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PROGRAM INFORMATION BULLETIN NO. P04-14

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SUBJECT: Electronic Filing of Part 46 and Part 48 Training Plans

To whom does this bulletin apply?

This information bulletin applies to mine operators, independent contractors, state grantees, and Mine Safety and Health Administration (MSHA) personnel.

What is the purpose of this bulletin?

This bulletin reminds the mining industry about the "online" method for filing Part 46 and Part 48 Training Plans and provides additional information. This online method for filing is optional, but it has many advantages. There are online instructions and resources that allow you to prepare and maintain plans that are consistent in format and design, as well as easy to complete or revise. Although Part 48 regulations allow state grantees to have Part 48 Training Plans, Part 46 does not allow grantees to have their own Part 46 Training Plans.

Where can I file my training plan online?

You can file your Part 46 and Part 48 Training Plans online by accessing the MSHA home page (<http://www.msha.gov>), choosing "Forms/Online Filings" and then "Part 46 & Part 48 Training Plans." From there, just follow the filing instructions. You are not required to submit a Part 46 Training Plan to MSHA if it meets the minimum requirements stated in Sections 46.3(b)(1) through 46.3(b)(5).

If some of the information on my training plan changes, am I required to complete the entire plan and resubmit it to MSHA?

When you first file your training plan, you are required to complete the entire plan. If part of the plan is not applicable to your operation, enter a brief statement with an explanation in the "Remarks" area at the end of the General Information section. When information on your training plan changes, you are required to complete only the

section(s) of the plan where a change has occurred in the information that was previously submitted. For Part 48 plans, you are not required to submit changes involving instructors. For Part 46 plans, you are not required to submit changes if the plan continues to meet the minimum requirements specified in Sections 46.3(b)(1) through 46.3(b)(5). As required by regulation, remember to post or share with the miners a copy of the training plan before you submit or implement the plan.

If you intend to file an entire plan or more than one section, please select all the sections that apply and submit them at one time, instead of selecting and submitting each section separately. Also, after selecting your desired section(s), please click on the **Submit** button only once and allow the system time to process your request. You will receive a confirmation that your plan was transmitted to MSHA in a short time. This time varies depending on many factors, such as your dial-up line speed and internet service provider, time of day this program is accessed, and the overall demand on our servers. Sending many sections separately or the same sections more than once will slow down the plan review process and cause some confusion about your intentions.

Is there any other information I need to include if I submit a revised training plan?

When your training plan is updated, you should add a statement in the "Remarks" box at the end of the section or program stating the information you changed. This will assist us in identifying more easily what you changed in your plan.

Can I still fill out my training plan by hand?

Yes, if you do not wish to file your training plan online, you may complete a Part 48 Training Plan and mail it to the appropriate MSHA District Manager. If you choose to send a Part 46 Training Plan to MSHA, please mail it to the appropriate Educational Field Services Eastern or Western Regional Manager.

What is the background information for this bulletin?

Section 115 of the Federal Mine Safety and Health Act of 1977 and Title 30, Code of Federal Regulations (30 CFR), Parts 46 and 48, require each operator of a coal, metal, or nonmetal mine to develop and implement an approved training plan. Operators must also properly implement any revisions or corrections to their plans. If you choose not to file a Part 46 plan or any revisions to the plan with MSHA, it is your responsibility to properly develop and implement the plan and any plan revisions at your mine. To facilitate filing plans with MSHA, we will accept filing the plans electronically as meeting the requirements of Part 46 or Part 48. MSHA anticipates that filing online and requiring operators to provide only the information where changes have occurred should reduce the burden on operators, enhance training programs, and increase our effectiveness in obtaining accurate and up-to-date information.

What is the authority for this bulletin?

Federal Mine Safety and Health Act of 1977, Section 115, 30 U.S.C. 825, and 30 CFR Part

46 and Part 48; Government Paperwork Elimination Act, 44 U.S.C. 3504 note.

Who is the contact person for this bulletin?

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Is this bulletin on the Internet?

This bulletin may be viewed on the Internet by accessing MSHA's home page (<http://www.msha.gov>), choosing "Rules & Regs" and then choose "Compliance Assistance Information" and select "Program Information Bulletins."

Who will receive this bulletin?

Program Policy Manual Holders
Mine Operators
Independent Contractors
State Grantees
Special Interest Groups