

DRMS Document Management System

Introduction

During the second quarter of 2010, the DRMS document management system became available to the general public remotely, accessed through the DRMS web page at www.mining.state.co.us. This system allows viewing, saving, and printing of all publically available, non-confidential documents and records via any standard internet connection.

Documents can be located by conducting what is referred to as a field search. The field search finds all documents and folders that have been assigned a particular template. Additionally, you can further limit search results to those documents or folders that have been assigned a particular field value or multiple field values.

To access all records currently scanned for a specific coal mine, mineral mine, exploration project (NOI), or non-confidential mineral prospecting, select the **DRMS Permit Index** under the drop-down menu provided for the Template field.

Enter the permit number in the field box labeled Permit No., for example **C1981026**.

Documents are further classified under the following index classes, called IBM Index Class Names. Each of these can be viewed using the dropdown menu.

- Application Correspondence – new application correspondence
- Bonding – bonding legal documents, cost estimates, and correspondence
- Enforcement – anything specific to enforcement actions
- Hydrology – sed pond inspections, NPDES correspondence and DMR's
- General Documents – for documents that don't fall into other categories
- Inspection – DRMS and OSM inspection reports, photos (media type =P)
- Permit File – The approved permit application (minus very recent approvals)
- Reports – Annual reclamation, Subsidence, Reveg, and Hydrology reports
- Revisions – all docs generated during the revision process by type & sequence

Most of the IBM Index Class names are self explanatory and with a minimal amount of effort, documents can be located and reviewed. (see Appendix A at the end of this document for more details on document organization)

Maybe the most important IBM Index Class name is the **Permit File**. This is the approved permit application and contains all text, exhibits, maps, appendices, and other sections that describe the mine, its location, the approved operation and reclamation plan, along with other detailed information as required by the Rules. As a whole, the **Permit File** is a dynamic set of materials, constantly

changing via revision. It is updated as revisions are approved, but may not be up-to-date for revision approved within the last 30 days.

Field Search

The screenshot shows the Laserfiche WebLink search interface. At the top, there is a search bar with a 'Search' button and a 'Results per page' dropdown set to 20. Below the search bar is a 'Search' section with a 'Field' dropdown menu. The 'Field' menu is open, showing a list of search criteria including Template (DRMS Permit Index), Permit No., IBM Index Class Name, Doc Date, Doc Name, From, To, Permit Index Doc Type, Section / Exhibition Name, Inspection Date, Type & Sequence, Bond No., Violation No., Email Name, and Media Type. At the bottom of the field menu are 'Search' and 'Reset' buttons. The main content area is currently empty.

Tips and helpful hints

Use of wildcard(s) in any field will return all results found for text between the wildcard (*) delimiter(s). For example, when searching a particular permit number, and specifying an IBM Index Class Name of Report with *annual hydrology* entered in the Doc Name field, a listing will be returned of the various annual hydrology reports, in addition to anything else that fits the wildcard search criteria under the Report index class name.

The Doc Name field is the best description of a particular document or map.

The fields From and To indicate the sender and recipient of each document. Names are used when possible but for government agencies and other parties with long names, abbreviations are commonly used, i.e. USFWS for United States Fish and Wildlife Service.

Should one want to see all the documents for an individual permit related to a specific revision, for example Technical Revision No. 47, enter a Permit Number C1981012, select the IBM Index Class Name Revision from the drop-down menu, then in the field Type & Sequence enter TR47. All of the documents scanned under that specific revision will be listed.

Once search results are displayed, clicking on the Doc Date field heading at any time toggles back and forth, ordering chronologically from oldest to youngest or youngest to oldest. This feature assists in finding the most recent document, letter, or map and also orders documents chronologically to assist the review of the sequence of events and issues as they occurred during review. Clicking on alphabetic field headings toggles between A to Z top to bottom ordering or conversely, Z to A.

If you would like to see only the approved maps for a particular permit, enter the permit number (e.g. C1981012), select the IBM Index Class Name Permit File, then in the field Media Type, enter M. A listing of all approved maps will be returned. The Doc Name field is normally the map title. Only scanned maps will be listed. No documents will be shown. Maps can also be saved as a PDF file.

