

**UNITED STATES DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE
GULF OF MEXICO OCS REGION**

NTL No. 2008-G02

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

Incident and Oil Spill Reports

This Notice to Lessees and Operators (NTL) provides clarification on the types of incidents to be reported to the Minerals Management Service (MMS) Gulf of Mexico OCS Region (GOMR), provides information on using the eWell Permitting and Reporting System to report incidents, oil spills, and pipeline damage information, and specifies the information to be included in the various required oral and written reports.

Background

Under 30 CFR 250.188, you must report various incidents to the MMS GOMR immediately through oral communication and provide written reports within 15 calendar days after the incident. Under 30 CFR 254.46, you must orally notify the MMS GOMR without delay if you have an oil spill of one barrel or more and provide a written follow-up report within 15 days after the spillage has been stopped. Under 30 CFR 250.1008(e), you must notify the MMS GOMR before you repair a pipeline, or as soon as practicable, and provide a report within 30 days after you complete the repairs.

Definitions

Crane or personnel/material handling incident (as used in 30 CFR 250.188(a)(8)) means an incident involving a failure of the crane itself (e.g., the boom, cables, winches, ballring), other lifting apparatus (e.g., air tuggers, chain pulls), the rigging hardware (e.g., slings, shackles, turnbuckles), or the load (e.g., striking personnel, dropping the load, damaging the load, damaging the facility).

Fire (as used in 30 CFR 250.188(a)(4)) means a rapid persistent chemical change that releases heat and light and is accompanied by flame, especially the exothermic oxidation of a combustible substance. A fire includes any incident where there is a visible flame, *or* any incident where there is evidence that burning has occurred, even if the fire was not actually witnessed. The duration of a fire begins when it is discovered and ends when it is completely extinguished. Fires that occurred but were not actually witnessed can be deemed to have lasted less than five minutes.

Injuries that require evacuation (as used in 30 CFR 250.188(a)(2)) means those occupational injuries that require evacuation of the injured person(s) from the facility to shore or to another offshore facility *for the purpose of receiving medical treatment* (see definition below).

Medical treatment means the management and care of a patient to combat disease or a disorder. It does **not** include:

1. Visiting a physician or other licensed health care professional solely for observation or counseling;
2. Conducting diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils); or
3. Providing first aid (see Attachment No. 1 of this NTL for a **complete** list of first aid treatments).

Muster incident (as described in 30 CFR 250.188(b)(2)) means an incident that requires operations personnel to muster for evacuation for reasons not related to weather or drills. This includes near misses (e.g., the collision avoidance radar detects a vessel inside the safe zone), but does not include false alarms (e.g., an H₂S detector malfunctions and initiates a muster).

Reportable injuries (as described in 30 CFR 250.188(b)(1)) means those occupational injuries a person receives that result in either lost work time, restricted work, or a job transfer in which work time is lost, or the person is restricted or transferred to another job for a period of at least one day. The term “at least one day” means that the person was not able to return to work or resume all of his or her normal duties on the day after the injury occurred.

Oral Incident Notifications

If the incident is associated with OCS drilling or production activities, make the oral notifications required by 30 CFR 250.188(a) and 30 CFR 254.46(b) to the appropriate MMS GOMR District office. See the Attachment to NTL No. 2007-G12, effective April 4, 2007, for description of the areas of responsibility for the various MMS GOMR District offices. If the incident is associated with OCS pipeline operations, make the oral notifications required by 30 CFR 250.188(a), 30 CFR 250.1008(e), and 30 CFR 254.46(b) to the MMS GOMR Pipeline Section.

In these oral notifications, provide the information specified in 30 CFR 250.189. If the incident involves an oil spill, provide the following information in the oral report required by 30 CFR 254.46(b):

1. Contact information;
2. Platform name or MMS-assigned pipeline segment number;
3. Date spill discovered;
4. National Response Center report number;
5. Cause;
6. Spill location, including latitude and longitude and distance to shore;
7. Estimated rate of release and current cumulative volume spilled;
8. Type of hydrocarbon spilled, including API° gravity;
9. Spill response status, including total amount recovered;
10. Spill source abatement status; and

11. For spills greater than 50 barrels, the sea state, meteorological conditions, and the size and appearance of the slick.

Written Incident Reports

If the incident is associated with OCS well or production activities, provide the written report required by 30 CFR 250.188(a) and (b) to the appropriate GOMR District office within 15 calendar days after the incident. In these reports, provide the information specified in 30 CFR 250.190. If the incident is associated with OCS pipeline operations, attach a repair plan (if appropriate) to the written report for review and acceptance and submit them both to the MMS GOMR Pipeline Section. In the repair plan, provide the location of the repair; specifications of any new pipe, clamps, or other equipment; a step-by-step discussion of the repair procedure; and the data resulting from any required test. If the incident involves an oil spill, provide the information specified in NTL No. 2007-N04, effective September 26, 2007, in the written followup report required by 30 CFR 254.46(b)(2).

Electronic Submittal

Under 30 CFR 250.186(a)(3), you may submit digital data when MMS is equipped to accept it. The MMS GOMR has recently enhanced the Electronic Well Permitting and Reporting System (eWell), as described in NTL No. 2007-G15, effective May 14, 2007, to provide you a means to submit electronically the required incident and pollution event information. These features are in the section in eWell entitled “Non-Hurricane Reports,” which is divided into two individual reports.

1. Incident and Pollution Event Report (30 CFR 250.188(a) and 254.46(b))
2. Pipeline Damage Report (30 CFR 250.188(a) and 250.1008(e)).

