

Online Annual Reporting System User Guide

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Online Annual Reporting System User Guide

This user guide is an overview of the Online Annual Reporting System (OARS). OARS allow the owner or operator of a mining operation to submit their annual report forms and make payments online. Blue underline text in this document are quick links to important information. You will need the Mining Operation Annual Report Instructions, located on our [website](#), to complete each section of the annual report. [MOARS Terms of Use Version: 5/12/2020](#).

Note: Screen examples in this document may not exactly match those in the web application as the application may undergo additional improvements.

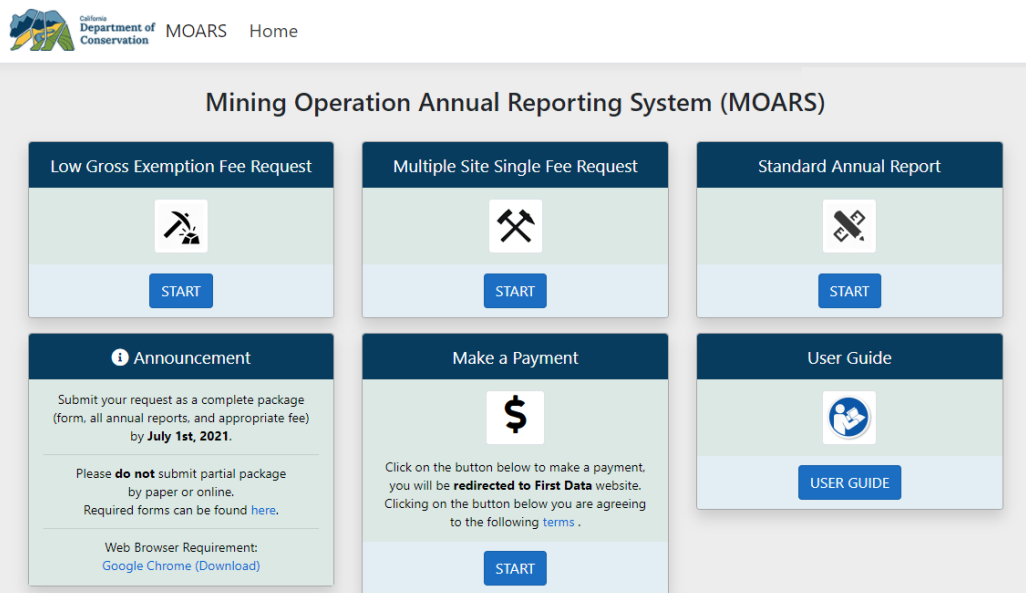
- Web Browser Requirement: [Google Chrome \(Download\)](#)

Instructions for Submitting Online Forms

Documents below are located on our [website](#):

- Mining Operation Annual Report, form MRRC-2 (Annual Report) must be submitted no later than **July 1** annually. Whether you chose to file your Annual Report online or through the postal service, you are required to file the Annual Report and pay the associated reporting fee no later than **July 1**.
- Low Gross Exemption Fee Request, form MRRC-4L must be submitted online first no later than **July 1 or it will be denied**; afterwards you will be directed to file your Annual Report.
- Multiple-Site Single Fee Request, form MMRC-4M must be submitted online first no later than **July 1**; afterwards you will be directed to file your Annual Reports.
- Make a Payment (First Data) allows you pay your reporting fee payment online by electronic funds transfer (EFT). Payment no later than **July 1** to avoid any additional fees.

Main Menu Screen



Low Gross Exemption Fee Request

Note: Low Gross Exemption Fee Requests are not accepted after the Annual Report due date of July 1st.

Begin the Process

1. Click **Submit** for Low Gross Exemption Fee Request on the main page.



Start Form

2. Enter your **Mine ID** number.
3. Enter the login **Mine Code** provided in the Division of Mine Reclamation (DMR) courtesy letter. Contact DMR Reporting Analyst at (916) 323-9198 if need your code.
4. **Report Year** will auto-populate.
5. Check the box after reading the **Terms of Use**.
6. Click **Next** to open the online version of the Low Gross Exemption Request; form MRRC-4L.

A screenshot of the "Low Gross Exemption Request" start form. The form has a dark blue header with the title "Low Gross Exemption Request" and the word "Start" below it. The form contains three input fields: "Mine ID *" with the placeholder "91-XX-XXXX", "Mine Code *" with the placeholder "XXXXXXXX-XXX", and "Report Year *" with the value "2020". Below the input fields is a checkbox labeled "I have read the Terms of Use *". At the bottom of the form are two buttons: "CANCEL" and "NEXT", with the "NEXT" button highlighted with a red border.

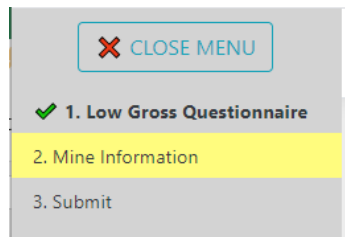
1. Answer Questions

- Close the side navigation menu so you can perform entry into the page.

Note: You can re-open the side navigation menu by clicking **Menu** at the top of the page. Also, each time you submit and go to a new page, the menu will re-open.



The current form will be highlighted in the navigation menu. As you proceed, the completed forms will display a checkmark.



- Select **Yes** or **No** as appropriate to answer the questions for the current reporting year.

1. Answer Questions

Non-Governmental operators with only one surface mining operation in the State which had a gross income of less than \$140,024 for the 2020 reporting period may qualify for a reduced reporting fee of \$550, if answers to ALL of the following questions are "YES" and this form is submitted by July 1, 2021:

- Yes No **1.** Is all the material extracted from one surface mining operation? *
- Yes No **2.** Does the operation have Lead Agency approval of a reclamation plan and financial assurance(s)? *
- Yes No **3.** Are all of the single operator or mining company's surface mining activities which are located in the State of California tied to, or located on, this one site? *
- Yes No **4.** Is the amount of gross income of the surface mining operation, for the 2020 calendar year, less than one hundred forty thousand, and twenty four dollars (\$140,024)? *
- Yes No **5.** Will proof of gross income be attached to this request in the form of a signed, federal tax return(s) or a report prepared and signed by a Certified Public Accountant (CPA) or an enrolled agent (EA) listed on the active roster maintained by the Federal Internal Revenue Service (IRS)? *
Should number 5 above be fulfilled by submitting a federal tax return(s), the request may be denied for failure to supply a signed Federal IRS Form 4506, if requested by the Department of Conservation (Department). Form 4506 will allow the Department to verify submitted tax records with IRS records (California Code of Regulations (CCR) Section 3699(a)).
- Yes No **6.** Will the owner or operator of the operation submit by July 1, 2021, all of the following: *
 - a) The 2020 Mining Operation Annual Report (form MRRC-2)?
 - b) The reporting fee payment of five hundred and fifty dollars (\$550)?
 - c) This completed request form?
 - d) Proof of gross income less than \$140,024 as specified in Item 5 above?

