

GENERAL INSTRUCTIONS FOR ELECTRONIC APPLICATION PREPARATION

RECEIPT OF AN ELECTRONIC APPLICATION DATA DOWNLOAD

To request a data download send a REQUEST FOR DMLR PERMIT DATA form (DMLR-PT-034info) (available on the DMLR Web Site at [VA DMLR Permitting Forms](#)) e-mail to dmlrpermitting@mme.state.va.us or call John Belcher @ (276) 523-8205 to request the download.

Receipt of a data download should be on a CD, floppy disc or super disc, FTP site or data download email.

Note:

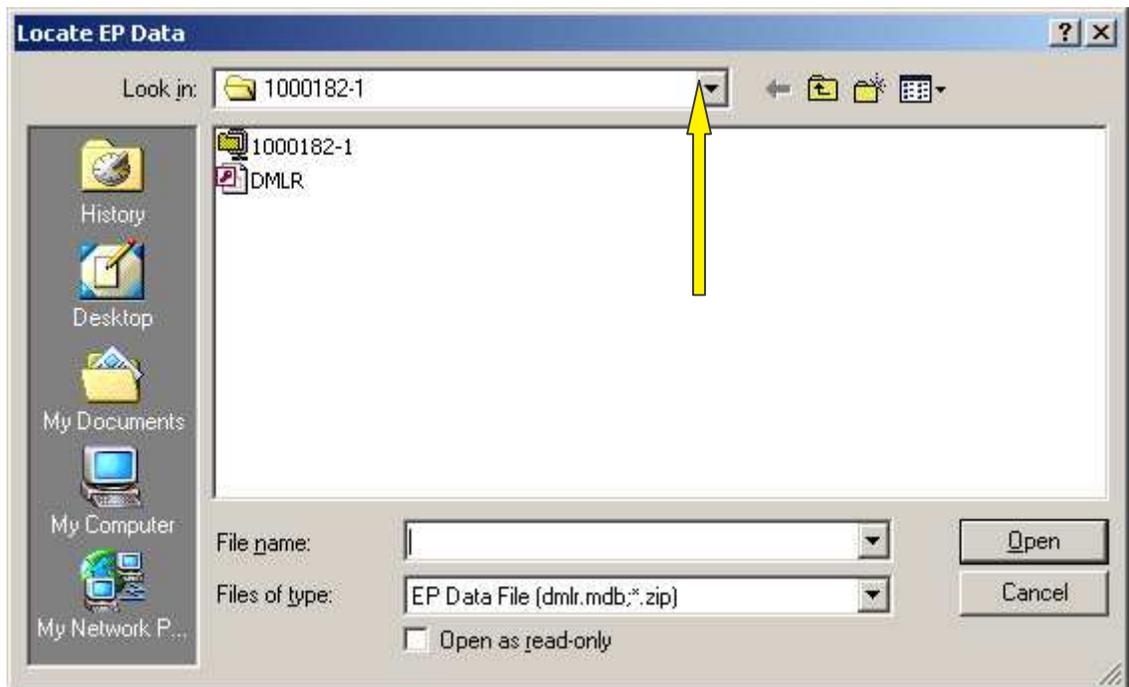
- If data download is received email or by ftp site, copy the zip file from the email and place in a folder (e.g. C:\EPPermit.1000145-1).

To begin:



DMLR Application.Ink

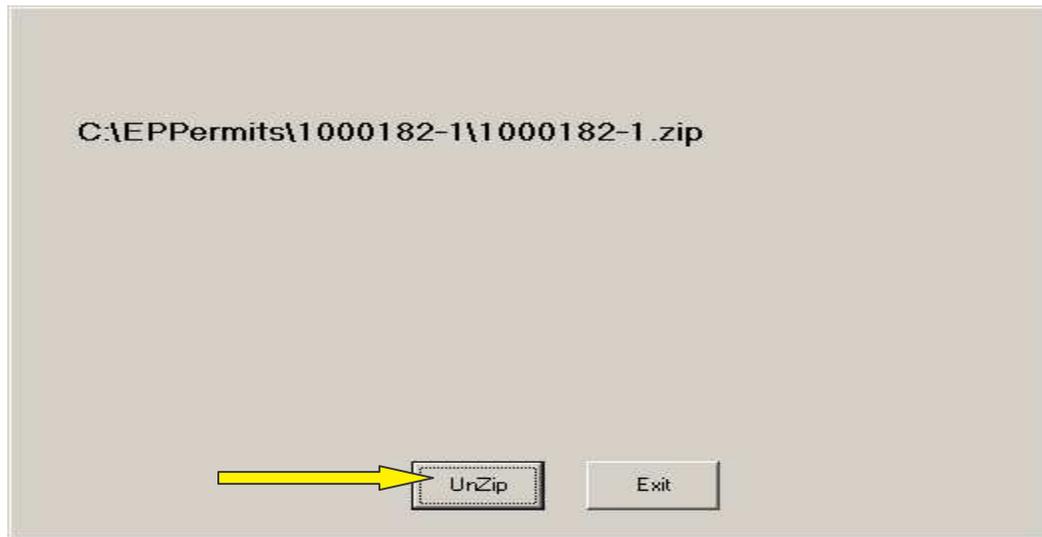
- Double click the EP
- A screen will appear with Locate EP Data in the upper left corner



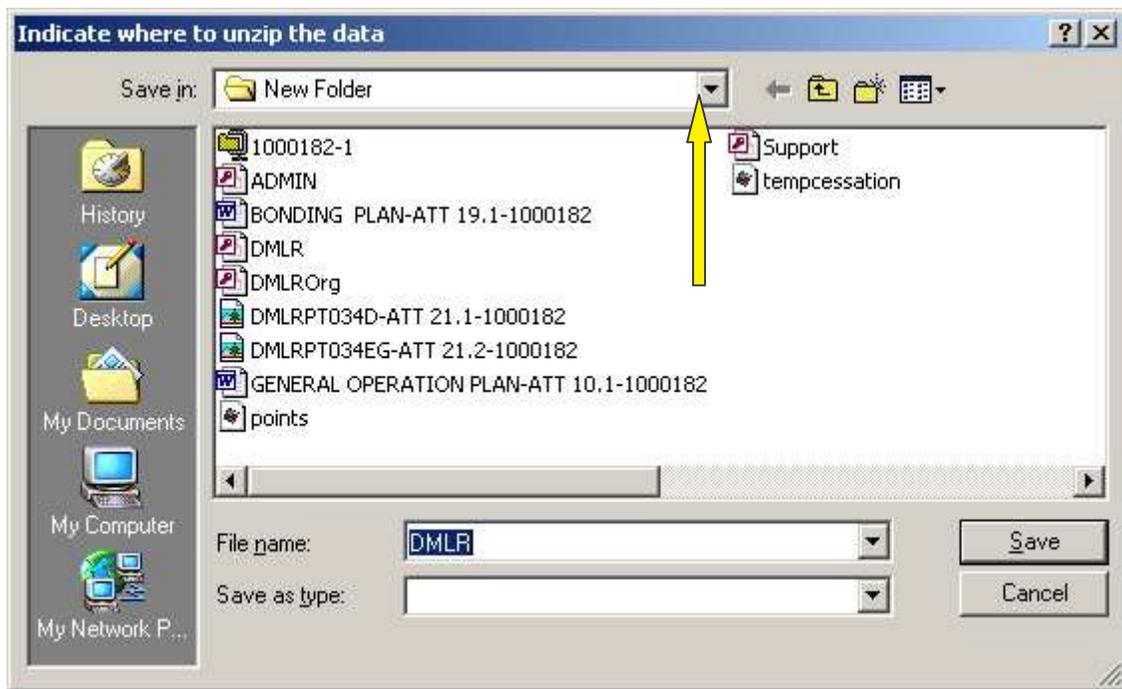
- Use the down arrow to locate and open the drive the application is supplied on [CD rom , 3 ½ Floppy or the file you created (e.g. C:\EPPermit.1000145-1)]
- Go to file with assigned application number (e.g. 1000145-1)

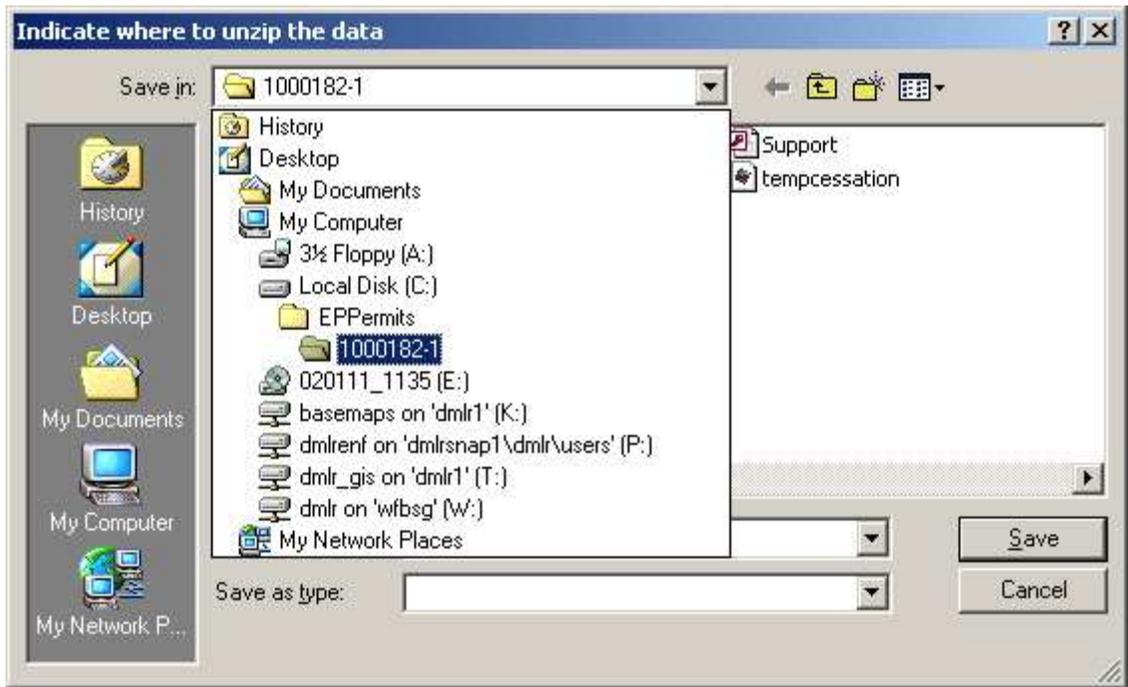


- Open File by double clicking the zipped icon 1000151-1.zip
- Click the **UNZIP** button.

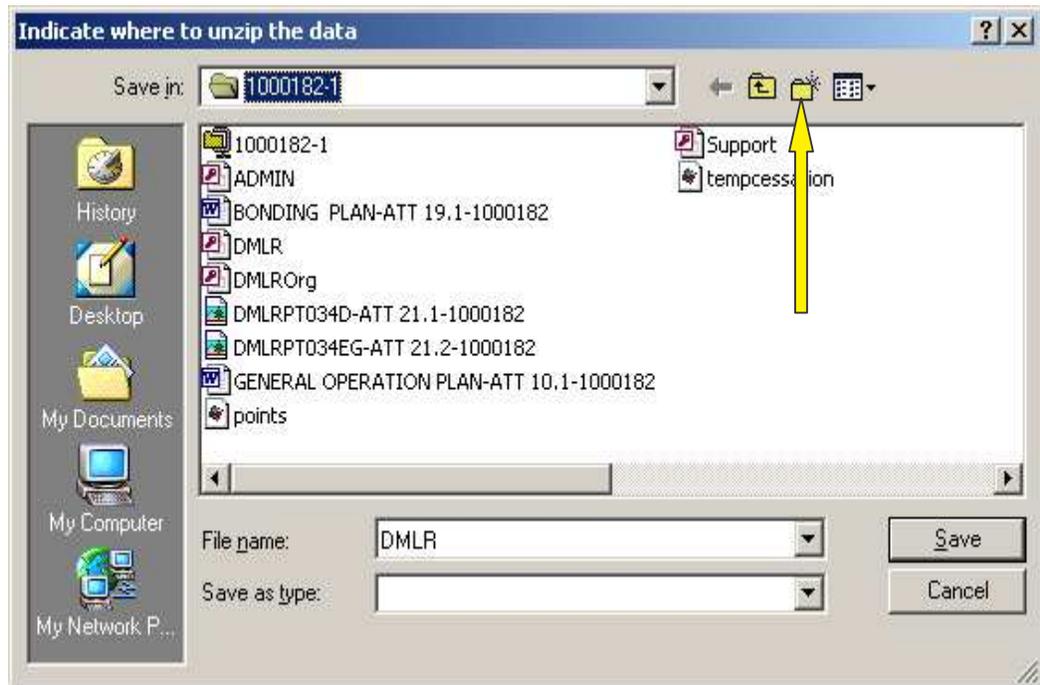


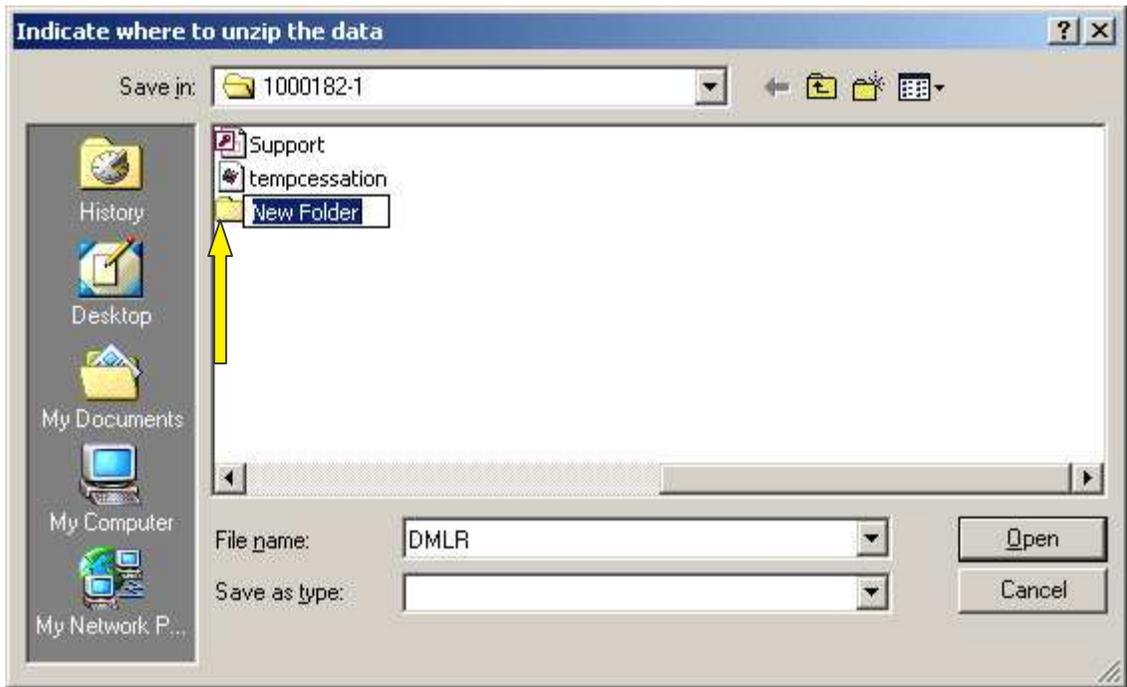
- A screen will appear Indicate Where To Unzip The Data in the upper left hand corner.



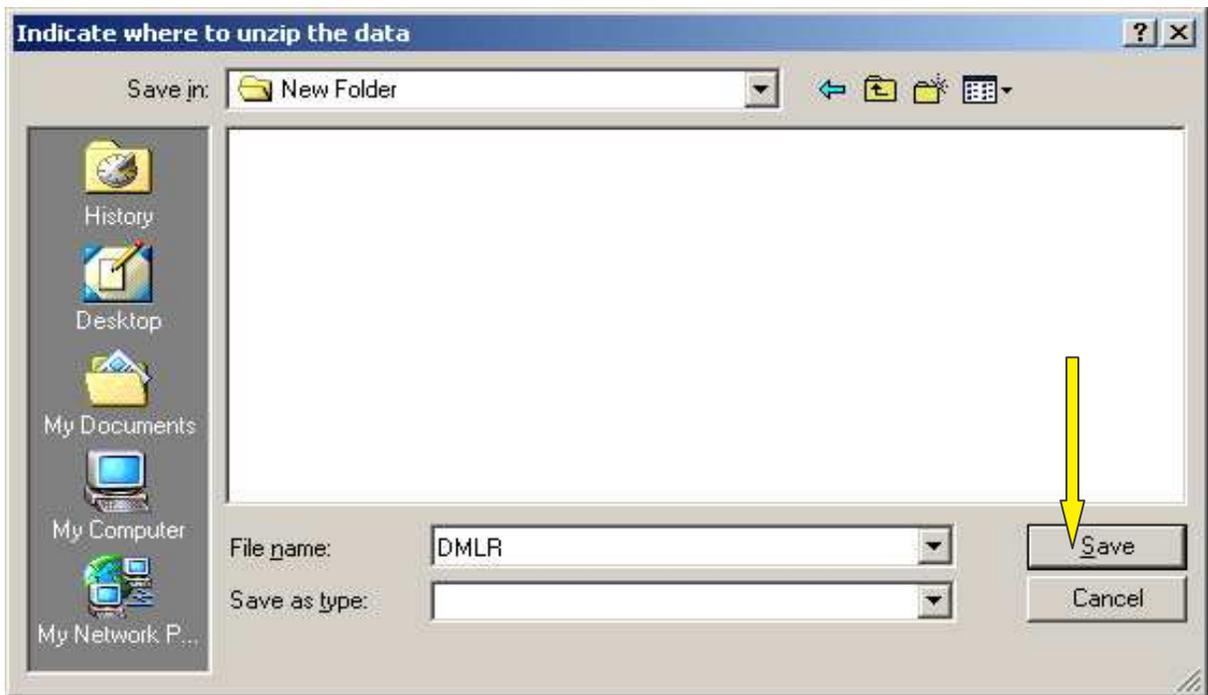


- Using the drop down menu go to the file location you wish to open the application in (e.g. Local Disc (C:)\EPPermit).
- You should create a subfolder under the EPPermit folder, using the application number.
HOW TO CREATE A FOLDER: Click on the folder that is located in the upper right hand corner of the screen that has an asterisk on the corner. When the folder appears in will say new folder...change the name to the application number.





- Double click the folder you created...and click SAVE.

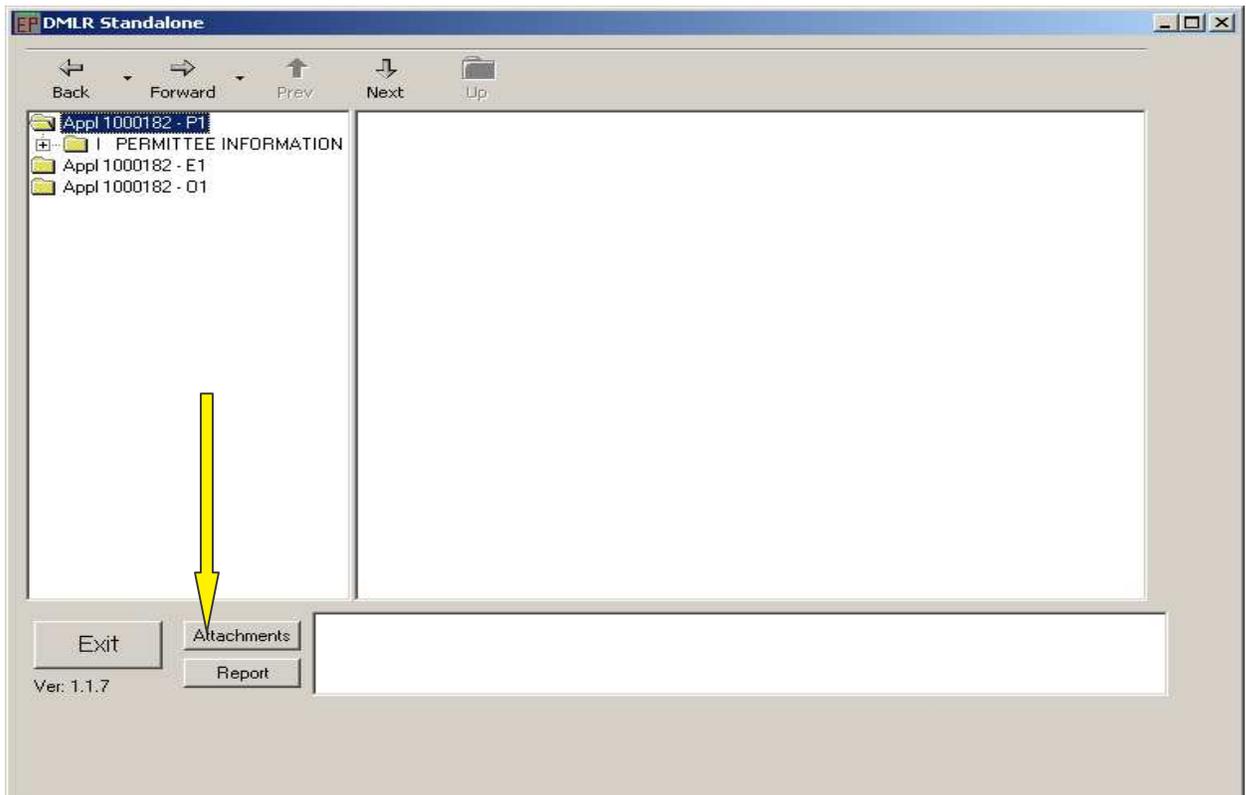


- You should receive a message “Operation Completed Successfully”

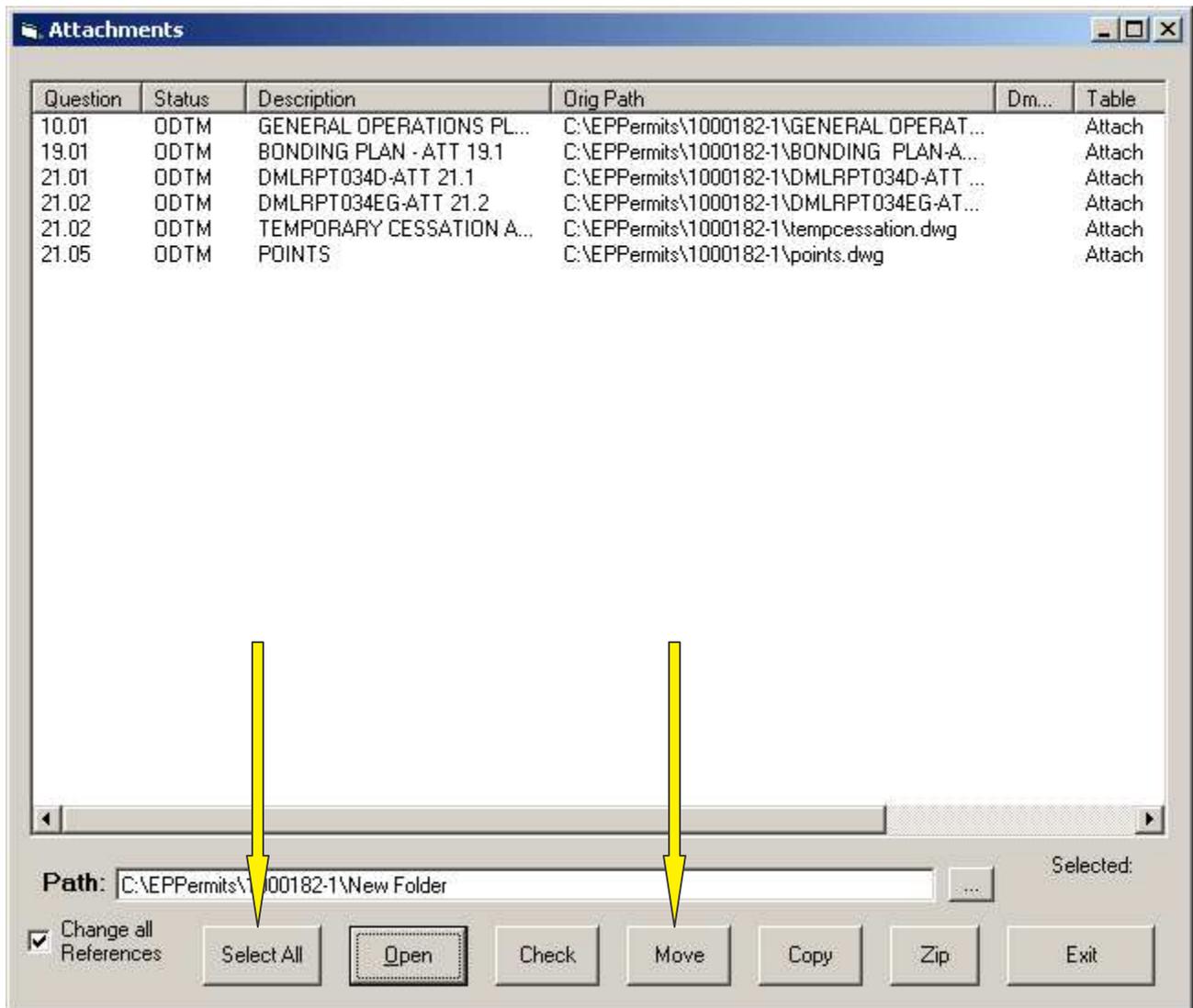


- **EXIT**

- When EP program opens go to bottom left of screen click **ATTACHMENTS**



If attachments exist follow directions below. This will also apply on further reviews (TR-2, etc.)
If attachments do not exist then exit and proceed.

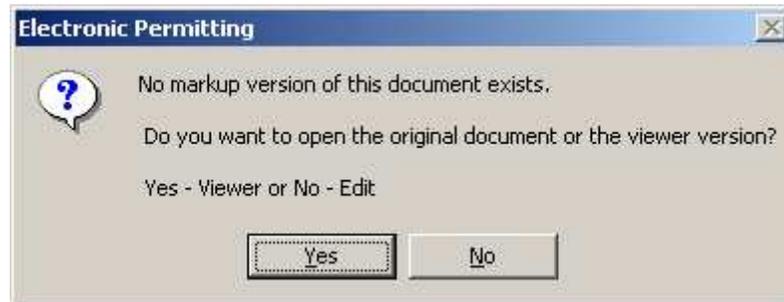
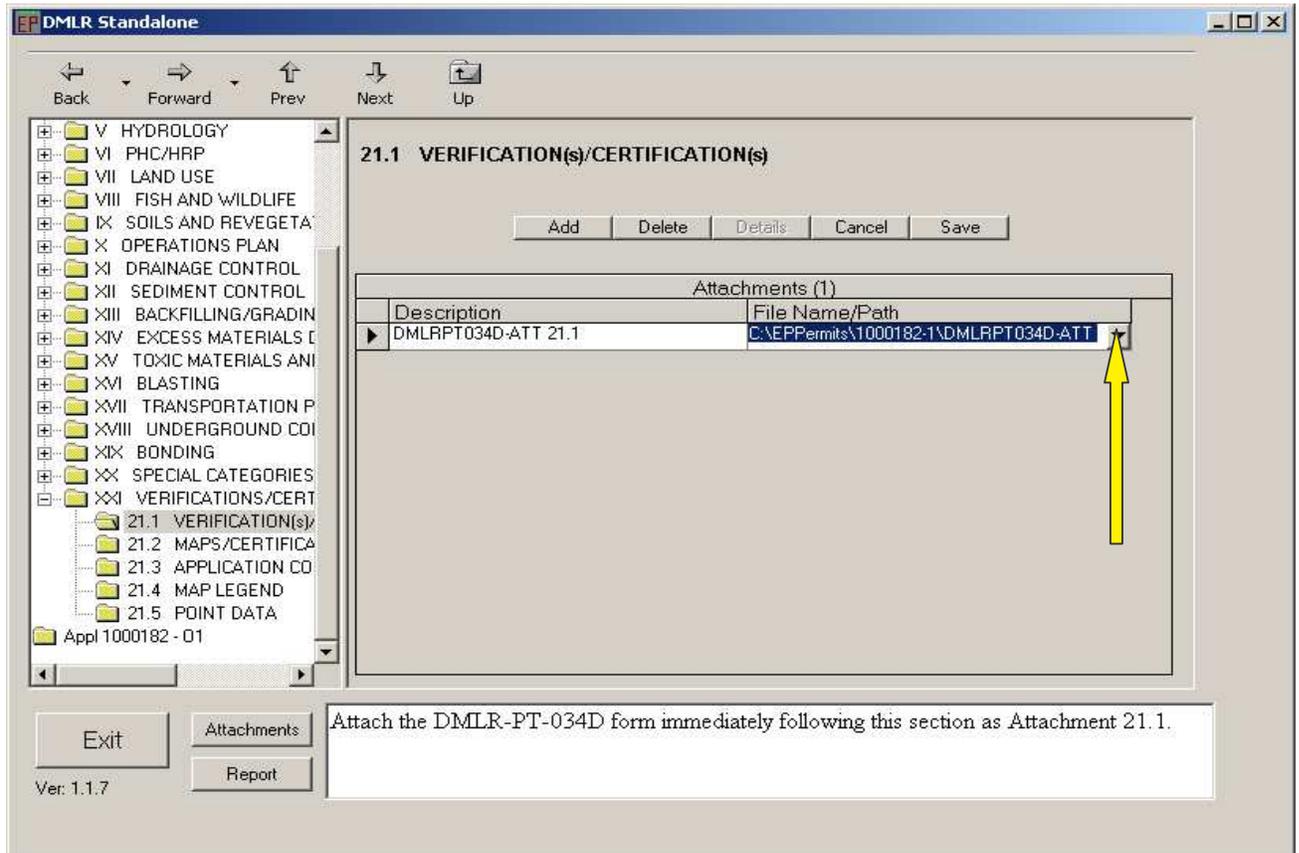


- Check the box- Change all references
- Click the **SELECT ALL** button
- Click the **MOVE** button
- Under the status bar all items should show **ODTM**, with all letters capitalized and/or check the file path changed to match where your folder exists (example C:\EPPermits.1100033.name of document)

EXIT and you should now be ready to begin work on the appropriate portion of the application.

HOW TO REVIEW ATTACHMENTS

To review attachments click inside the box that has the file path, click the down arrow, a dialog box will appear, click YES to view.

