitive and should not be distributed outside the BSEE or the Department of the Interior (DOI) without permission. This document should be handled adequately and stored appropriately when not in use.

Version	Date	Author	Version Description
1.0	3.15.2023	Judy Triche, GOMR Office of Environmental Compliance	Interim Version

Table of Contents

1.0 Introduction 4
2.0 TIMS Web Portal – Logging In 5
3.0 Adding User Roles 6
4.0 Create a Project 10
5.0 Create a Submittal 11
6.0 Complete the Submittal Information 14
1. Overview Tab 14
2. Metadata Tab 15
3. Submittal Associations Tab 16
4. Attachments Tab 16
5. Checklist Questions Tab 19
6. Contacts Tab 19
7. Reports Tab 21
7.0 Submit the Submittal 22
8.0 Responding to a Request for Information (RFI) 24
9.0 Request a Withdrawal 26
10.0 Status Transitions 27
Appendix A – Renewable Plans 29
Appendix B – Renewable Facilities 30
Appendix C – Renewable Compliance 31
Appendix D – Renewable Decommissioning 33

1.0 Introduction

The Department of the Interior's (DOI) Bureau of Safety and Environmental Enforcement (BSEE) was created to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement. The Bureau is the lead federal agency charged with improving safety and ensuring environmental protection related to renewable energy on the U.S. Outer Continental Shelf (OCS).

Renewable Energy operations require an integrated system enabling BSEE personnel to receive and review plans, reports, notifications, post-activity submittals, and conduct/document inspections.

In 2015, BSEE implemented a new system called the Technical Information Management System (TIMS Web) to provide additional planning and reporting functions for the Bureau. Over the past several months, other capabilities have been added to the system to accept document submittals for Renewable Energy.

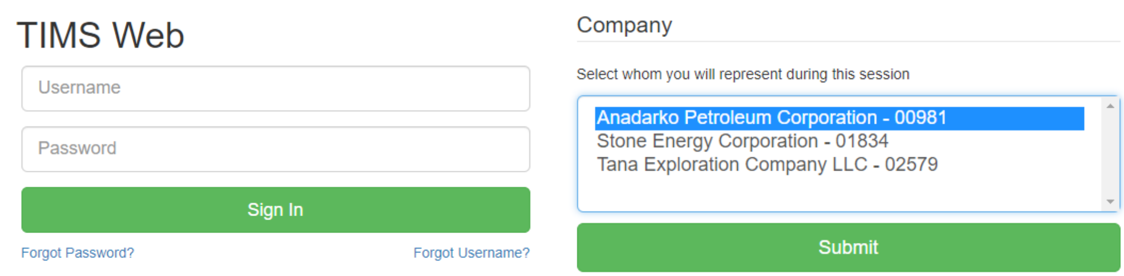
Beginning April 3, 2023, lessees are encouraged to use TIMS Web to submit renewable information to BSEE. The system is accessible via the internet via the TIMS Web Platform.

Electronic submittal of data provides a secure file transfer mechanism, eliminates data collection errors and inefficiencies, and allows TIMS Web to maintain current and the most accurate data online. Once industry submissions are received, BSEE uses TIMS Web to review and enter the appropriate decision for the request.

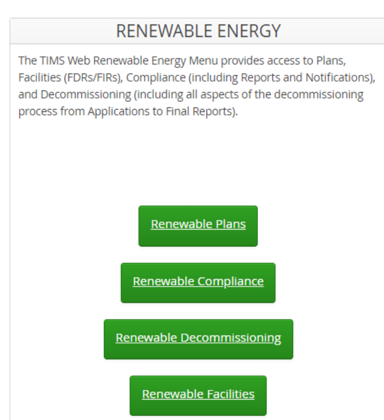
2.0 TIMS Web Portal – Logging In

1. TIMS Web Administrator and General user account forms are available on pages 8-9 and 11-12 in the BSEE eWell and TIMS Web Application Manual.

2. Log into TIMS Web. Enter the user's name and password and select the company from the list.



3. Scroll down to the Renewable Energy section and click on the business process link.
   a. There are four business processes to choose from.
      i. Renewable Plans: Appendix A (contains the submittal breakdown)
         1. Contains all plans that are to be submitted to BSEE.
      ii. Renewable Facilities: Appendix B (contains the submittal breakdown)
         1. Contains all Facility Design Reports (FDRs) and Fabrication and Installation Reports (FIRs).
      iii. Renewable Compliance: Appendix C (contains the submittal breakdown)
         1. Contains all compliance notifications, reports, and requests required by Terms & Conditions.
      iv. Renewable Decommissioning: Appendix D (contains the submittal breakdown)
         1. Contains all submittals for decommissioning, including applications, notifications, and reports.

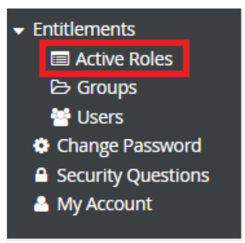


3.0 Adding User Roles

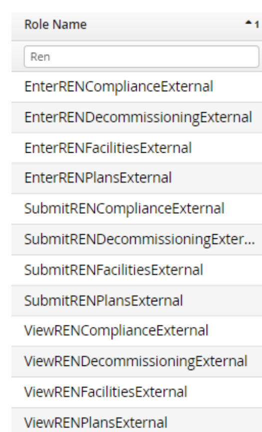
The company administrator is responsible for adding user roles for the users assigned to their company. These roles determine the user's ability to view a submittal, enter a submittal, and/or submit a submittal.

1. Click on the "Industry Entitlements" link under "ADMINISTRATION" in the left menu.

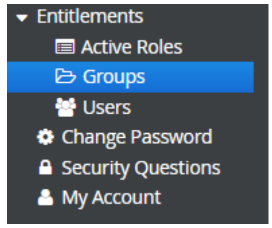
2. Click the arrow to the right of "Entitlements" and click "Active Roles."



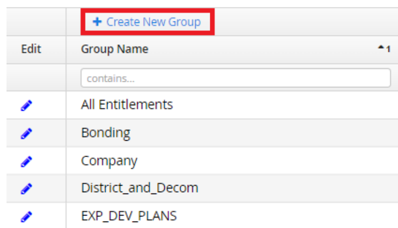
3. Type "Ren" I the search box under "Role Name" to view a list of all the Renewable Energy Roles available.
    a. There are three roles associated with each business process:
        i. Enter – Allows users to enter information into a submittal for the designated business process.
        ii. Submit – Allows the user to submit the submittal to BSEE From the designated business process.
        iii. View – This is a read-only role for the designated business process.



4. Click on the "Groups" link in the left menu. This will bring up a list of current groups. Groups allow an administrator to create a collection of entitlements to apply to users. Users must create groups of entitlements and cannot assign individual roles explicitly to a user. To set user roles, the roles must first be put into groups. Users may group the roles specific to their organization. For this example, a group will be set to allow users to enter and submit for the business process, Renewable Facilities."

