This method of ePermitting will work with 32-bit versions of Access 2003, Access 2007, or Access2010 running on either Windows XP or Windows 7 computers. There is also an installation
method for those users without Access. There are two methods of installing ePermitting.

1. Installation for those who have a version of 32-bit Microsoft Access (2003, 2007 or 2010).
2. Installation for those who do not have Microsoft Access.

Minimum System Requirements

1. Screen Resolution 1024 x 768
2. 2GB RAM
3. 2GHz Processor

Installation on a Computer without Microsoft Access

If your computer does not have Microsoft Access installed you will need to first install the Access
Runtime program, which allows users who do not have a Microsoft Access on their computer to run
the SME90 application.

Installing Access Runtime 2010 Program

The following steps will install the Access Runtime program for those users that do not have Access on their computer. This installation only needs to be done once.

Click on the Access Runtime link to download the Access Runtime program and save on your desktop.

http://www.microsoft.com/en-us/download/details.aspx?id=10910

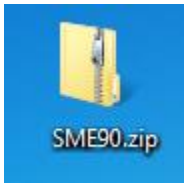
1. Once the Access Runtime program has finished downloading, locate it on your desktop and double-click on the icon. Click “Extract all files.”
2. A window will display asking where you want to extract the Runtime program. It will default to the location in which you saved the program.
3. Accept the defaults to install the Runtime on your computer

Installation on a Computer with or without Microsoft Access

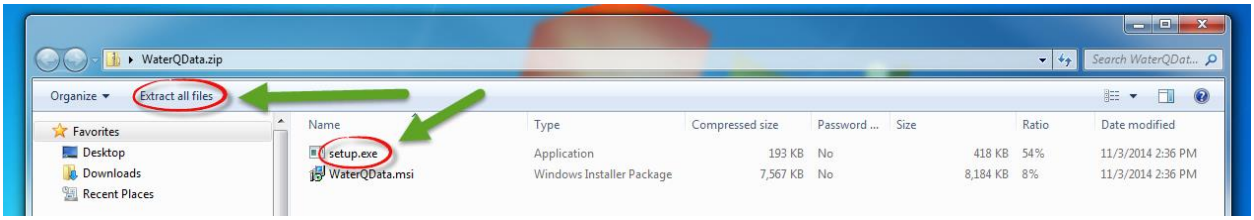
Download and Installation of the Water Monitoring Application

Using your Internet browser, go to the DMRE Electronic Download webpage, http://dmre.ky.gov/Pages/DMREElectronicForms.aspx

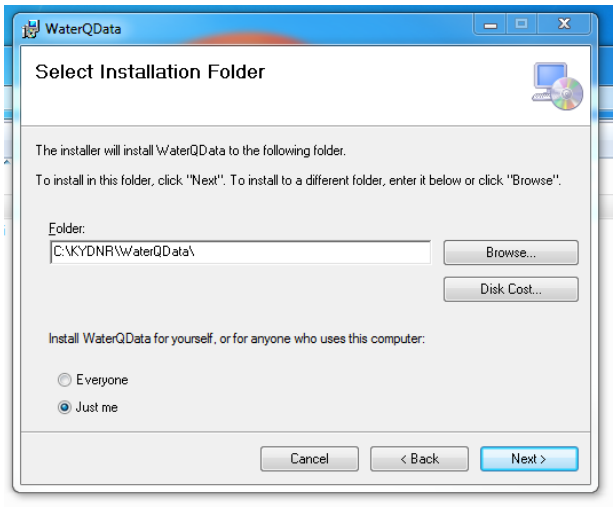
Download the WaterQData (SME90) Application to your desktop



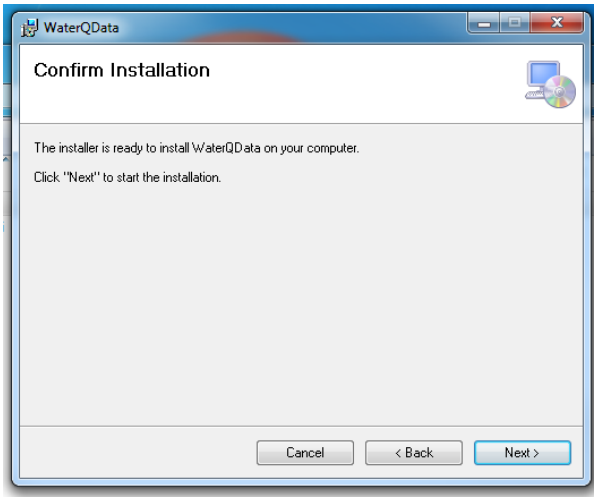
Double-click on the file and click on “Extract All Files.” Once the program has been extracted double-click on “setup.exe.”

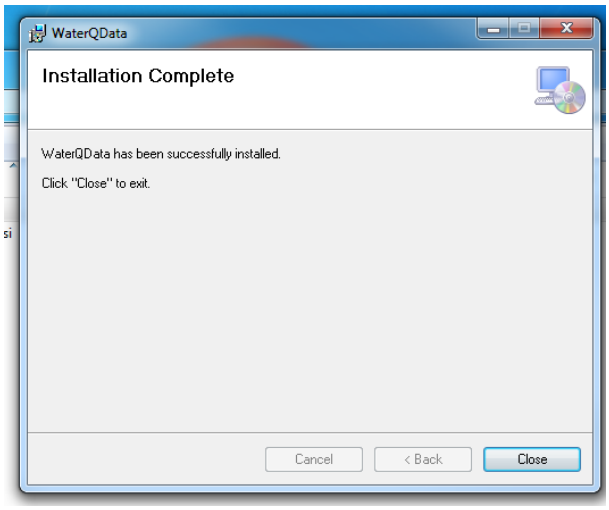


Click "Next" on each screen to accept the defaults



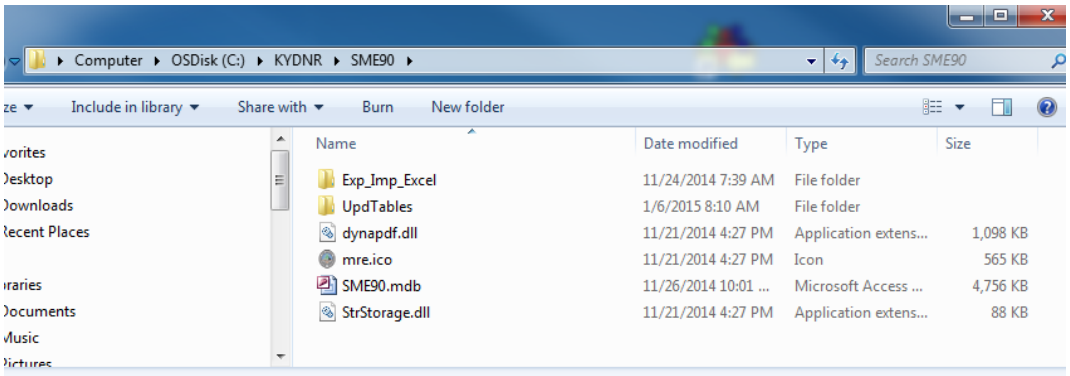
SME90 User Guide
Surface and Ground Water Monitoring Data Application





Once the installation is complete a new icon will be saved to your desktop:

You can also start the application by navigating to the installation directory, C:\KYDNR\SME90

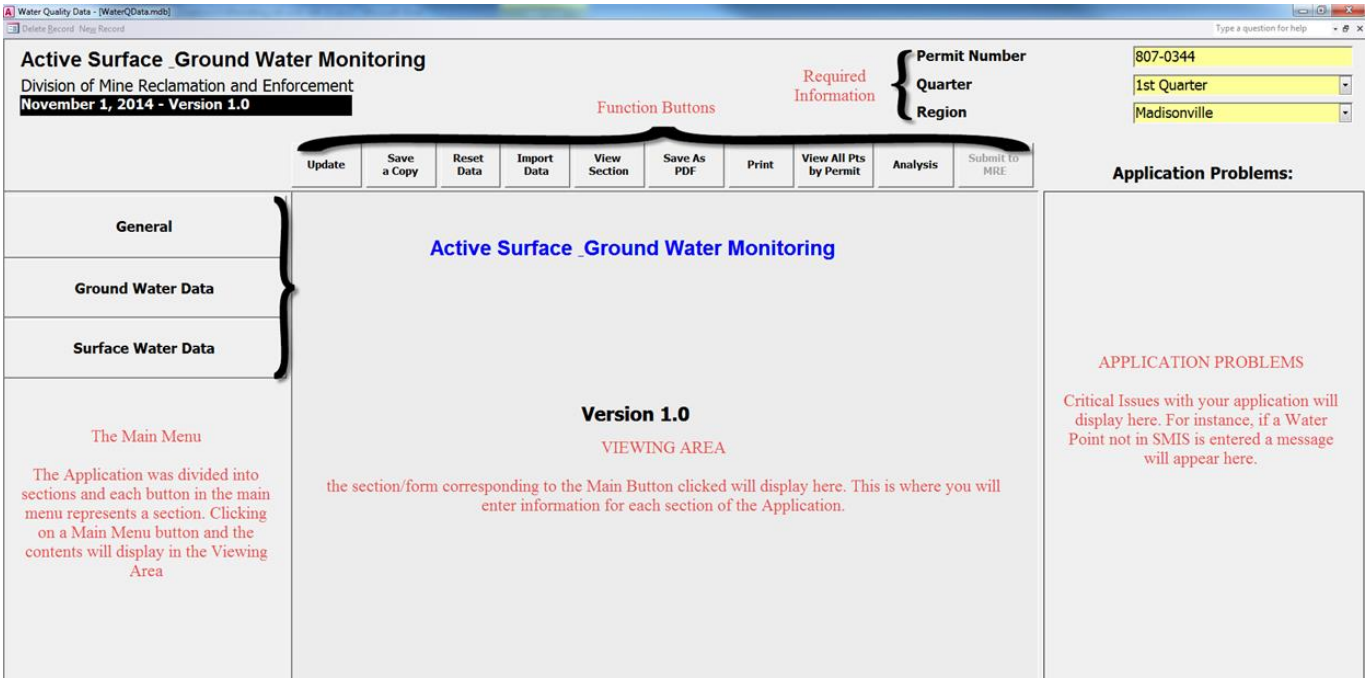


Double-click the desktop icon to open up the application

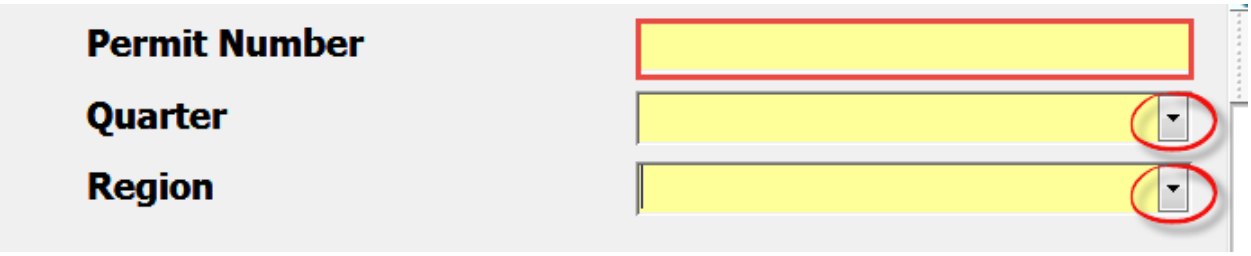
There are 4 main sections of the Application

Heading Section	Required information
Main Menu	The Main Menu consists of each section of the Application.
Viewing Area	Click on a Main Menu button and the forms corresponding to the section will appear in the Viewing Area
Function Buttons	Tasks you can complete with the application. We will discuss these in details later in this guide.
Application Problems	Critical issues will appear in this section

Layout and Functionality



Required Information



All Required fields in the Active Surface and Ground Water Monitoring Application that are Yellow are deemed required fields. You must complete these fields.

- The **permit number** drives the entire application. If a valid permit is not entered you will not be able to enter water data.
- The **Quarter** drop down has four options (1st Quarter, 2nd Quarter. 3rd Quarter, and 4th Quarter) that corresponds to the quarter you are submitting.
- The **Region** is very important and is used when submitting your application. There are 5 regions (Madisionville, Middlesboro, Prestonsburg, Pikeville and London. Choose the regional office that you want to send this application to.

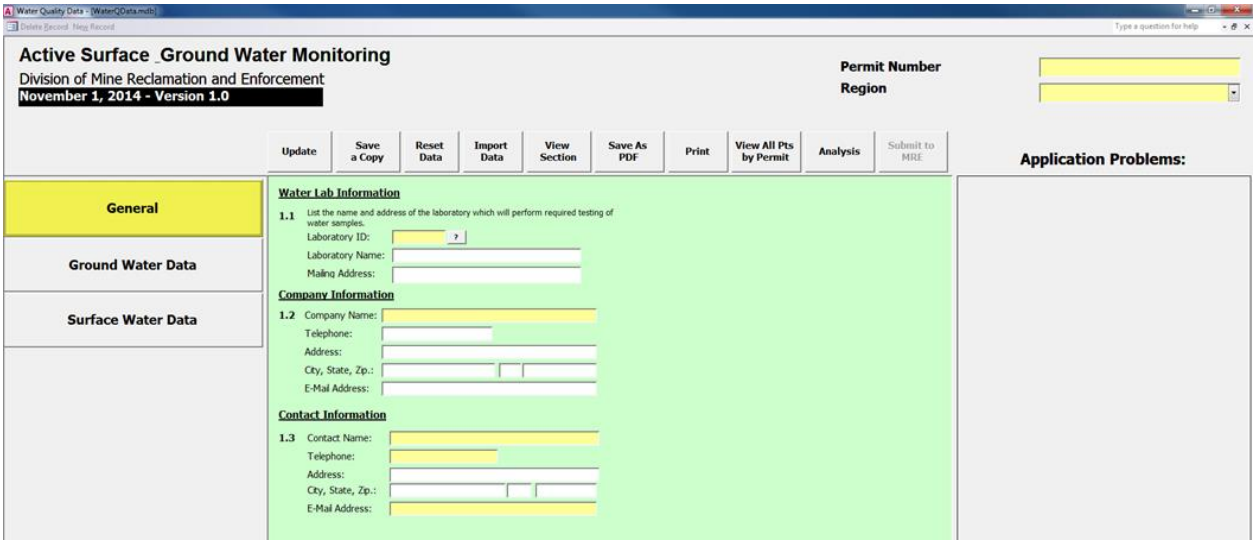
Main Menu – GENERAL

Click on "General" in the Main Menu will load the General Section of the Application in the viewing area. There are three main sections of the General section of the Application:

- Water Lab Information
- Company Information
- Contact Information

You are encouraged to complete all fields in this section but only the fields highlighted in yellow are required. These fields are using when generating the FTP cover sheet when using the new Submit to MRE FTP button. Required fields in the General section include:

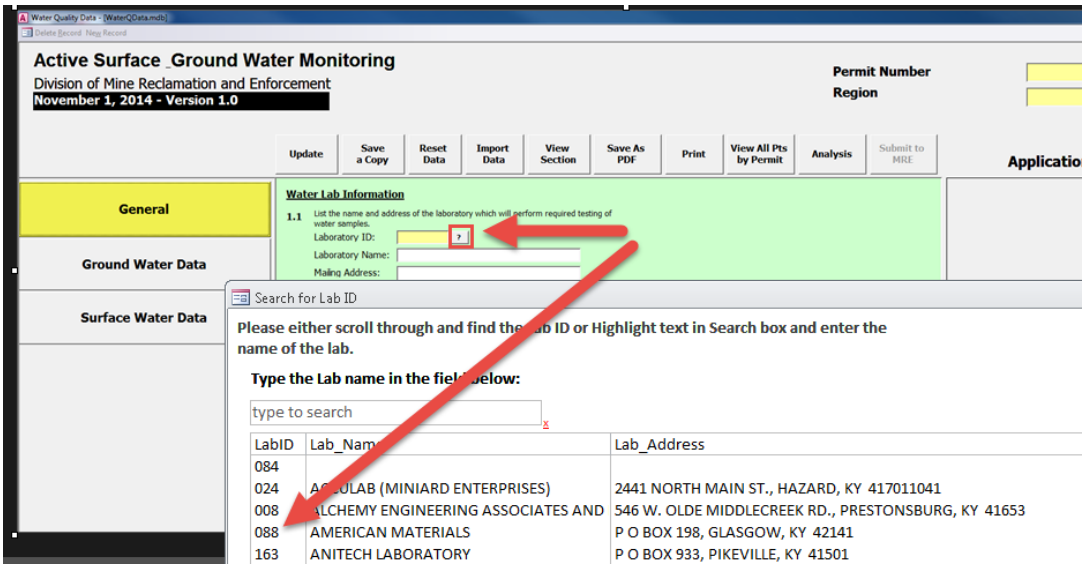
- Laboratory ID – if this is incorrect none of your data will be uploaded to SMIS
- Company Name
- Contact Name
- Contact Phone
- Contact Email



Once of the common issues when uploading water test data whether its baseline data or monitoring data is the Laboratory ID (Lab ID). If the Lab ID is wrong then the upload fails. To help industry and us (MRE) we provide all currently registered Water Labs.

