



Performance Measures Data (PMD) – External User Guide



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Sensitive

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1.0 Introduction

The Performance Measures Data (PMD) web application is part of the Safety, Compliance, & Enforcement project, which complies with the Federal Government's e-gov initiative for the Bureau of Safety and Environmental Enforcement (BSEE), ushering enhanced information quality, availability, and process efficiencies. In effect, the PMD application converts the print BSEE 0131 Form to digital format.

During the first quarter of each year, BSEE's Safety and Environmental Management Systems regulation requires that all active operators submit the performance measures data outlined on a BSEE 0131 Form. The data submitted is then processed using a suite of formulas designed to gauge aspects of the offshore oil and gas development & production industry's safety and environmental performance on the Outer Continental Shelf (OCS). BSEE uses these formulas to calculate annual, OCS-wide, performance indices. These indices are designed to provide the public with information about OCS performance trends and also allow individual operators to benchmark their performance against aggregate industry data.

The PMD application has two interfaces: Internal (BSEE) and External (Industry). While both interfaces contain common elements, they are tailored to the user type. This document provides guidance on using the PMD application as an External (Industry) User.

Depending on your User roles and entitlements, you will use the PMD application as an External User to view, maintain, and submit the annual BSEE 0131 Form.

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1.1 How to Access Performance Measures Data

Access to the PMD application is available to anyone with access to the Technical Information Management System (TIMS) Web with the appropriate role to view, create, or maintain a BSEE 0131 Form. These roles are Designated Operator or Agent for Designated Operator.

To access the PMD application:

1. Open an Internet browser window, then enter the URL <https://timswb.bsee.gov/>.

Note: Any browser will work, but Google Chrome is preferred.

- The TIMS Web Login page opens. Enter your username and password, then click .

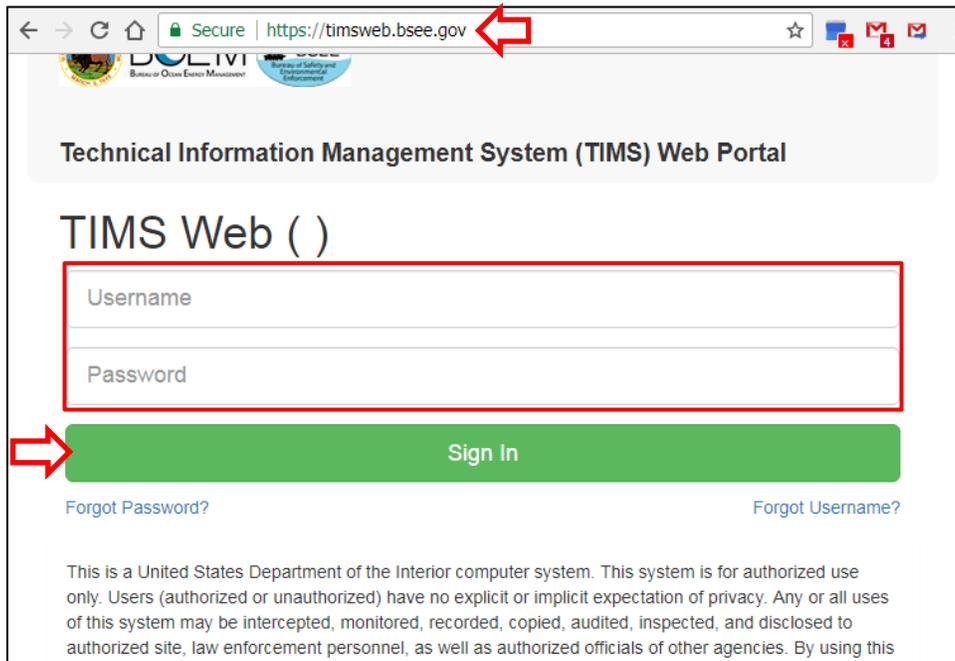


Figure 1-1 TIMS Web Login Page

- The TIMS Web Company page opens. Select the company you are representing, then click .

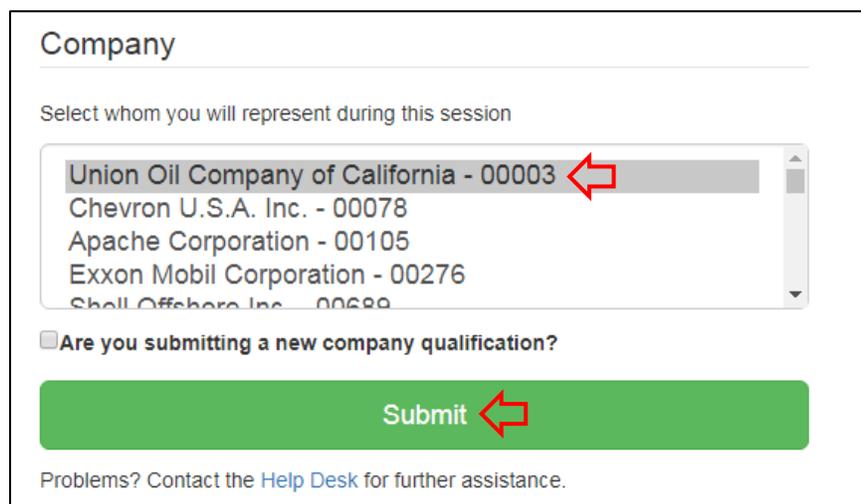


Figure 1-2 TIMS Web Company Page

4. The TIMS Web Portal page opens. Click one of the following links to access PMD:

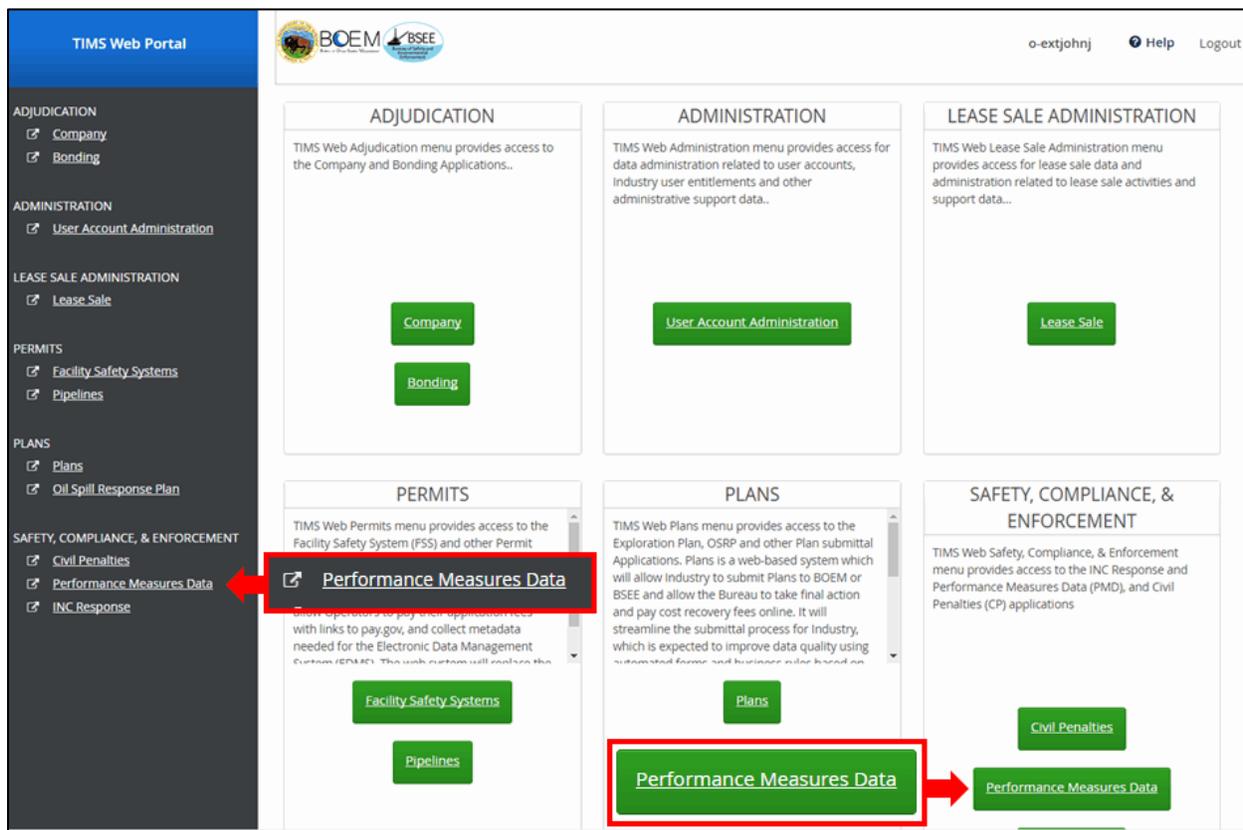
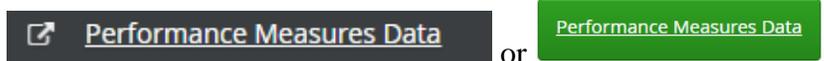


Figure 1-3 TIMS Web Portal Page

The BSEE 0131 List page opens. This is the default page when you access the PMD application.

TIMS Web PMD v. 1.1.5.86

o-extjohnj
Exxon Mobil Corporation (00276)

BSEE
Bureau of Safety and Environmental Enforcement

BSEE 0131 List

Return to TIMS Portal

Create New Form

Help

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region	Creator ID	Created Date	Remarks
72773065	2016	Draft	00276	Exxon Mobil	Alaska Region	o-extjohnj	Nov 3, 2017	
72767484	2017	Cancelled	00276	Exxon Mobil	Alaska Region	o-extjohnj	Nov 2, 2017	This form is not needed
72767277	2017	Returned	00276	Exxon Mobil	Pacific Region	o-extjohnj	Nov 2, 2017	Added Associated Comp
72681164	2017	Resubmit	00276	Exxon Mobil	Gulf of Mexico	o-extjohnj	Oct 27, 2017	
72417411	2016	Completed	00276	Exxon Mobil	Pacific Region	NCISTABS	Sep 27, 2017	PMD Legacy Data 2010-2
72417382	2016	Completed	00276	Exxon Mobil	Gulf of Mexico	NCISTABS	Sep 27, 2017	PMD Legacy Data 2010-2
72414952	2015	Completed	00276	Exxon Mobil	Pacific Region	NCISTABS	Sep 27, 2017	PMD Legacy Data 2010-2
72414923	2015	Completed	00276	Exxon Mobil	Gulf of Mexico	NCISTABS	Sep 27, 2017	PMD Legacy Data 2010-2
72412360	2014	Completed	00276	Exxon Mobil	Pacific Region	NCISTABS	Sep 27, 2017	PMD Legacy Data 2010-2

Figure 1-4 Default BSEE 0131 List Page

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1.2 User Menu

The User Menu is located on the left side of the PMD application.

TIMS Web PMD v. 1.1.5.86

o-extjohnj
Exxon Mobil Corporation (00276)

BSEE
Bureau of Safety and Environmental Enforcement

BSEE 0131 List

Return to TIMS Portal

Create New Form

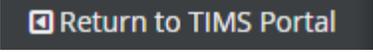
Help

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region
72767484	2017	Cancelled	00276	Exxon Mobil Corporation	Alaska Region
72767277	2017	Returned	00276	Exxon Mobil Corporation	Pacific Region
72681164	2017	Resubmit	00276	Exxon Mobil Corporation	Gulf of Mexico
72417411	2016	Completed	00276	Exxon Mobil Corporation	Pacific Region
72417382	2016	Completed	00276	Exxon Mobil Corporation	Gulf of Mexico
72414952	2015	Completed	00276	Exxon Mobil Corporation	Pacific Region
72414923	2015	Completed	00276	Exxon Mobil Corporation	Gulf of Mexico
72412360	2014	Completed	00276	Exxon Mobil Corporation	Pacific Region
72409655	2013	Completed	00039	ExxonMobil Oil Corporation	Pacific Region
72409624	2013	Completed	00039	ExxonMobil Oil Corporation	Gulf of Mexico

Figure 1-5 PMD User Menu

The PMD User Menu contains the following navigation links:

-  – automatically selected when you open the PMD application; contains a list of existing BSEE 0131 Forms and allows you to create new 0131 Forms.
-  – closes the PMD application and returns you to the TIMS Portal page. Clicking this link does not log you out of the PMD application; it also does not save your information or settings.

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1.3 Workflow of a BSEE 0131 Form

The BSEE 0131 Form can have the following statuses:

- **Draft** – Company representative has created a Form 0131, but has not submitted the form.
- **Submitted** – Company representative has completed data entry and submitted an initial Form 0131.
- **Review** – An internal user has selected a Submitted or Resubmitted Form 0131 and has started the review. The status changes when the review is started. The Review form is locked (read-only) and cannot be changed.
- **Returned** – The internal user selects to return a Form 0131 to the submitter requesting changes. The status changes to Returned when the selection to return the form is made.
- **Rework** – The submitter has selected a Form 0131 with the status of Returned and opened it to rework. The status changes upon selecting to edit and rework the form.
- **Resubmit** – The submitter has selected to resubmit a Form 0131 with a status of Rework.
- **Accepted** – The internal user has chosen to accept a Form 0131 with a status of Review. The status changes upon accepting the form.
- **Cancel** – The internal user has determined that a submitted Form 0131 is not required and has chosen to cancel the form. The status changes upon cancellation.
- **Revision** – the submitter has selected to revise a Form 0131 with the status of Accepted. The status changes upon selecting to revise the form.

Figure 1-6 illustrates the workflow of a BSEE 0131 form through its possible statuses.

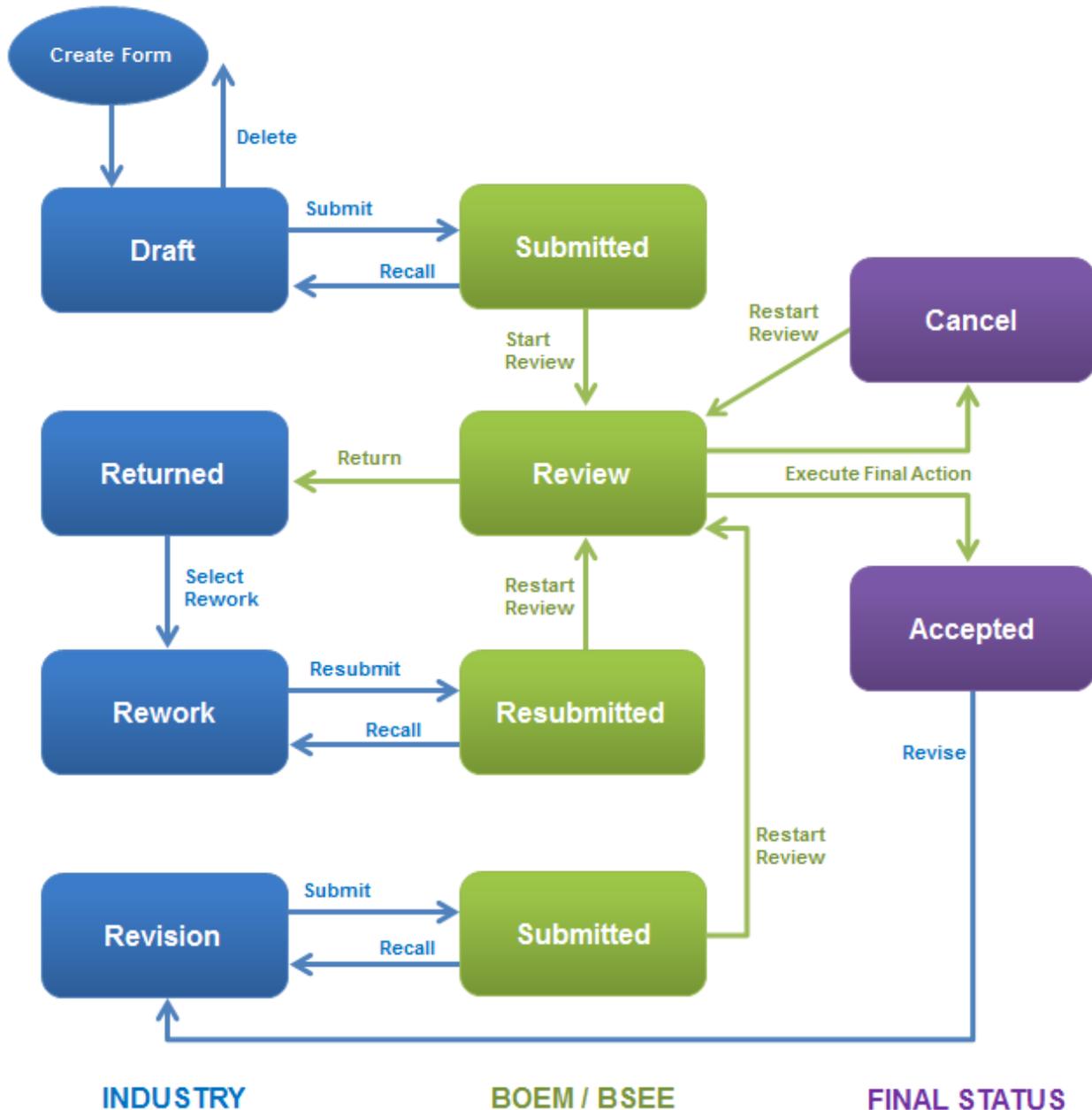


Figure 1-6 Workflow of a BSEE 0131 Form

Each BSEE 0131 Form will have a selected contact (see [Section 3.2 Completing a BSEE 0131 Form](#)). The selected contact for a form will receive an email notification when a BSEE reviewer performs the following actions:

- Returns a form you submitted or resubmitted (i.e., when form status changes to Returned)
- Cancels a form you submitted (i.e., when form status changes to Cancel)
- Accepts a form you submitted (i.e., when form status changes to Accepted)

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2.0 BSEE 0131 List Page

After you log in to the PMD application on TIMS Web, the BSEE 0131 List page automatically opens.

ID	Year	Status	Co. Code	Company Name	Region
<input type="text" value="contains..."/>	<input type="text" value="contain:"/>	<input type="text" value="contains..."/>	<input type="text" value="contain"/>	<input type="text" value="contains..."/>	<input type="text" value="c"/>
72681164	2017	Submitted	00276	Exxon Mobil	Ge
72417411	2016	Completed	00276	Exxon Mobil	Pa
72417382	2016	Completed	00276	Exxon Mobil	Ge
72414952	2015	Completed	00276	Exxon Mobil	Pa
72414923	2015	Completed	00276	Exxon Mobil	Ge
72412360	2014	Completed	00276	Exxon Mobil	Pa
72409655	2013	Completed	00039	ExxonMobil Oil	Pa
72409624	2013	Completed	00039	ExxonMobil Oil	Ge
72406831	2012	Completed	00039	ExxonMobil Oil	Ge

Figure 2-1 BSEE 0131 List Page

The grid lists all existing BSEE 0131 Forms for the company you are representing. The grid contains the following columns:

- ID
- Year
- Status
- Company (Co.) Code
- Company Name
- Region
- Creator ID
- Created Date
- Remarks

Notes:

- Depending on monitor size and window size, you may need to use the window scroll and pan bars to see all rows and columns in the grid.
- Forms with a status of Completed show historic/legacy data (i.e., these are forms that were submitted before the implementation of the PMD application on TIMS Web.
- The Remarks field shows External Remarks (i.e., they are visible to both Internal and External Users).

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region	Creator ID	Created Date
<input type="text" value="contains..."/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>	<input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/y"/>
27605662	2015	Completed	00689	Shell Offshore Inc.	Alaska Region	MARCOR	Sep 27, 2017
27603061	2014	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	MARCOR	Sep 27, 2017
27603033	2014	Completed	00689	Shell Offshore Inc.	Alaska Region	MARCOR	Sep 27, 2017
27600419	2013	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	MARCOR	Sep 27, 2017
27600391	2013	Completed	00689	Shell Offshore Inc.	Alaska Region	MARCOR	Sep 27, 2017

Figure 2-2 BSEE 0131 List Grid

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2.1 Working with Columns

In the PMD application, you can manipulate columns to sort or filter data in the grid, or to customize the organization and appearance of columns.

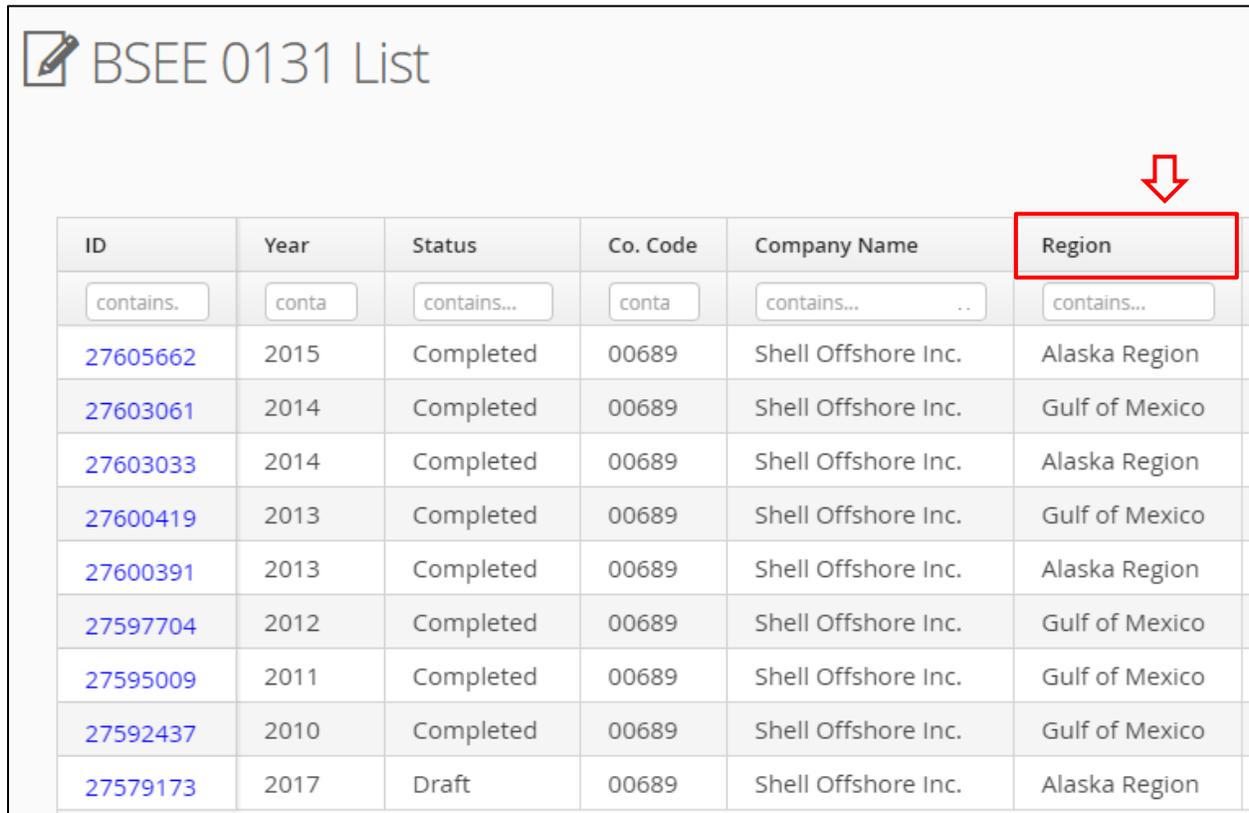
Notes:

- Functionalities discussed in the following subsections do not apply to all columns in the PMD application.
- Depending on monitor size and image size, you may need to use either the window scroll or pan bars to see all columns or fields.
- The PMD application does not save settings between sessions. Closing the PMD application reverts to the default views.
- The PMD application does not have an “Undo” feature. Changes must be manually reset during a session to default or other settings.

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2.1.1 Reordering Content within Columns

You can reorder (sort) data within a column by clicking the column heading.



ID	Year	Status	Co. Code	Company Name	Region
<input type="text" value="contains..."/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>
27605662	2015	Completed	00689	Shell Offshore Inc.	Alaska Region
27603061	2014	Completed	00689	Shell Offshore Inc.	Gulf of Mexico
27603033	2014	Completed	00689	Shell Offshore Inc.	Alaska Region
27600419	2013	Completed	00689	Shell Offshore Inc.	Gulf of Mexico
27600391	2013	Completed	00689	Shell Offshore Inc.	Alaska Region
27597704	2012	Completed	00689	Shell Offshore Inc.	Gulf of Mexico
27595009	2011	Completed	00689	Shell Offshore Inc.	Gulf of Mexico
27592437	2010	Completed	00689	Shell Offshore Inc.	Gulf of Mexico
27579173	2017	Draft	00689	Shell Offshore Inc.	Alaska Region

Figure 2-3 Column Heading

After you click the column heading, an arrow  appears in the right corner of the heading cell to indicate the data in the column are now in ascending order (a, b, c, etc. for alphabetical; 1, 2, 3, etc. for numeric). If you click the column heading again,  shows the data in the column are now in descending order.

In the example below, the first figure has an unsorted Region column. The column then changes to ascending alphabetical order, then descending alphabetical order.

Region	Region ▲	Region ▼
contains...	contains...	contains...
Gulf of Mexico	Alaska Region	Pacific Region
Pacific Region	Alaska Region	Pacific Region
Gulf of Mexico	Alaska Region	Gulf of Mexico
Pacific Region	Gulf of Mexico	Gulf of Mexico
Gulf of Mexico	Gulf of Mexico	Gulf of Mexico
Alaska Region	Gulf of Mexico	Gulf of Mexico
Alaska Region	Gulf of Mexico	Gulf of Mexico
Alaska Region	Gulf of Mexico	Gulf of Mexico
Gulf of Mexico	Gulf of Mexico	Alaska Region
Gulf of Mexico	Pacific Region	Alaska Region
Gulf of Mexico	Pacific Region	Alaska Region

Figure 2-4 Unsorted Column; Column in Ascending Order; Column in Descending Order

Note: Reordering one column affects all columns’ order on a page.

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2.1.2 Searching and Filtering Columns

You can search or filter columns using the search fields under the column heading. This limits the results displayed in the grid.

To filter column results, enter a partial or complete letter or number sequence in the search field. The grid will only display forms that have the value you entered.

Note: The letter or number sequence you enter can be as broad as a single character or as specific as a complete entry.

ID	Year	Status	Co. Code	Company Name	Region
<input type="text" value="72767277"/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="contain"/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>
72767277	2017	Returned	00276	Exxon Mobil	Pacific Region

Figure 2-5 Column Search Field

The Created Date column has two search fields – a beginning date on the left, and an end date on the right.

Note: Depending on monitor size and window size, you may have to use the window pan bar to view the Created Date column.

Figure 2-6 Search Fields for the Created Date Column

The following examples show three different ways to filter by date.

- Enter/Select a date in only the left field to display all forms created on or after that date (as shown in the first graphic, on or after August 31, 2017).
- Enter/Select a date in only the right field to display all forms created on or before that date (as shown in the middle graphic, on or before August 28, 2017).
- Enter/Select dates in both fields to display all forms created within the range of dates entered. (Note: Enter the same date in both fields to show forms created on that date only.)

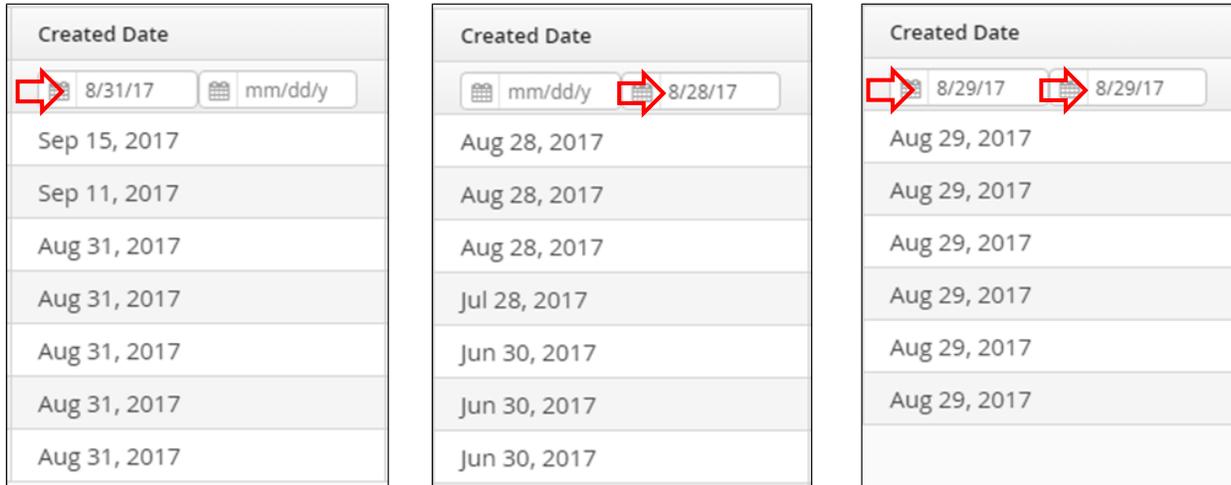


Figure 2-7 Search Options for Created Date Column

There are two options to populate a date field:

- Click in the field and enter a date (mm/dd/yy format).

