

Land Reclamation Information System (LRIS)

Information and Guides

Commercial mining operations that engage in the extraction of industrial minerals in Missouri after Jan. 1, 1972, must obtain a permit from the Missouri Mining Commission. The Land Reclamation System (LRIS) was developed to help the mining community apply for and receive Missouri Mining Industrial Mineral Permits.

Currently, LRIS can be used to apply for a new permit, as well as renewal, amendment, expansion and revision permits, as well as bond release requests for existing industrial mineral permits. In later phases, LRIS may be expanded to include transfer requests for industrial mineral permits and provide ability to submit annual reclamation status reports. Additionally, metallic minerals and coal permit information may be added to LRIS with permitting ability to be determined.

If you experience difficulty navigating LRIS or viewing pages or documents, contact LRIS technical assistance staff via email (ashley.harrison@dnr.mo.gov) or call 573-751-4041 or 573-751-5977 during regular business hours (8 a.m. to 5 p.m.). Hearing and speech impaired individuals may contact the department through Relay Missouri at 1-800-735-2966.

Missouri Gateway for Environmental Management (MoGEM)

- To access LRIS, you must log in using a MoGEM account (dnr.mo.gov/mogem).

General Tutorial

1. Getting Started in LRIS – Company Information
 - Creating a New Company
 - Associating Yourself to a Company
2. Creating a New Permit
 - Creating a Permit for an Existing Company
 - Mapping a New Site
 - Completing the Mine or In-Stream Sand and Gravel Excavation Plan Page
 - Adding a New Site to a New Permit
 - Adding a Financial Assurance Instrument (Bonding)
 - Submitting a New Permit and Paying Fees
 - Completing the Public Notice Process on the Public Notice Page
 - Reviewing the Permit Certificate for a New Permit
3. Applying for a Permit Modification for a Site(s)
 - Amendment
 - Expansion
 - Revision

- Bond Release Request
 - Adding a New Site in a Modification
 - Submitting a Financial Assurance Instrument (Bonding) Rider Increase
 - Canceling a Request or Withdrawing an Application
4. Applying for a Permit Renewal
 - Renewing a Permit
 - Making an In-Stream Site Inactive

Mapping Tutorials

1. Mapping a New Site
2. Mapping an Amendment
3. Mapping an Expansion
4. Mapping a Revision
5. Mapping a Bond Release Request
6. Mapping a Renewal for In-Stream Sites

Additional Resources

- [In-Stream Sand and Gravel Operations Fact Sheet](#)
- [Open Pit Operations Fact Sheet](#)

Land Reclamation Information System

User Guide

Getting Started – Creating a New Company

Once you are logged into LRIS as an Organization Official or Preparer from the MoGEM eServices portal, you will be directed to the LRIS home page. The home page will show companies you have created or are associated with. If this is your first time logging into LRIS, there will be no associated companies on the home page.

Land Reclamation Information System

Home Search - Logout

Welcome to Land Reclamation Information System

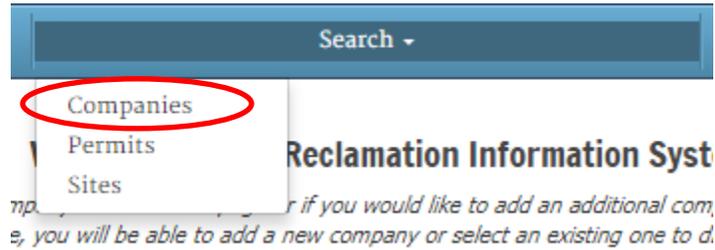
If you have no companies listed in the Associated Company section of the page or if you would like to add an additional company that is not listed, you must select the Search Companies tab at the top of the page. From that page, you will be able to add a new company or select an existing one to display on your home page.

Associated Company

Missouri Department of Natural Resources
PO Box 176; 1101 Riverside Drive Jefferson City, MO 65102-0176
Telephone: 573-751-4041
E-mail: contact@dnr.mo.gov

To create a new company, please proceed with the following steps.

1. A company search will need to be done. Click the search tab on the navigation bar. Then select companies.



2. You will be directed to the company search page. Perform a search by entering information into the fields and select the search button.

