

STATE OF CALIFORNIA
DEPARTMENT OF CONSERVATION
DIVISION OF MINE RECLAMATION

MINING OPERATION ANNUAL REPORT INSTRUCTIONS

GENERAL INFORMATION

- The owner or operator of a mining operation within the State (including mines being operated on federal lands) must forward a Mining Operation Annual Report (Annual Report), form number MRRC-2 to the:

1) State Department of Conservation, and 2) the Surface Mining and Reclamation Act (SMARA) Lead Agency of jurisdiction pursuant to Public Resources Code (PRC) Section 2207. Mines defined as exempt under SMARA (PRC Section 2714) are not required to submit this report. See link below for more information:

[California Statutes and Regulations for the Division of Mine Reclamation](#)

To file your Annual Report online, visit the link below to access the login portal:

[Online Mining Operation Annual Report Form](#)

- Submit one completed Annual Report form for each California Mine Identification ID number.
- All operators required to file an Annual Report form must also pay an annual reporting fee according to the Fee Schedule in California Code of Regulations (CCR), Title 14, Division 2, Chapter 8, Section 3698 et seq.
- The reporting year for the sake of completing the Annual Report is January 1st through December 31st of the calendar year.
- Only operators that have filed a report for a previous reporting period have been assigned a California Mine ID number. If you have not been assigned a California Mine ID number, you will need to complete a New Mining Operation Report form, form number OMR-3. The California Mine ID number will be assigned after this form is received.
- Enter the two-digit number for the Calendar Year at the top left of Page 1.
- The item numbers in these instructions coincide with the item numbers on the Annual Report form.
- Items 3, 4, 10, 11, 13 and 14 are preceded by a box labeled "N.C." (no change). If you filed a **complete** report in a previous reporting period and there have been no changes in the information previously submitted for these items, you may check the box instead of filling in the information. **Please ensure the information is consistent with your mine operation's most recent lead agency inspection report.**
- If the mining operation involves separate plots of land that are subject to a single reclamation plan, information in items 10-13 must be completed for each separate plot.

- Fill in item 16C and/or 16D with the amount of gold and/or silver production that was listed in item 15.
- Provide additional information, if needed, on page 4 of the form. (please use same format and reference the item number).
- If you have questions about completing the Annual Report form, please call the Division of Mine Reclamation at (916) 323-9198 or visit the Department's website at:

[Annual Report Forms and Instructions](#)

- The Annual Report and the annual reporting fee payment must be **POSTMARKED OR SUBMITTED ELECTRONICALLY BY JULY 1 annually**, or penalties and interest will be assessed pursuant to CCR Section 3697. Your payment must be submitted in the form of a check, money order, or online payment payable to Department of Conservation/DMR, with the California Mine ID number written on the check or money order.

INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT, FORM NUMBER MRRC-2

PLEASE TYPE OR PRINT ALL INFORMATION REQUESTED

NOTE: YOU MUST WRITE THE CALIFORNIA MINE ID NUMBER, MINE NAME AND SMARA LEAD AGENCY NAME (CANNOT BE A FEDERAL AGENCY) AT THE TOP OF PAGE 1; THE MINE ID NUMBER MUST BE REPEATED AT THE TOP OF ALL SUBSEQUENT PAGES.

1. **COMPANY OPERATING:** Fill in the name of the company operating the mine; the name, telephone number, and email address of the current site contact person; and, the current mailing address (if different than the street address) of the mine site*. The site contact person is the person in authority at the site of the operation.
2. **DESIGNATED AGENT:** Each mine owner or operator must designate a person who resides in California as the mine operation's legal agent (PRC Section 2207(a)(2)). The designated agent is the person who will receive and accept legal documents for the mining operation on behalf of the legal owner. Indicate the name, mailing address, telephone number and email address of the designated agent*.
3. **LEGAL OWNER OF MINING OPERATION:** Indicate the name, mailing address, country, telephone number, and email address of the legal owner of the mining operation*. The legal owner may be a person, corporation, government agency, or other entity. If the operation is owned in partnership, supply this information for each partner on page 4, following the same format. If the owner is the same as the site contact person or company operating the mine, please select the N.C. box. Additionally, please indicate if the mining operation was sold or purchased during the reporting (calendar) year. If sold or transferred, indicate the date that the sale and transfer of ownership became final.
4. **LANDOWNER/ASSESSOR'S PARCEL NUMBER INFORMATION:** Indicate the name, mailing address, country and telephone number of the landowner(s), and the assessor's parcel number(s) upon which the mining operation resides. (If the mailing address has changed since the filing of your last annual report, please indicate the new mailing address in the space provided.) Additional space is provided on Page 4 of the form, if needed.