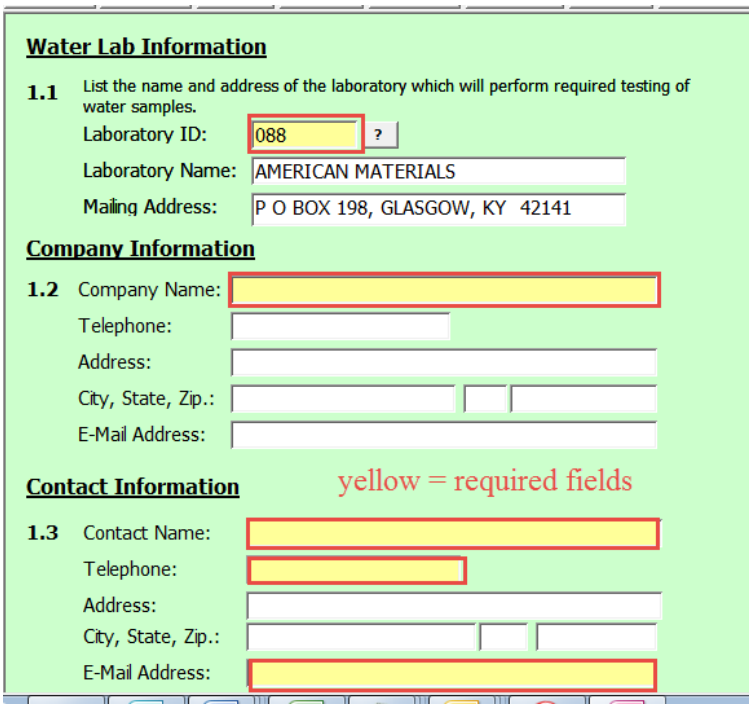
A window will appear listing all of the Labs currently in SMIS. You can either scroll through the list or find the correct lab or you can enter the name (or part of the name) in the search box. Once you locate the correct lab click on it and the information will be transferred to the form.

If you recently submitted an MPA03 adding a new water laboratory refer to Updating Tables on page ### to download and update the application with the latest information from SMIS.



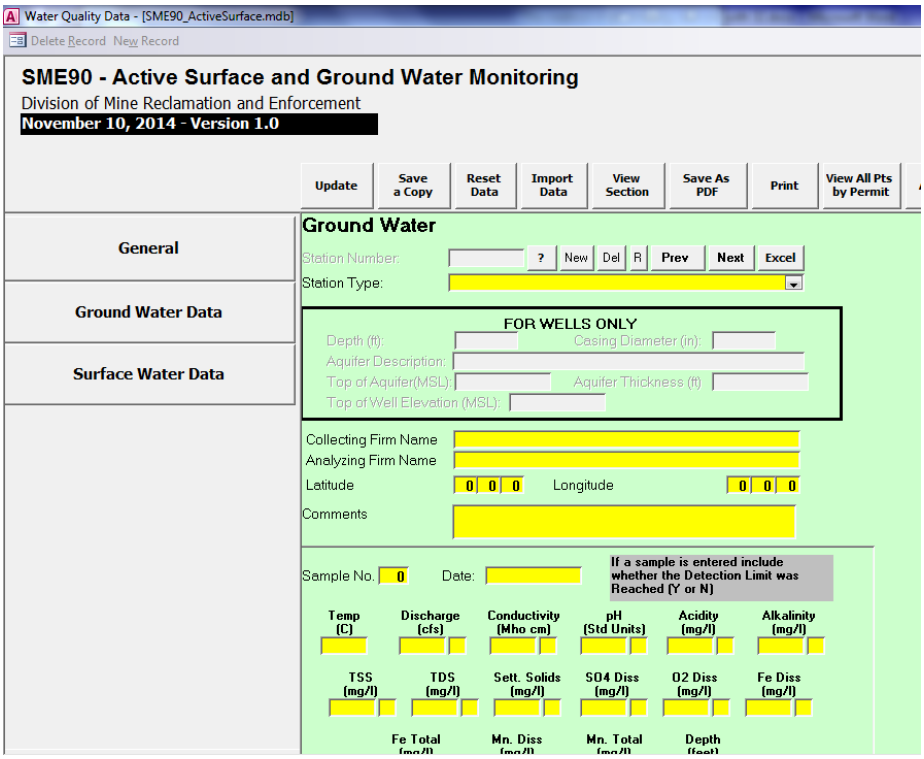
While all the information in the General Section is important we only require you to complete the fields with the yellow background. The fields Company Name, Contact Name, Telephone, and email address are used in the creation of the FTP cover sheet.

To navigate to each field you can use your Tab key or you can click inside each box (field) to complete the form.

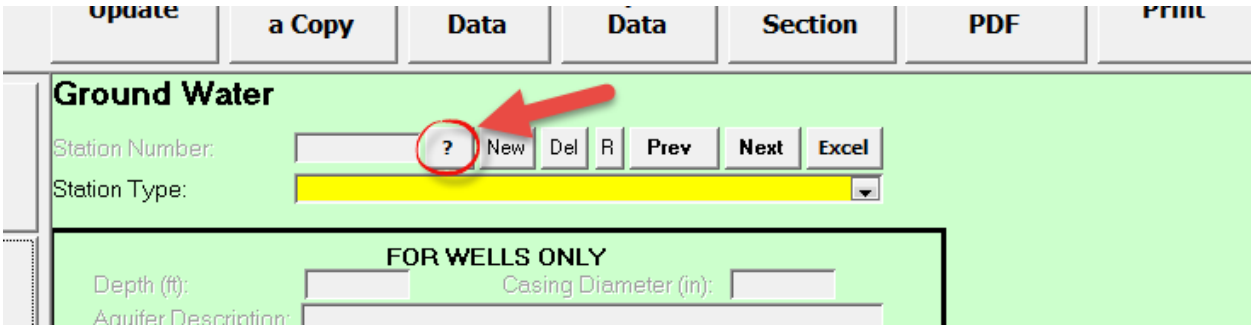


Main Menu – Ground Water Data

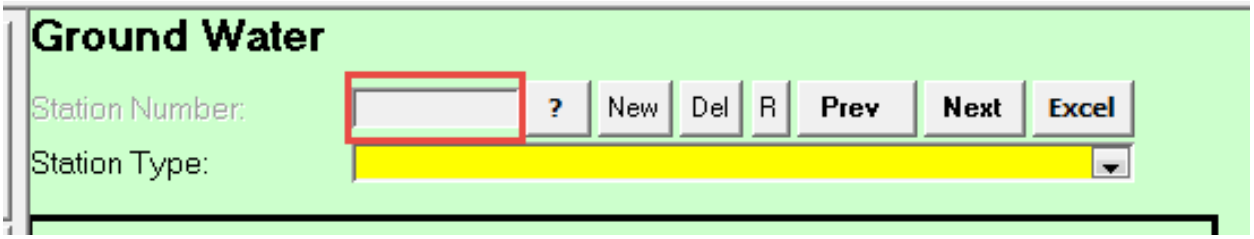
Clicking on the main menu button will display the Ground Water Station and sample data in the Viewing Area.



To Access click on the question mark (?) next to the Laboratory ID field:



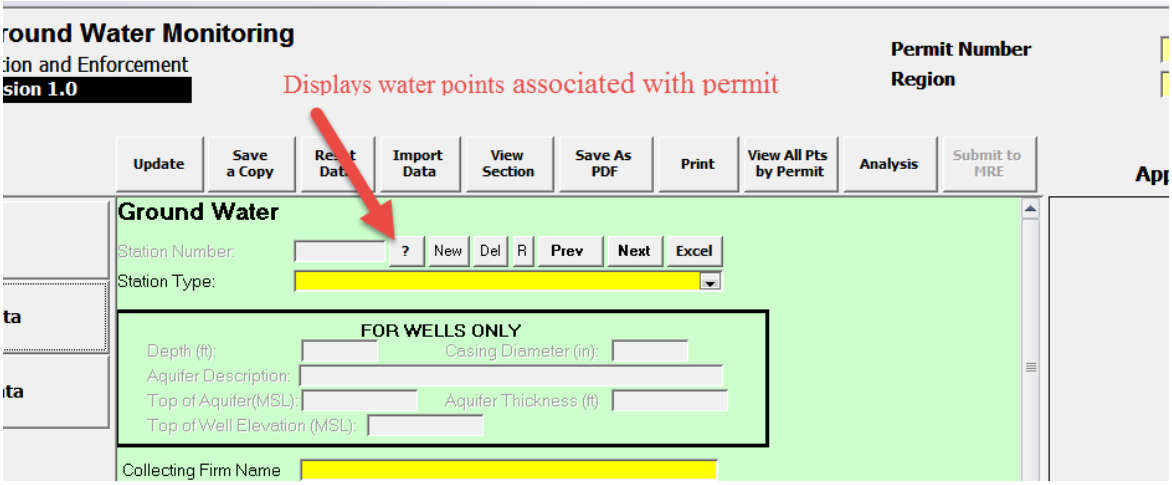
You will notice that the Station Number field is not enabled (grayed out) when you first open up the section. To enter a station number you need to first click on the question mark (?).



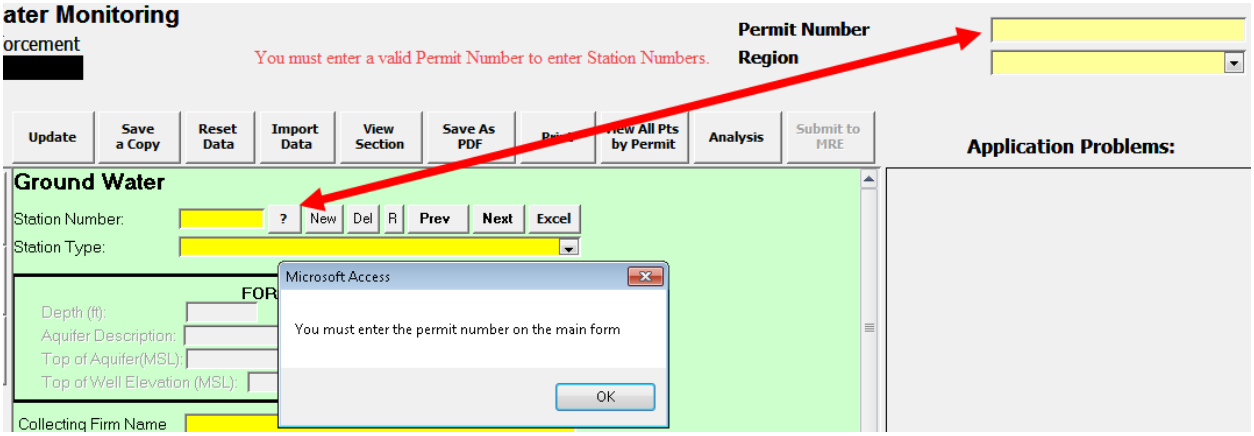
Important: Before you attempt to enter water sample locations/data you need to enter a valid permit number. The button will display water points associated with the permit number you entered on the main form.

If you receive the following message it means that there are no data points in SMIS that match the permit number you entered on the main form. The data points you are looking for may pre-date data entry. In this case if you call Danita LaSage (502-564-2320) she can enter the data point names along with the Lat and Long. Once you update your tables you will be able to proceed.

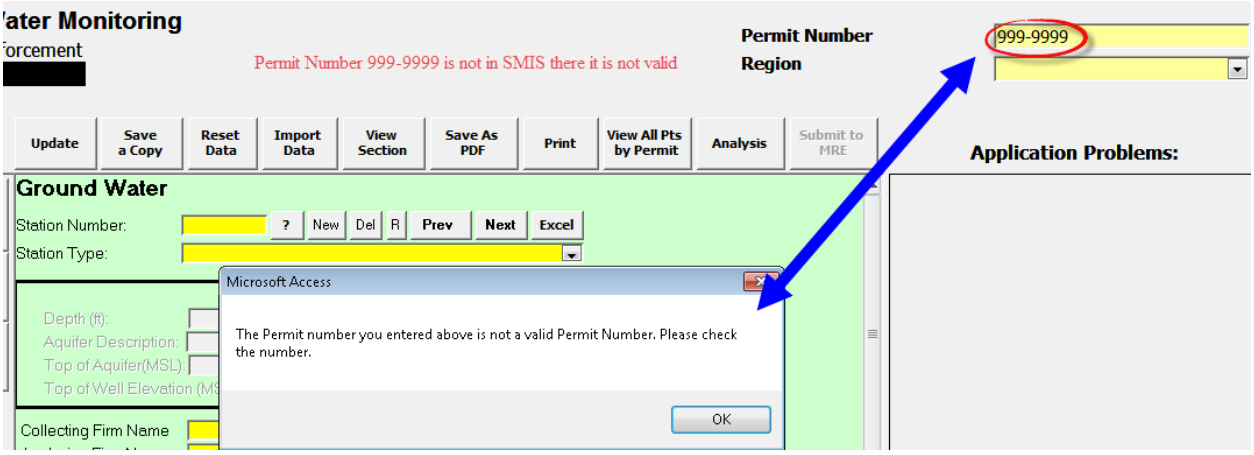
There is no GW (SW) points in SMIS associated with the permit number you entered on the main form. The data may pre-date data entry into SMIS. If this is the case we can update SMIS with the correct data point names, Latitude and Longitude and you can then update the data before proceeding. Please contact Danita LaSage at Mine Permits 502-564-2320 with any questions/Issues.



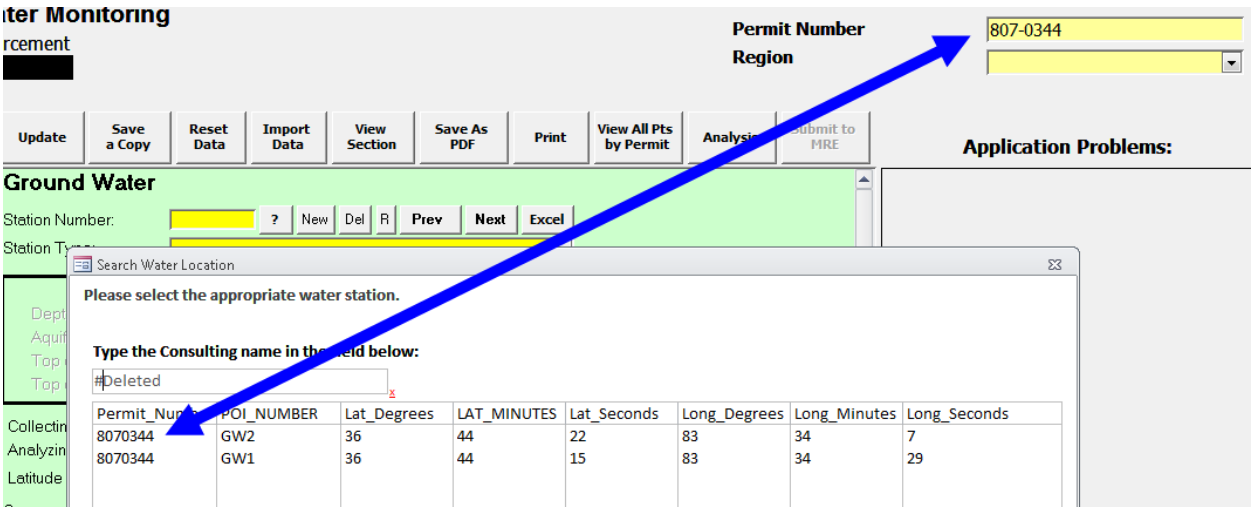
If you click on this button and do not have a permit number entered you will receive a message indicating that a permit number is required before you can continue.



