

IMPORTANT NOTICE

The health and safety of our employees and customers is of utmost importance. Due to public health concerns related to Coronavirus Disease 2019 (COVID-19), the Bureau of Ocean Energy Management (BOEM), Office of Leasing and Plans (OLP), Elmwood Tower Building, New Orleans, LA, is taking steps to help mitigate and reduce any unnecessary exposure and spread of COVID-19.

In order to continue to deliver services to the greatest extent possible, effective April 2, 2020, we will not process paper filings or mailed items, with the exception of Exploration Plans, Development Operations Coordination Documents, Development and Production Plans, and Surveys. OLP staff will be working in remote locations and will be able to assist you through email or phone. Until further notice, you may submit filings to the sections in OLP as follows:

Adjudication Section – All filings made in the Adjudication Section must be submitted in PDF format to the Adjudication Section mailbox at boemadjudication@boem.gov. All questions related to actions processed by the Adjudication Section should also be directed to the Adjudication mailbox.

Leasing and Financial Responsibility Section (LFRS) –

Financial Assurance- All filings must be submitted in PDF format to the financial assurance mailbox at boemGOMRfinancialassurance@boem.gov. All questions related to the actions processed by financial assurance should also be directed to the LFRS mailbox. The original documents should be submitted once business returns to normal with a cover letter explaining that the mailed in documents are the original documents for a filing that was already submitted electronically.

Oil Spill Financial Responsibility (OSFR) – All filings made to OSFR must be submitted in PDF format to the OSFR mailbox at boemosfr@boem.gov. All questions related to the actions processed by OSFR should also be directed to this mailbox. The original documents should be submitted once business returns to normal with a cover letter explaining that the mailed in documents are the original documents for a filing that was already submitted electronically.

Lease Sale Coordination- If something needs to be mailed regarding lease sale coordination (e.g., signed bid receipts for mailed in bids), or if you have questions about Notice of Sale packages, please reach out to boemgomrleasesales@boem.gov

Plans Section – Paper filings and electronic disks or drives of Exploration Plans, Development Operations Coordination Documents, Development and Production Plans, and Surveys will be accepted by appointment only. Please call or email Michelle Picou at (504)736-2747 or michelle.picou@boem.gov or Michelle Evans at (504)736-2975 or michelle.evans@boem.gov to schedule an appointment to file paper versions of plans. Applications for Rights-of-Use and Easement must be submitted in PDF format to the Plans Section mailbox at boemgomrplans@boem.gov. Questions related to the work of the Plans Section should be directed to the Plans Section mailbox.