If you answered "NO" to any of the questions above (items 1-6), the operation does not meet the low gross exemption fee requirements of the CCR Section 3699. Please click "Cancel" to exit this request and return to the main menu.

If you answered "YES" to all of the questions above, submit this completed form, the completed 2020 Mining Operation Annual Report form and the Reporting Fee payment of \$550 by July 1, 2021 to the Division of Mine Reclamation.

- Click **Next**.

NOTE: For the PDF version of the request form, see *Low Gross Exemption Fee Request Form* provided on the [DMR Forms webpage](#).

2. Low Gross Exemption Fee Request

10. Enter the **Annual Gross Income**.

11. Upload your Income Tax Return or Certified Public Accountant (CPA) Report.

Note: Be sure to “black out” your sensitive information such as your social security number before uploading.

12. Enter the date that the Reclamation Plan was approved by the Lead Agency.

13. Enter the date that the Financial Assurance was approved by the Lead Agency.

2. Low Gross Exemption Fee Request

CA Mine ID

Mine Name

Annual Gross Income *

You must upload an Income Tax Return and you must redact any sensitive or personal information (such as Social Security Numbers and Date of Birth, Bank and Brokerage and Retirement Accounts, Credit Card Numbers) before upload, or upload a report prepared and signed by a Certified Public Accountant, see [Security and Privacy Information](#).

Upload income tax return file(s) (only files with .pdf extension)

Upload PDF files (only files with .pdf extension, up to a maximum of 2 files):

Date Reclamation Plan was approved by Lead Agency: *

Date Financial Assurance(s) was approved by Lead Agency: *

Note: Entering Dates

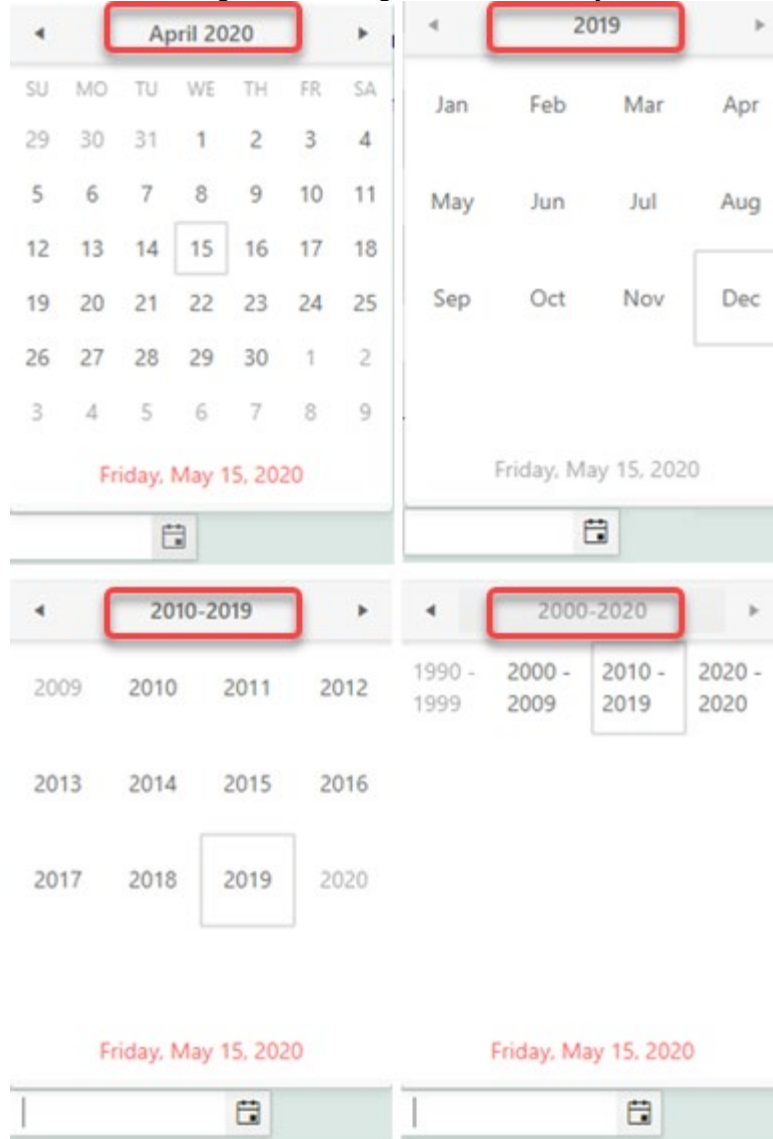
Choosing a different year or month in a Date Selector without scrolling:

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- a) Click the Calendar icon to the right of any Date field.



- b) In the Calendar pop-up window, you can click the month and year in the heading at the top to change the view to show all months for the selected year. Continue clicking the heading to select other years or decades.



- c) Once you have located the correct year or range of years, you can drill into the displayed options to choose a specific date.

3. Submitted By

14. Enter the information for **Signature** and **Title**. **Date** is auto-populated.

3. Submitted By

If the Department of Conservation (Department) determines that the low gross exemption is not warranted, the operator shall either: (1) remit an annual reporting fee calculated upon the total primary mineral commodity produced, pursuant to Title 14, California Code of Regulations (CCR) Section 3698, within thirty (30) days of notification by the Department; or (2) may appeal to the State Mining and Geology Board (Board), pursuant to Title 14, CCR Section 3699, within fifteen (15) days of notification by the Department. If the operator does not appeal, the appeal is not within the Board's jurisdiction or the Board affirms the Department's decision, the operator or owner shall remit an annual reporting fee payment calculated upon the total primary mineral commodity produced, pursuant to Title 14, CCR Section 3698. Such fee payment shall be remitted within thirty (30) days of notification by the Department or the Board. An operator or owner remitting an annual reporting fee payment later than thirty (30) days after notification shall be assessed a penalty and interest, as provided for in Public Resources Code (PRC) Section 2207(d)(5).

