



SafeOCS

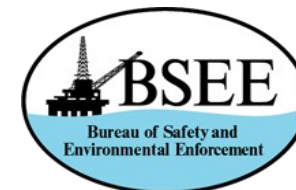
Industry Safety Data (ISD) Program

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Manager



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Manager



Overview of BTS

- **Collect, own, and protect the submitted confidential safety event reports**
- **Aggregate and statistically analyze submitted information, using BTS and industry subject matter experts**
- **Identify trends, emerging safety/environmental concerns, and potential causal factors of near-miss incidents**
- **Develop aggregated statistical reports and make them available to public in accordance with all Statistical Policy Directives issued by OMB**

Overview of CIPSEA

- Voluntary reporting system is subject to protections of Confidential Information Protection and Statistical Efficiency Act (CIPSEA)
- Under CIPSEA, only BTS will have access to raw submitted safety reports
 - Release of identifiable data is Class E Felony for BTS or its agents, punishable by up to \$250,000 in fines and 5 years in jail
 - Submitted safety event reports are exempt from FOIA and subpoena
 - Submitted reports CANNOT be used for any enforcement actions
- BTS will collect incident data and simultaneously provide it in aggregated form to all stakeholders, including BSEE, through published public report
 - BSEE will not receive advanced copies
- Public reports will allow all parties to work together to identify and reduce potential hazards that present significant risks and to promote a culture of continuous improvement.

