

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

NTL No. 2019-N01

Effective Date: May 3, 2019

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

**Electronic Submittal System for Deepwater Operations Plans**

This Notice to Lessees and Operators (NTL) provides information and guidance about the Bureau of Safety and Environmental Enforcement's (BSEE) electronic Deepwater Operations Plan (eDWOP) submittal and tracking system. The primary goal of the eDWOP module is to streamline the submittal and approval process between BSEE, as managed by the GOM Region Technical Assessment Section (TAS), and stakeholders including lessees, operators, and consultants representing these lessees and operators. In addition, the system facilitates communication and reduces the creation of hardcopy files.

**Background**

As described in 30 CFR 250.286(a), a DWOP is a plan providing sufficient information for BSEE to review a deepwater development project, and any other project using non-conventional production or completion technology regardless of water depth, from a total system approach. A DWOP must be submitted for any development project that will use non-conventional production or completion technology (see 30 CFR 250.287) in order to allow BSEE to thoroughly and adequately review the project, particularly with respect to operational safety and environmental compliance.

The DWOP process consists of two parts: a Conceptual Plan and a DWOP. In accordance with 30 CFR 250.290, you may not complete any production well or install the subsea wellhead and well safety control system (often called the tree) before BSEE has approved the Conceptual Plan. The Conceptual Plan must explain the general design basis and philosophy used to develop the project. In accordance with 30 CFR 250.293, you may not begin production until BSEE approves the DWOP. You must submit the DWOP after you have substantially completed the safety system design and before procurement or fabrication of safety and operational systems (other than the tree), production platforms, pipelines, or other parts of the production system. You may submit a Combined Conceptual Plan/DWOP (Combined Plan) under specific circumstances described in 30 CFR 250.294. More detailed descriptions of each DWOP requirement can be found at 30 CFR 250.286-250.295.

Under 30 CFR 250.186(a)(3), you may submit digital data when BSEE is equipped to accept it.

**Electronic Deepwater Operations Plan (eDWOP)**

BSEE has implemented an internet-based system called the Technical Information Management System (TIMS Web) (<http://timsweb.bsee.gov>) that provides a tool for regulated entities to exchange information

with BSEE electronically. Effective October 22, 2018, the eDWOP component of TIMS Web provides lessees and operators a means to submit and track DWOP-related submissions and BSEE actions outlined in 30 CFR 250.286-250.295. The eDWOP system is similar to the electronic well permitting and reporting system referred to as eWell, which BSEE (and its predecessors) have used since 2004.

The use of this electronic system replaces the need to submit DWOP in hard copies as required by 30 CFR 250.291. This electronic submittal system provides a better means of submitting, reviewing, and approving DWOP-related submissions. This electronic system tracks the status of your submittals while increasing the efficiency of BSEE's review and approval processes.

### **Registration Procedures and Application Manual**

Operators interested in using the eDWOP system must first register for a TIMS Web account. The process to obtain a TIMS Web account is identical to the process to obtain eWell accounts. Information and guidance on obtaining access to the eWell and TIMS Web system and User Access Request forms can be found in an application manual available on BSEE's website at

<https://www.bsee.gov/sites/bsee.gov/files/bsee-policy-manual-section/ocs-operations/ewell-permitting-and-reporting-system-application-manual.pdf>.

(This application manual is an updated version of the manual attached to NTL No. 2014-N03.)

To obtain access to eDWOP, lessees and operators must submit the appropriate signed User Access Request Form to the Bureau of Ocean Energy Management, Gulf of Mexico Outer Continental Shelf Region, Adjudication Unit (GM231A), 1201 Elmwood Park Boulevard, New Orleans, LA 70123. This must be an original signed form; copies are not accepted.

### **Paperwork Reduction Act of 1995 (PRA) Statement**

The Office of Management and Budget (OMB) has approved the information collection requirements for the regulations in 30 CFR part 250, subpart B under OMB Control Number 1014-0024. This NTL does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995.

### **Training**

BSEE will provide eDWOP and other TIMS Web training, based on requests from the TIMS Web and eWell user community. We will send announcements about the specific scheduled training when the details have been finalized. You may also send questions and training requests to [ewelltraining@bsee.gov](mailto:ewelltraining@bsee.gov).

### **Contacts**

To report technical problems with eDWOP or TIMS Web, you may contact the BSEE Enterprise IT Service desk Monday through Friday, between the hours of 6:30 a.m. and 5:00 p.m. (Central time) at 1-877-256-6260, or any time at [EnterpriseITServiceDesk@bsee.gov](mailto:EnterpriseITServiceDesk@bsee.gov).

For information regarding submitting DWOPs for new user accounts you may contact the Technical Assessment Section, Bureau of Safety and Environment Enforcement by telephone at (504) 736-5776.

For information regarding the eDWOP application, including general training, user help, and future enhancements, you may contact the IT coordinator by telephone at (504) 736-2874.

/S/ Susan Dwarnick  
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