



Bureau of Safety and Environmental Enforcement

TIMS Web Renewable Energy Demonstration and Q&A

Meeting Summary

March 15, 2023

10:00 a.m. - 11:00 a.m. ET

1. Overview

On March 15, 2023, the Bureau of Safety and Environmental Enforcement (BSEE) convened a virtual meeting with current lessees of U.S. Outer Continental Shelf (OCS) renewable energy leases. The goal of the meeting was to show lessees how to access and utilize BSEE's [Technical Information Management System \(TIMS\) Web](#) to submit renewable energy information. As noted in the [Reorganization of Title 30 - Renewable Energy and Alternate Uses of Existing Facilities on the Outer Continental Shelf](#), lessees will be required to use TIMS Web starting April 3, 2023.

The meeting's specific objectives were to:

- Demonstrate to lessees how to access and utilize TIMS Web for submitting offshore wind applications reports, notices, and other information specific to BSEE before lessees are required to start using the system on April 3.
- Provide lessees with an opportunity to ask clarifying questions about TIMS Web.
- Identify topics where lessees would benefit from additional clarification, engagement, and/or future workshops.

The meeting featured opening remarks by BSEE Renewable Energy Program Director Michaela Noble and presentations by Tara Shifflett and Judy Triche. Participants could ask clarifying questions throughout the presentations and during a designated question and answer (Q&A) period. Several BSEE subject matter experts (SMEs) were available to answer questions.

This meeting summary synthesizes presentation content and provides a transcript of the Q&A that occurred throughout the meeting.

This meeting summary is organized into the following sections:

1. Overview
2. Meeting Proceedings
 - a. Opening Remarks
 - b. User Account Requests Presentation
 - c. TIMS Web Demonstration
 - d. Questions and Answers
3. Appendices
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 - b. Meeting Participants
 - c. Presentation Slid



2. Meeting Proceedings

A. Opening Remarks

Michaela Noble, BSEE Renewable Energy Program Director, provided opening remarks. She shared that TIMS Web will "go live" on April 3. She emphasized that it is an invaluable tool to help BSEE and the Department of the Interior (DOI) meet the administration's goal to deploy 30 gigawatts of offshore wind (OSW) power by 2030. Ms. Noble provided a brief history of TIMS Web. BSEE implemented the system in 2015. Since then, TIMS Web has enhanced efficiencies for conventional energy development. She noted that BSEE recently added additional capabilities to accept information for renewables. The new capabilities will enable compliance with regulations and permitting requirements and provide a secure file transfer protocol (FTP) mechanism for renewables submissions.

B. User Account Requests Presentation

Tara Shifflett, BSEE, provided an overview of TIMS Web, emphasizing that the system intends to streamline communication, eliminate the need to submit documents via multiple emails or hard drives and offer a secure file transfer mechanism for electronically submitting data. Ms. Shifflett noted that participants could register for an account by completing the proper registration form in the [TIMS Web Application Manual](#) or the electronic fillable form included in the summary distribution package. Following Ms. Shifflett's presentation, participants had the opportunity to ask questions about requesting a user account. Their questions are transcribed below; the entire presentation can be found in [Appendix C: Presentation Slides](#).

User Account Requests Q&A

- **Question:** How long will it take to grant access after applications are submitted?
 - **Answer:** BOEM Office of Renewable Energy Programs Adjudication staff receives, reviews, and approves user account request forms. Once verified for completeness and accuracy, BOEM sends the user account request to the BOEM/BSEE IT administrator for account setup.
- **Question:** Are multiple admin accounts allowed?
 - **A:** Yes.
- **Question:** What should [lessees] do if there is an error in the presented "Administrator User Account Form" table (pictured below)?
 - **A:** Lessees should contact BSEEOfficeofRenewableEnergy@BSEE.gov.



Company Numbers	Company Name	Lease Numbers
15119	Atlantic Shores Offshore Wind Bight, LLC	OCS-A 0541
15116	Atlantic Shores Offshore Wind Project 1,	OCS-A 0499
15117	Atlantic Shores Offshore Wind Project 2,	OCS-A 0499
15092	Atlantic Shores Offshore Wind, LLC	OCS-A 0549 (Seg out of OCS-A 0499)
15115	Attentive Energy LLC	OCS-A 0538
15019	Avandgrid Renewables, LLC	
15053	Bay State Wind LLC	OCS-A 0500
15104	Becon Wind LLC	OCS-A 0520
15096	OW Ocean Winds East LLC (NCIS Blue Point Wind, LLC)	OCS-A 0537
15000	Bluewater Wind Delaware LLC	
15014	Commonwealth of Virginia, Department of Mines, Minerals and Energy (Name change to Commonwealth of Virginia, Virginia Department of Energy which became effective 10/2021)	OCS-A 0497
15112	Community Offshore Wind, LLC	OCS- A 0539
15028	Sunrise Wind LLC (NCIS Deepwater Wind Hudson Canyon, LLC)	OCS-A 0487
23138	Deepwater Wind South Fork, LLC	
15134	Duke Energy Renewables Wind, LLC	OCS-A 0546
15098	DWW Rev I, LLC	OCS-A 0486
15103	Empire Offshore Wind LLC	OCS-A 0512