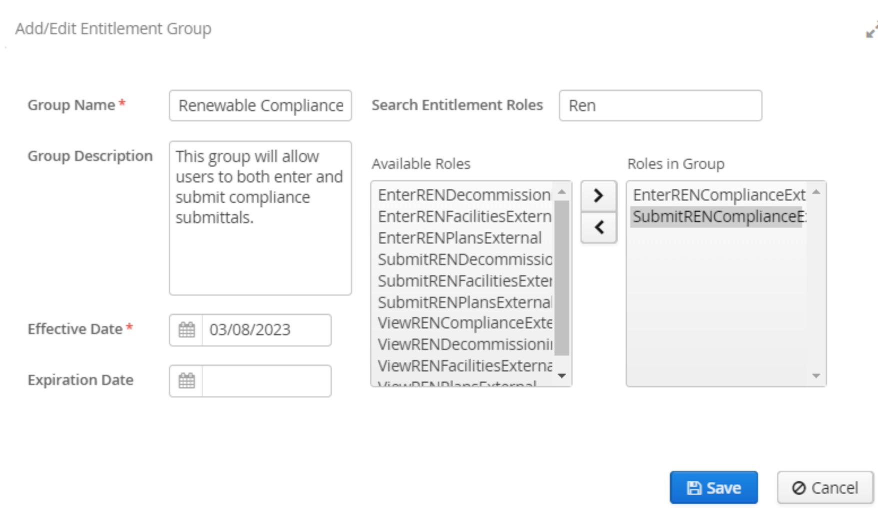


5. Click on the “+Create New Group” link at the top of the page.

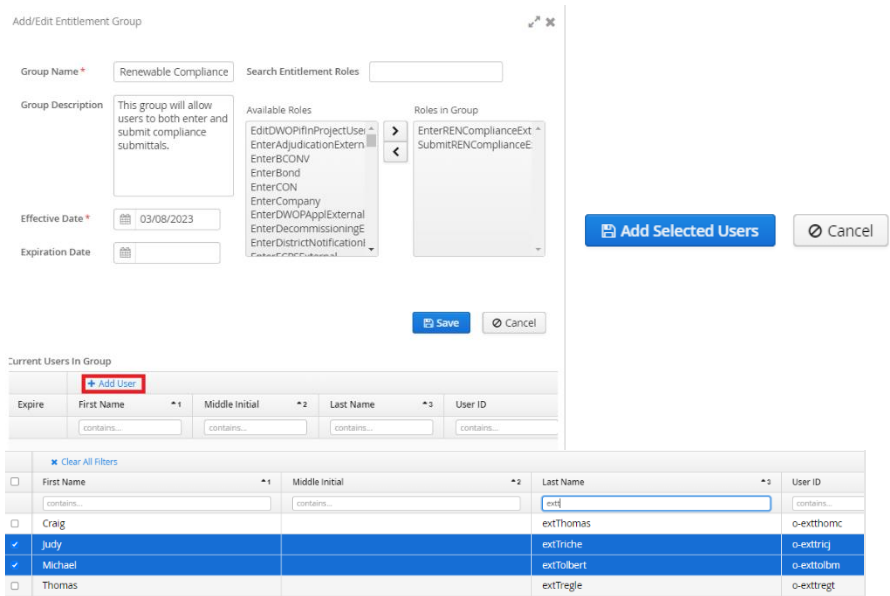


6. Enter the following fields and click “Save.”
   a. **Group Name*** – Enter a designated name for the group.
   b. **Group Description** – Enter a description for the new group.
   c. Effective Date* – This will auto-fill to today’s date.
   d. **Search Entitlement Roles** – Narrows the list of role selection.
      i. Type “Ren” and press the “Enter” key. The list will only show roles associated with Renewable Energy.
   e. **Available Roles** – Select roles in the group and click the right arrow to move them into the “Roles in Group” column. Double click one role at a time to move it over.
   f. **Roles in Group** – This lists the roles selected for the group. Highlight one or more roles and click the Left Arrow to remove roles from the group. Double click one role at a time to move it over.

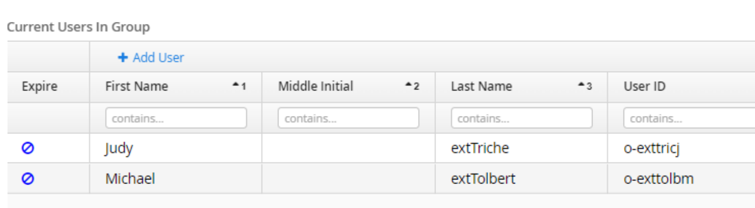
   **Denotes required fields.*



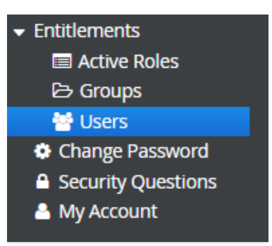
7. There are two ways to add/remove users from the group:
   a. Utilize the form opened in step 6 to add/remove users from the group.
      i. Click the “Add User” link.
      ii. User the checkboxes to indicate each user to add and click “Add Selected Users.” Narrow the list of users by typing in the search boxes at the top.



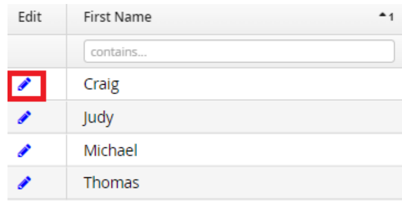
      iii. The users are now listed and may be removed by clicking the “Expire” icon to the right of the user’s name.



   b. Utilize the Users Form to add/remove users from the group.
      i. Click on the “Users” link in the left menu.

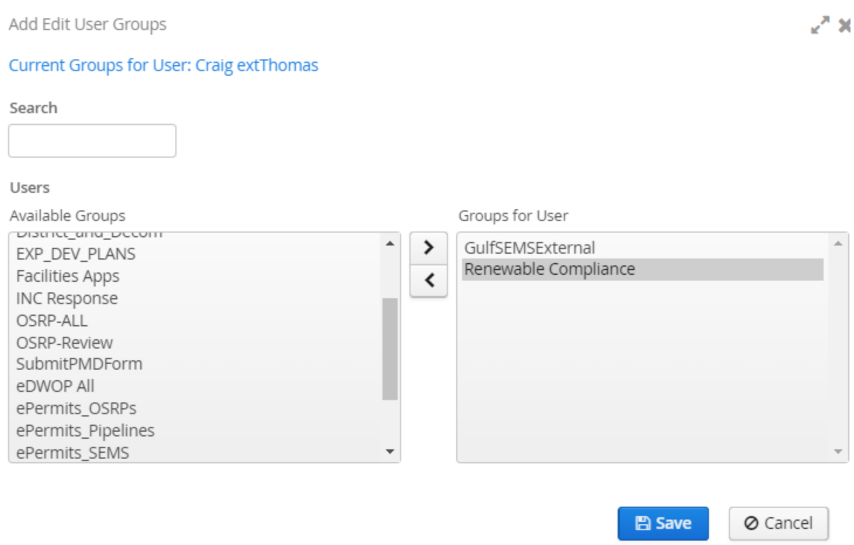


ii. Click on the Pencil icon next to the user to add or remove roles. Narrow the list of users by typing in the search boxes at the top.



iii. In the “Available Groups” column, highlight the group to add the user and click the right arrow to move them into the “Groups for User” column. Double click one group at a time to move it over. Narrow the list of groups by using the “Search” box. Click “Save.”

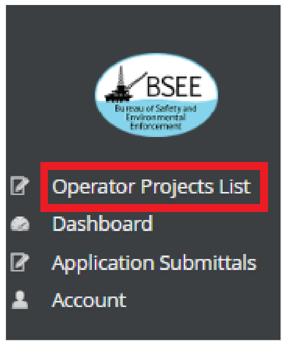
iv. In the “Groups for User” column, highlight one or more groups and click the Left Arrow to remove the user from the group. Double-click one group at a time to move it over. Narrow the list of groups by using the “Search box. Click “Save.”



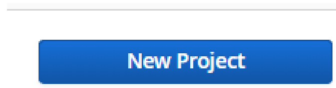
4.0 Create a Project

The project list allows users to separate projects and designate the Region, lease, area, and block for each one. Every submittal must have a project associated with it in later steps, so if a project is not already listed, create it using the steps below.

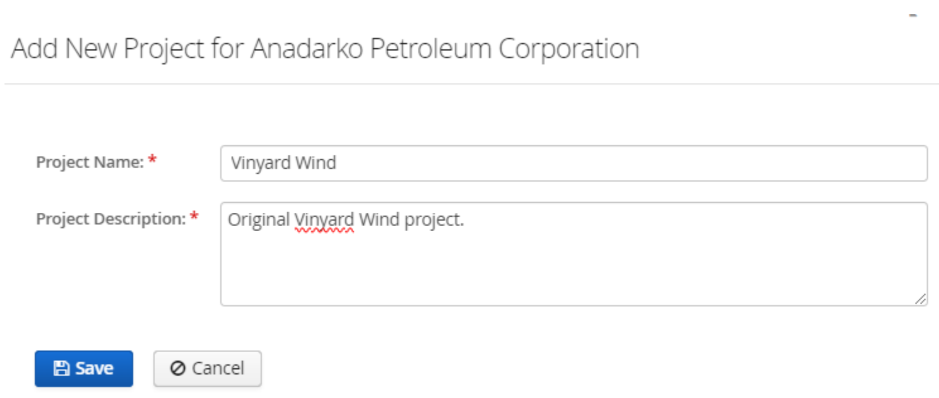
1. Click on the Operator Projects List in the left menu.