 A screenshot of the 'Company Search' page. At the top, there is a navigation bar with 'Home', 'Search', 'Logout', and 'Help' buttons. Below the navigation bar, the page title is 'Company Search'. A note reads: 'You must first search for an existing company before adding a new company. This is to ensure that the company does not already exist in our records.' The search form contains the following fields: 'Company Name' (text input), 'Street Address' (text input), 'City' (text input), 'State' (dropdown menu with '--Select--'), and 'Zip' (two text inputs). On the right side of the form, there are two buttons: 'Search' and 'Clear'. The 'Search' button is circled in red.

3. There may not be records found or based on the criteria searched a partial match may come back. Ensure your company is not one of the potential matches prior to creating the new company.
4. Select the new company button **New Company** which appeared on the bottom right side of the screen after a company search was performed.
5. You will be directed to the company information page.

 A screenshot of the 'Company Information' page. The page title is 'Company Information - 10 CSR 40-10.020(2)(A)8'. A note reads: 'In order to receive a permit from the Land Reclamation Program to conduct commercial surface mining, the applicant must be registered with the Secretary of State. It is requested that the company name be completed as it was registered with the Secretary of State.' The form contains the following fields: '*The applicant is a:' (dropdown menu with '--Select--'), '*Company Name:' (text input), '*Street Address Line 1:' (text input), 'Address Line 2:' (text input), '*City:' (text input), '*State:' (dropdown menu with '--Select--'), '*Zip:' (two text inputs), '*Email:' (text input), and '*Phone:' (text input with parentheses) and 'Fax:' (text input with parentheses). A red asterisk indicates a required field. At the bottom of the form, there is a button labeled 'Applicant Information'.

- The first section, **Company Information - 10 CSR 40-10.020(2)(A)8**, will need to be completed.

Company Information - 10 CSR 40-10.020(2)(A)8

In order to receive a permit from the Land Reclamation Program to conduct commercial surface mining, the applicant must be registered with the Secretary of State. It is requested that the company name be completed as it was registered with the Secretary of State.

*The applicant is a:

*Company Name:

*Street Address Line 1:

Address Line 2:

*City: *State:

*Zip:

*Email:

*Phone: Fax:

- After the company information section is filled out, the **Applicant Information** will need to be completed.
- When completing the applicant information, and after filling out the first and last name sections, you can tab to the next field or select the next field.
- A name search will be done in LRIS to review if the name has been entered before. If there is a close match, you will be directed to the name search page.

Home Search ▾ Logout

Name Search

If the record you are about to enter is listed below, please press select to auto fill the fields. Otherwise select cancel to close the window.

Name	Street Address
<input type="button" value="Select"/> test test	test test, AR 23146

- If this is you, click on the select button in order to auto-fill the rest of the application information.
- If this is not you, click the cancel button to be directed back to the company information page.
- If your information was found in LRIS, review the information for accuracy; and continue to complete the application section.

*First Name: *Last Name:

Title:

Business Alias (If Any):

*Street Address Line 1:

Address Line 2:

*City: *State:

*Zip:

*Email:

*Phone: Fax:

Owner:

Beginning Term Date:  Ending Term Date: 

13. The beginning term date field is when you started working for your company in a management function.
14. The ending term date field is the date you depart from your company, so does not need to be completed now.
15. Once all required fields are completed, select the add button. 
16. A note will appear that says, "record successfully added" if all the information was completed correctly or error messages will appear directing you to correct information.
17. Information can be updated in the company information section, then select the save button  within the company information section to keep changes.
18. Additional members of the company can be entered by filling out the applicant information again and selecting the add button  in this section.
19. Once all applicants have been entered, check that the primary contact is correct. This is the person the Land Reclamation Program will call to schedule inspections or contact with permitting questions. The first applicant completed will automatically be assigned as the primary contact.

