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Utah Coal Regulatory Program, Electronic Permitting

Suzanne Steab <suzannesteab@utah.gov>

Thu, Mar 14, 2013 at 12:17 PM

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Cc: "Dean, Dana" <danadean@utah.gov>, "Nance, Angela" <angelanance@utah.gov>, "Christensen, Steve" <stevechristensen@utah.gov>, "Haddock, Daron" <daronhaddock@utah.gov>

Please see the attached electronic permitting documents.

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Suzanne Steab, Engineering Technician II
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3 attachments

-  **Utah Coal Regulatory Program Operator - Google Drive.pdf**
275K
-  **Form03142013.pdf**
1124K
-  **Operator03142013.pdf**
39K



GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER
Executive Director

Division of Oil, Gas and Mining

JOHN R. BAZA
Division Director

March 14, 2013

Subject: Utah Coal Program - Electronic Permitting

Dear Operator:

As you may already be aware, the Coal Program has been diligently working on establishing an electronic permitting process. We have been testing different types of platforms that would allow for maximum file storage and easy and efficient set-up and use. We believe we found a solution that will offer these features with the Google Drive.

The Google Drive will allow you to easily view your electronic MRP. It will also allow you to upload amendments and any other permitting documents and share them with the Division. Please take this opportunity to read through the enclosed E-Permitting process document to better understand how the process will work with electronic files and MRPs. If you are interested in taking advantage of electronic permitting – please complete and return the enclosed form and someone from the Division will contact you to set up your account, offer you Google Drive training and answer any questions you have.

We look forward to hearing from you and moving forward with electronic permitting. If you have any questions please feel free to contact Angela Nance, Sr. Business Analyst, at (801) 538-5264 or angelanance@utah.gov.

Sincerely,

Dana Dean, P.E.
Associate Director, Mining



STATE OF UTAH
Department of Natural Resources
DIVISION OF OIL, GAS & MINING



REGISTRATION TO FILE ELECTRONIC APPLICATIONS AND REPORTS

Mine Name:	<input type="text"/>	Company:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

This form is to be used for the purpose of registering and receiving permission to file electronic applications and reports via the internet pertaining to coal mining permits.

This form is also to be used to acknowledge that the electronic MRP found on the Division's website and copied to the company's Google Drive is the official MRP. The MRP was scanned directly from the Division's files. The Resident Agent and/or Company Representative is responsible for reviewing the electronic MRP to make sure that it is consistent with their records and working with the Division to address any discrepancies.

The name shown in the Authorized Company Representative section is the only individual recognized by the Utah Division of Oil, Gas and Mining as having permission to file electronic applications on behalf of the company shown above.

It is the responsibility of the registering company to immediately inform the Utah Division of Oil, Gas and Mining in writing of any changes (additions or removal) to the authorized company representative listed below.

Failure of the above company to comply with any and all rules, recommendations, and guidelines of the Utah Division of Oil, Gas and Mining may result in the revocation of permission to report electronically.

This form must be signed by the Resident Agent and Authorized Representative of the company.

Please mail this form to:
Division of Oil, Gas and Mining
P.O. Box 145801
Salt Lake City, Utah 84114-5801
Attn: Angela Nance
or angelanance@utah.gov


Authorized Representative:	<input type="text"/>	Title:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>
Resident Agent:	<input type="text"/>	Title:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Utah Coal Regulatory Program

Electronic Permitting Process ***(Operator Version)***

Mining and Reclamation Plans

All Mining and Reclamation Plans will be available for public viewing on the Division's website. One hard copy MRP will also be maintained at the Division's Salt Lake Office. No other hard copy material will be distributed.



UTAH COAL PROGRAM

DIVISION
COAL FILES
TASK INFO
MINE INFO
PERMITTING
HYDROLOGY
BLASTER

HOME

Coal Permit Files

Below are the electronically scanned files of the documents that are available in the Division's Public Information Center (PIC Room). Please note-Not all of the files available in the PIC Room are available electronically. As documents are scanned they will be made available through these file services.