I certify that the information submitted herein is complete and accurate. Failure to submit complete and accurate requisite information may result in the imposition of an administrative penalty of up to \$5,000 a day, as provided for in PRC Section 2774.1(c).

Signature *

Title *

Submit Date * 06/02/2020

15. Click **Next**

Preview and Submit

16. Review the information in each section on the Preview page. If needed, use the left navigation menu to return to a specific section to make corrections.

17. Once you have verified all the information is correct, check the box at the bottom of the page and click **Submit** to send the request to DMR.

Note: Corrections cannot be made after submission.

! You are about to submit the Low Gross Exemption Request.

! Before clicking submit button, please note:

- After your request is submitted to DMR you will NOT be able to make any changes using this application.
- If you still need to make changes, please go back now to update or change any information.
- **If you still need to make changes, AFTER report is submitted, an individual from DMR will need to be contacted.**

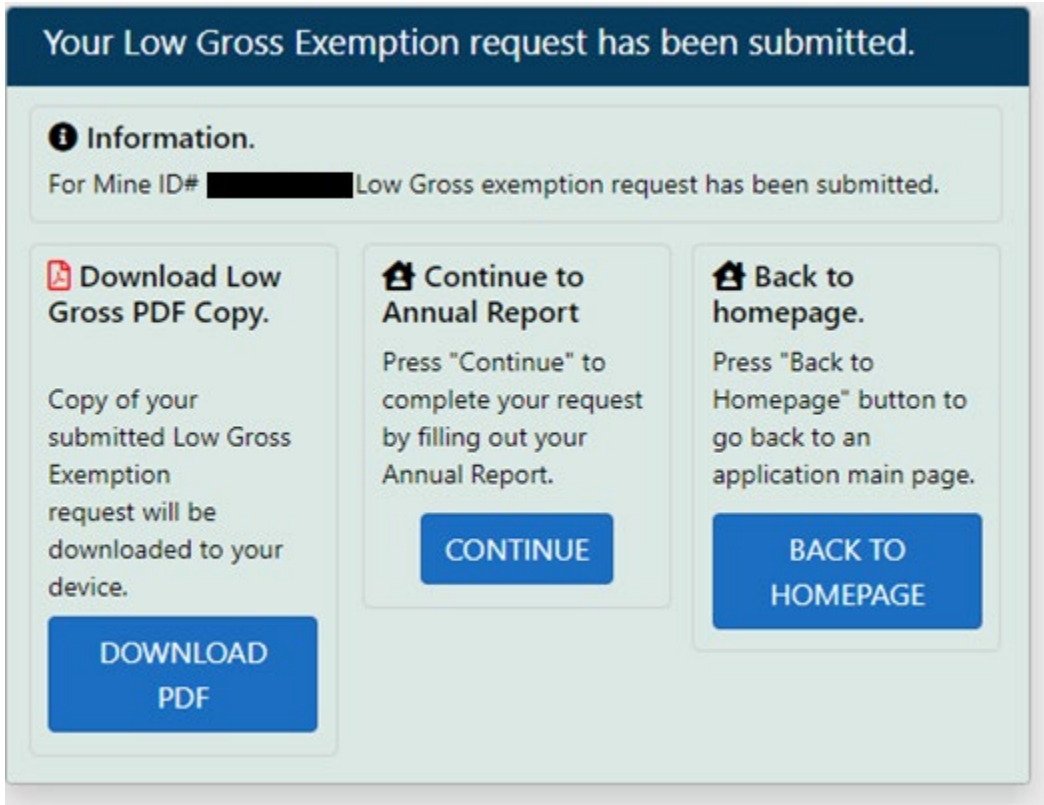
To the best of my knowledge the information provided in this request is valid and correct and I would like to make Low Gross Exemption Fee Request final by submitting it to DMR

Before submitting, please check this box to acknowledge you have read and understand the above statement.

18. A message indicating that you have successfully submitted your Low Gross Exemption

Fee Request will be displayed.

19. You will be provided an option to download a PDF copy of the submitted request, an option to begin the Annual Report submission process, and an option to return to the home page.



Multiple Site Single Fee Request

Begin the Process

1. Click **Start** for *Multiple Site Single Fee Request* on the main page.

Start Form

2. Enter your **Mine ID** number.
3. Enter the login **Mine Code** provided in the Division of Mine Reclamation (DMR) courtesy letter. Contact DMR Reporting Analyst at (916) 323-9198 if need your code.
4. **Report Year** will auto-populate.
5. Check the box after reading the **Terms of Use**.

Multiple-Site Single Fee Request
Start

Please enter one Mine ID and pass code to proceed to Multiple-Site Single Fee request

Mine ID *
91-XX-XXXX

Mine Code *
XXXXXXXX-XXX

Report Year *
2020

I have read the [Terms of Use](#) *

CANCEL NEXT

6. Click **Next** to open the online version of the *Multiple Site Single Fee Request*, form MRRC-4M:

1. Answer Questions

7. Select **Yes** or **No** as appropriate and provide the reporting year.

NOTE: For the PDF version of the request form, see *Multiple Site Single Fee Request Form* provided on the [DMR Forms webpage](#).

1. Answer Questions

Operators with multiple surface mining operations may qualify for a reduced single reporting fee of \$5,839 if answers to ALL of the following questions are "YES."

Yes No **1.** Are all of the operations listed below, operated by a single operator or mining company? *

Yes No **2.** Is the total combined production of the primary commodity for all operations listed below: *
a) less than 100 troy ounces for precious metals?
OR
b) less than 100,000 short tons for commodities other than precious metals?

Yes No **3.** Will all **active** or **idle** operations within the State, operated by this operator or company be listed on this single fee request form? *

Yes No **4.** Will this completed form be submitted with separate annual reports for each operation listed below? *

Yes No **5.** Are operations, that are newly permitted or are no longer in operation with no intent to resume and have no production, excluded from this request?

IF YOU ANSWERED "NO" TO ANY OF THE QUESTIONS ABOVE (ITEMS 1-5), THE OPERATIONS DO NOT MEET THE MULTIPLE-SITE SINGLE FEE REQUIREMENTS OF TITLE 14, CCR SECTION 3697(c). Please click "Cancel" to exit this request and return to the main menu.

