



TIMS Web Bonding Industry User Guide



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Introduction

The Technical Information Management System (TIMS) Web Bonding Industry User Guide is a fully detailed instructional guide for TIMS Web Bonding application. Audiences of this document are Oil, Gas and Renewable Energy users and subject matter experts. This document provides instructions for TIMS Web Bonding submittal process.

For information on the following functions please refer to **TIMS Web Getting Started Industry User Guide**.

- System Requirements for TIMS Web
- Help Desk
- Login
- Forgot password/Forgot Username
- Unsuccessful Login
- Locked Accounts
- Change Password
- Logout
- Accessibility Menu
- My Entitlements
- Online (Wiki) Help
- DOI Password Guidelines

What is TIMS Web

TIMS Web is a web-based application system hosted and supported by the Bureau of Safety and Environmental Enforcement's Information Technology Division (BSEE/ITD).

TIMS Web Company application allows the Oil, Gas and Renewable energy industries to electronically submit Qualification, Maintain Company, Change of Name, Business Conversion and Merger requests to the Bureau of Ocean Energy Management (BOEM).

TIMS Web Bonding application allows same industries to electronically submit New Bond, Bond Replacement, Bond Cancellation, Bond Termination and Bond Riders to BOEM.

Electronic submittal of data provides a secure file transfer mechanism, eliminates data collection errors and inefficiencies; and allows TIMS Web to maintain current and the most accurate data online. Once Company and Bonding requests are submitted, TIMS Web

electronic review process enables BOEM to review and enter the appropriate decision regarding the request.

WebCenter Spaces

All TIMS Web business applications and administrative utilities are accessed through **WebCenter Spaces** page.

Upon **Login**, user arrives at WebCenter Spaces page shown below.

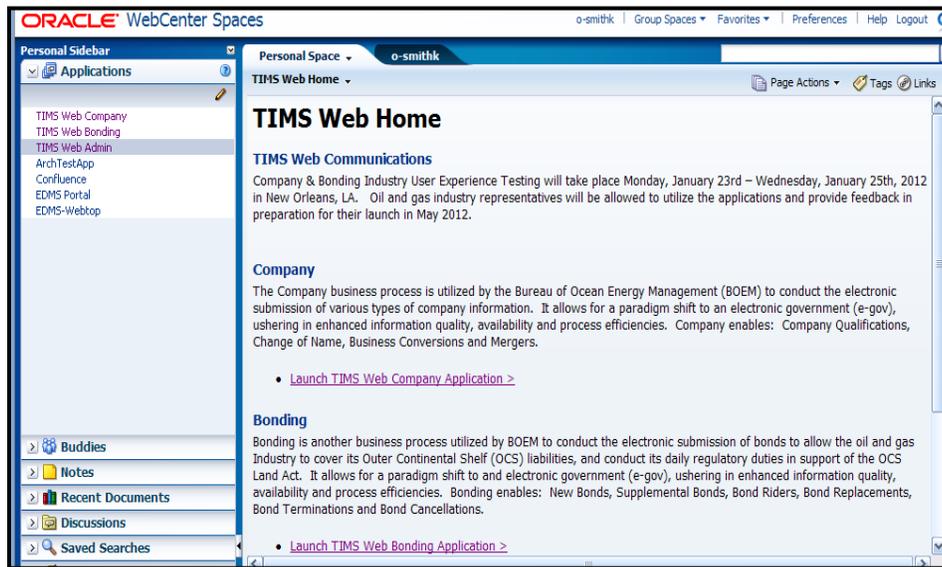


Figure 1: WebCenter Spaces Page

TIMS Web utilities and business applications can be found under **Applications** in the left navigation pane.

Functions are enabled according to user's role and access rights.

Roles and access rights are established **in advance** by user's representative company.

How to Select Multiple Items

To select **consecutive** items, click on the first item you like to select, hold down the **Shift** key, and press the **down arrow** key on your keyboard until you reach the last item you like to include in your selection. The items will be highlighted and selected.

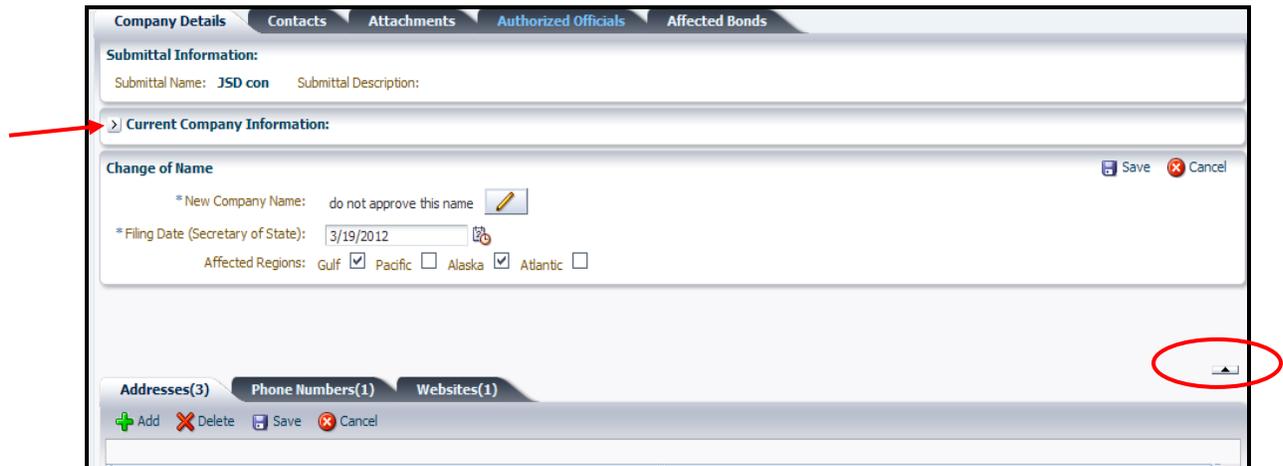
To select **non-consecutive** items, highlight the first item, hold down the **Ctrl** key, highlight the next non-consecutive item. You must hold down the **Ctrl** key while you select more items.

Expand, Adjust Window Panes

TIMS Web Company application pages may contain windows comprised of two or more panes. Window panes can be **expanded** (or collapsed) by clicking the  button where encountered.

To bring a window pane to **full** view, click the  button located on the edge of the pane (the edge may not be a visible edge). The button is identified with red oval in the following figure.

Window panes can be **adjusted** in size. To adjust the size of a window pane, hold the mouse pointer on the border line between two adjacent panes. The double-headed arrow indicates the border line can be dragged up/down or to the left/right.



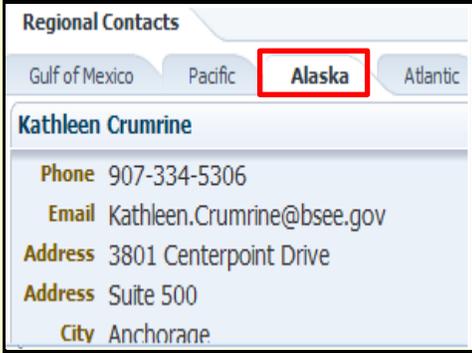
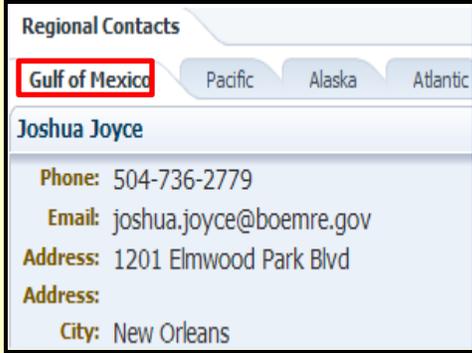
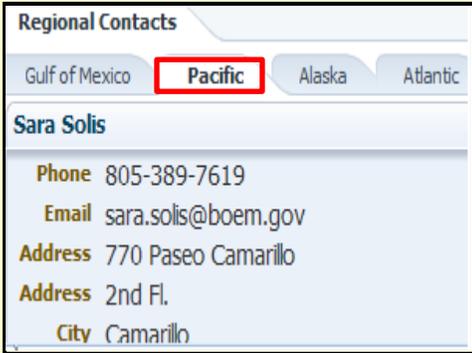
Links in This Document

Links have been provided for easy and fast access to remote sections in this document. To visit a link, hold the mouse pointer over the link. **Left click** the mouse while pressing the **Ctrl** key. You will be directed to the link target. To return to previous position, hold down **Alt** and press the **left arrow** on your keyboard. All figure references provide a link to the figure as well.

BOEM Regional Contacts

To view contact information for BOEM Regional Contacts, **Login** TIMS Web. Select **TIMS Web Bonding**. Click [Bonding Guidelines](#)

The displayed page shows BOEM Regional Contacts at the bottom of the page. Click the appropriate tab to view BOEM contact information for your region. Table below shows BOEM Regional Contacts for all BOEM regions.

 <p>Regional Contacts</p> <p>Gulf of Mexico Pacific Alaska Atlantic</p> <p>Kathleen Crumrine</p> <p>Phone 907-334-5306</p> <p>Email Kathleen.Crumrine@bsee.gov</p> <p>Address 3801 Centerpoint Drive</p> <p>Address Suite 500</p> <p>City Anchorage</p>	 <p>Regional Contacts</p> <p>Gulf of Mexico Pacific Alaska Atlantic</p> <p>Joshua Joyce</p> <p>Phone: 504-736-2779</p> <p>Email: joshua.joyce@boemre.gov</p> <p>Address: 1201 Elmwood Park Blvd</p> <p>Address:</p> <p>City: New Orleans</p>
 <p>Regional Contacts</p> <p>Gulf of Mexico Pacific Alaska Atlantic</p> <p>Sara Solis</p> <p>Phone 805-389-7619</p> <p>Email sara.solis@boem.gov</p> <p>Address 770 Paseo Camarillo</p> <p>Address 2nd Fl.</p> <p>City Camarillo</p>	 <p>Regional Contacts</p> <p>Gulf of Mexico Pacific Alaska Atlantic</p> <p>Gina Goodwin</p> <p>Phone 703-787-1341</p> <p>Email gina.goodwin@boem.gov</p> <p>Address 381 Elden St.</p> <p>Address MS-4090</p> <p>City Herndon</p>

TIMS Web Bonding

TIMS Web Bonding is a web-based business application that allows qualified companies and BOEM approved Sureties and their authorized representatives/agents to initiate bonding requests on behalf of their representative company. Click [here](#) to view a summary of all Bonding Functions.

Manage Submittals page (i.e., submittals list) is the default screen displayed after an authorized user selects **TIMS Web Bonding** application. Functional tabs and buttons located at the top of submittals list page are **enabled** according to user's role and access rights established in advance by his representative company. Bonding Workflow is outlined in [Appendix A](#).

- Bonds must be secured **prior** to issuance of a lease, approval of ROW assignment or an operational activity plan that changes the level of lease activity.
- All bonding submittals must be approved by BOEM.

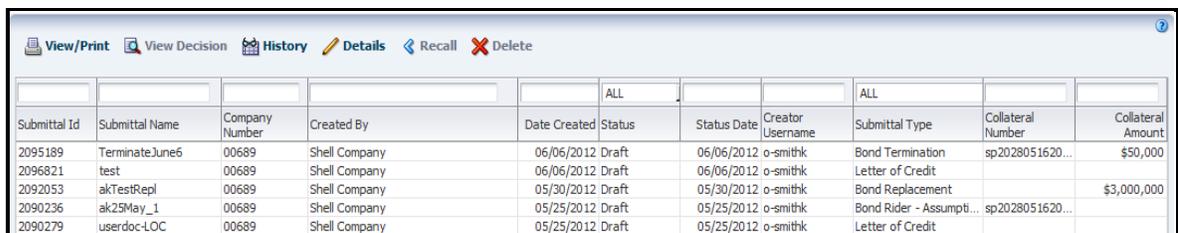
Tabs and Buttons

The following table shows functional tabs and buttons found on TIMS Web Bonding default screen, the Manage Submittals page (i.e., submittals list).

	TIMS Web Bonding default page, referred to as submittals list throughout this document. Shows all submittals for user's representative company.
	Creates new submittal/request.
	Displays CFRs, NTLs, Templates, List of approved Sureties (U.S. Treasury Circular 570), and BOEM regional contacts.
	Displays bonding submittals associated with a merger, change of name, or business conversion with a name change.
	Displays and prints selected submittal to local printer.
	Displays BOEM decision (if any) on a selected submittal.
	Displays actions taken by the Submitter for a selected submittal.
	Displays details of a selected submittal and allows user to edit the submittal if the submittal is in Draft status.
	Changes selected submittal to Draft status for editing. Selected submittal must be in Pending or eSign status.
	Deletes a selected submittal. Submittal must be in Draft status.

Submittals List

To view submittals list, **Login** TIMS Web. Select **TIMS Web Bonding**. By default, the Manage Submittals page (i.e., submittals list) is the displayed screen. A sample is shown.



Submittal Id	Submittal Name	Company Number	Created By	Date Created	Status	Status Date	Creator Username	Submittal Type	Collateral Number	Collateral Amount
2095189	Terminate:June6	00689	Shell Company	06/06/2012	Draft	06/06/2012	o-smithk	Bond Termination	sp2028051620...	\$50,000
2096821	test	00689	Shell Company	06/06/2012	Draft	06/06/2012	o-smithk	Letter of Credit		
2092053	akTestRepl	00689	Shell Company	05/30/2012	Draft	05/30/2012	o-smithk	Bond Replacement		\$3,000,000
2090236	ak25May_1	00689	Shell Company	05/25/2012	Draft	05/25/2012	o-smithk	Bond Rider - Assumpti...	sp2028051620...	
2090279	userdoc-LOC	00689	Shell Company	05/25/2012	Draft	05/25/2012	o-smithk	Letter of Credit		

Figure 2: Submittals List

The system filters submittals list for user's associated company. No other submittals are accessible to the user except those submitted by user's company. User can only perform functions appropriate to the roles assigned to him by his representative company.

For submittals in **Pending** and **eSign** status, the system enables the  button. A submittal in Pending status can be recalled first and deleted next. A submittal in eSign status **cannot** be edited while in eSign status but can be recalled to be edited and resubmitted. See [Recall Submittal](#).

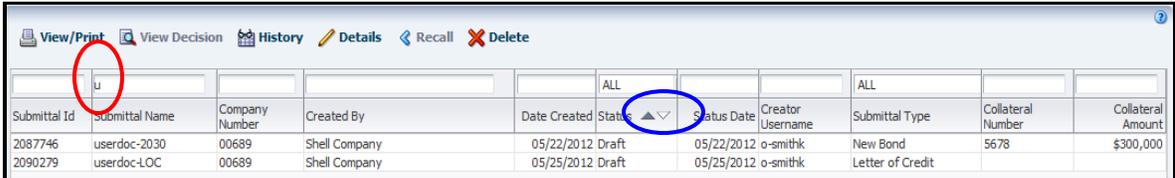
For submittals in **Draft** status the  button is enabled. A submittal in Draft status can be edited and submitted or deleted if desired.

Sort / Filter Submittals List

Submittals list can be sorted and filtered. The **Status** and **Submittal Type** can be selected from a drop-down list. Filtering is **case sensitive**.

To **sort** a column, place the mouse pointer on the column's heading/title and click the appropriate triangle, identified by blue oval. Triangles are not visible until the mouse pointer is placed on the heading/title. The system sorts the submittals list in descending or ascending order.

To **filter** submittals list, type a value in the blank space above the column's heading/title and press **Enter**. If you are unsure of the specific value but know part of it, enter the partial value followed by **percent** sign (%). The system filters submittals list based on the specified value.



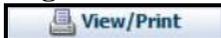
Submittal Id	Submittal Name	Company Number	Created By	Date Created	Status	Status Date	Creator Username	Submittal Type	Collateral Number	Collateral Amount
2087746	userdoc-2030	00689	Shell Company	05/22/2012	Draft	05/22/2012	o-smithk	New Bond	5678	\$300,000
2090279	userdoc-LOC	00689	Shell Company	05/25/2012	Draft	05/25/2012	o-smithk	Letter of Credit		

Figure 3: Sort/Filter

In Figure 3, the **Submittal Name** column is filtered for the letter **u** (encompassed by red oval).

View/Print Submittal

Login TIMS Web. Choose **TIMS Web Bonding**. Select desired bonding submittal and click

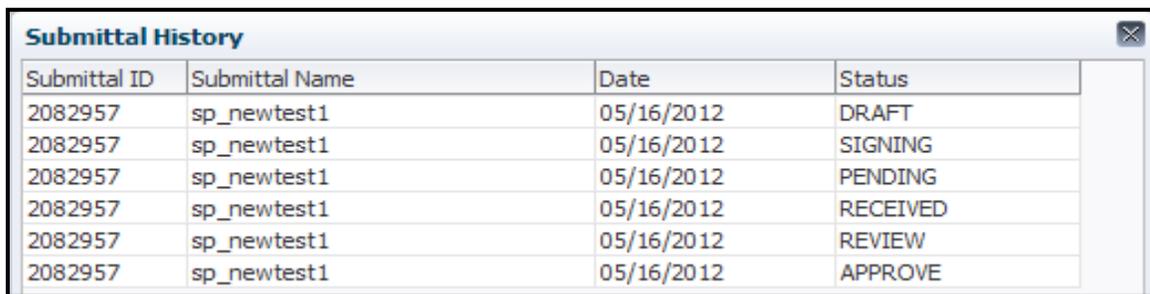


Depending on submittal type, the system generates and displays the Bond Submittal Report. If the submittal is a 2028, 2028A, 2030 or 0005 bond form, the system automatically populates and displays the bond data in proper format. The print option sends the Bond Submittal Report to user's default printer.

View Submittal History

To view submittal's history **Login** TIMS Web and click **TIMS Web Bonding**. Submittals list is displayed.

Select desired submittal from the list and click the  **History** tab. A sample of the displayed Submittal History window is presented.



Submittal ID	Submittal Name	Date	Status
2082957	sp_newtest1	05/16/2012	DRAFT
2082957	sp_newtest1	05/16/2012	SIGNING
2082957	sp_newtest1	05/16/2012	PENDING
2082957	sp_newtest1	05/16/2012	RECEIVED
2082957	sp_newtest1	05/16/2012	REVIEW
2082957	sp_newtest1	05/16/2012	APPROVE

Figure 4: Submittal History

View Details

Users may view details of bonding submittals for their representative company. In addition, users with appropriate role may edit submittals in Draft status

To view submittal's details **Login** TIMS Web. Click **TIMS Web Bonding**. Select desired submittal and click  **Details**. User is enabled to view the information relevant to the selected submittal.

If selected submittal is in Draft status, it can be edited. User must have appropriate role to edit the submittal.

If selected submittal is in eSign or Pending status, user can view the submittal and, if desired, print it to his local printer. Submittals in eSign status **cannot** be edited while in eSign status. Submittals in Pending status can be recalled first and deleted next, if desired.

View Attachments

To view attachments associated with a submittal, **Login** TIMS Web. Click **TIMS Web Bonding**. Select desired submittal and click .

