

# **ePermitting**

## User Guide

Energy and Environment Cabinet  
Department For Natural Resources

### **Division of Mine Permits**

Updated: December 2012

# Introduction

The Division of Mine Permits has been doing electronic permitting (ePermitting) since 1997 when the division received their first electronic permit submission. The building blocks for how ePermitting evolved are based upon decisions made during that implementation back in the mid 1990s. In 2010, the Division revamped their applications. At that time, it was decided to look at alternative methods of receiving permitting information electronically.

A team, with members from industry and the division, was formed to design the system. This user guide will illustrate how to utilize the new system and its features.

## ***Why Change to New Method***

When the original ePermitting system was developed, management decided it must stay in the Microsoft Word format that the current application was in. So, we were forced to develop within the confines and limitations of Word. Some of the more burdensome restrictions are:

- Attachment file names can not have spaces
- Attachment file names must start with a letter
- Attachment file names could only be 40 characters long
- Word uses the file association on the local computer.
  - Slows down attachment build performance
  - The division must have the same programs that are on the machine building the application.
- Changing attachment(s) meant rebuilding the attachment file instead of just substituting the changed attachment(s).
- Difficult to print an application.
- Difficult to compare submissions.

The new system for ePermitting resolves all these issues., plus add some additional functionality to help in preparation of the application submittal.

# Installation/Upgrade

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 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.

Regardless of which installation method you choose, Microsoft Word is required if you intend to print sections or the entire permit.

## **Minimum System Requirements**

- Screen Resolution 1024 x 768
- 2GB RAM
- 2GHz Processor
- Microsoft Word to Print/View documents

Click on the following link to download the MPA03 application and User Guide. Note: If you do not have Microsoft Access installed on your computer you must first install the Access Runtime program. Refer to the directions that follow for steps to install the application.

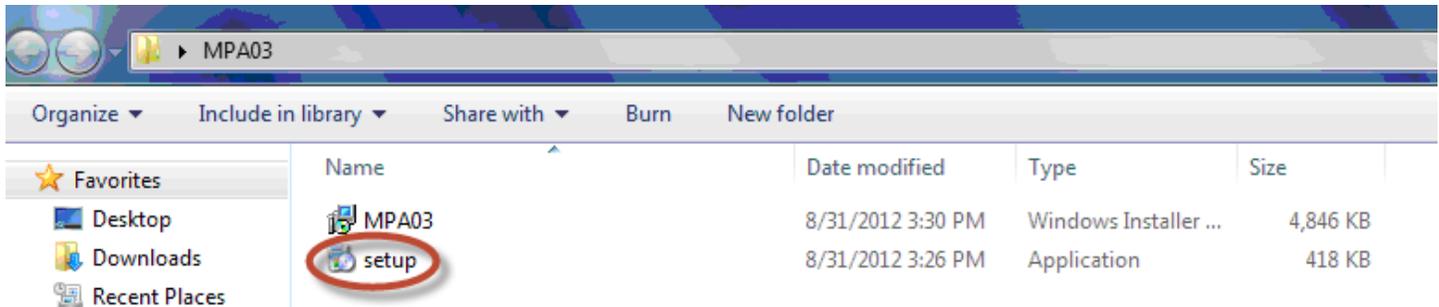
<http://minepermits.ky.gov/Pages/ePermitting.aspx>

<b>Download</b>	<b>Description</b>	<b>Modified</b>
Access Runtime	This program allows users who do not have Microsoft Access on their computer to run the MPA0 Access applications.	8/8/2011
Application Codes	Application Codes	6/23/2011
ePermitting_PowerPoint	ePermitting PowerPoint Presentation	9/1/2012
ePermitting User Guide	User Guide on e-Permitting (MPA03)	1/1/2013
MPA03_v4.00	Access Application for computers running Microsoft Access Runtime, Access 2003, 2007 & 2010 and the User Guide – <b>Version 4.00</b>	1/1/2013
Water_Location_Codes	Required (County, Basin, QUAD and Station Type) codes used when creating XML Baseline Water Data	11/8/2012

## Method 1: Installing the MPA03 on a Computer with Microsoft Access Installed

Download the MPA03 Application from the Mine Permits e-Permitting webpage. This MPA03 program will work with 32-bit versions of Access 2003, Access 2007, or Access2010 running on either Windows XP or Windows 7 computers. Extract (unzip) the MPA03 application using Windows Explorer or an unzip utility such as WinZip.

Once you extract the program to your desktop you will find a MPA03 folder containing two files. Double click on the "Setup" file to start the installation of the MPA03.



If you receive the error message below, you must remove the program through the Control Panel before running another install and/or performing an update.

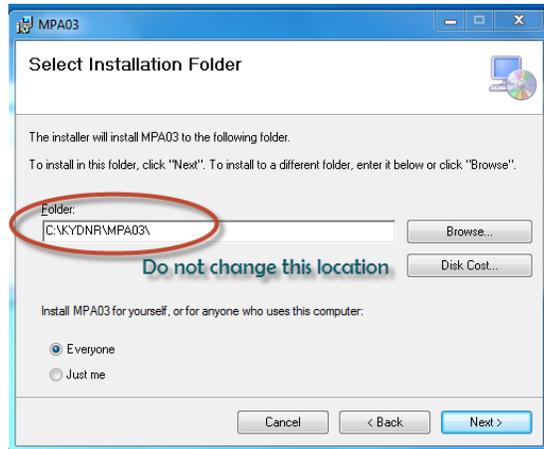


If you do not have a previous version of the MPA03 installed your computer the following installation window will display. Click Next to continue.



The “Select installation Folder” window will display indicating where the MPA03 application will be installed. Do not change this location because the folders and files are referred to and used by the Access application. Accept the default location, C:\ KYDNR\MPA03\ by clicking “Next.” Later, you can change the location of the actual database file (\*.mdb).

Confirm you want to install the MPA03 application on your computer. Click Next on the next screen to finish the installation

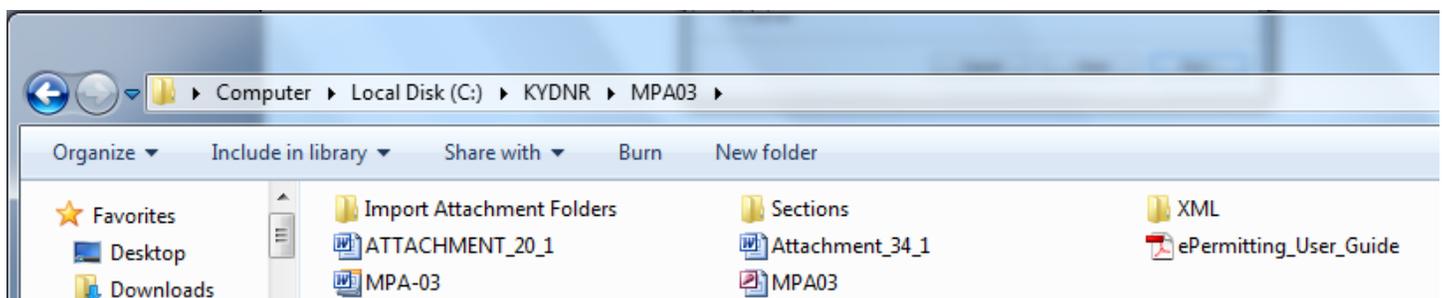


Once installation has completed a shortcut will appear on your desktop



**Important:** The icon on the desktop will always point to the database MPA03 located in the folder, C:\KYDNR\MPA03. To open up the ePermitting copies you make in other locations you need to navigate to that directory and double click the mdb file.

The following screen shot is representative of the directory structure for the downloaded MPA03 once it has been installed on your computer. The shortcut on your desktop points to the MPA03 application located in this folder.



- **Import Attached Folders** – includes folders for each section of the MPA03. Copy the attachments into these folders.
- **Sections** are the sections of the MPA03 used during the printing process.
- **XML Samples** is the folder that has XML sample files. The use of XML templates will save you a lot of time if you intend to reuse water samples in future permits

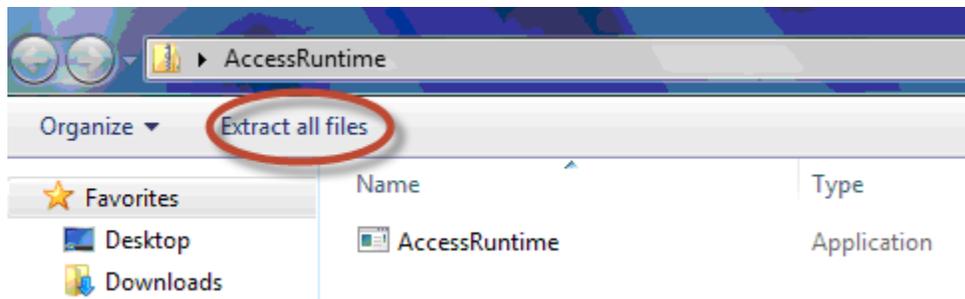
## Method 2: Installation on a Computer without Microsoft Access

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 MPA03 application.

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. In addition, click on the MPA03 to download the application to your desktop. However, you must first install the Access Runtime program **BEFORE** installing the MPA03 application.

### Installing Access Runtime Program

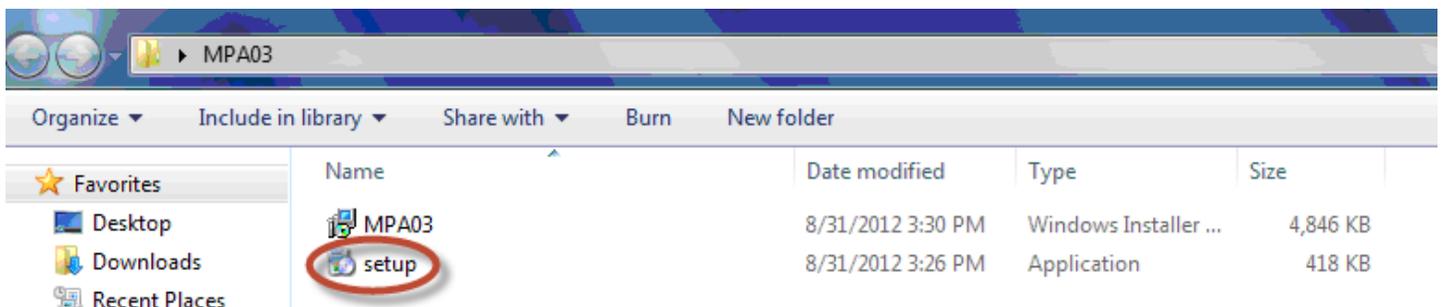
Once the Access Runtime program has finished downloading, locate it on your desktop and double-click on the icon. Click “Extract all files.” A window will display asking where you want to extract the Runtime program. It will default to the location in which you saved the program. Accept the default by clicking the “Extract” button. If you do not have the “Extract all files” option on your computer you will need to use an unzip utility such as WinZip to extract (unzip) the files.



Locate the Access Runtime folder on your desktop and double-click on the program to start the installation. Once you check the box indicating you agree with Microsoft's Licensing of the program, the Access Runtime program will be installed on your computer.

### Installing the MPA03 Application

Extract (unzip) the MPA03 application using the same steps you performed when extracting the Access Runtime program. Once you extract the program to your desktop you will find a MPA03 folder containing two files. Double click on the “Setup” file to start the installation of the MPA03.



If you receive the error message below, you must remove the program through the Control Panel before running another install and/or performing an update.

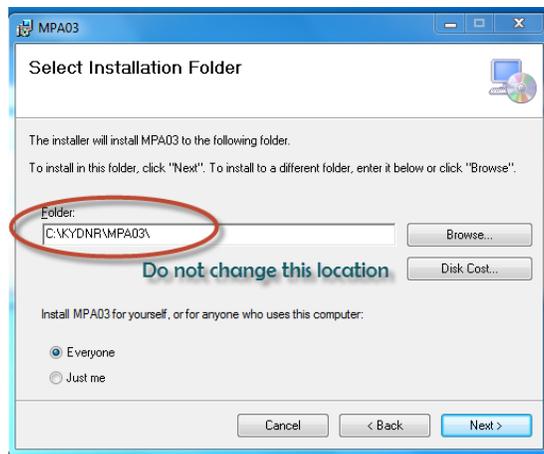


If you do not have a previous version of the MPA03 installed the Installation window will display. Click Next to continue.

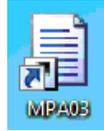


The "Select installation Folder" window will display indicating where the MPA03 application will be installed. Do not change this location because the folders and files are referred to and used by the Access application. Accept the default location, C:\Program Files\KYDNR\MPA03\ by clicking "Next." Later, you can change the location of the actual database file (\*.mdb).

Confirm you want to install the MPA03 application on your computer. Click Next on the next screen to finish the installation

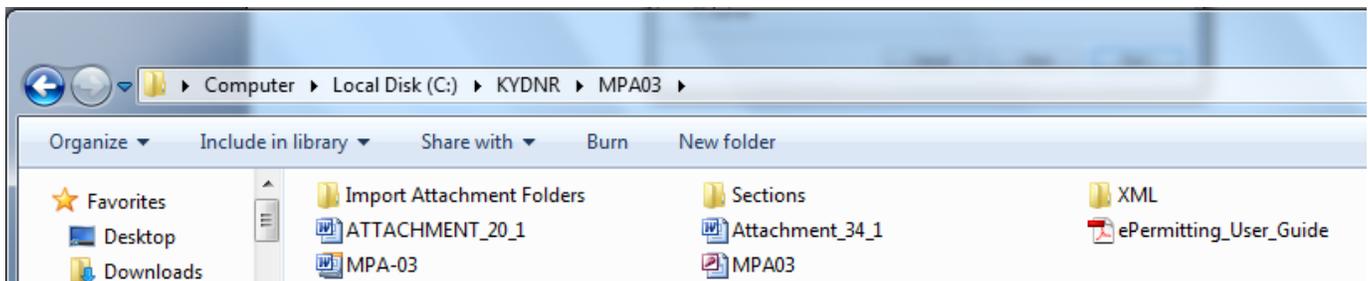


Once installation has completed a shortcut will appear on your desktop



**Important:** The icon on the desktop will always point to the database MPA03 located in the folder, C:\Program Files\KYDNR\MPA03. To open up the ePermit copies you make navigate to that directory and double click

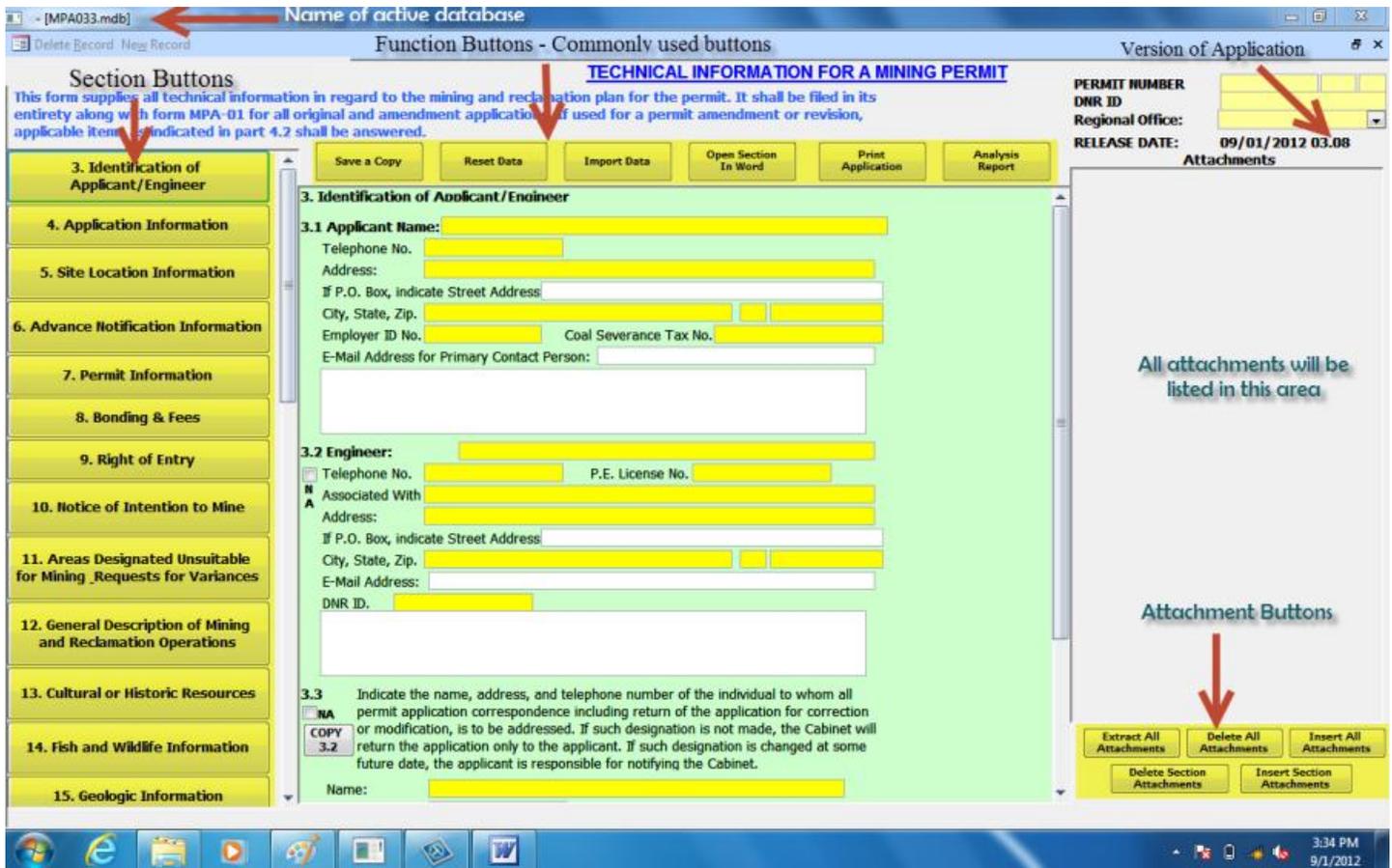
The following screen shot is representative of the directory structure for the downloaded MPA03 once it has been installed on your computer. The shortcut on your desktop points to the MPA03 application located in this folder.



- **XML Samples** is the folder that has XML sample files. The use of XML templates will save you a lot of time if you intend to reuse water samples in future permits
- **Sections** are the sections of the MPA03 used during the printing process.
- **Import Attached Folders** – includes folders for each section of the MPA03. Copy the attachments into these folders.