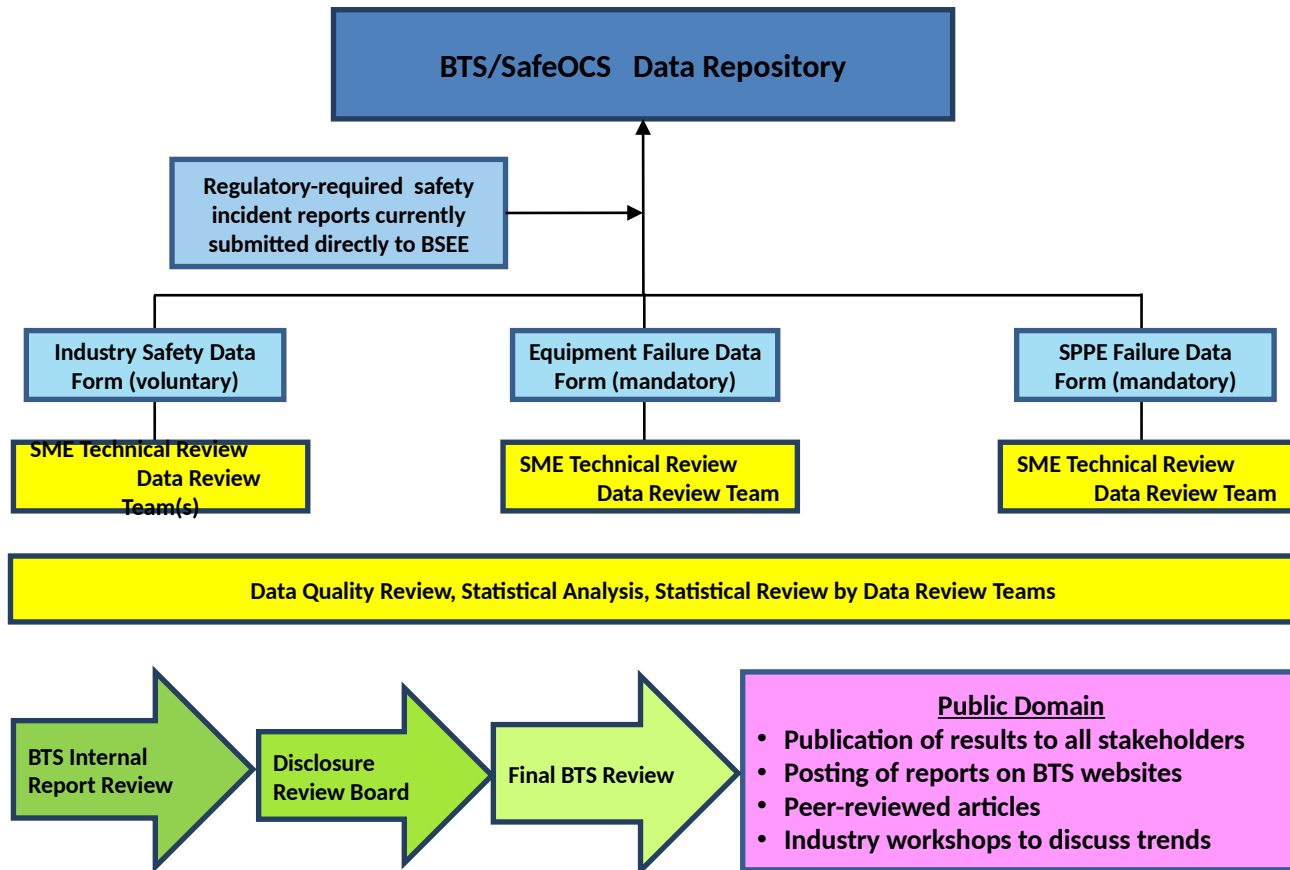
SafeOCS Program Overview

- Started s voluntary and confidential near miss reporting program sponsored by BSEE and developed by BTS
- Launched in May 2015 as confidential safety program that allowed employees and companies to report near miss events
 - Today, only companies report regulatory-required events
- Facilitates capture of essential information about accident precursors and potential hazards associated with offshore operations, including risks related to pipeline safety and offshore transport.
 - Managed by U.S. Bureau of Transportation Statistics (BTS)
 - Protects source data, provides confidentiality, and protects data from legal discovery

SafeOCS Program Scope

- Collects and analyzes three categories of reports
 - Well control equipment component failure data related to failures of BOP and other well control equipment; currently focuses on mandatory data submissions required by BSEE
 - Safety and pollution prevention equipment (SPPE) failure data relates to failures of valves and their associated actuators, safety valve locks, or landing nipples; also currently focuses on mandatory data submissions required by BSEE
 - Industry safety data (ISD) reporting related to incidents, near misses, and stop work events that cause (or could have caused) human injury/fatality, damage (loss) of assets, or negative environmental impact; includes mandatory data required by BSEE in addition to voluntary company data that has learning value for industry

SafeOCS Process Flow Chart



SafeOCS ISD Program - Phase I Planning Team Role



BTS formed a Planning Team consisting of representatives from companies interested in participating as early implementers for the SafeOCS program

- **Discuss type of data to be captured for period 2014-2017 to ensure appropriate learning value**
- **Coordinate with BTS on effectiveness of SafeOCS ISD program design and process**
- **Review SafeOCS annual report draft and provide feedback prior to release**
- **Participate in one or more Data Review Teams, as appropriate**

ISD Program - Phase I Scope



- **Participants: 9 companies who expressed interest**
 - 6 operators
 - 2 drilling companies
 - 1 service company
- **Data collection**
 - 2014-2017
 - Near misses, stop work events, and associated metadata
- **Data protection**
 - CIPSEA
 - NDAs
 - Secure rooms

ISD Program - Phase I Objectives



Phase I Planning Team agreed that primary objective of pilot effort is to develop “proof of concept” for proposed industry-wide safety data sharing database

- **Team recognized importance of industry input to maximize benefits of end products**
- **Results of Phase I to be captured in report that will focus primarily on processes for data transmittal, mapping, and aggregation**
- **Aggregated data could then be leveraged to provide more appropriate analysis and avoid redundancies in data collection**

Core Data Fields for Phase I (1 of 2)



Event

- Identifier
- Incident type
- Stop work authority
- Process safety event
- *Proc. safety event tier*
- Description
- Geographic location
- Water depth
- Type of facility
- Operation type
- Activity type
- Event date
- Event time
- Party reporting
- Targeted incident types
- Weather factors
- Impacts

Injury

- Injury/illness classification
- Job title
- Short service employee?
- Experience (years)
- Company
- Day of hitch
- Evacuation?
- Body part
- Body sub-part
- Injury type

Note:

- Italicized items are optional

Core Data Fields for Phase I (2 of 2)



Fire

- Type of fuel
- Source of ignition
- Method of extinguish
- Length (minutes)
- Location on facility
- Hazard area class.
- Temporary equip. (y/n)

Property Damaged

- Equipment damaged
- Extent of damage
- Cost

Loss of Primary Containment

- Type
- Material released
- Release type
- Onsite or offsite?
- Contained?
- Reported volume

Dropped Object

- Object dropped
- Object lost overboard?
- Object recovered?
- Drops classification

Investigation

- *Likelihood/frequency*
- **Consequence/severity (actual)**
- **Consequence/severity (potential)-**
- **Causal factors**
- **Causal factor narrative**
- **Corrective actions**