Click the  **Attachments** tab located at the top of the displayed page. Attachments associated with the submittal are displayed. A sample screen is shown.

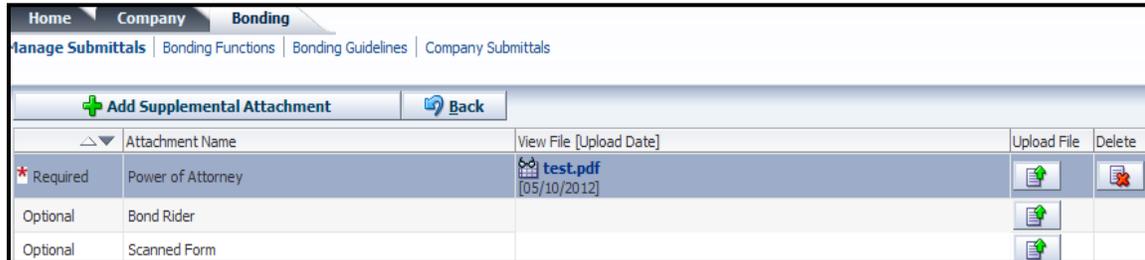


Figure 5: View Attachments

Click the  button next to the attachment you desire to view. The system displays the attachment in Read Only format. User may print the attachments to his local printer.

Recall Submittal

- Users with appropriate role may recall a bonding submittal.
- The submittal must be in **Pending** or **eSign** status to be recalled.
- Only Principal or the Surety can recall a bonding submittal in eSign status.

Login TIMS Web. Select **TIMS Web Bonding**. Submittals list is displayed. Select the submittal you wish to recall and click  **Recall**. Click  to confirm the recall or click  to discard the recall.

Upon confirmation, the system invalidates applied electronic signatures and updates the submittal to Draft status.

After recall, a submittal in eSign status **cannot** be deleted; it can be edited and resubmitted, if desired.

After recall, a submittal in Pending status can be edited and resubmitted, or deleted if desired.

Delete Submittal

- Only user with appropriate role can delete a submittal.
- Only submittals in **Draft** status can be deleted.

To delete a submittal, **Login** TIMS Web and click **TIMS Web Bonding**.

From the displayed list, select the submittal you wish to delete and click . Click  to confirm or click  to cancel the deletion. Deleting a submittal is a permanent action and **cannot** be reversed.

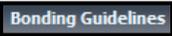
View Decision

To view BOEM decision document for a submittal, **Login** TIMS Web and click **TIMS Web Bonding**.

On the displayed page, select desired submittal and click the  button. The system displays Decision Document for selected submittal. User may print the document to his local printer.

Bonding Guidelines

Bonding Guidelines can be accessed through TIMS Web Bonding application on WebCenter Spaces page by users with appropriate role.

Login TIMS Web and select **TIMS Web Bonding**. Click . The system displays the following links:

- Code of Federal Regulations
- Guidelines for General Lease Surety Bonds
- Supplemental bond procedures
- Model third party indemnity and decommissioning trust agreements
- Listing of approved sureties (Circular 570)

A sample screen is shown.



Figure 6: Bonding Guidelines

Bonding Functions

New bonding requests can be created via the **Bonding Functions** tab. Upon clicking, a list of bonding functions is presented to the user to choose from. The Oil, Gas and Renewable Energy bonding functions are shown below.



Figure 7: Oil and Gas Bonding Functions



Figure 8: Renewable Energy Bonding Functions

Upon selecting a bonding option, the system displays a list of Active bonds for user's representative company.

For bond rider, bond replacement and bond termination, the status of the bond must be **Active**. For bond cancellation, the status of the bond to be cancelled must be **Active** or **Terminated**.

An **active** bond has an effective date that has not been terminated, cancelled or replaced, and has an **Active** status.

Bonding Quick Steps

The following is a summary of the steps users can take to perform various bonding functions. Make sure to **refer** to appropriate sections in this document for **important** details not included in this summary.

Table 1: Summary of Bonding Steps

New Bond	<p>Login Select TIMS Web Bonding Select Bonding Functions Select Form 2028, 2028A, 2030 or 0005 Type Submittal Name Enter required fields and save Upload attachments Apply signatures Submit</p>
Bond Rider	<p>Login Select TIMS Web Bonding Select Bonding Functions Select Existing Bonds under Bond Rider Select the bond you wish a bond rider for Type Submittal Name Select bond rider option Enter required fields and save Upload attachments Apply signatures Submit</p>
Bond Replacement	<p>Login Select TIMS Web Bonding Select Bonding Functions Select Existing Bond under Bond Replacement Select the bond you wish to replace and click Initiate Bond Replacement Type Submittal Name and click OK Enter appropriated fields and save Upload attachments (if any) Apply signatures Submit</p>
Bond Termination	<p>Login Select TIMS Web Bonding Select Bonding Functions Select Existing Bond under Bond Termination Submittal Select the bond you wish to terminate and click Initiate Termination Submittal Type Submittal Name and click OK Enter appropriate fields and save Upload attachments (if any) Apply signatures Submit</p>
Bond Cancellation	<p>Login Select TIMS Web Bonding Select Bonding Functions Select Existing Bond under Bond Cancellation Submittal Select the bond you wish to cancel and click Initiate Cancellation Submittal Type Submittal Name and click OK Enter appropriate fields and save Apply signatures Submit</p>
Other Financial Assurances	<p>Login Select TIMS Web Bonding Select Bonding Functions Select desired option under Other Forms of Financial Assurance Type Submittal Name and choose Region (if applicable) and click OK Upload required and desired attachments Save and submit</p>

Modify Submittals

- Only submittals in **Draft** status can be edited.
- Only users with appropriate role can edit a submittal.
- The modified submittal must be validated and signed (if applicable) and submitted to BOEM for approval.

To modify an existing submittal, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click . The system displays selected submittal. Apply desired changes and click the  button.

Search Lease, ROW, RUE Number

When entering a new bond form, user may be required to select a Lease, ROW or RUE number from a drop-down list provided by the system. The following two sections facilitate the search for a Lease/ROW/RUE number.

Search by Region

On the new bond form click  (located on the top right of the bond form) to see the drop-down list provided by the system. A sample is shown.

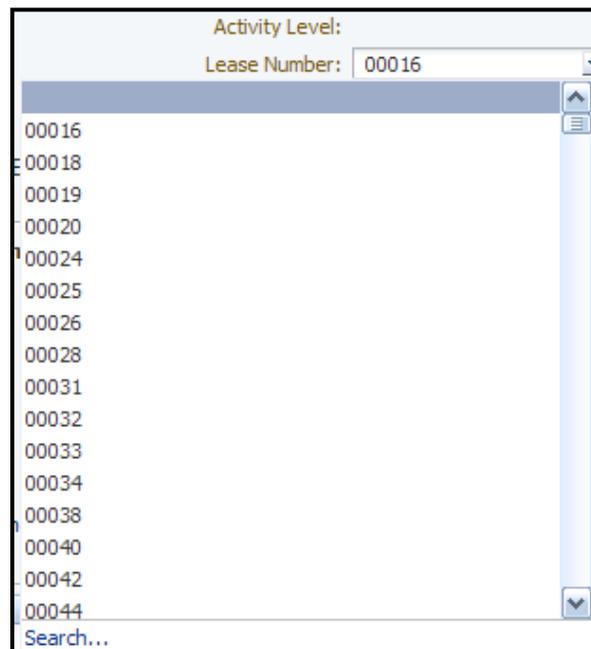


Figure 9: Lease/ROW/RUE Number Drop-down List

Select the desired Lease/ROW/RUE number from the list. User's selection will be captured by the system.

To **search** for the desired Lease/ROW/RUE number, click **Search** located at the bottom of the drop-down list. A window similar to that shown in Figure 10 will be displayed.

Lease Number	Region	Block Number	Lease Effective Da
No rows to display			

Figure 10: Lease/ROW/RUE Number Search Window

To perform search by region, select Region and click **Search**. The system displays all Lease/ROW/RUE numbers for selected region. Select desired number and click **OK** to continue or click **Cancel** to exit the search window. To start a **new** search click **Reset**.

Advanced Search

To search for a specific or a partial Lease/ROW/RUE number, click **Advanced**. A sample of the displayed window is shown.

RowNumber	RowEffDate	Row...	TimsDbRegionCd
00519	2/8/1956	ACT	G

Figure 11: Advanced Search Window

User may select search parameters under Region field. The system's response depends on the parameter chosen by the user.

If parameters in the Region field are not sufficient, user may click the **Add Fields** button and select additional parameters from the drop-down list. User may need to scroll down the drop-down list to see all the available parameters under the **Add Fields** button.

Once the appropriate parameter is selected and/or values are entered, click the **Search** button. The system displays the search result. Select desired item and click the **OK** button.

To return to basic search, click **Reset** or **Basic**. Click **Cancel** to quit the search.

Upload Attachments

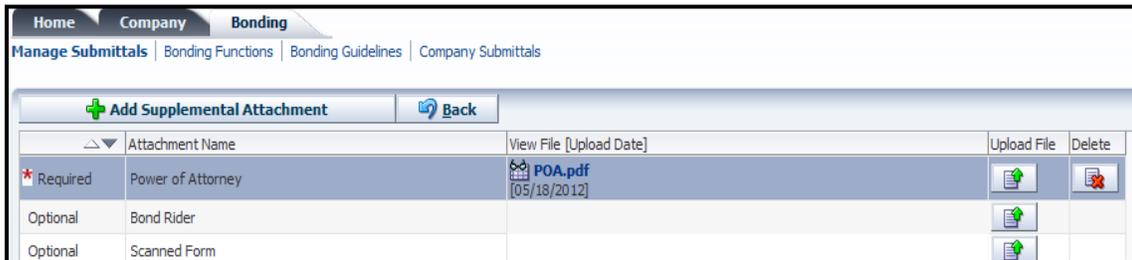
- Required and optional attachments for Submittal Types are outlined in [Appendix E](#).
- All attachments must be uploaded **prior** to validation for eSignature (when applicable) or submission to BOEM.
- Attached documents **cannot** be deleted **after** submission.
- All attachments must be in **PDF** (Portable Document Format).
- Only users with appropriate role can upload attachments to accompany a submittal.

- Only user-defined Attachment Names can be edited.
- After submission to BOEM, user-defined Attachment Name **cannot** be changed.

Login TIMS Web. Select **TIMS Web Bonding**. Select desired submittal and click



Click the  tab located at the top of the displayed page. The system displays a list of required and optional files for selected submittal type.



The screenshot shows a web interface for managing attachments. At the top, there are navigation tabs for "Home", "Company", and "Bonding". Below these are links for "Manage Submittals", "Bonding Functions", "Bonding Guidelines", and "Company Submittals". The main content area has two buttons: "Add Supplemental Attachment" (with a plus icon) and "Back" (with a left arrow icon). Below the buttons is a table with columns for "Attachment Name", "View File [Upload Date]", "Upload File", and "Delete". The table contains three rows: "Required" with "Power of Attorney" (file: POA.pdf, date: 05/18/2012), "Optional" with "Bond Rider", and "Optional" with "Scanned Form". Each row has an "Upload File" button (with a green plus icon) and a "Delete" button (with a red X icon).

	Attachment Name	View File [Upload Date]	Upload File	Delete
★ Required	Power of Attorney	POA.pdf [05/18/2012]		
Optional	Bond Rider			
Optional	Scanned Form			

Figure 12: Attachments

To **upload** required or optional attachments, click the  button corresponding to the desired attachment. The system prompts user to select a PDF file.

Click the  button to locate desired file on local drive. Once the file is located, click the  button.

User may attach **Supplemental** files to further support the submittal. To upload Supplemental files, click .

Enter the attachment name and click . User must type an attachment name different from those already listed in the **Attachment Name** column. The system displays an appropriate message if the attachment name already exists.

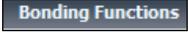
Click the  button corresponding to the Attachment Name you provided. Click  to locate the appropriate file and click .

To **delete** an attachment, click the corresponding  button. User must confirm the deletion. Once confirmed, the attachment is deleted from the system.

To **edit** a supplemental **Attachment Name**, click the corresponding  button. Type the new attachment name and click . The system checks to verify the name is unique for the submittal. Click  to quit the edit. Only user-provided Attachment Names can be edited.

Enter 2028 Bond Form

- A general bond must be secured **before** issuance of a lease, approval of a right-of-way assignment or approval of an operational activity plan by BOEM.
- Only qualified companies can submit an Outer Continental Shelf (OCS) Mineral Lessee's or Operator's Bond – Form 2028 to BOEM. A qualified company is a company with a BOEM issued Company Number.
- Oil and Gas bond forms 2028, 2028A and 2030 are **not** accessible to Renewable Energy companies.
- Only user with appropriate role can create a new 2028 bond submittal or edit an existing one.
- An existing 2028 bond submittal may be edited in Draft status only. To edit an existing submittal, see [Modify Submittals](#).

To create a new 2028 bond submittal **Login** TIMS Web and choose **TIMS Web Bonding**.. On the displayed page, click .

Click **Form 2028 – General Bond**. Triangles  next to an item expand or collapse the item.

Type Submittal Name in the space provided. Submittal Name must be unique to submittal type. If user does not enter a unique Submittal Name, the system displays an appropriate message. Click  to continue or click  to return to the previous screen.

Select **Collateral Type**. If **Surety Bond** is selected, enter the **Bond No.** If **Treasury Note** is selected, enter **CUSIP No.** Both numbers must be unique values not exceeding 20 characters. Alphanumeric values can be used. Top section of the 2028 bond form is shown.

The screenshot shows a web application interface for the Bureau of Ocean Energy Management. The main heading is 'U.S. DEPARTMENT OF THE INTERIOR Bureau of Ocean Energy Management'. Below this, the form is titled 'OUTER CONTINENTAL SHELF (OCS) MINERAL LESSEE'S AND OPERATOR'S BOND - Form 2028'. The form is divided into several sections:

- Collateral/Bond Type Section:** Includes dropdown menus for 'Collateral Type', 'Bond No. / CUSIP No.', and 'Bond Type'.
- The Surety is the entity Guaranteeing Performance:** Includes fields for 'Name of Surety', 'Address', 'City', 'State', and 'Zip Code'. It also has a dropdown for 'If a Corporation, Incorporated in the State of' and a text field for 'County or Parish of'.
- The Principal is the Lessee or Designated Operator for Whom the Bond is Issued:** This section is pre-filled with 'Name of Principal: Shell Company' and 'Address: P.O. Box 576'. It also shows 'City: Houston', 'State: TX', and 'Zip Code: 77001-0576'.

Figure 13: Form 2028 – Collateral/Bond Type

Select **Bond Type**. Two choices are available: **Area Wide** or **Lease Specific**.

If **Area Wide** is selected, choose the appropriate **Area**. The system automatically populates the default bond **Amount**.

User can specify the bond amount, if desired. An appropriate message is displayed if the user-specified bond amount does not comply with existing business rules. For 2028 general bond business rules refer to [Appendix B](#).

The following describe how the bond amount is determined by the system.

For **Area Wide** general bonds, based on the highest activity level of all the leases owned or operated by the company, the system determines the default **Bond Amount** as follows:

- No Operations: \$300,000
- Exploration: \$1,000,000
- Development: \$3,000,000

If **Lease Specific Bond Type** is chosen, select **Lease Number** from the list provided by the system. Alternatively, user may search for a specific **Lease Number**. See [Search Lease, ROW, RUE Number](#).

Upon entering **Lease Number**, the bond **Amount** is automatically populated based on user's selections and according to existing business rules.

The following describe how the system determines the bond amount for Lease Specific general bonds.

Based on the activity level of the Lease Number entered by the user, the system determines the Bond Amount default values as follows:

- No operations: \$50,000
- Exploration: \$200,000
- Development: \$500,000

User can specify the bond amount, if desired. An appropriate message is displayed if the user-specified bond amount does not comply with existing business rules. Business rules for the 2028 bond can be found in [Appendix B](#).

If Surety bond is selected, user must select the **Name of Surety** from a list of known sureties. Sureties **not** appearing in the list must contact the appropriate BOEM official. To locate BOEM official for your region, see [BOEM Regional Contacts](#).

For **Treasury Note** bond, Surety field is set to U.S. Treasury. A sample of Surety field is shown.

The Surety is the entity Guaranteeing Performance.

Name of Surety: City:
Address Line 1: State:
Address Line 2: Zip Code:
If a Corporation, Incorporated in the State of: ; County or Parish of:
 Check here if Surety is certified by U.S. Treasury as an acceptable surety on Federal Bonds and listed in the current U.S. Treasury Circular No. 570

The Principal is the Lessee or Designated Operator for whom the Bond is issued.

Name of Principal: Exxon Corporation City: Houston
Address Line 1: Post Office Box 4778 State: TX
Address Line 2: Zip Code: 77210-4778

Schedule A, the area or leases covered by this bond, is composed of:
The Following Lease:

Figure 14: Form 2028 – Surety Field

If Surety is a corporation, the **State, County or Parish** of the corporation must be selected by the user.

The surety company must be a **non**-qualified company.

User must check **Surety certification** box, identified by red oval, before validating the submittal for electronic signature. The form **cannot** be validated unless user indicates Surety is certified on the U.S. Treasury 570 circular.

The sentence adjacent to Surety certification box is a link to the U.S. Treasury 570 circular. Surety certifications are verified **manually** by BOEM.

Name and Primary Address of the Principal is populated by the system. For 2028 bond, the Principal is the lessee or the designated operator for whom the bond is issued.

The system lists the area or leases covered by the bond under **Schedule A**.

Additional Obligations

In addition to the Obligations of the Principal during the period of liability of the bond, the Surety may accept additional obligations by selecting one of the three options shown in Figure 15. If user does not select one of the options, the system will display an appropriate message.

In addition to the Obligations of the Principal during the period of liability of this bond, the Surety also accepts the following Obligations: (Check One)

- No Obligations other than the Obligations of the Principal during the period of liability of this bond.
- All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond.
- All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond with the following exceptions or limitations (us

Definitions

A **Principal** includes an entity holding an interest in the oil & gas lease in one or more of the following ways: (1) as an approved record title owner of all or a portion of the lease, (2) as an approved operating rights owner of all or a portion of the lease, or (3) as a designated operator or designated agent in all or a portion of the lease.

A **Lessee** includes an approved record title owner of all or a portion of the lease or an approved operating rights owner of all or a portion of the lease.

An **Obligation** includes any obligation arising from any regulations of the Department of the Interior or any Instrument issued, maintained, or approved under the OCS Lands Act (43 U.S.C. 1331 et seq.).

For the purposes of this document:

An **Instrument** includes individually or collectively any lease, operating agreement, designation of operator or agent, storage agreement, compensatory royalty agreement, transfer of operating rights, permit, license, or easement, whereunder the Principal has the right, privilege, or license to conduct operations on the OCS.

A **Person** includes an individual, a public or private entity, a State, a political subdivision of a State, any association of individuals, corporations, States, or subdivisions of States, or a government agency.

Figure 15: Form 2028 - Additional Obligations

If the **first** option is selected, the Surety does **not** assume any additional obligations or liabilities.

