

DIVISION OF MINERAL MINING PROCEDURES MANUAL		PROCEDURE NO.	4.12.00
		ISSUE DATE	09/10/91
SUBJECT	Mineral Mining Quarrying Schedule (Tonnage Report)	Section	Permitting
		Last Revised	

OBJECTIVE AND INTENT:

To ensure that annual production information is collected and handled in an efficient and timely manner.

PROCEDURES:

1. In December the Program Support Technician will prepare a mailing to operators to collect the worker and production information as required by 45.1-161.292:35, *Code of Virginia*. The mailing will include a transmittal letter, ***Mineral Mining Annual Tonnage Report (DMM-146)***, and a self-addressed return envelope. All permits will receive a request for production information.
2. The Program Support Technician will receive the production information and review it for completeness within 5 days after receipt. Reports found to be incomplete on first review will be returned to the operator for correction or additional information. Resubmitted reports found to be incomplete will be returned to the Mine Inspector to obtain needed information. Mine Inspectors will receive copies of letters and reports returned to operators.
3. Complete reports will be entered into the Tonnage section of the Mineral Mining System within 10 days of receipt (refer to Mineral Mining System Manual for directions).
4. After the data entry process is completed a copy of the ***Mineral Mining Annual Tonnage Report (DMM-146)*** will be sent to the Mine Inspector. The original report will be filed in the DMM office permit file.
5. After February 15 the Program Support Technician will enter the Mineral Mining System and generate the Delinquent Tonnage Report and distribute it to the Mine Inspectors and Mine Inspector Supervisors. The Delinquent Tonnage Report will be provided from the DMM office once each year. After the initial report the Mine Inspectors will access the system and generate their own report to track delinquent tonnage.
6. Mine Inspectors will issue a Notice of Violation to operators who have not submitted production information by February 25 of each year. Prior to issuing a Notice of Violation the Mine Inspector will contact the DMM office and attempt to contact the operator to assess the status.