

OPERATING INSTRUCTION

Management of Reporting of Regulatory Environmental
 Inspections and Subsequent Reports
 Chapter IV, page 13

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
DRMO	1	Escort the regulator while on site. Answer all the questions and provide any requested data and/or information. Whenever possible, immediately correct any deficiencies or violations identified by the regulator.
	2	Attend the regulator's exit briefing. Again, ensure the regulator does not leave with any unanswered questions. If applicable, convey to the regulator that identified deficiencies or violations have been corrected.
	3	Submit a SITREP in accordance with DRMS-I 3020.1
	4	Promptly obtain a copy of the regulator's final and/or official report from the host.
	5	Provide a copy of the regulator's final and/or official report to DRMS-TSP.
DRMS-TSP	6	Provide a copy of all reports or identifying observations, deficiencies or violations associated with DRMO operations to DRMS-NP and office of principle interest.
DRMO	7	Immediately correct deficiencies or violations not previously resolved.
	8	Prepare and provide an official written response to the host. Detail the corrective actions taken to resolve the non-compliant situation and date(s) accomplished, as well as a plan of action and milestones for all unresolved issues. Also, the DRMO must identify and contest, to/thru the host, those findings which are thought to be invalid. NOTE: The response must be coordinated with DRMS National Command.
	9	Provide a copy of the DRMO's response to DRMS National Command (DRMS-NF).
DRMS-NF	10	Provide a copy of the DRMO's response to DRMS-NP, DRMS-G, or DEUR-G.
DRMO	11	Promptly obtain a copy of the host's response to the regulator.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
DRMO	12	Provide a copy of the host's response to DRMS-NF, NP, G, or DEUR-G.
DRMS-NP	13	Track and monitor the regulatory administrative notifications and enforcement actions, ensuring that each instance of non-compliance has been corrected.
DRMS-G	14	Track, monitor, and negotiate the ultimate resolution of enforcement actions, including fines/penalties, with the host or regulator.
DRMS-NP	15	Report the regulatory administrative notifications and enforcement actions to other offices, the Command and outside agencies.