Note: After you enter a date, you must press ENTER or click outside the search field to execute the search.

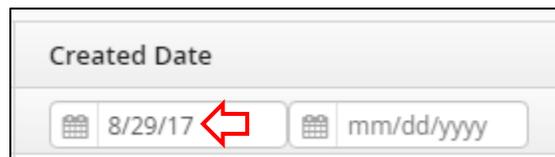


Figure 2-8 Manually Entering Date in Search Field

- Click  and select a date from the calendar. Use the < > icons to scroll through months and the << >> icons to scroll through years.

Note: The search automatically executes when you click a date on the calendar.

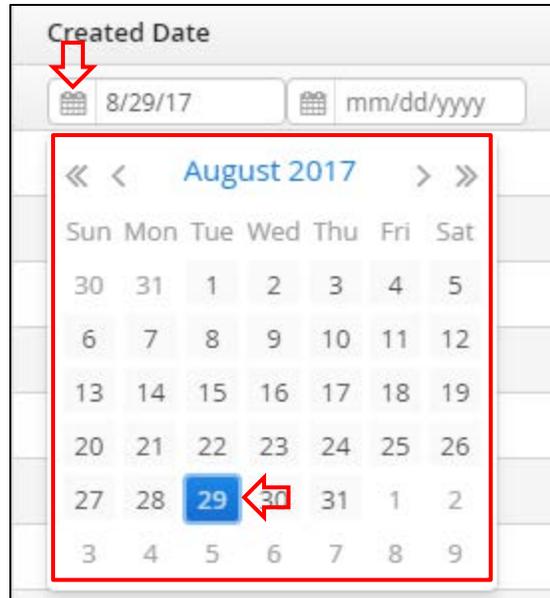


Figure 2-9 Selecting Date from Calendar

Note: Delete search values to revert the column back to displaying all values.

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2.1.3 Selecting Columns to Display on the Page

You can select which columns display in the grid. To show or hide columns, click the column menu icon  to open and close a list of column titles. Column headings marked with  are visible on the page.

ID	Year	Status	Co. Code	Company Name	Region	Creator ID
<input type="text" value="contains..."/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="conta"/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> ID <input checked="" type="checkbox"/> Year <input checked="" type="checkbox"/> Status <input checked="" type="checkbox"/> Co. Code <input checked="" type="checkbox"/> Company Name <input checked="" type="checkbox"/> Region <input checked="" type="checkbox"/> Creator ID <input checked="" type="checkbox"/> Created Date <input checked="" type="checkbox"/> Remarks
27603061	2014	Completed	00689	Shell Offshore Inc.	Gulf of Mex	
27600419	2013	Completed	00689	Shell Offshore Inc.	Gulf of Mex	
27597704	2012	Completed	00689	Shell Offshore Inc.	Gulf of Mex	
27595009	2011	Completed	00689	Shell Offshore Inc.	Gulf of Mex	
27592437	2010	Completed	00689	Shell Offshore Inc.	Gulf of Mex	
27605662	2015	Completed	00689	Shell Offshore Inc.	Alaska Regi	
27603033	2014	Completed	00689	Shell Offshore Inc.	Alaska Region	MARCOR
27599384	2013	Completed	00689	Shell Offshore Inc.	Alaska Region	MARCOR

Figure 2-10 Column Title Icon and Menu

In the BSEE 0131 List grid, all columns are displayed by default. Click any column title with to remove the column from the page. Click a column title without to add the column back to the page.

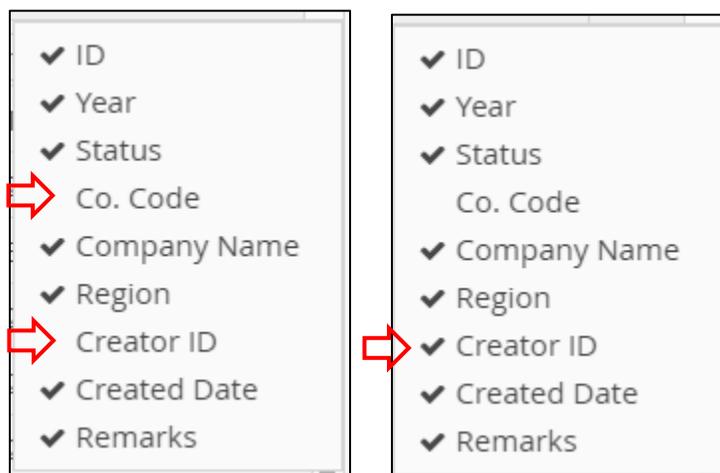


Figure 2-11 Column Title Menu; Adding and Removing Columns

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2.1.4 Changing the Location of Columns

You can change the location (order) of columns in the grid. Click and hold a column heading and drag it to your desired location. The column heading will follow your cursor. A blue line indicates which side of your target column you will move to when you release the heading.

In this example, we move the Region column two columns to the right.

Note: This functionality is not applicable to all columns in the PMD application.

The figure consists of two side-by-side screenshots of a data table. In the left screenshot, the 'Region' column header is highlighted with a red box, and a mouse cursor is positioned over it. In the right screenshot, the 'Region' column header is again highlighted with a red box, but it has been moved to the third column position, after 'Created Date'. The data rows in both tables are identical.

Region	Creator ID	Created Date	Region
contains...	contains...		
Alaska Region	duhes	Sep 15, 2017	
Gulf of Mexico	o-extduhes	Sep 15, 2017	
Gulf of Mexico	cheramip	Sep 13, 2017	

Creator ID	Created Date	Region
contains...		
duhes	Sep 15, 2017	Alaska Region
martinic	Sep 11, 2017	Gulf of Mexico
o-extduhes	Aug 31, 2017	Alaska Region

Figure 2-12 Moving a Column

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2.1.5 Resizing Column Width

You can resize columns by placing the cursor on the right-hand border of a column header (the cursor will change to a split cursor ) and then clicking and dragging the border. Drag it left to make the column narrower, or right to make it wider.

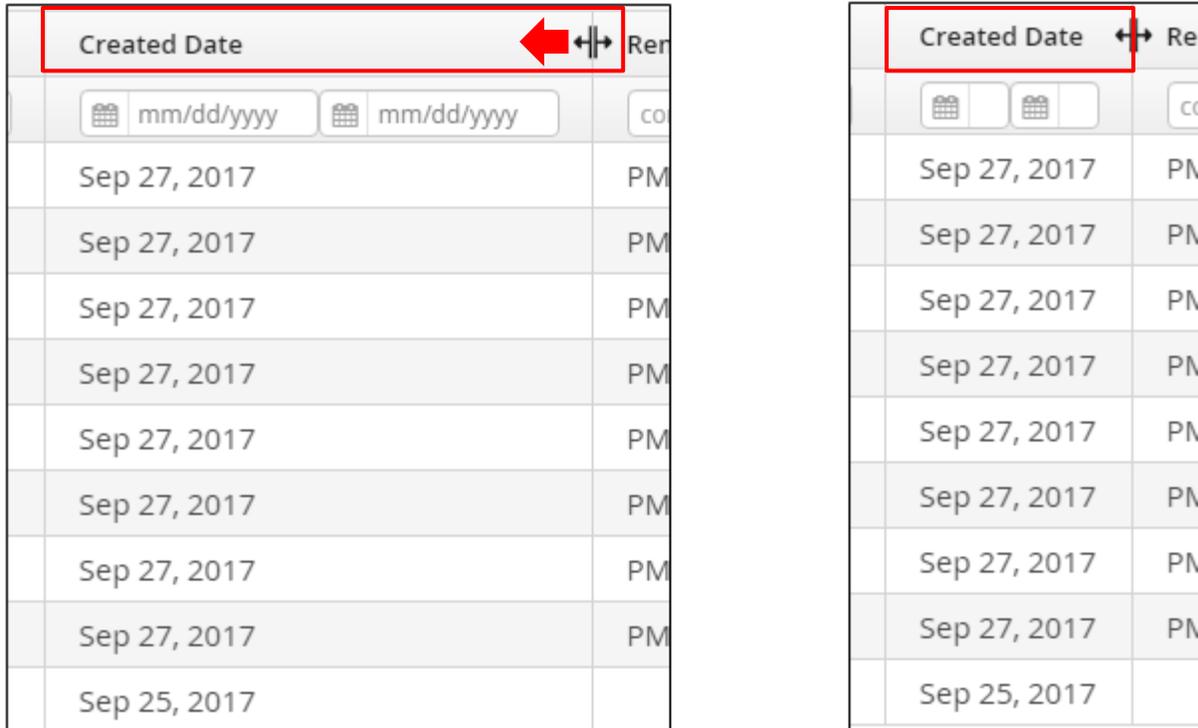


Figure 2-13 Resizing a Column

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2.2 Accessing an Existing BSEE 0131 Form

From the BSEE 0131 List page, you can view all existing BSEE 0131 Forms for the company you are representing. The forms are listed by ID number in the grid. Click the ID number of the existing BSEE 0131 Form you want to open.

Notes:

- The grid will include any form for which your company is the submitting company or an associated company.
- Depending on monitor size or window size, you may need to use the scroll or pan bars to see all columns or fields.

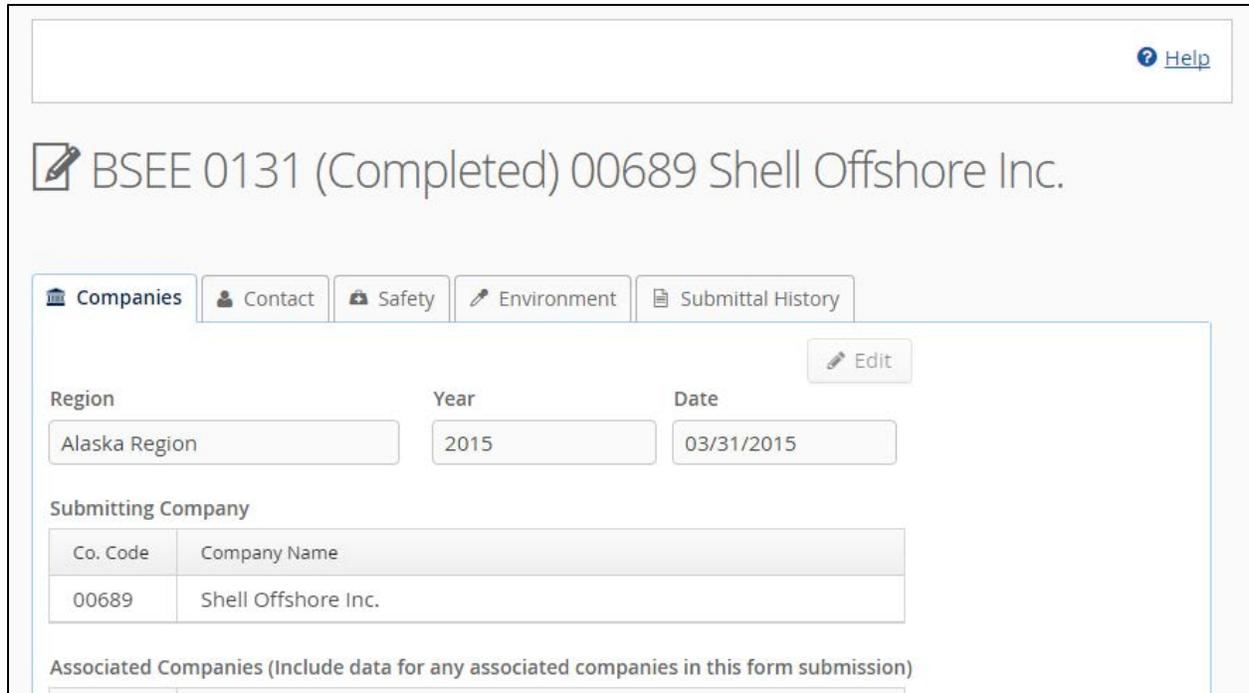
➕ Create New Form

 BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region	Creator ID	Cr
<input type="text" value="contains..."/>	<input type="text" value="contain:"/>	<input type="text" value="contains..."/>	<input type="text" value="contain"/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>	<input type="text" value="contains..."/>
30758813	2017	Review	00689	Shell Offshore Inc.	Gulf of Mexico	cheramip	Ne
30840035	2017	Draft	00689	Shell Offshore Inc.	Alaska Region	o-extjohnj	Ne
30685737	2015	Completed	00689	Shell Offshore Inc.	Alaska Region	NCISTABS	Ne
30683012	2014	Completed	00689	Shell Offshore Inc.	Alaska Region	NCISTABS	Ne
30683041	2014	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	NCISTABS	Ne
30680270	2013	Completed	00689	Shell Offshore Inc.	Alaska Region	NCISTABS	Ne
30680299	2013	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	NCISTABS	Ne
30677486	2012	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	NCISTABS	Ne
30674676	2011	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	NCISTABS	Ne
30672009	2010	Completed	00689	Shell Offshore Inc.	Gulf of Mexico	NCISTABS	Ne

Figure 2-14 BSEE 0131 List Grid; ID Number/Link

When you click an ID number, the BSEE 0131 Form opens.



The screenshot shows a web interface for a BSEE 0131 form. At the top right is a 'Help' link. The main title is 'BSEE 0131 (Completed) 00689 Shell Offshore Inc.'. Below the title are five tabs: 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. The 'Companies' tab is active. Below the tabs is an 'Edit' button. The form contains three input fields: 'Region' (Alaska Region), 'Year' (2015), and 'Date' (03/31/2015). Below these is a 'Submitting Company' table with two columns: 'Co. Code' and 'Company Name'. The table contains one row with '00689' and 'Shell Offshore Inc.'. At the bottom, there is a section for 'Associated Companies (Include data for any associated companies in this form submission)'.

Figure 2-15 BSEE 0131 Form Page

The page title identifies:

1. The type of form – BSEE 0131
2. The status of the form – Draft, Submitted, Review, Returned, Rework, Resubmitted, Accepted, Cancel, or Revision
3. The company code – five-digit identifier for the submitting company
4. The company name – name of the submitting company



The image shows a close-up of the form title: 'BSEE 0131 (Accepted) 00276 Exxon Mobil Corporation'. Red numbers 1, 2, 3, and 4 are placed above the text to highlight specific parts: 1 is above 'BSEE 0131', 2 is above '(Accepted)', 3 is above '00276', and 4 is above 'Exxon Mobil Corporation'.

Figure 2-16 BSEE 0131 Form Title

Under the page title is a series of tabs. These tabs contain all the data for the form.

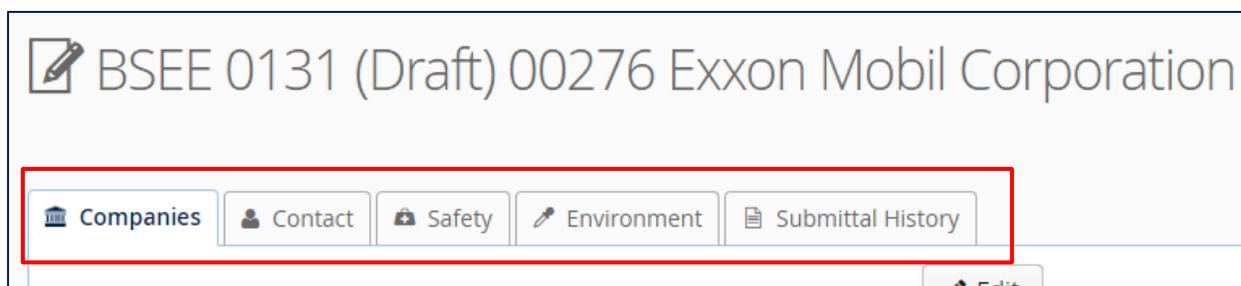


Figure 2-17 BSEE 0131 Form Tabs

The following provides an overview of each tab:

- Companies tab – identifies:
 - Region
 - Year (calendar year that the data on the form applies to)
 - Date (when the form was created)
 - Submitting company
 - Associated companies (if any)
 - External remarks
- Contact tab – identifies the selected contact for the form, including the contact's name, email address, phone number, and fax number (optional)
- Safety tab – contains safety-related data for the company's employees and contractor employees, breaking down the following data by quarter and by area of operation:
 - Recordable Injuries/Illnesses
 - DART Injuries/Illnesses
 - Hours Worked
- Environment – contains data for EPA NPDES non-compliances and oil spills less than 1 barrel (bbl)
- Submittal History – allows you to view the submittal history of the form, and to view, print, and download .pdf versions of the form (this tab will not contain data until the form is submitted)

The tasks you can perform on a form depend on your User roles and entitlements, and the status of the form.

In the following section, we will discuss the steps to create, complete, and submit a draft BSEE 0131 Form. The discussion will include instructions on adding data under the form's tabs.

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3.0 Creating, Completing, and Submitting a BSEE 0131 Form

This section discusses the steps to create, complete, and submit a BSEE 0131 Form. We will discuss each of these tasks in its own subsection.

A company is required to submit a BSEE 0131 Form if it meets at least one of the following criteria:

- Oil or gas produced > 0 during a calendar year in any region
- Number wells spud > 0 during a calendar year in any region
- Platforms Operated Major or Platforms Operated Minor > 0 during a calendar year in any region

You should submit a BSEE 0131 Form by March 31 following the calendar year for which you are submitting the form. For example, if you are submitting data for 2017, you should submit by March 31, 2018.

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3.1 Creating a New BSEE 0131 Form

You can create a new BSEE 0131 Form from the default BSEE 0131 List page (see [Section 2.0 BSEE 0131 List Page](#)).

Note: To perform the tasks in this section, you must:

- Be a Designated Operator or Agent for Designated Operator for the company submitting the form
- Have the appropriate role (Enter PMD) to create or maintain a BSEE 0131 Form

To create a new BSEE 0131 Form:

1. From the BSEE 0131 List page, click  .

TIMS Web PMD
v. 1.1.5.78

o-extjohnj
Shell Offshore Inc. (00689)



 **BSEE 0131 List**

+ Create New Form 

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name
<input type="text" value="contains..."/>	<input type="text" value="contain:"/>	<input type="text" value="contains..."/>	<input type="text" value="contain"/>	<input type="text" value="contains..."/>
27605662	2015	Completed	00689	Shell Offshore Inc.
27603061	2014	Completed	00689	Shell Offshore Inc.
27603033	2014	Completed	00689	Shell Offshore Inc.
27600419	2013	Completed	00689	Shell Offshore Inc.
27600391	2013	Completed	00689	Shell Offshore Inc.
27597704	2012	Completed	00689	Shell Offshore Inc.
27595009	2011	Completed	00689	Shell Offshore Inc.
27592437	2010	Completed	00689	Shell Offshore Inc.

Figure 3-1 Create New Form Button

- The Create Form0131 dialog box opens. The Company Name and Company Code fields automatically populate with the company you are representing (i.e., the company you selected when you logged in to TIMS Web).



Create Form0131

Company Name Shell Offshore Inc. (00689) ▼

Company Code 00689 ▼

Calendar Year 2017 ▼

Region Gulf of Mexico Region ▼

Save **Cancel**

Figure 3-2 Create Form0131 Dialog Box; Company Name and Company Code Fields

3. The Calendar Year field defaults to the current year. If needed, select a different year from the drop-down field.

Notes:

- The drop-down options are the previous 3 years.
- Select the year for which you are submitting data. This may be different from the current year.



Calendar Year 2017 ▼

Region 2017 ▼

2016

2015

Save **Cancel**

Figure 3-3 Create Form0131 Dialog Box; Calendar Year Field

4. The Region field defaults to the Gulf of Mexico Region. Select the region where your operating company(ies) worked and generated the data to be entered on the form.



Figure 3-4 Create Form0131 Dialog Box; Region Field

5. After you complete all fields, click .

Note: Click X or  to close the dialog box without taking action.

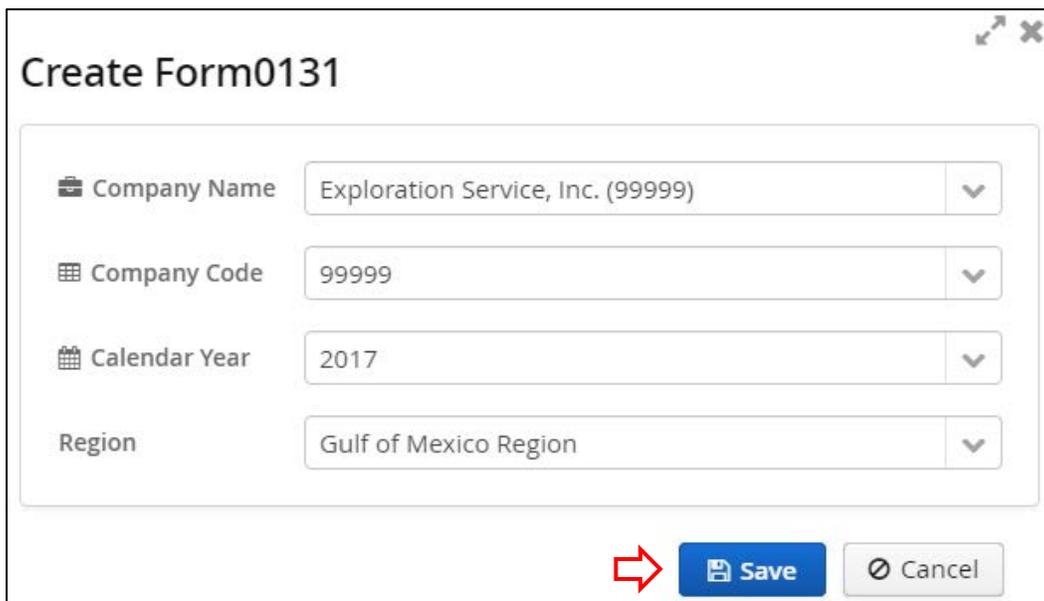


Figure 3-5 Create Form0131 Dialog Box; Save Button

Notes:

- A company can only submit one BSEE 0131 Form per region per calendar year.
- If a BSEE 0131 Form already exists for your company for the selected calendar year and region, you will receive an error message when you click  and you will not be able to create a new form. Click the message to close it.
- If your company needs to submit a BSEE 0131 Form for multiple regions, you must create and submit a form for each region.

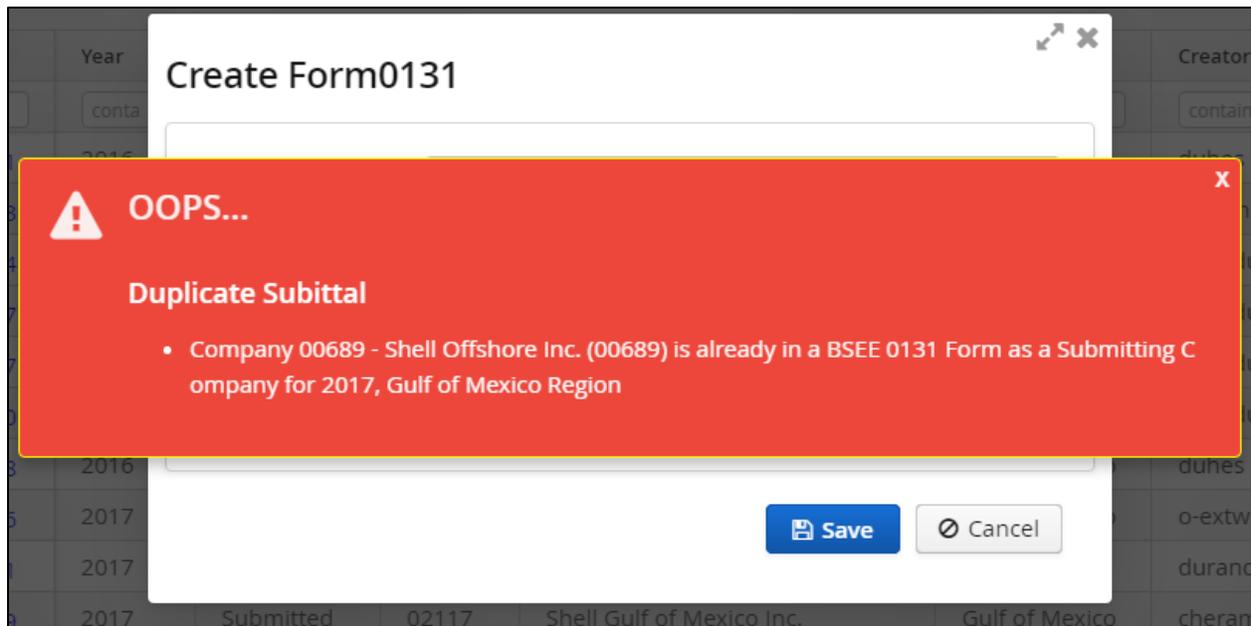


Figure 3-6 Create Form0131 Dialog Box; Error Message for Duplicate Submittal

If you do not receive an error message when you click , your draft BSEE 0131 Form opens. You have successfully created a new form.

Note: The page title displays the form type (BSEE 0131), the form status (Draft), and the company code and name of the submitting company.

The screenshot shows the TIMS Web PMD interface. The top left navigation bar includes 'TIMS Web PMD v. 1.1.5.78' and the user 'o-extjohnj' for 'Shell Offshore Inc. (00689)'. The main content area displays a draft form for 'BSEE 0131 (Draft) 00689 Shell Offshore Inc.'. The form has tabs for 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. The 'Companies' tab is active, showing fields for 'Region' (Gulf of Mexico Region), 'Year' (2016), and 'Date' (10/31/2017). Below these are tables for 'Submitting Company' and 'Associated Companies'. The 'Submitting Company' table has columns 'Co. Code' and 'Company Name', with values '00689' and 'Shell Offshore Inc.' respectively. The 'Associated Companies' table is empty. There is also an 'External Remarks' text area. A 'Return to TIMS Portal' link is at the bottom left.

Figure 3-7 Draft BSEE 0131 Form

The following subsection will discuss the steps to complete your draft BSEE 0131 Form.

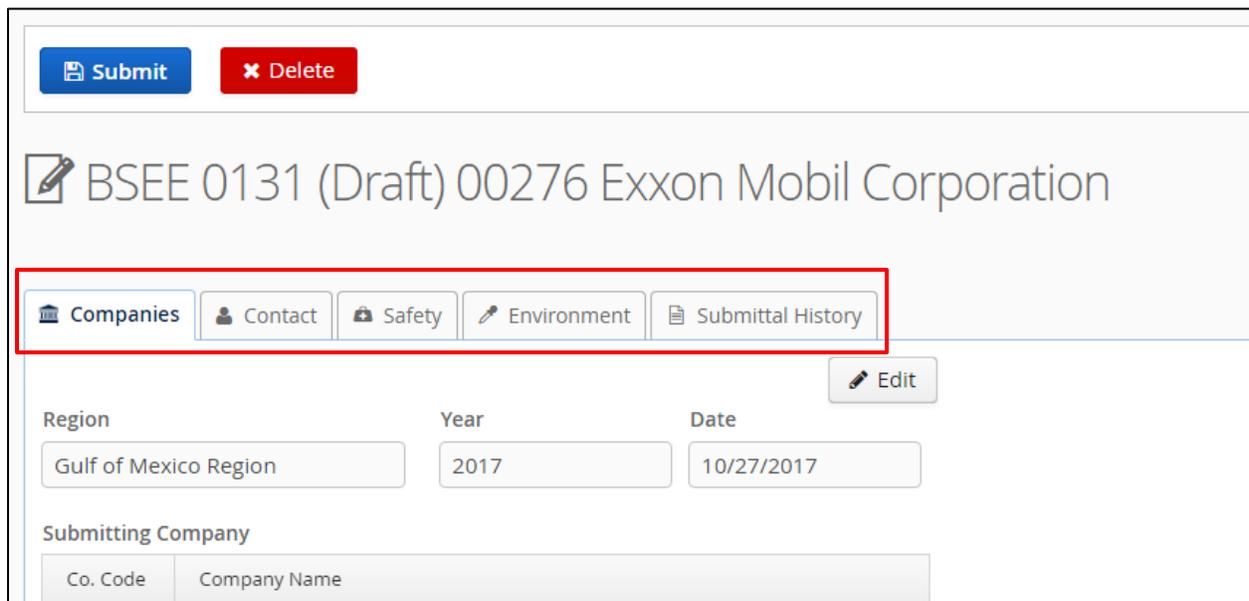
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3.2 Completing a BSEE 0131 Form

After you create a BSEE 0131 Form (See [Section 3.1 Creating a New BSEE 0131 Form](#)), you must enter required data before you can submit the form.

