ePermit Instructions: Table of Contents

Covered in these instructions (*use pdf bookmarks to navigate*):

ePermit Instructions: Submitting a Permit Application

1. Click the **New Permit**
   a. **New Permit** button is only for applying for a new coal permit.

2. New Permit Popup
   a. In the **Site Name** text box, type site name you want for the permit.
      a. Click **Save** to save the Site Name and the user will be brought to the Application Form/Verification screen.
      b. Click **Cancel** to bring you back to the main screen and not save Site Name.

3. Upload relevant documents/files in the appropriate sections using the left **Navigation Bar**. The Navigation Bar has the following Sections: Admin, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports.

   a. On pages with Attachment (Document and Map) Section(s), the user can click **Choose File**, a dialog box will appear where you can add your document, once selected the file will populate the box. Click the **+Upload** button.

   b. On files the user wants to delete then click the "**X**" icon
   c. On files the user wants to replace the file with a new file then click the "**R**" icon, a dialog box will appear where you can add your replacement document.

4. If you are uploading maps, you can either upload maps within the pages or in the map summary page. *NOTE: If you upload maps to the pages, they will copy to the map summary. But if you update maps in map summary, they will not update the pages and you will need to manually update them.*

    a. DWG files <u>MUST</u> be uploaded in the **MASTER CAD** section of the map summary page (1st section) <u>ONLY</u>. <u>DO NOT</u> upload dwg files in the **MAPS** section –that is only for pdf which display in the public portal.

    b. All official permit maps need to be converted to pdf and uploaded to the **MAPS** section. These maps will display in the public portal.

Maps

MAPS OVERVIEW

Is there a Master CAD drawing for this permit that contains all the layers required by the department?

○ Yes ◉ No

MASTER CAD (INTERNAL REVIEW ONLY)

Filter by:
Filename | User | Date
Clear All

Name	Date Uploaded	User
A1 Savage Mine Plan 2019-06 MR 65.dwg	6/5/2019	Dicki Peterson
EX_C1_Post Mine Reveg 2018-05.dwg	3/5/2019	Dicki Peterson

MAPS

Modify | View | Search

	Name	Date Uploaded	User
☑	All Maps		
☐	A1 Savage Mine Plan 2017-03 MR 56.pdf	4/11/2017	Dicki Peterson
☐	A1 Savage Mine Plan 2019-06 MR 65.pdf	6/5/2019	Dicki Peterson
☐	B Savage PMT 2017-03 MR 56.dwg	4/11/2017	Dicki Peterson
☐	B Savage PMT 2017-03 MR 56.pdf	4/11/2017	Dicki Peterson
☐	B1 Savage Slope Histogram 2017-03 MR 56.dwg	4/11/2017	Dicki Peterson

5. Adding a cover letter
    a. Under **Reports**, click **Correspondence**
    b. Upload cover letter by clicking **Choose File**. *NOTE: Please DO NOT put cover letters in the Application Form/Verification screen as that is specially for permit application materials.*

APPROVED CORRESPONDENCE

File Name	Type	Uploaded	Approved	Approved By

COVER LETTERS

Name	Date Uploaded	User	Delete

Select a file to upload...
Choose File | No file chosen

6. Submitting permit application

a. Under **Checklists**, click **PreSubmittal Checklist**
b. This checklist will display an **orange circle** with a "!" mark on all the pages that did not meet the requirements of the page (*NOTE: You can submit even if the application did not meet all required pages, but missing items will need to be addressed in a deficiency response*)
c. A **black circle** with a checkmark will display when a page has met all requirements.
d. At the bottom of the checklist, the user <u>must</u> click the checkbox that states, "I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected." in order to enable the **Submit To DEQ** button.

e. Click the **Submit To DEQ** button, this will submit the permit application

7. Confirmation
    a. Once the revision application has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

DRAFT SUBMITTED

Your draft was successfully submitted to DEQ.

View current permits

?

ePermit Instructions: Submitting a Revision Application

1. Click the **+ Add Application** button to create the type of revision application you need.
   a. **+ Add New Application** button is <u>only</u> for the following revision applications:
      i. Amendment
      ii. Major Revision
      iii. Minor Revision
      iv. Renewal
      v. Transfer

ePermit

CURRENT PERMITS

APPLICATION TYPE
- ☑ Permit
- ☑ Amendment
- ☑ Major Revision
- ☑ Mid Permit Review
- ☐ Minor Revision
- ☐ Renewal
- ☐ Transfer

[Clear Types]

PERMIT LOCATION
- ☐ DEQ
- ☑ Company

[Clear Location]

STATUS
- ☑ Acceptability Deficiency
- ☑ Acceptability Review
- ☑ Approved
- ☑ Completeness Deficiency
- ☑ Completeness Review
- ☑ Concurrence

[Clear Status]

- ☐ Denied
- ☑ Draft
- ☐ Pending Withdraw
- ☐ Pending Decision
- ☐ Superseded
- ☐ Withdrawn
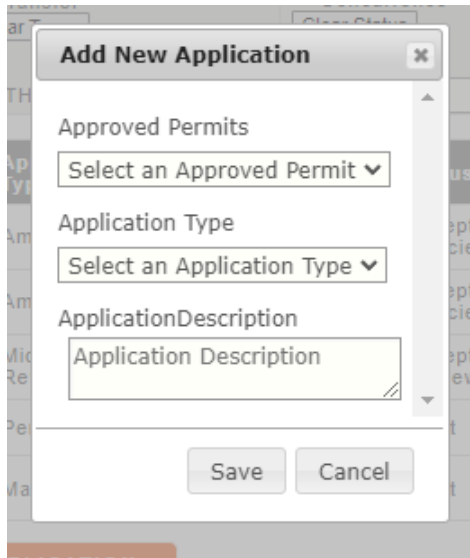
Additional Filter to Checkboxes By EITHER [Permit ID ▼] OR [Site Name] [Clear]

