

# Well Producibility Determination Request Online

User Guide



## **United States Department of the Interior (DOI)**

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

**Version 1.0**

**April 25, 2023**

# Sensitive

This document and those that relate to the security and operations of the Bureau of Ocean Energy Management (BOEM) and the Bureau of Safety and Environmental Enforcement (BSEE) networks are considered sensitive and should not be distributed outside of the BOEM, BSEE or the Department of Interior (DOI) without permission. This document should be properly handled at all times and stored appropriately when not in use.

Version	Date	Author	Version Description
1.0		Gregory Shin	Original

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## Assistance

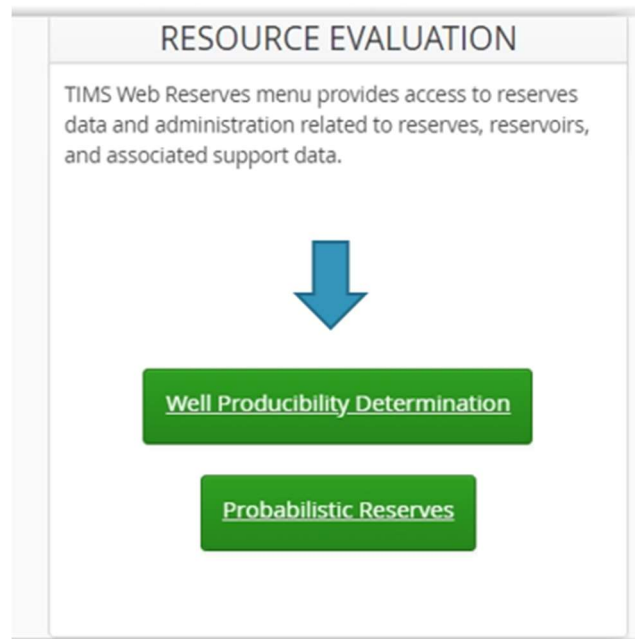
If you need assistance,  
please email or call supervisor of  
Petrophysical Analysis Unit at  
pau@boem.gov  
(504) 736-5702

## Obtain TIMS Web Account

1. If you don't have a TIMS Web account, download form  
<https://www.bsee.gov/sites/bsee.gov/files/bsee-policy-manual-section/ocs-operations/ewell-permitting-and-reporting-system-application-manual.pdf>
2. Fill out, sign, and mail to:  
BOEM GOM OCS Region Adjudication Section  
Attention: Section Chief (eWell/TIMS Web User Requests Forms)  
1201 Elmwood Park Blvd.  
GM 276A  
New Orleans, LA 70123-2394
3. Once approved, you will get a TIMS Web account.

## Logging into TIMS Web

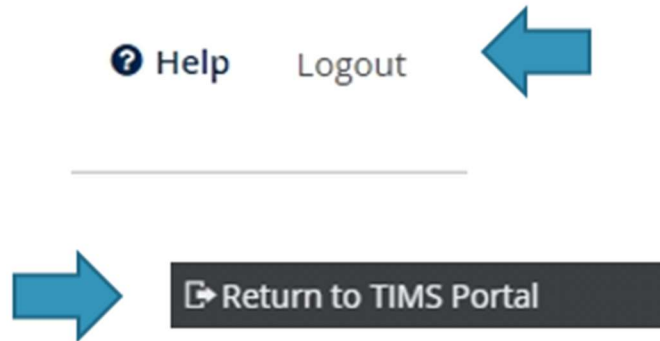
1. Login to <https://timsweb.bsee.gov>
2. Enter username.
3. Enter password and press Sign In.
4. Click on "Well Producibility Determination" button under Permits in main panel or inside Navigation bar.



Click on "Well Producibility Determination" Button

## Logging out of TIMS Web

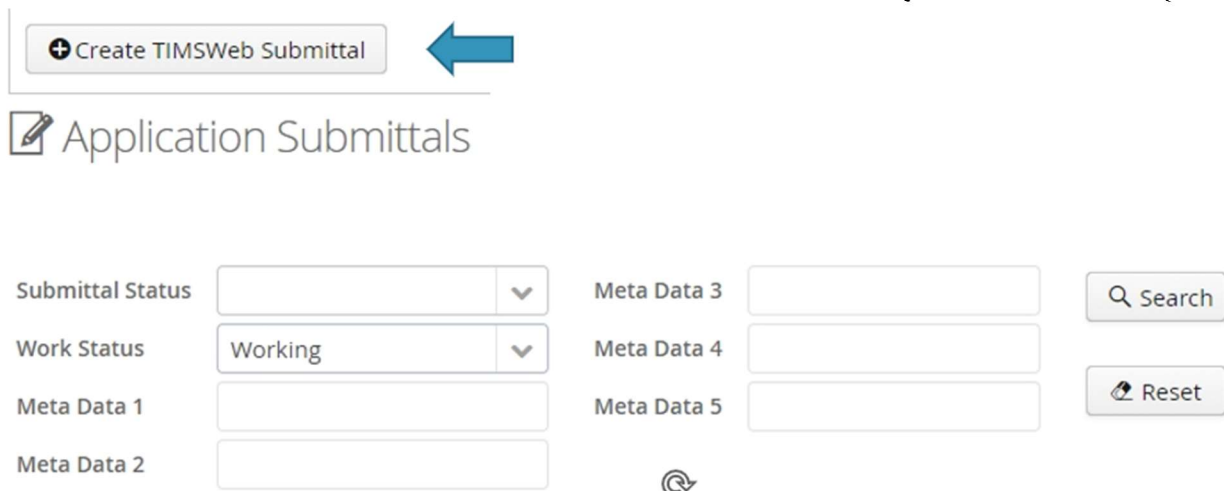
1. To log out anytime, click “Logout” in top right of TIMS Web. If in Submittals, click “Return to TIMS Portal” in navigation bar and “Logout”.