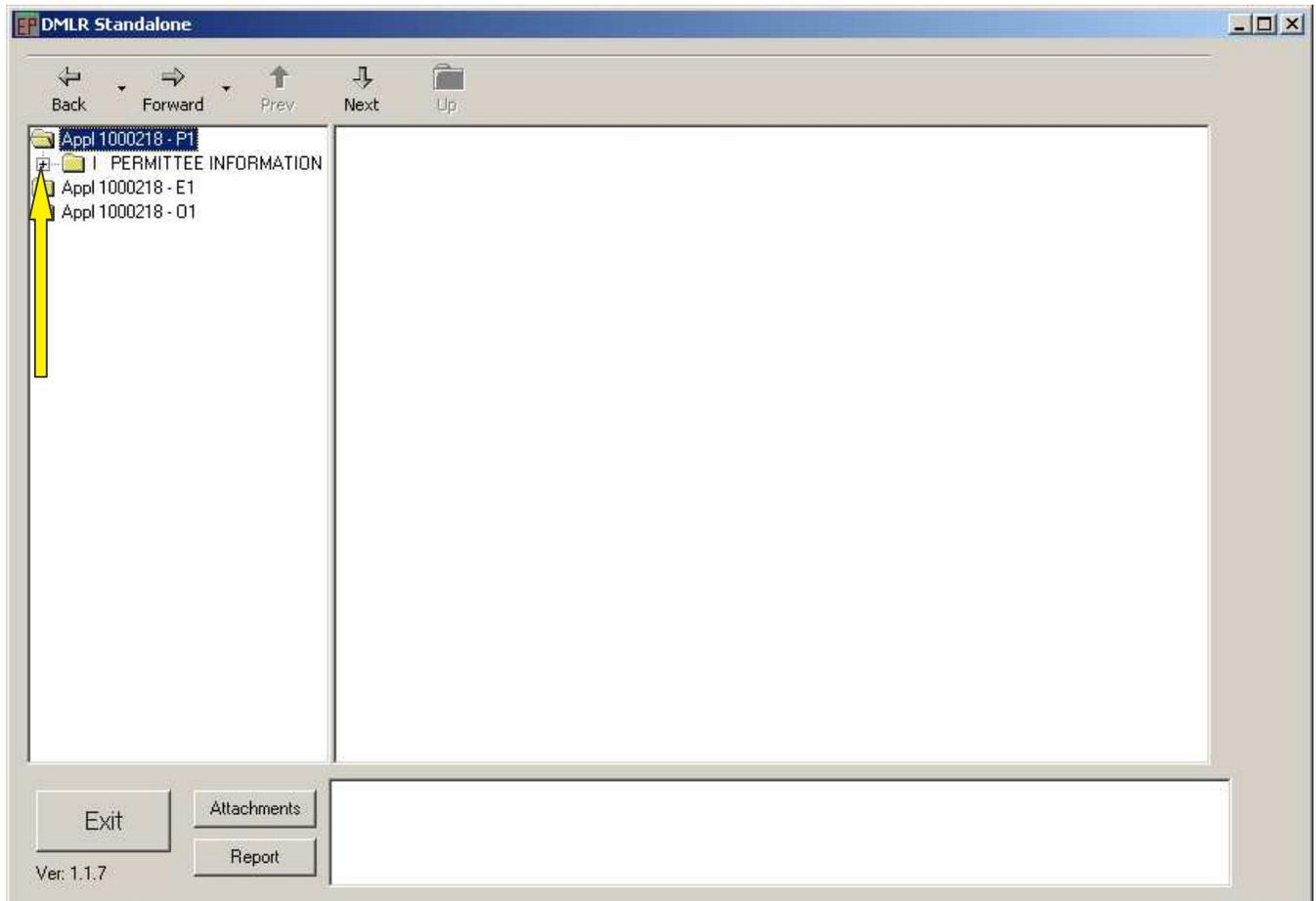


YES will take you to the viewer version of the document and/or map

NO will take you to the original version of the document (word or wordperfect).

NOTE: Corrections can be made to documents by choosing NO, going to the original document, make needed changes and save the document while still in the EP program.

The following screen begins the total EP application form.



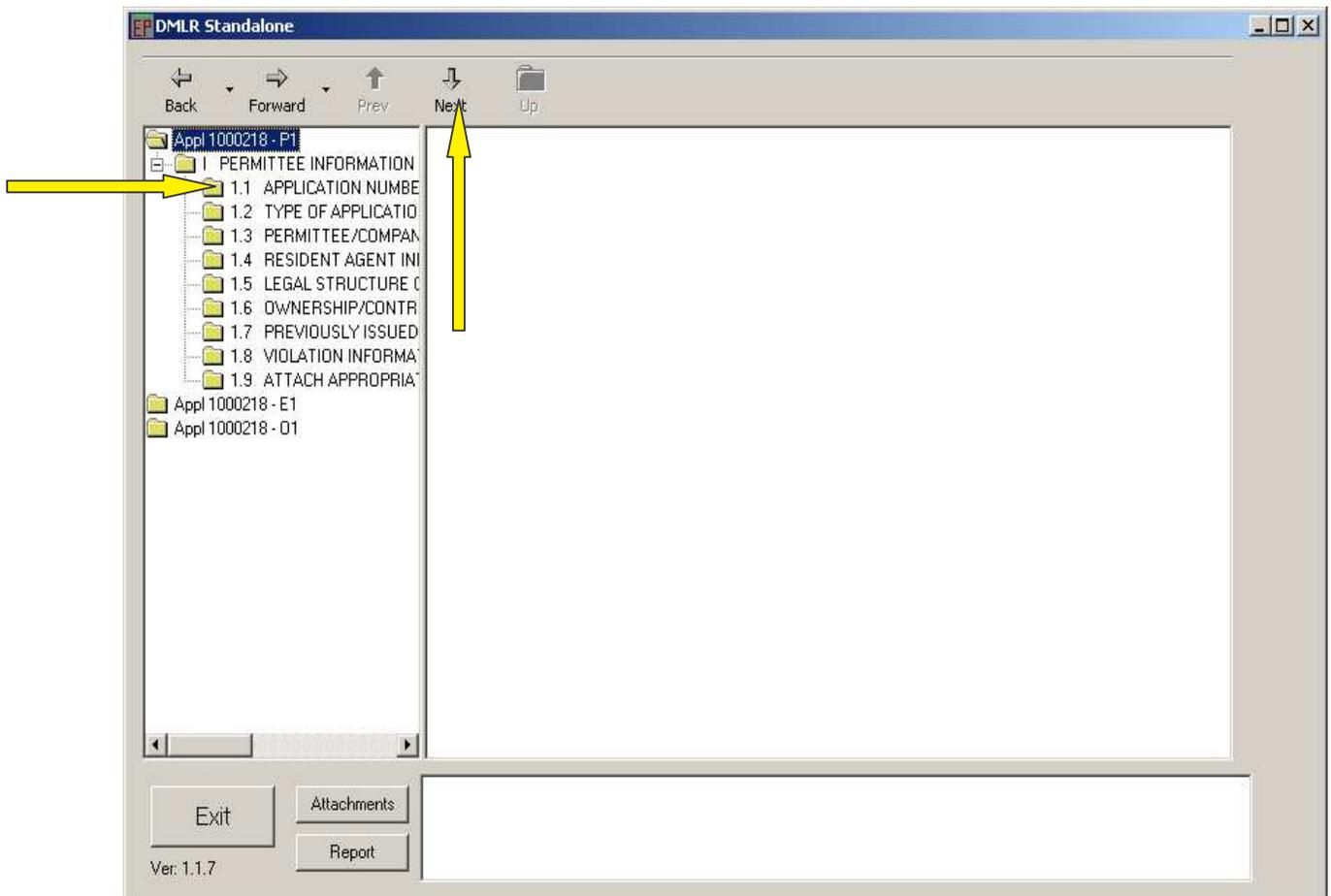
To begin work on the P1 form for Permittee Information click the plus sign to the right of the folder.

Note: The sections of the form are described as follows:

P1 = Permittee Information

E1 = Electronic Application (detailed plans)

O1 = Operator Information



Click on folder 1.1 to begin, the Next button can be used to move from one item to the next throughout the program.

SAVING INFORMATION

Use the **SAVE** button on each area where provided. However, to ensure each item in each section is saved go to the next section prior to exiting the program. (e.g. If working in P1 go to E1 prior to exiting, if working in E1 section I General Information go to section II Administrative Information prior to exiting).

APPLICATION P1

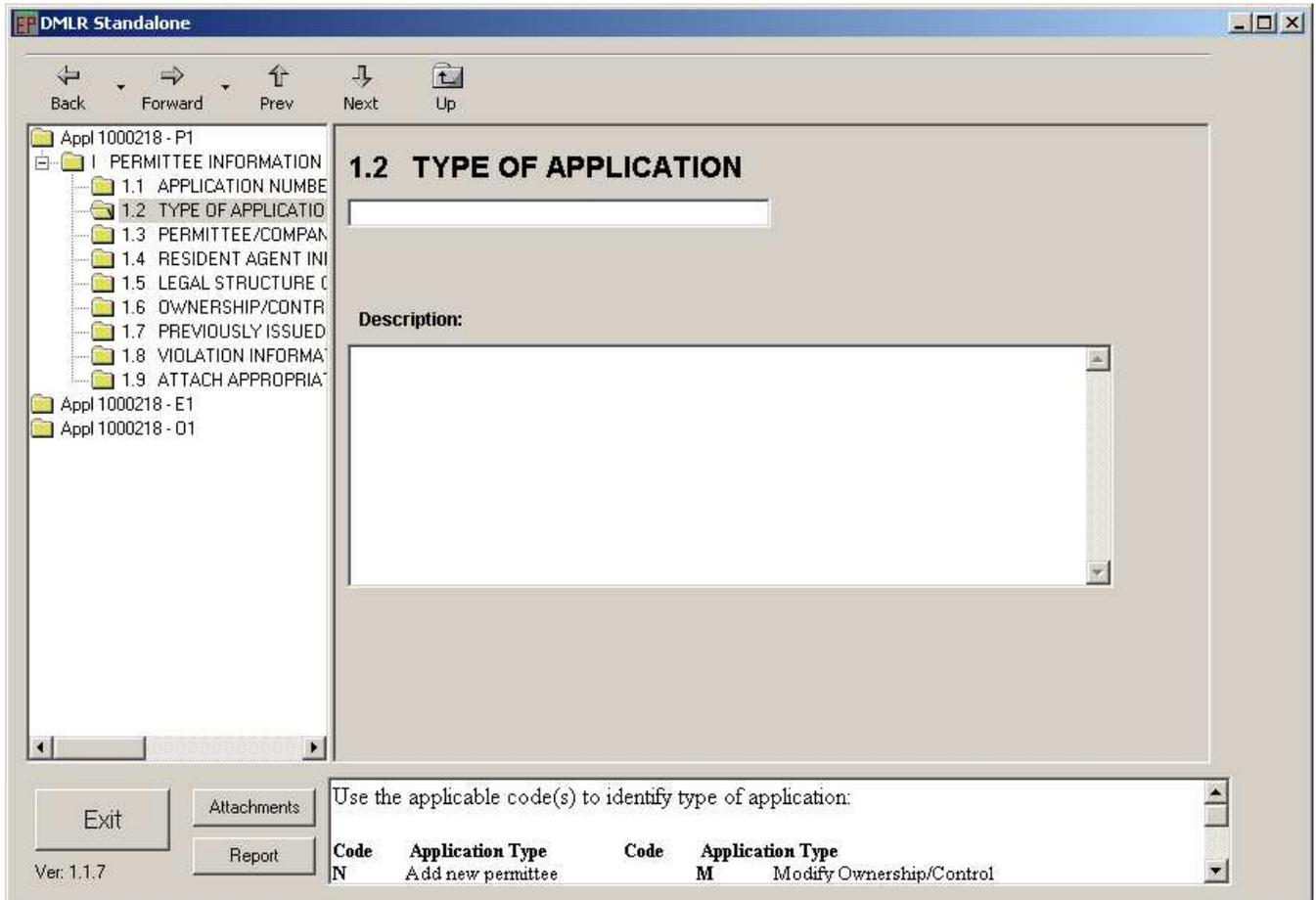
1.1 APPLICATION NUMBER

Project # - Not for DMLR use.

The Applicant or Consultant will either contact the DMLR Permit Mailbox via e-mail (DmlrPermitting@mme.state.va.us) or may call the Customer Assistance Center (540-523-8235 or 540-523-8233) to obtain an application number and a download of current permit data. Additional information may also be provided if specifically requested (mapping, etc.).

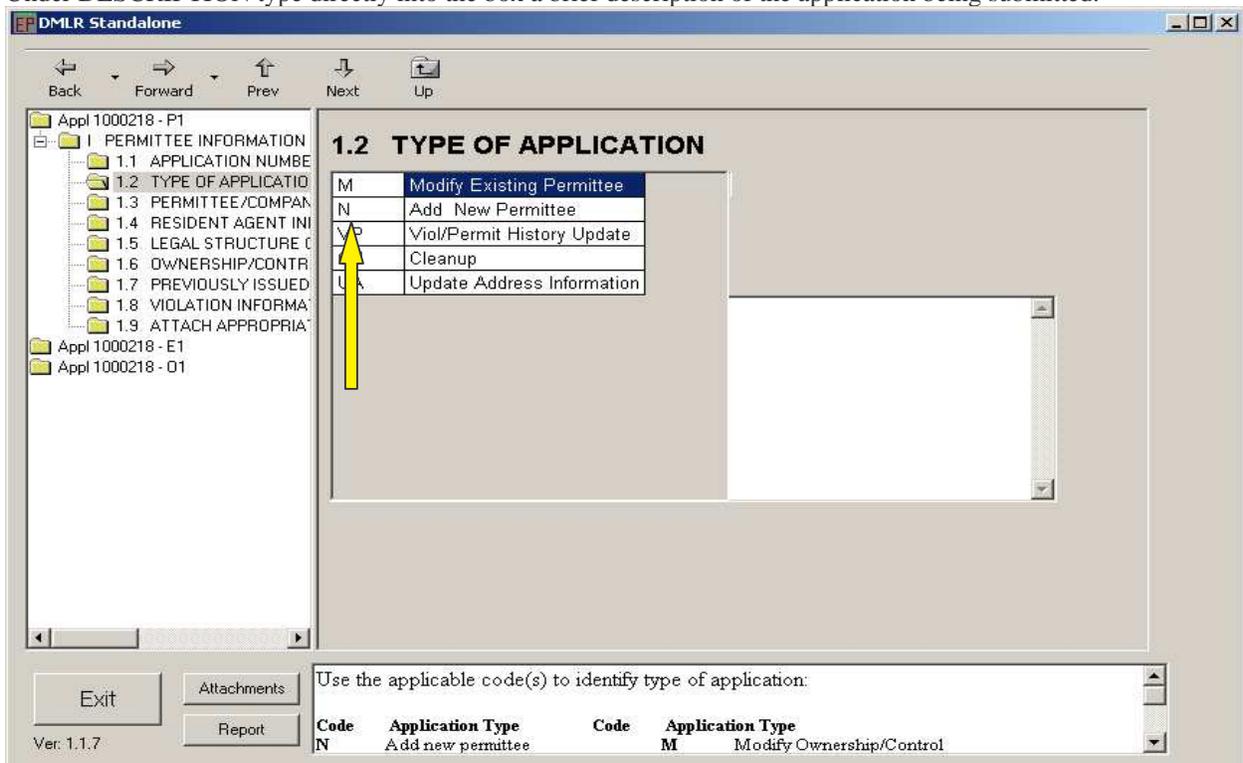
The application number given in the data download will appear in the gray box. The company/consultant project number (if any) can be typed into the box titled Project #-Not for DMLR use.

NOTE: Basic instructions for what is requested in each box is available in the area indicated by the yellow arrow. This type of instruction is located on each page of the form.



Double click in the upper box under this section. This will provide a drop down menu to choose the type of application desired. (See next page)

Under DESCRIPTION type directly into the box a brief description of the application being submitted.



Double click the in the area (as indicated by the yellow arrow) for the appropriate type of application and the information will be added to the box.

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view with a yellow arrow pointing to '1.3 PERMITTEE/COMPAN'. The main area is titled '1.3 PERMITTEE/COMPANY INFORMATION' and contains several input fields: 'Name', 'Comment', 'Preferred Order Of Contact' (a dropdown menu), 'Mailing Address' (a multi-line text area), 'Telephone No.', 'Fax No.', 'Email Address', 'EIN/SSN', 'DMLR Code', and 'AVS Entity #'. At the bottom, there are 'Exit', 'Attachments', and 'Report' buttons, and a text box with instructions: 'Include the name, mailing address, phone number, employer identification number, social security number (optional), DMLR code, AVS Entity number, fax number, email address and the preferred order of contact.' The version 'Ver. 1.1.7' is displayed in the bottom left corner.

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.

DMLR Standalone

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Appl 9999999 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPANY
 - 1.4 RESIDENT AGENT INFORMATION**
 - 1.5 LEGAL STRUCTURE
 - 1.6 OWNERSHIP/CONTROL
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMATION
 - 1.9 ATTACH APPROPRIATE
- Appl 9999999 - E1
- Appl 9999999 - O1

1.4 RESIDENT AGENT INFORMATION

Name

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN **DMLR Code** **AVS Entity #**

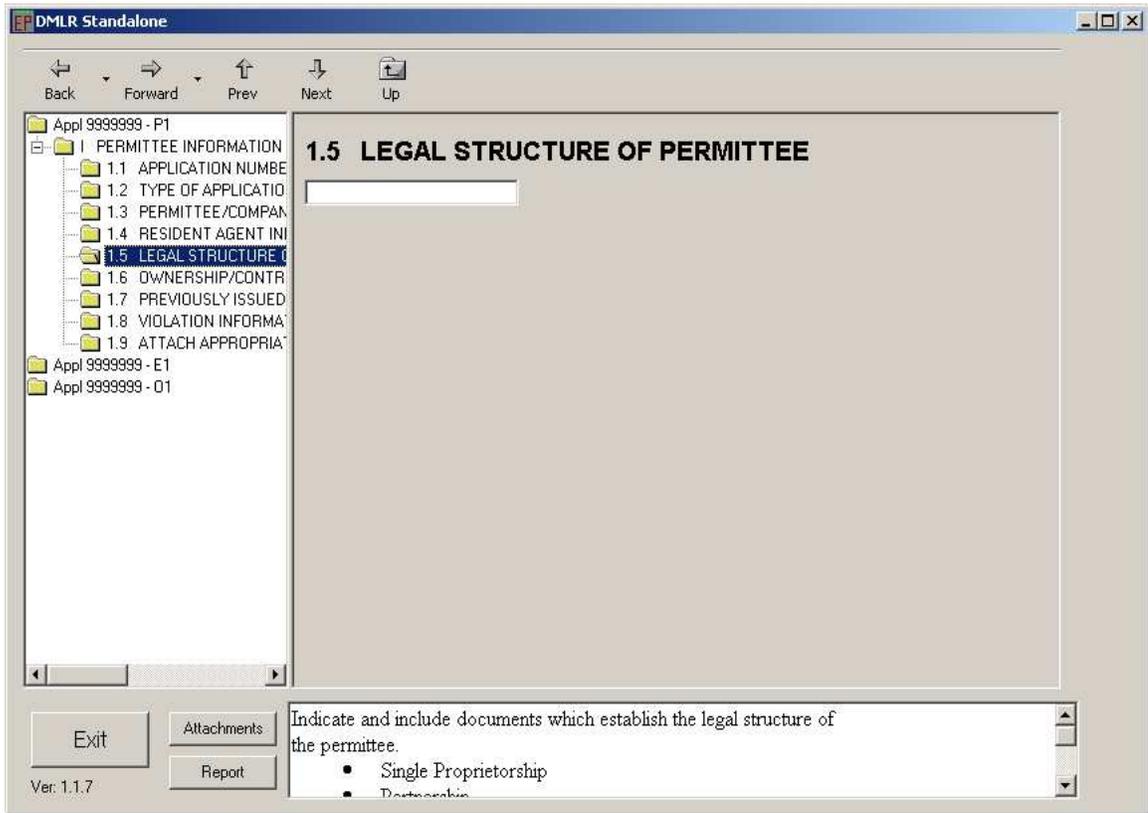
Exit Attachments Report

Ver: 1.1.7

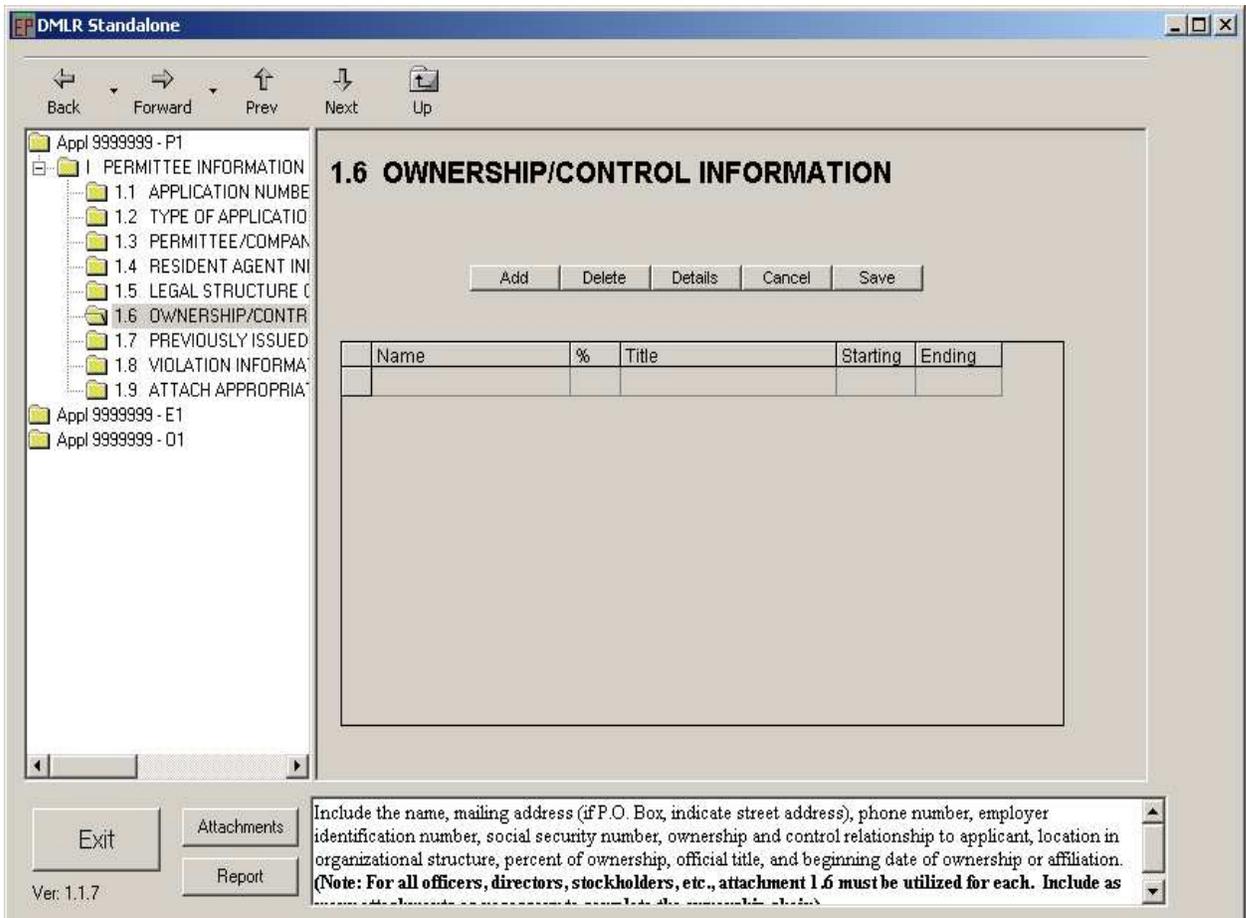
List the name, mailing address, phone number, Resident Agent employer identification number, social security number (optional), DMLR code, AVS Entity number, fax number, email address, and the preferred order of contact. (The permittee assumes responsibility for mail delivered to the business street address and will notify DMLR of changes in this address.)

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.



Type the appropriate response in the box given.

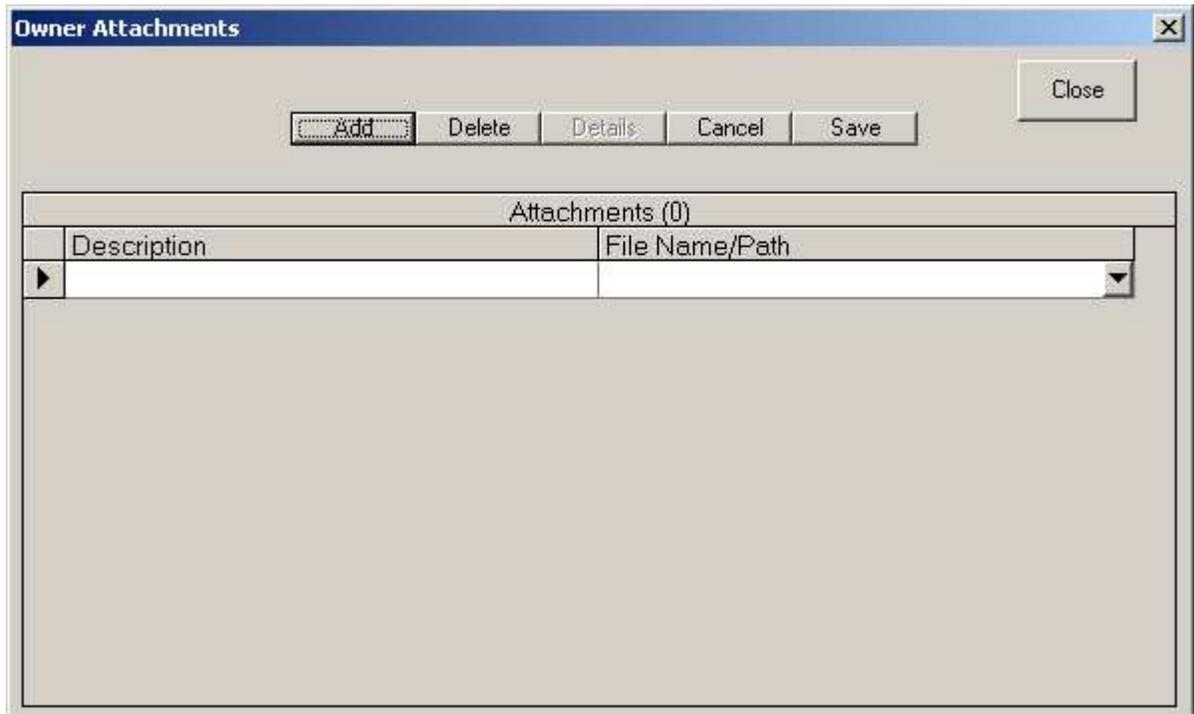


To add additional information click the add button and a details screen will appear (SEE BELOW). To change information highlight the appropriate field and click the details button for the details screen.

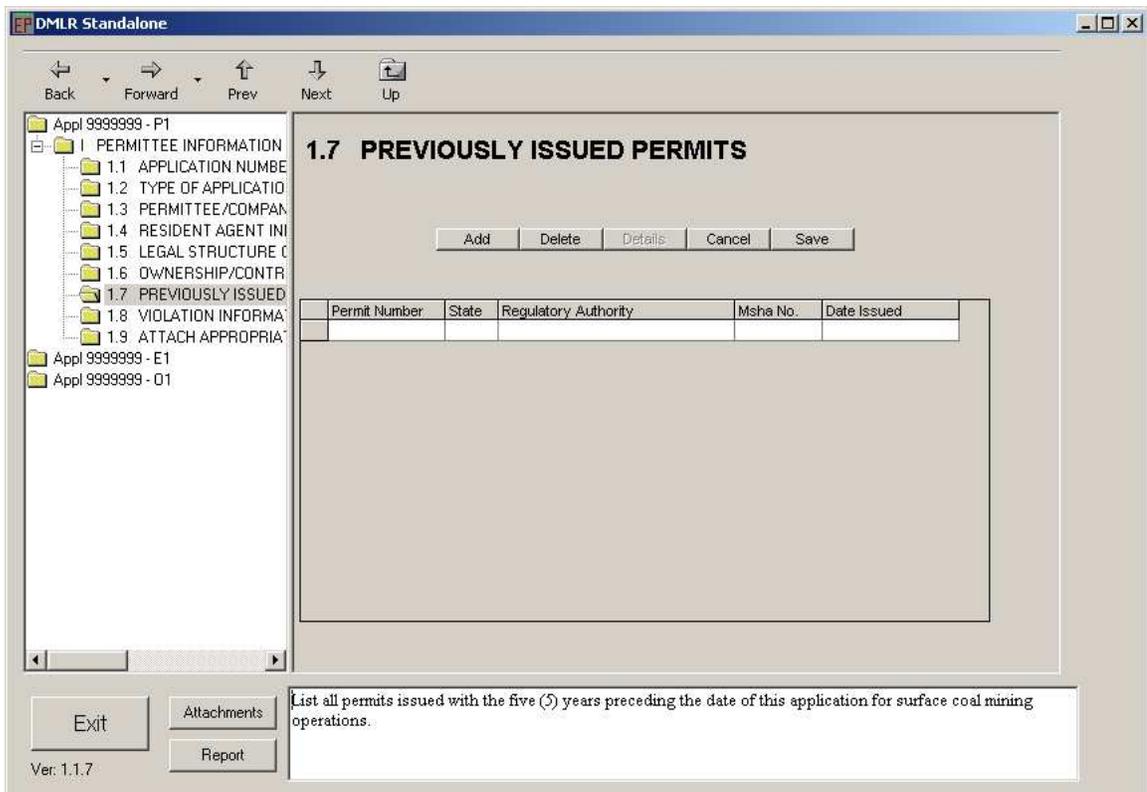
The screenshot shows a window titled "Owner Detail" with a sub-header "Owner Detail Information". The form contains the following fields and controls:

- Name**: Text input field
- Title**: Text input field
- Relation**: Text input field
- Starting**: Text input field
- Ending**: Text input field
- Percent**: Text input field
- Comment**: Large text area with scrollbars
- Preferred Order Of Contact**: Dropdown menu
- Mailing Address**: Three stacked text input fields
- Telephone No.**: Text input field
- Fax No.**: Text input field
- Email Address**: Text input field
- EIN/SSN**: Text input field
- DMLR Code**: Text input field
- AVS Entity #**: Text input field
- Buttons**: "Attachments", "Save", "Cancel", and "Close" buttons are located at the bottom of the form.

Type in the appropriate information, **SAVE** and **CLOSE**. If you have an attachment to further explain this information click the **ATTACHMENT** button and an additional screen (See the following page) will appear for an area to add an attachment.



To add an attachment: Click the **ADD** button, type the brief description in the box provided. Click inside the File Name/Path box and a down arrow should appear. Click the down arrow and follow the path to where you have saved the attachment. Double click the appropriate file and the file path will be placed in the File Name/Path box.



Click the **ADD** button and type the appropriate information in the box provided. To add additional lines click the **ADD** button again.

DMLR Standalone

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Appl 9999999 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBE
 - 1.2 TYPE OF APPLICATIO
 - 1.3 PERMITTEE/COMPAN
 - 1.4 RESIDENT AGENT INI
 - 1.5 LEGAL STRUCTURE C
 - 1.6 OWNERSHIP/CONTR
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMA
 - 1.9 ATTACH APPROPRIA
- Appl 9999999 - E1
- Appl 9999999 - O1

1.8 VIOLATION INFORMATION

Permit Suspended or Revoked
 Forfeited Bond or Security
 Notice of Violation
 Cessation Orders

Add Delete Details Cancel Save

Attachments (0)	
Description	File Name/Path

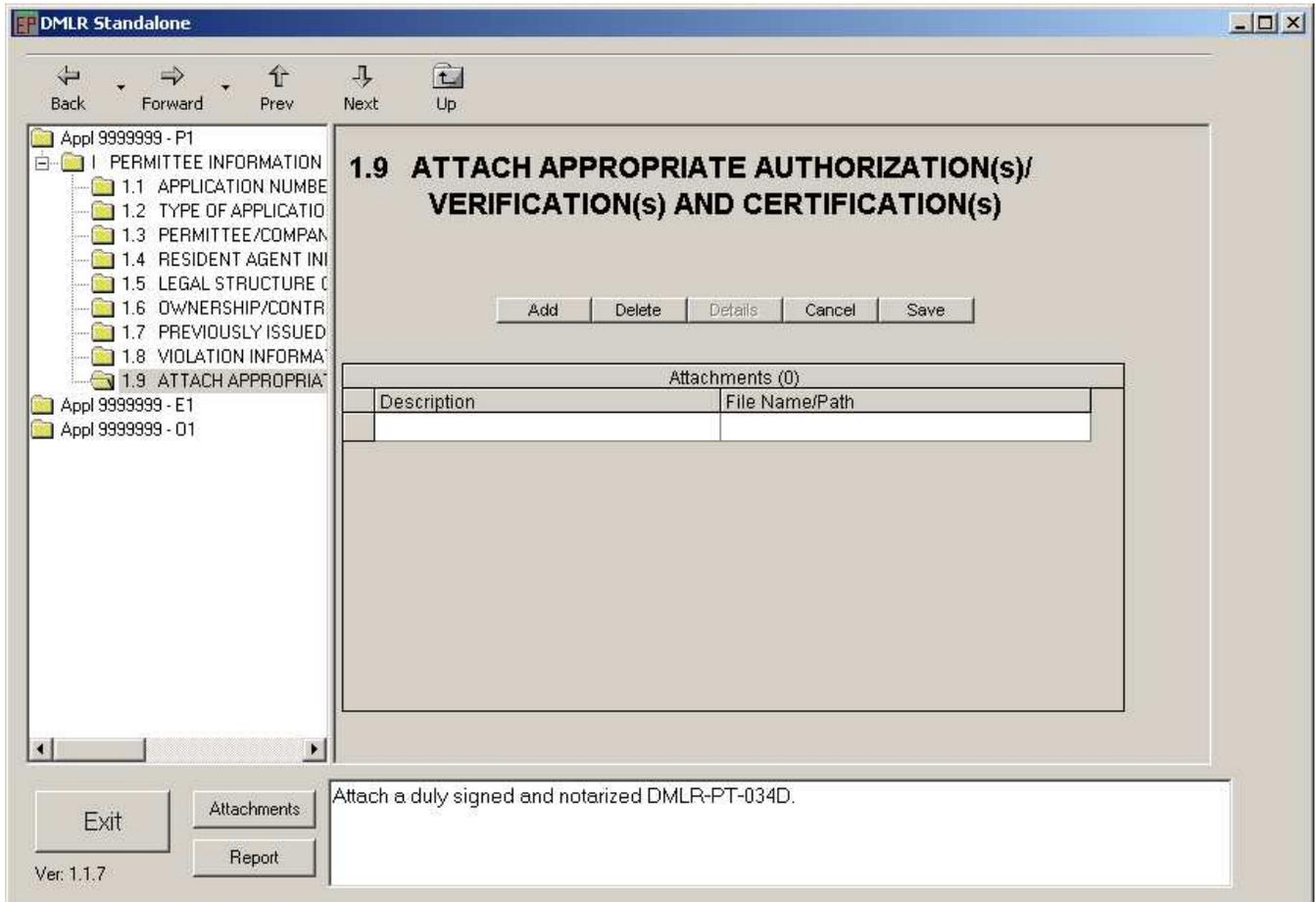
Exit Attachments Report

Ver: 1.1.7

Indicate if the permittee or other person(s) listed in Item 1.6:

- Had a federal or state coal mining permit suspended or revoked in the five (5) years preceding the date of this application? If yes, provide the name, permit number, date of issuance, regulatory authority suspending or revoking the permit, stated

Click in the area indicated by the yellow arrow for the appropriate yes or no response for each category. If an attachment is needed for further information attach as previously described on page 19.