Primary Contact	Name	Title	Beginning Term Date	Ending Term Date
<input checked="" type="radio"/>	test test	Officer	05/01/2014	
<input type="radio"/>	Test 1 test	Other or Combination Thereof - CEO	05/16/2008	



20. To change the primary contact, select the correct applicant using the button under this field.



21. Once the primary contact is updated, select the save button  within this section.

22. If you are an Organization Official or a Preparer, you should see the Associated User List section on the page. You can select who should edit information for your company by checking the Edit Flag next to the name of the user.

Associated User List	
Edit Flag	Name
<input checked="" type="checkbox"/>	Ashley Harrison
<input type="checkbox"/>	Colin Priest

[Save](#)

23. Creating a new company is now completed.

24. To be directed back to the home page, select the home tab on the navigation bar.



25. The new company will now appear as an associated company on the home page.

Welcome to Land Reclamation Information System

If you have no companies listed in the Associated Company section of the page or if you would like to add an additional company that is not listed, you must select the Search Companies tab at the top of the page. From that page, you will be able to add a new company or select an existing one to display on your home page.

Associated Company					
Company Name / Permit No	Permit Type	Permit Action	Permit Status	Effective Date	Expiration Date
Test Company					New Permit

Note: The person who initially creates the company will have editing control of that company to create permits or update information in LRIS. To have the editing responsibility for the company changed or to have multiple editors for a company, the company Organization Official or Preparer with edit authority can update the edit flag in the associated user list section or can contact the Land Reclamation Program at 573-751-4041.

Land Reclamation Information System (LRIS)

User Guide

Getting Started – Associating Yourself to a Company

After logging in, you will be directed to the Land Reclamation Information System (LRIS) home page. Companies you created will be listed on the home page, along with those with which you have associated to. If this is your first time logging in, no associated companies will be listed on the home page.

Land Reclamation Information System

MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Home Search - Logout

Welcome to Land Reclamation Information System

If you have no companies listed in the Associated Company section of the page or if you would like to add an additional company that is not listed, you must select the Search Companies tab at the top of the page. From that page, you will be able to add a new company or select an existing one to display on your home page.

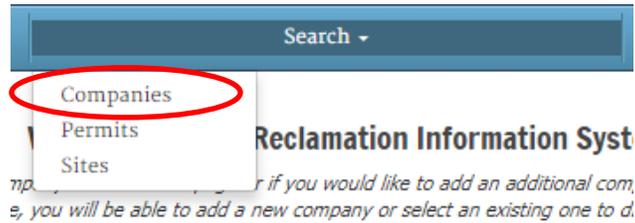
Associated Company

Missouri Department of Natural Resources
PO Box 176; 1101 Riverside Drive Jefferson City, MO 65102-0176
Telephone: 573-751-4041
E-mail: contact@dnr.mo.gov

MO
.GOV

To associate to an existing company and/or receive edit authority for the company, proceed with the following steps:

1. Search companies by clicking the “Search” tab on the navigation bar, and selecting “Companies.”



2. You will be directed to the “Company Search” page. Search by entering your company information into the fields and selecting the search button.

Home Search ▾ Logout

Company Search

You must first search for an existing company before adding a new company. This is to ensure that the company does not already exist in our records.

Company Name:

Street Address: City: State:

Zip:

3. There may be up to 50 results populated; more than 50 will require you to refine the search criteria.
4. Select the “Company Name” to be directed to the “Company Information” page. Go back to the previous page for the company search results.

Company Search

You must first search for an existing company before adding a new company. This is to ensure that the company does not already exist in our records.

Company Name:

Street Address: City: State:

Zip:

Company Name	Address	Associate / Disassociate
Ashley Test Co 2	123 address J City, MO 65101	<input type="button" value="Associate"/>
Ashley Test Company	7777 street City, MO 83983	<input type="button" value="Associate"/>
csc test	1701 Fifth Avenue Moline, IL 61265-6126	<input type="button" value="Associate"/>
Test company 1	123 Address 1 City, MO 78838	<input type="button" value="Associate"/>
Test Company	123 Address Lane Jefferson City, MO 65101	<input type="button" value="Disassociate"/>

5. To associate to your company, select the “Associate” button. **Associate** To disassociate from a company, select the “Disassociate” button. **Disassociate**
6. Select the “Home” tab on the navigation bar to return to the home page.