Click “Logout” or “Return to TIMS Portal”

## Create TIMS Web Submittal

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

The image shows the 'Application Submittals' interface. At the top, there is a button labeled 'Create TIMSWeb Submittal' with a plus icon, and a blue arrow points to it. Below the button is a section titled 'Application Submittals' with a pencil icon. The form contains several input fields: 'Submittal Status' (a dropdown menu), 'Work Status' (a dropdown menu with 'Working' selected), 'Meta Data 1', 'Meta Data 2', 'Meta Data 3', 'Meta Data 4', and 'Meta Data 5'. To the right of the form are two buttons: 'Search' (with a magnifying glass icon) and 'Reset' (with a circular arrow icon).

Click on “Create TIMS Web Submittal”

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

Create New Submittal

Select Region  
Gulf of Mexico Region

Business Process  
Well Producibility Determination

Select Submittal Category  
Request

Select Submittal Type  
Well Producibility Determination Submittal

Save Cancel

Select Request and Well Producibility Determination Submittal

## Enter Contact Information

1. Press Contacts tab.
2. At least one contact with primary email, primary address, and primary phone number is required.
3. The contact will appear on the request letter.

Overview Meta Data Submittal Associations Attachments **Contacts** Reports

Add Existing Contact Add New Contact

Click on each contact row to get detail information.

Contact Type	First Name	Last Name

Press "Contacts" Tab

4. Press Add New Contact to add a new contact.
5. Or, press Add Existing Contact to add an existing contact associated with company.

Overview Meta Data Submittal Associations Attachments **Contacts** Reports

[+ Add Existing Contact](#) [+ Add New Contact](#) Click on each contact row to get detail information.

		Contact Type	First Name	Last Name

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

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

Create New Contact

Contact Type \*

First Name \*

Middle Initial

Last Name \*

Primary Email Address \*

Confirm Email Address \*  MATCH

✓ Save Cancel

**Create New Contact**

8. If adding existing contact, select contact type and select contact.
9. Press Save.





### Add Existing Contact

Contact Type \*

Contact \*

Not Complete

### Select Existing Contact

- Click on the contact to view primary email, primary address, and primary number.
- To change the name of contact, press the pen and paper icon. To delete the contact, press the trash can icon.

		Contact Type	First Name	Last Name	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Regulatory Specialist	Shawn	Alonso	

### Add or Change Contact Information

- Press Emails tab.
- Make sure there is a Primary Email Address.
- To change email, press pen icon.
- To add email, press Add Email button.

Primary Email Address

Alternate Email Addresses

### Add or Change Primary Email Address

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

▼	🗑️	Primary	Address Type	Address	City
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input checked="" type="checkbox"/>	Mailing	1201 Elmwood Park Blvd	New Orleans

### Add or Change Primary Address

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

▼	🗑️	Primary	Phone Type	Phone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
		<input checked="" type="checkbox"/>	Office	(504) 736-5702

### Add or Change Primary Phone Number

## Generate Request Letter

1. In the upper right corner, press WPD Requests to go to the online form.

Validate ✕ Delete  Submit  Status History ↗ WPD Requests

📄 Submittal Details: Type - Well Producibility Determination Submittal

Press "WPD Requests"

2. First page is Requirements to read.
3. Press Go to Next Page.

The information collection referred to in this NTL provides clarification, description, or interpretation of requirements contained in 30 CFR 550, Subpart A and references requirements contained in 30 CFR 250, Subparts A, D, and K. The Office of Management and Budget (OMB) approved the information collection requirements in these regulations under OMB control numbers 1010-0114, 1014-0022, 1014-0018, and 1014-0019, respectively. This NTL does not impose additional information collection requirements subject to the Paperwork Reduction Act of 1995.

BOEM NTL No.:  
2013-G01

Effective Date:  
March 1, 2013

[← Return to Submittals](#)

[Go to Next Page →](#)

### Read Requirements

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

\* Active lease number:

G35868 ▾



\* API number of well:

608114044600 ▾



Expired lease number of well if different from active lease number:

G21207 ▾





\* Requested qualification type:


Petrophysical  
 Well Test





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


5. If Petrophysical was chosen, select hydrocarbon type, depths to top and base of pay in MD and TVDSS, and net thickness of pay in MD and TVDSS.
6. Press Save and Go to Next Page.

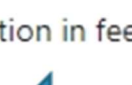
\* Hydrocarbon type:  
Oil  

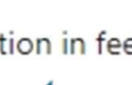
\* Depth to top of pay in feet (MD):  
10000 ft MD 

\* Depth to top of pay in feet (TVDSS):  
9990 ft TVDSS 

\* Depth to base of pay in feet (MD):  
10050 ft MD 

\* Depth to base of pay in feet (TVDSS):  
10040 ft TVDSS 

\* Net thickness of continuous pay section in feet (MD):  
30 ft MD 

\* Net thickness of continuous pay section in feet (TVDSS):  
30 ft TVDSS 

**Petrophysical: Enter Pay Interval Information**

7. If you chose Well Test, select hydrocarbon type, depth of tested interval in MD and TVDSS, date of test, test number if more than one test in the well, and well test results.
8. Press Save and Go to Next Page.

