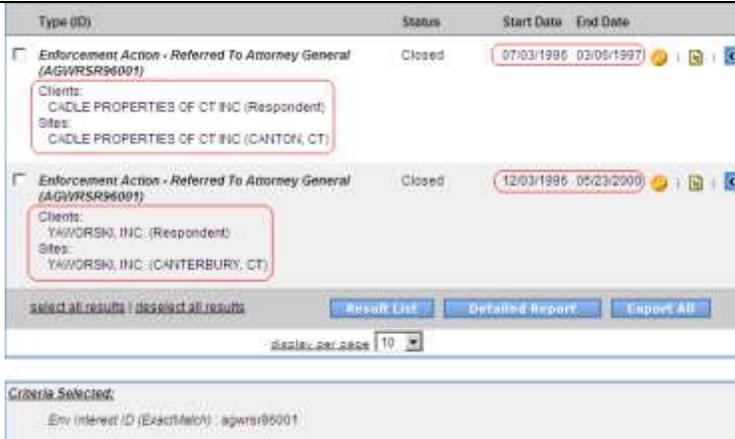


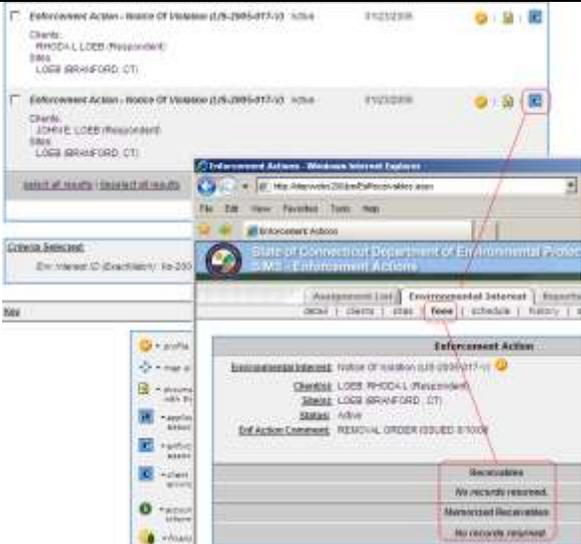
Steps to Remove Duplicate Enforcement Environmental Interests

12/21/09

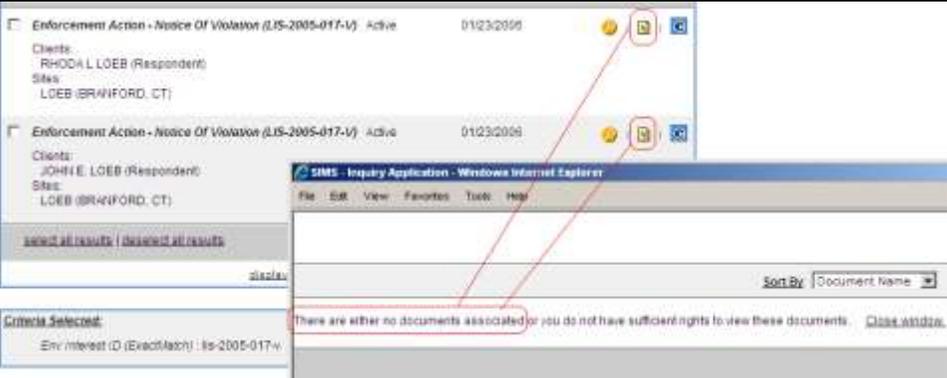
1. OIM will provide a report of duplicate Enf EI's by EI Type to each Enforcement program
2. The users will search for the EI using SIMS Inquiry.
3. Review the results to determine if the EI's are truly duplicates

4. 

5. If they are not duplicates, determine if any data (EI#, EI Type, EI Program) should be changed to make them unique.
6. If they are duplicates, review the differences (Start & End Dates, Status, Client, Site, Program)
7. Choose the one you wish to mark as a duplicate. Check to see if it has Fees. If it does, check the the other EI to see if it has fees. If they both are associated to Fees, see F&SS for help. **(DO NOT mark an Enf Action as a DUPLICATE if it has any Fees or Documents associated). Note: CANCELED Fees do not show on the Fees Submenu. You will be prevented from Removing a Client if there are CANCELED Feed associated.**

8. 

