

## **CREATING AN INSPECTION & ENFORCEMENT (I&E) STRATEGY MATRICES FOR THE NEW FISCAL YEAR (FY) IN AFMSS**

### **REVIEW AND UPDATE PRIORITY RECORD INSPECTION STATUS CODES:**

- A. Before the beginning of the new FY, users must pull an Inspection Items report (IEP.51) for the current year and update the Inspection Status Code to reflect the need for inspections in the upcoming year (see Item 6 below for correct status codes). This must be done prior to creating new priority records for the new FY. **NOTE: Update only the Inspection Status Code; leave all other categories as they are.** Do not delete old priority records from the system if they were once valid. These should be left as an historical record in the database.

To review current priority records:

- 1) Click on the Monitoring option on the Main Menu for AFMSS.
- 2) Click on I&E Strategy and wait for the Matrix (IEP.54) screen to display. After the Matrix screen is displayed;
- 3) Click on the button next to the version box and highlight the most current strategy version, click on QUERY.
- 4) This will retrieve your Strategy Matrix. Once it is displayed, click on Reports button.
- 5) Select Inspections Items (IEP.51). Several sort options are available. Make note of the sort option used to run this report. You can sort by Case, Operator, Overall Priority, County, State, or Field Office. A new Inspection Priority Finder screen will allow you to sort the records in the same order.
- 6) Print the entire Inspections Items report. This report will have to be manually checked to ensure that a) all the cases requiring inspection are listed; b) all inspection priority records reflect the correct operator, and c) the Inspection Priority Status code is set to:

**H**= if it is an active case and an inspection for that case/operator combination is necessary;  
**A**= if the case/operator wells have all been plugged and we are awaiting surface restoration (environmental inspection still necessary); or

**I**= if the case no longer needs an inspection priority record for the upcoming FY and is in the system as an historical reference only. (This includes all terminated agreements and/or cases that contain only P+A wells, or case/operator combinations that are no longer valid (operator changes).)

Inspection priority records should be established at the time the first well for a case/operator starts drilling. If an operator change occurs on the case, a new priority record is created for the new operator for the case. The old operator priority record must be updated to "I" in the Inspection Status Code field. Offices may not use the old operator compliance rating in the priority record for new operator on a case. A new operator on a case starts with a clean compliance record.

If you have priority records for cases with only NOS or APD, you can classify them as I status code or have your Application Administrator (AA) delete them.

**B.** Once you have reviewed the Inspection Items report, you must update the priority records

To Update the Inspection Status Code in the Priority Records:

- 1) Click on Monitoring from the Main Menu.
- 2) Click on Inspections and wait for the Inspection List to appear.
- 3) When the Inspection List screen (GLB.92) has displayed make sure your selection is defaulted to "by Priority".
- 4) Click on the Priority button this will launch the Inspection Priority List (IEP.69) screen.
- 5) To update your priority records, make sure that the Year field shows "2002". Click on the QUERY button. The screen will display all of the cases with current inspection priorities for FY-2002. Click on the sort button and add fields to the sort in the order you used on the inspection items (IEP.51) report. The display on the screen and the order of the report should now match. NOTE: Depending on how many cases are in your database, it could take a very long time to display the results. On larger databases, it is suggested that one or more of the query fields are filled in to limit results. For; example, if you sorted the inspection items (IEP.51) report by operator, query the Inspection Priority list (IEP.69) screen for a particular operator and work through the report until all cases for each operator has been reviewed.
- 6) On the Inspection Priority List (IEP.69) screen you may select up to 200 records at one time. Highlight a group of records and click on the "Edit Insp Priority") button. The Inspection Priority (IEP.46) screen will be launched. **Update those records that need the Inspection Status Code changed. Use the NEXT and PREVIOUS buttons to move among the records that need updated.**
- 7) **REMEMBER TO SAVE** each priority record before going on to the next.
- 8) EXIT to the Main Menu when finished updating the records.

## **HAVE YOUR APPLICATIONS ADMINISTRATOR (AA) RUN THE PRIORITY ROLLOVER:**

- C. The Inspection Priority Rollover Report (IEP.68) is a function that allows AFMSS to create an upcoming FY Inspection Priority Record for use in building the annual Inspection Plan Matrix. The rollover function is to be performed once per year just prior to creating your matrix for the upcoming FY. The rollover process will create a new priority record for all **active** case/operator combinations that have a current year priority record if the Inspection Priority Status Code is **not equal** to “I” for inactive.