IF YOU ANSWERED "YES" TO ALL OF THE QUESTIONS ABOVE, COMPLETE THIS FORM AND SUBMIT IT TO THE DIVISION OF MINE RECLAMATION ALONG WITH THE 2020 MINING OPERATION ANNUAL REPORT(S) FOR EACH OPERATION LISTED BELOW.

8. Click Next

2. Mines Included in Request

9. Enter the following information for each Mine ID in the request (entry for at least two Mine ID numbers is required):
- a) Enter the **Mine ID**.
 - b) Enter the **Primary Commodity**.
 - c) Enter the **Amount Produced**.
 - d) **Units** of Measure will be auto-populated.

Note: *Amount of Production* is not pre-populated, if you are filing zero amount of production please input a 0.

Note: Be sure to click **Save Changes** to commit your changes to the record.

10. Click **Next**.

3. Submitted By

11. Complete all required fields on the form.

12. Click **Next**.

Preview and Submit

13. Review the information in each section on the Preview page. If needed, use the left

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navigation menu to return to a specific section to make corrections.

14. Once you have verified all the information is correct, check the box at the bottom of the page and click **Submit** to send the request to DMR.

Note: Corrections cannot be made after submission.

i You are about to submit a Multi Site Single Fee Request.

i Before clicking submit button, please note:

- After your request is submitted to DMR you will NOT be able to make any changes using this application.
- If you still need to make changes, please go back now to update or change any information.
- **If you still need to make changes, AFTER report is submitted, an individual from DMR will need to be contacted.**

To the best of my knowledge the information provided in this request is valid and correct and I would like to make this request final by submitting it to DMR.

Before submitting, please check this box to acknowledge you have read and understand the above statement.

SUBMIT

15. A message indicating the request was successfully submitted will be displayed on a new page. You will be provided an option to download a PDF copy of the submitted request, the ability to specify a mine(s) for which to begin the annual report process, and a button to return to the homepage.

Your Multiple-Site Single Fee request has been submitted.

i Information.
Multiple-Site Single Fee request has been submitted for Operator [REDACTED]

📄 Download Multiple-Site PDF Copy.
Copy of your submitted Multiple-Site Single Fee request will be downloaded to your device.
DOWNLOAD PDF

🏠 Continue to Annual Report.
Complete your request by filling out an Annual Report for each mine.
Complete Annual Reports
CONTINUE TO REPORT FOR 91-[REDACTED]
CONTINUE TO REPORT FOR 91-[REDACTED]

🏠 Back to homepage.
Press "Back to Homepage" button to go back to an application main page.
BACK TO HOMEPAGE

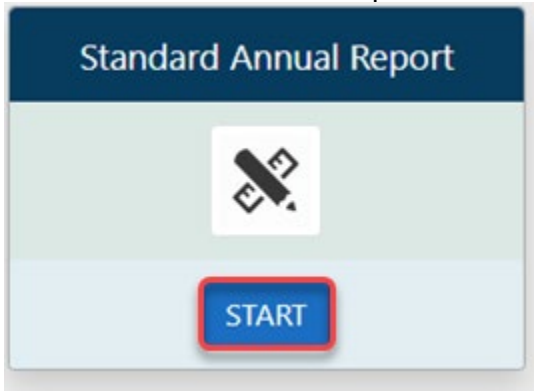
NOTE: The reporting fee payment is prorated per the number of mines requested to be considered for the Multiple Site Single Fee Request.

Standard Annual Report

Begin the Process

NOTE: As you proceed through the forms below, most data fields will pre-populate from the previous annual report submission.

1. Click **Submit** for Standard Annual Report on the main page.



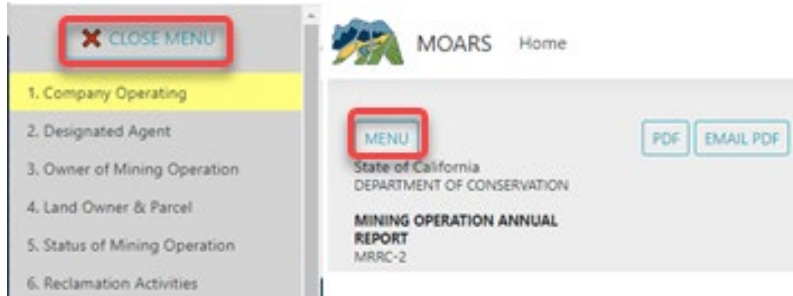
Start Form

2. Enter your **Mine ID** number.
3. Enter the login **Mine Code** provided in the Division of Mine Reclamation (DMR) courtesy letter. Contact DMR Reporting Analyst at (916) 323-9198 if need your code.
4. The **Report Year** will auto-populate.
5. Check the box after reading the **Terms of Use**.
6. Click **Next** to open the online version of the Annual Report; form MRRC-2.

01: Company Operating

7. Close the side navigation menu so you can perform entry into the page.

Note: You can re-open the side navigation menu by clicking **Menu** at the top of the page. Also, each time you submit and go to a new page, the menu will re-open.



The current form will be highlighted in the navigation menu. As you proceed, the completed forms will display a checkmark.



8. Complete all required fields in the form to provide name and contact information for the company site contact.

01. Company Operating

Company Operating

[Redacted]

Site Contact First Name * Site Contact Last Name *

Test User

Country *

United States

Mailing Address *

123 Any St

City *

Any Town

State * Zip *

California 99999

Phone * Ext Email *

(530) 524- [Redacted] [Redacted]@yahoo.com

BACK NEXT

9. Click **Next**.

NOTE: You cannot make changes to the **Company Operating** name as this requires a separate process from DMR. Call DMR at (916) 323-9198 and ask for the Reporting Analyst assigned to your County for assistance. If you need to submit a report with a company name that is different from how it appears in the online form you will need to submit the report using the PDF version. For the PDF version of the report form with a fillable calendar year, see *Annual Report Form* provided on the [DMR Forms webpage](#).

02: Designated Agent

10. Complete all required fields in the form to provide name and contact information for the designated agent for the site.

02. Designated Agent

(Individual must reside in CA)

Designated Agent First Name * Designated Agent Last Name *

Test Agent

Country *

United States

Mailing Address *

123 Another St

City * 14 / 100

Another Town

State * Zip *

California 99999

Phone * Ext Email *

(916) 555-1212 Test@gmail.com

BACK NEXT

11. Click **Next**.

03: Owner of Mining Operation

12. Complete all required fields in the form to provide contact information for the owner of the mining operation.

Note: You cannot make changes to the **Owner Name** as this requires a separate process from DMR. Please call DMR's at (916) 323-9198 and ask for the Reporting Analyst assigned to your County for assistance.

