

**UNITED STATES DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE**

NTL No. 98-15N

Effective Date: 8-24-98
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NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS AND SULPHUR
LEASES IN THE OUTER CONTINENTAL SHELF

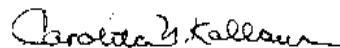
**Invitation to Minerals Management Service (MMS)/Industry
Performance Measures/Best Practices Workshops**

I am writing to ask you and your company to send representatives to one of two, 1-day workshops that the MMS will co-sponsor this November. These workshops will present the results of our first Outer Continental Shelf (OCS) safety and environmental performance measures survey. Operators representing over 80 percent of all OCS production responded to this survey and have provided the industry and MMS with some valuable insights on the state of safety and environmental performance.

The workshops will also promote best practice sharing by highlighting the management approaches taken by pacesetting companies of different sizes. Pacesetting operators were chosen in two categories: those producing greater than 30 million barrels of oil per year and those producing less than this amount. Two pacesetters, one from each category, will present an overview of the management systems they use to achieve their good performance in the following areas: production and construction personnel safety; drilling personnel safety; prevention of oil spills and National Pollutant Discharge Elimination System noncompliances; and MMS regulatory compliance.

I urge you to review the attached workshop announcement and registration form. The announcement provides additional detail about the workshops. This information will also be posted for your convenience on the MMS Safety Page (<http://www.mms.gov/eod/safety.htm>) under the "Performance Measures" section. Space is limited in each workshop, so I encourage you to confirm your registration as soon as possible. Please contact any of the industry or MMS folks identified on the announcement if you have any related questions.

Paperwork Reduction Act of 1995 Statement: This Notice to Lessees does not impose information collection requirements subject to the Paperwork Reduction Act of 1995.



August 24, 1998

Date

Carolita U. Kallaur
Associate Director
for Offshore Minerals Management

**MMS/INDUSTRY
PERFORMANCE MEASURES/BEST PRACTICES
WORKSHOPS ANNOUNCEMENT**

You and other interested members of your company are invited to attend one of two Safety and Environmental Management Program (SEMP) Performance Measures and Best Practices Workshops that will be held in November 1998. Those who should attend are company and contractor personnel (management and staff) accountable and/or responsible for safety, environmental, and regulatory performance, including personnel who develop and implement safety and environmental safety and environmental processes.

As a followup to the two performance measures workshops held in 1997, MMS solicited performance measures data for the years 1996 and 1997 from operators on the OCS. That data has been compiled and will be presented at the 1998 workshops. The goals of the 1998 workshops are to:

1. share the performance measures data,
2. have the pacesetter companies share the process that helped them to achieve superior performance,
3. share approaches to auditing SEM P and lessons learned,
4. review changes in the recently released Second Edition, API RP 75 (SEMP) and the results of the 1997 SEM P Survey, and
5. highlight different ways to achieve good performance by operators of different sizes.

These workshops will provide a great opportunity for attendees to hear how the pacesetters achieved superior performance. The attendees may want to adopt some of the pacesetter's processes to enhance their company's safety and environmental performance. The workshops will also provide the opportunity to network with other operators about the processes they use for safety and environmental management programs.

Attached for your information is a preliminary agenda for the workshops.

The first workshop will be held at the Fairmont Hotel in New Orleans on Tuesday, November 10, 1998. Because of a large convention in New Orleans that week, hotel rooms are extremely scarce throughout the city. If you need a hotel room, you should try to locate one ASAP or plan to attend the workshop in Houston.

The second workshop will be held at the Sheraton North Hotel (formerly Sheraton Crown Plaza) in Houston on Thursday, November 12, 1998.

The registration fee includes a continental breakfast, lunch, and afternoon refreshments. The registration fee is \$75 for those who register by October 12, 1998. For those who register after October 12, 1998, including those who register at the workshop, the registration fee is \$100. To enroll, complete and return the attached registration form along with your registration check. Each meeting begins at 8:30 a.m. and concludes no later than 4:30 p.m. The breakfast and registration begin at 7:30 a.m. A preliminary agenda will be mailed to all registrants.

If you do not have a copy of API Recommended Practice 75, Second Edition, July 1998, order forms will be available at the workshop.

Workshop attendance is limited to 300 in New Orleans and 240 in Houston. Registration will be accepted on a first come-first serve basis. Cancellations will be accepted with full refunds up to November 1, 1998. No refunds will be offered after November 1, 1998. Should a registrant not be able to attend, substitutions will be allowed to attend in the registrant's place.