7. The associated company will now appear on the home page.

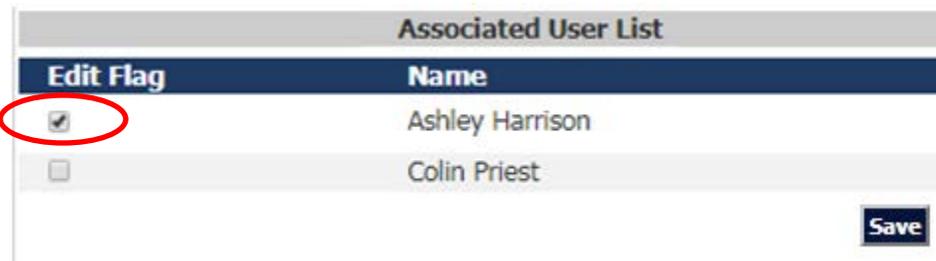


Welcome to Land Reclamation Information System

If you have no companies listed in the Associated Company section of the page or if you would like to add an additional company that is not listed, you must select the Search Companies tab at the top of the page. From that page, you will be able to add a new company or select an existing one to display on your home page.

Associated Company					
Company Name / Permit No	Permit Type	Permit Action	Permit Status	Effective Date	Expiration Date
csc test					
1501	Industrial Mineral	Permit Renewal	Draft		03/14/2018
1501	Industrial Mineral	Modification	Expired	03/17/2016	03/14/2017

8. To receive editing authority for this company either contact the Organization Official for the MoGEM eServices or contact the Land Reclamation Program at 573-751-4041.
 - a. An Organization Official can navigate to the Company Information page after another user has associated themselves to the company and needs edit authority.
 - b. The Organization Official can check the edit flag under the Associated User List section in order to grant editing authorities to a user.



Note: The person who initially creates the company will have editing control of that company to create permits or update information in LRIS. To have the editing responsibility for the company changed or to have multiple editors for a company, the company Organization Official or Preparer with edit authority can update the edit flag in the associated user list section or can contact the Land Reclamation Program at 573-751-4041.

Land Reclamation Information System

User Guide

Creating a New Permit – Creating a Permit for an Existing Company

After logging in, you will be directed to the Land Reclamation Information System (LRIS) home page. Companies you created will be listed on the home page, along with those with which you have associated to. Note: you will not be able to create a permit for a company that you are associated to if you do not have edit authority.



Welcome to Land Reclamation Information System

If you have no companies listed in the Associated Company section of the page or if you would like to add an additional company that is not listed, you must select the Search Companies tab at the top of the page. From that page, you will be able to add a new company or select an existing one to display on your home page.

Associated Company					
Company Name / Permit No	Permit Type	Permit Action	Permit Status	Effective Date	Expiration Date
csc test					
1501	Industrial Mineral	Permit Renewal	Draft		03/14/2018
1501	Industrial Mineral	Modification	Expired	03/17/2016	03/14/2017
Test Company					New Permit

To create a new permit with one site, proceed with the following steps:

1. Select the “New Permit” button  next to the company you need to permit.
2. You will be directed to the “Site Details” page.

Site Details

Company Name: Test Company	Issuance Date:	Site Number:
Contact Name: test test	Effective Date:	Site Name:
Contact Number: 555-555-5555	Expiration Date:	Site Action:
	Release Date:	Site Status:

* Indicates a Required Field

Site

Site Number: _____

*Site Name:

*Physical Address Line 1:

Physical Address Line 2:

*City: State: MO *Zip:

*Permitted Type:

3. Complete the “Site Name” and “Physical Address Line 1” fields.
 - 3.1. We recognize that not all sites have a physical mailing address – in this case please be descriptive, for example: “half mile up Clear Creek from HWY A” or “a mile from intersection of HWY A and HWY BB”.
 - 3.1.1. “Physical Address Line 2” field can be used if there is not enough space in line 1.
4. Once site name, address, city and zip have been entered, the system will run a check of records to see if the site or a close match already exists within a data system of a different MoDNR program.
5. If there are similar sites in different MoDNR permitting system(s), you will be directed to a name search result.
 - 5.1. If you are directed to the “Name Search” page, look to see if your intended site is already listed. If so, use the “Select” button  to autofill your site information. If you do not see your site represented, select the “Cancel” button. 