If the **second** option is selected, the Surety accepts **all** obligations on other existing bonds. The system determines whether the bond type is Area Wide or Lease Specific. Only bonds in the **same** region can be assumed.

If the **second** option is selected for a Lease Specific bond, the system identifies all active 2028 bonds for the Lease Number specified by the user. Upon approval, the newly created bond record is associated with all active 2028 bonds identified by the system. The new bond

amount and activity level must be equal to or greater than each individual bond amount being assumed.

An **active** bond has an effective date that has not been terminated, cancelled or replaced and has an Active status.

If the **second** option is selected for a new Area Wide bond, the system identifies all active 2028 bonds, both Lease Specific and Area Wide, for the leases within the region where the Principal is the lease owner (i.e., lessee) or the designated operator. Upon approval, the system associates identified active bonds with the new bond submittal. The new bond amount and activity level must be equal to or greater than each individual bond amount being assumed.

In the **third** option, the Surety accepts all obligations **with** exceptions or limitations. If the third option is selected, the system displays **Assumption of Liabilities** window shown in Figure 16.

If the **third** option is selected for a new Lease Specific bond, the system identifies and displays all active 2028 bonds for the Lease Number specified by the user. User must select the bonds to be **excluded** from assumption. Upon approval, identified active bonds that were **not** excluded, are associated with the new bond submittal.

If the **third** option is selected for a new Area Wide bond, the system identifies and displays all active 2028 bonds, both Lease Specific and Area Wide, within the region where the Principal is either the lease owner or the designated operator. User **must** select the bonds to be **excluded** from assumption. See Figure 16.

User has the **option** to click the 🔍 Search and Add button and assume bonds (both Lease Specific and Area Wide), within the same region, where the Principal is **not** the lease owner or designated operator. A sample of the displayed screen is shown.

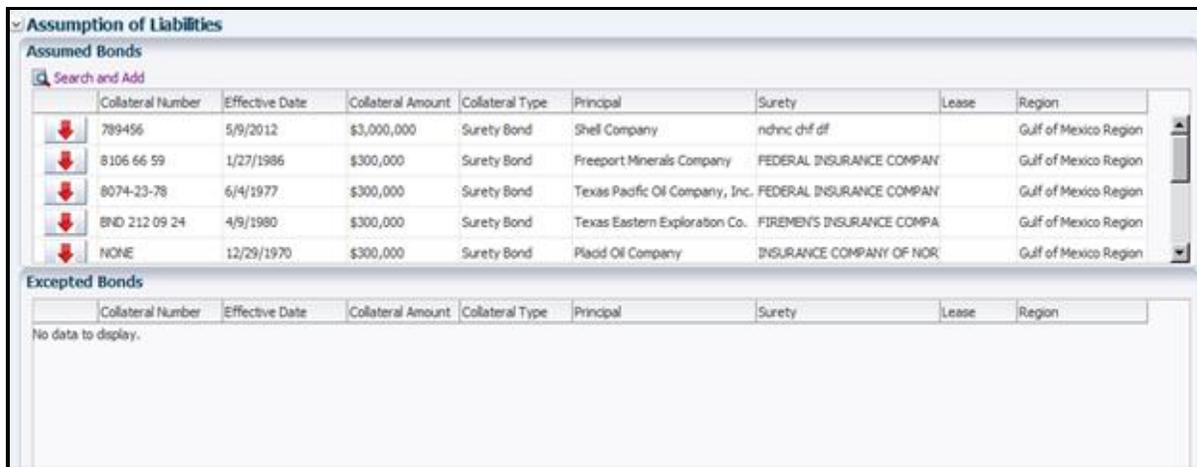
Collateral Number	Amount	Category	Lease Number	Principal Name	Surety Name	Status Code
<input type="checkbox"/> 8140-59-45	\$300,000.00	Areawide		Conoco Inc.	UNITED PACIFIC I...	A
<input type="checkbox"/> U-908503	\$300,000.00	Areawide		Union Oil Company...	UNITED PACIFIC I...	T
<input type="checkbox"/> 583108	\$300,000.00	Areawide		Sun Oil Company (...)	GLOBE INDEMNITY...	A
<input type="checkbox"/> 803657	\$300,000.00	Areawide		Amerada Hess Cor...	SEABOARD SURET...	A
<input type="checkbox"/> SHELL-0185	\$300,000.00	Areawide		Shell Oil Company	INSURANCE COMP...	A
<input type="checkbox"/> 5567093	\$300,000.00	Areawide		Oryx Energy Comp...	SAFECO INSURAN...	A
<input type="checkbox"/> UNKNOWN	\$3,000,000.00	Development - Are...		Chevron U.S.A. Inc.	AMERICAN CASUA...	A
<input type="checkbox"/> SHELL 1363	\$300,000.00	Areawide		Shell California Pro...	INSURANCE COMP...	A
<input type="checkbox"/> 553 4502	\$300,000.00	Areawide		Cities Service Oil a...	NATIONAL FIRE IN...	A
<input type="checkbox"/> 8015-50-27	\$300,000.00	Areawide		Atlantic Richfield C...	FEDERAL INSURA...	A

Click the box corresponding to the bond(s) you like to assume and click . Use the search button to search for specific bond(s).

Once desired bonds are assumed, the system associates assumed bonds with the new bond submittal. The new bond amount and activity level must be equal to or greater than each individual bond amount being assumed.

The following describe how to exclude bonds from assumption.

In the **Assumed Bonds** panel select the bond to be excluded and click the corresponding  button. The action places the selected bond in the **Excepted Bonds** panel. Clicking  reverses the action. Bonds placed in Excepted Bonds panel are excluded from assumption.



The screenshot shows a web application window titled "Assumption of Liabilities". It contains two main sections: "Assumed Bonds" and "Excepted Bonds".

Assumed Bonds: This section has a "Search and Add" button and a table with the following data:

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	789456	5/9/2012	\$3,000,000	Surety Bond	Shell Company	ndhnc dhf df		Gulf of Mexico Region
	8106 66 59	1/27/1986	\$300,000	Surety Bond	Freeport Minerals Company	FEDERAL INSURANCE COMPAN		Gulf of Mexico Region
	8074-23-78	6/4/1977	\$300,000	Surety Bond	Texas Pacific Oil Company, Inc.	FEDERAL INSURANCE COMPAN		Gulf of Mexico Region
	BND 212 09 24	4/9/1980	\$300,000	Surety Bond	Texas Eastern Exploration Co.	FIREMEN'S INSURANCE COMPA		Gulf of Mexico Region
	NONE	12/29/1970	\$300,000	Surety Bond	Placid Oil Company	INSURANCE COMPANY OF NOR		Gulf of Mexico Region

Excepted Bonds: This section has a table with the same headers as the "Assumed Bonds" table, but it is currently empty with the text "No data to display."

Figure 16: Form 2028 – Assumption of Liabilities

- Click . The system saves the submittal in Draft status.
- After all fields are entered, the 2028 bond submittal must be validated, signed and submitted.
- All attachments must be uploaded **prior** to validation. See [Upload Attachments](#).

Validate 2028 Bond Form for eSignature

- The 2028 bond form must be validated for electronic signature before submission to BOEM.
- All attachments must be uploaded **prior** to validation.
- All attachments must be in **PDF**.

Click the  button located at the bottom of the page. Click  to confirm validation or click  to cancel the validation.

Validation fails if the form is not complete or the required attachments are missing. If validation fails, an error message alerts user of the missing data. User must provide the missing data/files and, after saving, retry the validation.

If validation is successful, the system updates the submittal to eSign status. The submittal **cannot** be edited while in eSign status.

The system notifies the **Principal** and the **Surety** that the bond submittal is awaiting their signature. If user is one of the authorized signatories, his signature block located at the bottom of the page will be enabled.

- Bond submittals indicating Treasury Notes as Collateral Type do not require Surety's signature.
- Principal and Surety signatures must be witnessed and signed by **Principal Witness** and **Surety Witness** respectively.

Sign 2028 Bond Form

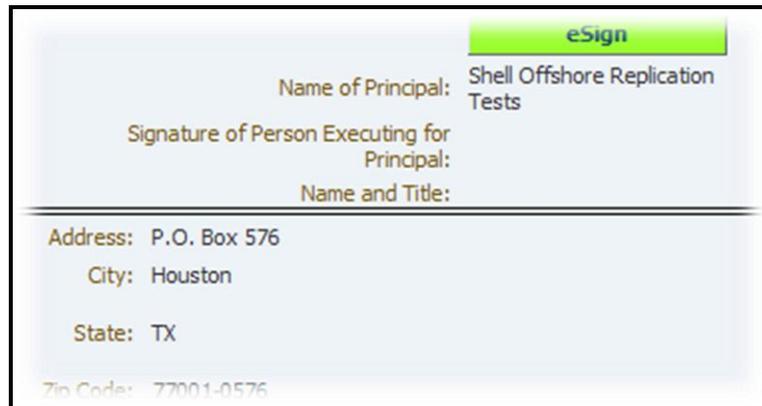
- Four persons may be required to sign the 2028 bond form: Principal, Surety, Principal Witness and Surety Witness.
- All required signatures must be applied **prior** to submission to BOEM.
- Bond submittals indicating Treasury Note as Collateral Type, need Principal and Principal Witness signatures **only**.
- The submittal **cannot** be edited or deleted while in eSign status. To edit submittals in eSign status, see **Recall Submittal**.
- Only Principal **or** the Surety can recall a submittal in eSign status.

Principal

- Principal is the lessee or designated operator for whom the bond is issued.
- Principal may sign the submittal while the submittal is in eSign status.

To sign, **Login** TIMS Web. Click **TIMS Web Bonding**.

Select desired submittal from the list. Click  **Details** to display the 2028 bond form. Principal signature block, located at the bottom of 2080 form, is shown in Figure 17.

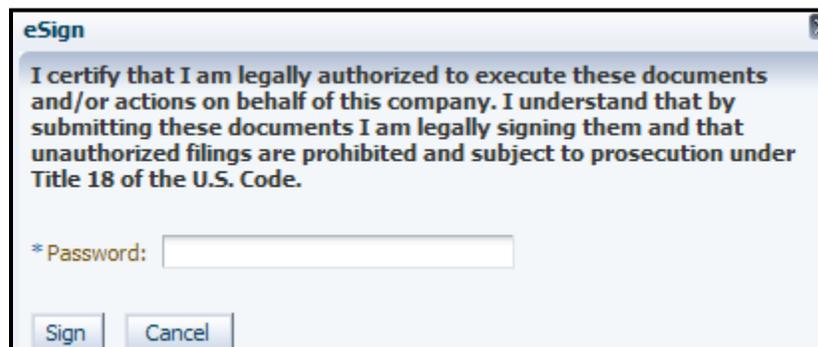


The form displays the following information:

- eSign** (button)
- Name of Principal: Shell Offshore Replication Tests
- Signature of Person Executing for Principal:
- Name and Title:
- Address: P.O. Box 576
- City: Houston
- State: TX
- Zip Code: 77001-0576

Figure 17: Principal Signature

Click . Upon clicking, Principal is required to verify he is legally authorized to sign. Principal must enter his password in the designated field. A sample is shown.



The dialog box contains the following text:

eSign

I certify that I am legally authorized to execute these documents and/or actions on behalf of this company. I understand that by submitting these documents I am legally signing them and that unauthorized filings are prohibited and subject to prosecution under Title 18 of the U.S. Code.

* Password:

Sign **Cancel**

Click  to complete electronic signature process or click  to abort the action.

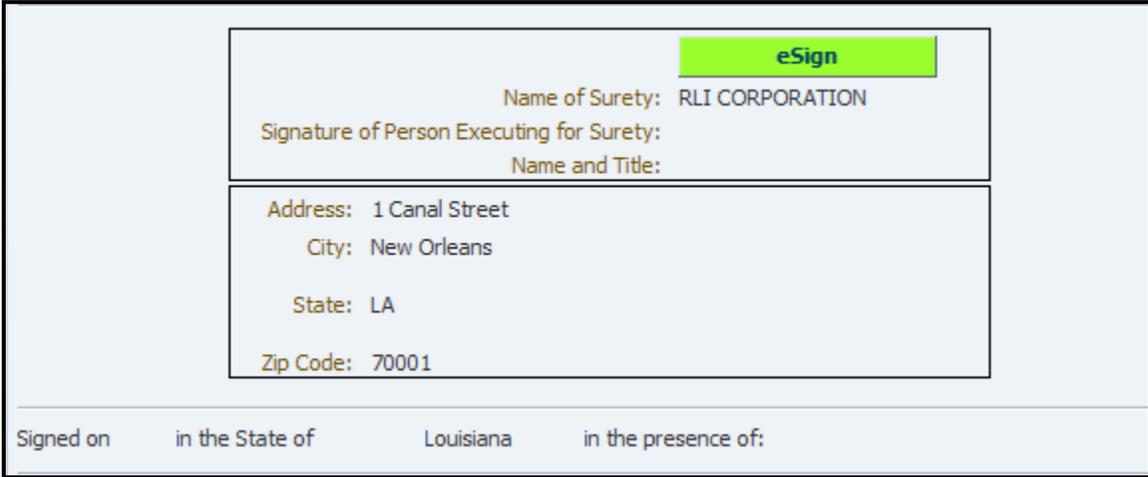
If Principal signs first, the system notifies the Surety of the action. Another notification is sent to Principal Witness.

Surety

- Surety is the entity that guarantees the performance.
- For Treasury Note bonds, Surety and Surety Witness signatures are **not** required.

To sign, **Login** TIMS Web. Click **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list. Click  to display the 2028 bond form. Surety's signature box is located at the bottom of 2028 bond form. A sample is shown.



eSign

Name of Surety: RLI CORPORATION

Signature of Person Executing for Surety:

Name and Title:

Address: 1 Canal Street

City: New Orleans

State: LA

Zip Code: 70001

Signed on _____ in the State of Louisiana in the presence of: _____

Figure 18: Surety Signature

Click . Surety is prompted to verify he is legally authorized to sign the form. Surety must enter his password and click . To cancel electronic signature process click .

If Surety is the first to sign, a notification of the action is sent to the Principal. Upon Surety's signing, the system notifies Surety Witness of the action.

Because the surety company can be incorporated in more than one state, Surety's State of Incorporation can be updated in Surety's signature date field located below Surety's signature box.

Principal Witness

The following restrictions exist for Principal Witness.

- Principal Witness **cannot** be the signing Principal or the signing Surety.
- Principal Witness **cannot** sign the submittal before Principal has signed the bond form.
- When Principal signs the bond form, the system will notify Principal Witness of such action. Principal Witness is now enabled to sign the form.

To sign, **Login** TIMS Web and click **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list. Clicking  will display the 2028 bond form.

Principal Witness may find his signature box at the bottom of the form.

Click . After clicking, the system prompts Principal Witness to verify he is legally authorized to sign. Principal Witness must enter his password and click  to complete electronic signature process. Clicking  aborts the action.

Surety Witness

The following restrictions exist for Surety Witness.

- Surety Witness **cannot** be the signing Principal or the signing Surety.
- Surety Witness **cannot** sign before Surety has electronically signed the bond form.
- After Surety signs the bond form, the system sends a notification to Surety Witness. Surety Witness's signature block is enabled by the system.

To sign, **Login** TIMS Web. Click **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list. Clicking  will display the 2028 bond form. Surety Witness can find his signature box at the bottom of the form.

Click . The system prompts Surety Witness to verify he is legally authorized to sign the form. Surety Witness must enter his password and click the  button to complete electronic signature process. Clicking  aborts the action.

Submit 2028 Bond Form

- Before submission to BOEM, the 2028 bond form must have been validated and all persons authorized to sign, must have signed the form.
- User must be authorized to submit the 2028 bond form.
- All bond submittals must be approved by BOEM.

Login TIMS Web. Select **TIMS Web Bonding**. Select desired submittal and click .

Click  located at the bottom of the form. User is enabled to review and print the consolidated report and to check accuracy of the entries.

To submit, click the  button located at the bottom of the page. User is prompted to  or to  the submission. If user clicks , he must confirm the cancellation. The system then aborts the submission.

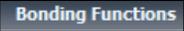
If user clicks , the system stamps the submittal with the current date and time and updates the submittal to Pending status. The Submitter, Principal and Surety are notified that the bond form has been successfully submitted.

If the system determines the submittal duplicates an existing one, the system displays an appropriate message, aborts the Submit action, invalidates eSignatures and updates the submittal to Draft status.

Oil and Gas Supplemental Bond

- In addition to the 2028 general bond, a supplemental bond may be required if it is determined by BOEM that the original general bond is not enough to cover potential decommissioning liabilities of the OCS lessee. In such cases, BOEM requires that each lease, right-of-way and right-of-use and easement be covered by a supplemental bond.
- Supplemental bond will **not** be required if the lessee or a RUE or ROW holder demonstrates, to the satisfaction of BOEM, financial ability to ensure plugging of the wells, removal of the platforms and clearing of drilling sites according to BOEM regulations.
- Oil and Gas bond forms, including 2028A, are **not** accessible to Renewable Energy companies. Therefore, a 2028A bond form **cannot** be submitted by Renewable Energy companies.
- User must have appropriate role to create a new 2028A supplemental bond.

To create a new 2028A bond submittal, **Login** TIMS Web.

Select **TIMS Web Bonding** and click . Select the **Form 2028A – Supplemental Bond** option.

Type Submittal Name. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique.

Click  to continue or click  to leave current screen.

Upon clicking , the system displays the Outer Continental Shelf (OCS) Mineral Lessee's or Operator's Supplemental Bond – 2028A form..

2028A Attachments

- All attachments must be in **PDF**.
- All attachments must be uploaded prior to validation for eSignature.
- Attached documents **cannot** be deleted **after** submission to BOEM.

For complete information see [Upload Attachments](#).

To view required and optional attachments for the 2028A bond form click the  button. The displayed screen allows user to upload desired attachments.

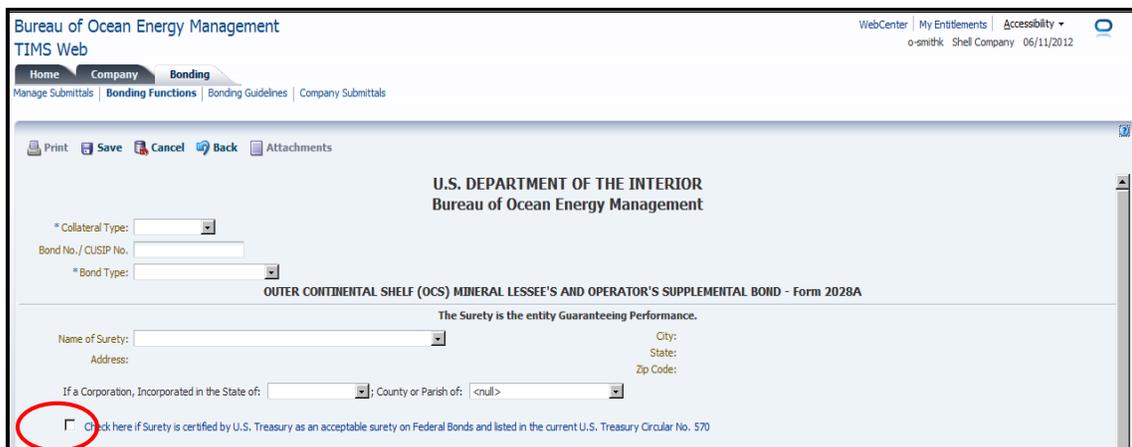
To upload a document, click the  button corresponding to the appropriate attachment. Click  to locate desired file. Once the file is located, click the  button.