****You need a username and password to access these files - use ogmquest for both the username and password or your assigned Novell username and password if you have one.**

PERMIT FILES
GENERAL FILES
INTERAGENCY FILES
MRP
CHIA
ANNUAL EVALS

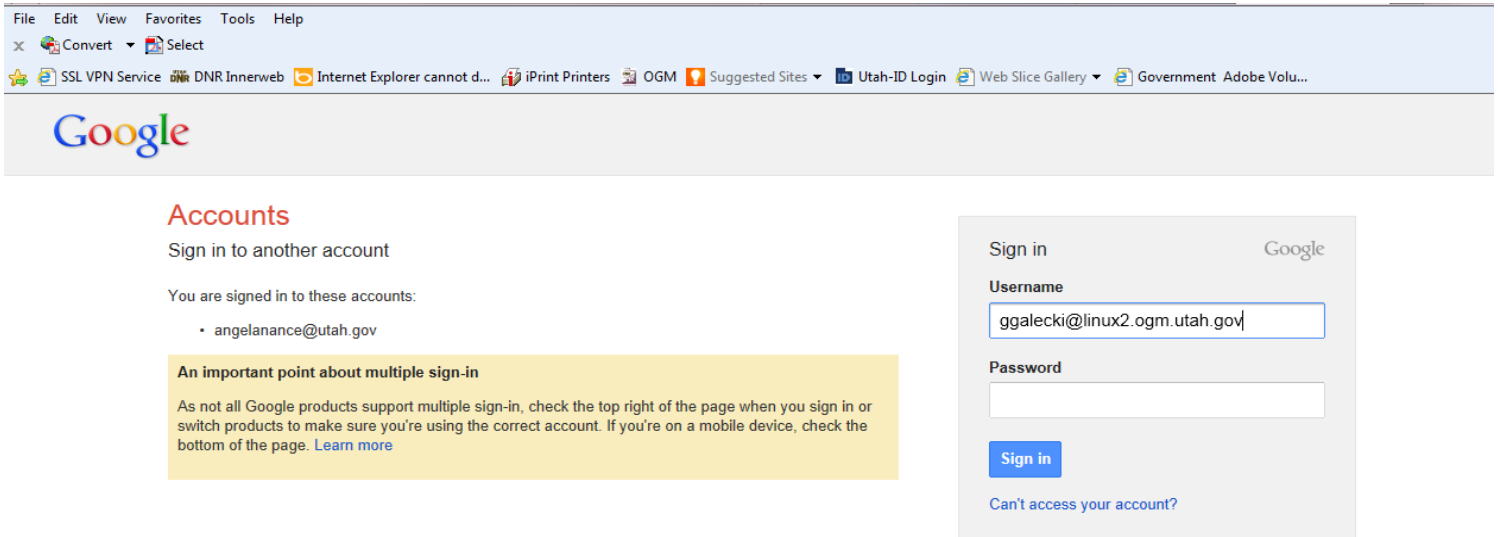
Use the drop downs to filter or use control + f to do a keyword search.

Select	Doc Date	Doc To	Doc From	Doc Regarding	MRP Name	Folder
select	10/24/1988	Oil, Gas & Mining	Canyon Fuel Company LLC	Banning MRP, Chapter 5 Engineering	BANNING 007034	CHAPTER 5.pdf
select	10/24/1988	Oil, Gas & Mining	Canyon Fuel Company LLC	Banning MRP, Chapter 6 Geology	BANNING 007034	CHAPTER 6.pdf
select	10/24/1988	Oil, Gas & Mining	Canyon Fuel Company LLC	Banning MRP, Chapter 7 Hydrology	BANNING 007034	CHAPTER 7.pdf
			Canyon			

