



May 1, 2017

TO: ALL MINE OPERATORS AND RESPECTIVE DESIGNATED AGENTS

MINING OPERATION ANNUAL REPORT FOR THE 2016 REPORTING PERIOD DUE
JULY 3, 2017

Dear Mine Operator and Designated Agent:

This is a courtesy notice reminding all California mine operators that the 2016 Mining Operation Annual Report (Annual Report), form number MRRC-2, is due to the Department of Conservation's Division of Mine Reclamation (DMR) no later than **July 3, 2017**¹. Additionally, this notice provides direction to mine operators of the location of the forms and instructions for completing and submitting the Annual Report.

In addition to the traditional Annual Report paper form available on DMR's website, this year DMR is excited to announce mine operators can now file Annual Reports and pay reporting fees electronically. Please use the eight digit California Mine ID number along with the login code provided in this notice for submitting the report. Each code is specific to the California Mine ID number and is necessary to access and complete the form. The table below lists the login code for your California Mine ID number:

California Mine ID	Login Code
91-XX-XXXX	0123456

The Annual Report must be completed and filed with your respective lead agency by July 3, 2017². Please note, an online submission of the Annual Report to DMR **does not** constitute a submission to the lead agency. If the report is submitted electronically to DMR, a copy of the report must be printed and delivered to the lead agency.

This notice also serves as a reminder that payment for the annual reporting fee is also due to DMR by July 3, 2017, pursuant to the 2016 fee schedule that was adopted by the State Mining and Geology Board on April 13, 2017.

Regardless of the status of your mining operation, the Annual Report and payment for the reporting fee must be submitted on an annual basis until reclamation is certified complete by both the lead agency and DMR. In order for an Annual Report to be considered complete and timely, **all** information requested on the form must be submitted along with payment of the reporting fee.

If you plan to file your report online, please ensure you have all the necessary information before you log-in and respond to requested information. The online system requires responses for all sections prior to submittal. To access the online Annual Report form, please visit the web address provided below:

<https://secure.conservation.ca.gov/moars>

¹ CALIFORNIA CODE OF REGULATION SECTION 3697(a)

² PUBLIC RESOURCES CODE 2207(B)(1),

Mine Operator
Designated Agent
May 1, 2017
Page 2

If you plan to file your report by mail, please visit the website provided below to access a fillable version of the Annual Report form, instructions, and fee schedule needed to complete the form:

http://www.conservation.ca.gov/dmr/SMARA%20Mines/Pages/quarterly_reports.aspx

In order for the 2016 Annual Report form to be considered complete, payment for the annual reporting fee, in the form of a check or money order made payable to the Department of Conservation/DMR, must be received by DMR or postmarked on or before **July 3, 2017** to DMR at the following address:

**Department of Conservation
Division of Mine Reclamation
Reporting Unit
801 K Street, MS 09-06
Sacramento, CA 95814-3529**

If you plan to file your report online, you are encouraged to make your payment online at the following address no later than 11:59 p.m. on July 3, 2017:

<https://www.govone.com/PAYCAL/DOC/>

Finally, please be aware that late submittals of the Annual Report and reporting fee will result in the assessment of a penalty of not less than \$100 or 10 percent of the total amount due, whichever is greater, plus interest at the rate of 1-1/2 percent per month, calculated at a daily rate³.

If you have any questions, need Annual Report forms mailed to you, or would like clarification regarding the annual reporting requirements, please contact DMR Reporting Unit by email at DMR-Reporting@conservation.ca.gov, at the address above, or by phone at (916) 323-9198. The Annual Report and associated reporting fee payment are due by July 3, 2017, so please be sure to allow sufficient time for DMR staff to respond to your inquiry.

Sincerely,



April Balestreri, Manager
Reporting Unit

³ PUBLIC RESOURCES CODE 2207(d)(5)