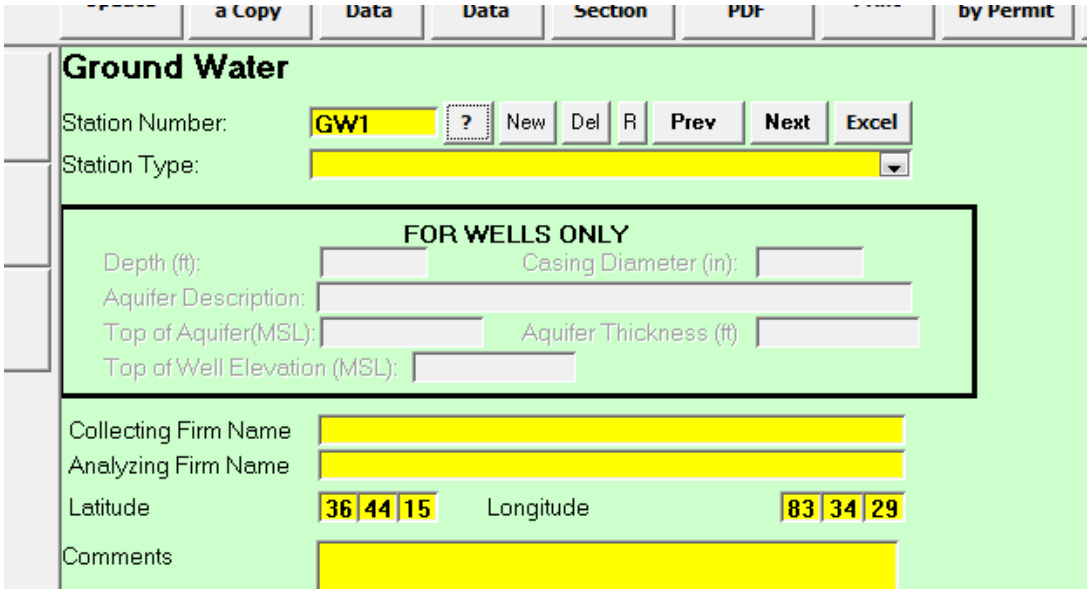
Likewise, if you attempt to enter a permit number that is not in SMIS you will receive a message to enter a valid permit number before you are allowed to continue.



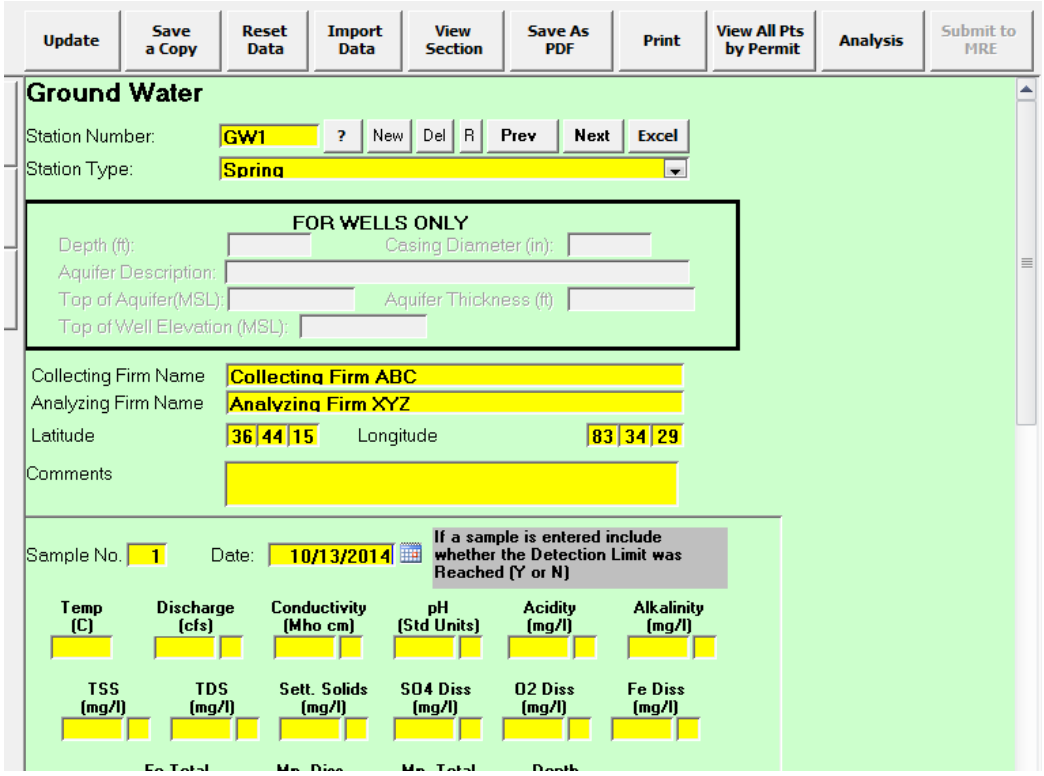
Once a valid permit number is entered and the Station Number button is clicked, a window will display showing only Ground water station numbers (and Lat/Long coordinates) that are associated with the permit number.



Once you locate the Station Number you need, click on it and the data (Station Number and corresponding Latitude and Longitude will be transferred to the form.



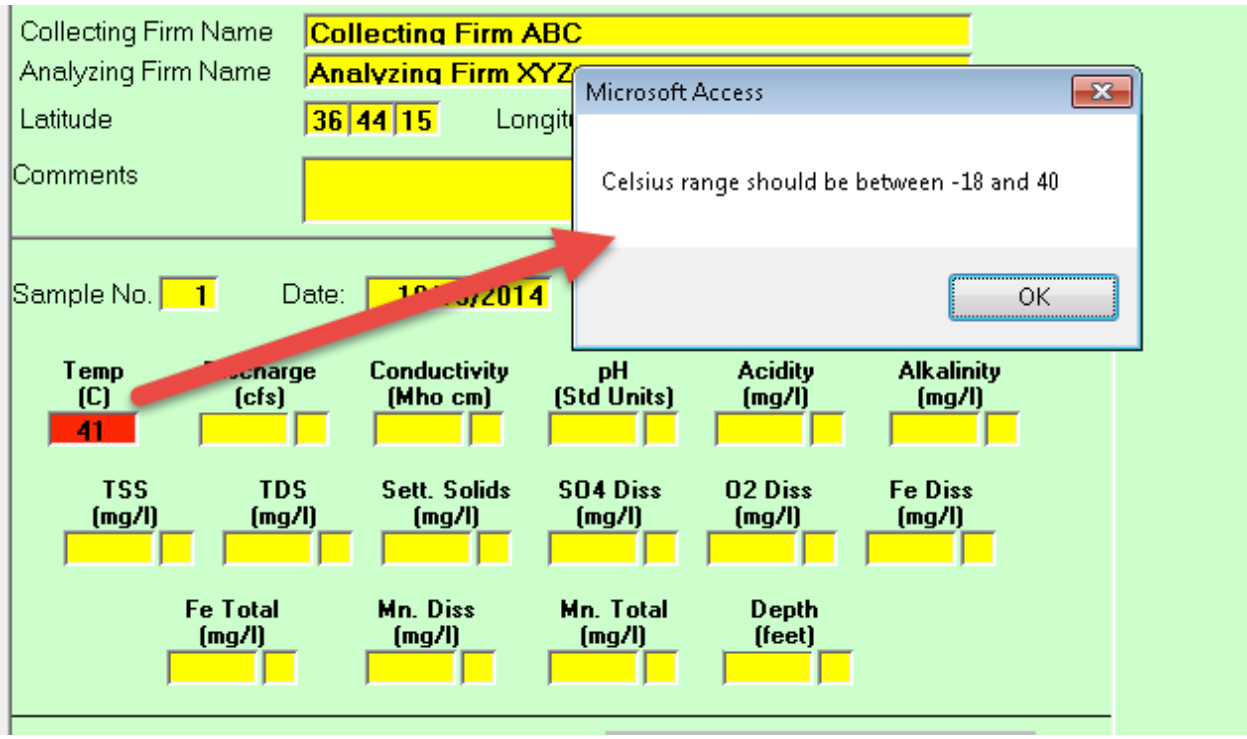
Tab through the form and add the remaining information



When entering Water sample data you MUST include the sample number (it cannot be 0) and the date in which the samples were taken.

Tab through and enter the appropriate parameters. Each parameter has range verification. For instance, if you attempt to enter a Celsius temperature outside the range (-18 to 40) a message will display indicating the issue and the field's background is displayed in red.

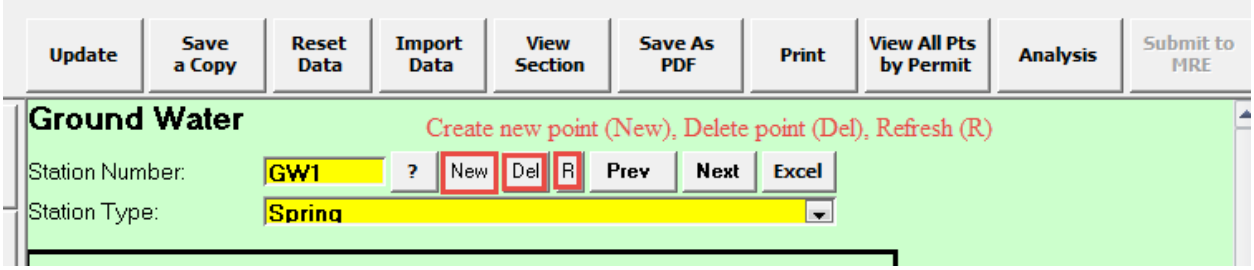
Note: This is just a warning and will not prevent you from submitting the application with these warnings.

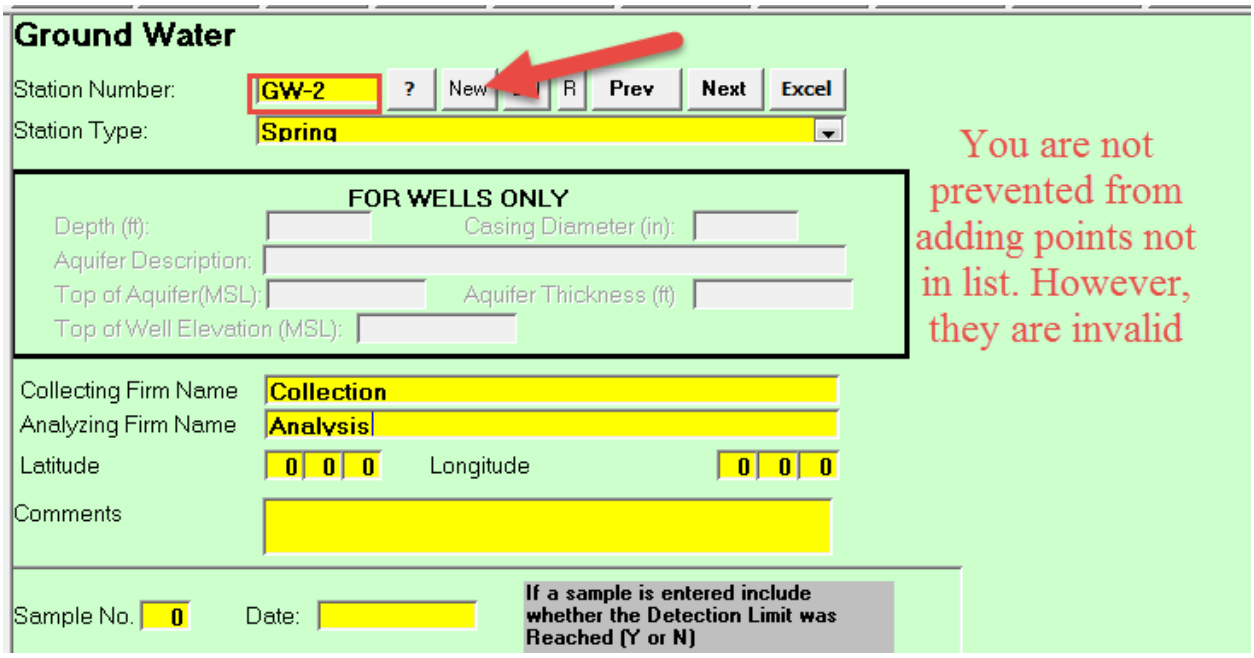


Parameter	Range
Temperature	Range should be between -18 and 40
Discharge	Discharge should not exceed 150 cfs
Conductivity	Conductivity needs to in between -10 us/cm and 10,000 us/cm
pH	pH needs to in between 2 and 14
Acidity	Acidity needs to in between -500 mg/L and 5000 mg/L
Alkalinity	Alkalinity should be less than 1000 mg/L
TSS	TSS needs to be less 2000 mg/L and should be less than Conductivity
TDS	TDS needs to in between 10 mg/L and 5000 mg/L; TDS should be less than Conductivity
Sett Solids	Sett Solids should be less than 1 mg/L
SO4 Diss	SO4 Diss should be less than 5000 mg/L and should be less than TDS
Fe Diss	Dissolved Iron needs to be less than 500 mg/L
Fe Total	Dissolved Iron needs to be less than 500 mg/L
Mn Diss	Dissolved Mn needs to be less than 500 mg/L

Station Number buttons:

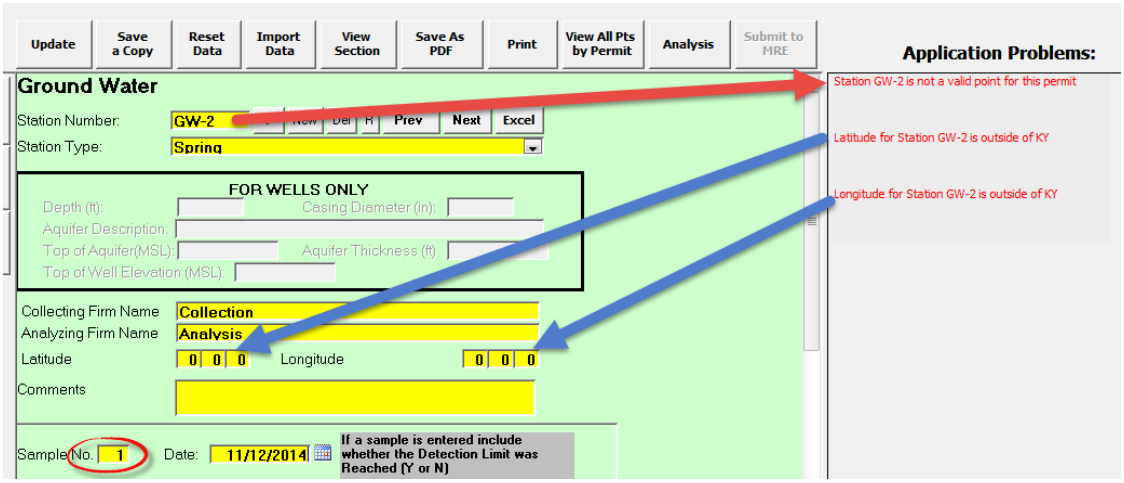
- New – Creates a “new” Station
- Del – Deletes the active Station and Associated Samples
- R – Refreshes the form
- Prev – Move to previous Station Number
- Next - Moves to the next Station Number
- Excel – Exports and Imports data to Excel





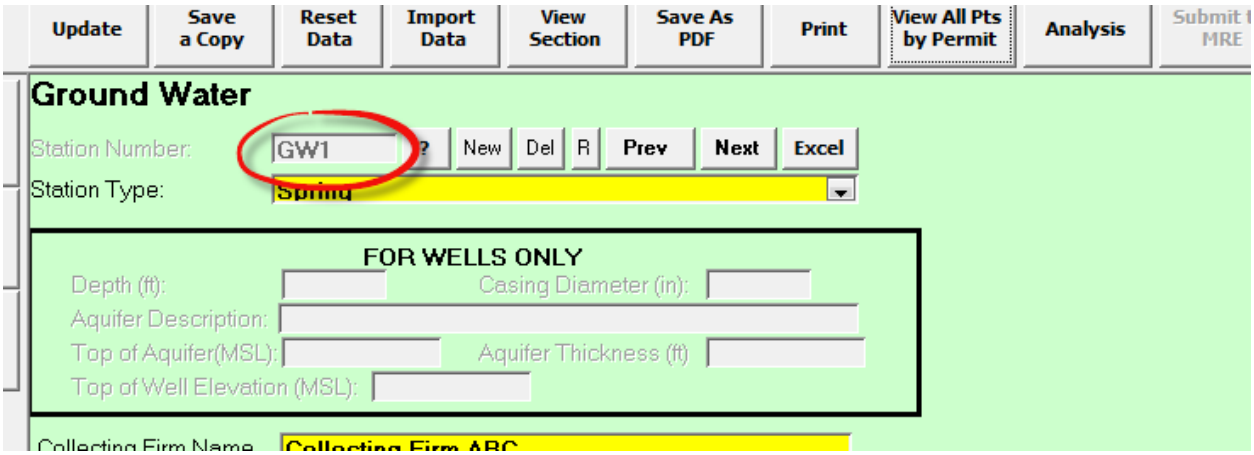
You are not prevented in entering Station Numbers not in the list. However, they are not considered valid and will generate errors.

