

**DEPARTMENT OF MINES, MINERALS AND ENERGY
DIVISION OF MINED LAND RECLAMATION**

GUIDANCE MEMORANDUM¹ No. 20-07

Issue Date: November 28, 2007

Subject: Permit Applications - Submittal of Corrections, Description of Attachments, and File Path Lengths

This memorandum describes new procedures designed to expedite DMLR's review of permit applications. Specifically, it provides direction for submitting corrections, standards for the description of attachments, and limitations on file path lengths. **Companies should begin using these processes immediately.**

Submittal of Corrections

Any corrections and/or responses to a DMLR reviewer's comments will only be accepted after DMLR has completed its current review and the application has been returned to the permittee or consultant for additional information. Corrections and responses will not be accepted while the application or subsequent submittal is being reviewed and considered by the DMLR's staff. This will avoid confusion and ensure that the application is being reviewed in an orderly and efficient manner.

After receiving the application back with the DMLR comments, the permittee or consultant can make the corrections at his/her office or at the DMLR office utilizing his/her own computer or the computer in the Customer Assistance Center (if available). Once the necessary information has been furnished and comments addressed, the permittee/consultant may return the application for further review. The corrections and responses may be submitted to the DMLR's Big Stone Gap office by returning the application on compact disc (CD) or through the DMME's ftp site (<ftp://mail.dmme.virginia.gov/ep/dfile/>). Corrections submitted on paper must be submitted to the DMLR's office.

Description of Attachments

Where items in the electronic permit application require an attachment, the description section should include the name of the attached item and the application number (e.g. *Operations Narrative-1009999, DMLR-PT-034D-1009999*). By using this type of description, the DMLR reviewer will be able to select the appropriate attachment for review. However, do not change

¹ This Memorandum is to be considered a guideline issued under the authority of § 45.1-230.A1 of the Code of Virginia which reads:

"In addition to the adoption of regulations under this chapter, the Director may at his discretion issue or distribute to the public interpretative, advisory or procedural bulletins or guidelines pertaining to permit applications or to matters reasonably related thereto without following any of the procedures set forth in the Administrative Process Act (§ 2.2-4000 et seq.). The materials shall be clearly designated as to their nature, shall be solely for purposes of public information and education, and shall not have the force of regulations under this chapter or under any other provision of this Code."

the application number on an existing document unless it has been modified for the current application being submitted.

File Path Lengths

When attachments are made to an electronic permit application, the file path name should be limited to thirty-six (36) characters or less. Items with a longer file path will not open in the DMLR in-house version of the electronic permit application.

It is recommended that abbreviations be utilized to assist in shortening the file path name (e.g., *Sediment Basin Design Sheet Pond Number 001-1009999* could use *Sed Bsn Desn Pond 001-1009999*). To check the length of a file path name for an attachment, click the Attachments button on the bottom left of the electronic permit application screen, and scroll down the list under the "Status" column. If the attachment name is longer than 36 characters, the Status indicator will contain an "L" followed by the total number of characters in the file path name (e.g. OK-L41). If that occurs, the file path name should be shortened to no more than 36 characters prior to submitting to DMLR. However, do not change the application number on an existing document unless it has been modified for the current application being submitted.

Should you have any questions regarding this guidance memorandum, please contact the DMLR Reclamation Program Manager at (276) 523-8160.