



TIMS Web Bonding Industry User Guide



**United States Department of the Interior
Information Technology Division**

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Introduction

The Technical Information Management System (TIMS) Web Bonding Industry User Guide is a 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.

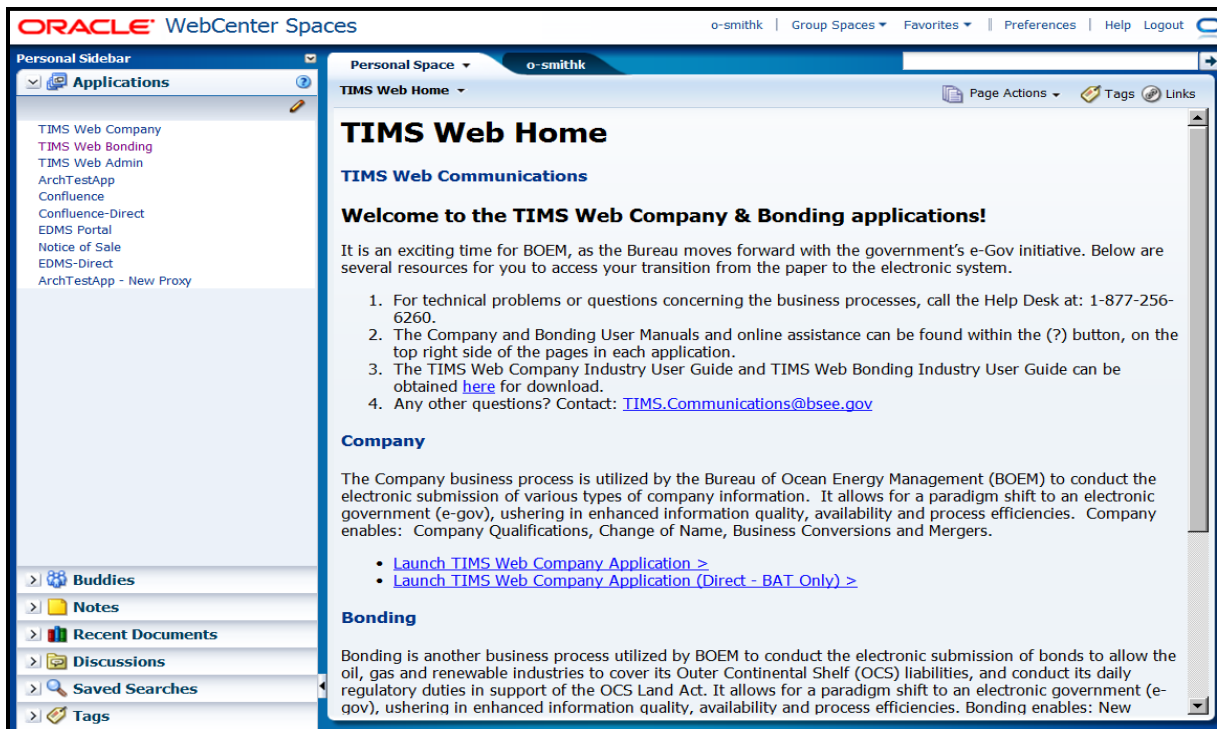


Figure 1: WebCenter Spaces Page

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.

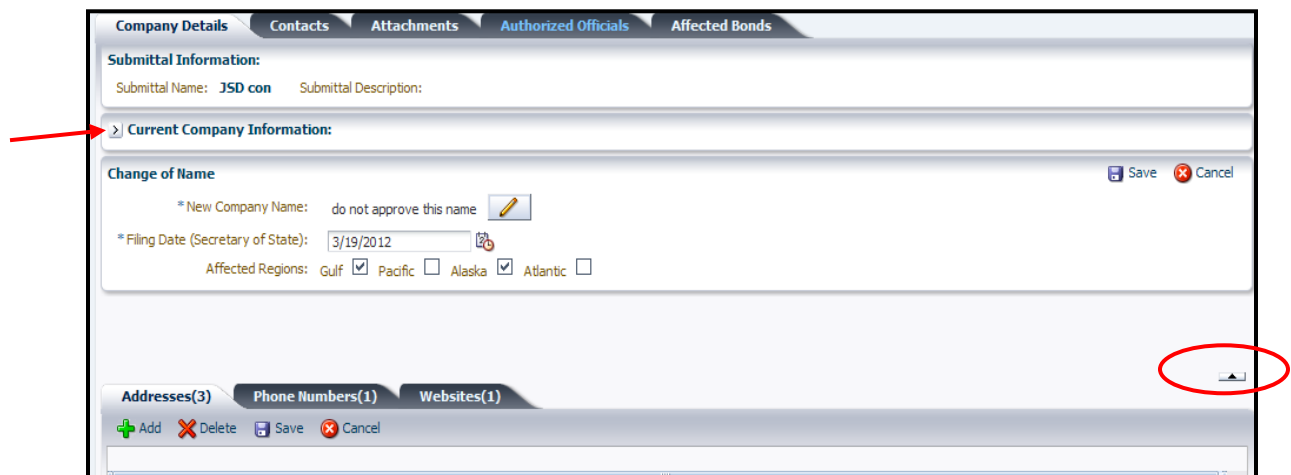
To select **non-consecutive** items, highlight the first item, hold down the **Ctrl** key, highlight the next non-consecutive item. You must hold down the **Ctrl** key while you select more items.

Expand, Adjust Window Panes

TIMS Web Company application pages may contain windows comprised of two or more panes/panels. 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.

Table of Contents and *List of Figures* provide links to corresponding targets 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</p> <p>PARKER MCWILLIAMS</p> <p>Phone 907-334-5241</p> <p>Email parker.mcwilliams@boem.gov</p> <p>Address 3801 Centerpoint Drive</p> <p>Address Suite 500</p> <p>City Anchorage</p> <p>State AK</p> <p>Zip 99503-5823</p>	<p>Regional Contacts</p> <p>Gulf of Mexico Pacific Alaska Atlan</p> <p>Carrol Williams</p> <p>Phone: 504-736-2803</p> <p>Email: carrol.williams@boem.gov</p> <p>Address: 1201 Elmwood Park Blvd</p> <p>Address:</p> <p>City: New Orleans</p> <p>State: LA</p> <p>Zip: 70123</p>
<p>Regional Contacts</p> <p>Gulf of Mexico Pacific Alaska</p> <p>Elverlene Williams</p> <p>Phone 805-389-7837</p> <p>Email Elverlene.Williams@boem.gov</p> <p>Address 770 Paseo Camarillo</p> <p>Address</p> <p>City Camarillo</p> <p>State CA</p> <p>Zip 93010</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> <p>State VA</p> <p>Zip 20170</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. See [Bonding Functions](#).

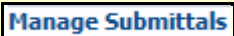
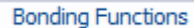
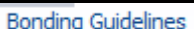
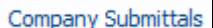



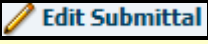

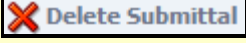

The Manage Submittals page, referred to as submittals list, is the default screen displayed after an authorized user selects **TIMS Web Bonding** application. Functional tabs and buttons

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.

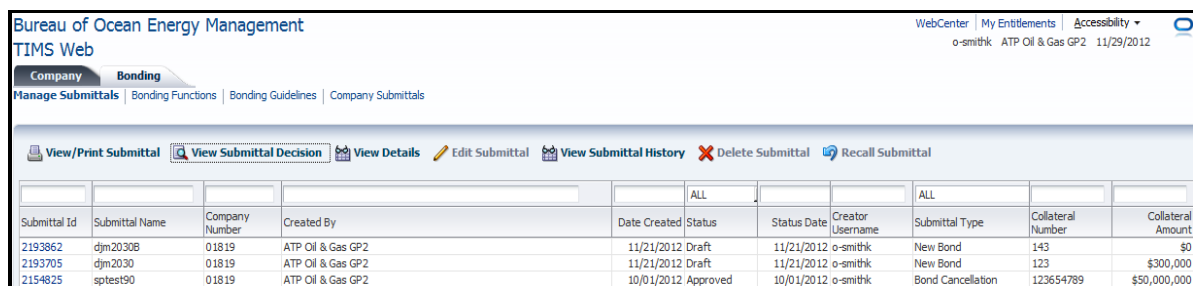
Tabs and Buttons

The following table shows functional tabs and buttons found on TIMS Web Bonding default screen, the Manage Submittals page, referred to as submittals list in this document.

	TIMS Web Bonding default page, referred to as submittals list throughout this document, shows all submittals for user's representative company.
	Creates new bonding 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 details of selected submittal.
	Allows user to edit selected submittal. Only submittals in Draft status can be edited.
	Displays actions taken by the Submitter for selected submittal.
	Deletes selected submittal. Only submittals in Draft status can be deleted.
	Changes selected submittal to Draft status for editing. Only submittals in Pending or eSign status can be recalled.

Submittals List

To view submittals list, **Login** TIMS Web. Select **TIMS Web Bonding**. By default, the Manage Submittals page, referred to as 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
2193862	djm20308	01819	ATP Oil & Gas GP2	11/21/2012	Draft	11/21/2012	o-smithk	New Bond	143	\$0
2193705	djm2030	01819	ATP Oil & Gas GP2	11/21/2012	Draft	11/21/2012	o-smithk	New Bond	123	\$300,000
2154825	sptest90	01819	ATP Oil & Gas GP2	10/01/2012	Approved	10/01/2012	o-smithk	Bond Cancellation	123654789	\$50,000,000

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.

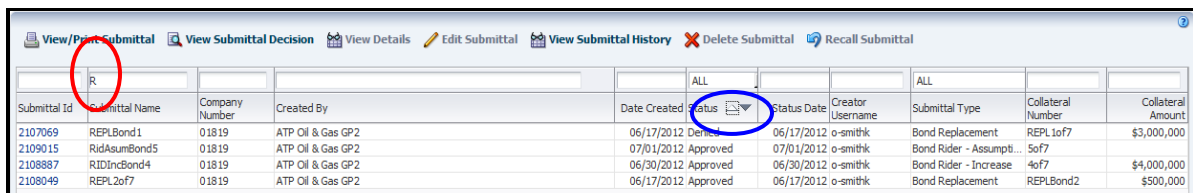
Functions available via submittals list page are summarized in **Tabs and Buttons**.

Sort / Filter Submittals List

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

To **sort** a column, place the mouse pointer on the column's heading/title. The ascend/descend triangles appear (indicated by blue oval in below picture). Triangles are not visible until the mouse pointer is placed on the heading/title. Click on the appropriate triangle. The system sorts the submittals list in descending/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 between **percent** signs (%). The system filters submittals list based on the specified value. Filtering is **case sensitive**.



