

Instructions for Completing the Records Analysis/Records Verification and Environmental Inspection Strategy Spreadsheet

Enter the required information into the light green cells.

1. General Information
 - a. Enter Field Office Name
 - b. Enter either Federal or Indian as appropriate
 - c. Enter the name(s) of the individual(s) completing the spreadsheet

2. Number of Environmental Inspections by Well/Facility
 - a. Enter the estimated number of High and Low priority drilling/construction inspections anticipated based on the criteria in attachment 5
 - b. Enter the number of High priority interim reclamation inspections based on the criteria in attachment 5. Note, there will not be any Low priority interim reclamation inspections identified since all wells/facilities still needing interim reclamation are considered High priority
 - c. Enter the number of High and Low priority other (production, health and safety, or well status check) inspections based on the criteria in attachment 5
 - d. Enter the number of High and Low priority final abandonment inspections based on the criteria in attachment 5

3. Number of Records Analysis (RA)/Records Verification (RV) Production Accountability Inspections, Federal or Indian as appropriate
 - a. Enter the number of High Risk Production Inspection items from the matrix in the Automated Fluid Minerals Support System (AFMSS) (IEP.13S screen)

AFMSS Risk Strategy Matrix-PI/Idle Well Workload Inventory (IEP.13S)					
mwade: farmington@afmss_train					
Office	Farmington, NM	FY	2013	Version	FY201
Production Inspection Items					
	Total Items	High	Low		
Federal	4170	289	3881		
Indian	429	53	376		

- b. Enter the total number of Production Inspection items from the matrix in AFMSS (IEP.13S screen)

AFMSS Risk Strategy Matrix-PI/Idle Well Workload Inventory (IEP.13S)			
mwade: farmington@afmss_train			
Office	Farmington, NM	FY	2013
		Version	FY201
Production Inspection Items			
	Total Items	High	Low
Federal	4170	289	3881
Indian	429	53	376

- c. The spreadsheet will use these numbers to calculate the goals for Records Analysis and Records Verification inspections
4. Positions and Workmonths Dedicated to the I&E Program
- a. Environmental Staff (Natural Resource Specialists/Environmental Specialists)
 - i. Staff and Supervisory – On Board: Enter the number of staff for each category who perform environmental inspections (which are recorded in AFMSS)
 - ii. Staff and Supervisory – Inspection Workmonths: Enter the number of workmonths the staff in each category has dedicated to inspection and enforcement work
 - iii. Staff and Supervisory – Overtime Workmonths: Enter the number of overtime workmonths the staff in each category has dedicated to inspection and enforcement work
 - b. Production Accountability Staff
 - i. Petroleum Engineering Technicians (PET), Production Accountability Technicians (PAT), Supervisory, Tribal, and Other – On Board: Enter the number of staff for each category who have workmonths dedicated to Records Analysis/Records Verification inspections
 - ii. PETs, PATs, Supervisory, Tribal, and Other – Inspection Workmonths: Enter the number of workmonths the staff in each category has dedicated to Records Analysis/Records Verification inspections
 - iii. PETs, PATs, Supervisory, Tribal, and Other – Overtime Workmonths: Enter the number of overtime workmonths the staff in each category has dedicated to RA and RV inspections

5. Inspection Plan

a. Production Accountability

- i. Enter the number of planned inspections for each of the inspection categories
- ii. Enter the average inspection hours for each of the inspection types. Since the RA inspection type is new this year, you will need to estimate the average inspection hours for the RA inspection type. You can obtain the average inspection hours for the RV inspection type from AFMSS by running an IEP.13 report for RV inspections
- iii. The spreadsheet will indicate the difference in the number of workmonths planned vs. the number of workmonths available. This number should be close to zero. If it is not, adjustments to the number of planned inspections will be necessary

b. Environmental Inspections

- i. Enter the number of planned inspections for each of the inspection categories
- ii. Enter the average inspection hours for each of the inspection types. You can obtain this number from AFMSS by running an IEP.13 report for environmental surface inspections. Since the report does not provide an average inspection time for each inspection activity, you may use the same number for each type, or you may adjust the numbers based on your field knowledge. For the undesirable event inspection type, you can obtain the number from AFMSS by running an IEP.13 report for “NU” (Old undesirable event code) inspections, or you may enter an average inspection time based on your field knowledge
- iii. The spreadsheet will indicate the difference in the number of workmonths planned vs. the number of workmonths available. This number should be close to zero. If it is not, adjustments to the number of planned inspections will be necessary

6. Final Processing of the Spreadsheet

- a. Save the final spreadsheet as a new file name as follows: **Final FY2013 ES-RA-RV (office as found in AFMSS)**. For example:
 - i. Final FY2013 ES-RA-RV Farmington Indian;
 - ii. Final FY2013 ES-RA-RV Farmington Federal;
 - iii. Final FY2013 ES-RA-RV Rawlins Federal;
- b. Email a copy of all “Final” (Federal, Indian) to your state I&E Coordinator and to Will Lambert at wlambert@blm.gov