Add the required attachment as described on page 19. Note this item should be scanned with the appropriate signature and then attach.

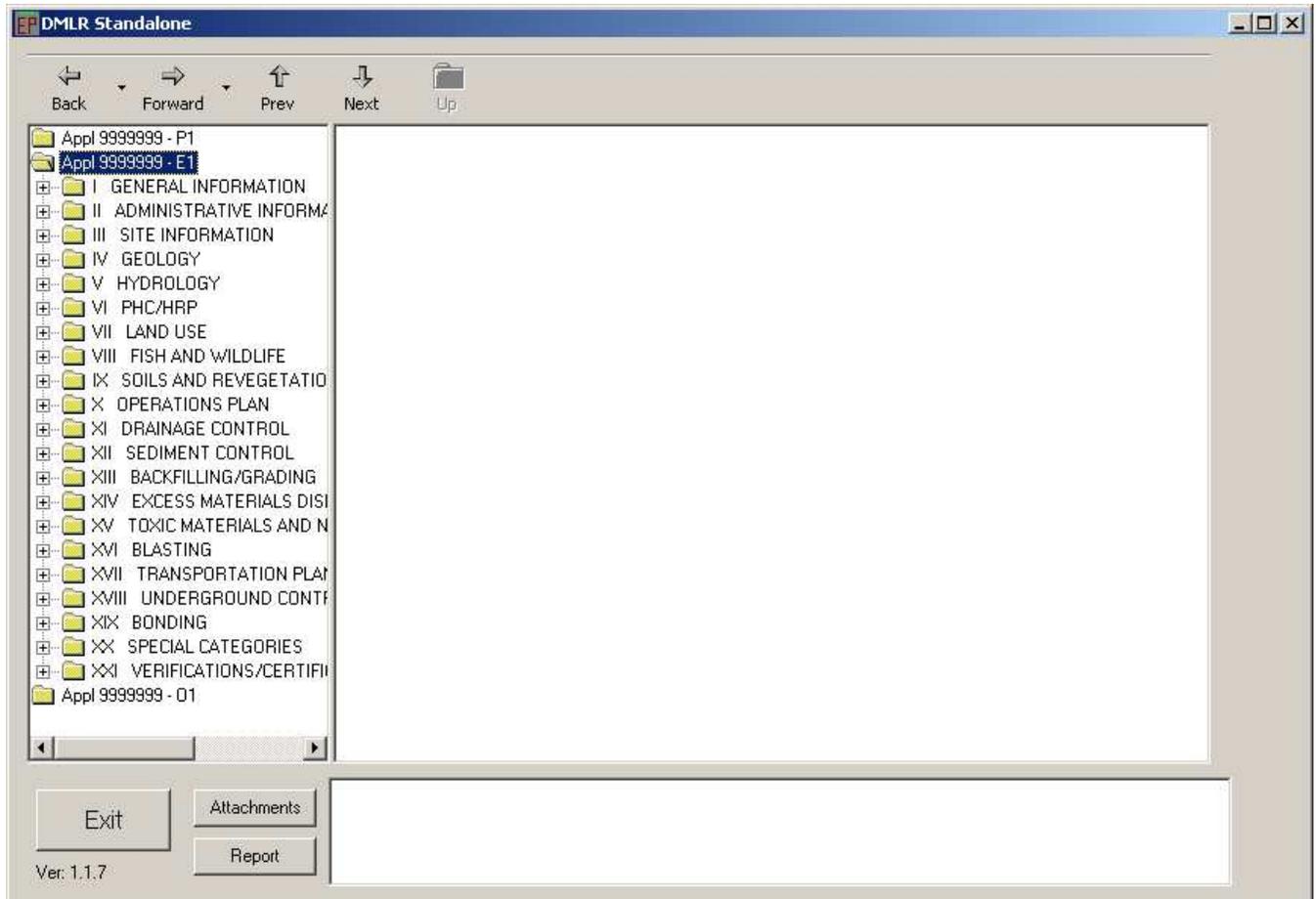
HOW TO SAVE INFORMATION

Open a E1 or O1 form in the application to be sure the information added in the last section is saved before exiting. Use save buttons where they are available.

ZIPPING AND PRINTING APPLICATION

See pages 73-77 for instructions on zipping and printing the application.

APPLICATION E1



Click the plus (+) button as previously described to open the appropriate section to be added, changed or modified.

I GENERAL INFORMATION

The screenshot shows the 'DMLR Standalone' application window. The left pane displays a tree view with the following structure:

- Appl 9999999 - P1
- Appl 9999999 - E1
- GENERAL INFORMATION
 - 1.1 PERMIT NUMBER** (selected)
 - 1.2 PREVIOUS PERMIT
 - 1.3 EXPIRATION DATE
 - 1.4 APPLICATION NUM
 - 1.5 OPERATION NAME
 - 1.6 TYPE OF APPLICA
 - 1.7 TYPE OF OPERATI
 - 1.8 APPLICANT/COMP
 - 1.9 RESIDENT AGENT
 - 1.10 OPERATOR INFO
 - 1.11 CONSULTING CO
 - 1.12 CORRESPONDEN
 - 1.13 ENFORCEMENT /
 - 1.14 REMINING
 - 1.15 PREVIOUS PERM
 - 1.16 SECTIONS PROPI
 - 1.17 DATA PRESENTE
 - 1.18 WAIVERS AND V
 - 1.19 VALID EXISTING I
 - 1.20 OTHER CONTACT
 - 1.21 PERMITTEE OWN
 - 1.22 OPERATOR OWN

The right pane is titled '1.1 PERMIT NUMBER' and contains a single text input field.

At the bottom of the window, there are buttons for 'Exit', 'Attachments', and 'Report'. Below the 'Attachments' button is a text box with the instruction: 'Identify the existing Permit Number (if a new permit application, leave blank)'. The version number 'Ver: 1.1.7' is displayed in the bottom left corner.

If the application is for an existing permit the existing permit number will be located in the box. If the application is for a new permit the box will be blank and should be left blank until the permit is approved.

DMLR Standalone

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- Appl 9999999 - P1
- Appl 9999999 - E1
 - 1 GENERAL INFORMATION
 - 1.1 PERMIT NUMBER
 - 1.2 PREVIOUS PERMI
 - 1.3 EXPIRATION DATE
 - 1.4 APPLICATION NUM
 - 1.5 OPERATION NAME
 - 1.6 TYPE OF APPLICA
 - 1.7 TYPE OF OPERATI
 - 1.8 APPLICANT/COMP
 - 1.9 RESIDENT AGENT
 - 1.10 OPERATOR INFO
 - 1.11 CONSULTING CO
 - 1.12 CORRESPONDEN
 - 1.13 ENFORCEMENT /
 - 1.14 REMINING
 - 1.15 PREVIOUS PERM
 - 1.16 SECTIONS PROPI
 - 1.17 DATA PRESENTE
 - 1.18 WAIVERS AND V
 - 1.19 VALID EXISTING I
 - 1.20 OTHER CONTACT
 - 1.21 PERMITTEE OWN
 - 1.22 OPERATOR OWN

1.2 PREVIOUS PERMIT NUMBER

Number

Name

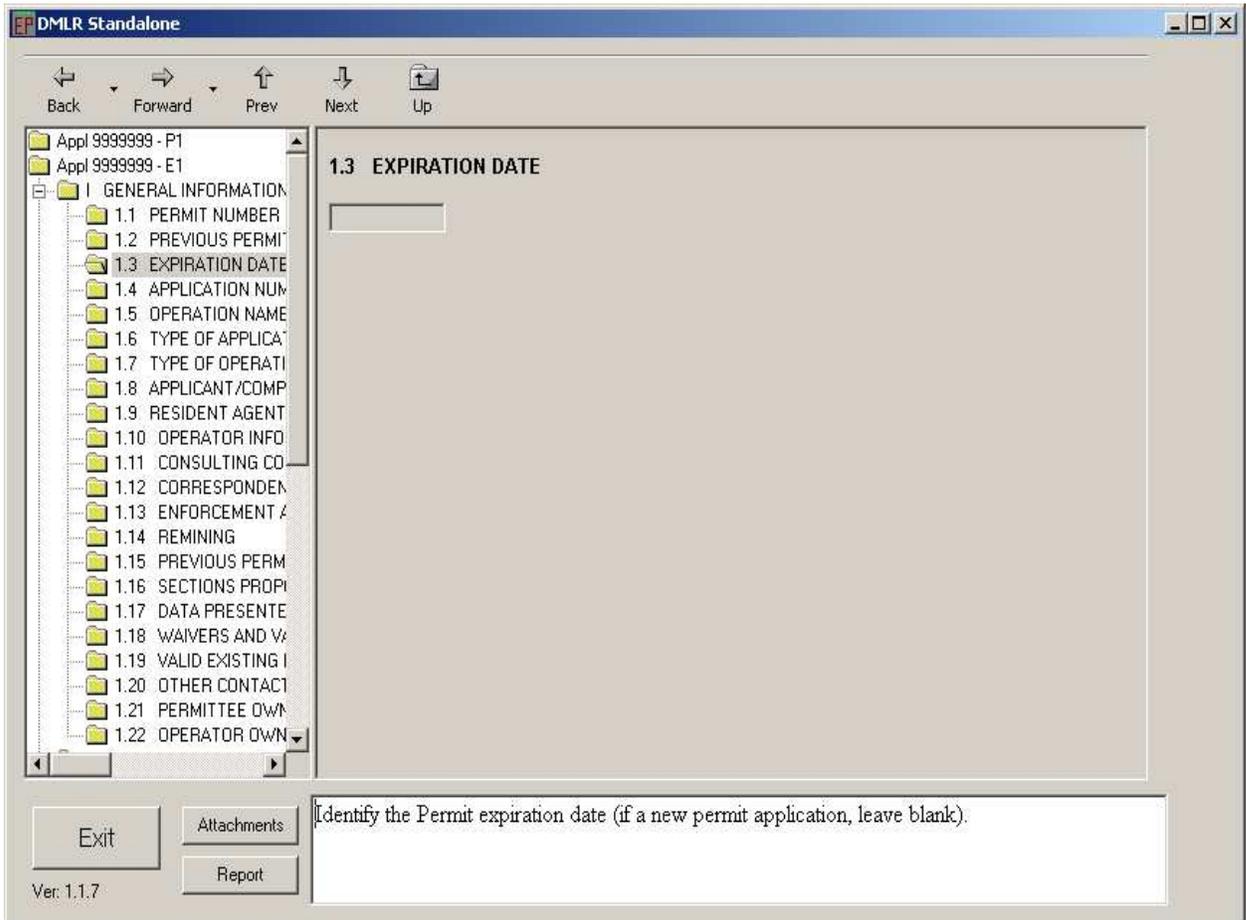
Address

Exit Attachments Report

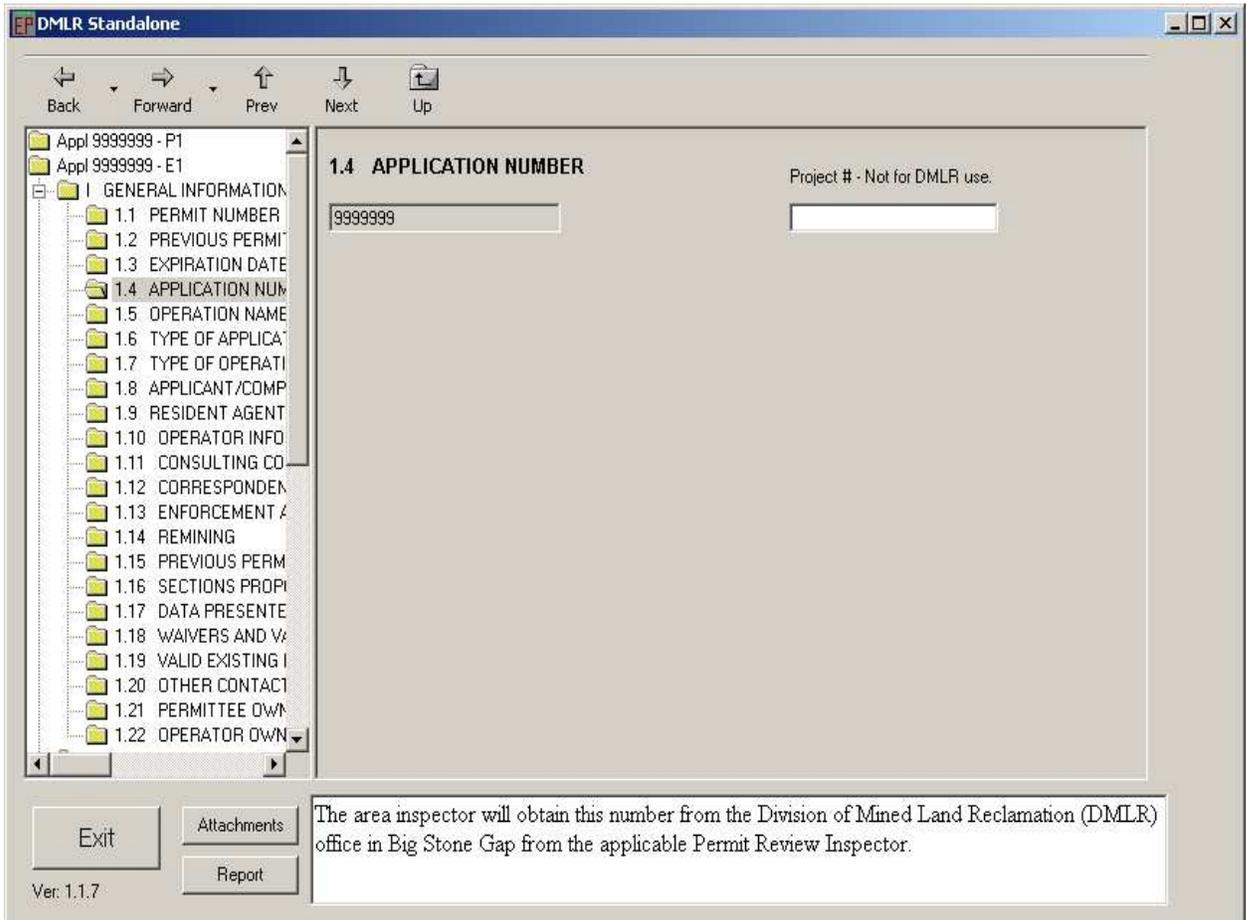
Ver: 1.1.7

Identify the previous permit number (**for succession or repermit applications only**), company name, and mailing address. If not applicable, indicate as "N/A".

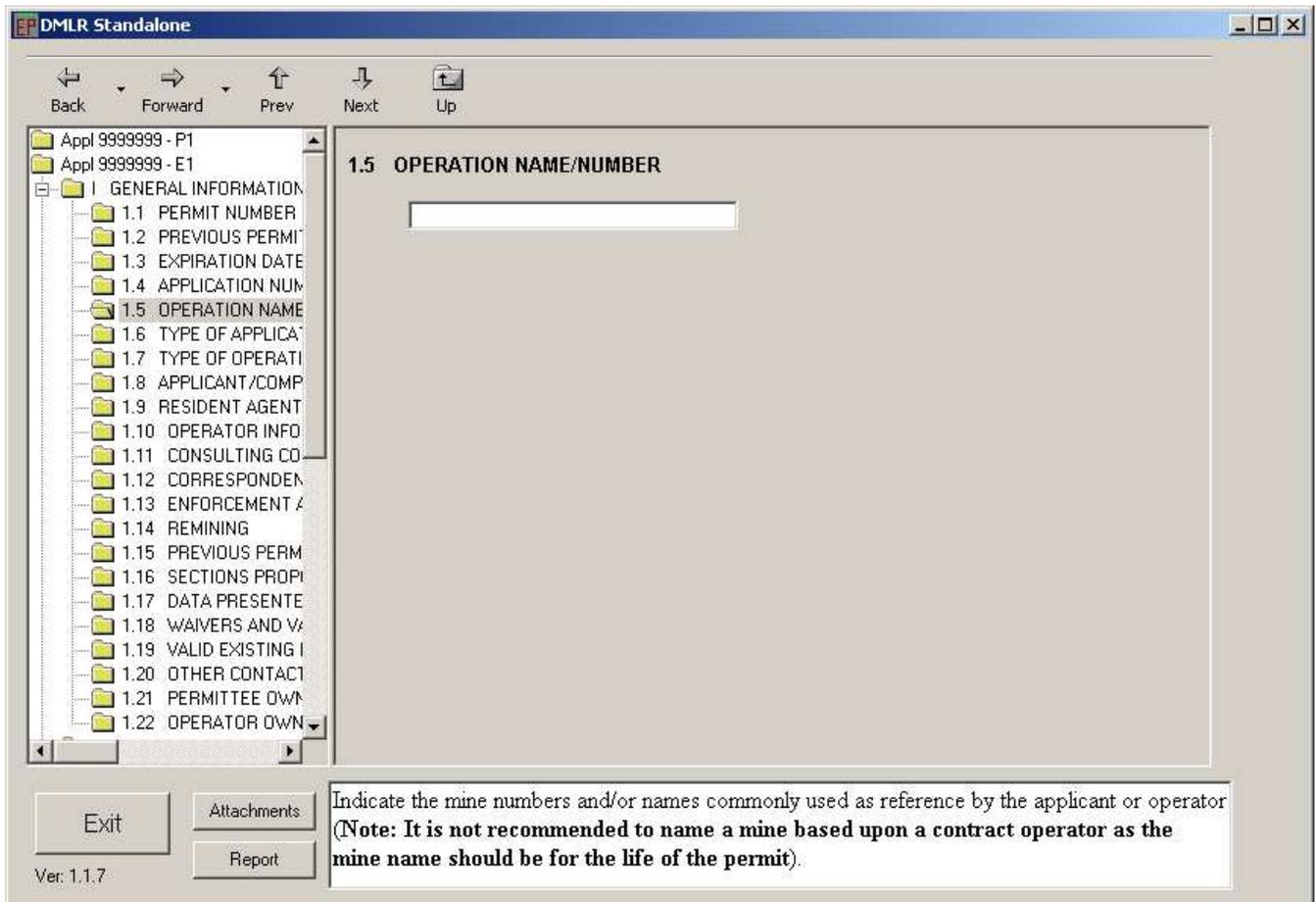
Include the appropriate information as instructed.



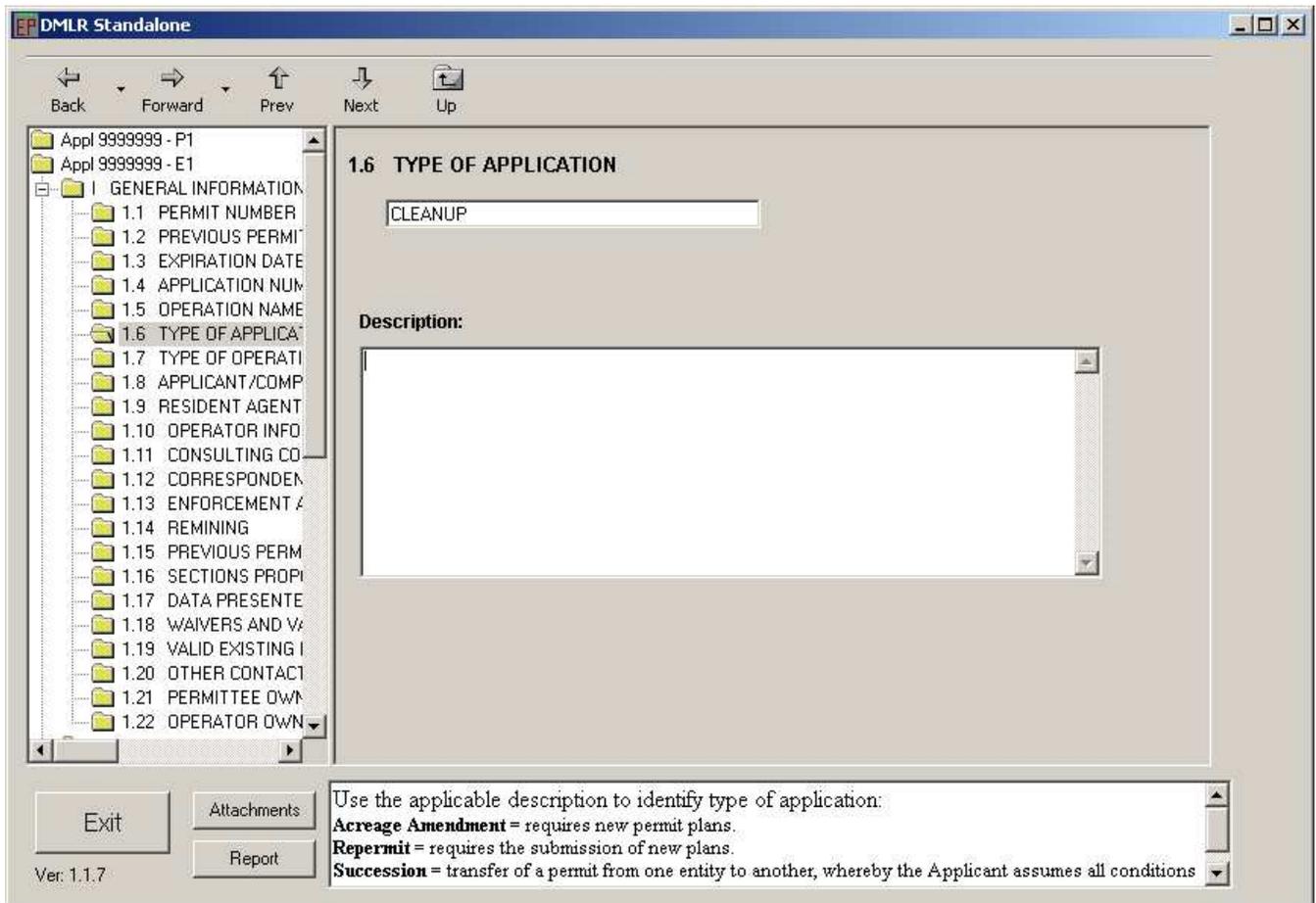
No information is required for this section. If the permit is existing information will already exist.



The application number given in the data download will appear in the gray box. The company/consultant project number (if any) can be typed into the box titled Project #-Not for DMLR use.

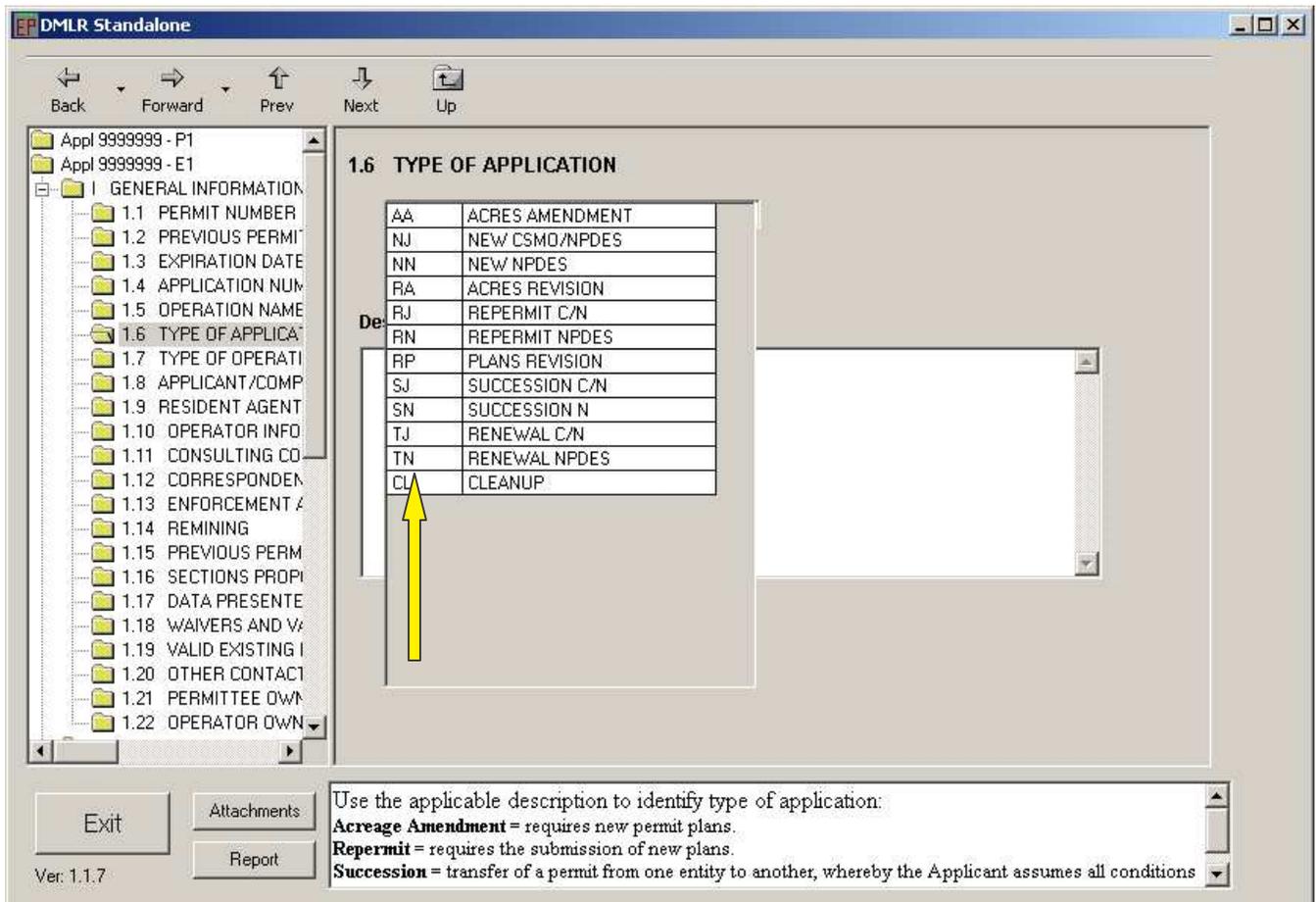


This box can be typed directly into. The type information is for example, Mine No. 1.

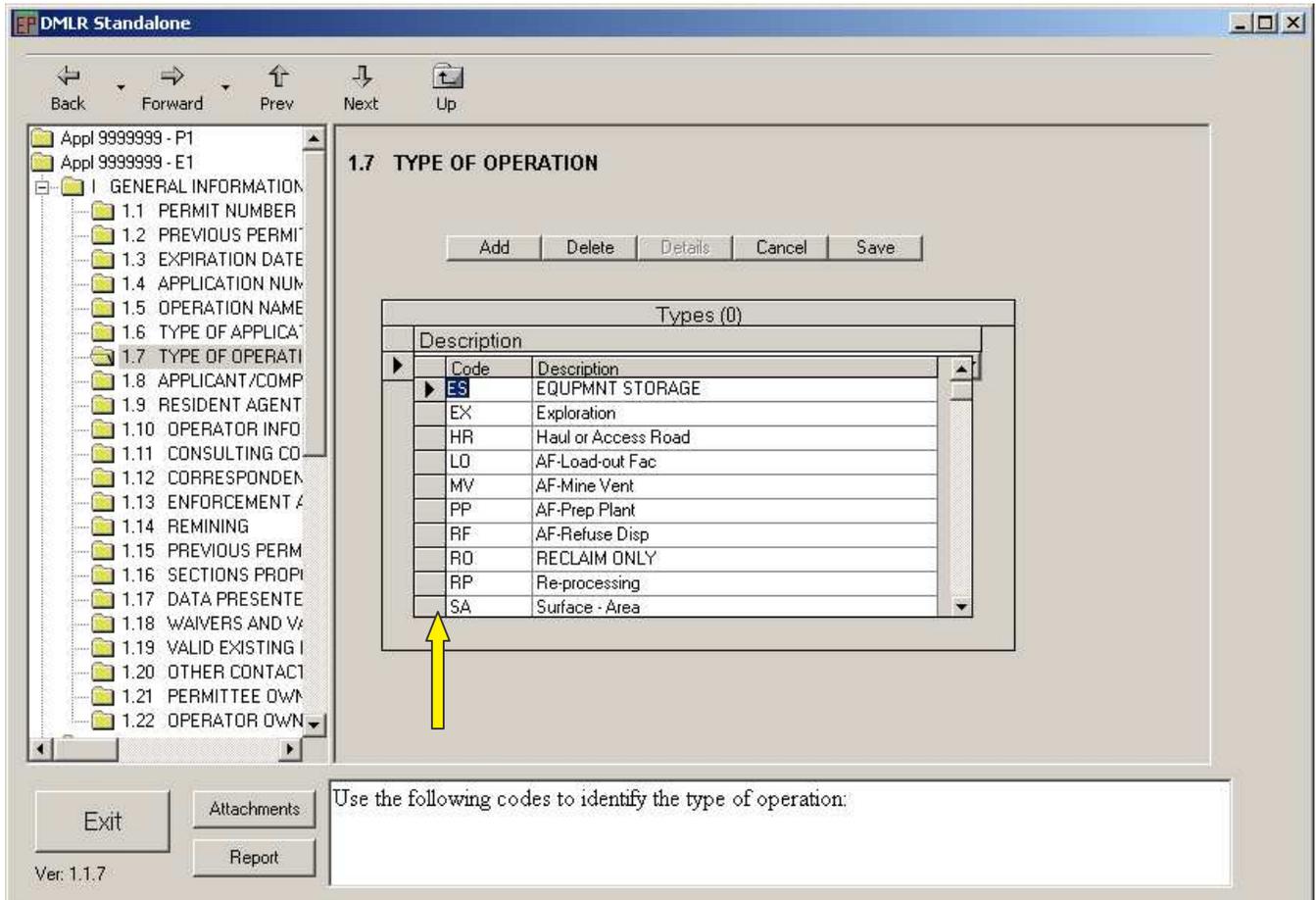


Double click in the upper box under this section. This will provide a drop down menu to choose from for the type of application desired. (See below)

Under DESCRIPTION type directly into the box a brief description of the application being submitted.



Double click the in the area (as indicated by the yellow arrow) for the appropriate type of application and the information will be added to the box.