Company Numbers	Company Name	Lease Numbers
15058	Equinor Wind US LLC	
15009	GSOE I, LLC	OCS-A 0482
15091	Invenergy Wind Offshore LLC	OCS-A 0542
15101	Kitty Hawk Wind, LLC	OCS-A 0508
15082	Mayflower Wind Energy LLC (Name change to SouthCoast Wind Energy LLC which became effective 1/26/2023)	OCS-A 0521
15057	Ocean Wind US LLC	OCS-A 0498
15059	Orsted North America Inc.	OCS-A 0532
15127	Park City Wind LLC	OCS-A 0534
15069	Skjack Offshore Energy, LLC	OCS-A 0519
15072	South Fork Wind, LLC	OCS-A 0517
15052	The Narragansett Electric Company	OCS-A 0506
15136	TotalEnergies Renewables USA, LLC	OCS-A 0545
15023	US Wind Inc.	OCS-A 0490
15118	Vineyard Mid-Atlantic LLC	OCS-A 0544
15099	Vineyard Northeast LLC	OCS-A 0522
15097	Vineyard Wind 1 LLC	OCS-A 0501
15010	Vineyard Wind LLC	
15042	Virginia Electric and Power Company	OCS-A 0483

C. TIMS Web Demonstration

Judy Triche, BSEE, provided a demonstration to show lessees how to utilize TIMS Web for renewables submissions. She emphasized that the data in the demonstration included test data only. Her presentation included information on logging into the system, adding user roles, creating projects and submittals, completing, and submitting the submittal information, responding to a request for information (RFI), requesting a withdrawal, and viewing status transitions.

D. Q&A Transcript

Participants asked questions throughout Ms. Triche's demonstration. Following her presentation, Ms. Triche, Ms. Shifflett, and other BSEE SMEs responded to clarifying questions from participants. The Q&A is captured below. More information can be found in the TIMS Web User Guide.

- **Question:** Does BSEE have a set of "best practices" or another set of suggestions as to how best to assign roles or groups that have worked for prior TIMS users? Or a TIMS user group to share such practices?
 - **A:** Organizations can set up entitlements the way they feel is best for their individual organization's workflow. If organizations have any questions, they can contact BSEEOfficeofRenewableEnergy@BSEE.gov, and BSEE staff will guide them on best setting up the groups based on a company's design.
- **Question:** Will these steps be required for each document to be submitted, or is there a means of bulk uploading similar documents (i.e., those with the same metadata and overview information)?
 - **A:** Currently, the system does not allow for bulk upload. Lessees may use a .zip file to upload attachments.
- **Question:** What are the FDR/FIR submittal types? Is there a Final and Initial FIR?
 - **A:** Yes, there are different submission types, which are included in the relevant dropdown list in the system.
- **Question:** Is all data required to submit (i.e., block/area)?



