

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

NTL No. 2024-N02

Effective Date: 9/23/2024

NATIONAL NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS AND
SULPHUR LEASES, OUTER CONTINENTAL SHELF (OCS)

Revised Well Control Equipment Failure Reporting Guidelines

Purpose

The Bureau of Safety and Environmental Enforcement (BSEE), Office of Offshore Regulatory Programs (OORP), is issuing this Notice to Lessees and Operators (NTL) to provide guidance on how to report failures of well control equipment under 30 CFR 250.730.

Authority

Pursuant to 30 CFR 250.103, BSEE may issue NTLs that clarify, supplement, or provide more detail about certain requirements. NTLs may also outline information that operators should provide in various submissions required in BSEE's regulations.

Guidance

BSEE requires all oil and gas operators on the OCS to report failures of well control equipment (WCE) pursuant to 30 CFR 250.730(c) of BSEE's well control regulations. As set forth in 30 CFR 250.730(c), operators must also follow the WCE failure reporting procedures contained in API Standard 53 (incorporated by reference in 30 CFR 250.198).

Pursuant to 30 CFR 250.730(c)(1), operators must provide written notice of an equipment failure to BSEE within 30 days after discovering and identifying the failure. BSEE has previously designated the Bureau of Transportation Statistics (BTS) as a third party to also receive the required notices of equipment failure pursuant to 30 CFR 250.730(c)(4). Operators must also provide the notices to BTS via the SafeOCS program at <https://safeocs.gov/>.

Operators must start an investigation and failure analysis within 90 days of the failure to determine the cause of the failure, and complete the investigation and failure analysis within 120 days after initiation, pursuant to 30 CFR 250.730(c)(2). Operators must submit these WCE failure (WCEF) analyses directly to BSEE, BTS through SafeOCS, and the manufacturer. When submitting the WCEF analyses to BSEE, operators can submit the information through BSEE's Technical Information Management System (TIMS) reporting system, which can be accessed via the TIMS website at: <https://timsweb.bsee.gov/>.

Procedure

To report your notice of equipment failure using TIMS, please follow these steps:

1. Navigate to the TIMS portal and log in with your provided credentials. If you do not have a user account, follow the instructions for requesting account creation in the following document: [ewell-permitting-and-reporting-system-application-manual.pdf \(bsee.gov\)](https://www.bsee.gov/sites/bsee/files/2017/01/ewell-permitting-and-reporting-system-application-manual.pdf).
2. Select the region for which you are reporting a failure.
3. Under the “Safety, Compliance & Enforcement” section, select “Well Control Equipment Failure.” This will bring you to the initial WCEF reporting page.
4. Click the “Create TIMSWeb Submittal” button in the top left corner of the website.
5. A pop-up window will allow you to start the report by specifying the Region, Business Process, Submittal Category and Submittal Type.
 - a. For the initial notice of equipment failure, select the following:
 - i. Business Process: “Well Control Equipment Failure.”
 - ii. Submittal Category: “Report.”
 - iii. Submittal Type: “Well Control Equipment Failure.”
6. Begin the submittal process on the overview tab. The overview tab will populate the “submittal ID” and “contact information” fields.
 - a. Continue the submittal process by accessing the other input tabs: “Meta Data, Submittal Associations, Attachments, Variances and Contacts.” Enter all known information related to the failure being reported; e.g., identification of the failure, cause of the failure, analysis of the failure, and any corrective actions taken.
 - b. At a minimum, your submittal must include a report attached in the “Attachments” section of the ribbon, and at least one contact designated in the “Contacts” tab of the ribbon.
7. After you have entered the relevant information in all of the required fields, as described in the steps above, select the “Submit” button at the top of the page. This will complete the initial submission phase. Your WCEF notice will then move to “Draft” status and will be sent to BSEE for review.
8. Upon review, BSEE may return your initial notice and request additional information to clarify or provide more details.
9. You should submit follow-up reporting, supplemental additional documentation, investigation and failure analyses, and requests for time extensions and alternate compliances via TIMS in the same manner as the initial equipment failure notification. After you create a supplemental report or request a time extension, associate it to the relevant initial failure notification from BSEE via the “Submittal Associations” tab of the ribbon.
 - a. Types of supplemental documentation and follow-up reports required by 30 CFR 259.730(c)(2) and (3):
 - i. SME/OEM Investigation - Use this for in-depth analysis conducted by subject matter experts or original equipment manufacturers.
 - ii. Design Change Notification - Submit this if design changes will be implemented to address the failure.
 - iii. Process Change Notification - Submit this if process changes will be implemented to address the failure.

- iv. Time Extension Request - Submit this if you need more time to address BSEE's failure notification or any requests for information (RFI). BSEE considers time extension requests to be alternative compliance or a departure under BSEE regulations at 30 CFR 250.141 or 250.142; such requests are referred to a regional supervisor or district manager.

Additional Guidance

1. Be thorough in your initial notice of equipment failure to minimize the need for additional information requests.
2. Ensure that supplemental reports and other documents are associated with the appropriate initial failure notification and any other related WCEF notification reports. This will help ensure reporting accuracy.

TIMS is BSEE's preferred mechanism for reporting WCE failures. However, notices may still be hand-submitted to the Chief of OORP, as necessary.

Notices also may still be facsimiled to the OORP chief at 703-787-1093. Please annotate the cover sheet with "Attn: Chief, OORP."

A supplemental external user guide for TIMSweb is located at: [ewell-permitting-and-reporting-system-application-manual.pdf](http://www.bsee.gov/ewell-permitting-and-reporting-system-application-manual.pdf) (bsee.gov)

Paperwork Reduction Act of 1995 Statement:

The Office of Management and Budget (OMB) has approved the information collection requirements and assigned OMB Control Number 1014-0028 for the subpart G 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.).

Contacts

For questions, assistance, or clarification, please contact BSEE at WellControlEquipmentFailureReporting@BSEE.gov.

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