

Annual Mining Report Standard

Montana Department of Environmental Quality
Coal Section

Last Updated: April 26, 2024

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Annual Report Standard – Revision History

- **Added “Facilities Area” layer to the CAD/GIS Data section – 4/30/2012.** While the Facilities Area layer requirement is listed under the Annual Report Map section, it was mistakenly omitted from the CAD/GIS Data list.
- **Clarified the description of the “Soiled and Seeded/Planted” layer under the Annual Mining Report Map section.** One operator suggested that the wording was confusing and conflicted with the definition of Complete Backfilled and Graded areas given on the Annual Report Form.
 - **Old description:** This polygon should be a subset of the Complete Backfill and Graded polygon, which represents areas newly soiled and seeded/planted during the report year
 - **New description:** This polygon represents areas newly soiled and seeded/planted during the report year.
- **Revisions made January 2, 2014:**
 - CAD/GIS Data (p. 13): Instead of requiring the submittal of a defined list of spatial features, DEQ requests that operators submit a CAD (or GIS) file to accompany each map.
 - Field Map/Annual Mining Report Map (p. 13): A requirement has been added to ensure that spatial data associated with topographic backgrounds include elevation data.
 - Annual Mining Report Map (p. 13): A requirement has been added to ensure that spatial data associated with topographic backgrounds include elevation data.
 - The term “polygon” has been replaced with “closed polyline” to maintain consistency with CAD drawing terminology.
- **Revision made April 26, 2024:**
 - Field Map Layers (p. 13): Removed the requirement to include the National Historic Sites on the field map.

Reporting Timeframes

Report Period: For the purposes of consistency and efficiency of review, the reporting period for the Annual Mining Report shall now coincide with the calendar year for all mines, regardless of the permit anniversary date.

Due Date: April 1st

Outline of Report Contents

Each Annual Report must contain a Table of Contents that outlines the following sections:

- ⦿ Cover Letter
- ⦿ Annual Mining Report Form
- ⦿ Reclamation Methods
- ⦿ Seed Tags/Certifications
- ⦿ Vegetation Monitoring
- ⦿ Cultural Resources
- ⦿ Soil Volume Tables
- ⦿ Expectations, Predictions & Revised Timetable
- ⦿ Additional Reporting Requirements
- ⦿ Prospecting within the SMP
- ⦿ Maps
 - Field Map
 - Annual Mining Report Map
 - Reclamation Map
 - Coal Recovery Map
 - Aerial Photo Map
 - Stipulations/Commitments Map(s)
- ⦿ Appendices

Annual Mining Report Form

The *Annual Mining Report Form* will be provided to each operator at the end of the year, and will be prepopulated with known data from the report year. The operator must fill in the remaining data, verifying that all acreage amounts are accurate.

Process for Filling out the Annual Mining Report Form

- Step 1 Verify Header & Acreage Information
- Step 2 Input **Report Period Production**
Note: use the production amount submitted to the Department of Revenue
- Step 3 Enter acreage amounts for the report period in the “**Current**” Column (the form will automatically calculate amounts for the “Change” column)
- Step 4 Verify that your **Bond Released** acreage amounts are the same as what the Department prepopulated on the form
- Step 5 Verify a positive **Validity Check** (i.e. does Active Mining + Completed Backfilled/Graded + Facilities = The Disturbed Acres)
- Step 6 Sign & Date

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Example: Annual Mining Report Form

- ANNUAL MINING REPORT -			
STATE OF MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY INDUSTRIAL & ENERGY MINERALS BUREAU		MSUMRA	
		PO BOX 200901 HELENA MT 59620-0901 PHONE (406) 444-4970	
Permittee Name: _____			
Mine Name: _____			
Address: _____			
Current Permit # : _____			
Report Period (date - date): _____			
Anniversary Date: _____			
Report Period Production (tons): _____			
Bond Amount for Reporting Year: _____			
		Coal	Surface
Permitted Acres	Federal:	_____	_____
	Indian:	_____	_____
	State:	_____	_____
	Private:	_____	_____
	Total:	0.0	0.0
CATEGORY	Current (1) (acres)	Previous (1) (acres)	Change (2) (acres)
Disturbed	(3)		0.0
Facilities	(4)		0.0
Active Mining Areas: Pits, and areas in advance of the pits stripped of topsoil, and areas not yet backfilled and graded	(5)		0.0
Complete Backfilled & Graded	(7)		0.0
Phase I Bond Released	(8)		0.0
Soiled and Seeded/Planted	(9)		0.0
Phase II Bond Released)		0.0
Final Seeded/Planted for 10 Years)		0.0
Phase III Bond Released)		0.0
Reclaimed Discrete Drainage Basins)		0.0
Phase IV Bond Released)		0.0
*See attached footnotes 1 - 14			
CERTIFICATION			
Signature _____		Date _____	
Title _____			
Validity Check: Does Active Mining + Complete Backfilled/Regrade + Facilities = Disturbed Area ? yes			

