Well Producibility Determination Request Online

User Guide

United States Department of the Interior (DOI)

Bureau of Ocean Energy Management (BOEM)
Bureau of Safety and Environmental Enforcement (BSEE)
Technical Services Division (TSD)
Business Systems Branch (BSB)

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Sensitive

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Assistance
If you need assistance, please email or call supervisor of Petrophysical Analysis Unit at pau@boem.gov (504) 736-5702

Obtain TIMS Web Account
2. Fill out, sign, and mail to: BOEM GOM OCS Region Adjudication Section Attention: Section Chief (eWell/TIMS Web User Requests Forms) 1201 Elmwood Park Blvd. GM 276A New Orleans, LA 70123-2394
3. Once approved, you will get a TIMS Web account.

Logging into TIMS Web
1. Login to https://timsweb.bsee.gov
2. Enter username.
3. Enter password and press Sign In.
4. Click on “Well Productivity Determination” button under Permits in main panel or inside Navigation bar.

Click on “Well Productivity Determination” Button
Logging out of TIMS Web

1. To log out anytime, click “Logout” in top right of TIMS Web. If in Submittals, click “Return to TIMS Portal” in navigation bar and “Logout”.

Create TIMS Web Submittal

1. Submittals is TIMS Web’s interface to submit requests, to review requests, or to send attachments. The company’s existing submittals are listed here.
2. Work Status box is set to “Working” to view Submittals in progress. To view completed Submittals that have been approved or denied, set Work Status to “Processed” and click “Search”.
3. Press “Create TIMS Web Submittal” to start a new Well Producibility Determination Request.

Click on “Create TIMS Web Submittal”
4. Online form is for the Gulf of Mexico region only.
5. Select Gulf of Mexico Region, Well Producibility Determination, Request, Well Producibility Determination Submittal.
6. Click on “Save”.

Select Request and Well Producibility Determination Submittal

Enter Contact Information

1. Press Contacts tab.
2. At least one contact with primary email, primary address, and primary phone number is required.
3. The contact will appear on the request letter.
4. Press Add New Contact to add a new contact.
5. Or, press Add Existing Contact to add an existing contact associated with company.

**Press “Add New Contact” or “Add Existing Contact”**

6. If adding new contact, select contact type, enter first name, middle initial, last name, primary email address, and confirm email address.
7. Press Save.

**Create New Contact**

8. If adding existing contact, select contact type and select contact.
9. Press Save.
10. Click on the contact to view primary email, primary address, and primary number.
11. To change the name of contact, press the pen and paper icon. To delete the contact, press the trash can icon.

13. Make sure there is a Primary Email Address.
14. To change email, press pen icon.
15. To add email, press Add Email button.
16. Press Addresses tab.
17. Make sure there is a Primary Address checked. If not, add address by pressing Add Address button.
18. To change address, press pen and paper icon. To delete address, press trash can icon.
19. To add address, press Add Address button.

![Add or Change Primary Address](image1)

20. Press Phone Number tab.
21. Make sure there is a Primary Phone Number checked. If not, add phone number by pressing Add Phone Number button.
22. To change phone number, press pen and paper icon. To delete phone number, press trash can icon.
23. To add phone number, press Add Phone Number button.

![Add or Change Primary Phone Number](image2)

**Generate Request Letter**

1. In the upper right corner, press WPD Requests to go to the online form.
2. First page is Requirements to read.
3. Press Go to Next Page.

Read Requirements

4. Select active lease number, API number of well, and expired lease number of well if different from active lease number. Choose Petrophysical or Well Test qualifying type. Press Save and Go to Next Page.

Select Lease Number, API, Expired Lease, and Qualifying Type

5. If Petrophysical was chosen, select hydrocarbon type, depths to top and base of pay in MD and TVDSS, and net thickness of pay in MD and TVDSS.
6. Press Save and Go to Next Page.
7. If you chose Well Test, select hydrocarbon type, depth of tested interval in MD and TVDSS, date of test, test number if more than one test in the well, and well test results.
8. Press Save and Go to Next Page.
Well Test: Enter Well Test Interval Information

9. Review inputted data. If you have to edit, press Go To Page.
Review Inputted Data

10. Select a contact who will sign the letter. These contacts are those that were entered at Submittals.
11. Remember you must have entered a contact at the Submittals side with a Primary Email, Primary Address, and Primary Phone Number.