# Features/Functionality

Regardless of the method used to install the MPA03 the application will function the same way. There are three sets of buttons on the MPA03 application.



1. **Section Buttons** - As each item/section of the application is selected, by clicking on the item/section buttons on the left side of the screen, the attachments associated with that section will be displayed on the right hand side. The color scheme of these buttons will change depending on how much information is added. It serves as a quick way to

Black	Data has not been added
Blue	Information has been placed into the section.
Green	Section has all required information included.
Red	All subsections within the section have been flagged as not applicable (NA). Also, no attachments included in section.
Yellow	Required input field.

2. **Function Buttons** – Provides utilities to save, reset (erase), import, printing and analyzing potential issues with the application
3. **Attachment Buttons** – Used to insert and delete attachments to the MPA03

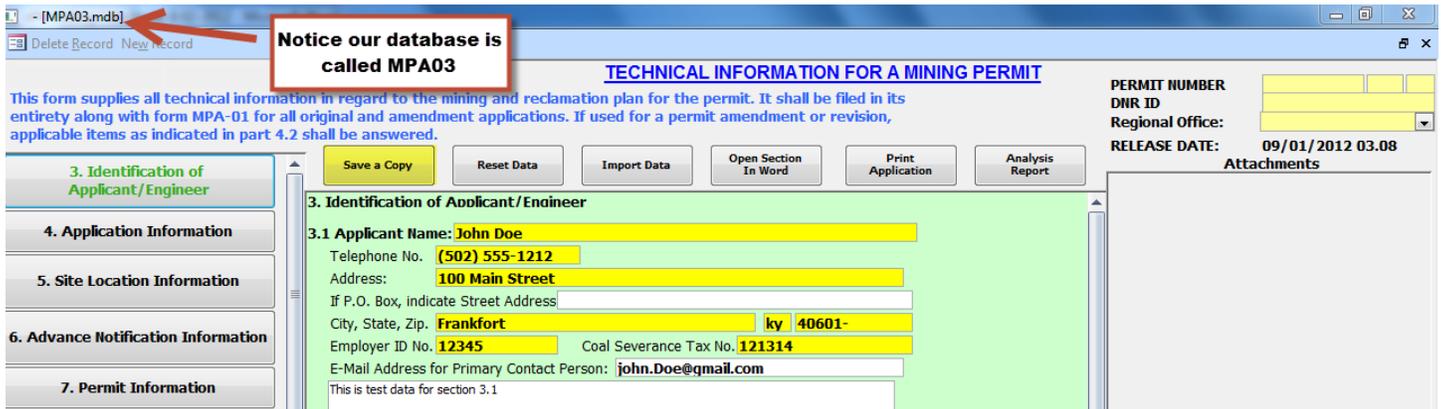
# Saving a Copy of the ePermit



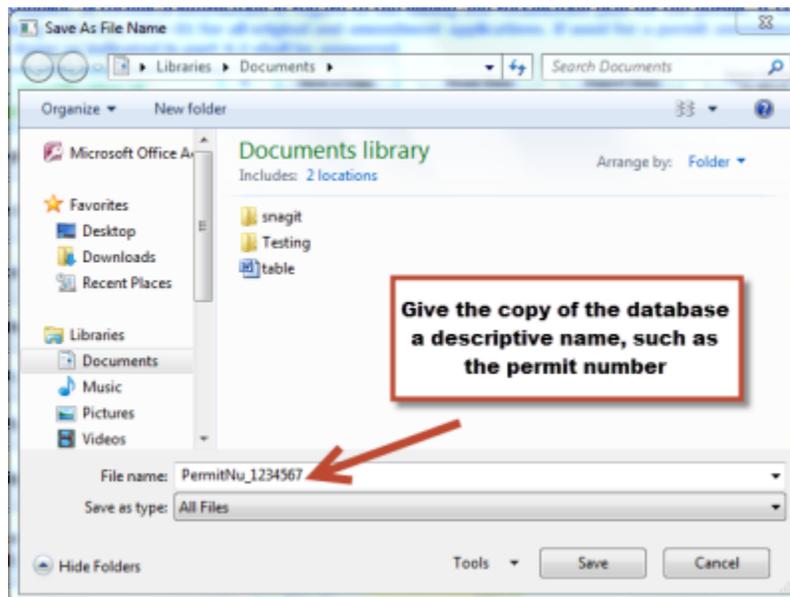
The “Save a Copy” button will save a copy of your current (active) database to another folder on your computer or to an external drive (Flash drive). The default location is My Documents but you can change the location.

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 (MPA03) as noted on the top left corner of the application.

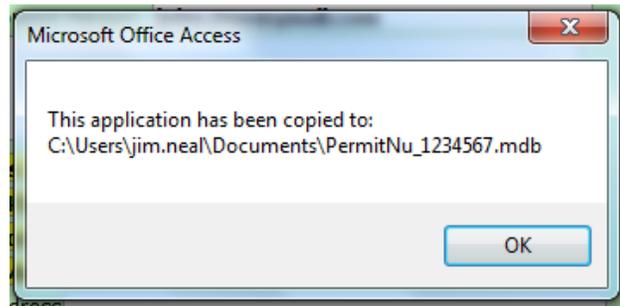
You can continue working on the original MPA03 database, however don't forget to click Save a Copy again when you are done and copy over the one you saved. Alternatively, once you save a copy of the database, close the application and open (double-click) on the one you saved in My Documents.



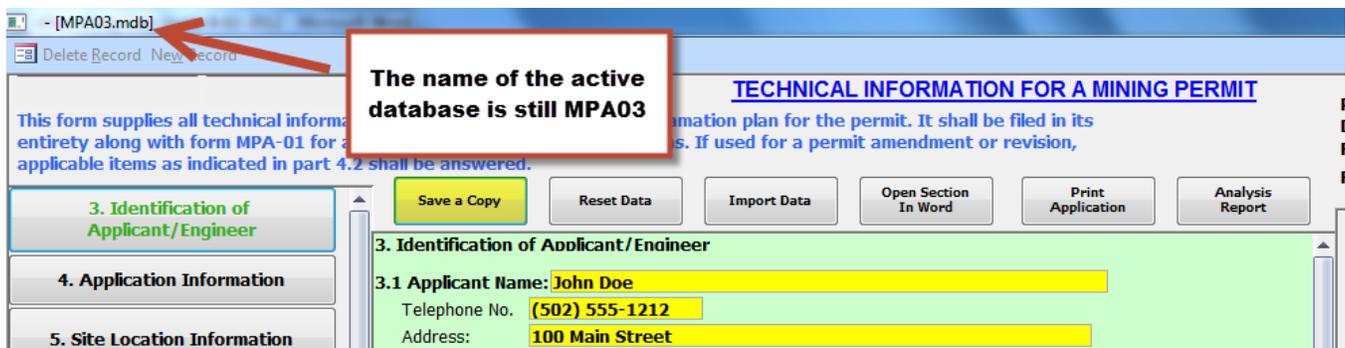
Once you click on the button, “Save a Copy” a Windows dialog box displays. The default location for the copy of the database is My Documents. You can save the copy anywhere, including a flash drive.



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.

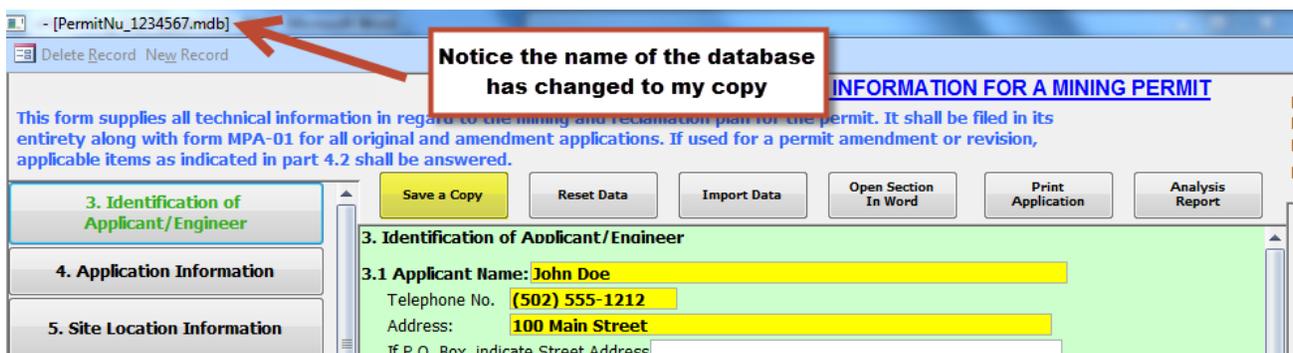


Notice in the graphic below, the name of our permit application did not change to the name we gave to the copy. The name of the current (active) database is still MPA03.



If you are only working on one permit application this will never become an issue. You can continue working on the original database (MPA03) 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 MPA03 database, navigate to the location you saved the copy too and double-click on that database to open.

Notice I closed the current MPA03 database, 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

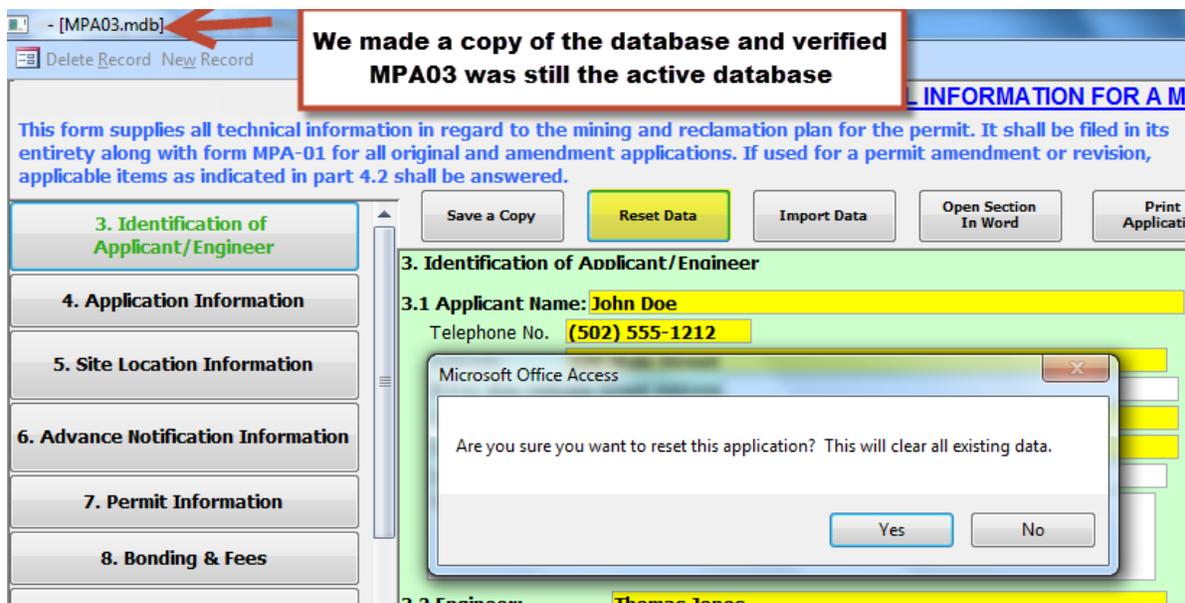


## Resetting Data In the ePermit

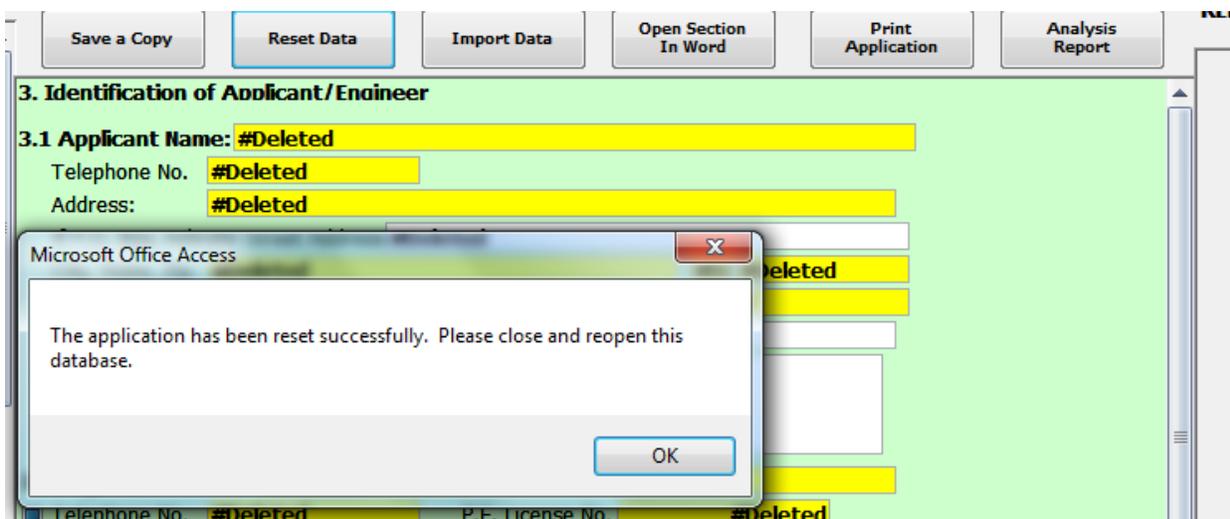


The “Reset Data” button will erase the entire database. For instance, if you need to complete more than one permit (MPA03) you would need to copy the existing database to My Documents (or other location) and then Reset the data (erase) in the current database for the next permit.

In the previous example we saved a copy of the MPA03 and named it “PermitNu\_1234567” in My Documents. However, the MPA03 also has the same data since it is the database we started with. To prevent having two databases with the same data you should reset the data in the MPA03 (after saving a copy of it). Clicking the “Reset Data” button will erase all data from the database.



Once the data had been deleted you need to close the database and reopen



## Importing Data Into the ePermit

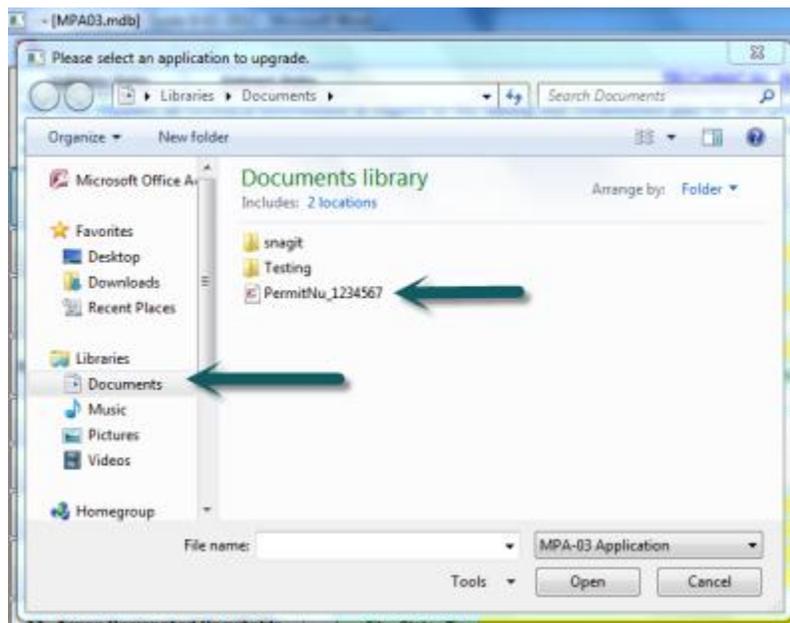
Data can be imported into an ePermit instead of re-entering the data manually. This method would be preferred to reduce data entry mistakes and reduce preparation time. Also, when a new version of the MPA03 Access application is released you will need to import your existing permits into the updated version.



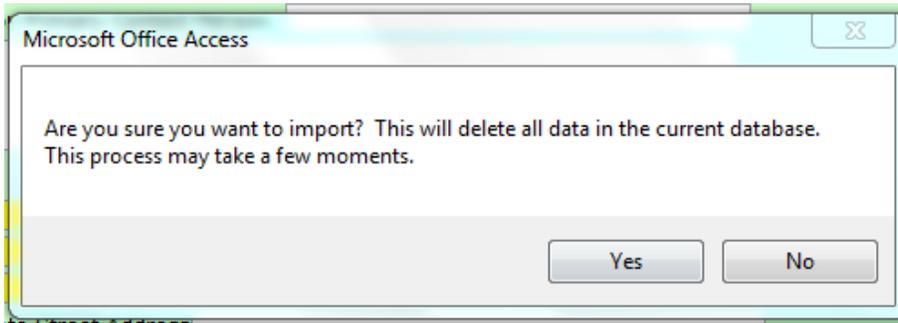
The following sections will not import into version 4.0 from previous versions of the MPA03 due to necessary changes in the table structure associated with these sections:

- Section 11
- Section16\_5
- Section17\_5
- Section22\_2

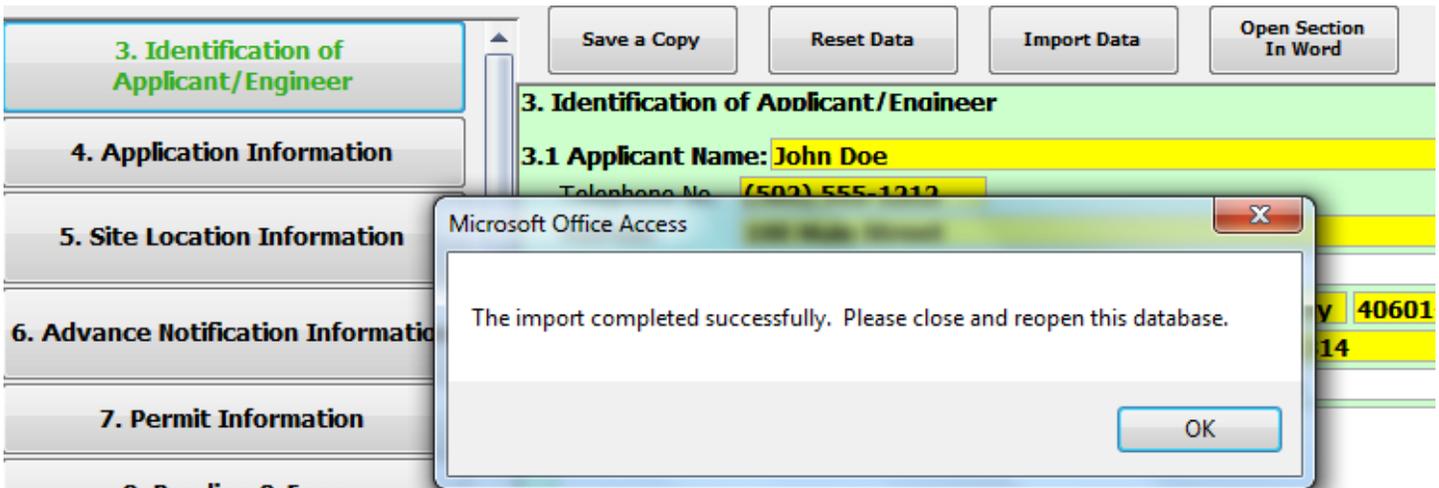
Once you click on the “Import Data” button, a Windows dialog button opens. The default location is My Documents. Navigate to the location in which you saved the copy of your database you intent to import. Either double-click the database or select it from the list and then click Open.