Reclamation Methods

All reclamation-related information pursuant to ARM 17.24.1129(2)(d) must be submitted on the **Reclamation Methods Data Sheet**. The Department has developed a spreadsheet for the purposes of recording and tracking reclamation data, and can provide a copy upon request. For an example of the form, see [Appendix A](#).

Seed Tags/Certifications

A representative copy of all unique seed tags utilized must be included in the annual report in order to substantiate the mixtures and amounts seeded, pursuant to 17.24.1129(2)(d).

Vegetation Monitoring

Vegetation monitoring must be conducted on every revegetated field using the Periodic Revegetation Monitoring Form. Each field must be monitored every year after initial seeding or planting until Phase II bond release has been achieved, and at a minimum every third year after Phase II bond release. The initial monitoring assessment must occur either the same calendar year the field was initially seeded or the following calendar year. The form must be completed by a qualified professional.

IMPORTANT NOTE: Periodic vegetation monitoring is meant to serve as a qualitative assessment of how each reclamation field is performing. Do not include data collected for the purposes of Phase III Bond Release.

Example: Vegetation Monitoring Form

Annual Mining Report: Periodic Revegetation Monitoring Form	
Field ID:	Report Year:
<hr/>	
<hr/>	
FIELD INFORMATION	
<hr/>	
Acres:	
Initial Seeding/Planting Date: <i>(Date used to determine period of responsibility)</i>	
Other Seeding/Planting Dates: <i>(Normal husbandry <u>interseeding</u> or planting)</i>	
Target Post-Mine Land Use:	
<hr/>	
VEGETATION ASSESSMENT	
<hr/>	
Comments are required on Fair and Poor condition ratings and are optional on Good or Excellent condition ratings. Recommended corrective actions must be included for Fair and Poor ratings.	
<hr/>	
First or Second Year after Seeding	
Germination and Survival of Seeded Species: <i>(If collected, please include seedling density results here.)</i>	
Excellent	Good Fair Poor
Comment:	
<hr/>	
Subsequent Years	
Establishment and Propagation of Desirable Perennial Species:	
Excellent	Good Fair Poor
Comment:	

Monitoring Schedule (included in the RMDS)

Information to Include:

- Date last monitored
- Date scheduled to be monitored again

Example: Vegetation Monitoring Table

Vegetation Monitoring Schedule		
Field ID	Date Last Monitored	Next Scheduled Monitoring Date
C100201	6/20/2009	7/1/2011
C100202	7/12/2010	7/1/2011
D100201	7/12/2010	7/1/2011
E091006	7/13/2010	none planned

IMPORTANT NOTE: Add newly created reclamation fields to the current year monitoring rotation so they are monitored in the first or second growing season

Cultural Resources (included in the RMDS)

“An updated **Cultural Resource Management Table**, including a list of sites mitigated and disturbed in the preceding year and sites to be mitigated and disturbed in the upcoming year” [ARM 17.24.1129(2)(i)] must be included in the Annual Mining Report. The table must be updated each year, and the complete table included in the annual report.

List all sites identified in the permit, and include the following information:

- Site ID
- National Register of Historic Places (NRHP) Eligible - (Yes or No)
- Additional Investigation Required - (Yes or No)
- Mitigation Required - (Yes or No)
- Planned Date of Mitigation
- Date of Mitigation
- Brief Description of Mitigation Efforts
- Planned Date of Disturbance
- Date of Disturbance

Example: Cultural Resource Management Table

Cultural Resource Management Table								
Site ID	NRHP Eligible?	Additional Investigation Required?	Mitigation Required?	Planned Date of Mitigation	Date of Mitigation	Brief Description of Mitigation Efforts	Planned Date of Disturbance	Date of Disturbance
C03-10	No	No	No					
C04-10	No	No	No					
C05-11	Yes	No	Yes	7/1/2010	6/12/2010	Historic structure relocated to reclamation	11/1/2010	11/21/2010
C08-12	Yes	No	Yes	6/1/2011			9/1/2011	

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Soil Volume Tables

In order to verify soil volumes available for redistribution pursuant to the soil salvage and redistribution plan under 17.24.313(g), the following table must be included in the Annual Report.