9. If one of them or both of them do not have Fees associated, check to see if there are documents associated. If there are documents associated, you must alter the Document Index values to reassociate the document to the other EI. **(DO NOT mark an Enf Action as a DUPLICATE if it has any Fees or Documents associated)**

10. 

11. If the clients are different, determine if you need to associate the client on the duplicate with the EI you are keeping.

By Site | **By Environmental Interest** | By Client | By Document

records returned: 2 (1 - 2) Sort By: Type Descending [Go](#)

display per page 10

Type (ID)	Status	Start Date	End Date
<input type="checkbox"/> Enforcement Action - Notice Of Violation (LIS-2005-017-V)	Active	01/23/2006	
Clients: RHODAL LOEB (Respondent) Sites: LOEB (BRANFORD, CT)			
<input type="checkbox"/> Enforcement Action - Notice Of Violation (LIS-2005-017-V)	Active	01/23/2006	
Clients: JOHN E. LOEB (Respondent) Sites: LOEB (BRANFORD, CT)			

select all results | deselect all results Result List Detailed Report Export All

display per page 10

Criteria Selected:
 Env Interest ID (ExactMatch) LIS-2005-017-V

12.

Type (ID)	Status	Start Date	End Date
<input type="checkbox"/> Enforcement Action - Notice Of Violation (LIS-2005-017-V)	Active	01/23/2006	
Clients: JOHN E. LOEB (Respondent) RHODAL LOEB (Respondent) Sites: LOEB (BRANFORD, CT)			
<input type="checkbox"/> Enforcement Action - Notice Of Violation (LIS-2005-017-V)	Active	01/23/2006	
Clients: JOHN E. LOEB (Respondent) Sites: LOEB (BRANFORD, CT)			

13.

14. Choose the EI that will be the duplicate. On the DETAIL submenu,
15. change the Enf Action ID to DUPLICATE (Use this EXACT spelling).
16. Set a Resolution date of the same date it was issued.
17. Set a Resolution of 'Withdrawn'

Enforcement Action

Environmental Interest: Notice Of Violation (Duplicate) [Find](#)

Clients: LOEB, JOHN E. (Respondent)

Sites: LOEB (BRANFORD, CT)

Status: Closed Action Date: 1/23/2006

Enf Action Comment: REMOVAL ORDER ISSUED 5/10/08 [Add Document](#)

Enforcement Action Details [Add New](#)

Program: OLISPENF - OLISP Enforcement [Edit](#)

Water Protection & Land Reuse
 OLISP, Office of Long Island Sound Programs (W/LongIsland)

Enforcement Action ID: Duplicate Action Date: 1/23/2006

Assigned Staff: Chase Cheryl A.

Environmental Benefits:

Number of Violations:

Category:

SEP Environmental Benefits:

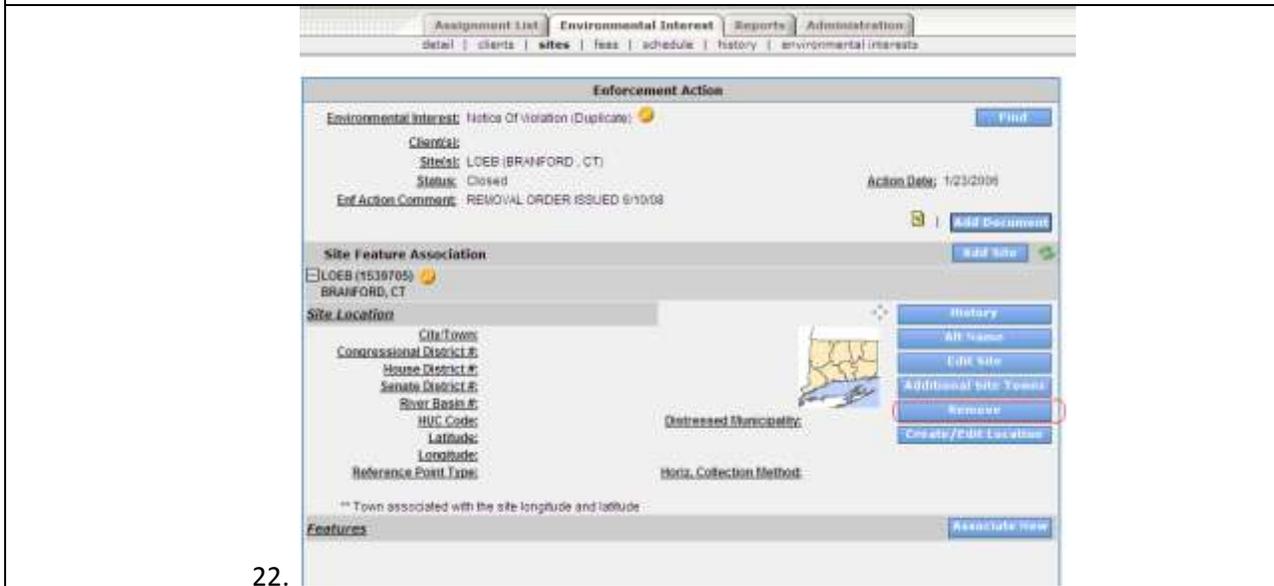
Resolution Date: 12/2/2009
 Resolution Type: Revoked or Withdrawn

18.

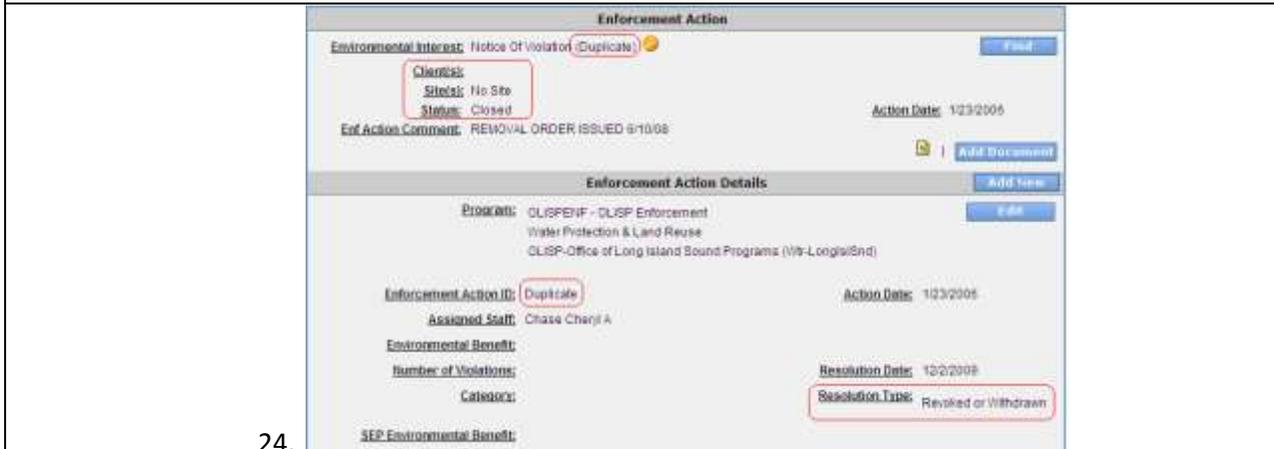
19. Remove the Client



21. Remove Feature & Site – Make sure the sites are the same on both before removing. If they are different, decide which site is correct and ensure that is the one associated with the Enf Action that will be kept.



23. The Final DUPLICATE should look simiir this.



25. These DUPLICATE EI records may be used as place holders for future enforcement actions. Basically, a user would edit one of these EI's and change the data and associaite clients & sites.