Notes:

- Italicized items are optional
- BTS to define items in red based on data submissions

Desired Outcomes



- Phase I Planning Team agreed that primary objective of pilot effort is to develop “proof of concept” for proposed industry-wide safety data sharing database
 - Team recognized importance of industry input to maximize benefits of end products
 - Results of Phase I to be captured in report that will focus primarily on processes for data transmittal, mapping, and aggregation
 - Aggregated data could then be leveraged to provide more appropriate analysis and avoid redundancies in data collection
- Phase II of effort will then focus on steps to improve data analytics with an objective of increase application of predictive analytics
 - Identify effective leading indicators
 - Promote dialogue on barrier management and precursor analysis
 - Data collection to begin with January 1, 2018

Projected Time Line for Phase I



- Execute Cooperative Agreements April / May
- Submit company-specific data to BTS (for 2014-2017) May / June
- Conduct initial data review/analysis June-August
- Initiate discussions on prospective enhancements for Phase II based on aggregated data review June, then ongoing
- Transmit initial draft of Phase I report to Team September
- Planning Team review/comment on draft report October-December
- Release Phase I report to public December/
January Late
- Schedule workshops, summits, and other networking opportunities to review data trends, share learnings, and address risk mitigation considerations Ongoing



Phase II Participation

- **Once company decides to voluntarily submit data to SafeOCS ISD Program, first step is to execute company-specific Cooperative Agreement with BTS**
 - Identify type of data to be submitted (e.g., incidents, near misses, stop work events)
 - Determine event data ranges for submitted data
 - Explain format of database to be provided to BTS
 - Discuss company's expectations for review/analysis of own data
- **Upon execution of Cooperative Agreement, company transmits data via secure FTP site**



Accessing SafeOCS Reporting System

SafeOCS Reporting System can be accessed through SafeOCS program website at www.safeocs.gov (see below). To submit industry safety data, you must first create an account. Once you have an account, you can select the *ISD icon* from the *home page* or from the *ISD tab* on the main navigation bar to access the *Submit ISD Data* page where you can submit ISD data. The remainder of this user guide provides step by step instructions for creating an account and submitting ISD data online.

The screenshot shows the SafeOCS website interface. At the top left, it displays the U.S. Department of Transportation Bureau of Transportation Statistics logo. The main navigation bar includes links for About, WCR, SPPE, ISD, Data Insights, Resources, and Create an Account. A red arrow points to the ISD link in the navigation bar. Below the navigation bar is a large banner with the text "OBSERVE | REPORT | PREVENT" and a background image of an offshore oil rig. Underneath the banner are three white cards: "WCR Well Control Rule Reporting", "SPPE Safety and Pollution Prevention Equipment Reporting", and "ISD Industry Safety Data". A red arrow points to the ISD card. At the bottom of the page, there is a footer with contact information: an email address (SafeOCS@dot.gov), a phone number (1-844-OCS-FRST (1-844-627-3778)), and a physical address (SafeOCS, BTS-USDOT, P.O. Box 23295, Washington, DC 20026-3295).



Creating a User Account

Since data reported to SafeOCS are confidential and protected under CIPSEA, user has to establish account in SafeOCS Reporting System before he/she can submit industry safety data.

Step 1: Complete the Account Registration Form

1. Click on the *Create an Account* tab from the SafeOCS home page
2. Complete the *Account Registration Form*
3. Click *Create Account* to complete registration
4. The following pop-up message confirms the successful submission of the registration form:

“Thank you for registering for a user account. To complete your registration, check your email for a validation link.”

Note: Select a password that contains at least 12 characters, with a combination of uppercase and lowercase letters.

Creating a User Account



Secure | https://safeocs.gov/cdp/reg_home

U.S. Department of Transportation
Bureau of Transportation Statistics



[About](#) [WCR](#) [SPPE](#) [ISD](#) [Data Insights](#) [Resources](#) [Create an Account](#)



Enter your information to create an account.