To add the TYPE OF OPERATION click the **ADD** button, click once inside the description box, click the down arrow. Double click in the space adjacent to the type of operation to be added which will add the type of operation in the description box. To add additional types follow the same procedure.

DMLR Standalone

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Appl 9999999 - P1
Appl 9999999 - E1

GENERAL INFORMATION

- 1.1 PERMIT NUMBER
- 1.2 PREVIOUS PERMIT
- 1.3 EXPIRATION DATE
- 1.4 APPLICATION NUM
- 1.5 OPERATION NAME
- 1.6 TYPE OF APPLICA
- 1.7 TYPE OF OPERATI
- 1.8 APPLICANT/COMP**
- 1.9 RESIDENT AGENT
- 1.10 OPERATOR INFO
- 1.11 CONSULTING CO
- 1.12 CORRESPONDEN
- 1.13 ENFORCEMENT /
- 1.14 REMINING
- 1.15 PREVIOUS PERM
- 1.16 SECTIONS PROPI
- 1.17 DATA PRESENTE
- 1.18 WAIVERS AND V
- 1.19 VALID EXISTING I
- 1.20 OTHER CONTACT
- 1.21 PERMITTEE OWN
- 1.22 OPERATOR OWN

1.8 APPLICANT/COMPANY INFORMATION

Name

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN DMLR Code AVS Entity #

Exit Attachments Report

Ver: 1.1.7

Include the name, mailing address, phone number, employer identification number, social security number (optional), DMLR code, AVS Entity number, fax number, email address and the preferred order of contact.

This information will be transferred from the P1 form or be existing if the application is for an existing permit. If a comment is needed type directly into the comment box. Indicate the preferred order of contact using the down arrow and choosing the appropriate number.

SECTION 1.9...Information will be existing or added from a P1 form change.

SECTION 1.10...Information will be existing or added from the O1 for change.

SECTION 1.11...Type appropriate information in the boxes provided.

DMLR Standalone

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Appl 9999999 - P1
 Appl 9999999 - E1
 I GENERAL INFORMATION
 1.1 PERMIT NUMBER
 1.2 PREVIOUS PERMIT
 1.3 EXPIRATION DATE
 1.4 APPLICATION NUMBER
 1.5 OPERATION NAME
 1.6 TYPE OF APPLICATION
 1.7 TYPE OF OPERATION
 1.8 APPLICANT/COMPANY
 1.9 RESIDENT AGENT
 1.10 OPERATOR INFORMATION
 1.11 CONSULTING COMPANY
 1.12 CORRESPONDENCE
 1.13 ENFORCEMENT / REMEDIAL
 1.14 REMAINING
 1.15 PREVIOUS PERMIT
 1.16 SECTIONS PROPOSED
 1.17 DATA PRESENTED
 1.18 WAIVERS AND VARIATIONS
 1.19 VALID EXISTING INFORMATION
 1.20 OTHER CONTACT
 1.21 PERMITTEE OWNERSHIP
 1.22 OPERATOR OWNERSHIP

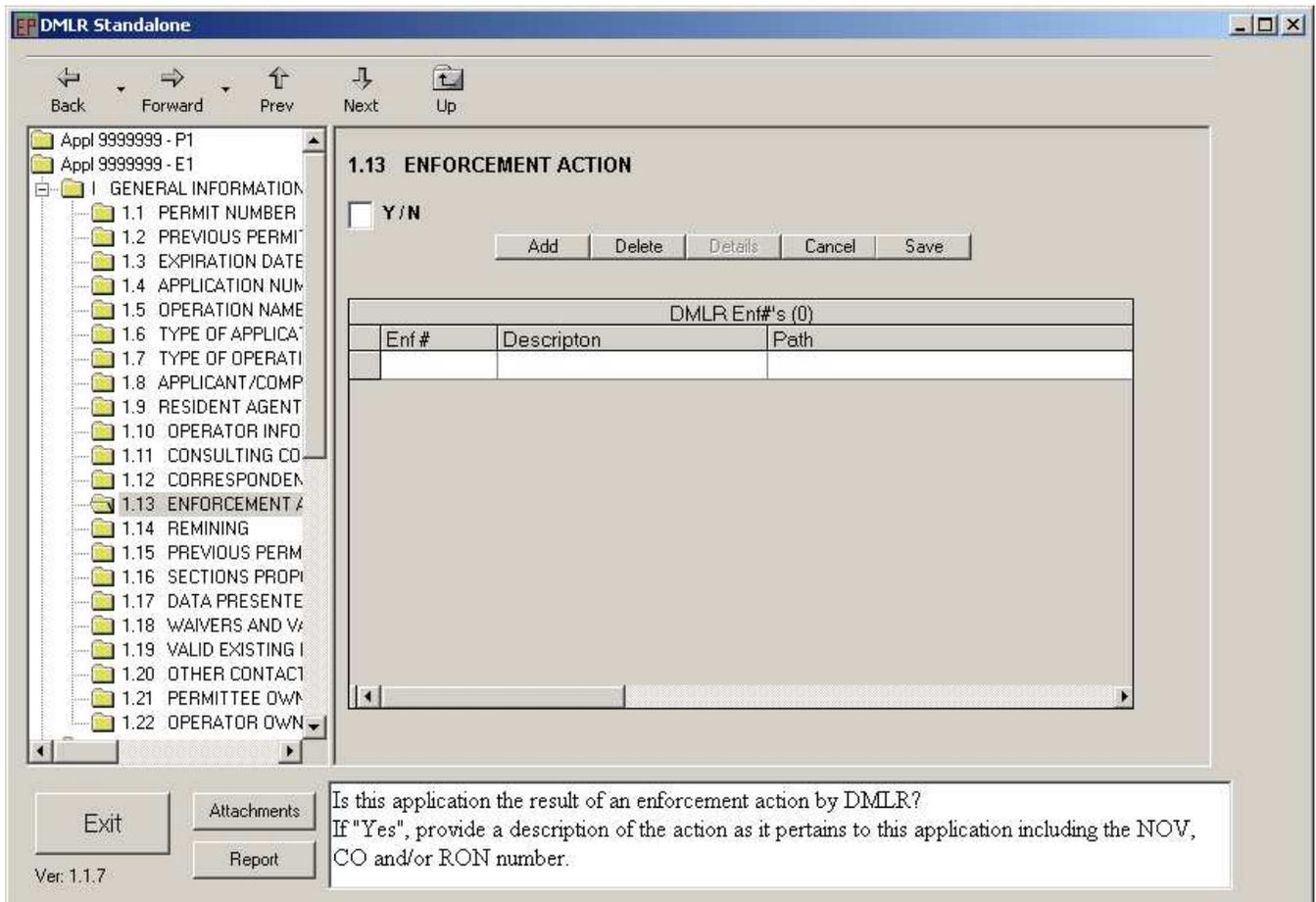
1.12 CORRESPONDENCE CONCERNING APPLICATION

Applicant
 Consultant
 Other (Name)
Associated With
Mailing Address

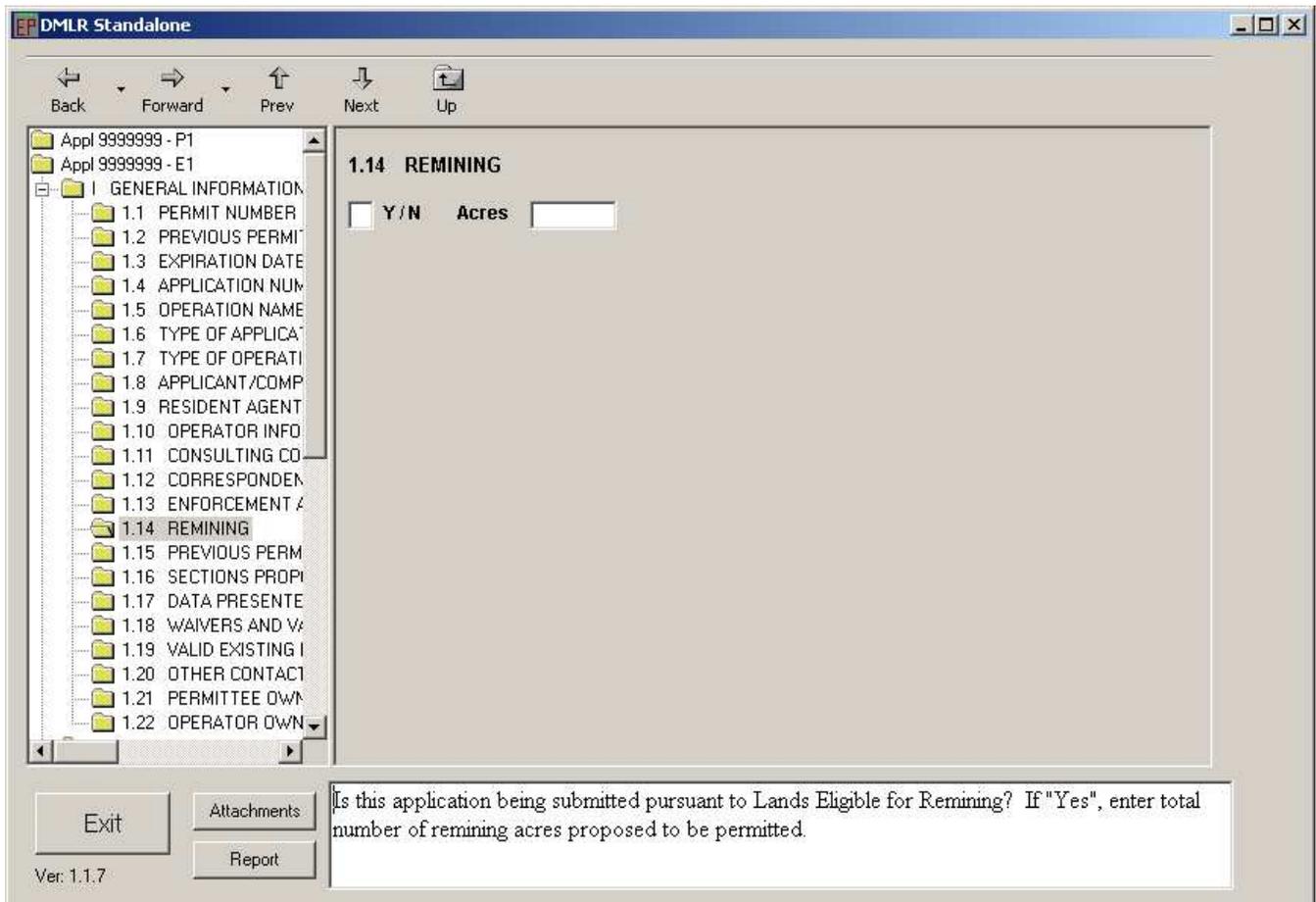
Ver: 1.1.7

Checkmark who, in addition to the applicant, is to be contacted concerning this application.

Click in the area indicated by the yellow arrow for the appropriate Y or N response. If other is Y, include the appropriate information.

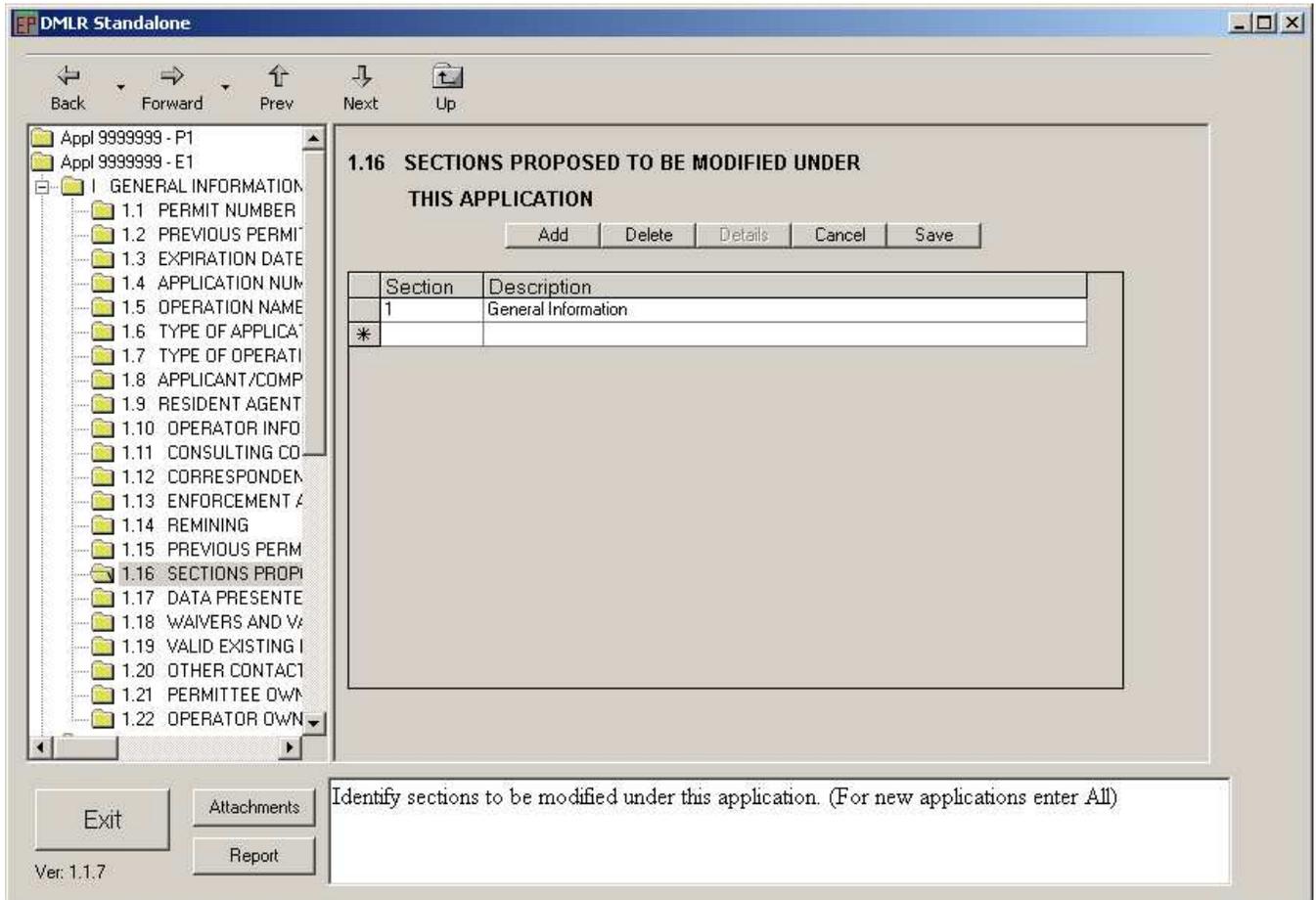


Is the application is the result of enforcement action? Click under the Y/N to add the appropriate response. If yes, click the **ADD** button, type the NOV, RON, etc. number in the Enf# box, type a brief description in the Description box. Scan the NOV, RON, etc. and click in the Path box, click the down arrow and follow the path to the scanned item, double click the file and the path will be added in the path box.



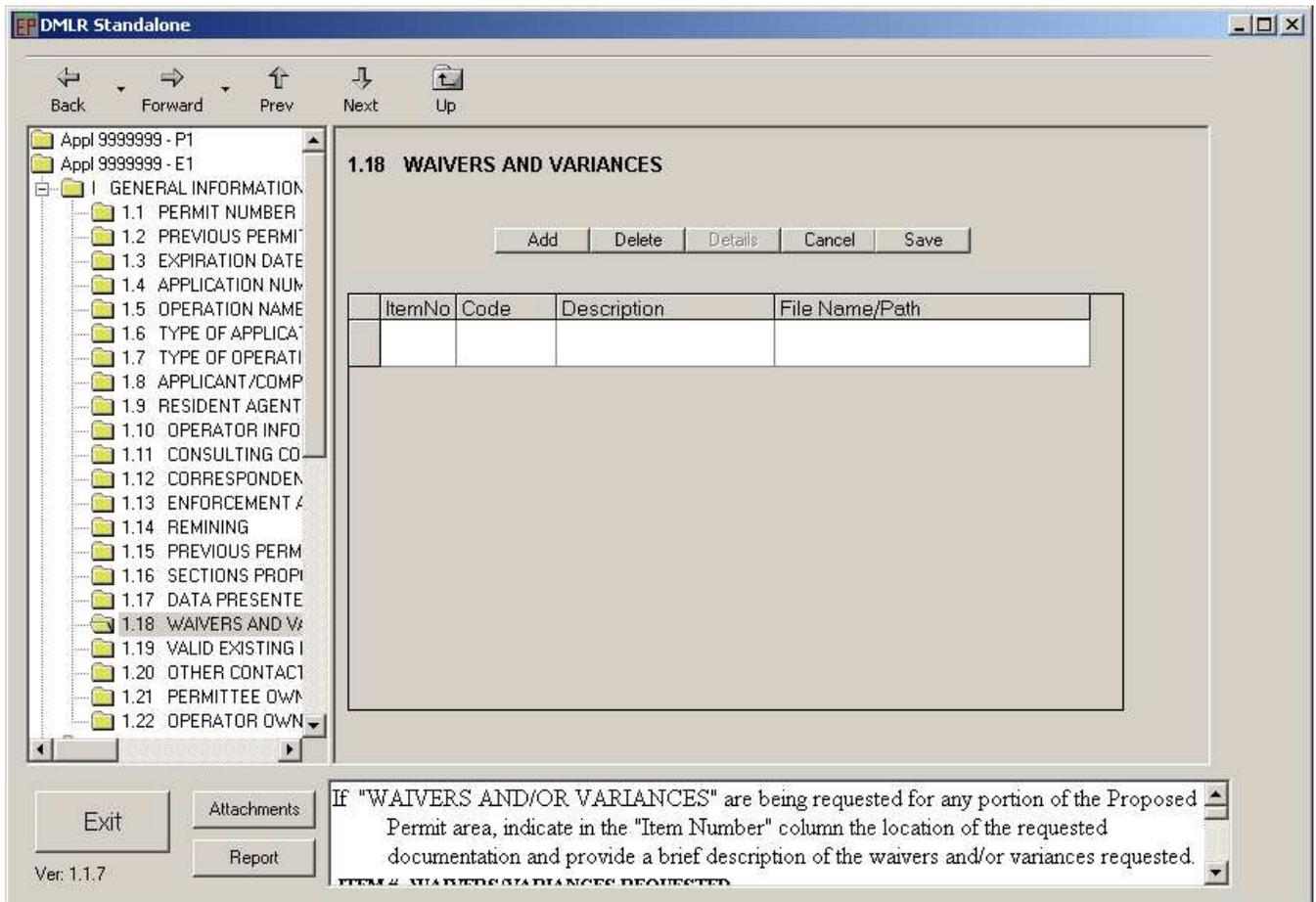
If remining acres exist on the area to be permitted or the existing permit, place a Y in the Y/N box. In the Acres box place the number of remining acres existing on the permit, plus the any remining acres being proposed. If the application is for a new permit list any remining acres being proposed.

SECTION 1.15...This information (if any) will be provided in the data download.

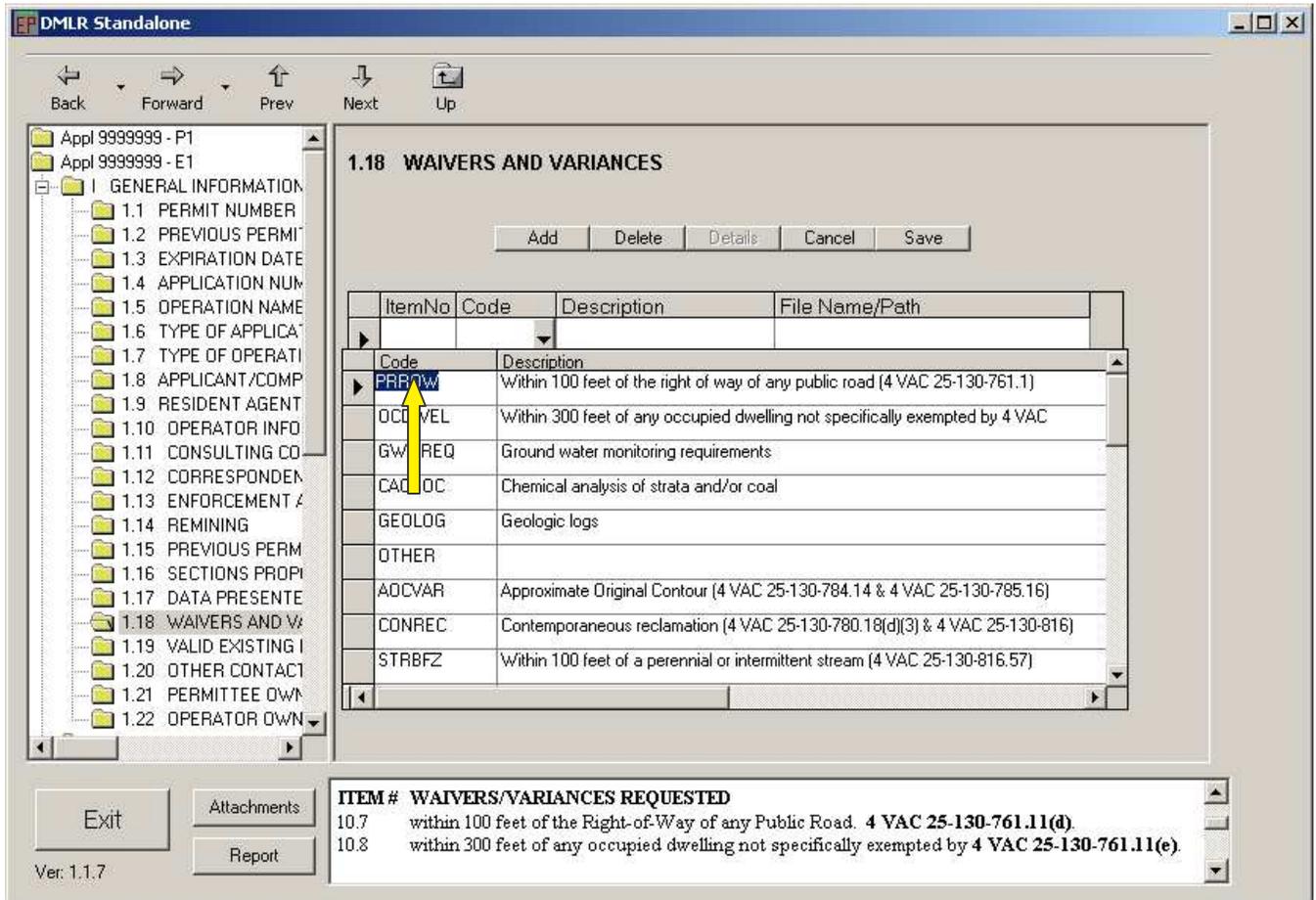


Click the **ADD** button, type the number of the section(s) being modified in the Section box and the description of the section in the Description box. Follow the same procedure for each section being modified. If a new permit type ALL in the Section box.

SECTION 1.17...Place the appropriate response in the Y/N box and provide the appropriate attachments if needed.

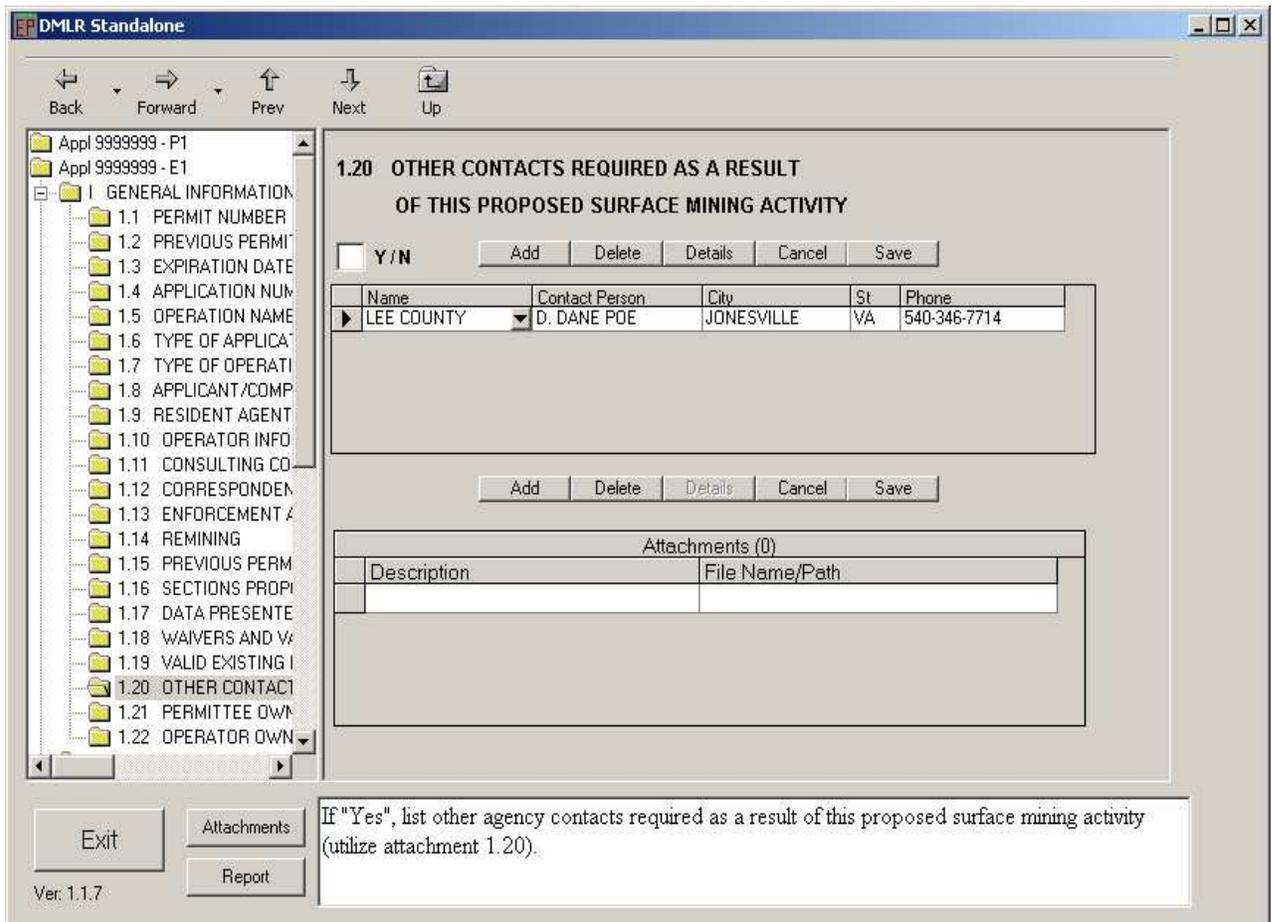


To provide information in this section begin by clicking the **ADD** button. Place the appropriate item number from the list in the instructions in the Item No. box.



To add the code click inside the Code box, click the down arrow and choose the appropriate item from the drop down box by double clicking in the area as indicated by the yellow arrow. Type in a brief description in the Description box. Click in the File Name/Path box, click the down arrow and follow the path to the appropriate attachment and double click the file to be added as an attachment. To add additional information follow the same procedure.

SECTION 1.19...This information can be added in the same manner as in Section 1.18.



Place the appropriate Y or N in the Y/N box. If Yes, click the **ADD** button, click inside the Name box, click the down arrow and a drop down box will appear, choose the appropriate contact by double clicking on the contact as previously explained. If an attachment is needed, add as previously described. If additional or contacts are required repeat the process for each item needing to be added.

SECTION 1.21...Add the appropriate Y or N in the Y/N box and add an attachment if needed.

SECTION 1.22...Add the appropriate Y or N in the Y/N box and add an attachment if needed.

II Administrative Information

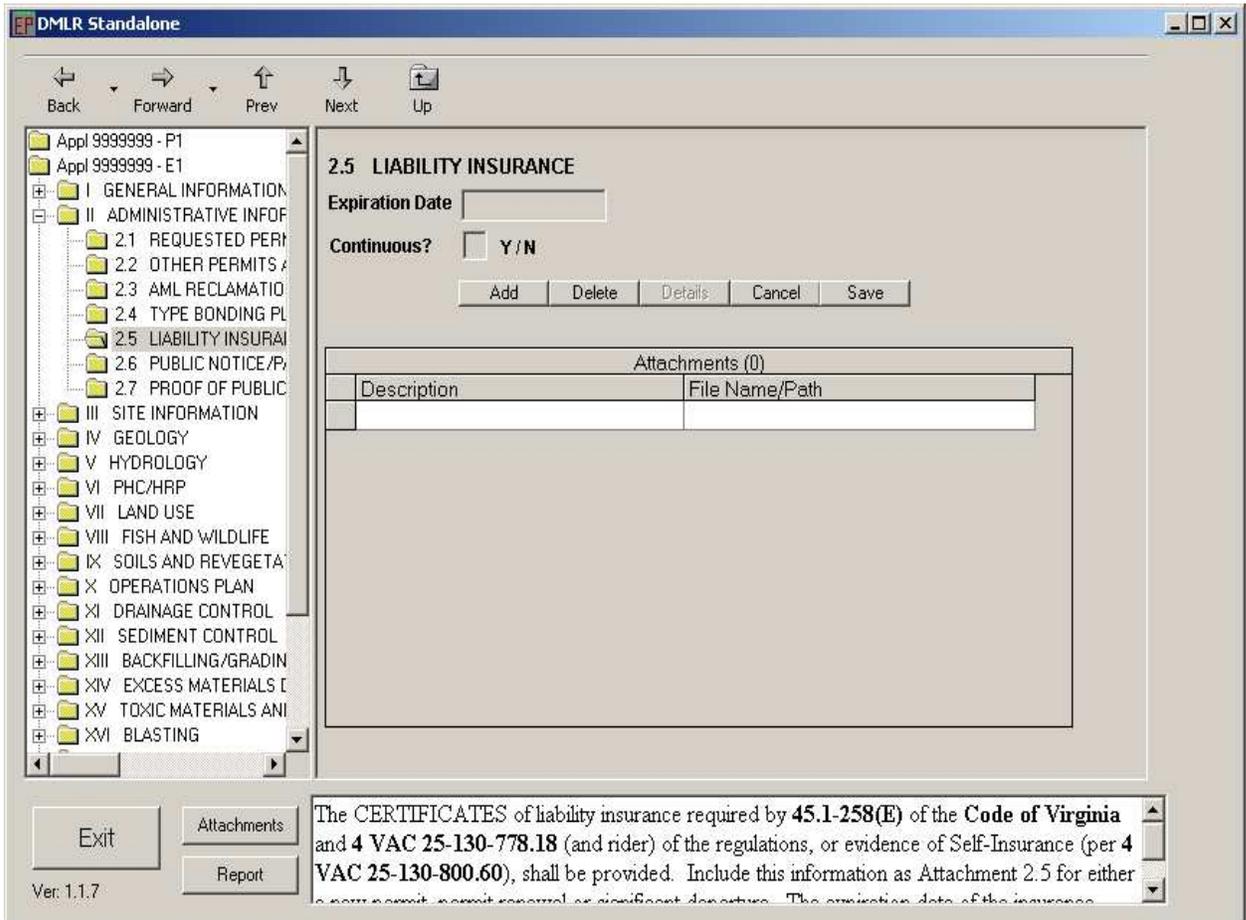
The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view of application sections, with '2.1 REQUESTED PERMIT TERM' selected. The main area is titled '2.1 REQUESTED PERMIT TERM' and contains a text box with the number '5' and the label 'Years'. Below this are buttons for 'Add', 'Delete', 'Details', 'Cancel', and 'Save'. Underneath is an 'Attachments (0)' table with columns 'Description' and 'File Name/Path'. At the bottom, there are 'Exit', 'Attachments', and 'Report' buttons, and a text box containing the instruction: 'Insert the number of years requested. If the requested permit term is in excess of 5 years, identify the supporting rationale required by 4 VAC 25-130-778.17(b) as Attachment 2.1.' The version number 'Ver: 1.1.7' is displayed in the bottom left corner.

Enter the requested permit term in the box provided. If more than 5 years is requested add the appropriate attachments.