Site Name	Permit ID	Application Type	App #	Assigned To	Status	Status Date	Actions
Spring Creek Mine	C1979012	Amendments	AM5	Company	Acceptability Deficiency	1/3/2019	▤➡
East Decker Coal Mine	C1983007	Amendments	AM2	Company	Acceptability Deficiency	12/20/2019	▤➡
Rosebud Mine Area F	C2011003F	Mid Permit Review	MP2	Company	Acceptability Review	8/11/2020	▤➡
Test Application	C2020001	Permit		Company	Draft	11/10/2020	✕
Ashley's Okta TEST Permit	C2022001	Major Revisions	TR4	Company	Draft	10/18/2023	✕

[NEW PERMIT] [+ ADD APPLICATION]

2. Add **New Application** Popup
   a. Click the **Select an Approved Permit** dropdown field to select the permit you want to revise.
   b. Click the **Application Type** dropdown field to select the type of revision application you want to apply for
   c. In **Application Description** type the purpose of the revision application (*NOTE: the revision number is not needed as it is automatically assigned by the system*)
      a. Click **Save** to save the selections/data and the user will be brought to the Application Form/Verification screen.
      b. Click **Cancel** to bring you back to the main screen and not save any selection/data.

3. Upload, replace, or remove relevant documents/files in the appropriate sections based on the purpose of your revision application using the left **Navigation Bar**. The Navigation Bar has the following Sections: Admin, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports.

   a. On pages with Attachment (Document and Map) Section(s), the user can click **Choose File**, a dialog box will appear where you can add your document, once selected the file will populate the box. Click the **+Upload** button.

   a. On files the user wants to delete then click the "**X**" icon
   b. On files the user wants to replace the file with a new file then click the "**R**" icon, a dialog box will appear where you can add your replacement document.

4. If you are updating maps, you can either upload maps within the pages or in the map summary page. *Note: If you upload maps to the pages, they will copy to the map summary. But if you update maps in map summary, they will not update the pages and you will need to manually update them.*

   a. DWG files <u>MUST</u> be uploaded in the **MASTER CAD** section of the map summary page (1st section) <u>ONLY</u>. <u>DO NOT</u> upload dwg files in the **MAPS** section –that is only for pdf which display in the public portal.

   b. All official permit maps need to be converted to pdf and uploaded to the **MAPS** section. These maps will display in the public portal.

Maps

MAPS OVERVIEW

Is there a Master CAD drawing for this permit that contains all the layers required by the department?

○ Yes ◉ No

MASTER CAD (INTERNAL REVIEW ONLY)

Filter by:
| Filename | User | Date |

Clear All

Name	Date Uploaded	User
A1 Savage Mine Plan 2019-06 MR 65.dwg	6/5/2019	Dicki Peterson
EX_C1_Post Mine Reveg 2018-05.dwg	3/5/2019	Dicki Peterson

MAPS

Modify | View | Search

	Name	Date Uploaded	User
☑	All Maps		
☐	A1 Savage Mine Plan 2017-03 MR 56.pdf	4/11/2017	Dicki Peterson
☐	A1 Savage Mine Plan 2019-06 MR 65.pdf	6/5/2019	Dicki Peterson
☐	B Savage PMT 2017-03 MR 56.dwg	4/11/2017	Dicki Peterson
☐	B Savage PMT 2017-03 MR 56.pdf	4/11/2017	Dicki Peterson
☐	B1 Savage Slope Histogram 2017-03 MR 56.dwg	4/11/2017	Dicki Peterson

5. Permit Changes Checklist
   a. Under **Checklist**, click **Permit Changes**
   b. This checklist will display an **orange circle** with a "!" mark on all the pages you changed for this revision application.
   c. A **black circle** with a checkmark will display when a page has not been changed.

Ashley's Okta TEST Permit - C2022001 - MR6

Admin
Baseline
Operations
Reclamation
Other Permit Information
Map Summary
Performance Standards
Checklists
PreSubmittal Checklist
Permit Changes
Reports

PERMIT CHANGES

The checklist below shows which pages in the ePermit have been changed from the currently approved permit.

Status ▽	Page ▽
✓	Application Form / Verification
✓	Contact Information
❗	Location
✓	Surface & Mineral Ownership
✓	Ownership & Control
✓	Mine Site Information
✓	Applicant Description of Interests
✓	Non-Compliance
✓	Violations & Cessations
✓	Legal Right to Enter
✓	Status of Private Mineral/Surface Estate
✓	Lands Unsuitable
✓	Exemptions
✓	Life of Mine / Estimated Mining Timetable

6. Adding a cover letter
    a. Under **Reports**, click **Correspondence**
    b. Upload cover letter by clicking **Choose File**. *NOTE: Please DO NOT put cover letters in the Application Form/Verification screen as that is specially for permit application materials.*

7. Submitting a revision application
    a. Under **Checklists**, click **PreSubmittal Checklist**
    b. This checklist will display an **orange circle** with a "!" mark on all the pages that did not meet the requirements of the page (*NOTE: You can submit even if the application did not meet all required pages but missing items will need to be addressed in a deficiency response*)
    c. A **black circle** with a checkmark will display when a page has met all requirements.
    d. At the bottom of the checklist, the user must click the checkbox that states, "I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected." in order to enable the **Submit To DEQ** button.

e. Click the **Submit To DEQ** button, this will submit the revision application

8. Confirmation
    a. Once the revision application has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

ePermit Instructions: Performance Standards

1. Click the **Performance Standards** section header (*left navigation*)
   a. Click **500's or 600's or 700's or 800's or 900's** *(900's is underground mining only)* to bring the user to the performance standard rule page they are wanting to update.
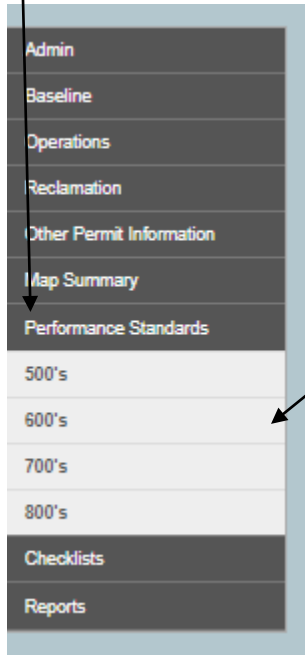
2. Click on the **accordion** to open the section of the rule you are wanting to update.
   a. Each accordion will either show an **orange cirlce** with an exclamation mark or a **black circle** with a checkmark.
      i. **Orange circle** with an exclamation mark means that the performance standard rule has either not been complied with or linked to a permit page to address the rule.
      ii. **Black circle** with checkmark means the performance standard rule has either been complied with or linked to a permit page to address the rule.

