

**DEPARTMENT OF MINES, MINERALS AND ENERGY  
DIVISION OF MINED LAND RECLAMATION**

**GUIDANCE MEMORANDUM<sup>1</sup> No. 35-11**

**Issue Date:** April 1, 2011

**Subject:** Receipt of Electronic Correspondence from the Agency

The purpose of this memorandum is to provide guidance regarding the receipt of documents, orders, or notices to a company or permittee in an electronic format. The use of email is considerably more efficient and cost effective for a company or permittee as well as for the Division of Mined Land Reclamation (the Division). While the Division has already implemented delivery of electronic documents, this memo clarifies the procedure to request receipt.

The Division has the technology to e-mail documents, orders, or notices to the company, permittee or their designee. Included in this memorandum is the procedure to request this service. Please note that these documents or notices and orders will not contain a signature.

If you wish to receive correspondence and enforcement documents from the Division electronically, please submit DMLR form [DMLR-PT-265](#) to the attention of the Permitting Reclamation Program Manager at the Division of Mined Land Reclamation, P. O. Drawer 900, Big Stone Gap, Virginia 24219. Please identify the person and his/her email address to which the DMLR correspondence/documents should be sent. This person should have the authority to act on behalf of the permittee, such as to commit the permittee's resources and request administrative review of DMLR decisions and actions. You may also e-mail your request to the Division at [DMLRInfo@dmme.virginia.gov](mailto:DMLRInfo@dmme.virginia.gov).

Should you have any questions regarding this guidance memorandum, please contact the Reclamation Program Manager 276) 523-8197 or the Permitting Supervisor at (276)523-8160.

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<sup>1</sup> This Memorandum is to be considered a guideline issued under the authority of § 45.1-230.A1 of the Code of Virginia which reads:

"In addition to the adoption of regulations under this chapter, the Director may at his discretion issue or distribute to the public interpretative, advisory or procedural bulletins or guidelines pertaining to permit applications or to matters reasonably related thereto without following any of the procedures set forth in the Administrative Process Act (§ 2.2-4000 et seq.). The materials shall be clearly designated as to their nature, shall be solely for purposes of public information and education, and shall not have the force of regulations under this chapter or under any other provision of this Code."