5. **STATUS OF THE MINING OPERATION DURING THE REPORTING (CALENDAR) YEAR:**

Indicate the status of your mining operation during the reporting.

- **If** mine is newly permitted, but has not yet begun operations, indicate the date permitted.
- **If** the mining operation is idle (PRC Section 2727.1) indicate when the operation became idle and **attach** the approved Interim Management Plan (IMP). If lead agency approval of the IMP is pending, indicate the date the IMP was submitted.
- **If** operations ceased during the reporting (calendar) year, and there is no intent to resume operations, but the lead agency has not yet certified that reclamation is complete, indicate the date all mining activities ceased.
- **If** the mining operation is closed, and reclamation has been certified as complete, indicate the date reclamation was certified complete by the lead agency.

6. **STATUS OF RECLAMATION ACTIVITIES:** Indicate the progress of reclamation activities for your mining operation during the reporting year. If reclamation is certified complete by the lead agency, with concurrence from the Department, **indicate the date of certification.**

7. **SMARA RECLAMATION INSPECTION:** PRC Section 2774(b)(1) requires that each mining operation be inspected by the lead agency at intervals of no more than 12 months. In the space provided, indicate the date of the most recent inspection. If you have a copy of the inspection report from that inspection, please attach a copy with your Annual Report (PRC Section 2207(a)(8)). If you do not have a copy of that inspection report, please explain in the space provided. Please request a date in the space provided for your next annual mine inspection, which must be within 12 months of your last annual inspection.

8. **RECLAMATION PLAN STATUS:** Indicate if there is an approved reclamation plan for this site by selecting the "yes" or "no" box. If there is not an approved reclamation plan, please explain by checking one of the appropriate options provided.

Additionally, indicate the number of acres that are subject to the reclamation plan.

If this is the first year an Annual Report is being filed for this operation, please indicate the date the reclamation plan was approved by your lead agency and attach a copy of the approved reclamation plan.

PRC Section 2207(a)(16) requires that "a copy of your approved reclamation plan and any amendments or conditions of approval to any existing reclamation plan approved by the lead agency" be submitted with your Annual Report.

PRC Section 2207(c) requires that all "subsequent reports...shall include any reclamation plan amendments approved during the previous year." Examples of "proof of approval" include: a copy of the lead agency's minutes indicating that approval was granted, or an official city/county approved stamp on the reclamation plan cover sheet indicating the date approval was granted.

If you have submitted a reclamation plan for your operation to your lead agency, but approval has not been obtained, check "Approval Pending" and include the date of submittal. If your reclamation plan is on appeal with the State Mining and Geology Board (SMGB) pursuant to PRC Section 2770(e), check "Lead Agency action on Initial or Amended Reclamation Plan on appeal with the State Mining and Geology Board" and include the date the appeal was submitted.

9. **FINANCIAL ASSURANCES:** Financial Assurances are required by PRC Section 2270(a) to be in place before a mine begins operations, and may be in the form of: (1) surety bonds, (2) irrevocable letters of credit, or (3) trust funds (CCR Section 3803) (NOTE: financial assurances for governmental agencies may, in addition to the three forms noted above, be in the form of (A) pledges of revenue, or (B) a budget set aside). The financial assurance must be adequate to cover the full cost of reclaiming the total disturbed acreage at each mining location according to its approved reclamation plan. Regulations require that operators annually submit to the lead agency a revision of the written calculation upon which financial assurance amounts are based.