Note: When you create a new form, your draft form automatically opens. If you exit and later return to the PMD application, you can access your form from the BSEE 0131 List page (see [Section 2.2 Accessing an Existing BSEE 0131 Form](#)) for more information.

The form contains a series of tabs that allow you to add data to the form.



The screenshot displays the user interface for a draft BSEE 0131 form. At the top, there are two buttons: a blue 'Submit' button and a red 'Delete' button. Below these is the form title: 'BSEE 0131 (Draft) 00276 Exxon Mobil Corporation'. A red rectangular box highlights a row of five tabs: 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. To the right of the tabs is an 'Edit' button. Below the tabs, the form contains several input fields: 'Region' (Gulf of Mexico Region), 'Year' (2017), and 'Date' (10/27/2017). Below these is a 'Submitting Company' section with two columns: 'Co. Code' and 'Company Name'.

Figure 3-8 Draft BSEE 0131 Form; Tabs

The following subsections will discuss the steps to enter and edit required data under each of these tabs.

Notes:

- To perform the tasks in the following subsections, you must be a Designated Operator or Agent for Designated Operator for the submitting company with the appropriate role (Enter PMD) to create or maintain a BSEE 0131 Form.
- You can add and edit data for a BSEE 0131 Form when it has a status of Draft, Rework, or Revision. See [Section 1.3 Workflow of a BSEE 0131 Form](#) for more information about form statuses.

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3.2.1 Companies Tab

When a form opens, the Companies tab is automatically selected.



Figure 3-9 Draft BSEE 0131 Form; Companies Tab

Under the Companies tab, the following fields are auto-populated based on the data you entered when you created the draft form:

- Region – Gulf of Mexico, Alaska, or Pacific
- Year – the calendar year the form applies to
- Date – the date the form was created
- Submitting Company – the company that created and will submit the form

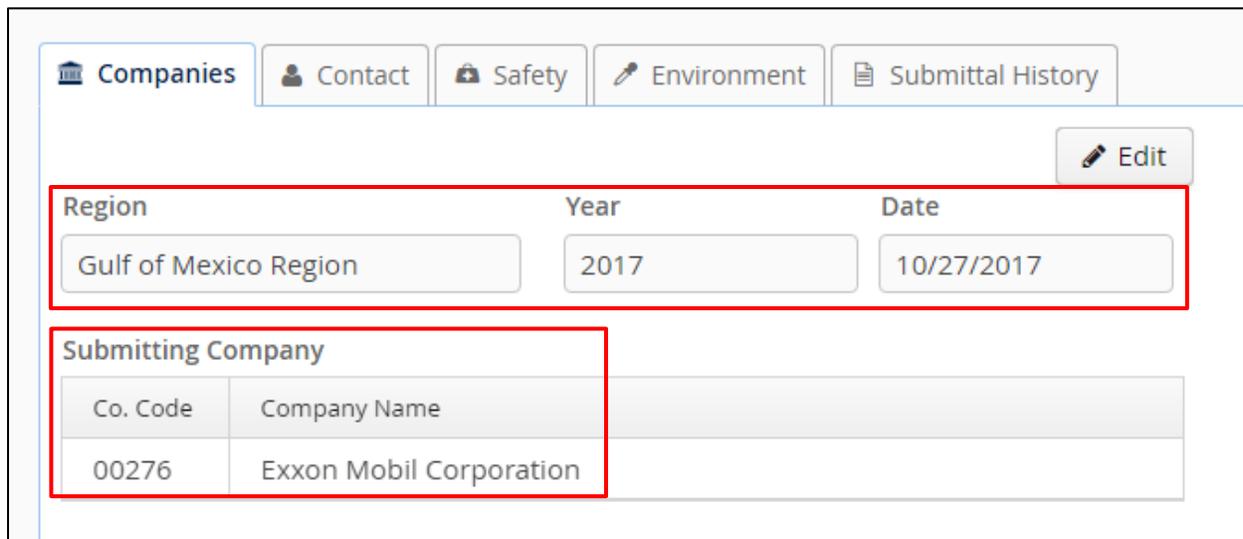


Figure 3-10 Companies Tab; Read-Only Fields

Note: These fields are read-only and cannot be edited. If any of the above fields are incorrect, you must delete the draft form and create a new one. See [Section 3.3 Deleting a BSEE 0131 Form](#) for more information.

In addition to the read-only fields, the Companies tab includes fields for Associated Companies and External Remarks.

Companies | Contact | Safety | Environment | Submittal History

Region: Gulf of Mexico Region | Year: 2017 | Date: 10/27/2017 | Edit

Submitting Company

Co. Code	Company Name
00276	Exxon Mobil Corporation

Associated Companies (Include data for any associated companies in this form submission)

Co. Code	Company Name
----------	--------------

External Remarks

Figure 3-11 Companies Tab; Associated Companies Grid and External Remarks Field

If applicable, you can add associated companies and remarks to your draft form.

Note: You should add associated companies if, in addition to the submitting company, there are any other operating companies that are owners of the data on the form.

To add or edit associated companies and/or remarks:

1. Click  .



Figure 3-12 Companies Tab; Edit Button

2. The BSEE 0131 – Company Editor dialog box opens. To add one or more associated companies, perform the following steps:

BSEE 0131 - Company Editor

Associated Companies

Company Name: A B C Industries, Inc. (00997)

Company Code: 00997

↓ ↑

Co. Code	Company Name
----------	--------------

Remarks

External

Save Cancel

Figure 3-13 BSEE 0131 – Company Editor Dialog Box

- a. Select a Company Name or Company Code from one of the drop-down fields.

Notes:

- Making a selection in one of these fields auto-populates the other field.
- The fields contain all companies in the system.
- You can enter a letter or number sequence in the field to filter the results.

- You can use the  or  function to scroll through the values.

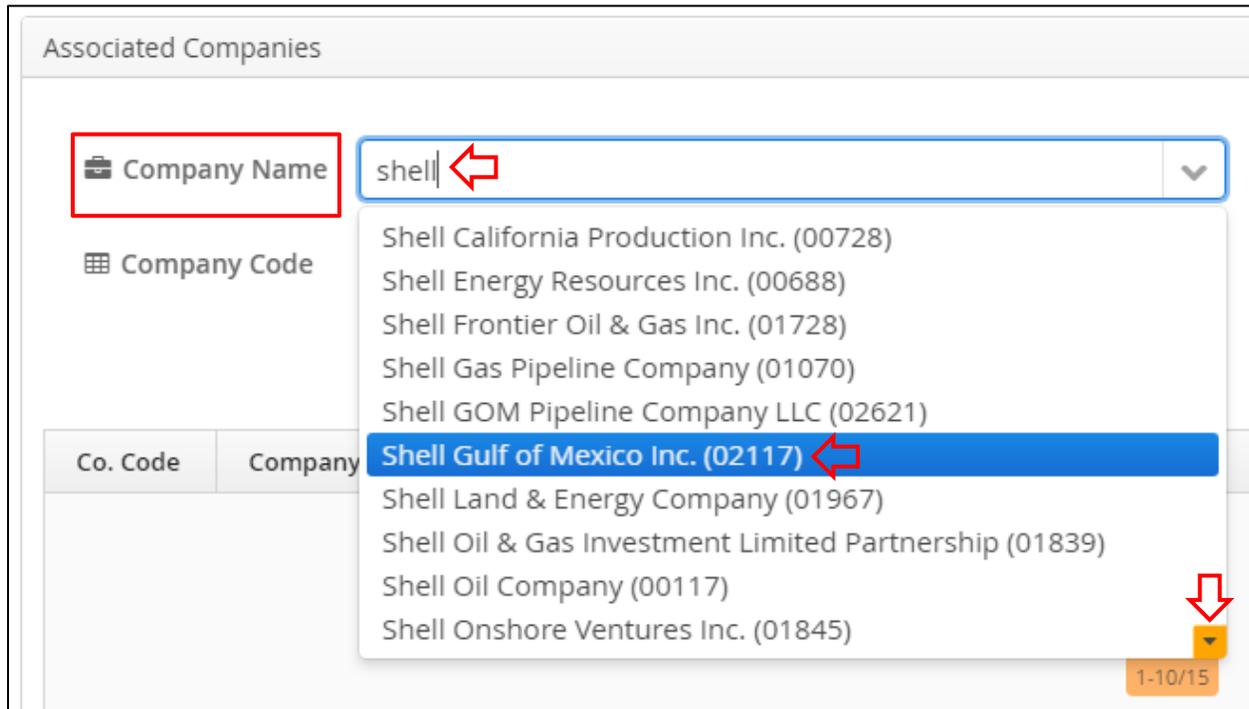


Figure 3-14 BSEE 0131 – Company Editor Dialog Box; Company Name Field

- b. After you select a company, click  to add the company.

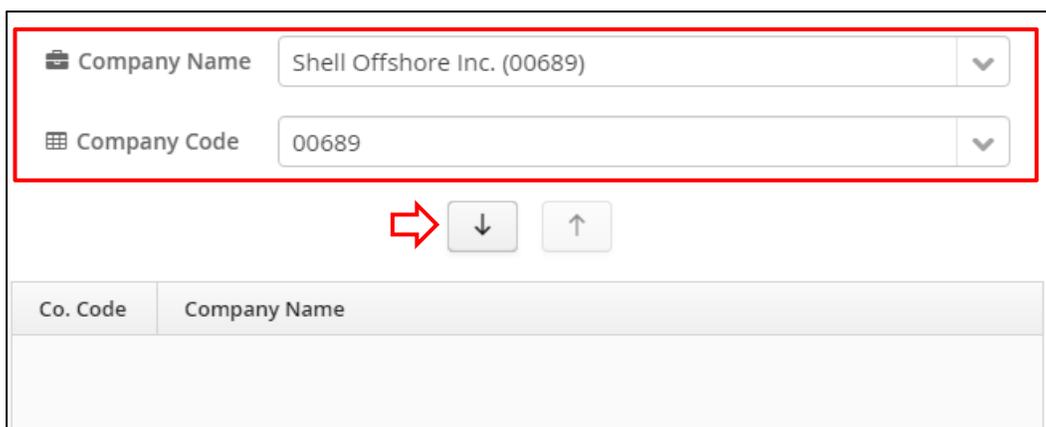
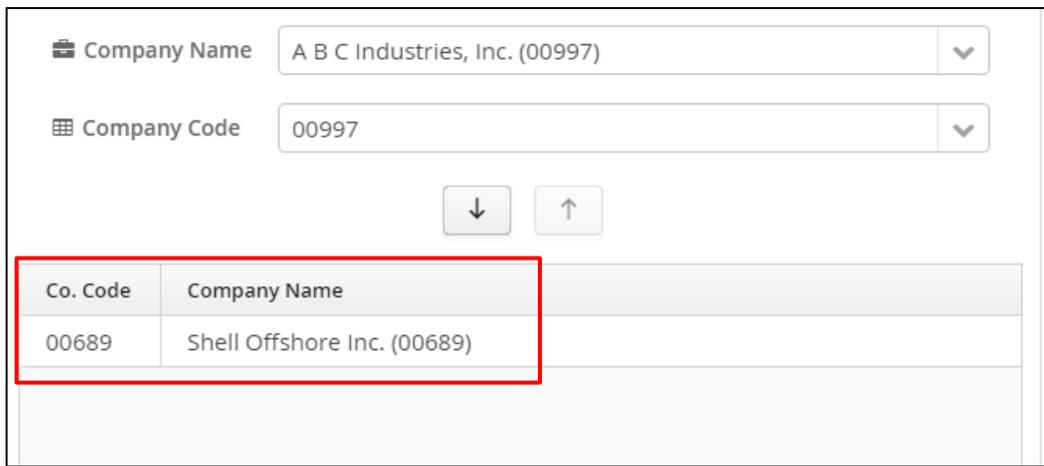


Figure 3-15 BSEE 0131 – Company Editor Dialog Box; Down Arrow Button

- c. After you click , the company appears in the grid.



The screenshot shows a dialog box with two input fields: "Company Name" containing "A B C Industries, Inc. (00997)" and "Company Code" containing "0097". Below these fields are two buttons, a down arrow and an up arrow. A table below the buttons contains the following data:

Co. Code	Company Name
00689	Shell Offshore Inc. (00689)

Figure 3-16 BSEE 0131 – Company Editor Dialog Box; Company Added to Associated Companies Grid

- d. Repeat steps 2a to 2c to add additional associated companies as needed.
3. To remove a company from the Associated Companies grid, perform the following steps:
- a. Click the company in the grid to select the company. The row highlights blue.



The screenshot shows the same dialog box as in Figure 3-16. The table below the buttons now contains three rows:

Co. Code	Company Name
02117	Shell Gulf of Mexico Inc. (02117)
00689	Shell Offshore Inc. (00689)
01845	Shell Onshore Ventures Inc. (01845)

The row for "Shell Offshore Inc. (00689)" is highlighted in blue. A red arrow points to the right side of this row.

Figure 3-17 BSEE 0131 – Company Editor Dialog Box; Selecting Company in Associated Companies Grid

b. With the company highlighted, click .



Co. Code	Company Name
02117	Shell Gulf of Mexico Inc. (02117)
00689	Shell Offshore Inc. (00689)
01845	Shell Onshore Ventures Inc. (01845)

Figure 3-18 BSEE 0131 – Company Editor Dialog Box; Up Arrow Button

c. After you click , the company is removed from the grid and is added back to the list of available associated companies in the drop-down fields. You can repeat these steps to remove additional companies as needed.

Co. Code	Company Name
02117	Shell Gulf of Mexico Inc. (02117)
01845	Shell Onshore Ventures Inc. (01845)

Figure 3-19 BSEE 0131 – Company Editor Dialog Box; Company Removed from Associated Companies Grid

4. If needed, you can enter comments in the External Remarks field (this is optional for a draft form).

External Sample external remarks.

Figure 3-20 BSEE 0131 – Company Editor Dialog Box; External Remarks Field

5. When you are finished adding/editing data, click .

Note: Click X or  to close the dialog box without taking action.

BSEE 0131 - Company Editor

Associated Companies

Company Name: A B C Industries, Inc. (00997)

Company Code: 00997

Co. Code	Company Name
00117	Shell Oil Company (00117)

Remarks

External: Sample external remarks.

Save Cancel

Figure 3-21 BSEE 0131 – Company Editor Dialog Box; Save Button

Note: A company can only be added as a submitting or associated company for one BSEE 0131 Form per calendar year per region. If you attempt to add an associated company that is already a submitting or associated company on a different BSEE 0131 Form for the same year and region, you will receive an error message when you click .

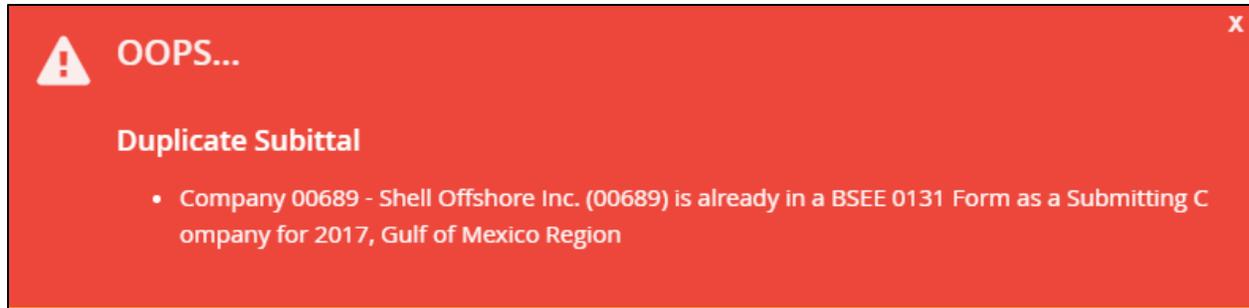


Figure 3-22 BSEE 0131 – Company Editor Dialog Box; Error Message for Duplicate Submittal

If you see this error message, click the message to close it. Edit the associated companies as needed, then click  to save your data.

After you successfully save your data, the data is applied to the form under the Companies tab.

 Submit
 Delete

 BSEE 0131 (Draft) 00689 Shell Offshore Inc.

 Companies

 Contact

 Safety

 Environment

 Submittal History

 Edit

Region

Year

Date

Gulf of Mexico Region

2016

10/31/2017

Submitting Company

Co. Code	Company Name
00689	Shell Offshore Inc.

Associated Companies (Include data for any associated companies in this form submission)

Co. Code	Company Name
00117	Shell Oil Company

External Remarks

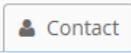
Sample external remarks.

Figure 3-23 Companies Tab; Associated Companies and External Remarks Added

You can continue to edit associated companies and external remarks while the form is in Draft status.

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3.2.2 Contact Tab

The Contact tab is in the series of tabs at the top of a BSEE 0131 Form. Click  to open it.

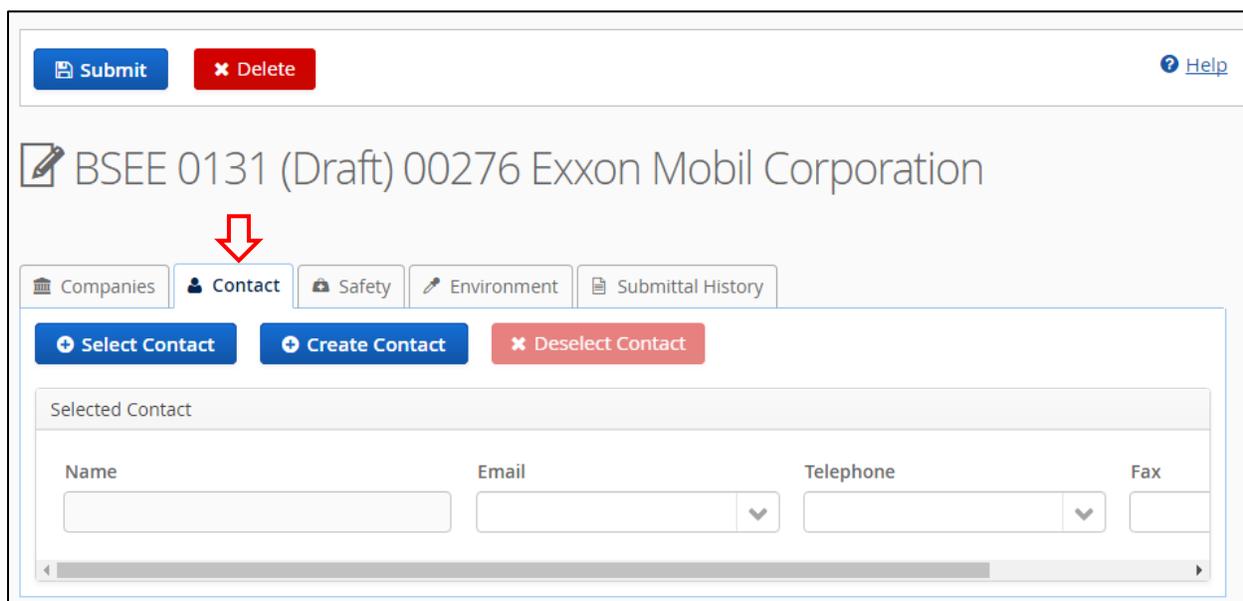


Figure 3-24 Draft BSEE 0131 Form; Contact Tab

You must select a contact before you can submit your form. You may also have to add additional contact information.

The following subsections will discuss the steps to add and edit contact data.

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3.2.2.1 Creating a Contact

If the contact you need to add to the form is not in the TIMS Web database, then you must first create a contact. Creating a contact adds the person to the list of available contacts for your company.

Note: If the contact is already in the system, skip to [Section 3.2.2.2 Selecting a Contact](#) for the steps to select an existing contact for the form.

To create a contact:

1. Click .

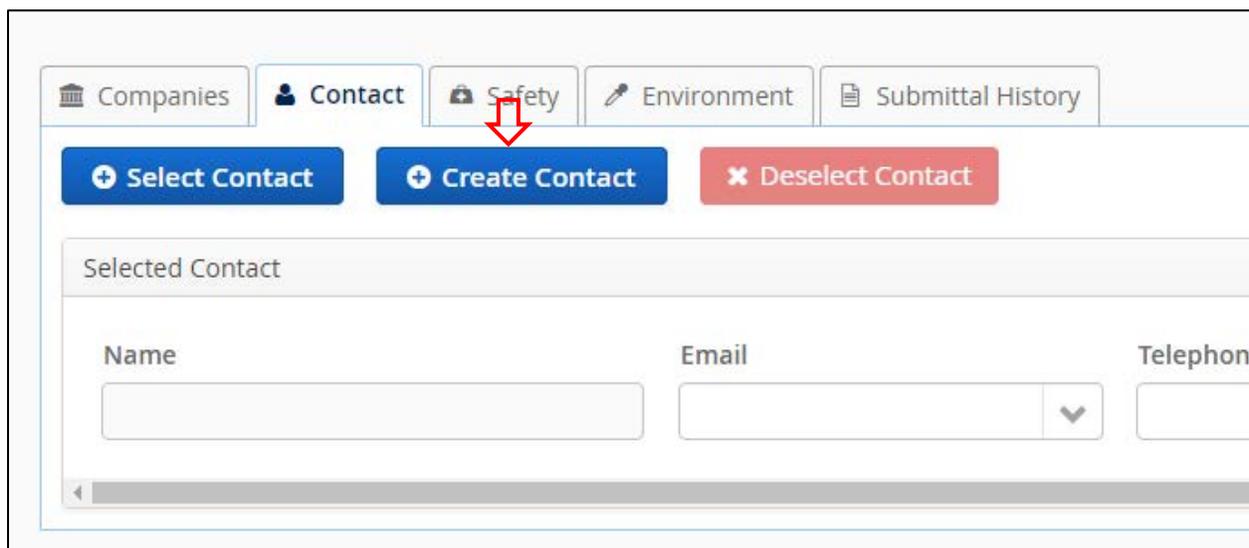
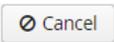


Figure 3-25 Contact Tab; Select Contact Button

2. The Request New Contact dialog box opens. Enter the contact's name and primary email address, then click .

Notes:

- Fields marked with a red asterisk * are required.
- Click X or  to close the page without taking action.

Request New Contact

* (Indicates required field) ⓘ (Indicates you can hover over for more information)

First Name * John

Middle Initial

Last Name * Doe

Primary Email Address * johndoe@email.com

Save Cancel

Figure 3-26 Request New Contact Dialog Box

Note: If you enter a primary email address that is already in the system, you will receive an error message when you click . You cannot request a new contact if the contact's primary email address is already in the system. Click the error message to close it.

Request New Contact

* (Indicates required field) ⓘ (Indicates you can hover over for more information)

OOPS...

- A user with this primary email address already exists in the system.

Figure 3-27 Request New Contact Dialog Box; Error Message for Existing Email Address

If you click  and do not receive the error message, the contact now exists in the system. You can select the contact for the form you are creating and for any future form for the company you are representing. We will discuss the steps to select a contact in the following subsection.

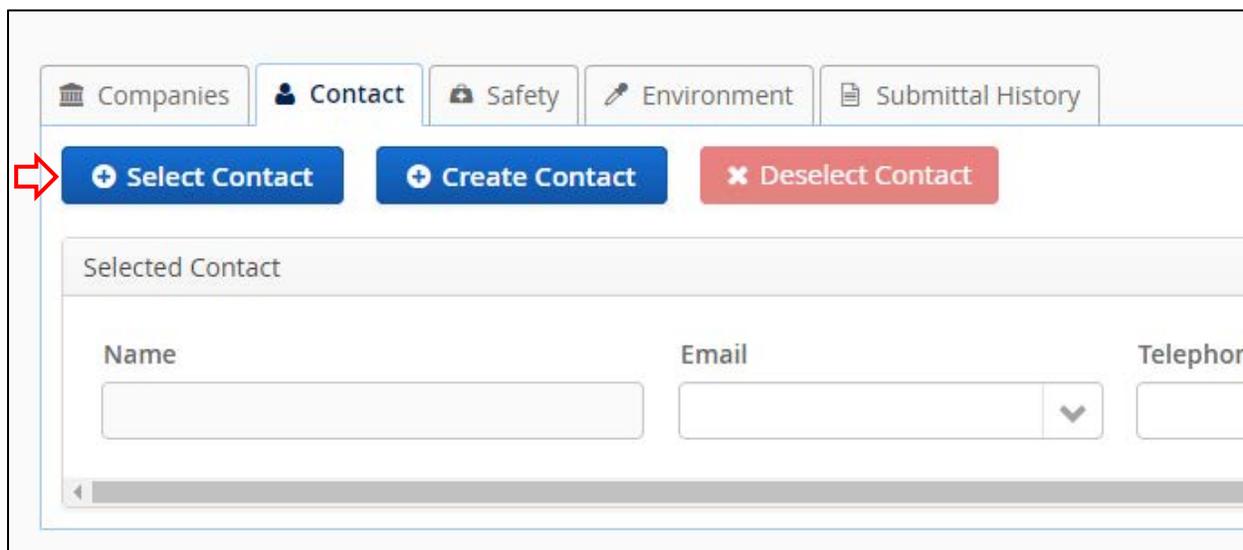
[Return to Table of Contents](#)

3.2.2.2 Selecting a Contact

Before you can submit your form, you must select a contact. The contact you select should be knowledgeable about all data in the form. This will be the first person BSEE contacts should they have questions about the data you provide. The selected contact will also receive all email notifications sent from the system regarding the form.

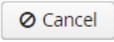
To select a contact:

1. Click .

**Figure 3-28 Contact Tab; Select Contact Button**

2. The Add Existing Contact dialog box opens. Select a contact from the drop-down field, then click  to add the contact to your form.

Notes:

- The drop-down field contains all the contacts currently in the TIMS Web database for the submitting company.
- You can enter a full or partial letter sequence in the field to filter the results.
- If the contact you need to add is not listed, see [Section 3.2.2.1 Creating a Contact](#).
- Fields marked with a red asterisk * are required.
- Click X or  to close the dialog box without taking action.

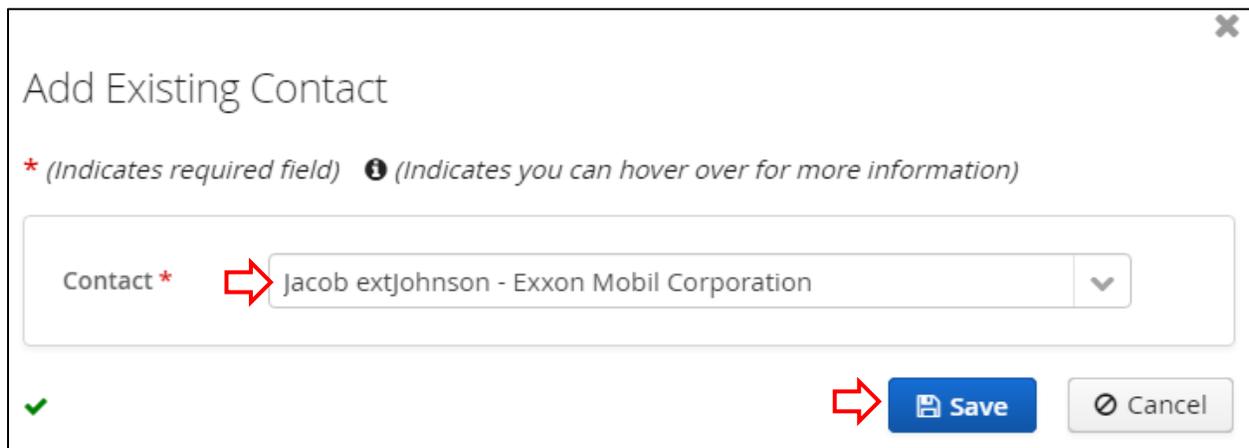


Figure 3-29 Add Existing Contact Dialog Box

After you click :

- The contact's name is added as the Selected Contact under the Contact tab.
- If an email address, telephone number, and/or fax number for the contact are already in the system, this data will automatically populate in the field(s). If any of this data is not in the system, the field(s) will be blank.
- The  and  buttons are deactivated. You can only select one contact for a BSEE 0131 Form. If you need to change the contact, you must first deselect the selected contact – see [Section 3.2.2.6 Deselecting a Contact](#) for more information.

The screenshot shows the 'Contact' tab interface. At the top, there are navigation tabs: 'Companies', 'Contact' (selected), 'Safety', 'Environment', and 'Submittal History'. Below these are three buttons: 'Select Contact', 'Create Contact', and 'Deselect Contact'. The main area is titled 'Selected Contact' and contains several input fields. A red box highlights the 'Name' field with the value 'jacob extjohnson'. Another red box highlights the 'Email' field with 'jacob1@testmail.com', the 'Telephone' field with '(555) 123-9876', and the 'Fax' field which is empty. A horizontal scrollbar is visible at the bottom of the form area.