To delete an attachment, click the corresponding  button.

Enter 2028A Bond Form

Select **Collateral Type**. If **Surety Bond** is selected, enter **Bond No.** If **Treasury Note** is selected, enter **CUSIP No.** Both numbers must be unique values not exceeding 20 characters. Alphanumeric numbers may be used.

Select **Bond Type**. Three options are available: **Lease Specific**, **ROW Specific** or **RUE Specific**. The top section of 2028A form is shown.



The screenshot shows the 'Bureau of Ocean Energy Management' TIMS Web interface. The page title is 'U.S. DEPARTMENT OF THE INTERIOR Bureau of Ocean Energy Management'. The form is titled 'OUTER CONTINENTAL SHELF (OCS) MINERAL LESSEE'S AND OPERATOR'S SUPPLEMENTAL BOND - Form 2028A'. The form includes fields for 'Collateral Type', 'Bond No./ CUSIP No.', and 'Bond Type'. Below these fields, there is a section for 'The Surety is the entity Guaranteeing Performance.' with fields for 'Name of Surety', 'Address', 'City', 'State', and 'Zip Code'. At the bottom, there is a checkbox labeled 'Check here if Surety is certified by U.S. Treasury as an acceptable surety on Federal Bonds and listed in the current U.S. Treasury Circular No. 570', which is circled in red.

Figure 19: Form 2028A Supplemental Bond

For Lease Specific Bond Type, choose **Lease Number** from the list. The list is comprised of all leases owned by the company.

For ROW Specific Bond Type, select a **ROW Number** from the list.

For RUE Specific Bond Type, select a **RUE Number** from the list.

The system automatically populates the **Amount** based on your entries and according to the governing business rules.

To **search** for a specific lease, ROW or RUE number, see [Search Lease, ROW, RUE Number](#).

Select **Name of Surety** from the list. Sureties **not** appearing in the list must contact the appropriate BOEM Regional Official. See [BOEM Regional Contacts](#).

The system automatically populates Surety's known data. If selected Surety is a Corporation, select **State of Incorporation** and **County or Parish** from the list.

User is required to check Surety Certification box, identified by red oval on Figure 19. Validation fails if user does not select Surety Certification box. Surety Certification is verified **manually** by BOEM. The sentence adjacent to the box is a link to the U.S. Treasury 570 circular. The surety company must be a **non-qualified** company.

Additional Obligations

User must select one of the three available options. See sample below.

In addition to the Obligations of the Principal during the period of liability of this bond, the Surety also accepts the following Obligations: (Check One)	
<input type="radio"/> No Obligations other than the Obligations of the Principal during the period of liability of this bond.	
<input type="radio"/> All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond.	
<input type="radio"/> All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond with the following exceptions or limitations (use the following exceptions or limitations):	
Definitions	A Principal includes an entity holding an interest in the oil & gas lease in one or more of the following ways: (1) as an approved record title owner of all or a portion of the lease, (2) as an approved operating rights owner of all or a portion of the lease, or (3) as a designated operator or designated agent in all or a portion of the lease. A Lessee includes an approved record title owner of all or a portion of the lease or an approved operating rights owner of all or a portion of the lease. An Obligation includes any obligation arising from any regulations of the Department of the Interior or any Instrument issued, maintained, or approved under the OCS Lands Act (43 U.S.C. 1331 et seq.). An Instrument includes individually or collectively any lease, operating agreement, designation of operator or agent, storage agreement, compensatory royalty agreement, transfer of operating rights, permit, license, or easement, whereunder the Principal has the right, privilege, or license to conduct operations on the OCS. A Person includes an individual, a public or private entity, a State, a political subdivision of a State, any association of individuals, corporations, States, or subdivisions of States, or a government agency.

If the **first** option is selected, the Surety does not assume any obligation other than obligations of the Principal during the period of liability of the bond.

In the **second** option, the Surety assumes all obligations of all previous Sureties or guarantors even if the obligations are not obligations of the Principal during the period of liability of the bond.

The **third** option allows Surety to accept all obligations of previous Sureties or guarantors, **with** exceptions or limitations, even if the obligations are not obligations of the Principal during the period of liability of the bond.

For a new **Lease Specific** supplemental bond, if the **second** option is selected, the system identifies all active supplemental 2028A bonds for the Lease Number selected by the user that are less than or equal to the amount of the new Lease Specific bond.

An **active** bond is a bond whose effective date has not been terminated, cancelled or replaced and has an **Active** status.

Upon BOEM approval, the system associates the identified active bonds with the new 2028A bond.

If **no** supplemental Lease Specific active bonds are identified to be assumed, user must select the **first** option.

For a new **RUE Specific** supplemental bond, if the **second** option is selected, the system identifies all RUE Specific active supplemental 2028A bonds for the RUE Number selected by the user that are less than or equal to the amount of the new RUE Specific bond. Upon BOEM approval, the system associates the identified active bonds with the new supplemental bond.

If **no** supplemental Lease Specific active bonds are identified to be assumed, user must select the **first** option.

For a new **ROW Specific** 2028A bond, if the **second** option is selected, the system identifies all ROW Specific active 2028A bonds for the ROW Number selected by the user that are less than or equal to the amount of the new ROW Specific bond. Upon BOEM approval, the identified bonds are associated with the new supplemental bond.

If no supplemental ROW Specific active bonds are identified, user must select the **first** option.

For a new **Lease Specific** supplemental bond, if the **third** option is selected, the system identifies all Lease Specific active supplemental 2028A bonds for the Lease Number user selected that are less than or equal to the amount of the new Lease Specific bond. The system also displays a list of identified active supplemental bonds. User must select the bonds to be excluded from assumption. If user does not select bonds for exclusion, the system will display an appropriate message. Upon BOEM approval, the system associates identified active bonds that were not excluded, with the new supplemental bond.

If **no** supplemental Lease Specific active bonds are identified to be assumed, user must select the **first** option.

For a new **RUE Specific** supplemental bond, if the **third** option is selected by the user, the system identifies all RUE Specific active supplemental 2028A bonds for the RUE Number user selected that are less than or equal to the amount of the new RUE Specific bond. The system displays a listing of identified active supplemental bonds from which user may select the bonds to be excluded. If user does not select bonds to be excluded, the system will display an appropriate message. Upon BOEM approval, the new bond record is associated with identified bonds that were not excluded from assumption.

If **no** supplemental RUE Specific active bonds are identified to be assumed, user must select the **first** option.

For a new **ROW Specific** supplemental bond, if user selects the **third** option, the system identifies all ROW Specific active supplemental 2028A bonds for the ROW Number user selected that are less than or equal to the amount of the new ROW Specific bond. The system displays a list of identified bonds, from which user may select bonds to be excluded. If user does not select bonds to be excluded, the system will display an appropriate message. Upon BOEM approval, the system associates identified active bonds that were **not** excluded, with the new supplemental bond.

If **no** supplemental ROW Specific active bonds are identified to be assumed, the system displays an appropriate message. User must select the **first** option.

To **exclude** bonds from assumption, select a bond from the **Assumed Bond** panel and click the corresponding  button. Selected bond will be placed in **Excepted Bonds** panel and will be excluded from assumption

Clicking  saves the submittal in Draft status. User may change the entries while the submittal is in Draft status. Click  to return to pervious page.

Validate 2028A Bond Form for eSignature

- The new supplemental bond form must be validated for electronic signature.
- All required attachments must be uploaded **before** validation. See [Upload Attachments](#).
- All bond submittals must be approved by BOEM.

To validate the 2028A bond form, click the  button located at the bottom of the form. User is prompted to confirm the action. If user does not confirm the action, the system saves the submittal in Draft status and aborts validation process.

Upon user's confirmation, the system validates the supplemental bond form, provided there are no missing data or discrepancies. The system displays an appropriate message if validation fails and provides a list of failures.

After successful validation, the system updates the submittal to eSign status. The submittal **cannot** be edited while in eSign status. Principal and Surety are notified by the system that the bond form is ready to be signed. A link to the submittal is provided in the notification.

Principal/Surety Electronic Signature

- Both Surety and the Principal must sign the 2028A bond form.
- Principal and Surety must have appropriate role to electronically sign the supplemental bond 2028a form.
- For Treasury Note bonds, the Surety and Surety Witness signatures are **not** required.

To sign, **Login** TIMS Web and choose **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click . Selected submittal is displayed.

To sign, click the  button located at the bottom of the bond form. User is prompted to verify he is legally authorized to sign the bond form. User must enter his password and click  to complete electronic signature process or click  to abort the action.

If Surety signs first, the system notifies the Principal that the submittal awaits his signature. If Principal signs first, a similar notification is sent to the Surety. Because the surety company can be incorporated in more than one state, Surety's State of Incorporation can be updated in Surety's signature date field located below the Surety's signature box.

If Surety Bond is selected, the signature date field is automatically populated when the Surety signs the supplemental bond form.

If Treasury Notes is selected, the signature date field is automatically populated with the date the Principal signs the bond form.

Principal Witness Electronic Signature

The following restrictions exist for Principal Witness.

- Principal Witness **cannot** be the signing Principal or the signing Surety.
- Principal Witness **cannot** sign before Principal has signed the bond form.

When Principal signs the 2028A bond form, the system will notify Principal Witness of such action. Principal Witness is now enabled to sign the form.

To sign, **Login** TIMS Web. Choose **TIMS Web Bonding**, and select desired submittal from the displayed submittals list. Click .

Principal Witness may find his signature box at the bottom of the page. After clicking the  button, the system prompts Principal Witness to verify he is legally authorized to sign the form. Principal witness must enter his password and click the  button. To abort the action click .

Surety Witness Electronic Signature

The following restrictions exist for Surety Witness.

- Surety Witness **cannot** be the signing Principal or the signing Surety.
- Surety Witness **cannot** sign the before Surety has signed the bond form.

After Surety signs the bond form, the system sends a notification to Surety Witness. The 2028A bond form can now be signed by Surety Witness.

To sign, **Login** TIMS Web and choose **TIMS Web Bonding**. Select desired submittal from the displayed submittals list. Click .

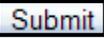
Surety Witness can find his designated signature box at the bottom of the 2028A form. Click the  button. The system prompts Surety Witness to verify he is legally authorized to sign the form. Surety witness must enter his password and click . Clicking  will cancel the action.

Submit 2028A Bond Form

- User must be authorized to submit a 2028A bond form.
- All required signatures must have been applied before submission to BOEM.

To submit, **Login** TIMS Web. Choose **TIMS Web Bonding**. Select desired submittal from the displayed submittals list and click .

Click . User can review and print, if desired, the consolidated report for the submittal and check accuracy of the entries before submission.

Click  located at the bottom of the page. User is prompted to  or to  the submittal. If user clicks  he must confirm the cancellation.

If user clicks  the system stamps the bond form with the current date and time and updates submittal's status to Pending. The Submitter, Principal and Surety are notified that the bond form has successfully been submitted.

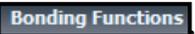
If the submittal duplicates an existing submittal, the system displays an appropriate message, aborts the Submit action, invalidates eSignatures and updates the submittal to Draft status.

Pipeline Right-of-Way Grant Bond

- A 2030 Pipeline Right-of-Way Grant Bond is **required** to guarantee all existing and future financial obligations of the Principal on the pipeline rights-of-way through the submerged lands of the Outer Continental Shelf for the purpose of transporting oil, natural gas, sulphur or other minerals.
- The Principal is the pipeline right-of-way grant holder for whom the bond or additional security is issued.
- Oil and Gas bond forms 2028, 2028A and 2030, are **not** accessible to Renewable Energy companies. Therefore, 2028, 2028A or 2030 bond forms **cannot** be submitted by Renewable Energy companies.

Enter 2030 Bond Form

To enter 2030 pipeline right-of-way grant bond form, user with appropriate role may **Login** TIMS Web.

Select **TIMS Web Bonding**. Choose  and click **Form 2030 – Pipeline Right of Way General and Supplemental Bond**.

Type Submittal Name in the designated field. Submittal Name must be unique to submittal type. Click  to continue or click  to discard the submittal.

Upon clicking  the system displays the Outer Continental Shelf (OCS) Pipeline Right-of-Way Grant Bond- Form 2030. Top section of the 2030 form is shown. All fields are required.



The screenshot shows the 'U.S. DEPARTMENT OF THE INTERIOR Bureau of Ocean Energy Management' web interface. The main heading is 'OUTER CONTINENTAL SHELF (OCS) PIPELINE RIGHT-OF-WAY GRANT BOND - Form 2030'. Below this, there are several input fields: 'Collateral Type' (a dropdown menu), 'Bond No./ CUSIP No.' (a text field), and 'Bond Type' (a dropdown menu). Underneath, there are fields for 'Name of Surety' (a dropdown menu), 'Address' (a text field), 'City', 'State', and 'Zip Code' (all text fields), and 'County or Parish of:' (a dropdown menu). At the bottom, there is a checkbox labeled 'Check here if Surety is certified by U.S. Treasury as an acceptable surety on Federal Bonds and listed in the current U.S. Treasury Circular No. 570'. This checkbox is circled in red in the original image.

Figure 20: Form 2030 - Collateral/Bond Type

Select **Collateral Type**. If **Surety Bond** is chosen, enter **Bond No.** If **Treasury Note** is selected, enter **CUSIP No.** Both numbers must be unique values not exceeding 20 characters. Alphanumeric values are accepted.

If user represents a Surety company, the system disables the Treasury Note option for Collateral Type.

Select **Bond Type**. User may select Supplemental - **ROW Specific** or **Area Wide - ROW**.

If user selects Supplemental – ROW Specific, he must select **ROW Number** from a list.

If Area Wide - ROW is selected, user must select the appropriate **Region**.

Upon selecting the appropriate ROW Number/Region, the system automatically populates the bond **Amount** field. The bond Amount is determined based on user's selection of Collateral and Bond Type and according to the governing business rules.

User can specify a different bond amount if desired. User-specified amount **cannot** be less than the default amount. The system alerts user with a message if user-specified amount is less than the default amount.

Select **Name of Surety** from the list of known surety companies. Sureties **not** in the list must contact the appropriate BOEM Regional Official. To view contact information for BOEM Regional Officials, see [BOEM Regional Contacts](#).

Once the Surety is selected, the system automatically populates Surety information, if available. If selected Surety is a corporation, the **State** in which the corporation originated and the **County** or **Parish** of the corporation must be selected by the user. The Surety must be a **non**-qualified company.

User must indicate that selected Surety is certified on the U.S. Treasury 570. The bond form cannot be validated if user fails to do so. The sentence adjacent to Surety Certification box identified with red oval in Figure 20 is a link to the U.S. Treasury 570 circular. Surety certifications are verified **manually** by BOEM Reviewers.

For **Treasury Note** bonds, the Name of Surety will be set to U.S. Treasury.

For Surety bonds, Name of Principal and Principal Address are automatically populated by the system.

Principal is the Lessee or Designated Operator for whom the Bond is issued. The principal company must be a BOEM qualified company.

Additional Obligations

User must select one of the three options under **Additional Obligations**.

First option: Surety accepts no additional obligations other than those of the Principal during the period of liability of the bond.

Second option: Surety accepts all obligations of previous sureties or guarantors even if the obligations are not obligations of the Principal during the period of liability of the bond.

Third option: Surety accepts all obligations of previous sureties or guarantors **with** exceptions or limitations, even if the obligations are not obligations of the Principal during the period of liability of the bond.

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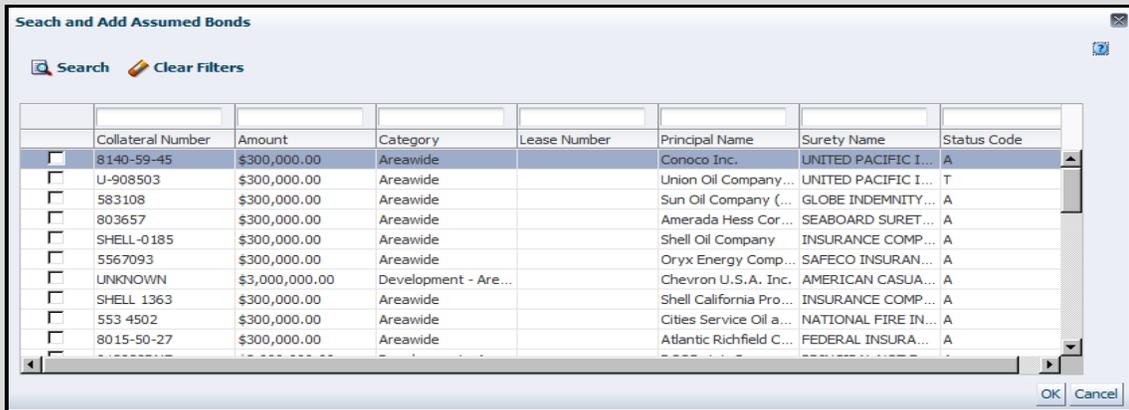
If user selects the **second** option for a Supplemental - ROW Specific bond, the system identifies all active supplemental ROW Specific bonds for the user-specified ROW number that are less than or equal to the amount of the new Supplemental - ROW Specific bond.

If user selects the **second** option for an Area Wide – ROW bond, the system identifies all active Area Wide ROW bonds within user-specified region that are less than or equal to the amount of the new Area Wide ROW bond.

If user selects the **third** option for a Supplemental – ROW Specific bond, the system identifies all active supplemental ROW Specific bonds for the user-specified ROW number that are less than or equal to the amount of the new Supplemental – ROW Specific bond. User must select the bonds to be excluded from assumption.

If user selects the **third** option for an Area Wide – ROW bond, the system identifies all active area wide – ROW bonds within user-specified region that are less than or equal to the amount of the new Area Wide ROW bond. User **must** select the bonds to be **excluded** from assumption.

User has the **option** to click the  button and assume bonds (Area Wide-ROW), in the same region, where the Principal is **not** the lease owner or designated operator. A sample of the displayed screen is shown.

