



COMMONWEALTH OF VIRGINIA

Department of Mines, Minerals and Energy

Division of Mineral Mining
900 Natural Resources Drive, Ste. 400
Charlottesville, Virginia 22903
(434) 951-6310
Conrad T. Spangler, III, Division Director

MEMORANDUM

TO: All Licensed Mine Operators

FROM: _____
Conrad T. Spangler

SUBJECT: Standardized Formatting Of Paper Documents

DATE: August 11, 2008

The Department of Mines, Minerals and Energy, Division of Mineral Mining is currently transitioning from a paper filing system to an electronic based system.

This conversion from paper to electronic media will require some changes in your preparation and formatting of paper documents submitted to the Division, which are outlined in the enclosed Communication Memorandum 04-08.

Your cooperation in following these criteria is greatly appreciated. With your assistance the transition from a paper to electronic filing system will be smooth and seamless.

Enclosure.

**DEPARTMENT OF MINES, MINERALS AND ENERGY
DIVISION OF MINERAL MINING**



COMMUNICATION MEMORANDUM NO. 04-08

August 1, 2008

INQUIRY:

The Division is encouraging the use of the DMM e-Forms Center, our electronic forms submittal system. Paper submittal of renewals, amendments and other required documents will continue to be accepted. However, in order to maintain a uniform filing system of documents submitted either electronically or by paper, all documents are filed and archived using the DMM e-Forms Center by the Division. This provides an electronic file cabinet of the latest permit documents and historical archives that can be accessed by the operator as well as Division staff.

DIVISION

DIRECTIVE:

The following guidelines should be followed when submitting paper documents to the Division. This allows documents in these formats to be converted to digital format by DMM.

- 1) Text documents should be submitted in black print on white background using standard 8½" x 11" paper. Where necessary larger sheets may be used up to 11" x 17". Large-scale maps and design sheets are excluded from these criteria.
- 2) Pages containing narratives should be single-sided and printed using a 12 point font.
- 3) Pages should not be stapled or spiral bound. Where necessary, items should be attached or held together with paper or binder clips. Large documents should not be bound, but submitted in three ring binders; the second copy should be rubber banded. Spiral bound documents cannot be accepted.
- 4) Maps and design sheets should be either folded 8½" x 11" and placed in the back of the document or rolled and submitted separately. All maps and design sheets should be labeled with the permit name and number when available. When referenced back to the narrative, such maps or drawings should be clearly identified. **Two paper copies of permit maps and legends** must be submitted to the Division for all mapping changes.

The following criteria should be used when submitting documents electronically through the DMM e-Forms Center.

- 1) **Two paper copies of permit maps and legends** must be submitted to the Division for all mapping changes, even if the maps are submitted as electronic document attachments. Permit Maps and Legend should be attached to DMM170 page 1.
- 2) Operational, Drainage, and Reclamation Plan Narratives, Drawings and Maps should be attached to DMM170 Page 6, item 10.
- 3) Deeds, Leases and Right of Entry documents should be attached to DMM170 Page 5, item 6.
- 4) Please note if you begin to submit the documents for a permit using the DMM e-Forms Center, you will be expected to continue submitting documents in that manner.