Figure 3-30 Contact Tab; Selected Contact Fields

Notes:

- To submit your form, the Email and Telephone fields must be populated for the Selected Contact.
- Depending on monitor size and window size, you may have to use the window scroll and pan bars to view all fields, tabs, and action buttons.

Once you have added a contact, three subtabs – Emails, Phone Numbers, and Fax Numbers – appear at the bottom of the page. You can use the subtabs to add, edit, and delete data for the selected contact.

This screenshot shows the same 'Contact' tab interface as Figure 3-30. The 'Contact' tab is highlighted with a red box. At the bottom of the page, three subtabs are visible: 'Emails', 'Phone Numbers', and 'Fax Numbers', all of which are also highlighted with a red box. The main form area shows the 'Selected Contact' information: Name 'jacob extjohnson', Email 'jacob1@testmail.com', and Telephone '(555) 123-9876'. A horizontal scrollbar is present below the form fields.

Figure 3-31 Contact Tab; Subtabs

The following subsections will discuss adding, editing, and deleting data for the selected contact, as well as selecting which data will appear on the form.

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3.2.2.3 Selecting and Adding Email Address

To submit a BSEE 0131 Form, the Email field must be populated for the selected contact. You can use this field to select which email address to use for the form.

The screenshot shows a web interface for managing contact information. At the top, there are navigation tabs: 'Companies', 'Contact' (selected), 'Safety', 'Environment', and 'Submittal History'. Below the tabs are three buttons: 'Select Contact' (blue), 'Create Contact' (blue), and 'Deselect Contact' (red). A section titled 'Selected Contact' is highlighted with a red box. Below this section are four input fields: 'Name' (text box with 'Jacob extjohnson'), 'Email' (dropdown menu with 'jacob1@testmail.com' selected), 'Telephone' (text box with '(555) 123-9876'), and 'Fax' (empty text box). The 'Email' field is also highlighted with a red box.

Figure 3-32 Email Field for Selected Contact

Notes:

- By default, the Selected Contact Email field displays the contact's Primary Email Address from the TIMS Web database.
- The Primary Email Address also displays under the Emails subtab.
- If the system contains additional email addresses for the contact, they will be available options in the Email drop-down field and will also populate as Alternate Email Addresses under the Emails subtab.
- If the system does not contain a primary email address or an alternate email address, these field(s) will be blank under the Emails subtab.

The screenshot displays a user interface for managing contact information. At the top, there are navigation tabs: Companies, Contact, Safety, Environment, and Submittal History. Below these are three buttons: 'Select Contact', 'Create Contact', and 'Deselect Contact'. The main section is titled 'Selected Contact' and contains fields for Name (Jacob ext|johnson), Email (jacob1@testmail.com), and Telephone ((504) 555-1234). The Email field is a dropdown menu with a red arrow pointing down. Below the Email field, there is a list of email addresses: jacob1@testmail.com (selected) and jacob2@testmail.com. To the left of the Email field, there is a 'Primary Email Address' field containing jacob1@testmail.com. Below that, there is an 'Alternate Email Addresses' section with an 'Add Email' button and a table with one entry: jacob2@testmail.com. Red arrows highlight the Primary Email Address field, the Email dropdown, and the alternate email address in the table, with arrows pointing from the primary and alternate fields to the dropdown.

Figure 3-33 Email Field for Selected Contact; Primary and Alternate Email Addresses Under Emails Subtab

If there are multiple email addresses in the drop-down Email field, you can select which email to use for the form.

Notes:

- When you submit the form, the email address selected in this field will appear on the form and will be used for all email notifications associated with the form. The email address you select should belong to the selected contact.

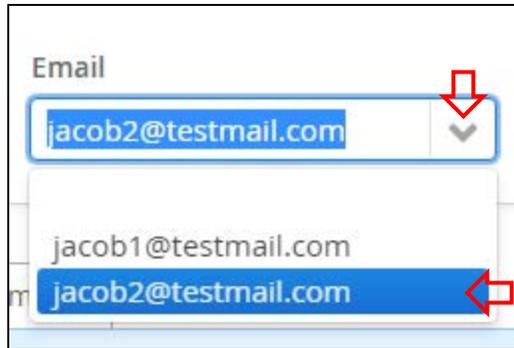


Figure 3-34 Email Field; Changing Selection in Drop-Down Field

If the Email drop-down field is blank, or if the email address you need to use for the form is not listed in the field, you can add an alternate email address for the contact.

Note:

- Alternate email addresses are not required.
- The system does not limit the number of alternate email addresses you can add.
- Under the Emails subtab, you can add, edit, and delete alternate email addresses only. The Primary Email Address field is read-only.

To add an alternate email address:

1. Ensure the Emails subtab is selected, then click .

Note: Any existing alternate email addresses in the system will display in the Alternate Email Addresses grid. If there are no alternate email addresses in the system, the grid will be empty.

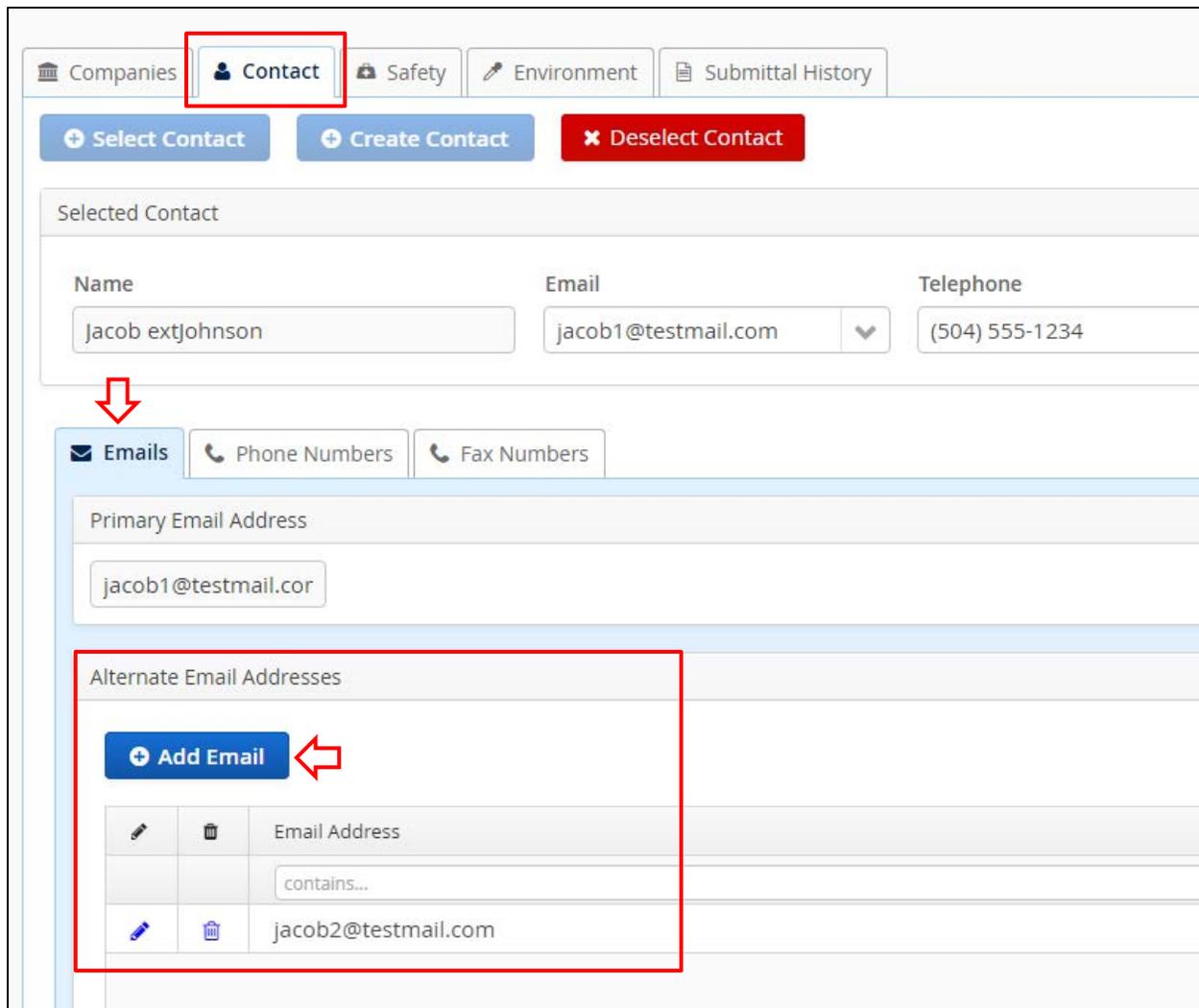


Figure 3-35 Emails Subtab; Add Email Button

2. The Add/Edit Email dialog box appears. Enter a valid email address, then click  .

Notes:

- Fields marked with a red asterisk * are required.
- Click X or  to close the dialog box without taking action.



Figure 3-36 Add / Edit Email Dialog Box; Adding Alternate Email Address

After you click , the email address is added to the Alternate Email Addresses grid under the Emails subtab.

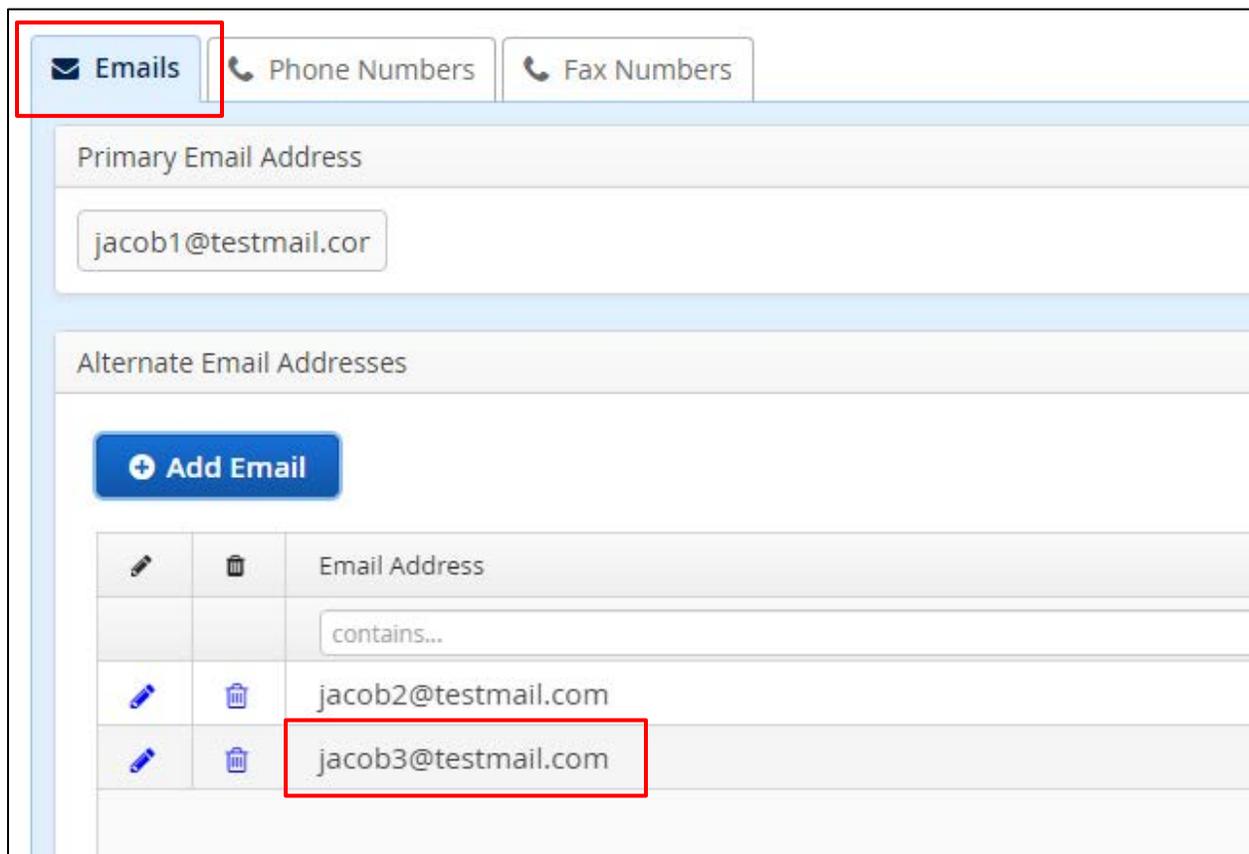


Figure 3-37 Email Address Added to Alternate Email Addresses Grid

In addition, the email address you added is automatically selected in the Email field for the selected contact.

The screenshot shows a contact management interface. At the top, a 'Selected Contact' section contains fields for 'Name' (Jacob extJohnson), 'Email' (jacob3@testmail.com), and 'Telephone' ((555) 98...). Below this, there are tabs for 'Emails', 'Phone Numbers', and 'Fax Numbers'. The 'Emails' tab is active, showing a 'Primary Email Address' (jacob1@testmail.cor) and a list of 'Alternate Email Addresses'. The list includes 'jacob2@testmail.com' and 'jacob3@testmail.com', with the latter highlighted by a red box. A red arrow points from this box to the 'Email' field in the 'Selected Contact' section, which also contains 'jacob3@testmail.com' and is highlighted by a red box.

Figure 3-38 Added Alternate Email Address Populated in Email Field for Selected Contact

You can leave this as the selected email address for the form or use the drop-down field to select a different email address.

The screenshot shows a web application interface with a top navigation bar containing tabs for 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. Below the navigation bar are three buttons: 'Select Contact', 'Create Contact', and 'Deselect Contact'. The main content area is titled 'Selected Contact' and contains several input fields: 'Name' (with the value 'Jacob extjohnson'), 'Email' (with a dropdown menu open showing a list of email addresses: 'jacob3@testmail.com', 'jacob1@testmail.com', 'jacob2@testmail.com', and 'jacob3@testmail.com'), and 'Telephone' (with the value '(555) 123-9876'). Below the 'Email' field, there are tabs for 'Emails', 'Phone Numbers', and 'Fax Numbers'. At the bottom, there is a 'Primary Email Address' field.

Figure 3-39 Selected Contact Email Field; Selecting Email Address for Form

Notes:

- You can continue to add alternate email addresses and/or change the selected email while the form is in Draft status.
- The PMD application does not have an “Undo” feature; changes must be manually reset during a session to default (or other) settings.
- Depending on monitor size and window size, you may need to use the window scroll or pan bars to see all columns, function buttons, or fields.

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3.2.2.4 Selecting and Adding Phone and Fax Numbers

To submit a BSEE 0131 Form, the Telephone field must be populated for the selected contact. You can use this field to designate which phone number to use for the form. (The Fax field is optional.)

Note: Depending on monitor size and window size, you may need to use the window scroll bar to see all fields for the selected contact.

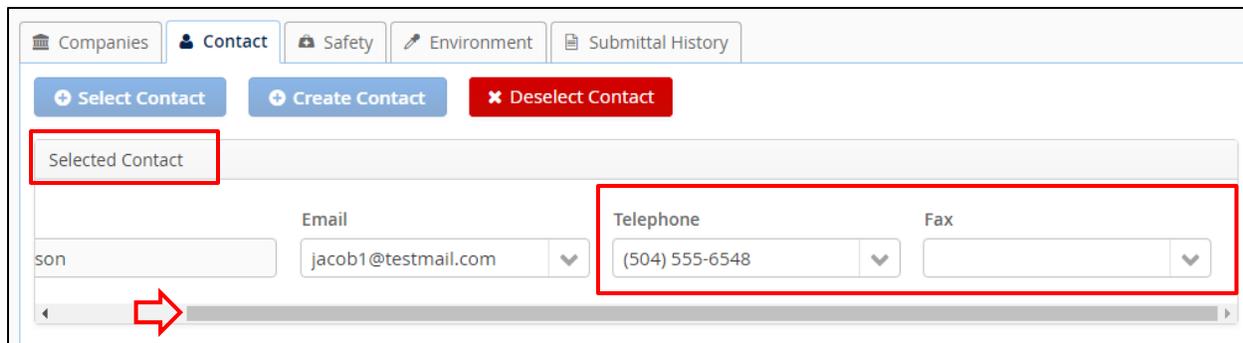


Figure 3-40 Telephone and Fax Fields for Selected Contact

These drop-down fields will contain any numbers that exist in the TIMS Web database for the selected contact. For this example, we will look at the Telephone field.

- If the system does not contain a number for the contact, the field will be blank and there will be no options from the drop-down.
- If the system contains only one number, it will be the only option in the drop-down field.
- If there are multiple numbers in the system, they will all be available in the drop-down field and you can select which one to use for the form.

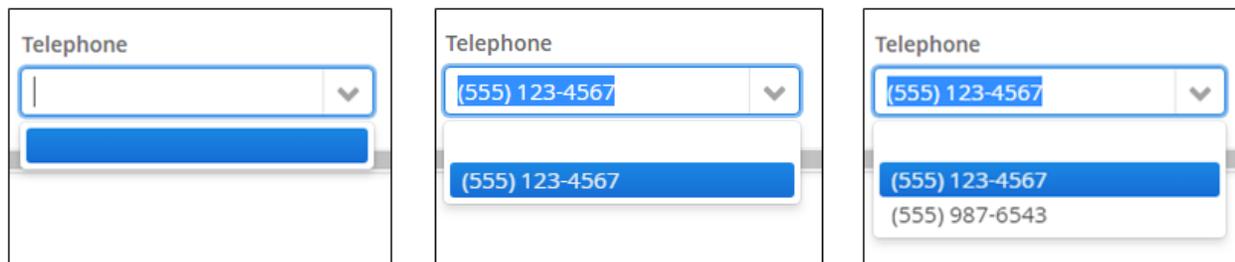


Figure 3-41 Telephone Field with Zero, One, and Multiple Options

Note: When you submit the form, the number selected in this field will be the number used for the form. The phone number you select should belong to the selected contact.

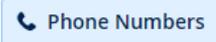
If the field is blank or if the number you need to use for the form is not available in the drop-down field, you can add a new phone number for the contact.

Notes:

- The contact must have at least one phone number, and the Telephone field must be populated for you to submit your form.

- A fax number is not required.
- The system does not limit the number of telephone or fax numbers you can add.

To add a phone number:

1. Click  to open the Phone Numbers subtab for the Selected Contact.

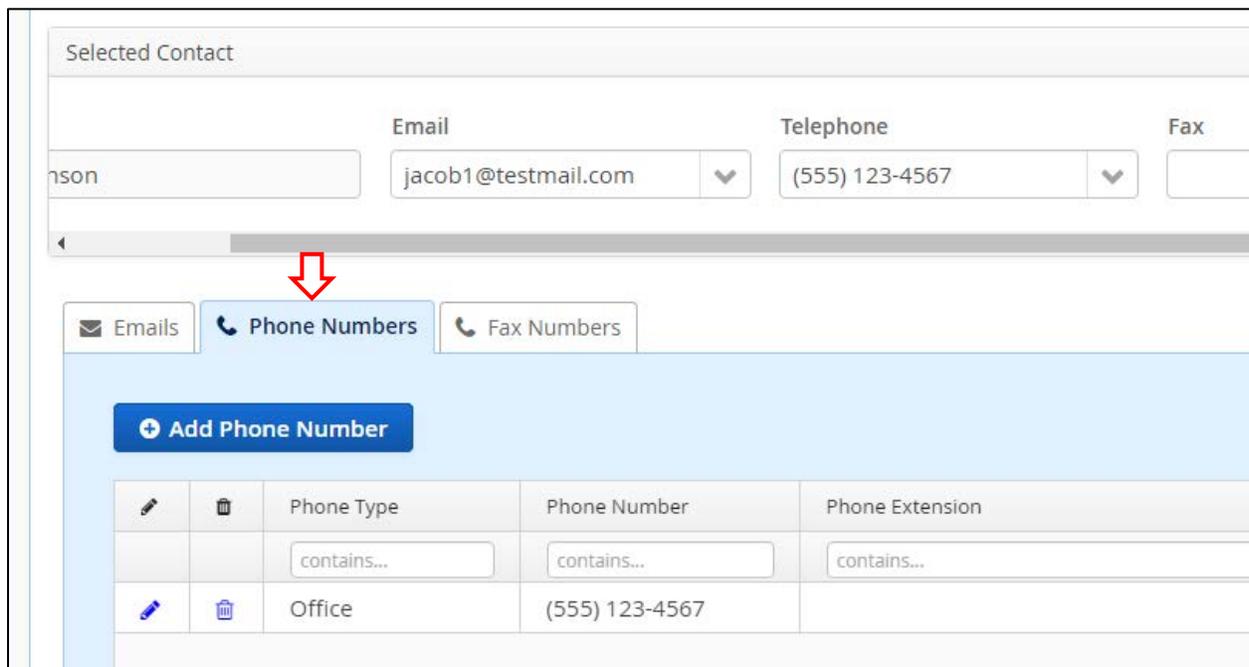


Figure 3-42 Phone Numbers Subtab

Note: Any phone numbers in the system will display in the Phone Numbers grid. If there are no phone numbers in the system, the grid will be empty.

2. Click .

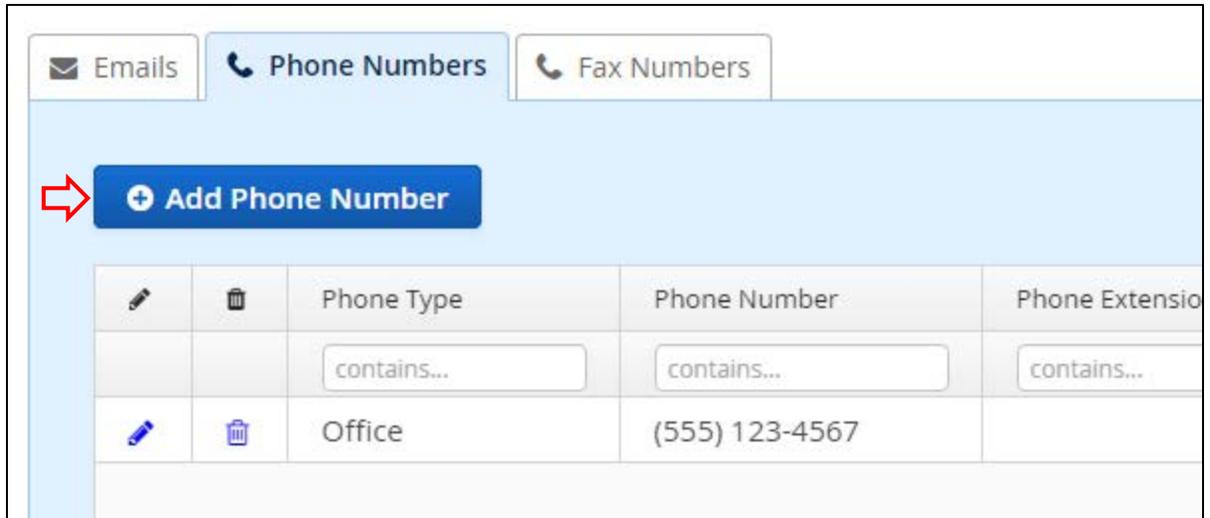


Figure 3-43 Add Phone Number Button

2. The Add / Edit Phone Number dialog box appears. Select Cell or Office in the Phone Type field.

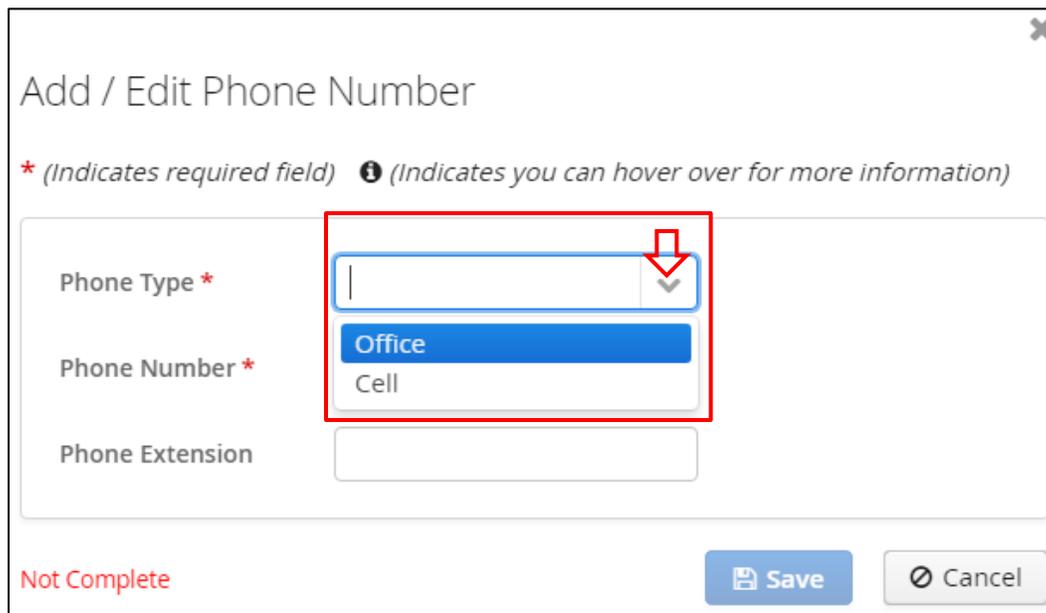
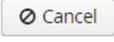
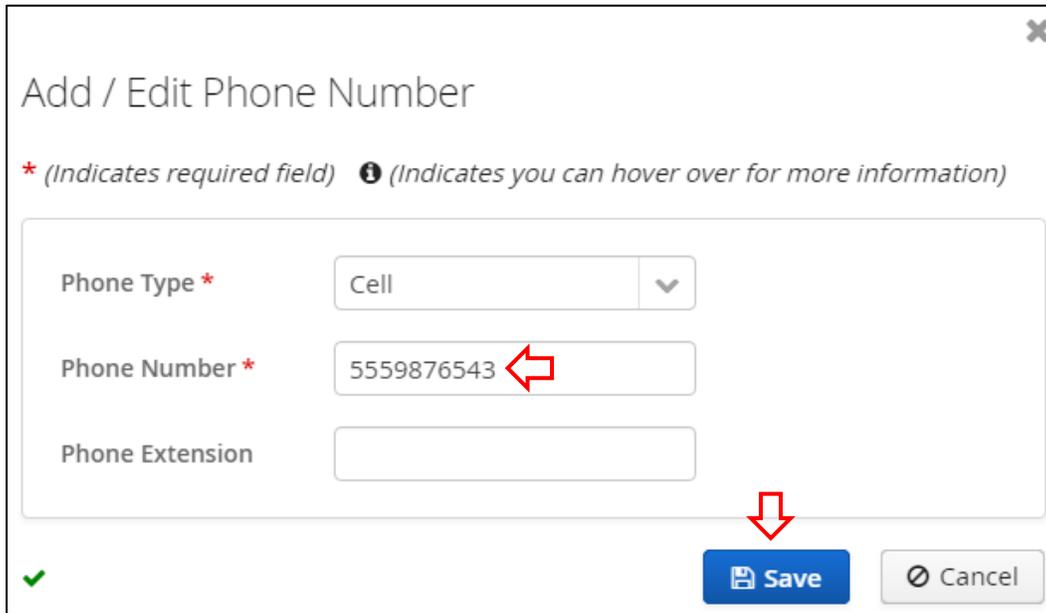


Figure 3-44 Add / Edit Phone Number Dialog Box; Phone Type Field

3. Enter a phone number (numbers only, no punctuation), then click .

Notes:

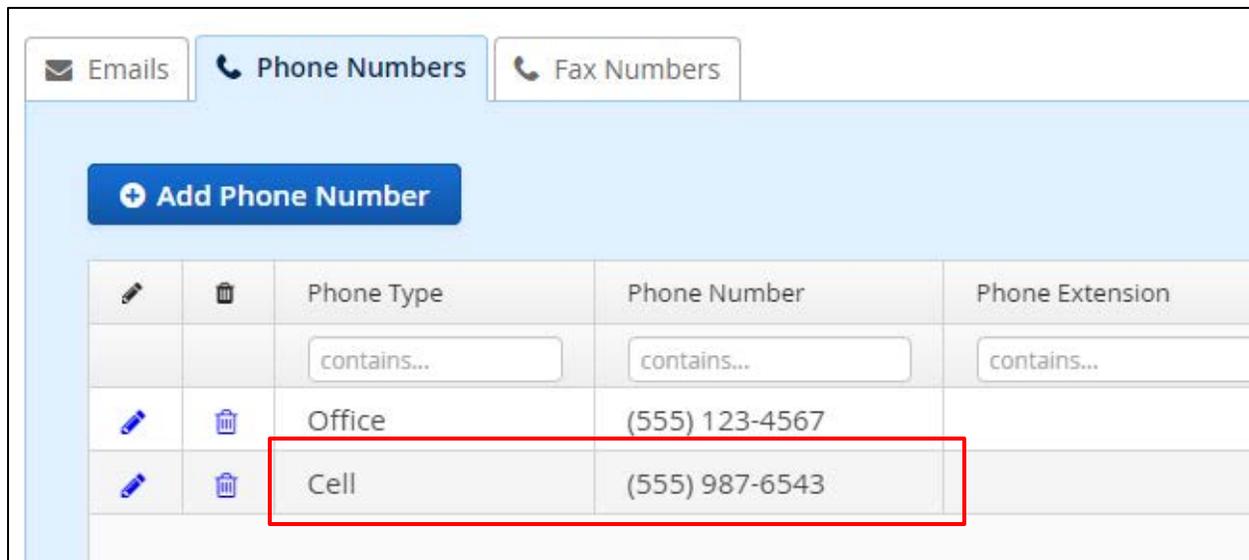
- Fields marked with a red asterisk * are required.
- Click X or  to close the dialog box without taking action.