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 30 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.



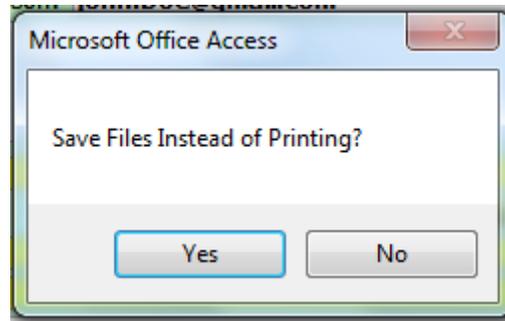


## Using Microsoft Word to Save / Print a Copy of the ePermit



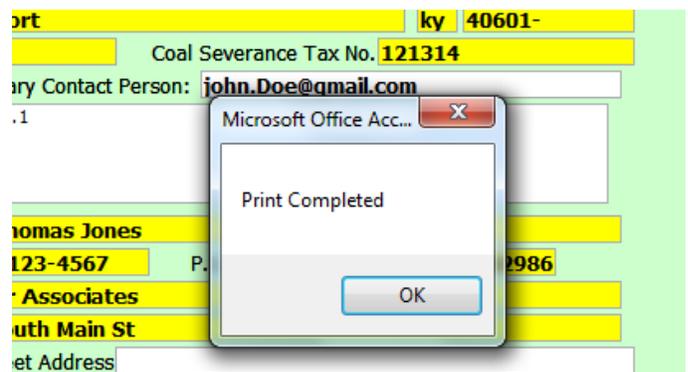
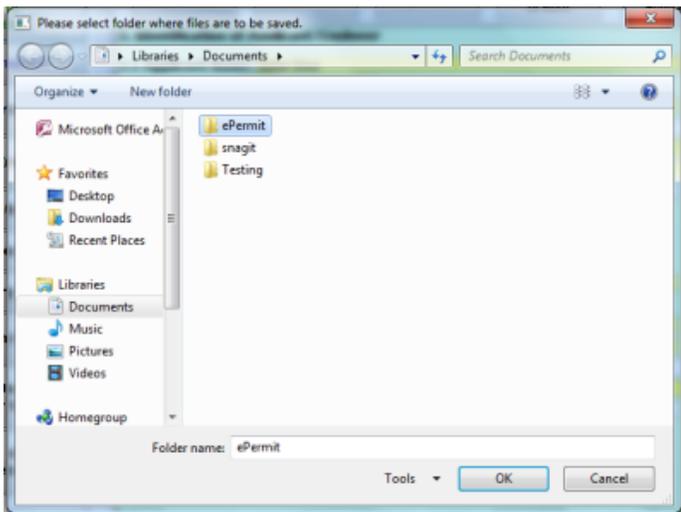
**Important:** In order for this feature to work you must have a version of Microsoft Word installed on your computer.

Clicking the “Print Application” button will display the following dialog window asking if you want to Save the ePermit as a Microsoft Word document or to print the ePermit.



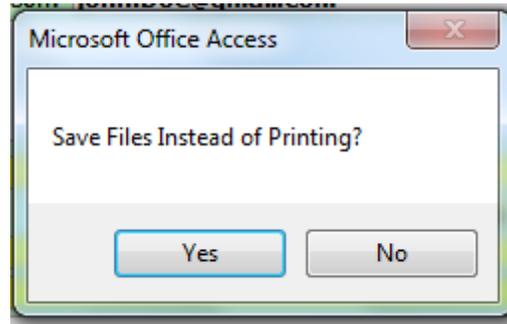
### Save the ePermit in Microsoft Word

Clicking “Yes” to save the files will bring up a dialog window asking you to choose a folder to save the ePermit in Microsoft Word.

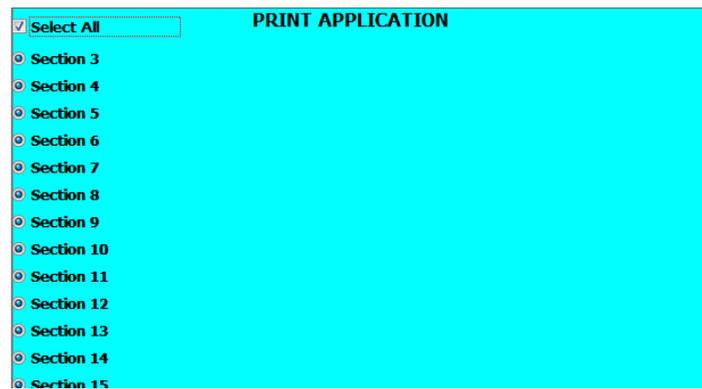


## Print the ePermit using Microsoft Word

Selecting “No” on the following dialog window will prepare the ePermit for printing

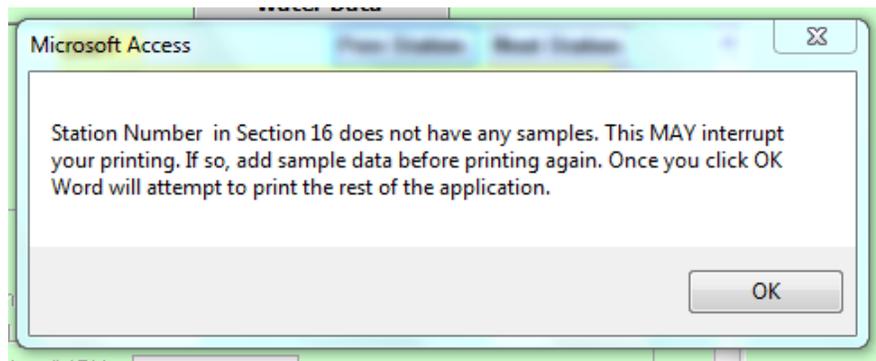


The Print Application window will display. The default is to print the entire ePermit. However, if you only want to print sections uncheck the box next to “Select All” and only choose the sections needed. At the bottom of this window is a “Print”



## Printing Water Locations and Samples

If you attempt to print Water testing locations for Sections 16.5 and/or 17.5 you should have corresponding samples for that location. If you attempt to save/print locations without the corresponding samples you will receive a warning similar to the one below indicating that no samples were entered. In order to finish printing and/or saving the application you must click ‘OK.’ Although the Application will continue to save/print the water locations without samples will not be saved.



## ***Using Microsoft Word to View / Print the Analysis Report***



**Important: In order for this feature to work you must have a version of Microsoft Word installed on your computer.**

The Analysis Report will print out a list of issues that need to be resolved prior to submitting your ePermit.

- If a section is missing required information, an entry will be placed onto the report.
- Entries in 17.8, with type of DUGOUT or EMBANKMENT, will be validated in 29.1. If they do not exist in 29.1, an entry will be placed onto the report. If the latitude and long doesn't match between the entries, an entry will be placed onto the report.
- Last/Longs will be check that they are reasonable.
- If a section is not "disabled" by checking NA, something will be expected in that section. An entry will be placed onto the report if nothing is in the section.

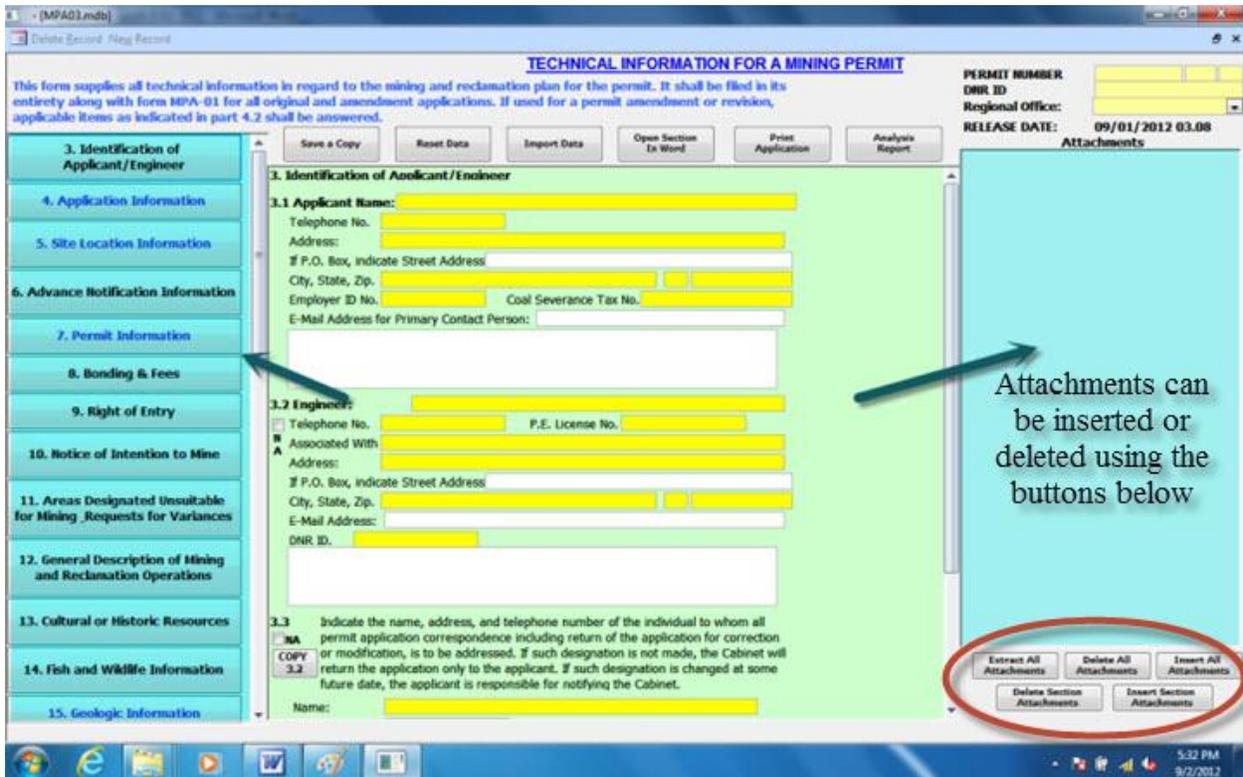
### **WARNINGS**

The warning section of the Analysis Report is only giving information based upon how the application is filled out. Basically, it's what the reviewer is going to be looking for.

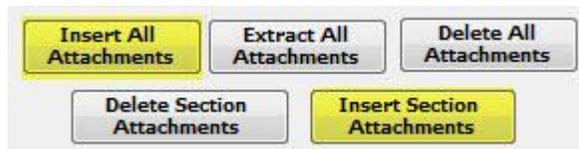
- If anything besides an Original application is indicated, the reviewer will be looking for ITEM 12.2 to be filled in.
- If anything in ITEM 4.2 is selected, the reviewer will be looking for the appropriate attachment.
- If SS or SM are selected in ITEM 4.3, the reviewer will be looking for the appropriate variance in ITEM 11.3
- If EP or SI are selected in ITEM 4.3, the reviewer will be reminded to get a review from the appropriate division personnel.
- If Incremental is checked in ITEM 8.2 and multiple counties are entered in ITEM 5.3, the reviewer will be looking for acreage by county/increment.
- If either YES selection in checked in ITEM 9.11, the reviewer will be reminded to consult the Federal Land Coordinator.

## Working with Attachments

The screen below shows the application when it's displayed on the computer. The arrows point to the item/section buttons and to where the attachments will be displayed.



## Insert All Attachments in the ePermit

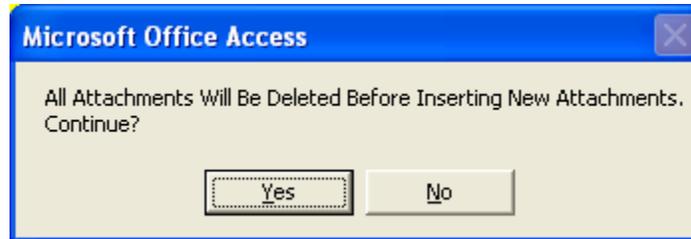


Two methods exist for getting an attachment into the application. The first method utilizes the folder structure that existed with the Word version of ePermitting and is included with this version of ePermitting. The second method gives the ability to insert a single attachment of a folder of attachments into an item/section.

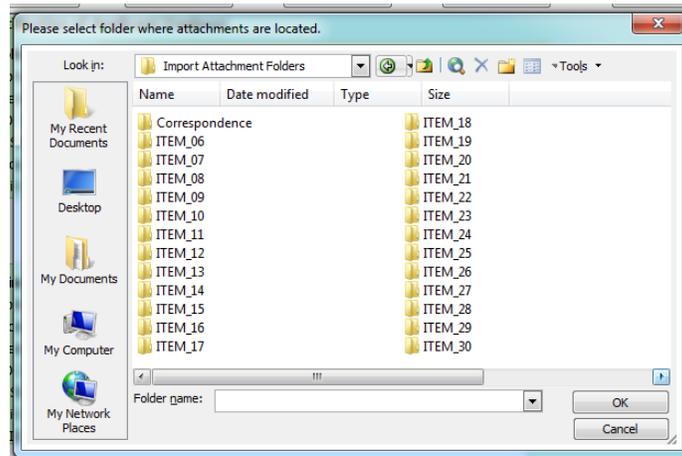
## Insert Attachments through Folder Structure

The ePermitting Word version included a folder structure for building attachments. The root folder was named PermitNumber. This folder structure will be included in this version as part of the download. Subfolders can be created under the ITEM and MAP folders, but that level of folders MUST NOT be modified or added to. The following steps will import files if that file structure is utilized.

1. After clicking on the Insert Attachments, the program will inform the user that all attachments will be removed and be replaced with the ones in the folder structure. If the intent is to only add/replace attachments, please see the section below labeled **Insert Single Attachment or Folder of Attachments**. Click Yes to continue and go onto the next step. No will stop the insert process and no other steps are necessary.



2. A window, like the one below, will be displayed. It's looking for the folder structure where the attachments are located. The second screen is an example of the folder structure being selected properly. Click on OK when the correct folder structure is ready to be selected.



3. Once the folder is selected, the attachments will be inserted into the application. When the process is complete, the following message will be displayed. Click OK to acknowledge the message.



## Insert Single Attachment or Folder of Attachments

This method requires that the section where the attachment(s) are going to be inserted be displayed on the screen. For our purposes here, we'll demonstrate how to insert attachments into item 6. Notice that the screen is on item 6 of the application.

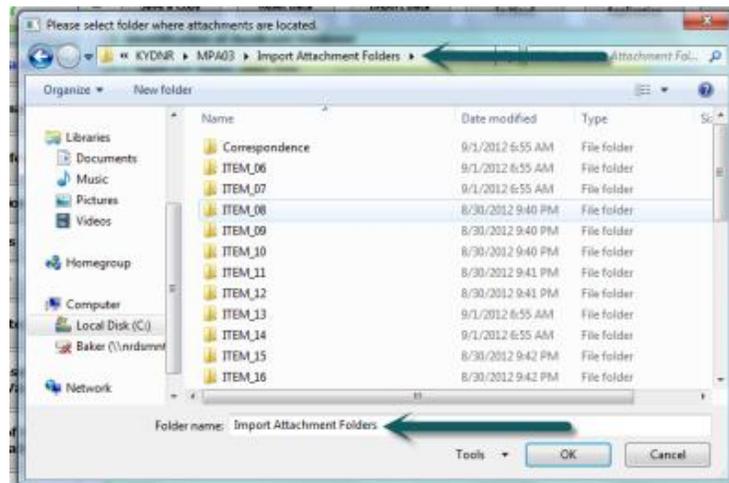
1. Click on the Insert Attachment(s) at the bottom of the form. The dialog box below will be displayed. If a single attachment is to be added, click **Yes**.

If **No** is selected, the user will be asked for a folder. The folder of files will be inserted into the application as attachments for the current section.

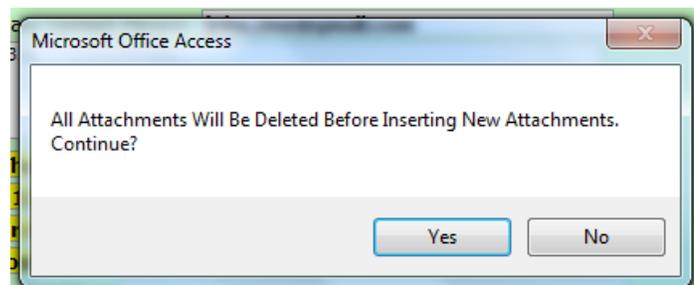
2. Clicking "Yes" will display a search window. Navigate to the file location and choose the file.



3. Navigate to the appropriate folder where you have saved all your attachments. In this case we saved them to the "Import Attachment Folder"



4. Clicking the "Insert All Attachments" button will insert all the attachments in their appropriate section on the MPA03. However, it will delete all existing attachments in these sections first.



5. After the insert is complete, the following message will be displayed. Click on OK.

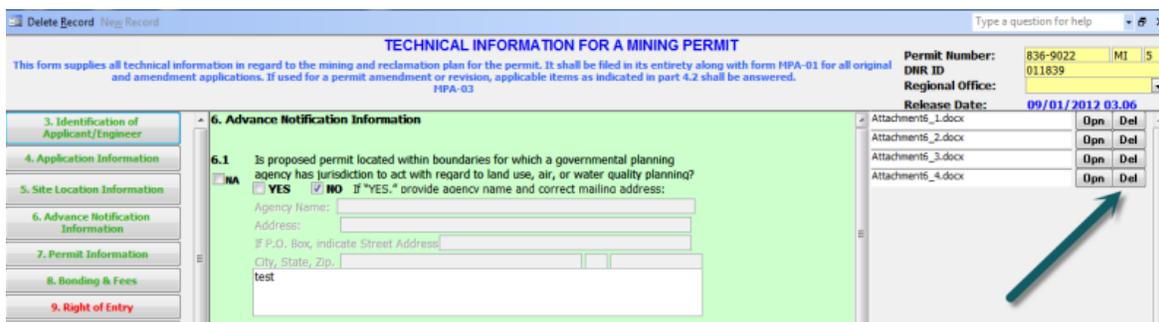


## Delete All Attachments in the ePermit

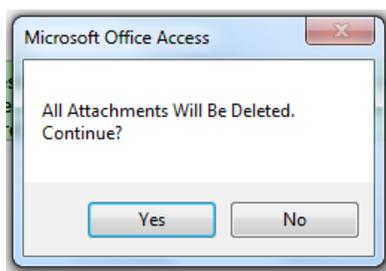
Three methods exist for deleting attachments. One, a single attachment can be deleted. Two, all the attachments for a section can be deleted. Three, delete all the attachments in an application.

