

<b>DIVISION OF MINED LAND RECLAMATION</b>		<b>PROCEDURE NO.</b>	1.2.04
<b>PROCEDURES MANUAL</b>		<b>ISSUE DATE</b>	04/10/15
<b>SUBJECT</b>	Mailing – Administrative Decisions	<b>Section</b>	ALL
		<b>Last Revised</b>	September 10, 2007

**OBJECTIVE AND INTENT:**

To ensure each agency decision that may be subject to administrative or judicial review is expeditiously mailed.

**GENERAL:**

The Division generally serves agency actions or decisions directly to the person/party involved, by certified mail, or by electronic mail. Electronic mail may officially used if the operator has submitted a completed consent form (DMLR-PT-265). By documenting when the party received the decision, the agency can calculate the period of time the person has to request administrative review based upon applicable statutory or regulatory time limits.

**PROCEDURE:**

A decision that is subject to administrative or judicial review under the Virginia Coal Surface Mining Control and Reclamation Act of 1979, as amended, or the Virginia Administrative Process Act shall be either hand delivered, sent by certified mail, or by electronic mail to the person it is directed or to his designated agent.

A decision sent by certified or electronic mail shall be mailed on the date of the decision, but no later than 2 working days from the decision date.