13. If you have either bought or sold this operation during the reporting year, please enter the date of this transaction. Otherwise, leave these fields blank.

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03. Owner of Mining Operation

Owner Name

Country *
United States



Mailing Address *
321 Any Way



City *
Big City

State *
California

Zip *
99999

Phone * Ext Email *
(916) 555-1212 sample@yahoo.com

Was this operation purchased by you during the 2023 reporting year?
Date of purchase:
 
Clear date:


Was this operation sold by you during the 2023 reporting year?
Date of sale:
 
Clear date:


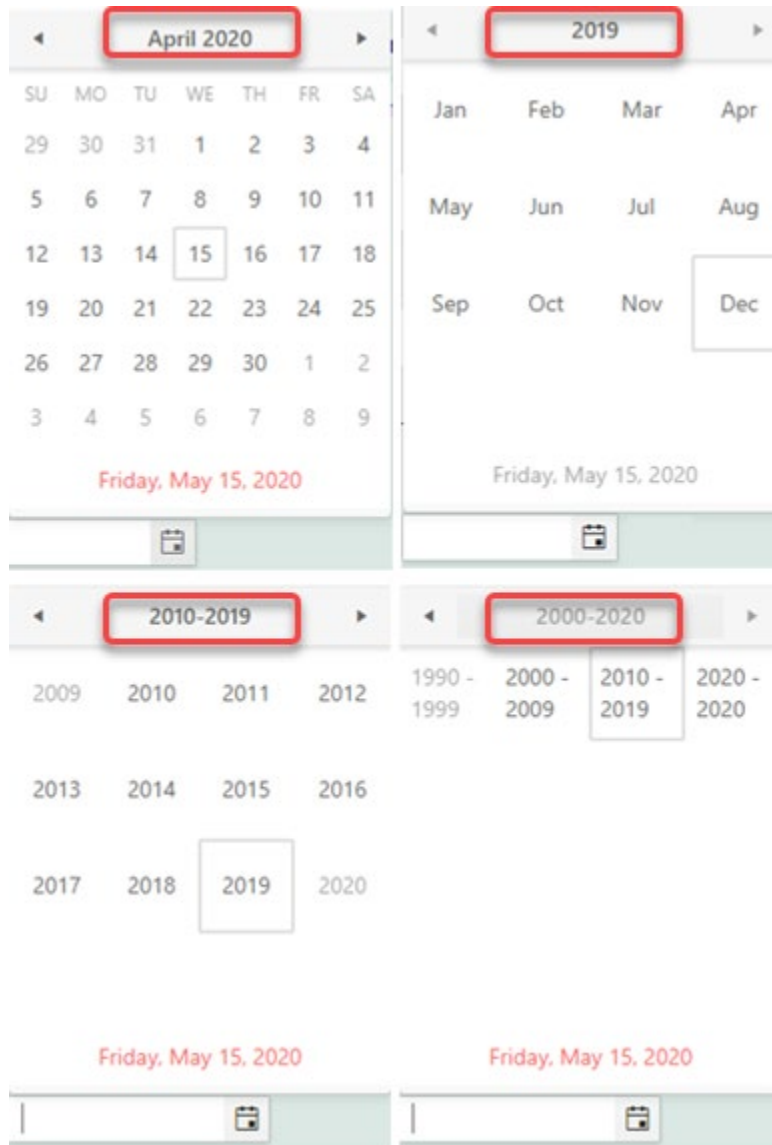
Note: Entering Dates

Choosing a different year or month in a Date Selector without scrolling:

- a) Click the Calendar icon to the right of a Date field.

Submit Date * 

- b) In the Calendar pop-up window, you can click the month and year in the heading at the top to change the view to show all months for the selected year. Continue clicking the heading to select other years or decades.



c) Once you have located the correct year or range of years, you can drill into the displayed options to choose a specific date.

14. Click **Next**.

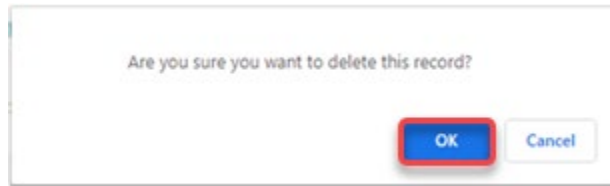
04: Land Owner and Parcel

15. Review the existing information for the Land Owner and Parcel Number. As needed you may do the following:

- Enter a new Land Owner by clicking on **New Land Owner** on the top right corner
- Remove or Update an existing Land Owner by clicking on **Delete** or **Update**
- Enter a new Parcel Number by clicking **Add New Record** at the top of the appropriate section of the form.

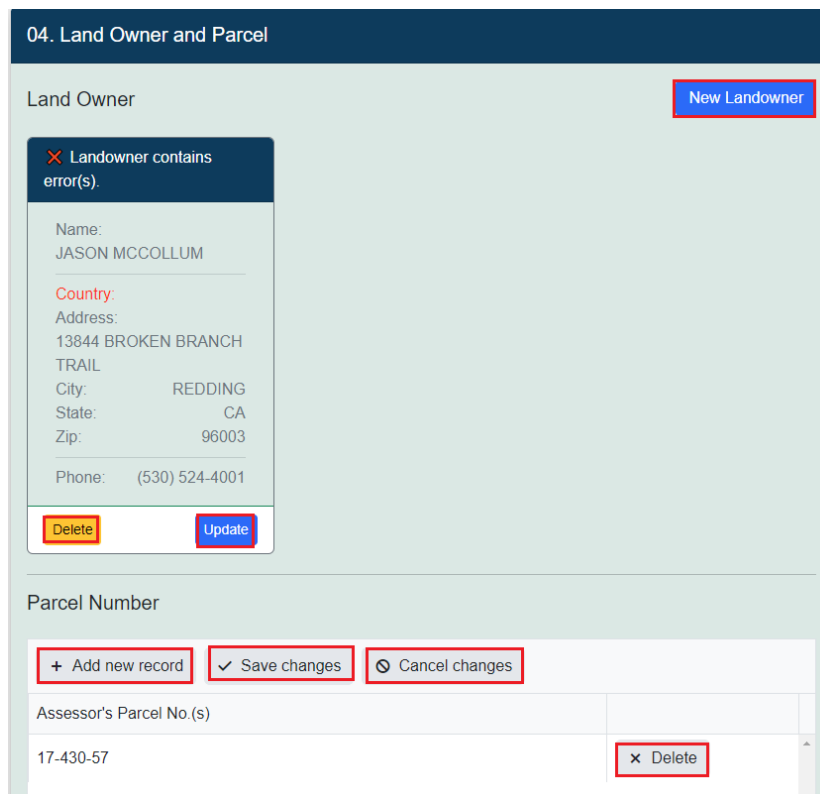
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- Remove an existing record by clicking **Delete** at the right of the record to be removed. If you do this, you will see a confirmation message, click **OK** to confirm or **Cancel** to abort the change:



- Click directly into a field to edit the contents.
- Discard any changes you have made by clicking **Cancel Changes**.
- Save your changes by clicking **Save Changes**.