* 2. Generate a pdf letter.

* Choose contact who will sign letter. The Contact Information should have been entered at Submittals under the Contacts tab.

Select Contact and Press Generate Letter

13. These are options to sign the form digitally or manually.
14. The first option is the fastest and the preferred method. This method will be shown in following steps.
15. Go to the pdf form that was generated.
16. There are two ways to digitally sign pdf. Go to Tools.
17. Press Fill and Sign.
18. Or, press Certificates.

Signing Digitally Is Fastest

Two Ways to Digitally Sign
19. If digitally signing with Fill and Sign, press Sign Yourself.
20. Select the stored signature if it’s there or select Add Signature to add a new signature.
21. If adding signature, press Draw, sign using by dragging your mouse, then press Apply.

22. If digitally signing with Fill and Sign, drag the signature to over the Sign By line.
23. Add a date by pressing Text “Ab” in bar. Then, drag text box over Date line and enter the date.
24. Save the pdf by going to File -> Save.

26. Drag and drop a box at the “Sign by.”
27. A pop up box will appear. Press sign.
Signing by “Certificates”

28. If digitally signing with certificates, save pdf. Depending on your company’s requirements, you may have to enter PIN and press OK.
29. The digital signature should have shown up.

Submit Request at Submittals
1. Return to Submittals by pressing Return to Submittals button.
2. Press Attachments tab.
3. Then, press Add Attachment.
4. Enter Attachment name, such as WPD Letter.
5. Press Choose File.
7. Then press Save.

Choose File and Press “Save”

8. If needed, you can add additional attachments.
9. To attach additional Petrophysical Information or Well Test Information, press the pencil and paper icon.
10. To attach other documents, press Add Attachment.
11. Press eye icon to view attachment and trash can icon to delete attachment
12. Press Validate to make sure there are no errors.

13. If no errors, then you should get You are ready to submit message.

14. Press Status History to look at status such as Draft, Submitted, In Review, and effective date.

15. You will get an email notification anytime the status changes.

Press “Status History”

17. Press Submit if ready to submit. If necessary, enter Remarks.
18. Press Save.
19. Submittal status will be changed from Draft to Submitted.
20. The PAU will review your request.
21. You should receive an email notification that submittal status was changed from Submitted to In Review.
Responding to RFI

1. If the PAU needs more information for your request, you will get an email notification for Request For Information (RFI) containing remarks by the reviewer. The status will also have changed from In Review to Returned.
Receive Email Notification of RFI

2. Go back to the Submittal.
3. Press Rework to be able to add more information to submittal.

Press Rework

4. Remarks box is required. Enter your comments in the Remarks box.
5. Press Save.
6. The status will change from Returned to In Rework.
7. You may have received an attachment from PAU explaining the RFI.
8. Click on Agency Attachments tab.
9. If there is an attachment, click on the eye icon to preview.
10. Download the attachment by clicking on the attachment and pressing Download.

11. You can make changes to your application to satisfy the RFI.
12. You can change WPD Requests form, Attachments, or Contacts.
13. After satisfying the RFI, you have to regenerate the letter.

16. In Submittals, attach the regenerated letter.
17. Press Attachments tab, press Add Attachment, enter Attachment Name, press Choose File, select file, press Open, and press Save.
Re-Add Attachment

18. After attaching the regenerated letter, the submittal can be submitted again.

Press “Resubmit”

20. “Please describe the changes you have made” box is required.
21. Press Save.
22. The status will change from In Rework to Resubmitted.
Viewing PAU Decision

1. After the PAU reviews your request, you should receive an email notification that the status has been changed from In Review to Approved or Denied.
2. Go back to Submittals.
3. To view Approved or Denied Submittals, set Work Status to Processed and press Search.
4. Click on the Approved or Denied Submittal.

5. Click on Agency Attachments tab.
6. Click on the eye icon to preview THE Decision Letter.
7. Download the form by clicking on the letter and pressing Download.
Click Agency Attachments and Download Decision Letter