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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: INE-23 Transmittal Number: 333 Date: 05/08/87

Subject: Mine Site Evaluation Inspection Report Instructions

Approval: Jed W. Christensen | Title: Director

1. PURPOSE. This directive establishes a comprehensive set of instructions for completing the Mine Site Evaluation Inspection Report (MEIR).

2. DEFINITIONS. None.

3. POLICY/PROCEDURES.

a. Background. Several sets of instructions, revisions and subsequent changes have occurred since the MEIR was initiated on October 1, 1983. This document serves to consolidate all instruction into one document for ease of reference and accuracy in completion of the form. This directive is divided into four parts: (1) general instructions of October 1, 1983, (2) subsequent additional instructions, (3) supplemental Mine Site Evaluation Inspection Report form, and (4) the narrative requirements.

b. Policy.

(1) The MEIR form shall be completed in accordance with the procedures described below each time a Federal inspection is conducted and any time a Ten Day Notice, Notice of Violation, or Cessation Order is issued without an inspection. This includes citizen complaint referrals to the State, State inspection and enforcement document reviews, and delinquent abandoned mine reclamation fees.

(2) The supplemental MEIR form shall be completed in accordance with the procedures described below each time a complete statistical sample inspection is conducted in primacy States. Field Offices are encouraged to schedule statistical sample inspections as soon as possible after the State has conducted a complete inspection of the same permit.

c. Procedures.

(1) General Instructions.

MEIR form (83-163) shall be completed in accordance with the general instructions of October 1, 1983 which are transmitted with this directive.

(2) Subsequent Additional Instructions.

(a) Additional Inspection Type Classifications

CP	Complete Federal Program
PP	Partial Federal Program
CI	Complete Indian Land
PI	Partial Indian Land
CFL	Complete Federal Land
PF	Partial Federal Land
SS(xxx)	Special Study
CCR	Citizen Complaint Referral
DR	Document Review
RF	Reclamation Fees

(b) Revisions to Compliance Codes

1	In compliance
2	Not in compliance
3	Not applicable

Blanks are no longer permissible on complete inspections (block 25, page 1). Code 3 shall be used for any performance standard category which is not applicable because the activity has not yet commenced or never will during the life of the permit.

(3) Supplemental MEIR Form of July 30, 1986.

The supplemental MEIR form transmitted with this directive is designed to capture data necessary to address certain revised sections of the annual report format. The form shall be kept by the Field Office for use in developing annual oversight reports. Instructions are summarized on the back of the form and provided in more detail below. To obtain information similar to that gathered on the five-day special study inspections, Field Offices are encouraged to order statistical sample inspections so that they are conducted as soon as possible after the State has conducted a complete inspection of the same permit. The form shall be completed on all complete statistical sample inspections conducted in primacy states. Instructions are summarized on the back of the form and provided in more detail below.

(a) Section I. State Violation Citation Data.

1 This section is to record whether the State is citing all violations for which enforcement action is required. The OSMRE inspector will make a thorough review of the State inspection report for the last complete inspection and his observations during the current statistical sample inspection.

2 The number of new violations identified in the States' last complete inspection report for which the State inspector took required enforcement action will be recorded under the appropriate performance standard category in row "A".

3 An entry to row "B" will be made when either the State inspection report clearly indicates a violation existed but required enforcement action was not taken, or, a violation is observed during the current statistical sample inspection which can reasonably be demonstrated to have existed at the time of the last State complete inspection but which the State has not cited.

4 An entry to row "C" will be made after a careful search of the permit file to determine if any violation has remained unabated more than three days after the abatement date has expired, regardless of when the inspection was conducted. All entries should be properly documented in the narrative portion of the MEIR and supported by photographs or other evidence as necessary.

(b) Section II. Performance Standard Compliance Percentage Data.

1 Items 1 and 2 of this section are to record data from which OSMRE can compute the percentage of mine sites observed by the State and OSMRE to be in compliance with all performace standards.

2 Item 1 is to be answered after a thorough review of the State's last complete inspection report. If answered "no", provide the total number of performance standard categories coded "2" beside the heading "Last Complete State Inspection" in the chart at the bottom of the form.