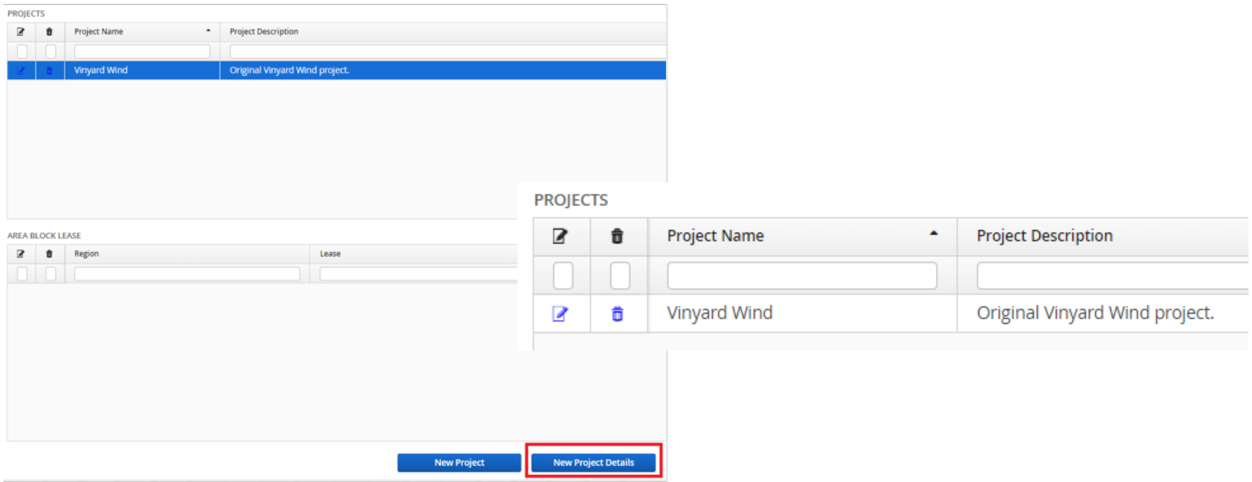
2. Click the “New Project” button at the bottom of the screen.



3. Enter the Project Name and a Project Description and click “Save.” The project is now displayed in the list.

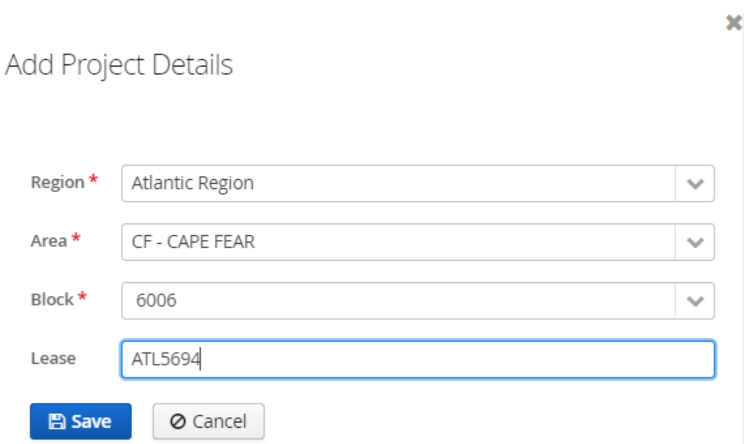


4. Click on the project to highlight it and click the “New Project Details” button.



5. Enter the following information and click “Save.”
    a. **Region*** - Region the project is located in (Gulf of Mexico, Atlantic, Pacific, or Alaska).
    b. **Area*** - The area the project is located in.
    c. **Block*** - The block the project is located in.
    d. **Lease** – The lease number the project is located in.

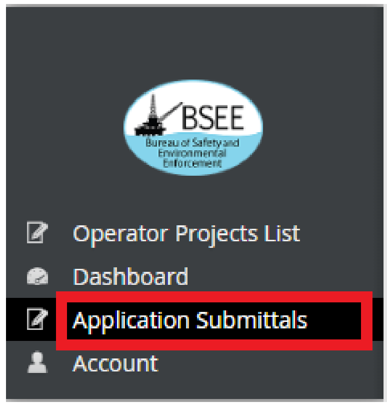
   **Denotes required fields.*



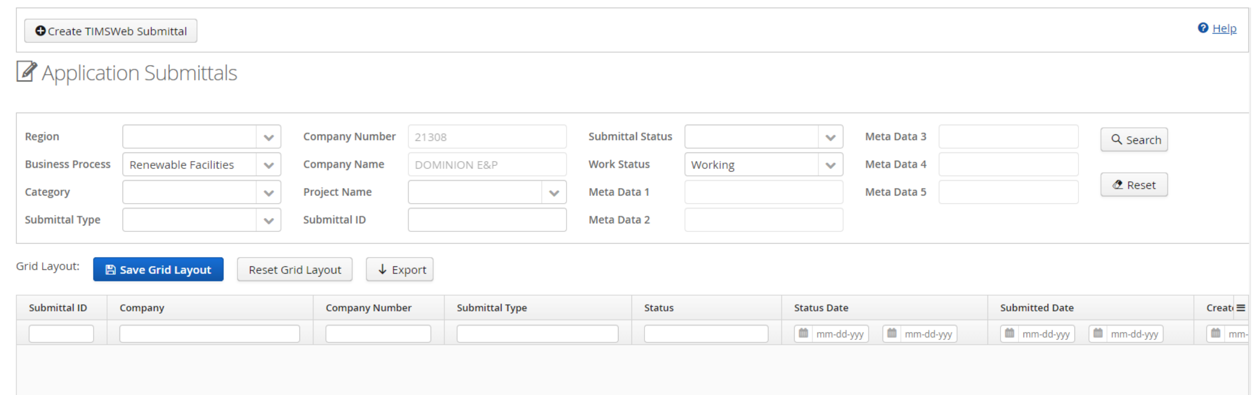
6. Repeat Steps 2 – 6 to set up additional projects.

5.0 Create a Submittal

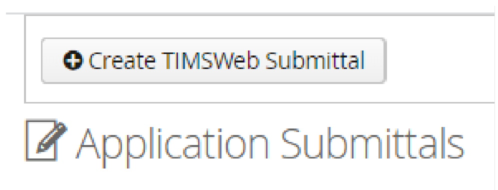
1. Click “Application Submittals” in the left-hand navigation menu.



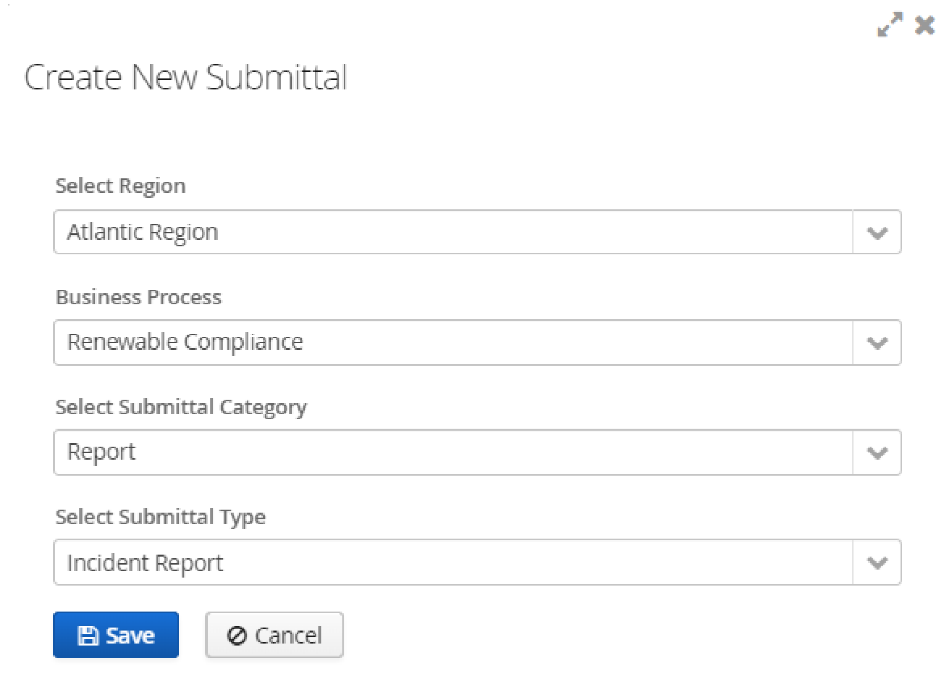
2. Search capabilities display upon creating a submittal. At this time, most fields can be ignored.



