

RAILROAD COMMISSION OF TEXAS
Surface Mining and Reclamation Division



NOTICE TO SURFACE MINING AND RECLAMATION OPERATORS

Digital Submissions of Surface Mining Applications & Permit Actions

The Surface Mining and Reclamation Division of the Railroad Commission of Texas (RRC) requests that all application materials and permitting actions be submitted in a digital format in lieu of paper hard copies. The protocol for submitting these materials is outlined below, along with a checklist of file-type and formats that will help expedite processing and distribution of materials.

- ✓ Official submission of a permit action shall be a 'searchable' PDF.
- ✓ Submit one email per project notice to SMRD_Mail@rrc.texas.gov.
- ✓ If documents are too large to be submitted though email, they can be submitted through BOX mail, however the cover letter for the project must be receive by SMRD_Mail with a notation in the body of the SMRD_Mail stating BOX mail has been submitted for this project.
- ✓ A Docket Number or File Reference Number should be included in the cover letter RE: (subject line), if one has been assigned.
- ✓ Subject line of the email notice should be the mine name, permit number and short/minimal description (The email submittal could be declined if the subject line does not match the project attached).
- ✓ Each attached document should have a file name.
- ✓ Submittals will be stamped in on the day they are received before close of business (COB), 5 p.m. Submittals received after COB will be stamped the next business day.
- ✓ A notification of receipt of submission will be sent when the application is processed and filed within the Surface Mining and Reclamation Division records.

Digital submittals should **NOT** include:

1. McAfee security files
2. Docket number or financial info within the email subject line

Georeferenced AutoCAD/GIS shapefiles should be submitted as working files for any exhibit, plat, or figure.

Microsoft Excel files, with formulas, should be submitted as working files for the following permit actions:

1. Post-mine soil reports
2. Soil maintenance / soil fertility/ soil augmentation reports
3. Random 10% resampling reports
4. Vegetation reports
5. Groundcover productivity reports

6. Groundwater and stem count reports
7. Bond calculations

Microsoft Excel, or CSV, files should be submitted as working files for the following permit actions:

1. Wildlife sightings
2. Hydrological data
3. Well completion information

Additional working files should be submitted in the following format:

1. Audio files (from wildlife surveys)
2. HEC-RAS
3. Sed-CAD

Please email alternative application handling requests to the following:

Brent Elliott, Surface Mining and Reclamation Director
Brent.Elliott@rrc.texas.gov (cc SMRD_Mail@rrc.texas.gov)

and

Adam Krabbenhoft, Applications and Permits Manager
Adam.Krabbenhoft@rrc.texas.gov

As a reminder, the RRC also maintains a 24-hour, toll free emergency line; 844-773-0305 to report urgent issues and other incidents.

If you have questions regarding this notice, please contact the RRC at Mining@rrc.texas.gov.

Please Forward to the Appropriate Section of Your Company