\* Hydrocarbon type:



\* Depth of tested interval (MD):

 ft MD

\* Depth of tested interval (TVDSS):

 ft TVDSS

\* Date of test:

Test number if more than one test in the well:



\* Well test results:



**Well Test: Enter Well Test Interval Information**

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

## General Information:

Active Lease Number	API Number of Well	Expired Lease Number of Well If Different from Active Lease Number	Qualification Type	
G35868	608114044600	G21207	Petrophysical	<a href="#">Go To Page</a>

1 - 1

## Petrophysical Information:

Hydrocarbon Type	Depth to Top of Pay (ft MD)	Depth to Top of Pay (ft TVDSS)	Depth to Base of Pay (ft MD)	Depth to Base of Pay (ft TVDSS)	Net Thickness of Continuous Pay Section (ft MD)	Net Thickness of Continuous Pay Section (ft TVDSS)	
Oil	10000	9990	10050	10040	30	30	<a href="#">Go To Page</a>

1 - 1

**Review Inputted Data**

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

\* 2. Generate a pdf letter.

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

Shawn Alonso. Regulatory Specialist. shawn.alonso@boem.gov. 5047365702. 1201 Elmwood Park Blvd , New Orleans, LA, 70123 ▾

 Generate Letter

**Select Contact and Press Generate Letter**

13. These are options to sign the form digitally or manually.
14. The first option is the fastest and the preferred method. This method will be shown in following steps.

\* 3. Sign in **one** of the following ways:

a. Sign pdf digitally and upload as attachment at Submittals. **Fastest and preferred method.**



b. Print pdf, sign manually, scan, and upload as attachment at Submittals.

c. Print pdf, sign manually, scan, and email it to:

**pau@boem.gov**

d. Print pdf, sign manually, and mail it to:

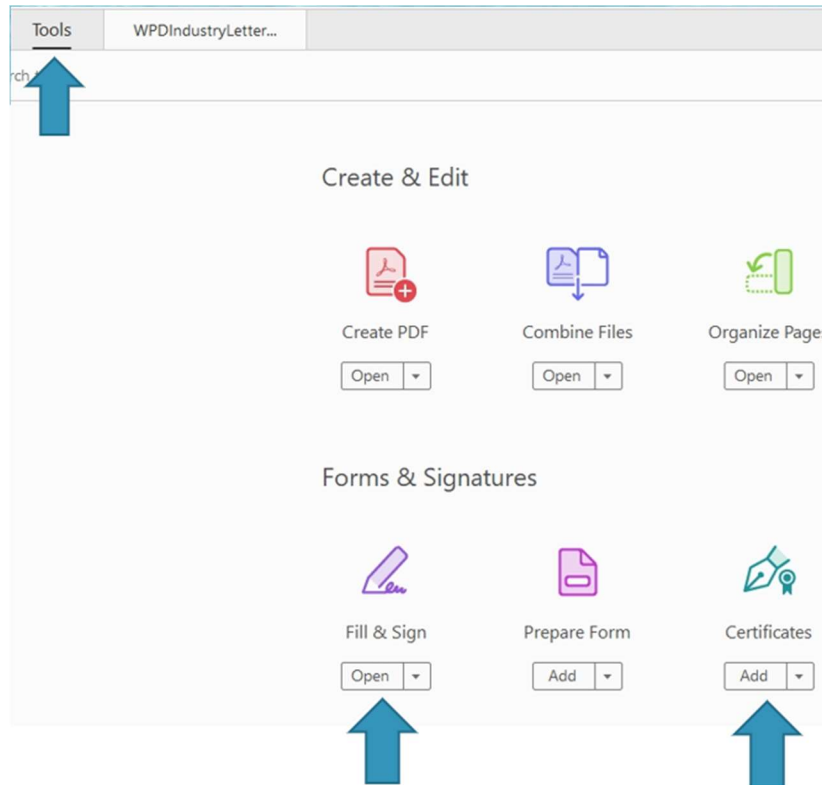
**U. S. Department of the Interior  
Bureau of Ocean Energy Management  
Gulf of Mexico OCS Region  
Office of Resource Evaluation  
Supervisor Petrophysical Analysis Unit  
MS GM881A  
New Orleans, Louisiana 70123**

e. Print pdf, sign manually, and telefax request to:

**(504)736-2905**

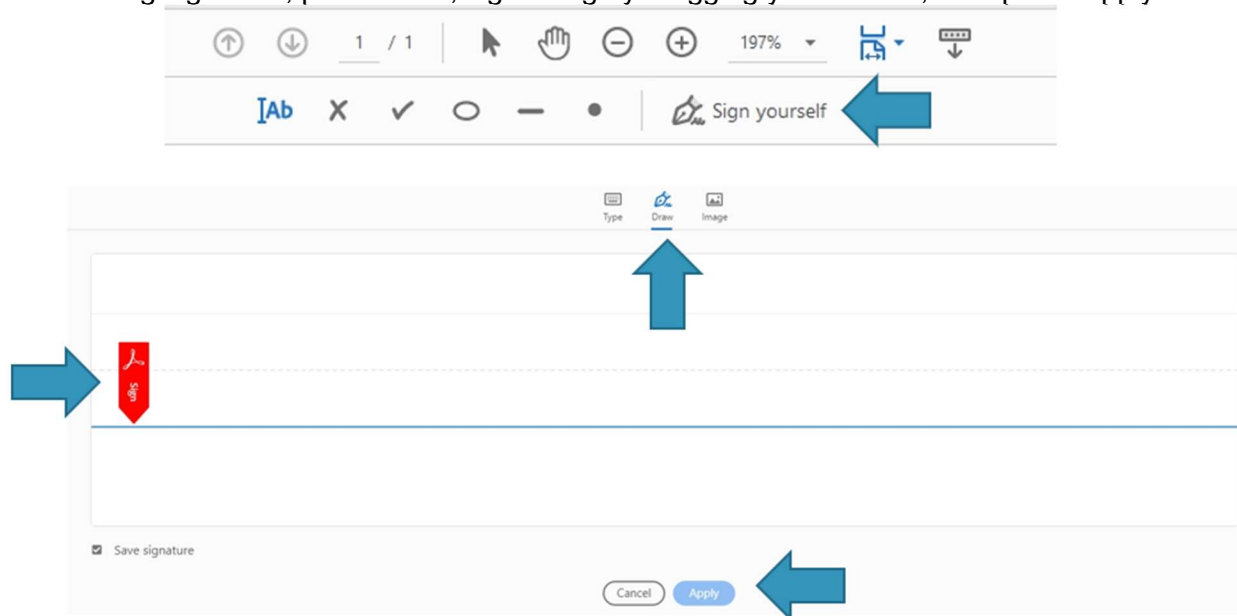
### Signing Digitally Is Fastest

- 15. Go to the pdf form that was generated.
- 16. There are two ways to digitally sign pdf. Go to Tools.
- 17. Press Fill and Sign.
- 18. Or, press Certificates.



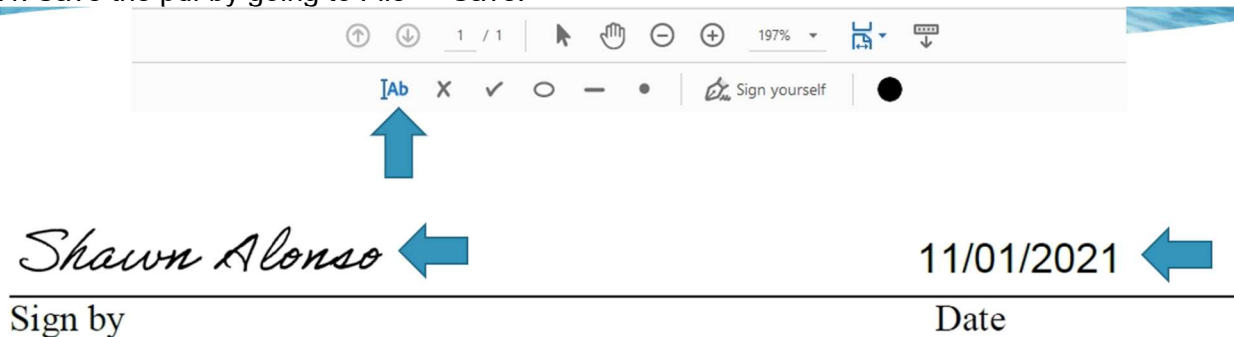
### Two Ways to Digitally Sign

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



### Signing by "Fill and Sign"

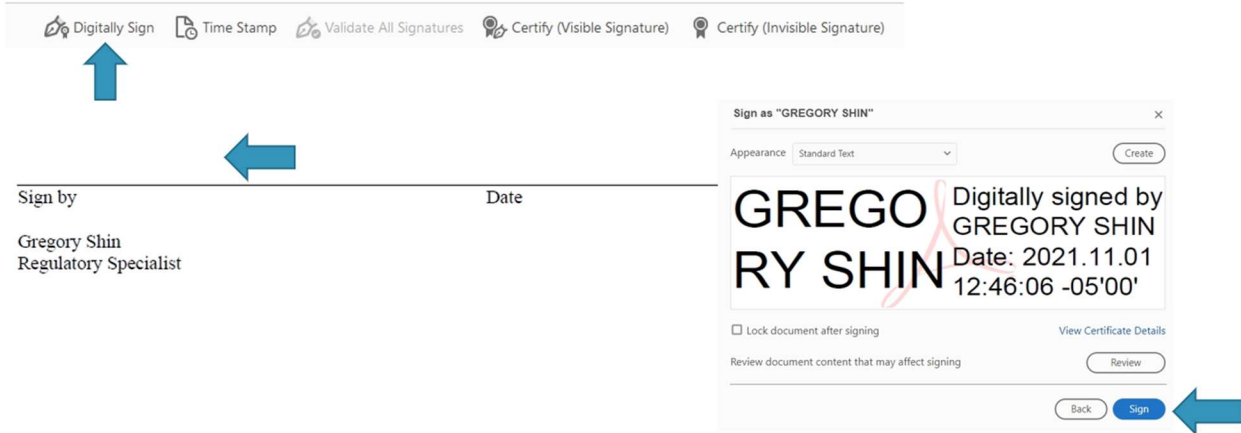
22. If digitally signing with Fill and Sign, drag the signature to over the Sign By line.
23. Add a date by pressing Text "Ab" in bar. Then, drag text box over Date line and enter the date.
24. Save the pdf by going to File -> Save.