FINANCIAL ASSURANCES COST ESTIMATE: Provide proof of submittal in the form of a date of the most recent financial assurance cost estimate approval by your lead agency. If you have submitted your operation's annual cost estimate revision to the lead agency but approval has not yet been obtained, indicate the date the financial assurance cost estimate was submitted.

FINANCIAL ASSURANCE MECHANISM(S): Provide proof of submittal in the form of a date of the financial assurance mechanism(s) approval by your lead agency. If you have submitted your operation's financial assurance mechanism(s) to your lead agency, but approval has not been obtained, indicate the date the financial assurance mechanism was submitted.

10. **LOCATION OF MINING OPERATION:** Determine the approximate center of the surface mining operation and provide the following information:
- Latitude of the approximate central point, expressed as decimal degree, preferably to the fifth or sixth decimal place; e.g., 33.778321
 - Longitude of the approximate central point expressed as decimal degree, preferably to the fifth or sixth decimal place; e.g., 116.125683
 - Section, Township, Range, and Base Meridian. For example:
 - (1) S2, T3N, R5E, Mount Diablo Base Meridian
 - (2) S29, T8S, R2W, Humboldt Base Meridian
 - (3) S3 & 9 in T6N, R3E, San Bernardino Base Meridian
 - U.S. Geological Survey quadrangle name.
 - County

NOTE: Sections, townships, and ranges have not been surveyed in all parts of California, particularly within Spanish Land Grants. If the mining operation is within one of these areas, indicate the name of the land grant (e.g., Rancho del Arroyo Chico) in place of section, township, and range. Additional space is provided on Page 4 of the form, if needed (please use the same format). Attach a copy of a U.S. Geological Survey 7.5-minute quadrangle map and delineate the boundaries of the operation (if not previously provided). In order to show sufficient detail of operation boundaries, 7.5-minute quadrangle maps may be enlarged with scale indicated.

11. **TYPE OF OPERATION:** Codes for types of operations are listed in **EXHIBIT A** of these instructions. Indicate, by numeric code(s), the type(s) of operation at this site.
12. **DISTURBED ACREAGE STATUS:** Indicate the mining operation's changes in disturbed

acreage during the reporting year. Refer to the Mining Operation's Annual Report for the reporting period of the previous year to complete Line 1; the figure for Line 1 should match the figure from Item 12 line 5 on last year's report.

NOTE: If your mining operation is partially vested, please report only the post-1976 disturbed acreage in your calculations.

13. **SIZE OF OPERATION:** Complete all parts of this section that apply. Mining operations in California can be permitted, vested, or both. If this mining operation existed **prior** to January 1, 1976, the acreage that comprised that operation could be "vested." Operations approved after January 1, 1976, must have an approved permit from a lead agency. If you have lead agency permitted acreage, indicate the total acres approved and the permit number. If the operation includes acreage, which is "vested", indicate the number of acres disturbed when vested. Also indicate acreage in operation on federal lands, and the Federal Agency Permit or BLM ID Number.
14. **ASSESSED VALUE OF OPERATION:** Indicate the current total assessed value of the mining operation, as established by the county in which your operation is located. (This shall include any and all assessments, such as real property, personal property, mineral value, reserves, etc.) This information is provided on your county tax bill, or you may call your County Assessor's Office.
15. **COMMODITIES AND PRODUCTION FOR THE REPORTING YEAR: NOTE:** Some of this information is confidential but may be used as a cumulative total of at least three mines by the Department of Conservation to determine mineral reserves within the State. State law requires that the list of commodities produced be provided annually to lead agencies, as well as to the State. However, all other required PRODUCTION INFORMATION WILL BE KEPT CONFIDENTIAL (per Government Code Section 6252 and PRC Section 2207(g)).
 - A. **Indicate** your primary commodity and the category number for that primary commodity from **EXHIBIT B**. The "primary" commodity is that which provides the highest dollar value in sales for this operation (CCR Section 3695 et seq.).
 - **If** there was no production during the reporting year, indicate the primary commodity that the mine would normally produce and enter zero under the Amount of Production column.
 - **If** there was production during the reporting year, enter the primary commodity's total production and check the appropriate unit of measure.
 - B. Indicate all other commodities produced and the category number(s) for those commodities from **EXHIBIT B**.
 - **If** there was production of other commodities at this mining operation during the reporting year, enter the total production and check the appropriate unit of measure.
16. **REPORTING FEE PAYMENT:** A reporting fee payment must accompany the Annual Report. A fee payment is due for each reclamation plan (see **EXHIBIT C** for the Fee Schedule). In case of late payment of the reporting fee (i.e., later than **July 1 annually**), a penalty of not less than one hundred dollars (\$100) or 10 percent of the fee amount due, whichever is greater, plus interest at the rate of 1.5 percent 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)).