Saving and reviewing at a later date

Many documents are multiple pages, as indicated by the field Page Count. For large files, it may be more efficient to save a document once found for review at a later date offline. To save a copy of a document, open the document and look for the icon of the printer and the abbreviation PDF at the top of the search result window. This will allow one to download a PDF to their computer and/or print the file, if desired. Access at a later date then is through the free utility program Adobe Acrobat Reader. See the Adobe site for download of this program if required.

Special Note: If you choose to save a PDF for review at a later date, please be aware that for the IBM Index Class Name Permit File, text, exhibits, maps, etc. can and do frequently change as a result of revision, especially at active mine sites. A PDF saved within the previous few months may no longer represent the approved information. For currently approved permit materials, it is recommended that a new PDF be downloaded from the DRMS document management system prior to review.

You can also search by any one of these fields individually or together: Doc Date, From, To, Type & Sequence (Revision), Violation Number, Section/Exhibit. You can use an asterisk to do a wildcard search on a name, i.e. looking for Seneca Coal Company in the To box, type Seneca*, then Click Search Button at bottom of screen

Examples:

Permit No. C1980004:

IBM Index Class Name: Permit File

Laserfiche®
WebLink™

Search

Customize Search

Field

Template DRMS Permit Index

Permit No
C1980004

IBM Index Class Name
Permit File

Doc Date

to

Doc Name

From

To

Search **Reset**

Search Results pulled up:

Name	Hits	Page Count	Permit No	IBM Index Class Name	Doc Date	Doc Name	From	To	Permit Index Doc Type	Section / Exhibition Name
880271 3/25/2009 10:17:53 AM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Surface Facilities				Figure 2.2-2
880272 3/25/2009 10:18:02 AM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Affected and Disturbed Areas				Figure 2.2-1
880273 3/25/2009 10:18:07 AM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Surface Water Control Systems				Figure 2.2-3
880274 3/25/2009 10:18:13 AM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Haul Road Longitudinal Cross Section				Figure 2.2-5A
880275 3/25/2009 10:18:18 AM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Preliminary Alluvial Valley Floor Identification				Figure 4.1-2
880276 3/25/2009 10:18:26 AM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Water Sampling Locations				Figure 4.2-2
880781 3/31/2009 2:23:34 PM JRC	0	45	C1980004	Permit File	3/2/2009 12:00:00 AM					Appendix R Stability Evaluati
880782 3/31/2009 2:23:34 PM JRC	0	7	C1980004	Permit File	3/2/2009 12:00:00 AM					Appendix S Sediment Pond
880783 3/31/2009 2:23:34 PM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Monitoring Well Completion Detail (GW-9) /Job File				Figure 4.1-6a
880784 3/31/2009 2:23:34 PM JRC	0	1	C1980004	Permit File	3/2/2009 12:00:00 AM	Typical Construction of Monitoring Well				Figure 4.1-7
PERMFILE102217	0	9	C1980004	Permit File	5/3/2007 12:00:00 AM					Appendix C Right of Entry an
PERMFILE102402	0	1	C1980004	Permit File	5/31/1979 12:00:00 AM	Cross Section CC				Figure 2.5-4
PERMFILE104034	0	3	C1980004	Permit File		Log of Boring MW-2				Figure 4.1-4
PERMFILE105003	0	6	C1980004	Permit File	1/6/2005 12:00:00 AM					Application Form
PERMFILE105684	0	2	C1980004	Permit File	8/22/2006 12:00:00 AM	Borehole GW-5				Figure 4.1-5
PERMFILE106342 (2)	0	108	C1980004	Permit File	3/2/2009 12:00:00 AM					Appendix E List of Permits
PERMFILE108466 (2)	0	122	C1980004	Permit File	3/2/2009 12:00:00 AM					Tables 4.2 to 4.5-28
PERMFILE109047	0	2	C1980004	Permit File		Log of Boring MW-4				Figure 4.1-6
PERMFILE109492	0	5	C1980004	Permit File	3/2/2009 12:00:00 AM					4.6 Meteorology & 4.7 Air Qu
PERMFILE110925	0	10	C1980004	Permit File	3/2/2009 12:00:00 AM					4.1 Land Use