To enter a water station point not in the list, chick on “New” and manually enter the Station Number. Once a Station is entered, it’s checked against the Water points table generated from SMIS. If a water station number is entered not in this list an error will be generated and will display on the right side of the application under “Application Problems.”



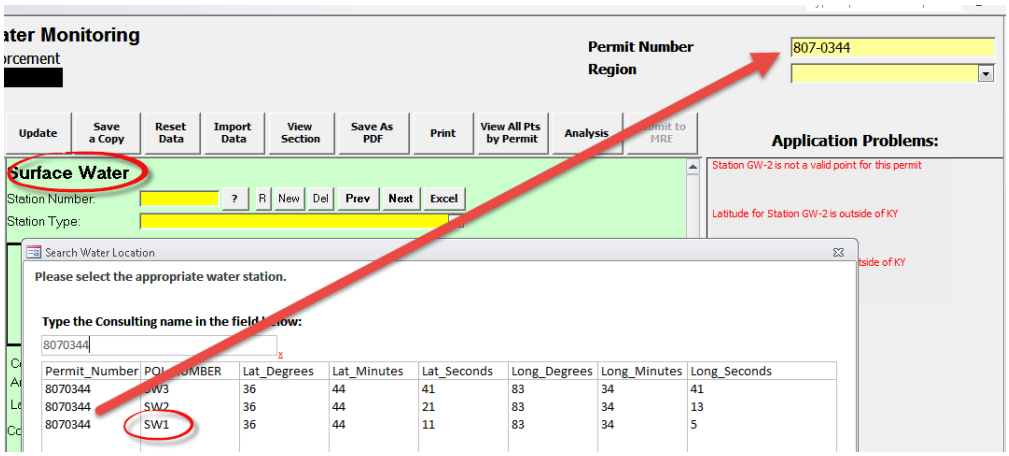
Once a Station Number and associated samples are added you should not change the Station Number. If you change the name of the Station Number after you enter test parameters the parameters will no longer be displayed. They are then referred to as orphan data because they are still in the tables. They do not display because the are no longer attached to the Station Number.

To prevent this from occurring we lock down the station number. Therefore if you need to change it you must delete it and re-enter. This prevents the creation of orphan data.



Main Menu – Surface Water Data

The Surface Water Data form works exactly the same as Ground Water Data. When the question mark (?) is selected, only surface water points which are associated with the permit number are displayed. Selecting the water point from this table will transfer the data to the form.

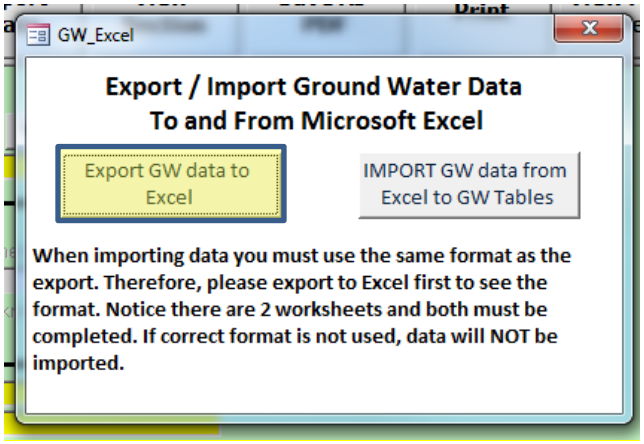


Importing and Exporting Data to/from Microsoft Excel

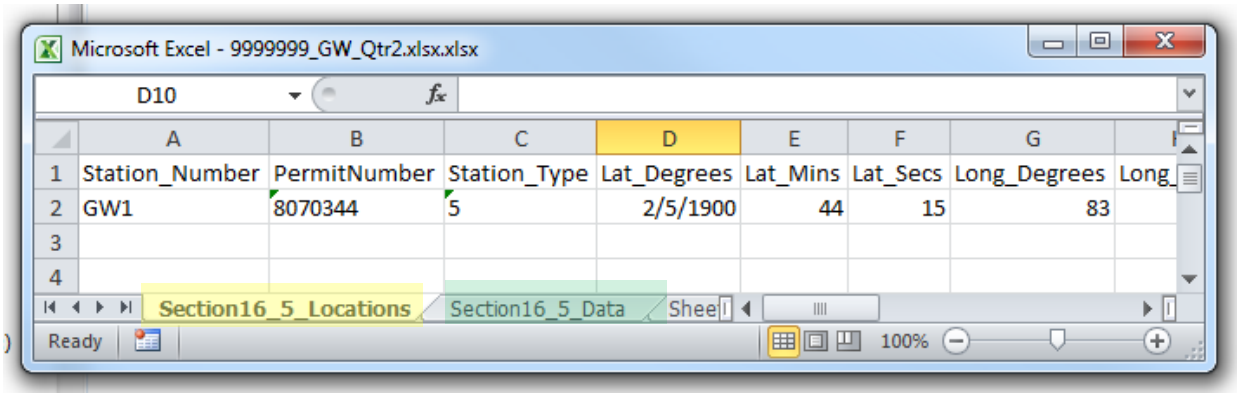
Exporting Data from Ground (or Surface) Water tables to Microsoft Excel

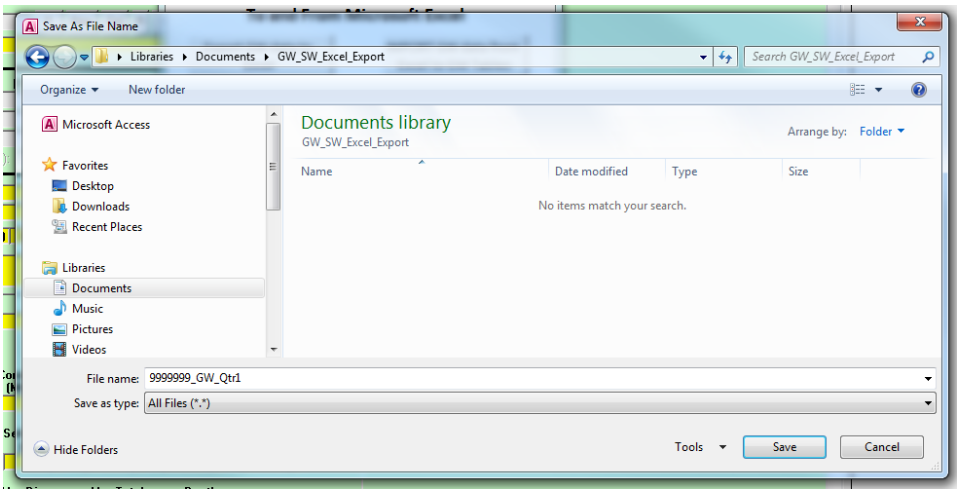
To Export or Import data to/from Microsoft Excel click on the “Excel” button.

A window will display giving you an option to either Export or Import data.

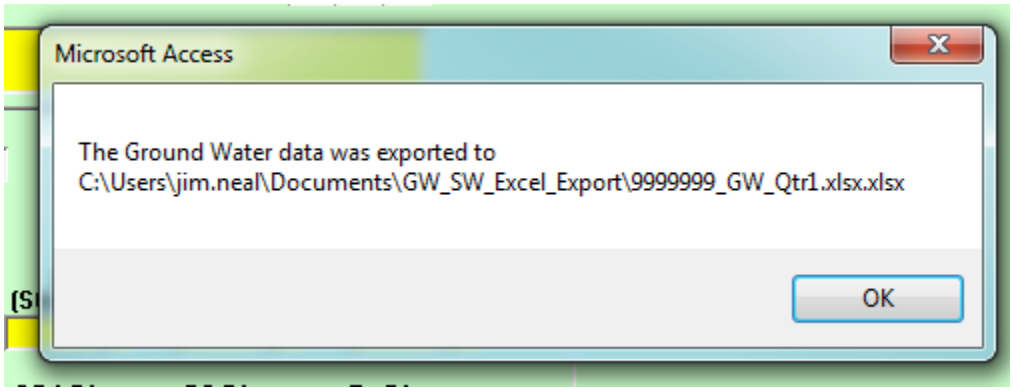


Choose the location you want to save the Ground (or Surface) water Excel to and select "Save." Give it a descriptive name in the event you have multi ple files.

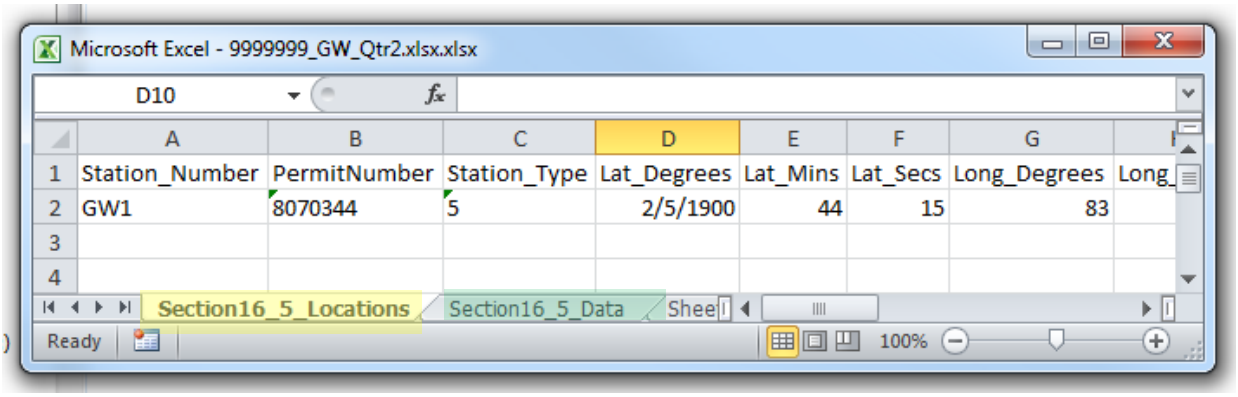




A message box will display indicating that the data was exported, including the location and name of the export.



Notice there are two worksheets, Section16_5_Locations AND Section16_5_Data (I used the same table names used in the MPA03 for future updates). Both worksheets are required to be completed or the IMPORT will not work.

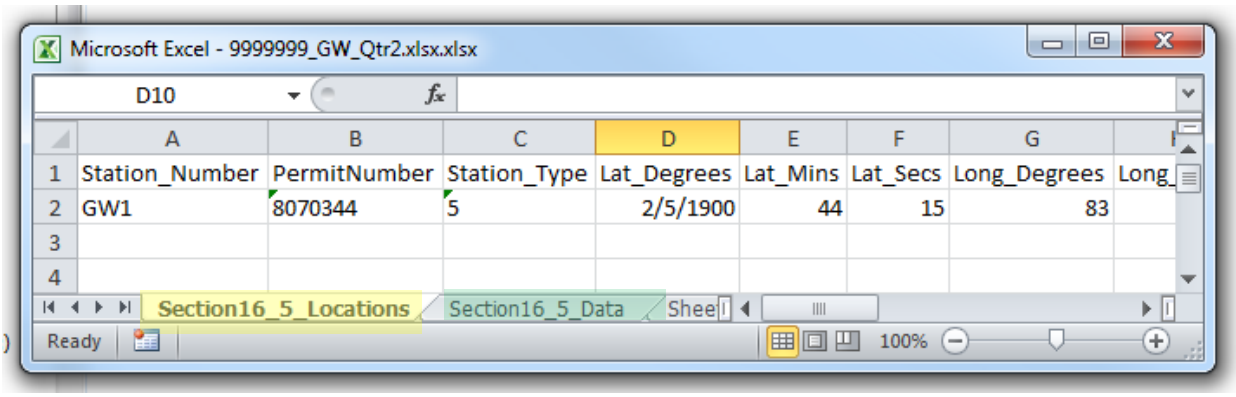


Importing Data from Excel to Access Ground/Surface Water Tables

It's very important to verify the following actions were completed prior to importing data into the GS/SW tables:

1) Make sure that your Excel document has two spreadsheets named Section16_5_Locations and Section16_5_Data. They must be named exactly the same.
2) Verify that you have the fields as specified below in each of these worksheets. The field names must match exactly to the fields listed below.
3) It would be easier to add a sample or real water point with at least the sample number, and date AND then export. Use the exported file as your import template

Notice there are two worksheets, Section16_5_Locations AND Section16_5_Data (I used the same table names used in the MPA03 for future updates). Both worksheets are required to be completed or the IMPORT will not work.



Section16_5_Locations

FIELD NAME	DESCRIPTION
Station_Number	Required – must match the Station_Number in the table, Section16_5_Data
PermitNumber	Optional
Station_Type	**MUST BE A NUMBER** 1= Lake 2 = Sediment Pond/Discharge 3 = Sediment Pond/Influent 4 = Spring 5 = Stream 6 = Well
Lat_Degrees	Number

Lat_Mins	Number
Lat_Secs	Number
Long_Degrees	Number
Long_Mins	Number
Long_Secs	Number
Depth	Only required if Station_Type = Well (6)
Diameter	Only required if Station_Type = Well (6)
Aquifer_Desc	Only required if Station_Type = Well (6)
Top_Of_Aquifer	Only required if Station_Type = Well (6)
Thickness	Only required if Station_Type = Well (6)
Elevation	Only required if Station_Type = Well (6)
Watershed	Only required if Station_Type = Well (6)
Collecting_Firm	Required
Analyzing_Firm	Required
PKID	INTERNAL USE ONLY
Comments	Optional

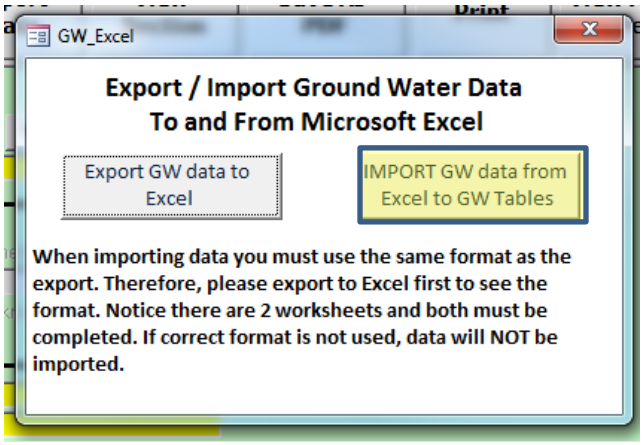
Section16_5_Data

FIELDS	DESCRIPTION
Station_Number	Required – must match the Station_Number in the table, Section16_5_Locations
PermitNumber	Optional
Sample_Number	Required. If the Sample is dry you need to check the dry checkbox and enter 1 as sample number
Sample Date	Required
chkDry	Check box – if sample was dry check this box
Temp	Range should be between -18 and 40
Discharge	Discharge should not exceed 150 cfs
CONDUCTIVITY	Conductivity needs to in between -10 us/cm and 10,000 us/cm
CONDUCTIVITY_LImit	Either a Y or N
pH	pH needs to in between 2 and 14
pH_Limit	Either a Y or N
ACIDITY	Acidity needs to in between -500 mg/L and 5000 mg/L
ACIDITY_Limit	Either a Y or N
ALKALINITY	Alkalinity should be less than 1000 mg/L
ALKALINITY_Limit	Either a Y or N
TSS	TSS needs to be less 2000 mg/L and should be less than Conductivity
TSS_Limit	Either a Y or N
TDS	TDS needs to in between 10 mg/L and 5000 mg/L; TDS should be less than Conductivity
TDS_Limit	Either a Y or N
SETTSOLIDS	Sett Solids should be less than 1 mg/L
SETTSOLIDS_Limit	Either a Y or N
SODISS	SO4 Diss should be less than 5000 mg/L and should be less than TDS

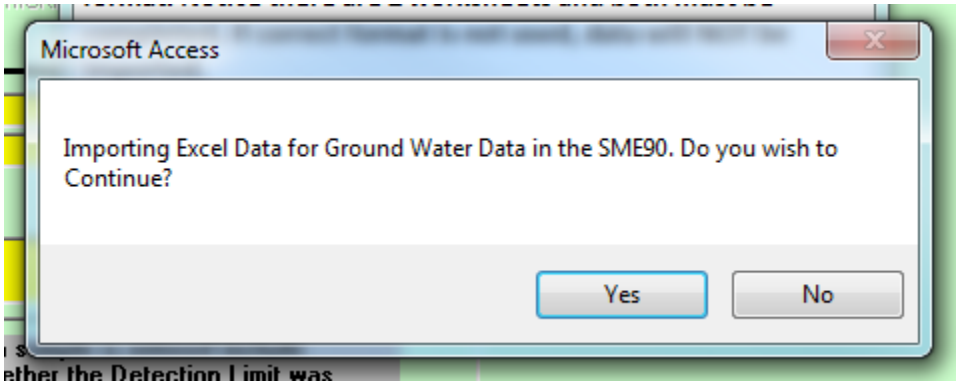
SODISS_LImit	Either a Y or N
FEDISS	Dissolved Iron needs to be less than 500 mg/L
FEDISS_Limit	Either a Y or N
FETOTAL	Dissolved Iron needs to be less than 500 mg/L
FETOTAL_Limit	Either a Y or N
MDISS	Dissolved Mn needs to be less than 500 mg/L
MDISS_Limit	Either a Y or N
MTOTAL	
MTOTAL_Limit	Either a Y or N
WaterDepth	
WaterDepth_Limit	Either a Y or N

To import data into either the Ground or Surface Water tables click on the button labeled "Excel."