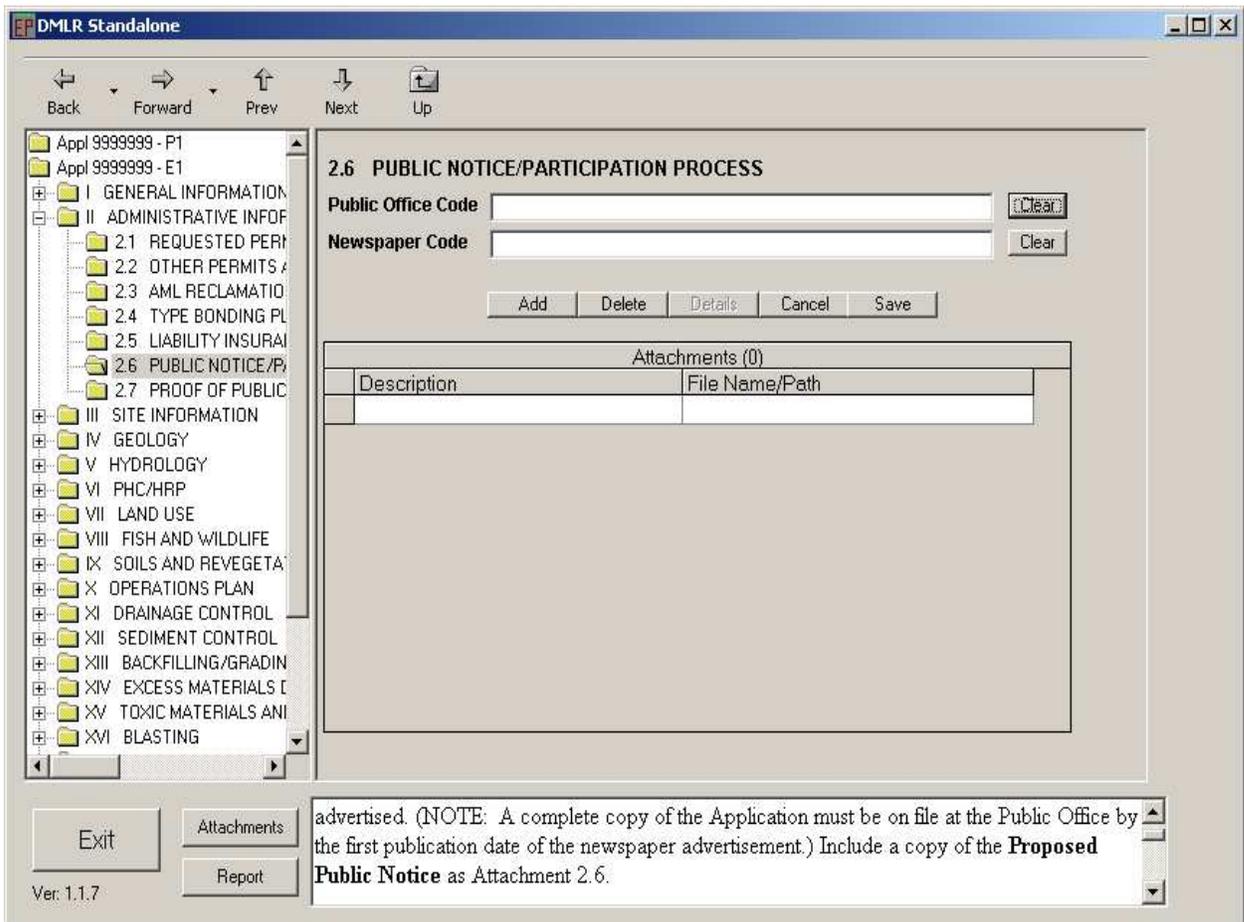
SECTION 2.2...To add information click the **ADD** button and type the appropriate information in the boxes provided.

SECTION 2.3...Add appropriate information as requested.

SECTION 2.4...Add the appropriate P or C for the type bond being provided.



If the permit is existing the expiration date and whether the insurance is continuous will be filled in. If a copy of the liability insurance is required it should be scanned, click the ADD button and attach the scanned document.

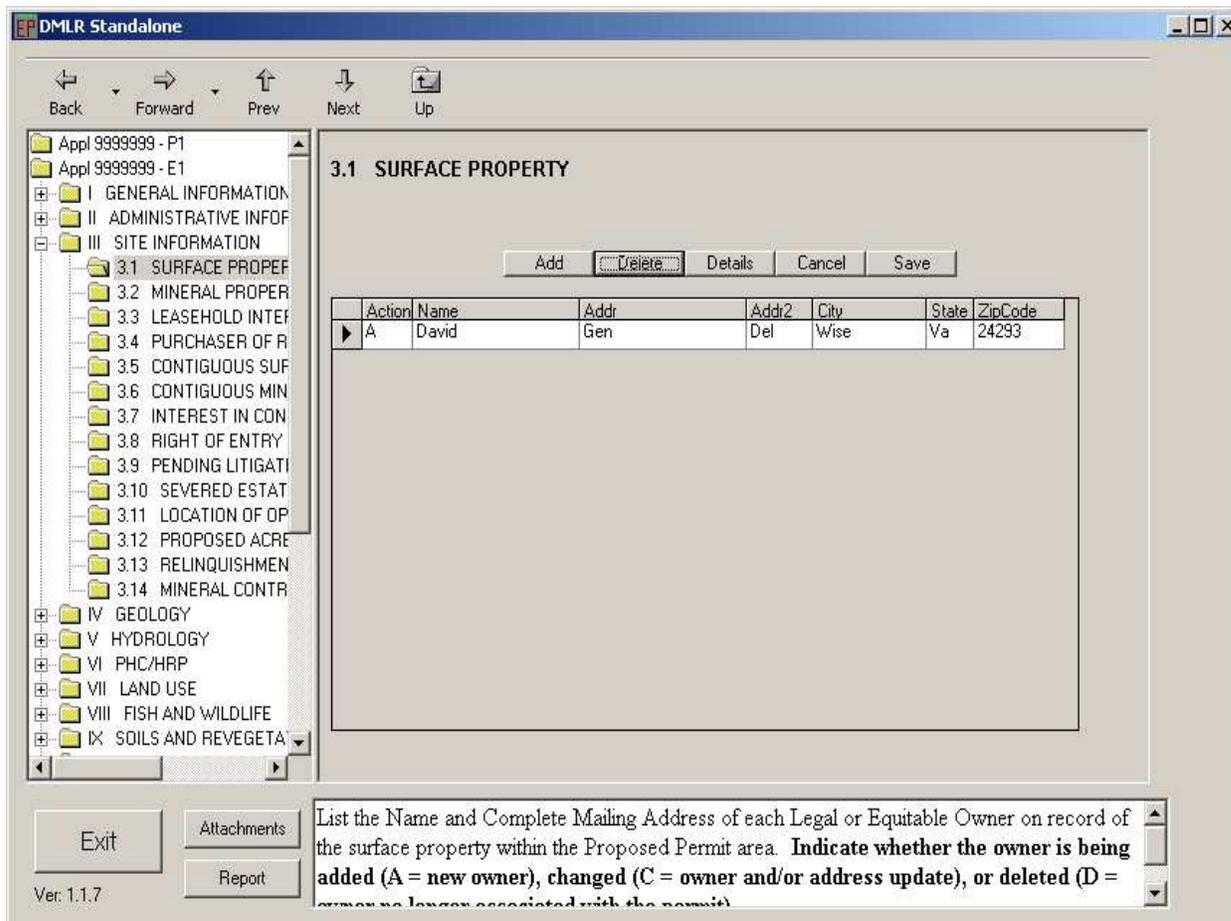


To add the Public Office Code and Newspaper Code, double click inside the box for each one, a drop down box will appear. Choose the appropriate public office and newspaper by double clicking in the box to the left of the code as described earlier. To add the sample public notice, click the **ADD** button and follow the attachment procedures described earlier.

NOTE: Only one public office code and one newspaper code can be selected. If more than one needs to be used choose the one serving the largest portion of the permit. Further information can be included as an attachment in this section.

SECTION 2.7...Provide the scanned copy of the proof of publication as an attachment as described in earlier sections.

III SITE INFORMATION



To add information in this section click the **ADD** button and an additional screen will appear for the information to be added. Click on A under the action, when the information is added, click save and close, the information will then appear as shown above. To change or delete information click the box with the right pointing arrow and click the **DETAILS** button, place a C or D in the action box, change the appropriate information, save and close. Note, the information in the Action box is provided in a drop down menu.

SECTION 3.2...Adding the information in this section requires the same actions as Section 3.1

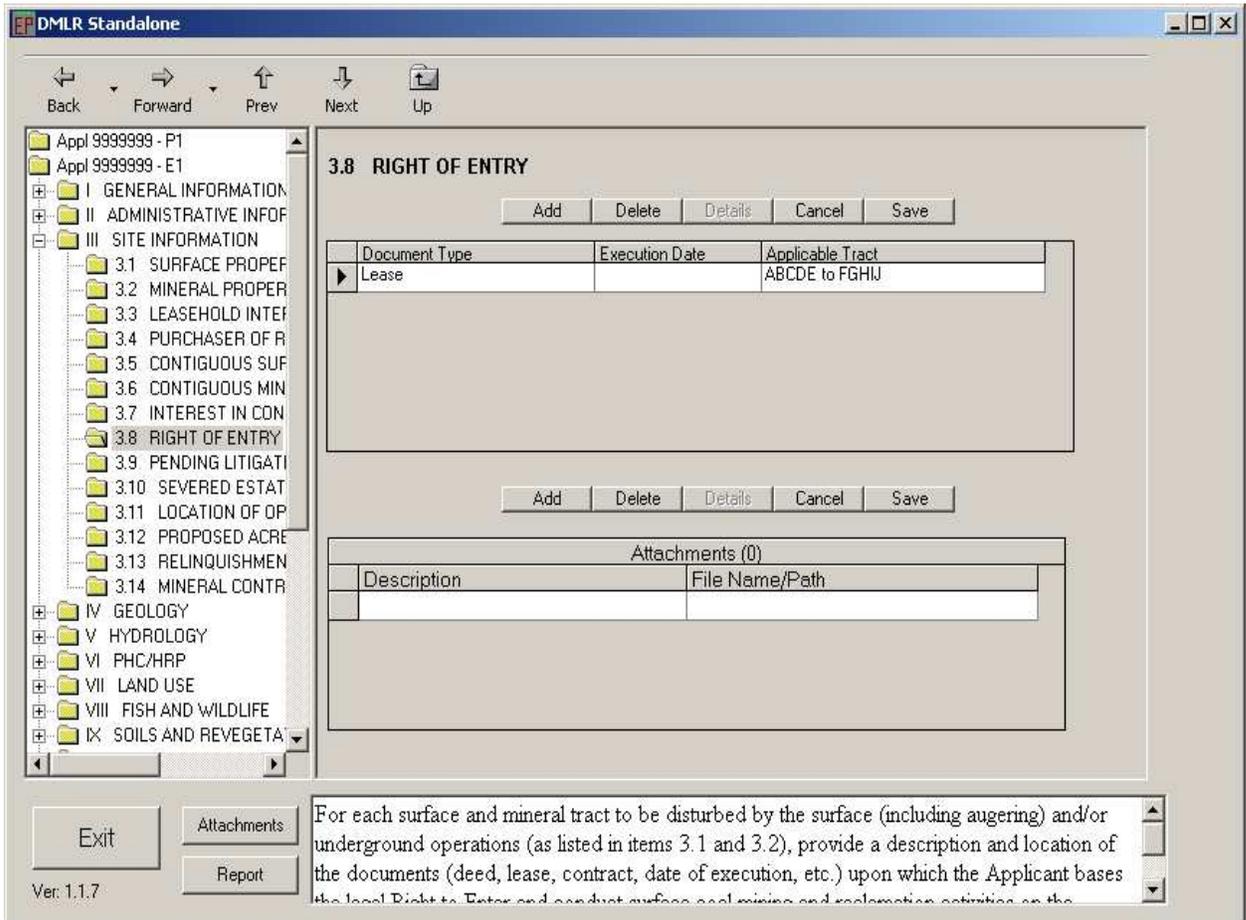
SECTION 3.3...Adding the information in this section requires the same actions as Section 3.1 with the exception of placing a Y or N in the Y/N box.

SECTION 3.4...Adding the information in this section requires the same actions as Section 3.1 with the exception of placing a Y or N in the Y/N box.

SECTION 3.5...Adding the information in this section requires the same actions as Section 3.1

SECTION 3.6...Adding the information in this section requires the same actions as Section 3.1

SECTION 3.7...Place the appropriate Y or N in the Y/N box.



To add information click the **ADD** button and type the information in the box provided.

NOTE: The box in Document Type is limited to 15 characters and the box in Applicable Tract is limited to 30 characters. Add any additional information as an attachment.

To add documents as an attachment, do so as described in the earlier sections.

SECTION 3.9...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 3.10...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

DMLR Standalone

Back Forward Prev Next Up

- Appl 9999999 - P1
- Appl 9999999 - E1
- I GENERAL INFORMATION
- II ADMINISTRATIVE INFO
- III SITE INFORMATION
 - 3.1 SURFACE PROPE
 - 3.2 MINERAL PROPE
 - 3.3 LEASEHOLD INTE
 - 3.4 PURCHASER OF R
 - 3.5 CONTIGUOUS SUF
 - 3.6 CONTIGUOUS MIN
 - 3.7 INTEREST IN CON
 - 3.8 RIGHT OF ENTRY
 - 3.9 PENDING LITIGATI
 - 3.10 SEVERED ESTAT
 - 3.11 LOCATION OF OP
 - 3.12 PROPOSED ACRE
 - 3.13 RELINQUISHMEN
 - 3.14 MINERAL CONTR
- IV GEOLOGY
- V HYDROLOGY
- VI PHC/HRP
- VII LAND USE
- VIII FISH AND WILDLIFE
- IX SOILS AND REVEGETA

3.11 LOCATION OF OPERATION

Location

Northing Easting

Add Details Cancel Save

USGS Quadrangle

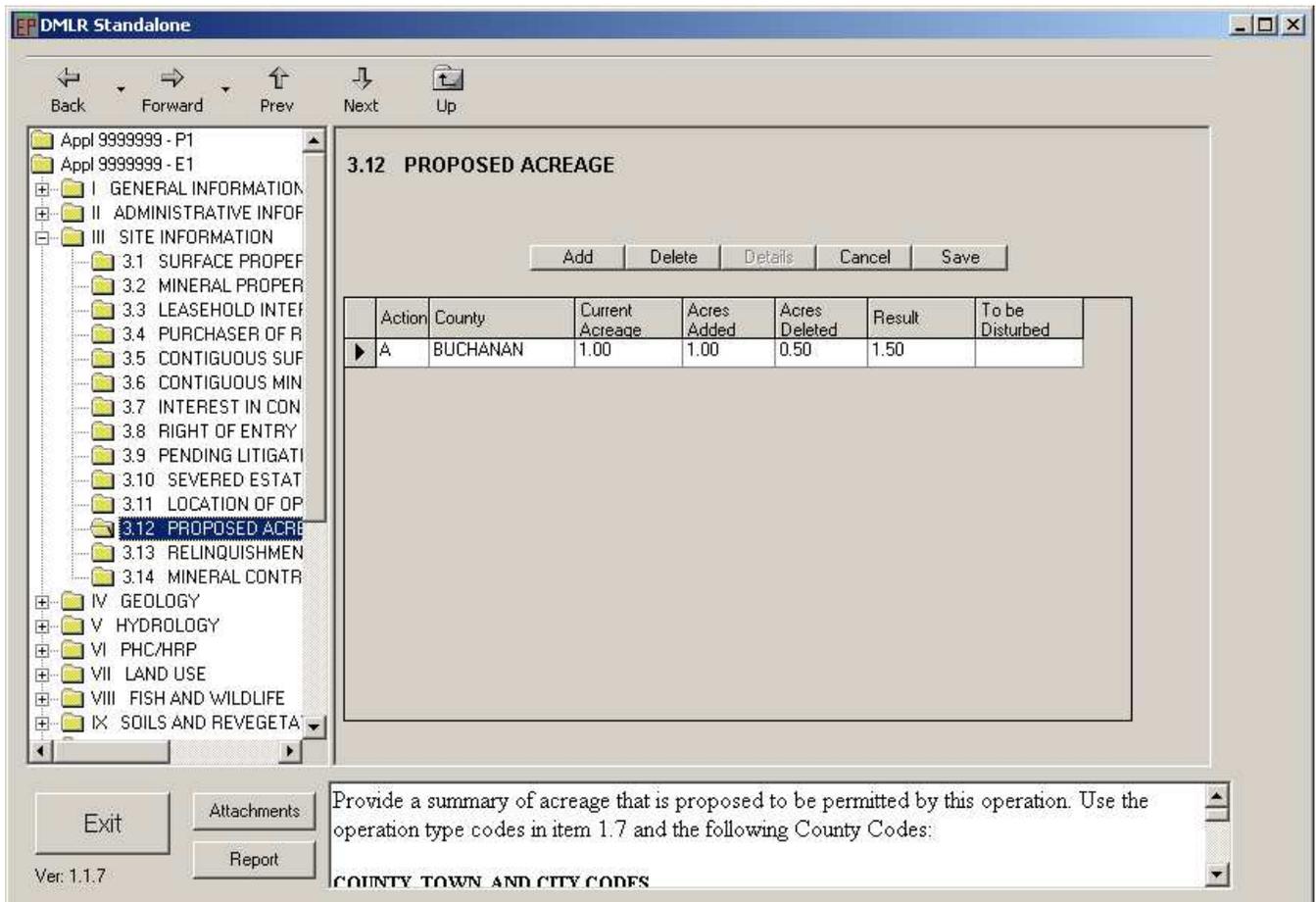
Nearest Community

Nearest Public Road Intersection

Exit Attachments Ver: 1.1.7 Report

Provide the VA State Plane Northing and Easting Coordinates; USGS Quadrangle(s); County, Nearest Community, and Nearest Public Road Intersection.

Add the appropriate information in the boxes provided. To add a USGS Quadrangle, click the **ADD** button, then click the down arrow and choose the appropriate quadrangle from the drop down menu.



To add information in this section click the **ADD** button, click inside the Action box, click the down arrow and choose from the list for action. Click inside the County box, click the down arrow and choose from the county list provided. The appropriate acreage can be added in the boxes provided. The result will automatically be totaled in the Result box as you progress.

SECTION 3.13...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 3.14...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

IV GEOLOGY

The screenshot shows the 'DMLR Standalone' application window. The left pane displays a tree view of project folders, with 'IV GEOLOGY' expanded to show sub-sections 4.1 through 4.5. The main area is titled '4.1 SEAM(s) TO BE MINED' and contains a table with the following data:

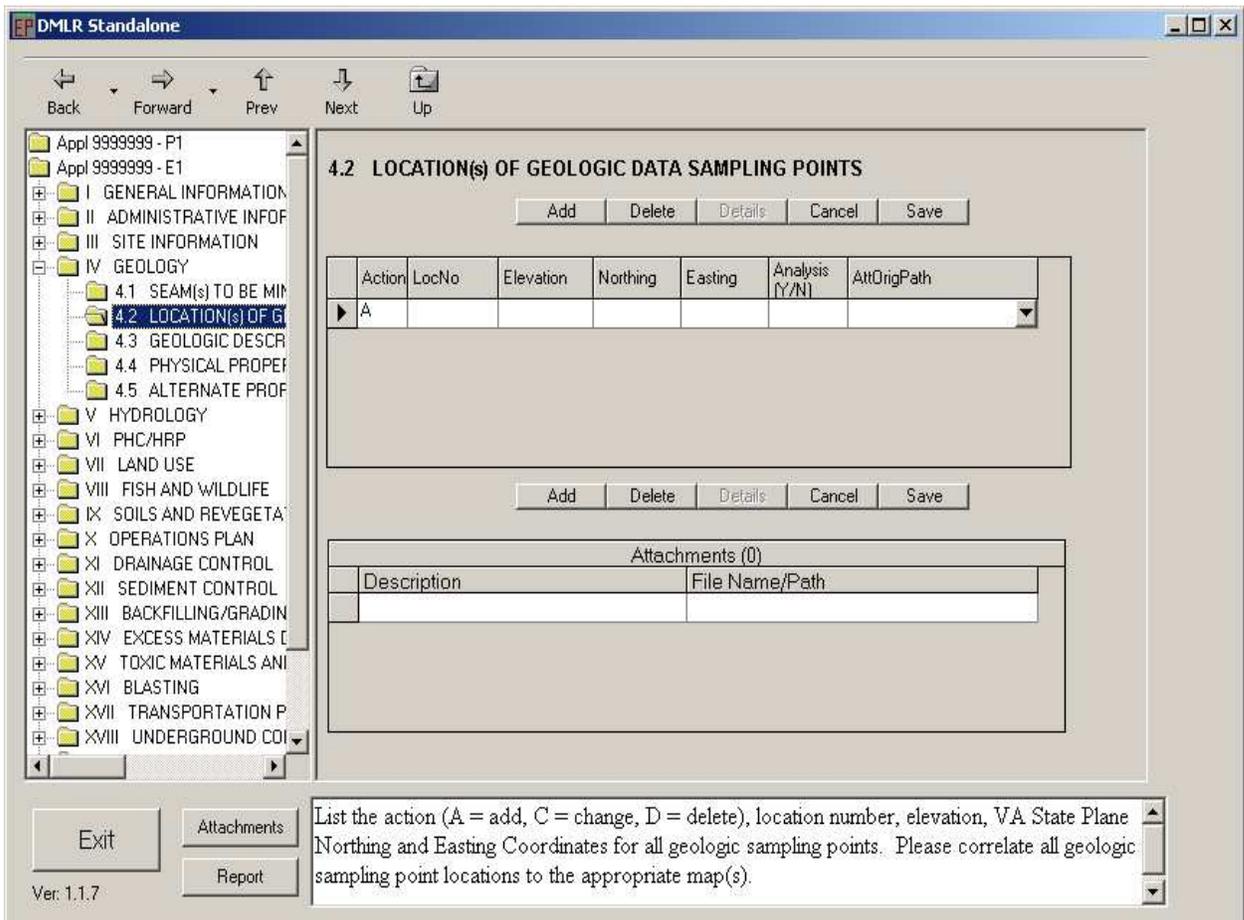
Local Name	Geologic	Elevation	Thickness
34 Inch	34 Inch	1000	48

Below the table, there is a text box with the following instructions:

Provide the local name, geological name, elevation and thickness of each seam proposed to be mined.

Buttons for 'Exit', 'Attachments', and 'Report' are located at the bottom left. The version number 'Ver. 1.1.7' is displayed in the bottom left corner.

To add information in this section, click the add button, click inside the Local Name box and click the drop down arrow, choose the appropriate local name from the list provided. Click inside the Geologic box and click the down arrow, choose the appropriate geologic name from the list provided. Enter the elevation of the seam in the Elevation box and the seam thickness in the Thickness box (in inches).



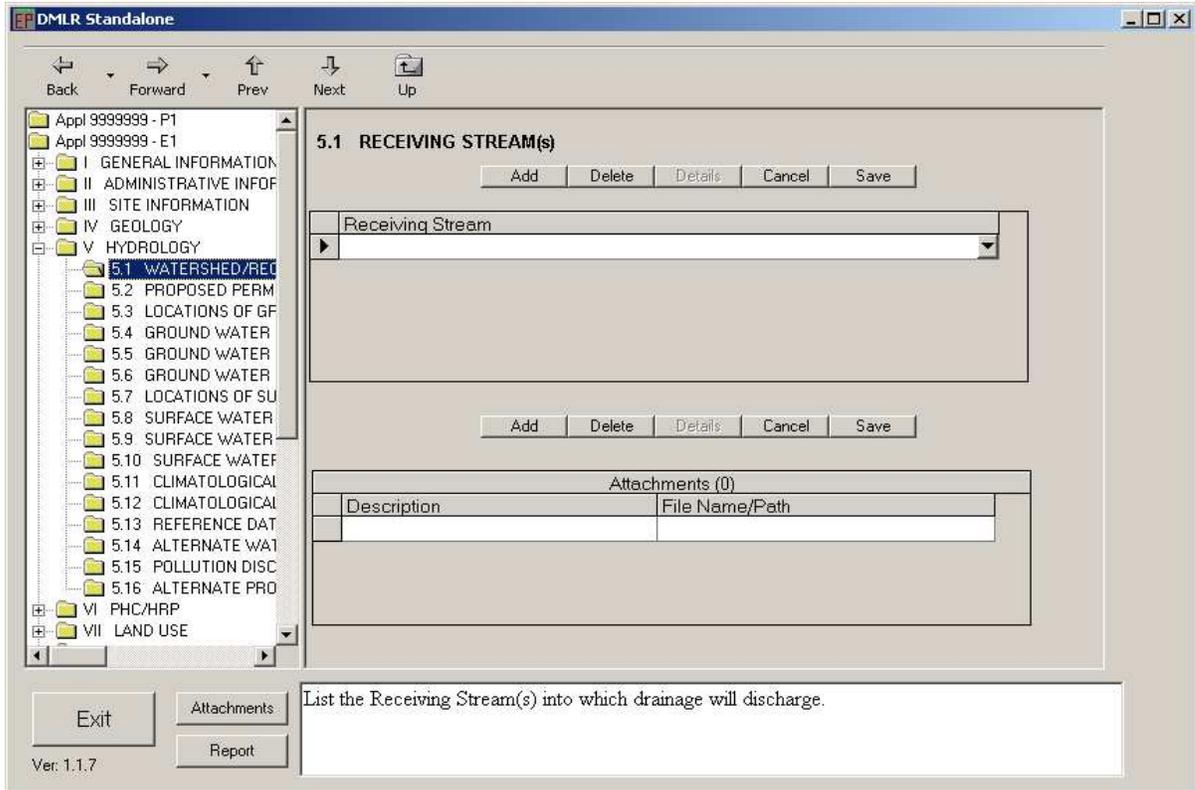
To add information in this section click the **ADD** button, click inside the Action box and click on the down arrow and click on the appropriate action. The next five boxes can be typed directly into. Click in the *AttOrigPath* box and click the down arrow to add the appropriate attachment for this section. The additional attachments can be added as previously described.

SECTION 4.3...Adding the information in this section requires the same actions as previously described for adding attachments.

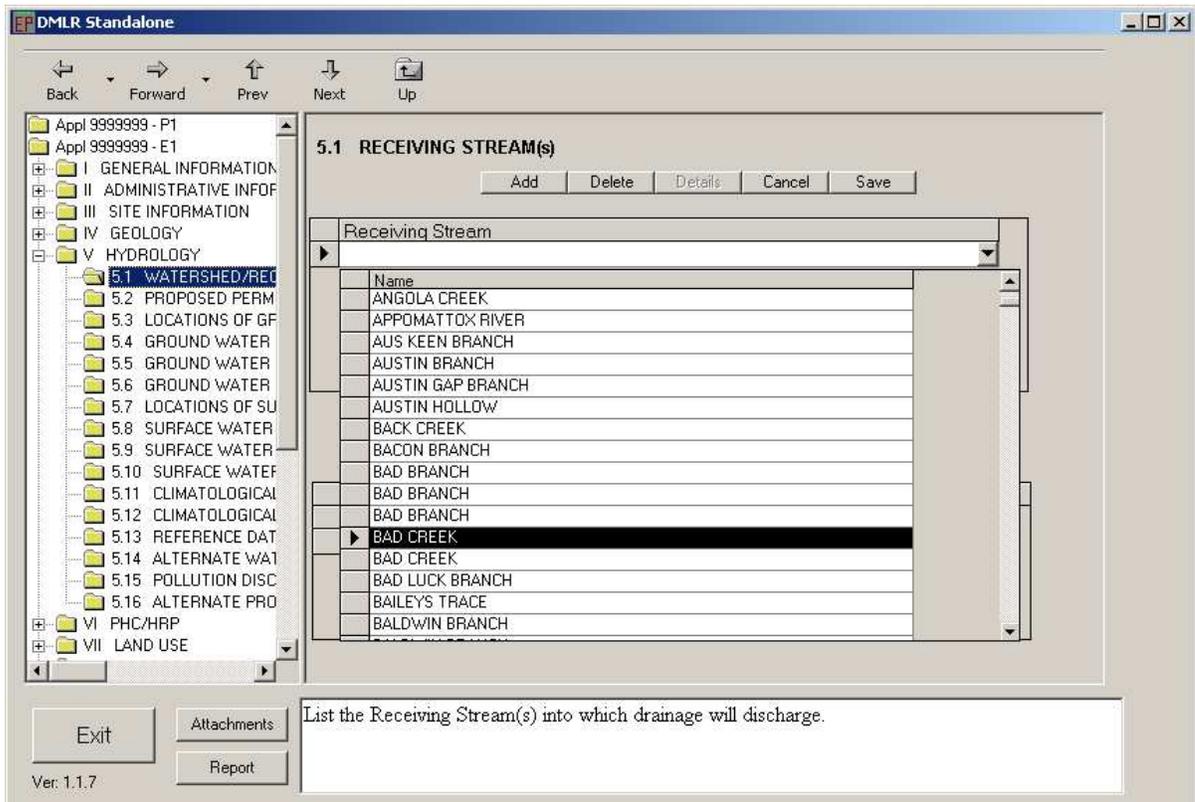
SECTION 4.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 4.5...Adding the information in this section requires the same actions as previously described for adding attachments.

V HYDROLOGY



To add information to this section, click the **ADD** button, click inside the Receiving Stream box and click the down arrow for a list of streams. (See below).

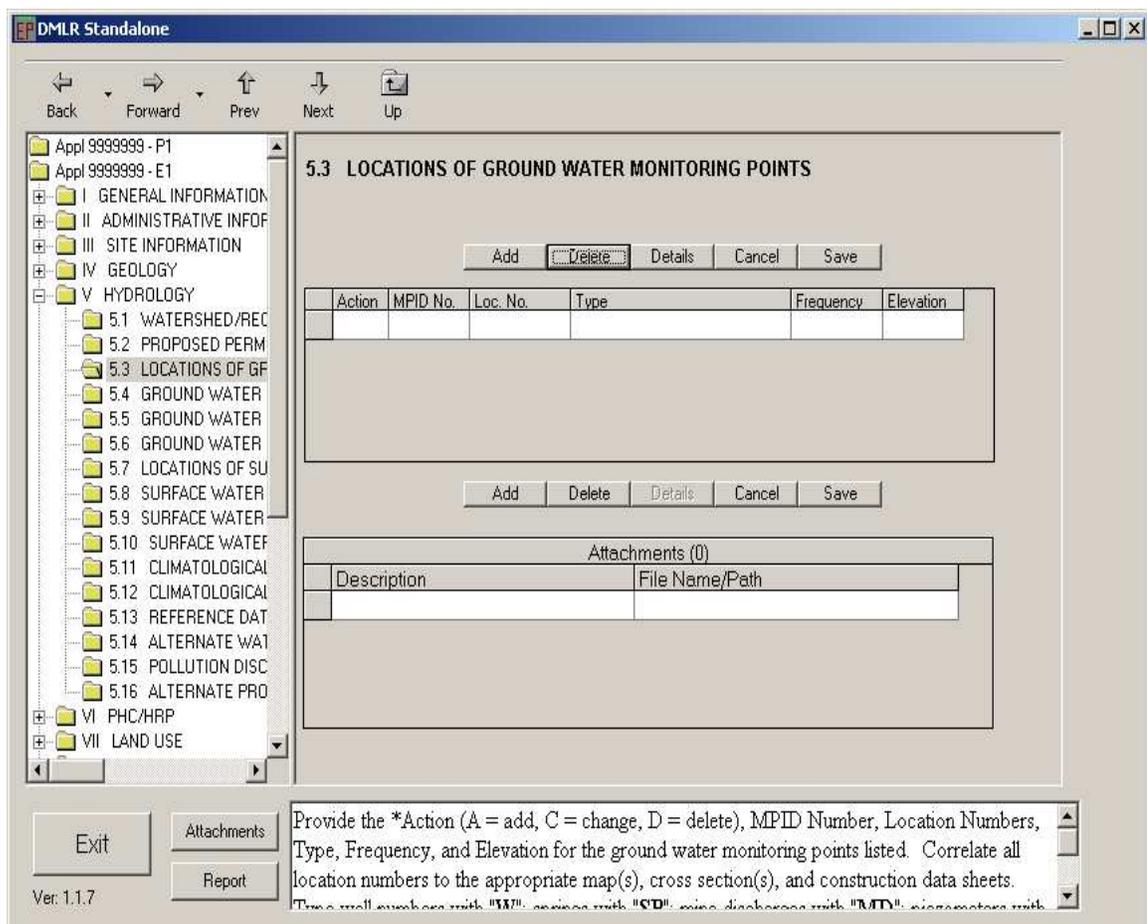




When you click on the stream, the above Down Stream screen will appear showing the downstream waters that will receive the discharges. If the appropriate stream is shown choose **SELECT**, if not exit this screen and choose another stream in the list in the same manner. To add additional streams follow the same procedure.