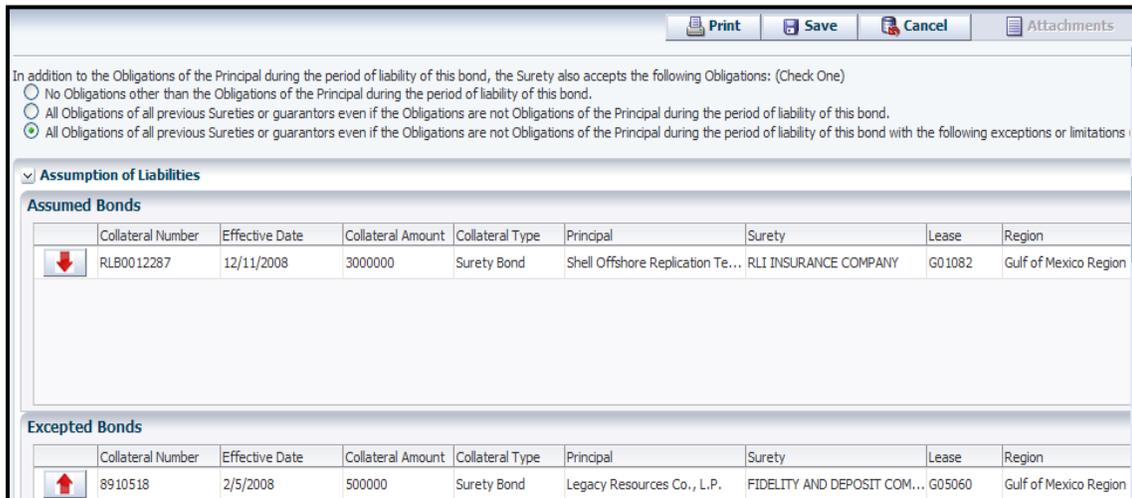


	Collateral Number	Amount	Category	Lease Number	Principal Name	Surety Name	Status Code
<input type="checkbox"/>	8140-59-45	\$300,000.00	Areawide		Conoco Inc.	UNITED PACIFIC I...	A
<input type="checkbox"/>	U-908503	\$300,000.00	Areawide		Union Oil Company...	UNITED PACIFIC I...	T
<input type="checkbox"/>	583108	\$300,000.00	Areawide		Sun Oil Company (...)	GLOBE INDEMNITY...	A
<input type="checkbox"/>	803657	\$300,000.00	Areawide		Amerada Hess Cor...	SEABOARD SURET...	A
<input type="checkbox"/>	SHELL-0185	\$300,000.00	Areawide		Shell Oil Company	INSURANCE COMP...	A
<input type="checkbox"/>	5567093	\$300,000.00	Areawide		Oryx Energy Comp...	SAFECO INSURAN...	A
<input type="checkbox"/>	UNKNOWN	\$3,000,000.00	Development - Are...		Chevron U.S.A. Inc.	AMERICAN CASUA...	A
<input type="checkbox"/>	SHELL 1363	\$300,000.00	Areawide		Shell California Pro...	INSURANCE COMP...	A
<input type="checkbox"/>	553 4502	\$300,000.00	Areawide		Cities Service Oil a...	NATIONAL FIRE IN...	A
<input type="checkbox"/>	8015-50-27	\$300,000.00	Areawide		Atlantic Richfield C...	FEDERAL INSURA...	A

Click the box corresponding to the bond(s) you like to assume and click . Use the search button to search for specific bond(s).

The following describe how to exclude bonds from assumption.

In the **Assumed Bonds** panel, click the  button corresponding to the bond you wish to exclude. This places selected bond in the **Excepted Bonds** panel. Clicking  reverses the action. Bonds in Excepted Bonds panel will be excluded from assumption.



In addition to the Obligations of the Principal during the period of liability of this bond, the Surety also accepts the following Obligations: (Check One)

No Obligations other than the Obligations of the Principal during the period of liability of this bond.

All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond.

All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond with the following exceptions or limitations

Assumption of Liabilities

Assumed Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	RLB0012287	12/11/2008	3000000	Surety Bond	Shell Offshore Replication Te...	RLI INSURANCE COMPANY	G01082	Gulf of Mexico Region

Excepted Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	8910518	2/5/2008	500000	Surety Bond	Legacy Resources Co., L.P.	FIDELITY AND DEPOSIT COM...	G05060	Gulf of Mexico Region

Figure 21: Form 2030 - Exclude Bonds from Assumption

To view required and optional attachments for the 2030 bond click the  button located at the top of the page. The displayed screen allows user to upload desired attachments.

- To **upload** an attachment, click the  button corresponding to the appropriate attachment. Click  to locate desired file. Once the file is located, click the  button. All attachments must be in **PDF**.
- To **delete** an attachment, click the corresponding  button.
- To save entries click .
- To print the submittal to local printer, click .
- To go to previous page click .

Validate 2030 Bond Form for eSignature

- The 2030 bond form must be validated for electronic signature before submission to BOEM.
- All attachments must be uploaded **prior** to validation.

Click the  button located at the bottom of the 2030 form. User is prompted to confirm the action. If user does not confirm the action, the system saves the submittal in Draft status and aborts the validation.

Upon user's confirmation, the system validates the bond form, provided there are no missing data or discrepancies. The system displays an appropriate message if validation fails and provides a list of failures.

After successful validation, the system updates the bond submittal's status to eSign. The submittal **cannot** be edited while in eSign status.

Principal and Surety are notified that the submittal is awaiting their signature. A link to the submittal is provided in the notification.

Principal/Surety Electronic Signature

- Four signatures may be required for a 2030 Surety bond: Principal, Surety, Principal Witness, and Surety Witness.
- Principal is the pipeline right-of-way grant holder for whom the bond or additional security is issued.
- Bond submittals indicating Treasury Note as Collateral Type, need Principal and Principal Witness signatures **only**.

To sign the bond form, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select the submittal from the displayed list and click . The system displays the 2030 bond form. Signature blocks are located at the bottom of the form.

To sign, click . Upon clicking, the system prompts user to verify he is legally authorized to sign the bond form.

Enter password and click  To exit the signature window click 

If Surety signs first the system notifies the Principal that the submittal awaits his signature. If Surety signs first a similar notification is sent to the Surety.

For Surety bonds, the signature date field is automatically populated when the Surety signs the bond submittal.

For **Treasury Note** bonds, the signature date field is automatically populated with the date the Principal signs the bond submittal.

Because the surety company can be incorporated in more than one state, Surety's State of Incorporation can be updated in Surety's signature date field located below Surety's signature block.

Principal/Surety Witness Electronic Signature

The following restrictions exist for **Principal Witness**.

- Principal Witness **cannot** be the signing Principal or the signing Surety.
- Principal Witness **cannot** sign before Principal has signed the bond form.

When Principal signs the 2030 bond form, the system will notify Principal Witness of such action. Principal Witness is now enabled to sign the form.

The following restrictions exist for **Surety Witness**.

- Surety Witness **cannot** be the signing Principal or the signing Surety.
- Surety Witness **cannot** sign before Surety has signed the bond form.

After Surety signs the 2030 bond form, the system sends a notification to Surety Witness. The form can now be signed by Surety Witness.

To sign, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click . The 2030 bond form is displayed.

User's signature box is located at the bottom of the page. Click the  button. User is required to verify he is legally authorized to sign the form. Enter password and click .

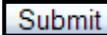
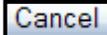
To exit the signature window click .

Submit 2030 Bond Form

- User must be authorized to submit a 2030 bond form.
- All required signatures must have been applied **prior** to submission.

To submit the form, **Login** TIMS Web. Choose **TIMS Web Bonding**. Select desired submittal and click . Selected submittal is displayed.

Click the  button located at the bottom of the page. This allows user to review and print, if desired, the consolidated report for the 2030 bond form and also check accuracy of the entries before submission.

Click . The system prompts user to  the form or  the submission. User must confirm the cancellation.

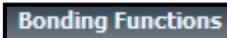
Upon submission, the system stamps the submittal with the current date and time and updates the status to Pending. The Submitter, Principal and Surety are notified that the bond form has successfully been submitted.

If the system determines the submittal duplicates an existing submittal, the system displays an appropriate message, aborts the Submit action, invalidates eSignatures and updates the submittal to Draft status.

Enter 0005 Bond Form

- User must represent a qualified Renewable Energy company and have appropriate role to enter a 0005 bond form.
- Renewable Energy bond form 0005 is **not** accessible to Oil and Gas companies. Therefore, a 0005 bond **cannot** be submitted by Oil and Gas companies.

To enter 0005 bond form, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select the  tab located at the top of the page and click **Form 0005-Renewable Energy Bond**.

Type Submittal Name. Submittal Name must be unique to submittal type. Click  to continue or click  to return to previous screen.

Upon clicking  the system displays Outer Continental Shelf (OCS) Renewable Energy Lessee's, Grantee's, and Operator's Bond – Form 0005. The top section of 0005 bond form is shown.

The screenshot shows the 'Form 0005' interface. At the top, it says 'Bureau of Ocean Energy Management' and 'TIMS Web'. There are navigation tabs for 'Home', 'Company', and 'Bonding'. Below that, there are links for 'Manage Submittals', 'Bonding Functions', 'Bonding Guidelines', and 'Company Submittals'. The main content area has a title 'U.S. DEPARTMENT OF THE INTERIOR Bureau of Ocean Energy Management' and a subtitle 'OUTER CONTINENTAL SHELF (OCS) RENEWABLE ENERGY LESSEE'S, GRANTEE'S, AND OPERATOR'S BOND - Form 0005'. The form includes several input fields: '* Collateral Type:' (dropdown), 'Bond No./ CUSIP No.' (text), '* Bond Type:' (dropdown), 'Name of Surety:' (dropdown), 'Address:' (text), 'City:' (text), 'State:' (text), 'Zip Code:' (text), and 'If a Corporation, Incorporated in the State of:' (dropdown). A red circle highlights a checkbox with the text 'Check here if Surety is certified by U.S. Treasury as an acceptable surety on Federal Bonds and listed in the current U.S. Treasury Circular No. 570'.

Figure 22: Form 0005 - Collateral/Bond Type

Select **Collateral Type**.

If **Surety Bond** is selected, enter **Bond No.** If **Treasury Note** is selected, enter **CUSIP No.**

Bond No. and CUSIP No. must be unique values not exceeding 20 characters. Alphanumeric values are accepted.

Select **Bond Type** from the list provided. The following options exist for Bond Type:

- Lease-Specific – Commercial: If selected, the bond **Amount** will be populated by the system. User may change the default Amount.
- Lease-Specific – Limited: If selected, the bond **Amount** will be populated by the system. User may change the default Amount.
- Decommissioning – Commercial Lease: If selected, enter the bond **Amount**, if not populated by the system. User may change the default Amount.
- Decommissioning – Limited Lease: If selected, enter the bond **Amount**, if not populated by the system. User may change the default Amount.
- Supplemental – Commercial Lease: If selected, enter the bond **Amount**, if not populated by the system. User may change the default Amount.
- Supplemental – Limited Lease: If selected, enter the bond **Amount**, if not populated by the system. User may change the default Amount.
- Construction and Operation Plan – Commercial Lease: If selected, enter the bond **Amount**, if not populated by the system. User may change the default Amount.
- Construction and Operation Plan – Limited Lease: If selected, enter the bond **Amount**, if not populated by the system. User may change the default Amount.

- Grant-Specific – ROW: If selected, select **ROW Number** from the list. The bond **Amount** will automatically be populated by the system. User may type a value different from default Amount.
- Grant-Specific – RUE: If selected, select **RUE Number** from the list. The bond **Amount** will automatically be populated by the system. User may type a value different from default Amount.
- Decommissioning – ROW: If selected, select **ROW Number** from the list. The bond **Amount** may automatically be populated by the system. User may type a value different from default Amount.
- Decommissioning – RUE: If selected, select **RUE Number** from the list. The bond **Amount** may automatically be populated by the system. User may type a value different from default Amount.
- Supplemental – ROW: If selected, select **ROW Number** from the list. The bond **Amount** may automatically be populated by the system. User may type a value different from default Amount.
- Supplemental – RUE: If selected, select **RUE Number** from the list. The bond **Amount** may automatically be populated by the system. User may type a value different from default Amount.
- Construction and Operation Plan – ROW: If selected, select **ROW Number** from the list. The bond **Amount** may automatically be populated by the system. User may type a value different from default Amount.
- Construction and Operation Plan – RUE: If selected, select **RUE Number** from the list. The bond **Amount** may automatically be populated by the system. User may type a value different from default Amount.

User may **search** for a specific ROW or RUE Number. See [Search Lease, ROW, RUE Number](#).

If Surety Bond is selected, user must select **Name of Surety** from a list provided by the system. If Surety is a corporation, the **State of Incorporation** and **County** or **Parish** of the corporation must be selected by the user.

Sureties **not** in the list must contact the appropriate BOEM Regional Official. To view contact information for BOEM Regional Officials, see [BOEM Regional Contacts](#).

User is **required** to check Surety Certification box, identified by red oval in Figure 22. The sentence adjacent to the box is a link to the U.S. Treasury 570 circular. Validation fails if user does not select Surety Certification box. Surety Certification is verified **manually** by BOEM.

If Treasury Notes is selected, U.S. Treasury is displayed as **Name of Surety**.

If user represents the Principal, Name and Address of Principal are automatically populated by the system.

If user represents the Surety, the system disables the Treasury Note option.

Schedule A displays the area or leases covered by the bond.

Additional Obligations

User must select one of the three available options under Additional Obligations. If user does not select an option, the system displays an appropriate message. A sample screen is shown in Figure 23.

User may select the **first** option indicating the Surety accepts **no** obligation other than obligations of the Principal during the period of liability of the bond.

The **second** option indicates the Surety accepts **all** obligations of all previous Sureties and guarantors even if the obligations are not obligations of the Principal during the period of liability of the bond.

If the **second** option is selected, the system identifies all active Renewable Energy bonds for the user-specified lease or grant number that are less than or equal to the amount of the bond, and associates identified bonds with the new bond.

If the **third** option is selected, the Surety accepts, **with** exceptions, all obligations of all previous Sureties and guarantors, even if the obligations are not obligations of the Principal during the period of liability of the bond.

If the **third** option is selected, the system identifies all active Renewable Energy bonds for the user-specified lease/grant number that are less than or equal to the amount of the bond. User must select the bonds to be **excluded** from assumption.

If **no** active bonds are identified by the system, user must select the **first** option.

The Principal is the Lessee, Grantee, or Operator for Whom the Bond is Issued.

Name of Principal: Bluewater Wind New Jersey Energy LLC	City: Hoboken
Address: 22 Hudson Place 3rd Floor	State: NJ Zip Code: 07030

Schedule A: the lease or grant covered by this bond is the following:

The Following lease/ROW/RUE:

In addition to the Obligations of the Principal during the period of liability of this bond, the Surety also accepts the following Obligations: (Check One)

- No Obligations other than the Obligations of the Principal during the period of liability of this bond.
- All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond.
- All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond with the following excepti

Definitions

An **Obligation** includes any obligation arising from any regulations of the Department of the Interior or any Instrument issued, maintained, or approved under the OCS Lands Act, 43 USC 1331 et seq.

An **Instrument** includes individually or collectively any lease, operating agreement, designation of operator or agent, permit, license, right-of-way, right-of-use and easement or project easement, whereunder the Principal has the right, privilege, or license to conduct operations on the OCS.

A **Person** includes an individual, a public or private corporation, a State, a political subdivision of a State, any association of individuals, corporations, States, or subdivisions of States, or an Agency of the United States.

Figure 23: Form 0005 - Additional Liabilities

To **exclude** bonds from assumption, in the **Assumed Bonds** panel, click the  button corresponding to the bond you wish to exclude. This action places the selected bond in the **Excepted Bonds** panel. Bonds listed under the Excepted Bonds will be excluded from assumption. Clicking  will reverse the action.

- No Obligations other than the Obligations of the Principal during the period of liability of this bond.
- All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond.
- All Obligations of all previous Sureties or guarantors even if the Obligations are not Obligations of the Principal during the period of liability of this bond with the following exceptions or limitations (use .

Assumption of Liabilities

Assumed Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	0u812	3/28/2012	\$2,000,000	Surety Bond	Bluewater Wind New Jersey ...	BANK ONE, LOUISIANA	G32031	Gulf of Mexico Region

Excepted Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	2	4/25/2012	\$100,000	Surety Bond	Bluewater Wind New Jersey ...	RLI CORPORATION	G32031	Gulf of Mexico Region

Figure 24: Form 0005 - Assumption of Liabilities

Click  to save the selection. The system associates identified active bonds that were **not** excluded, with the new bond submittal and saves the submittal in Draft status.

User entries can be saved intermittently using the  button. User can exit the page at any time by clicking . If entries have been saved before cancelling, the system saves the submittal in Draft status.

Principal Exceptions

Principal, as the sole agent of all lessees, grantees, and operators, has the option to **exclude** some of his obligations for the entire lease or grant described in **Schedule A**. The Principal

can enter desired exceptions in the designated field, identified by red arrow in the following figure.

Definitions	An Obligation includes any obligation arising from any regulations of the Department of the Interior or any Instrument issued, maintained, or approved under the OCS Lands Act (43 U.S.C. 1331 et seq. as amended).
For the purposes of this document:	An Instrument includes individually or collectively any lease, operating agreement, designation of operator or agent, permit, license, right-of-way, right-of-use and easement or project easement, whereunder the Principal has the right, privilege, or license to conduct operations on the OCS. A Person includes an individual, a public or private entity, a State, a political subdivision of a State, any association of individuals, corporations, States, or subdivisions of States, or a government agency.
By signing below, the Principal verifies that the information above is correct and agrees to the following:	
The Principal, as agent on behalf of all lessees, grantees, and operators will fulfill all Obligations for the entire lease or grant to the same extent as though the Principal were the sole lessee, grantee, or operator for the lease or grant described in Schedule A with the following limitations and exceptions as for payment obligations:	
Principal Exception Field 	
By signing below, the Surety verifies that the information above is correct and agrees to the following:	
<ol style="list-style-type: none"> 1. The Surety does hereby absolutely and unconditionally bind itself to the United States of America acting through and by the Bureau of Ocean Energy Management (BOEM), or such other official designated by the Secretary of the Interior for this purpose, for the performance of all present and future Obligations. 2. The Surety agrees to meet all existing and future Obligations of the Principal on the lease or grant described in Schedule A at a cost not to exceed \$ 300000 . 3. The Surety will be responsible for all Obligations of the Principal in existence at the time this document becomes effective and all Obligations that accrue after that date and until all Obligations are 	

Figure 25: Form 005 - Principal Exceptions

The exceptions entered by the Principal will be considered by BOEM during review process.

Form 0005 Attachments

- All attachments must be in **PDF**.
- All attachments must be uploaded before validation for eSignature.
- Attachments cannot be deleted after submission to BOEM.

To view a list of required and optional attachments, click the  button located at the top left of the 0005 bond form. The attachment window, shown below will be displayed.

			
Attachment Name	View File [Upload Date]	Upload File	Delete
* Required Power of Attorney	 Document1.pdf [12/06/2011]		
Optional Bond Rider			
Optional Scanned Form			

Click the  button corresponding to desired attachment. Browse local drive to locate the appropriate file. Once the file is located, click the  button. Click  to cancel the upload.

To **delete** an attachment, click the corresponding  button.

To **add** supplemental attachments, see [Upload Attachments](#).

Click  to return to the 0005 bond form.

Validate 0005 Bond Form for eSignature

- The 0005 bond form must be validated for electronic signatures before submission.
- All required attachments must have been uploaded **prior** to validation.

