



RAILROAD COMMISSION OF TEXAS

SURFACE MINING AND RECLAMATION DIVISION

ADVISORY NOTICE

ADVISORY ID:
AD-AD-107(b)

REVISION NO.:

EFFECTIVE DATE:
April 4, 2016

SUBJECT: Coal Mining Records Online Scanning Project

APPROVAL

TITLE: Director

I. PURPOSE

This advisory notice provides guidance regarding the submittal of two-sided permit documentation, monitoring data for multiple mines, compact disks provided with applications and the number of copies provided for various submittal types. These guidelines will assist Staff with preparation of records for Surface Mining and Reclamation Division's Online Scanning Project.

II. REGULATION REFERENCE

Title 16, Texas Administrative Code, Chapter 12, §12.107(b)

III. PERMIT DOCUMENTATION

Permit correspondence must be submitted in a single-sided format and the print quality must be sufficient to facilitate scanning of the documents to render a legible image. Any documents that are submitted as double-sided must be accompanied by an unbound single-sided copy for the file.

IV. PERMIT MONITORING DATA

Permit maintenance and/or monitoring data must be submitted separately for each permit or the data must be separated (divider sheets, tabs, etc.) to clearly indicate the permit to which the information applies.

V. COMPACT DISKS

Compact disks accompanying permit documentation must be finalized/closed to allow the disk to be copied.

VI. NUMBER OF COPIES

Each original submittal and any original supplements filed to the SMRD in Austin for the listed submittal types, should be accompanied by the following number of copies:

Submittal Type	No. of Copies to Accompany Original	
	Permits Inspected by Austin Field Office	Permits Inspected by Tyler Field Office ¹
New Permit or Permit Renewal ²	7	8
Significant Revision ²	7	8
Bond Release Application	5	6
Bond Instrument	4	5
Administrative Revision ³	2	2
Non-Revision Design Plans (MFD, pond reanalysis, etc.)	2	2
Annual or Quarterly Financial Information	3	4
Extended Responsibility Area Notice or ERA Revision	2	2
Threatened and Endangered Species Sighting	2	2
Vegetation Data (stem count, ground cover report, etc.)	1	2
Initial Soil Test Report	1	2
10% Soil Resample Report	1	2
Soil Fertility Report	1	2
Annual Pond Certifications	2	2
Structure Certification	2	2
Temporary Cessation of Operations Notice	2	2
Postmine Land Management Plan	2	2
Annual Outfall Map	2	2
Annual Dewatering Report	1	2
Certificate of Insurance	3	3
Coal Exploration Notice	2	2
Annual Ash Placement Map	2	2
Surface or Ground Water Assessment	1	2
Seep Monitoring Report	2	2
Long-Term Stream Monitoring Report	2	2
Long-Term Ground Water Monitoring Report	2	2
TCEQ Discharge Monitoring Report (DMR)	2	2

- ¹ The number of copies of permits inspected by the Tyler Field Office can be reduced by one if a copy is submitted directly to the Tyler Field Office. Direct submittal of copies to that office should be identified in the cover letter for the submittal.
- ² Once docketed with the Hearings Division, original copies should be filed directly with the assigned administrative law judge, with copies submitted to the SMRD.
- ³ Complex revision applications (i.e., revision that requires multiple reviewers due to cross discipline changes) should include one additional copy for use by Staff reviewers.