



Reclamation Advisory Memorandum

From: Steve Hohmann, Commissioner 
Date: February 08, 2013
Subject: New Mining Permit Application (MPA) Forms

RAM # 157

Introduction

In a continuing effort to improve and streamline permit application forms, the Department is announcing that it is moving from Microsoft Office Word-based application forms to Microsoft Office Access-based application forms. All MPA forms have been released and may be used for any submittal.

The new MPA Microsoft Access forms are located on the Department's website, <http://minepermits.ky.gov/Pages/ePermitting.aspx>. The MPA Access application will work on computers running Microsoft Access 2003, 2007, 2010, or 2013. In addition, if users do not have a version of Microsoft Access installed on their computer, users can install Microsoft Access Runtime 2007/2010, a free program provided by Microsoft that will run the applications.

This free program is available for download on the Department's website as displayed above. For detailed directions on how to install and use the MPA Access-based application, refer to the ePermitting User Guide. A copy of the ePermitting User Guide will be downloaded to your computer when you install the MPA Access-based application and can also be accessed/viewed on the Department's ePermitting webpage.

Effect of this RAM on the Permitting Process:

The existing Microsoft Word based application has the following disadvantages:

- Any change requires going through the entire build process again
- Microsoft Word attachment limitations
 - File names cannot exceed 40 characters
 - Slow Build Process
 - File Associations are restricted
 - Naming conventions are restricted
 - Navigation of attachments cumbersome
 - Easily corruptible form
- Not able to be integrated into SMIS

The new Microsoft Access-based application will have the following advantages:

- Data validation of application fields to reduce deficiencies
 - Data entry is more structured
 - Facilitates completeness checks
 - Analysis reporting to identify inaccuracy or inconsistencies
 - Easy to identify required information at a glance
 - Import and export data to and from previous applications
- Attachments
 - Full build process will take seconds as opposed to minutes
 - Adding attachments is easier
 - Supports all file types (preferred file types are .pdf, .doc, .xls)
 - Attachment names will only be limited to what is a legal filename
 - Attachment name scheme will be automatically enforced
- Easier navigation
 - Each section is separated

- Attachments will be directly managed from each section
- DMP application processing time decreased
 - Interface with SMIS is automated
 - Ease of extracting information from the application to help in the review process.
 - More information uploaded automatically into SMIS processing such as water data
- Full documentation provided in the new ePermitting User's Guide

Time Table for Implementation:

All MPAs are now available for download from the Department's web site.

04/08/13 – All first time submittals of the MPA-00 (Preliminary Application), MPA-01(Permittee Information for a Mining Permit), MPA-02 (Operator Information) and MPA-03 (Technical Information for a Mining Permit) must be submitted using the appropriate Access-based form. From this date forward, when submitting on Access-based forms the applicant must use the most recent version of the forms. To determine the current version check the Department's web site at <http://minepermits.ky.gov/Pages/ePermitting.aspx>.

Supplemental documentation from other agencies should be scanned and attached as a pdf. For example, slurry impoundment applications have many correspondence letters from MSHA (Mine Safety and Health Administration). These types of correspondence, e.g., MSHA approval letters, design documents, MSHA review, etc., need to be scanned and attached to the application as a pdf.

07/01/13 – All first time submittals of the MPA-05 (Update of Permittee or Operator

Information) must be submitted using the most recent version of the Access-based form.

08/01/13 – All first time submittals of the MPA-06 (Change of Corporate Owners, Officers or Directors) must be submitted using the most recent version of the Access-based form.

09/03/13 – All first time submittals of the MPA-07 (Application to Transfer a Mining Permit) must be submitted using the most recent version of the Access-based form.

10/01/13 – All MPA-00, MPA-01, MPA-02 and MPA-03 submittals, whether first time or re-submittals, must be on the Access-based form. As of this date, any received paper application or Word-based applications will be returned to the applicant. After October 1st the Department may, under extraordinary circumstances, allow the re-submittal of an application on an old format upon approval by the appropriate Branch Manager in the Division of Mine Permits. Also at this time, the Division of Permits will no longer offer support for the MPA-03 Microsoft Word application form.

11/01/13 – All first time submittals of the MPA-08 (Revised Application to Change Operator) must be submitted using the most recent version of the Access based form.

12/02/13 – All first time submittals of the MPA-09R (Application for Renewal of a Mining Permit) must be submitted using the most recent version of the Access based form.

01/01/14 – All first time submittals of the MPA-10 (Application for a Coal Marketing Deferment) must be submitted using the most recent version of the Access based form. Also at this time, the Division of Permits will no longer offer support for all MPA Microsoft Word application forms.

Support available from the Division of Mine Permits

As noted above, the Division will cease support for the MPA-03 Word application form on October 1, 2013 and all word based forms by January 01, 2014. To help assist in the transition to the Division's new application forms, the following help is being offered:

- The Division has a comprehensive user guide titled "ePermitting__User_Guide" located on this webpage <http://minepermits.ky.gov/Pages/ePermitting.aspx>.
- The Division has added video guides to frequently asked questions at <http://minepermits.ky.gov/Pages/ePermitting-Support.aspx>.
- The Division will offer trainings on using the new forms. The trainings will be offered by request. Email requests to jim.neal@ky.gov.
- The Division also has limited phone support available Monday through Friday 8:00 AM to 4:30 PM. Please call 502-564-2320 and request to speak with Jim Neal or Michael Nielsen for assistance. You may also email questions/comments to jim.neal@ky.gov or michael.nielsen@ky.gov.
- The Division will email when updates to MPA applications are published. To be included on this email distribution list or if your email address has changed, please email jim.neal@ky.gov or michael.nielsen@ky.gov.

If you have any questions or comments about this RAM, or need further information concerning the new mining permits application forms, please contact the Director of the Division of Mine Permits, # 2 Hudson Hollow, Frankfort, KY 40601 or call (502) 564-2320.