

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
GULF OF MEXICO OUTER CONTINENTAL SHELF (OCS) REGION**

NTL No. 2021-G01

Effective Date: August 4, 2021

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

Incident, Oil Spill, and Permit Request Notification Instructions

This Notice to Lessees and Operators (NTL) is issued pursuant to 30 CFR 250.103 and supersedes NTL No. 2018-G02, *Incident, Oil Spill, and Permit Request Notification (Regular Hours and After Hours Guidance)*, effective September 27, 2018. It provides industry with contact information during regular office hours and additional contact numbers for the purpose of after-hours calls pertaining to:

1. Required reporting of incidents under 30 CFR 250.188(a) (fatalities, losses of well control, explosions, etc.);
2. Required reporting of an oil spill or a spill of other liquid pollutants as outlined in 30 CFR 250.187(d) and 30 CFR 254.46 (i.e., a spill estimated to be more than 1 barrel from your facility, including a rig, production facility, or pipeline);
3. Requests to return facility/component to service after being issued a shut-in Incident of Non-Compliance (INC);
4. Permit approval request to avoid shut-in of a drilling rig, other well-operations unit, or production facility;
5. Urgent pipeline repair requests; and
6. Urgent flaring and venting requests.

Introduction

The regulations at 30 CFR Parts 250 and 254 require you to obtain various drilling, production, pipeline, and flare/vent approvals from the BSEE Gulf of Mexico Region (GOMR). You must also submit incident, oil spill and other pollution event, and notifications to BSEE (GOMR). The purpose of this NTL is to describe the procedures you may use to make submissions to BSEE GOMR to fulfill certain covered requirements during and after regular office hours.

Regular office hours for BSEE GOMR are 7:00 a.m. to 4:00 p.m., Central Time, Monday through Friday, excluding Federal holidays. During regular office hours, you should make the required notification or submission by phone, email, or facsimile to the appropriate BSEE GOMR office and/or use the eWell reporting system. See Attachment A for contact information during regular office hours.

Incident Reporting & Notifications

The regulations at 30 CFR 250.188 describe the incidents that must be reported to BSEE, and when they must be reported. In accordance with 30 CFR 250.189, notify the appropriate BSEE GOMR District Office, except when the incident involves an OCS pipeline. If the incident involves an OCS pipeline, notify the BSEE GOMR Pipeline Section. For more details, refer to the guidance in NTL 2019-N05 regarding incident and spill reporting.

During normal office hours, you should make the required notification by phone, email or facsimile to the appropriate BSEE GOMR District office or the GOMR Pipeline Section (if the spill is related to OCS pipeline activities) and/or use the eWell reporting system. **For incidents identified in 30 CFR 250.188(a), you should direct after-hours reporting and notifications based on instructions below.**

For non-emergency situations involving drilling or production activities that occur outside regular GOMR office hours (e.g., items lost overboard as addressed by 30 CFR 250.300(d)), you may notify the appropriate BSEE GOMR District office electronically instead of orally. BSEE GOMR accepts electronic notifications based on the date and time of transmittal. The eWell Permitting and Reporting System is also available with features for Incident and Pollution event reporting. Please refer to NTL 2014-N03 regarding the eWell Permitting and Reporting System for more details.

Spill Reporting

As stated in 30 CFR 254.46(a), you must immediately notify the National Response Center at (800) 424-8802 if you observe a spill from your facility, a spill from another offshore facility, or an offshore spill of unknown origin.

Pursuant to 30 CFR 250.187(d) and 30 CFR 254.46(b), you must notify BSEE GOMR without delay if you have a spill from your facility that is one (1) barrel or more or, if the volume is unknown, is thought to be one (1) barrel or more.

Pursuant to 30 CFR 250.187(d) and 30 CFR 254.46(c), you must immediately notify BSEE and the responsible party, if known, if you observe a spill resulting from operations at another offshore facility. For purposes of notification to BSEE, you should notify the appropriate District Office instead of the Regional Supervisor. If you suspect the spill is related to OCS pipeline activities, you should also notify the BSEE GOMR Pipeline Section. Please refer to NTL No. 2019-N05 regarding incident reporting for more details regarding incident and spill reporting.

See Attachment B for instructions on notifying BSEE outside of regular office hours to report an incident or spill as outlined in items 1 and 2 above.