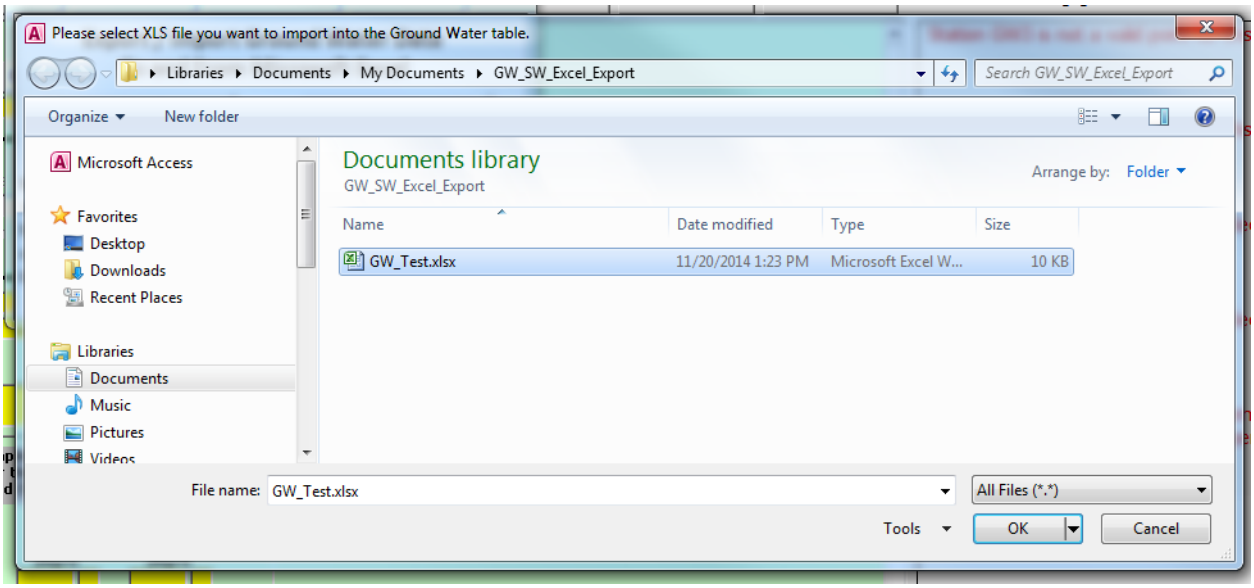
A window will display giving you an option to either Export or Import data. To Import click on the button, "IMPORT GW data from Excel to GW Tables."



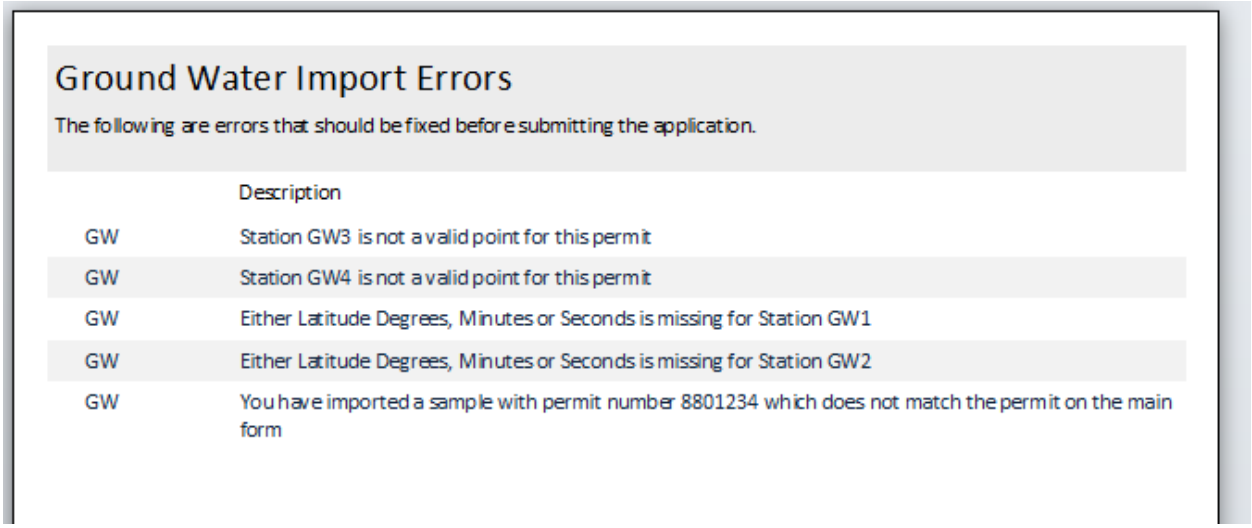
You will be prompted that you indend to import Ground Water data. Select “Yes” if you wish to continue.



Navigate to the location in which you saved your Microsoft Excel file. Select it and then choose “OK.”



If any errors are detected during the import a report will display

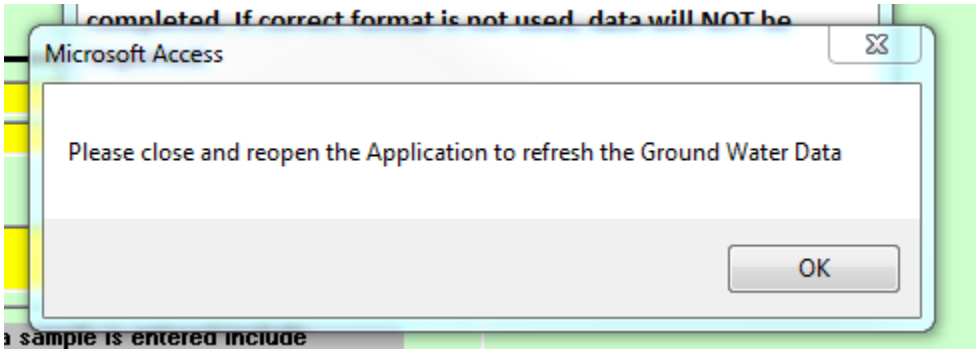


Ground Water Import Errors

The following are errors that should be fixed before submitting the application.

	Description
GW	Station GW3 is not a valid point for this permit
GW	Station GW4 is not a valid point for this permit
GW	Either Latitude Degrees, Minutes or Seconds is missing for Station GW1
GW	Either Latitude Degrees, Minutes or Seconds is missing for Station GW2
GW	You have imported a sample with permit number 8801234 which does not match the permit on the main form

You need to close and reopen the application to refresh the data.



Function Buttons

There are 10 function buttons/features that we include in the application to assist you. They include

1) Update
2) Save a Copy
3) Reset Data
4) Import Data
5) View Section
6) Save As PDF
7) Print
8) View All Pts
9) Analysis
10) Submit to MRE

We discuss each of these is more detail below

Function Button - Update

When submitting Water Monitoring Data it is critical to include the correct Laboratory Identification Number (Lab ID) along with the correct Water Station Points. The Lab ID must be in SMIS and correspond to an active and approved Lab. In addition, the Water Station Points must correspond to points you submitted in the MPA03. A Data point of GW-1 is not the same as GW1.

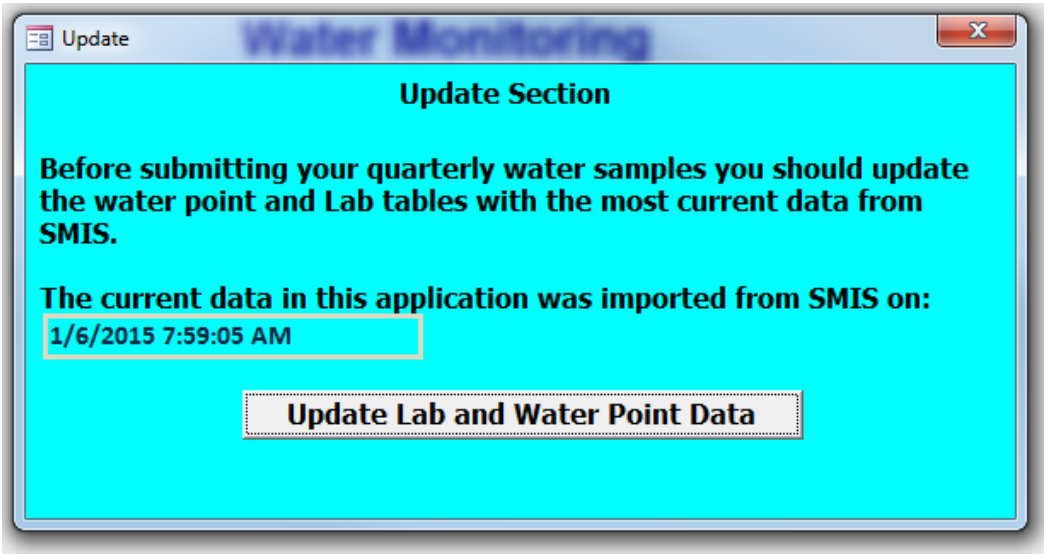
To assist you in reporting the correct lab and water points we have included these tables (directly from SMIS) in this application. We also realize that you may submit revisions to Mine Permits with new lab(s) or water points. Therefore we wanted to provide a way to update the tables in the application if the Lab or Water Station Point is new.

To update the tables

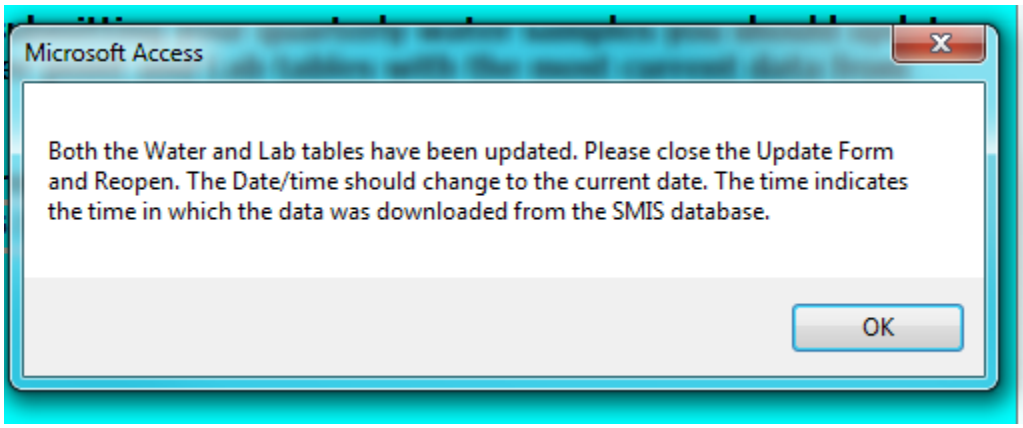
IMPORTANT: In order for this to work you must have an Internet connection

1) Click Update button

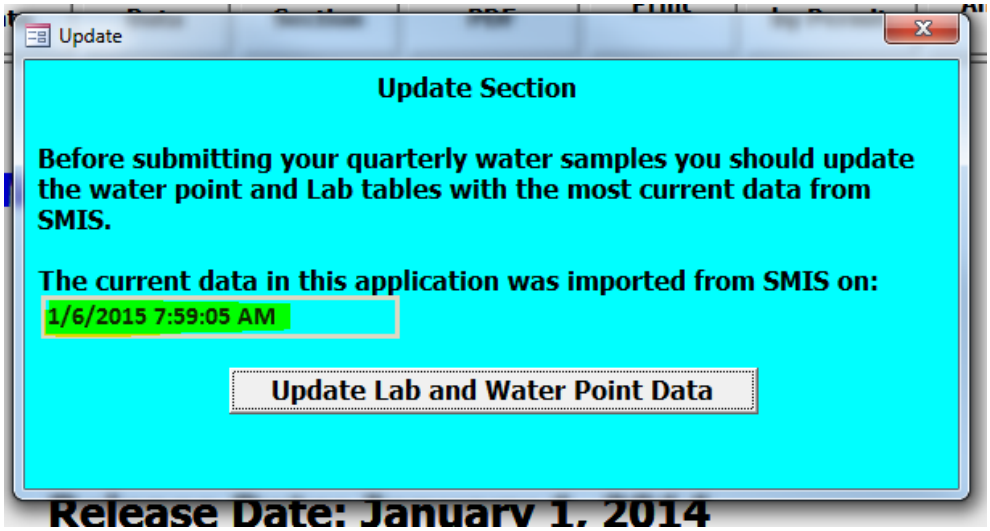
2) The Update form will display. The Date/time indicates the last time the data was downloaded/refreshed from SMIS. Click on the button, "Update Water Lab and Point Data."



3) Click on the button, "Update Lab and Water Point Data."
A file is automatically downloaded from the Division of Mine Permits website and the tables are updated. Once complete the following message will display:



Close the Update form and Reopen. The current date should change reflecting the current date.



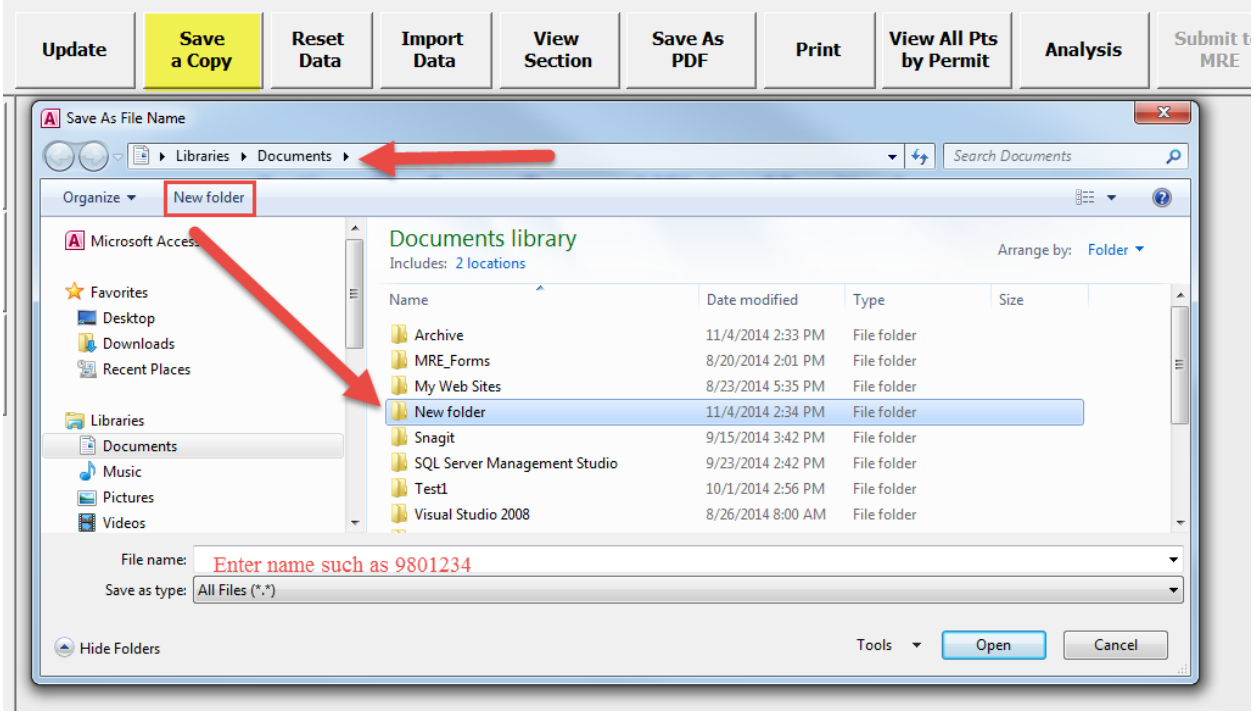
Function Button – Save a Copy

The "Save a Copy" button will save a copy of your current (active) database to another folder on your computer or to an external drive (Frash drive). The default location is My Documents but you can change the location.