**During the rollover process, the following prioritization categories will be re-calculated based upon Bureau production volume and noncompliance threshold criteria:**

- operator compliance history,
- average monthly production,
- environmental rating, and
- overall priority ratings.

If threshold criteria are met, the category will be rated High priority and the overall rating will be adjusted accordingly. It is imperative that each office review and update their Inspection Priority Status codes prior to running the Priority Rollover function to ensure that an accurate rollover occurs.

- D. To run the Inspection Priority Rollover Report, the following set of instructions should be used by your AA (or other individual who has security clearance for this screen):

From the AFMSS Main Menu, click on the AA selection at the top of the screen.

1. Select Priority Rollover IEP.68 from the cascading menu to access the launcher screen.
2. The launcher screen (IEP.68) will display a “rollover from FY” and a “rollover to FY” area. Make sure the default states rollover from FY 2002 to FY 2003 for the FY2003 priority records to be created.
3. An option to conduct a “Dry Run” of the rollover function is available by clicking in the in box to mark it with an X. It is strongly suggested that a “Dry Run” be performed. Conducting a dry run allows you to perform the rollover option without actually committing changes to the database. Review the results to see if records require editing before to performing the real rollover. Remember to click the toggle button to perform the dry run prior to actually running the rollover.
4. Next, select an Output option from the launcher screen and click the Run Priority Rollover button. If you select the Summary Report, you will get a total listing the number of existing items deleted, rolled over, and not used for the new FY. If you select a Detailed Report and Log File, you will get a) a listing of the rules AFMSS uses in running the priority rollover, b) the summary information, and c) a report listing each priority record for FY2002 vs FY2003. This report includes a description of the number of environmental and FOGRMA violations the system counted for use in calculating the ratings for the FY2003 priority records. For the “Dry Run” option, your report will

indicate that this is a “Dry Run Only - Database Not Updated”. Run the Detailed Report option to review the results of the rollover. The report could be very long if you have a large database since the report will show four lines of data for each inspection priority record rolled over to the new FY. Keep this in mind prior to printing a hard copy of the report.

5. To run the Inspection Priority Rollover after reviewing your Dry Run, make sure the toggle button next to the Dry Run option is off, and then click on the Run Priority Rollover button to create the FY2003 inspection priority records. **NOTE:** If FY2003 priority records have inadvertently been created or the rollover procedure is being performed after October 1st, you will get a message displayed that informs you that there are already existing FY2003 priority records and asks if you want them deleted and re-created during the rollover, click the “Yes” button and proceed. That completes the necessary steps for running The Inspection Priority Rollover Report.

If the Inspection Priority Rollover is not conducted before the beginning of the new FY (October 1), the system will automatically create a priority record for all producing cases. The defaulting will be an overall priority status of ‘Z’ (low FOGRMA, Low Other). The system does this for several reasons, one of the important reasons is it continues to allow inspection personnel to document production inspection activities on active cases during the new FY even though the rollover procedure has not been Do not rely on these records for accurate tracking of priorities. The inspection Priority Rollover procedure must be performed to update the records in accordance with the criteria mentioned above.

#### **CREATE A NEW VERSION OF THE MATRICES FOR THE UPCOMING FY:**

- E. 1) From AFMSS Main Menu, click Monitoring.
- 2) Click on I&E Strategy from the cascading menu.
- 3) The I&E Strategy Matrix - Inspection Items (IEP.54) screen will be displayed.
- 4) Entering 2003 in the Fiscal Year box located on the first row of IEP.54. (Delete the current FY populating the field before trying to enter a new year).
- 5) Click on the box to the right of the word Version. Enter the name of the new matrix that you are creating (i.e. FY2003 Vernal Field Office). Next there is a new box next to the Version. Click on the arrow button to select either “Working” or “Official”. This allows you to designate the type of matrix you are creating. Create a “Working” copy so you can edit the Matrix until you are sure it is accurate.
- 6) SAVE THE RECORD by clicking on the SAVE button at the bottom of the screen. You will notice in the message box that the table has been updated. It may take a moment to save the new version since the average inspection hours for the previous FY will be computed by inspection type once a new version for an FY is created.

