

Surface Inspection and Enforcement for Fluid Minerals

FIELD EXERCISE – Inspection and Enforcement Project Presentation

Instructions:

- I. This is an individual exercise.
- II. After the webinar for **M1L6, “Documenting Compliance Inspections,”** conduct an official environmental/surface production inspection (ES-SP) at a well site in your field office. The inspection and well site must meet the following criteria:
 1. Inspector must conduct a full inspection without aid from other BLM inspectors.
 2. Conduct the inspection as if it is a normal inspection that you would conduct outside of this training course, but use the knowledge and skills you have learned from the course to complete the inspection. **Note:** Inspect the access road or offsite facilities if they are associated with the well site.
 3. Well site must contain a secondary containment structure around production tanks so that the inspector can calculate the effective holding capacity.
 4. The inspection must occur on a well site within BLM’s jurisdiction and in the AFMSS database.
 5. The inspection must include a problem or violation. **Note:** Do not create an imaginary problem or violation; therefore, you may need to conduct an ES-SP inspection at several different well sites until you find a well site with a problem or violation.
- III. Each student will need to accomplish all of the following tasks for this exercise:
 1. Conduct action research for the inspection.
 2. Inspect the well site and complete the official environmental inspection form.
 3. Take photographs during the inspection.
 4. Enter the inspection into AFMSS (training or production database).
 - a. Take screenshots of the inspection activity details in AFMSS (i.e., screen with hours, open/close dates, etc.).
 - b. Take screenshots of the inspection remarks.
 5. After the webinar for **M2L1, “Conducting Initial Enforcement Actions,”** enter the enforcement action into AFMSS (training or production database).
 - a. Take screenshots of the enforcement action details (i.e., screen with type of enforcement, abatement date, etc.)
 6. Compile inspection and enforcement documentation.
 7. To simulate the task of filing the documentation, scan and download all documents and information you would file in the well file for a normal inspection, including but not limited to:
 - a. Inspection form
 - b. Photographs with descriptive information according to policy
 - c. Document with secondary containment calculations
 - d. Enforcement action form (completed)
 - e. Certified Mail receipt (if enforcement action was mailed)

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- IV. Prior to the start of the webinar meeting for M2L2 “**Conducting Additional Enforcement Actions,**” each student must email the NTC Course Administrator the following documents in a JPEG, PDF, or Microsoft Word format:
1. Inspection form (completed for inspection)
 2. Photographs with descriptive information
 3. Document with secondary containment calculations
 4. Enforcement action form (completed)
 5. Certified Mail receipt (if enforcement action was mailed)
 6. AFMSS screenshot(s) of inspection activity details
 7. AFMSS screenshot(s) of inspection remarks
 8. AFMSS screenshot(s) of enforcement action details
- V. At the Project Presentation webinars (see syllabus), each student will have **15 minutes** to present their inspection and enforcement documentation to the instructors and classmates.
1. The NTC Course Administrator will present (screen-share) the actual documents, but the student will present the information on the documents.
 2. The instructors will guide the student through the presentation with questions.
- VI. At the end of each student presentation, the following sequence of events will occur:
1. Critique by Student Presenter (2-minute duration):
 - a. The student who presented the I&E documentation will provide their own opinion on how they did for the inspection and if they could improve anything.
 2. Feedback from Classmates (3-minute duration):
 - a. Classmates will provide feedback and/or ask questions regarding the inspection presented.
 - b. Feedback will include positive re-enforcements (i.e., what you liked) and/or suggestions for improvement.
 3. Feedback from Instructors (5-minute duration):
 - a. Instructor(s) will provide constructive feedback for the student presenter.
- VII. Other Exercise Information
1. This will not be a graded exercise.
 2. Presentation and feedback will last no longer than **25 minutes**.
 3. It is the student’s choice to enter the inspection and enforcement action into the training or production environment within AFMSS.
 4. Mailing or hand-delivering enforcement actions to an operator or individual is not a requirement for this exercise. This action is left to the discretion of the student and their supervisor.
 5. Non-BLM students that do not have access to AFMSS do not have to complete the AFMSS-related tasks outlined in Sections III and IV of this document.