Note: Once you have finished making changes, you must click **Save Changes** to commit your changes to the **Land Owner** or **Parcel Number** record.

A screenshot of a web form titled "04. Land Owner and Parcel". The form is divided into two main sections: "Land Owner" and "Parcel Number".
The "Land Owner" section has a "New Landowner" button in the top right. Below it is a dark blue error message box that says "X Landowner contains error(s)". Underneath the error message is a form field for "Name" containing "JASON MCCOLLUM". Below that is a "Country" label in red. The "Address" field contains "13844 BROKEN BRANCH TRAIL". The "City" field contains "REDDING" and the "State" field contains "CA". The "Zip" field contains "96003". The "Phone" field contains "(530) 524-4001". At the bottom of this section are "Delete" and "Update" buttons.
The "Parcel Number" section has three buttons: "+ Add new record", "✓ Save changes", and "⊗ Cancel changes". Below these buttons is a table with the following data:

Assessor's Parcel No.(s)	
17-430-57	x Delete

NOTE: More than one **Land Owner** and more than one **Parcel Number** can be entered. However, at least one must be identified for each.

16. Once you have completed the form, click **Next**.

05: Status of Mining Operation

17. Select one **Mining Status** from the radio buttons, including dates and file attachments as appropriate. Status options are as follows:

- Newly Permitted
- Active
- Idle
- Closed
- Closed with completed reclamation certification

05. Status of Mining Operation

CHECK 1 ONLY

Newly permitted; date permitted:

Active.

Idle; date operation became idle:

If idle, complete the following:

Copy of approved Interim Management Plan is attached.

Upload PDF files (only files with .pdf extension, up to a maximum of 2 files):

Select files...

Interim Management Plan is pending with the Lead Agency; date submitted:

Closed with no intent to resume; date mining ceased:

Closed - reclamation certified complete by the Lead Agency; date of certification:

BACK **NEXT**

18. Once you have completed the form and attached any needed documents, click **Next**.

06: Status of Reclamation Activities

19. Select the appropriate status.

NOTE: Certain selections may be dimmed based on the selection in Section 05.

06. Status of Reclamation Activities

CHECK 1 ONLY

Reclamation not started.

Reclamation in progress.

Reclamation certified complete by the Lead Agency.

Date reclamation was certified complete:

Date financial assurances were released:

BACK **NEXT**

NOTE: If you select that the reclamation has been certified, please provide dates as applicable.

20. Once you have completed the form, click **Next**.

07: Inspection Status

21. Complete the questions on the form.

07. Inspection Status

(a) Date of the most recent inspection: *

(b) Did you receive a copy of the most recent inspection report from (as noted in 7(a) above)? *

Yes. Attach a copy as required by Public Resources Code 2207(a)(8). (only files with .pdf extension)

No. Explain

Upload PDF files (only files with .pdf extension, up to a maximum of 2 files):

Select files... Drop files here to upload

(c) Requested date for the next Annual Inspection by the Lead Agency (must be within 12 months of the most recently conducted Annual Inspection) Date requested: *

BACK **NEXT**

Note: If you select **No** regarding receiving a copy of the report form, a text box will appear for you to enter an explanation.

22. Once you have completed the form and attached any needed documents, click **Next**.

08(a): Reclamation Plan

23. Answer all questions as applicable, selecting **Yes** or **No** to indicate whether a reclamation plan has been approved.

08(a). Does this site have an approved reclamation plan?

If this is the first annual report filed for this operation, attach approved reclamation plan. (only files with .pdf extension)

Upload PDF files (only files with .pdf extension, up to a maximum of 2 files):

Select files... Drop files here to upload

Acres *
Number of acres subject to the reclamation plan

Yes. Approval date of the reclamation plan: 08/25/2016

No. Please explain by checking one of the options below, as applies.

CHECK 1 ONLY

Approval pending. Date submitted to the Lead Agency:

Lead Agency action on initial or amended reclamation plan on appeal with the State Mining and Geology Board. Date appeal submitted:

Other. (explanation required if checked):

BACK NEXT

24. Once you have completed the form, click **Next**.

08(b): Reclamation Amendments

25. Select **Yes** or **No** as applicable.

08(b). Where there any amendments to the reclamation plan?

Yes. Amendment(s) to the reclamation plan were approved during the 2020 reporting year.

Attach Amended Reclamation Plan (only files with .pdf extension)

Upload PDF files (only files with .pdf extension, up to a maximum of 2 files):

Select files...

No.

BACK NEXT

NOTE: If you select **Yes**, please provide the additional information.

26. Click **Next**.

09(a): Cost Estimate (FACE)

27. Select the applicable response to the question regarding a Financial Assurance Cost Estimate being approved and enter the date as applicable.

09(a). Was a financial assurance cost estimate approved by the Lead Agency?

Yes. Date of approval:

No. Approval of financial assurance cost estimate pending with the Lead Agency. Date submitted:

No. Explain:

BACK NEXT

Note: If you indicate **No** with no submission pending, a text box will appear for you to enter an explanation.

28. Click **Next**.

09(b): Financial Assurance Mechanism Approval

29. Select the appropriate response to the question regarding *Financial Assurance Mechanism(s)* being approved.

9(b). Was a new or updated financial assurance mechanism(s) approved by the Lead Agency and the Department of Conservation?

Yes. Date of approval:

No. Approval pending financial assurance mechanism(s). Date submitted to the Lead Agency:

No. Lead Agency action on financial assurance mechanism(s) is on appeal with State Mining and Geology Board.

