

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	3.1.03
PROCEDURES MANUAL		ISSUE DATE	4/10/2015
SUBJECT	Monthly/Quarterly Reports	Section	Reclamation Services
		Last Revised	April 17, 2006

OBJECTIVE AND INTENT:

To ensure the Field Inspector and Supervisor prepares, maintains, and timely submits accurate reports.

PROCEDURES:

To ensure timely processing, the following shall be submitted to the Field Supervisor -

AML/Reports Prepared by Field Inspector

Item	Submittal Date
AML/ inspection reports	within a week of completion of inspection report
AML invoices/	within five working days of receiving the invoice from BSG.
AML complaint investigation report	sent to field supervisor within 10 days of receipt of complaint
AML project closeout (Form AML-171)	within a week of final site inspection with supervisor
AML change order	inspection report and 2 original change orders immediately

Enforcement/Reports Prepared by Field Inspector

Item	Submittal Date
Enforcement inspection reports	sent to operator and uploaded within 5 working days
Enforcement actions (NOV, RON, CO)	sent to field supervisor within 5 working days*
Complaint investigation report	sent to field supervisor within 10 days of receipt of complaint

*Supervisor must submit enforcement actions to the Assessment Officer within 5 days of receipt

Monthly Reports Prepared by Field Inspector:

Item	Submittal Date
Mileage reports (include log sheet/receipts)	sent to field supervisor and procurement officer by end of 5th work day of new month
Inspector's Monthly Self-evaluation report (OPTIONAL)	Sent to field supervisor any time after end of month
Diary entries(electronic in DMLR enforcement program)	complete for month by 2nd work day of new month
Leave slips	at least monthly to field supervisor
Cell Phone Call Log	By the 15 th of the following month to OGS manager
Electronic Inspector Hours Report (Optional)	by the end of the 2 nd working day of the new month to field supervisor

Status reports:

Inspectors shall run and check for accuracy the following reports from the DMLR Computer system at the end of each month:

- Unresolved Complaints.
- Inspection frequency.

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- Approaching due dates.

Inspectors shall also run the following reports in DYNAterm at the end of each month and check for:

- Possible patterns of violations regarding assigned permits.
- Temporary cessation due dates.

Quarterly Reports Prepared by Field Inspector - submitted to the Field Supervisor quarterly by end of 2nd work day of the new quarter:

- Frequency field sheet(s) for quarter just completed
- Inspector's electronic quarterly inspect able units report (see supervisor for latest version)
- New quarter field frequency sheet(s)
- Review Mid-Terms Due Report generated by the DMLR Enforcement Program
- Review Approaching Due Dates Report generated by the DMLR Enforcement Program

Monthly and Quarterly Reports Submitted by the Field Supervisor:

The Supervisor shall:

- review approve, sign and forward AML invoices, and accompanying inspection reports.
- review I all items submitted monthly by the Inspector, and forward applicable documents such to the Big Stone Gap office by the 5th working day of each month.
- review all items submitted quarterly by the Inspector, then forward such to the Big Stone Gap office for processing and forwarding by the Reclamation Services Office Services Specialist by the 5th working day of the following quarter
- Ensure quarterly frequency has been met
- Ensure patterns of violations have been addressed
- Quarterly Review Temporary Abandoned Due Dates
- Review Status of Outstanding Violations
- Review Status of Outstanding Complaints
- Review Status Water Orders/Subsidence Orders
- Review Mid-term report
- Review Quarterly Inspectable units report

The Reclamation Services Office Services Specialist shall compile and distribute the Monthly and Quarterly Reports to the appropriate agency personnel.