

Applicant/Violator System Office System Advisory Memorandum

SAM # 5 DATE: April 24, 2000



Subject: ENTERING AND MAINTAINING STATE VIOLATIONS IN THE AVS

This System Advisory Memorandum (SAM) provides guidance to you, the State regulatory authorities (SRAs), on entering and maintaining State violations in the Applicant/Violator System (AVS).

What State violations are required to be entered into AVS?

The AVS contains State-issued cessation orders and State civil penalty data. States are required to enter all cessation orders and civil penalties in amounts greater than \$5,000 into the AVS; however, you may choose to enter civil penalties of lesser amounts. Bond forfeitures, as State violations, are discussed in a separate section on page 2 of this SAM.

What are the required time frames for entering State violation data into the AVS?

Each SRA is responsible for prompt and accurate maintenance of its violation records within OSM established time frames. You are not obligated to input a violation until it has remained outstanding for 30 days and then you have 30 days to enter the outstanding violation information into the AVS. Also, you have 30 days to update information to reflect any action taken that affects the status of a violation, including an order of bond forfeiture (see page 2 of this SAM). SRAs must enter and maintain complete information for violations for the system to link the violation information to AVS entities.

What data must the SRA enter into a violation record when it is created?

Certain data are imported from the AVS into a State violation record when it is created. Certain other data are required fields and must be manually entered when a violation record is created such as violation number, date of violation and current status of violation. The procedure is discussed in Section F of the AVS Users Guide: Violations.

How are State violations maintained?

Maintenance for State issued violations in the AVS is restricted to the SRA with jurisdiction over each violation. Maintenance functions include creating new violation records, updating or correcting existing data. It is critical to the accuracy of the AVS that

the status of each violation be kept current. The procedure to create, update, inactivate, or delete a violation is discussed in Section F of the AVS Users Guide: Violations. The STATE VIOLATION MAINTENANCE option from the AVS main menu will allow you to access State violation information.

What are the violation status codes SRAs use in the AVS?

There are codes to differentiate among violations that remain outstanding (A), violations that have been abated or otherwise resolved (I), and violations in the process of being resolved (C).

Each violation record has a data field to enter one of three violation status codes. The codes are discussed in Appendix 3 of the AVS Users Guide.

How are bond forfeitures entered into the AVS?

SRAs and OSM must enter information concerning bond forfeitures. The date the forfeiture order is signed is the date that should be reflected in the AVS. The forfeiture information is entered and updated through the APPLICATION/PERMIT MAINTENANCE option from the AVS main menu. The procedure is discussed in Section E of the AVS Users Guide: Applications/Permits, and Section J: Data Entry Standards.

How do I obtain more information concerning this SAM?

If you have questions regarding the entry and maintenance of State violations, please refer to the Applications/Permits (Section E), Violations (Section F), Data Entry Standards (Section J), and Appendix 3 of the AVS Users Guide or contact your AVS User Assistance Liaison at 1-800-643-9748.

Does this SAM effect other documents?

This document supersedes SAM #5, "State Violation File," dated January 23, 1998.

Signed; _____

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