Information related to performance measures can be found on the Internet at <http://www.mms.gov/eod/safety.htm>. Copies of the 1996/1997 performance measures report and charts will also be available by September 15, 1998, at that Internet site. For more information regarding safety, refer to the MMS Gulf of Mexico Safety Page at <http://www.gomr.mms.gov/homepg/offshore/safety/safety.html>

Questions regarding the workshops can be directed to one of the following:

<u>NAME-COMPANY</u>	<u>PHONE/FAX</u>	<u>E-MAIL</u>
Virgil Harris-OOC	504/566-5251/6901	virgil_a_harris@email.mobil.com
John Rullman-Exxon	504/561-3476/3434	John.D.Rullman@exxon.com
Tim Sampson-API	202/682-8153/8426	sampson@api.org
Alan Spackman-IADC	281/578-7171/0589	alan.spackman@iadc.org
Peter Velez-Shell	504/728-6982/4567	pkvelez@shellus.com
Jeff Wiese-MMS	703/787-1612/1575	jeff.wiese@mms.gov
Mark Whitten-Chevron	504/592-6336/6266	mawi@chevron.com
Craig Ward-IPAA	202/857-4722/1630	cward@ipaa.org

SEMP PERFORMANCE MEASURES WORKSHOP

NEW ORLEANS – NOVEMBER 10, 1998 – FAIRMONT HOTEL
HOUSTON – NOVEMBER 12, 1998 – SHERATON NORTH (INTERCONTINENTAL AIRPORT)

AGENDA

1. CONTINENTAL BREAKFAST AND REGISTRATION 7:30 a.m.
2. INTRODUCTION, OBJECTIVES, AND MMS OPENING REMARKS OYNES 8:30 a.m.
3. INDUSTRY OPENING REMARKS, SEMP SURVEY, RP 75 REVISIONS, VELEZ AND PANEL LOGISTICS 8:55 a.m.
4. PRODUCTION & CONSTRUCTION PERSONNEL SAFETY PACESETTERS 9:15 a.m.
FACILITATORS: JOHN RULLMAN (EXXON) AND JEFF WIESE (MMS)
PANEL MEMBERS: A) PRODUCER > 30 MMBOE
B) PRODUCER < 30 MMBOE
- BREAK** 10:30 a.m.
5. DRILLING PERSONNEL SAFETY PACESETTERS 10:45 a.m.
FACILITATORS: GARY HARRINGTON (NEWFIELD) AND DON HOWARD (MMS)
PANEL MEMBERS: A) PRODUCER >30 MMBOE
B) PRODUCER < 30 MMBOE
- LUNCH** NOON
6. OIL SPILL AND NPDES PACESETTERS 1:00 p.m.
FACILITATORS: MARK WITTEN (CHEVRON) AND CAPT. BOB SKEWES (USCG)
PANEL MEMBERS: A) PRODUCER > 30 MMBOE
B) PRODUCER < 30 MMBOE
7. PRODUCTION AND DRILLING INC's PACESETTERS 1:55 p.m.
FACILITATORS: DAVID DYKES (TAYLOR) AND DON HOWARD (MMS)
PANEL MEMBERS: A) PRODUCER > 30 MMBOE
B) PRODUCER < 30 MMBOE
- BREAK** 2:50 p.m.
8. SEMP AUDITS 3:00 p.m.

A MAJOR AND INDEPENDENT OPERATOR WILL SHARE WITH THE PARTICIPANTS THEIR PROCESS TO CONDUCT SEMP AUDITS

FACILITATOR: JEFF WIESE (MMS)
PANEL MEMBERS: A) PRODUCER > 30 MMBOE
B) PRODUCER < 30 MMBOE
9. WORKSHOP FEEDBACK, Q&As, AND CONCLUDING REMARKS OYNES/
VELEZ 4:00 p.m.
- ADJOURN** 4:30 p.m.

Performance Measures/Best Practices Workshops Conference Registration Form

Yes, I will attend the November 10, 1998, meeting in New Orleans at the Fairmont Hotel at 7:30 a.m.
Register early! Enrollment is limited to the first 300 paid registrants.

Yes, I will attend the November 12, 1998, meeting in Houston at the Sheraton North Hotel at 7:30 a.m.
Register early! Enrollment is limited to the first 240 paid registrants.

Please Type:

Name: _____

Company: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone(Work) _____ (Home) _____ (FAX) _____ (E-Mail) _____

Registration:

\$75 Early Bird Fee (Through Monday, October 12)
 \$100 Late Fee and onsite

Method of Payment:

Check enclosed (**Payable to the University of New Orleans**)
 Visa Master Card American Express

Credit Card Number: _____ Exp. Date: _____

Billing Address of Credit Card Holder: _____

I will have special needs for the conference (please notify by Oct. 12). Please specify (sign interpreter, braille program, large print, mobility/accessibility, dietary) _____

Return registration form and method of payment to:

Performance Measures/Best Practices Workshops, University of New Orleans, Conference Services, Metropolitan College - ED 122, New Orleans, LA 70148. For further information, or to register by phone, call (504) 280-6680 or FAX your registration and credit card information to (504) 280-7317. You may also reach us by E-mail: confmc@uno.edu.

Accommodations:

NEW ORLEANS: No hotel space is AVAILABLE.

HOUSTON: A block of rooms is being held at the Sheraton North Houston for conference attendees. Single or double rate is \$119.00 plus taxes. Please make your own hotel reservations by calling the Sheraton North Houston hotel at (281) 442-5100. The block is being held until October 21. After this date, rooms will be on "availability basis" only.

We reserve the right to cancel this workshop if it proves necessary. If you must cancel your conference registration, please do so in writing by October 30, 1998. No refund will be granted after October 30, but name substitution will be allowed.