See Attachment C for instructions on notifying BSEE outside of regular office hours for submitting requests concerning the operational issues outlined in items 3 through 6 above. If your request does not meet one of these criteria, please contact the relevant BSEE office during regular office hours the next business day.

For a description of the areas of responsibility for the various BSEE GOMR District Offices, see Attachment D to this NTL.

Guidance Document Statement

BSEE issues NTLs as guidance documents in accordance with 30 CFR 250.103 to clarify or provide more detail about certain BSEE regulatory requirements and to outline the information you must provide in your various submittals.

Paperwork Reduction Act of 1995 Statement

The collection of information referred to in this NTL provides clarification, description, or guidance regarding requirements contained in 30 CFR part 250, Subparts A, C, K, and J, and in 30 CFR part 254. The Office of Management and Budget (OMB) has approved the information collection requirements and assigned OMB Control Numbers 1014-0022, 1014-0023, 1014-0019, 1014-0016, and 1014-0007, respectively. This NTL does not impose additional information collection requirements subject to the Paperwork Reduction Act of 1995.

Contact

If you have any questions regarding this NTL please contact

The Office of District Field Operations at (504) 736-2400;
For pipeline questions, the Office of Regional Field Operations at (504) 736-7510; or
For flaring and venting questions, the Office of Production and Development at (504) 736-5718.

/s/ Lars Herbst

Lars T. Herbst
Regional Director

Attachments

- A) Contact Information During Regular Office Hours
- B) Notification Instructions for Incidents and Spills
- C) Notification Instructions for Requests
- D) Areas of Responsibility of GOMR District Offices

ATTACHMENT A

Contact Information During Regular Office Hours

Office	Mailing Address	Office Numbers	Facsimile Numbers	Office Email Address
New Orleans District	800 West Commerce Road Suite 300 New Orleans, LA 70123-3392	(504) 734-6740 or (504) 734-6742	(504) 734-6741	bsee.new.orleans.district@bsee.gov
Houma District	3866 Highway 56 Houma, LA 70363	(985) 853-5884 or (985) 853-5890	(985) 879-2738	bsee.houma.district@bsee.gov
Lafayette District	201 St. Patrick Street Suite 200 Lafayette, LA 70506	(337) 289-5100 or (337) 289-5102	(337) 236-6084	bsee.lafayette.district@bsee.gov
Lake Charles District	800 VF Factory Outlet Drive Suite 103 Iowa, LA 70647	(337) 437-4600 or (337) 437-4601	(337) 437-8377	bsee.lake.charles.district@bsee.gov
Lake Jackson District	4005 Technology Drive Suite 2090 Angleton, TX 77515	(713) 286-2300 or (713) 286-2305	(979) 864-3675	bsee.lake.jackson.district@bsee.gov
Pipeline Section	Mail Stop 5232 1201 Elmwood Park Boulevard New Orleans, LA 70123-2394	(504) 736-2814 or (504) 736-2895	(504) 736-2408	pipelines@bsee.gov
Resource Conservation Section	Mail Stop GE-933B 1201 Elmwood Park Boulevard New Orleans, LA 70123-2394	(504) 736-2651 or (504) 736-2675	(504) 736-2647	rate.control.unit@bsee.gov

ATTACHMENT B

After-Hours Notification Instructions for Incidents and Spills

Operators are required to report:

1. Incidents under 30 CFR 250.188(a) (fatalities, blowouts, explosions, etc.)
2. Spills pursuant to 30 CFR 250.187(d) and 30 CFR 254.46 (from a facility, including a rig, production facility, or pipeline, when estimated to be more than 1 barrel)

After-hour notification calls for the above-described types of incidents and spills should be directed pursuant to the BSEE after-hours notification instructions below.

To make a report to BSEE, please follow the call list for the District Office in which the incident or spill occurred by first dialing the primary contact, then followed by the next contact, and so on (see Table 1). **If there is no answer, leave a brief message and go immediately to the next contact on the list.** If the report is related to an OCS pipeline, please also use the call list for the Pipeline Section (see Table 2).

If the call list for the District Office (and Pipeline Section, if applicable) is exhausted with no contact, you may use the additional call list for Regional leadership (see Table 3).