- **A:** BSEE would like lessees to fill out all information [in the metadata tab], but not all information is required. Certain attachments and a company contact are two required items.
- **Question:** Do all documents need to be a doc. x file?
 - **A:** No. TIMS will accept most document types, including Excel, Word, PDF, and .zip files. If a particular document type does not upload, contact BSEEOfficeofRenewableEnergy@BSEE.gov for support.
- **Question:** Is a file naming convention required/preferred?
 - **A:** File naming conventions will be provided in the user guide.
- **Question:** What about attachments over 2 GB?
 - **A:** For now, attachments are limited to 2 GB, but users can put multiple files into a .zip file to load them.
- **Question:** Can these submittals (incident reports) be downloaded for our records?
 - **A:** Yes.
- **Question:** Who gets notified when there is a status change to the submittal? Admins only? Or is that a user setting?
 - **A:** Notification of external users will be sent to those listed in the Contacts tab for the submittal. The submitter can add whoever is appropriate for their organization. The submitter must ensure they add themselves to the contacts list for their organization if they want to be informed.
- **Question:** Will there be any more of these sessions offered?
 - **A:** Right now, there are no additional sessions scheduled. BSEE will distribute a TIMS Web User Guide with detailed instructions.
- **Question:** Will TIMS generate email notifications when the submittal status changes? Is this automatic for Admin accounts, or can this functionality be enabled for any user?
 - **A:** Notification of external users will be sent to those listed in the Contacts tab for the submittal. The submitter can add whoever is appropriate for their organization. The submitter must ensure they add themselves to the contacts list for their organization if they want to be informed.
- **Question:** We have recently been directed to email survey PSO reports (interim and final) to several email addresses at BSEE, BOEM, and NOAA. Will BSEE add the report to TIMS, or will we need to email it and enter it into TIMS or enter it into TIMS?
 - **A:** BSEE subject matter experts are currently uploading PSO reports in TIMS Web. This process may change, and BSEE will notify Industry of such changes.
- **Question:** Is there a way for BSEE to indicate that a submittal is complete and under review?
 - **A:** BSEE will send email notices when the status of a submittal change.
- **Question:** When will the system go live, and when will developers be expected to use TIMS Web?
 - **A:** The system will go live on April 3rd, and BSEE requests the use of the system at that time.
- **Question:** The setup for FDR/FIR attachments suggests a way to structure the submittal. Will more guidance be provided on the required attachments? Is there a timeline [for additional guidance]?
 - **A:** There is no definitive timeline for distributing the guidance. Once available, BSEE will share the guidance.



- **Question:** To date, BOEM has required a "compliance crosswalk" that links documents to the CFR requirements. Would the FDR/FIR attachment structure replace the need for a crosswalk?
 - **A:** BSEE is working with BOEM to improve our electronic sharing of documents and information to help reduce the paperwork burden on industry and developers. BSEE and BOEM are exploring that, and there may be additional changes in the future.
- **Question:** Can you comment on how confidentiality/FOIA concerns are addressed in submittals? Once we submit documents via TIMS, are they made public in any way?
 - **A:** As noted on Page 7 of the Federal Register Notice for Final Sales. BSEE will protect the privileged or confidential information you submit, as the Freedom of Information Act (FOIA) requires. Exemption 4 of FOIA applies to "trade secrets and commercial or financial information submitted that is privileged or confidential," 5 U.S.C. 552(b)(4). If you wish to protect the confidentiality of such information, clearly mark it "Contains Privileged or Confidential Information" and consider submitting such information as a separate attachment. BSEE will not disclose such information except as required by FOIA.

Any records received by the FOIA office while processing a FOIA request that may contain proprietary information will require an additional review by the submitter (the Company that submitted the information to BSEE). The FOIA Office will contact the submitter and obtain their input under a submitter's notice.

A submitter's notice provides the Company ten business days to review any records that may contain proprietary information and have them submit to us a reason why/if that information should be protected/released.

When the Company does not respond within ten business days or after numerous attempts to make contact, BSEE will regard the information not labeled as privileged or confidential as suitable for public release.

- **Question:** Can a direct feed be created from Industry systems to TIMS Web?
 - **A:** BSEE cannot provide a direct system-to-system upload due to the Department of Interior Information Technology Security Guidelines.
- **Question:** Will BOEM be using the TIMS Web system?
 - **A:** BSEE and BOEM work together to ensure seamless integration for all Offshore Renewable Energy submittals.
- **Question:** Will TIMS be used for CVA nomination reviews, courtesy reviews, or Final FIR/Project Verification Report submittals?
 - **A:** Yes.
- **Question:** Is there a preference for the format of follow-up questions to BSEE (i.e., Excel comment sheet)?
 - **A:** Organizations should submit follow-up questions via BSEEOfficeofRenewableEnergy@BSEE.gov in whichever format they see fit.
- **Question:** Will companies eventually have a particular person assigned from BSEE as a point of contact, similar to [BOEM's project coordinators]?
 - **A:** BSEE is expanding its Renewable Energy Team and revising and developing standard operating procedures to ensure we have the necessary expertise for our vital role.