#### **RETRIEVE INSPECTION ITEMS REPORT (IEP.51) AND UPDATE THE CATEGORIES AS NEEDED:**

- F.**
- 1) Click on the REPORTS button.
  - 2) Click Inspection Items (IEP.51). This will run an updated version of the report you ran in Step A. of this document for the upcoming FY.
  - 3) At the window titled Start IEP.51 Report it asks for report parameters and sort options. Leave the 'Cases Like' and 'Operators Like' fields blank. Select a sort option.
  - 4) Click on the PRINT button on bottom of the Start IEP.51 Report window. This will launch a preview screen that you may review prior to printing the file.
  - 5) Print the Inspection Items report. This report contains a listing of all cases that received a priority rating for the appropriate FY. This includes cases that have an "Abandoned" (A) case status.
  - 6) Click on the EXIT button on the Report Preview window.
  - 7) Click on the CANCEL button on the Start IEP.51 Report window. This should bring you back to IEP.54.
  - 8) Click on the EXIT button on IEP.54 to bring you back to the AFMSS Main Menu.
- G.**
- 1) Review the Inspection Items (IEP.51) report and note any necessary changes to categories on the priority records. If priority records need to be updated, this must be done before continuing to create a new matrix.
  - 2) Update any priority records that were noted from this report. Follow the steps outlined in Step B of this document to update the records. Remember, however, that if you update a priority category, you may also have to edit the Overall Priority status. The only time the system auto-updates the Overall Priority is during the priority rollover.
  - 3) You are now ready to create a new Strategy Matrix for the upcoming FY.

## **GENERATE THE NEW MATRICES:**

### **Count the Producing Inspection Items**

- H.**
- 1) From the Main Menu, click on Monitoring and I&E Strategy.
  - 2) At the I&E Strategy window (IEP.54), select the correct Version by clicking on the button to the right of the VERSION box.
  - 3) Highlight the version for the upcoming FY that you had created earlier and click on the QUERY button.
  - 4) IEP.54 will now display the correct version name in the Version box.
- I.**
- 1) You are now ready to count inspection items. Click on the RECOUNT FOGRMA ITEMS button located on the far right side of the first row of buttons. A message will appear informing you that this procedure could take a long time and asks if you want to continue. Click the YES button.
  - 2) The system will count the number of producing and non-producing inspection items by Overall Priority that will be used in calculating the number of production inspections required. This does not include inspection items with a case status of Abandoned (A).
  - 3) The Inspection Items fields will populate once the count is completed. Review the total

number of inspection items once the fields have auto-populated. NOTE: The number of items displayed will not equal the amount of cases listed on the IEP.51 report since the recount does not include those cases with an abandoned status.

### **Enter the Estimated Number of Inspections**

- J.**
- 1) Enter the number of estimated Federal and Indian High and Low priority Drilling inspections to be conducted during the FY. Click on the box to activate it prior to entering information or tab from field to field.
  - 2) Enter the number of estimated Federal and Indian High and Low priority Plugging Inspections in the appropriate boxes. Don't forget any plugging activities that may occur due to the Idle/Orphan well initiative.
  - 3) Enter the number of estimated Federal and Indian High and Low priority Workover Inspections in the appropriate boxes.
  - 4) Enter the number of Federal and Indian High and Low priority Environmental Drilling Inspections. (This number should total the same as the number of Drilling inspections that are estimated for the year).
  - 5) The Environmental Producing High and Low priority count in the next column should equal the Total Items (producing and non-producing) that were calculated in Step I. This information will be automatically calculated from the Environmental priority rating for each inspection item that has an inspection status code of 'H'.
  - 6) Enter the number of Federal and Indian High and Low priority Environmental Abandonment/Reclamation inspection to be conducted during the FY.
  - 7) **SAVE THE RECORD.** Make sure the message box states that the table was updated.

### **Enter the Positions and Workmonths Information for your office**

- K.**
- 1) Click on the POSITIONS/WORKMONTHS button. This will display IEP.55.
  - 2) Enter position and workmonth information based upon your inspection office personnel that work in the program. Ensure that the available inspection workmonth column only includes workmonths devoted to actual inspection work. Other assigned duties should be included in the miscellaneous workmonth column. Overtime should be accounted for in the Overtime Workmonths Available column. It should not be counted in the Inspection Workmonths Available Column. Oversight time shall be accounted for under Management support and specific details regarding oversight workmonths planned may be further documented under the Special Considerations section of the matrices.
  - 3) **SAVE THE RECORD.** Look for the table update message in the message box.
  - 4) Press the EXIT button to return to IEP.54.