### Delete a Single Attachment

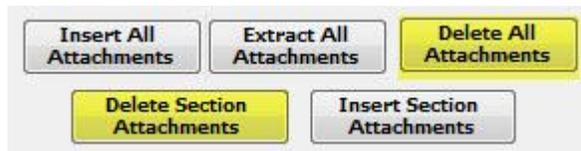
1. Navigate to the Item where the attachment is to be deleted.
2. To remove the attachment, click on the **Del** button next to the attachment, as pointed to by the red arrow below.



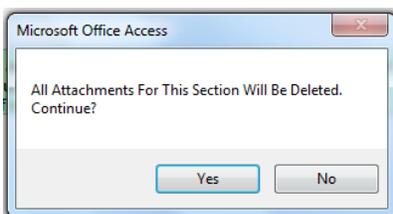
Once you choose this option a window will display asking you to verify that all attachments saved in all the sections of the MPA03 will be deleted. Clicking "Yes" will delete all the attachments.



## Deleting Multiple Attachments in the ePermit



The button “Delete All Attachments” will delete every attachment in the MPA03 regardless of section, while the “Delete Section Attachments” will delete attachments saved to a particular section. Once the button is clicked a message window will display requesting verification that you indeed want the attachments of this section deleted.



## DO's and Dont's

### DO's

- Use Adobe Acrobat to electronically sign PDFs that require an engineer seal. Please refer to the Division's memorandum dated 08/10/2011 for all the particulars on submittal policy concerning electronic signature and engineer seals. It's acceptable to create a self-signed certificate and attach a digital representation of the engineer's signature to that certificate.
- Use the naming conventions as described in this guide

### DONT's

- Inserting of attachments inside of attachments will no longer be allowed
- Put extraneous information into fields. If whatever is in the field, will be loaded into SMIS.
- NA in PO Box
- Anything other than email address in email field.
- All applicable data must be entered into items 3.1, 3.2, 3.3, 4.1, 4.3, 4.4, 5.1, 5.3, 6.3, 7.2, 8.2, 9.11, 11.2, 11.3, 14.1, 14.2, 15.1, 15.5, 16.1, 16.5, 16.8, 17.1, 17.5, 17.8, 17.9, 21.6, 21.10, 26.1, 27.1, 29.1 Attachments will only be allowed to add further narrative.

## Common Functionality/Features

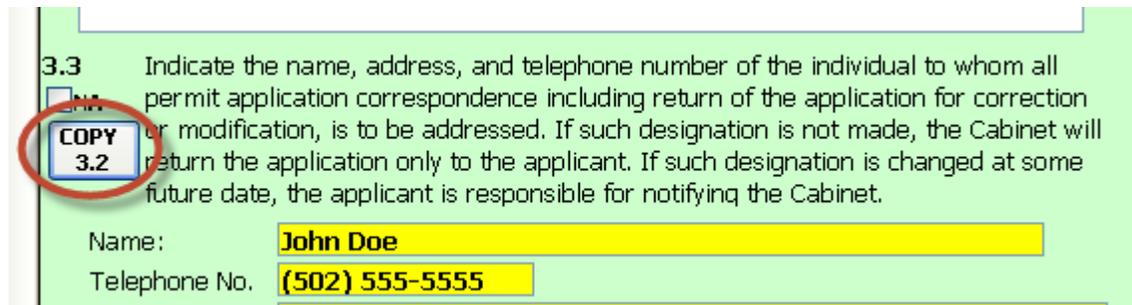
### Keystrokes

Ctrl C	Copy highlighted area and place into memory
Ctrl V	Paste what has been placed into memory at where the cursor is located
Ctrl X	Cut highlighted area and place into memory.
Ctrl Enter	Start a new line in an input field.
Shift – F9	Require. Useful in 8.5, 8.6, 22.2

## MPA03

### Section 3.3

- The **Copy 3.2** button will copy all the information in Section 3.2 into Section 3.3



3.3 Indicate the name, address, and telephone number of the individual to whom all permit application correspondence including return of the application for correction or modification, is to be addressed. If such designation is not made, the Cabinet will return the application only to the applicant. If such designation is changed at some future date, the applicant is responsible for notifying the Cabinet.

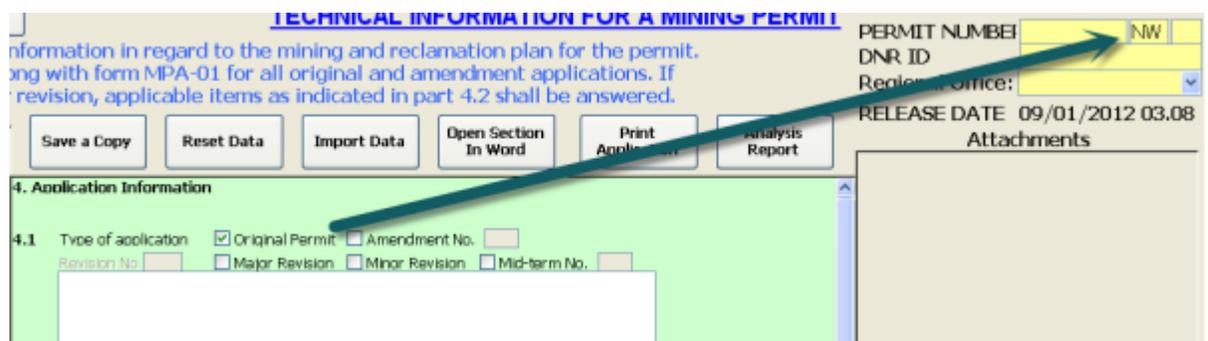
**COPY 3.2**

Name: **John Doe**

Telephone No. **(502) 555-5555**

### Section 4.1

- As this section is filled out, the information will be automatically placed at the top of the application.
- If anything besides Original is selected, a message will be placed onto the Analysis Report indicating that something needs to be done at Section 12.2.



**TECHNICAL INFORMATION FOR A MINING PERMIT**

Information in regard to the mining and reclamation plan for the permit. Working with form MPA-01 for all original and amendment applications. If revision, applicable items as indicated in part 4.2 shall be answered.

PERMIT NUMBER: **NW**  
DNR ID:   
Region/Office:   
RELEASE DATE: 09/01/2012 03:08

Attachments

Save a Copy Reset Data Import Data Open Section In Word Print Application Analysis Report

4. Application Information

4.1 Type of application  Original Permit  Amendment No.   
Revision No.  Major Revision  Minor Revision  Mid-term No.

### Section 4.2

- If anything is selected, a message will be placed onto the Analysis Report indicating that an attachment is required.

### Section 4.3

- If Steep Slope (SS) or Surface Mountaintop (SM) is selected, a message will be placed onto the Analysis Report indicating that variance information in 11.3 must be filled out.
- If Slurry Injection (SI) or Experimental Practice (EP) is selected, a message will be placed onto the Analysis Report indicating that another reviewer also needs to look at the application.

### Section 5.3

- After counties are entered, they will automatically be added to Sections 7.3 and 10.1 if nothing exists in those sections. If something is in those sections, nothing will be done.

## Section 7.2

- The **Set Acreage Types in Section 8** button will set the defaults in section 8 for items 8.5 and 8.6. After this button is pressed, adding a new increment to those tables will utilize these new defaults.

7.2 Provide the acreage associated with the following activities. View

Set Acreage Types in Section 8.5	Currently Permitted	Additions	Deletions	Redesignations
Roads	0	0		0
Mining or Face Up Areas	0	0		0
Sediment Ponds	0	0		0
Spoil Storage Areas	0	0		0
Waste Disposal Areas	0	0		0
Facility and Processing Areas	0	0		0
Coal Stockpile & Loading Areas	0	0		0
Surface Ventilation Areas	0	0		0
Total Surface Disturbance	0	0		0
Underground Areas	0	0		0
Auger/Highwall Miner Areas	0	0		0
Total Underground and Aboveground	0	0		0
Total Permit Area	0	0		0

Footnotes or Add as an attachment

**NOTES:**

- The first three columns are used for amendments and revisions only.
- Redesignations between surface and underground must be shown in the Additions/Deletions column.

- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.

7.2 Provide the acreage associated with the following activities. View

NA	Currently Permitted	Additions	Deletions	Redesignations	Total Acreage	Seq
as	0	0		0	0	0
	0	0		0	0	0
	0	0		0	0	0

- Current Acreage and Total Acreage are uploaded to SMIS. Total Acreage is considered the proposed acreage.
- Each acreage column entry has a footnote column entry. Symbols in this field can be further described in the Footnote area below the 7.2 table.
- The following Acreage Types can not be modified since they're used to interface with SMIS. However, they can be deleted.
  - Mining or Face Up Areas
  - Roads
  - Sediment Ponds
  - Waste Disposal Areas
  - Facility and Processing Areas
  - Coal Stockpile and Loading Areas
  - Surface Ventilation Areas

- Underground Areas
- Auger/Highwall Miner Areas
- Spoil Storage Areas
- **Total Permit Area** Acreage Type can not be deleted or modified.
- The default entries can be deleted, but not modified. If the default entries are on the application, the information is used during the SMIS interfaces.

## Section 8.2

- If Incremental checked and more than one county in Section 5.3, a reminder will be placed onto the Analysis Report concerning acreage for each increment.

## Section 8.5, Section 8.6

- The **Reset Defaults** button will put the original default entries back in place.
- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.
- Use the **Prev Incr** and **Next Incr** buttons to move backwards and forwards between the increments. Increments will automatically be displayed in increment number order.

8.5 Complete the following table with facility and mining-method specific acreages for each increment.

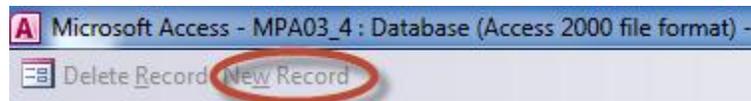
NA

**Reset Defaults** **View**

Increment Number:  **Prev Incr** **Next Incr**

	Currently Permitted	Additions	Deletions	Redesignations
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- To add a new Increment you must either click inside the Increment field and Press the Ctrl + keys or click on “New Record” on the top left of the screen.



## Section 9.06

- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.

Document Type	Receiver of Rights	Execution Seq Date	Seq
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 9.11

- If either YES selected, a message will be placed onto the Analysis Report reminding the reviewer to see the Federal Lands Coordinator.

### Section 11.3

- Fields to the right of “Within 300 feet of an occupied dwelling” and “Within 100 feet of a stream” can be filled with location information for those items, up to 200 characters. When printing the application, the information will automatically wrap.
- If PROPOSED “Postmining land use change ...” selected, NA will be disabled for Section 21.12.

### Section 15.5

- To delete a Site No. from an issued permit and subsequently SMIS, enter the Site No., it’s latitude and longitude, and check the Del checkbox at the end of the row. The Site No. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

### Section 15.6

- To delete a Site No. from an issued permit and subsequently SMIS, enter the Site No., it’s latitude and longitude, and check the Del checkbox at the end of the row. The Site No. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

15.5 Provide the following information for each geologic sampling location. Show the location of each geologic sampling site on the ERI Map.

NA

Site No.	Type (Core, Rotary, etc)	Surface Elevation Ft>MSL	Total Depth	Latitude	Longitude	Del
		0	0	0 0 0	0 0 0	<input type="checkbox"/>

### Section 16.5

- Ground water samples can either be entered into this input area or imported using XML files.
  - To importing files into the application, please see the section labeled **Importing Data Into the ePermit.**
  - For entering data into this input area, please see the section labeled **Entering Data Into the ePermit**
  - For instructions on how to use an XML file to import sections 16.5 and 17.5 see the **XML section**
- To create a new water station either click inside the Station Number box and press Ctrl + or by clicking New Record



- Use the **Prev Station** and **Next Station** buttons to move backwards and forwards between the stations. Stations will automatically be displayed in increment number order.
- Data with sample dates on or after 01/01/2012 must be entered or imported into the application.

**WATER SAMPLES GATHERED AFTER 03/01/2012 MUST BE ENTERED/IMPORTED INTO THE WATER MONITORING FORM WITHIN THIS APPLICATION.**

**Import Baseline Water Data**

Station Number:  **Prev Station** **Next Station**

County:

Basin:

Quadrangle:

Station Type:

**FOR WELLS ONLY**

Depth (ft):  Casing Diameter (in):

Aquifer Description:

Top of Aquifer(MSL):  Aquifer Thickness (ft)

- **IMPORTANT:** The tables for both ground and surface water were changed in release 4.0 (release date: November 15, 2012). Therefore if you import data from a previous version the water data will need to be manually entered or imported from an XML file (see Importing XML).
- This change improved the way water samples are entered into the application

Sample No.  Date:

If a sample is entered include whether the Detection Limit was Reached (Y or N)

Temp	Discharge	Conductivity	pH	Acidity	Alkalinity
<input type="text"/>					
TSS	TDS	Sett. Solids	SO4 Diss	O2 Diss	Fe Diss
<input type="text"/>					
Fe Total	Mn. Diss	Mn. Total	Depth		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

- To reduce keying errors checks have been added to each sample. If a number outside the appropriate range (see below) is entered the filed color will turn from yellow to red and a message will display.

Test	Range
Temperature	0 to 40 C (or 32 – 100 F)
Discharge	0 to 150 cfs
Conductivity	10 to 10,000 uS/cm
pH	2 to 14 SU (standard units)
Acidity	-500 to about 5000 mg/L
Alkalinity	anything up to about 1000 mg/L
TSS	0 to 2000 mg/L
TDS	10 - 5000 mg/L (TDS should be less than conductivity)
Sett. Solids	should be less than 1 mg/L

Dissolved SO4	0 - 5000 mg/L (SO4 should be less than TDS)
Dissolved Iron	0 - 500 mg/L
Total Iron	0 - 500 mg/L
Dissolved Magnesium	0 - 500 mg/L

### Section 16.8

- To delete a surface water monitoring location from an issued permit and subsequently SMIS, enter the ID Number, it's latitude and longitude, and check the Del checkbox at the end of the row. The ID Number. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

### Section 17.5

- Surface water samples can either be entered into this input area or imported using XML files. To importing files into the application, please see the section labeled **Importing Data Into the ePermit**. For entering data into this input area, please see the section labeled **Entering Data Into the ePermit**
- Use the **Prev Station** and **Next Station** buttons to move backwards and forwards between the stations. Stations will automatically be displayed in increment number order.
- Data with sample dates on or after 01/01/2012 must be entered or imported into the application.
- To create a new water station either click inside the Station Number box and press Ctrl + or by clicking New Record



**WATER SAMPLES GATHERED AFTER 03/01/2012 MUST BE ENTERED/IMPORTED INTO THE WATER MONITORING FORM WITHIN THIS APPLICATION.**

**Import Baseline Water Data**

Station Number:  **Prev Station** **Next Station**

County:  ▼

Basin:  ▼

Quadrangle:  ▼

Station Type:  ▼

**FOR WELLS ONLY**

Depth (ft):  Casing Diameter (in):

Aquifer Description:

Top of Aquifer(MSL):  Aquifer Thickness (ft)

- IMPORTANT:** The tables for both ground and surface water were changed in release 4.0 (release date: November 15, 2012). Therefore if you import data from a previous version the water data will need to be manually entered or imported from an XML file (see Importing XML).

- This change improved the way water samples are entered into the application

- To reduce keying errors checks have been added to each sample. If a number outside the appropriate range (see below) is entered the field color will turn from yellow to red and a message will display.

Test	Range
Temperature	0 to 40 C (or 32 – 100 F)
Discharge	0 to 150 cfs
Conductivity	10 to 10,000 uS/cm
pH	2 to 14 SU (standard units)
Acidity	-500 to about 5000 mg/L
Alkalinity	anything up to about 1000 mg/L
TSS	0 to 2000 mg/L
TDS	10 - 5000 mg/L (TDS should be less than conductivity)
Sett. Solids	should be less than 1 mg/L
Dissolved SO4	0 - 5000 mg/L (SO4 should be less than TDS)
Dissolved Iron	0 - 500 mg/L
Total Iron	0 - 500 mg/L
Dissolved Magnesium	0 - 500 mg/L

## Section 17.8

- To delete a surface water monitoring location from an issued permit and subsequently SMIS, enter the ID Number, it's latitude and longitude, and check the Del checkbox at the end of the row. The ID Number. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.
- Entry now requires a monitoring type to be selected. As these are modified in SMIS, they will be reflected on the ePermitting web page.
- Entries of type DUGOUT and EMBANKMENT must have matching entries in 29.1. The lat and long will also be checked to match what is in 29.1 for the entry in 17.8.
- Entries of type DUGOUT and EMBANKMENT can be copied to item 29.1 by clicking on the **Copy to 29.1** button. If the entry exists in 29.1, with the same monitoring type, it will replace the latitude and longitude information.

**17.8** Provide the following information for all surface water monitoring locations proposed or otherwise affected by this permit action.

NA **Copy to 29.1**

Type (Baseline, During-lining, Both, or KPDES)	Water Monitoring Type	Latitude	Longitude	Del
		0 0 0	0 0 0	<input type="checkbox"/>

### Section 21.10

- Section 21.10 and Section 22.2 are linked. The proposed postmining land uses selected in 21.10 are the only land uses that will display in section 22.2. If you delete (uncheck) selections from 22.2 the corresponding PMLU and any data entered for it will also be deleted.

**21.10** Indicate the proposed postmining land use(s) of the permit area:

NA

<input checked="" type="checkbox"/> Forestland (40) <input type="text" value=""/>	ac.	<input type="checkbox"/> Developed Water Resources (53) <input type="text" value=""/>	ac.
<input type="checkbox"/> Pastureland (20) <input type="text" value=""/>	ac.	<input type="checkbox"/> Residential (11) <input type="text" value=""/>	ac.
<input checked="" type="checkbox"/> Cropland (21) <input type="text" value=""/>	ac.	<input type="checkbox"/> Industrial/Commercial (13) <input type="text" value=""/>	ac.
<input checked="" type="checkbox"/> Fish and Wildlife (01) <input type="text" value=""/>	ac.		
<input type="checkbox"/> Recreation (02) <input type="text" value=""/>	ac.		