	Company Name
	Your First Name
	Middle Name
	Last Name
	Your E-mail
	Choose Password (ex: S@mp1ePassword1)
	Re-enter Password
	Supervisor Name
	Supervisor Email
	Supervisor Phone Number



[Create Account](#)

[Log in](#)

[Forgot password?](#)

Creating a User Account



Step 2: Validate your email address

1. You will receive the following email sent from the *SafeOCS* system at the email address you provided in your *Account Registration Form* (see below)
2. Validate your email address by following the instruction in that email
3. You will see a *Registration Confirmation* screen

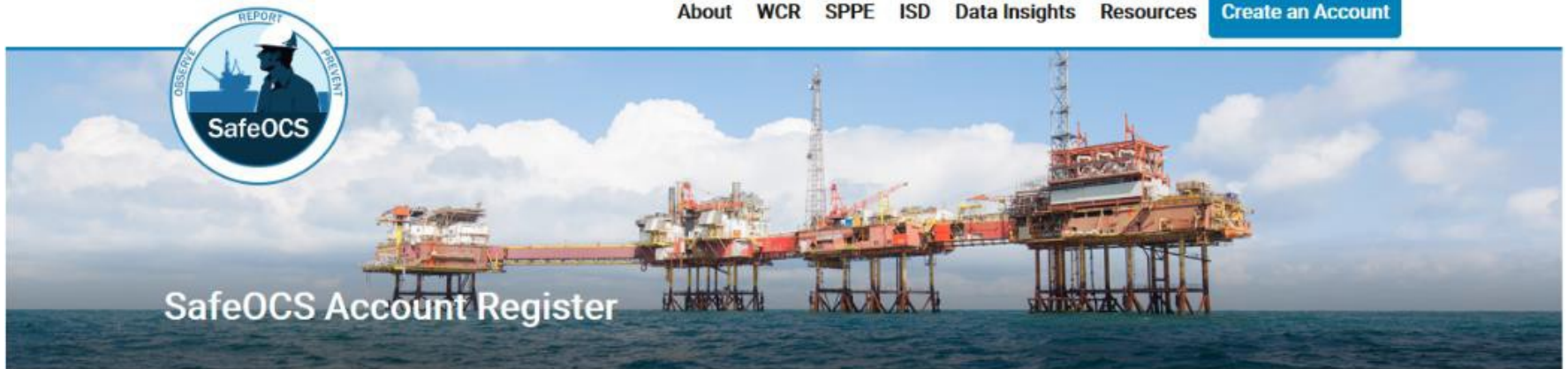
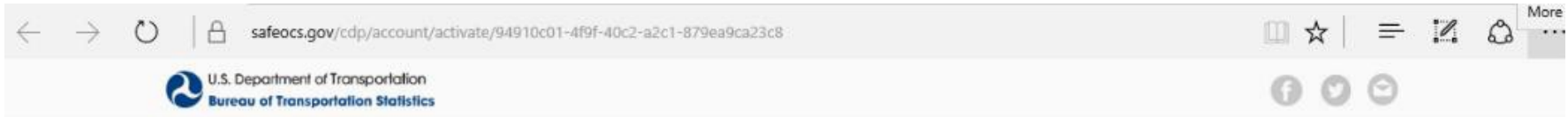
From: SafeOCS
Sent: Friday, May 25, 2018 8:04 PM
To: User registered email address
Subject: SafeOCS System User Account Activation

Dear User,
Please select the following link to validate your email address for your SafeOCS account:
[Validate E-Mail Address](#)

Once your email address is validated, your account will be activated and you can login to your account and start to submit data and information to SafeOCS.

Thank you,
The SafeOCS Team
SafeOCS@dot.gov
1-844-OCS-FRST (1-844-627-3778)

Creating a User Account



Your email has been validated.

- You now have limited access to the SafeOCS online system to submit equipment failure and safety incident reports. Your email address serves as your account ID.
- To login to your account, select [Log in](#)



Submitting ISD Data Online



Step 1: Login to SafeOCS Account

1. Navigate to www.safeocs.gov
2. Select the *ISD icon* from the home page or from the *ISD tab* on the main navigation bar
3. Click on the *ISD Submit Data icon* (see below)

The screenshot shows the SafeOCS website interface. At the top, the URL is https://safeocs.gov/isd_home.htm. The navigation bar includes links for 'About', 'WCR', 'SPPE', 'ISD', 'Data Insights', 'Resources', and 'Create an Account'. The 'ISD' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar is a large banner image of an offshore oil rig with the text 'SafeOCS ISD Reporting'. Underneath the banner, the text reads 'SafeOCS – Industry Safety Data Program'. A paragraph of text describes the ISD program: 'The Industry Safety Data (ISD) program, a component of BTS's SafeOCS data sharing framework, provides a trusted, proactive means for the oil and gas industry to report sensitive and proprietary safety information, and to identify early warnings of safety problems by uncovering hidden at-risk conditions not previously exposed from analysis of reportable accidents and incidents. Through comprehensive analysis by professional statisticians and industry subject matter experts, the program allows the identification of trends or patterns before safety is compromised and provides a tool for continuous improvement by focusing on fixing impediments to safety.' At the bottom of the page, it states 'BTS formed a Phase I Planning Team consisting of representatives from companies working in'. On the right side of the page, there is a button labeled 'ISD Submit Data' with a document icon, which is highlighted with a red box and a red arrow pointing to it.

