

Quick Start guide for Mining Hydrologic Mining Report Submissions

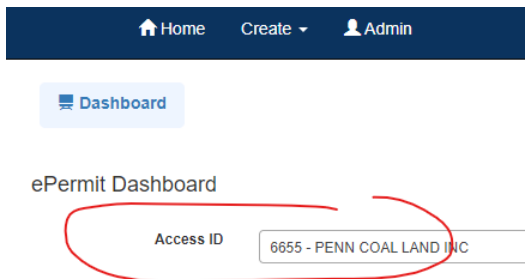
This quick start guide will explain how to submit a Hydrologic Mining Report for the Bureau of Mining. This guide is for users who have already created a Greenport username and password and have been enrolled in e-permitting. If you need to create a Greenport username and password, go to [greenport.pa.gov](https://www.ahs.dep.pa.gov) and create an account. If you need to enroll in e-permitting, click the Enrollment Dashboard on your home page and follow the enrollment user guide.

A. Logging in to e-permitting

1. Navigate to e-permitting <https://www.ahs.dep.pa.gov/ePermitting>
2. Enter username and password and click Login
3. You will be directed to the e-permitting home page

B. Creating your Draft Submission

1. Click on the Bureau of Mining Programs Dashboard Icon to go to your Dashboard.
2. If you have access to multiple companies, select the company for which you wish to submit the HMR.



3. From the Create menu at the top of the page, select Create-Reporting-HMR Quarterly Report-New. This will start the one-page submission form for the HMR Quarterly.

C. Completing your Submission

1. In the first section, select the permit for the report.
 - i. Associated data will automatically populate on the page to help you confirm that you have selected the correct permit for your report.
2. In the second section, select the year and quarter for the report.
 - i. Check the checkbox for any submissions with Sub F or Sub G points
3. In the third section, enter contact information.
4. In the fourth section, certify your submission by checking the checkbox and typing your name.
5. Upload the HMR Quarterly Report Spreadsheet. Please note the spreadsheet must be in Excel.
6. Save your information by clicking the Save button.
7. Click the Completeness Check button to validate you have entered all required information.
8. Click the Submit button to send your report to DEP.

HMR Quarterly Report

General Instructions

The Quarterly Hydrologic Monitoring Reports for surface and ground water monitoring should be submitted in an Excel or CSV spreadsheet. All of the monitoring points for the permit are to be included in one spreadsheet using separate tabs for each monitoring point on the permit.

Permit Information

Select the permit/GFCC for this report*

Permittee Name

License Number

Site Name

Facility Name

District Mining Office

Inspector Name

*California District Office will also be notified for Underground Mining Permits, Coal Refuse Disposal Permits, or Prep Plants in the Bituminous Coal region.

Reporting Information

Reporting Year*

Reporting Quarter*

Please check this box if any of the data submitted includes a S or F or S or R point

Contact Information

Contact Person for Follow-up Questions Regarding Information Submitted on This Form

Contact Name*

Contact Telephone*

Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted on this form and its corresponding spreadsheet, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.*

Name of Permittee or Responsible Official or Authorized Representative*

HMR Quarterly Report Attachments (0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

Missing HMR Quarterly Report Attachments (1)

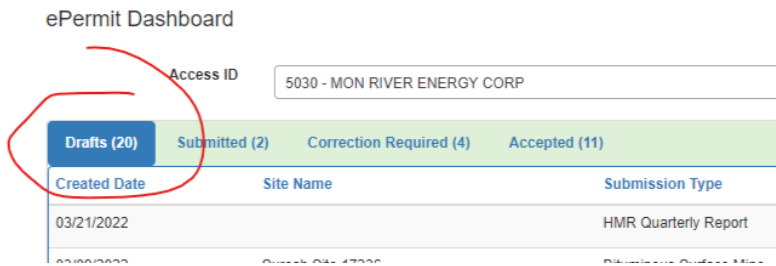
Missing Required Attachments	Template URL	Attach
HMR Quarterly Report Spreadsheet		<input type="button" value="Attach"/>

D. Tracking Your Submission

1. Unfinished Submissions

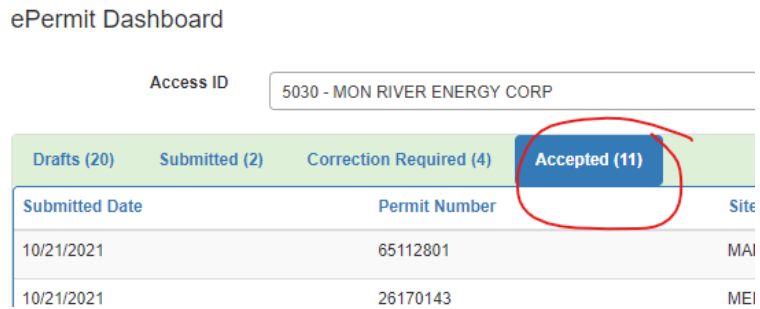
- i. You may save your submission at any time prior to submitting it to DEP and return to complete it at a later date.
- ii. These submissions will be found on your DRAFT tab.

- iii. Click the Edit icon, on the far right, to complete your submission to DEP.



2. Accepted Submissions

- i. After clicking the Submit button, your submission becomes read only and can be found on the ACCEPTED tab.
- ii. You may view the details by clicking the View button on the far right.



*For more detailed instructions on the full capabilities of the e-permitting system including other submission types; approving consultant access for a company’s Electronic Filing Administrator and more, please see the full user guides provided on the Mining website.