- A. FOR "NEWLY-PERMITTED" AND "CLOSED" OPERATIONS: Locate **both** your appropriate status and corresponding code from **EXHIBIT C, TABLE I** and enter the **CODE** on Line 16(A).

FOR "ACTIVE" AND "IDLE" MINING OPERATIONS: Note **both** the commodity category number, and total production, from item 15(A). Next locate the production range and corresponding code from **EXHIBIT C, TABLE II**, and enter the code on Line 16(A).

- B. Noting your code on Line 16(A), enter your corresponding **REPORTING FEE** taken from **EXHIBIT C**, on Line 16(B).
- C. Referring to the corresponding gold production amount (if any) listed in item 15(A) or 15(B), enter the production amount on Line 16(C) and calculate the amount owed as shown on the form.
- D. Referring to the corresponding silver production amount (if any) listed in item 15(A) or 15(B), enter the production amount on Line 16(D) and calculate the amount owed as shown on the form.
- E. **To submit your payment by mail, ATTACH ONE CHECK OR MONEY ORDER** for the total sum of 16(B), 16(C) and 16(D), made payable to the Department of Conservation/Division of Mine Reclamation. Include your California Mine ID number on your check or money order.
- F. **To submit your payment online**, visit: <https://www.govone.com/PAYCAL/DOC/>, select the agency (California Department of Conservation), and follow the detailed instructions on how to complete an online payment.

EXCEPTIONS TO THESE INSTRUCTIONS

- A. If your mining operation meets all of the qualifications for a Multiple-Site Single Fee Request, please attach the completed **MULTIPLE-SITE SINGLE FEE REQUEST FORM (MRRC-4M)**, along with the appropriate reporting fee payment for the operations listed on the request form.
- B. If your mining operation meets all of the qualifications for a Low-Gross Exemption Fee Request, please attach the completed **EXEMPTION FEE REQUEST FORM (MRRC-4L)**, along with required documentation and the appropriate reporting fee payment for the operation listed on the request form. The request must be submitted by July 1 annually, to be considered for the exemption.

SUBMITTAL INFORMATION

The owner or operator of the mining operation shall forward this Annual Report to the Department of Conservation's Division of Mine Reclamation and your SMARA lead agency. The person submitting this information must provide his or her name, mailing address, and telephone number (email address if available) in the space provided.

If submitting your Annual Report by mail:

- The owner or operator of the Mining Operation must sign and date its Annual Report. (Original “wet” signature required). Alternatively, this report may be signed by an official of the mining operation if so designated to do so by the owner or operator signing the Statement of Responsibility. In the latter instance, the official shall include his or her title with the mining operation.
- **Review your Annual Report**, and any associated forms, for completeness and accuracy. Failure to submit complete and accurate requisite information in a timely manner may result in an administrative penalty as provided for in SMARA (PRC Section 2774.1).
- Check to be sure that all required **attachments** are included with your Annual Report. (If you have previously submitted the appropriate marked USGS map, a copy of your approved reclamation plan and proof of SMARA lead agency approval, you do not need to send additional copies of these items, unless there have been amendments to them.) **Do not delay the submission of your Annual Report if you are missing required attachments as this may result in late penalties.**
- Mail the complete original form (each page) of your Mining Operation Annual Report, the appropriate reporting fee payment, and required attachments to:

**Department of Conservation
Division of Mine Reclamation
Reporting Unit
715 P Street, MS 1905
Sacramento, CA 95814**

- Mail a copy of your Annual Report to your SMARA lead agency.