3 Item 2 is to be answered similarly from the results of the current statistical sample inspection as recorded in Item 25 on the first page of the MEIR.

4 Inspectors will review the State's inspection report from the last complete inspection to extract all violations that were reported to exist and categorize them into this chart by MEIR performance standard category and compliance codes 1, 2, and 3 on the row "Last Complete State Inspection".

5 On the "OSMRE Complete Statistical Sample Inspection" row enter those compliance codes recorded in Item 25 on the first page of the MEIR. To assure there are no blanks in the entire chart, use code 3 for all categories which are not applicable.

(4) Narratives.

A supplemental narrative attached to the MEIR will be mandatory only where:

(a) a performance standard block in item 25 is coded 2 meaning it is not in compliance;

(b) a follow-up inspection to an enforcement action or ten day notice is conducted;

(c) a citizen complaint investigation is conducted;

(d) a special study requires a specific assessment;

(e) necessary to document findings on the supplemental MEIR form;

(f) necessary to document unusual conditions at the operation, important conversations, or to communicate advice to the permittee or regulatory authority.

4. REPORTING REQUIREMENTS.

All MEIR forms are to be submitted to Headquarters, Branch of Inspection as soon as possible but not later than two weeks after the completion of the inspection.

5. REFERENCES.

a. Minesite Evaluation Inspection Report memorandum with attached instructions, from the Chief, Branch of Inspection dated October 1, 1983.

b. Statistical Sample Supplemental Data Collection memorandum, from the Deputy Director, Operations and Technical Services dated July 30, 1986.

6. EFFECTS ON OTHER DOCUMENTS.

a. Rescinds.

Classification of Code 3 and Blanks on Mine Site Evaluation Form memorandum, from the Chief, Branch of Inspection dated May 3, 1984.

b. Supersedes.

(1) OSM'S Field Office Reporting System Monthly Report Forms memorandum, from the Assistant Director, Program Operations and Inspection dated August 17, 1984.

(2) Mine Site Evaluation Inspection Reporting Coding memorandum, from the Assistant Director, Program Operations and Inspection dated September 25, 1984.

(3) Mine Site Evaluation Inspection Report - Guidance on use of Narratives memorandum, from the Assistant Director, Program Operations and Inspection dated October 16, 1984.

(4) Minesite Evaluation Inspection Reporting Requirement memorandum, from the Deputy Director, Program Operations and Inspection dated September 9, 1985.

(5) Mine Site Evaluation Inspection Report Coding memorandum, from the Deputy Director, Operations and Technical Services dated November 25, 1985.

7. Effective Date. Upon issuance.

8. Contact. Chief, Branch of Inspection, (FTS) 343-5384.

VIOLATION ANALYSIS DATA

Facility : _____
Permit No. _____
OSM Sample No. _____ Date ____ / ____ / ____
Number of days _____ since the LAST COMPLETE State inspection

SECTION I STATE VIOLATION CITATION DATA

PERFORMANCE STANDARDS

ENTER THE TOTAL NUMBER OF VIOLATIONS FOR EACH PERFORMANCE STANDARD BY VIOLATION CATEGORY

CODE	STATE ACTION REQUIRED	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	TOTAL BY CODE
(A)	At the time of the LAST COMPLETE STATE INSPECTION, the STATE took ENFORCEMENT ACTION for VIOLATIONS (including FTAI where required.																								
(B)	Based on the findings of this inspection, the STATE FAILED to take ENFORCEMENT ACTION for VIOLATIONS (including FTAI which existed at the time of the LAST COMPLETE STATE INSPECTION.																								
(C)	ANY ENFORCEMENT ACTION(S) PREVIOUSLY taken by the STATE on this PERMIT which are UNABATED more than 5 DAYS beyond the ABATEMENT DATE WITHOUT required enforcement ACTION taken by the STATE.																								

SECTION II PERFORMANCE STANDARD COMPLIANCE PERCENTAGE COMPARISON DATA

1. A review of the LAST COMPLETE STATE INSPECTION report shows that the mine site was IN COMPLIANCE with ALL performance standards ? YES [ ] NO [ ].
   If NO, the TOTAL NUMBER of PERFORMANCE STANDARD CATEGORIES in NON-COMPLIANCE was _____.