Submitting ISD Data Online



4. Enter *Email* and *Password* to login to your SafeOCS account at the *SafeOCS ISD Reporting Login* (see below).

Email

Password

[Create an Account](#)

[Forgot password](#)





Submitting ISD Data Online

Step 2: Agree to the Confidentiality and Burden Statements

1. Read and consent to the Pledge of Confidentiality and Burden Statement
2. Check the “I have read...” box and click on the *Start New Report* button to continue (see below)

Start New Report Report a new equipment failure event.

! Do NOT report emergencies to SafeOCS. In the event of an emergency please follow established procedures.

Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0046 (Exp. Date 03/31/2017). Reporting of an Equipment Failure is estimated to take approximately 30 minutes, including the time for reviewing instructions, completing and reviewing the report. Send comments regarding this burden estimate or any other aspect of

Pledge of Confidentiality

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 6307) and the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents such as telephone interviewers. In accordance with these confidentiality statutes, only statistical and non-identifying data will be made publicly available through aggregate reports. By law, every BTS employee and BTS agent has taken an oath of confidentiality and is subject to a jail term of up to 5

I have read and understood the Burden Statement and Pledge of Confidentiality.

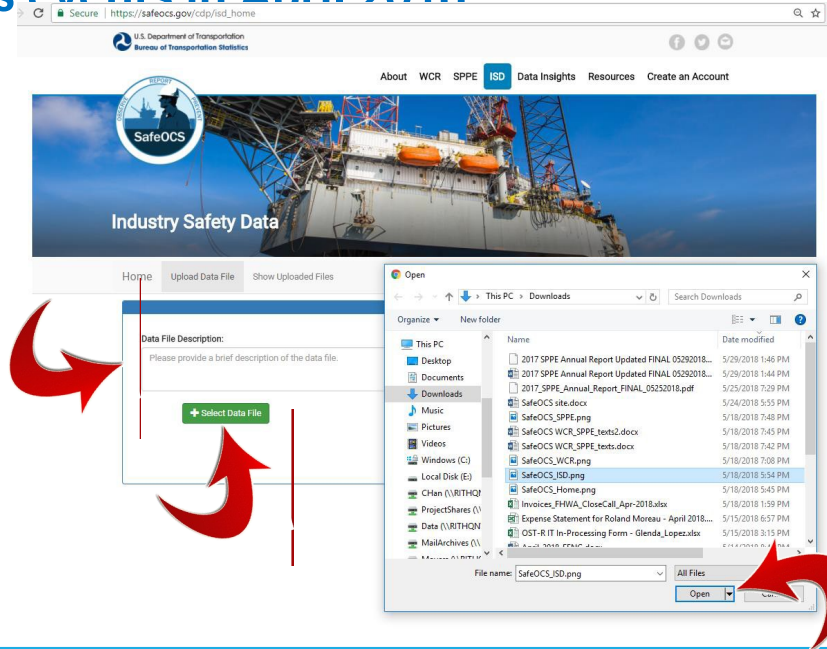
Cancel Start New Report +

Submitting ISD Data Online



Step 3: Select ISD Data File to be Uploaded

1. Completing Step 2 will bring up the following user interface (see below)
2. Click on *Select Data File* and browse to your file location
3. Select the file to be uploaded and then click *Open*
4. Provide a *Data File Description* for the file to be uploaded, such as “Near miss events in April 2018”

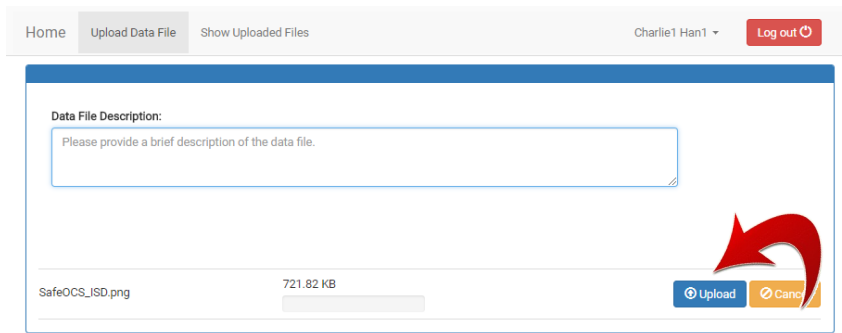


Note: In this function, Windows Explorer allows selection of only one file at a time.

