

# 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 the date the spreadsheet is completed.
  - c. Enter either Federal or Indian as appropriate.
  - d. Enter the name(s) of the individual(s) completing the spreadsheet.
  
2. Number of Environmental/Surface Inspections (Type: ES) and activities by Well/Facility
  - a. Enter the estimated number of high- and low-priority drilling/construction activities (ES/SD or ES/SC) anticipated based on the criteria in attachment 6.
  - b. Enter the number of high- and low-priority interim reclamation activities (ES/IR) based on the criteria in attachment 6. High priority interim reclamation inspections include the initial interim reclamation inspection to ensure the operator has completed the required earthwork. Low priority interim reclamation inspections are the subsequent follow-up interim inspections as needed to ensure adequate vegetation is established.
  - c. Enter the number of high- and low-priority other (production, health and safety, or well status check) activities (ES/SP, ES/HS, or ES/WS) based on the criteria in attachment 6.
  - d. Enter the number of high- and low-priority final abandonment activities (ES/SA) based on the criteria in attachment 6.
  
3. Number of Records Analysis (RA)/Records Verification (RV) Production Accountability Inspections, Federal or Indian as appropriate
  - a. Enter the number of high-priority 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
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- 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 performs environmental inspections (as 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 (program element NB). Please make sure to consider (1) if the environmental compliance staff will have collateral duties or other priorities during the fiscal year and (2) whether the allocated workmonths accurately reflect the anticipated amount of time the inspectors will be in the field, traveling to and from inspected facilities, or in the office working on I&E for the program.
  - 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 RA/RV inspections.
  - ii. PETs, PATs, Supervisory, Tribal, and Other – Inspection Workmonths: Enter the number of workmonths the staff in each category has dedicated to RA/RV 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, based on a five-year average, for each of the inspection types. You can obtain the average inspection hours for the RA and RV inspection types from AFMSS by running individual IEP.13 (instructions for running the IEP.13 report are at the end of this attachment) reports for RA and RV inspections. Obtain average inspection hours for OV from the AFMSS Risk Strategy screen (IEP.14S) for Federal and (IEP.14SA) for Indian. The average inspection hours should be a five-year average. If an office proposes using a different average, it must coordinate the request through its I&E coordinator and receive WO-310 approval prior to finalizing the strategy.
- 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.

**Important Note:** Ensure accurate accounting for the Inspection Workmonths. The workmonths for the Planned Federal, Indian, and the Production Accountability staff (recorded on the separate spreadsheet) must equal the personnel workmonths available to perform all types of inspections.

### b. Environmental Inspections

- i. Enter the number of planned inspections for each of the inspection categories.
- ii. Enter the average inspection hours, based on a five-year average, for each of the inspection types. You can obtain this number from AFMSS by running an IEP.13 (instructions for running the IEP.13 report are at the end of this attachment) report for environmental surface inspections. Since the report does not provide an average inspection time for each ES inspection activity, you may use the same number for each type, or you may adjust the numbers based on manual calculations of each type of inspection. If you use manual calculations, please submit the manual calculations when you submit the spreadsheet. 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) or EU (new

undesirable event code) inspections. The average inspection hours should be a five-year average. If an office proposes using a different average, it must coordinate the request through its I&E coordinator and receive WO-310 approval prior to finalizing the strategy.

- 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. Enter remarks describing the reasons why the number of planned inspections is less than the goal, the average inspection hours differ from AFMSS, and/or any special considerations, as applicable.
7. Final Processing of the Spreadsheet
  - a. Save the final spreadsheet as a new file name as follows: **Final FY2019 ES-RA-RV (office as found in AFMSS) Date (month.day.year)**. For example:
    - i. Final FY201988 ES-RA-RV Farmington Indian 10.1.2019
    - ii. Final FY2019 ES-RA-RV Farmington Federal 10.1.2019
    - iii. Final FY2019 ES-RA-RV Rawlins Federal 10.1.2019
  - b. Email a copy of all “Final” (Federal, Indian) to your state I&E Coordinator and to Will Lambert at [wlambert@blm.gov](mailto:wlambert@blm.gov). Please note that some SOs may require the FOs to submit draft spreadsheets to the SO for review prior to the WO-310 due date.

#### Instructions for running the IEP.13 report to obtain the average inspection hours

- From the AFMSS Splash screen select “Reports,” select “I&E Reports,” and select the “Inspection Summary for Office (IEP.31)”
- Enter a “Start Date,” which will be the first day of a fiscal year; for a five-year average the start date will be 10/01/2013
- Enter an “End Date” which will be the last day of the previous fiscal year, i.e. 09/30/2018
- Enter the inspection type (ES or RA or RV, etc.) in the “Inspections like” box
- Click on the “Closed Inspections Only” box
- Click on “Print”
- Scroll to the bottom of the report, and obtain the average inspection hours from the report which is listed under “Average Time”