

DIVISION OF MINERAL MINING PROCEDURES MANUAL		PROCEDURE NO.	4.18.00
		ISSUE DATE	01/08/96
SUBJECT	Contractor Information	Section	Permitting
		Last Revised	

OBJECTIVE AND INTENT:

To ensure timeliness and consistency of contractor information provided by operators.

PROCEDURES:

1. Mine Inspectors, as part of their inspection routine, will ensure that all independent contractors are identified on the mine license information in accordance with *45.1-161.59*.
2. Mine Inspector will ensure that the required contractor information includes:
 - the contractors name, address, telephone number, contact person and a brief description of the work being performed by the contractor
3. The Inspector may accept the contractor information in a signed letter submitted to the DMM office or as part of the annual renewal using the ***License Renewal Application (DMM-157)***. As contractors come and go on the mine site they must be reported to the DMM office. Reports are to be made as soon as possible but no later than 30 days after initiation of the contractor activity.
4. When a Mine Inspector receives a contractor notification from an operator he will send the notice to the DMM office for processing.
5. The Program Support Technician will receive the contractor notification letters or License Renewal Application in the DMM office. The Program Support Technician will log the contractor information into the Mineral Mining System in the Permitting area. When the information is logged into the system the Program Support Technician will initial and date the letter or form to verify data entry. They will then make a copy of the letter or form and mail it to the appropriate Mine Inspector. The original will be placed in the permit file.
6. No confirmation to the operator will be required.