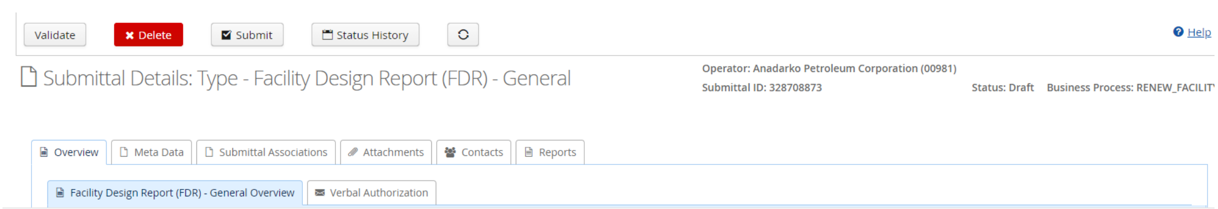
3. To create a new submittal, click the “Create TIMS Web Submittal” button at the top of the page.



4. Fill out the required fields and click “Save.”
   a. Select Region* – The Region where the activity is taking place.
   b. Business Process* – Select to create the business process. See [Section 2.0 TIMS Web Portal – Logging In, Step 3] for a definition of each business process.
   c. Select Submittal Category*
   d. Select Submittal Type*
   **Denotes required fields.*



5. Click save and return to a screen showing the submittal details. The header information on the top right of the screen provides the Company Name, Operator Project, Submittal ID, Submittal Status, and Business Process. Each tab below the header includes the required data fields for the submittal.



6.0 Complete the Submittal Information

Complete the following tabs:

1. Overview Tab

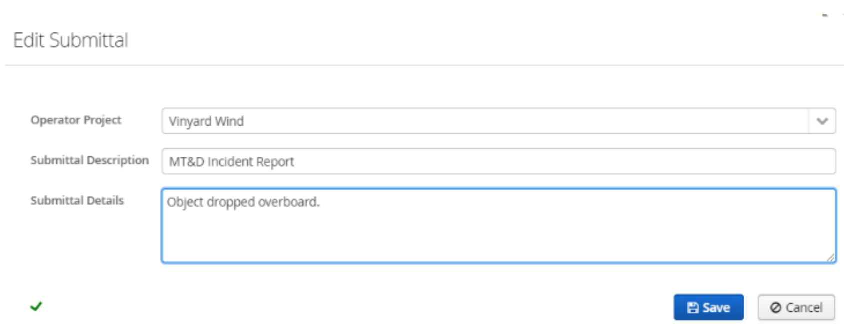
The Overview Tab includes two additional tabs.

a. Overview

The Overview Tab displays general information about the submittal. To edit the three fields, select the "Edit" button at the bottom of the page. Once the fields are completed, click "Save." These fields are not required.

i. Operator Project* – Select from a list of pre-populated Projects created in the "Adding Projects to the Project List" section.
ii. Submittal Description – Description of the submittal.
iii. Submittal Details – Details associated with the submittal.

**Denotes required fields.*

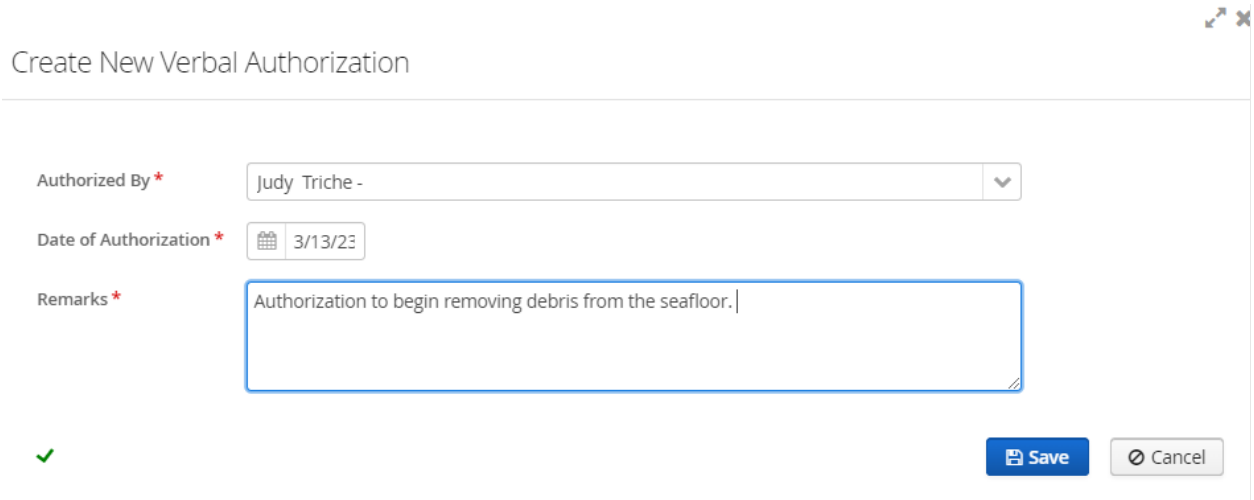


b. Verbal Authorization

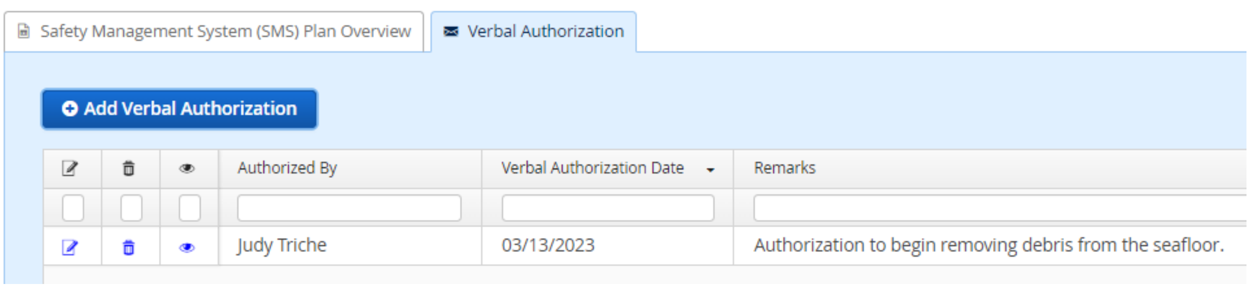
The Verbal Authorization tab allows documentation of any verbal authorizations granted by BSEE. This may be added by clicking the "Add Verbal Authorization" button and filling out the following fields. The Verbal Authorization will then display in the list.

i. Authorized By* – The individual who gave the verbal authorization.
ii. Date of Authorization* - The date the authorization was granted.
iii. Remarks* - Any descriptive remarks of the authorization and/or activity

**Denotes required fields.*



The Verbal Authorization now displays in the list.