No. Other, explain:

Note: If you indicate **No** with neither a submission nor appeal pending, a text box will appear for you to enter an explanation.

30. Click **Next**.

09(c): Financial Assurance Mechanism Types

31. Click Add New Record to provide *Financial Assurance Mechanism(s) Type*.

Note: One or more Financial Assurance Mechanism is required.

9(c). Financial assurance mechanism Type(s)

FAM Type(s) ⚠ Pending changes due. Click on 'Save changes' to finalize.

Type *	Amount *	Date Posted *	Date of Annual Review by Lead Agency	Expiration Date or Renewal Date	
BOND	\$47,830.00	09/13/2019	10/11/2019	10/13/2020	<input type="button" value="✗ Delete"/>

Note: Once you have finished, you must click **Save Changes** to commit your changes to the record.

32. Click **Next**.

10: Boundaries of Mining Operations

33. Attach survey(s) as applicable and complete the form.

10. Boundaries of Mining Operation

Attach Named U.S. Geological Survey Map 7.5' OR 15' QUAD Showing Boundaris of Mining Operation if not previously submitted.

Upload PDF files (only files with .pdf extension, up to a maximum of 2 files):

Select files... Drop files here to upload

Latitude (Decimal Degree) * Longitude (Decimal Degree) * Section * Township * Range *

Base Meridian * Quad Name *

Select LA COSTA VALLEY

County

+ Add new record ✓ Save changes ✗ Cancel changes

County
ALAMEDA

BACK NEXT

Note: If you made changes to County information, be sure to click **Save Changes** to commit your changes to the record.

34. Click **Next**.

11: Mining Types

35. Identify one or more *Mining Types*. You may add, edit, and/or delete records on this form.

11. Mining Types

Mining Types

+ Add new record ✓ Save changes ✗ Cancel changes

Mining Type	Quarry
-------------	--------

1 1 - 1 of 1 items

BACK NEXT

Note: If you made changes to this form, be sure to click **Save Changes** to commit your changes to the record.

36. Click **Next**.

Note: For a list of all types, see page 7 of *Annual Report Instructions* provided on the [DMR Forms webpage](#).

12: Distributed Acreage

37. Question 1: *Approximate Disturbed Acreage* will pre-populate from the previous annual report submission.

38. Question 2: Enter the information.

39. Question 3: This is calculated for you.

40. Question 4: Enter the information.

41. Question 5: This is calculated for you.

12. Disturbed Acreage

1. Approximate disturbed acreage on the **Previous Calendar Year.** *
(This figure should match the figure from item 12, line 5 on your 2019 annual report. If it does not match, explain below.)
Explain:

2. Approximate acreage disturbed **during 2020.** *

3. (ADD LINE 1 TO LINE 2)

4. Approximate disturbed acreage **reclaimed** during 2020. *

5. (SUBTRACT LINE 4 FROM LINE 3)
Approximate disturbed acreage **remaining** on December 31 of the **Calendar Year.**

42. Click **Next**.

13: Acres

43. Check the appropriate box(es) and enter the associated information.

13. Acres

Acres permitted:

Acres vested (acres disturbed prior to January 1, 1976):

Acres on federal lands:

44. Click **Next**.

14: Assessed Value

45. Enter the *Assessed Value*.

14. Assessed Value

Assessed Value *

Current total assessed value of mining operation as established by County Assessor's Office

BACK NEXT

46. Click **Next**.

15: Commodities and Production

47. Provide your *Primary Commodity*, *Amount of Production*, and *Unit of Measure*. No pre-populated information.

Note: *Amount of Production* is not pre-populated, if you are filing zero amount of production please input a 0.

48. Provide your *Other Commodities*, *Amount of Production*, and *Unit of Measure*.

Note: *Amount of Production* is not pre-populated, if you are filing zero amount of production please input a 0.

15. Commodities and Production

Primary Commodity

Save changes Cancel change

Primary Commodity	Amount Of Production	Unit Of Measure
Not Reported	0	

All Other Commodities

Add new record Save changes Cancel change

All Other Co...	Amount Of P...	Unit Of Mea...
-----------------	----------------	----------------

BACK NEXT

Note: If you made changes to this form, be sure to click **Save Changes** to commit your changes to the record.

49. Click **Next**.

Note: For a list of all categories, see page 8 of *Annual Report Instructions* provided on the [DMR Forms webpage](#).

16: Fee Schedule

50. All payment fees will automatically calculate on this page. A payment statement will be sent to you via e-mail when completed.

16. Fee Schedule

A. PRODUCTION CODE	F
B. REPORTING FEE	\$5,238.00
LATE FEE (Later than July 01, 2021, a penalty of not less than \$100 or 10% of the Reporting Fee due, whichever is greater will be assessed)	\$0.00
INTEREST (1.5% per month, computed from the delinquent date of the assessment until and including the date of payment, shall be assessed (PRC Section 2207(d)(5)))	\$0.00
GOLD AND SILVER FEE	
C. GOLD FEE (Ounce(s) of gold) x (\$5.00 per ounce)	\$0.00
D. SILVER FEE (Ounce(s) of silver) x (\$0.10 per ounce)	\$0.00
TOTAL FEES DUE; SUM of 16(B), (C) AND (D)	\$5,238.00

BACK **NEXT**

51. Click **Next**.

Note: For a breakdown of the Fee schedule, see *Fee Schedule* provided on the [DMR Forms webpage](#).

17: Submitted By

52. Complete all required fields on the form.

17(a). Submitted By

Name *

Country *

ⓘ ▼

This is a required field.

Mailing Address *

City *

State * Zip *

Phone * Ext Email *

[BACK](#) [NEXT](#)

53. Click **Next**.

Preview and Submit

54. Review the information in each section of the 17 sections on the Preview page. If needed, use the left navigation menu to return to a specific section to make corrections.
55. Once you have verified all the information is correct, check the box at the bottom of the page and click **Submit** to send the report to DMR.

Note: Corrections cannot be made after submission. An email confirmation will be sent to the email provided and will also include a confirmation of any associated Low Gross Income Request or Multi Site Single Fee Request if applicable.

