

DIVISION OF MINERAL MINING PROCEDURES MANUAL		PROCEDURE NO.	2.7.00
		ISSUE DATE	05/21/97
SUBJECT	Inspection Reports	Section	Enforcement
		Last Revised	

OBJECTIVE AND INTENT:

Complete, accurate, and consistent reporting of inspection activities is important in establishing a record and history for each mine permit/license.

PROCEDURES:

Completion of *Inspection Report (DMM-104)*:

- Unless impractical to do so, all *Inspection Reports* will be filled out on site and copies given to or mailed to the appropriate company official. Safety violations will be issued immediately at the time of the inspection and the operator or his agent will be given a copy of the *Inspection Report* along with the completed *Notice/Order* form (DMM 104b) prior to leaving the site. If the operator or his agent is not present during the inspection, the mine inspector will contact the operator or his agent as soon as possible, discuss the nature of the violation, and deliver the operator’s copy of the *Inspection Report* and *Notice/Order* form by hand or through the mail. Inspection Reports for multiple day inspections will be issued at the end of the complete inspection.
 - All data entries on the *Electronic Inspection Report* screen will be reviewed during each inspection and updated as necessary. Any items which are not applicable will be marked as such (NA), or left blank where NA is not accepted as a data entry.
 - The data for the “Operator Status” section of the *Inspection Report* will be entered using the following definition for terminology provided in the menu:
 - * Active - a site which is actively mining, conducting reclamation activities, or is performing related activities as mine construction, stripping, etc. and operations which have the potential to operate anytime during the year.
 - * Intermittent - a site at which production is cyclic during the year due to demand for produce, or where seasonal weather activity is required to replenish mineral deposits.
 - * Idle - a site where no mine related activities are capable of taking place due to removal of plant equipment (crushers, screens, etc.) or where operations have not yet begun, temporary cessation has been approved, or mining has not taken place in the last twelve (12) months.
 - Mine Inspectors will make data entries for the “Items and Conditions” section using the following definition for terminology provided:
 - * Satisfactory - The item or condition exists at the permitted/licensed site; is applicable to the type of inspection being conducted; and the item or condition is in compliance with law and regulation.
 - * Not Applicable - The item or condition does not exist at the permitted/licensed site being inspected.
 - * Unsatisfactory - The item or condition exists at the permitted/licensed site; is applicable to the type of inspection being conducted; and the item or condition is not in compliance with law and regulation.

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- * Not Inspected - The item or condition exists at the permitted/licensed site; and is not applicable to the type of inspection being conducted.
- The Mine Inspector will record the date and time of all arrivals and departures from the mine site which occur during the inspection in the appropriate data field on the Inspection Report screen. This time will include time spent contacting operator for record checks prior to the site inspection and time spent with operator for closeout of the inspection.
- The data field “total hours” will represent the total amount of time spent by the Mine Inspector on the mine site conducting the inspection and the time spent with the operator reviewing the inspection report and Notices and/or Orders which may be a result of the inspection.
- The date of the last regular safety inspection will be the date represented on the *Inspection Report* screen in the data field marked “Last Regular Inspection”.
- The “Comment” section of the Inspection Report screen will be used to provide the following information for both safety and reclamation inspections:
 - * the condition in which the mine is found;
 - * a statement regarding any violations;
 - * progress made in the improvement of the mine;
 - * progress related to health/safety and reclamation;
 - * other facts and information of interest concerning the condition of the mine.
- When referring to any enforcement actions taken during the prior inspection, on the *Inspection Report* comment screen, the following information will be provided for the benefit of the operator or his agent:
 - * date issued;
 - * expiration date;
 - * code section violated
 - * work required;
 - * portions of work that have been compiled with the work remaining to be done.
- The *Inspection Report* data field labeled “Number of Accidents Since Last Inspection” and “Year to Date” will be filled-out in the following manner.
 - * On non-MSHA mining operations, the Mine Inspector will obtain the number of accidents and injuries which have occurred at the operation since the last inspection and place this information in the appropriate data field. A summation of all accidents and injuries for the calendar year will be kept in the “Year to Date” data field.
 - * On MSHA mining operations, the Mine Inspector will request voluntary disclosure of the accidents and injuries which have occurred at the operation since the last inspection and this information will be placed in the appropriate data field.
- Upon completion of the inspection report data entry, the report will be backed up on a computer disk until such time as all information on the disk has been batch loaded to the DMM Mineral Mining System.

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- Copies of the *Inspection Report* will be distributed as follows:
 - * A signed copy to DMM Office;
 - * Two signed copies to the operator, one of which is to be posted;
 - * Unsigned copy to Mine Inspector Supervisor, optional upon supervisors request; and
 - * A copy in the Mine Inspectors permit file (optional).
- The Mine Inspector will sign only those copies of the original Inspection Report printed at the time of the inspection and distributed to the DMM Office and the mine operator. Any modification of the Inspection Report will be identified as such by indicating the date of modification and initials by the Mine Inspector.
- All copies of an Inspection Report will be created from information contained within the Mineral Mining System and not created from computer disks or other data back-up devices.
- Inspection Reports issued for illegal mining operations and permit applications which cannot be entered in the electronic inspection report screen will be placed on the ***NCR Inspection Report (DMM 104b)***. The inspector will fill in all appropriate blanks and follow all applicable policies as stated above. Copies of the report will be distributed as follows: 1) original to DMM Office, 1st copy to the inspectors file, 2nd and 3rd copies to the operator, and 4th copy to the Mine Inspector Supervisor.

Data Entry:

- Inspection report data will be up loaded daily when practical to the Mineral Mining System. Up loading should be part of the mine inspector's normal communications through the DMME computer system.
- At a minimum, data up loading will be done weekly into the Mineral Mining System.
- All data held on the laptop will be backed-up until such time as it is batch loaded to the Mineral Mining System.
- Reports for the month will be entered in the Mineral Mining System no later than the 5th day of the following month.
- The Mine Inspector will be responsible for distribution of all copies of the Inspection Report, including weekly submittal of reports to the DMM office.
- Upon receipt of the reports in the DMM office, the Program Support Technician will file the reports in the individual permit file folders.