We strongly encourage you to use eWell to provide these reports in lieu of submitting them by mail or e-mail. Attachment No. 2 of this NTL is a summary of incident and oil spill reporting procedures to follow when you use eWell. This attachment describes the following three categories of incidents and the corresponding requirements for reporting those incidents:

1. Incidents reported in eWell that require an immediate oral report to the appropriate MMS GOMR District office and/or the Pipeline Section.
2. Incidents that you can initially report in eWell (within 12 hours of the incident) in lieu of providing an oral report.
3. Incidents that require only a written report that you can submit in eWell within 15 days of the incident.

For situations where non-incident pipeline damage causes a reportable pollution event under 30 CFR 254.46(b), or if a reportable incident under 30 CFR 250.188(a) causes damage to a pipeline, use the Incident and Pollution Event Report feature to report the incident first and then complete the Pipeline Damage Report and link it to the eWell incident report.

Those lessees and lease operators and pipeline right-of-way (ROW) holders interested in participating in this online system must apply to the MMS GOMR in order to designate a company representative to receive administrative entitlements. Attached to NTL No. 2007-G15 is an “Application Manual” that provides information and guidance on obtaining access to eWell. Those companies currently using eWell need not reapply unless they intend to add new users specifically responsible for submitting these reports.

Exception

Do not use the Incident and Pollution Event Report or Pipeline Damage Report features of eWell to report storm-related facility evaluations, shut-ins, damage, and pollution. To report those incidents electronically, use the Hurricane Reports section of eWell. See NTL 2007-G16, Hurricane and Tropical Storm Effects Reports, effective May 14, 2007, for information on using eWell to report storm-related incidents.

Guidance Document Statement

The MMS GOMR issues NTL's as guidance documents in accordance with 30 CFR 250.103 to clarify, supplement, and provide more detail about certain MMS regulatory requirements and to outline the information you provide in your various submittals. Under that authority, this NTL sets forth a policy on and an interpretation of a regulatory requirement that provides a clear and consistent approach to complying with that requirement. However, if you wish to use an alternative approach for compliance, you may do so, after you receive approval from the appropriate MMS GOMR office under 30 CFR 250.141.

Paperwork Reduction Act of 1995 Statement

The information collection referred to in this NTL is intended to provide clarification, description, or interpretation of requirements contained in 30 CFR 250, subparts A and J, and 30 CFR 254, subpart C. The Office of Management and Budget (OMB) has approved the information collection requirements in these regulations under OMB Control Numbers 1010-0114, 1010-0050, and 1010-0091, respectively. This NTL does not impose additional information collection requirements subject to the Paperwork Reduction Act of 1995.

Contacts

See NTL No. 2007-G12 for addresses, telephone numbers, facsimile numbers, and after-hours cellular telephone numbers for the MMS GOMR District offices and the MMS GOMR Pipeline Section.

If you have any questions regarding this NTL, please contact Mr. David Dykes of the Office Safety Management by telephone at (504) 736-3249 or by e-mail at david.dykes@mms.gov or Mr. Alex Alvarado by telephone at (504) 736-2547 or by e-mail at alex.alvarado@mms.gov if it regards pipeline matters.

[original signed]

Lars T. Herbst
Regional Director

Attachments

Attachment No. 1

Complete List of First Aid Treatments

Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment).
Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
Cleaning, flushing, or soaking wounds on the surface of the skin.
Using wound coverings such as bandages, Band-Aids™, or gauze pads, or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures and staples are considered medical treatment).
Using hot or cold therapy.
Using any non-rigid means of support, such as elastic bandages, wraps, or non-rigid back belts (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment).
Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards).
Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
Using eye patches.
Removing foreign bodies from the eye using only irrigation or a cotton swab.
Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
Using finger guards.
Using massages (physical therapy or chiropractic treatment are considered medical treatment).
Drinking fluids for relief of heat stress.

Attachment No. 2

Summary of Incident and Oil Spill Reporting Procedures

Immediate oral report (30 CFR 250.189)	Immediate (within 12 hours) EWell report (in lieu of oral report)	15-day written report (30 CFR 250.190)
Fatalities. (30 CFR 250.188(a)(1))		YES
	Occupational injuries that require evacuation for medical treatment. (30 CFR 250.188(a)(2))	YES
<u>Loss of Well Control</u> Underground (drilling/workover) Surface (drilling/workover) - <i>except shallow water flows</i> Surface (diverter) Surface (mechanical/procedures) (30 CFR 250.188(a)(3))	Shallow water flows. (30 CFR 250.188(a)(3))	YES
Explosions and Fires lasting 5 minutes or longer (30 CFR 250.188(a)(4))	Fires lasting less than 5 minutes. (30 CFR 250.188(a)(4))	YES
	Reportable releases of H ₂ S gas. (30 CFR 250.188(a)(5))	YES
	Collisions that result in property damage greater than \$25,000. (30 CFR 250.188(a)(6))	YES
Structural damage to a facility. (30 CFR 250.188(a)(7))		YES
	Crane or personnel/material handling incidents.* (30 CFR 250.188(a)(8))	YES
	Incidents that damage or disable safety systems or equipment (including fire-fighting systems).*+ (30 CFR 250.188(a)(9)).	YES
		Reportable injuries. (30 CFR 250.188(b)(1))
		Natural gas releases that initiate equipment or process shutdown. (30 CFR 250.188(b)(2))
		Muster incidents. (30 CFR 250.188(b)(3))
		Incidents not listed in 30 CFR 250.188(a) that resulted in property or equipment damage greater than \$25,000. (30 CFR 250.188(b)(4))
Oil spills 10 barrels or greater. (30 CFR 254.46(b))	Oil spills 1 barrel or more, but less than 10 barrels. (30 CFR 254.46(b))	YES

* Unless the results of the incident places it in the immediate oral reporting category

+ Providing this report does not preclude you from adhering to the requirement to obtain departures to continue operations.