### Signing by "Fill and Sign"

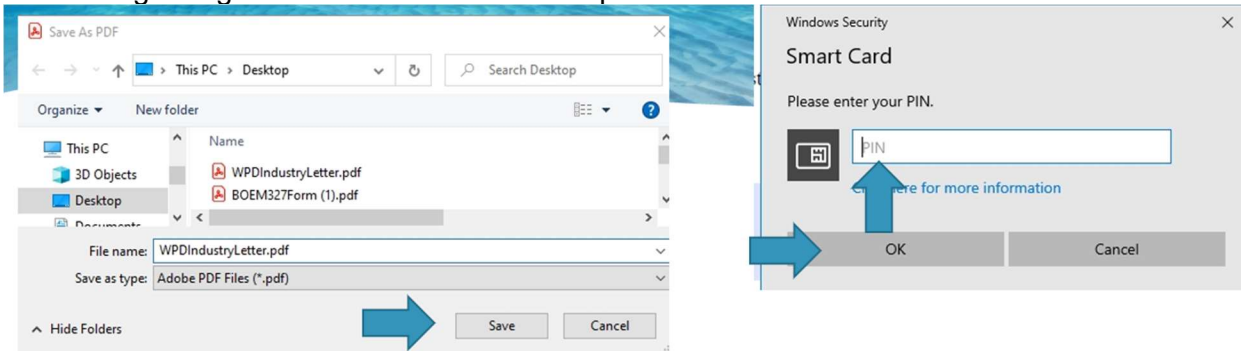
25. If digitally signing with certificates, press Digitally Sign.
26. Drag and drop a box at the "Sign by."
27. A pop up box will appear. Press sign.





**Signing by “Certificates”**

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



GREGORY SHIN Digitally signed by GREGORY SHIN  
Date: 2021.11.02 20:45:35 -05'00'

---

Sign by Date

**Signing by “Certificates”**

# Submit Request at Submittals

1. Return to Submittals by pressing Return to Submittals button.
2. Press Attachments tab.
3. Then, press Add Attachment.

The screenshot shows the 'Attachments' tab selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Add Attachment' (with a plus icon) and 'Download' (with a download icon). Below these buttons is a table with columns for 'Required', 'Attachment Name', and 'File'. The table contains three rows: a header row, a row with an empty 'Attachment Name' field, and two rows with 'Petrophysical Information' and 'Well Test Information' as attachment names. A blue arrow points to the 'Add Attachment' button, and another blue arrow points to the 'Attachments' tab.

**Press “Add Attachment”**

4. Enter Attachment name, such as WPD Letter.
5. Press Choose File.
6. Select signed pdf letter and press Open.
7. Then press Save.

The screenshot shows two overlapping windows. On the left is a Windows File Explorer window showing the 'Desktop' folder with a file named 'WPDLetter' selected. The 'File name' field contains 'WPDLetter' and the 'File type' is set to 'All Files'. The 'Open' button is highlighted with a blue arrow. On the right is the 'Create New Attachment' form. The 'Attachment Name' field contains 'WPD Letter'. The 'Remarks' field is empty. The 'Current File Name' field contains 'WPDIndustryLetter 7.pdf'. The 'Choose File' button is highlighted with a blue arrow. At the bottom right of the form, the 'Save' button is highlighted with a blue arrow.

**Choose File and Press “Save”**

8. If needed, you can add additional attachments.
9. To attach additional Petrophysical Information or Well Test Information, press the pencil and paper icon.
10. To attach other documents, press Add Attachment.
11. Press eye icon to view attachment and trash can icon to delete attachment

Overview Meta Data Submittal Associations Attachments Contacts Reports

**Add Attachment** Download

				Required	Attachment Name	File Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				Optional	Petrophysical Information	
				Optional	Well Test Information	
				Optional	WPDLetter	WPDIndustryLetter.pdf

### Add Optional Attachments

- Press Validate to make sure there are no errors.
- If no errors, then you should get You are ready to submit message.

Validate **Delete** Submit Status History [Help](#)