PERFORMANCE STANDARDS 700'S

?

- 701 Removal of Soil
- 702 Redistribution and Stockpiling of Soil
- 703 Substitution of Other Materials for Soil
- 711 Establishment of Vegetation
- 713 Timing of Seeding and Planting
- 714 Soil Stabilizing Practices
- 716 Method of Revegetation
- 717 Planting of Trees and Shrubs
- 718 Soil Amendments, Management Techniques, and Land Use Practices
- 721 Eradication of Rills and Gullies
- 723 Monitoring
- 724 Revegetation Success Criteria
- 725 Period of Responsibility
- 726 Vegetation Measurements
- 731 Analysis for Toxicity
- 751 Protection and Enhancement of Fish, Wildlife, and Related Environmental Values
- 761 Air Resources Protection
- 762 Postmining Land Use
- 764 Cropland Reclamation
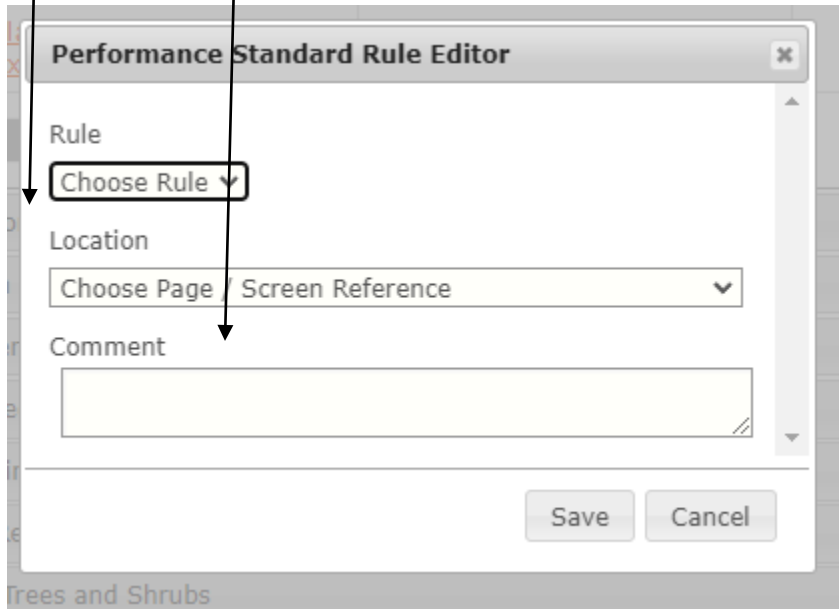
3. Click the **checkbox** to comply with the rule(s) of the section of the performance standards selected.
   a. When you click the checkbox the **orange circle** with the exclamation mark will change to a **black circle** with a checkmark. (*See Step 2 for the definition of these two icons*)

4. Click the **+ Add New Rule** button if you want to link a performance standard rule to a permit page. (*NOTE: This is not required unless you are doing something different then the standard performance rule itself, then it must be addressed within the permit pages.*)

a. Click **Choose Rule** dropdown field and select the rule that will be covered in a permit page.
b. Click **Choose Page/Screen Reference** dropdown field and select the permit page that will house the performance standard rule selected in "a." above.
c. Type in the **Comment** text box if you want to add any special notes, this field is optional.
d. Click the **Save** button and the selections will populate the table for the performance standard rule. Click the **Cancel** button if you don't want to save your selections and the popup will be closed.

5. Click the **screen name** link and the user will be automatically brought to the page that complies with the performance standard rule.
    a. The user can edit the rule information by clicking the **pencil** icon and the Performance Standard Rule Editor popup will appear. See Step 4 for instructions on this popup.
    b. The user can delete the information by clicking the "**X**" icon and the row will be deleted.

ePermit Instructions: Adding Map Layers

1. Click the **Map Summary** section header (*left navigation*)
   a. Click **Maps** to open the Maps Overview screen.

Admin
Baseline
Operations
Reclamation
Other Permit Information
Map Summary
Maps
Performance Standards
Checklists
Reports
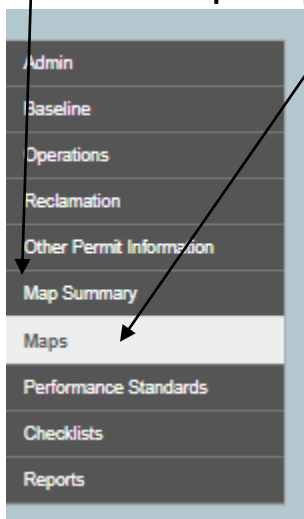
2. Under the **Maps** section, ensure the **Modify** tab is selected.

MAPS

Modify | View | Search

	Name	Date Uploaded	User	Delete
☑	All Maps			
☐	Map Test Page.pdf	5/20/2022	Ashley Eichhorn	✗ R
☐	Map Test Page.pdf	5/17/2022	Ashley Eichhorn	✗ R
☐	Map Test Page.pdf	5/17/2022	Ashley Eichhorn	✗ R
☐	Testing Document.pdf	5/17/2022	Ashley Eichhorn	✗ R

Select a file to upload...

Choose File | No file chosen

3. Click the **checkbox** for the map you want to add layers to in the modify map table.
   a. Once a map is select the map layers will show enabled checkbox(es) of layer(s) already "added" (*NOTE: if a checkbox isn't enabled then that map does not currently have that layer*)
   b. Click on the **checkbox** you want to add a layer to for the map you have selected.
      i. Once the checkbox is enabled a blue bar on the bottom will appear that states "The map layer was updated", and the checkbox will be enabled.
      ii. Keep repeating step 3. b. i. until all the layer(s) you want for the map selected have enabled checkmark(s).