The screenshot shows a confirmation screen titled "You are about to submit Annual Report." It contains a warning icon and text: "Before clicking submit button, please note:". Below this are three bullet points: "After your Annual Report is submitted to DMR you will NOT be able to make any changes using this application.", "If you need to update or make changes now, please do so prior to clicking on the 'Submit' button below.", and "If you need to make changes AFTER your Annual Report has been submitted, please contact DMR." A statement follows: "To the best of my knowledge the information provided on this Mining Operation Annual Report is valid and correct." Below the statement is a checkbox with the text "Before submitting, please check this box to acknowledge you have read and understand the above statement." The checkbox is currently unchecked and is highlighted with a red border. Below the checkbox is a blue "SUBMIT" button.

56. A message indicating the Annual Report was successfully submitted will be displayed. You will be provided an option to download a PDF copy of the submitted report, the ability to specify an additional email address to which a report copy will be sent, and a button to return to the homepage.

The screenshot shows a confirmation screen titled "Your annual Report has been submitted." It features a dark blue header with the title. Below the header is an "Information" section with a sub-header "Information." and a message: "A copy of an Annual Report has been sent to the submitter's email address: Test@mail.com". There are three main sections: "Download Annual Report PDF Copy." with a "DOWNLOAD A PDF COPY" button; "Send Annual Report Copy to an Email address of your choosing." with a text input field for "Email address" and a "SEND" button; and "Back to homepage." with a "Go back to Homepage" button.

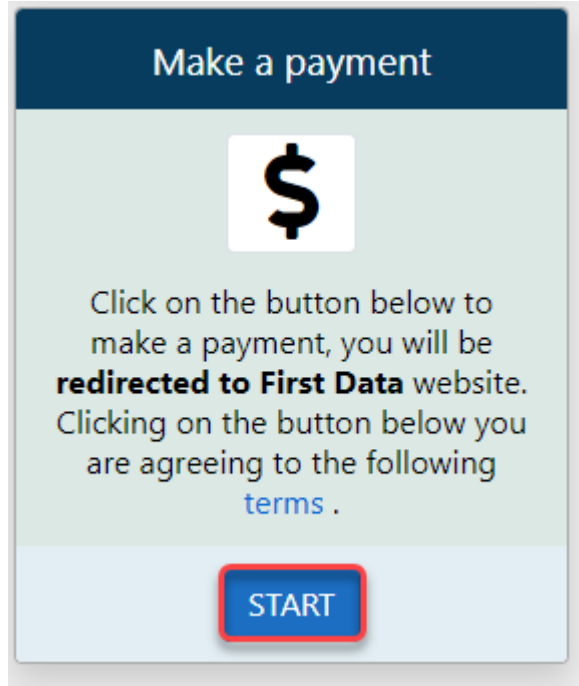
Note: You may now return to the main page and begin making a payment through the Online Payment System.

State of California Natural Resources Agency | Department of Conservation
801 K Street, MS 09-06, Sacramento, CA 95814
conservation.ca.gov | T: (916) 323-9198 | F: (916) 322-4862

Online Payment System Instructions

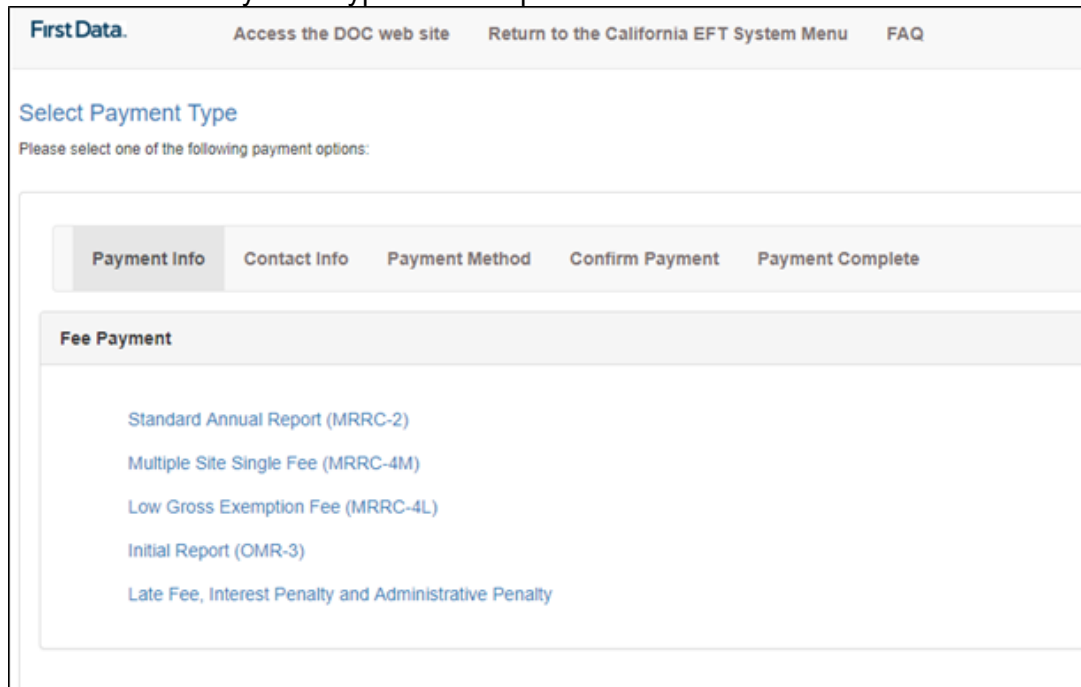
DMR accepts electronic payments in the form of an electronic check using the [Online Payment System](#) that will redirect you to the First Data website. Please review the [Terms](#).

1. Click **Start** for Make a Payment on the main page.



- 2.

Select the Fee Payment Type for the report:



ONLINE ANNUAL REPORTING SYSTEM USER GUIDE

3. Enter all required information and follow any on-screen instructions.

First Data. [Access the DOC web site](#) [Return to the California EFT System Menu](#) [FAQ](#)

Make a Payment

Please enter your payment information below. Payments made online before 3:00 PM (PST) will be settled on the next banking day. To initiate multiple payments, use the Add Row feature. Select Continue once finished.

Mine ID Number: Enter your 8-digit Mine ID Number (91-XX-XXXX) without dashes.

Fee Type: Select your Fee Type. If the correct option is not available, please confirm that you have chosen the correct Payment Type on the previous page.

Payment Info | Contact Info | Payment Method | Confirm Payment | Payment Complete

Payment Type : Standard Annual Report (MRRC-Z)

Debit Date : 05/09/2019

Mine ID Number (91XXXXXX)	Fee Type	Reporting Year (YYYY)	Fee Amount
91	SELECT		\$ 0.00

+ Add Row

Cancel Continue

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