3. Appendices

A. Agenda

TIMS Web Industry Demonstration

**March 15, 2023
10:00 – Noon Eastern**

**Meeting called by the Bureau of Safety and
Environmental Enforcement**

10:00 a.m. ET

Opening Remarks

Michaela Noble

User Account Requests

Tara Shifflett

TIMS Web Demo

Judy Triche

Q & A's

Kearns & West Facilitation

12:00 p.m. ET

Adjourn



B. Meeting Participants

Name	Affiliation
Heidi Etter	Advisian
Natalie Schumann	Arena Offshore
Kyle Hilberg	Atlantic Shore Winds
Stephanie Wilson	Avangrid
Alicia Calero	Avangrid
Mark Marien	Avangrid
Joe Zottoli	Avangrid
Atma Khalsa	Avangrid
Maximilian Rudzinsky	Avangrid
Monique Andrews	Bureau of Safety and Environmental Enforcement
Kavanaugh Breazeale	Bureau of Safety and Environmental Enforcement
T.J. Broussard	Bureau of Safety and Environmental Enforcement
Althea Collins	Bureau of Safety and Environmental Enforcement
Robert Fila	Bureau of Safety and Environmental Enforcement
Jill Head	Bureau of Safety and Environmental Enforcement
Mark Kozak	Bureau of Safety and Environmental Enforcement
Bobby Kurtz	Bureau of Safety and Environmental Enforcement
Michaela Noble	Bureau of Safety and Environmental Enforcement
Eugene O'Berry	Bureau of Safety and Environmental Enforcement
Casey Reeves	Bureau of Safety and Environmental Enforcement
Tara Shifflett	Bureau of Safety and Environmental Enforcement
Judy Triche	Bureau of Safety and Environmental Enforcement
Dawn Worcester	Bureau of Safety and Environmental Enforcement
Kelsey Rusnak	Dominion Energy
Corrinne Giller	Dominion Energy
Colleen Jenkins	Dominion Energy
Ropdney White	Dominion Energy
Sharie Morgan	Dominion Energy
Kimberly Marolla	Dominion Energy
Edward Buchanan	Dominion Energy
Scott Lawton	Dominion Energy
Pamela Torrez	Dominion Energy
Michelle Fogarty	Equinor
Jordan Carduner	Equinor
Eva Land	Equinor
Aaron Baltich-Schechter	Equinor
Scott Lundin	Equinor
Solveig Midtbust Fossnes	Equinor
Lin Lindquist	Equinor
Lise Wolden	Equinor



David McSweeney	Equinor
Trisha Souder	Geo SubSea, LLC
Megan McManus	Geo SubSea, LLC
Alyce Engle	Invenergy
Louis Feldman	Invenergy
Matt Harlan	J Connor Consulting
Mary Nguyen	J Connor Consulting
Morgan Nachman	Kearns & West
Larry Schooler	Kearns & West
James Neveu	Orsted
Nathan Rebuck	Orsted
Colin Macomber	Orsted
Kyle Cassidy	Orsted
Jeffrey Westermeyer	Orsted
Daniel Broderick	Orsted
Will Kenyon	Orsted
Jill Wiederhold	Oxy
Rose Carroll	Ramboll
Thomas Newcomb	Ramboll
Joe Donnelly	RWE
Christopher Rhymes	Shell
Laurie Jodziewicz	US Wind Inc.
Todd Sumner	US Wind Inc.
Michael Clayton	Vineyard Wind

C. Presentation Slides

WHAT IS TIMS WEB?



[BSEE's Technical Information Management System Web](#)
(TIMS Web)

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

WHY WILL BSEE AND INDUSTRY USE TIMS WEB?



- BSEE issued an NTL designating TIMS Web as the official document management system.
[NTL 2023-N01 - Reorganization of Title 30—Renewable Energy and Alternate Uses of Existing Facilities on the Outer Continental Shelf \(Updated 2-3-23\)](#) – Effective 1/17/2023.
 - Streamlines communication,
 - Eliminates the need to submit documents via multiple emails or couriered hard drives, and
 - Electronic submittal of data provides a secure file transfer mechanism.

BSEE requires a way to manage, review and track the renewable energy document submittal process
In addition, BSEE recognizes the business efficiencies TIMS Web provides for many other business processes throughout the Bureau, such as

- Streamlining communications,
- Eliminating the need to submit documents via email or couriered external hard drives and, most importantly
- Using TIMS Web provides a secure file transfer.

WHEN WILL INDUSTRY BEGIN USING TIMS WEB?



Monday, April 3, 2023

- TIMSWEB was made available for viewing on March 1st. If you haven't done so, please consider submitting your user account request forms as soon as possible.
- BSEE and Industry will begin using TIMS Web officially on April 3rd.

TYPES OF TIMS WEB ACCOUNT FORMS



Administrator
And
General User

5

There are two types of user accounts.

- Administrator and
- General User Accounts.