Name Search

If the record you are about to enter is listed below, please press select to auto fill the fields. Otherwise select cancel to close the window.

	Name	Street Address
<input type="button" value="Select"/>	56 and N. Northwood Borrow Site	5520 N. Northwood Road KANSAS CITY MO 64154
<input type="button" value="Select"/>	CONSERVATION CHEM CO SITE	8900 FRONT ST KANSAS CITY MO 64120
<input type="button" value="Select"/>	SUPERIOR BOWEN ASPHALT CO LLC MANCHESTER ROAD SITE	2501 MANCHESTER KANSAS CITY MO 64129
<input type="button" value="Select"/>	Wilson Ventures Fill Site	8910 E. 22nd Terrace KANSAS CITY MO 64126

6. Select the “Permitted Type” on the “Site Details” page. There are five types to select from.
 - 6.1. In-stream sites are broken down into two groups:

- Those that mine less than 5,000 tons of sand and gravel.
 - Those that mine more than 5,000 tons of sand and gravel per year. These sites operate within the high banks of a stream.
- 6.2. Open pit sand and gravel sites are broken down into two groups:
- Less than 5,000 tons of sand and gravel mined per year.
 - More than 5,000 tons of sand and gravel mined per year. This type of permit is not for other crushed rock.
- 6.3. Open pit sites are operations that mine a commodity other than sand and gravel.
7. Once the “Permitted Type” is selected, the “Commodity” selection will appear.
- 7.1. If the site type is in-stream < 5000, in-stream > 5000, open pit (S&G) < 5000 or open pit (S&G) > 5000, then the commodity will be “Sand and/or Gravel.”
- 7.2. If the open pit site type is selected, a list of applicable commodities will appear.
8. Single or multiple commodities can be selected for open pit operations by selecting a commodity, holding the “SHIFT” key and clicking one or more other commodity types. Verify that all commodity types to be mined are highlighted blue.



9. Once the “Commodity” field is completed, select the “Add” button. **Add**
10. The permit instance record will be created with a permit number appearing at the top of the page.

Home	Search -	Logout
Company Info	Permit Info	Bonding
		Permitted Sites

Site Details

New Permit - Draft
Permit No: 1562

11. The mapping button **Mapping**, mine plan button **Mine Plan** or excavation plan button **Excavation Plan** will appear.
12. A new permit has been created. See Mapping a New Site guide for the next steps in editing a new site.

For questions or further help, please call the Land Reclamation Program at 573-751-4041.

Land Reclamation Information System

User Guide

Mapping – Mapping a New Site

After logging into LRIS, you will be directed to the Land Reclamation Information System (LRIS) home page. The home page is where your permits are listed.



Welcome to Land Reclamation Information System

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Associated Company					
Company Name / Permit No	Permit Type	Permit Action	Permit Status	Effective Date	Expiration Date
Test Company					New Permit
1562	Industrial Mineral	New Permit	Draft		

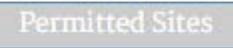
To map a new in-stream or open pit site, proceed with the following steps:

For questions or further help, please call the Land Reclamation Program at 573-751-4041.

Contents

1. Mapping an Open Pit Site	2
2. Mapping an In-Stream Site	4

1. Mapping an Open Pit Site

1.1. Navigate to the “Site Details” page to access the “Mapping” button. Select the “Permit Number” (hyperlink), then select the “Permitted Sites” tab  on the secondary grey navigation bar, and finally select the “Site Name” (hyperlink) on the “Site List” page.

1.2. Select the “Mapping” button. 

1.2.1. Tip: If the map is taking a while to load try refreshing the page.

1.3. There are several ways to zoom in to a general location to map your site.

1.3.1. The grey navigation bar has a select county, city or zip code option.



1.3.2. On right hand side of screen there is a “Quick Zoom” tab  which contains the navigation instructions with the ability to zoom via UTM, latitude/longitude, PLSS or land-grant.

