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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: INF-12 Transmittal Number: 680 Date: JUL 22 1991

Subject: Technical Information Processing System (TIPS)

Approval: [signature] **Title:** Director

1. Purpose. This directive provides policy guidance and procedures for the Technical Information Processing System.

2. Definitions.

   a. Technical Information Processing System (TIPS) is a computer system jointly developed by the Office of Surface Mining Reclamation and Enforcement (OSM) and the States having primacy under the Surface Mining Control and Reclamation Act (SMCRA), which provides a comprehensive set of analytical tools to aid in technical decision-making processes related to SMCRA. TIPS provides technical specialists with automated software support for a full range of engineering, hydrological, and scientific applications required in mine permitting, abandoned mine land projects, designation of lands unsuitable for mining and other SMCRA applications.

   b. TIPS Workstation means specialized computers, printers, digitizers, plotters, external disk drives, modems, and other equipment purchased and installed by OSM for TIPS users. Additional TIPS compatible equipment purchased by State regulatory or abandoned mine land program offices using Federal funds and/or State funds are not considered part of the formal TIPS workstation.

   c. TIPS Software means programs approved, purchased, installed, and maintained by OSM, in consultation with the TIPS Steering Committee, on the TIPS workstation which enable TIPS users to more efficiently and effectively analyze, manipulate, display, transfer, and process TIPS information and data.

   d. TIPS Computer means the super mini-computer maintained by OSM which houses specialized geographic, engineering, geological, and data base software packages for use by TIPS users. The TIPS computer is located at the TIPS National Computer Center in Denver.

e. TIPS Steering Committee means individuals who provide advice and guidance to the Deputy Director, Operations and Technical Services on a wide range of issues including the planning, operation, and maintenance of TIPS, coordination of TIPS users, identification and evaluation of new TIPS hardware and software applications and other TIPS matters as deemed appropriate.

f. TIPS User means designated State regulatory authorities, State AML agencies when separate from the regulatory authority, technical staffs of OSM, and coal producing Indian tribes for activities related to approved AML programs that have specialized hardware, software, and peripheral equipment installed by OSM for the sole purpose of utilizing the TIPS computer system for technical decision-making processes related to SMCRA.

g. Support Centers mean Eastern Support Center (ESC) and Western Support Center (WSC).

3. Policy/Procedures.

a. Background. TIPS fosters technology transfer between OSM and the State regulatory authorities by the utilization of state-of-the-art computer hardware and software to assist its users in the implementation of SMCRA. Uses of TIPS can include evaluation of data submitted with permit applications, technical support of compliance activities, and the design of abandoned mine land projects. The use of TIPS, however, is not considered a mandatory technique or methodology for SMCRA implementation. The users of TIPS include State regulatory authorities, technical staffs of OSM, abandoned mine land programs, and coal producing Indian tribes for activities related to approved AML programs.

OSM will operate the TIPS core software from a National Computer Center in Denver, Colorado accessed through a digital network. TIPS users are expected to utilize this facility for distributive processing. Any stand alone computer located in a Support Center or other OSM location is not authorized to procure or install TIPS core software under approvals obtained specifically for the National Computer Center. These approvals must be obtained separately in accordance with OSM Directive INF-11.

The use of TIPS by the States is voluntary and shall not be a topic of oversight of approved State and tribal regulatory and/or AML programs.

b. Responsibilities.

(1) The Deputy Director, Operations and Technical Services is the owner of TIPS, is responsible for the overall management, control and direction of the system and acts as the Chairman of the TIPS Steering Committee.

(2) The TIPS Headquarters Liaison is responsible for keeping the Deputy Director, Operations and Technical Services (OTS) and Assistant Director, Information Systems Management (ISM) informed regarding the current status of TIPS and makes recommendations on operational and programmatic matters which require a decision by the Deputy Director, OTS or the OSM ADP Review Board.

(3) The Assistant Directors for Eastern and Western Support Centers are responsible for the operation of TIPS and support of TIPS users under their respective jurisdiction. This responsibility includes management of respective ESC and WSC budgets and personnel resources, installation of TIPS workstations, yearly updating of TIPS workstation software, maintenance of TIPS workstation digitizers and plotters, assisting TIPS users in solving specific technical and scientific problems, answering specific questions related to the technical aspects of TIPS, training TIPS users in the use of TIPS hardware and software, and overall accountability of installed TIPS workstation equipment.

In addition, the Assistant Director, Western Support Center is responsible for operation of the TIPS computer; obtaining and using the most current version of the core software; and operation of the TIPS National Computer Center. This includes providing systems programming duties attendant to the TIPS National Computer Center, TIPS peripherals and assuring that contract staff are available for operation of the Center. The National Computer Center is also responsible for the storage, maintenance, tracking and procurement of updates of original copies of the workstation software nationwide.