ADMINISTRATOR USER ACCOUNT FORM



U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

eWell and TMS Web Administrator Access Request Form
(This form must be printed on one page only, front and back)

I am requesting the following administrator additions or changes:

New Administrator
 Add Company
 Delete Administrator
 Existing eWell User/Admin or TMS Web user Requesting TMS Web Admin account

Administrator information: (leave User ID blank for new users)
 Current eWell User ID: _____ TMS Web User ID: _____

Name: _____
 Prefix: _____ First Name: _____ MI: _____ Last Name: _____ Suffix: _____

Title: _____
 Address: _____
 Division: _____
 Street: _____
 City: _____ State: _____
 ZIP: _____ Country: _____
 Phone Number: _____ Fax Number: _____
 Email: _____

CERTIFICATION

- I understand that using the BSEE/BOEM TMS Web system and eWell system means I will be using BSEE/BOEM Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in compliance with Department of the Interior and Bureau policies. Late penalties may apply for any other use of these items (19 USC Sec. 461). Violations of the law can result in loss of system access and criminal penalties.
- If I am aware of a security breach (password sharing, hacking), I will immediately notify the BSEE Enterprise IT Service Desk.
- I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TMS Web system and eWell system for any reason, I will expire all my entitlements and submit a new form to BOEM to decline my username from the system.
- I have read the TMS Web and eWell disclaimer and agree to the conditions specified in the document.
 ... I consent and will adhere to the above conditions.

Administrator Signature: _____ Date: _____

Updated on 02/26/2017

Initial the appropriate authorization. Only one block must be initialed.

ADMINISTRATOR AUTHORIZATION

Please initialed if administrator is employed by a BOEM-qualified company.

I authorize this administrator to have full access to all my company's data and information stored in the BOEM/BSEE TMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, or other) to company data stored in the TMS Web and eWell databases for my company's users and agents.

AGENT ADMINISTRATOR AUTHORIZATION

Please initialed if administrator is employed by a third party company acting as an agent.

I authorize this administrator as an agent administrator. As an agent administrator, they will have full access to all my company's data and information stored in the BOEM/BSEE TMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, or other) to company data stored in the TMS Web and eWell databases for my company's users and agents.

NON-BOEM-QUALIFIED COMPANY AUTHORIZATION

Please initial if this account is being created for an External Reviewer (e.g., other Federal or State government agency) or a company that is not BOEM qualified (e.g. State-only operators or Service providers) conducting offshore operations under contract for a BOEM-qualified company, or is a State Lease holder with no Federal lease, or providing information to BSEE on a voluntary basis.

I authorize this administrator to have full access to all my company's data and information stored in the BOEM/BSEE TMS Web database. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, or other) to my company's data stored in the TMS Web database for company users.

List all companies for which the administrator will grant entitlements/roles. These must be BOEM companies for which the representative below has BOEM signature authority, a Non BOEM-qualified company under contract to a BOEM-qualified company, or a Surety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.

BSEE/BOEM Company Number (Leave blank for Non BOEM-qualified Company)	Company Name (Please match that on BOEM Qualification File or the attached Surety POA)

Representative Name: _____
 Representative Title: (print) _____
 Representative Signature: _____ Date: _____

Updated on 02/26/2017

Each Company must have at least one person registered as an Administrator.

- A company administrator is a company employee or an agent assigned to administer on behalf of the company for TMS Web “entitlement rights.” For example, they will be responsible for maintaining their Company’s roles and establishing company user permissions within TMS Web.

Administrator duties include

- Reviewing their company’s user request forms for completeness and submitting them to BOEM.
- They will also maintain entitlements which will be discussed later during the Demo.
- To become a company administrator, a person must complete the “TMS Web Administrator user Access Request Form”.