### Section 22.2

- You will notice that the Proposed PMLU drop down is grayed out. Only those proposed land uses selected in section 21.10 will be listed. Click on the Refresh button (R) to display them.

**22.2** Complete the following table to describe the plan for revegetating the proposed permit area.

NA **View**

Proposed PMLU:

**R** **Prev PMLU** **Next PMLU**

	Rate Per Acre	Acreage	Plant Dates	Seq
<input type="text" value=""/>				

- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.
- Use the **Prev PMLU** and **Next PMLU** buttons to move backwards and forwards between the PMLU.

**22.2** Complete the following table to describe the plan for revegetating the proposed permit area.

NA **View**

Proposed PMLU: FISH AND WILDLIFE H,

**R** **Prev PMLU** **Next PMLU**

	Rate Per Acre	Acreage	Plant Dates	Seq
<input type="text" value=""/>				0
<input type="text" value=""/>				0

### Section 26.1

- To delete a excess spoil from an issued permit and subsequently SMIS, enter the Facility ID, it's latitude and longitude, and check the Del checkbox at the end of the row. The Facility ID and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

Facility	Type of Fill	Storage Volume	Type of Underdrain	Ground Slope	Latitude	Longitude	Del
		0		0.0	0 0 S	0 0 S	<input type="checkbox"/>

### Section 27.1

- To delete a waste disposal area from an issued permit and subsequently SMIS, enter the Facility ID, it's latitude and longitude, and check the Del checkbox at the end of the row. The Facility ID and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

### Section 29.1

- To delete a sediment pond or impoundment an issued permit and subsequently SMIS, enter the Facility ID, it's latitude and longitude, and check the Del checkbox next to the Facility ID. The Facility ID and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

### Section 29.5

- To delete a treatment location from an issued permit and subsequently SMIS, enter the ID Number, it's latitude and longitude, and check the Del checkbox at the end of the row. The ID Number and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

### Section 30.3

- To delete a diversion from an issued permit and subsequently SMIS, enter the ID No., it's latitude and longitude, and check the Del checkbox next to the ID No. The ID No. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

# Entering Data Into the ePermit

## MPA03 Items 8.5, 8.6, 16.5, 17.5, and 22.2

These areas of the ePermit function in the same manner. The parent information needs to exist before the related data can be added. So, for 8.5 and 8.6, the increment number must be created before associating the bonding information to it. Same way that a station must exist in 16.5 and 17.5, before adding the sample data. This section will walk through using the input areas for each of these sections.

### Item 8.5 (Mining methods by Increment)

### Item 8.6 (Additional information by Increment)

Inputting data into these sections functions the same for both. The instructions below will reference Item 8.5.

### Adding Increments

1. Place the cursor into the Increment Number field, as shown in the screen below:

8.5 Complete the following table with facility and mining-method specific acreages for each increment.

NA

Increment Number:

Currently Permitted	Additions	Deletions	Redesignations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Footnotes

8.6 Complete the following table which details additional information about each increment.

NA

Increment Number:

Currently Permitted	Additions	Deletions	Redesignations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

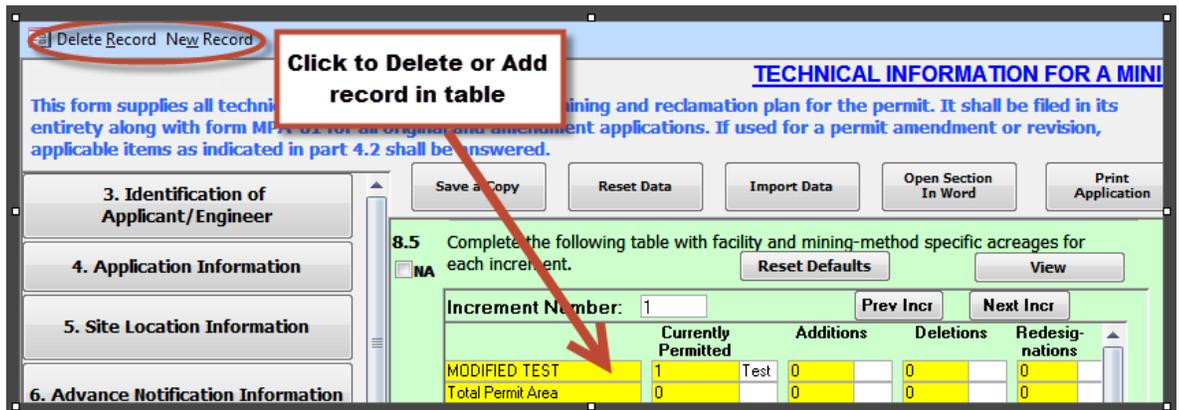
2. If there isn't an increment number in the field (i.e. it's the first increment being added), just enter the increment number and press Enter. If there is an increment number present, click on the "New Incr" button, pointed to by the blue arrow, to enter an increment number and press Enter.

3. The default increment information will be placed into the area below the increment number.
4. Information below the Increment Number can be modified, removed, or additional entries added. To **modify** an entry, click into the field to be changed and modify the information. To **delete** the entry, click into one of the columns on the row, and click on the **Delete** button at the top of the screen. To **add** a new row, scroll to the bottom of the entries and enter information into the blank record.

## Modify Increments

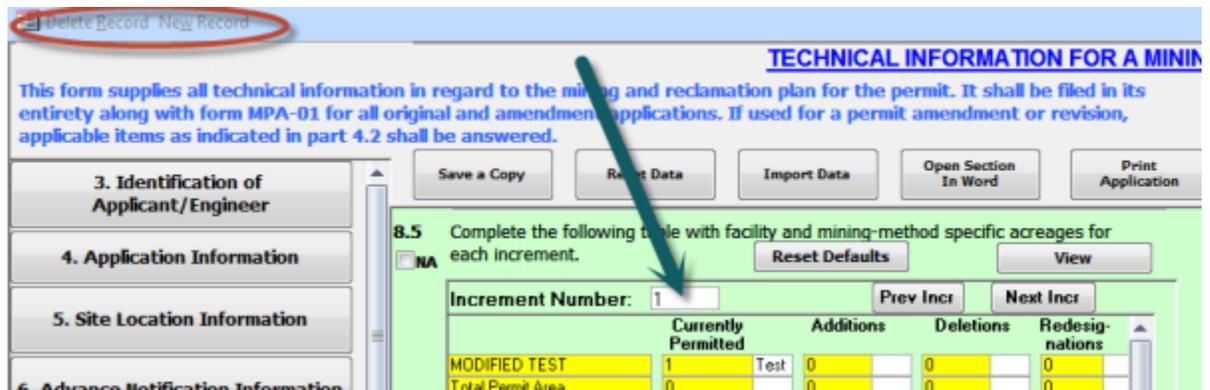
1. Place the cursor into the Increment Number field, as shown in the screen below:
2. Use the **Prev Incr** and **Next Incr** buttons to move backwards and forwards between the increments. Increments will automatically be displayed in increment number order.

- Once the increment number to be changed is displayed, the increment number can be changed OR the information below the increment can be changed.
- Information below the Increment Number can be modified, removed, or additional entries added. To **modify** an entry, click into the field to be changed and modify the information. To **delete** the entry, click into one of the columns on the row, and click on the **Delete** button at the top of the screen. To **add** a new row, scroll to the bottom of the entries and enter information into the blank record.

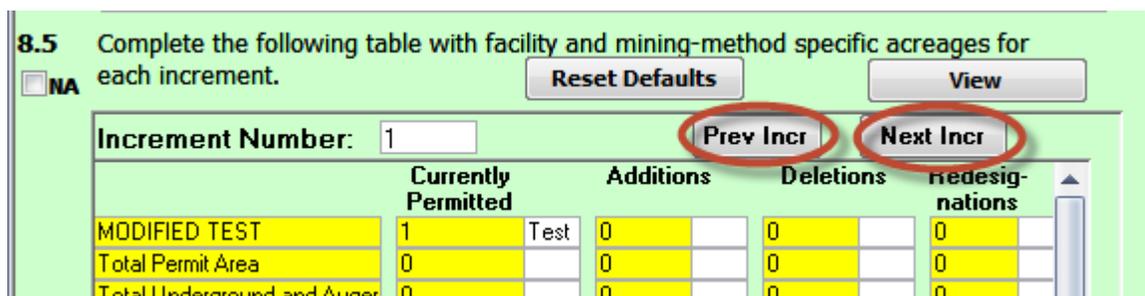


## Deleting an Increment

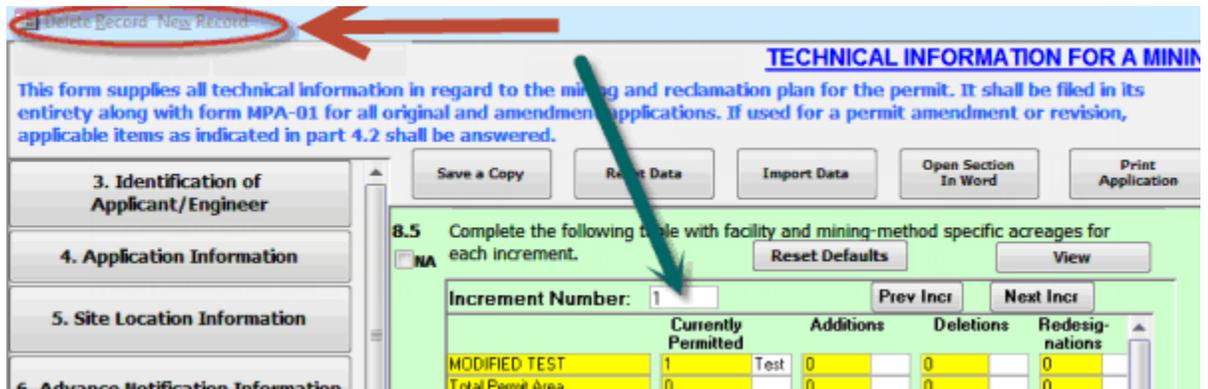
- Place the cursor into the Increment Number field, as shown in the screen below:



- Use the **Prev Incr** and **Next Incr** buttons to move backwards and forwards between the increments. Increments will automatically be displayed in increment number order.



- Once the increment number to be deleted is displayed, click on the Delete Record button pointed to by the blue arrow above.
- The information below the increment number will automatically be deleted when the increment number is deleted.



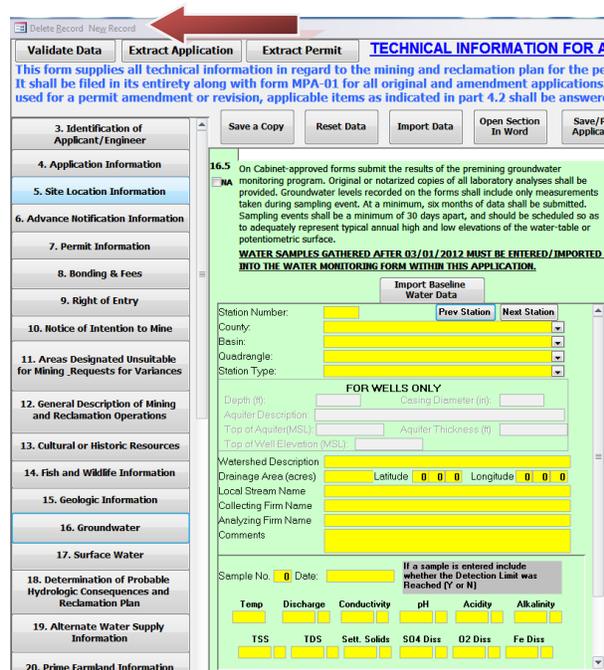
### Item 16.5 (Groundwater Baseline Data)

### Item 17.5 (Surface Water Baseline Data)

Inputting data into these sections functions the same for both. The instructions below will reference Item 16.5.

### Adding Station

Place the cursor into the Station Number field, as shown in the screen below. If there isn't a station number in the field (i.e. it's the first station being added), just enter the station number and press Enter. If there is a station number present, click on the New Record button, pointed to by the blue arrow, to enter a station number and press Enter.



Information below the Station Number can be modified, removed, or additional entries added. To **modify** an entry, click into the field to be changed and modify the information. To **delete** the entry, click into one of the fields and click on the **Delete** button at the top of the screen. To **add** a new sample, scroll through the entries until the bottom is reached. A blank sample record with all zeros is the next new entry.

## Modify a Station

1. Place the cursor into the Station Number field, as shown in the screen below

The screenshot shows a software window titled "[MPA034.mdb]". At the top left, there is a button labeled "Delete Record" which is circled in red. Below this is a section titled "TECHNICAL INFORMATION FOR A MINING PERMIT". A sidebar on the left contains several menu items: "13. Cultural or Historic Resources", "14. Fish and Wildlife Information", "15. Geologic Information", "16. Groundwater", "17. Surface Water", and "18. Determination of Probable Hydrologic Consequences and Reclamation Plan". The main content area displays a form for "17.5" with a text description. Below the text are several input fields: "Station Number" (containing "GW1"), "County" (containing "LESLIE"), "Basin" (containing "Little Sandy River"), "Quadrangle" (containing "RED BOILING SPRINGS"), and "Station Type" (containing "Sediment Pond/Discharge"). The "Station Number" field is highlighted in yellow. To the right of the "Station Number" field are two buttons: "Prev Station" and "Next Station", both of which are circled in red. A blue arrow points to the "Station Number" field. At the top of the form area, there are buttons for "Save a Copy", "Reset Data", "Import Data", "Open Section In Word", "Print Application", and "Analysis Report".

2. Use the **Prev Station** and **Next Station** buttons to move backwards and forwards between the stations. Stations will automatically be displayed in increment number order. Make the desired changed once the appropriate station is displayed.
3. Information below the Station Number can be modified, removed, or additional entries added. To **modify** an entry, click into the field to be changed and modify the information. To **delete** the entry, click into one of the fields and click on the **Delete** button at the top of the screen. To **add** a new sample, scroll through the entries until the bottom is reached. A blank sample record with all zeros is the next new entry.

## Delete a Station

1. Place the cursor into the Station Number field, as shown in the screen below:

This screenshot is identical to the one above, showing the same software interface. The "Delete Record" button is circled in red. The "Station Number" field contains "GW1" and is highlighted in yellow. The "Prev Station" and "Next Station" buttons are also circled in red. A blue arrow points to the "Station Number" field.

2. Use the **Prev Station** and **Next Station** buttons to move backwards and forwards between the stations. Stations will automatically be displayed in increment number order.
3. Click the Delete Record button. The station and associated samples will be removed.

## Item 22.2 (Revegetation Data)

### Adding PMLU

1. In order to add additional Proposed PMLU's in section 22.2 the corresponding land use must be selected in section 21.10. Only those land uses selected in 22.10 will display in section 22.2

**21.10** Indicate the proposed postmining land use(s) of the permit area:

<input type="checkbox"/> NA	<input checked="" type="checkbox"/> Forestland (40) <input type="text" value=""/> ac.	<input type="checkbox"/> Developed Water Resources (53) <input type="text" value=""/> ac.
	<input type="checkbox"/> Pastureland (20) <input type="text" value=""/> ac.	<input type="checkbox"/> Residential (11) <input type="text" value=""/> ac.
	<input checked="" type="checkbox"/> Cropland (21) <input type="text" value=""/> ac.	<input type="checkbox"/> Industrial/Commercial (13) <input type="text" value=""/> ac.
	<input checked="" type="checkbox"/> Fish and Wildlife (01) <input type="text" value=""/> ac.	
	<input type="checkbox"/> Recreation (02) <input type="text" value=""/> ac.	

- You will notice that the Proposed PMLU drop down is grayed out. Only those proposed land uses selected in section 21.10 will be listed. Click on the Refresh button (R) to display them.

**22.2** Complete the following table to describe the plan for revegetating the proposed permit area.

NA

Proposed PMLU:

	Rate Per Acre	Acreage	Plant Dates	\$
<input type="text" value=""/>				

- Use the **Prev PMLU** and **Next PMLU** buttons to move backwards and forwards between the PMLU.

**22.2** Complete the following table to describe the plan for revegetating the proposed permit area.

NA

Proposed PMLU: FISH AND WILDLIFE H/

	Rate Per Acre	Acreage	Plant Dates	Seq
<input type="text" value=""/>				0
<input type="text" value=""/>				0

## **Deleting a PMLU**

1. To delete a PMLU in section 22.2 you must de-select the corresponding land use in section 22.10. By deselecting the proposed land use in 22.10, the corresponding PMLU and any data (vegetation) entered for it will be deleted.

## Importing XML Data

The ePermit will accept external files through the use of XML. Each application will have their own XML formatted files for those sections that accept importing. The appropriate files will be found in the **XSD** and **XML Samples** folders for each application installation. Please refer to the **What Is Installed on the Computer** subsection.

**IMPORTANT:** The tables for both ground and surface water were changed in the MPA03, version 4.0. Therefore if you import data from a previous version the water data will need to be manually entered or imported from an XML file (see Importing XML).

### MPA03

#### Item 16.5 (Groundwater Baseline Data)

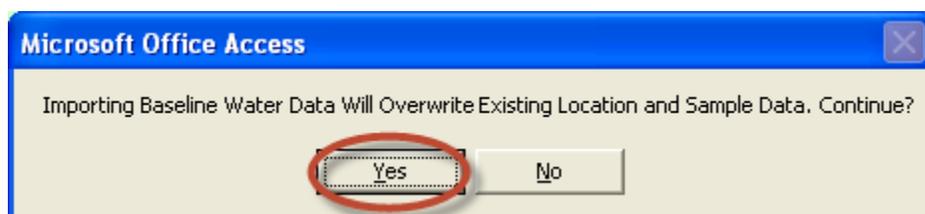
#### Item 17.5 (Surface water Baseline Data)

The following steps will import an XML file into the groundwater baseline section of the MPA03.