2. As a result of THIS statistical sample inspection the mine site is in compliance with ALL performance standards ? YES [ ] NO [ ].
   If NO, the TOTAL NUMBER of PERFORMANCE STANDARD CATEGORIES in NON-COMPLIANCE was _____.

PERFORMANCE STANDARDS

ENTER CODES 1, 2, or 3 from MEIR

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
ALL EXISTING VIOLATIONS																							
LAST COMPLETE STATE INSPECTION																							
OSMRE COMPLETE STATISTICAL SAMPLE INSPECTION																							

INSTRUCTIONS

SECTION I STATE VIOLATION CITATION DATA

CODE A: Based on a review of the last State complete inspection report, enter the total number of violations within each performance standard category (including FTA) where the State inspector observed uncited violations and took required enforcement action.

CODE B: Based on a review of the last State complete inspection report and observations during this statistical sample inspection, enter the total number of violations within each performance standard category (including FTA) where the State failed to take required enforcement action and the violation either presently exists or the State inspection report clearly indicates that it did exist.

CODE C: Based on a complete review of the entire permit file, enter the total number of violations within each performance standard which are outstanding more than 3 days beyond the abatement date at the time of this inspection.

SECTION II PERFORMANCE STANDARD COMPLIANCE PERCENTAGE COMPARISON DATA

QUESTION # 1 : Answer the question based on the last State complete inspection report of record. If checked no, enter the total number of performance standard categories coded 2 in the bottom chart.

QUESTION # 2 : Answer the question based on item 25 from page 1 of the MEIR for this statistical sample inspection. If checked no, enter the total number of performance standards coded 2.

PERFORMANCE STANDARD COMPLIANCE CHART

LAST COMPLETE STATE INSPECTION

Based on the last State complete inspection report, categorize all existing violations by performance standard and MEIR codes 1, 2, 3. Use code 3 for all not applicable items, leaving no blanks.

OSHRE COMPLETE STATISTICAL SAMPLE INSPECTION

Repeat item 25 from page 1 of the MEIR for this statistical sample inspection. Use code 3 for all not applicable items, leaving no blanks.

OCT 01 1983

INSTRUCTIONS

MINE SITE EVALUATION INSPECTION REPORT

The Mine Site Evaluation Inspection Report is to be used when a Reclamation Specialist conducts an oversight inspection. The Mine Site Evaluation Inspection Report will:

1. Provide identification and documentation of the inspector's observations;

2. Provide administrative information for budget formulation and justification, time-keeping, and task analysis; and

3. Enhance further development and refinement of the statistical sampling system.

It is important to remember that data regarding a State's performance will be captured on this form. Special care should be taken to correctly enter and review all data.

Clearly print the information using one letter or number per block. Exert sufficient pressure on the reports so that all copies are legible. Hyphens, slashes, etc. should be included in names, addresses or other requested information. Leave a blank space where it would normally appear in a name or address; e.g., between the street number and name of street.

The Following provides guidance for filling out each category on the report.

1. For Office Use Only. Leave blank.

2. Name of Permittee: Enter the name of the permittee as shown on the permit. Begin with the first block to your extreme left filling in only what you have space for or leaving blanks as may be necessary.

3. Street Address: Enter the address of the permittee. Begin with the first block to your extreme left filling in only what you have space for or leaving blanks as may be necessary.

4. City: Enter the city of the permittee's address. Begin with the first block to your extreme left filling in only what you have space for or leaving blanks as may be necessary.

5. State: Enter the State Code of the permittee's address using the official codes adopted by the U.S. Postal Service (see Attachment A). For example, the code for New Mexico is NM.

6. Zip Code: Enter the zip code of the permittee's address.

7&8. Area Code and Telephone Number: Enter the area code and telephone number of the permittee.

9. MSHA Number: Enter the number issued by the Mine Safety and Health Administration (MSHA), if available. If not available, leave blank.