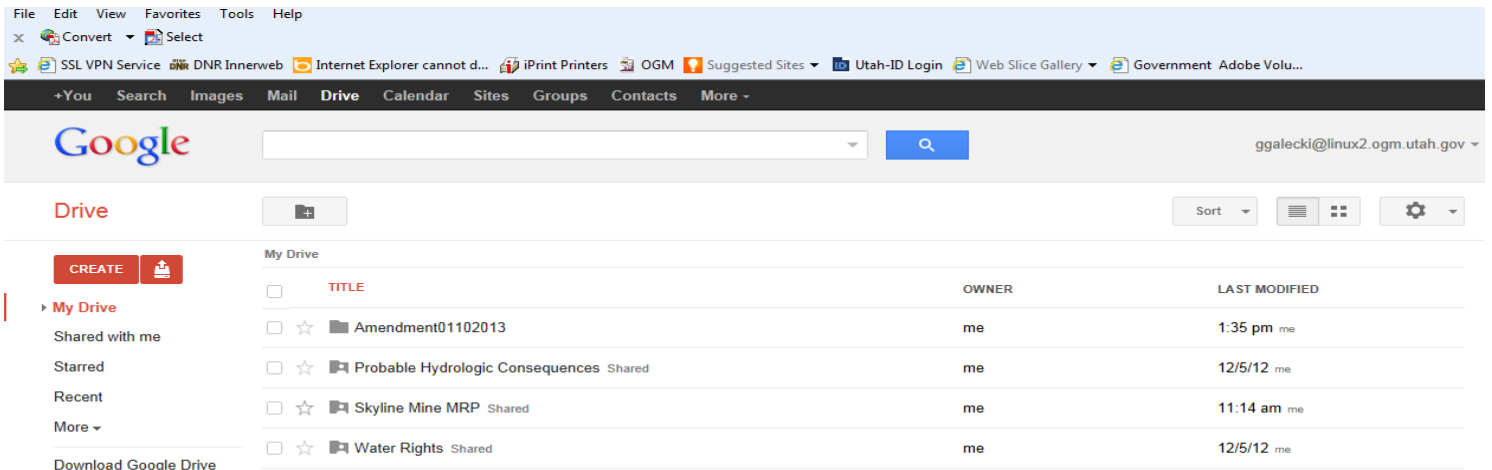
AMENDMENTS

When a change to the MRP is being submitted to the Division the Operator will:

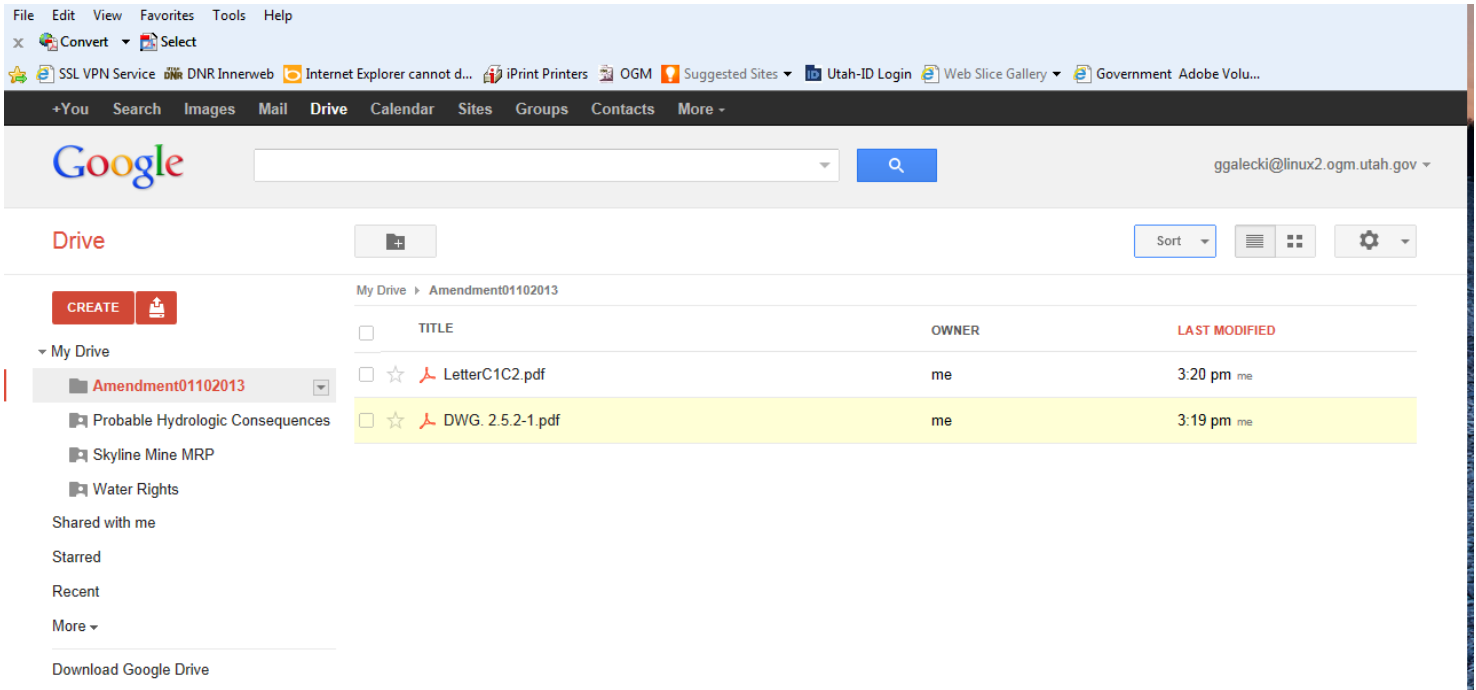
1. Use unique login and password to access the mine's Google Drive account set up for each Operator by the Division. *The Division programmer will set up the account for each authorized user.*