MAPS

| Modify | View | Search |

	Name	Date Uploaded	User	Delete
☐	All Maps			
☑	Map_Test Page.pdf	5/20/2022	Ashley Eichhorn	✗ R
☐	Map_Test Page.pdf	5/17/2022	Ashley Eichhorn	✗ R
☐	Map_Test Page.pdf	5/17/2022	Ashley Eichhorn	✗ R
☐	Testing_Document.pdf	5/17/2022	Ashley Eichhorn	✗ R

Select a file to upload...
Choose File | No file chosen

Map Layers for Map Test Page.pdf

Select layers below that are satisfied by the map selected above.

☑ Adjacent Landowners	☐ Impoundments	☐ Reservoirs
☑ Adjacent Permits	☐ Infrared Aerial Imagery	☑ Roads
☐ Aerial Imagery	☐ Interburden Isopach	☐ Scenic Sites
☐ Affected Land	☐ Intermittent Streams	☐ Sealed Bore Holes
☐ Agricultural Land Use	☐ Irrigation Ditches	☐ Sealed Mine Openings
☐ Air Pollution Control Facilities	☐ Isopach Layers	☐ Sealed Wells
☐ Air Quality Monitoring Stations	☐ Lakes	☐ Sediment Ponds
☐ Alluvial Valley Floors	☐ Landfarms	☐ Sedimentation Ponds
☐ Alternative Water Supplies	☐ Lands Designated Unsuitable	☐ Soil Mapping Units
☐ Aquifers	☐ Local and Regional Terrance Levels	☐ Soil Sample Locations & Depths

ePermit Instructions: Responding to a Deficiency

1. On the Current Permits screen, click the link of the application that needs to be responded to. *NOTE: The **Assigned To** should state **Company** and the **Status** should either be **Completeness Deficiency** or **Acceptability Deficiency***

2. Review Deficiency Letter from DEQ
    a. Under **Reports**, click **Correspondence.**
    b. Click on the **File Name** link to download and review.

3. Upload, replace, or remove relevant documents/files based on the deficiency in the appropriate sections using the left **Navigation Bar**. The Navigation Bar has the following Sections: Admin, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports.

    a. On pages with Attachment (Document and Map) Section(s), the user can click **Choose File**, a dialog box will appear where you can add your document, once selected the file will populate the box. Click the **+Upload** button.

    b. On files the user wants to delete then click the "**X**" icon

    c. On files the user wants to replace the file with a new file then click the "**R**" icon, a dialog box will appear where you can add your replacement document.

4. If you are updating maps, you can either upload maps within the pages or in the map summary page. *Note: If you upload maps to the pages, they will copy to the map summary. But if you update maps in map summary, they will not update the pages and you will need to manually update them.*

    a. DWG files <u>MUST</u> be uploaded in the **MASTER CAD** section of the map summary page (1ˢᵗ section) <u>ONLY</u>. <u>DO NOT</u> upload dwg files in the **MAPS** section –that is only for pdf which display in the public portal.

    b. All official permit maps need to be converted to pdf and uploaded to the **MAPS** section. These maps will display in the public portal.

Maps

MAPS OVERVIEW

Is there a Master CAD drawing for this permit that contains all the layers required by the department?

◯ Yes ⦿ No

MASTER CAD (INTERNAL REVIEW ONLY)

Filter by:

| Filename | User | Date |

Clear All

Name	Date Uploaded	User
A1 Savage Mine Plan 2019-06 MR 65.dwg	6/5/2019	Dicki Peterson
EX_C1_Post Mine Reveg 2018-05.dwg	3/5/2019	Dicki Peterson

MAPS

Modify | View | Search

	Name	Date Uploaded	User
☑	All Maps		
☐	A1 Savage Mine Plan 2017-03 MR 56.pdf	4/11/2017	Dicki Peterson
☐	A1 Savage Mine Plan 2019-06 MR 65.pdf	6/5/2019	Dicki Peterson
☐	B Savage PMT 2017-03 MR 56.dwg	4/11/2017	Dicki Peterson
☐	B Savage PMT 2017-03 MR 56.pdf	4/11/2017	Dicki Peterson
☐	B1 Savage Slope Histogram 2017-03 MR 56.dwg	4/11/2017	Dicki Peterson

5. Completeness or Acceptability Checklist
   a. Under **Checklist**, click **Completeness** or **Acceptability** (*either one will show based on the where the application is in the process*)
   b. A **black circle** with a checkmark will display when a rule has no deficiency.
   c. **Half-empty circle** means there is a deficiency without a company response.
   d. Within the checklist use the **Open/Close** button to open the section to get to the sub-section rules and where the user can add the **Company Response**.
      i. Within the text box you can add your company response or click the **Add text – See cover letter** and that will add the text "See cover letter" to the text box.

ACCEPTABILITY CHECKLIST

Filter By: All

Status ▽	Rule ▽	Description ▽	Reviewer Name ▽	Open / Close
✓	17.24.301	DEFINITIONS		+
✓	17.24.302	FORMAT, DATA COLLECTION, AND SUPPLEMENTAL INFORMATION		+
◖	17.24.303	Legal, Financial, Compliance, and Related Information		-
✓ ▼	303(1)(a)	the name, permanent and temporary post office add... more		
◖ ▲	303(1)(b)	the location and area of land to be affected by t... more		

Rule: the location and area of land to be affected by the operation, with a description of access to the area from the nearest public highway;

FINAL DEFICIENCY

Final Test

COMPANY RESPONSE

Add text - See cover letter

SAVE

✓ ▼	303(1)(c)	the names and addresses of legal and equitable ow... more		
✓ ▼	303(1)(d)	the names and addresses of the present owners of ... more		

e. Click the **Save** button to save the response and when the save is successful the half-empty circle changes to an "**!**" mark, which means there is a company response to the deficiency.

ACCEPTABILITY CHECKLIST

Filter By: All ▾

?