10. Date of Inspection: Enter the numeric year, month and day. Preceed single digits with a zero. If the inspection took more than one day, enter only the completion date of the inspection. For example, if an inspection was started on January 2, 1983, and was completed on January 4, 1983, enter 830104.

11. State Permit Number: Enter the permit number issued by the State. Begin with the first block to your extreme left, leaving blanks as may be necessary.

12. Name of Mine: Enter the name of the mine. Begin with the first block to your extreme left filling in only what you have space for or leaving blanks as may be necessary.

13. County Code: Enter the county code of the site using the codes published in the FIPS PUB 6-2. Copies of this publication were sent to Field Offices earlier and have been used as the reference document for filling out the last form.

14. State Code: Enter the State code associated with the location of the site. Use the official State codes adopted by the U.S. Postal Service. For example, if the site is located in Ohio, enter OH (see Attachment A).

15. Strata: This section has been included for stratification purposes. Upon approval, specific instructions will be sent to the appropriate Field Offices. Until then, please leave blank.

16. State Area Office: Enter the State Area Office as codified in Attachment A. For example, if the State Area Office responsible for this site is located in London, Kentucky enter 06.

17. OSM Field Office Number: Use the Field Office Numeric Code authorized by the Assistant Director, POI (see Attachment A). For example, if the Field Office is Columbus, enter 07.

18. OSM Area Office Number: If the OSM inspector is assigned to an area office or if he is temporarily assigned, use the Area Office Numeric Code authorized by the Assistant Director, POI (see Attachment A). For example, if the Area Office is Madisonville, enter 2.

19. OSM Sample Number: Use the random sample number assigned to the inspectable unit. Preceed sample number with zeroes to fill in all blanks. For example, if the sample number is 382, enter 0382. If a follow-up partial inspection is conducted later enter the original sample number assigned for the initial statistical sampling inspection.

20. Type of Inspection (Code): Enter appropriate code. See reverse side of Mine Site Evaluation Inspection Report, Type of Inspection Codes. Begin with the first block to your extreme left leaving blanks where necessary. For example, if the inspection is a follow-up to a ten-day notice, enter TDF. If the code is not listed indicate Other - SO, and provide explanation in the narrative.

21. Joint Inspection: Check "Yes" if the State inspector accompanied the OSM inspector during the oversight inspection or "No" if the State did not accompany the OSM inspector.

22. Inspector's Identification Number: Use the numeric ID number assigned by the Field Office Director. When more than one inspector is conducting an inspection, enter only the numeric ID number of the inspector assigned inspection responsibility for that unit. Use all blocks. Preceed single or double digit numbers with zeroes. For example, if the inspector's number is 9, enter 009.

23. Status:

A. Type of Permit: Enter appropriate code. See the reverse side of Mine Site Evaluation Inspection Report, Type of Permit. For example, if the site is operating under a permanent program permit enter 01.

B. Mine Status: Enter appropriate code. See reverse side of Mine Site Evaluation Inspection Report, Mine Status Codes. Begin with the first block to your extreme left leaving a blank as necessary. For example, if there is no coal mining on the site and there is reclamation in progress, enter IR.

C. Type of Facility (Code): Enter appropriate code. See reverse side of Mine Site Evaluation Inspection Report, Type

Facility Codes. Begin with the first block to your extreme left leaving a blank as necessary. For example, if the inspectable unit is a surface mine enter S.

D. Number of permitted acres: Enter number on State permit. Round out number to the nearest tenth of an acre. Use all blocks. Preceed the number with zeros if necessary. For example, if the number of permitted acres is 4,500 enter 04500.0.

E. Number of disturbed acres: Enter approximate number. Use all blocks. Preceed the number with zeros, if necessary. For example, if the number of disturbed acres is approximately 30, enter 00030.0. Note, this is the inspector's estimate.

24. Type of Activity: Check appropriate box(es). For example, if the unit is on alluvial valley floors, check the box marked alluvial valley floors. More than one box may be checked or all may be left blank.

25. Performance Standards (Codes):
Enter the appropriate code for each performance standard. Only the three codes on the reverse side of Mine Site Evaluation Inspection Report under Compliance Codes will be allowed. For any standard marked 2 provide narrative to support this determination.