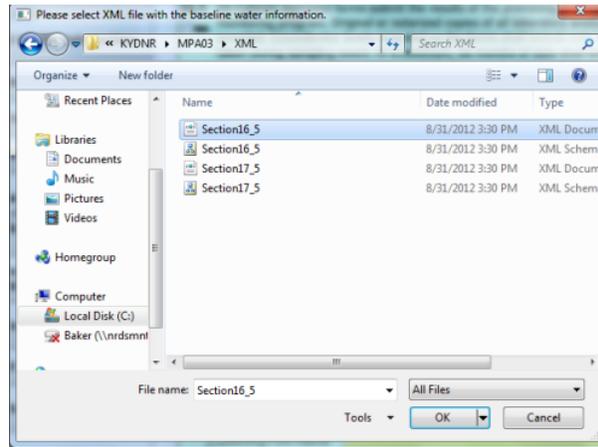
1. Click on the **Import Baseline Water Data**, in Item 16 or 17 of the MPA03 application, as shown below for section 16. Both section function identically.

The screenshot shows the 'TECHNICAL INFORMATION FOR A MINING PERMIT' application window. On the left is a navigation pane with sections 13 through 19. Section 16, 'Groundwater', is selected. The main content area displays item 16.5, 'On Cabinet-approved forms submit the results of the premining groundwater monitoring program...'. Below the text is a button labeled 'Import Baseline Water Data'. Underneath the button are input fields for 'Station Number', 'County', 'Basin', 'Quadrangle', and 'Station Type', each with a dropdown arrow. There are also 'Prev Station' and 'Next Station' buttons.

2. The following screen will be displayed warning the user that any data already in the application will be replaced by the XML file if the operation is continued. If the operation is continued, proceed onto the next step. Otherwise, the import will be terminated.



3. The following screen will appear asking for the XML file to import. Select the file to import.



4. If any problems arise from the import, a report will be generated to the screen and all data will be removed from the section.

## How to Modify an XML file

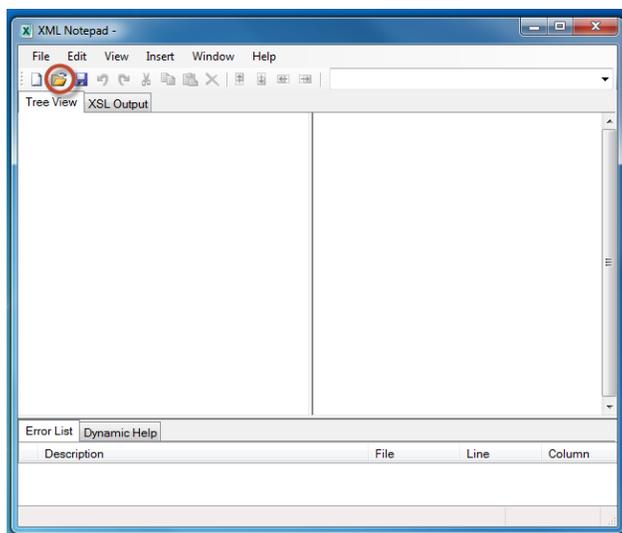
The obvious advantage of creating an XML file is if you plan to use the sample water samples in more than one permit. Importing an XML file will save you a lot of work.

Microsoft offers a free XML editor called Microsoft Notepad XML 2007 that can be downloaded from their website: <http://www.microsoft.com/en-us/download/details.aspx?id=7973>

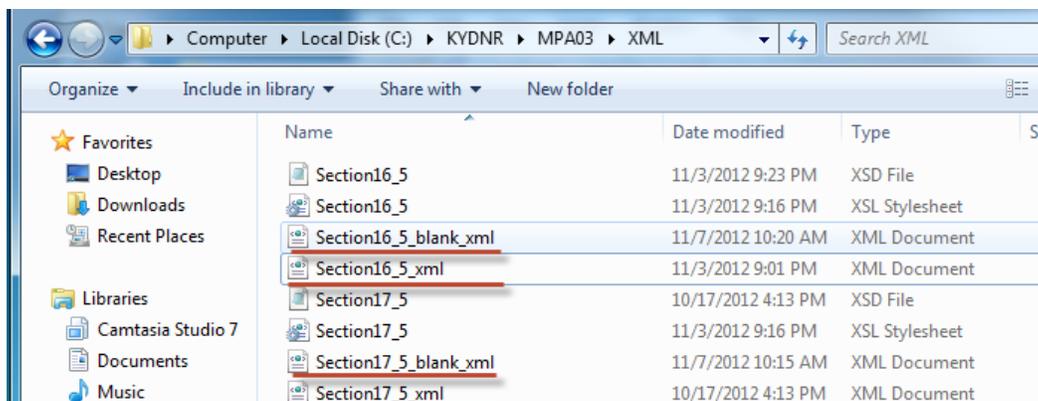
I used the program to create the sample XML files as well as an editable blank XML file for both Ground and Surface Water imports. These samples and templates are stored in the installation folder (C:\KYDNR\MPA03\XML).

The directions below show how to use this free program to edit the blank templates

Once you download and Install Notepad XML 2007 on your computer, open it.

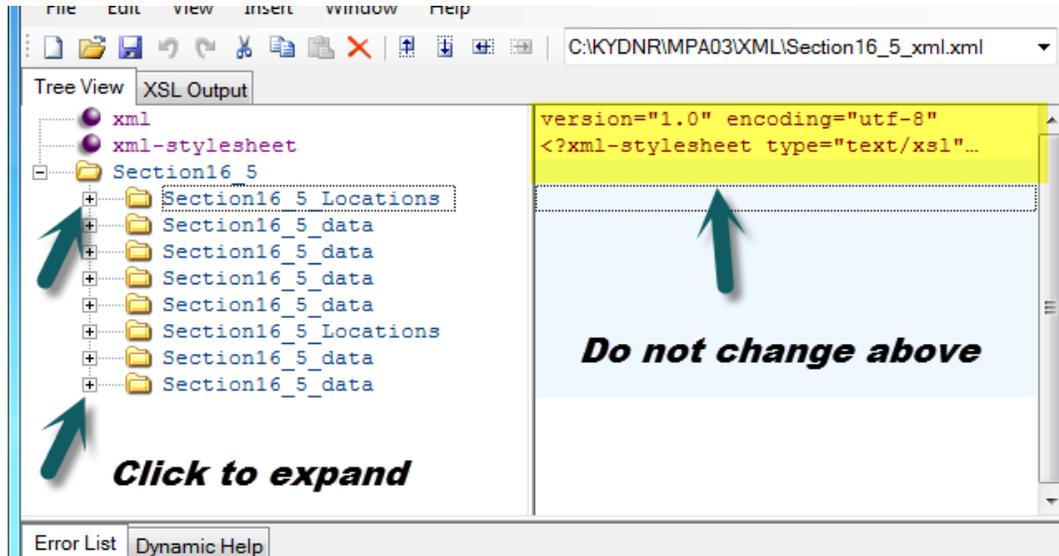


Navigate to the XML folder located in the installation folder: C:\KYDNR\MPA03\XML. There are 4 possible XML files located in this folder; the remaining files are support files.

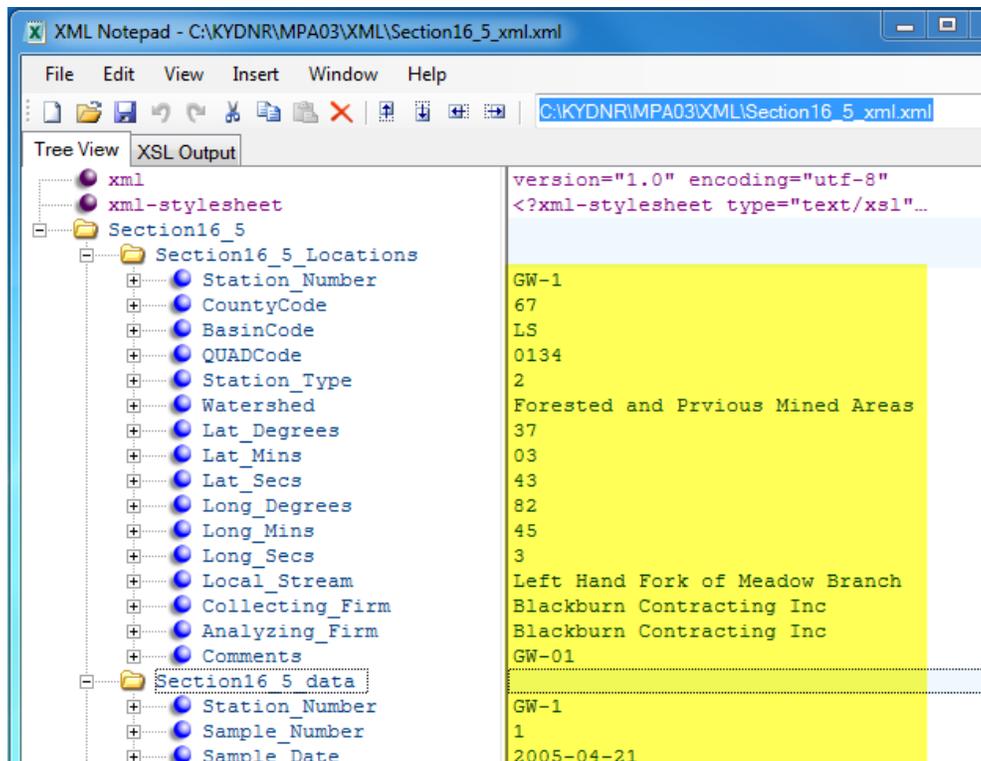


Both Section16\_5\_xml and Section17\_5\_xml are working samples while Section16\_5\_blank\_xml and Section17\_5\_blank\_xml are blank copies you can use to enter your data using WordPad XML 2007 or other xml editing software.

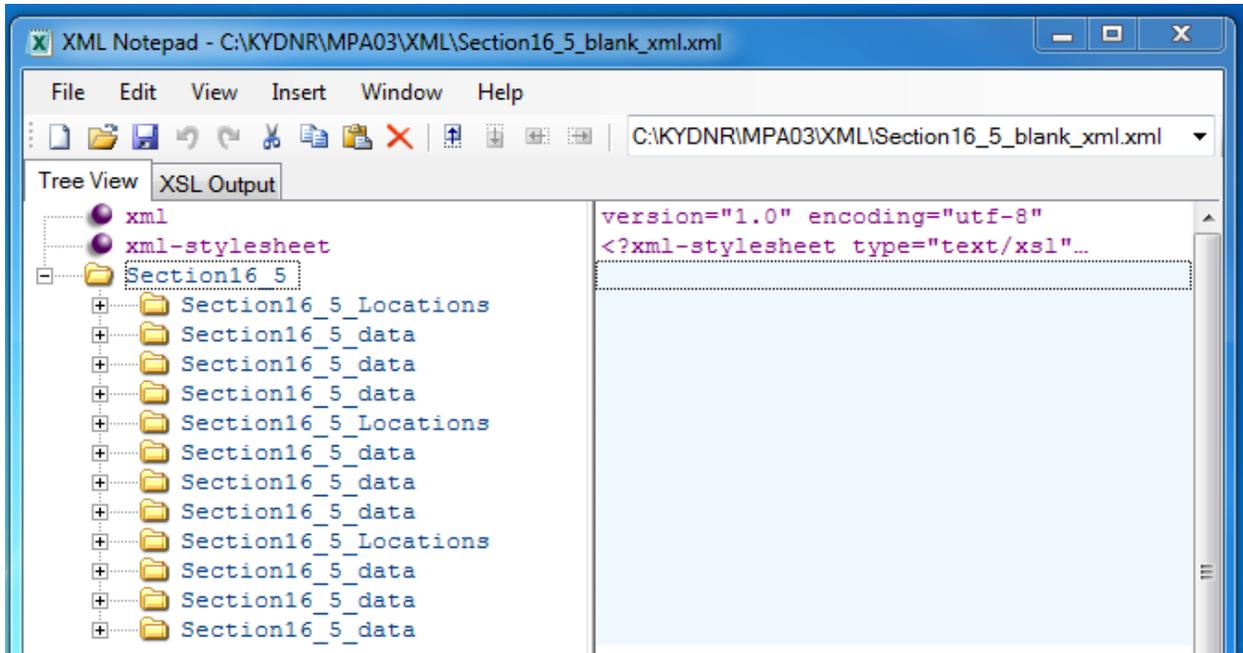
In the blank sample below there are 3 locations and three samples per location listed on the left of the graphic. Click the '+' sign to expand.



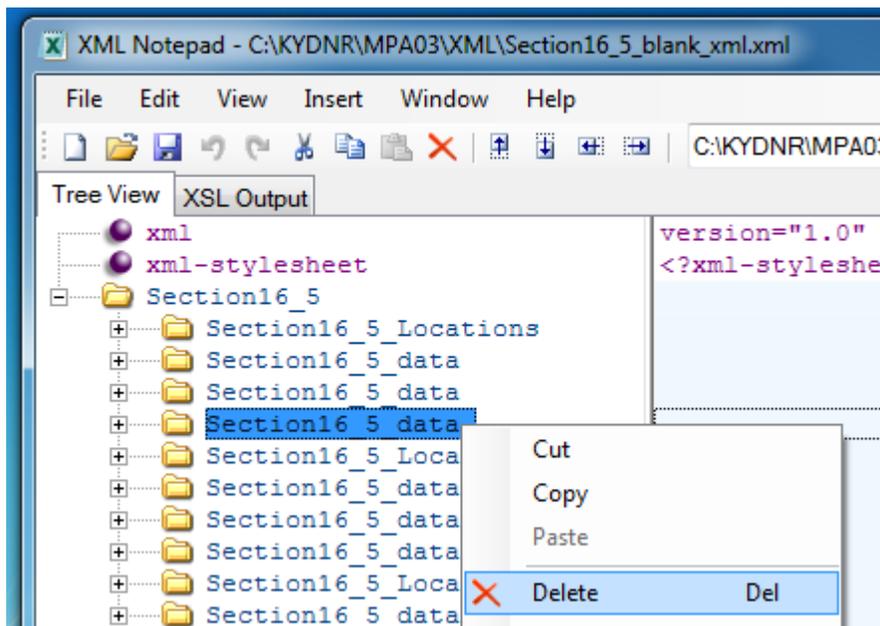
This is a sample Ground water section



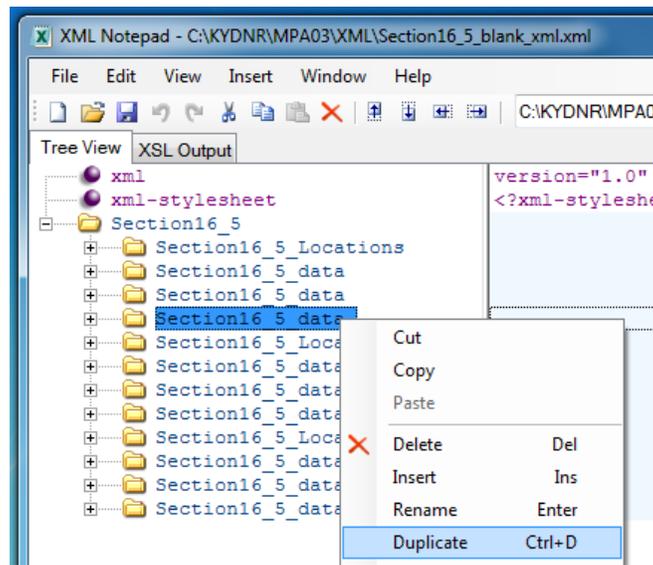
In the blank copy there are three locations and 3 samples associated with each.



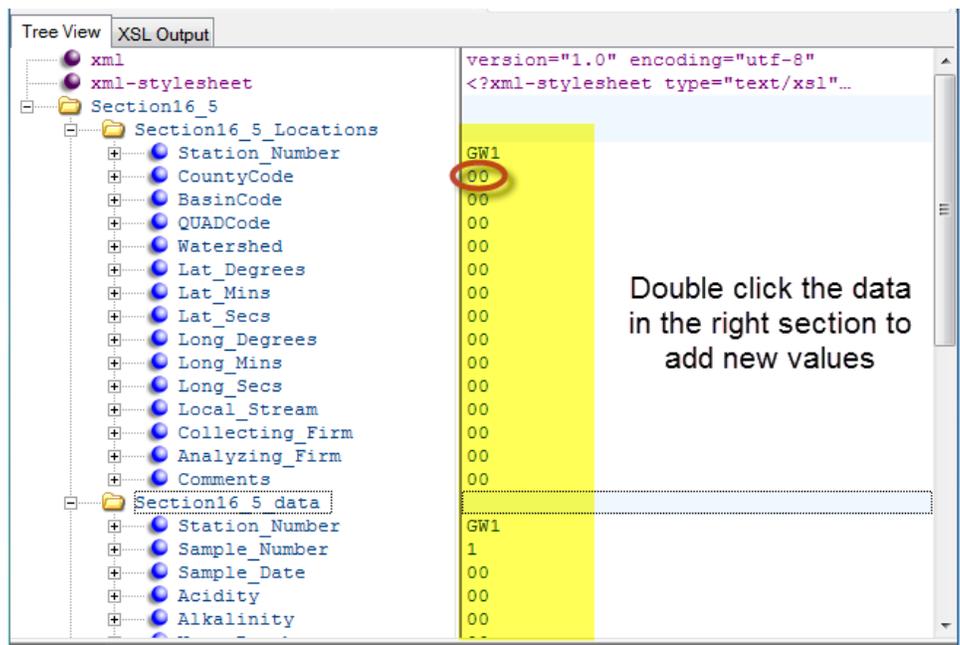
To delete a sample, right click the last sample in the desired location and click Delete



To add additional locations or data points right click on the one you want to copy and choose Duplicate. If you created another location drag it down to the end and then duplicate the sample data folders.



Double-click the data ('00') in the right column and change to the appropriate data



To get the data for the County Code, Basin Code, and Quad code download the **Water Location Codes** Excel spreadsheet located on ePermitting website, <http://minepermits.ky.gov/Pages/ePermitting.aspx>.

Once you have finished with your XML page you will need to save it to the XML folder located in the installation folder (or network folder).

# Viewing Tables

Tables 7.2, 8.5, 8.6, 22.2, and 29.1 have a View button. Clicking on this button will cause the contents of the table to be displayed in Word. Below is a screenshot of what it will look like for item 7.2.

**TECHNICAL INFORMATION FOR A MINING PERMIT**  
 This form supplies all technical information in regard to the mining and reclamation plan for the permit. It shall be filed in its entirety along with form MPA-01 for all original and amendment applications. If used for a permit amendment or revision, applicable items as indicated in part 4.2 shall be answered.

