E-Permitting
Frequently Asked Questions

1. **As far as document control is concerned, which MRP would be considered the official copy – The Hard copy or the Electronic copy?**

   As we move into an Electronic Permitting process, the hard copy MRP will be limited to the Salt Lake Office unless the Operator chooses to also maintain a copy. Other agencies will receive access to the official E-MRP and will be aware of all permit changes as they are approved. Other agencies will not receive a paper copy of any kind. Both the electronic MRP and the hard copy MRP should be exact matches, if for any reason there is a discrepancy then the hard copy version will prevail.

2. **Will the Operators be able to provide input before implementation?**

   Input from Operators is always welcome and appreciated. We will be developing and implementing this system in small phases. The Division will work with each mine, one at a time to ensure that the Operator is comfortable with the process before implementing electronic permitting for that particular mine. Operators will always be welcome to ask questions and provide feedback to help us improve the process as we go.

3. **Will DOGM make the copies for the other agencies or will that also be electronic?**

   Other agencies will not receive a hard copy. They will be given access to the most current E-MRPs and made aware of any permit changes that are approved.

4. **Will the files be secured with a backup system that is well organized with date-time stamping?**

   Yes. All files will be secured and backed-up on the Division's Google Cloud. All files are date and time stamped and revision tracking is enabled.

5. **How will version integrity be maintained – so that file versions can be tracked without confusion?**

   File versions will be tracked by date and time of the file upload. Modified sections will be uploaded to the Amendment Folder and saved with the date. Once an application has been reviewed and approved, we will accept the changes and replace the pages in the E-MRP. The E-MRP on the server is always a completely updated copy. One hard copy of the approved changes will also be requested for the Division office only.

6.   How will document control be handled so that uploaded files can't be tampered with or deleted?

Each Operator will be given a Google Account through the Division. The Operator will upload amended pages to the Google Drive and then Share the folder or document with the Division. Because the Operator is the owner of the document(s), they are the only person who can change or delete the file. The Division will be able to make a copy of the file(s) for the staff to review.

7.   What format will be required for the Electronic MRPs?

The Electronic MRPs will be in PDF format and available for everyone to view on the Division's website. The Division will take the responsibility of scanning the MRP and Maps for all Mines. This will be considered the official MRP. However, if the Operator notices any discrepancies with the pages, the Division will work to get it resolved.

Files being uploaded for review can be in Word, Google Docs or PDF.

8.   Is the intent to receive only modified pages with each application?

The intent is for the Operator to submit only modified pages with each application, as well as the appropriate C1/C2 form. The review will take place like usual and the application will either be approved or returned deficient/denied. If the application is denied – the Operator will need to resubmit the entire application again.

*If it is approved – the Division will request that one hard copy be submitted via regular mail. The Division will stamp **Incorporated** the changed/approved pages and incorporate the pages into the hard copy MRP <u>and</u> the electronic copy of the MRP.*

9.   Will the Division be satisfied with eliminating paper copies?

The Division realizes the cost and time savings that will result from eliminating paper copies and is therefore very anxious to begin the process. With the exception of maintaining only one hard copy MRP in the Division's Salt Lake Office - all other review copies and agency copies will be maintained only electronically.

10.   What sort of system will be developed and used to acknowledge the approval of permit revisions?

Once an application is approved or found denied/deficient, the Mine Lead and/or Division support staff will email a letter and a Findings Document to the Operator.

11. **What if the mine(s) are in reclamation? It doesn't seem like the effort to convert to e-permitting would be worth it.**

The Division will handle the electronic permitting the same for all mines – whether active or in reclamation. The Division will scan the MRP and maintain the incorporation process for the hard copy MRP and the electronic MPR so that the MRP is always current. The Google Account will be beneficial because it will allow the Operator to submit documents electronically rather than through the regular mail.

12. **Are there any legal ramifications to going electronic?**

The Division met with its Attorney and found no legal ramifications to going electronic. The rules read that information must be available to the public, but there is no specific rule as to in what format documents must be. The Division's Public Information Center (PIC) has a knowledgeable staff available to help people look up information online whether that be from a remote location or from a Division computer. One hard copy of the MRP will always be available in the PIC. All other documents will be available online.

O:\Angela\COAL\E-Permitting\TrainingWeb\FAQs[1]google.doc