

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

NTL No. 2020-N03

Effective Date: August 10, 2020

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

Electronic Submittal System for Pipeline Applications, Plans, Notifications, and Reports

This Notice to Lessees and Operators (NTL) provides information and guidance about the Bureau of Safety and Environmental Enforcement's (BSEE) Technical Information Management System (TIMS Web) Pipeline extension module (ePipelines) integrated with TIMS Web Submittals. The primary goal of the ePipelines module is to integrate business and process-specific data into the existing TIMS Web Submittals application, as-managed by the Gulf of Mexico (GOM) Regional Field Operations, Pipeline Section. Another goal is to provide stakeholders, including pipeline right-of-way (ROW) holders, ROW pipeline identified operators, lessees, and operators – as well as other authorized parties -- with ease of access to BSEE ePipeline forms and methods of submitting data. In addition, the system facilitates communication between BSEE and industry and reduces the creation of paper files.

Background

Pursuant to 30 CFR part 250, Subpart J, BSEE requires pipeline ROW holders, ROW pipeline identified operators, lessees, and operators to submit pipeline installation, modification, decommissioning, ROW grant, and ROW grant assignment applications, as well as corrective action plans, various notifications, and reports for approval, acceptance, and acknowledgment.

Pursuant to 30 CFR 250.909 through 30 CFR 250.918, BSEE requires pipeline ROW holders, ROW pipeline identified operators, lessees, and operators to submit verification plans and certified verification agent (CVA) nominations for pipeline risers that are subject to the Platform Verification Program; and subsequently, the approved CVA(s) are required to submit reports.

30 CFR 250.1007 identifies pipeline installation application requirements. 30 CFR 250.1008 describes required pipeline-related notifications, reports, and plans of corrective action. 30 CFR 250.1751, 250.1752, and 250.1753 identify pipeline decommissioning application and reporting requirements.

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

Electronic Pipeline submittals

BSEE has implemented an internet-based system called the TIMS Web (<http://timsweb.bsee.gov>) that provides a tool for regulated entities or their authorized representatives to exchange information with BSEE electronically. Effective January 27, 2020, the TIMS Web ePipelines component of TIMS Web Submittals provides pipeline ROW holders, ROW pipeline identified operators, lessees, and operators a means to submit and track pipeline application data, pipeline status notifications, required pipeline-related reports, and other pipeline-related submissions and BSEE actions outlined in 30 CFR part 250. The ePipelines system is similar to the electronic well permitting and reporting system referred to as eWell, which BSEE (and its predecessors) have successfully used since 2004.

The use of this electronic system replaces the need to submit pipeline-related requests, notifications, and reports in hard copies as required by:

- 30 CFR part 250, Subpart J - Pipelines and Pipeline Rights-of-Way:
 - 250.1007
 - 250.1008
 - 250.1015
 - 250.1018
 - 250.1019
- 30 CFR part 250, Subpart Q - Decommissioning Activities:
 - 250.1751
 - 250.1752
 - 250.1753
- 30 CFR part 250, Subpart I - Platforms and Structures:
 - 250.912
 - 250.913
 - 250.916
 - 250.917
 - 250.918.

BSEE will still accept hard copy submittals. However, BSEE recommends that you submit pipeline related submittals electronically in order to improve review and approval efficiency. BSEE believes this electronic submittal system will provide an improved means of presenting, reviewing, and taking actions regarding pipeline-related submissions. This electronic system allows you to track the status of your submittals while increasing the efficiency of BSEE's review and approval processes.

Registration Procedures and Application Manual

- Anyone interested in using the ePipelines 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. Guidance and information on obtaining access to the eWell and TIMS Web system and User Access Request forms can be found in the 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 ePipelines, ROW holders, lessees, and operators must submit the appropriate signed User Access Request Form (in original hard copy format) 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.
- For information about using the ePipeline system and associated electronic pipeline submittals, refer to the attached Pipelines: External (Industry) User Guide available on the BSEE website at <https://www.bsee.gov/sites/bsee.gov/files/pipelinesexternaluserguideversion1february2020.pdf>.

Paperwork Reduction Act of 1995 (PRA) Statement

The Office of Management and Budget (OMB) has approved the information collection requirements and assigned OMB Control Numbers 1014-0011 for subpart I regulations, 1014-0016 for subpart J regulations, and 1014-0010 for the subpart Q regulations. This NTL does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.).

Training

BSEE will provide ePipelines and other TIMS Web training, based on requests from the TIMS Web and ePipelines user community. We will send announcements about the specific scheduled training for ePipeline users when the details have been finalized. You may also send questions and training requests to pipelines@bsee.gov and to eWelltraining@BSEE.gov.

Contacts

To report technical problems with ePipelines 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.

For information regarding registration procedures for new user accounts, you may contact the Pipeline Section, Bureau of Safety and Environment Enforcement by telephone at (504) 736-2876.

For information regarding the ePipeline application, including general training, user help, and future enhancements, you may contact the District Operations Support eSubmittal coordinator by telephone at (504) 736-1494.

/s/ J. Abbott

Jarvis Abbott, Acting Chief
Office of Offshore Regulatory Programs