Add any additional attachments in the lower section as previously described.

SECTION 5.2...Adding the information in this section requires the same actions as previously described for adding attachments.



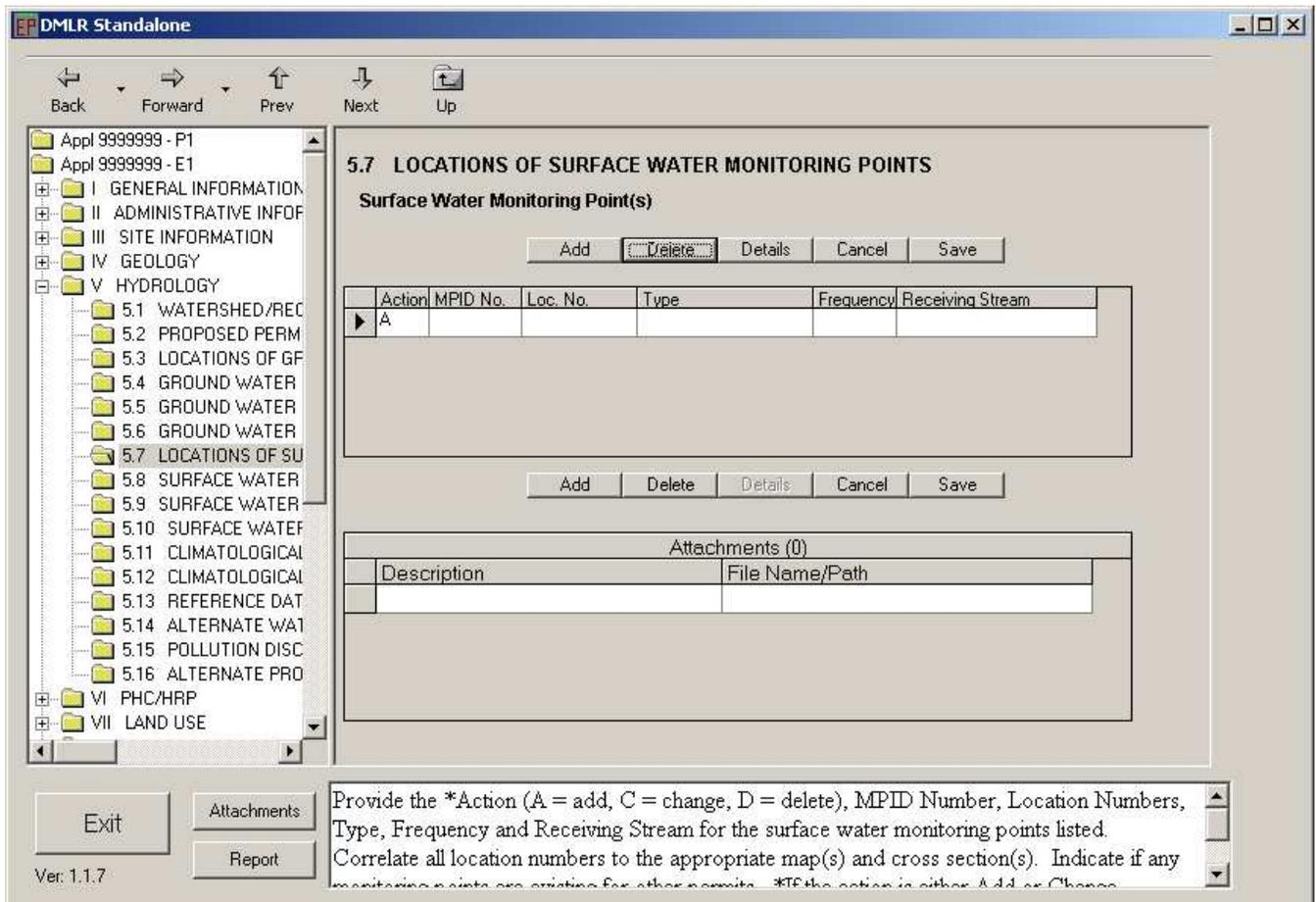
To add information to this section click the **ADD** button, a separate screen will appear for the information to be added. (See below). Additional attachments can be added as previously described.

Action, Type, Quad/Section and Status can be chosen from the drop down menu. All other information can be typed directly into the boxes provided. NOTE: The MPID No. will be issued by DMLR once the point is approved. When finished click SAVE and CLOSE. To add additional points follow the same procedure.

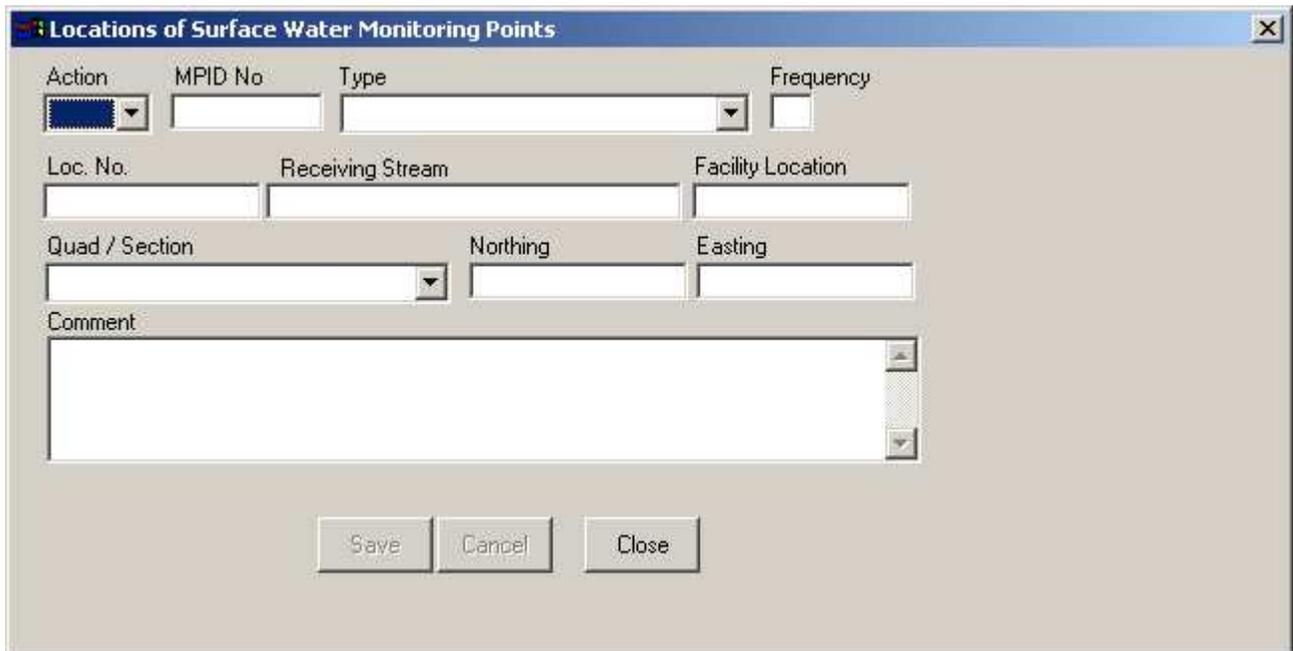
SECTION 5.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.6...Adding the information in this section requires the same actions as previously described for adding attachments.



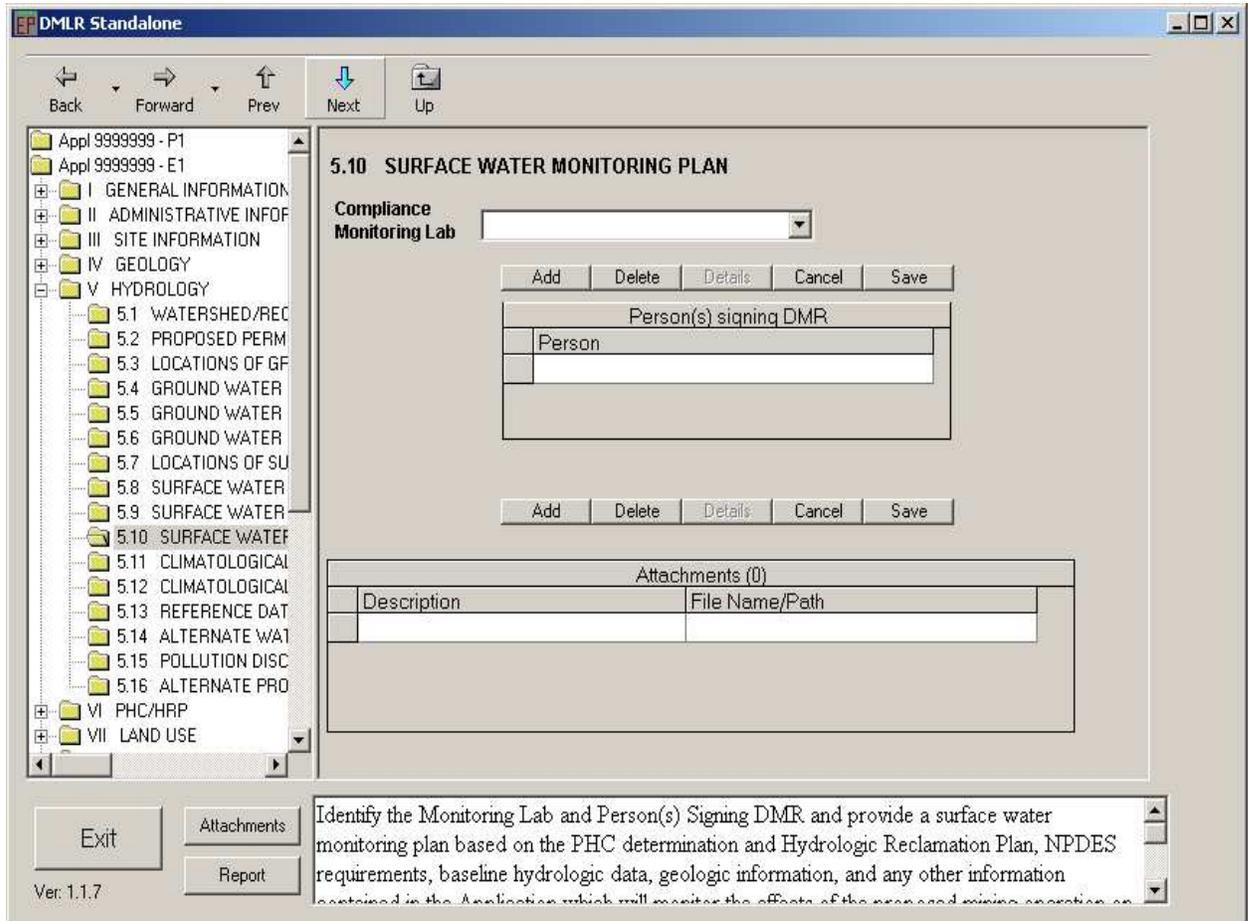
To add information to this section click the **ADD** button, a separate screen will appear for the information to be added. (See below). Additional attachments can be added as previously described.



Action, Type, Receiving Stream (double click inside box) and Quad/Section can be chosen from the drop down menu. All other information can be typed directly into the boxes provided. **NOTE:** The MPID No. will be issued by DMLR once the point is approved. When finished click **SAVE** and **CLOSE**. To add additional points follow the same procedure.

SECTION 5.8...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.9...Adding the information in this section requires the same actions as previously described for adding attachments.



To add information in this section, click the down arrow and choose an approved lab by double clicking on the lab name. Click the **ADD** button and type the person(s) name signing the DMRs in the box provided. To add additional persons follow the same procedure. If an attachment is needed follow the procedure previously described.

SECTION 5.11...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.12...Adding the information in this section requires the same actions as previously described in Section 5.7.

SECTION 5.13...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.14...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.15...Adding the information in this section requires the same actions as previously described in Section 5.7.

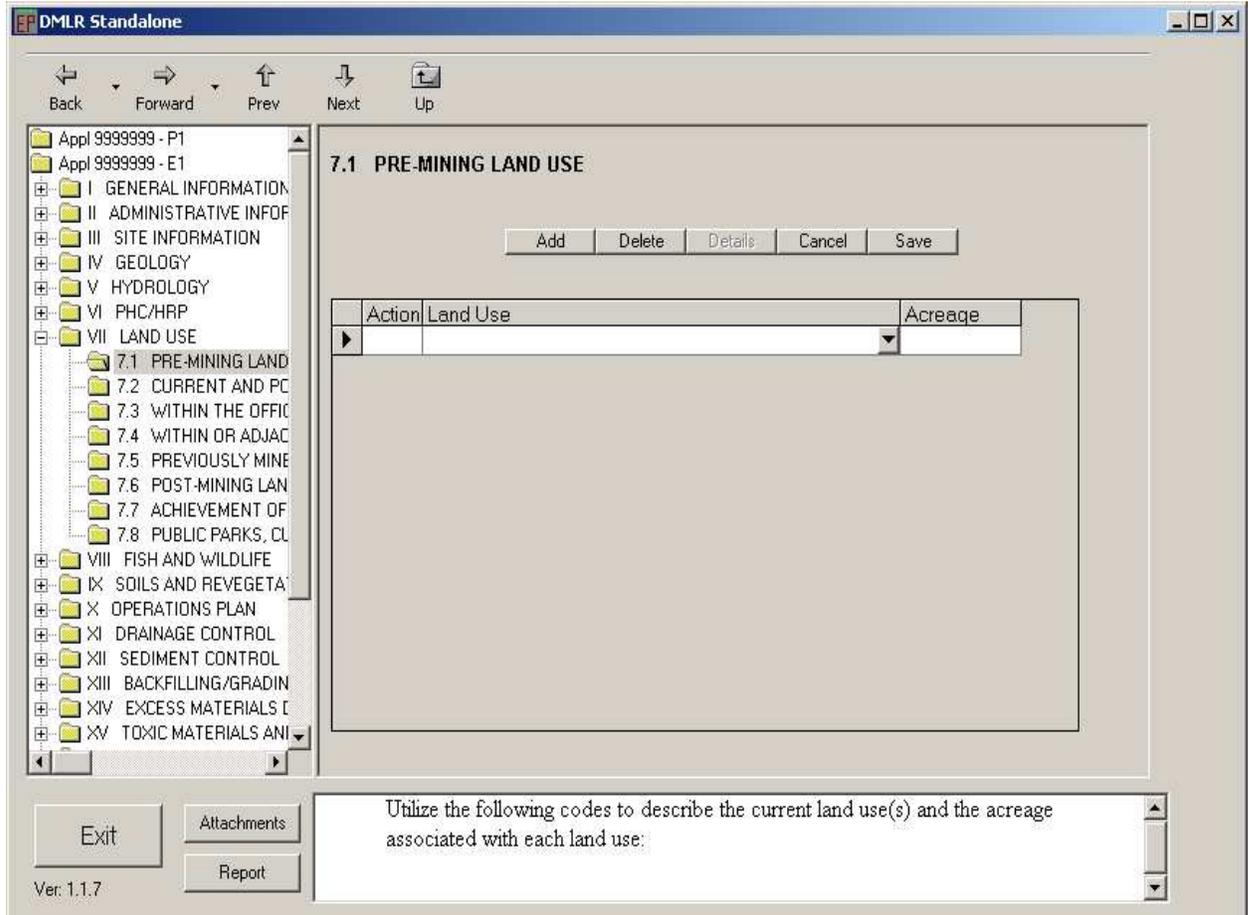
SECTION 5.16...Adding the information in this section requires the same actions as previously described for adding attachments.

VI PHC/HRP

SECTION 6.1...Adding the information in this section requires the same actions as previously described for adding attachments.

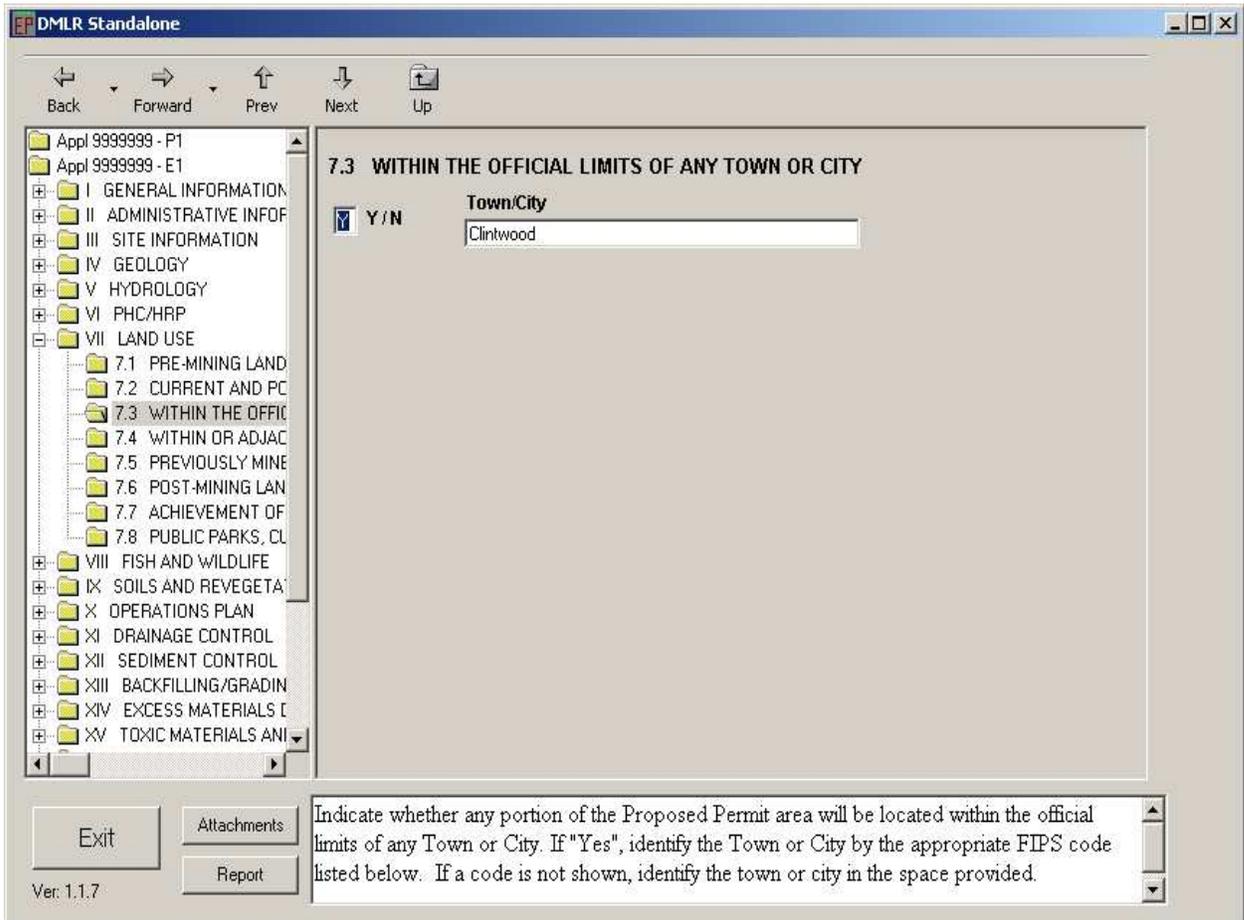
SECTION 6.2...Adding the information in this section requires the same actions as previously described for adding attachments.

VII LAND USE



To add information in this section, click the **ADD** button, click inside the Action box or the Land Use box, click the down arrow in the appropriate section and choose the item from the drop down menu. The acreage can be typed into the Acreage box.

SECTION 7.2...Adding the information in this section requires the same actions as previously described for adding attachments.



To add information in this section, add the appropriate Y or N in the Y/N box. To add a town or city double click inside the Town/City box and a drop down menu will appear, choose the appropriate town or city by double clicking on the item.

SECTION 7.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 7.5...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 7.6...Adding the information in this section requires the same actions as previously described for Section 7.1.

SECTION 7.7...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 7.8...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

VIII FISH AND WILDLIFE

SECTION 8.1...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 8.2...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 8.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 8.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 8.5...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 8.6...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 8.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

IX SOILS AND REVEGETATION

SECTION 9.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 9.2...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.5...Adding the information in this section requires the same actions as previously described for adding attachments.

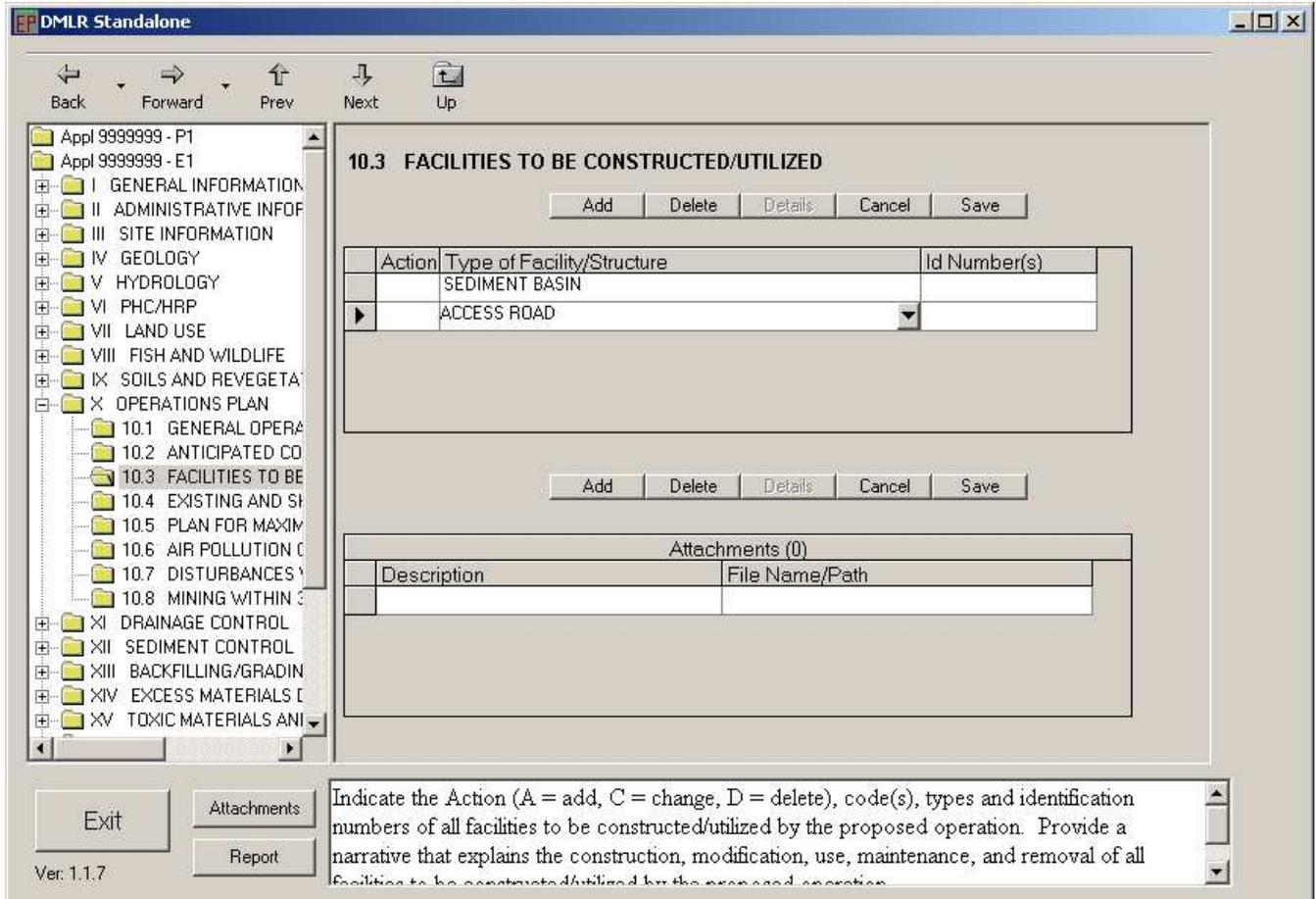
SECTION 9.6...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 9.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

X OPERATIONS PLAN

SECTION 10.1...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 10.2...Adding the information in this section requires the same actions as previously described for adding attachments.



To add information in this section, click the ADD button, click inside the Action box or the Type of Facility/Structure box, click the down arrow in the appropriate section and choose the item from the drop down menu. The acreage can be typed into the Id Number(s) box.

Adding the attachments in this section requires the same actions as previously described for adding attachments.

SECTION 10.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 10.5...Adding the information in this section requires the same actions as previously described for adding attachments.

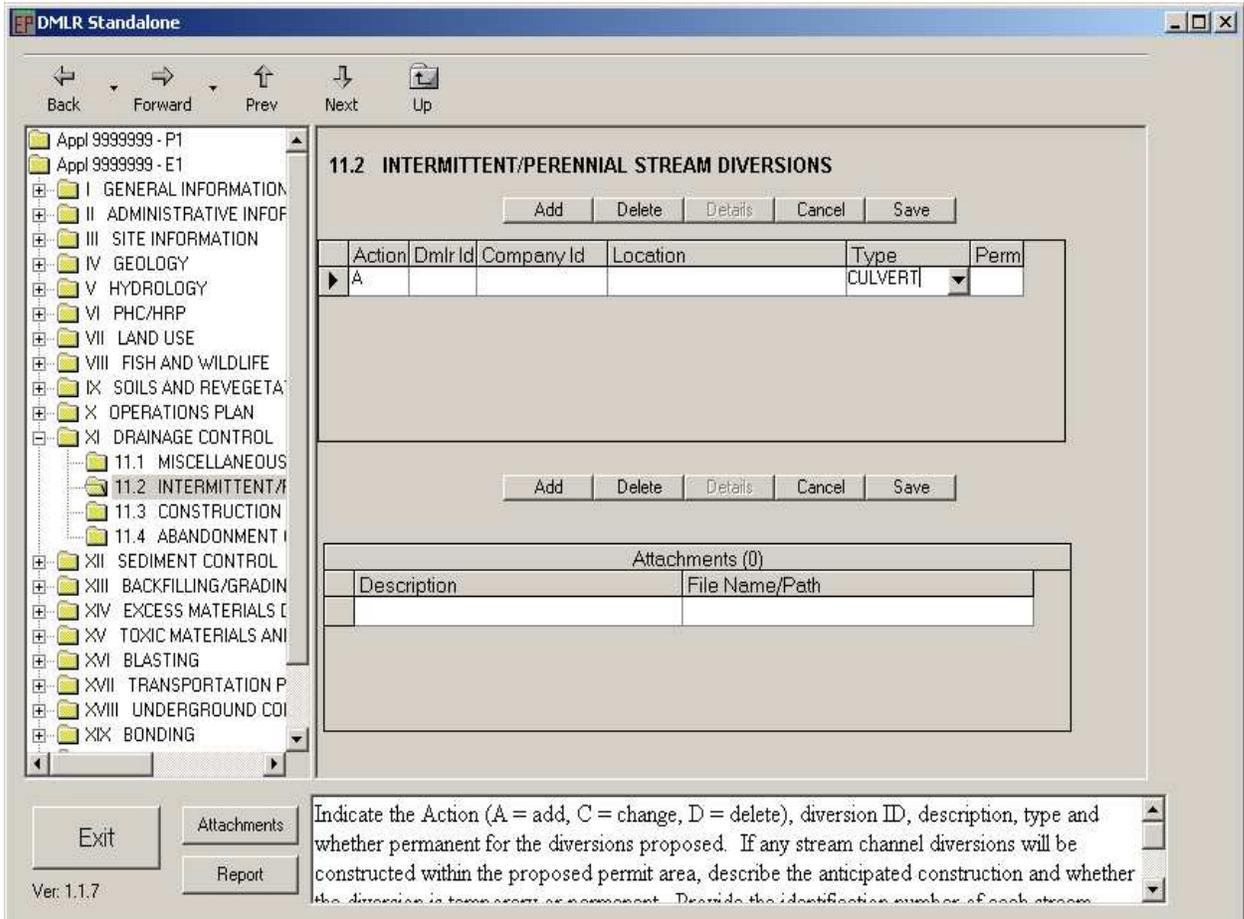
SECTION 10.6...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 10.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 10.8...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XI DRAINAGE CONTROL

SECTION 11.1...Adding the information in this section requires the same actions as previously described for adding attachments.



To add information in this section, click the ADD button, click inside the Action box or the Type box, click the down arrow in the appropriate section and choose the item from the drop down menu. The information required can be typed into the Company Id, Location and Perm boxes. Adding attachments in this section requires the same actions as previously described for adding attachments.

SECTION 11.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 11.1...Adding the information in this section requires the same actions as previously described for adding attachments.

XII SEDIMENT CONTROL

SECTION 12.1...Adding the information in this section requires the same actions as previously described for adding attachments.

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view of project folders, with 'XII SEDIMENT CONTROL' expanded to show sub-sections 12.1 through 12.7. The main area is titled '12.2 PROPOSED SEDIMENT STRUCTURES' and contains a table with the following columns: Action, Dmlr Id, Company Id, Description, Type, Perm, Vol, Hgt, and Location. Below the table is an 'Attachments (1)' section with columns for Description and File Name/Path. At the bottom, a text box provides instructions: 'Indicate the Action (A = add, C = change, D = delete), structure ID's, description, type, if permanent, volume, height and location (I = in the stream; O = outside the stream) of the structures proposed. Identify the sediment and drainage basins, impoundments, and channels which will be utilized by the proposed operation. Include a Proposed Sediment'.

To add a proposed sediment structure click the ADD button. Click inside the Action box, click the drop down arrow for the action menu. The information Company ID and Description boxes can be typed inside these boxes. Click inside the Type box and a drop down menu will appear, choose the appropriate type of structure by double clicking the gray box to the right of the type of structure.

Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

SECTION 12.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 12.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 12.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 12.6...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 12.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XIII BACKFILLING/GRADING

SECTION 13.1...Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

SECTION 13.2...Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

XIV EXCESS MATERIALS DISPOSAL

14.1 EXCESS MATERIAL DISPOSAL

Add Delete Details Cancel Save

Action	Dmlr Id	Company Id	Description	Type	Perm
				HEAD OF HOLLOW	

Add Delete Details Cancel Save

Attachments (1)

Description	File Name/Path
Disposal Details	C:\EPPermits\99999\Excess Spoil Disposal.doc

Exit Attachments Report

Ver. 1.1.8

Indicate the Action (A = add, C = change, D = delete), structure ID, description, type and whether permanent for any excess spoil disposal structures proposed for use in the permit area. If any of the disposal structures are permanent, indicate "Y" for Yes. Also indicate the structure type, material to be deposited and type of debris to be constructed.

To add information in this section, click the **ADD** button, a Excess Material Disposal details screen will appear (see following page). Instructions for this information is included on the following page.

If information need to be changed click on the arrow to the right of the information to be changed and click the details button for the details screen.

Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

To add information in the details screen, click the drop down arrow for the Add, Delete, Change or No Change. The DMLR Id is given to an approved structure. The Company Id box can be added by typing information directly into the box. A brief description can be added by typing directly into the Description box. The type can be added by clicking the down arrow in the Type box and clicking on the appropriate type of facility. The Perm box will expect a Y or N indicating whether the fill is permanent or not. The Size box can be typed directly into, the information should be listed as follows: 100000 for yardage under one million and 1.5, etc. for yardage of one million and above.

Under the Material and Drain sections click the **ADD** button, click inside the appropriate box, a click the down arrow and choose the appropriate material and drain by double clicking in the box to the right of the item chosen.