(4) The Assistant Director, Western Support Center is the systems manager for TIPS and the Assistant Director, Information Systems Management provides digital communications support to the systems manager to interconnect the State Regulatory Authorities TIPS workstations with the TIPS computer. In addition, the systems manager acts as the approving authority for TIPS workstation hardware and software in accordance with OSM Directive INF-11 with the exception that TIPS is exempt from the core software requirements of this directive (Section III.A.3.a.(3)). (Software requirements for TIPS are recommended by the TIPS Steering Committee and approved by the Deputy Director, OTS.)

c. Policy. It is agency policy with respect to the operation of TIPS that OSM will:

(1) Provide TIPS users with a TIPS workstation and current TIPS software for the operation of TIPS.

(2) Provide technical assistance and training to TIPS users.

(3) Provide telecommunications linkages between the TIPS user and the TIPS computer. TIPS users are responsible for local telephone charges on a cost-share basis.

(4) Provide software for access to the TIPS computer and specialized geographic, geologic, and data base software.

(5) Operate and maintain the TIPS computer and associated core software.

(6) Provide point(s) of contact for the exchange of technical enhancements to software and technical advice and assistance to TIPS users as requested.

(7) Encourage technology transfer of TIPS technical enhancements among TIPS users.

d. TIPS User Responsibilities. TIPS users agree to:

(1) Use TIPS for technical and scientific purposes which are directly related to approved regulatory and AML activities.

(2) Promote technology transfer among all TIPS users.

(4) Provide to OSM a TIPS point of contact in the user community who will act as liaison between the TIPS user and OSM and to notify OSM when point of contact changes are made.

(5) Provide to OSM, on OSM supplied forms, periodic information on the use of the TIPS workstation, the location of TIPS equipment, and the name(s) of the individuals responsible for the physical accountability of the TIPS equipment.

(6) Abide by established copyright laws regarding the software installed on the TIPS workstation.

(7) Provide OSM with the assurance that TIPS equipment owned by OSM is protected from theft, damage, and unauthorized use.

e. Procedures.

(1) Termination of participation in TIPS.

(a) Since participation in TIPS is completely voluntary, a TIPS user can withdraw from TIPS at any time.

(i) If a TIPS user decides to withdraw from TIPS, all hardware, software, and peripheral equipment provided to the TIPS user for TIPS, must be returned to the OSM.

(b) If it is determined by OSM that the TIPS workstation and associated communications equipment are not being adequately maintained, OSM may choose to withdraw the TIPS workstations from that locality.

(2) Maintenance of TIPS Equipment is the responsibility of the TIPS user (except for plotters and digitizers). The TIPS user can apply for assistance for the maintenance of the TIPS equipment through established OSM Federal assistance procedures for approved Title IV and/or Title V activities. Costs for maintaining TIPS telecommunications between the TIPS user and the Government supplied telecommunications network can also be requested through the appropriate OSM Federal assistance mechanism.

(3) Exceptions to the procedures in Section 3 (e)(2).

Plotters and digitizers procured during the initial TIPS workstation installations require sophisticated maintenance and repair facilities and specialized technical training. In the event that a plotter or digitizer requires major service, OSM will, at its option, pay for the repair or replacement of the defective equipment. In the event that major service is needed to a plotter or digitizer, TIPS users should contact their servicing Support Center for advice and guidance. TIPS users must contact their servicing Support Center before repairs are made to digitizers or plotters. If a TIPS user authorizes repair to a plotter or digitizer, without prior approval from the servicing Support Center, those costs will be borne by the TIPS user.

(4) Purchase of Additional Equipment by TIPS Users.

(a) If a TIPS user requests additional equipment to supplement the previously installed TIPS workstation equipment through the OSM Federal assistance process or with other funds, the user must ensure that the equipment is compatible with the current TIPS hardware and software configurations for the TIPS workstation and TIPS minicomputer. The additional equipment must interface with currently installed TIPS user workstation equipment and must be capable of processing information on the TIPS computer and current TIPS computer operating systems.

(b) To ensure that the desired equipment meets current TIPS requirements, TIPS users should contact their servicing Support Centers for specifications and guidance on the procedures to be followed in applying for additional equipment through the Federal assistance process.

(5) Purchase of Additional TIPS Software.

(a) Additional TIPS software purchases to supplement TIPS user requirements can be applied for under established OSM Federal assistance procedures. Installation, maintenance, and upgrades of supplemental

software on the TIPS workstation, which is not part of the original suite of TIPS workstation software, is the responsibility of the user. OSM will not support user-installed software that is not part of the suite of TIPS workstation software. However, TIPS users are encouraged to coordinate additional software purchases through their servicing Support Center.

(b) New software that is approved by the TIPS Steering Committee for inclusion on the TIPS workstations, and updates to the current suite of TIPS workstation software will be provided and maintained by OSM.

(6) TIPS Steering Committee.

(a) The TIPS Steering Committee currently exists with duties and membership established by memoranda from the Chairman of the TIPS Steering Committee. In general, membership in the TIPS Steering Committee will consist of OSM Headquarters and field managers, representatives from the State regulatory authorities and others as deemed appropriate by the Chairman.

(b) State members of the steering committee are expected to represent other TIPS State users not on the steering committee and develop and foster contacts with the States that they represent.

4. Reporting Requirements. None.

5. References. None

6. Effect On Other Documents. None

7. Effective Date. Upon Issuance.

8. Contact. Deputy Director, Operations and Technical Services (FTS 208-2807).

9. Appendices. None