Status ▿	Rule ▿	Description ▿	Reviewer Name ▿	Open / Close
✓	17.24.301	DEFINITIONS		+
✓	17.24.302	FORMAT, DATA COLLECTION, AND SUPPLEMENTAL INFORMATION		+
❗	17.24.303	Legal, Financial, Compliance, and Related Information		-
✓ ▾	303(1)(a)	the name, permanent and temporary post office add... more		
❗ ▴	303(1)(b)	the location and area of land to be affected by t... more		

Rule: the location and area of land to be affected by the operation, with a description of access to the area from the nearest public highway;

FINAL DEFICIENCY

Final Test

COMPANY RESPONSE

Add text - See cover letter

See cover letter

SAVE

6. Uploading deficiency response letter
   a. When the Completeness or Acceptability checklist has no half-empty circles, then a **Finalize Response** section will appear at the end of the checklist.
   b. If the user clicks the **Download Deficiency Response Letter** a template is downloaded with DEQ's information in the address section and the final deficiency will populate as well as the company response to that deficiency. *NOTE: The user doesn't have to use the template.*
   c. Upload Response to Deficiency Letter by clicking **Choose File**, a dialog box will appear where you can add your letter, once selected the file will populate the box. Click the **+Upload** button.

FINALIZE RESPONSE
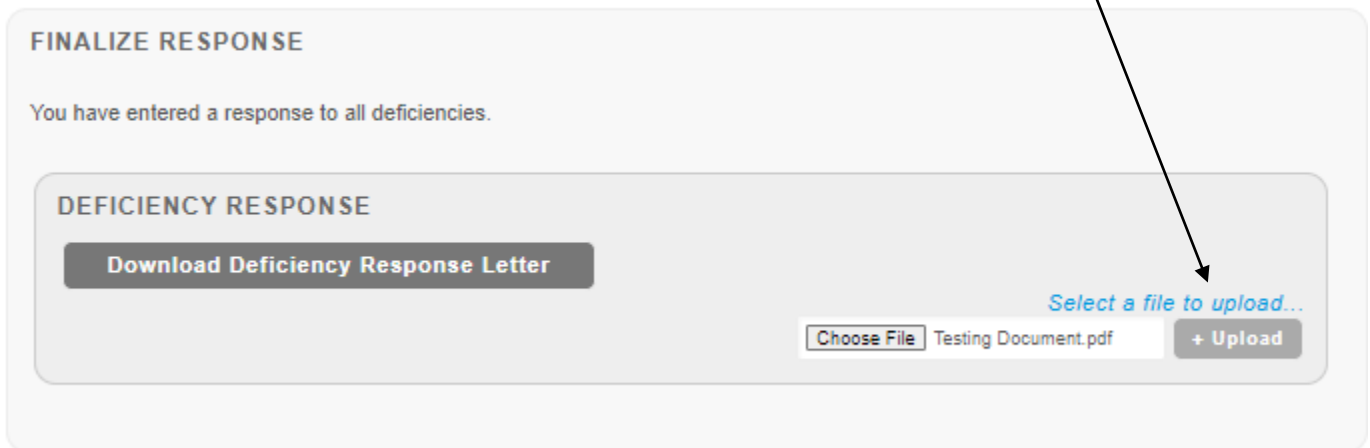
You have entered a response to all deficiencies.

DEFICIENCY RESPONSE

Download Deficiency Response Letter

Select a file to upload...
Choose File No file chosen

FINALIZE RESPONSE

You have entered a response to all deficiencies.

DEFICIENCY RESPONSE

Download Deficiency Response Letter

Select a file to upload...
Choose File Testing Document.pdf   + Upload

7. Response Letter Uploaded
    a. The **Correspondence Approval** popup appears.
    b. Verify the correct letter was uploaded. (*if it is incorrect, then click the **Delete** button and start back over at step 6*)
    c. Click on the checkbox for **Check this box to acknowledge that you have proof read the letter for accuracy**
    d. Once the check box is enabled, then the **APPROVE** button will be enabled.
    e. Click the **APPROVE** Button (*if response letter was correct*). Once the approve button is clicked the company response letter is submitted to DEQ.
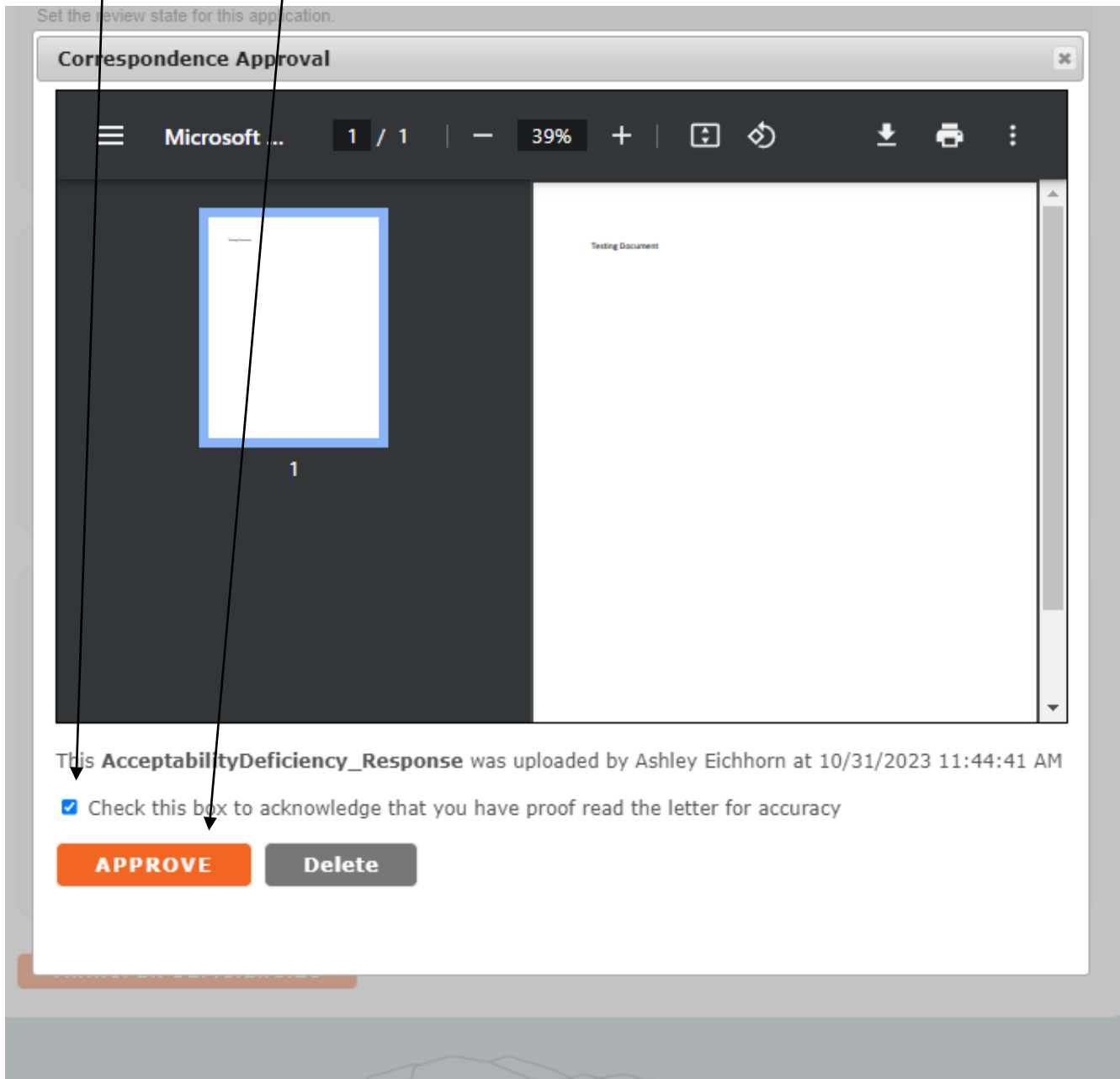
8. Confirmation
    a. Once the company response has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