Submittal Id	Submittal Name	Company Number	Created By	Date Created	Status	Status Date	Creator Username	Submittal Type	Collateral Number	Collateral Amount
2107069	REPLBond1	01819	ATP Oil & Gas GP2	06/17/2012	Draft	06/17/2012	o-smithk	Bond Replacement	REPLtoF7	\$3,000,000
2109015	RidAssumBond5	01819	ATP Oil & Gas GP2	07/01/2012	Approved	07/01/2012	o-smithk	Bond Rider - Assumpt...	SoF7	
2108887	RIDIncBond4	01819	ATP Oil & Gas GP2	06/30/2012	Approved	06/30/2012	o-smithk	Bond Rider - Increase	4oF7	\$4,000,000
2108049	REPL2oF7	01819	ATP Oil & Gas GP2	06/17/2012	Approved	06/17/2012	o-smithk	Bond Replacement	REPLBond2	\$500,000

Figure 3: Sort/Filter

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

To **clear** filtering, erase the word(s) you type and press **Enter**.

To filter **Status Date** and **Collateral Amount** columns, type the date/amount according to the displayed format and then press **Enter**.


View/Print Submittal

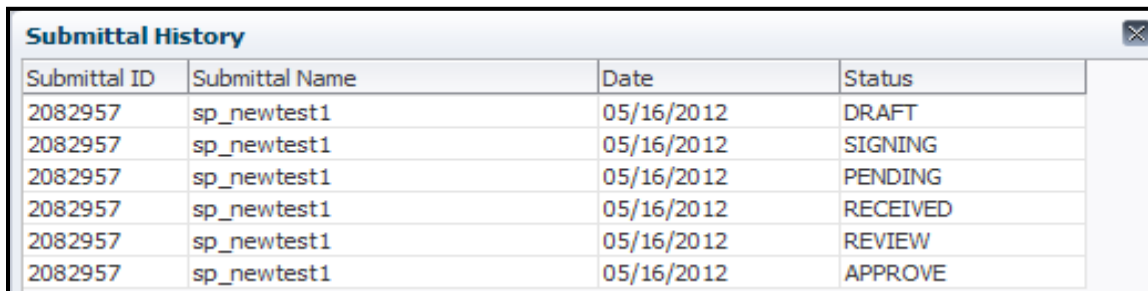
Login TIMS Web. Choose **TIMS Web Bonding**. Select desired bonding submittal, and click  **View/Print Submittal**.

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  **View Submittal History** button. 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 with appropriate role may view details of bonding submittals for their representative company.

To view submittal's details **Login** TIMS Web. Click **TIMS Web Bonding**. Select desired submittal and click the  **View Details** button. User can view the information relevant to the selected submittal. To edit, see [Edit Submittal](#).




View Submittal Decision

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

On the displayed page, select desired submittal and click the  **View Submittal Decision** button. The system displays Decision Document for selected submittal. User may print the document 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 Submittal**. Click  to confirm or click  to discard the recall.

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

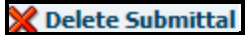


After recall, a submittal in eSign status **cannot** be deleted; it can be edited and resubmitted, if desired.

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.

Edit Submittal

- 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 corresponding **Submittal Id** link. 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 section facilitates the search for a Lease/ROW/RUE number.

Search by Number/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.

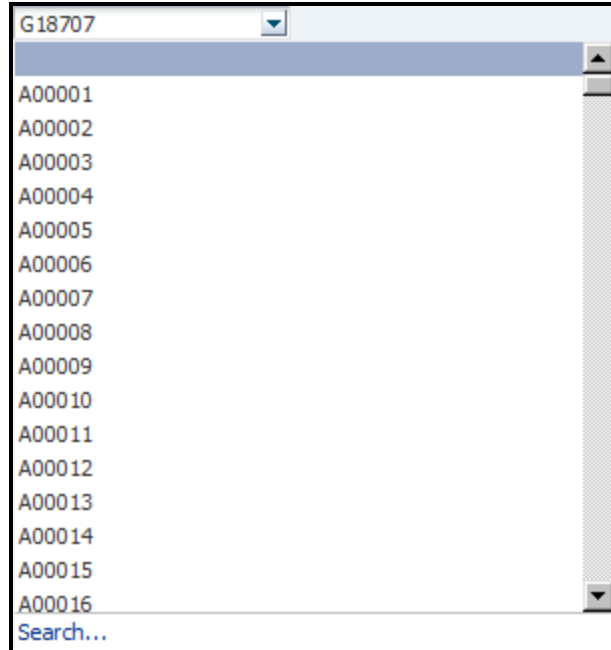


Figure 5: Lease/ROW/RUE Number Drop-down List

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

To **search** for a Lease/ROW/RUE number, click **Search** located at the bottom of the drop-down list. A window similar to that shown in [Figure 6](#) will be displayed.

Search and Select: Lease Number

☐ Search

Match ☒ All ☐ Any

Lease Number

Region

Protraction Number

Block Number

Plan Area Code

Area Code

Lease Number	Region	Protraction Number	Block Number	Area C
No rows to display				

Figure 6: Lease/ROW/RUE Number Search Window


If the Lease ROW/RUE number is known, entirely or partially, enter it in the designated block and click . Select the item from the displayed list and click .

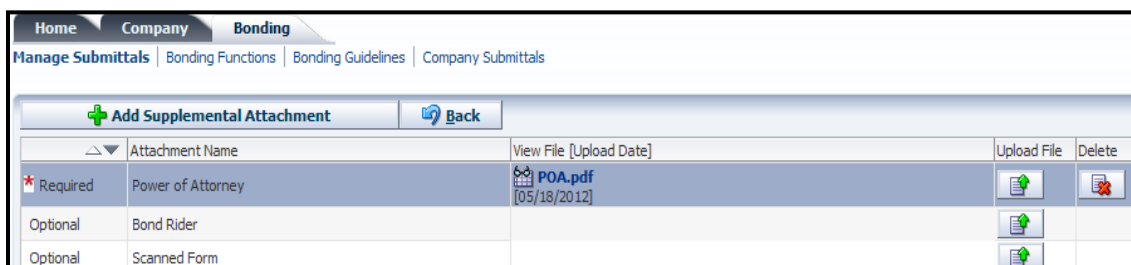
To search by region, select a Region from the drop-down list and click . The system displays all Lease/ROW/RUE numbers for selected region. Select desired number and click to continue or click to exit the search window. To start a **new** search click .

Upload Attachments

- Required and optional attachments for Submittal Types are outlined in [Appendix E](#).
- All attachments (if any) must be uploaded **prior** to validation for eSignature.
- Attached documents **cannot** be deleted **after** submission.
- All attachments must be in **PDF** (Portable Document Format).
- Only users with appropriate role can upload attachments.
- Only user-specified attachment names can be edited.
- After submission to BOEM, user-specified attachment name **cannot** be edited.

Login TIMS Web. Select **TIMS Web Bonding**. Select desired submittal and click the corresponding **Submittal Id** link.

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









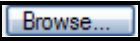


	Attachment Name	View File [Upload Date]	Upload File	Delete
★ Required	Power of Attorney	 POA.pdf [05/18/2012]		
Optional	Bond Rider			
Optional	Scanned Form			

Figure 7: 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 a unique attachment name. Browse local drive to select desired PDF file and click .

To upload, click the corresponding  button.

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

To **edit 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-specified Attachment Names can be edited.

To **view** an attachment, 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.

Bonding Guidelines

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.

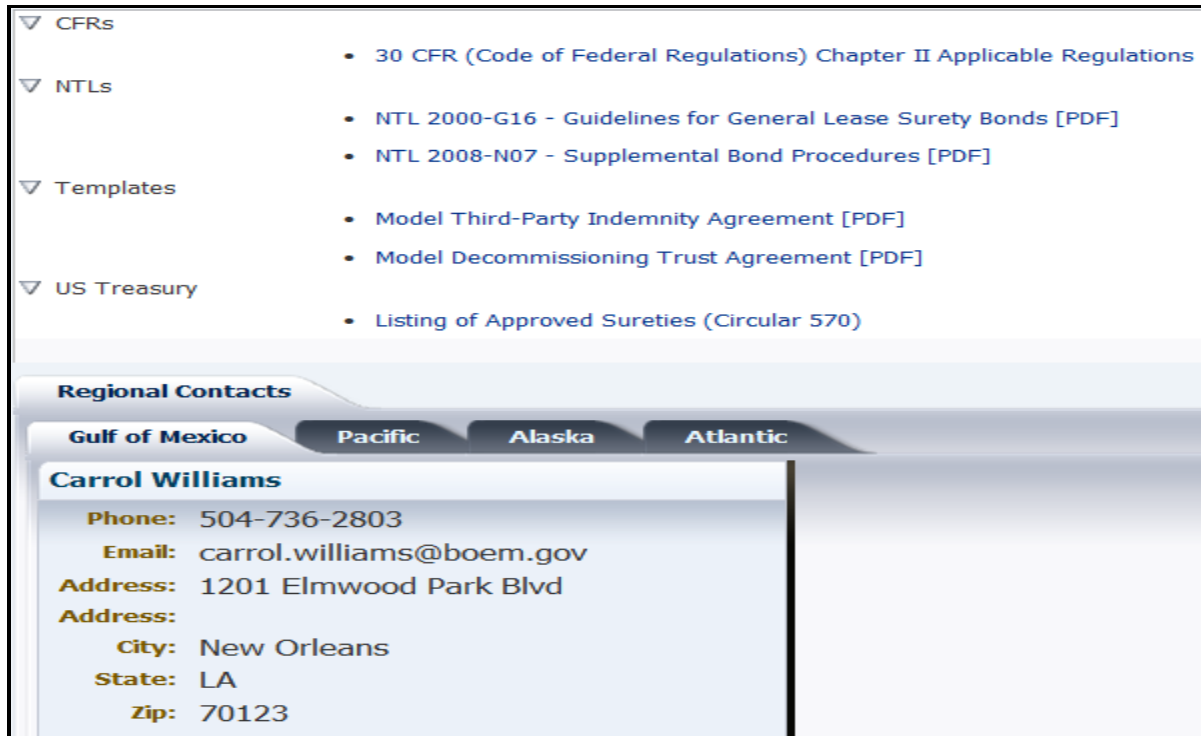


Figure 8: Bonding Guidelines

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.