Example: Soil Volume Tables

(Year) Annual Report
 Soil Volume Tables
 (Mine Name & Permit)

Lift 1 Soils						
Stockpile #	Location	Soil Type	Volume (cy)	Change in Volume (cy)	Reason for Change	Date Seeded
65 A	45.11196, -106.88167	Topsoil	6500	1000	Applied to field #123	5/15/2011
Total Lift 1 Soil Volume:						

Lift 2 Soils						
Stockpile #	Location	Soil Type	Volume (cy)	Change in Volume (cy)	Reason for Change	Date Seeded
Total Lift 2 Soil Volume:						

Specialty Soils (e.g. tree soils)						
Stockpile #	Location	Soil Type	Volume (cy)	Change in Volume (cy)	Reason for Change	Date Seeded
Total Specialty Soil Volume:						

Expectations, Predictions, and Revised Timetable

In order to track the progress of mining and reclamation activities, and in an effort to ensure that mining and reclamation activities are progressing in a timely manner, the operator must submit “a revised schedule or timetable of operations and reclamation and an estimate of the number of acres to be affected during the next 1-year period” [MCA 82-4-237(1)(c)], and show the “*extent to which expectations and commitments made in the original application have been fulfilled and any deviation therefrom...*” [MCA 82-4-237(1)(b)].

- ⦿ Show the *Projected Disturbance* from the previous report year on the Annual Report Map
- ⦿ Show the *Projected Disturbance* for the next report year on the Field Map
- ⦿ Indicate whether predictions for the upcoming year depart significantly enough from commitments in the permit to warrant permit revision
- ⦿ Indicate plans for submitting revisions

Additional Reporting Requirements

Stipulations, Commitments & Special Conditions

Stipulations, Commitments and any Special Conditions unique to your permit must be reported in this section.

- ⦿ List each stipulation, commitment or special condition, and describe what, where, when & how it was satisfied
- ⦿ Where required to satisfy commitments, accompanying Maps may also be included with the report

Prospecting under a SMP

Annual Reports for prospecting operations are required under ARM 17.24.1002(3), and must be submitted with the Annual Mining Report only for operations that are conducting prospecting under their Surface Mine Permit.

Annual and monthly prospecting reports must be completed on Department forms. An example of the prospecting report form can be seen in Appendix B. Additionally, the form can be downloaded from the Department’s website at the following address: <https://deg.mt.gov/mining/assistance>.

Maps

Maps must adhere to the Department standards. Refer to the Submittal Guidelines for a complete list of requirements.

CAD/GIS Data

- Please submit one CAD file for each of the maps included in the Annual Mining Report. The contents of each CAD file must match the contents of the corresponding map with identical linetypes, linetype scales, lineweights, fonts, hatch patterns, legends, title blocks, dates and so on. CAD drawing file names must match the corresponding PDF file names (e.g., Field Map.pdf would be Field Map.dwg). GIS data may be substituted for CAD data with prior Department approval.

Field Map

The operator must submit “an inspection map depicting all approved surface features” [ARM17.24.1129(2)(g)].

Background: As-built Topo (minimum 10’ Contours with labels). The accompanying CAD topography must include elevation data.

Scale

- No set scale – produced at a scale reasonable for field use
- Map elements and annotation should be scaled accordingly (i.e. legible at the scale use)

Layers: The following list contains examples of features to be included on the Field Map. Not every feature listed below will apply to your operation, nor is the list comprehensive; nevertheless, all approved surface features must be depicted on the map, pursuant to 17.24.1129(2)(g)