1 2 3 4 5 >

96 Entries Results

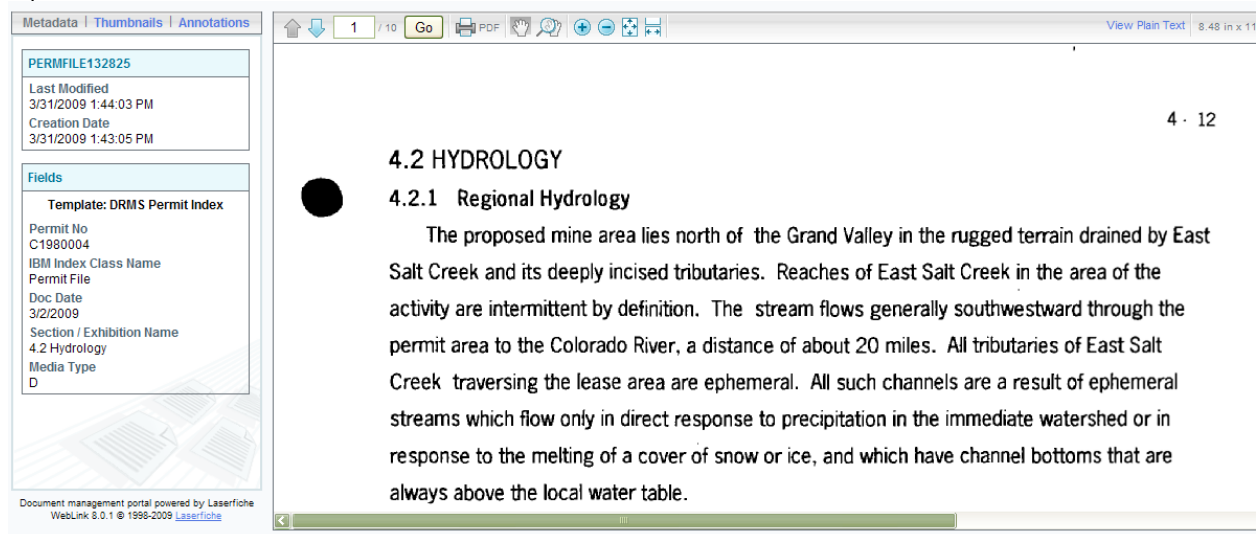
Since this is the Permit File, Click on Section/Exhibit column to put permit in order

Doc Date	Doc Name	From	To	Permit Index Doc Type	Section / Exhibition Name
8/22/2006 12:00:00 AM					1.0 Introduction
10/20/2009 12:00:00 AM					2.0 General Description of Mining Operations
3/2/2009 12:00:00 AM					3.0 Reclamation Plan
3/2/2009 12:00:00 AM					4.1 Land Use
3/2/2009 12:00:00 AM					4.2 Hydrology
8/22/2006 12:00:00 AM					4.3 Wildlife Inventory
5/13/2002 12:00:00 AM					4.4 SOILS
8/22/2006 12:00:00 AM					4.5 Vegetation Inventory
3/2/2009 12:00:00 AM					4.6 Meteorology & 4.7 Air Quality
10/9/2007 12:00:00 AM					Appendix A Identification of Interests
5/3/2007 12:00:00 AM					Appendix B Compliance Information
5/3/2007 12:00:00 AM					Appendix C Right of Entry and Operation Information
11/17/2004 12:00:00 AM					Appendix D Insurance Certificate
3/2/2009 12:00:00 AM					Appendix E List of Permits
7/11/2002 12:00:00 AM					Appendix F Location of Public Office for Filing of Application
7/11/2002 12:00:00 AM					Appendix G Drill Hole Information
5/13/2002 12:00:00 AM					Appendix H Ditch Designs
5/13/2002 12:00:00 AM	Wildlife ranges in the ES area elk and bear				Appendix I Map 7
5/13/2002 12:00:00 AM	Wildlife ranges in the ES area wild horse bighorn sheep and endangered species				Appendix I Map 7A
5/13/2002 12:00:00 AM	Wildlife ranges in the ES area antelope deer and mountain lion				Appendix I Map 8

Once the listing of the documents is returned on the screen, click on the desired document under the far left field titled Name to open the document.