GENERAL USER ACCOUNT FORM

<p>U.S. Department of the Interior Bureau of Safety and Environmental Enforcement (BSEE)</p> <p>eWell and TIMS Web User Access Request Form (This form must be printed on one page only front and back)</p> <p>I am requesting the following general user additions or changes:</p> <p><input type="checkbox"/> New User <input type="checkbox"/> Add Company <input type="checkbox"/> Delete User <input type="checkbox"/> Existing eWell User Requesting TIMS Web account <input type="checkbox"/> Existing TIMS Web User Requesting eWell account</p> <p>I am requesting the following External Reviewer Role: <input type="checkbox"/> OIG External Reviewer</p> <p>User information: (leave User ID blank for new users) eWell User ID: _____ TIMS Web User ID: _____</p> <p>Name: _____ First/Last MI Last/First Initial</p> <p>Address: _____ Employee Name: _____ Division: _____ Street: _____ City: _____ State: _____ ZIP: _____ Phone Number: _____ Fax Number: _____ Email: _____</p> <p>CERTIFICATION</p> <ol style="list-style-type: none">I understand that using the BSEE/BOEM TIMS Web system and eWell system means I will be using BSEE/BOEM Computer Systems, Electronic Data, Internet connections and associated equipment, software and data. These resources are to be used for official government purposes only and in compliance with Department of the Interior and Bureau policies. Law prohibits any other use of these items (50 USC, Sec. 441). Violators of the law are subject to loss of federal assets and criminal penalties.If I am aware of a security breach (password sharing, hacking), I will immediately notify the BSEE Emergency IT Service Desk.I will not use my own password and I will NOT share my password or terminate with access. If I no longer need access to the TIMS Web system and eWell system for any reason, I will ask my company administrator to terminate my entitlement and request the required steps to BSEE to delete my username from the system.I will handle sensitive data appropriately and understand that this information is not to be exchanged, divulged or otherwise compromised in any way unless necessary for official government business.I have read the eWell and BSEE TIMS Web disclaimer and agree to the conditions specified in the document. <p>I consent and will adhere to the above conditions.</p> <p>User Signature: _____ Date: _____</p> <p>Updated on 02/26/2017</p>	<p>Initial the appropriate authorization. Only one block must be initiated.</p> <p>USER AUTHORIZATION <i>Please initial if user is employed by a BOEM/Qualified company.</i> <input type="checkbox"/> I authorize this user to have access to the company's data based on entitlement granted by the company's TIMS Web administrator.</p> <p>AGENT USER AUTHORIZATION <i>Please initial if user is employed by a third party company acting as an agent.</i> <input type="checkbox"/> I authorize this user as an agent user who has access to the company's data based on entitlement granted by the company's TIMS Web administrator or by the agent company's TIMS Web administrator.</p> <p>NON-BOEM QUALIFIED COMPANY AUTHORIZATION <i>Please initial if this account is being created for an External Reviewer (e.g., other Federal or State government agency) or a company that is not BOEM/qualified (e.g., State-only operator or Service provider), conducting offshore operations under contract for a BOEM-qualified company, or is a State Lease holder with an Federal lease, or providing information to BSEE on a voluntary basis.</i> <input type="checkbox"/> I authorize this user to have full access to all my company's data and information stored in the BSEE TIMS Web database.</p> <p>List all companies for which the user will view or submit data. These must be BOEM/qualified companies for which the representative below has BSEE separate authority, a Non-BOEM/Qualified company under contract to a BOEM-qualified company, or a Safety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.</p> <table border="0"><tr><td>BSEE/BOEM Company Number <small>(Leave blank for Safety or Non-BOEM/Qualified Companies)</small></td><td>Company Name <small>(Check marks that on BSEE Qualification file or the attached Safety POA, if applicable)</small></td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table> <p>Representative Name: _____ Representative Title: <small>(print)</small> _____ Representative Signature: _____ Date: _____</p> <p>Updated on 02/26/2017</p>	BSEE/BOEM Company Number <small>(Leave blank for Safety or Non-BOEM/Qualified Companies)</small>	Company Name <small>(Check marks that on BSEE Qualification file or the attached Safety POA, if applicable)</small>	_____	_____	_____	_____	_____	_____	_____	_____
BSEE/BOEM Company Number <small>(Leave blank for Safety or Non-BOEM/Qualified Companies)</small>	Company Name <small>(Check marks that on BSEE Qualification file or the attached Safety POA, if applicable)</small>										
_____	_____										
_____	_____										
_____	_____										
_____	_____										

A general user is a person assigned by a company or an agent assigned by the company to view company data and conduct business with BSEE on behalf of the company in the TIMS Web systems but who does not have administrator rights.

ADMINISTRATOR USER ACCOUNT FORM



U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

eWell and TIMS Web Administrator Access Request Form

(This form must be printed on one page only, front and back)

I am requesting the following administrator additions or changes:



New Administrator Select this option only if you require a NEW Administrator Account

Add Company

~~Delete Administrator~~

~~Existing eWell User/Administrator TIMS Web user Requesting TIMS Web Admin account~~

Anyone who is requesting an Administrator account should select the New Administrator option.