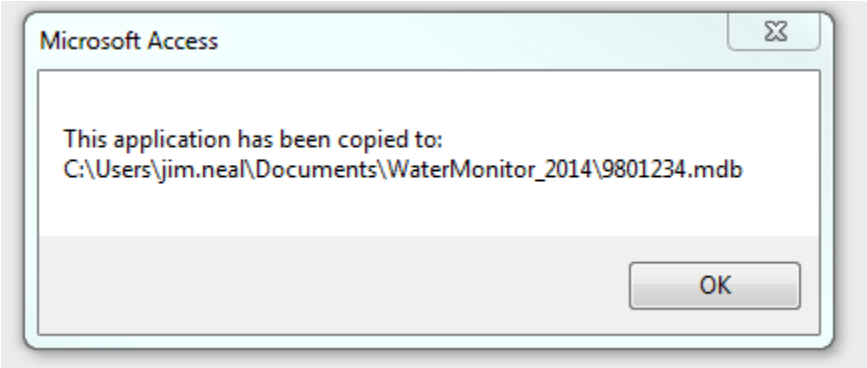
Do not confuse this button with the SAVE AS function used with other Microsoft applications. While you did copy the database to another location you are still working on the original database (WaterQData) as noted on the top left corner of the application.

You can continue working on the original Application; however don't forget to click Save a Copy again when you are done and copy over the one saved. Alternatively, once you save a copy of the database, close the application and open (double-click) on the one you saved in My Documents.

Once you click on the button, "Save a Copy" a Windows dialog box displays. The default location for the copy of the database is My Documents. You can save the copy anywhere, including a flash drive

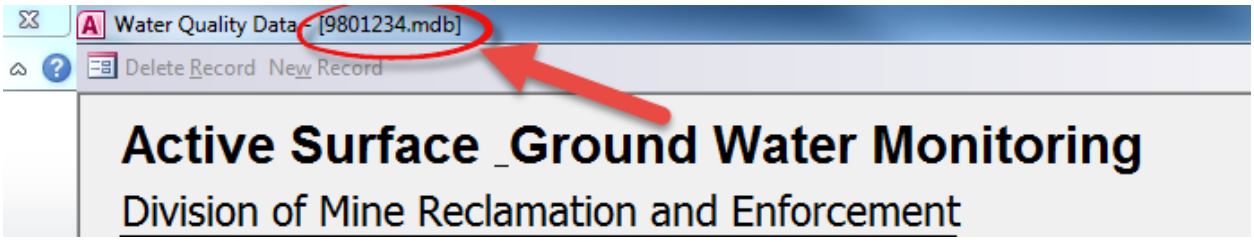


Once you name and save the copy the database, a popup displays indicating that a copy of the database was saved and the name / location in which it was saved.



Notice in the graphic below, the name of our permit application did not change to the name we gave to the copy. The name of the current (active) database is still WaterWData.mdb.

You can continue working on the original database and when you are done you can either save a copy or continue working from the original. However, if you are going to be completing multiple permit applications it is recommended that once you save the copy you close the database, navigate to the location you saved the copy too and double-click on that database to open.

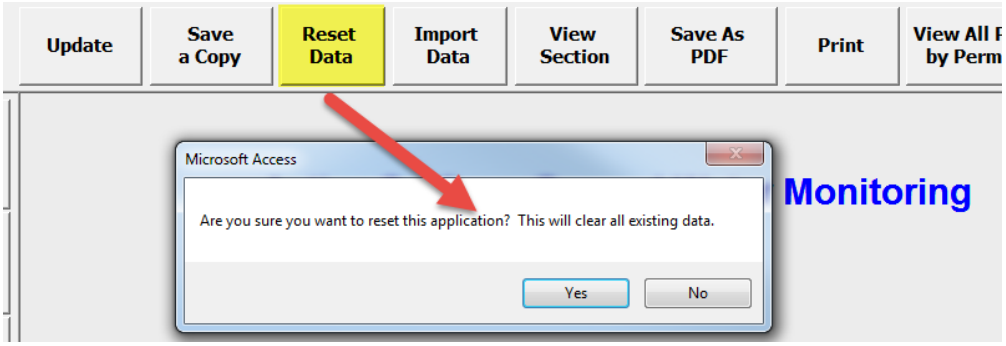


Notice I closed the current Application, navigated to My Documents and opened (double clicked) on the copy I created and saved there. I know I am in this database because the name of the database is displayed on the top left of the application

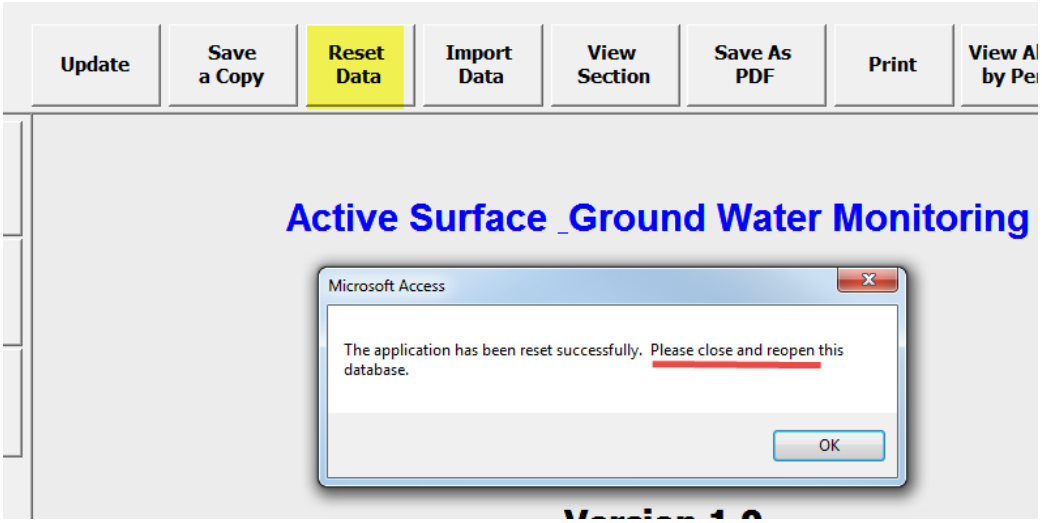
Function Button – Reset Data

The "Reset Data" button will erase the entire database. For instance, if you need to complete more than one permit you would need to copy the existing database to My Documents (or other location) and then "Reset the data" (erase) in the current database for the next permit.

Once you click on the "Reset Data" button a message will display asking you to verify that you want to delete all the data.



Once you reset the data you are required to close and then re-open the application

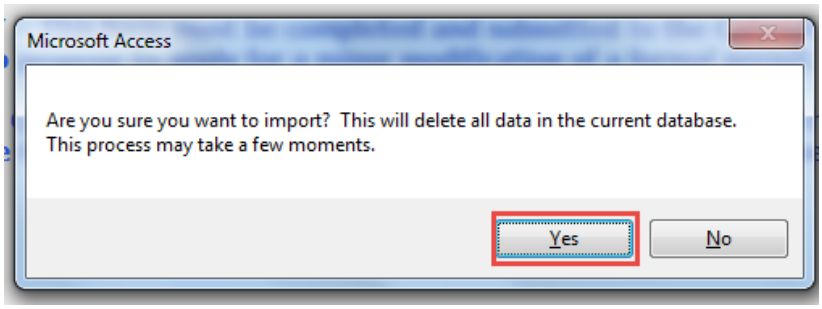


Function Button – Import Data

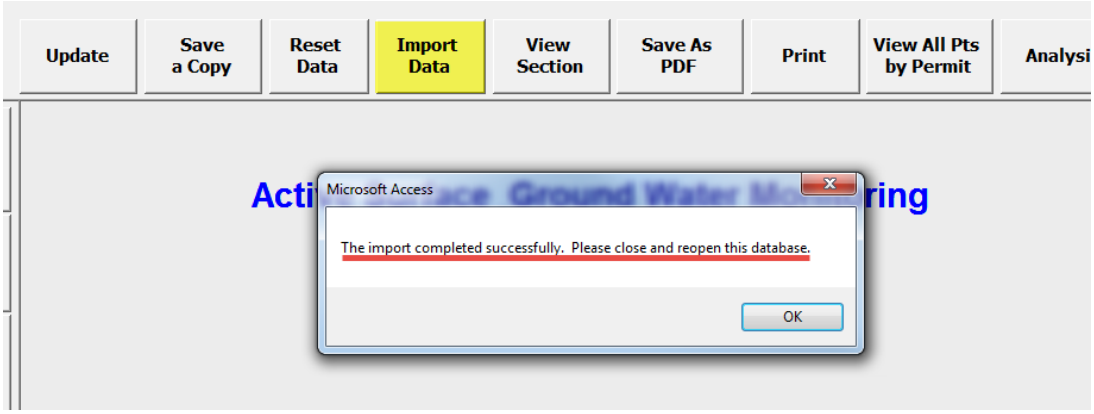
In the event that the Active Surface and Ground Water Monitoring Application is updated and a new version is released all the data can be imported into the new version without the need to re-key the data.

Once you click on the "Import Data" button, a Windows dialog button opens. The default location is "My Documents." Navigate to the location in which you saved the copy of your database you intend to import. Either double-click the database or select it from the list and then click Open.

If you are sure you want to import the data in the current (active) database verify by clicking "Yes" in the verification window confirming that you want to delete the existing database and import the data from the desired database.



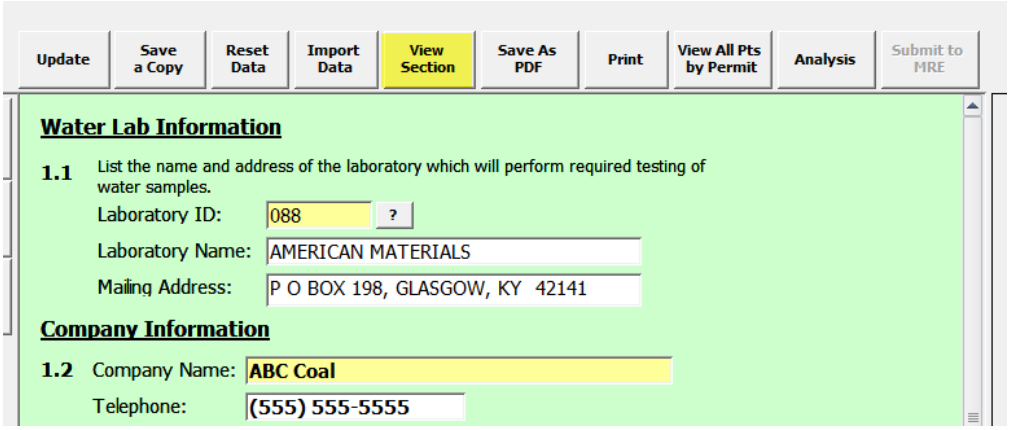
While the data is being imported, an hour-glass will display on your computer screen. Depending on the amount of data and the resources available in your computer this can take anywhere from several seconds to a few minutes. Be patient! Once the import has completed a message will display indicating that the import was successful. Close the database and reopen.

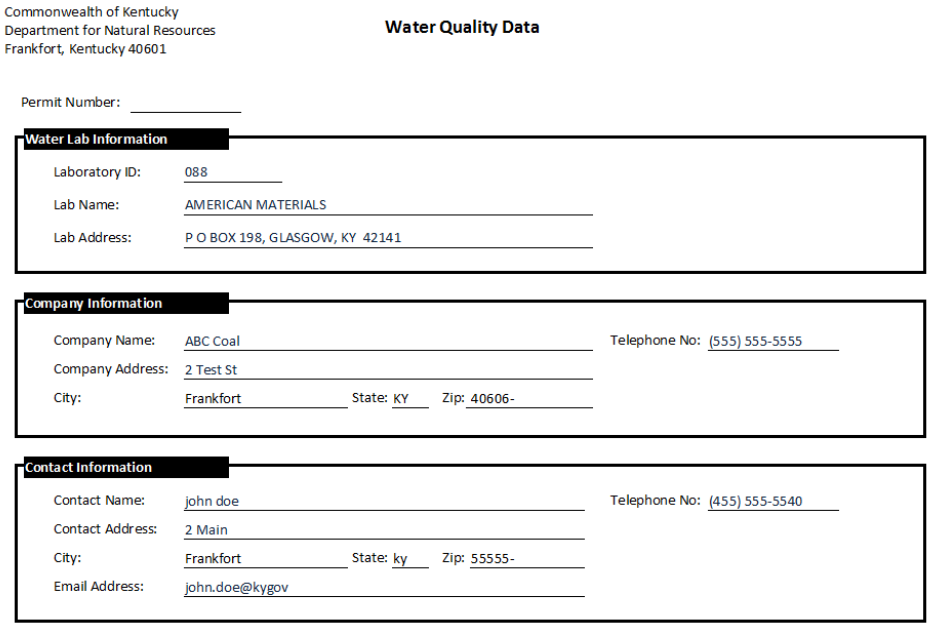


Function Button – View Section

This feature will generate a Microsoft Access Report of the active section - the section displaying in the Viewing Section. This Access report can be printed by pressing the key combination **Ctrl P**

For instance, if the General Section is the active section, clicking on View Section will display the General section as it would if printed.





Function Button – Save As PDF

The Application uses Office 2010 tools to convert the Microsoft Access report into PDF format. The entire Application including all the sections will be saved to the specified directory.

Microsoft Office 2003 Users

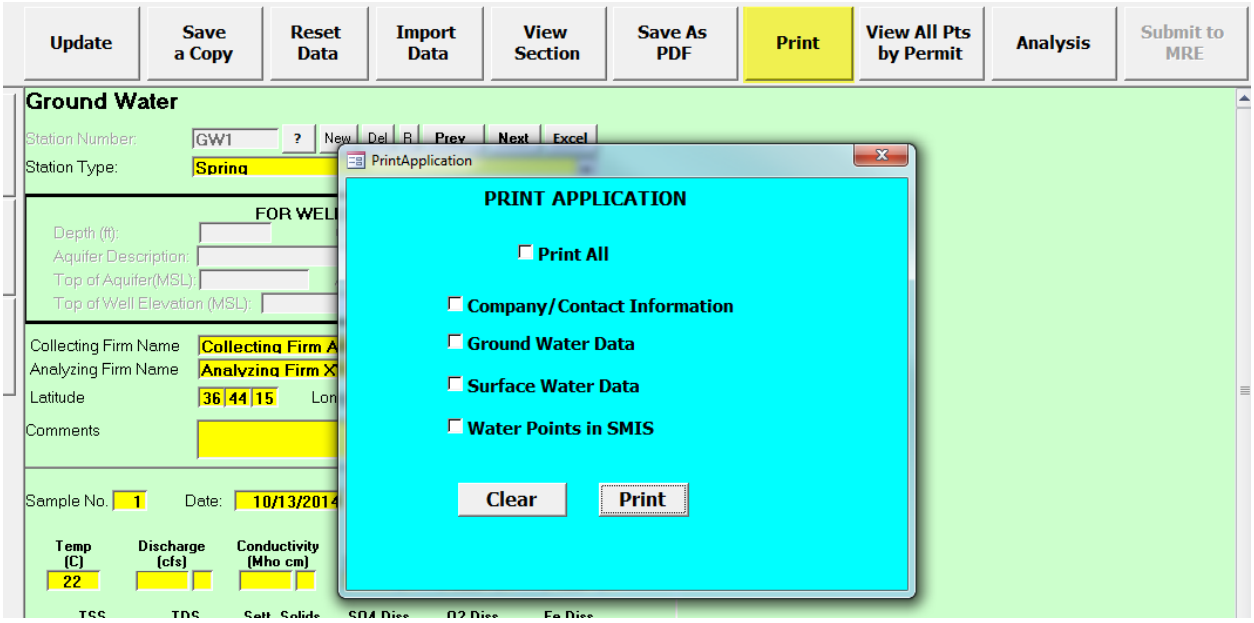
PDF creation was not included in Office 2003 therefore we use some special files to convert the Access Report into a PDF document. In order to save the sections of the MPA's as PDF documents your application must be saved in a location that includes 2 dll files. These "DLL" files are located in the installation directory: C:\KYDNR\WaterQData

If you save the application (MPA) in another location you must also save these 2 dll files in the same folder the Application is saved too.

Function Button – Print

Clicking the print button will display the Print Application option form where you can choose to print any combination of sections. By default none of the sections are chosen when the Print Application option form displays Clicking the Checkbox "Print All" will select all the sections to print.

If you only want to print certain sections, first select each section by clicking the check box next to the section name. Once you have checked all the sections you wish to print, click on the "Print" button. The section(s) will print using the default printer selected on your computer.



Function Button – View All Points by Permit

Will display all Water Points associated with the permit number entered on the main form

Water Points by Permit Number

Permit Number	Type	Station Numb	Latitude			Longitude		
8070344								
	GW							
		GW1	36	44	15	83	34	29
		GW2	36	44	22	83	34	7
	SW							
		SW1	36	44	11	83	34	5
		SW2	36	44	21	83	34	13
		SW3	36	44	41	83	34	41

Function Button – Analysis

The Analysis report checks all REQUIRED fields in the application. The report can be viewed anytime to help identify issues. It DOES NOT check if the data is entered is correct or not; it only checks if data is entered.