Name	Hits	Page Count	Permit No	IBM Index Class Name	Doc Date
 PERMFILE53962	0	8	C1980004	Permit File	8/22/2006 12:00:00 AM
 PERMFILE899241	0	62	C1980004	Permit File	10/20/2009 12:00:00 AM
 PERMFILE133122	0	22	C1980004	Permit File	3/2/2009 12:00:00 AM
 <u>PERMFILE110925</u>	0	10	C1980004	Permit File	3/2/2009 12:00:00 AM
 PERMFILE132825	0	10	C1980004	Permit File	3/2/2009 12:00:00 AM
 PERMFILE54114	0	13	C1980004	Permit File	8/22/2006 12:00:00 AM
 PERMFILE41613	0	19	C1980004	Permit File	5/13/2002 12:00:00 AM
 PERMFILE66552	0	22	C1980004	Permit File	8/22/2006 12:00:00 AM
 PERMFILE109492	0	5	C1980004	Permit File	3/2/2009 12:00:00 AM
 PERMFILE59517	0	52	C1980004	Permit File	10/9/2007 12:00:00 AM

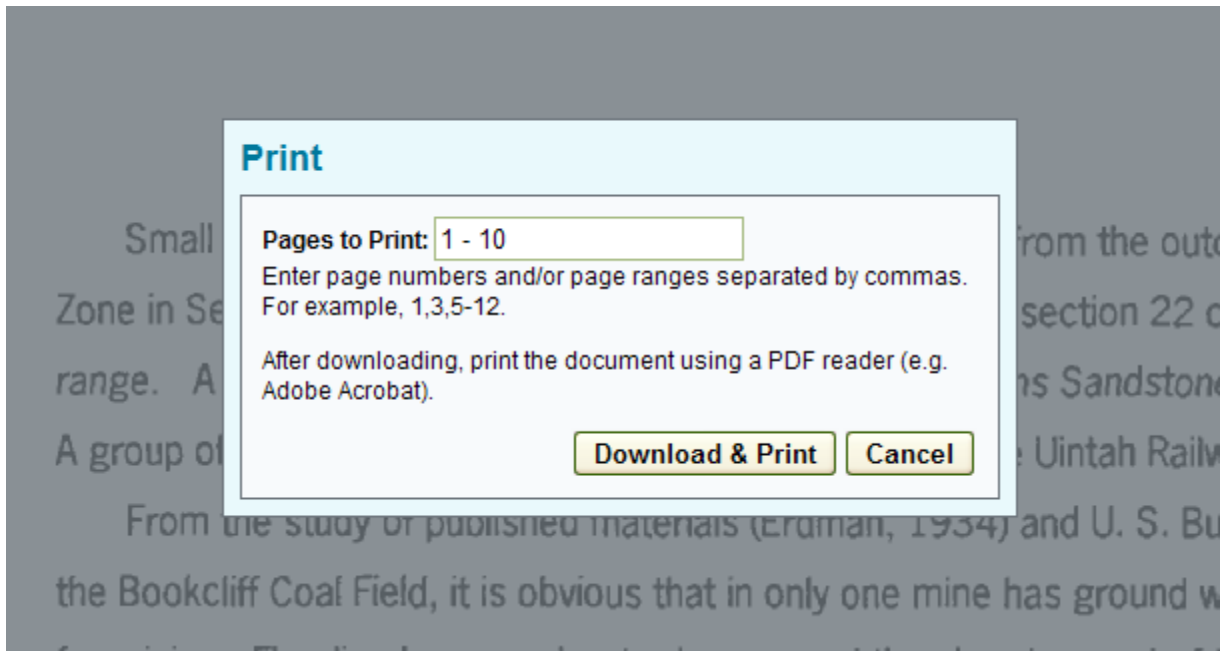
Opened Document:



The screenshot shows a document viewer interface. On the left, there is a sidebar with 'Metadata' and 'Annotations' tabs. The 'Metadata' tab is active, showing details for document 'PERMFILE132825', including 'Last Modified' (3/31/2009 1:44:03 PM) and 'Creation Date' (3/31/2009 1:43:05 PM). Below this is a 'Fields' section with a 'Template: DRMS Permit Index' and various fields like 'Permit No', 'IBM Index Class Name', 'Permit File', 'Doc Date', 'Section / Exhibition Name', and 'Media Type'. The main content area on the right displays page 4 of 12, with the heading '4.2 HYDROLOGY' and sub-heading '4.2.1 Regional Hydrology'. The text describes the proposed mine area's location relative to the Grand Valley and East Salt Creek, and discusses stream flows and ephemeral streams. The interface includes a toolbar at the top with navigation and search icons, and a footer at the bottom indicating the document management portal is powered by Laserfiche.