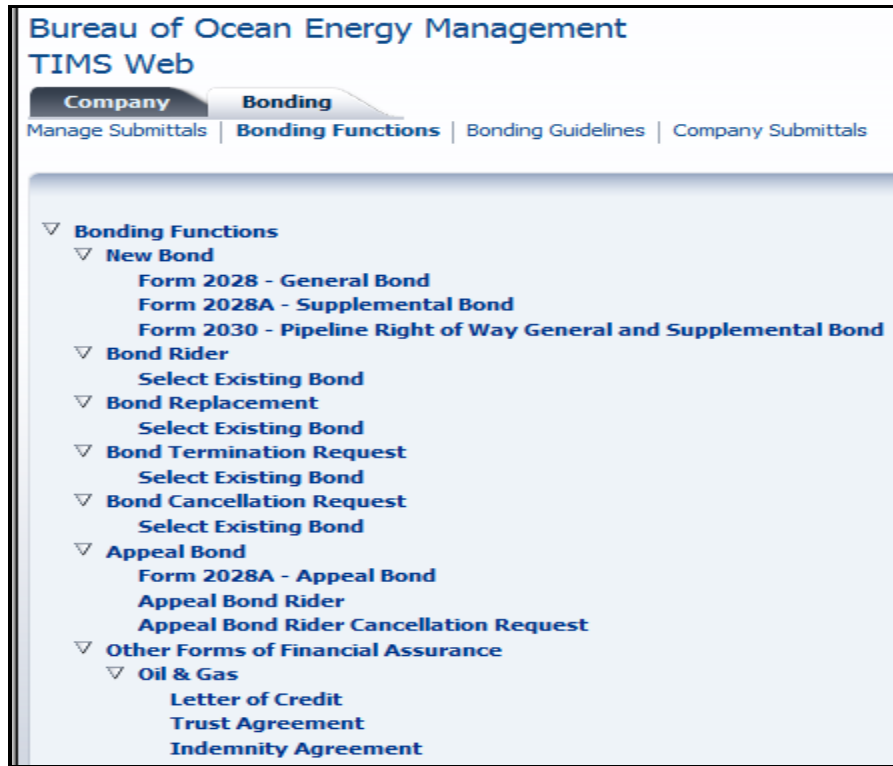


Figure 9: Oil and Gas Bonding Functions

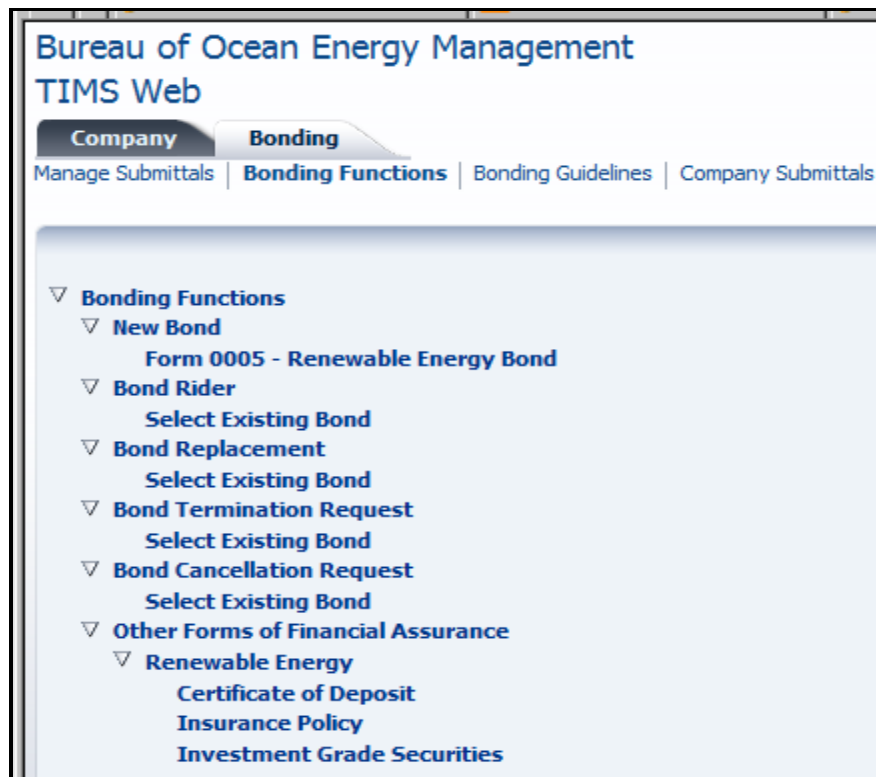


Figure 10: Renewable Energy Bonding Functions

Upon selecting a bonding option, the system displays the appropriate page.

For bond rider, bond replacement and bond termination options, the status of the existing bond must be **Active**. For bond cancellation, the status of existing 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	Login and select TIMS Web Bonding Select Bonding Functions Select Form 2028, 2028A, 2030 or 0005 Type Submittal Name and click Create Request Enter required fields and save Upload attachments Validate and apply signatures Review and submit
Bond Rider	Login and select TIMS Web Bonding Select Bonding Functions Select Existing Bonds under Bond Rider Select the bond you wish a bond rider for and click Initiate Bond Rider Type Submittal Name and click Create Request Select bond rider option Enter required fields and save Upload attachments Validate and apply signatures Review and submit
Bond Replacement	Login and 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 Create Request Enter remarks (if desired) and save Upload attachments (if any) Validate and apply signatures Review and submit
Bond Termination	Login and select TIMS Web Bonding Select Bonding Functions Select Existing Bond under Bond Termination Request Select the bond you wish to terminate and click Initiate Termination Request Type Submittal Name and click Create Request Enter remarks (if desired) and save Upload attachments (if any) Validate and apply signatures Review and submit


Bond Cancellation	Login and select TIMS Web Bonding Select Bonding Functions Select Existing Bond under Bond Cancellation Request Select the bond you wish to cancel and click Initiate Cancellation Request Type Submittal Name and click Create Request Enter remarks (if desired) and save Validate and apply signatures Review and submit
Appeal Bond	Login and select TIMS Web Bonding Select Bonding Functions Select Form 2028a – Appeal Bond Enter Civil Penalty Case Number and click Next Type Submittal Name and click Create Request Enter bond info and save Upload attachments (if any) Validate and apply signatures Review and submit
Appeal Bond Rider	Login and select TIMS Web Bonding Select Bonding Functions Select Appeal Bond Rider option Enter Civil Penalty Case Number and click Next Select the active bond, to be associated with the civil penalty case number, and click Initiate Bond Rider Type Submittal Name and click Create Request Upload attachments (optional) Validate and apply signature Review and submit
Appeal Bond Rider Cancellation	Login and select TIMS Web Bonding Select Bonding Functions Select Appeal Bond Rider Cancellation Request Select the appeal bond rider you wish to cancel and click Initiate Bond Rider Cancellation Request Type Submittal Name and click Create Request Enter Remark (if desired) Upload attachments (if any) Validate and apply signature Review and submit
Other Forms of Financial Assurance	Login and select TIMS Web Bonding Select Bonding Functions Select desired option under Other Forms of Financial Assurance Type Submittal Name; choose Region and click Create Request Upload required and desired attachments Save and submit

The 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 request or edit an existing one.

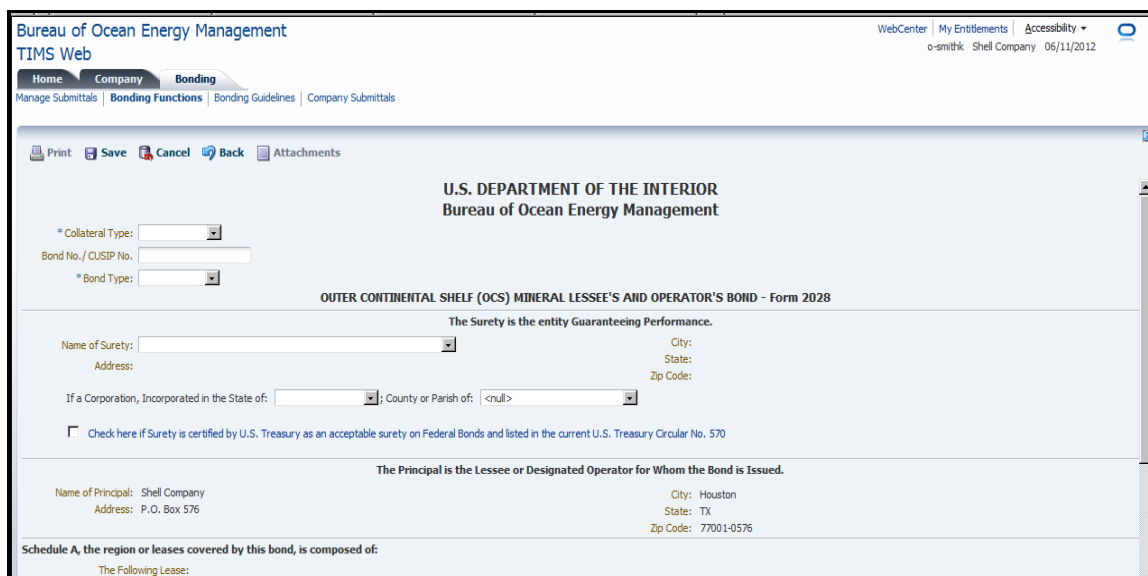
- For 2028 bond, the Principal is the lessee or the designated operator for whom the bond is issued.
- If user represents Surety instead of the Principal company, the fields to be entered on the 2028 Bond form will be slightly different from those described below. The surety must be a non-qualified company.
- An existing 2028 bond request may be edited in Draft status only. To edit an existing request, see [Edit Submittal](#).
- Steps below are for Principal user. They will be slightly different for Surety user.

To create a new 2028 bond request **Login** TIMS Web and choose **TIMS Web Bonding**. On the displayed page, click the [Bonding Functions](#) tab located at the top left of the screen.

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

Type Submittal Name. Submittal Name must be unique to submittal type. If user does not enter a unique Submittal Name, the system displays an appropriate message. Click [Create Request](#) to continue or click [Cancel](#) 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.



Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility
o-smithk Shell Company 06/11/2012

Home | Company | **Bonding**
Manage Submittals | **Bonding Functions** | Bonding Guidelines | Company Submittals

Print | Save | Cancel | Back | Attachments

U.S. DEPARTMENT OF THE INTERIOR
Bureau of Ocean Energy Management

* Collateral Type:
Bond No. / CUSIP No.:
* Bond Type:

OUTER CONTINENTAL SHELF (OCS) MINERAL LESSEE'S AND OPERATOR'S BOND - Form 2028

The Surety is the entity Guaranteeing Performance.

Name of Surety: City:
Address: State:
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: Shell Company City: Houston
Address: P.O. Box 576 State: TX
Zip Code: 77001-0576

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

Figure 11: 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, 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 are outlined 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 12: Form 2028 – Surety Field

If Surety is a corporation, the **State**, **County** or **Parish** of the corporation must be provided by the user. Some fields may automatically be populated by the system.

User **must** check **Surety certification** box, identified by red oval in the above figure. The form **cannot** be validated unless user indicates Surety is certified on the U.S. Treasury 570 circular. Surety certifications are verified **manually** by BOEM. A link to the U.S. Treasury 570 circular is provided on the form.

Name and Primary Address of the Principal is populated by the system.

The area or leases covered by the bond are listed 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 13](#). 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 (use separate sheet):

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 13: 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. Only bonds in the **same** region can be assumed. User has the option to exclude bonds from assumption, if desired.

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. The new bond amount must be equal to or greater than each individual bond amount being assumed, and must meet activity level requirements defined in [Appendix B](#).

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. The new bond amount must be equal to or greater than each individual bond amount being assumed and must meet the activity level requirements defined in [Appendix B](#).