SECTION 14.2...Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

SECTION 14.3...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.5...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.6...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box. Also, the appropriate frequency needs to be added (e.g. quarterly)

XV TOXIC MATERIALS AND NON-COAL WASTE HANDLING

SECTION 15.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 15.2...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XVI BLASTING

SECTION 16.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 16.2...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 16.3...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Abandon and Active boxes.

SECTION 16.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.6...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.7...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.8...Adding the information in this section requires the same actions as previously described for adding attachments.

XVII TRANSPORTATION PLAN

17.1 TRANSPORTATION FACILITIES PLAN

Add Delete Details Cancel Save

Action	Dmlr Id	Company Id	Type	Location	Perm
A		HAULROAD 1	PRIMARY ROAD	CLEAR CREEK	Y

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

Ver: 1.1.8

Indicate the Action (A = add, C = change, D = delete), ID, description, type and whether permanent for transportation facilities. Describe the transportation plan for the proposed permit area including appropriate maps, profiles, cross-sections, and specifications for each road width, gradient, surface, cut, fill, embankment, culvert, bridges, ditches, ditches,

To add information in this section, click the **ADD** button. Click inside the action box and choose the Add code. **Note:** choose the Type next. To choose the type, click inside the Type box, click the down arrow and choose the structure by clicking on the box to the right of the appropriate structure. To add information in the Company Id and Location box, type the information directly into the box (the number of characters are limited in these boxes). Type the appropriate Y or N directly into the Perm box.

SECTION 17.2...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 17.3...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 17.4...Adding the information in this section requires the same actions as previously described for adding attachments.

XVIII UNDERGROUND CONTROL PLAN

This entire section is answered by...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XIX BONDING

SECTION 19.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a P or C in the box for type of bond.

XX SPECIAL CATEGORIES

This entire section is answered by...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XXI VERIFICATIONS/CERTIFICATIONS

This entire section is answered by...Adding the information in this section requires the same actions as previously described for adding attachments.

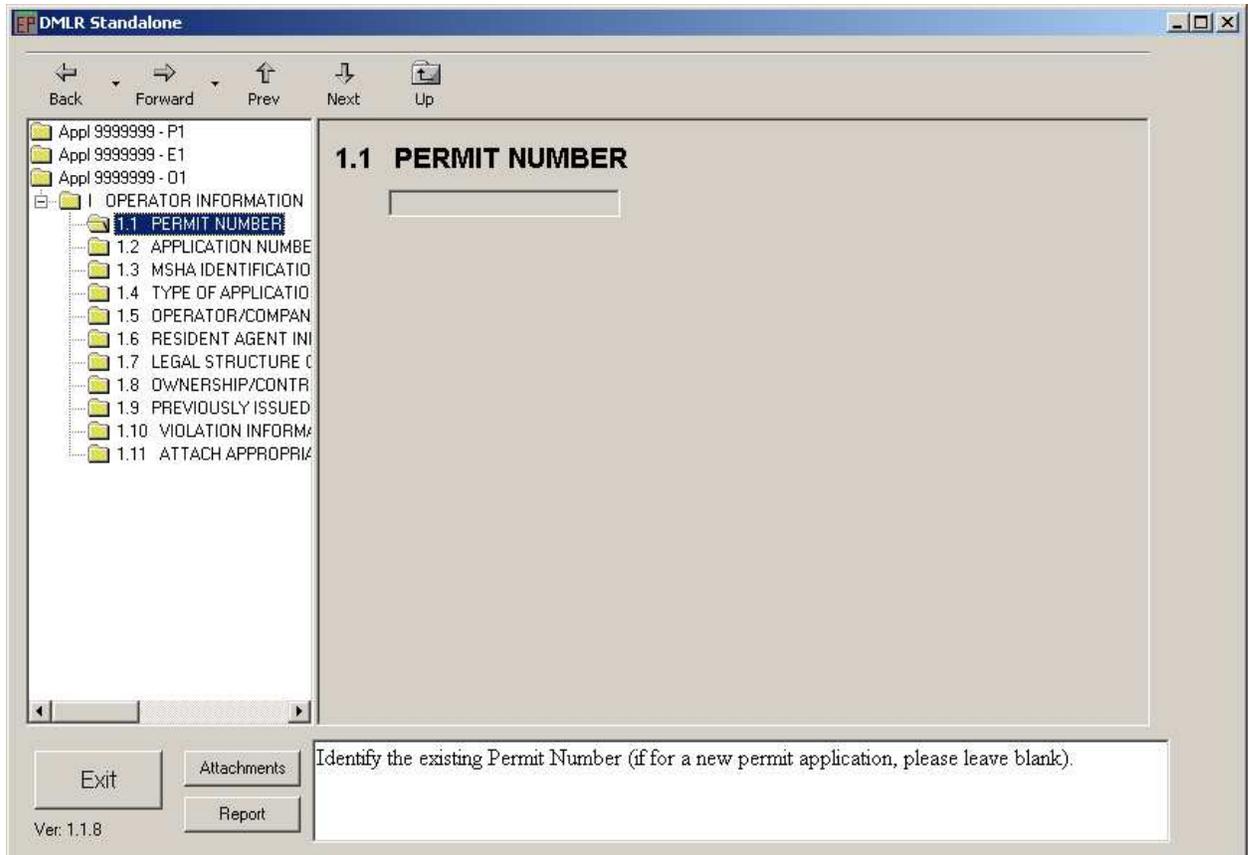
HOW TO SAVE INFORMATION

Open a previous section in the application to be sure the information added in the last section is saved before exiting. Use save buttons where they are available.

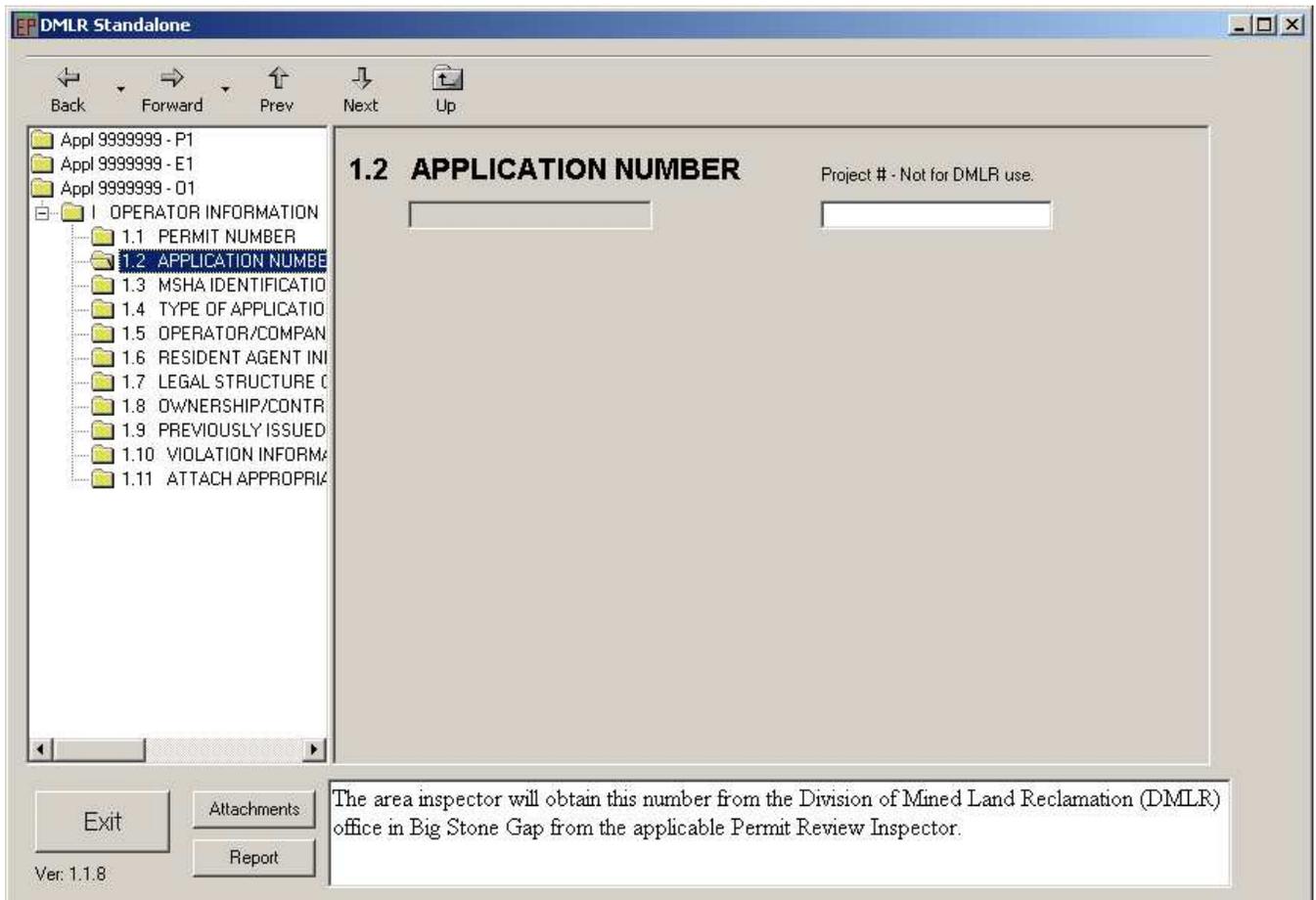
ZIPPING AND PRINTING APPLICATION

See pages 73-77 for instructions on zipping and printing the application.

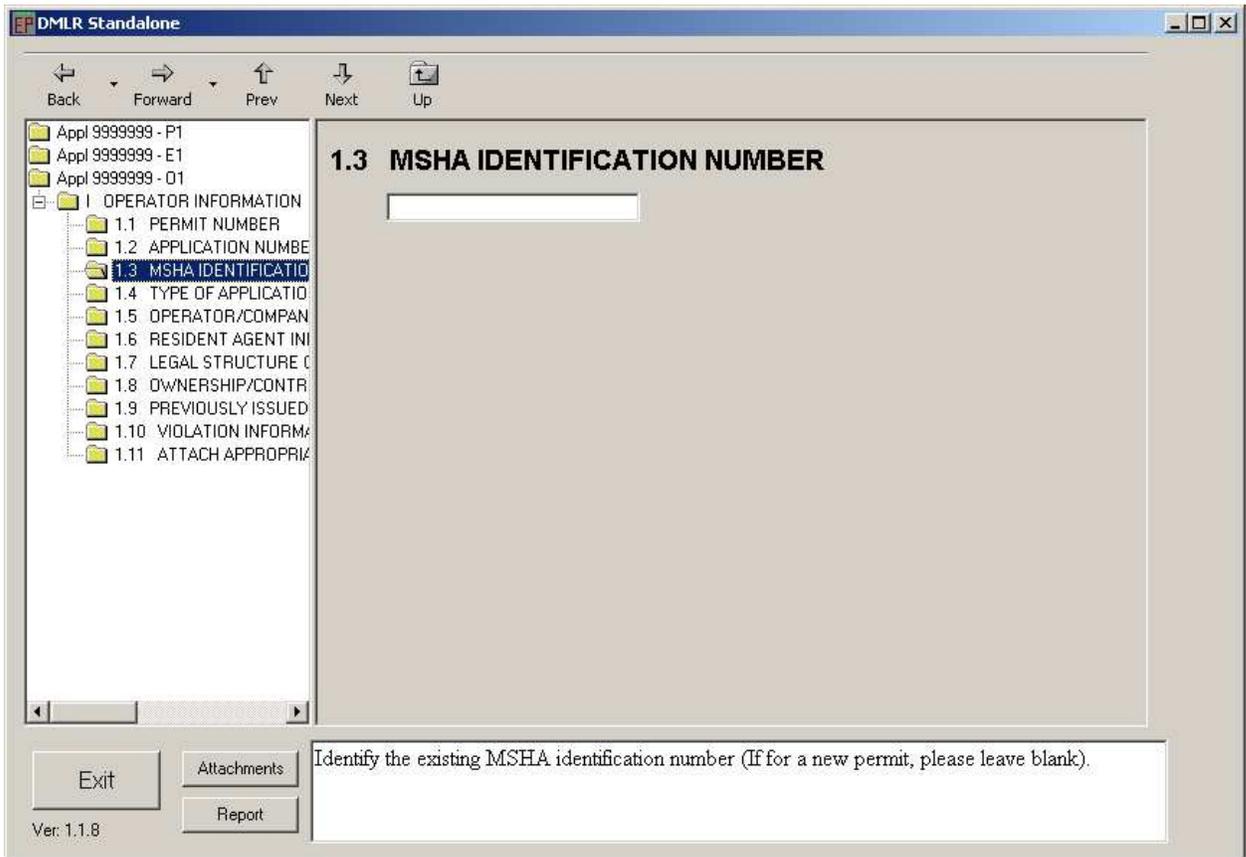
APPLICATION 01



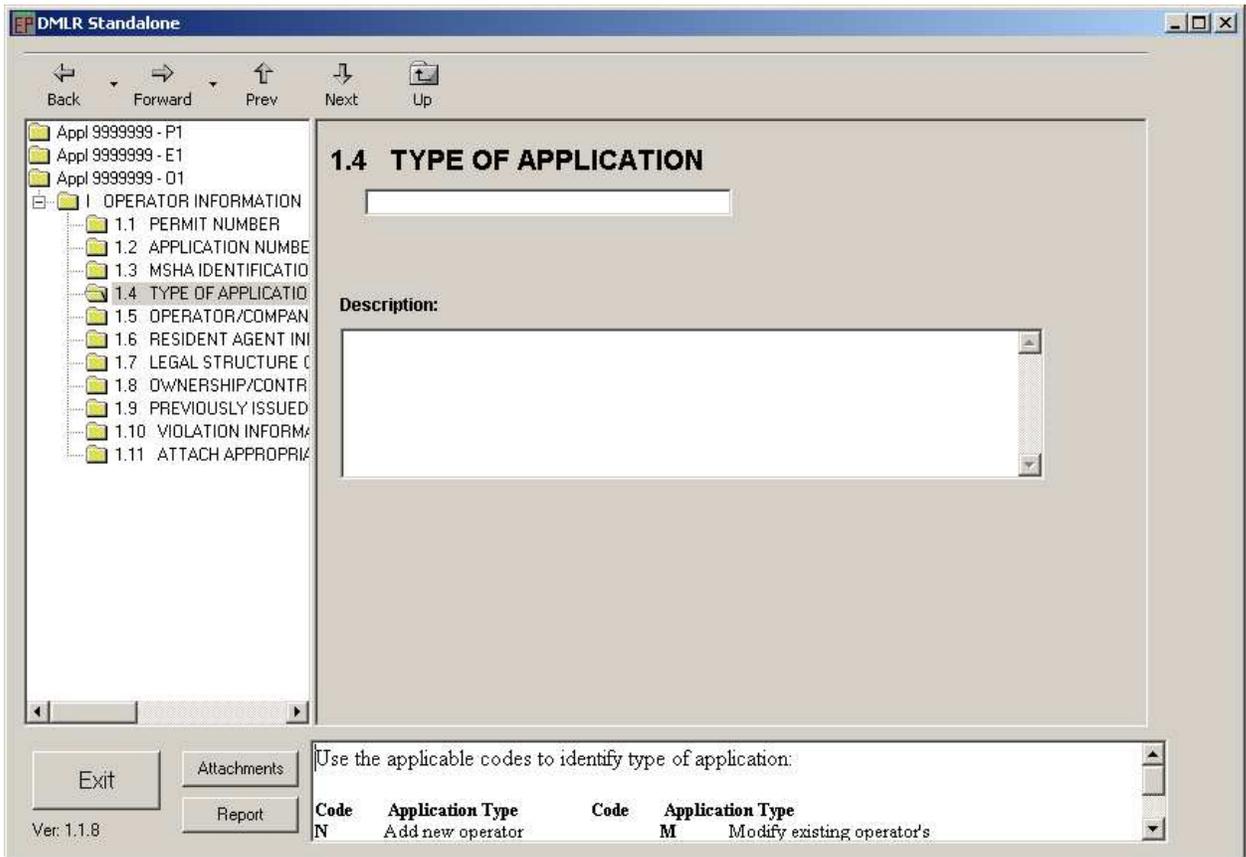
No information will be added to this page. If the permit is existing a Permit Number will be in the box on this screen.



The application number given in the data download will appear in the gray box. The company/consultant project number (if any) can be typed into the box titled Project #-Not for DMLR use.

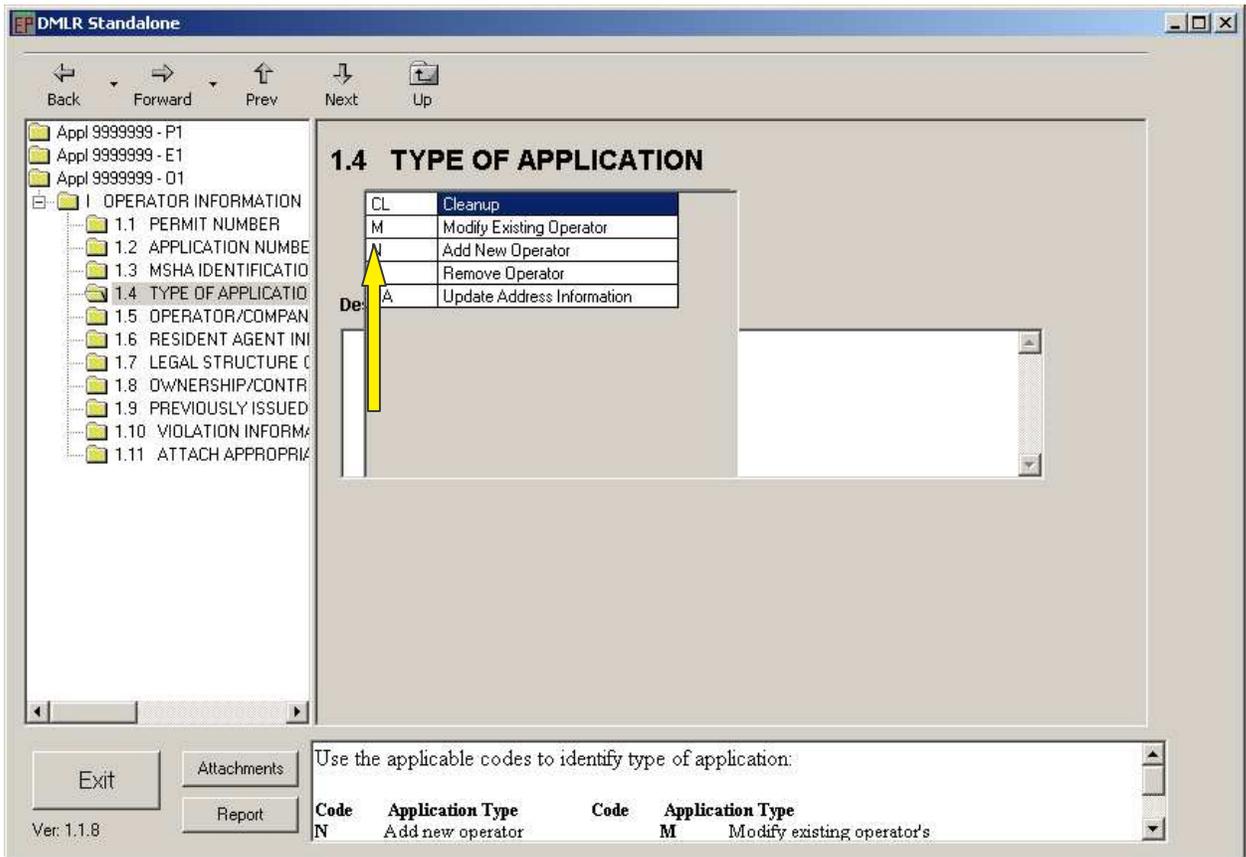


Type the MSHA Identification Number directly into the box provided.



Double click in the upper box under this section. This will provide a drop down menu to choose the type of application desired. (See next page)

Under DESCRIPTION type directly into the box a brief description of the application being submitted.



Double click the in the area (as indicated by the yellow arrow) for the appropriate type of application and the information will be added to the box.

DMLR Standalone

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- Appl 9999999 - P1
- Appl 9999999 - E1
- Appl 9999999 - O1
- OPERATOR INFORMATION
 - 1.1 PERMIT NUMBER
 - 1.2 APPLICATION NUMBE
 - 1.3 MSHA IDENTIFICATIO
 - 1.4 TYPE OF APPLICATIO
 - 1.5 OPERATOR/COMPAN**
 - 1.6 RESIDENT AGENT INI
 - 1.7 LEGAL STRUCTURE C
 - 1.8 OWNERSHIP/CONTR
 - 1.9 PREVIOUSLY ISSUED
 - 1.10 VIOLATION INFORMA
 - 1.11 ATTACH APPROPRIA

1.5 OPERATOR COMPANY INFORMATION

Name

Comment

Preferred Order Of Contact:

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN **DMLR Code** **AVS Entity #**

Exit Attachments Report

Ver: 1.1.8

List the operator/company name, mailing address, phone number, employer identification number, social security number (optional), DMLR code, AVS entity number, fax number, email address and the preferred order of contact.

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.

DMLR Standalone

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Appl 9999999 - P1
 Appl 9999999 - E1
 Appl 9999999 - O1
 OPERATOR INFORMATION
 1.1 PERMIT NUMBER
 1.2 APPLICATION NUMBE
 1.3 MSHA IDENTIFICATIO
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 1.7 LEGAL STRUCTURE C
 1.8 OWNERSHIP/CONTR
 1.9 PREVIOUSLY ISSUED
 1.10 VIOLATION INFORMA
 1.11 ATTACH APPROPRIA

1.6 RESIDENT AGENT INFORMATION

Name

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

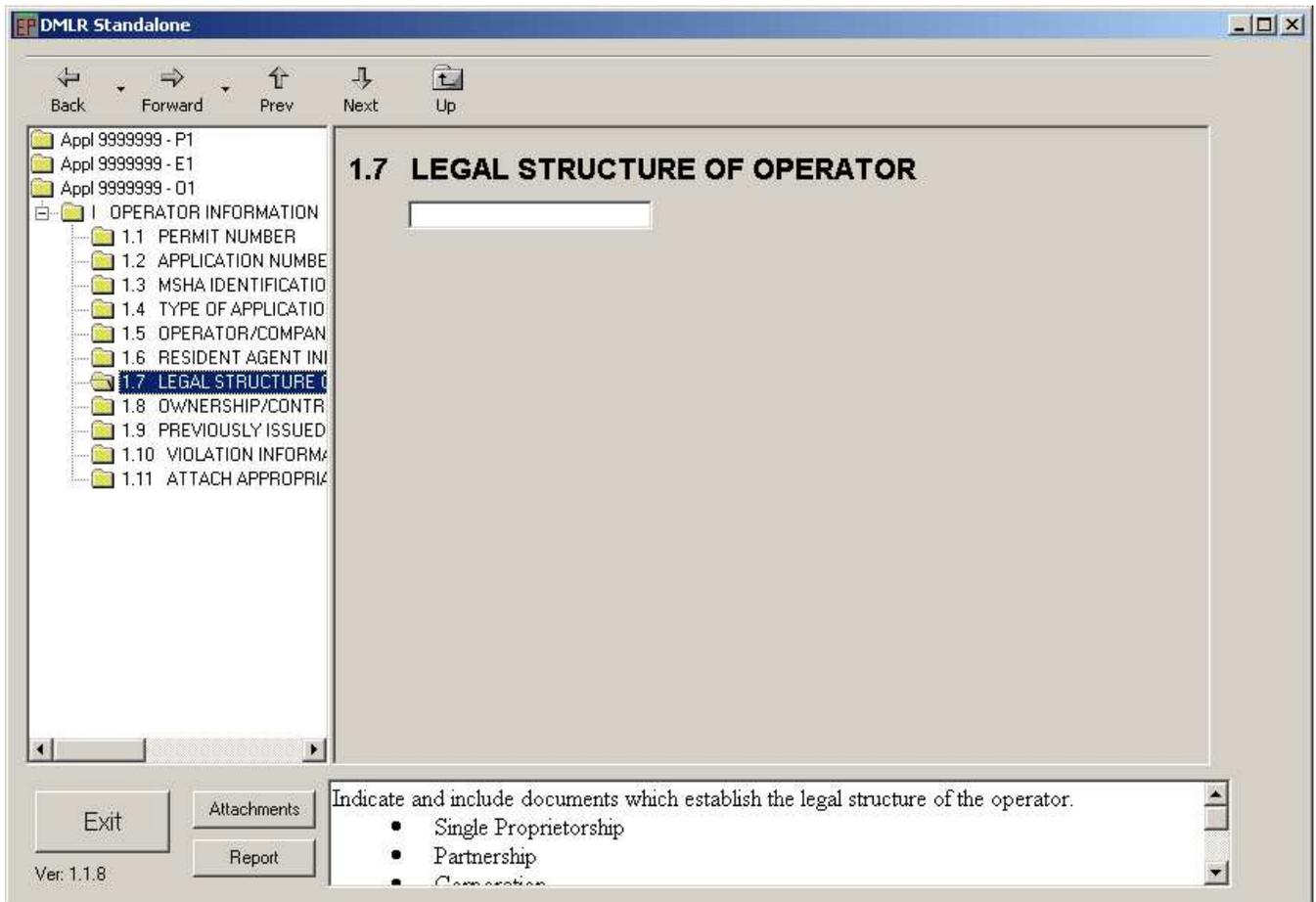
EIN/SSN **DMLR Code** **AVS Entity #**

Ver: 1.1.8

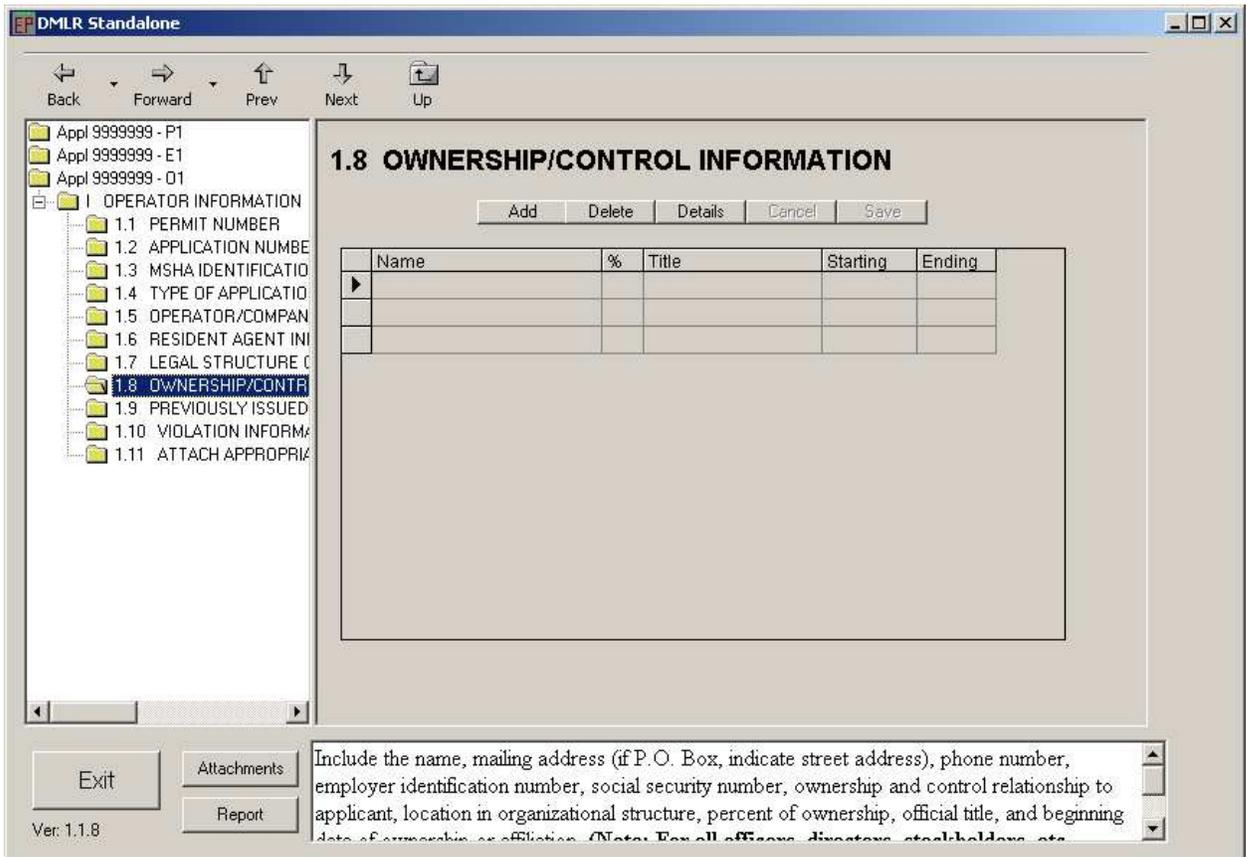
List the Virginia resident agent name, mailing address, phone number, Resident Agent employer identification number, social security number (optional), DMLR code, AVS entity number, fax number, email address and the preferred order of contact. (The permittee assumes responsibility for email delivered to the business street address and will notify DMLR of

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

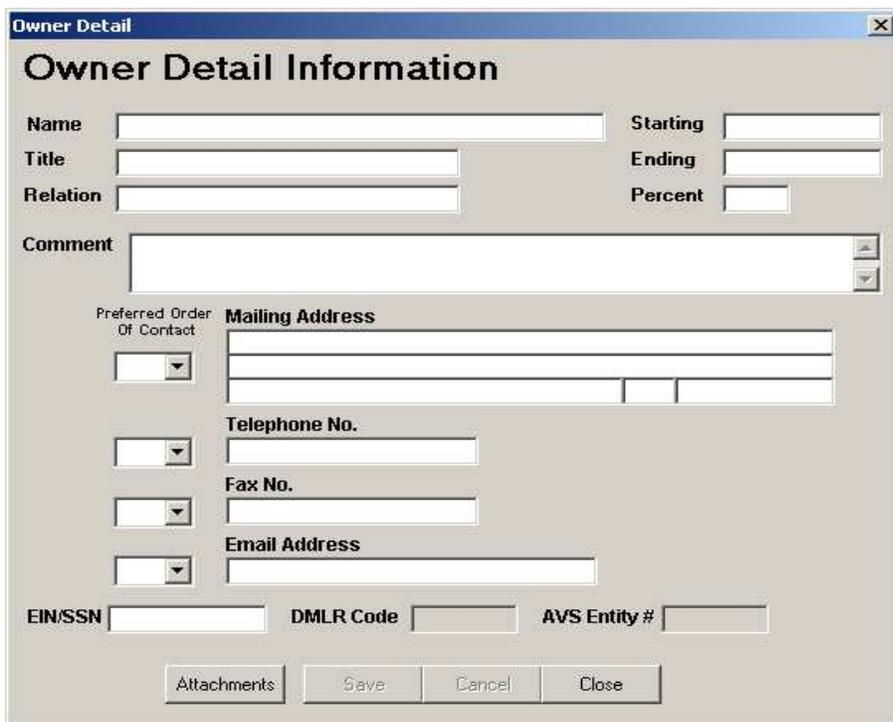
NOTE: The grayed boxes cannot be changed.