- Index information for this particular document is on the left
- You can press "Thumbnails" to see all the pages on the left as thumbnails, click on page and it will pull up
- You can page through the document using the blue arrow, scroll through the document using the scroll bar, or by typing in a page number and clicking "Go"
- Zoom in or out tools are on the right
- "View Plain Text" shows you the OCR'ed text from the imaged page

The printer/pdf button – Click this button, gives you a message box. This allows you to pick the number of pages to be pdf'ed, all or a select range.



Once pdf'ed you can save the document or print the document.

Appendix A

IBM Index Class name choices:

Application Correspondence -new application correspondence (use mostly by Coal)

Fields: Doc Date, Doc Name, To, From

Bonding -bonding legal docs, correspondence, cost estimates (Coal)

Fields: Doc Date, Doc Name, To, From, **Bond No.**

Enforcement -enforcement correspondence

Fields: Doc Date, Doc Name, To, From, **Violation No.**

Example Violation No:

Coal- CV2009001

Coal Exploration- XV2009001

Mineral- MV2009001

Hydrology -Reports like Discharge Monitoring Reports, NPDES, Sediment Pond Inspections (used mostly by Coal)

Fields: Doc Date, Doc Name, To, From, **Permit Index Doc Type**

Hydrology Doc Types:

Correspondence

DMG Sampling

DMR's

NPDES

Other Ground Water

Other Surface Water

Prof Pond Certification

Rill and Gully Reports

Sediment Pond Inspection

General Documents -general correspondence, insurance documents, etc, everything that doesn't fall under any of the other classes

Fields: Doc Date, Doc Name, To, From, **Permit Index Doc Type**

General:

Blasting

Cessation of Operations

Gen. Correspondence

Exploration

Findings
Insurance
Newspaper Articles
Other Permits
Permit Legal Document
Public Correspondence
Reclamation Projects
Roads
Soils
Stipulations
Vegetation
Wildlife

Inspection -all field inspection reports done by DRMS, correspondence, aerial photos, OSM inspection reports (Coal)
Fields: Doc Date, Doc Name, To, From, **Inspection Date**, sometimes Doc Date

Permit File -COAL- the actual approved permit document, including text and maps
Fields: Doc Date, Doc Name, To, From, **Section/Exhibit**

-MINERAL- application, correspondence and permit doc
Fields: Doc Date, **Doc Name**, To, From

Reports -Annual Fee/Reports, Annual Reclamation Reports, Hydrology Reports, etc
Fields: Doc Date, Doc Name, To, From, **Permit Index Doc Type**

Report Doc Types:
Annual Fee/Report
Annual Reclamation
Hydrology Report
Mine Inflow Report
Reveg Monitoring Report
Stability Report
Subsidence Report
Waste Pile/Fill Report

Revisions -correspondence information that changes the approved permit
Fields: Doc Date, Doc Name, To, From, **Type & Sequence**

Type of Revisions:

Coal-
Minor Revision – MR
Technical Revision – TR
Permit Revision – PR
Renewal – RN
Midterm Information - MT

Coal Exploration-
Amendment - AM
Bond Release - SL

Mineral-
Amendment – AM
Conversion – CN
Technical Revision – TR
Acreage Reduction – AR

Both:

Bond Release – SL
Surety Increase – SI
Surety Reduction – SR
Surety Forfeiture - SF
Transfer of Permit/Succession of Operator – SO

Note: Coal does not use dashes between the Revision Type & Seq (example TR1). Minerals typically uses a zero between the revision Type & Seq (example TR01), sometime they will have dashes.