The dialog box is titled "Add / Edit Phone Number" and includes a close button (X) in the top right corner. Below the title, there is a legend: "* (Indicates required field)" and "i (Indicates you can hover over for more information)". The form contains three fields: "Phone Type *" with a dropdown menu set to "Cell", "Phone Number *" with the value "5559876543" and a red arrow pointing to the input, and "Phone Extension" which is empty. At the bottom, there is a green checkmark on the left, a blue "Save" button with a floppy disk icon, and a grey "Cancel" button with an X icon. A red arrow points down to the "Save" button.

Figure 3-45 Add / Edit Phone Number Dialog Box; Phone Number Field

After you click , the data is added to the grid under the Phone Numbers subtab.



The screenshot shows a user interface with three tabs: "Emails", "Phone Numbers", and "Fax Numbers". The "Phone Numbers" tab is active. Below the tabs is a blue "Add Phone Number" button. A table below contains phone number entries. The table has columns for "Phone Type", "Phone Number", and "Phone Extension". The first row is a header with icons for edit and delete. The second row shows "Office" with phone number "(555) 123-4567". The third row, highlighted with a red border, shows "Cell" with phone number "(555) 987-6543".

	Phone Type	Phone Number	Phone Extension
 	contains...	contains...	contains...
 	Office	(555) 123-4567	
 	Cell	(555) 987-6543	

Figure 3-46 Phone Number Added to Phone Numbers Grid

In addition, the number you added is automatically selected in the Telephone field for the Selected Contact.

The screenshot shows a web interface for managing contact information. At the top, there are tabs for 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. Below these are buttons for '+ Select Contact', '+ Create Contact', and 'x Deselect Contact'. The main section is titled 'Selected Contact' and contains three input fields: 'Name' (jacob extjohnson), 'Email' (jacob1@testmail.com), and 'Telephone' ((555) 987-6543). The 'Telephone' field is highlighted with a red box. Below this is a section for 'Phone Numbers' with a '+ Add Phone Number' button and a table. The table has columns for 'Phone Type', 'Phone Number', and 'Phone Extension'. It lists two phone numbers: 'Office' ((555) 123-4567) and 'Cell' ((555) 987-6543). The 'Cell' row is highlighted with a red box, and a red arrow points from this row to the 'Telephone' field above.

Figure 3-47 Added Phone Number Populated in Telephone Field for Selected Contact

You can leave this as the selected phone number for the form or use the drop-down field to select which number to use the form.

This screenshot shows the same 'Selected Contact' form as Figure 3-47, but with the 'Telephone' field's dropdown menu open. A red arrow points to the dropdown arrow. The dropdown menu displays three options: '(555) 987-6543' (which is highlighted in blue), '(555) 123-4567', and '(555) 987-6543' (which is also highlighted in blue). The 'Name' and 'Email' fields are partially visible, showing 'nson' and 'jacob1@testmail.com' respectively.

Figure 3-48 Telephone Field; Selecting Number for Form

To select and add a fax number for the form, follow the steps above, but use the Fax field and the Fax Numbers subtab instead of the Telephone field and Phone Numbers subtab.

Note: Fax numbers are optional. You do not have to select a fax number to submit the form, and a fax number is not required under the Fax Numbers subtab.

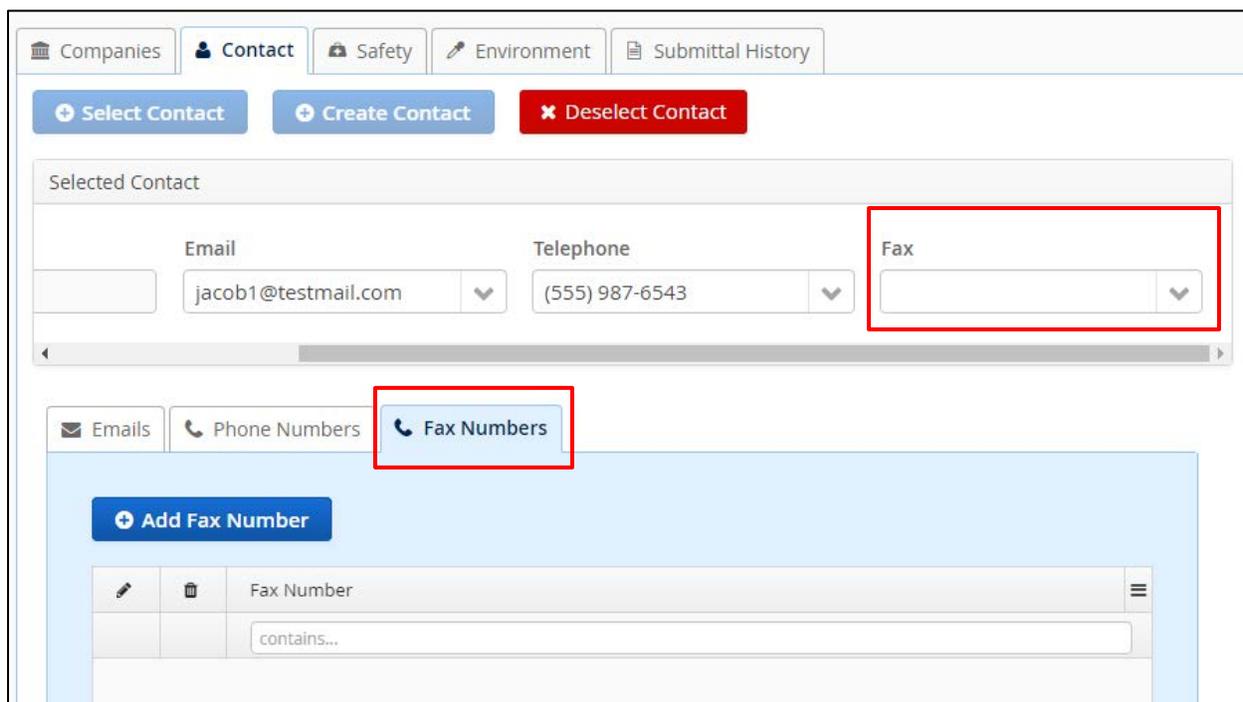


Figure 3-49 Fax Field and Fax Numbers Subtab

Notes:

- You can continue to add phone and fax numbers and/or change the selected numbers while the form is in Draft status.
- The PMD application does not have an “Undo” feature; changes must be manually reset during a session to default (or other) settings.
- Depending on monitor size and window size, you may need to use either the window scroll or pan bars to see all columns, function buttons, or fields.

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3.2.2.5 Editing and Deleting Contact Information

If an alternate email address, phone number, or fax number is incorrect or not needed, you can edit or delete it using the edit (✎) and delete (🗑) icons under the subtabs. Since the functionality is the same for all three subtabs, we have combined the discussion in this subsection.

To edit an alternate email address, phone number, or fax number:

1. Select the subtab for the data you need to edit (Phone Numbers in this example).

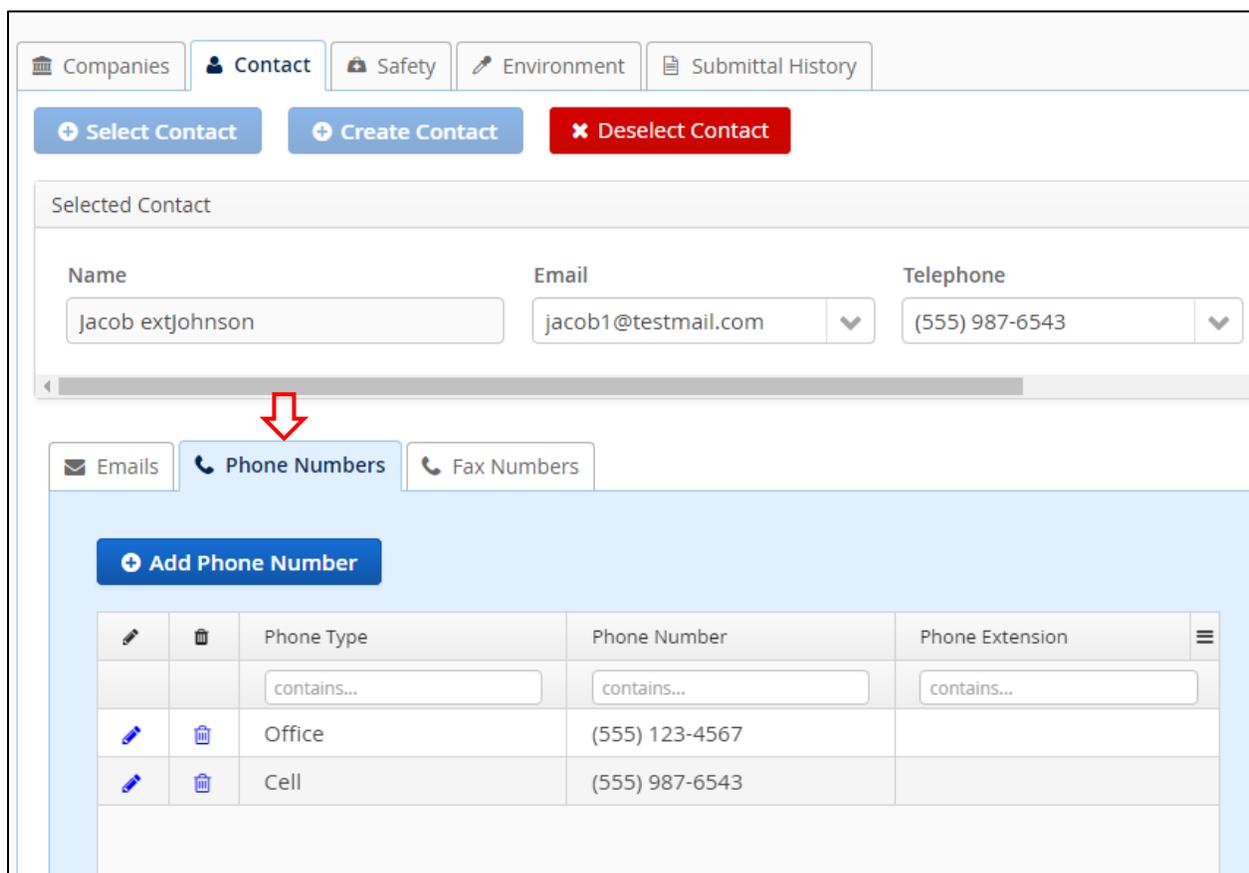


Figure 3-50 Phone Numbers Subtab

2. Click ✎ next to the data you need to edit (an office phone number in this example).

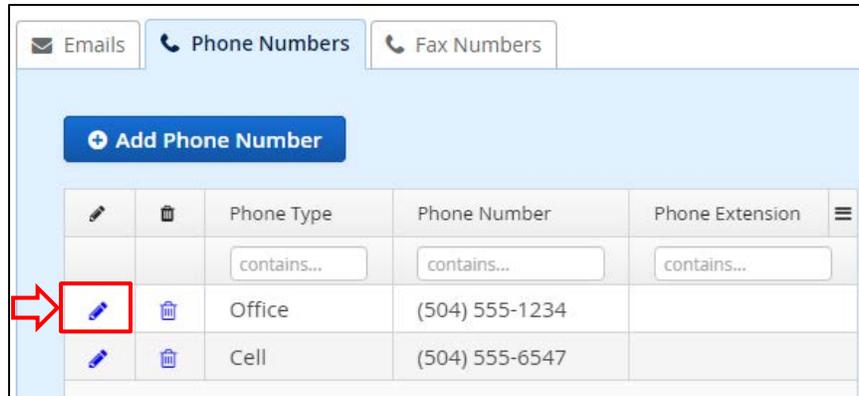


Figure 3-51 Phone Numbers Subtab; Edit Function

3. An Add / Edit dialog box appears for the selected tab. Add or edit data as needed (in this example, we are changing the phone number).

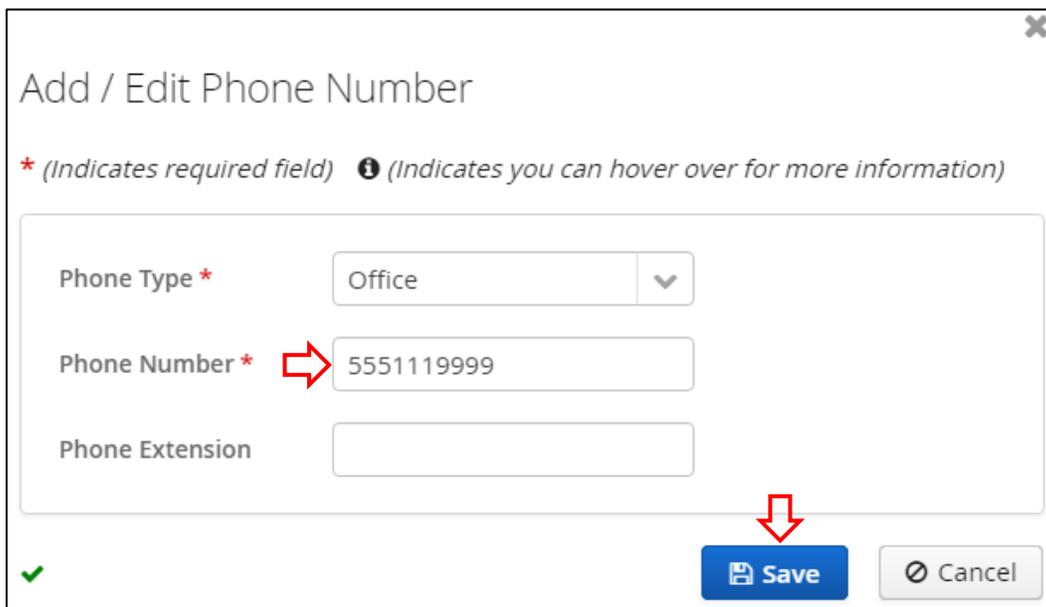


Figure 3-52 Add / Edit Phone Number Dialog Box; Edited Fields

After you click , the data is updated in the grid under the selected tab.

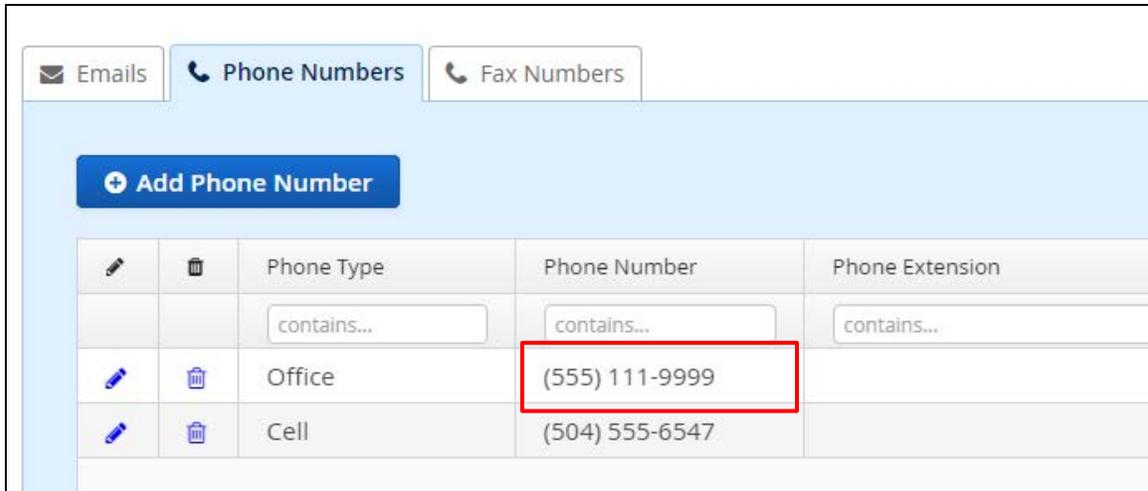


Figure 3-53 Updated Phone Numbers Grid after Edit

In addition, the updated data is automatically selected in the corresponding field in the Selected Contact section.

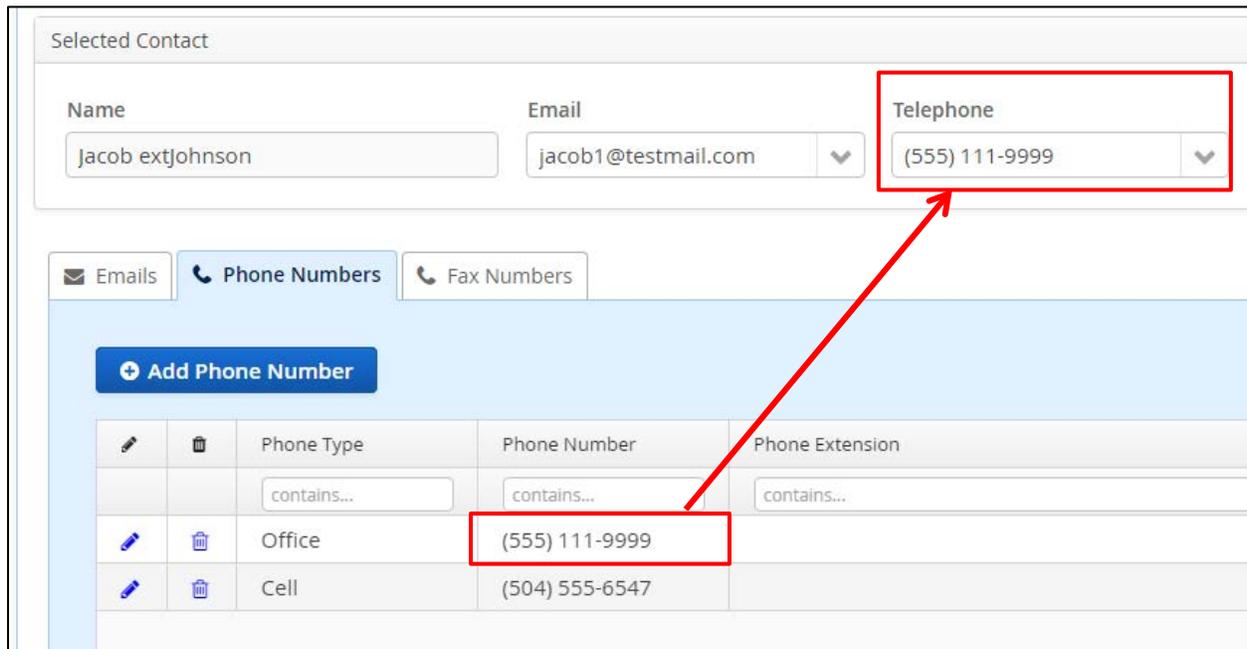


Figure 3-54 Telephone Field for Selected Contact Defaults to Edited Phone Number

You can leave this as the selected data for the form, or select a different value if there are multiple options in the drop-down menu.

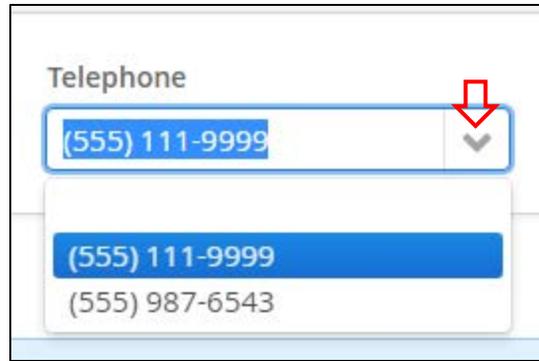


Figure 3-55 Telephone Drop-Down Field with Edited Phone Number

To delete an alternate email address, phone number, or fax number:

1. Select the subtab for the data you need to edit (Emails in this example).

Companies Contact Safety Environment Submittal History

Select Contact Create Contact Deselect Contact

Selected Contact

Name Email Telephone

Jacob extjohnson jacob1@testmail.com (555) 111-9999

Emails Phone Numbers Fax Numbers

Primary Email Address

jacob1@testmail.com

Alternate Email Addresses

Add Email

		Email Address
		contains...
		jacob2@testmail.com
		jacob3@testmail.com

Figure 3-56 Emails Subtab

2. Click  next to the data you need to delete (an alternate email address in this example).

Note: The Primary Email Address field is read-only. The data in that field cannot be edited or deleted.

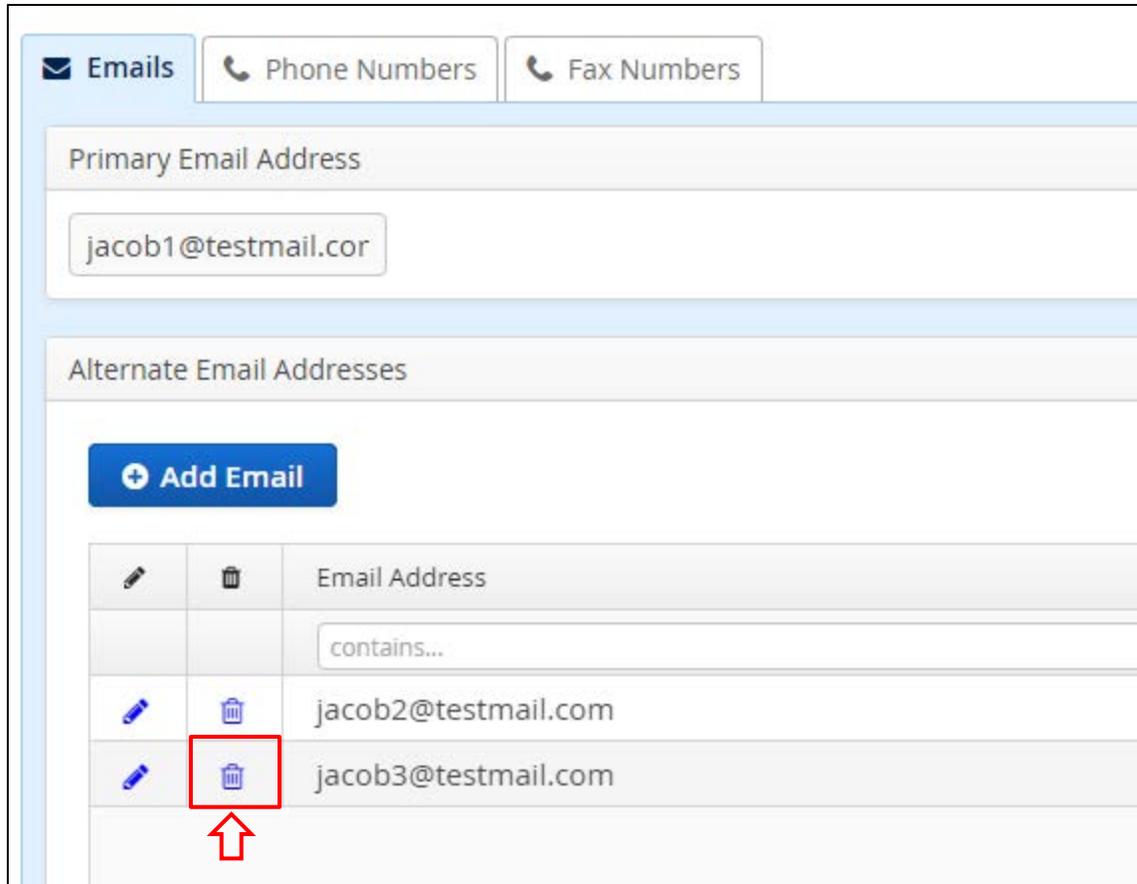


Figure 3-57 Emails Subtab; Delete Function

3. A Confirmation dialog box opens. Click to delete the data.

Note: Click or X to close the Confirmation dialog box without deleting the data.

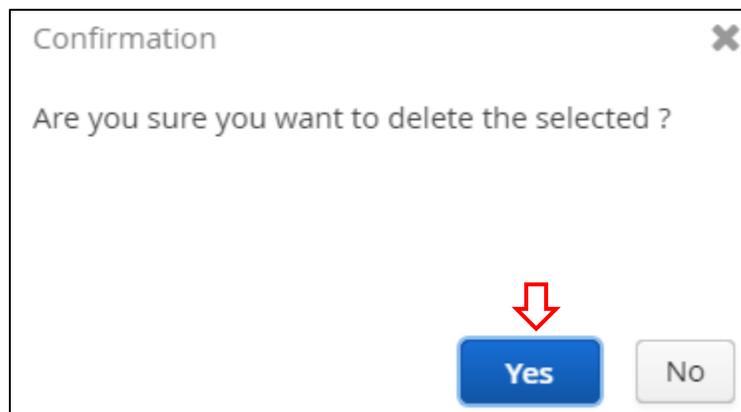


Figure 3-58 Confirmation Dialog Box for Deleting Data

After you click **Yes**, the data is removed from the grid under the selected tab.

The screenshot shows a contact management interface with three tabs: 'Emails', 'Phone Numbers', and 'Fax Numbers'. The 'Emails' tab is active. It displays a 'Primary Email Address' field with the value 'jacob1@testmail.cor'. Below this is the 'Alternate Email Addresses' section, which includes an 'Add Email' button and a table. The table has columns for edit, delete, and email address. The first row shows a delete icon, a trash icon, and the email address 'jacob2@testmail.com'. Below this row, a red rectangular box highlights an empty row in the table, indicating that the email address 'jacob2@testmail.com' has been successfully deleted.

Figure 3-59 Emails Subtab; Updated Grid after Deletion

If you delete an email address, phone number, or fax number, that data is no longer available in the corresponding drop-down field for the selected contact. Ensure these fields display the correct data before you submit your form.

The screenshot shows a contact form titled "Selected Contact". The "Name" field contains "jacob extjohnson". The "Email" field is a drop-down menu with "jacob1@testmail.com" selected. A red box highlights the drop-down menu, and a red arrow points to the downward arrow icon. Below the drop-down menu, two email addresses are listed: "jacob1@testmail.com" and "jacob2@testmail.com". The "Telephone" field contains "(555) 111-9999". Below the "Email" field, there are tabs for "Emails", "Phone Numbers", and "Fax Num". The "Primary Email Address" field contains "jacob1@testmail.cor". Below that, there is an "Alternate Email Addresses" section with an "Add Email" button and a table with columns for edit, delete, and email address. The table contains one row with "jacob2@testmail.com".

Figure 3-60 Email Drop-Down Field after Deletion

Notes:

- You can continue to edit or delete contact data while the form is in Draft status.
- The PMD application does not have an “Undo” feature; changes must be manually reset during a session to default (or other) settings.
- Depending on monitor size and window size, you may need to use either the window scroll or pan bars to see all columns, function buttons, or fields.

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3.2.2.6 Deselecting a Contact

If you need to change the contact for your form, you must deselect the selected contact, then add a new one. To deselect a contact:

1. Under the Contact tab, click .

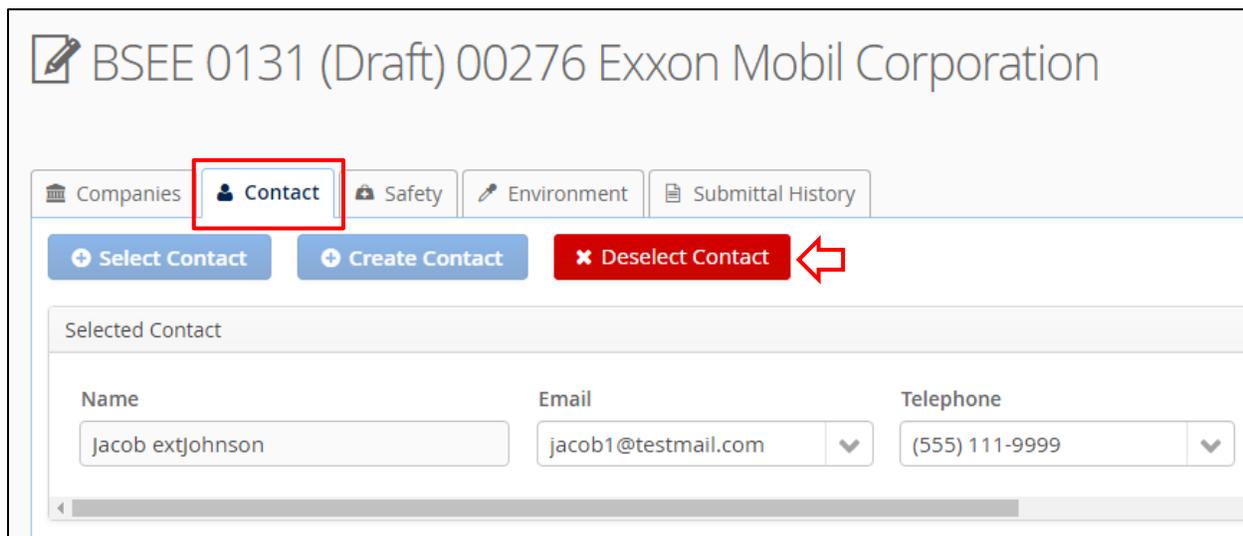


Figure 3-61 Delete Contact Button

2. A Confirmation dialog box opens. Click  to confirm the deletion.

Note: Click X or  to close the dialog box without taking action.