WPD Requests

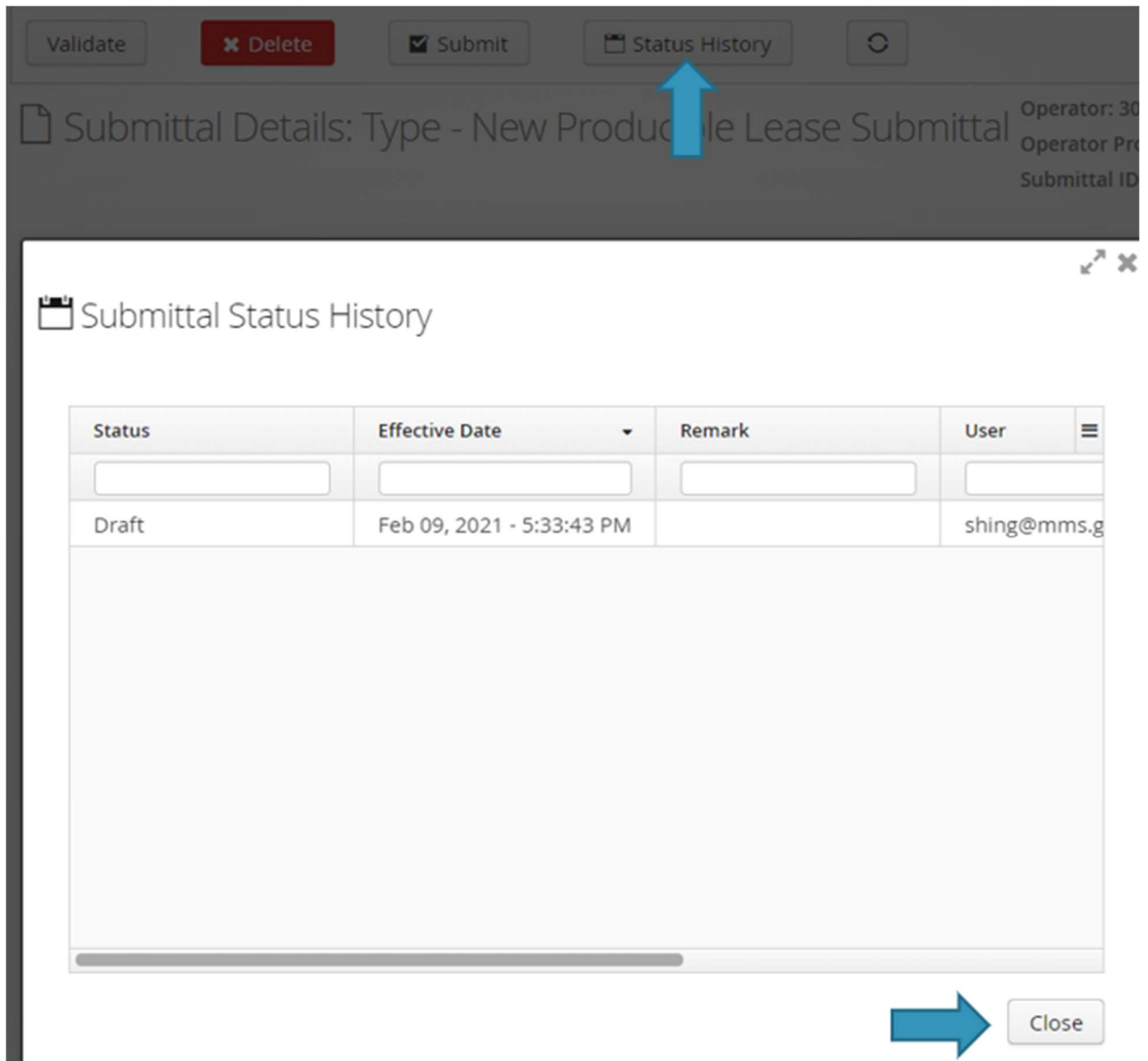
Submittal Details: Type - Well Producibility Determination Submittal

**✓ You are ready to submit.**

Overview Meta Data Submittal Associations Attachments Contacts Reports

### Press "Validate"

- Press Status History to look at status such as Draft, Submitted, In Review, and effective date.
- You will get an email notification anytime the status changes.
- Press Close when done.



Validate  Delete  Submit

Submittal Details: Type - New Production Lease Submittal Operator: 30  
Operator Pr  
Submittal ID

Status	Effective Date	Remark	User
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Draft	Feb 09, 2021 - 5:33:43 PM		shing@mms.g

**Press "Status History"**

17. Press Submit if ready to submit. If necessary, enter Remarks.
18. Press Save.
19. Submittal status will be changed from Draft to Submitted.

Validate  Delete  Submit Status History WPD Requests

Submittal Details: Type Well Producibility Determination Su

### Status Transition (Add Remarks)

Submittal Status will change to:

**Submitted**

CERTIFICATION: I certify the information submitted is complete and accurate to the best of my knowledge. I understand that the submission of false statements to the United States may subject me to criminal penalties under 18 U.S.C. Section 1001.

Remarks

Clicking "Save" will complete status transition, "Cancel" will discard changes.

**Press "Submit"**

20. The PAU will review your request.

21. You should receive an email notification that submittal status was changed from Submitted to In Review.

▼ **Folders**

✉ **Inbox**

✎ **Drafts**

4032

TWSubmittalsNotifications\_BAT@bsee.gov

TIMS Web Submittals - Well Produ...

Lease Number: API Number: TOTAL E...

Sun 10/17

Inbox

## Submittal Status History

Status	Effective Date <span style="font-size: 0.8em;">▼</span>	Remark
<input type="text"/>	<input type="text"/>	<input type="text"/>
In Review	Nov 03, 2021 - 12:10:33 AM	
Submitted	Nov 03, 2021 - 12:10:10 AM	

### Receive Email Notification of In Review

## Responding to RFI

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

∨ Folders

Inbox 4032

Drafts

TWSubmittalsNotifications\_BAT@bsee.gov

**TIMS Web Submittals - Well Produ...** Sun 10/17

Lease Number: API Number: TOTAL E... Inbox

Submittal Status History

Status	Effective Date	Remark
Returned	Nov 04, 2021 - 1:48:58 PM	WPD Review - need more info
In Review	Nov 04, 2021 - 1:48:02 PM	
Submitted	Nov 04, 2021 - 1:45:51 PM	

**Receive Email Notification of RFI**

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

Validate

Rework

Status History

WPD Requests

Submittal Details: Type - Well Producibility Determ

**Press Rework**

4. Remarks box is required. Enter your comments in the Remarks box.
5. Press Save.
6. The status will change from Returned to In Rework.

