

Electronic Submittal of Opencut Documents

Introduction - An Opencut operator has the option of submitting Opencut documents electronically using the State of Montana's File Transfer Service (FTS). This is being done as a courtesy to operators and as such, an operator choosing to use the FTS agrees to submit documents as outlined in this document.

1) Technical Requirements

- a) Microsoft Word 2010 and Microsoft Excel 2010, or newer, are required.
- b) Operator must have the ability to convert documents to a PDF format.

2) Organization of the Documents to be Submitted

- a) All documents requiring a signature must contain one.
- b) The *Boundary Coordinate Table* and the *Operator Certification of Surface Landowners and Occupied Dwelling Units for a Standard Permit* must be submitted, in the .ZIP file to the FTS, in Excel format – do not submit them separately via email.
- c) Convert all other documents to PDF format.
 - i) Convert all maps from their original electronic format - do not print and scan.
 - ii) The PDF pages of maps must be no larger than 8.5"x11" paper size (unless otherwise approved by the Department).
- d) The electronic name of the document must match the title of the form/document.
 - i) Examples: *WellLogs.pdf*, *BoundaryCoordinateTable.xlsx*, *ZoningForm.pdf*, *LandownerConsultationForm.pdf*, *SuretyBond.pdf*.
- e) All of the documents for one application/site must be put together in a single .ZIP file and named (Operator) – (Site name). For example: *ABC Gravel-Smith site.ZIP*.

3) **NOTE:** It is the Operator's responsibility to ensure that all documents are converted properly and in the correct format prior to submittal.

4) How to Send the Documents via File Transfer Service

- a) Log in to the State of Montana FTS (<https://transfer.mt.gov/>) and follow the on-line instructions for creating a new account or logging in.
- b) Click on *State Employee or ePass Montana Customer* in the *General* box.
- c) In the *To:* box under Recipients type DEQOpencut@mt.gov and then hit the tab button. The email address will appear in the *To:* section at the top of the screen as a green button.
- d) Add a message in the blank area in the *Message* box. This message must contain the operator name, site name, and Opencut Number (if assigned) of the document(s) being uploaded.
- e) Send the file.
- f) Print a copy of the confirmation page for your records.
- g) If a cash or property bond is included in the documents sent, the operator must then send the bond originals and any cash/checks directly to the Opencut Mining Section's Helena office.
- h) Repeat Steps #4b-4g for documents to be sent for additional applications/sites.

5) See page 2 for Electronic Submittal Checklist

Electronic Submittal Checklist

- Documents have been created in MS Word 2010 and MS Excel 2010, or newer.
- All documents have been converted to PDF - except where indicated.
- Map(s) have been converted directly from their original electronic format.
- Map(s) PDF pages are no larger than 8.5"x11" paper size (unless otherwise approved by the Department).
- All documents converted properly.
- All documents are in the correct electronic format, named appropriately, and in 1 zip file per site/application.
- For Cash Bonds: The cash or check has been sent to the Opencut Program's Helena office.
- For Property Bonds: The original bond form has been sent to the Opencut Program's Helena office.