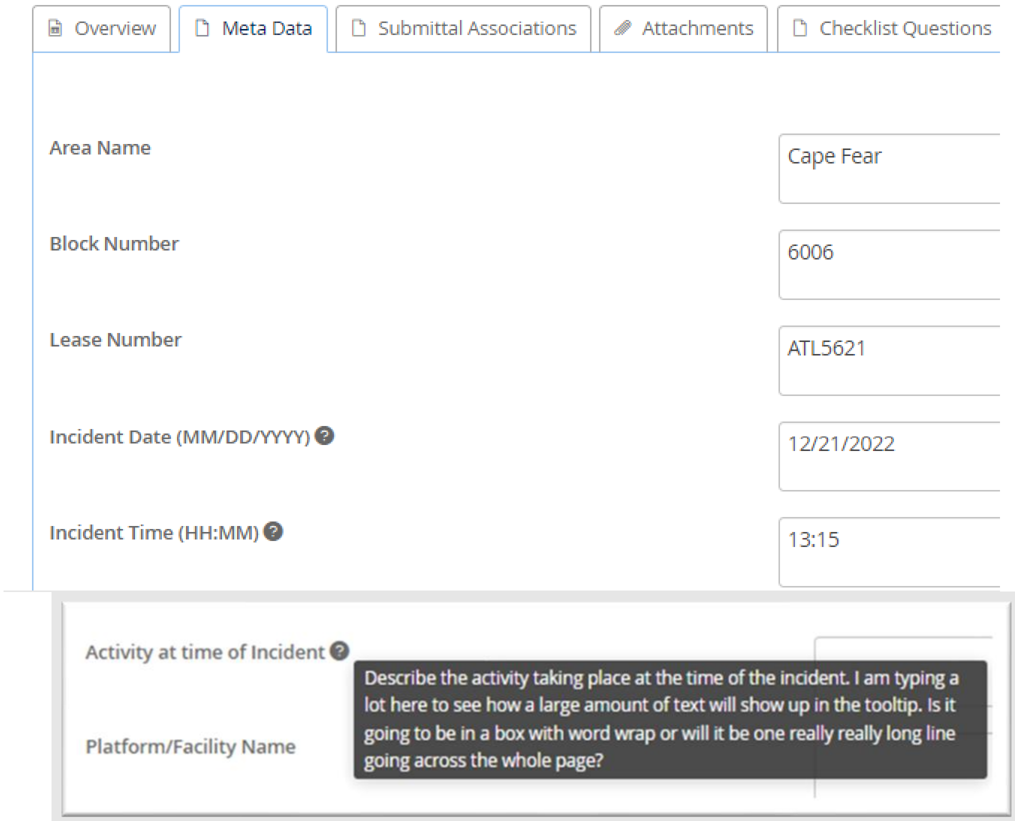
2. Metadata Tab

The Metadata Tab allows BSEE to capture detailed information regarding the submittal and activities it covers. Once data has been entered, click the "Save" button.

There are several essential details to remember when filling out the metadata information:

a. BSEE recommends populating as many fields as possible.
b. The submitter is responsible for ensuring the information entered is accurate. The fields are not manually or electronically validated.
c. Both the user and BSEE may edit the fields.

d. If there is additional information on any of the fields, a "?" icon will display. Hover over the icon to receive additional instructions.



3. Submittal Associations Tab

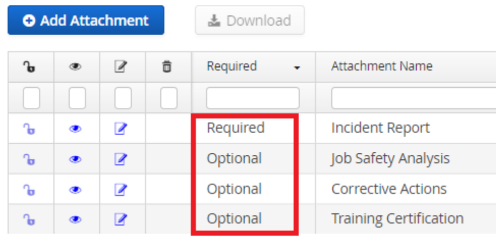
The Submittal Association Tab allows linking submittals for the same project to seamlessly navigate between them. Please note: This user ability may change with future system workflow modifications. These instructions will be updated when the change has been implemented.

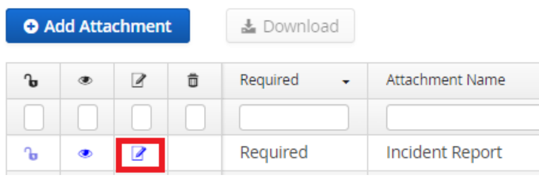
4. Attachments Tab

The Attachments Tab is where all submittal documents may be attached.

a. The attachments are designated as "Required" or "Optional."
   i. Required documents must be attached before the submittal may be submitted to BSEE.
   ii. Optional documents do not need to be attached to be able to submit the submittal.

b. To attach a document, click on the “Paper” icon to the left of the attachment name.





c. If the attachment is not on the list, a user may add any attachments by clicking the “Add Attachment” button.

Important Notes about Attachments:

i. The largest file size that may be uploaded is 2 GB.

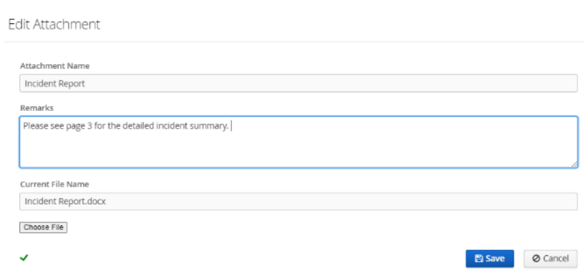
ii. Notify BSEE if files of less than 2 GB cannot be uploaded. Points of contacts are noted in the Notice to Lessees (NTL). We may need to increase the acceptable file size for that attachment.

iii. The attachments have been categorized based on regulatory requirements. Zip files should be used for multiple attachments placed in a single category.

d. A user can determine if the system is set up for large files (up to 2GB) by looking at the upload window as shown below:

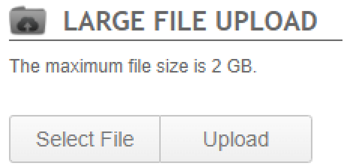
i. Small file size form.

   i. Click the “Choose File” button and follow the prompts to select a file. Add any desired remarks and click “Save.”



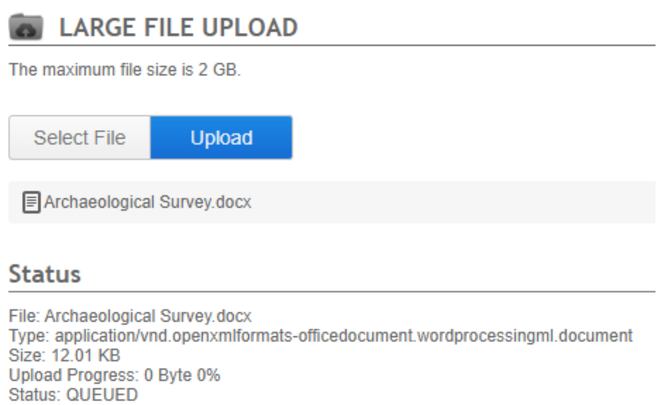
ii. Large file size form.

   i. Click on the “Select File” button.

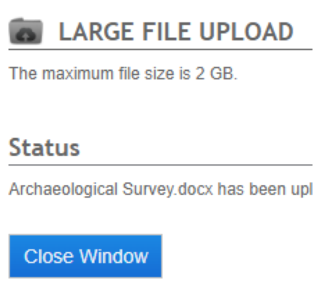


ii. Click the next “Select File” button and follow the prompts to select the file.

iii. Click the “Upload” button.

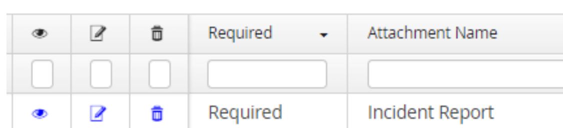


iv. Click the “Close Window” button upon completing the upload.



v. Click the “Save” button.

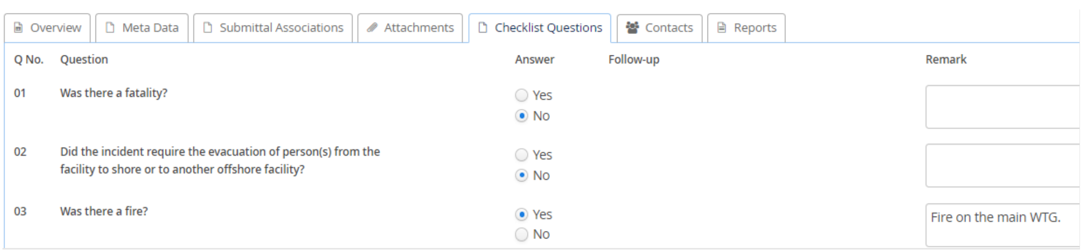
e. To view a file, click on the “Eye” icon. To delete a file, click on the “Trash Can” icon. To edit the attachment, click on the “Paper” icon.



5. Checklist Questions Tab

The Checklist Tab is visible only for the Incident Report submittal type. In this section, users answer Incident-specific questions and provide remarks.

a. Answer “Yes” to each applicable question. The answers default to “No.” Click “Save” to save answers.
b. When a question is answered, “Yes,” a remark is required to describe the incident.