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

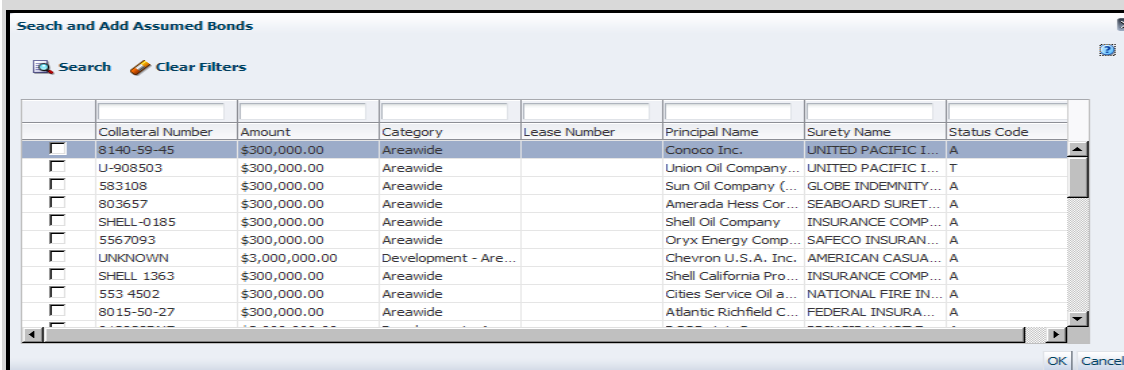
In the **third** option, the Surety accepts all obligations **with** exceptions or limitations. User must **exclude** at least one bond from assumption. **Assumption of Liabilities** window is shown in [Figure 14](#).

If the **third** option is selected for a new Lease Specific bond, the system identifies all active 2028 bonds for the Lease Number specified by the user.


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.

If only one bond is identified, the **third** option **cannot** be used. If **no** bonds are identified, user must select the **first** option.

User has the **option** to click the  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 must be equal to or greater than each individual bond amount being assumed and must meet activity level requirements defined in [Appendix B](#).

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.

Assumption of Liabilities

Assumed Bonds

Search and Add

Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
789456	5/9/2012	\$3,000,000	Surety Bond	Shell Company	ndenc dnf 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

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

Figure 14: Form 2028 – Assumption of Liabilities

Click **Save**. The system saves the submittal in Draft status. After all fields are entered, the 2028 bond submittal must be validated; signed and submitted.

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. See [Upload Attachments](#) for details.

Click the **Validate for eSignature** button located at the bottom of the page. Click **OK** to confirm validation or click **Cancel** 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 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.

Principal Signature

- Principal is the lessee or designated operator for whom the bond is issued.
- 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**.

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

Select desired submittal from the list. Click the corresponding **Submittal Id** link to display the 2028 bond form. Principal signature block, located at the bottom of 2080 form, is shown in **Figure 15**.

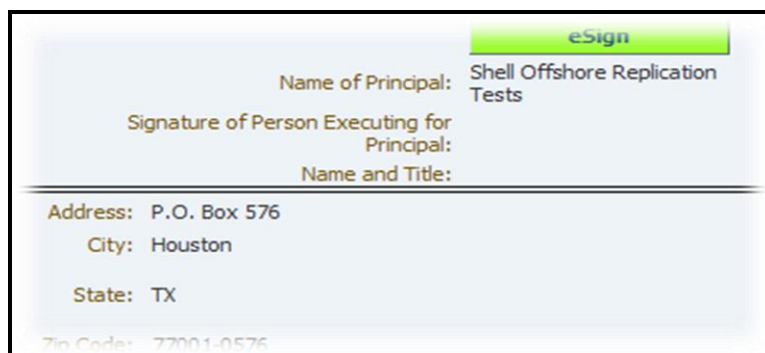
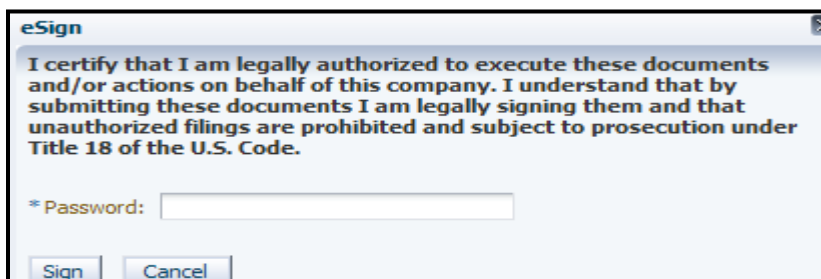
A screenshot of a web form for principal signature. At the top right is a green button labeled 'eSign'. Below it, the 'Name of Principal:' is 'Shell Offshore Replication Tests'. The 'Signature of Person Executing for Principal:' is a blank line. Below that is the 'Name and Title:' field. A horizontal line separates this from the address section. The address section includes 'Address: P.O. Box 576', 'City: Houston', 'State: TX', and 'Zip Code: 77001-0576'.

Figure 15: Principal Signature

Click **eSign**. Principal is required to verify he is legally authorized to sign. Principal must enter his TIMS Web password in the designated field. A sample is shown.

A screenshot of an 'eSign' dialog box. It contains a legal disclaimer: '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.' Below the disclaimer is a password field labeled '* Password:'. At the bottom are 'Sign' and 'Cancel' buttons.

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

If Principal signs first, Surety and the Principal Witness will be enabled to sign. Surety is notified by the system and Principal Witness is notified by the Principal to sign the request.

Surety Signature

- 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 the corresponding **Submittal Id** link to display the 2028 bond form. Surety's signature box is located at the bottom of 2028 bond form. A sample is shown.

The screenshot shows a form titled "Surety Signature" with a light blue background. At the top right is a green button labeled "eSign". Below it, the text "Name of Surety: RLI CORPORATION" is displayed. Underneath is a label "Signature of Person Executing for Surety:" followed by a line for "Name and Title:". Below this is a section for address information: "Address: 1 Canal Street", "City: New Orleans", "State: LA", and "Zip Code: 70001". At the bottom of the form, there is a line for "Signed on" followed by "in the State of" and "Louisiana", and then "in the presence of:".

Figure 16: Surety Signature

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

If Surety is the first to sign, Principal and Surety Witness will be enabled to sign. Principal is notified by the system and Surety Witness is notified by the Surety to sign the request.

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 Signature

- Principal Witness is enabled to sign **after** the Principal has signed the submittal.
- Principal Witness is notified by the Principal of the action.

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

Select desired submittal from the displayed submittals list. Clicking the corresponding **Submittal Id** link will display the 2028 bond form.

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




Click . User is prompted 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 Signature

- Surety Witness is enabled to sign **after** Surety has signed the bond form.
- Surety Witness is notified by the Surety of the action.

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


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



Click . User is prompted 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 after submission.

Login TIMS Web. Select **TIMS Web Bonding**. Select desired submittal and click the corresponding **Submittal Id** link.

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. Clicking the  button aborts the submission.

Upon submission, 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.

The submittal cannot be edited while in Pending status. User must first recall the submittal. The recall action invalidates all applied signatures and updates the submittal to Draft status.

The 2028A Bond Form

- 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 case, 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.
- Steps below are for Principal user. They will be slightly different for Surety user.

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

Select **TIMS Web Bonding** and click [Bonding Functions](#). Select the **Form 2028A – Supplemental Bond** option.

Type Submittal Name and click the [Create Request](#) to continue. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique.

The system displays the Outer Continental Shelf (OCS) Mineral Lessee's or Operator's Supplemental Bond – 2028A 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 'Bonding' tab is selected. The form title is 'U.S. DEPARTMENT OF THE INTERIOR Bureau of Ocean Energy Management 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 is a section for 'The Surety is the entity Guaranteeing Performance.' with fields for 'Name of Surety', 'Address', 'City', 'State', 'Zip Code', and 'If a Corporation, Incorporated in the State of:'. A red circle highlights 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'.

Figure 17: 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. User can specify the bond amount, if desired. An appropriate message is displayed if the user-specified bond amount does not provide adequate coverage.

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/Parish** from the list.

User is required to check Surety Certification box, identified by red oval on **Figure 17**. Validation fails if user does not select Surety Certification box. Surety Certification is verified **manually** by BOEM. Adjacent to the box is a link to the U.S. Treasury 570 circular. The surety company must be a **non**-qualified company.

For **Treasury Note** bond, Surety field is set to U.S. Treasury.

Additional Obligations

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

- ☒ 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.).

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 may assume 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. User may also exclude bonds from assumption, if desired. If **no** bonds are identified for assumption, user must select the **first** option.

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. User is required to **exclude** at least one bond from assumption. If only one bond is identified for assumption, the **third** option **cannot** be used. If **no** bonds are identified, user must select the **first** option.

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.


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.



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.

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.

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.


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 list of identified bonds from which user may select bonds to exclude.

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](#) for details
- 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. User must correct the errors; save entries and try to validate again.

If validation is successful, the system updates the submittal to eSign status. Principal and Surety are notified that the bond form is ready to be signed. A link to the submittal is provided in the notification.

The submittal **cannot** be edited while in eSign status.

Principal/Surety Signature

- Both Surety and the Principal must sign the 2028A bond form.
- Principal and Surety must have appropriate role to 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 and click the corresponding **Submittal Id** link. Selected submittal is displayed.

To sign, click the **eSign** 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 **Sign** to complete electronic signature process or click **Cancel** 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 Signature

- Principal Witness **cannot** sign before Principal has signed the bond form.
- When Principal signs the 2028A bond form, Principal Witness is enabled to sign.
- Principal Witness is notified of the action by the Principal.




To sign the bond form, **Login** TIMS Web. Choose **TIMS Web Bonding**. Select desired submittal from the list and click the corresponding **Submittal Id** link.

Principal Witness signature box is located at the bottom of the page. After clicking the  button, user is prompted to verify he is legally authorized to sign. Principal witness must enter his password and click the  button. To abort the action click .

Surety Witness Signature

- Surety Witness **cannot** sign before Surety has signed the bond form.
- After Surety signs the bond form, Surety Witness is enabled to sign.
- Surety Witness is notified of the action by the Surety.


To sign, **Login** TIMS Web and choose **TIMS Web Bonding**. Select desired submittal from the displayed submittals list and click the corresponding **Submittal Id** link.



Surety Witness signature box is located 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.

Login TIMS Web. Choose **TIMS Web Bonding**. Select desired submittal and click the corresponding **Submittal Id** link.

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

To submit, click the  button located at the bottom of the page. Clicking the  button aborts the submission.


Upon submission, 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.


The submittal cannot be edited while in Pending status. User must first recall the submittal. The recall action invalidates all applied signatures and updates the submittal to Draft status.

The 2030 Bond Form

- 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.
- Steps below are for Principal user. They will be slightly different for Surety user.

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 and click the  button. Submittal Name must be unique to submittal type.

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.

Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility
o-smithk Shell Company 06/11/2012

Home Company Bonding
Manage Submittals Bonding Functions Bonding Guidelines Company Submittals

Print Save Cancel Back Attachments

U.S. DEPARTMENT OF THE INTERIOR
Bureau of Ocean Energy Management

* Collateral Type:
Bond No. / CUSIP No.:
* Bond Type:

OUTER CONTINENTAL SHELF (OCS) PIPELINE RIGHT-OF-WAY GRANT BOND - Form 2030

The Surety is the Company Guaranteeing Performance.