1.4. Once you have zoomed in to the map far enough, the “Editing Tools” and “Instructions” will be displayed.



1.5. Continue to zoom as appropriate to get to the right scale for your mine site.

1.6. Select the “Property Boundary” feature to draw. This is an optional feature and does not have to be completed. This would be the property the company owns or a collective area of all the properties leased by the company.

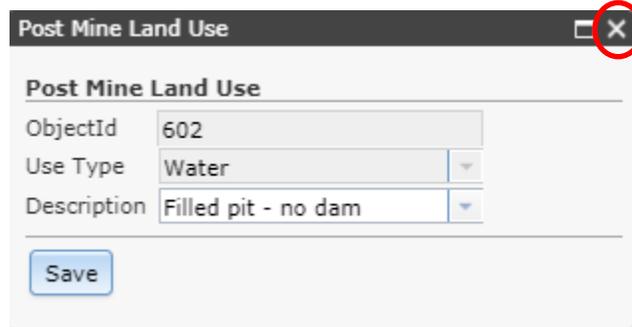
1.7. Select the “Mine Plan Boundary” feature. This is the long term boundary of the site.

1.8. Select the “Permitted Boundary” feature. This is the area where overburden will be removed or placed for the site. (This is the bonded acreage.) Draw inside of the “Mine Plan Boundary” feature.

1.9. Select the “Post Mine Land Use” feature(s) as appropriate for your reclamation plan of the site. This is the approximate acreage and location of the end land use types for reclamation purposes. Draw inside of the “Mine Plan Boundary” feature.

1.9.1. Once an end land use is drawn, a “Detailed Description” must be selected. Click on the line of the “Post Mine Land Use” feature(s) until a pop-up box appears.

Select the “Description” and then the “Save” button.  To close this pop-up box, select the “X” on the pop-up.



The image shows a pop-up window titled "Post Mine Land Use". It has a standard window title bar with a close button (X) circled in red. The window contains the following fields:

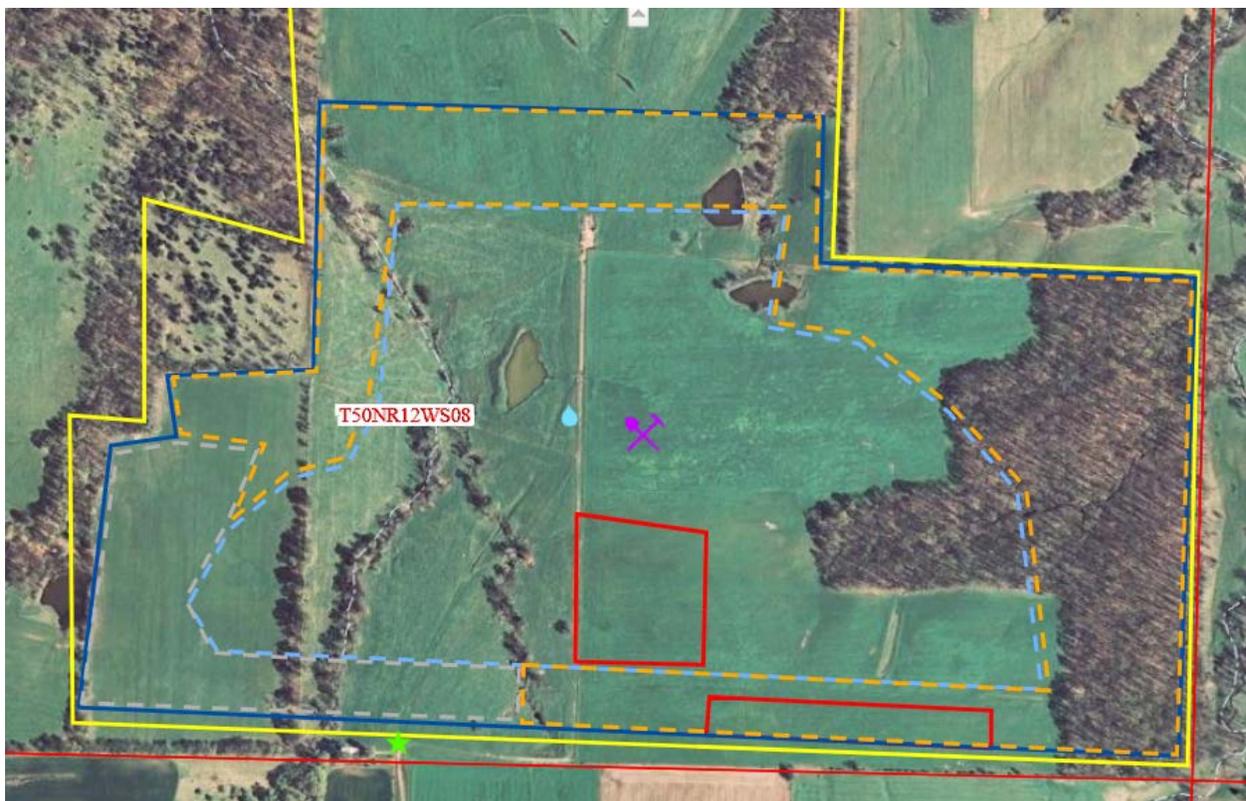
Post Mine Land Use	
ObjectId	602
Use Type	Water
Description	Filled pit - no dam