Field Map Layers

- Adjacent Permits
- Air Pollution Control Facilities
- Air Quality Monitoring Stations
- Alluvial Valley Floors
- Alternate Sediment Control
- Bridges
- Buildings & Facilities
- Cemeteries
- Cleaning & Loading Areas
- Coal Processing Facilities
- Coal Storage Areas
- Conveyors
- Culverts
- Domestic Water Supplies
- Drainage & Irrigation Ditches, Diversions, & Structures
- Excess Spoil Disposal Sites/Fill Locations
- Existing Disturbance Areas
- Explosives Storage Facilities
- Garbage Dump
- Groundwater Monitoring Wells
- Impoundments
 - Lakes, Ponds, Dams, Traps, etc.
- Landfarm
- Lands Designated Unsuitable
- LOM Disturbance Area
- Mine Plan
- National Trails
- Occupied Dwellings
- Oil & Gas Wells
- Permit Boundary
- Pipelines
- Projected Disturbance
- Public Parks

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- ⊙ Rail Loop
- ⊙ Ramps and Haul Roads
- ⊙ Reclamation Fields – Bond Release
- ⊙ Color-coded by last phase of Bond Release approved
- ⊙ Roads
 - Access Roads
 - Haul Roads
 - Public Roads
- ⊙ Sealed Bore Holes, Sealed Mine Openings, Sealed Wells, and Other Sealed Openings
- ⊙ Soil & Spoil Stockpiles
- ⊙ Springs
- ⊙ Stipulations, Commitments
- ⊙ Streams
- ⊙ Subsidence Areas
- ⊙ Subsidence Monitoring Point
- ⊙ Surface Water Discharge Locations (MPDES)
- ⊙ Surface Water Intakes
- ⊙ Surface Water Monitoring Stations
- ⊙ Township, Range, Section
- ⊙ Underground Mine Plan/Workings (including pillar locations, entries, and areas of full extraction)
- ⊙ Utility Lines and Corridors
- ⊙ Waste Disposal Area
- ⊙ Waste Disposal Structures
- ⊙ Water Quality Treatment Facilities
- ⊙ Water Supply Locations
- ⊙ Water Tanks
- ⊙ Weed Infestations
- ⊙ Weed Control
- ⊙ Wild & Scenic Rivers

Annual Mining Report Map

The Annual Mining Report Map is counterpart to the acreage amounts reported on the Annual Mining Report Form. All acreage amounts in the map must match corresponding Annual Mining Report Form acreage amounts.

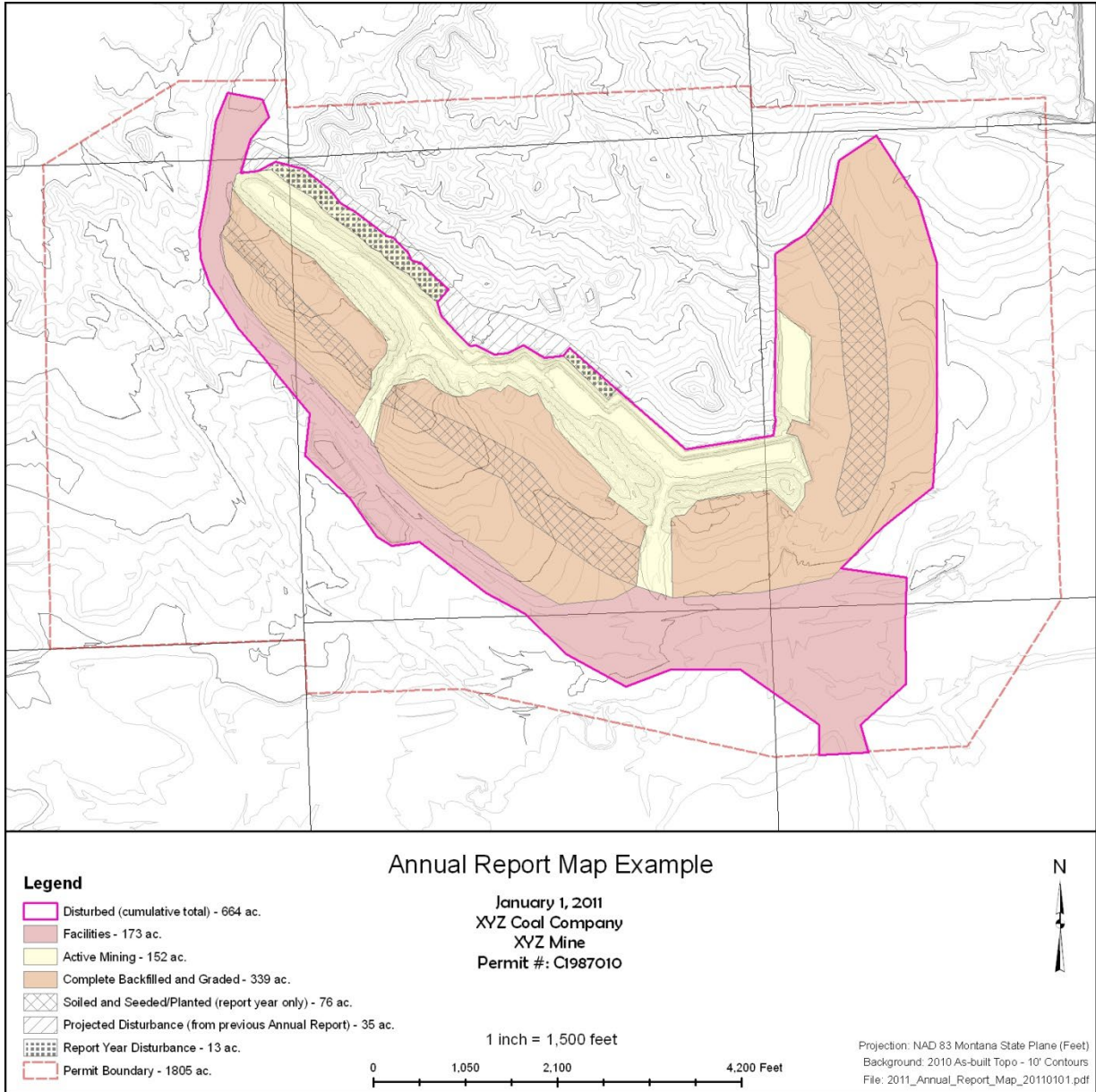
Background: As-built Topo (minimum 10' Contours with labels). The accompanying CAD topography must include elevation data.