Ashley's Okta TEST Permit - C2022001 - MR6

CORRESPONDENCE CONFIRMATION

Your response has been successfully sent to MT DEQ for review

Click here to view your correspondence letters.

Click here to return to the ePermit main screen

?

ePermit Instructions: Upload Concurrence Response Letter

1. Click the **Site Name** or **Permit ID** link to open an application that needs a concurrence response. You can tell if you need a concurrence response by:
   a. The status must display **Concurrence**
   b. Permit Location need to be **Company**

2. Concurrence Checklist
   a. Under **Checklist**, click **Concurrence**

3. Upload <u>OSMRE</u> Concurrence Letter – <u>Applies to Absaloka Permit ONLY</u>
   NOTE: if not Absaloka Permit-go to step 4
   a. Upload the OSMRE Concurrence Letter by clicking **Choose File**, a dialog box will appear where you can add your letter, once selected the file will populate the box. Click the **+Upload** button.
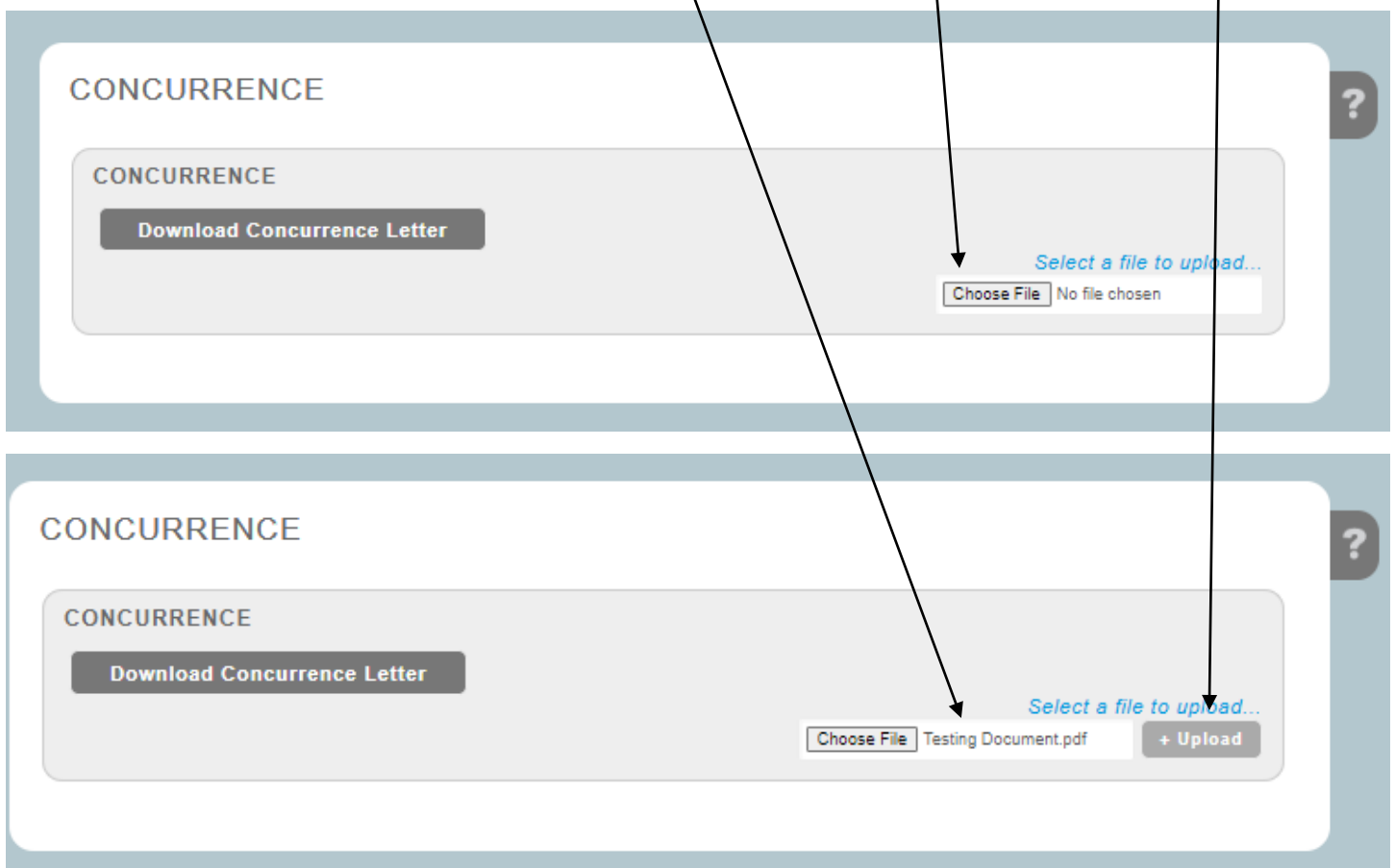
4. Uploading Concurrence Response Letter – <u>Anything other than OSMRE Concurrence Letter</u>
    a. If the user clicks the **Download Concurrence Letter** a template is downloaded with DEQ's information in the address section *NOTE: The user doesn't have to use the template.*
    b. Upload Concurrence Letter by clicking **Choose File**, a dialog box will appear where you can add your letter, once selected the file will populate the box. Click the **+Upload** button.