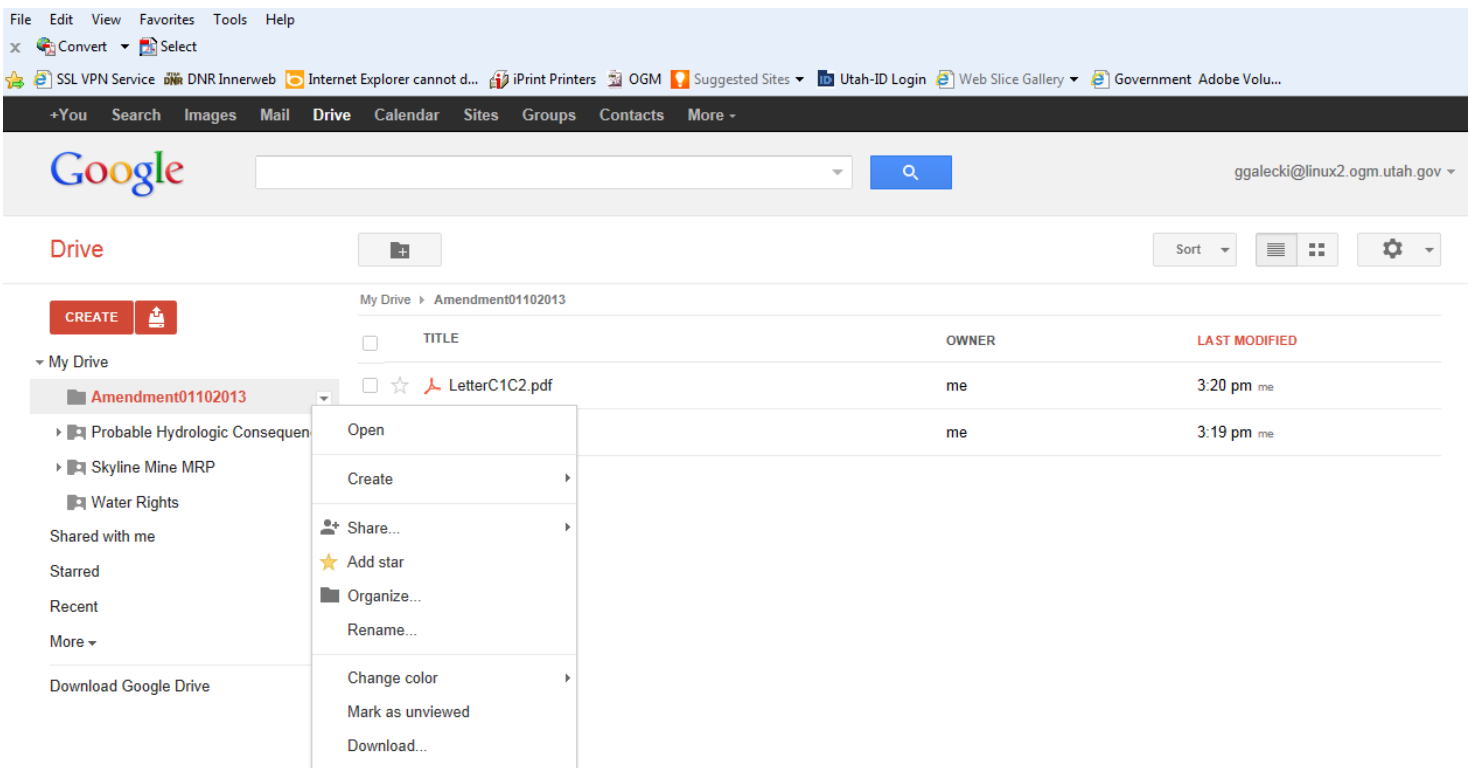
2. Create a folder on the Drive for the application with the following naming convention **AmendmentMMDDYYYY**.



3. Upload the cover letter, notarized C1/C2 form, and amended **redline-strikeout** pages to this folder.
 - a. The amended pages can be in Word, PDF or Google Doc format.



4. Click on the Amendment folder drop down box and select Share. Share this folder with suzannesteb@utah.gov and any other necessary Division staff.



REVIEW

1. The Support Staff receives email notification that a new amendment is ready for review. The Support Staff creates a task for the newly submitted information.
2. The Support Staff then downloads the application and saves it to the Division's file.
3. The Team is assigned and the initial review and technical review begins.
4. If the application is deficient – the Operator will be notified via email and the task will be closed.
5. If the application is approved – the Division will request that one copy of the approved changes be submitted in hard copy form (two if the Operator chooses to also maintain a hard copy of the MRP).
 - a. Once the clean copy is received, the Support Staff stamps Incorporated each page and updates the hard copy MRP. The clean pages are also scanned and incorporated into the electronic MRP which is viewable on the Division's website (for the public and other agencies) or the Google Drive (Operators and Staff only).
 - b. A hard copy of MRP will only be maintained at the Division's Salt Lake Office. The Operator can also choose to maintain a hard copy. No other agencies will receive hard copies.
6. An approval letter will be sent via email to the Operator.
7. Other interested agencies will be notified of the approval and be given access to view the changes via the Division's website.