Name of Surety:
Address:
City:
State:
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

Figure 18: 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** (i.e., Additional Security) 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 displays 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. Adjacent to Surety Certification box identified with red oval in **Figure 18** is a link to the U.S. Treasury 570 circular. Surety certifications are verified **manually** by BOEM Reviewers.

For Surety bonds, Name of Principal and Principal Address are automatically populated by the system. For **Treasury Note** bonds, the Name of Surety will be set to U.S. Treasury.

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. User has the option to exclude bonds from assumption, if desired. If **no** bonds are identified for assumption, user must select the **first** option.


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. User is **required** to exclude at least one bond from assumption. If only one bond is identified for assumption, the **third** option **cannot** be used. If **no** bonds are identified for assumption, user must select the **first** option.

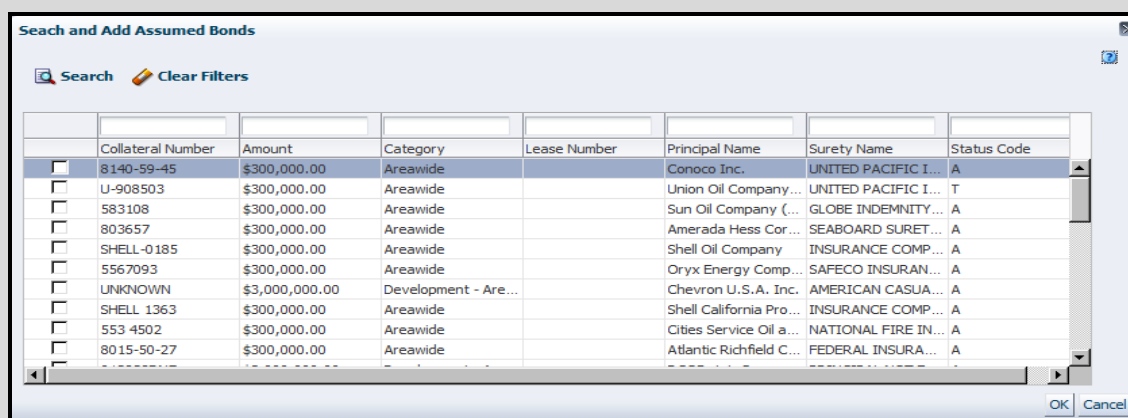
If user selects the **second** option for a Supplemental-ROW Specific bond, the system identifies all active supplemental ROW Specific bonds for the user-specified ROW number that are less than or equal to the amount of the new Supplemental-ROW Specific bond.

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.

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 has the **option** to click the  **Search and Add** 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 checked="" 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 19: Form 2030 - Exclude Bonds from Assumption

Validate 2030 Bond Form for eSignature

- The 2030 bond form must be validated for electronic signature before submission to BOEM.
- All required attachments must be uploaded **before** validation. See [Upload Attachments](#) for details

Click the **Validate for eSignature** 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. User must correct the errors; save the entries and try to validate again.

If validation is successful, the system updates 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 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 corresponding **Submittal Id** link. 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. A similar notification is sent to the Surety if Surety signs first.

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 Signature

- Principal Witness **cannot** sign before Principal has signed the bond form.
- Surety Witness **cannot** sign before Surety has signed the bond form.
- When Principal signs the 2030 bond form, he must notify the Principal Witness.
- After Surety signs the 2030 bond form, he must notify the Surety Witness.

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

Select desired submittal from the displayed submittals list and click the corresponding **Submittal Id** link. The 2030 bond form is displayed.


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 the corresponding **Submittal Id** link. 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.

To submit, click the  button located at the bottom of the page. Clicking the  button aborts the submission.

Upon submission, 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.

The submittal cannot be edited while in Pending status. User must first recall the submittal. The recall action invalidates all applied signatures and updates the submittal to Draft status.

The 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.
- Steps below are for Principal user. They will be slightly different for Surety user.

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

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

Type Submittal Name and click the **Create Request** button. Submittal Name must be unique to submittal type.

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.

Figure 20: 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. 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 20](#). A link to the U.S. Treasury 570 circular is provided on the form. 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.

The area or leases covered by the bond are listed under **Schedule A**.

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 21](#).

The Principal is the Lessee, Grantee, or Operator for Whom the Bond is Issued.	
Name of Principal: Bluewater Wind New Jersey Energy LLC Address: 22 Hudson Place 3rd Floor	City: Hoboken 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) <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 except:	
Definitions For the purposes of this document:	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 <u>et seq.</u> 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 21: Form 0005 - Additional Liabilities

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 pervious Sureties and guarantors even if the obligations are not obligations of the Principal during the period of liability of the bond. User may exclude bonds from assumption, if desired.

If the **second** option is selected, the system identifies and lists all active Renewable Energy bonds, for the user-specified lease or grant number, that are less than or equal to the bond amount. If **no** bonds are identified for assumption, user must select the **first** option.

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. User is **required** to exclude at least one bond from assumption.

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 exclude at least one bond from assumption.


If only one bond is identified by the system, the **third** option **cannot** be used. If **no** bonds are identified by the system, user must select the **first** option.

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


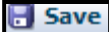


	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	2	4/25/2012	\$100,000	Surety Bond	Bluewater Wind New Jersey ...	RLI CORPORATION	G32031	Gulf of Mexico Region

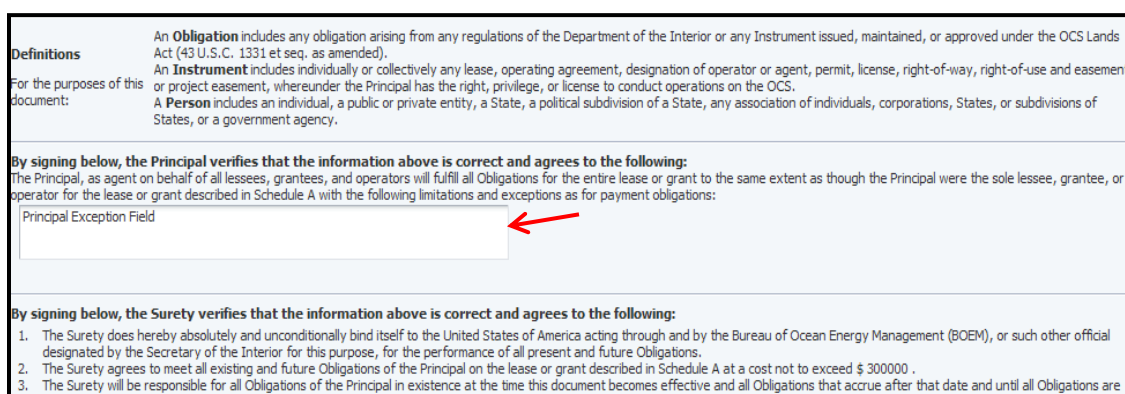
Figure 22: Form 0005 - Assumption of Liabilities

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).

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.

For the purposes of this document:

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:




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 23: Form 005 - Principal Exceptions

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

Validate 0005 Bond Form for eSignature

- The 0005 bond form must be validated for electronic signature before submission to BOEM.
- All attachments must be uploaded **prior** to validation. See [Upload Attachments](#) for details.

To validate, 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; save and 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.

Principal/Surety Signature

- 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.
- Signature blocks are located at the bottom of the 0005 bond form.

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

Select desired submittal from the displayed submittals list and click the corresponding **Submittal Id** link. Selected submittal is displayed.

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

The screenshot displays the signature blocks for Form 0005. It is divided into two main columns. The left column is for the Surety, RLI CORPORATION, with fields for Name, Address (1 Canal Street, New Orleans, LA 70001), and a signature line. The right column is for the Principal, Bluewater Wind New Jersey Energy LLC, with fields for Name, Address (22 Hudson Place, 3rd Floor, Hoboken, NJ 07030), and a signature line. At the bottom, there are signature lines for both parties, with a red arrow pointing to the 'eSign' button.

Figure 24: Form 0005 – Principal and Surety Signature Blocks

User must verify he is legally authorized to sign. Enter password and click **Sign**. Click **Cancel** 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 24](#)).

Principal/Surety Witness Signature

- Principal Witness **cannot** sign before Principal has signed the bond form.
- Principal Witness is notified by the Principal a submittal is awaiting his signature.
- Surety Witness **cannot** sign before Surety has signed the bond form.
- Surety Witness is notified by the Surety a submittal is awaiting his signature.

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


Select desired submittal from the displayed submittals list and click the corresponding **Submittal Id** link. 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 the corresponding **Submittal Id** link. 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.

To submit, click the  button located at the bottom of the page. Clicking the  button aborts the submission.

To submit, click the  button located at the bottom of the page. Clicking the  button aborts the submission.

Upon submission, 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.

The submittal cannot be edited while in Pending status. User must first recall the submittal. The recall action invalidates all applied signatures and updates the submittal to Draft status.

Renewable Energy Supplemental Bond

The 0005 bond form can be used for general as well as supplemental bonds. User may follow the steps described in [The 0005 Bond Form](#) 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 bond rider business rules.

To initiate a bond rider **Login** TIMS Web and choose **TIMS Web Bonding**.

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.

TIMS Web Bonding - Industry User Guide

Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility
o-smithk Forest Oil Corporation 11/29/2012

Company Bonding
Manage Submittals **Bonding Functions** Bonding Guidelines Company Submittals

Initiate Bond Rider Print Bonds Cancel

Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218959	Surety Bond	Areawide	\$3,000,000	5/30/2003	Active
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218961	Surety Bond	Areawide - ROW	\$300,000	6/20/2003	Active
Forest Oil Corporation	00048	SEABOARD SURET...	20002	00479	Gulf of Mexico...	288504	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002	G06566	Gulf of Mexico...	288505	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$300,000	7/16/1970	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	131934	Surety Bond	Areawide - ROW	\$300,000	10/17/1989	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158361493	Surety Bond	Areawide	\$3,000,000	5/30/1997	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158492066	Surety Bond	Areawide - ROW	\$300,000	6/20/1997	Replaced
Forest Oil Corporation	00048	ST. PAUL MERCUR...	20043		Gulf of Mexico...	400 JV 6281	Surety Bond	Areawide	\$3,000,000	8/8/1994	Replaced
Forest Oil Corporation	00048	THE TRAVELERS I...	20021		Gulf of Mexico...	552362	Surety Bond	Areawide	\$100,000	1/30/1956	Replaced
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$100,000	4/10/1962	Replaced
Forest Oil Corporation	00048	RLI CORPORATION	30088		Gulf of Mexico...	11	Surety Bond	Areawide	\$1	3/28/2012	Termina

Figure 25: Initiate Bond Rider

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

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

Bureau of Ocean Energy Management
TIMS Web

Company Bonding
Manage Submittals | Bonding Functions | Bonding Guidelines | Company Submittals

Bond Rider Request

Bond Details Form 2028

Principal Name: Forest Oil Corporation	Collateral Number: 6218959	Collateral Category: Areawide
Principal Number: 00048	Collateral Type: Surety Bond	Collateral Amount: \$3,000,000
Surety Name: SAFECO INSURANCE COMPANY OF AMERICA	Lease/ROW/RUE:	Effective Date: 5/30/2003
Surety Number: 20007	Region: Gulf of Mexico Region	

Bond Rider Option(s)

* Effective Date:

☒ Increase Bond Amount ☐ Decrease Bond Amount ☐ Assumption of Liabilities

Select New Bond Amount

☐ > \$3,000,000

Figure 26: Bond Rider Request

User has the option to select **Increase Bond Amount**, **Decrease Bond Amount** or **Assumption of Liabilities**. Bond rider effective date is populated automatically.

