

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	3.3.19
PROCEDURES MANUAL		ISSUE DATE	06062013
SUBJECT	Inspector receipt , review and processing of permit materials	Section	Reclamation Services
		Last Revised	New procedure

OBJECTIVE AND INTENT:

To provide the DMLR staff and the Lebanon Office personnel guidance on the receipt, tracking, and processing of permit materials to ensure timely reviews by the field staff.

PROCEDURES:

NOTE: These procedures will be followed for all permit materials prior to being officially entered into the DMLR system for review (by DMLR’s permitting and Technical Sections).

- Permit material(s) are submitted by walk-in or by mail at DMLR’s Big Stone Gap or Lebanon Offices. Permit materials are also received directly by inspectors in the field and by e-mail (e-forms). It is the responsibility of the DMLR to ensure that any permit material(s) submitted by industry is reviewed and promptly processed. If field inspectors are unable to provide a prompt review due to extended leave, workload, etc., it is their responsibility to ask another inspector to review the EP application(s) or E-form(s). If this is not possible, the supervisor must be notified.
- When permit applications or revisions are received at the Big Stone Gap or Lebanon office, the office service specialist will determine the appropriate inspector. If the inspector cannot be readily determined, the office service specialist will contact the DMLR supervisor to determine the appropriate inspector. The office service specialist will stamp the envelope containing the permit materials with the present date to document that the DMLR office has received the materials. **This will not start the official review process.**
- Upon determination of the appropriate inspector, the office service specialist will send an e-mail to the appropriate inspector and copy the supervisor making them aware that they have permit materials to be reviewed. This material will be given to the appropriate inspector or placed in his/her mailbox.
- Upon receiving a new permit application or revision to an existing permit, it is the field inspector’s responsibility to **write the date** that they received the materials on the application. This will provide a record when the application was received; however this does not mean that the inspector has determined the application to be administratively complete. If the permittee or the consulting engineer requires a signature of the inspector for receipt of the materials, **please be sure to document on the receipt form a statement that you are only receiving the material and the inspector has not made a determination of administrative completeness.**
- The field inspector must list the time spent on the review of revisions, renewals, new permit applications, coal exploration notices, etc. under the time code “ENF-Review Material” and also record in the comments section of his/her electronic diary the name of the permittee/company and a description of the permit-materials reviewed along with the application number for future reference.

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Administratively Complete Determination

Inspectors must ensure that all application materials are administratively complete before uploading them into the DMLR system to begin the official review process. Please ensure that each application has included, at a minimum, the following information to help make an administrative completeness determination:

- The field inspector should fully check the application, which would include reviewing each item in each section pertaining to the type of application being submitted. For new applications and acreage amendments (AA) this would include every section.
- For each application every yes and no question should be answered. Accompanying narratives should be attached that are appropriate and relevant to the area being permitted or revised.
- Data fields should contain relevant information and match information provided in narratives and maps. Maps and narratives should match the data (e.g. the data or narrative specifies 5 hollow fills and only three are on the map, each item should match)
- At no time will an application be deemed administratively complete if right of entry (ROE) information is not included in the application. If the field inspector has a question about the ROE information, he/she should contact a supervisor and discuss the issue. Questions may also be directed to a permit reviewer in the office.
- The field inspector is not expected to conduct a technical review of the application, but only to make sure each required item is addressed in a relevant manner.
- If at any time there are questions concerning completeness of an application, the field inspector should contact his/her supervisor or office personnel (Technical or Permitting Managers) to assist in this determination.

Upon completion of this review, if items are missing or listed as pending (excluding the ACOE permit) the application should be returned to the applicant or consultant. A list of the required corrections or additional information will be documented and provided to the company's representative (inspector will keep a copy for his/her records).

Once the corrections are made and resubmitted to the inspector, the inspector will **record the date** on the revised permit material(s) and complete the review in a timely manner. If the application is determined to be administratively complete by the inspector, a publication number will be given to the company's representative. Any necessary inspector comments (including request for priority review) will be included and the application will be upload into DMLR's electronic permitting system. **Once uploaded**, it will be considered **officially submitted** and will be routed for processing and review by DMLR's appropriate Sections (Permitting, Mapping, and Technical).

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NOTE: If an application is uploaded for office review and a determination is made that the information submitted is insufficient for further review (not normal technical comments), the comment letter will instruct the applicant and/or consultant to cease publication until such time the Division has determined the application is sufficient for further review. This will require a meeting between the consultant and the Division prior to resubmittal (upload to DMLR's electronic Permitting system.) The copy on public display will also need to be updated with any changes by the first date the publication resumes.