For instance, some data from the General Section is required to generate the FTP cover. Without this data the ftp cover page cannot be generated.

If any issues are found a report will be generated and displayed showing the section, questions number and the issue

Potential Issues

The following are potential errors that should be fixed before submitting the application. If issues are in red they are required and must be completed prior to using the FTP button since the information is needed for the ftp cover page

Description
You need to select a Quarter in the Main Section
You need to select a Region in the Main Section
You must include a Laboratory ID
LabID is missing from the General Section
Company Name is missing from the General Section
Contact Name is missing from the General Section
Contact Phone is missing from the General Section
Contact Email is missing from the General Section
You need to enter at least one Ground water station location and one sample
You need to enter at least one Surface water station location and one sample

Until all the above issues are resolved the Submit to MRE FTP button will not be usable.

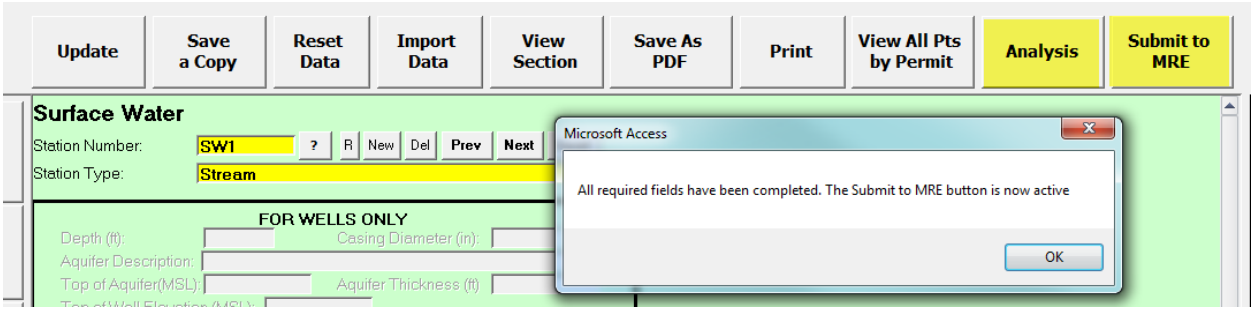
Function Button – Submit to MRE (FTP)

By default, the "Submit to MRE" button is grayed out (not enabled). You must first click on the "Analysis" button and have all required fields entered before the "Submit to MRE" button becomes Active. See Analysis section above for a list of required fields.

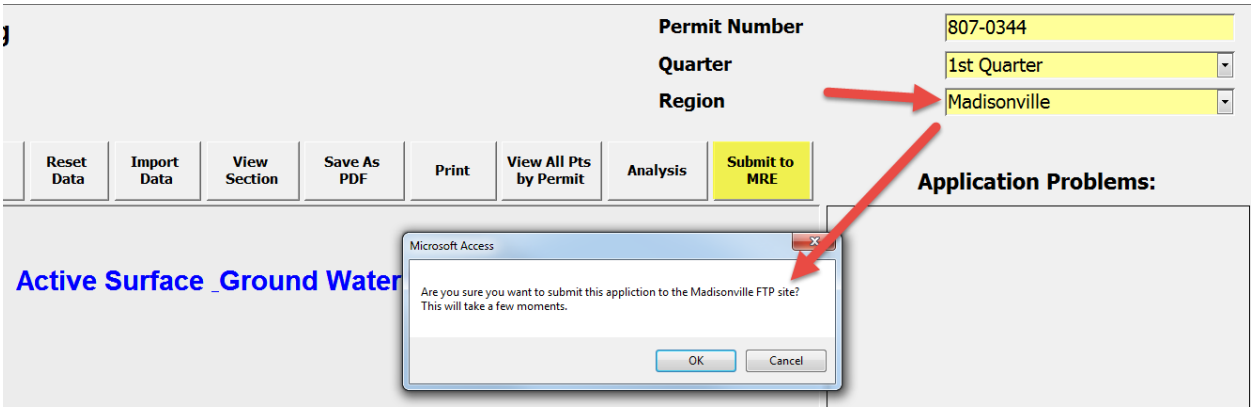
During the upload process a folder is auto created (per Electronic Submission Guide) in the following format:

- PermitNumber_Year_Quarter_SME90
    - A copy of the current (open) SME90 Application is saved to this folder as SME90.mdb
    - Using information from the General Section of the application a cover sheet is generated and also saved to this folder.
    - The folder along with all the contents (SME90.mdb and ftp cover sheet is uploaded to the Regional Office you specified on the main form
    - You will receive a Confirmation page once upload is completed or a notice of failure of the SME90 was not successfully uploaded.

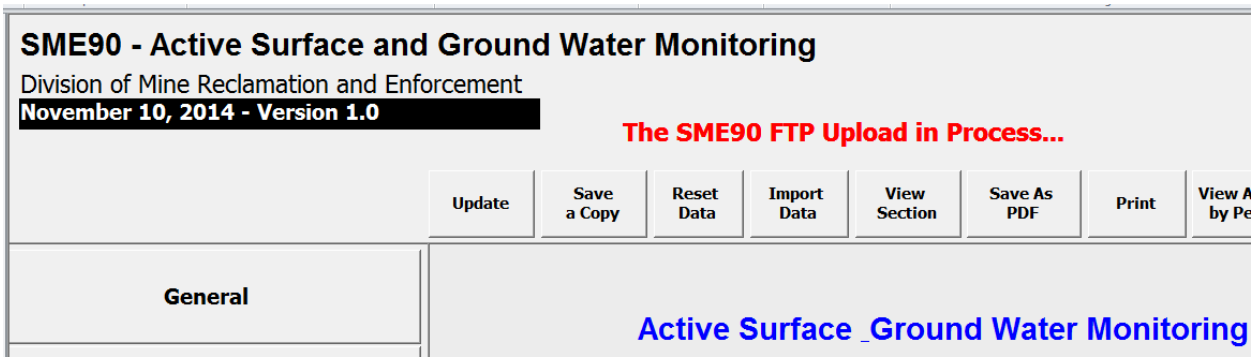
Once all the required data has been entered a message will display indicating that all required fields have data and then the "Submit to MRE" button will become usable.



Once you click on the "Submit to MRE" button a dialog box will display asking you to verify that you want to submit the application to the Regional Office selected. Once you click OK, the current (active) application will be submitted to the designated FTP site.



Once you verify that the Regional Office is correct a message will display in red indicating that the SME90 FTP upload is in progress. Please do not click on anything until this message goes away. This message only displays if the files are transferring. Once the transfer has completed (or failed) the message will go away.



If the upload process was completed successfully you will receive a confirmation indicating that your application was successfully uploaded to the designated FTP site.

Energy and Environment Cabinet
Department for Natural Resources
Division of Mine Reclamation and Enforcement
Minor Field Revision Application

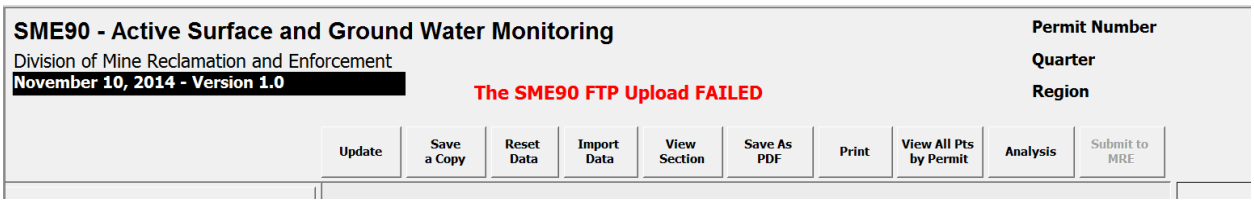
FTP Submittal SUCCESSFULL!!!

The Active Surface and Ground Water Monitoring (SME90) was successfully transmitted.

PermitNumber:	**8070344**
Regional Office:	**Madisonville**
Date:	**11/5/2014**
Time:	**2:24:04 PM**

IMPORTANT: This only confirms receipt of the SME904. In the event that the Application is corrupt you will be contacted to reupload the application.

If the upload was not successful a message will display.



If you cannot upload using the button you will need to upload using Filezilla. See Appendix A for detailed directions on how to download and setup Filezilla. You will also need to consult the Electronic Submission Guide (also in Appendix) for the naming convention of the folder.

Potential Issues

The following are potential errors that should be fixed before submitting the application. If issues are in red they are required and must be completed prior to using the FTP button since the information is needed for the ftp cover page

Description
You must include a Laboratory ID
LabID is missing from the Contact Information Section
Company Name is missing from the Contact Information Section
Contact Name is missing from the Contact Information Section
Contact Phone is missing from the Contact Information Section

APPENDIX A – Manually Setting up FTP and Transferring Files

The following is a step by step procedure on how to upload information to the FTP site. It's assumed you have already created a folder, with the submittal files, to be uploaded. These instructions show it from the Filezilla perspective, but the process will be similar for any FTP software package.

For detailed directions on how to setup and import files see the tutorial located at

http://minepermits.ky.gov/Pages/Support_ConfigFTP.aspx

Importing Configuration File

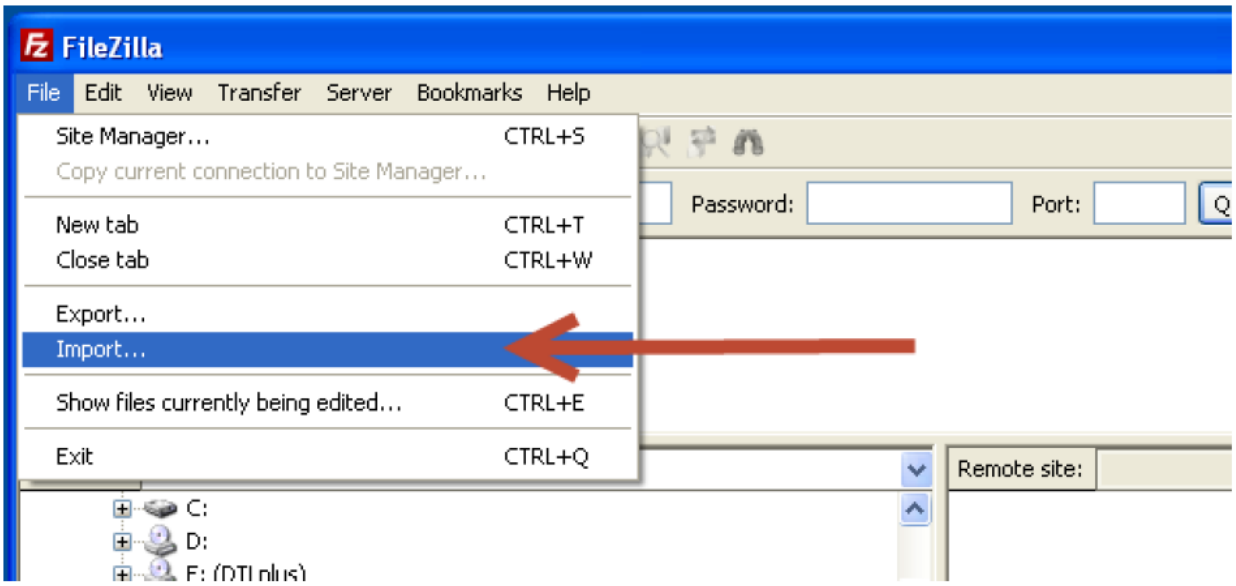
To reduce keying errors we have provided xml files for each office that will configure the FTP settings needed to upload files. Right click on the configuration file that matches your location and save it to your desktop.

To download the configuration file that matches your location click on the following website, http://minepermits.ky.gov/Pages/epermitting_Support.aspx

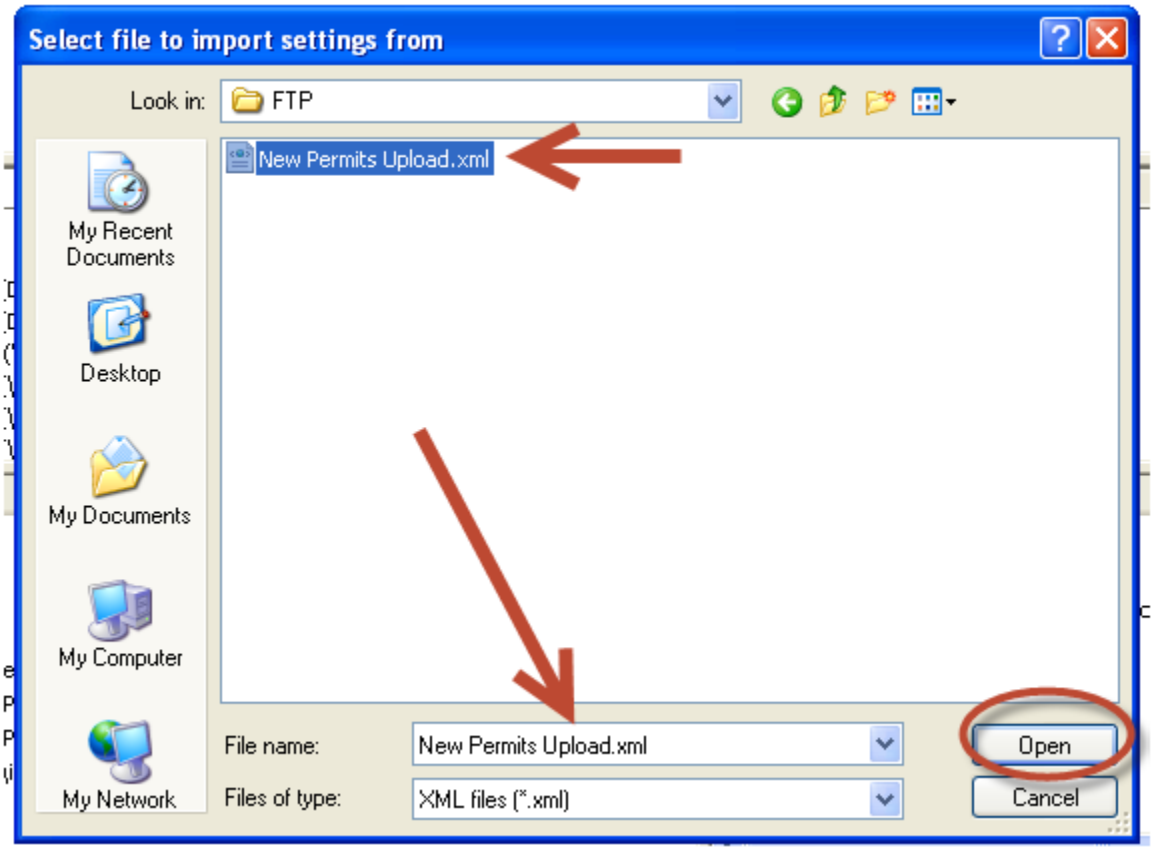
Configuration files are available for:

LONDON	MADISONVILLE	MIDDLESBORO	MRE FRANKFORT
PERMITS	PIKEVILLE	PRESTONSBURG	

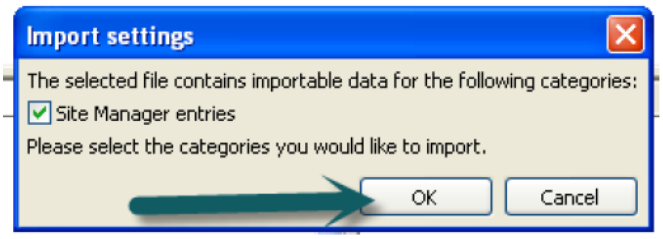
Once you have downloaded and installed Filezilla, open the program. Click File > Import



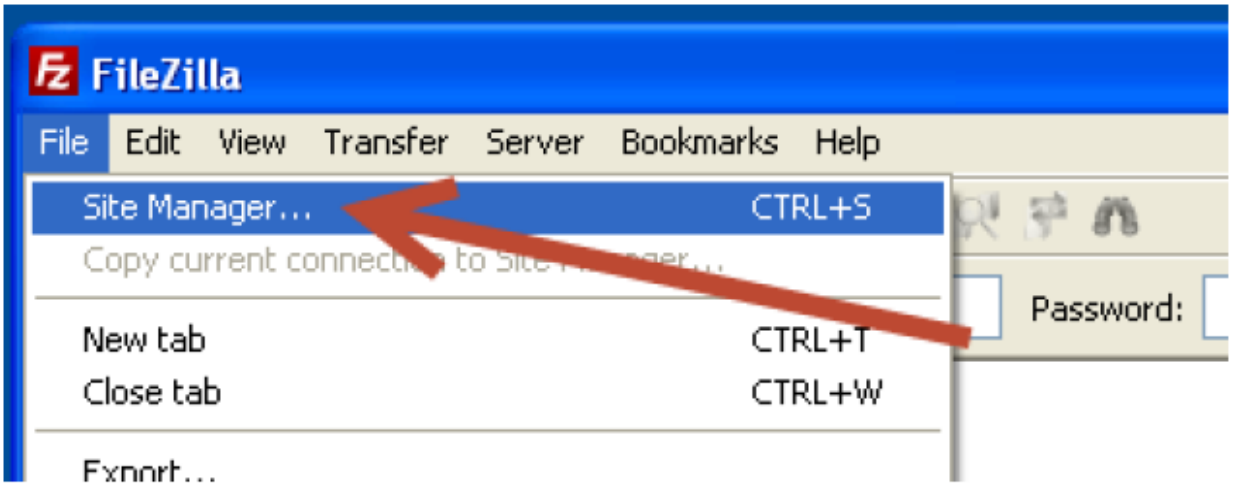
Navigate to the location where you saved the FTP xml file. Click to highlight the xml file you downloaded and click "Open."