If submitting your Annual Report online:

Access the online forms portal at the following website:

[Online Mining Operation Annual Report Form](#)

- When filing online, be sure to submit your payment online. To submit your payment online, visit the link provided on the website ([Online Mining Operation Annual Report Payment Portal](#)), select the appropriate agency (California Department of Conservation), and follow the detailed instructions on how to complete an online payment.
- You should receive a copy of your Annual Report and Statement of Fees Due to the email address you provided. Make sure to print and mail a copy of your Annual Report to your SMARA lead agency.
- Retain a copy for your records.

EXHIBIT A

TYPES OF OPERATIONS

TYPE CODE	DESCRIPTION
1	Brine Well: A cased drill hole penetrating a salt formation through which water is introduced and brine is pumped to the surface.
2	Dredge: Large floating contrivance utilized in underwater excavation for the purpose of removing overburden from submerged ore bodies prior to open pit mining, or to recover subaqueous deposits having commercial value.
3	Evaporation System: Solar evaporation usually used for salt and brine operations.
4	Streambed or Gravel Bar Skimming and Pitting: Removal of alluvial (generally sand and gravel) stream deposits during periods of low water flow.
5	Hydraulic: The extraction of desired earth material by means of strong jets of water.
6	Open Pit: Surficial mining, in which the valuable rock is exposed by removal of overburden.
7	Plant or Mill: Mineral processing plant, or mill.
8	Prospect: An area that is a potential site of mineral deposits, based on preliminary assessments. A prospect is distinct from a mine in that it is non-producing.

EXHIBIT B**MINERAL PRODUCTS BY CATEGORIES****CATEGORY NO. 1
(AGGREGATE PRODUCTS AND INDUSTRIAL MINERALS)**

CATEGORIES	UNITS OF MEASURE
Abrasives	Short tons
Asbestos	Short tons
Barite	Short tons
Bituminous Rock	Short tons
Borates	Short tons
Cinders	Short tons
Clay	Short tons
Decomposed Granite	Short tons
Decorative Rock	Short tons
Diatomite	Short tons
Dimension Stone	Short tons
Dolomite	Short tons
Feldspar	Short tons
Fill Dirt	Short tons
Fluorite	Short tons
Gemstones	Short tons
Graphite	Short tons
Gypsum	Short tons
Iron Ore	Short tons
Kyanite	Short tons
Lignite	Short tons
Lime	Short tons
Limestone	Short tons
Lithium	Short tons
Magnesite	Short tons
Mica	Short tons
Olivine	Short tons
Peat	Short tons
Perlite	Short tons
Phosphate	Short tons
Potash	Short tons
Pumice	Short tons
Pyrophyllite	Short tons
Quartz Crystal	Short tons
Rare Earth Elements	Short tons
Saline Compounds	Short tons
Salt	Short tons
Sand and Gravel	Short tons
Sea Shells	Short tons

CATEGORIES	UNITS OF MEASURE
Sericite	Short tons
Shale	Short tons
Silica	Short tons
Slag	Short tons
Specialty Sand	Short tons
Stone	Short tons
Sulfur	Short tons
Talc	Short tons
Vermiculite	Short tons
Wollastonite	Short tons
Zeolites	Short tons
Zircon	Short tons

**CATEGORY NO. 2
(GOLD, SILVER, AND PRECIOUS METALS)**

CATEGORIES	UNITS OF MEASURE
Gold (Lode)	Troy ounces
Gold (Placer)	Troy ounces
Platinum Group Metals	Troy ounces
Silver	Troy ounces

**CATEGORY NO. 3
(BASE METALS AND OTHER METALS)**

CATEGORIES	UNITS OF MEASURE
Antimony	Pounds
Arsenic	Pounds
Chromite	Pounds
Copper	Pounds
Lead	Pounds
Manganese	Pounds
Mercury	Pounds
Molybdenum	Pounds
Nickel	Pounds
Pyrite	Pounds
Tin	Pounds
Titanium	Pounds
Tungsten	Pounds
Uranium	Pounds
Vanadium	Pounds
Zinc	Pounds