Buttons: Save a Copy, Reset Data, Import Data, Open Section To Word, Print Application, Analysis Report

**7.2** Provide the acreage associated with the following activities. **View**

Set Acreage Types in Section 8.5	Currently Permitted	Additions	Deletions	Redesignations
Mining or Face Up Areas	0	0	0	0
Sediment Ponds	0	0	0	0
Spoil Storage Areas	0	0	0	0
Waste Disposal Areas	0	0	0	0
Facility and Processing Areas	0	0	0	0
Coal Stockpile & Loading	0	0	0	0
Surface Ventilation Areas	0	0	0	0
Total Surface Disturbance	0	0	0	0
Underground Areas	0	0	0	0
Auger/Highwall Miner Areas	0	0	0	0
Total Underground and A	0	0	0	0
Total Permit Area	0	0	0	0
Roads	0	0	0	0
	0	0	0	0

Footnotes or Add as an attachment

## **Compact the Database**

While working with the application it can become bloated especially when attachments are inserted and/or deleted. Even when something is deleted there may be a lingering reference. While these references do not affect the permit they can make it bloated and seem larger. Therefore I have set the database to automatically clean, repair and compact on exit. This process will create a backup of your database. Feel free to delete or keep the backup

# Naming Specifications

## ***Folder Naming Specifications***

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 for a submitted since there are many people uploading information to the FTP site.

Below are the naming conventions for the folder names:

### **Mine Permits**

#### **PermitNumber\_Type\_SeqNo**

- 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

### **MPA– Electronic File name designations; Facility/Monitoring Point Designations**

#### **Electronic File Names for Attachments**

- File attachments will be required to be ELECTRONICALLY NAMED using the following format;
  - Attachment\_00\_00\_A
  - where “00\_00” is the MPA item and sub-item reference.
- As an example, the attachment to Item 12.3 would need to have the following electronic file name structure;
  - ATT\_12\_03\_A
- If the filer desires to add additional information to the file name, this may be done at the end of the mandated file structure. This additional information is option and at the discretion of the filer. If it is properly appended to the end of the file name it will not interfere with search or collation functions. An example of an appended file name is given below;
  - ATT\_18\_02\_A\_Protective Measures

# FTP INFORMATION

## INTRODUCTION

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 Installation & Configuration

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.

Download and install Filezilla from <http://filezilla-project.org/download.php>

## IMPORT 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.

Configuration files are available for:



The screenshot shows a web page titled "FTP XML downloads for Filezilla". It features a table with columns for "Type", "Name", and "Modified By". Each row represents a different location with a folder icon, the location name, a "NEW" status, and the name of the person who modified the file.

Type	Name	Modified By
Folder	Prestonsburg NEW	Neal, Jim (EEC)
Folder	Pikeville NEW	Neal, Jim (EEC)
Folder	Permits NEW	Neal, Jim (EEC)
Folder	MRE_Frankfort NEW	Neal, Jim (EEC)
Folder	Middlesboro NEW	Neal, Jim (EEC)
Folder	Madisonville NEW	Neal, Jim (EEC)
Folder	London NEW	Neal, Jim (EEC)

Commonwealth Office of Technology recommends that you use Filezilla, a free FTP program

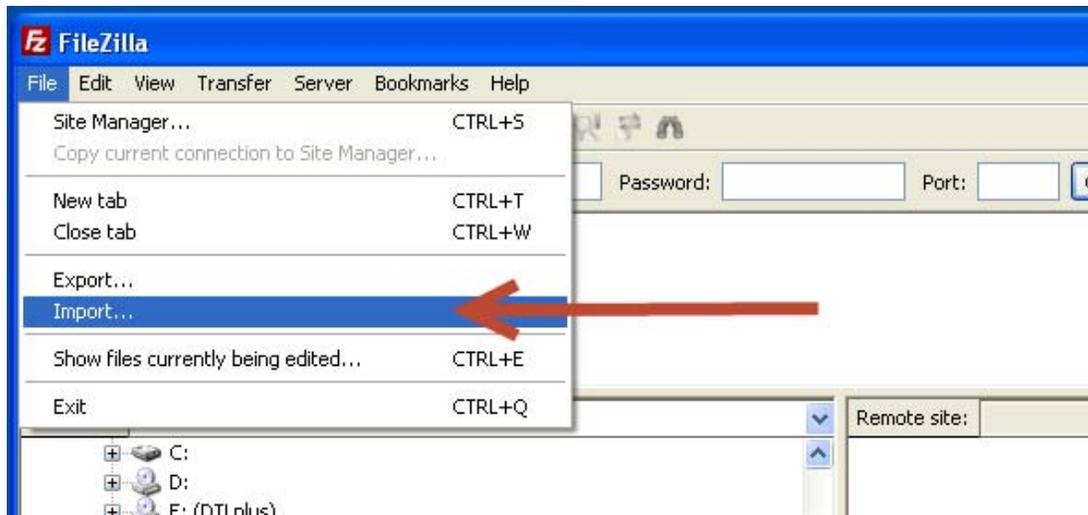
– <http://filezilla-project.org/download.php>



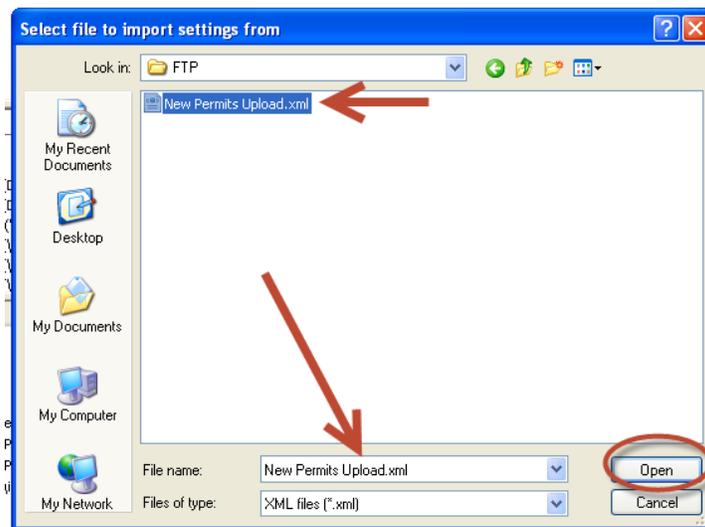
The screenshot shows the FileZilla website's "Client Download" section. It features the FileZilla logo and navigation links. The main content area provides information about the latest stable version (3.6.0.2) and offers download links for Windows, including a "Download Now" button and a direct link to the zip file.



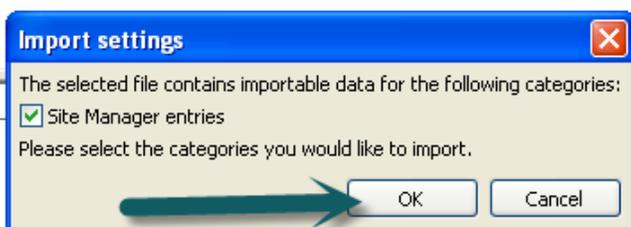
Once you have downloaded and installed FileZilla, open the program. Click File > Import



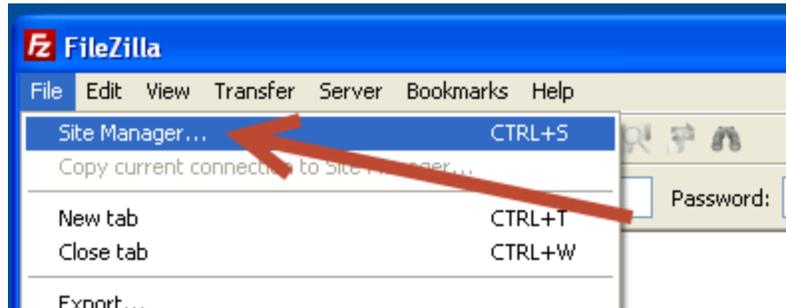
Navigate to the location where you saved the FTP xml file. Click to highlight the xml file you downloaded and click “Open.”



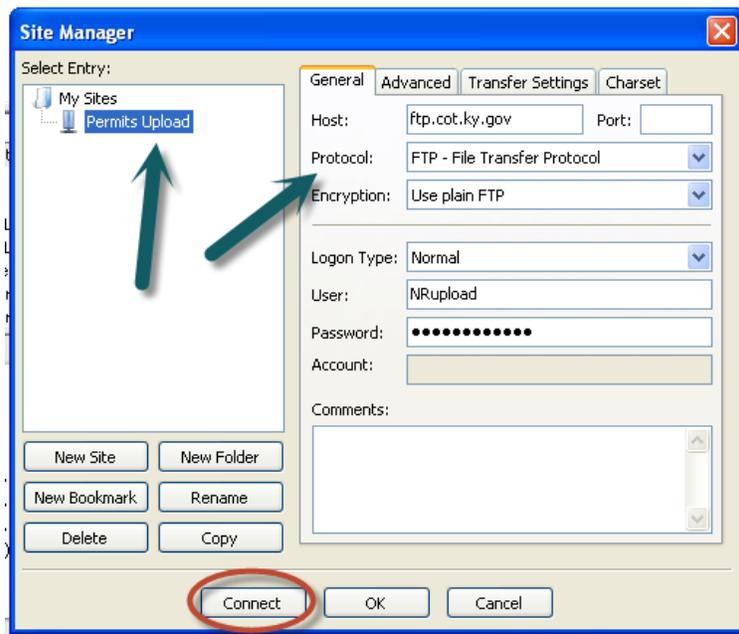
Click “OK” to verify the import settings. A window will display when the settings have been imported



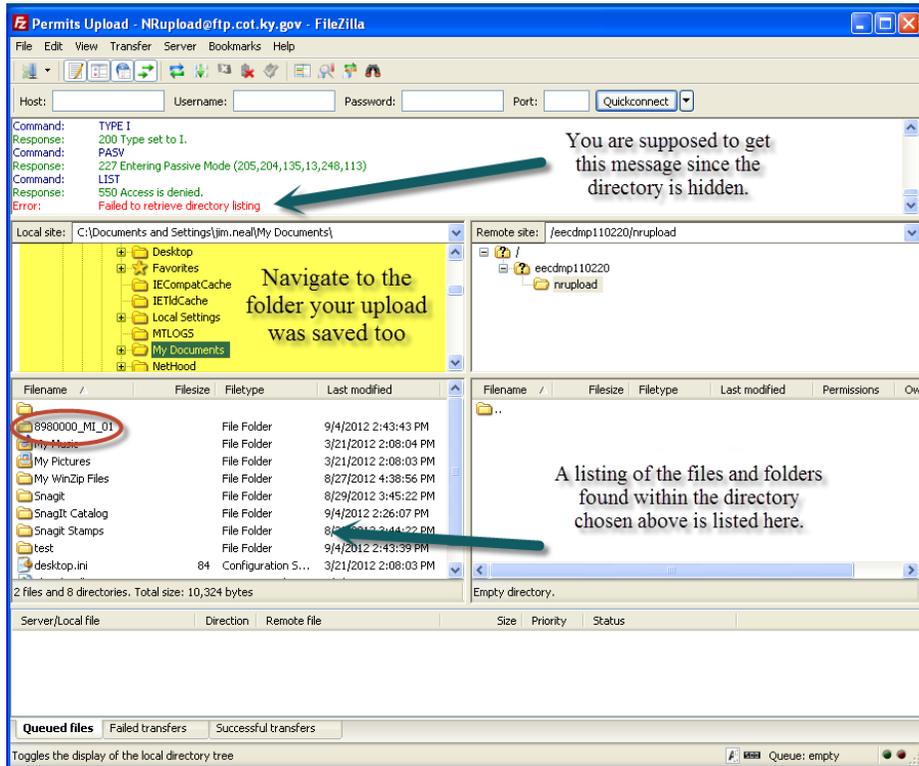
Click on File > Site Manager



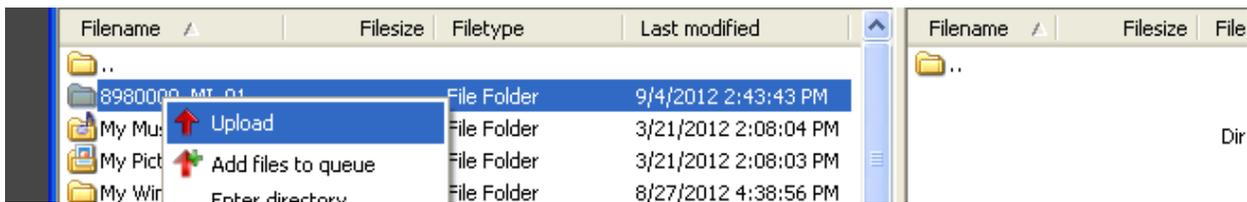
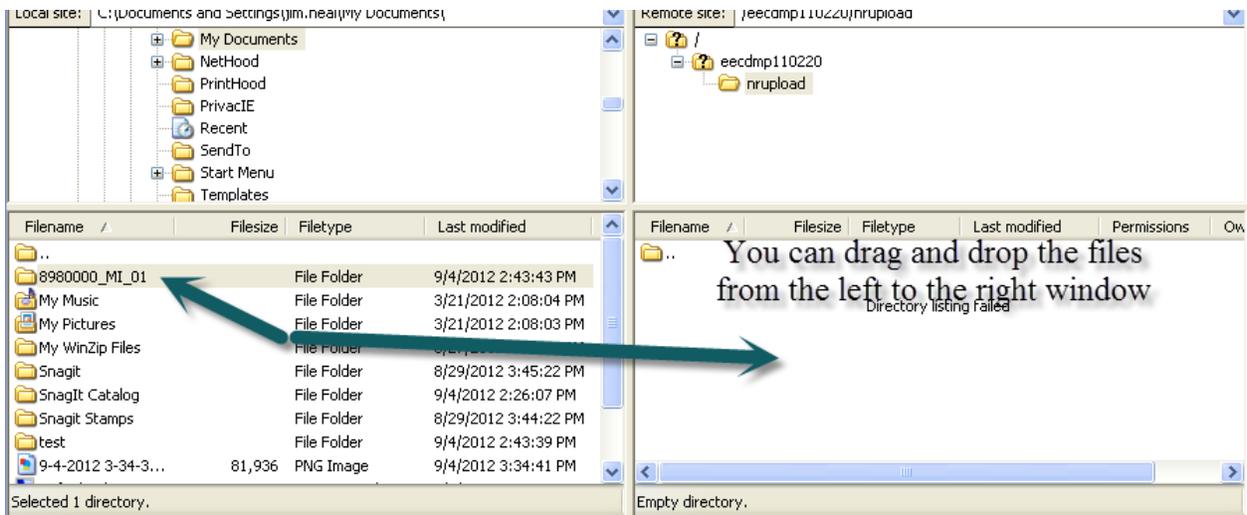
The file you imported will display under "My Sites." Click on the Upload link and the different FTP settings will display on the right. Click the "Connect" button at the bottom of the window



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 left. Alternatively, you can also right click the folder and choose upload.

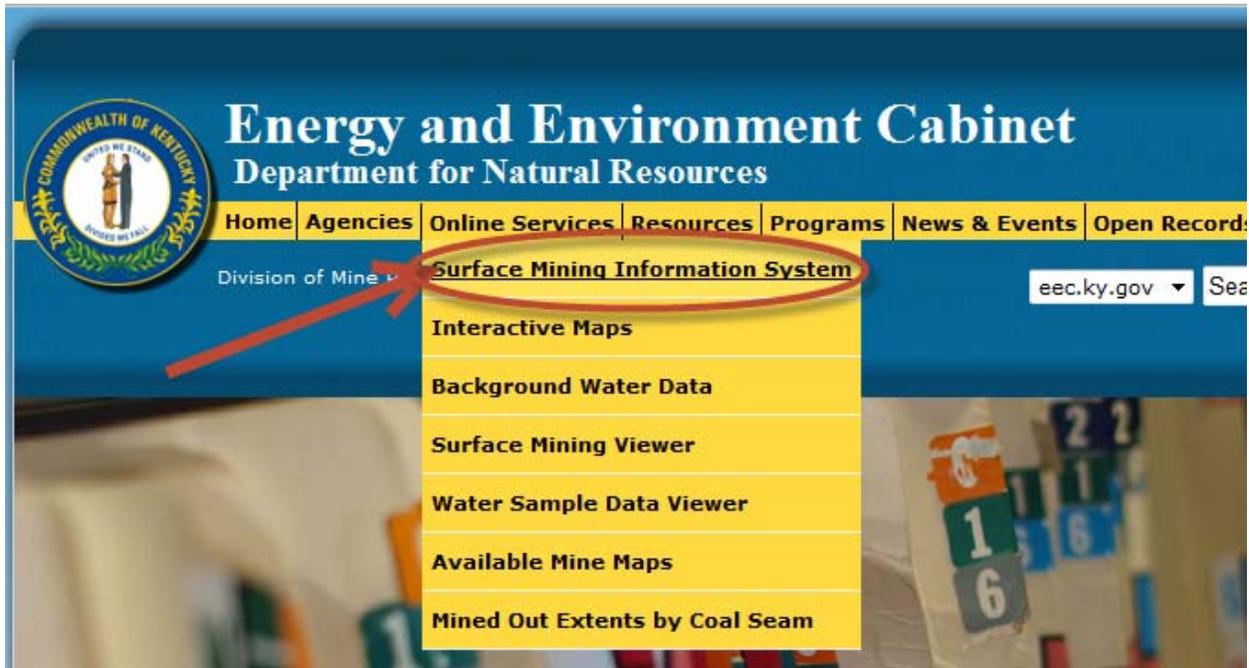


You will receive a confirmation email within an hour that we have received your upload.