5. Concurrence Letter Uploaded
   a. The **Correspondence Approval** popup appears.
   b. Verify the correct letter was uploaded. (*if it is incorrect, then click the **Delete** button and start back over at step 3 or 4 depending on if OSMRE concurrence letter or not*)
   c. Click on the checkbox for **Check this box to acknowledge that you have proof read the letter for accuracy**
   d. Once the check box is enabled, then the **APPROVE** button will be enabled.
   e. Click the **APPROVE** Button (*if concurrence letter was correct*). Once the approve button is clicked the concurrence letter is submitted to DEQ.
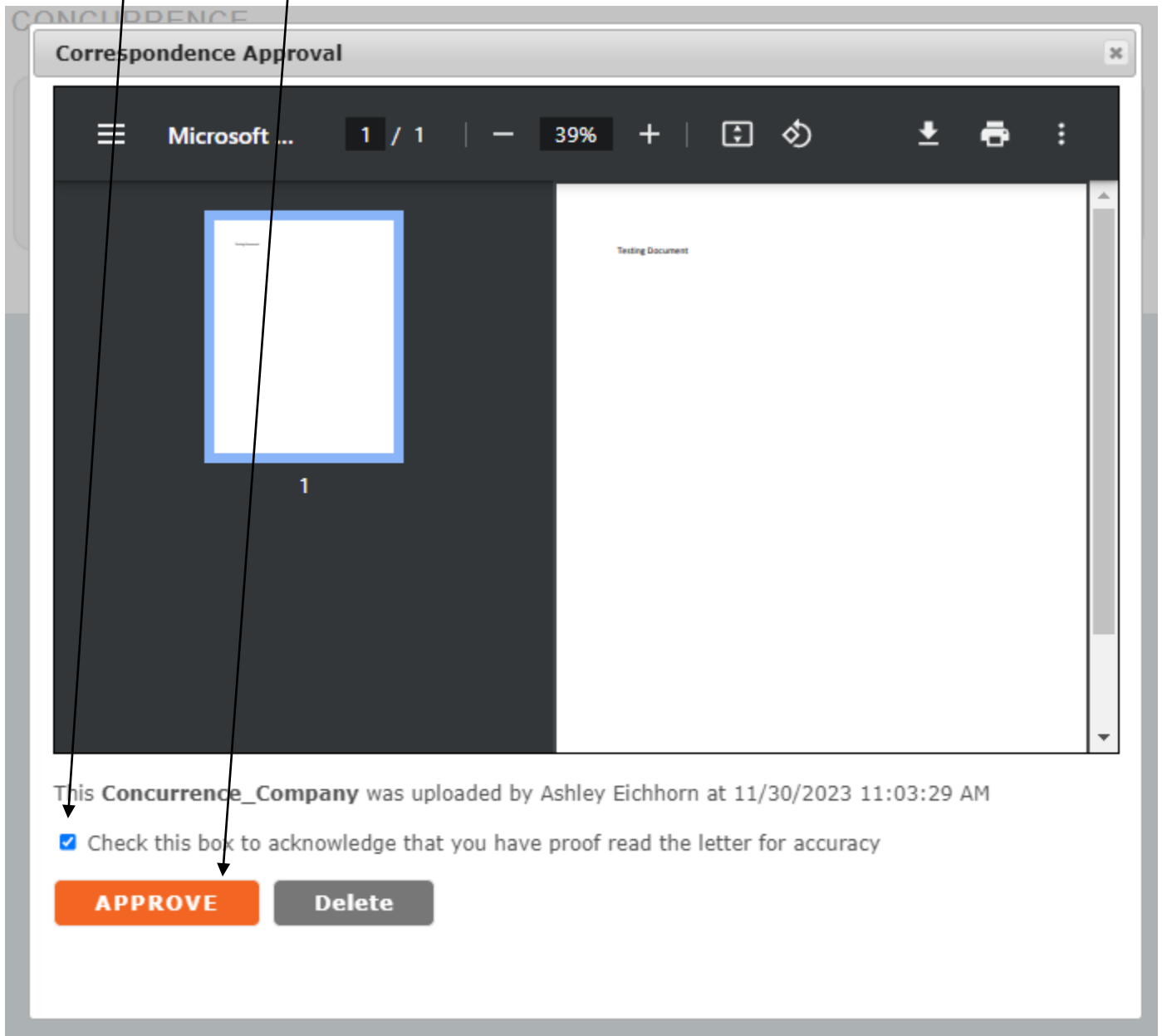
6. Confirmation
    a. Once the concurrence letter has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

Ashley's Okta TEST Permit - C2022001 - MR6

CORRESPONDENCE CONFIRMATION

Your response has been successfully sent to MT DEQ for review

Click here to view your correspondence letters.