Bond rider options are explained below.

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 meet activity level requirements and have bond amounts lower than or equal to that 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 Attachments

Bond Details Form 2028

Principal Name: Forest Oil Corporation Collateral Number: 6218959 Collateral Category: Areawide
 Principal Number: 00048 Collateral Type: Surety Bond Collateral Amount: \$3,000,000
 Surety Name: SAFECO INSURANCE COMPANY OF AMERICA Lease/ROW/RUE: Region: Gulf of Mexico Region Effective Date: 5/30/2003
 Surety Number: 20007

Bond Rider Option(s)

* Effective Date: 11/29/2012

☐ Increase Bond Amount ☐ Decrease Bond Amount ☒ Assumption of Liabilities

Assumption of Liabilities

Assumed Bonds

Search and Add

	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
	11	3/28/2012	\$1	Surety Bond	Forest Oil Corporation	RLI CORPORATION		Gulf of Mexico Region

Excepted Bonds


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

Validate for eSignature Review for Submission

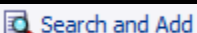
Figure 27: Bond Rider - Assumption of Liabilities

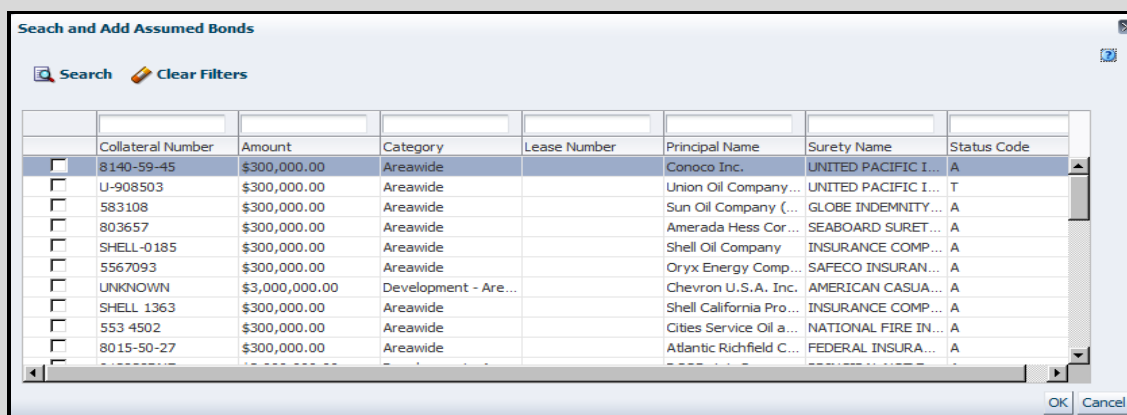
User has the option to exclude bonds from assumption.

To **exclude** bonds, select a bond from the Assumed Bonds panel and click the corresponding button. The action places the selected bond 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  **Save** 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  **Search and Add** button. The following screen is displayed.



	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  **OK**. Use the search button to search for specific bond(s).

The new bond amount must be equal to or greater than each individual bond amount being assumed and must meet all defined activity level requirements. See [Appendix C](#) for more information.

Proceed to **Validate Bond Rider for eSignature**.

Validate Bond Rider for eSignature

- The bond rider must be validated for electronic signature.
- All required attachments must be uploaded before validation. See [Upload Attachments](#) for details.
- 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 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](#).


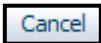
Sign Bond Rider

- Both the Principal and the Surety must sign the bond rider if the rider is for a Surety bond.
- Only the Principal must sign the bond rider if the rider is for a Treasury Note bond.

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

Select desired submittal from the list and click the corresponding **Submittal Id** link. 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. User must enter his TIMS Web 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 required signatures are applied, the bond rider can be submitted to BOEM.
- The bond rider must be approved by BOEM.

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

Select desired submittal from the displayed list and click the corresponding **Submittal Id** link. 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.

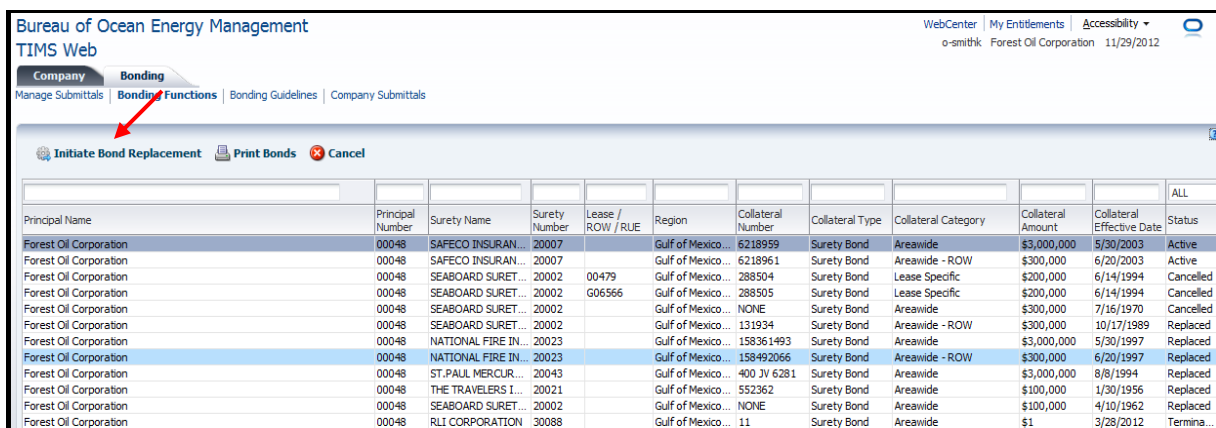
Upon approval of the bond rider by BOEM, the system updates the existing bond record to reflect the changes made by the bond rider.

Bond Replacement

- Only users with appropriate role can initiate bond replacement.
- Only bonds with an Active status can be replaced with a new bond.
- A 2028 general bond can only be replaced with a new 2028 general bond.
- A 2028A supplemental bond can only be replaced with a new 2028A supplemental bond.
- A 2030 bond can only be replaced with a new 2030 bond.
- A 0005 general/supplemental bond can only be replaced with a new 0005 general/supplemental bond.
- A lease specific bond **cannot** be replaced with an area wide bond and vice versa.
- The replacement bond amount must have a value equal to or greater than the existing bond amount.
- The replacement bond must have the same or higher lease activity level than the existing bond.
- The replaced bond must be assumed and **cannot** be excluded from assumption.
- Bond replacement business rules are outlined in [Appendix D](#).

To replace an existing active bond with a new bond, **Login** TIMS Web. Select **TIMS Web Bonding**.

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



Bureau of Ocean Energy Management
TIMS Web

Company Bonding
Manage Submittals | **Bonding Functions** | Bonding Guidelines | Company Submittals

Initiate Bond Replacement Print Bonds Cancel

Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218959	Surety Bond	Areawide	\$3,000,000	5/30/2003	Active
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218961	Surety Bond	Areawide - ROW	\$300,000	6/20/2003	Active
Forest Oil Corporation	00048	SEABOARD SURET...	20002	00479	Gulf of Mexico...	288504	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002	G06566	Gulf of Mexico...	288505	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$300,000	7/16/1970	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	131934	Surety Bond	Areawide - ROW	\$300,000	10/17/1989	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158361493	Surety Bond	Areawide	\$3,000,000	5/30/1997	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158492066	Surety Bond	Areawide - ROW	\$300,000	6/20/1997	Replaced
Forest Oil Corporation	00048	ST.PAUL MERCUR...	20043		Gulf of Mexico...	400 JV 6281	Surety Bond	Areawide	\$3,000,000	8/8/1994	Replaced
Forest Oil Corporation	00048	THE TRAVELERS I...	20021		Gulf of Mexico...	552362	Surety Bond	Areawide	\$100,000	1/30/1956	Replaced
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$100,000	4/10/1962	Replaced
Forest Oil Corporation	00048	RLI CORPORATION	30088		Gulf of Mexico...	11	Surety Bond	Areawide	\$1	3/28/2012	Termina...

Figure 28: Initiate Bond Replacement

Select the bond you wish to replace and click the **Initiate Bond Replacement** button. You are 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 the **Create Request** button to continue. The system displays the selected bond submittal. A sample is shown.



Bureau of Ocean Energy Management
TIMS Web

Company Bonding
Manage Submittals | **Bonding Functions** | Bonding Guidelines | Company Submittals

Print Save Cancel Attachments


☒ **Replacement Bond Details**

Principal Name: Forest Oil Corporation
Principal Number: 00048
Surety Name: SAFECO INSURANCE COMPANY OF AMERICA
Surety Number: 20007
Reason for replacement: (optional)

Collateral Number: 6218959
Collateral Type: Surety Bond
Lease/ROW/RUE:
Region: Gulf of Mexico Region



Collateral Category: Areawide
Collateral Amount: \$3,000,000
Effective Date: 5/30/2003



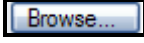


Figure 29: Top Section of Bond Replacement Page

Enter Reason for replacement in the designated field. If the field is not visible, click the  button to expand the panel. The expand/collapse button is identified in **Figure 29** by red oval. Entering reasons for replacement is optional.

Bond Type is automatically populated and **cannot** be altered. Collateral Type, Bond /CUSIP No. and Bond Amount can be altered by the user.

By default, the **second** option is selected for Additional Obligations. The system identifies all active bonds for which the Principal is the lease owner or the designated operator. Identified bonds (if any), as well as the replaced bond, are listed in the Assumed Bonds panel. The replacement bond amount must be equal to or greater than each individual bond amount being assumed and must meet the activity level requirements defined in [Appendix D](#). User has the option to exclude bonds from assumption. The replaced bond **cannot** be excluded.

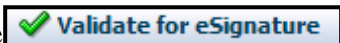

Apply desired changes and click the  button. The system saves the bond replacement request in Draft status. Alternatively, user may cancel the request, without saving, by clicking .

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](#) for more details.

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 or cancel the validation by clicking .



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

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

Sign Bond Replacement

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


Select desired submittal from the list and click the corresponding **Submittal Id** link. 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 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 corresponding **Submittal Id** link. 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 replaced bond is terminated and concurrently cancelled. The cancellation date is equal to the replacement bond's effective date. A new bond record is created using the new data and the new bond's effective date is set to the date the replacement request is submitted to BOEM.