When reporting incidents or spills to BSEE, you should have the following information available:

- Name of Caller
- Name of Operator and/or Contractor
- Call-Back Number
- Lease Number
- Area/Block
- Well Name-Rig Name/Platform Name
- Associated District Office, if appropriate
- Type of Operation (Production Operations/Well Operations/Pipeline Operations/Flaring Operations)
- Purpose of Call

Contact Information for After-Hours Reporting			
TABLE 1: DISTRICT CONTACT LIST			
New Orleans District			
Well Operations		Production Operations	
After Hours Email: NewOrleans.WellOps.AfterHours@bsee.gov		After Hours Email: NewOrleans.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(504) 615-0114	Primary Engineer	(504) 919-4734
Section Chief	(504) 615-2406	Section Chief	(504) 452-7958
District Manager	(504) 201-4452	District Manager	(504) 201-4452
Houma District			
Well Operations		Production Operations	
After Hours Email: Houma.WellOps.AfterHours@bsee.gov		After Hours Email: Houma.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(985) 688-6050	Primary Engineer	(985) 720-8276
Section Chief	(985) 720-5264	Section Chief	(985) 720-8492
District Manager	(985) 720-8324	District Manager	(985) 720-8324
Lafayette District			
Well Operations		Production Operations	
After Hours Email: Lafayette.WellOps.AfterHours@bsee.gov		After Hours Email: Lafayette.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(337) 280-0227	Primary Engineer	(337) 349-2536
Section Chief	(337) 278-7567	Section Chief	(337) 258-5896
District Manager	(504) 329-2282	District Manager	(504) 329-2282
Lake Charles District			
Well Operations		Production Operations	
After Hours Email: LakeCharles.WellOps.AfterHours@bsee.gov		After Hours Email: LakeCharles.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(337) 370-2419	Primary Engineer	(337) 419-5906
Section Chief	(337) 563-3218	Section Chief	(504) 329-2287
District Manager	(504) 329-2515	District Manager	(504) 329-2515
Lake Jackson District			
Well Operations		Production Operations	
After Hours Email: LakeJackson.WellOps.AfterHours@bsee.gov		After Hours Email: LakeJackson.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(979) 292-9334	Primary Engineer	(979) 900-8115
Section Chief	(979) 900-5589	Section Chief	(979) 481-2184
District Manager	(979) 549-7162	District Manager	(979) 549-7162

TABLE 2: PIPELINE SECTION CONTACT LIST	
Primary Engineer	(504) 452-3562
Secondary Engineer	(504) 615-2476
Section Chief	(504) 615-8608
Deputy Regional Supervisor	(504) 427-1395

TABLE 3: INCIDENT EMERGENCY CONTACT LIST	
Well Operations Support Section Chief (Well Operations Only)	(504) 201-2574
Production Operations Support Section Chief (Prod Ops Only)	(504) 559-0410
Deputy Regional Supervisor District Operations	(504) 202-5422
Regional Supervisor District Operations	(985) 856-5703

ATTACHMENT C

Notification Instructions for Requests to Obtain After-Hours Drilling, Production, Pipeline, and Venting and Flaring Permits

Drilling, Completion, Workover, Production, and Abandonment Activities

After-hours calls associated with drilling, completion, workover, production, and abandonment activities should follow the after-hours permit request instructions below and be limited to:

- Requests to return facility/component to service; or
- Permit approval request to avoid shut-in of a drilling rig, other well-operations unit, or production facility.

Pipeline Activities

For matters involving OCS pipelines, contact the BSEE GOMR Pipeline Section during regular office hours to make the notifications required by 30 CFR 250.1008(a), (c), and (d) and the pipeline repair notifications required by 30 CFR 250.1008(e). **For emergency situations involving OCS pipelines that occur outside regular BSEE GOMR office hours, call the Pipeline Section number(s) outlined in the after-hours permit request instructions below.**

Flaring and Venting Activities

For matters requiring approval to flare or vent natural gas pursuant to 30 CFR 250.1160, 250.1161, and 250.1164, contact the Resource Conservation Section during regular office hours when possible. **For situations requiring approval outside regular BSEE GOMR office hours, follow the after-hours permit request instructions below.**

After-Hours Permit Request Instructions

Please follow the GOMR After-Hours Contact List (see Tables 4, 5, and 6) by first dialing the Primary Contact. If there is no answer, please leave a message with the BSEE contact along with the time of the call and **allow 3 hours for a return call** before moving to the next contact on the list.

Please direct communications regarding drilling or production activities to the appropriate BSEE GOMR District Office. See Attachment D to this NTL for a description of the areas of responsibility for the various BSEE GOMR District Offices.

