

General

R

**Suzanne Steab - Submittals Format Guide**

---

**From:** Suzanne Steab  
**To:** Chris Hansen; Dave Shaver; Dennis Ware; Erwin Sass; Gina Rau; Jay M...  
**Date:** 4/6/2010 6:58 AM  
**Subject:** Submittals Format Guide  
**CC:** Daron Haddock; Jim Smith  
**Attachments:** SubmittalsGuide.pdf

---

Dear Operator,

From time to time it becomes necessary to remind our Operators about the process for making applications to the Division. Hopefully, you are already familiar with the attached Submittals Guide, which outlines the process. Please note that a C1 and C2 form is required for every submittal and these forms must be completely filled out (not just signed). We also want to emphasize that at least three redline/strikeout paper copies are required for any permit change. To avoid your application being returned or denied because of it being incomplete or formatted improperly, please familiarize yourself with the Submittal Format Guide and utilize it when making your applications.

Please call me or any of the people list on the Guide if you have any questions.

Sincerely,  
Daron R. Haddock  
Coal Program Manager

## Submittals Format Guide - Utah Coal Regulatory Program

**General Information** - The Division requests that all permit applications, changes, renewals, transfers or bond release applications follow the procedures and format requirements outlined in this document. The Division may return applications that do not meet format requirements according to the Utah Coal Mining Rules, (see R645-301-121.300). Each action must be submitted under a separate cover letter. It is recommended that permit changes be separated by each proposed action. If a company holds more than one permit, applications should be placed under separate cover letter by permit number and action for which you are applying.

**Cover Letter** – Submit a cover letter for each application with notarized C1 and C2 form. In the regarding line briefly describe the submittal content including the mine name, permit number and task ID # if assigned. Some examples are shown below.

- Application to Change the Existing Mining and Reclamation Plan, Addition of a Fourth Portal to the Blind Canyon Seam Portal Pad, Bear Canyon Mine, C/015/0025
- New Permit Application, Star Point Refuse Mine
- Notice of Intent to Conduct Minor Coal Exploration, Helicopter Assisted Drilling in Mill Fork Canyon, Deer Creek Mine, C/015/0018
- Response to Deficiencies in Removal of Rock Gabions, Gordon Creek 2,7, & 8 Mines, C/007/0016, Task ID # 1665
- Application for Permit Renewal, Skyline Mine, C/007/0006

**Contents** - The application must be complete and not rely on additional materials to be submitted at a later date. Assemble each copy as a complete unit including all maps and text. It is recommended that permit changes of 50 pages or more be submitted in binders. These binders will allow the retention of a complete application. Although not required, for ease of review, when submitting maps include two copies one full size and one 11 X 17.

**Electronic Version** - All forms and guidelines are available on the Division website at [http://ogm.utah.gov/coal/coal\\_forms.htm](http://ogm.utah.gov/coal/coal_forms.htm).

**Confidential Contents** – Any confidential material must be clearly marked as such and separated from other submitted material. A reference page must be included in the MRP in place of the confidential material. Examples of confidential information include archeological information, site-specific coal information, raptor nest locations and social security numbers. Confidential information must be separated on CDs as well.

**Change Forms** – A C1 and C2 form must be included with every submittal, which includes a notarized signature of the responsible official of the applicant. This responsible official attests that the submittal is true and correct to the best of their knowledge and complete in all respects with the laws of Utah in reference to commitments, undertakings, and obligations. These forms indicate change to the Mining and Reclamation Plan, not changes to a previous application. Please send an accurate form with each submittal.

### Number of Copies/Pagination

**DRAFT REVIEW COPIES:** Submit three redline/strikeout paper copies for review (four if on or adjacent to Forest Service land). The redline/strikeout will guide the staff in understanding what changes are being proposed. Other copies may be submitted on CD.

**FINAL COPIES:** Submit five clean paper copies (without redline strikeout and **correctly paginated for insertion into the plan**) for final approval. Any additional copies may be submitted on CD. The five final paper copies are for the Division Salt Lake Office (two copies – one for Incoming and one for the MRP), the Division Price Field Office, the Office of Surface Mining and the Operator.

**CONFIDENTIAL INFORMATION COPIES (REVIEW/FINAL APPROVAL):** For purposes of review and final approval, submit two copies of the confidential information – one copy for the approved MRP's Confidential Binder and one copy to be returned (stamped incorporated) to the Operator. However, if the confidential information that was initially submitted has been revised/changed during the review process, submit three copies for final approval – one copy for the confidential incoming file (in order to track the revisions), one copy for the approved MRP's Confidential Binder and one copy to be returned (stamped incorporated) to the Operator.

**Addressing** - Address ALL correspondence to:

Utah Division of Oil, Gas & Mining Coal Program  
1594 West North Temple, Suite 1210  
P.O. Box 145801  
Salt Lake City, Utah 84114-5801

(801) 538-5342  
FAX (801)359-3940

A courtesy copy may be sent to the Price Field Office (PFO) at:

Utah Division of Oil, Gas & Mining Coal Program/ Price Field Office  
319 North Carbonville Road, Suite C  
Price, Utah 84501

(435) 613-3737  
FAX (435) 613-3739

**Contacts:** Daron Haddock, Permit Supervisor (801) 538-5325  
Jim Smith, Permit Supervisor (801) 538-5262

Suzanne Steab, Office Tech (801) 538-5265  
Jo Ogea, Eng. Tech (801) 538-5326  
Angela Nance, Bond Coordinator (801) 538-5264

## Divisions Process Guide - Utah Coal Regulatory Program

- An application is submitted by way of hard copy and compact disk to the Utah Coal Regulatory Program. An application must be submitted with a cover letter, C1 and C2 form and accompanied by the correct number of copies as stated in the Submittals Format Guide under Number of Copies/Pagination.
  
- **The application will be immediately returned upon the following conditions:**
  - **No C1 and C2 form**
  - **No cover letter**
  - **Confidential is not separated and properly marked**
  - **No redline strikeout.**
  
- When the application is received, it is scanned or copied to the Coal Program Permitting Database. One copy of the application is filed in the Public Information Center. The remaining copies are filed in the Coal Secretary's office along with the task-working file.
  
- The Coal Secretary assigns the application a Task ID number, creates a working file and then notifies the Mine Lead of the task and timing.
  
- The Division will conduct an Initial Review (IR) of the application (within 15 days) to determine if it is sufficient for technical review.
  
- If the Initial Review indicates that the application is **not** sufficient for technical review, it will be denied and returned with a letter.
  
- If during the Initial Review the Division determines that the application is acceptable to commence the technical review, an email will be sent to the operator. The technical review will be completed in the order the applications are received. Emergency cases will be considered for review on an individual basis as approved by the Division Director.
  
- During the technical review, the Division emails the remote access location of the application to those agencies that need to review the application and informs the agencies of the timing. OSM notifies the Division within 30 days if the application is or is not considered a Mining Plan Modification.
  
- The Mine Leads work together with the supervisor and technical staff on scheduling.
  
- If the application is technically deficient, a deficiency letter will be sent, generally indicating that the application is denied, and available copies of the application returned. If the Operator chooses to re-submit the application, an entirely new application must be filed including complete C1 and C2 forms.
  
- The Division will notify the applicant when the application meets technical requirements; however, the application will only be conditionally approved until clean copies (without redline/strikeout and paginated correctly) are received.