To validate, click  located at the bottom of the form. Click  to confirm the action or click  to abort validation process.

If validation is successful, the system updates submittal's status to eSign and notifies the Principal and the Surety that the submittal is ready to be signed. If validation fails, the system displays an appropriate message and lists failure reasons.

Sign 0005 Bond Form

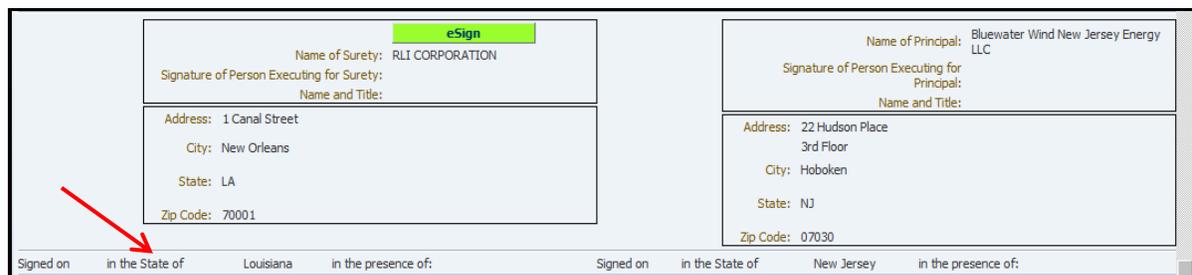
- Principal, Surety, Principal Witness and Surety Witness may be required to sign the 0005 bond form **before** submission to BOEM.
- **Prior** to signing, the submittal must have been validated for electronic signature.
- Treasury Note bonds require Principal and Principal Witness signatures **only**.
- Signature blocks are located at the bottom of the 0005 bond form.

Principal/Surety Electronic Signature

To sign the 0005 bond form, **Login** TIMS Web and choose **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click . Selected submittal is displayed.

Click  located at the bottom of the page. A sample screen is shown.



eSign	
Name of Surety: RLI CORPORATION	Name of Principal: Bluewater Wind New Jersey Energy LLC
Signature of Person Executing for Surety:	Signature of Person Executing for Principal:
Name and Title:	Name and Title:
Address: 1 Canal Street	Address: 22 Hudson Place
City: New Orleans	3rd Floor
State: LA	City: Hoboken
Zip Code: 70001	State: NJ
	Zip Code: 07030
Signed on _____ in the State of Louisiana in the presence of: _____	Signed on _____ in the State of New Jersey in the presence of: _____

Figure 26: Form 0005 – Principal and Surety Signature Blocks

User must verify he is legally authorized to sign. Enter password and click . Click  to exit the signature window.

If Surety signs first the system notifies the Principal that the submittal awaits his signature. If Surety signs first a similar notification is sent to the Surety.

For Surety Bonds, the signature date field is automatically populated when the Surety signs the bond form.

For Treasury Note bonds, the signature date field is automatically populated with the date the Principal signs the bond form.

Because the surety company can be incorporated in more than one state, Surety's State of Incorporation can be updated in Surety's signature date field located below Surety's signature box (identified by red arrow in [Figure 26](#)).

Principal/Surety Witness Electronic Signature

The following restrictions exist for **Principal Witness**.

- Principal Witness **cannot** be the signing Principal or the signing Surety.
- Principal Witness **cannot** sign before Principal has electronically signed the bond form. Principal Witness is notified when Principal signs the bond form.

The following restrictions exist for **Surety Witness**.

- Surety Witness **cannot** be the signing Principal or the signing Surety.
- Surety Witness **cannot** sign before Surety has signed the bond form. Surety Witness is notified when Surety signs the bond form.

To sign the 0005 bond form **Login** TIMS Web. Click **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click . Selected submittal is displayed.

User may find his designated signature box at the bottom of the page. Click the  button. User must verify he is legally authorized to sign the submittal. Enter password and click . To exit the signature window, click .

Submit 0005 Bond Form

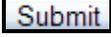
- User must be authorized to submit the 0005 bond form.
- All required electronic signatures must have been applied **prior** to submission.
- All submittals must be approved by BOEM.

Login TIMS Web. Choose **TIMS Web Bonding**. Select desired submittal and click  Selected submittal is displayed.

Click the  button located at the bottom of the page. This allows user to review and print, if desired, the consolidated report for the bond submittal and also check accuracy of the entries before submission.

Click . User is prompted to  or to  the submission.

If user selects to cancel, he must confirm the cancellation.

Upon clicking  the system stamps the submittal with the current date and time and updates the status to Pending. The Submitter, Principal and Surety are notified that the bond has been submitted successfully.

If the system determines the bond submittal duplicates an existing submittal, it displays an appropriate message, aborts the submit action, invalidates eSignatures and updates the bond submittal to Draft status.

Renewable Energy Supplemental Bond

The 0005 bond form can be used for general as well as supplemental bonds for Renewable Energy companies. User may follow the steps described [here](#) to submit a 0005 supplemental bond on behalf of his representative company.

For a Renewable Energy supplemental bond, user must select one of the following options for **Bond Type**:

- Supplemental Commercial Lease
- Supplemental Limited Lease
- Supplemental ROW
- Supplemental RUE

- Decommissioning - Commercial Lease
- Decommissioning – Limited Lease
- Decommissioning - ROW
- Decommissioning – RUE
- Construction and Operation – Commercial Lease
- Construction and Operation – Limited Lease
- Construction and Operation – ROW
- Construction and Operation – RUE

Grant-Specific ROW/RUE and Lease-Specific Commercial/Limited options **cannot** be selected for a **supplemental** Renewable Energy bond.

A supplemental Renewable Energy bond submittal **cannot** be created for a lease, ROW or RUE **unless** it has been covered by a **general** 0005 bond. The lease, ROW or RUE must first be covered by a general 0005 bond **before** a supplemental bond can be created.

- To initiate a supplemental Commercial Lease bond, the lease must first be covered by a Lease-Specific – Commercial general bond.
- To initiate a supplemental Limited Lease bond, the lease must first be covered by Lease-Specific – Limited general bond.
- To initiate a supplemental ROW bond, the lease must first be covered by a Grant-Specific ROW general bond.
- To initiate a supplemental RUE bond, the lease must first be covered by a Grant-Specific RUE general bond.

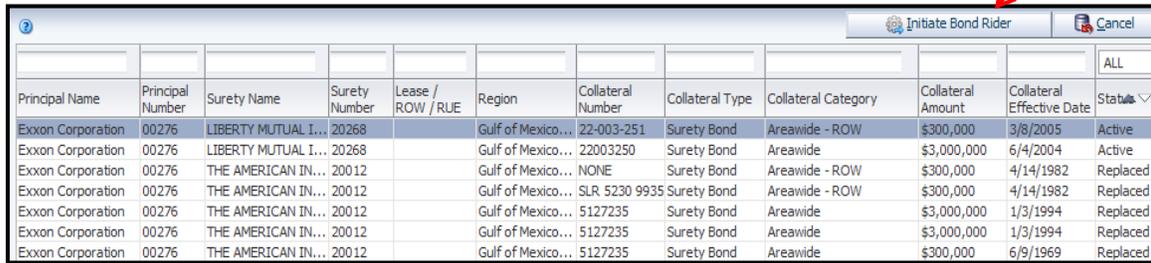
Bond Rider

- Only the Principal or the Surety may initiate a bond rider for an existing active bond.
- A BOEM representative, with appropriate role, can enter and submit a bond rider for an approved bond **not** processed through TIMS Web.
- Bond riders can be initiated for general and supplemental bonds: 2028, 2028A, 2030 and 0005.
- A bond rider **cannot** be used to change a **Lease Specific** bond to an **Area Wide** bond type. Similarly, a bond rider **cannot** be used to change an **Area Wide** bond type to a **Lease Specific** bond type.
- User can only choose **one** bond rider option at a time.
- User must submit **multiple** bond riders if he wishes to apply multiple changes to a bond.

- Refer to [Appendix C](#) for information on bond rider business rules.

To initiate a bond rider **Login** TIMS Web and choose **TIMS Web Bonding**. The displayed page shows a list of active, existing bonds.

Click **Bonding Functions**. Choose **Select Existing Bond** under **Bond Rider**. Existing Active bonds for user's representative company are displayed. A sample screen is shown.



Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Exxon Corporation	00276	LIBERTY MUTUAL I...	20268		Gulf of Mexico...	22-003-251	Surety Bond	Areawide - ROW	\$300,000	3/8/2005	Active
Exxon Corporation	00276	LIBERTY MUTUAL I...	20268		Gulf of Mexico...	22003250	Surety Bond	Areawide	\$3,000,000	6/4/2004	Active
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	NONE	Surety Bond	Areawide - ROW	\$300,000	4/14/1982	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	SLR 5230 9935	Surety Bond	Areawide - ROW	\$300,000	4/14/1982	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	5127235	Surety Bond	Areawide	\$3,000,000	1/3/1994	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	5127235	Surety Bond	Areawide	\$3,000,000	1/3/1994	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	5127235	Surety Bond	Areawide	\$300,000	6/9/1969	Replaced

Figure 27: Initiate Bond Rider

Select the bond you are submitting a bond rider for, then click **Initiate Bond Rider**

Type a Submittal Name. Submittal name must be **unique** to submittal type. Bond Rider Request page is displayed. Click identified by red oval, to expand/collapse the item.

Figure 28: Bond Rider Request

User has the option to select Increase Bond Amount, Decrease Bond Amount or Assumption of Liabilities.

Increase/Decrease Bond Amount

If the **Increase Bond Amount** or **Decrease Bond Amount** option is selected, the system will display valid bond amounts. Valid bond amounts are determined based on Collateral Type, existence of approved activity plans and activity level of all leases covered by selected bond.

Enter the **New Bond Amount** and click . The system associates the bond rider with the selected bond and saves the bond rider in Draft status.

Proceed to [Validate Bond Rider for eSignature](#).

Change Name of Principal

Bond riders required for company's name change must be **initiated** via **TIMS Web Company** application. Please refer to TIMS Web Company Industry User Guide for more information.

Assumption of Liabilities

If the **Assumption of Liabilities** option is selected, the system identifies all the existing active bonds that have bond amounts and activity levels lower than or equal to those of the

bond specified by the user. The identified bonds (if any) will be listed in the Assumed Bonds panel. A sample is shown.

Bond Rider Request

Save Cancel Back Attachments

Increase Bond Amount
 Decrease Bond Amount
 Assumption of Liabilities

Assumption of Liabilities

Assumed Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	1	5/8/2012	\$100	Treasury Note	Shelby Engineering, Inc.	U.S. TREASURY		Gulf of Mexico Region

Excepted Bonds

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
No data to display.								

Figure 29: Bond Rider - Assumption of Liabilities

User has the option to exclude bonds from assumption.

To **exclude** bonds, select a bond from the Assumed Bonds panel and click the corresponding button. The action places user’s selection in the Excepted Bonds panel. Multiple bonds can be excluded in this fashion. The button reverses the action. Bonds in the Excepted Bonds panel are excluded from assumption. User can only assume liabilities for bonds in the **same** region.

Click the button. The system associates the bond rider with the selected active bond and saves the bond rider in Draft status.

If user does not select bonds for assumption, the system displays an appropriate message.

If the bond rider is for an **Area Wide 2028** or **Area Wide-ROW 2030** bond, user has the **option** to assume Area Wide 2028/Area Wide-ROW 2030 bond(s), within the same region, where the Principal is **not** the lease owner or designated operator. To do so, click the button. The following screen is displayed.

Search and Add Assumed Bonds

Search Clear Filters

	Collateral Number	Amount	Category	Lease Number	Principal Name	Surety Name	Status Code
<input type="checkbox"/>	8140-59-45	\$300,000.00	Areawide		Conoco Inc.	UNITED PACIFIC I...	A
<input type="checkbox"/>	U-908503	\$300,000.00	Areawide		Union Oil Company...	UNITED PACIFIC I...	T
<input type="checkbox"/>	583108	\$300,000.00	Areawide		Sun Oil Company (...)	GLOBE INDEMNITY...	A
<input type="checkbox"/>	803657	\$300,000.00	Areawide		Amerada Hess Cor...	SEABOARD SURET...	A
<input type="checkbox"/>	SHELL-0185	\$300,000.00	Areawide		Shell Oil Company	INSURANCE COMP...	A
<input type="checkbox"/>	5567093	\$300,000.00	Areawide		Oryx Energy Comp...	SAFECO INSURAN...	A
<input type="checkbox"/>	UNKNOWN	\$3,000,000.00	Development - Are...		Chevron U.S.A. Inc.	AMERICAN CASUA...	A
<input type="checkbox"/>	SHELL 1363	\$300,000.00	Areawide		Shell California Pro...	INSURANCE COMP...	A
<input type="checkbox"/>	553 4502	\$300,000.00	Areawide		Cities Service Oil a...	NATIONAL FIRE IN...	A
<input type="checkbox"/>	8015-50-27	\$300,000.00	Areawide		Atlantic Richfield C...	FEDERAL INSURA...	A

OK Cancel

Click the box corresponding to the bond(s) you like to assume and click . Use the search button to search for specific bond(s).

Proceed to [Validate Bond Rider for eSignature](#).

Bond Rider Attachments

- All attachments must be in **PDF**.
- All attachments must be uploaded prior to validation for eSignature.
- Attachments cannot be deleted after submission to BOEM.
- User has the option to scan and attach a copy of completed bond rider.

To view required and optional attachments, click the  button. The displayed page allows user to upload desired attachments.

To upload an attachment, click the corresponding  button. Select  to locate desired file in local drive. Once the file is located, click the  button.

To upload supplemental attachments see [Upload Attachments](#).

Once all attachments are uploaded, the system associates the bond rider with the selected bond and saves the bond rider in Draft status.

Validate Bond Rider for eSignature

- The bond rider must be validated for electronic signature.
- All required attachment must be uploaded before validation.

- All bond riders must be approved by BOEM.

To validate click the  button located at the bottom of the page. Confirm the action. If user does not confirm the action, the system saves the submittal in Draft status and aborts the validation.

Upon user's confirmation, the system validates the submittal, provided there are no missing data or discrepancies. The system displays an appropriate message if bond rider validation fails and provides a list of failures.

After successful validation, the system updates the submittal to eSign status and Principal and Surety are notified that the bond rider awaits their signature. A link to the submittal is provided in the notification.

The submittal cannot be edited while in eSign status. To edit a submittal in eSign status, user must first recall the submittal. See [Recall Submittal](#).

Sign Bond Rider

To sign the bond rider, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select desired submittal from the list and click . The displayed submittal is in Read Only format and **cannot** be edited.

Click the  button located at the bottom of the page. If the signature panel is not visible, click the  adjacent to E-Signature(s).

The system prompts user to verify he is legally authorized to sign the bond rider. User must enter his password and click  to complete electronic signature process or click  to abort the action.

If Surety signs the bond rider first, the system notifies the Principal that the submittal awaits his signature. If Principal signs first, a similar notification is sent to the Surety.

Submit Bond Rider

- User must have appropriate role to submit the bond rider.
- Once Surety and Principal sign the bond rider, it can be submitted to BOEM.

- The bond rider must be approved by BOEM.
- The bond rider cannot be edited while in eSign status.

Login TIMS Web and choose **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click . The submittal is in **Read Only** format and **cannot** be edited.

Click  button. This allows user to review and print the bond rider submittal and check accuracy of the entries before submission.

Click the  button. The system captures the submit date; associates the bond rider with selected bond and saves the submittal in Pending status.

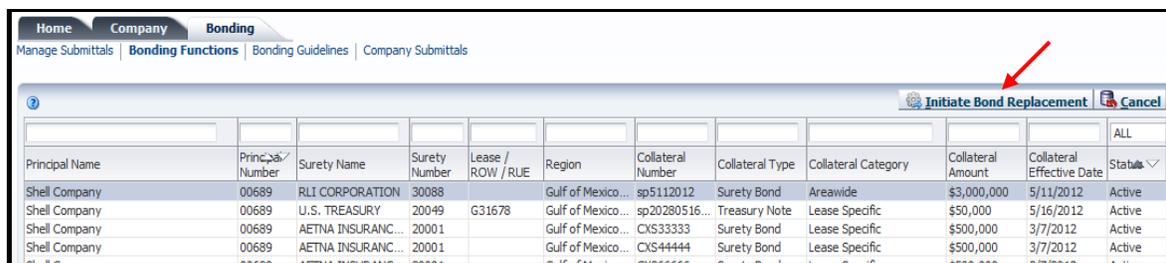
Upon approval of the bond rider by BOEM, the system updates the existing bond record to reflect the changes made by the bond rider.

Bond Replacement

- Only users with appropriate role can initiate bond replacement.
- Only bonds with an Active status can be replaced.
- Upon BOEM approval of a replacement bond, the replaced bond will be terminated and concurrently cancelled.
- Bond replacement business rules are outlined in [Appendix D](#).

To replace a bond **Login** TIMS Web. Select **TIMS Web Bonding**.

On the displayed page click  and choose **Select Existing Bond** under **Bond Replacement**. Submittals list is displayed. A sample is shown.



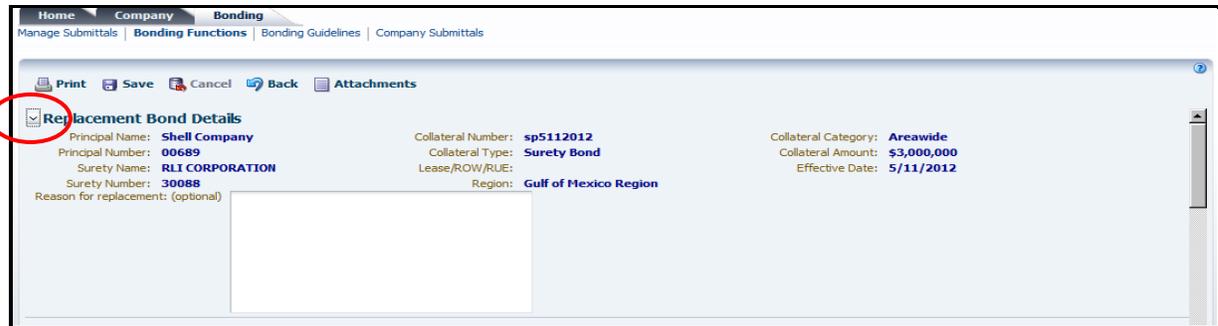
The screenshot shows the 'Initiate Bond Replacement' dialog box with a red arrow pointing to the 'Initiate Bond Replacement' button. Below the dialog box is a table of existing bonds.

Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Shell Company	00689	RLI CORPORATION	30088		Gulf of Mexico...	sp5112012	Surety Bond	Areawide	\$3,000,000	5/11/2012	Active
Shell Company	00689	U.S. TREASURY	20049	G31678	Gulf of Mexico...	sp20280516...	Treasury Note	Lease Specific	\$50,000	5/16/2012	Active
Shell Company	00689	AETNA INSURANC...	20001		Gulf of Mexico...	CXS33333	Surety Bond	Lease Specific	\$500,000	3/7/2012	Active
Shell Company	00689	AETNA INSURANC...	20001		Gulf of Mexico...	CXS44444	Surety Bond	Lease Specific	\$500,000	3/7/2012	Active

Figure 30: Initiate Bond Replacement

Select the bond you wish to replace and click the  button. User is prompted to enter a Submittal Name. Submittal name must be unique to submittal type. The system will display a message if submittal name is not unique.