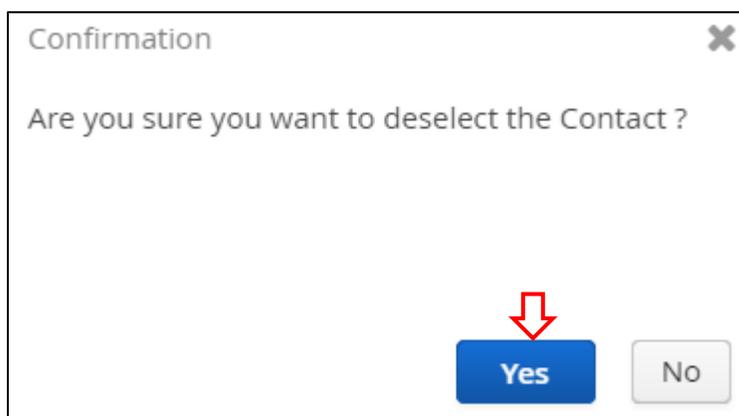
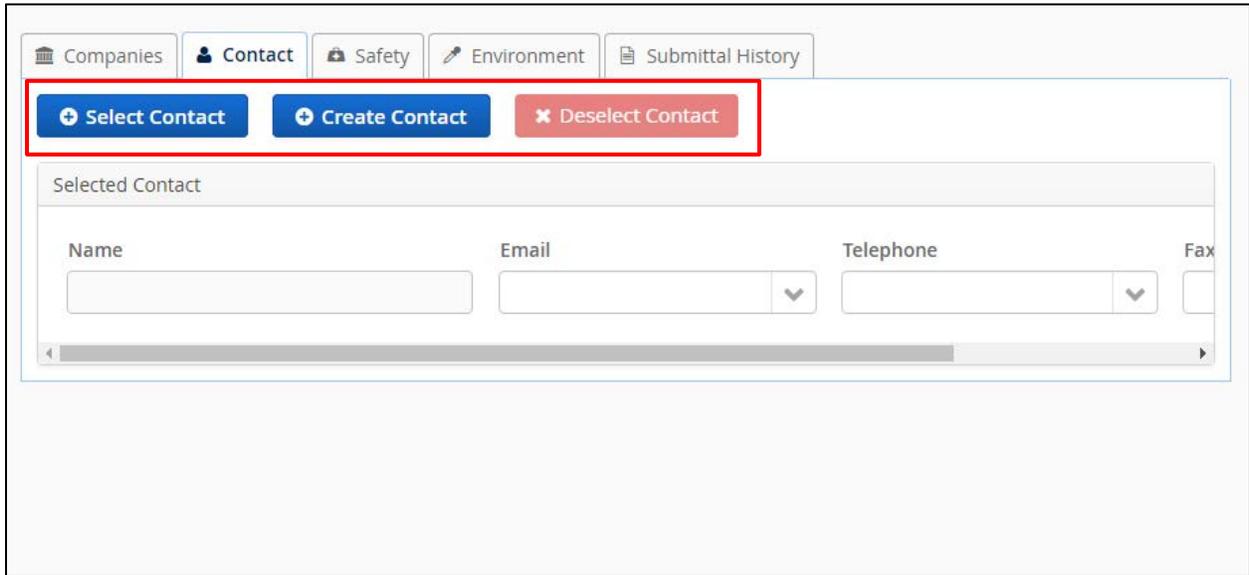


Figure 3-62 Confirmation Dialog Box to Delete a Contact

After you click :

- The contact's data is deleted from the Selected Contact fields.

- The Contact subtabs are no longer visible.
- The  and  buttons are reactivated, and the  button is deactivated.



The screenshot shows a web application interface with a top navigation bar containing tabs for 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. Below the navigation bar, there are three buttons: '+ Select Contact', '+ Create Contact', and 'x Deselect Contact'. These three buttons are enclosed in a red rectangular box. Below the buttons is a section titled 'Selected Contact' which contains four input fields: 'Name', 'Email', 'Telephone', and 'Fax'. Each field has a dropdown arrow on its right side. A horizontal scrollbar is visible at the bottom of the 'Selected Contact' section.

Figure 3-63 Contact Tab with Contact Deleted

Remember, your form must include a selected contact before you can submit. Repeat the steps in [Section 3.2.2.2 Selecting a Contact](#) to add a new contact.

Notes:

- Depending on monitor size and window size, you may need to use the window scroll or pan bars to see all columns, tabs, function buttons, or fields.
- The PMD application does not have an “Undo” feature; changes must be manually reset during a session to default (or other) settings.

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3.2.3 Safety Tab

The Safety tab is in the series of tabs at the top of a BSEE 0131 Form. Click  to open it.

Submit Delete Help

BSEE 0131 (Draft) 99999 Exploration Service, Inc.

Companies Contact **Safety** Environment Submittal History

Recordable Injuries / Illnesses Edit

EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1				1			
2				2			
3				3			

Figure 3-64 Safety Tab for Draft BSEE 0131 Form

You will use this tab to enter safety-related data for the calendar year.

The Safety tab contains a set of tables for each of the following categories:

- Recordable Injuries/Illnesses
- Days Away, Restricted, or Transferred (DART) Injuries/Illnesses
- Hours Worked

Companies		Contact		Safety		Environment		Submittal History	
									Edit
Recordable Injuries / Illnesses									
EMPLOYEES					CONTRACTORS				
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction		
1				1					
2				2					
3				3					
4				4					
DART Injuries / Illnesses									
EMPLOYEES					CONTRACTORS				
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction		
1				1					
2				2					
3				3					
4				4					
Hours Worked									
EMPLOYEES					CONTRACTORS				
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction		
1				1					
2				2					
3				3					
4				4					

Figure 3-65 Safety Tab; Table Categories

Each category breaks down data by:

- Your company employees and contractor employees (one table for each)
- Three areas of operation: Production, Drilling, and Construction (a column for each)
- The four quarters of the year (a row for each)

EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1				1			
2				2			
3				3			
4				4			

Figure 3-66 Safety Tab; Tables with Columns and Rows Highlighted

To add or edit safety data:

1. Click  Edit .

EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1				1			
2				2			
3				3			

Figure 3-67 Safety Tab; Edit Button

2. The BSEE 0131 - Safety Editor dialog box opens. It contains the same categories and table rows/columns as under the Safety tab.

BSEE 0131 - Safety Editor ↗ ✕

Recordable Injuries / Illnesses

EMPLOYEES				CONTRACTORS															
Production		Drilling		Construction		Production		Drilling		Construction									
1Qtr				1Qtr				2Qtr				3Qtr				4Qtr			

DART Injuries / Illnesses

EMPLOYEES				CONTRACTORS															
Production		Drilling		Construction		Production		Drilling		Construction									
1Qtr				1Qtr				2Qtr				3Qtr				4Qtr			

Hours Worked

EMPLOYEES				CONTRACTORS															
Production		Drilling		Construction		Production		Drilling		Construction									
1Qtr				1Qtr				2Qtr				3Qtr				4Qtr			

Save
Cancel

Figure 3-68 BSEE 0131 - Safety Editor Dialog Box

- To add data in a table, click in a table cell and enter a number.

Notes:

- You can only enter whole numbers (no decimals or fractions).
- 0 is a valid entry.
- For the Recordable Injuries / Illnesses and DART Injuries / Illnesses categories, enter the *total number of instances* for the quarter and area of operation.
- For the Hours Worked category, enter the *total number of hours* for the quarter and area of operation.
 - This value is the number of actual hours worked during the calendar year on the OCS by those production, drilling, or construction operations employees assigned to an operator's OCS locations. Transportation contractor hours worked should include all time worked regardless of location (excluding office staff and management), but should be allocated among multiple operators (if the services are shared), and distributed amongst the aforementioned areas of operation. Do not include hours for which the employee is off-work or sleeping. Therefore, record hours on a 24-hour basis only in the unusual event that an employee works through a full day. The number should account for the submitting company plus any associated companies.
- You can proceed to the next cell by pressing TAB or clicking within the cell.
- To delete or edit data in a cell, simply click in the cell and delete or enter new data in the cell.

BSEE 0131 - Safety Editor ↗ ✕

Recordable Injuries / Illnesses

	EMPLOYEES			CONTRACTORS		
	Production	Drilling	Construction	Production	Drilling	Construction
1Qtr	25 ↩					
2Qtr						
3Qtr						
4Qtr						

DART Injuries / Illnesses

Figure 3-69 BSEE 0131 - Safety Editor Dialog Box; Entering Data in Table Cell

Note: As you enter data, ensure you are in the correct cell. For example, to enter the total number of hours that contractors worked on construction tasks in the second quarter, click the cell that is in the:

- Hours Worked category
- Contractors table
- Construction column
- 2QTR row

BSEE 0131 - Safety Editor

Recordable Injuries / Illnesses

EMPLOYEES			CONTRACTORS		
Production	Drilling	Construction	Production	Drilling	Construction
1Qtr			1Qtr		
2Qtr			2Qtr		
3Qtr			3Qtr		
4Qtr			4Qtr		

DART Injuries / Illnesses

EMPLOYEES			CONTRACTORS		
Production	Drilling	Construction	Production	Drilling	Construction
1Qtr			1Qtr		
2Qtr			2Qtr		
3Qtr			3Qtr		
4Qtr			4Qtr		

⇒ Hours Worked

EMPLOYEES			CONTRACTORS		
Production	Drilling	Construction	Production	Drilling	Construction
1Qtr			1Qtr		
2Qtr			2Qtr		50
3Qtr			3Qtr		
4Qtr			4Qtr		

Save **Cancel**

Figure 3-70 BSEE 0131 - Safety Editor Dialog Box; Locating Correct Table/Cell

3. Complete all the entries you need to make, then click **Save**.

Notes:

- The  button activates after you enter a number in at least one cell.
- You do not have to enter data in all cells to save. However, you must complete all cells before you can submit your form.
- If you attempt to submit your form without completing all required fields, you will receive an error message (see [Section 3.4 Submitting a BSEE 0131 Form](#)). Remember, if there are no instances/hours to record, enter “0” in the cell; do not leave the cell blank.
- Click X or  to close the dialog box without taking action.

BSEE 0131 - Safety Editor

Recordable Injuries / Illnesses

EMPLOYEES				CONTRACTORS			
	Production	Drilling	Construction		Production	Drilling	Construction
1Qtr	0	1	2	1Qtr	8	16	15
2Qtr	2	1	1	2Qtr	11	15	15
3Qtr	4	0	7	3Qtr	4	20	10
4Qtr	1	2	3	4Qtr	4	9	4

DART Injuries / Illnesses

EMPLOYEES				CONTRACTORS			
	Production	Drilling	Construction		Production	Drilling	Construction
1Qtr	0	1	1	1Qtr	0	14	11
2Qtr	0	0	0	2Qtr	3	12	12
3Qtr	2	0	5	3Qtr	3	15	7
4Qtr	1	1	1	4Qtr	4	6	3

Hours Worked

EMPLOYEES				CONTRACTORS			
	Production	Drilling	Construction		Production	Drilling	Construction
1Qtr	20,958	0	6,878	1Qtr	28,698	52,356	18,365
2Qtr	18,555	0	4,687	2Qtr	40,158	50,558	15,698
3Qtr	22,456	0	10,004	3Qtr	39,587	68,121	33,579
4Qtr	20,521	0	5,042	4Qtr	26,793	4,805	17,969

Figure 3-71 BSEE 0131 - Safety Editor Dialog Box with Sample Data Entered; Save Button

After you click , the fields are updated under the Safety tab.

Companies		Contact		Safety		Environment	
 Edit							
Recordable Injuries / Illnesses							
EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1	0	1	2	1	8	16	15
2	2	1	1	2	11	15	15
3	4	0	7	3	4	20	10
4	1	2	3	4	4	9	4
DART Injuries / Illnesses							
EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1	0	1	1	1	0	14	11
2	0	0	0	2	3	12	12
3	2	0	5	3	3	15	7
4	1	1	1	4	4	6	3
Hours Worked							
EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1	20,958	0	6,878	1	28,698	52,356	18,365
2	18,555	0	4,687	2	40,158	50,558	15,698
3	22,456	0	10,004	3	39,587	68,121	33,579
4	20,521	0	5,042	4	26,793	4,805	17,969

Figure 3-72 Safety Tab; Tables Updated with Sample Data

You can continue to add and edit safety data while the form is in Draft status.

Notes:

- Depending on monitor size and window size, you may need to use the window scroll or pan bars to see all columns, tabs, function buttons, or fields.
- The PMD application does not have an “Undo” feature; changes must be manually reset during a session to default (or other) settings.

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3.2.4 Environment Tab

The Environment tab is in the series of tabs at the top of a BSEE 0131 Form. Click

 to open it.

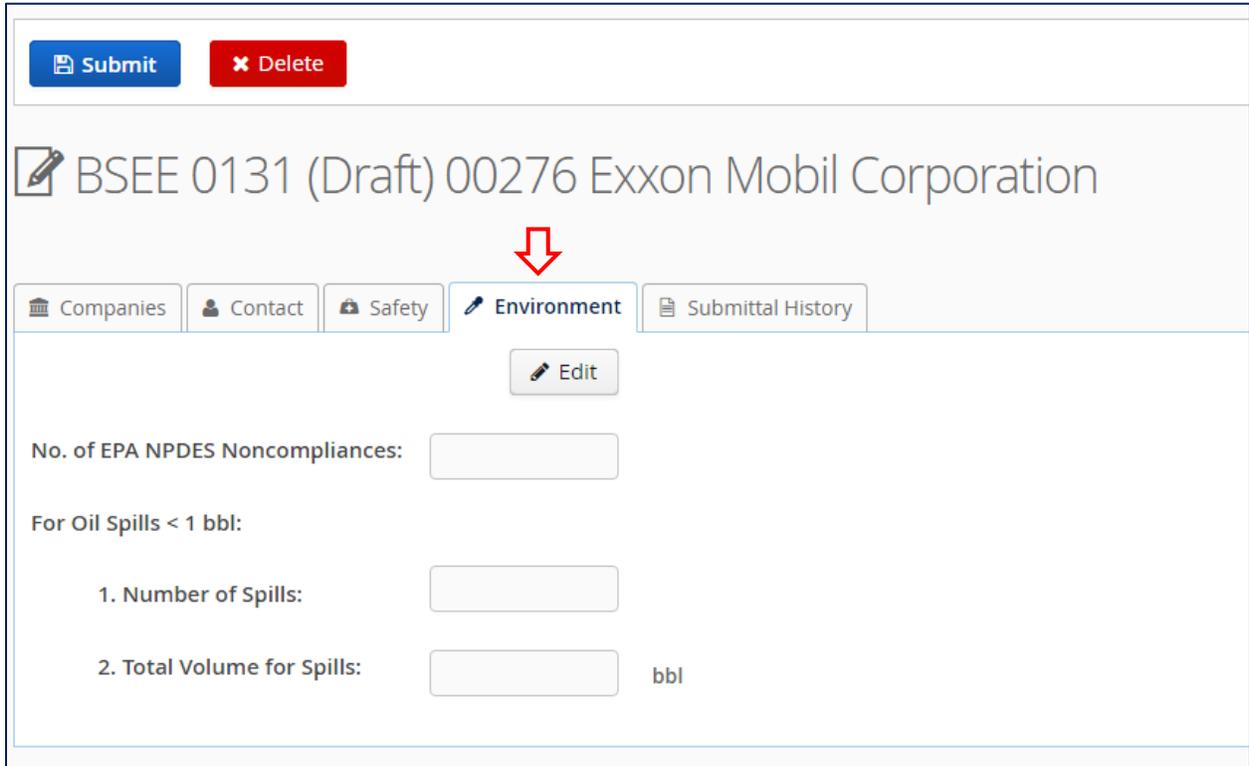


Figure 3-73 Environment Tab for Draft BSEE 0131 Form

You will use this tab to enter data for National Pollutant Discharge Elimination System (NPDES) noncompliances and oil spills (less than 1 barrel) that occurred during the calendar year.

To add or edit environmental data:

1. Click  .

Companies Contact Safety **Environment** Submittal History

Edit

No. of EPA NPDES Noncompliances:

For Oil Spills < 1 bbl:

1. Number of Spills:

2. Total Volume for Spills: bbl

Figure 3-74 Environment Tab; Edit Button

2. The BSEE 0131 – Environment Editor dialog box appears. Enter the total number of EPA noncompliances experienced by the operating company(ies) in the selected region during the calendar year.

Notes:

- If there were no noncompliances, enter 0.
- Entries must be whole numbers (no decimals or fractions).

BSEE 0131 - Environment Editor

No. EPA NonCompliances: 2

Number of Spills:

Total Volume for Spills:

Save Cancel

Figure 3-75 BSEE 0131 – Environment Editor Dialog Box; No. EPA NonCompliances Field

3. Enter the number of oil spills (less than 1 bbl).

Notes:

- Count every occurrence of a spill less than 1 bbl and tally that sum.
- Do not include oil spills greater than 1 bbl.
- If there were no oil spills less than 1 bbl, enter 0.
- Entries must be whole numbers (no decimals or fractions).



A screenshot of a dialog box with a label 'Number of Spills:' and a text input field containing the number '12'. A red arrow points to the input field.

Figure 3-76 BSEE 0131 – Environment Editor Dialog Box; Number of Spills Field

4. Enter the total volume (in bbl) of all oil spills less than 1 bbl.

Notes:

- For each individual spill (less than 1 bbl), estimate the volume of oil lost. Then, sum the estimates for each spill and enter the total amount of oil lost (in bbls).
- If an oil spill was greater than 1 bbl, do not include it in the calculation.
- Decimals are allowed for this field. You can enter up to 6 decimal points. If you enter additional decimal points, the system will round the number to the sixth decimal.
- The total volume must be less than or equal to the number of spills.



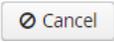
A screenshot of a dialog box with a label 'Total Volume for Spills:' and a text input field containing the value '5.123456'. A red arrow points to the input field.

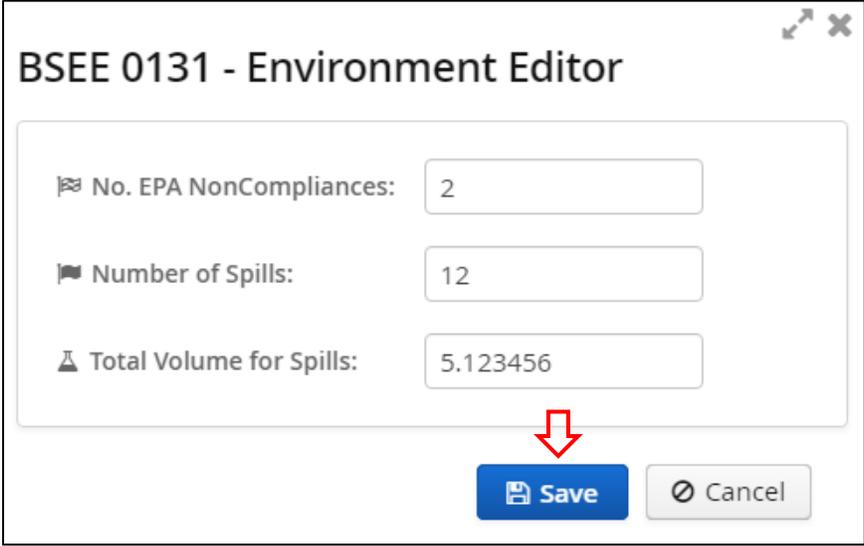
Figure 3-77 BSEE 0131 – Environment Editor Dialog Box; Total Volume for Spills Field

5. After you enter the data, click .

Notes:

- You do not have to complete all fields to save. However, you must complete all fields before you can submit your form.

- If you attempt to submit your form without completing all required fields, you will receive an error message (see [Section 3.4 Submitting a BSEE 0131 Form](#)). Remember, if there is no data to record in a cell, enter “0”; do not leave the cell blank.
- Click X or  to close the dialog box without taking action.



BSEE 0131 - Environment Editor

No. EPA NonCompliances:

Number of Spills:

Total Volume for Spills:

Figure 3-78 BSEE 0131 – Environment Editor Dialog Box with Sample Date Entered; Save Button

Note: To save your data, the value in the Total Volume for Spills field must be less than or equal to the value in the Number of Spills field. If this condition is not met, an error message appears when you click .

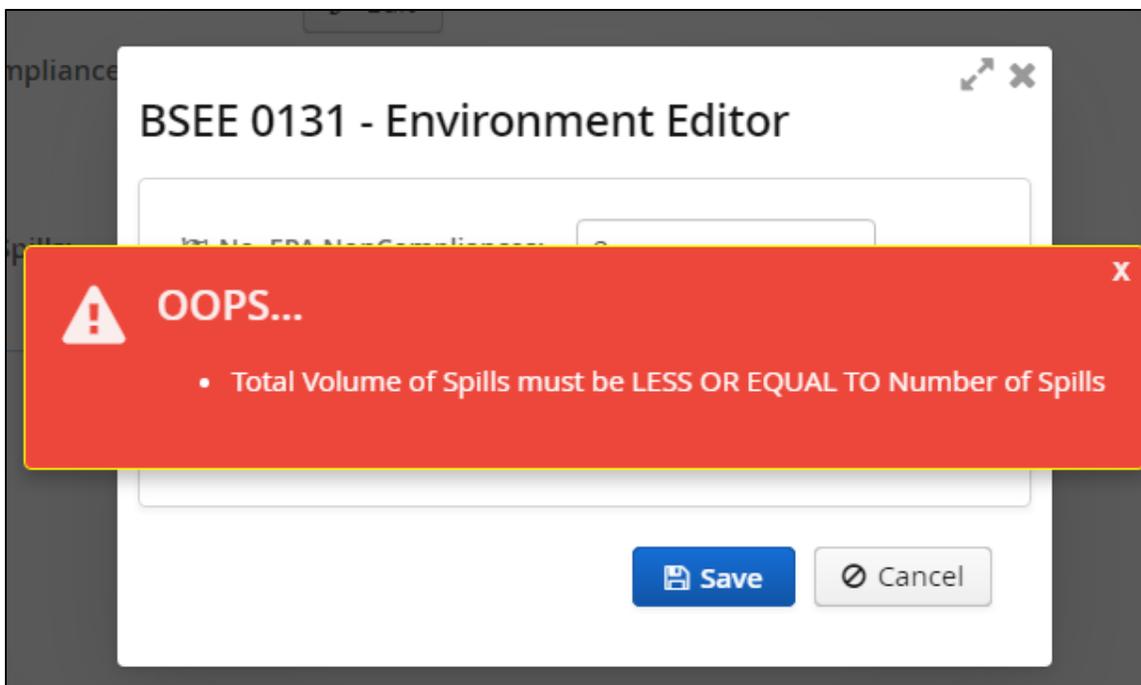


Figure 3-79 BSEE 0131 – Environment Editor Dialog Box; Error Message

If you see this error message, click the message to close it. Edit the fields as needed, then click  Save to save your data.

After you successfully save the data, the fields are updated under the Environment tab.

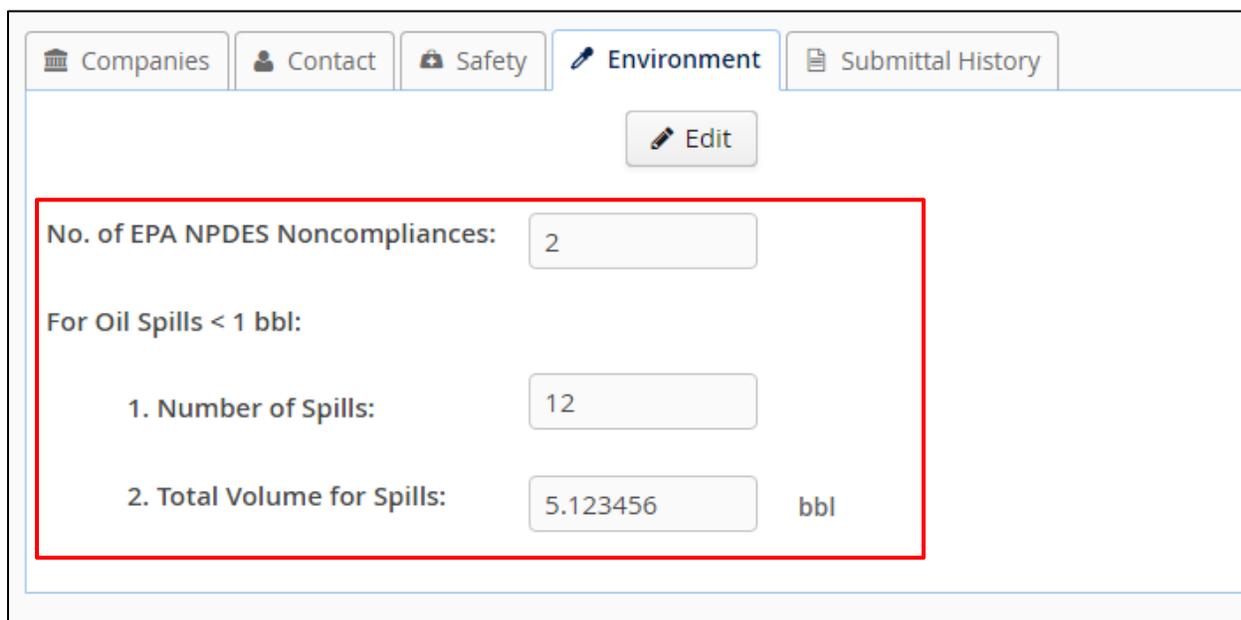


Figure 3-80 Environment Tab; Updated Fields

You can continue to add and edit environmental data while your form is in Draft status.

Notes:

- Depending on monitor size and window size, you may need to use the window scroll or pan bars to see all columns, tabs, function buttons, or fields.
- The PMD application does not have an “Undo” feature; changes must be manually reset during a session to default (or other) settings.

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3.3 Deleting a BSEE 0131 Form

You can delete a draft BSEE 0131 Form at any time and from any tab.

Note: You cannot delete a form that has any status other than Draft.

To delete a form:

1. At the top of the form, click  .

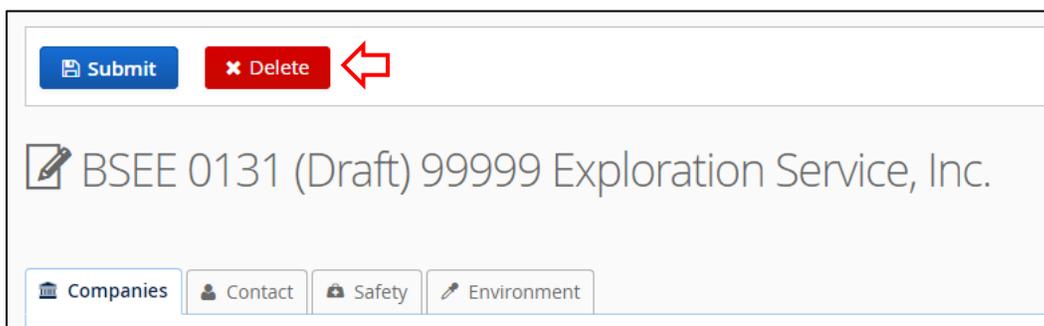


Figure 3-81 Draft BSEE 0131 Form; Delete Button

2. A Confirmation dialog box opens. Click  to delete the draft form.

Note: Click X or  to close the dialog box without taking action.