Click here to return to the ePermit main screen

?

ePermit Instructions: Search Attachments

1. Search Attachments within Permit/Application
   a. Under **Reports**, click **Attachments**
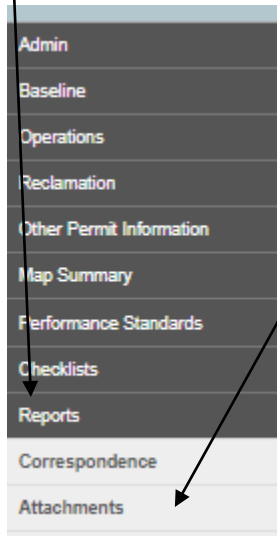
| Admin |
| Baseline |
| Operations |
| Reclamation |
| Other Permit Information |
| Map Summary |
| Performance Standards |
| Checklists |
| Reports |
| Correspondence |
| Attachments |

2. Permit Attachments screen table shows all attachments contained in the permit/application selected.

PERMIT ATTACHMENTS

Filter by:

Filename [ ]   Section [▼]

Rule [ ]   Date [ ]   ☐ ★

[Clear All]

17-24-519 Monitoring For Settlement.pdf	Reclamation Plan	17.24.313	11/20/2018
17-24-520 Thick Overburden and Disposal of Excess Spoil.pdf	Plans for Disposal of Excess Spoil	17.24.320	11/19/2018
17-24-521 Temporary Cessation.pdf	Operations Plan	17.24.308	11/19/2018
17-24-522 Permanent Cessation of Operations.pdf	Operations Plan	17.24.308	11/19/2018
17-24-523 Coal Fires and Coal Conservation.pdf	Coal Conservation Plan	17.24.322	11/19/2018
17-24-524 Signs and Markers.pdf	Operations Plan	17.24.308	11/19/2018
17-24-601 Road and Railroad Loop Construction.pdf	Transportation Facilities Plan	17.24.321	11/19/2018
17-24-602 Location of Roads and Railroad Loops.pdf	Transportation Facilities Plan	17.24.321	11/19/2018
17-24-603 Road and Railroad Loop Embankments.pdf	Transportation Facilities Plan	17.24.321	11/19/2018
17-24-605 Hydrologic Impact of Roads and Railroad Loops.pdf	Transportation Facilities Plan	17.24.321	11/19/2018

a. User can use the **Filter by** section to narrow the table down.
   i. Filename – user can type in the **filename** field and the table will automatically start narrowing down the attachment(s) based on what the user typed

PERMIT ATTACHMENTS ?

Filter by:

| Applicant | | Section ⌄ |
| Rule | Date | ☐ ★ |

[Clear All]

File Name	Permit Section	Rules	Date Uploaded
17-24-303(1)(g) Applicant - Corporate Information MR03.pdf	Ownership & Control	17.24.303	1/27/2020
17-24-303(1)(h) Applicant - Corporate Information MR03.pdf	Ownership & Control	17.24.303	1/27/2020
17-24-303(1)(i) Applicant - Corporate Information.pdf	Ownership & Control	17.24.303	11/16/2018
17-24-303(1)(k) Applicant Description of Interest.pdf	Applicant Description of Interests	17.24.303	11/16/2018
17-24-303(1)(n) Applicant & Parent Company Ciolations Attachments.pdf	Violations & Cessations	17.24.303	11/16/2018

   ii. Section – user can use the dropdown field to select a **screen**, this will narrow the table down to all attachment(s) on the screen/page selected

PERMIT ATTACHMENTS ?

Filter by:

| Filename | | Soil Handling Plan ⌄ |
| Rule | Date | ☐ ★ |

[Clear All]

File Name	Permit Section	Rules	Date Uploaded
17-24-313(1)(g) Soil Handling Plan.pdf	Soil Handling Plan	17.24.313	11/20/2018
17-24-701 Removal of Soil.pdf	Soil Handling Plan	17.24.313	11/20/2018
17-24-702 Redistribution and Stockpiling of Soil - rsp 2.pdf	Soil Handling Plan	17.24.313	11/20/2018
17-24-703 Substitution of Other Materials for Soil.pdf	Soil Handling Plan	17.24.313	11/20/2018

iii. Rule – user can type in the field a **rule** and the table will automatically start narrowing down to all the attachment(s) associated to the rule typed.

iv. Date – user can type in the field a **date uploaded** and the table will automatically start narrowing down to all the attachment(s) with that uploaded date typed.

v. Star – the user can click the **checkbox** next to the star and this will narrow down the table to all the newly added attachment(s) that were uploaded specifically for the application selected.

ePermit Instructions: Search Screen by Rule

1. Click the **Search Screen By Rule** dropdown field (*upper right-hand side*)
   a. User can type the rule they are wanting to find within the area that states **Search Screen By Rule** text box and the dropdown will populate to the rule(s) based on what the user has typed.
   b. User can click the **dropdown arrow** and scroll through the list to select the rule

   Welcome, Ashley Eichhorn. **LOGOUT**

   Search Screen By Rule

   303(1)(x

   303(1)(x)
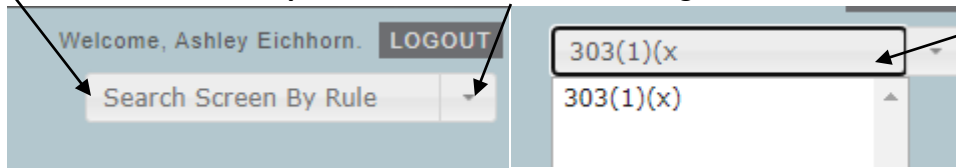
   c. Once you have either typed in/scrolled and selected the rule, then you must click **Enter** button, the system will then take you to the page where that rule resides within the left navigation.

   After selecting from the list, you must hit the Enter key

      i. *NOTE: The example below is using 303(1)(x), which when the user clicked the enter button on the "Search Screen By Rule" field, the system automatically brought them to the Proof of Publication page which is what where rule 303(1)(x) resides.*

PROOF OF PUBLICATION

Newspaper Name

Newspaper Name

NEWSPAPER NOTIFICATION ATTACHMENTS

Name	Date Uploaded	User	Delete
Testing Document.pdf	5/17/2022	Ashley Eichhorn	x R

Select a file to upload...

Choose File   No file chosen

PROOF OF PUBLICATION AFFADAVIT ATTACHMENTS

Name	Date Uploaded	User	Delete
Testing Document.pdf	5/17/2022	Ashley Eichhorn	x R

Select a file to upload...

Choose File   No file chosen

SAVE   Reset