Click  to continue. The system displays the selected bond submittal. A sample is shown. User may click  to cancel the action.



The screenshot shows a web application interface for bond replacement. At the top, there are navigation tabs: Home, Company, and Bonding. Below the tabs are links: Manage Submittals, Bonding Functions, Bonding Guidelines, and Company Submittals. A toolbar contains buttons for Print, Save, Cancel, Back, and Attachments. The main section is titled 'Replacement Bond Details' and contains the following information:

Principal Name: Shell Company	Collateral Number: sp5112012	Collateral Category: Areawide
Principal Number: 00689	Collateral Type: Surety Bond	Collateral Amount: \$3,000,000
Surety Name: RLI CORPORATION	Lease/ROW/RUE:	Effective Date: 5/11/2012
Surety Number: 30088	Region: Gulf of Mexico Region	

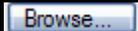
Below the table is a text area labeled 'Reason for replacement: (optional)'. A red oval highlights a small expand/collapse icon to the left of the 'Replacement Bond Details' title.

Figure 31: Top Section of Bond Replacement Page

Enter Reason for replacement in the appropriate field. If the field is not visible, click the  button to expand the panel. The expand/collapse button is identified in Figure 31 by red oval. Entering reasons for replacement is optional.

Due to restrictions imposed by business rules, some fields are automatically populated by the system and cannot be altered or entered by the user.

User may save entries by clicking the  button. The system saves the bond replacement submittal in Draft status. Alternatively, user may cancel the submittal, without saving, by clicking .

To **upload** an attachment, click the  button located at the top of the page. Click the  button corresponding to the desired attachment. Click  to locate desired file. Once the file is located, click the  button. To **delete** an attachment, click the corresponding  button.

- All attachments must be in **PDF**.
- Attachments **cannot** be deleted after submission. For complete information, see **Upload Attachments**.
- Validate Bond Replacement for eSignature.

- Bond replacement must be validated for electronic signature **before** submission to BOEM.
- All attachments must have been uploaded **before** validation.

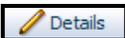
To validate, click the  button located at the bottom of the page. User must confirm the validation by clicking . User can cancel the validation by clicking .

If validation is successful, the system updates the bond replacement submittal to eSign status and notifies the Principal and the Surety that the submittal is ready for their signature. The submittal **cannot** be modified while in eSign status.

If validation fails, the system saves the submittal in Draft status and lists reasons for the failure.

Sign Bond Replacement

- Bond replacement submittal must have been validated **prior** to applying electronic signatures.

To sign, **Login** TIMS Web and click **TIMS Web Bonding**. Select desired submittal from the list and click . The system displays selected submittal. Signature blocks are located at the bottom of the page.

Locate your designated signature block and click . User is prompted to confirm he is authorized to sign. Enter password and click . The system saves and updates the submittal to eSign status.

Submit Bond Replacement

- Once all required signatures are applied, the bond replacement can be submitted to BOEM.
- Only user with appropriate role can submit the bond replacement.
- The bond replacement submittal must be approved by BOEM.

To submit, **Login** TIMS Web. Click **TIMS Web Bonding**. Select desired submittal and click . The system displays selected submittal.

Click the  button. This allows user to review and print, if desired, the Bond Submittal Report and also check accuracy of the entries before submission.

Click . The system captures the submit date and updates the submittal to Pending status. Clicking  cancels the submission.

Upon approval by BOEM, the system updates the bond specified in the bond replacement submittal to **Replaced** status. The replacement effective date is the effective date of the new bond that substitutes the replaced bond. A new bond record is created by the system using the new bond data. The bond that is replaced can be **cancelled** if desired. See [Bond Cancellation](#).

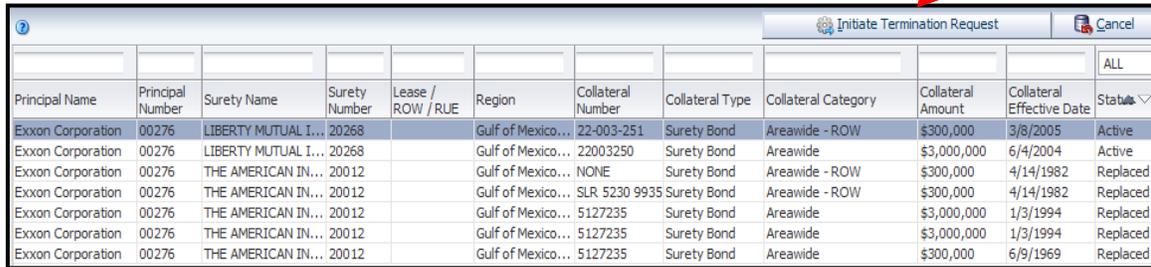
If bond replacement is for a supplemental bond and the bond replacement submittal is approved by BOEM, the replaced supplemental bond is automatically **terminated** by the system.

Bond Termination

- Requests can be made to terminate the period of liability of a bond by invoking the **Bond Termination** function from TIMS Web Bonding application.
- A supplemental bond **cannot** be terminated.
- A request to terminate the period of liability of a bond can only be made for an active bond. An **active** bond has an effective date that has not been terminated, cancelled or replaced and has an Active status.
- Only the Surety who issued the bond or the Principal listed on the bond can initiate a bond termination request for the bond.
- A request can be made to terminate the period of liability of an active general bond if another active bond adequately covers the liabilities of the bond for which termination is being requested.
- Upon BOEM approval of a replacement bond, the replaced bond will be terminated and concurrently cancelled.
- Upon BOEM approval of a new bond assuming liabilities, the bond(s) covering the assumed liabilities will be terminated and concurrently cancelled.

To terminate the period of liability of an existing active bond, **Login** TIMS Web and choose **TIMS Web Bonding**. The displayed page shows a listing of existing submittals for user's representative company.

Click **Bonding Functions** Click **Select Existing Bond** under **Bond Termination Request**. The displayed screen lists active bonds for which user is the Surety or the Principal.

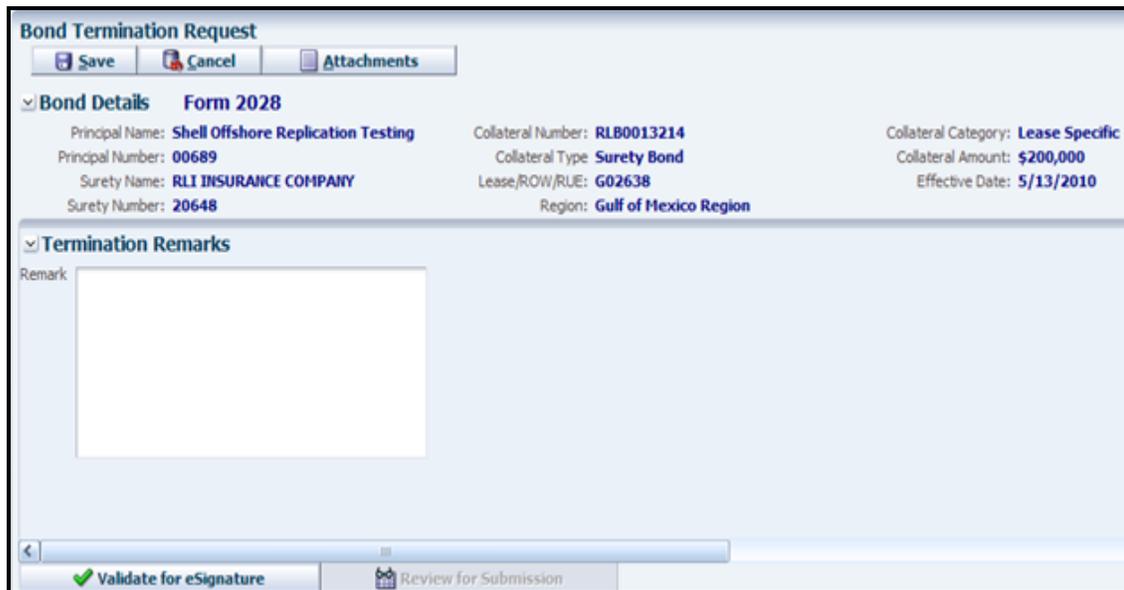


Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Exxon Corporation	00276	LIBERTY MUTUAL I...	20268		Gulf of Mexico...	22-003-251	Surety Bond	Areawide - ROW	\$300,000	3/8/2005	Active
Exxon Corporation	00276	LIBERTY MUTUAL I...	20268		Gulf of Mexico...	22003250	Surety Bond	Areawide	\$3,000,000	6/4/2004	Active
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	NONE	Surety Bond	Areawide - ROW	\$300,000	4/14/1982	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	SLR 5230 9935	Surety Bond	Areawide - ROW	\$300,000	4/14/1982	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	5127235	Surety Bond	Areawide	\$3,000,000	1/3/1994	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	5127235	Surety Bond	Areawide	\$3,000,000	1/3/1994	Replaced
Exxon Corporation	00276	THE AMERICAN IN...	20012		Gulf of Mexico...	5127235	Surety Bond	Areawide	\$300,000	6/9/1969	Replaced

Figure 32: Initiate Termination Request

Select the bond you wish to terminate and click **Initiate Termination Request**. The system prompts user to enter a Submittal Name. Submittal name must be unique to submittal type.

After entering submittal name, the system determines whether a bond termination can be performed on selected bond. If selected bond is not eligible for termination, an appropriate message will be displayed. A sample of Bond Termination Request page is shown.



Bond Termination Request

Save Cancel Attachments

Bond Details Form 2028

Principal Name: **Shell Offshore Replication Testing** Collateral Number: **RLB0013214** Collateral Category: **Lease Specific**
 Principal Number: **00689** Collateral Type: **Surety Bond** Collateral Amount: **\$200,000**
 Surety Name: **RLI INSURANCE COMPANY** Lease/ROW/RUE: **G02638** Effective Date: **5/13/2010**
 Surety Number: **20648** Region: **Gulf of Mexico Region**

Termination Remarks

Remark

Validate for eSignature Review for Submission

Figure 33: Bond Termination Request

User has the option to enter termination reasons in the designated field. If the field is not visible, click the  button adjacent to Termination Remarks. Entering termination remarks is optional. User may click **Save** to save entries or click **Cancel** to cancel the request without saving.

Upon saving, the system associates bond termination request with selected bond and saves the request in Draft status. Bond termination request can be saved intermittently before it is submitted to BOEM.

User may modify entries while the request is in Draft status. User may also upload attachments if desired. Uploading attachments is optional. Click  to return to previous page.

Validate Bond Termination for eSignature

- Bond termination request must be validated for electronic signature before submission to BOEM..
- All attachments must be uploaded prior to validation. See [Upload Attachments](#).

Click  located at the bottom of Bond Termination Request page. User must confirm the action. If validation is successful, the request is ready for electronic signature. If validation fails, the system displays a list of failures.

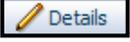
The Principal or the Surety is notified that the request is awaiting his signature. A link to the request is provided in the notification.

Upon clicking , the system associates bond termination request with selected active bond and saves the request in Draft status.

Sign Bond Termination

Only one signature, Surety's **or** Principal's, is required for bond termination request.

To sign, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select desired request from the displayed submittals list and click . The system displays selected request. Signature block is located at the bottom of the page.

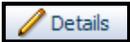
Click . User must confirm he is authorized to sign the request. Enter password and click .

The system updates bond termination request in eSign status. The request cannot be modified while in eSign status.

Submit Bond Termination

- Once Surety **or** the Principal signs the bond termination request, it can be submitted to BOEM.
- User must have appropriate role to submit bond termination request.

To submit, **Login** TIMS Web. Select **TIMS Web Bonding**.

Select desired submittal and click . The system displays selected submittal.

Click the  button. This allows user to review and print, if desired, the consolidated report for the bond termination request/submittal and also check accuracy of the entries before submission. User may need to scroll down to see the  button.

Click . The system captures the date and updates the submittal to Pending status. The Submitter, Principal and the Surety are notified that the request has successfully been submitted.

Upon approval of the bond termination request by BOEM, the system terminates the bond's period of liability and updates the bond to **Terminated** status. Bond termination status date is set at BOEM approval date.

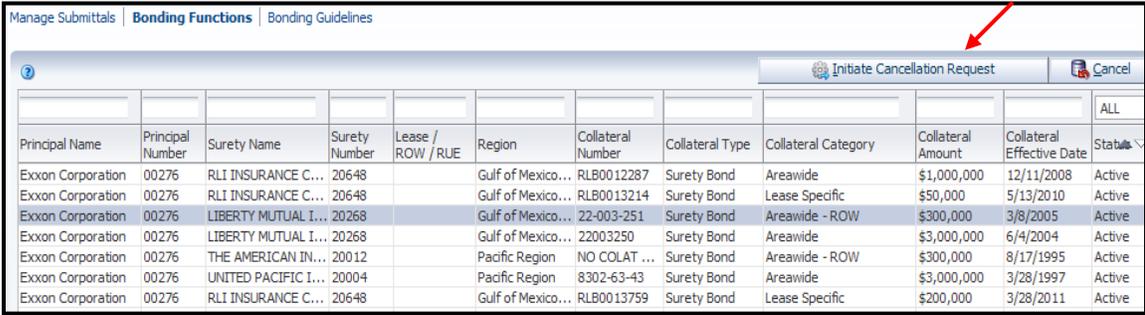
Bond Cancellation

- Only the Surety that issued the bond **or** the Principal listed on the bond form can initiate bond cancellation for an existing bond.
- A general bond with a terminated period of liability can be cancelled if 7 years has elapsed since the termination of the bond's period of liability.
- A general bond is eligible for cancellation **if**:
 1. The lease or ROW covered by the bond has been expired, terminated or relinquished for seven or more years.
 2. Its period of liability has been terminated for seven or more years.
- A bond cancellation request can be submitted for a supplemental bond if the cancellation of the bond would not result in uncovered liabilities.
- If at least one record title holder of a lease has a supplemental bond **waiver**, a request can be made to cancel any existing supplemental bond on that same lease.
- If a RUE holder has a supplemental bond **waiver**, a request can be made to cancel any existing supplemental bond covering that RUE.

- If the ROW holder has a supplemental bond **waiver**, a request can be made to cancel any existing supplemental bond covering that ROW.
- Upon BOEM approval of a replacement bond, the replaced bond will be terminated and concurrently cancelled.
- Upon BOEM approval of a new bond assuming liabilities, the bond(s) covering the assumed liabilities will be terminated and concurrently cancelled.

To cancel a bond **Login** TIMS Web. Select **TIMS Web Bonding**.

Click **Bonding Functions** and choose **Select Existing Bond** under **Bond Cancellation Request**. Company's active bonds are displayed. A sample screen is shown.



Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
E Exxon Corporation	00276	RLI INSURANCE C...	20648		Gulf of Mexico...	RLB0012287	Surety Bond	Areawide	\$1,000,000	12/11/2008	Active
E Exxon Corporation	00276	RLI INSURANCE C...	20648		Gulf of Mexico...	RLB0013214	Surety Bond	Lease Specific	\$50,000	5/13/2010	Active
E Exxon Corporation	00276	LIBERTY MUTUAL I...	20268		Gulf of Mexico...	22-003-251	Surety Bond	Areawide - ROW	\$300,000	3/8/2005	Active
E Exxon Corporation	00276	LIBERTY MUTUAL I...	20268		Gulf of Mexico...	22003250	Surety Bond	Areawide	\$3,000,000	6/4/2004	Active
E Exxon Corporation	00276	THE AMERICAN IN...	20012		Pacific Region	NO COLAT ...	Surety Bond	Areawide - ROW	\$300,000	8/17/1995	Active
E Exxon Corporation	00276	UNITED PACIFIC I...	20004		Pacific Region	8302-63-43	Surety Bond	Areawide	\$3,000,000	3/28/1997	Active
E Exxon Corporation	00276	RLI INSURANCE C...	20648		Gulf of Mexico...	RLB0013759	Surety Bond	Lease Specific	\$200,000	3/28/2011	Active

Figure 34: Initiate Cancellation Request

Select the bond you wish to cancel and click **Initiate Cancellation Request**

The system checks whether selected bond is eligible for cancellation. Eligibility determination is based on the business rules for bond cancellation. If the selected bond does not meet eligibility requirements for cancellation, the system displays an appropriate message.

If selected bond is eligible for bond cancellation, the system prompts user to enter a Submittal Name. Submittal name must be unique to submittal type. The system displays an appropriate message if submittal name is not unique.

After entering Submittal Name, click **OK** to continue or click **Cancel** to cancel the request. A sample of Bond Cancellation Request is shown.

Figure 35: Bond Cancellation Request

User has the option to enter Cancellation Remarks. Click the  button, identified by red ovals, to expand corresponding panels.

User may also attach files by clicking the  button. All attachments must be in PDF. See [Upload Attachments](#).

Click  to save entries or click  to exit the page without saving.

Upon clicking , the system associates the request with selected bond and saves the request in Draft status.

Validate Bond Cancellation for eSignature

- Bond cancellation request must be validated **prior** to submission to BOEM.
- All attachments must have been uploaded **prior** to validation. See [Upload Attachments](#).

To validate the request for eSignature, click . Click  to confirm the action or click  to abort the action.

If validation fails, the system saves the cancellation request in Draft status and lists reasons for the failure. User may address the failure reasons and retry the validation.

Upon successful validation, the system updates bond cancellation request to eSign status. The request **cannot** be edited while in eSign status.

If Surety initiated the cancellation, the system notifies the Principal that the request is ready for his signature.

If Principal initiated the cancellation, the Surety is notified to sign the cancellation request.

Sign Bond Cancellation

- Only the Principal **or** the Surety can sign bond cancellation request.
- Witnesses are **not** required to sign.

To sign bond cancellation request, **Login** TIMS Web and click **TIMS Web Bonding**. Select desired submittal from the displayed submittals list and click  Electronic signature block is located at the bottom of the page.

Click . User is prompted to confirm he is authorized to sign the request. Enter password and click .

Submit Bond Cancellation

- Once Surety or the Principal signs the bond cancellation request, it can be submitted to BOEM.
- Only user with appropriate role can submit a bond cancellation request.

To submit, **Login** TIMS Web. Click **TIMS Web Bonding**.

Select desired submittal from the displayed submittals list and click  The system displays the bond cancellation request.

Click the  button. This allows user to review and print, if desired, the consolidated report for bond termination request/submittal and also check accuracy of the entries before submission.

Click  The system captures the submit date and updates bond cancellation request to Pending status.

The Submitter, Principal and the Surety are notified that the request has been successfully submitted.

Upon approval of the cancellation request by BOEM, the system updates the bond to **Cancelled** status. Cancellation status date is BOEM approval date.