Please direct communications regarding OCS pipeline operations to the BSEE GOMR Pipeline Section.

Please direct communications regarding flaring/venting to the BSEE GOMR Resource Conservation Section.

For after-hour calls, you should have the following information available:

- Name of Caller
- Name of Operator and/or Contractor
- Call-Back Number
- Lease Number
- Area/Block
- Well Name-Rig Name/Platform Name
- Associated District Office, if appropriate
- Type of Operation (Production Operations/Well Operations/Pipeline Operations/Flaring Operations)
- Purpose of Call

Included in the District Contacts List is the after-hours mailbox for each District Office to allow electronic communications. **You should only transmit email notifications either concurrently with a telephone call or after initial contact has been made via telephone to ensure BSEE personnel are aware of the incoming email.**

TABLE 4: DISTRICT OFFICES CONTACT LIST			
New Orleans District			
Well Operations		Production Operations	
After Hours Email: NewOrleans.WellOps.AfterHours@bsee.gov		After Hours Email: NewOrleans.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(504) 615-0114	Primary Engineer	(504) 919-4734
Section Chief	(504) 615-2406	Section Chief	(504) 452-7958
District Manager	(504) 201-4452	District Manager	(504) 201-4452
Houma District			
Well Operations		Production Operations	
After Hours Email: Houma.WellOps.AfterHours@bsee.gov		After Hours Email: Houma.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(985) 688-6050	Primary Engineer	(985) 720-8276
Section Chief	(985) 720-5264	Section Chief	(985) 720-8492
District Manager	(985) 720-8324	District Manager	(985) 720-8324
Lafayette District			
Well Operations		Production Operations	
After Hours Email: Lafayette.WellOps.AfterHours@bsee.gov		After Hours Email: Lafayette.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(337) 280-0227	Primary Engineer	(337) 349-2536
Section Chief	(337) 278-7567	Section Chief	(337) 258-5896
District Manager	(504) 329-2282	District Manager	(504) 329-2282
Lake Charles District			
Well Operations		Production Operations	
After Hours Email: LakeCharles.WellOps.AfterHours@bsee.gov		After Hours Email: LakeCharles.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(337) 370-2419	Primary Engineer	(337) 419-5906
Section Chief	(337) 563-3218	Section Chief	(504) 329-2287
District Manager	(504) 329-2515	District Manager	(504) 329-2515
Lake Jackson District			
Well Operations		Production Operations	
After Hours Email: LakeJackson.WellOps.AfterHours@bsee.gov		After Hours Email: LakeJackson.ProdOps.AfterHours@bsee.gov	
Primary Engineer	(979) 292-9334	Primary Engineer	(979) 900-8115
Section Chief	(979) 900-5589	Section Chief	(979) 481-2184
District Manager	(979) 549-7162	District Manager	(979) 549-7162

TABLE 5: PIPELINE SECTION CONTACT LIST	
Primary Engineer	(504) 452-3562
Secondary Engineer	(504) 615-2476
Section Chief	(504) 615-8608
Deputy Regional Supervisor	(504) 315-0481

TABLE 6: RESOURCE CONSERVATION SECTION CONTACT LIST	
Primary Engineer	(504) 914-2329
Section Chief	(504) 343-7135
Deputy Regional Supervisor	(504) 407-4046

