

## **Appendix 1**

### **Instructions on how to fill out Form BSEE-0131 – Performance Measures Data.**

1. On the line titled, “Company Name(s),” enter the name(s) of the operating company(ies) that are the owners of the data that need to be entered on the remainder of this form.
2. Directly across from your entry on “Company Names,” please enter the name of the Bureau of Safety and Environmental Enforcement (BSEE) Region where your operating company(ies) have worked and generated the data to be entered on the remainder of this form.
3. On the line titled, “Operator Code(s),\*” please enter all the known operator codes for the company name or names that you have entered above.
4. Directly across from your entry on “Operator Codes,” please enter the Calendar Year the data to be entered on the remainder of the form was generated.
5. On the line titled, “Contact Name,” please enter the name of your chosen contact person. This person should be knowledgeable about the data your company has submitted on this form as they will be the first person the BSEE contacts should the bureau have any questions about the data you have provided.
6. Directly across from your entry on “Contact Name,” please input an active, valid email address for your “Contact Name.”
7. Enter an active and valid telephone number on the line titled, “Telephone.” This telephone number should belong to your “Contact Name.”
8. Enter an active and valid fax number on the line titled, “Fax.” This fax number should be accessible to your “Contact Name.”
9. Enter the date this form was submitted to the BSEE on the line titled, “Date Submitted.”
10. On line A, in the column labeled, “Production Operations,” enter the total number of company employee recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of recordable injuries and illnesses suffered by operating company employees while they were engaged in production operations may be entered here.
11. On line A, in the column labeled, “Drilling\*\* Operations,” enter the total number of company employee recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of recordable injuries and illnesses suffered by operating company employees while they were engaged in drilling operations may be entered here.
12. On line A, in the column labeled, “Construction Operations,” enter the total number of company employee recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of recordable injuries and illnesses suffered by operating company employees while they were engaged in construction operations may be entered here.

13. On line B, in the column labeled, "Production Operations," enter the total number of contract employee recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of recordable injuries and illnesses suffered by contract employees while they were engaged in production operations may be entered here.

14. On line B, in the column labeled, "Drilling \*\* Operations," enter the total number of contract employee recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of recordable injuries and illnesses suffered by contract employees while they were engaged in drilling operations may be entered here.

15. On line B, in the column labeled, "Construction Operations," enter the total number of contract employee recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of recordable injuries and illnesses suffered by contract employees while they were engaged in construction operations may be entered here.

16. On line C, in the column labeled, "Production Operations," enter the total number of company employee DART recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of DART recordable injuries and illnesses suffered by operating company employees while they were engaged in production operations may be entered here.

17. On line C, in the column labeled, "Drilling\*\* Operations," enter the total number of company employee DART recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of DART recordable injuries and illnesses suffered by operating company employees while they were engaged in drilling operations may be entered here.

18. On line C, in the column labeled, "Construction Operations," enter the total number of company employee DART recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of DART recordable injuries and illnesses suffered by operating company employees while they were engaged in construction operations may be entered here.

19. On line D, in the column labeled, "Production Operations," enter the total number of contract employee DART recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of DART recordable injuries and illnesses suffered by contract employees while they were engaged in production operations may be entered here.

20. On line D, in the column labeled, "Drilling\*\* Operations," enter the total number of contract employee DART recordable injuries and illnesses accrued in each of the 4 quarters of the calendar year. Only the total number of DART recordable injuries and illnesses suffered by contract employees while they were engaged in drilling operations may be entered here.

21. On line D, in the column labeled, "Construction Operations," enter the total number of contract employee DART recordable injuries and illnesses accrued in each of the 4 quarters of

the calendar year. Only the total number of DART recordable injuries and illnesses suffered by contract employees while they were engaged in construction operations may be entered here.

22. On line E, in the column labeled, "Production Operations," enter the total number of hours that operating company employees worked on production operations during each of the 4 quarters of the calendar year.

23. On line E, in the column labeled, "Drilling\*\* Operations," enter the total number of hours operating company employees worked on drilling operations during each of the 4 quarters of the calendar year.

24. On line E, in the column labeled, "Construction Operations," enter the total number of hours that operating company employees worked on construction operations during each of the 4 quarters of the calendar year.

25. On line F, in the column labeled, "Production Operations," enter the total number of hours that contract employees worked on production operations during each of the 4 quarters of the calendar year.

26. On line F, in the column labeled, "Drilling\*\* Operations," enter the total number of hours contract employees worked on drilling operations during each of the 4 quarters of the calendar year.

27. On line F, in the column labeled, "Construction Operations," enter the total number of hours that contract employees worked on construction operations during each of the 4 quarters of the calendar year.

28. On line G, enter the total number of EPA NPDES non-compliances experienced by the operating company during the calendar year.

29. On line H, for oil spills of less than 1 bbl:

- a. Count every occurrence of such a spill individually and tally that sum.
- b. On line 1, enter the total number of oil spills less than 1 bbl that you have tallied.
- c. For each individual spill, estimate the volume of oil lost.
- d. Sum the estimates for each spill and enter the final amount of oil lost (in bbls) on line.

(mo/year)