Other Financial Assurances

- Oil, Gas and Renewable Energy companies may use security instruments other than Surety bonds to guarantee their lease, permit and grant obligations. Other types of security instruments may be used if BOEM determines that such instruments provide the same protection as a surety bond.
- Oil and Gas companies may use **Letter of Credit, Trust Agreement, or Indemnity Agreement** as alternatives to Surety bonds.
- Renewable Energy companies may use **Certificate of Deposit, Insurance Policy or Investment Grade Securities** as alternatives to Surety bonds.

To upload an alternative financial assurance document, **Login** TIMS Web and select **TIMS Web Bonding**.

On the displayed screen, choose  and click desired option under **Other Forms of Financial Assurance**.

Enter Submittal Name and select Region. Submittal Name must be unique to submittal type. If user does not enter a unique Submittal Name, the system will display an appropriate message.

Click  The displayed screen enables user to upload required, optional and/or supplemental attachments.

To **upload** an attachment, click the corresponding  button. Click the  button to locate the appropriate file in your local drive. Once the file is located, click the  button.

To **delete** an attachment click the corresponding  button. User must confirm the deletion.

To attach supplemental documents, see **Upload Attachments**. All attachments must be in **PDF**.

Click  to return to previous page.

Click the  button located at the bottom of the page. The system acknowledges successful submission and updates the submittal to Pending status. The submittal cannot be edited while in Pending status.

Surety Signatories

- A Surety company must submit a New Surety Signatories request to BOEM to authorize persons to sign bonding submittals on behalf of the Surety.
- The New Surety Signatory request must be approved by BOEM.
- At least **one** authorized signatory must be assigned by the Surety. The system displays an appropriate message if no authorized signatory is assigned.
- At least **one** power of attorney document must accompany a New Surety Signatory request..
- Multiple signatories can be assigned. Multiple power of attorney documents can be uploaded.
- A more recent power of attorney does **not** replace but **augment** an earlier power of attorney.
- All attachments must be in **PDF**.

To create a New Surety Signatories request, **Login** TIMS Web. Select **TIMS Web Bonding**.

Click the  tab. The Administer Surety Signatories page is displayed.

Click the  button. The system automatically assigns a unique Submittal Name. Select desired **Region** from the drop-down list.

Select a name from the **Available Users** column and click the  button. Users in **Selected Users** column are assigned Surety signature role. Only Surety employees with established, active TIMS Web accounts are listed in the Available Users column. A sample screen is shown.

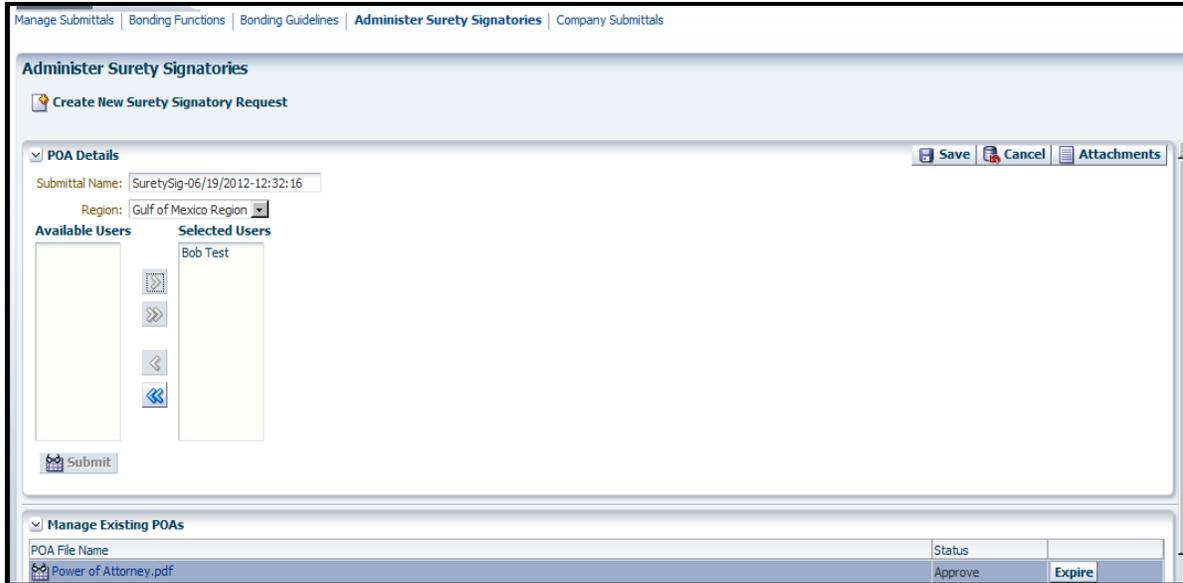
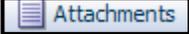
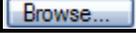


Figure 36: Administer Surety Signatories

Click  to assign the Surety signature role to **all** Available Users. Clicking  reverses the action

Click  to save selection(s). The system saves the request in Draft status. The request can be modified while in Draft status. To exit without saving click .

Click the  button to upload **required** Power of Attorney document(s). To **upload** an attachment, click the  button corresponding to desired attachment. Click  to locate the appropriate document in local drive. Once the document is located, click the  button.

To **delete** an attachment, click the corresponding  button. User must confirm the deletion. Click the  button to return to the previous page.

Click the  button. The system updates the request to Pending status. The request cannot be edited while in Pending status.

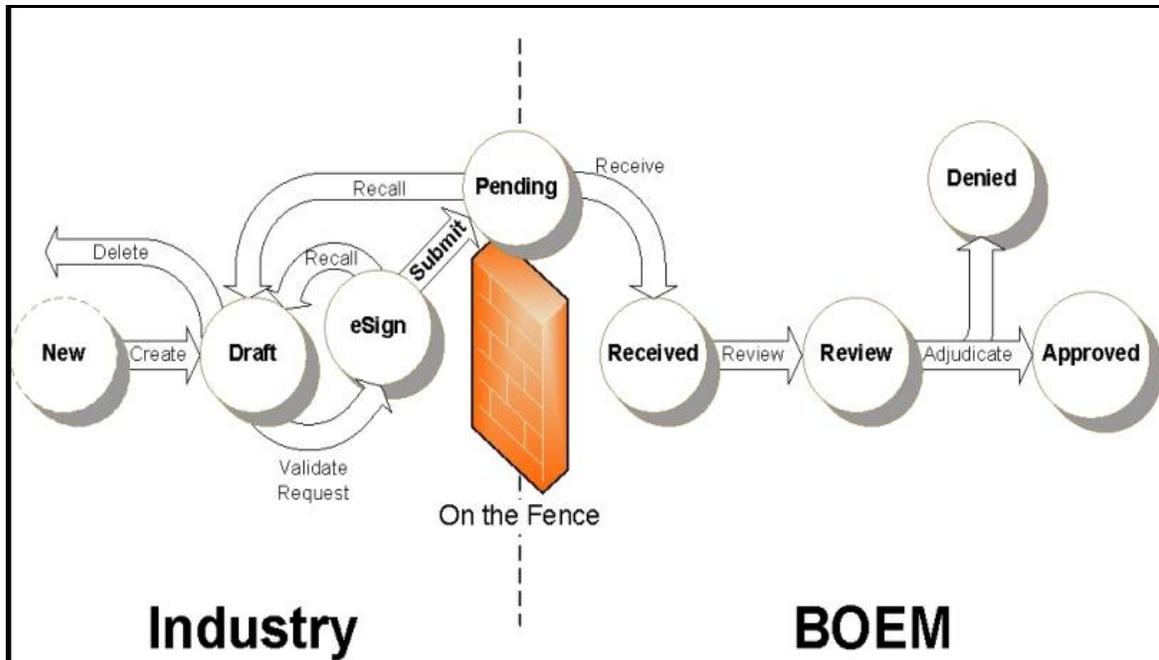
Remove Surety Signatories

- Only user with appropriate role can remove previously approved Surety signatories.

Login TIMS Web. Select **TIMS Web Bonding**. Select the [Administer Surety Signatories](#) tab located at the top of the page.

In the Manage Existing POAs panel, click the [Expire](#) button corresponding to the desired power of attorney. The action permanently removes the signing privileges of the individuals listed in the power of attorney document. Click [OK](#) to confirm the action.

Appendix A: TIMS Web Bonding Workflow



- A submittal in **Draft** status is a request/submittal initiated by the submitting company but not yet submitted to BOEM.
- A **Pending** submittal is a request submitted to BOEM but not yet **received** by BOEM.
- A submittal in **Approve** status is a request/submittal approved by BOEM.
- A submittal in **eSign** status is a request/submittal that has been validated for eSignature or has one/all signatures applied but has not yet been submitted to BOEM.
- A submittal in **Review** status is a submittal under review by BOEM Reviewer or until the approved or denied by BOEM.
- A submittal in **Deny** status is a request/submittal Denied by BOEM.

Appendix B: The 2028 General Bond Business Rules

Bond Type	Lease Type Code	Lease Type	Activity Level (Highest of All Leases)	Principal = Operator, Owner, Both	Collateral Coverage Type Code	Collateral Coverage Type	Default Collateral Amount	Optional Collateral Amount 1	Optional Collateral Amount 2	Optional Collateral Amount 3
Lease Specific	N	Non-Operation	Non-Operation	Lease Owner	L	Lessee - Lease Specific	\$50,000	\$200,000	\$500,000	> \$500,000
Lease Specific	N	Non-Operation	Non-Operation	Designated Operator	O	Operator - Lease Specific	\$50,000	\$200,000	\$500,000	> \$500,000
Lease Specific	N	Non-Operation	Non-Operation	Both - Owner and Operator	L	Lessee - Lease Specific	\$50,000	\$200,000	\$500,000	> \$500,000
Lease Specific	E	Exploratory	Exploratory	N/A	X	Exploration - Lease Specific	\$200,000	\$50,000	\$500,000	> \$500,000
Lease Specific	D	Development	Development	N/A	V	Development - Lease Specific	\$500,000	\$50,000	\$200,000	> \$500,000
Area Wide	N	Non-Operation	Non-Operation	N/A	A	Area Wide	\$300,000	\$1,000,000	\$3,000,000	> \$3,000,000
Area Wide	E	Exploratory	Exploratory	N/A	E	Exploration - Area Wide	\$1,000,000	\$300,000	\$3,000,000	> \$3,000,000
Area Wide	D	Development	Development	N/A	D	Development - Area Wide	\$3,000,000	\$300,000	\$1,000,000	> \$3,000,000

- The table is a summary of Business Rules numbers 10-12 and 26 for Lease Specific and numbers 14-16 and 25 for Area Wide.
- A Non-Operation Lease Type and an Exploratory Activity Level cannot occur.
- A Non-Operation Lease Type and a Development Activity Level cannot occur.
- An Exploratory Lease Type and a Development Activity Level cannot occur.

Appendix C: Bond Rider 2028 Bond Amounts Business Rules (BR)

BR #	Collateral Type	Collateral Amount Inc. / Dec.	Lease Activity Level (Highest of All Leases)	Approved Activity Plans	Existing Collateral Amount	Optional Collateral Amount 1	Optional Collateral Amount 2	Optional Collateral Amount 3	Optional Collateral Amount 4
14	Lease Specific	Increase	Non-Operation	None	\$50,000	\$200,000	\$500,000	> \$500,000	N/A
14	Lease Specific	Increase	Non-Operation	None	\$200,000	\$500,000	> \$500,000	N/A	N/A
14	Lease Specific	Increase	Non-Operation	None	\$500,000	> \$500,000	N/A	N/A	N/A
20	Lease Specific	Decrease	Non-Operation	None	\$50,000	N/A	N/A	N/A	N/A
25	Lease Specific	Decrease	Non-Operation	None - must be "Non-Operation" Lease Activity Level	\$200,000	\$50,000	N/A	N/A	N/A
15	Lease Specific	Increase	Exploratory	Approved EP; or Rev EP (SuPI)	\$200,000	\$500,000	> \$500,000	N/A	N/A
15	Lease Specific	Increase	Exploratory	Approved EP; or Rev EP (SuPI)	\$500,000	> \$500,000	N/A	N/A	N/A
22	Lease Specific	Decrease	Exploratory	Approved EP; or Rev EP (SuPI)	\$200,000	N/A	N/A	N/A	N/A
24	Lease Specific	Decrease	Exploratory	EP or Rev EP (SuPI)	\$500,000	\$200,000	N/A	N/A	N/A
16	Lease Specific	Increase	Development	Approved Initial DPP, Approved DOCD, Sig DPP (SuPI), or Sig DOCD (SuPI)	\$500,000	> \$500,000	N/A	N/A	N/A
23	Lease Specific	Decrease	Development	Approved Initial DPP, Approved DOCD, Sig DPP (SuPI), or Sig DOCD (SuPI)	\$500,000	N/A	N/A	N/A	N/A
17	Area Wide	Increase	Non-Operation	None	\$300,000	\$1,000,000	\$3,000,000	> \$3,000,000	N/A
17	Area Wide	Increase	Non-Operation	None	\$1,000,000	\$3,000,000	> \$3,000,000	N/A	N/A
17	Area Wide	Increase	Non-Operation	None	\$3,000,000	> \$3,000,000	N/A	N/A	N/A
21	Area Wide	Decrease	Non-Operation	None	\$300,000	N/A	N/A	N/A	N/A
27	Area Wide	Decrease	Non-Operation	None - must be "Non-Operation" Lease Activity Level	\$1,000,000	\$300,000	N/A	N/A	N/A
26	Area Wide	Decrease	Non-Operation	None - must be "Non-Operation" or "Exploratory" Lease Activity Level	\$3,000,000	\$300,000	\$1,000,000	N/A	N/A
26	Area Wide	Decrease	Non-Operation	None - must be "Non-Operation" or "Exploratory" Lease Activity Level	> \$3,000,000	\$300,000	\$1,000,000	\$3,000,000	> \$3,000,000 & < current
18	Area Wide	Increase	Exploratory	Approved EP; or Rev EP (SuPI)	\$1,000,000	\$3,000,000	> \$3,000,000	N/A	N/A
18	Area Wide	Increase	Exploratory	Approved EP; or Rev EP (SuPI)	\$3,000,000	> \$3,000,000	N/A	N/A	N/A
26	Area Wide	Decrease	Exploratory	EP or Rev EP (SuPI)	\$3,000,000	\$1,000,000	N/A	N/A	N/A

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26	Area Wide	Decrease	Exploratory	EP or Rev EP (SuPI)	> \$3,000,000	\$1,000,000	\$3,000,000	> \$3,000,000 & < current	N/A
19	Area Wide	Increase	Development	Approved Initial DPP, Approved DOCD, Sig DPP (SuPI), or Sig DOCD (SuPI)	\$3,000,000	> \$3,000,000	N/A	N/A	N/A
26	Area Wide	Decrease	Development	Approved Initial DPP, Approved DOCD, Sig DPP (SuPI), or Sig DOCD (SuPI)	\$3,000,000	N/A	N/A	N/A	N/A
26	Area Wide	Decrease	Development	Approved Initial DPP, Approved DOCD, Sig DPP (SuPI), or Sig DOCD (SuPI)	> \$3,000,000	\$3,000,000	\$3,000,000	N/A	N/A

NOTES:

EP= Exploration Plan

DPP = Development and Production Plan

DOCD = Development Operations Coordination Document

None = No Operations or Approved Activity Plans

Business Rule number 26 = No leases have a “Development” lease activity level designation

Business Rule number 27 = No leases have an “Exploratory” or a “Development” lease activity level designation

Sig = Significant Revisions to an Approved

Rev = Revisions to an Approved

SuPI = Supplemental Plan

N/A = Not an available option

Appendix D: Bond Replacement Business Rules (BR)

BR #	Business Rule
1	A 2028 can only be “replaced” with another 2028 of equal or greater value.
2	A 2028a can only be “replaced” with another 2028a of equal or greater value.
3	A 2030 can only be “replaced” with another 2030 of equal or greater value. It depends on what the 2030 was used for (e.g., general can only be replaced with another general, etc.).
4	A 0005 can only be “replaced” with another 0005 of equal or greater value. It depends on what the 0005 was used for (e.g., general can only be replaced with another general, etc.).
5	<p>The replacement bond submittal must be for the same lease activity level or higher than the existing bond it is to replace. The system determines the appropriate lease activity level based on the existing bond’s lease activity level. Listed below are the three Lease Activity Levels from highest to lowest.</p> <ol style="list-style-type: none"> 1. Development 2. Exploration 3. Non-Operation <p>This is related to Business Rule numbers 1, 2, and 3.</p>
6	A lease specific bond can only be replaced with a new lease specific bond. A lease specific bond cannot be replaced with a new area wide bond.
7	Required attachments must be uploaded prior to submission.
8	Users can save their work intermittently in the in-flight database without actually submitting the submittal. Invalid and/or missing data can be saved. However, invalid and/or missing data must be corrected before the bond replacement submittal can be submitted.
9	When a replacement bond is approved, the system updates the existing bond to the “Replaced” status with a replacement effective date of the replacement bond’s effective date. The bond data for the replacement bond will be used to create a new bond record.
10	An area wide bond can only be replaced with a new area wide bond. An area wide bond cannot be replaced with a new lease specific bond.
11	A replacement bond must have Box 2 checked for “In addition to the Obligations of the Principal during the period of liability of this bond, the Surety also accepts the following Obligations: (Check One)”. By default, the system checks Box 2 and disables Box 1 and Box 3.
12	The user can select to cancel the operation at any point during the MSS Steps and the SE Steps.
13	If a <u>supplemental</u> replacement bond is approved by BOEM, then the bond being replaced is automatically cancelled by the system.
14	If a <u>general</u> (2028) replacement bond is approved by BOEM, then the bond being replaced is automatically terminated by the system.
15	An existing, active TIMS bond has an “Active” bond status code and has an assigned effective date that has not been terminated, cancelled, or replaced.
16	All required attachment files must be uploaded prior to selecting the option to validate the submittal for the electronic signature (e-Sign) ceremony.
17	All required electronic signatures must be applied prior to submitting the submittal to BOEM.
18	A bond can only be replaced by another bond in the same region.

Appendix E: Bonding Required and Supplemental Attachments

Submittal	Submittal Type	Required	Optional
New BOEM-2028 Bond		Power of Attorney	Bond Riders, Scanned 2028 Bond Form
New BOEM-2028a Bond		Power of Attorney	Bond Rider(s), Scanned 2028a Bond Form
New BOEM-2030 Bond		Power of Attorney	Bond Riders, Scanned 2030 Bond Form
New BOEM-0005 Bond		Power of Attorney	Bond Riders, Scanned 0005 Bond Form
Bond Rider		Power of Attorney	N/A
Bond Cancellation		N/A	Cover Letter
Bond Termination		N/A	Cover Letter
Bond Replacement		Power of Attorney	N/A
Trust Agreement		Trust Agreement	N/A
Indemnity Agreement		Indemnity Agreement	N/A
Certificate of Deposit		Certificate of Deposit	N/A
Insurance Policy		Insurance Policy	N/A
Letter of Credit		Letter of Credit	N/A

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