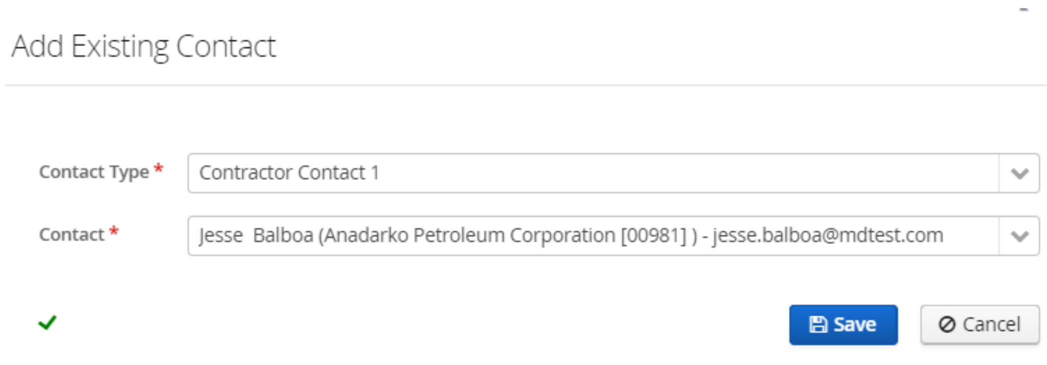


c. Only the user submitting the submittal may answer these questions. They are read-only to
d. BSEE. A Request for Information will be sent if BSEE requires additional information or changes to answers.

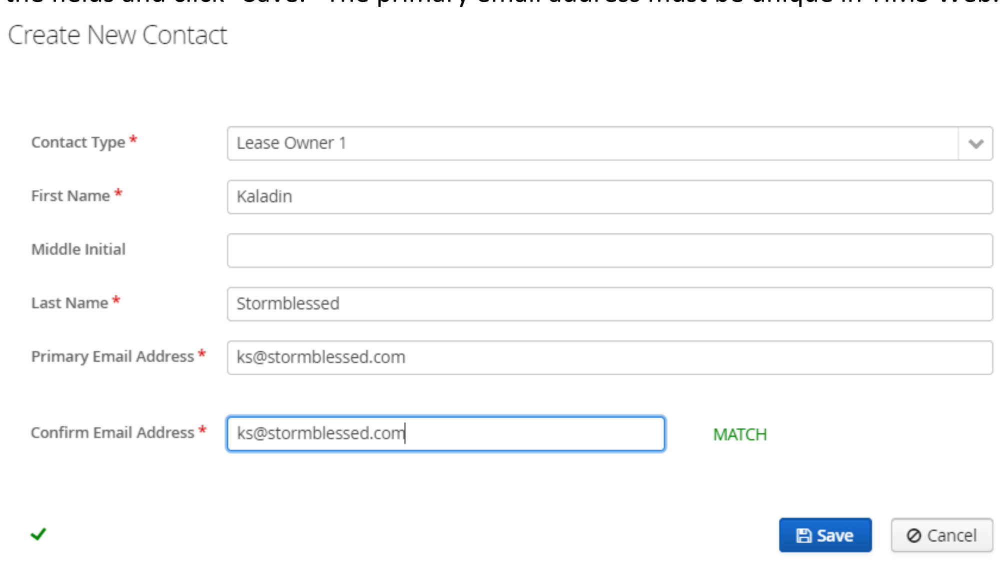
6. Contacts Tab

The Contacts Tab allows users to enter one or more contacts. At least one contact is required to submit the submittal to BSEE.

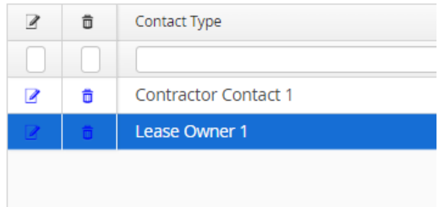
a. There are two ways to add a contact.
   i. Click the “Add Existing Contact” button. Choose from a list of existing contacts from the drop-down list by selecting contact type and click “Save.”

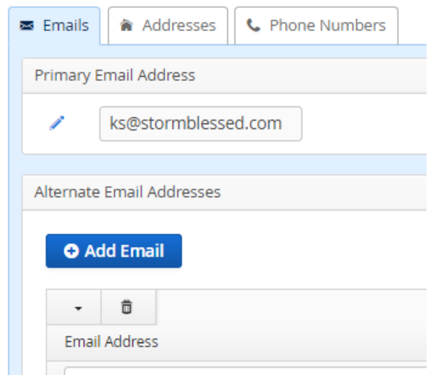


ii. If the desired contact is not on the list, click the "Add New Contact" button. Fill out all the fields and click "Save." The primary email address must be unique in TIMS Web.



b. To view/add/edit addresses, phone numbers, primary email addresses, or additional email addresses, highlight the contact in the list and use the tabs at the bottom of the screen.





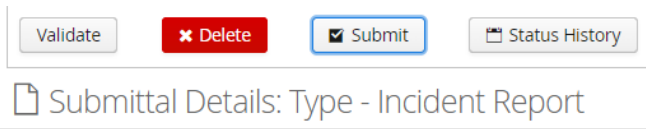
7. Reports Tab

The Reports Tab displays several different reports.

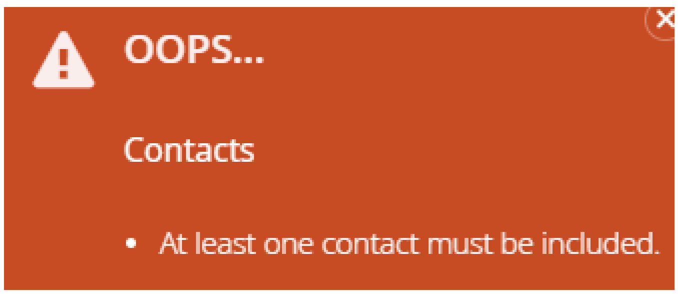
a. **Submittal Report** – Once submitted, the submittal report automatically generates. The report contains all of the information in the submittal, including all pdf attachments. If there are non-pdf attachments, they will be listed by name and not attached.
b. **External Decision Report** – Automatically generated when the submittal has been closed out by BSEE. It contains all information in the submittal and all pdf attachments. If there are non-pdf attachments, they will be listed by name but not attached.

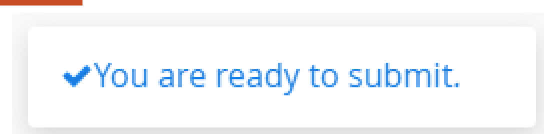
7.0 Submit the Submittal

There are four buttons at the top of the page: “Validate,” “Delete,” “Submit,” and “Status History.”

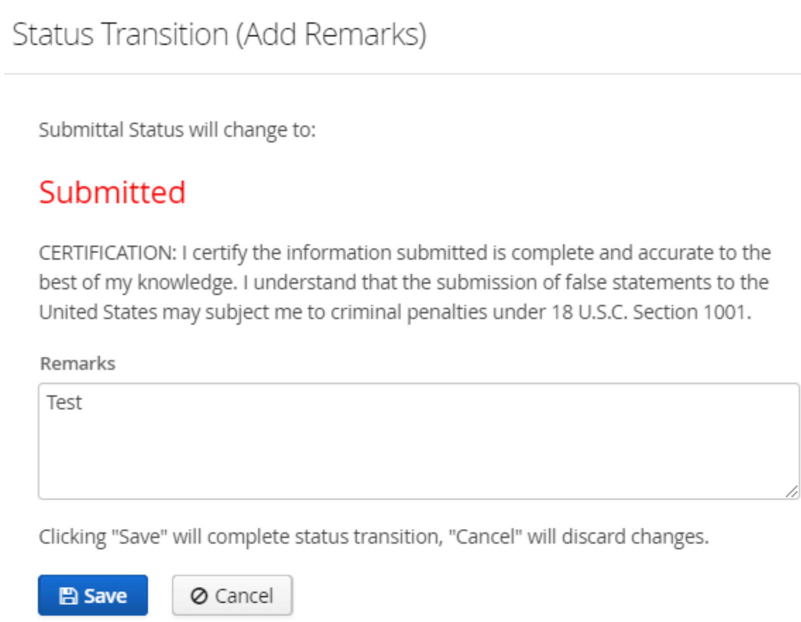


1. **Validate** – Click this button to validate each submittal to determine the readiness for submission. If required items are missing, a notification will display. Upon completing fields correctly, a user receives a “You are ready to submit” notice.





