MSHA Metal and Nonmetal 30 CFR §§ 56.1000/57.1000 Online Reporting

The owner, operator, or person in charge of any metal and nonmetal mine shall notify the nearest Mine Safety and Health Administration and Metal and Nonmetal Mine Safety and Health District Office before starting operations, of the approximate or actual date mine operation will commence. The notification shall include the mine name, location, the company name, mailing address, person in charge, and whether operations will be continuous or intermittent.

When any mine is closed, the person in charge shall notify the nearest district office as provided above and indicate whether the closure is temporary or permanent.

In accordance with 30 CFR §§ 56.1000/57.1000 requirements, mine operators may choose to make their notification to MSHA using the online filing web interface. The following pages provide step-by-step instructions for completing the information using this online filing option.

PLEASE NOTE: notifications can only be made for one mine at a time. Operators will need to repeat the process for multiple mines. Operators may also choose to continue to use an existing reporting method and report directly to an MSHA Field Office or District Office.

Click on Link – Report Commencement/Closure of Operation – M/NM (30 CFR §§ 56.1000/57.1000)

The link can be found under the Reports/Notices/Complaints section on the MSHA Online Filing/Forms Homepage (http://www.msha.gov/forms/forms.asp)
Enter your existing EGov e-mail address and password account information. If you do not have an EGov account, click on the “New EGov users register here” link to create one.

Click the Login button to proceed.
* All fields with an asterisk are required throughout

**Mine ID:** Enter the Mine ID

**Reported by name:** This field is pre-populated with your current EGov account information. It may be changed.

**Reported by phone:** This field is pre-populated with your current EGov account information. It may be changed.

**Reported by e-mail:** This field is pre-populated with your current EGov account information. It may be changed.

Click the Next button to continue.
Entry of the mine ID on the previous screen will result in the mine information being displayed for the corresponding data fields.

**Report Type:** Two report types are displayed - Commencement of Operation and Closure of Operation. Select the correct type by clicking in the circle (radio button) next to the corresponding report type name.

Click the Next button to continue.

From this page/screen forward, a “Back” button is provided to allow you to return to the previous screen if you need to make a correction or change. A “Cancel and return to menu” link is also provided.
If you have chosen to report a closure of mine, the above screen will be displayed.

**Closing Start Date:** Enter the approximate or actual date effective closure date within two weeks. The date format is mm/dd/yyyy.

**Type of Closure:** Select the reported closure type (Temporary or Permanent) from the drop down box by clicking on the down arrow (▼) to the right of the data field.

Click the Next button to continue.
A review screen is displayed that gives you an opportunity to review the information you entered. Click the Back button if you need to change any information. Click the Submit Request to MSHA button to submit the data. A confirmation screen will be displayed (see page 9) and the system will automatically send an e-mail confirmation message.
Mine Commencement Notification Page – All Mines that are Not Portable Operations:

If you are reporting a commencement and the mine is NOT a portable operation, the above screen will be displayed

Commencement Start Date: Enter the approximate or actual date effective commencement date within two weeks. The date format is mm/dd/yyyy.

Type of Commencement: Select the reported commencement type (Intermittent or Continuous) from the drop down box by clicking on the down arrow (▼) to the right of the data field.

Click the Next button to continue.

A review screen is displayed that gives you an opportunity to review the information you entered.

Click Submit Request to MSHA button to submit the data.

A confirmation screen will be displayed (see page 9) and the system will automatically send an e-mail confirmation message.
If you are reporting a commencement and the mine IS a portable operation, the above screen will be displayed.

**Commencement Start Date:** Enter the approximate or actual date effective commencement date within two weeks. The date format is mm/dd/yyyy.

**Type of Commencement:** Select the reported commencement type (Intermittent or Continuous) from the drop down box by clicking on the down arrow (▼) to the right of the data field.

Enter the information for the new location if the operation has moved. The information is pre-populated with the mine’s current location information. All fields are required.

**Nearest Town, Landmark, or Post Office:** Change the name of the nearest town, landmark, or post office as appropriate.

**State:** Change the state, if appropriate, by clicking on the down arrow (▼) to the right of the data field and selecting the corresponding state abbreviation.
County Name where mine is located: Change the county, if appropriate, by clicking on the down arrow (▼) to the right of the data field and selecting the corresponding county name. The displayed county listing will be based upon the selected state.

Directions to Operation: Enter directions to the operation if the location has changed. The directions may be as simple as “one mile past mile marker 23 on route 234 W.” Directions should be as clear and concise as possible.

Click the Next button to continue.

A review screen is displayed that gives you an opportunity to review the information you entered.

Click Submit Request to MSHA button to submit the data.

The Confirmation screen that appears next includes a document submission number. You may print a copy of the screen for your records. A confirmation e-mail message will also be automatically generated and sent to the e-mail address you provided.