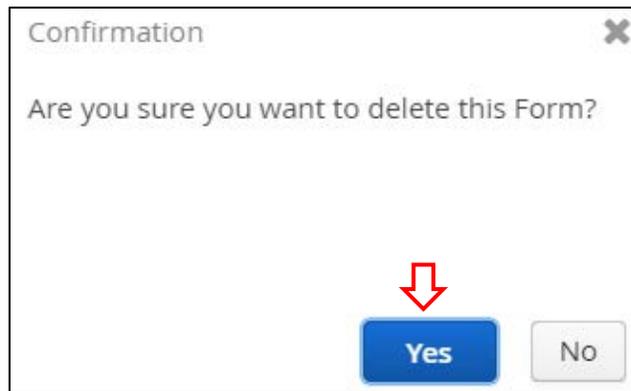


Figure 3-82 Confirmation Dialog Box to Delete a Draft Form

After you click , you are redirected to the BSEE 0131 List page. The draft form is deleted from the PMD application and is no longer accessible. Be aware that deleting your draft form will delete all associated data you have added including Safety and Environment data.

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3.4 Submitting a BSEE 0131 Form

This section assumes you have created a BSEE 0131 Form (see [Section 3.1 Creating a New BSEE 0131 Form](#)) and have performed the steps to complete the form (see [Section 3.2 Completing a BSEE 0131 Form](#)).

When you have finished adding data to your draft form, reviewing it for accuracy and completeness, and editing as needed, you are now ready to submit it for review and acceptance.

To submit a BSEE 0131 Form:

1. At the top of the form, click .

Note: The  button is visible from any tab.

Submit **Delete**

BSEE 0131 (Draft) 00276 Exxon Mobil Corporation

Companies **Contact** **Safety** **Environment** **Submittal History** **Edit**

Region Year Date

Gulf of Mexico Region 2017 10/27/2017

Submitting Company

Co. Code	Company Name
00276	Exxon Mobil Corporation

Associated Companies (Include data for any associated companies in this form submission)

Figure 3-83 Submit Button for Draft BSEE 0131 Form\

3. A Confirmation dialog box opens. Click **Yes** to confirm the submission.

Note: Click X or **No** to close the dialog box without submitting.

Confirmation **X**

Are you sure you want to submit ?

Yes **No**

Figure 3-84 Confirmation Dialog Box to Submit BSEE 0131 Form

4. When you click , the system checks if you have entered all required data.
- If you have not completed all requirements for the form, an error message appears. You must complete the requirements in the message before the system will allow you to submit. Click the error message to close it.

Note: Remember, no blank fields are allowed under the Safety and Environment tabs. If the correct data is “zero,” enter 0, do not leave any cells blank. See Sections [3.2.3 Safety Tab](#) and [3.2.4 Environment Tab](#) for more information.



Figure 3-85 Error Message – Additional Items Required before Submitting

- If you have completed all requirements for the form, then after you click you are redirected to the BSEE 0131 List page. Your form is displayed in the grid.

Note: The Status is now Submitted.

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region
30840883	2017	Submitted	00276	Exxon Mobil Corporation	Gulf of M
30687024	2016	Completed	00276	Exxon Mobil Corporation	Pacific R
30686994	2016	Completed	00276	Exxon Mobil Corporation	Gulf of M
30684479	2015	Completed	00276	Exxon Mobil Corporation	Pacific R
30684449	2015	Completed	00276	Exxon Mobil Corporation	Gulf of M
30681787	2014	Completed	00276	Exxon Mobil Corporation	Pacific R

Figure 3-86 BSEE 0131 List Page; Form in Submitted Status

You can click the blue submittal ID link to open your form.

ID	Year	Status	Co. Code	Company Name
30840883	2017	Submitted	00276	Exxon Mobil Corporation

Figure 3-87 Form ID Number; Form in Submitted Status

The page title indicates the Submitted status. Your form is now read-only. You cannot edit form data when the form is in Submitted status.

Note: There is an option to recall a form to Draft status before it goes to Review status. See [Section 4.3 Recalling a Submitted or Resubmitted BSEE 0131 Form](#) for more information.

The screenshot shows a web interface for a BSEE form. At the top left is a 'Recall' button. The main title is 'BSEE 0131 (Submitted) 00276 Exxon Mobil C', with '(Submitted)' highlighted in a red box. Below the title are navigation tabs: 'Companies', 'Contact', 'Safety', 'Environment', and 'Submittal History'. An 'Edit' button is highlighted in a red box. The form fields include 'Region' (Gulf of Mexico Region), 'Year' (2017), and 'Date' (12/01/2017). Below these is a 'Submitting Company' section with a table for 'Co. Code' and 'Company Name'.

Figure 3-88 BSEE 0131 Form Title for Form in Submitted Status

After you submit a form, the system notifies BSEE of the submission. A BSEE reviewer will then review the form.

Notes:

- When an Internal reviewer starts the review of the form, the status will update to Review. Once in Review status, the Recall option will no longer be available.
- The system will send an email to the form's selected contact when a BSEE reviewer does any of the following:
 - Accepts your form
 - Returns the form for rework
 - Cancels the form (if the Reviewer determines it is not needed)

In addition, you can always check the status of your form on the BSSEE List page.

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4.0 Working with Forms after Submission

This section and all of its subsections assume you have performed all tasks in [Section 3.0 Creating, Completing, and Submitting a BSEE 0131 Form](#).

In this section, we will discuss the tasks you may perform after you submit a BSEE 0131 Form, including reworking, revising, and recalling forms and viewing a form's submittal history.

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4.1 Reworking a Returned BSEE 0131 Form

After you submit a BSEE 0131 Form, an Internal reviewer may return the form so you can make changes. If a reviewer returns a form, the form's selected contact will receive an email notification.

To rework a returned BSEE 0131 Form:

1. From the BSEE 0131 List page, click the ID number for the form you need to rework.

Note: The form status is Returned.

TIMS Web PMD
v. 1.1.5.85

o-extjohnj
Exxon Mobil Corporation (00276)

BSEE
Bureau of Safety and Environmental Enforcement

BSEE 0131 List

Create New Form

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	R
<input type="text" value="contains..."/>	<input type="text" value="cont:"/>	<input type="text" value="contains..."/>	<input type="text" value="contain"/>	<input type="text" value="contains..."/>	<input type="text" value=""/>
72767484	2017	Returned	00276	Exxon Mobil	A
72767277	2017	Returned	00276	Exxon Mobil	P
72681164	2017	Returned	00276	Exxon Mobil	G
72417411	2016	Completed	00276	Exxon Mobil	P

Figure 4-1 BSEE 0131 List Page; Function to Open a Returned Form

2. The BSEE 0131 Form opens. Under the Companies tab, read the External Remarks at the bottom of the page. This field now displays comments entered by the Internal reviewer and should inform you of the changes you need to make on the form.

Note: In Returned status, the form is read-only.

↻ Rework

✎ BSEE 0131 (Returned) 00276 Exxon Mobil

🏢 **Companies**

👤 Contact

🔒 Safety

✍️ Environment

📄 Submittal History

✎ Edit

Region	Year	Date
Pacific Region	2017	11/02/2017

Submitting Company

Co. Code	Company Name
00276	Exxon Mobil Corporation

Associated Companies (Include data for any associated companies in this form submission)

Co. Code	Company Name
00665	A Ruddy Petina Oil Company
02686	A&T OFFSHORE VENTURES, INC.
99999	Exploration Service, Inc.

External Remarks

Make changes A, B, and C on the form, then resubmit.

Figure 4-2 Returned BSEE 0131 Form; External Remarks Field

- When you are ready to rework the form, click  at the top of the page.

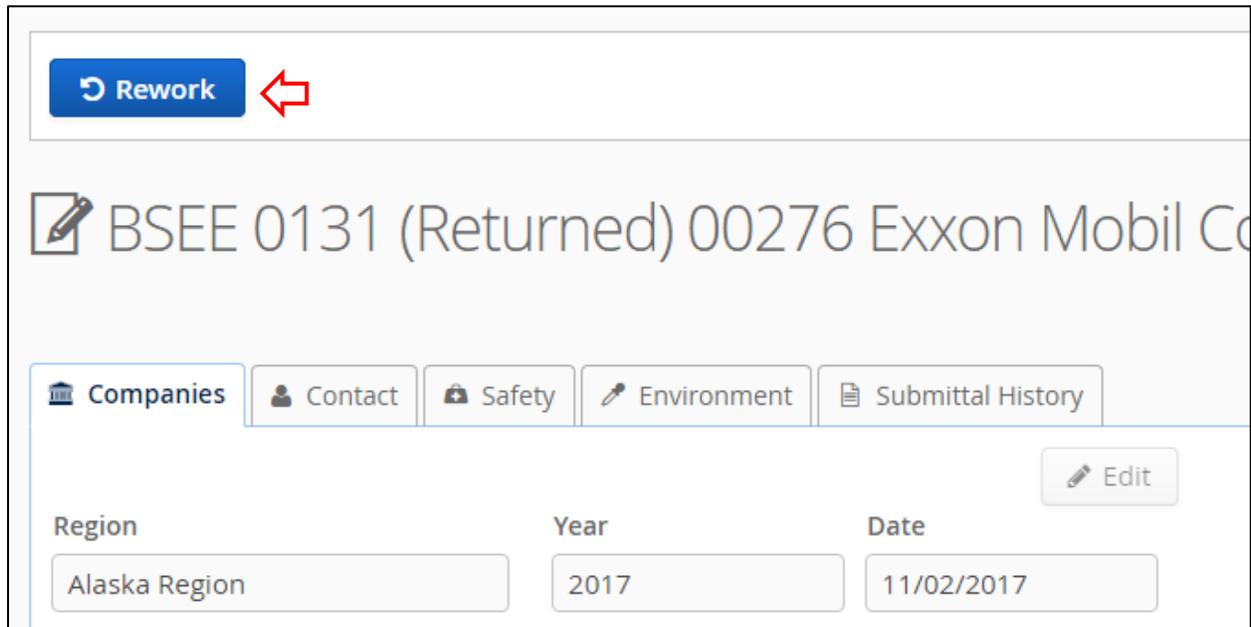


Figure 4-3 Returned BSEE 0131 Form; Rework Button

- A Confirmation Dialog box opens. Click  to begin reworking the form.

Note: Click X or  to close the dialog box without taking action.

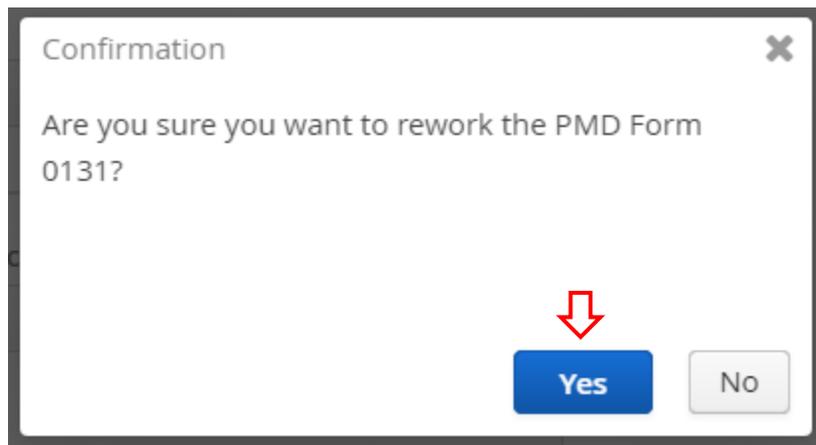


Figure 4-4 Confirmation Dialog Box to Rework a Returned Form

- After you click **Yes**, the form status changes from Returned to Rework. The form is now editable and has the same functionality as a form in Draft status. Make any changes under any of the tabs.

Notes:

- See [Section 3.2 Completing a BSEE 0131 Form](#) for more information about adding and editing data on a BSEE 0131 Form.
- You cannot delete a form in Rework status.

Resubmit

BSEE 0131 (Rework) 00276 Exxon Mobil Corporation

Companies Contact Safety Environment Submittal History

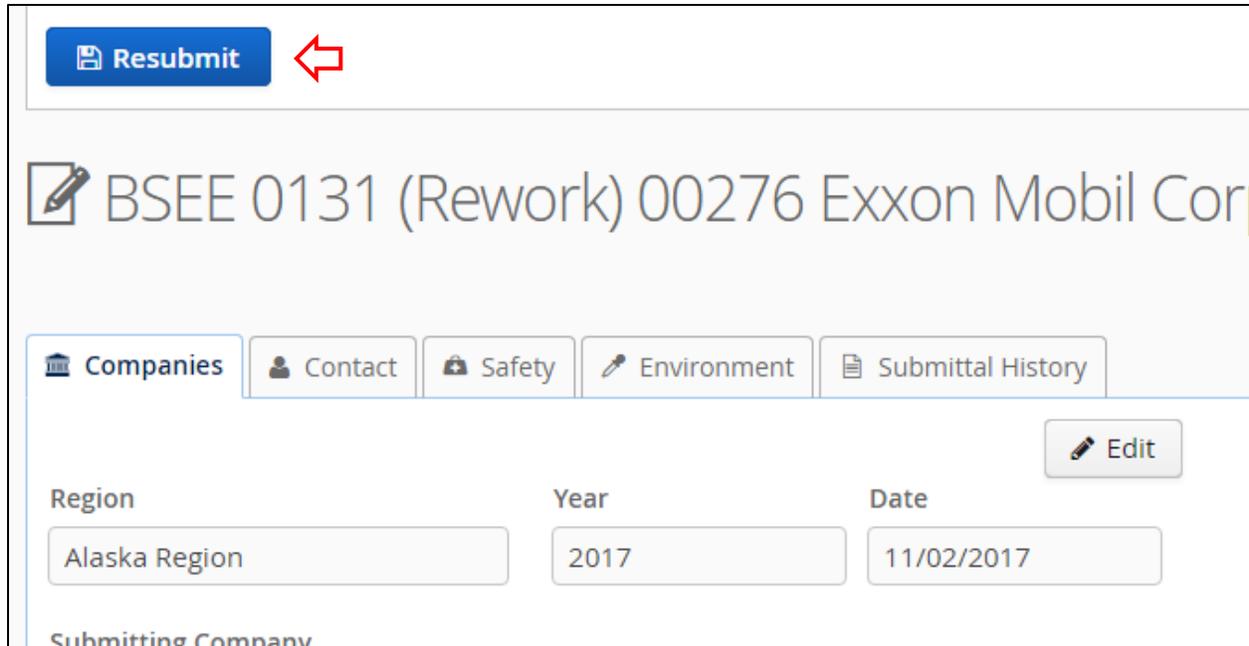
Edit

Recordable Injuries / Illnesses

EMPLOYEES				CONTRACTORS			
Qtr	Production	Drilling	Construction	Qtr	Production	Drilling	Construction
1	1	1	1	1	2	2	2
2	1	1	1	2	2	2	2
3	1	1	1	3	2	2	2
4	1	1	1	4	2	2	2

Figure 4-5 BSEE 0131 Form in Rework Status; Editing Functionality Reactivated

- When you are ready to resubmit the form, click **Resubmit** at the top of the page.



Resubmit

BSEE 0131 (Rework) 00276 Exxon Mobil Cor

Companies Contact Safety Environment Submittal History

Edit

Region Year Date

Alaska Region 2017 11/02/2017

Submitting Company

Figure 4-6 BSEE 0131 Form in Rework Status; Resubmit Button

7. A Confirmation dialog box opens. Click to resubmit the form.

Note: Click X or to close the dialog box without taking action.

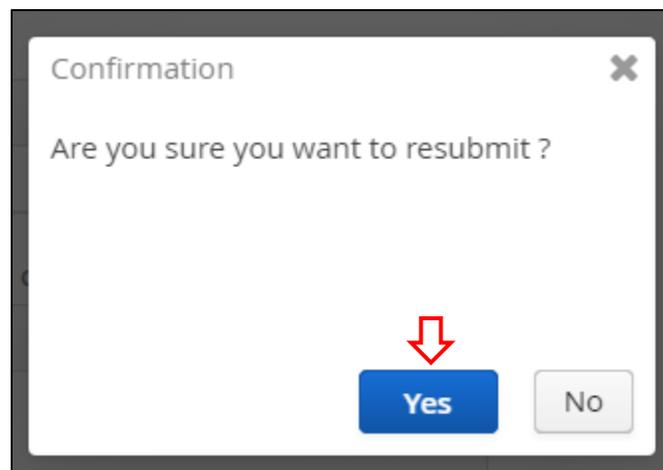


Figure 4-7 Confirmation Dialog Box to Resubmit a Form

After you click **Yes**, the view returns to the BSEE 0131 List page. The form is now in Resubmit status and is read-only.

The screenshot shows the BSEE 0131 List page. At the top left, there is a button labeled "Create New Form". Below it, the page title "BSEE 0131 List" is displayed with a pencil icon. A table with the following columns is shown: ID, Year, Status, Co. Code, Company Name, and Region. The table contains several rows of data. The row with ID 72767484, Year 2017, and Status Resubmit is highlighted with a red rectangular box. Other rows include IDs 72767277 (Rework), 72681164 (Returned), 72417411 (Completed), and 72417382 (Completed).

ID	Year	Status	Co. Code	Company Name	Region
72767484	2017	Resubmit	00276	Exxon Mobil Corporation	Alaska Region
72767277	2017	Rework	00276	Exxon Mobil Corporation	Pacific Region
72681164	2017	Returned	00276	Exxon Mobil Corporation	Gulf of Mexico
72417411	2016	Completed	00276	Exxon Mobil Corporation	Pacific Region
72417382	2016	Completed	00276	Exxon Mobil Corporation	Gulf of Mexico

Figure 4-8 BSEE 0131 List Page; Form in Resubmit Status

Note: There is an option to recall a form to Rework status before it goes to Review status. See [Section 4.3 Recalling a Submitted or Resubmitted BSEE 0131 Form](#) for more information.

After you resubmit a form, the system notifies BSEE of the resubmission. A BSEE reviewer will then restart the review of the form.

Notes:

- When the Internal reviewer restarts the review of the form, the status will update to Review. Once in Review status, the Recall option will no longer be available.
- The system will send an email to the form’s selected contact when a BSEE reviewer does any of the following:
 - Accepts the form
 - Returns the form to you to rework again
 - Cancels the form (if the Reviewer determines it is not needed)

- See [Section 1.3 Workflow of a BSEE 0131 Form](#) for more information about form statuses and workflow.

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4.2 Revising an Accepted BSEE 0131 Form

In some circumstances, you may need to make changes to a form that BSEE has already accepted. The PMD application provides an option for you to revise a BSEE 0131 Form with a status of Accepted.

To revise an accepted BSEE 0131 Form:

1. From the BSEE 0131 List page, click the ID number of the form you need to revise.

Note: The status of the form must be Accepted for you to revise it.

BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region	Creator
72681164	2017	Accepted	00276	Exxon Mobil Corporation	Gulf of Mexico	o-extjohnj
72417411	2016	Completed	00276	Exxon Mobil Corporation	Pacific Region	NCISTABS
72417382	2016	Completed	00276	Exxon Mobil Corporation	Gulf of Mexico	NCISTABS
72414952	2015	Completed	00276	Exxon Mobil Corporation	Pacific Region	NCISTABS
72414923	2015	Completed	00276	Exxon Mobil Corporation	Gulf of Mexico	NCISTABS
72412360	2014	Completed	00276	Exxon Mobil Corporation	Pacific Region	NCISTABS

Figure 4-9 BSEE 0131 List Page; Action to Select an Accepted Form

2. The form opens. Click  at the top of the page.

Revise ↩

BSEE 0131 (Accepted) 00276 Exxon Mobil Corporation

Companies | **Contact** | **Safety** | **Environment** | **Submittal History** | **Edit**

Region | **Year** | **Date**

Gulf of Mexico Region | 2017 | 10/27/2017

Submitting Company

Co. Code | Company Name

Figure 4-10 BSEE 0131 Form (Accepted); Revise Button

3. A Confirmation dialog box opens. Click **Yes** to change the form status from Accepted to Revision.

Note: Click X or **No** to close the dialog box without taking action.

Confirmation ✕

Are you sure you want to revise the PMD Form 0131 after it has been Accepted?

Yes **No**

Figure 4-11 Confirmation Dialog Box to Revise Accepted Form

4. After you click **Yes**, the form status changes from Accepted to Revision. You can now edit the form. Make the needed changes under any tabs.

Note:

- The functionality of a form in Revision status is the same as Draft status. See [Section 3.2 Completing a BSEE 0131 Form](#) for information on editing data under each of the BSEE 0131 Form's tabs.
- You cannot delete a form in Revision status.

Submit

BSEE 0131 (Revision) 00276 Exxon Mobil Corporation

Companies Contact Safety Environment Submittal History

Edit

Region	Year	Date
Gulf of Mexico Region	2017	10/27/2017

Submitting Company

Co. Code	Company Name
00276	Exxon Mobil Corporation

Associated Companies (Include data for any associated companies in this form submission)

Co. Code	Company Name
----------	--------------

Figure 4-12 BSEE 0131 Form (Revision)

5. After you make all necessary revisions, click  at the top of the page.

Note: The  button is visible from every tab.

Submit

BSEE 0131 (Revision) 00276 Exxon Mobil

Companies Contact Safety Environment Submittal History

Edit

Region Year Date

Gulf of Mexico Region 2017 10/27/2017

Submitting Company

Co. Code Company Name

Figure 4-13 Action to Submit a BSEE 0131 Form (Revision)

6. A Confirmation dialog box opens. Click to submit the form.

Note: Click X or to close the dialog box without taking action.

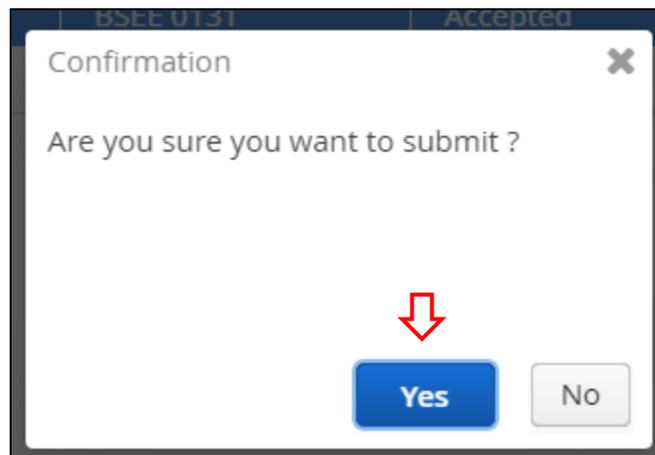


Figure 4-14 Confirmation Dialog Box to Submit a Form in Revision Status

3. After you click , the BSEE – Remarks Editor dialog box opens. In the External Remarks field, describe the revisions you made on the form and/or the reason you revised the form, then click .

Notes:

- If there are existing remarks in the field, you can leave them in the field or delete them.
- Click X or  to close the dialog box without taking action.

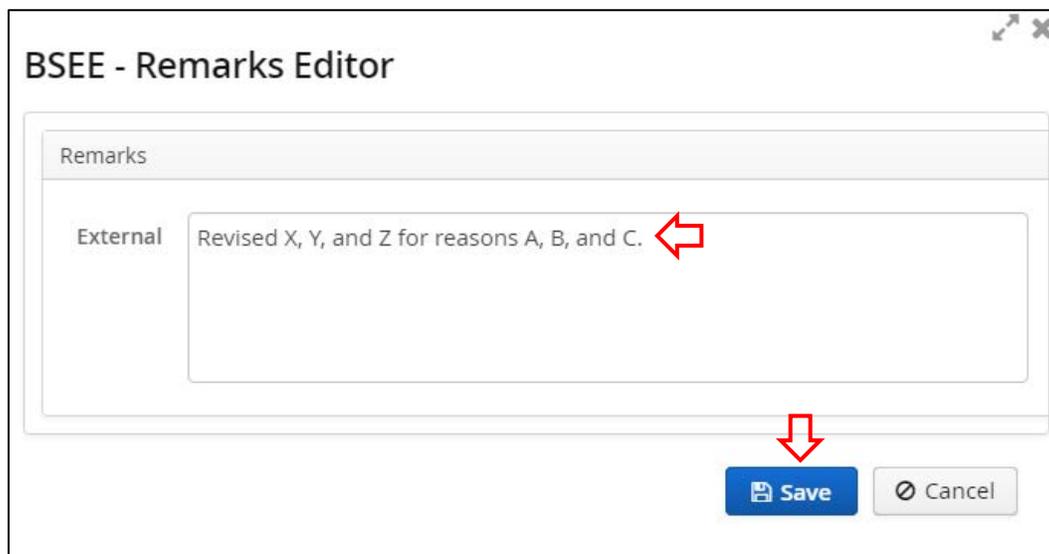
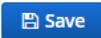


Figure 4-15 BSEE – Remarks Editor Dialog Box

After you click , the view returns to the BSEE 0131 List page. The form status is now Submitted. It is read-only and awaiting review by an Internal User.

 BSEE 0131 List

ID	Year	Status	Co. Code	Company Name	Region
<input type="text" value="contains..."/>	<input type="text" value="contain:"/>	<input type="text" value="contains..."/>	<input type="text" value="contain"/>	<input type="text" value="contains..."/>	<input type="text" value="conta"/>
72681164	2017	Submitted	00276	Exxon Mobil Corporation	Gulf c
72417411	2016	Completed	00276	Exxon Mobil Corporation	Pacifi
72417382	2016	Completed	00276	Exxon Mobil Corporation	Gulf c
72414952	2015	Completed	00276	Exxon Mobil Corporation	Pacifi
72414923	2015	Completed	00276	Exxon Mobil Corporation	Gulf c
72412360	2014	Completed	00276	Exxon Mobil Corporation	Pacifi
72409655	2013	Completed	00039	ExxonMobil Oil Corporation	Pacifi

While the form is in Submitted status, you can recall it to Revision status if you need to make additional changes. See [Section 4.3 Recalling a Submitted or Resubmitted BSEE 0131 Form](#) for more information.

Notes:

- When the Internal reviewer restarts the review of the form, the status will update to Review. Once in Review status, the Recall option will no longer be available.
- The system will send an email to the form's selected contact when a BSEE reviewer does any of the following:
 - Accepts the form
 - Returns the form to you to rework
 - Cancels the form (if the Reviewer determines it is not needed)
- See [Section 1.3 Workflow of a BSEE 0131 Form](#) for more information about form statuses and workflow).

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4.3 Recalling a Submitted or Resubmitted BSEE 0131 Form

If you have submitted or resubmitted a BSEE 0131 Form – and BSEE has not yet started its Review of the form – you can recall the form if you need to make changes. After you recall a form, you can edit it, then submit or resubmit it again.

The following describes when you can recall a BSEE 0131 Form:

- After you submit a draft form, you can recall it from Submitted status back to Draft status.
- After you rework and then resubmit a form that BSEE returned to you, you can recall it from Resubmit status back to Rework status.
- After you revise and then submit an Accepted form, you can recall it from Submitted status back to Revision status.

Note: In any case, once a form changes to Review status, you can no longer recall it.

Figure 4-16 illustrates the BSEE 0131 Form workflow and highlights the statuses you can recall *from* and *to*.