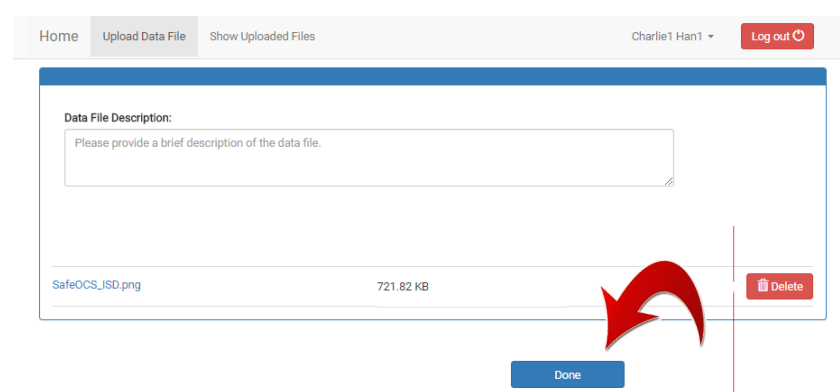
Submitting ISD Data Online



5. Figure below shows that a file has been selected and is ready to be uploaded to the SafeOCS database
6. Click *Upload* to upload the file
7. Select *Done* to finalize the upload of the selected file to the ISD database



Note: Selecting the *Cancel* button next to the file will abort the upload.



Note: Before selecting *Done* button, uploading process is not yet final. User can delete uploaded file from database by selecting *Delete* button to right of uploaded file name. However, once *Done* is selected, upload is final.

Submitting ISD Data Online



Step 4: View Your History of ISD Data Submissions

1. Select the *Show Upload History* tab in the sub-navigation bar of the *ISD* page to view a list of data files that have been uploaded to the database by the user
2. Click *Log out* to terminate your session

The screenshot shows the SafeOCS website interface. The navigation bar includes 'About', 'WCR', 'SPPE', 'ISD', 'Data Insights', 'Resources', and 'Create an Account'. The 'ISD' tab is active. Below the navigation bar is a banner for 'Industry Safety Data' with a red arrow pointing to the 'Show Uploaded Files' link in the sub-navigation bar. Another red arrow points to the 'Log out' button. Below the banner is a table titled 'Uploaded Files' with columns for 'Uploaded by', 'File Name', 'Size', and 'Date Uploaded'.

Uploaded by	File Name	Size	Date Uploaded
Charlie1 Han1	SafeOCS_ISD.png	704 KB	05/29/18 14:23
Charlie1 Han1	SafeOCS_ISD.png	704 KB	05/24/18 19:11
Charlie1 Han1	SafeOCS site.docx	2 MB	05/24/18 18:47
Charlie1 Han1	SafeOCS WCR_SPPE_texts.docx	17 KB	05/24/18 16:55
Charlie1 Han1	SafeOCS WCR_SPPE_texts2.docx	14 KB	05/24/18 16:47
Charlie1 Han1	SafeOCS_WCR.png	659 KB	05/24/18 15:27
Charlie1 Han1	SafeOCS_SPPE.png	665 KB	05/24/18 15:16
Feng Lan	Configuring a Microsoft SQL Server backup _ Uranium Backup.pdf	644 KB	05/24/18 15:00
Feng Lan	Configuring a Microsoft SQL Server backup _ Uranium Backup.pdf	644 KB	05/24/18 15:01
Charlie Han	SafeOCS_WCR.png	659 KB	05/22/18 18:21
Charlie Han	SafeOCS_SPPE.png	665 KB	05/22/18 18:19

SafeOCS@dot.gov | 1-844-OCS-FRST (1-844-627-3778) | SafeOCS, BTS-USDOT, P.O. Box 23295, Washington, DC 20026-3295

Questions?

The more we know, the safer we'll be



demetra.collia@dot.gov

202-366-1610

<https://www.safeocs.gov>