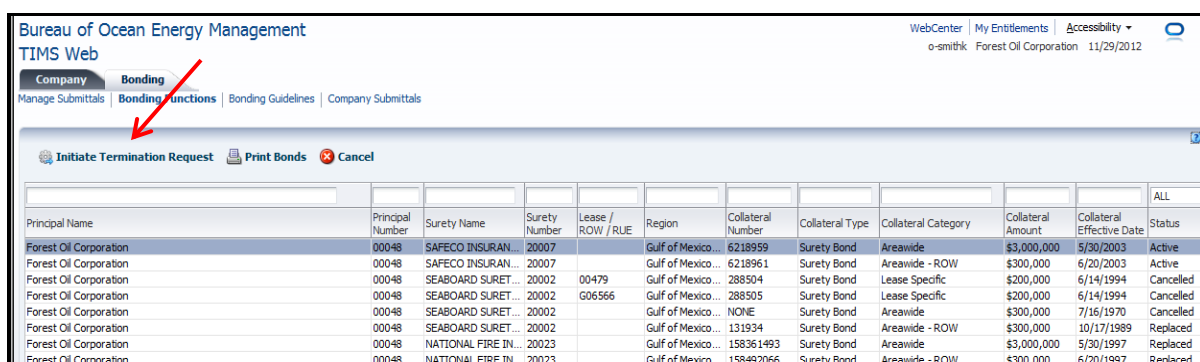
Bond Termination

- 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.
- A request can be made to terminate the period of liability of an active general bond if the lease covered by the bond is inactive and there are no outstanding plugging and abandonment liabilities for the lease. An **inactive** lease is a lease with a status of terminated, cancelled, relinquished, expired or consolidated.
- 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**.

Click the **Bonding Functions** tab. Choose **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
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218959	Surety Bond	Areawide	\$3,000,000	5/30/2003	Active
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218961	Surety Bond	Areawide - ROW	\$300,000	6/20/2003	Active
Forest Oil Corporation	00048	SEABOARD SURET...	20002	00479	Gulf of Mexico...	288504	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002	G06566	Gulf of Mexico...	288505	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$300,000	7/16/1970	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	131934	Surety Bond	Areawide - ROW	\$300,000	10/17/1989	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158361493	Surety Bond	Areawide	\$3,000,000	5/30/1997	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158492066	Surety Bond	Areawide - ROW	\$300,000	6/20/1997	Replaced

Figure 30: Initiate Termination Request

Select the bond you wish to terminate and click **Initiate Termination Request**. 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.

If selected bond is eligible for termination, the system prompts user to enter a Submittal Name. Enter a unique Submittal name and click the **Create Request** button. A sample of Bond Termination Request is shown.

Bond Termination Request

Save Cancel Attachments

Bond Details Form 2028

Principal Name: Forest Oil Corporation Collateral Number: 6218959 Collateral Category: Areawide
 Principal Number: 00048 Collateral Type: Surety Bond Collateral Amount: \$3,000,000
 Surety Name: SAFECO INSURANCE COMPANY OF AMERICA Lease/ROW/RUE: Effective Date: 5/30/2003
 Surety Number: 20007 Region: Gulf of Mexico Region




Termination Remarks

Remark

E-Signature(s)

Validate for eSignature Review for Submission

Figure 31: 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. Click  to save entries or click  to discard the request.

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.

Validate Bond Termination for eSignature

- Bond termination request must be validated for electronic signature before submission to BOEM.
- All attachments (if any) 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. User must correct the errors and try the validation again.

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



The system associates bond termination request with selected active bond and saves the request in Draft status.

Sign Bond Termination

- The Principal **or** the Surety must sign if the bond termination request is for a Surety bond.
- The Principal must sign if the bond termination request is for a Treasury Note bond.

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

Select desired request from the displayed submittals list and click the corresponding **Submittal Id** link. 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 TIMS Web 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 required signature is applied, the bond termination request 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 **Submittal Id** link. 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 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/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 the date the termination request is submitted to BOEM.

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 terminated, cancelled, relinquished, expired or consolidated for seven or more years.
 2. Bond's 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's period of liability, **Login** TIMS Web. Select **TIMS Web Bonding**.

Click  and choose **Select Existing Bond** under **Bond Cancellation Request**. A sample of the displayed screen is shown.

TIMS Web Bonding - Industry User Guide

Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility
o-smthk Forest Oil Corporation 11/29/2012

Company Bonding
Manage Submittals | **Bonding Function** | Bonding Guidelines | Company Submittals

Initiate Cancellation Request | Print Bonds | Cancel

Principal Name	Principal Number	Surety Name	Surety Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218959	Surety Bond	Areawide	\$3,000,000	5/30/2003	Active
Forest Oil Corporation	00048	SAFECO INSURAN...	20007		Gulf of Mexico...	6218961	Surety Bond	Areawide - ROW	\$300,000	6/20/2003	Active
Forest Oil Corporation	00048	SEABOARD SURET...	20002	00479	Gulf of Mexico...	288504	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002	G06566	Gulf of Mexico...	288505	Surety Bond	Lease Specific	\$200,000	6/14/1994	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$300,000	7/16/1970	Cancelled
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	131934	Surety Bond	Areawide - ROW	\$300,000	10/17/1989	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158361493	Surety Bond	Areawide	\$3,000,000	5/30/1997	Replaced
Forest Oil Corporation	00048	NATIONAL FIRE IN...	20023		Gulf of Mexico...	158492066	Surety Bond	Areawide - ROW	\$300,000	6/20/1997	Replaced
Forest Oil Corporation	00048	ST. PAUL MERCUR...	20043		Gulf of Mexico...	400 JV 6281	Surety Bond	Areawide	\$3,000,000	8/8/1994	Replaced
Forest Oil Corporation	00048	THE TRAVELERS I...	20021		Gulf of Mexico...	552362	Surety Bond	Areawide	\$100,000	1/30/1956	Replaced
Forest Oil Corporation	00048	SEABOARD SURET...	20002		Gulf of Mexico...	NONE	Surety Bond	Areawide	\$100,000	4/10/1962	Replaced
Forest Oil Corporation	00048	RLI CORPORATION	30088		Gulf of Mexico...	11	Surety Bond	Areawide	\$1	3/28/2012	Termina...

Figure 32: Initiate Cancellation Request

Select the bond you wish to cancel and click 

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  to continue or click  to cancel the request. A sample of Bond Cancellation Request is shown.

Bureau of Ocean Energy Management
TIMS Web

Company Bonding
Manage Submittals | Bonding Functions | Bonding Guidelines | Company Submittals

Bond Cancellation Request

Save Cancel Attachments

Bond Details Form 2028


Principal Name: ExxonMobil Corp Collateral Number: 8302-81-66 Collateral Category: Areawide
Principal Number: 00276 Collateral Type: Surety Bond Collateral Amount: \$300,000
Surety Name: UNITED PACIFIC INSURANCE COMPANY Lease/ROW/RUE: Alaska Region Effective Date: 10/7/1975
Surety Number: 20004


Cancellation Remarks

Remark

Validate for eSignature Review for Submission

Figure 33: 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  **Attachments** button. All attachments must be in **PDF**. See [Upload Attachments](#).

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

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

Validate Bond Cancellation for eSignature

- Bond cancellation request must be validated for electronic signature **prior** to submission.
- 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 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.

Sign Bond Cancellation

- The Principal **or** the Surety must sign if the bond cancellation request is for a Surety bond.
- The Principal must sign if the bond cancellation request is for a Treasury Note bond.

To sign bond cancellation request, **Login** TIMS Web and click **TIMS Web Bonding**. Select desired submittal and click the corresponding **Submittal Id** link. 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 required signature is applied, the bond cancellation request 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 corresponding **Submittal Id** link. 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 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/Surety is 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 set at the date the request is submitted to BOEM.

Appeal Bond

- The Appeal Bond function can be invoked to submit a new 2028A supplemental bond to cover civil penalty fees.
- Civil penalty is a fine issued to persons who violate the Outer Continental Shelf Lands Act (OCSLA) and other applicable laws and fail to correct violations within the time period granted by BOEM.
- **Multiple** 2028A Appeal Bond requests can be submitted to BOEM for the **same** civil penalty case number.
- **Both** the Principal and the Surety are enabled to invoke the Appeal Bond function.
- Steps described below are for Principal user. They will be slightly different for Surety user.

To invoke the Appeal Bond function, **Login** and select **TIMS Web Bonding**. Click **Bonding Functions** tab and select **Form 2028a – Appeal Bond**.

Enter Civil Penalty Case Number and click . Enter Submittal Name and click . The 2028A bond form is displayed.

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**. Four options are available: **Lease Specific**, **ROW Specific**, **RUE Specific** and **Areawide**.

For Lease Specific /ROW Specific/RUE Specific option, select or **search Lease/ROW/RUE Number**. Civil penalty **Amount** will be displayed if assessed by the system. User may enter a different amount if desired or the amount field is not populated.

For Areawide option, select **Region** and enter **Amount** if desired/not populated.


If Surety is selected as Collateral Type, 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/Parish** from the list.

User is required to check Surety Certification box, identified by red oval on [Figure 17](#). Validation fails if user does not select Surety Certification box. Surety Certification is verified **manually** by BOEM. Adjacent to the box is a link to the U.S. Treasury 570 circular. The surety company must be a **non**-qualified company.

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

The system selects "No obligations other than the Obligation of the Principal during the period of liability of this bond" option. User cannot change the selection.

Click the  button located at the bottom of the form and confirm the action. The system validates the 2028A bond form, provided there are no missing data or discrepancies. If validation fails, the system saves the request in Draft status and lists reasons for the failure. User must correct the error(s); save entries and try to validate again.

If validation is successful, the system updates the submittal to eSign status. Principal and Surety are notified that the bond form is ready to be signed.

Submittals in eSign status are in Read Only format and cannot be edited unless recalled first. See [Recall Submittal](#) for details.

Sign Appeal Bond

- Principal, Surety, Principal and Surety Witness are required to sign the appeal bond request if **Surety** is selected as Collateral Type.
- Principal and Principal Witness are required to sign the appeal bond request if **Treasury Note** is selected as Collateral Type.
- See [Principal/Surety Signature](#) and [Principal/Surety Witness Signature](#) under The 2028A Bond Form for instructions.

Submit Appeal Bond

Once required signatures are applied, the appeal bond request can be submitted to BOEM. See [Submit 2028A Bond Form](#) for instructions.

Appeal Bond Rider

- The Appeal Bond Rider function can be invoked to associate an existing active bond with a civil penalty case number.
- The active bond, to be associated with the case number, must be in the same region specified by the case number.
- The active bond, to be associated with the case number, must have bond amount equal to or greater than the assessed civil penalty amount.
- **Both** the Principal and the Surety are enabled to invoke the Appeal Bond Rider function.
- Multiple appeal bond riders are allowed to associate multiple bonds to the same civil penalty case number.

To invoke the Appeal Bond Rider function, **Login** and select **TIMS Web Bonding**. Select [Bonding Functions](#) tab and click **Appeal Bond Rider**.

Enter Civil Penalty Case Number and click [Next](#). Select the active bond, to be associated with the Case Number, then click [Initiate Bond Rider](#).

Enter Submittal Name and click [Create Request](#). Submittal Name must be unique to submittal type. The Appeal Bond Rider Request page is displayed. A sample screen is shown below.