Layers:

- ⊙ Disturbance
 - 1 closed polyline for New (Report Year) Disturbance
 - This should be a subset of the Cumulative Disturbance layer
 - 1 closed polyline for Cumulative Disturbance
- ⊙ Active Mining: Pits, Peaks, & Soil Stripping
- ⊙ Mined Out Area (closed polyline)
- ⊙ Complete Backfilled and Graded
- ⊙ Facilities Area
- ⊙ Soiled & Seeded/Planted
 - This closed polyline represents areas newly soiled and seeded/planted during the report year.
- ⊙ Previously Projected Disturbance (from last year)
 - This closed polyline should be the same as the Projected Disturbance reported in the previous annual report
- ⊙ Permit Boundary
- ⊙ Township, Range, Section

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Example: Annual Report Map



Reclamation Map

Background: As-built Topography (minimum 10' Contours with labels)

Layers:

- Reclamation Fields
 - Unique Field ID (includes date seeded/planted [e.g. month/season, year])
 - Color-coded by Type of Planting or Seeding (e.g. seed mix)
- Soil Depth Sample Sites
 - Sample Site ID
 - Include a table on the map with depths
- Wildlife Enhancement Features
- Alternative Reclamation
- Approved & Constructed Postmine Travel System
- Constructed Replacement Water Features
- Fences
- Permit Boundary
- Township, Range, Section

Coal Recovery Map

Background: As-built Topography (minimum 10' Contours with labels)

Layers:

- Coal Recovery
 - Closed polylines for each year
 - Closed polylines for the report year should be shaded or otherwise highlighted
- Permit Boundary
- Township, Range, Section

Aerial Photo Map (if available)

Background: Current Aerial Photo (include date of photo)

Layers:

- Permit Boundary
- Township, Range and Section

Spatial Reference: Image file must be accompanied by a spatial reference file (e.g. .TFW TIFF World File)

Stipulations/Commitments Map(s)

Background: As required

Layers:

- As Required

Appendices

Appendix A – Reclamation Methods Data Sheet (RMDS)