GENERAL USER ACCOUNT FORM

U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

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(This form must be printed on one page only, front and back)

I am requesting the following general user additions or changes:



New User

Add Company

~~Delete User~~

~~Existing eWell User Requesting TIMS Web account~~

~~I am requesting the following External Reviewer Delet~~

~~OSEP External Reviewer~~

Anyone who is requesting a General user account should select the new user option.



ADMINISTRATOR AND GENERAL USER ACCOUNT FORM

U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

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(This form must be printed on one page only, front and back)

I am requesting the following administrator additions or changes:

- New Administrator
- Add Company
- Delete User
- Existing eWell User/Admin or TIMS Web user Requesting TIMS Web Admin account

Select "Add Company" only when you have an existing user account and require access to another company.

U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)

eWell and TIMS Web User Access Request Form
(This form must be printed on one page only, front and back)

I am requesting the following general user additions or changes:

- New User
- Add Company
- Delete User
- Existing eWell User Requesting TIMS Web account

New Users do not need to select the add company option.

Existing TIMS Web Users requiring access to an additional company would select the add company option only.

ADMINISTRATOR AND GENERAL USER ACCOUNT FORM



Administrator information: (leave User ID blank for new users)

~~Current eWeb User ID: _____~~ ~~TIMS Web User ID: _____~~

Name: _____
Prefix First Name MI Last Name Suffix

Title: _____

Address: Employer Name: _____

Division: _____

Street: _____

City: _____ State: _____

ZIP: _____ Country: _____

Phone Number: _____ Fax Number: _____

Email: _____

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Please fill in the proper information requested for the user requesting the account.

- The top two fields for user id should only be filled in if a user is an existing user who requires access to another company.
- The Employer Name and Address must match the companies qualification card exactly.
- The company qualification card can be found by searching the BSEE Data Center.

ADMINISTRATOR AND GENERAL USER ACCOUNT FORM



CERTIFICATION

1. I understand that using the BSEE/BOEM TIMS Web system and eWell system means I will be using BSEE/BOEM Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in compliance with Department of the Interior and bureau policies. Law prohibits any other use of these items (18 USC Sec. 641). Violations of the law can result in loss of system access and criminal penalties.
2. If I am aware of a security breach (password sharing, hacking), I will immediately notify the BSEE Enterprise IT Service Desk.
3. I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TIMS Web system and eWell system for any reason, I will expire all my entitlements and submit a new form to BOEM to delete my username from the system.
4. I have read the TIMS Web and eWell disclaimer and agree to the conditions specified in the document.

Initial



___ I consent and will adhere to the above conditions.

Administrator Signature: _____ Please sign and date _____ Date: _____

The individual requesting the user account must initial next to “I consent and will adhere to the above conditions”, sign and date the form.

Electronic signatures are permitted.



ADMINISTRATOR AND GENERAL USER ACCOUNT FORM

Initial the appropriate authorization. Only one block must be initialed.

ADMINISTRATOR AUTHORIZATION

Please initial if administrator is employed by a BOEM-Qualified company.

Initial One



____ I authorize this administrator to have full access to all my company's data and information stored in the BOEM/BSEE TIMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to my company's data stored in the TIMS Web and eWell databases for company users.

AGENT ADMINISTRATOR AUTHORIZATION

Please initial if administrator is employed by a third party company acting as an agent.

____ I authorize this administrator as an agent administrator. As an agent administrator, they will have full access to all my company's data and information stored in the BOEM/BSEE TIMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to company data stored in the TIMS Web and eWell databases for my company's users and agents.

NON-BOEM-QUALIFIED COMPANY AUTHORIZATION

Please initial if this administrator is employed for an External Reviewer (including State government agency) or a company (including State government agency or State Lease providers), conducting offshore operations under contract with BOEM/BSEE, or a State Lease holder with no Federal leases, or providing information to BOEM/BSEE.

____ I authorize this administrator to have full access to all my company's data and information stored in the BOEM/BSEE TIMS Web and eWell databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to my company's data stored in the TIMS Web database for company users.

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Initial next to one option only.

The first option is for Company employees only. If you do not work directly for a qualified company, then you would select the Agent Administrator Authorization option.

Please do not use the last option for Non-BOEM Qualified Company Authorization.



ADMINISTRATOR AND GENERAL USER ACCOUNT FORM

List all companies for which the administrator will grant entitlements/roles. These must be BOEM companies for which the representative below has BOEM signature authority, a Non BOEM-Qualified company under contract to a BOEM-qualified company, or a Surety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.

BSEE/BOEM Company Number

(Leave blank for
Non BOEM-Qualified Companies)

Company Name

(Must match that on BOEM Qualification File
or the attached Surety POA)

Please list the company number and name for which you will need access. Please see the next slide for a list of companies.