2. **Delete** – As long as the submittal is in the draft status; remove the submittal and all contents by clicking the “Delete” button.
   Submit – This will submit the submittal to BSEE. Click on “Submit” and fill in the Remarks field with any desired remarks, then click “Save.”



a. Upon submission, the “Submit” button will change to “Draft.” The submittal moves from “Submitted” to “Draft” status by clicking the save button. A user can make changes or delete the submittal. There will be more information on statuses later in the user guide.

3. **Status History** – Show all status changes the submittal has undergone.

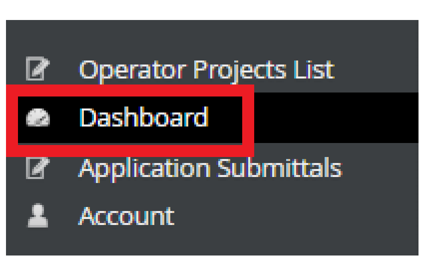
Submittal Status History

Status	Effective Date	Remark	User	Modifier	Modified Date
Submitted	Feb 17, 2023 - 3:41:44 PM	Test	o-exttricj		
Draft	Feb 17, 2023 - 1:44:01 PM		o-exttricj	o-exttricj	Fri Feb 17 15:41:44 CST 202

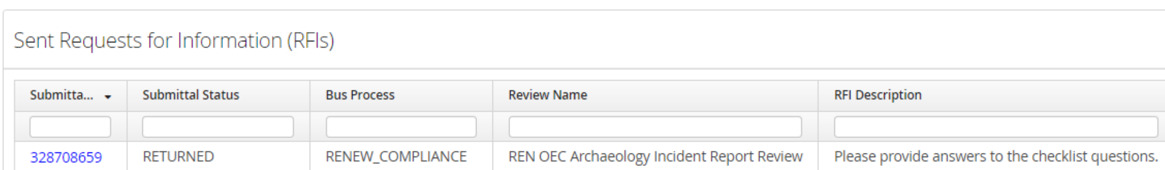
8.0 Responding to a Request for Information (RFI)

Once the submittal is in the "In Review" status, BSEE may have additional questions or require clarification. When this occurs, BSEE will change the status of the submittal to "Returned" status.

1. User contacts receive an email notification when BSEE issues a "Request for Information."
2. Click on the "Dashboard" link on the left menu.



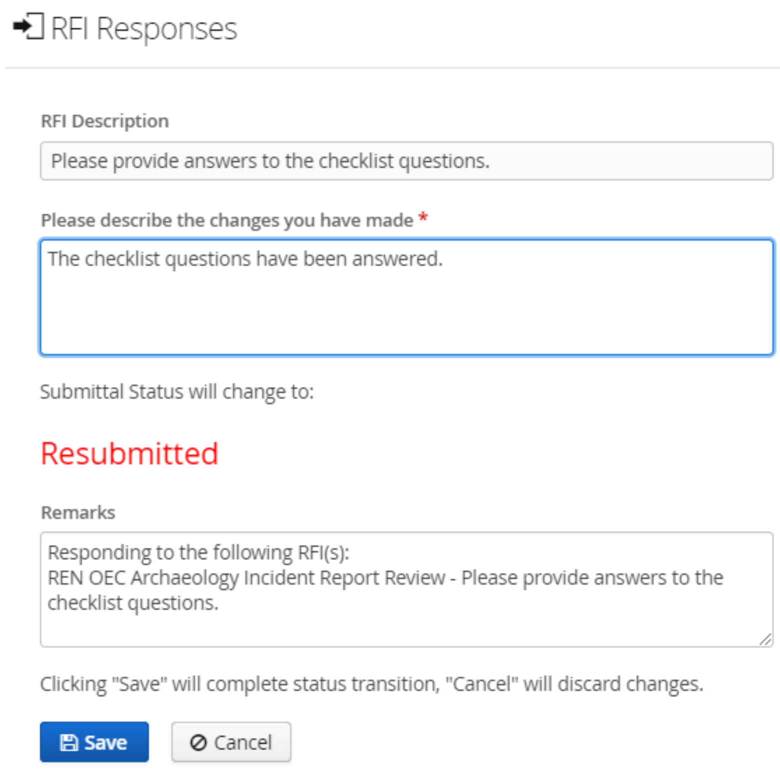
3. The submittal will be in the "Sent Requests for Information (RFIs)" list. The submittal ID, Review Name, and RFI description are displayed. Click on the submittal ID to open the submittal.


Sent Requests for Information (RFIs)

Submitta...	Submittal Status	Bus Process	Review Name	RFI Description
328708659	RETURNED	RENEW_COMPLIANCE	REN OEC Archaeology Incident Report Review	Please provide answers to the checklist questions.

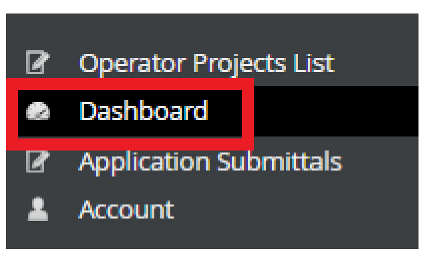
4. Click on the "Rework" button and provide the additional information requested by BSEE. Do not replace previously submitted documents. Submit new documents separately with the changes indicated.

5. When providing additional information, click the "Resubmit" button. Provide details on the changes made to the submittal and click on "Save."

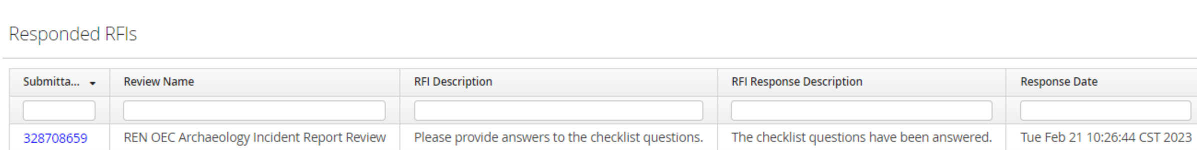


6. The status changes to “Resubmitted.” To make additional changes, click on the “Rework” button and make additional changes. Follow Step 5 to place the submittal back in the “Resubmitted” status.

7. Click on the “Dashboard” link on the left menu.



8. The submittal is now in the “Responded RFIs” section.



Responded RFIs

Submitta...	Review Name	RFI Description	RFI Response Description	Response Date
328708659	REN OEC Archaeology Incident Report Review	Please provide answers to the checklist questions.	The checklist questions have been answered.	Tue Feb 21 10:26:44 CST 2023

9.0 Request a Withdrawal

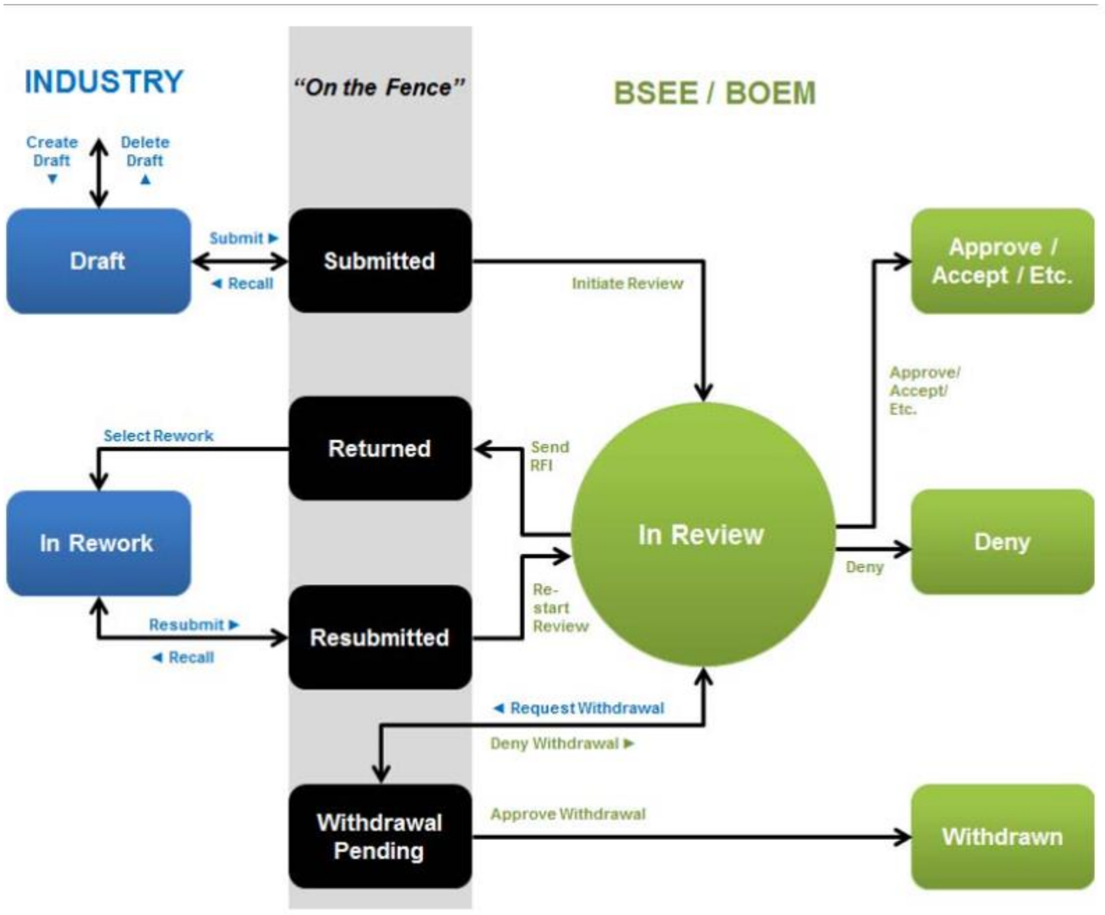
When the submittal is in the "In Review" status, users can "Withdrawal" the submittal to remove it from the system. (This may be needed if BSEE has changed the status to "In Review" and users determine the request is no longer valid). BSEE will either Approve or Deny the request.