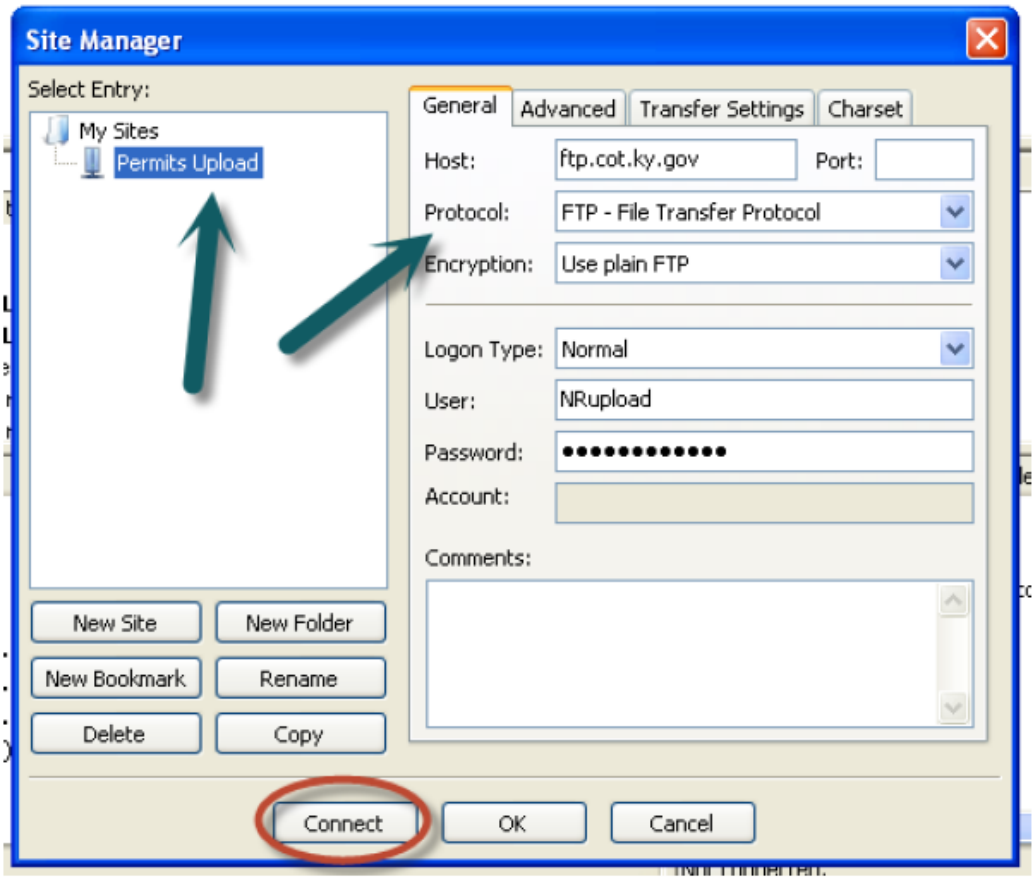
Click "OK" to verify the import settings. A window will display when the settings have been imported.



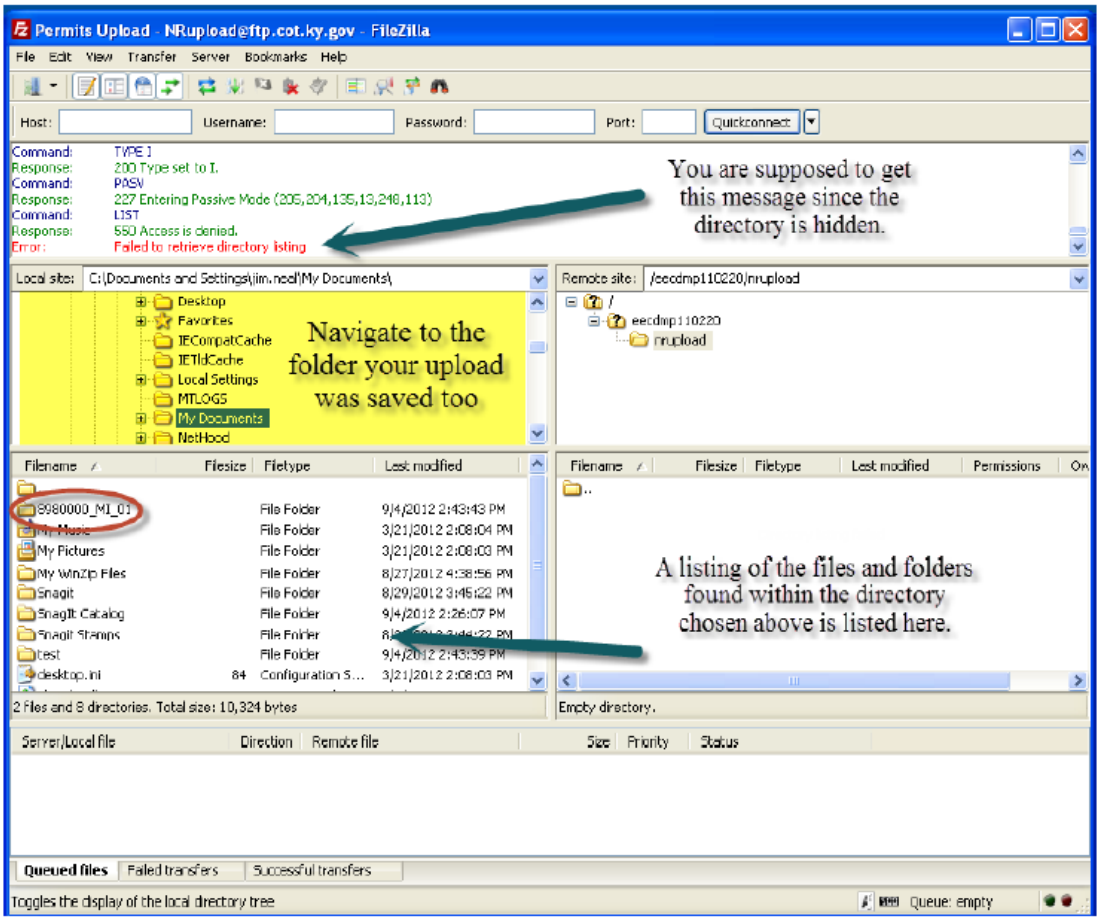
Click on File > Site Manager



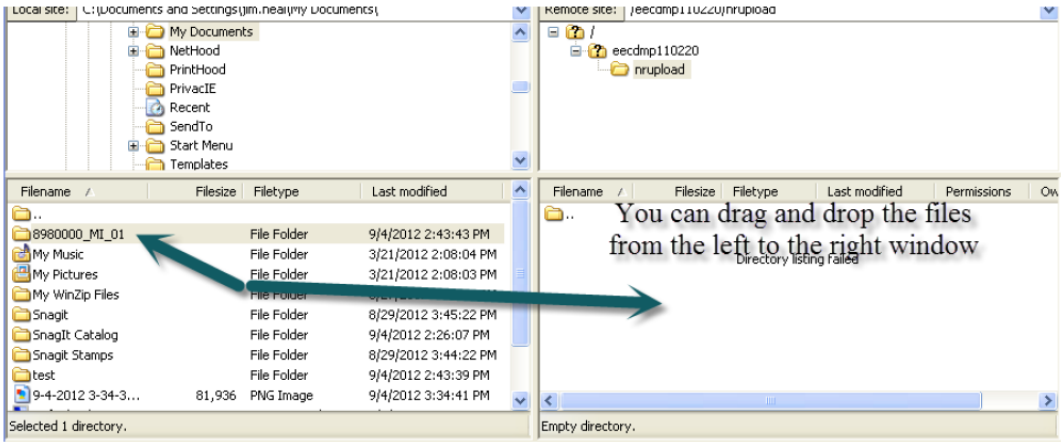
The file you imported will display under "My Sites." Click on the Upload link and the different FTP settings will display on the right. Click the "Connect" button at the bottom of the window

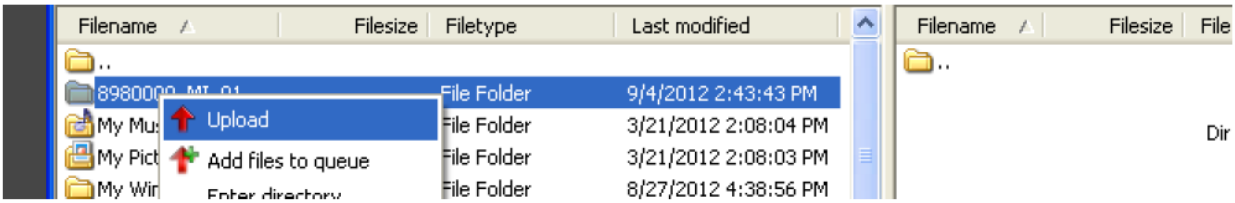


Navigate and click on the directory where you saved the data you intent to upload. The contents of that directory will be listed under the directory listing.



You can drag and drop the files from the listing on the right to the window on the right. Alternatively, you can also right click the folder and choose upload.





You will receive a confirmation email within an hour that we have received your upload.

APPENDIX B – Electronic Submission Guide

The Department for Natural Resources has established a FTP site for receiving electronic submissions. This section will describe how to establish that interface, plus various standards and protocols.

SOFTWARE REQUIREMENTS

The free version of FTP Commander we previously recommended does not work with the new FTP site due to the requirement of setting a default directory. The Commonwealth Office of Technology recommended Filezilla which can be down loaded from: http://filezilla-project.org/download.php . If you want to continue to use FTP Commander you will need to purchase an upgrade to at least the Pro version. See the section on how to upload on page 4 for configuration settings for the new FTP site.

FOLDER NAMING SPECIFICATION

The Department requires that everyone place their file(s) into a folder and then upload that folder to the FTP site. This ensures we have everything grouped together that is submitted since there are many people uploading information to the FTP site. Below are the naming conventions for the folder names:

Mine Permits

APPLICATIONS

Folder Structure: **PermitNumber_Type_SeqNo** where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
  - NW New
  - MI Minor Revision
  - MA Major Revision
  - MT Mid-Term
  - AM Amendment
- SeqNo is the submittal number

Example: 8980000_MI_01 for a minor submittal

Mine Reclamation

MONITORING REPORTS

Folder Structure:: **PermitNumber_Year_Quarter_DMR** where

- PermitNumber is the number of the application/permit number being submitted.
- Year is for the year the report is submitted for
- Quarter is which quarter in the year
- Example
  - 9999999_2014_1stQuarter_DMR

SURFACE & GROUND WATER MONITORING REPORTS

Folder Structure: **PermitNumber_Year_Quarter_SGWM** where

- PermitNumber is the number of the application/permit number being submitted.
- Year is for the year the report is submitted for
- Quarter is which quarter in the year
- SGWN
- Example
  - 9999999_2014_1stQuarter_SGWM

CERTIFICATIONS

Folder Structure:

PermitNumber_StructureType_FacilityID_CertificationType_Date

Where

- PermitNumber is the number of the application/permit number being submitted.
- Structure Type as defined in appendix
- FacilityID is the facility being certified
- Certification Type as defined in appendix
- Date is the date of the report

Example: 8980000_SedPond_#1_FCC_02_07_2012

MINOR FIELD REVISIONS

Save the Application As

- PermitNumber_SME80

Folder Structure: **PermitNumber_MFR_Type_SeqNo** where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.

  MFR Minor Field Revision
- Type is either Original or Resub
- SeqNo is the submittal number

Example: 8980000_MFR_Resub_01

BLASTING

Folder Structure: **PermitNumber_Type_Date** where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
- PBS PreBlast Survey
- ADV Advertisement
- Date is the date of report

Example: 8980000_PBS_02_07_2012

BLASTING - SMP-61 and SMP-60

Save Application as

- PermitNumber_Type

Folder Structure: **PermitNumber_Blasting_Type_Application** where

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
  - Original Or Resub
- Seq is the sequence number
- Application is

  SMP61 Surface Blasting Design
  SMP60-61 MSHA Joint Approval
  Example: 8980000_Blasting_Resub_01_SMP60-61

ELECTRONIC BOND RELEASE - SME- 87A and SME-23

Save Application as

- PermitNumber_SME87A

Folder Structure:
PermitNumber_Phase_Type_Seq_Bond_Release where

- PermitNumber is the number of the application/permit number being submitted.

  Phase is one of the following:
  I , II or III
- Type is one of the following
  - Original or Resub
- Seq = the Sequence Number

Example: 8980000_II_Resub_1_Bond_Release

NOTICE OF COAL EXPLORATION – SMP04

Save Application as
- PermitNumber_SMP04

Folder Structure: **PermitNumber_SMP04**
- PermitNumber is the number of the application/permit number being submitted.

Example: 999999_SMP04

WHAT TO UPLOAD

The Department will only accept the submittal file, within the defined folder, and a file called FTPCover. FTPCover will include the following information:

- Name the file(s) being uploaded and their size.
- E-mail address of the person to receive confirmation that the Department received the electronic submission.
- E-mail address of the person to receive information from the Department as the electronic submission is processed. Where applicable, this will include receiving letters through email, automatic notifications of where the electronic submittal is in the process, etc.

Mine Reclamation

MONITORING REPORTS

- Three files. KPDES Excel file, SW file, GW file

MINOR FIELD REVISIONS

- Two files: SME-80, Permittee Authorization

BLASTING (PBS and ADV)

- Two files: Electronic PBS, Affidavit
- One file: ADV with notification schedule

BLASTING (SMP-61 and SMP-60)

- Two files: SMP-60, SMP-61 if MSHA joint approval is required
- One file: SMP-61 if joint approval is not required

BOND RELEASE (SME-87A)

- Two files: SME-87A with attachments and SME-23 if a phase I or additional planting has occurred.
- One file: SME-87A with attachments if phase II or III and no additional plantings.
- Attachments to the SME-87A include:
    1. Copies of letters sent as required by 405 KAR 10:040 Section 1 (b)
    2. Sample advertisement
    3. Map showing disturbed and undisturbed areas for a phase I release. A map is only required for a phase II or phase III release if there has been a post mining land use change or if acreage has been added to the permit since approval of the phase I release.
    4. Permittee authorization for bond release (signature page).

NOTICE OF COAL EXPLORATION (SMP04)

- Two files: Map and Signature Sheet

Application Types

AM	AMENDMENT
MA	MAJOR REVISION

MI	MINOR REVISION
MFR	MINOR FIELD REVISION
MT	MID-TERM REVIEW
NW	NEW
OC	CORPORATE CHANGE
OPR	OPERATOR REVISION
RN	RENEWAL
RV	REVISION
SU	SUCCESSION
UPA	UPDATE PERMITTEE ADDRESS
UPN	UPDATE PERMITTEE NAME
UPR	UPDATE REGISTERED AGENT

Certification Types

Certification of Design	COD
Certification of Construction	COC
Certification of Maintenance	COM
Final Certification of Construction	FCC
MSHA Reports	MSH
Inspections	INSP
Reports	REP

Structure Types

Type	Folder Label
Sedimentation Ponds	SedPond
Excess Spoil Fills	ExcessSpoilFills
Temporary Water Impoundments	TempWaterImpd
Permanent Water Impoundments	PermanentWaterImpd
Road	Road
Coal Processing Waste Bank	CoalProcessWasteBank
Coal Processing Waste Dam	CoalProcessWasteDam
Coal Processing Waste Impoundment	CoalProcessWasteImpd

Blasting Types

Type
PBS
ADV