

<b>DIVISION OF MINERAL MINING PROCEDURES MANUAL</b>		<b>PROCEDURE NO.</b>	4.6.00
		<b>ISSUE DATE</b>	09/10/91
<b>SUBJECT</b>	Amendments	<b>Section</b>	Permitting
		<b>Last Revised</b>	

**OBJECTIVE AND INTENT:**

To provide a consistent process to allow mine operators to make changes in their approved plans.

**PROCEDURES:**

An amendment is required to make any change in an operators' approved plan. All amendments must be signed by a listed company official or other appropriately designated company official. All requests for amendment must be reviewed by the site Mine Inspector prior to review by the DMM office staff.

1. The Mine Inspector will review the amendment materials to ensure that they contain all information necessary to comply with all regulatory requirements. The Mine Inspector will complete the field review within 30 days of receipt. If the review finds the amendment complete it will be forwarded to the DMM office. If the amendment is incomplete the Mine Inspector will return it to the mine operator with an ***Inspection Report (DMM-104)*** detailing any inconsistencies and necessary actions to complete the amendment package.
2. Upon receipt of an amendment from the operator the Program Support Technician will review the amendment for completeness and verify that the Mine Inspector has reviewed and approved the amendment for submittal to the DMM office. The Program Support Technician will conduct the completeness review within 2 days after receipt. If the Mine Inspector has not reviewed the amendment, the amendment will be mailed to the site Inspector for review.
3. When the Program Support Technician or Mine Inspector receives an amendment they will log the amendment onto the Mineral Mining System; (See *Permit/Amendment Application Tracking Procedure 4.16.00*) Application Tracking sub system. The application tracking number will be written on the ***Request for Amendment (DMM-113)*** by the Program Support Technician or Mine Inspector. The complete amendment will be passed on to the Environmental Engineer Consultant for review or field approved in accordance with *Field Approval Procedure 4.10.00*.
4. The amendment will be reviewed by the Environmental Engineer Consultant in accordance with the *DMM Permit Application Review Procedure 4.13.00*. The Environmental Engineer Consultant will complete the review within 21 days after receipt.
5. If the Environmental Engineer determines that the amendment is not suitable for approval, he will return the amendment to the Mine Inspector or operator with a letter detailing the required information.
6. When the amendment is approved by the Environmental Engineer Consultant, it is then submitted to the Program Support Technician to compose a letter to accompany the amendment package and/or bill for required fees. After the amendment has been approved and any fees received, all fields in the Mineral Mining System pertaining to the amendment are updated by the Program Support Technician. The Mine Inspector is given copies of the amendment package and the originals are kept at the DMM office. Request for fees will be mailed to the operator within 3 days after receipt by the Program Support Technician.
7. Field approved amendments will be handled by the Program Support Technician in accordance with parts 2, 3, and 6 of this Amendment Procedures.