## Ensure Percentage of Other Production Inspection Required is Correct

- L. 1) Click on the CALCULATIONS button. This displays the Truly Strange Required Inspection Calculator (IEP.56) window. This window displays information entered on IEP.54 and allows the user to change the percentage of Other producing inspection items to be accomplished. Check to ensure that the percentage field is defaulting to 33.33%. If it isn't, input this number in the entry field.
- 2) If you changed the percentage to 33.33, **SAVE THE RECORD**.
- 3) Press EXIT to return to IEP.54.

## Enter the number of Planned Inspections

- M. 1) Click on the INSPECTION TYPES button. This displays Page 2 of the matrix (IEP.58). The window contains a listing of all inspection types, average hours to conduct each inspection type, the number of required and planned inspections, and workmonths necessary to conduct the inspections. The average inspection hours and the required number of inspection by inspection type auto-populate this screen when it is displayed.
- 2) If your office needs to adjust the average inspection hours, click on the 'INSP HRS' button. It is the first button on the left of button row. This brings up a window with an entry box for each inspection type. Click the **SAVE** button. Once saved, click the EXIT button and the system will update the average inspection hours displayed on IEP.58. It will take a few moments to complete this procedure. The system is also calculating new workmonth figures. NOTE: You may want to run the Inspection Statistics for Office (IEP.13) report using the previous FY dates to validate the average inspection hours being displayed if they don't look right. To generate this report, you select Reports from the main menu, click on I&E Reports, and then select IEP.13. Enter the start and end date range that will give you an entire years worth of inspection data (i.e. 10/01/2001, 09/30/2002 for FY2002 information; or an earlier date range such as 08/01/2001 through 08/01/2002 if you are preparing you matrix prior to September 30). Make sure to select Inspection Details in Total for All Closed Inspections for the report. Click on print and the report will generate. The last page of the report summarizes the average hours and number of inspections by type.
- 3) Once IEP.58 displays the new average inspection hours, **SAVE THE RECORD** before continuing on to input the number of planned inspections.
- 4) Enter the number of Federal and Indian Planned inspections for the FY in the appropriate columns. The number of planned inspection must be based on available workmonths indicated in IEP.55 Positions/Workmonths window. To enter information, you may Tab from field to field, or use the mouse to click on the desired area you want to enter information. If you do not use the Tab key, the system will not generate workmonth information until the record is saved. If you want to see the workmonths displayed after entering the number of inspections, be sure to use the Tab key at that point.
- 5) **SAVE THE RECORD**.

## Review the Required vs. Planned Inspections

- N. 1) Click the REQUIRED/PLANNED button to review your required vs. planned inspections. Once again, **verify the number of available workmonths against what you have planned to ensure that you have not planned more inspections than you have workmonths to accomplish.** To see available workmonths, click on the POSITIONS/WORKMONTHS button and look at the total inspection workmonths available. Press EXIT to return to the Required/Planned window.
- 2) To amend planned inspections from the Required/Planned (IEP.57) window, click the EXIT button. This closes IEP.57 and displays the previously opened window (IEP.58). Make the necessary changes and **SAVE** the record. Click on EXIT to return to IEP.54.

#### **Add Remarks or Special Considerations to the Matrices**

- O. 1) To add Remarks or Special Considerations, click the REMARKS button. Enter information as applicable. Don't forget to document position and workmonth availability descriptions if necessary, any additional idle/orphan well workload adjustments made to the strategy and the number or production records reviews that your office plans on conducting in the upcoming FY. (Once you are confident that the matrix is complete, change the box from "Working" to "Official" to indicate that this is the matrix to be used for this FY.) **SAVE** the record. Click the EXIT button.

#### **Print the Matrices**

- P. 1) Print the Matrix Summary Report by clicking the REPORTS button. Select IEP.50 Inspection Matrix Summary. This brings up a preview of the report.

You are done! Exit the open windows by clicking on the EXIT button on each window and return to AFMSS Main Menu.