

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	2.3.07
PROCEDURES MANUAL		ISSUE DATE	04/10/15
SUBJECT	Completion Letters and Materials	Section	Reclamation Services /Permitting
		Last Revised	April 17, 2006

OBJECTIVE AND INTENT:

To ensure the permittee submits the required information to the DMLR when declaring mining activities complete on a permit and to ensure the staff review of completion materials is thorough and consistent.

PROCEDURES:

The Field Inspector shall instruct the permittee to **submit a completion letter** to the Division’s Reclamation Program Manager(Permitting) after mining activities are completed at the permit site if the permittee is unable to complete reclamation operations and submit the necessary completion report materials to the Inspector prior to the permit’s next anniversary date.

The Inspector shall inform the permittee that prior to submitting the completion letter to the Big Stone Gap office, the letter must contain original signatures (hard copy) of a company official (or individual possessing the permittee’s power of attorney), then reviewed and initialed by the Inspector. The Inspector shall ensure the letter accurately contains:

- the complete company name and permit number.
- the date mining activities were completed.
- a statement or brief explanation of the permit’s reclamation status and an estimate of the date of implementation of the PMLU in order for the Division to set a deadline for submittal of completion materials
- any other information the Field Inspector may deem pertinent.

If the letter contains the appropriate information, the Inspector shall sign or initial it and indicate the date of review.

The Inspector will enter the date the completion letter was accepted and initialed and the date completion reports will be due on the “Permit Field Update” tab in the DMLR System

Processing and Notifications:

Upon receipt of the completion letter at the Big Stone Gap office, the Permitting Office Services Specialist shall ensure the Field Inspector has initialed it. Any comments made by the Inspector will be reviewed and acted upon by the Permit Review Specialist.

As directed by the Permit Review Specialist or a Reclamation Program Manager(Permitting), the Permitting Office Services Specialist shall:

- assign a deadline based on the estimated implementation of the PMLU in the permittee’s

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completion letter for completion of reclamation and submittal of completion report materials.

- E-mail a copy of the completion letter for distribution to the Field Inspector and OSM.
- E-mail a copy of the letter to the permittee and field inspector, notifying it of the due dates for completion of reclamation and submittal of the completion report materials.
- place a copy of the letters in the permits supplemental folder located in \\wap01512\DMLR\permit_supplements

Extension of Deadlines:

A written request for an extension of the completion material submittal due date, if necessary, may be made by the permittee through the Inspector. On the written request, the Inspector shall –

- sign or initial the signed hard copy ,
- indicate the date of review, and
- note whether the request is recommended to be approved or denied.

The Inspector will instruct the permittee to submit an approved request immediately (and as far in advance of the submittal due date as possible) to the Big Stone Gap office for processing by the Permit Review Specialist. In addition, the Inspector shall document the approval or disapproval in the inspection report.

The Permit Review Specialist shall receive the request, and will direct the final processing through the Permitting Office Services Specialist.

Should the permittee fail to submit the completion materials to the DMLR by the original due date or an approved extension date thereof, the Inspector shall issue a notice of violation (see Procedure #3.3.01).

The Inspector will enter the extended completion material due date on the “Permit Field Update” tab in the DMLR System as necessary.

Completion Materials -

Prior to the review and submittal of completion materials, the Inspector shall inform the permittee that all reclamation, including seeding tree planting and implementation of any other approved PMLU of the permit site must be completed.

The completion material should be prepared by using E-form application containing the following information: **NOTE: If there are any pending revisions to the permit under review by DMLR (or revision(s) which may be needed to facilitate the completion report), the applicable revision(s) must have final approval/action prior to a request for a data dump for the completion report.**

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DMLR-PT-034e Sections	Item/Narrative/Attachment
1.6	Enter the code of “CR” to designate completion report
1.16	Section(s) to be modified by the application
3.12	Amount of acreage being deleted
9.4	Seeding reports (DMLR-PT-011)
10.1	Narrative (Note: If the application involves incremental bonding, the narrative shall identify the specific bond reduction amount for each increment.)
21.1	Certification-application for permit (DMLR-PT-034D)
21.1	Maps
21.4	Map Legend (DMLR-PT-017)

When reviewing the completion materials, the Inspector shall, utilizing the Completion Map -

1. review the original permit map and all revision and relinquishment maps approved since issuance of the permit.
2. check the map legend (**DMLR-PT-017**) of each map to note total acreage covered by the permit.
3. compare the outline of the permit boundaries on the completion map with the original map and all revision and relinquishment maps.
4. check areas shown as regraded, vegetated, and seeded on the completion map with actual site conditions, ensuring the proper colors or designations were used for those areas.

The total number of acres disturbed should equal the total number of acres disturbed since original issuance of permit, less any relinquished disturbed acreage.

If the permit involved underground mining operations, the completion materials shall also include a map showing the extent of underground mining conducted after October 24, 1992.

Upon approval of the completion materials by the Inspector, the materials will be processed as any other E-form application. Once the inspector submits the E-form application, the permitting section will review the submittal for final approval. The Inspector shall confirm that the approval date for the completion materials has been updated in the DMLR Enforcement System.