Bureau of Ocean Energy Management
TIMS Web

Company Bonding
Manage Submittals | Bonding Functions | Bonding Guidelines | Company Submittals

WebCenter | My Entitlements
o-smithk Shell Offshore

Appeal Bond Rider Request

Save Cancel Attachments

Bond Details Form 2028

Principal Name: Shell Offshore Inc. Collateral Number: 24473 Collateral Category: Areawide
Principal Number: 00689 Collateral Type: Surety Bond Collateral Amount: \$3,000,000
Surety Name: RLI INSURANCE COMPANY Lease/ROW/RUE: Effective Date: 5/2/2013
Surety Number: 20648 Region: Gulf of Mexico Region



Appeal Bond Rider


* Effective Date: 6/13/2013
Case Number: G-2004-13

Validate for eSignature Review for Submission

Figure 34: Appeal Bond Rider

The appeal bond rider Effective Date is populated with current date. User may change the Effective Date to an earlier date if desired.

Select the **Attachments** tab (optional). Click the  button to upload the corresponding required and/or optional attachments. All attachments must be in PDF. Click  **Back** to return to previous page.

Select the  **Validate for eSignature** button located at the bottom left of the page. If validation is successful, the Appeal Bond Rider will be saved in eSign status. If validation fails, a list of errors will be displayed. User must correct the errors, save and try to validate again.

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 Appeal Bond Rider

- **Both** the Principal **and** the Surety are required to sign if the appeal bond rider is for an active **Surety** bond.
- **Only** the Principal is required to sign if the appeal bond rider is for an active **Treasury Note** bond. See [Sign Bond Rider](#) for instructions.

Submit Appeal Bond Rider

Once required signature(s) are applied, the appeal bond rider request can be submitted to BOEM. See [Submit Bond Rider](#) for instructions.

Appeal Bond Rider Cancellation

- The Appeal Bond Rider Cancellation function can be invoked to cancel an Appeal Bond Rider that has been approved by BOEM.
- **Both** the Principal **and** the Surety are enabled to invoke Appeal Bond Rider Cancellation request.

To invoke the Appeal Bond Rider Cancellation request, **Login** and select **TIMS Web Bonding**. Select [Bonding Functions](#) tab and click **Appeal Bond Rider Cancellation Request** option. A sample screen is shown.

Principal Name	Principal Number	Surety Name	Surety Number	Case Number	Lease / ROW / RUE	Region	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	Status
Shell Offshore Inc.	00689	RLI INSURANCE C...	20648	G-2004-...		Gulf of Mexico...	24473	Surety Bond	Areawide	\$3,000,000	5/2/2013	Active
Shell Offshore Inc.	00689	U.S. TREASURY	20049	G-2004-...	G01234	Gulf of Mexico...	SPINOW2	Treasury Note	Lease Specific	\$500,000	5/30/2013	Active
Shell Offshore Inc.	00689	U.S. TREASURY	20049	G-2004-...	G01234	Gulf of Mexico...	SP23432	Treasury Note	Lease Specific	\$500,000	5/30/2013	Active
Shell Offshore Inc.	00689	U.S. TREASURY	20049	G-2004-...	00679A	Gulf of Mexico...	US-0003	Treasury Note	Supplemental - ROW	\$100,000	4/23/2013	Active
Shell Offshore Inc.	00689	U.S. TREASURY	20049	G-2004-...	G01234	Gulf of Mexico...	SADFF	Treasury Note	Lease Specific	\$500,000	5/29/2013	Active
Shell Offshore Inc.	00689	WESTCHESTER FI...	20037	G-2004-...		Gulf of Mexico...	K08628464	Surety Bond	Supplemental - ROW Sp...	\$395,000	8/20/2012	Active
Union Oil Company of California	00689	UNITED PACIFIC I...	20004	G-2004-...		Gulf of Mexico...	U8003000	Surety Bond	Areawide	\$3,000,000	11/26/1993	Active

Figure 35: Initiate Appeal Bond Rider Cancellation

Select the appeal bond rider you like to cancel, then click

[Initiate Appeal Bond Rider Cancellation Request](#)

Enter Submittal Name and click [Create Request](#). Submittal Name must be unique to submittal type. The Appeal Bond Rider Cancellation Request form is displayed. A sample is shown.

Bureau of Ocean Energy Management
TIMS Web

Company Bonding
Manage Submittals | Bonding Functions | Bonding Guidelines | Company Submittals

Appeal Bond Rider Cancellation Request

Save Cancel Attachments

Bond Details Form 2028

Principal Name: Union Oil Company of California	Collateral Number: U8003000	Collateral Category: Areawide
Principal Number: 00689	Collateral Type: Surety Bond	Collateral Amount: \$3,000,000
Surety Name: UNITED PACIFIC INSURANCE COMPANY	Lease/ROW/RUE:	Effective Date: 11/26/1993
Surety Number: 20004	Region: Gulf of Mexico Region	Case Number: G-2004-13

Cancellation Remarks

Remark

Validate for eSignature Review for Submission

Figure 36: Appeal Bond Rider Cancellation Request Form

Enter remarks in the Remark window (optional). If the Remark window is not visible, click the expand/collapse button identified by red oval in the above picture.

To upload attachments, select the **Attachments** tab then click the button corresponding to the desired Required and/or Optional attachment. Click **+ Add Supplemental Attachment** to upload documents other than required or optional. All attachments must be in PDF.

Click **Validate for eSignature** and select **OK** to confirm the action or click **Cancel** to abort the action.

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

Upon successful validation, the system updates appeal bond rider cancellation request to eSign status. The request **cannot** be edited while in eSign status unless recalled first. See [Recall Submittal](#).

To view a listing of company bonds in each region, click the  button.

Sign Appeal Bond Rider Cancellation

- The Principal **or** the Surety is required to sign if the appeal bond rider cancellation is for a **Surety** bond.
- **Only** the Principal is required to sign if the appeal bond rider cancellation is for a **Treasury Note** bond. See [Sign Bond Cancellation](#) for instructions.

Submit Appeal Bond Rider Cancellation

After required signature is applied, the Principal/Surety will be enabled to submit the Appeal Bond Rider Cancellation request. See [Submit Bond Cancellation](#) for instructions.

Other Forms of Financial Assurance


- Oil, Gas and Renewable Energy companies may use security instruments other than Surety bonds to guarantee their lease/permit/grant obligations, if BOEM determines that such instruments provide the same protection as a surety bond.
- **Letter of Credit, Trust/Indemnity Agreement** can be used as alternatives to Surety bonds by the Oil and Gas industries.
- 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 [Bonding Functions](#) 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 [Create Request](#). The displayed screen enables user to upload required, optional and/or supplemental attachments.

To **upload** an attachment, click the corresponding  button. Click the [Browse...](#) button to locate the appropriate file in your local drive. Once the file is located, click the [OK](#) 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**.

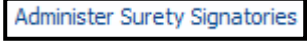
Click  to return to previous page.


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. See [Recall Submittal](#).

Surety Signatories

- Surety Administrator 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. The system displays an appropriate message if no authorized signatory is assigned.
- At least one power of attorney document must be uploaded with a New Surety Signatory request.
- Multiple signatories can be assigned. Multiple power of attorney documents can be uploaded.
- All attachments must be in **PDF**.
- Only Surety Administrator can edit, delete or recall a surety signatory request.

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

Click the  tab located at the top of the page. The Administer Surety Signatories page is displayed.

Click the  button. The system automatically assigns a unique Submittal Name.






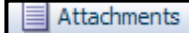

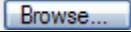

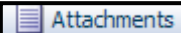
Select desired **Region** from the drop-down list. Select a name from the **Available Users** column and click the  button. Users in **Selected Users** column are assigned Surety Signature role. Only Surety employees with established, active TIMS Web accounts are listed in the Available Users column.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



Figure 37: 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 the desired attachment. Click  to locate the appropriate document. Select the document and click .

The  button will **not** be enabled unless at least one Surety Signatory has been assigned and saved.

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. See [Recall Submittal](#).

Expire Surety Signatories

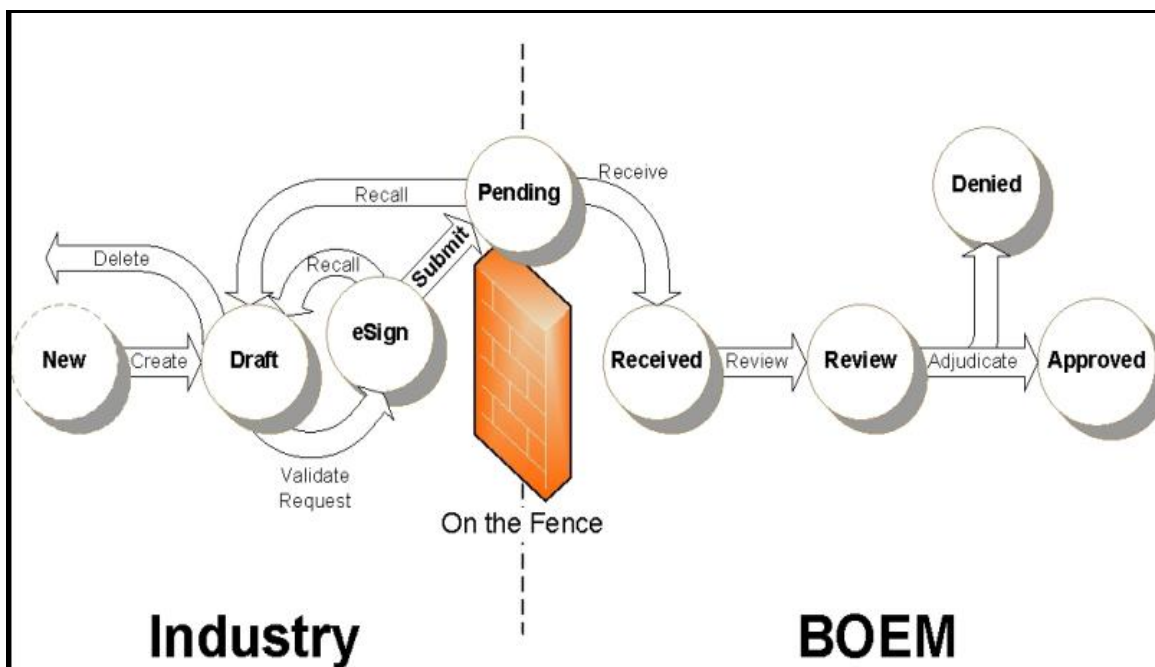
Surety's designated Administrator can **expire** signing privileges of a BOEM approved Surety signatory.

Login and select **TIMS Web Bonding**. Select the **Administer Surety Signatories** tab located at the top of the page.

In the Manage Existing POAs panel (lower panel), click the **Expire** button corresponding to the power of attorney you wish to expire. The action permanently removes the signing privileges of the individual(s) listed in the selected power of attorney document. Click **OK** to confirm the action.

The **Expire** button will **not** be enabled while creating/editing a New Surety Signatory request.

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 **Approved** 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 **Denied** 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

The Enterprise IT Service Desk
Phone: 1-877-256-6260
EnterpriseITserviceDesk@bsee.gov