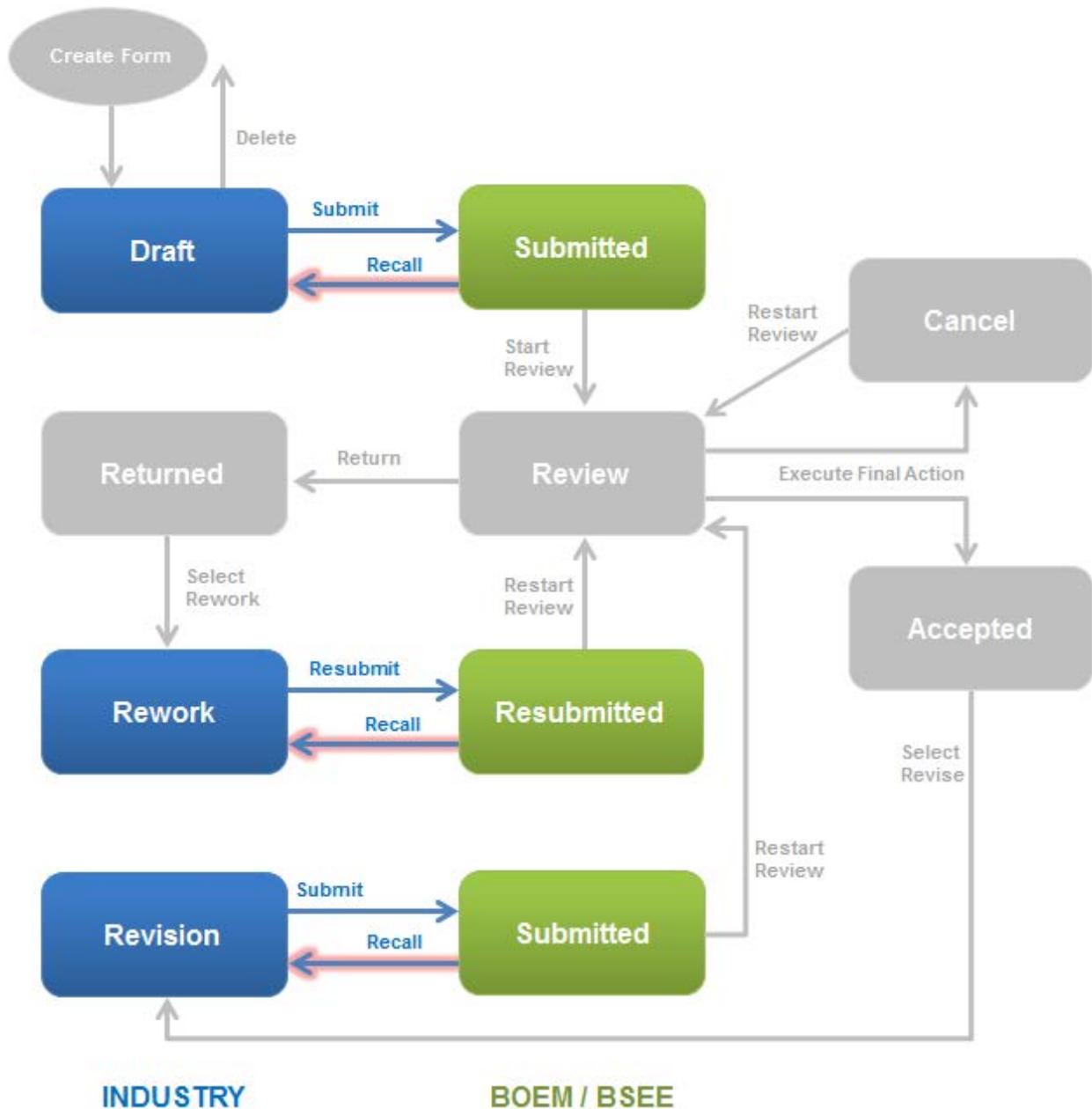


Figure 4-16 BSEE 0131 Form Workflow; Recall Options Highlighted

To recall a submitted or resubmitted form:

1. From the BSEE 0131 List page, click the ID number for the form you need to recall.

Note: Ensure the form status is Submitted or Resubmit. If the status is Review, you can no longer recall it.

ID	Year	Status	Co. ... ^	Company Name
contains...	contain:	contains...	contain	contains...
72681164	2017	Submitted	00276	Exxon Mobil Corporation
72417411	2016	Completed	00276	Exxon Mobil Corporation

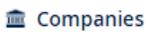
Figure 4-17 BSEE 0131 List Page; Function to Open Submitted Form

2. The form opens. Click  at the top of the page.

Note: The  button is visible from any tab.

BSEE 0131 (Submitted) 00276 Exxon Mobil Corporation



Region: Gulf of Mexico Region Year: 2017 Date: 10/27/2017

Submitting Company

Co. Code	Company Name
----------	--------------

Figure 4-18 BSEE 0131 Form; Recall Button

3. A Confirmation Dialog Box opens. Click  to recall the form.

Note: Click X or  to close the dialog box without taking action.

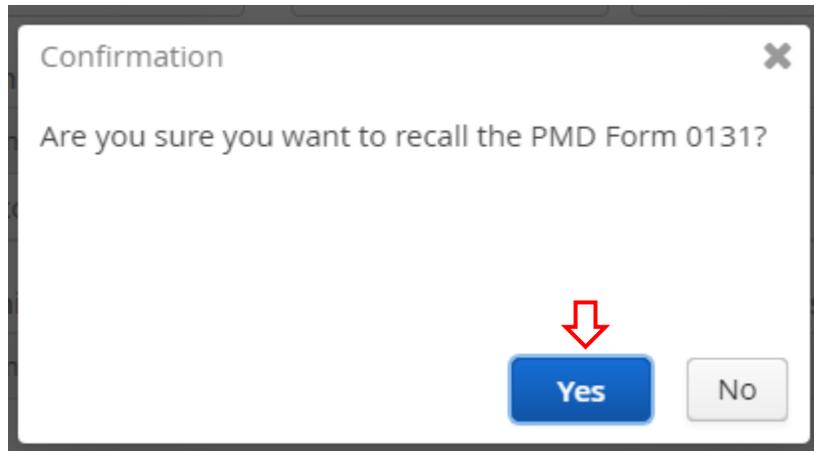


Figure 4-19 Confirmation Dialog Box to Recall a BSEE 0131 Form

After you click , the view returns to your BSEE 0131 Form. The form has reverted to its previous status before you submitted/resubmitted (i.e., Draft, Rework, or Revision).

Submit Delete

BSEE 0131 (Draft) 00276 Exxon Mobil Corporation

Companies Contact Safety Environment Submittal History

Edit

Region Year Date

Gulf of Mexico Region 2017 12/01/2017

Submitting Company

Co. Code	Company Name
00276	Exxon Mobil Corporation

Figure 4-20 BSEE 0131 Form Recalled Back to Draft Status

Depending on the form status, you can now do the following:

- If the form is in Draft status, you can edit and submit the form or delete the form.
 - See Sections [3.2 Completing a BSEE 0131 Form](#), [3.3 Deleting a BSEE 0131 Form](#), or [3.4 Submitting a BSEE 0131 Form](#) for more information about working with a draft form.
- If the form is in Rework status, you can edit and resubmit the form.
 - See [Section 4.1 Reworking a Returned BSEE 0131 Form](#) for more information.
- If the form is in Revision status, you can edit and submit the revised form.
 - See [Section 4.2 Revising an Accepted BSEE 0131 Form](#) for more information.

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4.4 Viewing a BSEE 0131 Form's Submittal History

You can view the submittal history of any BSEE 0131 Form.

To view a form's submittal history:

1. From the BSEE 0131 List page, click the ID number of the form you need to view.

ID	Year	Status	Co. Code	Company Name	Region
<input type="text" value="contains..."/>					
28858778	2015	Accepted	00689	Shell Offshore Inc.	Pacific Region
28857476	2015	Accepted	00689	Shell Offshore Inc.	Gulf of Mexico
28855895	2016	Submitted	00689	Shell Offshore Inc.	Alaska Region
28854748	2016	Submitted	00689	Shell Offshore Inc.	Pacific Region
28851162	2016	Resubmit	00689	Shell Offshore Inc.	Gulf of Mexico
27695669	2015	Completed	00689	Shell Offshore Inc.	Alaska Region

Figure 4-21 BSEE 0131 List Page; Action to Select a Form

2. The form opens. Click  Submittal History.

EDMS Object ID	Report Name	Report Description	File Name	Created Date
<input type="text" value="contains..."/>				
09011f8580237ebd	BSEE 0131	Accepted	BSEE-0131-110117-171258.pdf	Nov 1, 2017
09011f8580237ebc	BSEE 0131	Resubmit	BSEE-0131-110117-171206.pdf	Nov 1, 2017
09011f8580237ebb	BSEE 0131	Submitted	BSEE-0131-110117-171002.pdf	Nov 1, 2017

Figure 4-22 Submittal History Tab

Notes:

- The Submittal History grid lists each instance the form changed to one of the following statuses:
 - Submitted
 - Resubmit
 - Accepted
- For a form in Draft status, the grid will be blank.
- If there have been multiple submissions of the form, the most recent submission will be at the top. The original submission will be at the bottom.
- Recalling a form removes the most recent submission.
- The grid contains the following fields for each submission:
 - EDMS Object ID – identifies where the file for the form is stored within EDMS
 - Report Name – BSEE 0131
 - Report Description – identifies the status of the form at the time of submission
 - File Name – system-assigned name of the .pdf file for the form
 - Created Date – the date the form updated to the status in the Report Description field
- Depending on monitor size and window size, you may need to use the window scroll or pan bars to see all columns, tabs, function buttons, or fields.

The following subsection will discuss the steps to view, print, and download .pdf versions of the form from the Submittal History tab.

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4.4.1 Downloading and Printing a BSEE 0131 Form

This section assumes you have completed the steps in [Section 4.4 Viewing a BSEE 0131 Form's Submittal History](#) to open the Submittal History tab for a BSEE 0131 Form.

From the Submittal History tab, you can view, download, and print the current and/or historic versions of a BSEE 0131 Form.

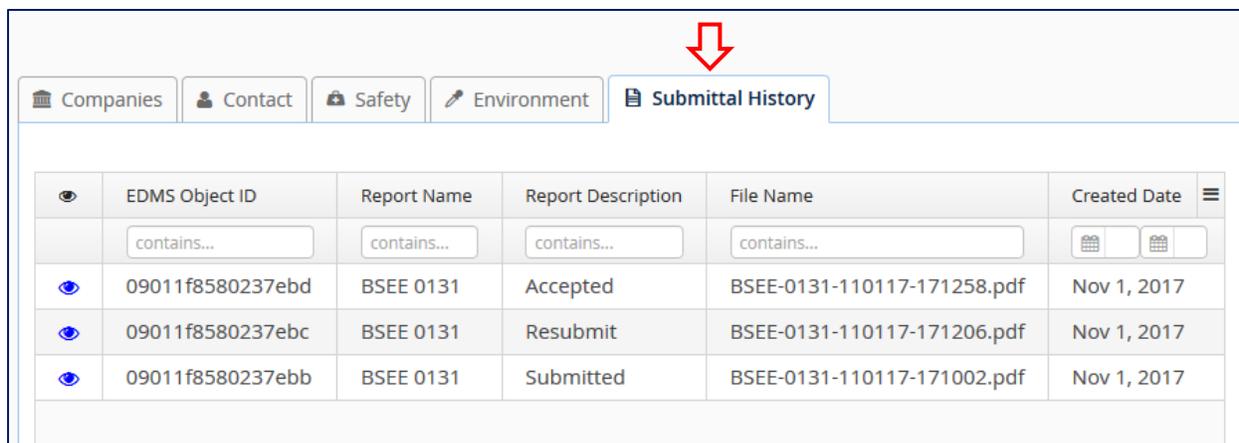


Figure 4-23 Submittal History Tab

To view, download, or print a form submittal as a .pdf file:

1. Click  next to the submittal you want to open.

Note: If there are multiple submittals in the grid:

- Each submittal contains the data on the form at the time of that submission.
- The most recent (top) submittal will show the current data on the form. Previous submittals will show historic data (i.e., the data entered on the form for that submission).
- If needed, you can download/print multiple versions to compare data.

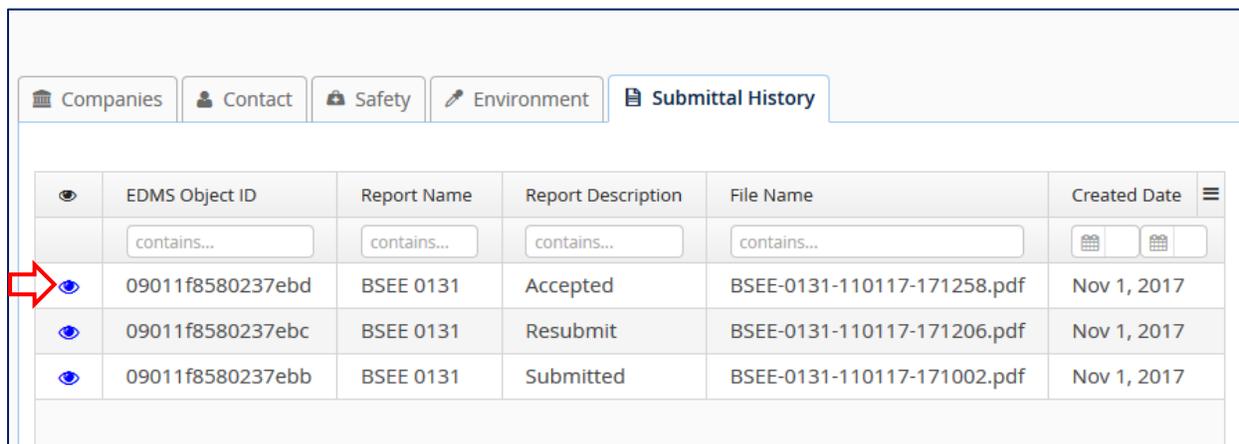


Figure 4-24 Action to View a .pdf Version of a Form

2. The.pdf file opens in a new window. It contains all the data entered on the form at the time of the submission you selected.

Note: The form has been assigned an OMB Control Number and OMB Approval expiration date.

U.S. Department of the Interior
 Bureau of Safety and Environmental Enforcement (BSEE)

OMB Control Number 1014-0017
 OMB Approval Expires 11/30/2018

PERFORMANCE MEASURES DATA

Provide Data on an Annual Basis for the Previous Calendar Year by Mar 31st of Each Year

Company Name(s) Exxon Mobil Corporation BSEE Region Gulf of Mexico Region
 Operator Code(s)* 00276 Calendar Year 2017

Contact Name Jacob extJohnson Email Address jacob.johnson@bsee.gov
 Telephone (555) 111-9999 Fax _____ Date 10/27/2017

		<u>PRODUCTION OPERATIONS</u>	<u>DRILLING ** OPERATIONS</u>	<u>CONSTRUCTION OPERATIONS</u>
A. No. of Company Employee Recordable Injuries/Illnesses	1st Qtr	<u>1</u>	<u>2</u>	<u>3</u>
	2nd Qtr	<u>4</u>	<u>5</u>	<u>6</u>
	3rd Qtr	<u>7</u>	<u>8</u>	<u>9</u>
	4th Qtr	<u>1</u>	<u>2</u>	<u>3</u>
B. No. of Contract Employee Recordable Injuries/Illnesses	1st Qtr	<u>9</u>	<u>8</u>	<u>7</u>
	2nd Qtr	<u>6</u>	<u>5</u>	<u>4</u>
	3rd Qtr	<u>3</u>	<u>2</u>	<u>1</u>
	4th Qtr	<u>9</u>	<u>8</u>	<u>7</u>
C. No. of Company Employee	1st Qtr	<u>0</u>	<u>0</u>	<u>1</u>

Figure 4-25 .pdf Version of BSEE 0131 Form

- If you need to download the .pdf file, click .

Note: The system supports standard Windows / Adobe functionality for viewing, saving, printing, etc. The position and look of these functions may differ depending on the web browser and computer system you are using. Figures in this guide show page views using Google Chrome.

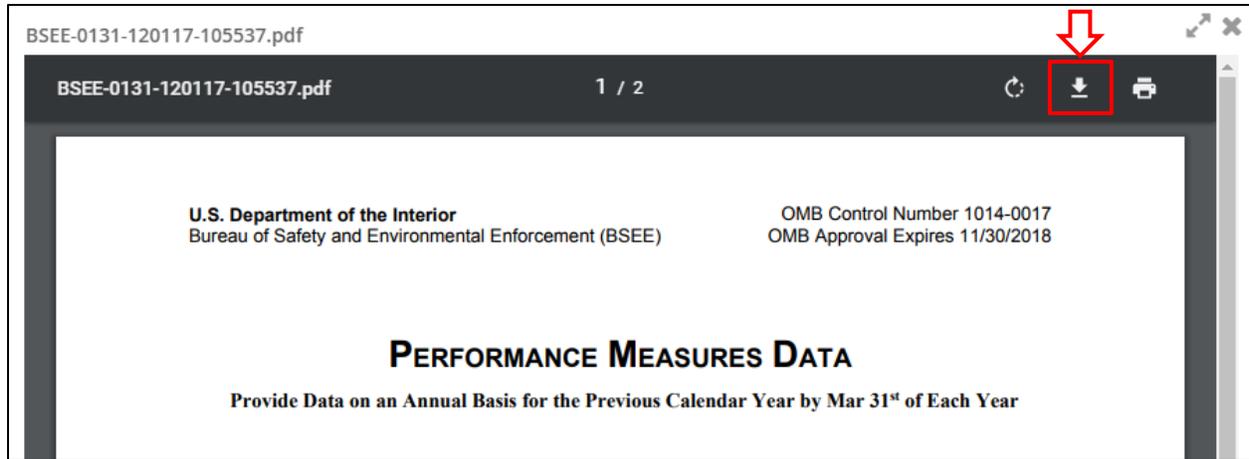


Figure 4-26 .pdf Version of BSEE 0131 Form; Download Function

4. Choose where you want to save the file, then click .

Note: The File name automatically populates with the system-assigned file name. You can change it if desired.

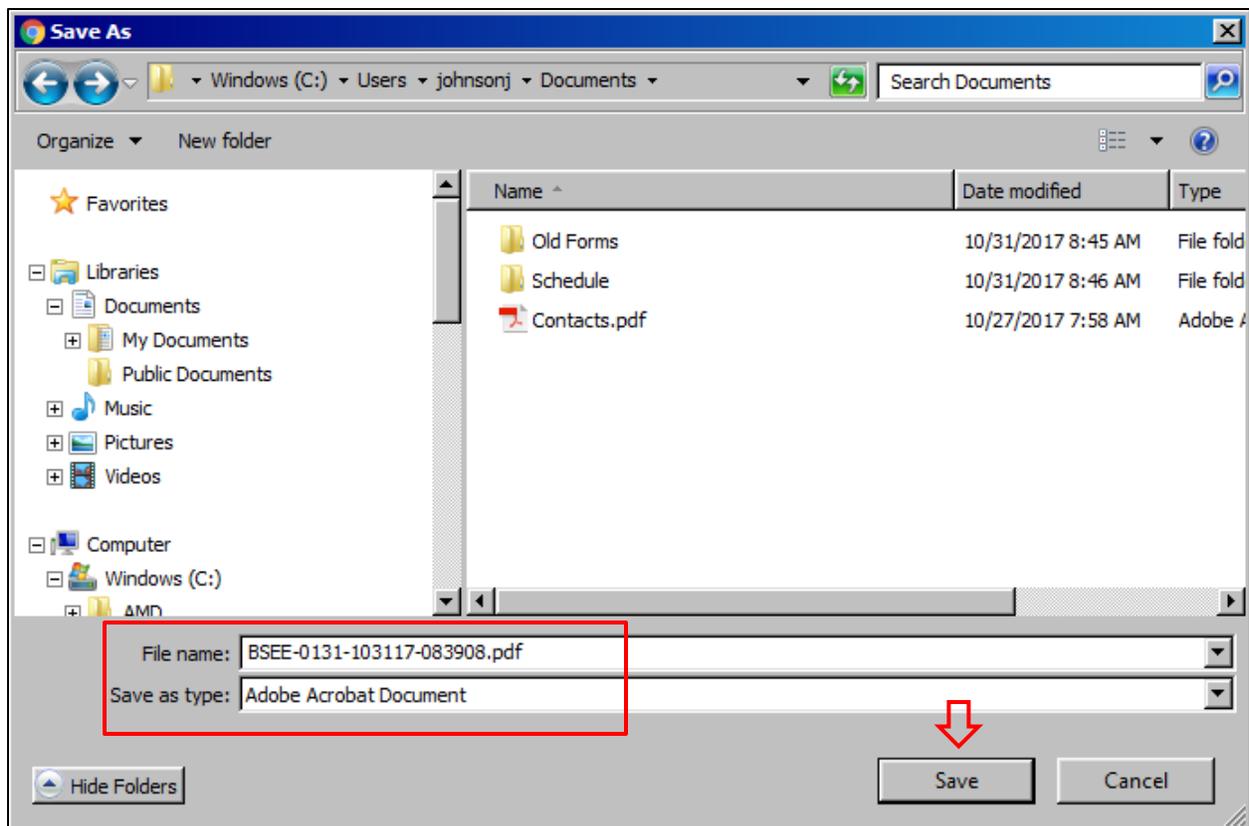


Figure 4-27 Standard Windows Save As Dialog Box

5. After you save the file, the view returns to the .pdf. If you need to print the file, click .

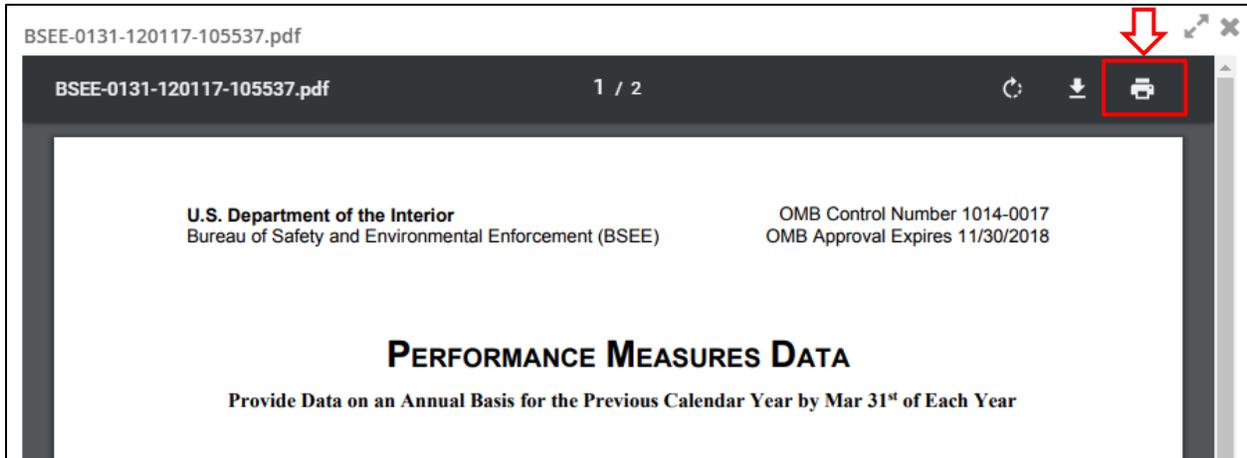


Figure 4-28 .pdf Version of BSEE 0131 Form; Print Function

6. Select the print settings, then click .

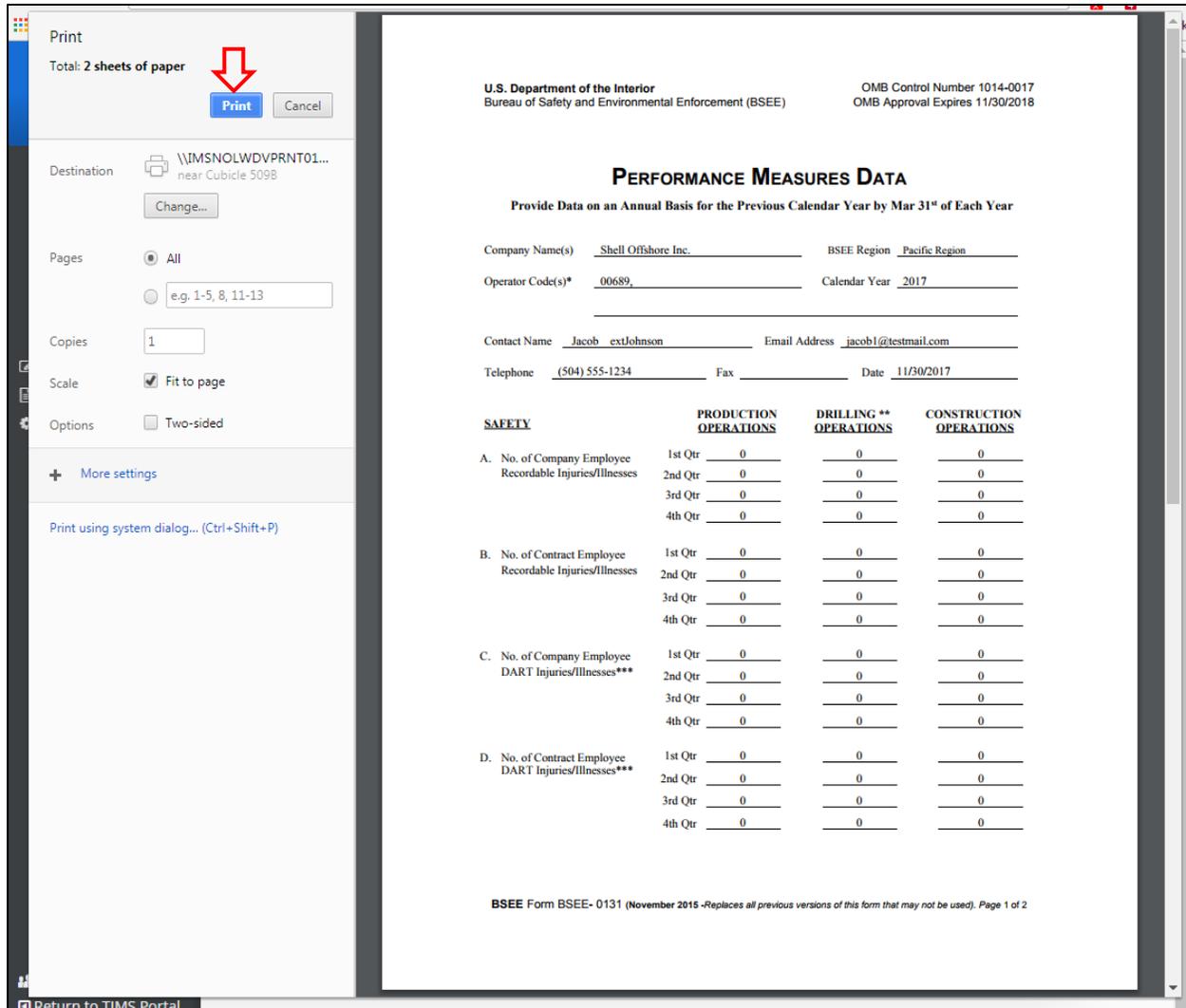


Figure 4-29 Standard Windows Print Dialog Box

- After you print the file, the view returns to the .pdf. When you are finished working with the .pdf file, click  to close the window and return to the Submittal History tab.

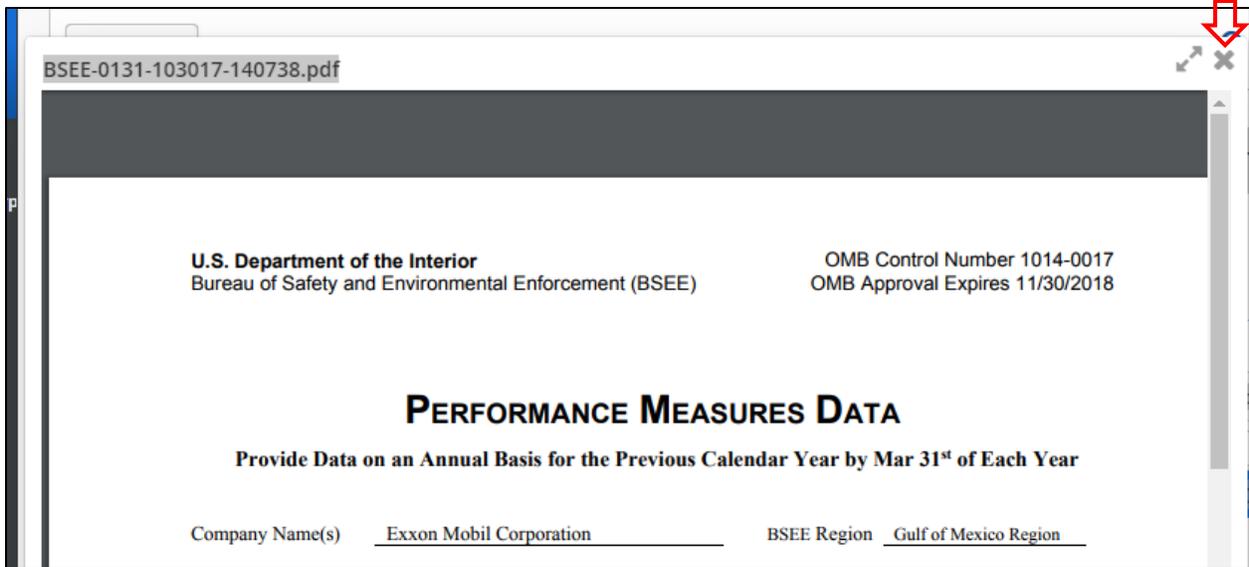


Figure 4-30 .pdf Version of BSEE 0131 Form; Function to Close Window

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Appendix A: Acronyms and Abbreviations

BBL	Barrel
BSB	Business Systems Branch
BSEE	Bureau of Safety and Environmental Enforcement
DART	Days Away, Restricted, or Transferred
DOI	Department of the Interior
EDMS	Electronic Document Management System
EPA	Environmental Protection Agency
G	Gulf of Mexico region
NPDES	National Pollutant Discharge Elimination System
OCS	Outer Continental Shelf
OMB	Office of Management and Budget
P	Pacific region
PMD	Performance Measures Data
SEMS	Safety and Environmental Management Systems
TIMS Web	Technical Information Management System (TIMS) Web
TSD	Technical Services Division
Y	Alaska region

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