# Troubleshooting

## How to Find an Engineers DNR ID (Section 3)

Navigate to the Division of Mine Permits website: <http://minepermits.ky.gov/Pages/default.aspx>

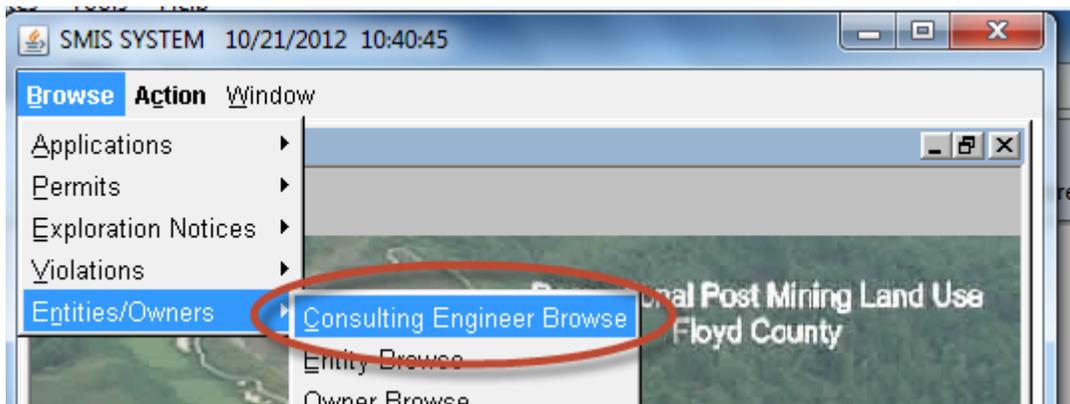


2. Set your Desktop or Screen area to 1024 by 768 (pixels). For details follow the directions found in [Monitor Settings](#).
3. If accessing SMIS from behind a firewall, contact Jim Adamson at 502-564-2320 or by e-mail at [Jim.Adamson@ky.gov](mailto:Jim.Adamson@ky.gov) for special settings.
4. View or download the [SMIS Tutorial](#) for help in using this application. Note: This file is in PDF format and requires Adobe Reader software, available at no charge by clicking on the icon above.

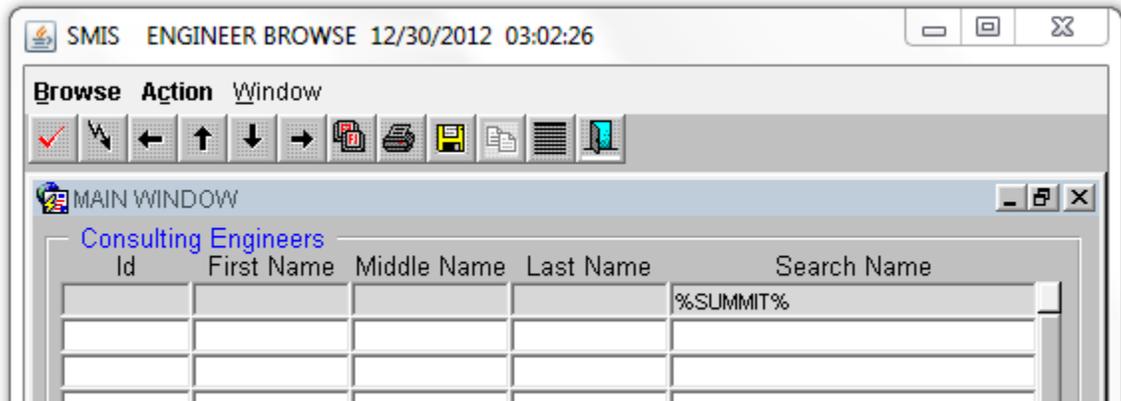
Click the link below to begin using the SMIS Internet application. If you receive a security error regarding the application's digital signature, click Run.



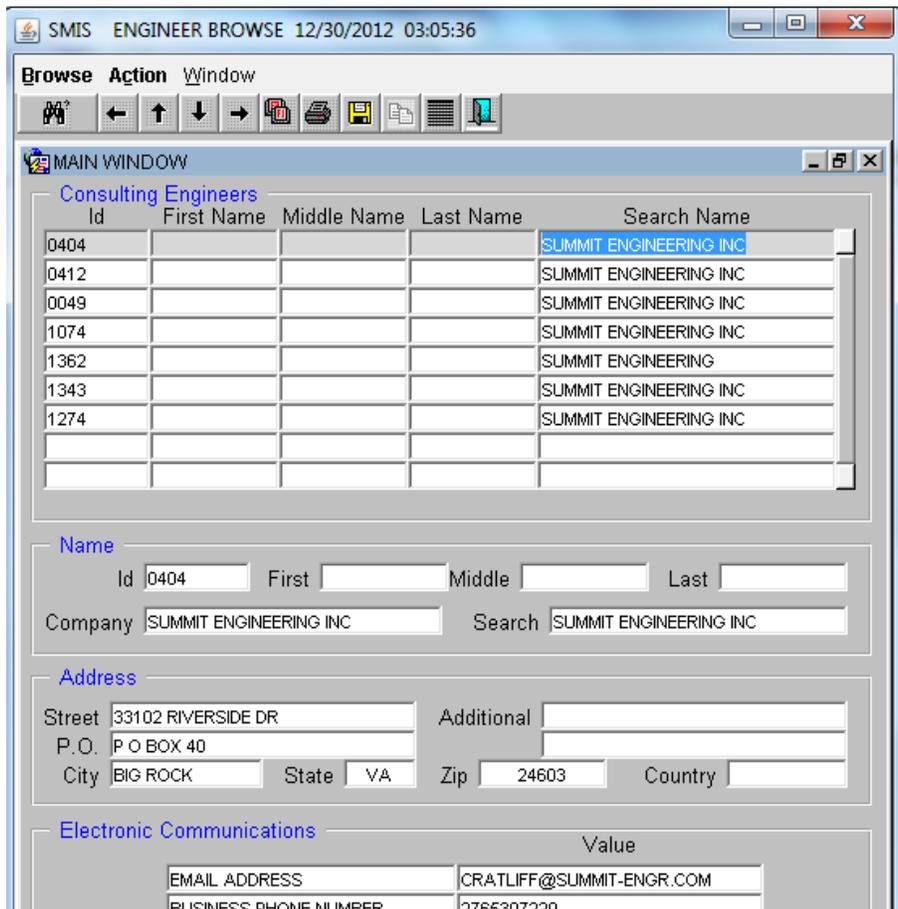
Our SMIS database is refreshed nightly from 1-2:30 a.m. EST.  
SMIS will be unavailable during this process



If the engineer is associated with a firm or company, the company name and not the individual needs to be looked up. In the example below, the engineer works for SUMMIT ENGINEERING INC. Therefore, in the field (box) “Search Name” we enter SUMMIT surrounded by the % side.



There may be several entries for the company/firm. As you click each ID the address will change. Use the corresponding ID that matches the address where the engineer is located.



## Duplicate County/Quad Error (Section 5)

When a user chooses an identical Quadrangle an error message will display indicating duplicate values.

The screenshot shows a Microsoft Access form titled "5. Site Location Information". The form contains the following fields and values:

5.1	Name of Proposed Mine:	Test Proposed Mine
	Local Address	100 Main
5.2	Contact Person at Mine:	John Doe
	Title	Title of John Doe
	Phone	(502) 555-5555
5.3	County(ies)	ALLEN
	Quadrangle(s)	ADDYSTON ADDYSTON

Below the form, a Microsoft Access error message is displayed:

The changes you requested to the table were not successful because they would create duplicate values in the index, primary key, or relationship. Change the data in the field or fields that contain duplicate data, remove the index, or redefine the index to permit duplicate entries and try again.

Buttons: OK, Help

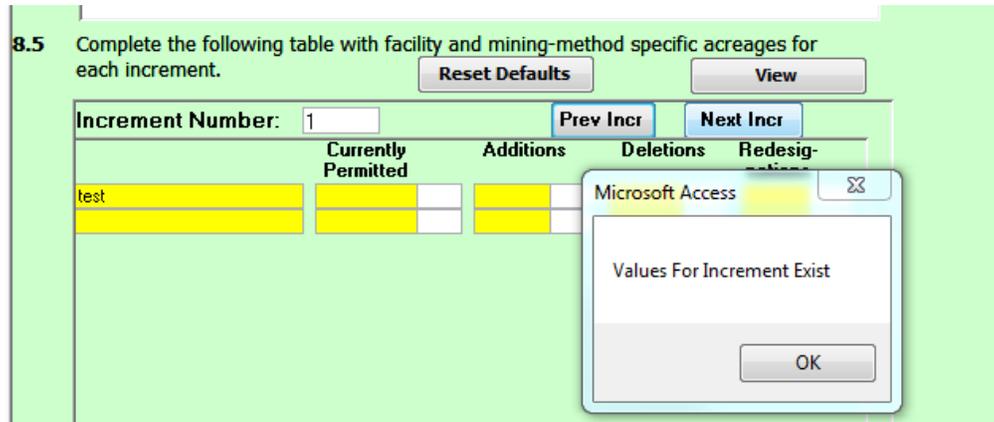
In order to delete the duplicate quadrangle you must first change the duplicate quadrangle to another/different choice and then press the "Delete Record" button on the top left of the application.

The screenshot shows the application interface with the following elements:

- Buttons: Validate Data, Extract Application, Extract Permit, TECHNICAL INFORMATION FOR A MI
- Text: This form supplies all technical information in regard to the mining and reclamation plan for the permit. It shall be filed in its entirety along with form MPA-01 for all original and amendment applications. If used for a permit amendment or revision, applicable items as indicated in part 4.2 shall be answered.
- Buttons: Save a Copy, Reset Data, Import Data, Open Section In Word, Save/Print Application
- Form Sections: 3. Identification of Applicant/Engineer, 4. Application Information, 5. Site Location Information, 6. Advance Notification Information, 7. Permit Information, 8. Bonding & Fees, 9. Right of Entry, 10. Notice of Intention to Mine
- Form Fields (Section 5):
  - 5.1 Name of Proposed Mine: Test Proposed Mine
  - Local Address: 100 Main
  - 5.2 Contact Person at Mine: John Doe
  - Title: Title of John Doe
  - Phone: (502) 555-5555
  - 5.3 County(ies): ALLEN
  - Quadrangle(s): ADDYSTON, ADDOLPHUS

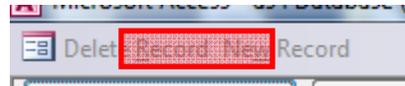
A red arrow points to the "Delete Record" button in the top left corner. Another red arrow points to the "ADDOLPHUS" quadrangle in the "Quadrangle(s)" field.

## Error: Values for Increment Exist (Section 8)



This error occurs when a user

1. Does not click either the “Add New Record” button on the top left of the application or pressing **Control +** when adding a new record.

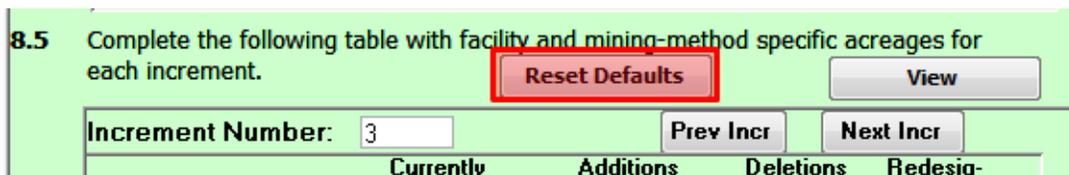


2. Fails to complete section 7.2 prior to completing section 8.5.

Clicking on the button button “Set Acreage Types in Section 7.2” will prevent this error from occurring.



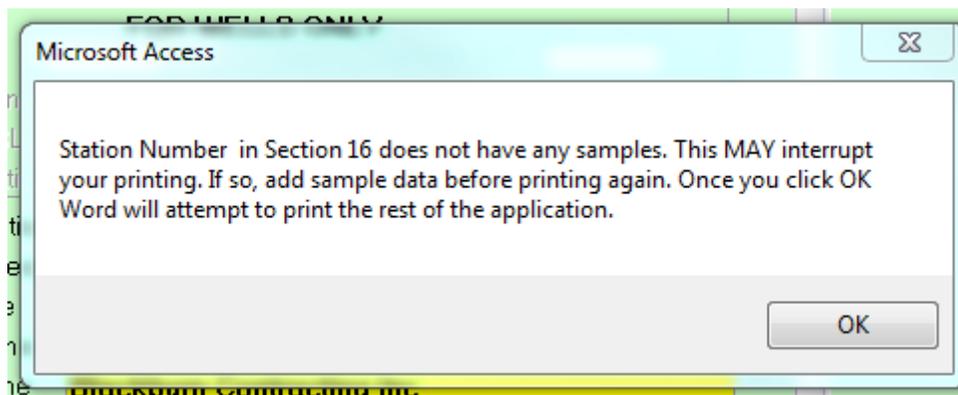
Clicking any button (even the Reset Defaults button) will result in this error message. To clear this message enter a new Increment Number that has not been used. If you are unsure enter a high number. Next, click on the “Reset Defaults” button. It will delete all data in Section 8.5.



**Important:** User will be required to close and re-open the MPA03 before they will be allowed to enter data in section 8.5.

## Viewing, Saving and/or Printing stops at Section 16/17

When saving or printing the entire application it stops on Section 16 or 17 and the following pop-up displays



The message will display when you attempt to view, save the application to a folder or attempt to print an application that has water locations but no water samples.

The message will display for each water location that does not have at least one (1) water sample. Clicking OK will allow you to continue (viewing, saving or printing).

## One or More of my Water Samples is High-lighted in Red

Both the Ground and Surface water forms in sections 16 and 17 compare the value you enter to normal ranges. If the value entered is outside the range specified, the box will be flagged. In addition, if a value is entered for a sample, a corresponding entry should be made in the box next to it indicating whether or not the detection limit was reached.

The purpose of this feature is to warn of a possible keying error. Failure to change these ranges will NOT prevent your submittal.

Sample No.	<b>1</b>	Date:	<b>11/27/2012</b>	If a sample is entered include whether the Detection Limit was Reached (Y or N)							
Temp	<b>77</b>	Discharge	<b>155</b> N	Conductivity	<b>3500</b> N	pH	<b>7</b> N	Acidity		Alkalinity	
TSS		TDS		Sett. Solids	<b>0.448</b> N	SO4 Diss		O2 Diss		Fe Diss	
Fe Total		Mn. Diss		Mn. Total		Depth					

## Sediment Ponds and Implements are Not Viewable/Printable (Section 29)

I have three Sediments, however only 2 display when I click the View button

**29. Sediment Ponds and Impoundments** View

**29.1** Facility I.D. No.: P-5

**NA** Silt Structure Type: EMBANKMENT

Hazard Classification (A, B, or C): A

Total Drainage Area (Acres): 126.63

Disturbed Drainage Area (Acres): 86.6

Sediment Storage Capacity (Acre-Feet): 8.42

Storage Capacity at Principal Spillway (Acre-Feet): 9.89

Storage Capacity at Emergency Spillway (Acre-Feet): 12.05

Structure Height at Emergency Spillway Measured from Upstream Toe (Feet): 17

Storage Capacity at Top of Dam (Acre-Feet): 15.76

Structure Height at Top of Dam Measured from Downstream Toe (Feet): 40

Latitude: 37 26 51

Longitude: 82 15 41

KPDES Outfall I.D. No.: 12

Delete

Records: 2 of 3 No Filter

---

### 29. Sediment Ponds and Impoundments

---

29.1 Complete the following table for each proposed sediment pond preceding the rows refer to the list of titles below the table

1	D-22	P-5	
2	DUGOUT	EMBANKMENT	
3	A	A	
4	2.2	126.63	
5	2.2	86.6	
6	.06	8.42	
7	.06	9.89	
8	.08	12.05	
9	1878.5	17	
10	.13	15.76	
11	1880	40	
12	37° 27' 43"	37° 26' 51"	
13	82° 16' 43"	82° 15' 41"	
14	028	12	

The "Silt Structure Type" is a required field. If it is not, the record will not print or be viewable using the "View" button

29. Sediment Ponds and Impoundments		View	
29.1	Facility I.D. No.:	P-5	
<input type="checkbox"/> NA	Silt Structure Type	[Redacted]	
	Hazard Classification (A, B, or C):	A	
	Total Drainage Area (Acres):	126.6	
	Disturbed Drainage Area (Acres):	88.98	
	Sediment Storage Capacity (Acre-Feet)	8.426	
	Storage Capacity at Principal Spillway (Acre-Feet)	9.985	
	Storage Capacity at Emergency Spillway (Acre-Feet)	12.05	
	Structure Height at Emergency Spillway Measured from Upstream Toe (Feet):	17	
	Storage Capacity at Top of Dam (Acre-Feet)	0	
	Structure Height at Top of Dam Measured from Downstream Toe (Feet)	0	
	Latitude	37 26 51	
	Longitude	82 15 41	
	KPDES Outfall I.D. No.	[Redacted]	
	Delete	<input type="checkbox"/>	
Record: 3 of 3		No Filter Search	

# Troubleshooting Web SMIS

When you click on the Web SMIS button nothing happens - you only see a white screen.

Web SMIS requires an older version of Java to run. You DO NOT need to uninstall your current version. However, you will need to download and install Oracle Java version: **jre-6u27-windows-i586**

## Navigate to Oracle's Java website

<http://www.oracle.com/technetwork/java/javase/downloads/jre-6u27-download-440425.html>

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### Java SE Downloads

Do you want to run Java™ programs, or do you want to develop Java programs? If you want to run Java programs, but not develop them, download the Java Runtime Environment, or JRE™.

If you want to develop applications for Java, download the Java Development Kit, or JDK™. The JDK includes the JRE, so you do not have to download both separately.

**Java SE Runtime Environment 6 Update 27**  
You must accept the [Oracle Binary Code License Agreement for Java SE](#) to download this software.

Accept License Agreement  Decline License Agreement

Product / File Description	File Size	Download
Linux x86 - RPM Installer	20.10 MB	<a href="#">jre-6u27-linux-i586-rpm.bin</a>
Linux x86 - Self Extracting Installer	20.63 MB	<a href="#">jre-6u27-linux-i586.bin</a>
Linux x64 - RPM Installer	19.67 MB	<a href="#">jre-6u27-linux-x64-rpm.bin</a>
Linux x64 - Self Extracting Installer	20.25 MB	<a href="#">jre-6u27-linux-x64.bin</a>
Solaris x86 - Self Extracting Binary	20.27 MB	<a href="#">jre-6u27-solaris-i586.sh</a>
Solaris SPARC - Self Extracting Binary	25.10 MB	<a href="#">jre-6u27-solaris-sparcv9.sh</a>
Solaris SPARC 64-bit - Self Extracting Binary	11.19 MB	<a href="#">jre-6u27-solaris-sparcv9.sh</a>
Solaris x64 - Self Extracting Binary	7.48 MB	<a href="#">jre-6u27-solaris-x64.sh</a>
Windows x86 Kernel	0.87 MB	<a href="#">jre-6u27-windows-i586-iftw-k.exe</a>
Windows x86 Online	0.87 MB	<a href="#">jre-6u27-windows-i586-iftw.exe</a>
<b>Windows x86 Offline</b>	<b>16.12 MB</b>	<b><a href="#">jre-6u27-windows-i586.exe</a></b>
Windows x64	16.39 MB	<a href="#">jre-6u27-windows-x64.exe</a>

Accept Oracle's license and download and install **jre-6u27-windows-i586**.