Note: Submittal changes in the "In Review" status do not request a "Withdrawal." Instead, contact BSEE and ask to have them change the status to "Returned." This will allow place the submittal in the "Rework" status for changes and resubmitting the submittal to BSEE.

1. Click on the "Withdraw" button. This will change the status to "Withdrawal Pending."

2. BSEE will either Approve the Withdrawal by changing the status to "Withdrawn" or deny the withdrawal by changing the status to "In Review."

10.0 Status Transitions



A submittal may be in one of the following statuses:

1. **Draft** – When a user creates a submittal, it begins in the "Draft" status.
    a. It is not visible to BSEE.
    b. The submittal may be deleted by the user or submitted to BSEE.
2. **Submitted** – This is the submittal status when it has been submitted to BSEE by the user by clicking the "Submit" button.
    a. In the "Submitted" status, there are two options:
        i. The user may click the "Draft" button to return the submittal to the "Draft" status. BSEE will not be able to view the submittal at this point.
        ii. BSEE may move the submittal to the "In Review" status.
3. **In Review** – The submittal is moved to the "In Review" status by BSEE clicking the "Initiate Reviews" button.
    a. This indicates that BSEE has started the review process, and the user can no longer change the submittal. In the "In Review" status, there are three options:
        i. Return the submittal to the user by clicking the "Return" button or approving a Request for Information (RFI).
        ii. Approve/Deny the submittal.

iii. The user may request a withdrawal.

4. **Returned** – The submittal has been returned to the user to allow the operator to make changes. The only option in the Returned status is for the user to change the status to "Rework."
5. **In Rework** – The status is changed to "In Rework" by the user clicking the "Rework" button. The only option in the "In Rework" status is for the user to move the submittal to the "Resubmitted" status.
6. **Resubmitted** – In the "Resubmitted" status, there are two options:
   a. The user may click the "Rework" button to make additional changes to the submittal.
   b. BSEE may click the "Review" button to return the submittal to the "In Review" status. At this point, the user cannot make changes to the submittal.
7. **Withdrawal Pending** – The user clicks on the "Withdraw" button to change the status to "Withdrawal Pending." This is a request by the user to remove the submittal. There are two options:
   a. BSEE approves the withdrawal.
   b. BSEE denies the withdrawal. This moves the submittal back to the "In Review" status.
8. **Withdrawn** – The submittal has been withdrawn from the system by BSEE, approving the withdrawal request.
9. **Approved/Denied** – BSEE has either approved or denied the submittal, which is considered closed.
   a. Approved is the equivalent of "No Objection."
   b. Denied is the equivalent of an "Objection."

Appendix A – Renewable Plans

Renewable Plans	Category
Anchoring Plan: Seabed Disturbing Activities	Plan
Final Cable Protection Plan	Plan
Cable Protection Plan (Structurally Complex Habitats)	Plan
Unexploded Ordinance (UXO) - Investigation Survey Plan	Plan
Unexploded Ordinance (UXO) - Identification Survey Plan	Plan
Corrective Action Plan	Plan
Piping Plover Protection Plan	Plan
Avian & Bat Monitoring Plan	Plan
Avian & Bat Monitoring Plan Revision	Plan
Self-Inspection Plan	Plan
Benthic Monitoring Plan	Plan
Operational PAM (Passive Acoustic Monitoring) Plan	Plan
Micrositing Plan	Plan
Pile Driving Monitoring Plan	Plan
Enhanced Pile Driving Monitoring Plan	Plan
Pile Driving Sound Source Verification Plan	Plan
Safety Management System (SMS) Plan	Plan
Fishery Monitoring Plan	Plan
Survey Plan	Plan

Appendix B – Renewable Facilities

Renewable Facilities
Facility Design Report (FDR) - Wind Turbine Generator
Facility Design Report (FDR) - Export Cables
Facility Design Report (FDR) - Array Cables
Facility Design Report (FDR) - Site Preparation
Facility Design Report (FDR) - Electrical Service Platform
Facility Design Report (FDR) - General
Fabrication and Installation Report (FIR) - Wind Turbine Generator
Fabrication and Installation Report (FIR) - Export Cables
Fabrication and Installation Report (FIR) - Array Cables
Fabrication and Installation Report (FIR) - Seabed Preparation
Fabrication and Installation Report (FIR)- Electrical Service Platform/Offshore Substation
Fabrication and Installation Report (FIR) - General
Fabrication and Installation Report (FIR) - Final Documentation
Safety Management System (SMS) Functionality Review

Appendix C – Renewable Compliance

Renewable Compliance	Category
Installation Completion	Notification
Cease Commercial Operations	Notification
Commencement of Activities	Notification
Cease Activities	Notification
Private Aid to Navigation Certification	Notification
Commencement of Commercial Operations	Notification
Equipment Removal	Notification
Marine Trash & Debris Certification	Notification
Cultural Resource Mitigation Notification	Notification
General Notification	Notification
Site Assessment Activities Summary	Report
Activities Findings Summary	Report
Project Modification	Report
Project Repair	Report
Cultural Resource (Archaeological) Discovery	Report
Incident Report	Report
Unexploded Ordinance (UXO) - Desktop Study Report	Report
Unexploded Ordinance (UXO) - Investigation Survey Report	Report
Unexploded Ordinance (UXO) - Identification Survey Report	Report
CVA Certification Report	Report
General Compliance Report	Report
Damage/Failure Report	Report
Remedial Action Report	Report
Self-Inspection Report	Report
As-Built Anchor Plats	Report
Annual Avian & Bat Monitoring Report	Report
Annual Bird Mortality Reporting	Report
PAM Data Submission	Report
Annual Turbine (Fishing Gear) Survey Report	Report
Fishery Monitoring Report	Report
Dead or Impacted Non-ESA-Listed Fish Report	Report
North Atlantic Right Whale Sighting Report	Report
Cultural Resource Annual Report	Report
Safety Management System (SMS) Report	Report
Structural Assessment	Report
Construction and Operations Plan (COP) Annual Compliance Report	Report
General Activities Plan (GAP) Annual Compliance Report	Report
Site Assessment Plan (SAP) Annual Compliance Report	Report

Renewable Compliance	Category
Adaptive Refinement of Clearance Zones, Shutdown Zones, and Monitoring Protocols	Request

Appendix D – Renewable Decommissioning

Renewable Decommissioning	Category
Removal Report	Report
Site Clearance Verification Report	Report
Decommissioning Application	Request
Decommissioning Application (Revision)	Request
Decommissioning Notification	Notification
Site Clearance Notification	Notification