

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

NTL No. 2014-N03

Effective Date: September 30, 2014

NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, AND SULPHUR
LEASES AND PIPELINE RIGHT-OF-WAY HOLDERS
IN THE OUTER CONTINENTAL SHELF, GULF OF MEXICO OCS REGION

eWell Permitting and Reporting System

This Notice to Lessees and Operators (NTL) supersedes NTL No. 2007-G15, effective May 14, 2007. This NTL updates the information and guidance about obtaining access to the eWell Permitting and Reporting System (eWell) and attaches an updated eWell Permitting and Reporting System Application Manual. This NTL also announces the availability of the electronic reporting features in eWell to the Alaska and Pacific OCS Regions.

Well Permits and Reports Background

Under 30 CFR 250.186(a)(3), you may submit digital data when the Bureau of Safety and Environmental Enforcement (BSEE) is equipped to accept it. The BSEE has implemented an Internet-based eWell system that provides you the ability to electronically apply for well permits and report well operations for all BSEE regional offices using a secure web application (<https://ewell.bsee.gov/ewell/>) in lieu of using the following paper forms:

Application/Report	Regulation	Approved OMB Control Number
Application for Permit to Drill (APD), Form BSEE-0123	30 CFR 250, Subparts D, E, H, P	1014-0025
Supplemental APD Information Sheet, Form BSEE-0123S	30 CFR 250.410; 411; 513	1014-0025
Application for Permit to Modify (APM), Form BSEE-0124	30 CFR 250, Subparts D, E, F, H, P, Q	1014-0026
End of Operations Report (EOR), Form BSEE-0125	30 CFR 250.420, 465; 513; 613; 1619, 1622;	1014-0018; 1014-0004; 1014-0001; 1014-0006
Well Activity Report (WAR), Form BSEE-0133	30 CFR 250.468	1014-0018
Open Hole Data Report (Supplement to WAR), Form BSEE-0133S	30 CFR 250.468	1014-0018
Rig Movement Report, Form BSEE-0144 for Gulf of Mexico OCS Region	30 CFR 250.403	1014-0018

In developing this electronic system, the BSEE integrated each of the forms listed above to enable electronic submission of the required data. These forms have been placed on-line for you

to complete and submit via the secure BSEE internet site to the appropriate BSEE office for approval or acceptance.

This electronic reporting system has greatly increased the efficiency of the well permitting and reporting transactions between OCS lessees and operators and BSEE. Information from BSEE data sources is used to aid you in entering an application and eliminate duplicative reporting. Validations performed within each application help eliminate erroneous data, and automatic e-mail notices inform you and your designated contacts of approvals and status changes on applications and reports. These and other design features facilitate better business transactions and provide for more timely decision making.

Storm-related Reports Features (For GOMR Only)

The eWell also includes additional features to electronically report storm-related facility evacuations, shut-ins, damage, and pollution in the Gulf of Mexico OCS Region (GOMR). These enhancements were designed to provide an easier and more reliable reporting method, facilitate better business transactions, and provide for timelier decision making and information dissemination during and after hurricanes and other storm events in the GOMR. The storm-related reports are grouped together under the “Hurricane Reports” section of the eWell menu and are divided into the following individual reports:

Application/Report	Regulation	Approved OMB Control Number
Platform/Rig Evacuation and Production Curtailment Report Form BSEE-0132	30 CFR 250.192	1014-0022
Platform Damage Report	30 CFR 250.188; 192	1014-0022
Pipeline Damage Report (with attached Pipeline Repair Plan)	30 CFR 250.188; 192; 1008	1014-0022; 1014-0016
Rig Damage Report	30 CFR 250.188; 192	1014-0022
Pollution Report	30 CFR 254.46	1014-0007

For additional information about the storm-related reporting requirements, please refer to NTL No. 2011-G01, Hurricane and Tropical Storm Effects Reports.

Incident and Pollution Event Reporting Features (For GOMR Only)

The eWell also includes a means to report all non-storm-related incidents and pipeline damage in the GOMR, as required by 30 CFR 250.188(a) and 30 CFR 254.46(b). The pipeline damage reports can also be used to submit pipeline repair notifications for GOMR required under regulation 30 CFR 250.1008(e), whether or not the pipeline damage is caused by an incident that is reportable under 30 CFR 250.188(a).

Application/Report	Regulation	Approved OMB Control Number
Incident and Pollution Event Report	30 CFR 250.188; 30 CFR 254.46	1014-0022; 1014-0007
Pipeline Damage Report (with attached Pipeline Repair Plan)	30 CFR 250.188; 1008	1014-0022; 1014-0016

You must provide notifications and reports as follows:

- 30 CFR 250.188(a) – You must report incidents to the District Manager immediately via oral communication, and provide a written follow-up report (hard copy or electronically transmitted) within 15 calendar days after the incident.
- 30 CFR 250.1008(e) – You must notify BSEE before repairing any pipeline or as soon as practicable when you know a repair is necessary and then submit a detailed report of the repair within 30 days after completion of the repairs.
- 30 CFR 254.46(b) – You must orally notify BSEE about spills of one barrel or more without delay, and also provide a written follow-up report to BSEE within 15 calendar days after the spillage has been stopped (see NTL No. 2012-N07, Oil Discharge Written Follow-up Reports, for guidance concerning the contents of this report).

After any required oral notification, BSEE strongly encourages you to use the eWell Incident and Pollution Event reporting feature to report the details of an incident or pollution event electronically. The eWell Incident and Pollution Event feature can be used to create and transmit your required follow-up reports. For pipeline repairs, BSEE suggests that you complete the Pipeline Damage Report in eWell and, if applicable, link it to the eWell Incident and Pollution Event report.

Additional information about the Incident and Pollution Event Reporting Program is included in NTL No. 2008-G17, Incident and Oil Spill Reports, and NTL No. 2012-N07, Oil Discharge Written Follow-up Reports.

Procedures and Application Manual

The attached application manual provides information and guidance on obtaining access to the eWell system. This manual has been updated recently to reflect changes that have been made due to the reorganization of the BSEE Technology Services Division. The contacts and office names, physical addresses, e-mail addresses, and phone numbers have changed. To obtain access to eWell, you must now submit the signed user agreements to the Bureau of Ocean Energy Management GOM OCS Region Adjudication Unit (GM231A).

Training

The BSEE GOMR can provide eWell training periodically based on requests from the 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 254.46 and 30 CFR 250, Subparts A, D, E, F, H, P, and Q, and for Forms BSEE-0123, BSEE-0123S, BSEE-0124, BSEE-0125, BSEE-0132, BSEE-0133, BSEE-0133S, and BSEE-0144. The Office of Management and Budget (OMB) has approved

the information collection requirements for these regulations and forms under OMB Control Numbers 1014-0007 (30 CFR 254.46), 1014-0022 (30 CFR 250 Subpart A), 1014-0018 (Subpart D and Forms BSEE-0125, BSEE-0133, BSEE-0133S, and BSEE-0144), 1014-0004 (Subpart E), 1014-0001 (Subpart F), 1014-0025 (Application for Permit to Drill, BSEE-0123, BSEE-0123S) and 1014-0026 (Application for Permit to Modify, BSEE-0124). This NTL does not impose any additional information collection subject to the Paperwork Reduction Act of 1995.

Contacts

To report technical problems with 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.

For information regarding submitting requests for new user accounts you may contact Mr. Leonard Coats, Acting Chief, Adjudication Section, by telephone at (504) 731-1457 or by e-mail at leonard.coats@boem.gov.

For information regarding the eWell 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.



Brian Salerno
Director

Attachment (Application Manual)