

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

NTL No. 2018-N05

Effective Date: September 10, 2018

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

[Online Portals for SEMS Document Submission](#)

Authority

In accordance with 30 CFR 250.1920 and 250.1929, you must submit to BSEE your audit plans, reports and corrective action plans (CAPs) associated with your Safety and Environmental Management System (SEMS) programs, as well as the Form BSEE-0131 (OCS Performance Measures Data).

Purpose

This Notice to Lessees and Operators (NTL) updates and supersedes NTL 2018-N02. The purpose of this NTL is to provide:

- Notification of the availability of a method for the electronic submission of SEMS audit plans, reports and corrective plans, and for the management of communications about the submissions (SEMS Portal);
- Directions to the SEMS Portal website, where you can find instructions regarding 1) the submission of audit plans, audit reports, and corrective action plans, and 2) communications with BSEE SEMS regarding these submissions;
- Notification of the availability of a method for the electronic submission of Form BSEE-0131, Performance Measures Data (Performance Measures Data Portal);
- Directions to the BSEE OCS Performance Measures website, where you can obtain Form BSEE-0131, and instructions regarding filling out the form, submitting it, as well as information about the OCS Performance Measures Program;
- Clarification about reporting hours worked by company and contractor personnel to complete Form BSEE-0131; and
- Contact information for persons who can provide assistance regarding the submission of SEMS documents.

Electronic Collection Now Available

In an effort to make SEMS document submission, collection, and analysis more efficient, BSEE has developed two software applications that accept electronic versions of the following SEMS-related documents:

- **SEMS Portal:** A software application that accepts electronic versions of audit plans, audit reports, audit corrective action plans and updates.
- **Performance Measures Data Portal:** A software application that accepts electronic versions of Form BSEE-0131.

These applications reside in BSEE's Technical Information Management System (TIMS) Web, and can be found here: <https://timsweb.bsee.gov/>. BSEE TIMS is the Bureau's core mission application for planning, permitting, and reporting functions; it provides the tools to manage the wide array of data and information needed to accomplish the Bureau's day-to-day mission requirements effectively. TIMS Web is the industry's portal for electronic submission of documents and data to BSEE.

SEMS Portal

The new SEMS Portal efficiently consolidates document submission mechanics and necessary record-keeping for SEMS audit plans, audit reports, initial CAPs, quarterly CAP updates, and final CAPs. Upon logging in, a dashboard appears that identifies pending action items, requests for information, and historical submissions. The dashboard fields and columns are searchable and customizable to view only desired data. In addition to managing submissions, BSEE intends to use the SEMS Portal to communicate with operators about their SEMS submissions (e.g., requesting revisions to audit plans and CAPs). BSEE will continue to accept PDF and paper versions of SEMS audit plans, audit reports, initial CAPs, quarterly CAP updates, and final CAPs if an operator prefers not to use the SEMS Portal.

Please refer to the following website for instructions on using the SEMS Portal:

<https://timswiki.mms.doi.net/timswiki/display/SEMSI/Safety+and+Environmental+Management+Systems+Industry+Home>.

Performance Measures Data Portal

The Performance Measures Data Portal enables the user to enter data into an online Form BSEE-0131, save and submit the data, and keep track of previous submissions. The data collected online are the same data that are collected with the PDF and paper versions of the form. BSEE will continue to accept PDF and paper versions of Form BSEE-0131 if an operator prefers not to use the electronic form.

Please refer to the BSEE OCS Performance Measures website (<https://www.bsee.gov/resources-and-tools/compliance/safety-and-environmental-management-systems-sems/ocs-performance-measures>) for important information, including:

- Instructions for using the Performance Measures Data Portal in TIMS Web and a link to it;
- A PDF template of Form BSEE-0131;
- Contact information for persons you can ask questions as well as instructions for email, mail, and fax submissions; and;
- Historical OCS Performance Measures data.

You must submit your performance measures data using the current version of Form BSEE-0131, which is available in the Performance Measures Data Portal and posted on the BSEE OCS Performance Measures website listed above. The form collects data from the prior calendar year.

Clarification on How to Report Hours Worked on Form BSEE-0131

Sections E and F on Form BSEE-0131 are for reporting hours worked by company and contractor personnel, respectively. This value is the number of **actual hours worked** during the calendar year on the OCS by **production, drilling, and construction** operations employees assigned to an operator's OCS locations. Transportation hours worked offshore (pilot hours, employee being transferred from base to facility and back, transportation of materials/equipment/supplies, etc.) should include all time worked

regardless of location, but should be allocated among multiple operators (if the services are shared), and distributed among the categories identified in boldface above. 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 online submission via TIMS Web is now the preferred method, you may still email, mail, or fax SEMS documents to:

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

Guidance Document Statement

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

The Office of Management and Budget (OMB) has approved the information collection requirements for 30 CFR Part 250, subpart S under OMB Control Number 1014-0017. This NTL does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995.

Contacts

If you have any questions on this NTL or on SEMS document submission, you may email SEMS@BSEE.gov.

_____/S/ Douglas Morris
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