

Applicant/Violator System Office System Advisory Memorandum



SAM # 13 DATE: January 23, 1998

Subject: AMENDMENTS, RENEWALS, and TRANSFERS

Amendments, Renewals, and Transfers are processed in the Applicant/Violator System (AVS) using the Application/Permit Maintenance, accessed from the main menu. The process to create amendment, renewal, and transfer applications from existing permits in AVS is called A/R/T.

A/R/T allows regulatory authorities to create consecutive numeric sequence structures of application records in order to retain complete application and permit histories in AVS. All new applications must be designated by the sequence number zero (0). Successive applications for amendments, renewals, or transfers must be designated by sequence numbers greater than zero.

All users may view all sequences of an application and its corresponding permit. However, access to and performing A/R/T functions and associated update and maintenance functions are restricted to the regulatory authority that created the application, and to OSM. Once an application sequence is made current, a previous sequence of an application cannot be used to process an amendment, renewal, or transfer.

The Federal regulations governing amendments (called permit revisions in the regulations) are found at 30 CFR § 774.13. The Federal regulations governing permit renewals are found at 30 CFR § 774.15.

For permit transfers, regulatory authorities may use the existing application number for the transfer or create a new application number, depending upon their policies governing permit transfers. In either case, the bond status field in the previous application sequence must be updated as soon as the bond for the previous permit is released. Updating the bond status field in the previous permit record eliminates the contradiction of there being more than one active bond amount for the same permit. The Federal regulations governing transfer, assignment, or sale of permit rights procedures are found at 30 CFR § 774.17.

Regulatory authorities are cautioned to exercise great care when creating amendment, renewal, or transfer application and permit records in AVS. If an

amendment, renewal, or transfer is not properly created and the previous application and permit records are not properly updated, accurate permit history and system recommendations are compromised.

Regulatory authorities are also cautioned to remember that after an application for An amendment, renewal, or transfer is created and saved, the application must be evaluated to obtain an initial system recommendation, just like any other new application.

If you have any questions regarding Amendment, Renewal, or Transfer procedures, please refer to Applications/Permits (Section E) of the AVS Users Guide or contact your AVS User Assistance Liaison at 1-800-643-9748.

Signed; _____

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