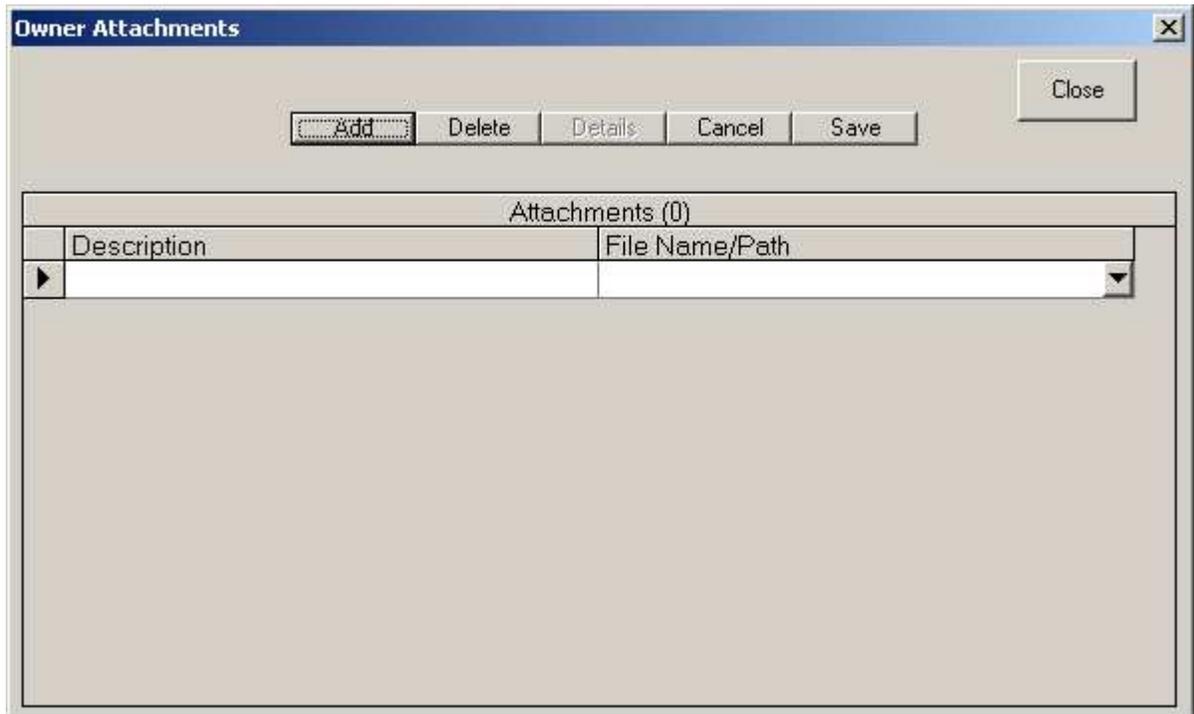
Type the appropriate response in the box given.



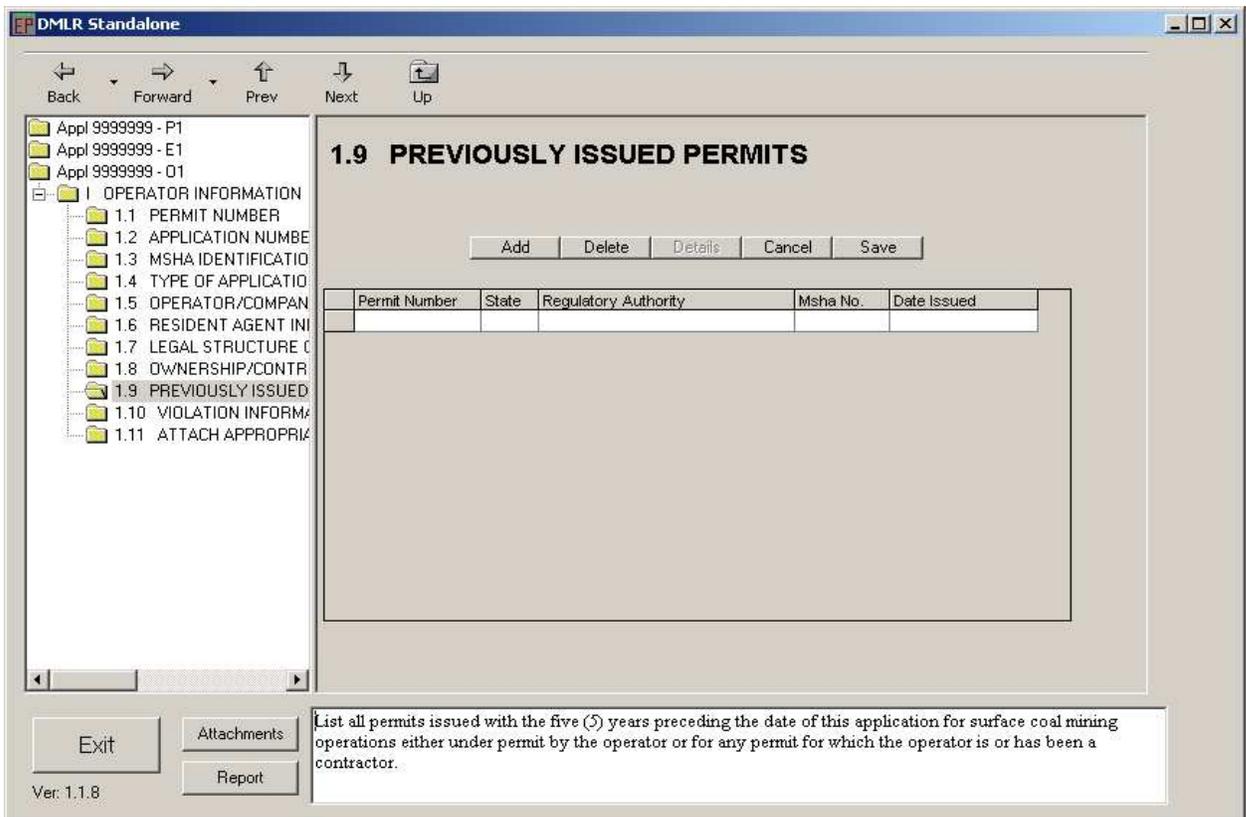
To add additional information click the add button and a details screen will appear (SEE BELOW). To change information highlight the appropriate field and click the details button for the details screen.



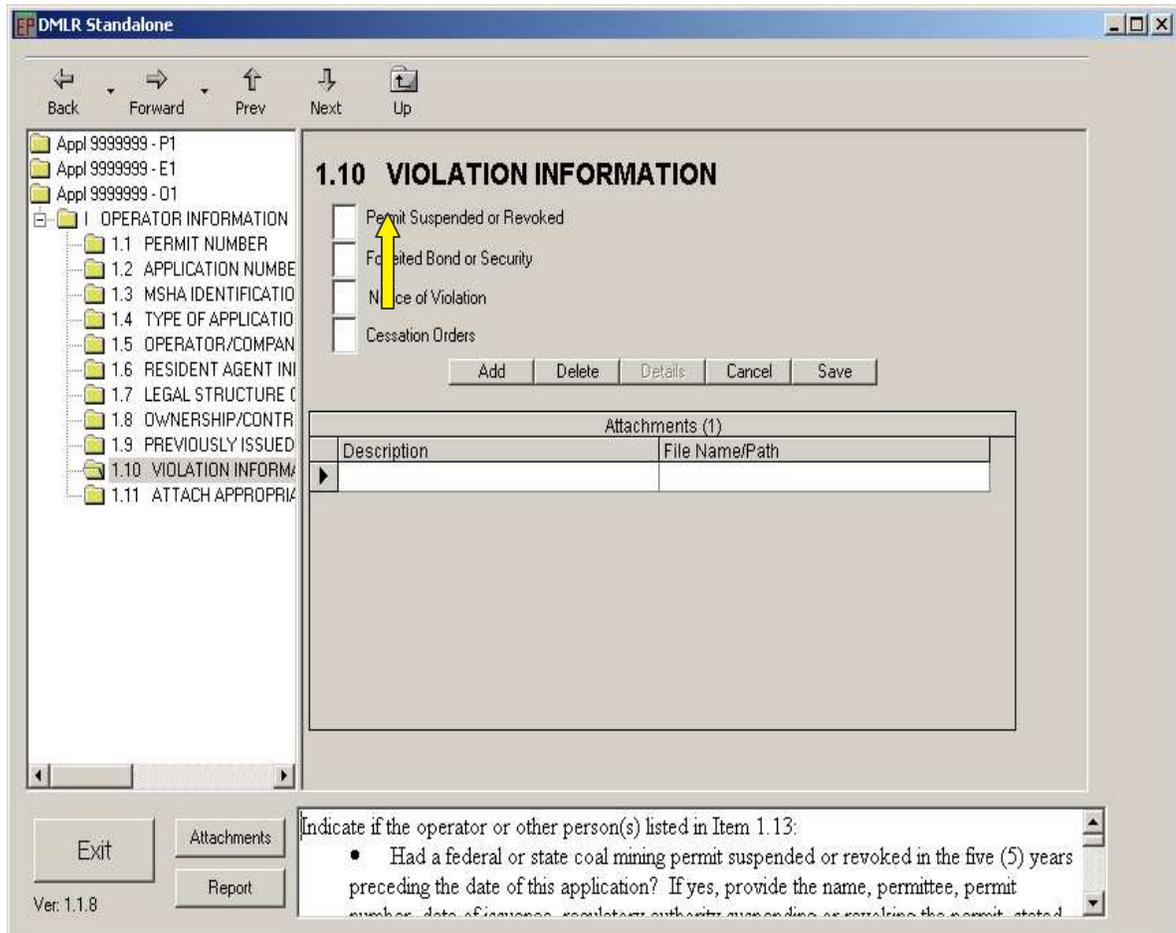
Type in the appropriate information, **SAVE** and **CLOSE**. If you have an attachment to further explain this information click the **ATTACHMENT** button and an additional screen (See following page) will appear for an area to add an attachment.



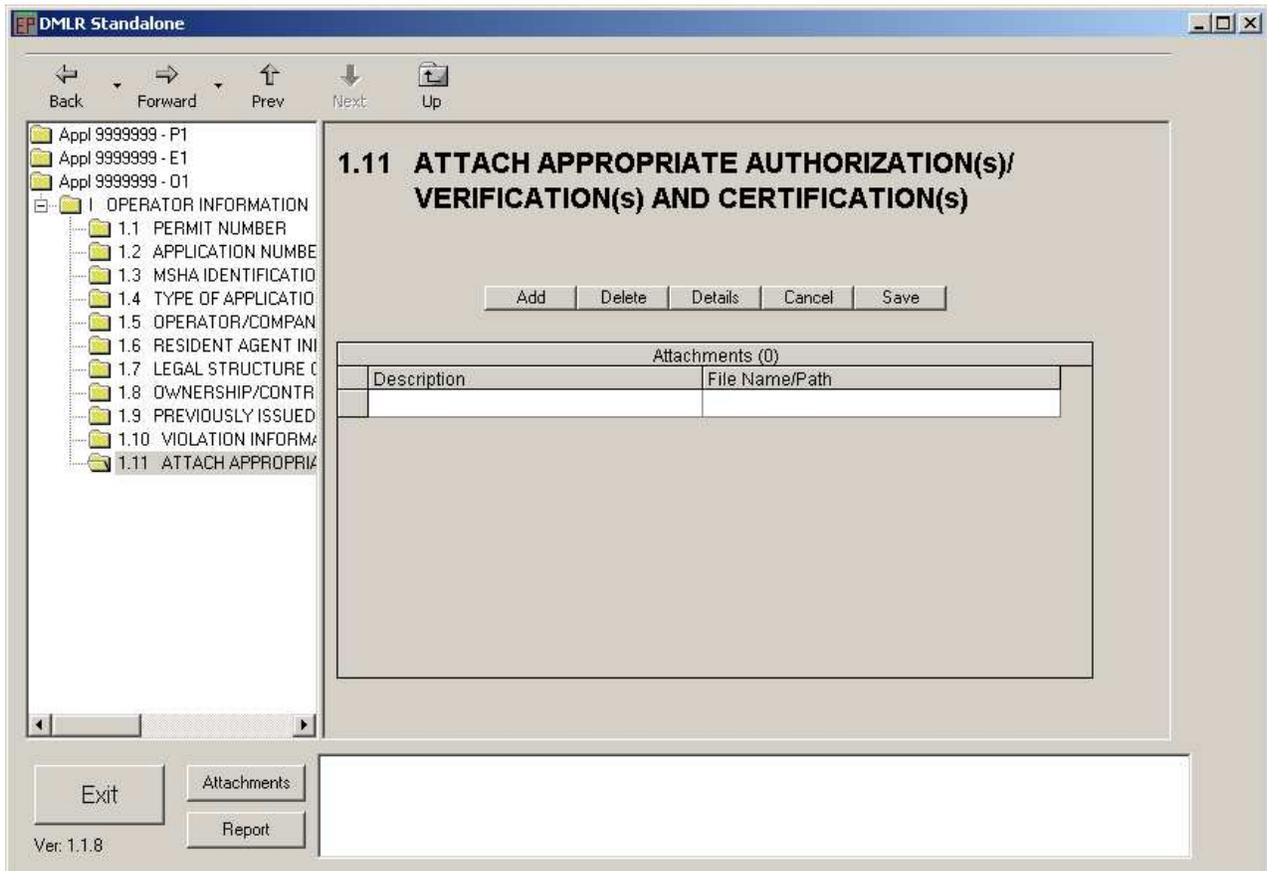
To add an attachment: Click the **ADD** button, type the brief description in the box provided. Click inside the File Name/Path box and a down arrow should appear. Click the down arrow and follow the path to where you have saved the attachment. Double click the appropriate file and the file path will be placed in the File Name/Path box.



Click the **ADD** button and type the appropriate information in the box provided. To add additional lines click the **ADD** button again.



Click in the area indicated by the yellow arrow for the appropriate yes or no response for each category. If an attachment is needed for further information attach as previously described on page 19.



Add the required attachment as described on page 19. Note: this item should be scanned with the appropriate signature and then attach.

HOW TO SAVE INFORMATION

Open the P1 or E1 form in the application to be sure the information added in the last section is saved before exiting. Use save buttons where they are available.

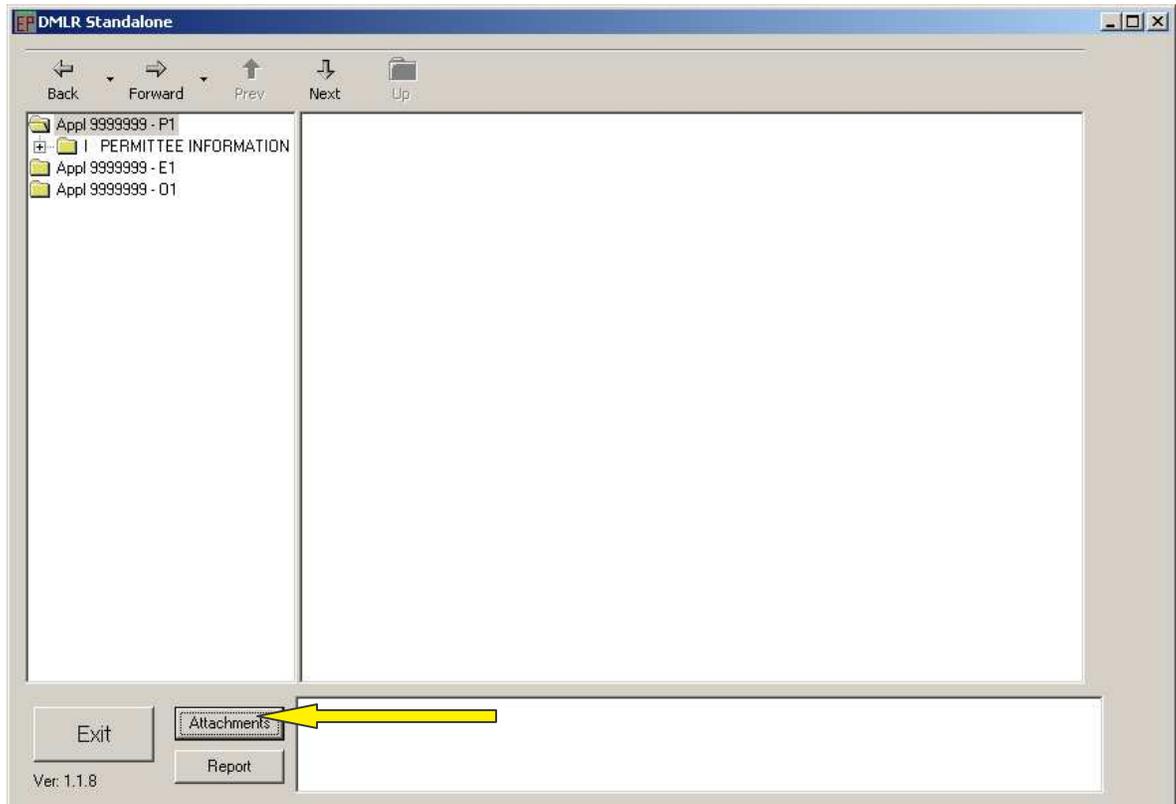
ZIPPING AND PRINTING APPLICATION

See pages 73-77 for instructions on zipping and printing the application.

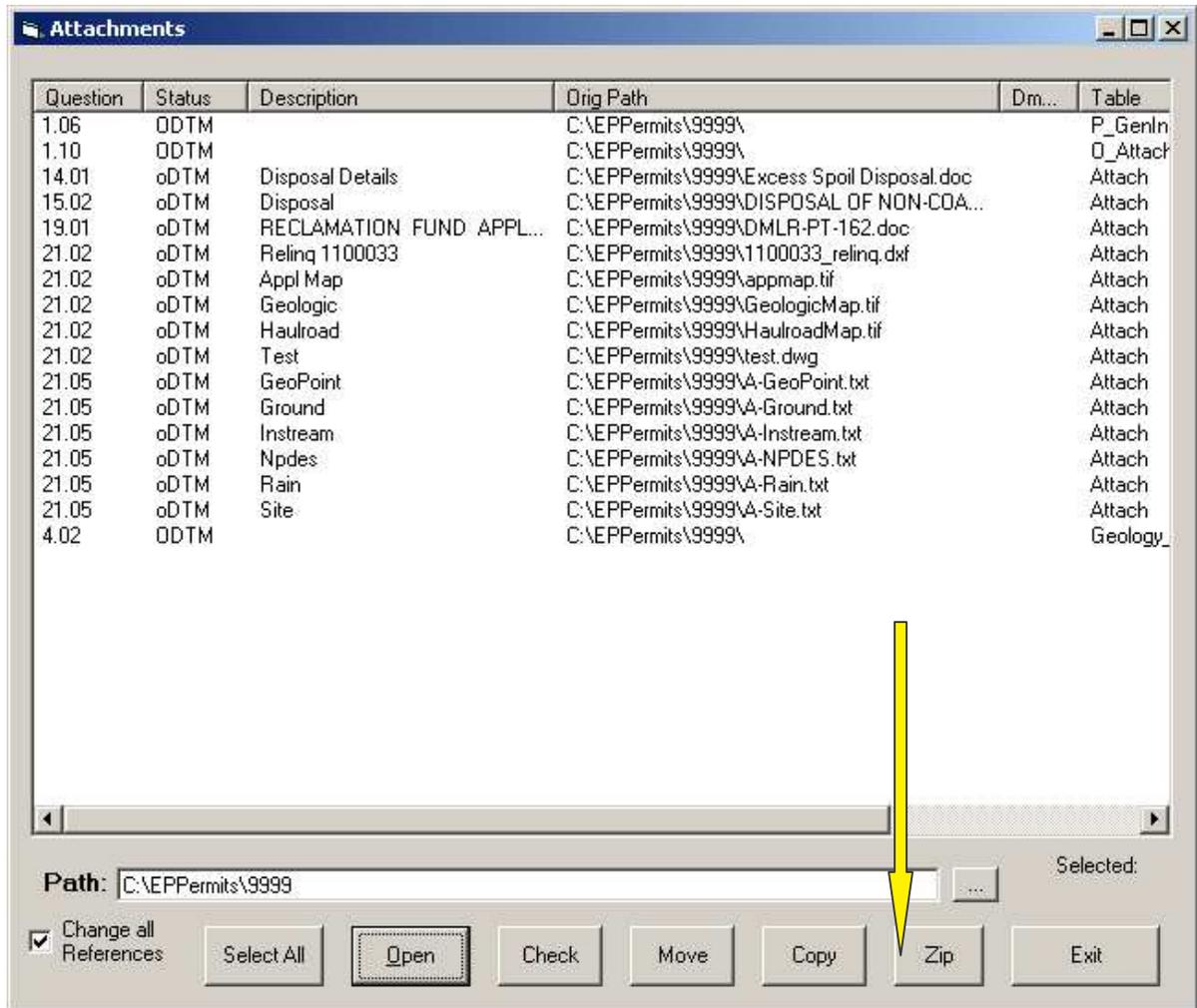
ZIPPING THE PROGRAM

Once all the information is added and the application is ready to be submitted to DMLR for review, the following steps need to be taken.

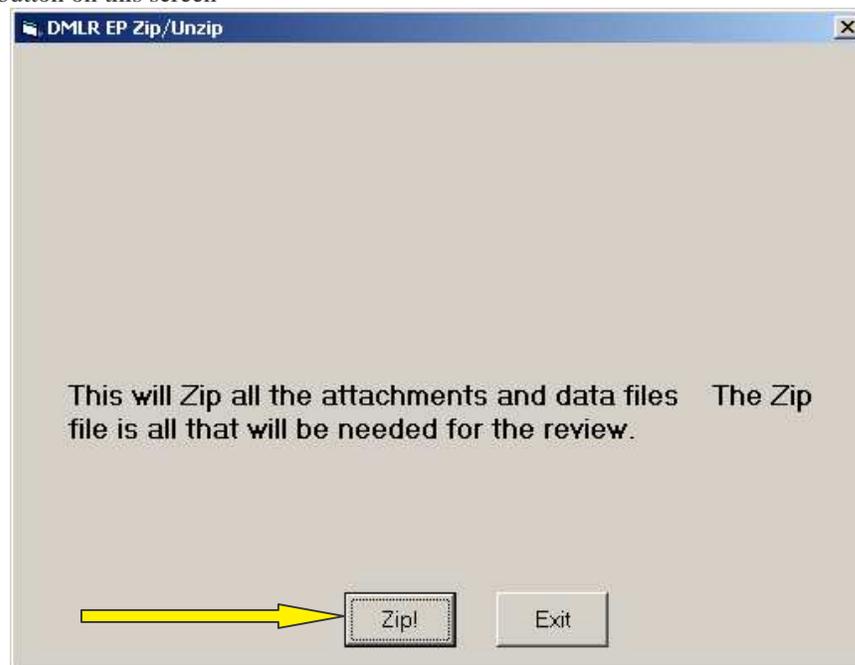
- 1) Click the **ATTACHMENTS** button on the bottom left of the screen



- 2) When the Attachments screen opens go to the bottom of the screen and click the **ZIP** button, the following screen will appear.



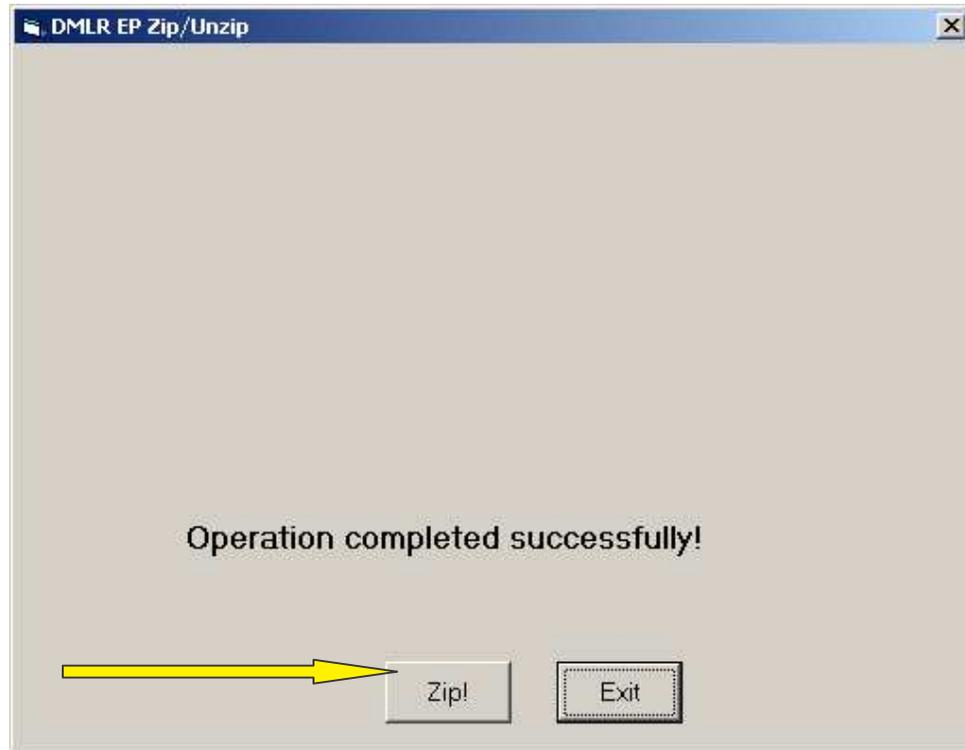
- 3) Click the **ZIP** button on this screen



- 4) If the question appears “The zip file already exists. Do you want to overwrite it?” answering Yes will overwrite the file you unzipped to begin working in this program. Yes would be the appropriate answer.



- 5) The program will then begin zipping all the information including the attachments into the program.
- 6) When the message appears **OPERATION COMPLETED SUCCESSFULLY** click the **EXIT** button.

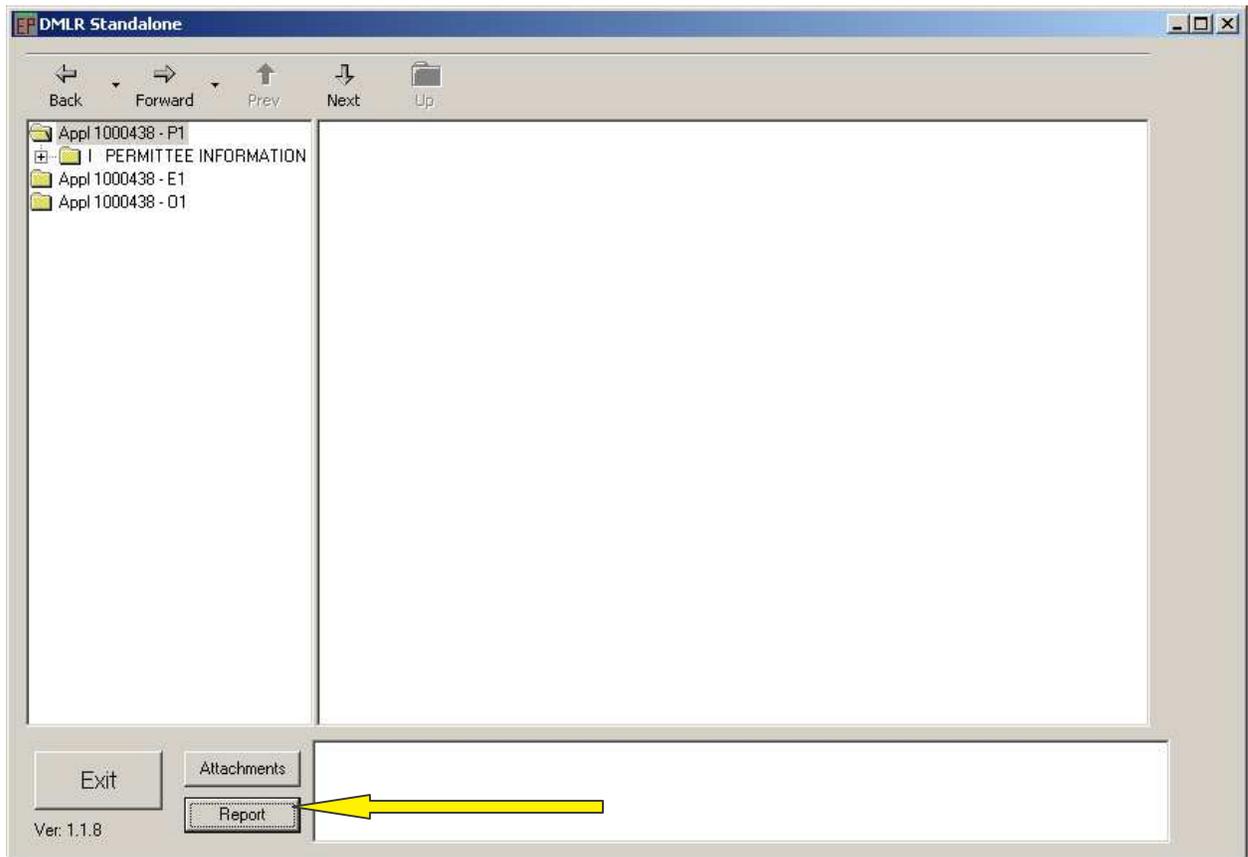


- 7) Once this step is completed, copy the zipped file to a CD rom, floppy disk, superdisc or to an FTP site for submittal of the electronic application to DMLR.

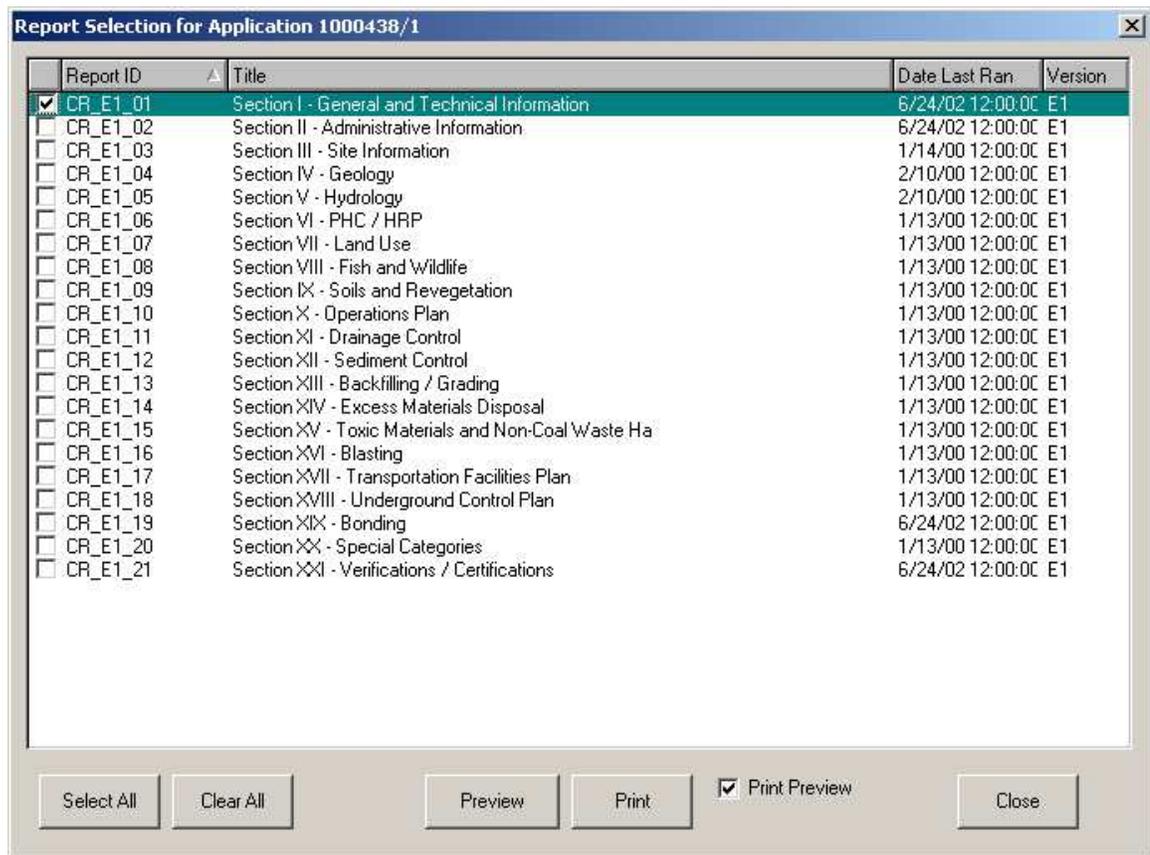
PRINTING

To print the electronic application complete the following steps:

- 1) Click the **REPORT** button on the bottom left of the screen.



- 2) The following screen will appear. Click in the box to the left of the section to be printed or click the **SELECT ALL** button to select all sections.
- The **PREVIEW** button can be used to preview the application section chosen prior to printing and the printer icon on the top left of the preview screen to print.
 - The **PRINT** button can be used to print the application section chose without previewing the application.



- 3) When printing is completed click on the close button to close this screen.

NOTE: Printing from the screen shown above does not print attachments. The attachments will need to be printed separately and inserted in the paper copy of the application needing to be printed.