

WHITE PAPER



TCO

Land Services

Compliance

Established in 1958

LEVERAGING TECHNOLOGY TO REDUCE COMPLIANCE RISK

THE CHALLENGES OF SIMPLY KEEPING UP

Keeping up with the many compliance and paperwork related submittal deadlines is becoming increasingly burdensome for teams with little transparency into what is coming due. And as resources and critical knowledge unfortunately walk out the door during layoffs, it becomes increasingly important to get organized around compliance. While agencies have been working remotely, their work has continued, field inspections too.

Common notices of violation:

1. **Missing compliance deadlines** - paperwork received late
2. **Missing paperwork** - required paperwork never received
3. **Missing Conditions of Approvals** - failure to complete action items associated with COA
4. **Missing permit conditions** - failure to comply with permitted levels or activities

WAYS TO REDUCE RISK OF COMPLIANCE VIOLATIONS

Risk of these violations can be managed, even within small teams. Tasks should be organized to work on the right thing at the right time. This ensures your limited resources are focused on the highest priority items. There are a lot of ways to organize tasks but when it comes to compliance, due dates are a major driver of the work people should be completing. It is human nature to work on things we like but to ensure work is most efficient and deadlines are met, it should be organized by what needs to get done. While spreadsheets have assisted, using technology can help organize by visualizing the workflow, tasks, and allow assignments of work.

With changing regulations happening frequently, including an entire overhaul of Colorado's governing oil and gas rules, keeping up with the new requirements including new forms or new reporting schedules becomes more critical. A process for incorporating changing regulations will help to reduce risk of missing a new requirement. Further, utilizing technology to maintain compliance with regulations is a way to manage this risk.

Communication, especially between field and offices, is important to ensure conditions of approval for a permit are translated to the field and are completed. Also, keeping a close eye on operating conditions will ensure permit conditions are not violated. Leveraging technology to automatically notify individuals of assignments, due dates and document evidence of completion are opportunities to make communicating key compliance information more effective.

Agencies historically have and will continue to issue violations in these areas. Due to the nature of these violations, fines could be assessed for multiple days and can become costly. By leveraging technology for effective task management your team can stay on top of all your work and meet compliance deadlines seamlessly. Our team and software can help get you started.

TECHNOLOGY CAN PLAY A BIG PART

Technology-based solutions exist to make compliance easier by automating workflows and tasks. Our TitleSuite software, as an example, automates compliance workflows with event-driven triggers. For instance, when an analyst checks a step in the permitting process as completed, TitleSuite then triggers the additional steps and automatically notifies the individuals responsible for completing the next tasks in the workflow.

Since TitleSuite is based in the cloud, the system can be accessed from anywhere and allows for transparency and visibility of compliance related tasks coming due, giving clients ease of mind that tasks are being completed and compliance is being maintained.

Benefits of automated workflows for compliance:

- Never miss a deadline
- Fewer Notices of Violation
- Reduced fines and penalties associated with NOVs
- Increased productivity and work satisfaction
- Improved organizational memory of critical compliance processes

ABOUT TCO

Since 1958 TCO Land Services is one of the longest-standing national land services companies in the oil and gas industry. Our services are delivered by experienced land professionals who have delivered thousands of successful projects over a nearly 60-year track record. Our proprietary TACT/Title Tree technology platform ensures our work is performed efficiently, productively and that we deliver a standardized and consistent high-quality product.

Glenn Land and Pam Cortese are the third generation of dedicated industry veterans to lead TCO Land Services. Combined, they have over 30 years of work experience at TCO and are leading our initiative to leverage technology for client advantage.



For compliance and permitting related issues and questions please contact:

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