All items must be filled in for complete inspections. Only those standards observed will be checked for partial inspections; the remaining standards will be left blank. On inactive or abandoned sites, inspectors will have difficulty determining compliance with standards such as surface and ground water monitoring reporting requirements or with blasting since records or reports will not be readily available.

The operator's office or the State's office may have to be visited before a determination of compliance can be made.

Performance Standard Codes

A) Code 1 - In Compliance.

This code shall denote that on-site conditions and / or records have been reviewed and found to be in compliance.

B) Code 2 - Not in Compliance.

This code shall denote that a violation of a performance standard has occurred or is occurring and remanins unabated. A performance standard would be coded 2 even though it was a joint inspection and the violation is addressed by the State with the issuance of a State NOV or CO.

C) Code 3 - Not Applicable.

This code shall denote that the performance standard does not apply at the mine at the time of inspection, has not yet occurred but will, or will never occur during the life of the permit.

D) Blanks.

Blanks are permissable only during partial inspections to reflect that the performance standard was not reviewed.

26. State Permit Number: Enter the permit number issued by the State. Begin with the first block to your extreme left leaving blanks as may be necessary. Note, this is simply identification information to associate it with page one of the report.

27. Date of Inspection: Enter the numeric year, month and day, preceeding single digits with a zero. If the inspection took more than one day, enter only the completion date of inspection. For example, if an inspection was started on January 4, 1983 and was completed January 6, 1983, enter 830106. Note, this is simply identification information to associate it with page one of the report.

28. Permit Compliance: Check appropriate box. If "No" provide specific narrative to support this determination. For example, if a basin's dam is not constructed in accordance with approved specifications, "No" would be checked and the conditions would be described. Another example is where the mining plans state that mining will be in an East/West direction but on the ground it's North/South. "No" would be checked and a description of conditions would be provided in the narrative.

29. State Inspection Frequency: Enter number of complete and partial inspections conducted on this permit by the State during this annual review period. Preceed single digits with a zero. For example, if the State has conducted one complete and three partial inspections during the annual review period, enter 01 complete and 03 partials.

30. State Inspection Requirements: Enter number of complete and partial inspections required on the site by the State during this annual review period. Preceed single digits with a zero. For example, if this is the sixth month of the annual review period, 2 completes and 4 partials should have been conducted by the State. Enter 02 completes and 04 partials.

31. Inspection Adequacy: Indicate whether the inspection frequency for complete and partial inspections has been met. Check both categories of inspections. If for example, in the situation mentioned above, if the State should have conducted 2 complete inspections and actually conducted only one, then check "No" for completes. If the State should have completed 4 partials and did in fact complete 4, then check "Yes" for partials.

32. Federal Enforcement Information - Violation Number: In accordance with procedures issued by the Assistant Director, POI (See May 7, 1982-memo Attachment B), enforcement actions will be issued using this numbering system.

Under the appropriate enforcement action, enter the year the enforcement action was issued, the Field Office Numeric Code, the inspector's ID as assigned by the FOD, and the enforcement action number. For example, if inspector 42 in the Columbus Field Office issues his fifth ten-day notice, enter 83-07-042-005. All blocks of the enforcement action should be filled in. Preceed single or double numbers with zeros as needed.

For each violation code, place a check mark( ) or"X" in the box under the appropriate enforcement action. For example, if a TDN was issued for sediment ponds, effluent limits and roads, then blocks H, I, and L under TDN should be filled in. For "other violations," explain the violation in the narrative.

33. Clearly print/type the name of the authorized representative. The signature of both the authorized representative conducting the inspection and the reviewing official is required. Indicate date signed.

34. Administrative Information:

A. Permit Review Hours: Enter total time spent reviewing the permit. Round off to the nearest tenth of an hour. All blanks should be filled in. Preceed single numbers with a zero. This includes activities such as reviewing the State's enforcement records and inspection history, discussing identified problems with a supervisor, Technical Center personnel or with State personnel, and/or paperwork review activities involving preparation.