If you require access to multiple companies and the Qualification Card for each company differs, you will need to fill out a form for each company to ensure the information matches the Qualification Card exactly.

ADMINISTRATOR USER ACCOUNT FORM



Company Numbers	Company Name	Lease Numbers	Company Numbers	Company Name	Lease Numbers
15119	Atlantic Shores Offshore Wind Bight, LLC	OCS-A 0541	15058	Equinor Wind US LLC	
15116	Atlantic Shores Offshore Wind Project 1,	OCS-A 0499	15009	GSOE I, LLC	OCS-A 0482
15117	Atlantic Shores Offshore Wind Project 2,	OCS-A 0499	15091	Invenergy Wind Offshore LLC	OCS-A 0542
15092	Atlantic Shores Offshore Wind, LLC	OCS-A 0549 (Seg out of OCS-A 0499)	15101	Kitty Hawk Wind, LLC	OCS-A 0508
15115	Attentive Energy LLC	OCS-A 0538	15082	Mayflower Wind Energy LLC (Name change to SouthCoast Wind Energy LLC which became effective 1/26/2023)	OCS-A 0521
15019	Avandgrid Renewables, LLC		15057	Ocean Wind US LLC	OCS-A 0498
15053	Bay State Wind LLC	OCS-A 0500	15059	Orsted North America Inc.	OCS-A 0532
15104	Becon Wind LLC	OCS-A 0520	15127	Park City Wind LLC	OCS-A 0534
15096	OW Ocean Winds East LLC (NCIS Blue Point Wind, LLC)	OCS-A 0537	15069	Skjack Offshore Energy, LLC	OCS-A 0519
15000	Bluewater Wind Delaware LLC		15072	South Fork Wind, LLC	OCS-A 0517
15014	Commonwealth of Virginia, Department of Mines, Minerals and Energy (Name change to Commonwealth of Virginia, Virginia Department of Energy which became effective 10/2021)	OCS-A 0497	15052	The Narragansett Electric Company	OCS-A 0506
15112	Community Offshore Wind, LLC	OCS- A 0539	15136	TotalEnergies Renewables USA, LLC	OCS-A 0545
15028	Sunrise Wind LLC (NCIS Deepwater Wind Hudson Canyon, LLC)	OCS-A 0487	15023	US Wind Inc.	OCS-A 0490
23138	Deepwater Wind South Fork, LLC		15118	Vineyard Mid-Atlantic LLC	OCS-A 0544
15134	Duke Energy Renewables Wind, LLC	OCS-A 0546	15099	Vineyard Northeast LLC	OCS-A 0522
15098	DWW Rev I, LLC	OCS-A 0486	15097	Vineyard Wind 1 LLC	OCS-A 0501
15103	Empire Offshore Wind LLC	OCS-A 0512	15010	Vineyard Wind LLC	
			15042	Virginia Electric and Power Company	OCS-A 0483

ADMINISTRATOR USER ACCOUNT FORM



Representative Name: _____
(print)
Representative Title: _____
Representative Signature: _____ Date: _____

Signatures MUST match the current terms outlined on your company's Bureau of Ocean Energy Management Qualification Card. Users can search for their company's Qualification Card on the [BSEE Data Center website](#).

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Please obtain the signature of the company representative.

- The Name, Title, and Signature must match your company's BOEM Qualification Card exactly.
- Qualification Cards are located on the BSEE Website.
- Please read the entire card, as some companies require multiple signatures.
- When multiple signatures are required please have each company representative fill out page two.
- Electronic signatures are accepted.

PLEASE SEND USER ACCOUNT REQUEST FORMS TO

RenewableEnergy@BOEM.gov

FOR INFORMATION REGARDING REGISTRATION PROCEDURES FOR NEW USER ACCOUNTS OR THE TIMS WEB APPLICATION, INCLUDING GENERAL TRAINING, USER HELP, AND FUTURE ENHANCEMENTS.

PLEASE EMAIL
BSEEOFFICEOFRENEWABLEENERGY@BSEE.GOV.

Tara L. Shifflett



[BSEE Website](#)



[Twitter \(@BSEEGov\)](#)



[YouTube \(BSEEGov\)](#)



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[Facebook \(BSEEGov\)](#)



Bureau of Safety and Environmental Enforcement
Promoting Safety, Protecting the Environment and Conserving Offshore Resources

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Once you obtain this signature, please submit your user account request forms to RenewableEnergy@BOEM.gov