ATTACHMENT D

AREAS OF RESPONSIBILITY OF GOMR DISTRICT OFFICES

NEW ORLEANS DISTRICT

Apalachicola (AP) - All OCS blocks
Atwater (AT) - All OCS blocks
Breton Sound (BS) - All OCS blocks
Campece Escarpment (CE) - All OCS blocks
Chandeleur (CA) - All OCS blocks
Chandeleur, East Addition - All OCS blocks
Chandeleur Sound (CS) - All OCS blocks
Charlotte Harbor (CH) - All OCS blocks
De Soto Canyon (DC) - All OCS blocks
Destin Dome (DD) - All OCS blocks
Dry Tortugas (DT) - All OCS blocks
Ewing Bank (EW) - Those OCS blocks east of a line extending south from the west side of EW Block 787, including those Ewing Bank blocks north and east of Grand Isle, South Addition.
Florida Middle Ground (FM) - All OCS blocks
Florida Plain (FP) - All OCS blocks
Gainesville (GV) - All OCS blocks
Grand Isle (GI) - All OCS blocks
Grand Isle, South Addition - All OCS blocks
Henderson (HE) - All OCS blocks
Howell Hook (HH) - All OCS blocks
Key West (KW) - All OCS blocks
Lloyd (LL) - All OCS blocks
Lund (LU) - All OCS blocks
Main Pass (MP) - All OCS blocks
Main Pass, East Addition - All OCS blocks
Main Pass, South Addition - All OCS blocks
Miami (MA) - All OCS blocks
Mississippi Canyon (MC) - All OCS blocks
Mobile (MO) - All OCS blocks
Pensacola (PE) - All OCS blocks
Pulley Ridge (PR) - All OCS blocks
Rankin (RK) - All OCS blocks
South Pass (SP) - All OCS blocks
South Pass, East Addition - All OCS blocks
South Pass, South Addition - All OCS blocks
St. Petersburg (PB) - All OCS blocks
Tarpon Springs (TP) - All OCS blocks
The Elbow (EL) - All OCS blocks
Vernon Basin (VB) - All OCS blocks
Viosca Knoll (VK) - All OCS blocks

West Delta (WD) - All OCS blocks
West Delta, South Addition - All OCS blocks

HOUMA DISTRICT

Amery Terrace (AT) - All OCS blocks
Bay Marchand (BM) - All OCS blocks
Ewing Bank (EW) - Those OCS blocks west of a line extending south from the west side of EW Block 787.
Green Canyon (GC) - All OCS blocks
Ship Shoal (SS) - All OCS blocks
Ship Shoal, South Addition - All OCS blocks
South Timbalier (ST) - All OCS blocks
South Timbalier, East Addition - All OCS blocks
South Pelto (PL) - All OCS blocks
Walker Ridge (WR) - All OCS blocks

LAFAYETTE DISTRICT

Eugene Island (EI) - All OCS blocks
Eugene Island, South Addition - All OCS blocks
Garden Banks (GB) - Those OCS blocks east of a line extending south from the west side of GB Block 64.
Keathley Canyon (KC) - Those OCS blocks east of a line extending south from the west side of KC Block 20.
Sigsbee Escarpment (SE) - Those blocks east of a line extending south from the west side of SE Block 20.
South Marsh Island (SM) - All OCS blocks
South Marsh Island, North Addition - All OCS blocks
South Marsh Island, South Addition - All OCS blocks

LAKE CHARLES DISTRICT

East Cameron (EC) - All OCS blocks
East Cameron, South Addition - All OCS blocks
Garden Banks (GB) - Those OCS blocks west of a line extending south from the east side of GB Block 63, and east of a line extending south from the west side of GB Block 143.
Keathley Canyon (KC) - Those OCS blocks west of a line extending south from the east side of KC Block 19, and east of a line extending south from the west side of KC Block 11.
Sabine Pass, Louisiana (SA) - All OCS blocks
Sigsbee Escarpment (SE) – Those blocks west of a line extending south from the east side of SE Block 19, and east of a line extending south from the west side of SE Block 11.
Vermilion (VR) - All OCS blocks
Vermilion, South Addition - All OCS blocks
West Cameron (WC) - All OCS blocks
West Cameron, South Addition - All OCS blocks
West Cameron, West Addition - All OCS blocks

LAKE JACKSON DISTRICT

Alaminos Canyon (AC) - All OCS blocks

Brazos (BA) - All OCS blocks

Brazos, South Addition - All OCS blocks

Corpus Christi (CC) - All OCS blocks

East Breaks (EB) - All OCS blocks

Galveston (GA) - All OCS blocks

Galveston, South Addition - All OCS blocks

Garden Banks (GB) - Those blocks west of a line extending south from the east side of GB Block 142.

High Island (HI) - All OCS blocks

High Island, East Addition - All OCS blocks

High Island, East Addition, South Extension - All OCS blocks

High Island, South Addition - All OCS blocks

Keathley Canyon (KC) - Those OCS blocks west of a line extending south from the east side of KC Block 10.

Matagorda Island (MI) - All OCS blocks

Mustang Island (MU) - All OCS blocks

Mustang Island, E. Add. - All OCS Blocks

North Padre Island (PN) - All OCS blocks

North Padre Island, East Addition - All OCS blocks

Port Isabel (PI) - All OCS blocks

Sabine Pass, Texas (SX) - All OCS blocks

South Padre Island (PS) - All OCS blocks

South Padre Island, East Addition – All OCS blocks