

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	3.1.01
PROCEDURES MANUAL		ISSUE DATE	February 15, 2013
SUBJECT	Daily Reports	Section	Reclamation Services
		Last Revised	12/10/12

OBJECTIVE AND INTENT:

To provide a permanent record of the daily activities of Field Inspectors and Supervisors.

PROCEDURES:

Each Field Inspector and Area Supervisor shall be responsible for entering his/her daily activities on the Diary Entry Screen in the Enforcement Laptop System, and uploading the information to the DMLR database.

The following **codes** will be used:

*** Entries for each code will include applicable travel time, report writing, and follow-up**

DIARY CODE	DESCRIPTION
AML-EMER-COMPL INVES	investigation of an AML feature that constitutes an emergency situation
AML-EMER-INSPECTION	any inspection of an AML state declared emergency project. *
AML-EMERG PROJ MGT	an AML state declared emergency project, not involving inspection , but including pre-bid, realty preparation, meetings, plan review, and close-outs (including all travel time).
AML-NONEM-COMP INVES	investigation of an AML non-emergency complaint.
AML-NONEM-INSPECTION	any inspection of an AML non-emergency project. *
AML-NONEMER PROJ MGT	an AML non-emergency project, not involving inspection , but including: pre-bid, realty preparation, meetings, plan review, and close-outs (including all travel time).
AML-Training	AML training events, seminars, Title IV mentoring, etc.)
ACTIVE INSPECTION	any inspection of sites with operation status of A, RA, PP, PN, NP, and NS; permit review time in preparation for site inspection; meetings; and/or, related research (Preamble, AVS sources, procedures, etc.) including time spent on such activities conducted off-site. *
AREA RECONNAISSANCE	reconnaissance/surveillance for disturbances, environmental monitoring (i.e., storm damage, black water), etc.
BOND FORF INSP	inspection of sites where bond has been forfeited. *
COMPUTER WORK	work which can only be accomplished by computer such as e-mail, data entry, generation of system reports, etc. Does not include any report writing.
ENF-COMPLAINT INVEST	investigation of an enforcement complaint (Title V issue).
ENF - REVIEW MATERIAL	review of enforcement documents which are not associated with an inspection such as anniversary reports, certifications, revisions, renewals, new permit applications, pre-inspections, coal exploration notices, mid-term, etc.
HOLIDAY/LEAVE	all types of leave.
HEARINGS/PREP MTGS	hearing preparation meetings, hearings, document/exhibit preparation, and research.

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DIARY CODE	DESCRIPTION
INACTIVE INSPECTIONS	any inspection of sites with operation status of I, permit review time in preparation for site inspection, meetings, and/or related research (Preamble, AVS sources, procedures, etc.) including time spent on such activities conducted off-site. *
INCLEMENT WEATHER	only use during official office closings.
MEETINGS	any meetings not otherwise allocated to a diary code.
NRCS	partnership effort with the Natural Resource Conservation Service.
POWELL RIVER PROJECT	the Powell River Project.
SPECIAL PROJECT	committees, in-house presentations, tours, Supervisor assignments, etc.
TRAINING	training events, seminars, Title V mentoring, etc.
VEHICLE MAINTENANCE	maintenance of assigned vehicles whether at a DMME facility or commercial facility (includes travel time).
SUPERVISORS' CODES	
SPV AML-EMER PJT MGT	state declared AML emergency projects, not involving an inspection, but including: file update, meetings; plan review, Inspector re-assessment and pre-bids (includes all travel time).
SPV AML-NONEM PJT MGT	AML non-emergency projects, not involving an inspection, but including: file update, meetings; plan review, Inspector re-assessment and pre-bids (includes all travel time).
SPV AREA MANAGEMENT	management of inspector workloads, fleet management, permit issues, black water monitoring, on-site inspections with an inspector, etc. (Does not include computer work.)
SPV PERSONNEL MGMT	personnel matters.
SPV REVIEW MATERIAL	review/comment on any documents.

Generally, for each time code used; time listed should be rounded to no less than 30 minute intervals.

Items to be entered in the comment section should include-

- name and title of all persons with whom there was contact, including subject matter, which has not been documented in an inspection report;
- a description of any permit/project materials reviewed; and,
- any other pertinent information about your daily activities.