Reclamation Methods Data Sheet																																														
Special Instructions: Use only one row for each reclamation field List all reclamation fields Describe Field ID format: (Example: "C" [Area] - "09" [year seeded] - "4" [month seeded] - "006" [field number]) Describe Soil Material Codes: (Example: Direct Haul [DH], Stockpile [SP], Tree Soil [TS]) Describe Seed Mix/Plant Codes: (Example: rmj=Rocky Mountain Juniper, pp=Ponderosa Pine, sk=Skunkbush sumac, ss=Silver Sagebrush, bs=Big Sagebrush)																		Bond Release Summary (Application #s)				Vegetation Monitoring Schedule																								
																								Field Information			Soiling				Seeding & Planting					Treatment										
																								Field ID	Previous Field ID	Description of Field ID Modification	Acres	TSL #	Soiling Date	Material	Target Depth	Seed/Plant Date	Bed Preparation	Method	Depth	Seed Mix or Plant Species	Rate	Type	Description	Date	Phase I	Phase II	Phase III	Phase IV	Date Last Monitored	Next Scheduled Monitoring Date
																								C10-4-001A	C10-4-001	Field C10-4-001 was split to accommodate new facility	25.3	TSL12-09-01	11/28/2009	SP	12"	4/15/2010	Disked	Drill	1/2"	Pasture	9				97				6/20/2009	7/1/2011
C10-4-001B	C10-4-001	Field C10-4-001 was split to accommodate new facility	26.9	TSL12-09-01	11/28/2009	SP	12"	4/15/2010	Disked	Drill	1/2"	Pasture	9				97				6/20/2009	7/1/2011																								
C11-4-002			58.2	TSL12-10-01	10/3/2010	SP	18"	4/17/2011	Chisel Plow	Hydro		Upland	12				97	99			7/12/2010	7/1/2011																								
D11-4-001			61.4	TSL12-10-01	10/28/2010	SP	18"	4/16/2011	Chisel Plow	Hydro		Upland	12				97	102			7/12/2010	7/1/2011																								
E08-10-006			119.7	TSL12-08-01	8/11/2008	DH	12"	10/13/2008	Chisel Plow	Broadcast		Conifer	9.5	Herbicide	Roundup	6/5/2009	99	99	110		7/13/2010	none planned																								

Appendix B - Monthly/Annual Prospecting Report Form

Monthly/Annual Prospecting Report																			
(Permittee) (Permit Number) Report Period (Start Day = mm/dd/yyyy), (End Day = mm/dd/yyyy) (Drilling Company), (City), (State)																			
ARM 17.24.1002(2)		2(a)			2(c)			2(d)		2(e)		*2(f)		2(g)		2(h)	**2(i)	***2(j)	
LEGAL LOCATION			DATES			TOTAL		ABANDONMENT MATERIAL		TEST / ANALYSIS	WATER BEARING ZONES		LOST CIRCULATION ZONES	CONVERTED TO WELL	SUBSTANTIAL DISTURBANCE				
DRILL HOLE ID #	Decimal Degrees		DRILLED	LOGGED	ABANDONED	DEPTH	DIAMETER	TRADE NAME	(# /bag)	TYPE	DEPTH(S) OF WATER	ARTESIAN CONDITIONS	DEPTH	YES/NO	DESCRIPTION				
	LAT	LONG							NUMBER OF BAGS										

NOTES	
ARM 17.24.1002(2)(f)*	The results of any additional testing need to be included in narrative and/or tabular format
ARM 17.24.1002(2)(i)**	If a prospecting hole is converted to a well, please supply all information pursuant to 17.24.1002(2)(i).
ARM 17.24.1002(2)(j)***	If all significant disturbances (17.24.301(120)) are the same for each site, describe in narrative form here. Otherwise provide a description for each drill hole in the table above. <i>For a description of "substantially disturb" see 17.24.301(120)</i>

MAP REQUIREMENTS	
A map must be included that addresses ARM 17.24.1002(2)(b), (k), (l), and (m); symbolized as follows:	
ARM 17.24.1002(2)(b)	All Approved Hole Locations for the report period, distinguishing between the following:
ARM 17.24.1002(2)(m)	Note: all approved drill hole locations must remain in the map until after final bond release, regardless of whether or not the hole is ever drilled
	Previously Drilled
	Not Drilled
	Drilled in Current Report Period (Note: hole location must be the actual coordinates where the hole was drilled, as opposed to the proposed location before drilling)
	Planned for Next Report Period
ARM 17.24.1002(2)(k)	Substantial Disturbance
	Roads & Access Routes
	Waste Materials (e.g. Disposal Pits, Mud Pits)
	Soil Stripping
	Drilling and Blasting areas
ARM 17.24.1002(2)(l)	Seeded and Reclaimed Areas