B. Travel Time: Enter the "actual" travel time to the site. For example, if an inspector leaves the field office at 7:30 a.m., arrives at Site A at 10:00 a.m., the travel time for this site is two and one-half hours. Enter 02.5.

Upon completion of this inspection, the inspector leaves for Site B at 11:30 a.m., arriving at 1:00 p.m., completes the inspection by 3:00 p.m. and returns to the Field Office at 5:30 p.m., the travel time for Site B is four hours. Enter 04.0. Since Site B is the last site for the day, the travel time for this site is the sum of two parts; (1) the time from Site A to Site B, and (2) the return time to the Field Office from Site B.

C. Inspection Time: Enter total time spent inspecting. Round off to the nearest tenth of an hour. All blanks should be filled in, preceeding single hours with a zero. Include all inspection activities at the site such as reviewing water monitoring and blasting records, discussions with the operator and actual on the ground inspection time.

D. Report Writing Time: Enter total time spent writing the report. This includes any telephone conversations required to verify data or other research.

ATTACHMENT A

MINE SITE EVALUATION INSPECTION REPORT CODES

FIELD OFFICE	FIELD OFFICE NUMERIC CODE	AREA OFFICE NUMERIC CODE	STATE CODE	STATE AREA OFFICE CODE	
CASPER	01	OLYMPIA 1	AK	ANCHORAGE	01
			ND	BISMARK	01
			MT	HELENA	01
				BILLINGS	02
			SD	INDIAN LANDS	**
			WY	CHEYENNE	01
				LANDER	02
				SHERIDAN	03
			WA	FEDERAL PROGRAM	**
ALBUQUERQUE	02		AZ	INDIAN LANDS	**
			CO	DENVER	01
			NM	SANTA FE	01
			UT	SALT LAKE	01
TULSA	03	MUSKOGEE 1	AR	LITTLE ROCK	01
				RUSSELVILLE	02
			LA	BATON ROUGE	01
			OK	OKLAHOMA CITY	01
			TX	AUSTIN	01
				FLORESVILLE	02
				TYLER	03
KANSAS CITY	04		IA	DES MOINES	01
			KS	PITTSBURG	01
			MO	JEFFERSON CITY	01
SPRINGFIELD	05		IL	MARION	01
				SPRINGFIELD	02
INDIANAPLOIS	06		IN	JASONVILLE	01
COLUMBUS	07		OH	COLUMBUS	01
				NEW PHILADELPHIA	02
				SALEM	03
				ZANESVILLE	04
				ST. CLAIRSVILLE	05
				ATHENS	06
LEXINGTON	08	LONDON 1	KY	MADISONVILLE	01
		MADISONVILLE 2		MIDDLESBORO	02
		PIKEVILLE 3		JACKSON	03
		HAZARD 4		PRESTON	04
				PIKEVILLE	05
				LONDON	06
				GRAYSONVILLE	07

FIELD OFFICE	FIELD OFFICE NUMERIC CODE	AREA OFFICE NUMERIC CODE	STATE CODE	STATE AREA OFFICE CODE	
KNOXVILLE	09	NORRIS 1	TN	FEDERAL PROGRAM	**
		CHATTANOOGA 2			
BIRMINGHAM	10		AL	JASPER	01
				BESSEMER	02
				RAINSVILLE	03
				ONEONTA	04
			GA	FEDERAL PROGRAM	**
CHARLESTON	11	BECKLEY 1	MD	FROSTBURG	01
		MORGANTOWN 2	WV	FAIRMONT	01
				PHILIPPI	02
				OAK HILL	03
				WELCH	04
				LOGAN	05
				CHARLESTON	06
HARRISBURG	12	JOHNSTOWN 1	PA	EBENSBURG	01
		WILKES BARRE 2		GREENSBURG	02
				HAWK RUN	03
				KNOX	04
				POTTSVILLE	05
				PITTSBURGH	06
				MEADVILLE	07
				WILLIAMSPORT	08
				WILKES BARRE	09
BIG STONE GAP	13	LEBANON 1	VA	BIG STONE GAP	01
		TWO ACRE T/F 2			
COMPLIANCE FIELD OPERATIONS	14				