Status Transition (Add Remarks)

Submittal Status will change to:

**In Rework**

Remarks \*

adding more information

Clicking "Save" will complete status transition, "Cancel" will discard changes.

**Save** **Cancel**

**Enter Remarks and Press "Save"**

7. You may have received an attachment from PAU explaining the RFI.
8. Click on Agency Attachments tab.
9. If there is an attachment, click on the eye icon to preview.
10. Download the attachment by clicking on the attachment and pressing Download.

Overview Meta Data Submittal Associations Attachments Agency Attachments

Download

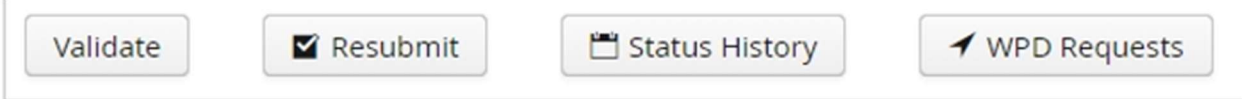
			Required	Attachment Name	File Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required		
<input checked="" type="checkbox"/>			Optional	RFI	RFI.pdf

RFI.pdf 1 / 2 68%

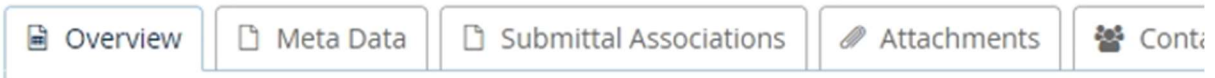
**Click Agency Attachments and Download RFI**

11. You can make changes to your application to satisfy the RFI.
12. You can change WPD Requests form, Attachments, or Contacts.





# Submittal Details: Type - Well Producibility Determin

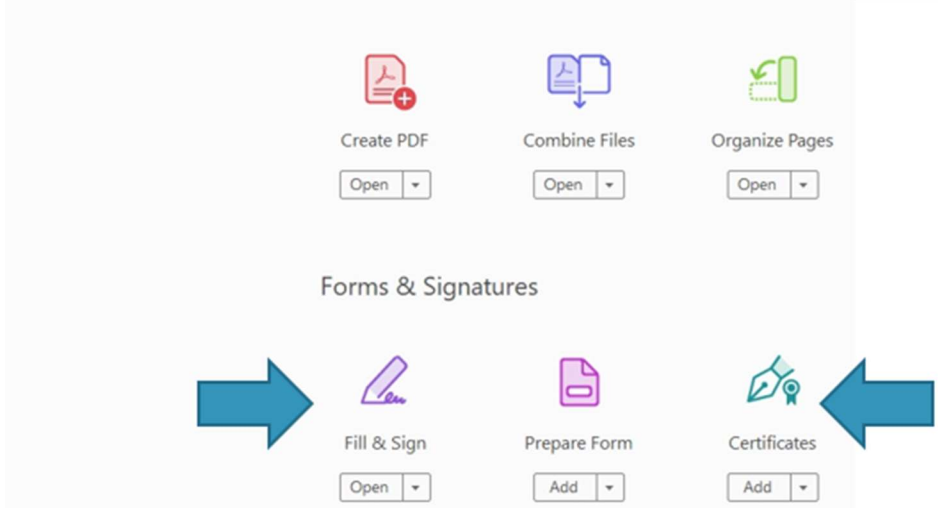


### Make Changes

- 13. After satisfying the RFI, you have to regenerate the letter.
- 14. In the form, choose contact, press Generate Letter, and press Save.
- 15. Sign the form. If signing digitally, press Tools tab, and press Fill and Sign or press Certificates.

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

Shawn Alonso. Regulatory Specialist. shawn.alonso@boem.gov. 5047365702. 1201 Elmwood Park Blvd , New Orleans, LA, 70123



### Re-Sign the Document

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

Overview | Meta Data | Submittal Associations | **Attachments** | Checklist Questions | Contacts | Reports

**Add Attachment** | Download

Create New Attachment

Required	Attachment Name	File Name
Required	WPD Letter	
Optional	Petrophysical Information	
Optional	Well Test Information	

