

Steps to submit your Annual Declaration in the EPAP System

Once you are logged in to the EPAP System, go to *Findings, Open by Category*, and select *Declaration*.

Under the *Category* column, click on *Declaration*.

Data (Declarations)

Declaration month information is to be entered by the assigned PAT member. Please contact your PAT member requesting a preferred Declaration month

All annual Declarations for your company are listed below.

- To add the signing executives, double-click on the Declaration line.
- To see the list of associated Themes, click on the [+] icon to the left on the Declaration line.
- To update your evaluation results for each Theme, double-click on the Theme line.

When ready to submit the Declaration, print a copy, have it signed, and file it, then double-click on the Declaration and click on Submit.

Data (Hide Unused)

Name	Type	Entity	State	Due Date	Category
	Operator	Operators	Active		Declarations

This will bring you to the *Declarations* Tab. To view the associated Themes click on the “+”

Declarations Open Add Delete Action User Assignment

	State	Declaration Period	Declaration Year	Declaration Due By
+	Declaration Not Ready	May	2011	06/30/2011

All Themes must be in a State of “Theme Complete” before the Declaration can be submitted;

Declarations [Open] [Add] [Delete] [Action] [User Assignment]

State	Declaration Period	Declaration Year	Declaration
Declaration Themes Complete	May	2011	06/30/2011
State	Theme Name		
Theme Complete	Facility & Measurement System Design/Installation/Documentation		
Theme Complete	Measurement Device Maintenance (Calibration, Inspection and Proving)		
Theme Complete	Measurement Device Operation		
Theme Complete	Sampling & Analysis		
Theme Complete	Oil Well Testing		
Theme Complete	Gas Well Testing		
Theme Complete	EFM Records		
Theme Complete	Field Production Records		
Theme Complete	Trucked Production		
Theme Complete	Fuel/Flare/Venting		
Theme Complete	Schematic/Config		
Theme Complete	Production Accounting Master Data Set Up		
Theme Complete	Production Accounting Periodic Calculation Factor Updates		
Theme Complete	Production Accounting Monthly Data Reporting		

Highlight the Declaration field and click on the *Action* button; choose *Submit Declaration* from the drop down box.

Declarations [Open] [Add] [Delete] [Action] [User Assignment]

State	Declaration	Year	Declaration
Declaration Themes Complete	May		06/30/2011
State	Theme Name		
Theme Complete	Facility & Measurement System Design/Installation/Documentation		
Theme Complete	Measurement Device Maintenance (Calibration, Inspection and Proving)		
Theme Complete	Measurement Device Operation		
Theme Complete	Sampling & Analysis		
Theme Complete	Oil Well Testing		
Theme Complete	Gas Well Testing		
Theme Complete	EFM Records		
Theme Complete	Field Production Records		
Theme Complete	Trucked Production		
Theme Complete	Fuel/Flare/Venting		
Theme Complete	Schematic/Config		
Theme Complete	Production Accounting Master Data Set Up		
Theme Complete	Production Accounting Periodic Calculation Factor Updates		
Theme Complete	Production Accounting Monthly Data Reporting		

You will receive a prompt as to confirm the Declaration has been printed. Select *OK* if the Declaration has been printed or *Cancel* if the Declaration has not been printed. (see below)

Instructions

Declaration month information is to be entered by the assigned PAT member. Please contact your PAT member requesting a preferred Decla

All annual Declarations for your company are listed below.

To add the signing executives, double-click on the Declaration line

Declarations [Open] [Add] [Delete] [Action] [User Assi]

State	Declaration Period	Declara
Declaration Themes Complete	May	2011
State	Theme Name	
Theme Complete	Facility & Measurement System Design/Ins	
Theme Complete	Measurement Device Maintenance (Calibra	
Theme Complete	Measurement Device Operation	
Theme Complete	Sampling & Analysis	
Theme Complete	Oil Well Testing	
Theme Complete	Gas Well Testing	
Theme Complete	EFM Records	
Theme Complete	Field Production Records	
Theme Complete	Trucked Production	0 0 0
Theme Complete	Fuel/Flare/Venting	0 0 0
Theme Complete	Schematic/Config	0 0 0
Theme Complete	Production Accounting Master Data Set Up	0 0 0
Theme Complete	Production Accounting Periodic Calculation Factor Updates	0 0 0
Theme Complete	Production Accounting Monthly Data Reporting	12 12 12

-- Webpage Dialog

By clicking OK, you are stating that you have first printed the declaration report as required by the EPAP Process (Directive 076). If you have not yet printed the report, click Cancel.

OK Cancel

Performing action... Please wait.

By clicking **OK**, another prompt is introduced which asks you to attest to the completeness and accuracy of the information within the Declaration. (see below)

Instructions

Declaration month information is to be entered by the assigned PAT member. Please contact your PAT member requesting a preferred Declaration month.

All annual Declarations for your company are listed below.

• To add the signing executives, double-click on the Declaration line

Declarations Open Add Delete Action User Assign

State	Declaration Period	Declaration Year	0	0	0
Declaration Themes Complete May 2011					
State	Theme Name				
Theme Complete	Facility & Measurement System Design/Ins		0	0	0
Theme Complete	Measurement Device Maintenance (Calibra		0	0	0
Theme Complete	Measurement Device Operation		0	0	0
Theme Complete	Sampling & Analysis		0	0	0
Theme Complete	Oil Well Testing		0	0	0
Theme Complete	Gas Well Testing		0	0	0
Theme Complete	EFM Records		0	0	0
Theme Complete	Field Production Records		0	0	0
Theme Complete	Trucked Production		0	0	0
Theme Complete	Fuel/Flare/Venting		0	0	0
Theme Complete	Schematic/Config		0	0	0
Theme Complete	Production Accounting Master Data Set Up		0	0	0
Theme Complete	Production Accounting Periodic Calculation Factor Updates		0	0	0
Theme Complete	Production Accounting Monthly Data Reporting		12	12	12

-- Webpage Dialog

By Submitting the Declaration, you are attesting that all information contained within is complete and accurate.

OK Cancel

⌚ Performing action... Please wait.

By clicking **OK** the Declaration and Themes are now locked and can not be modified.

State	Declaration Period	Declaration Year	Declaration Due By
Declaration Submitted May		2011	06/30/2011
State	Theme Name		
Theme Complete	Facility & Measurement System Design/Installation/Documentation		
Theme Complete	Measurement Device Maintenance (Calibration, Inspection and Proving)		
Theme Complete	Measurement Device Operation		
Theme Complete	Sampling & Analysis		
Theme Complete	Oil Well Testing		
Theme Complete	Gas Well Testing		
Theme Complete	EFM Records		
Theme Complete	Field Production Records		
Theme Complete	Trucked Production		
Theme Complete	Fuel/Flare/Venting		
Theme Complete	Schematic/Config		
Theme Complete	Production Accounting Master Data Set Up		
Theme Complete	Production Accounting Periodic Calculation Factor Updates		
Theme Complete	Production Accounting Monthly Data Reporting		

You have successfully submitted your Declaration.