Attachment Name \*  
WPD Letter

Remarks

Current File Name  
WPDIndustryLetter 7.pdf

Choose File

Save

File name: WPDLetter | All Files | Open | Cancel

### Re-Add Attachment

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

19. Press Resubmit.

Validate |  **Resubmit** | Status History | WPD Requests

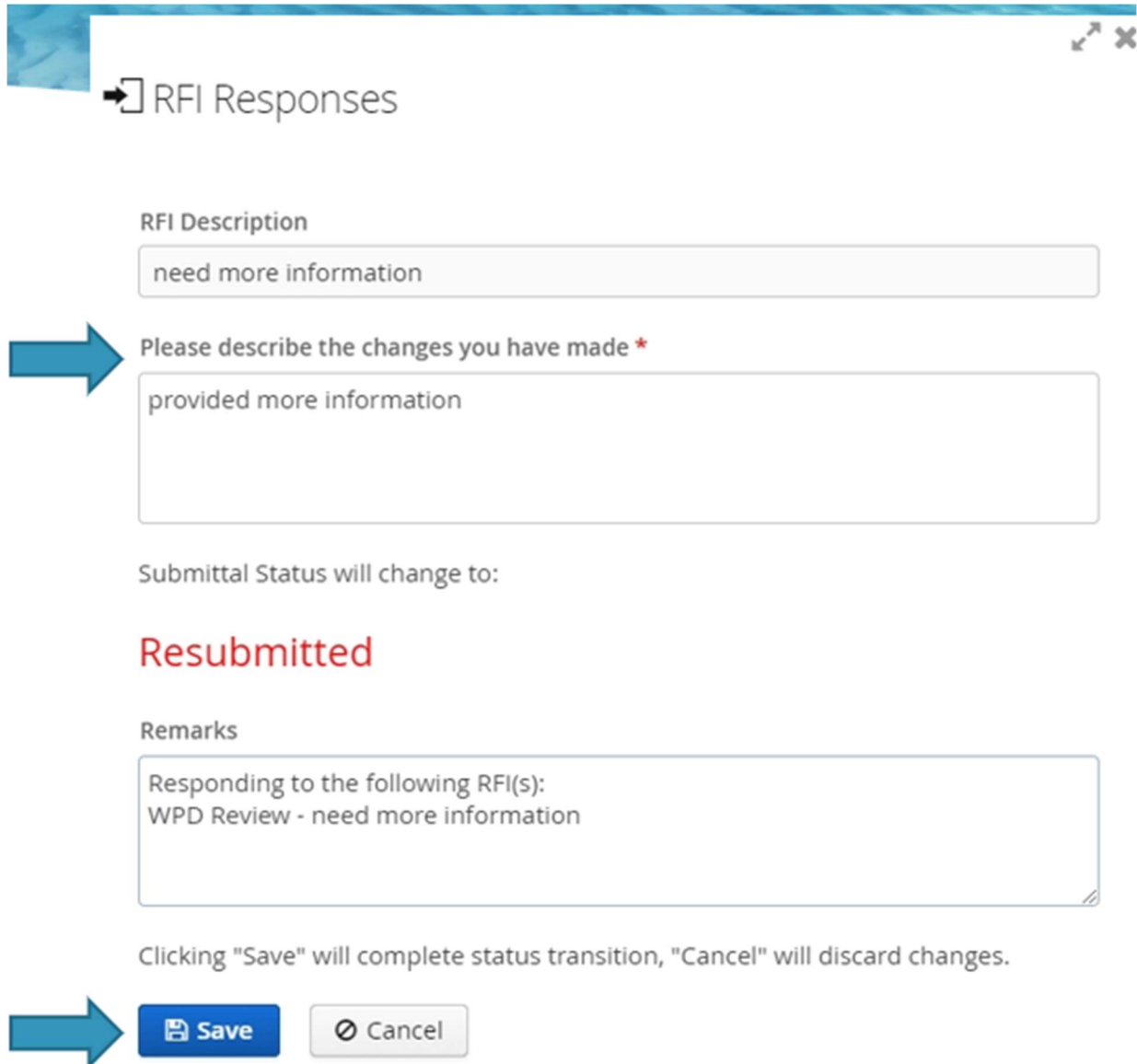
Submittal Details: Type - Well Producibility Determina

### Press "Resubmit"

20. "Please describe the changes you have made" box is required.

21. Press Save.

22. The status will change from In Rework to Resubmitted.



RFI Responses

RFI Description

need more information

Please describe the changes you have made \*

provided more information

Submittal Status will change to:

**Resubmitted**

Remarks

Responding to the following RFI(s):  
WPD Review - need more information

Clicking "Save" will complete status transition, "Cancel" will discard changes.

**Save**

**Enter Changes Made and Press "Save"**

## Viewing PAU Decision

1. After the PAU reviews your request, you should receive an email notification that the status has been changed from In Review to Approved or Denied.

▼ Folders

Inbox 4032

Drafts

TWSubmittalsNotifications\_BAT@bsee.gov

**TIMS Web Submittals - Well Produ...** Sun 10/17

Lease Number: API Number: TOTAL E... Inbox

## Submittal Status History

Status	Effective Date	Remark
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approved	Nov 04, 2021 - 1:52:11 PM	
In Review	Nov 04, 2021 - 1:51:51 PM	

### Receive Email Notification About Approved or Denied

2. Go back to Submittals.
3. To view Approved or Denied Submittals, set Work Status to Processed and press Search.
4. Click on the Approved or Denied Submittal.

Submittal Status  ▼

Work Status  ▼

Meta Data 1

Meta Data 2

Meta Data 3

Meta Data 4

Meta Data 5

Submittal Type	Status	Status Date	Submitted Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Well Producibility Determinat...	Approved	Mon Nov 01 14:41:37 CDT 2021	Mon Nov 01 13:46:12 CDT 20...

### Search Processed Submittals

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

The screenshot displays the 'Agency Attachments' tab in the WPD Request Online system. At the top, a navigation bar includes 'Overview', 'Meta Data', 'Submittal Associations', 'Attachments', 'Agency Attachments', and 'Contacts'. Below this is a 'Download' button. A table lists attachments with columns for visibility, edit, delete, required status, attachment name, file name, and section description. The 'WPDDecision' attachment is highlighted. Below the table, a PDF viewer shows 'DecisionLetter.pdf' at 70% zoom.

Visibility	Edit	Delete	Required	Attachment Name	File Name	Section Des
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Optional	WPDDecision	DecisionLetter.pdf	

DecisionLetter.pdf

DecisionLetter.pdf | 1 / 1 | - 70% +

**Click Agency Attachments and Download Decision Letter**