At the bottom of the window is a "Save" button.

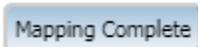
1.10. Select the “Site Entrance” feature. This is where the main access road to the site is located.

1.11. Select the “Site Outfall” feature. This is the approximate location of outfalls of the site for inspection purposes. Multiple outfalls can be placed.

1.12. Once done editing your map, it may look something like this.



1.13. To complete the editing for the map, select the “Mapping Complete” button.



2. Mapping an In-Stream Site

2.1. Navigate to the “Site Details” page to access the “Mapping” button. Select the “Permit Number” (hyperlink), then select the “Permitted Sites” tab  on the secondary grey navigation bar, and finally select the “Site Name” (hyperlink) on the “Site List” page.

2.2. Select the “Mapping” button. 

2.2.1. Tip: If the map is taking a while to load try refreshing the page.

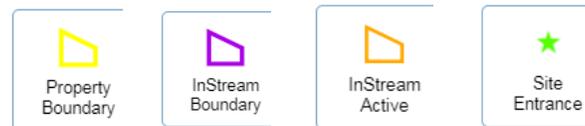
2.3. There are several ways to zoom in to a general location to map your site.

2.3.1. The grey navigation bar has a select county, city or zip code option.



2.3.2. On right hand side of screen there is a “Quick Zoom” tab  which contains the navigation instructions with the ability to zoom via UTM, latitude/longitude, PLSS or land-grant.

2.4. Once you have zoomed in to the map far enough, the “Editing Tools” and “Instructions” will be displayed.



2.5. Continue to zoom as appropriate to get to the right scale for your mine site.

2.6. Select the “Property Boundary” feature to draw. This is an optional feature and does not have to be completed. This would be the property the company owns or a collective area of all the properties leased by the company.

2.7. Select the “Instream Boundary” feature. This is the long term boundary of the site.

2.8. Select the “Instream Active” feature. This is the area where excavation will occur for the site. Draw inside of the “Instream Boundary” feature.

2.9. Select the “Site Entrance” feature. This is where the main access road to the site is located.

2.10. Once done editing your map, it may look something like this.



2.11. To complete the editing for the map, select the “Mapping Complete” button.

Mapping Complete

Land Reclamation Information System

User Guide

Creating a New Permit – Completing the Mine or In-Stream Sand and Gravel Excavation Plan Page

After logging into LRIS, you will be directed to the Land Reclamation Information System (LRIS) home page. The home page is where your permits are listed.



Welcome to Land Reclamation Information System

If you have no companies listed in the Associated Company section of the page or if you would like to add an additional company that is not listed, you must select the Search Companies tab at the top of the page. From that page, you will be able to add a new company or select an existing one to display on your home page.

Company Name / Permit No		Permit Type	Permit Action	Permit Status	Effective Date	Expiration Date
Test Company						
1562	Industrial Mineral	New Permit	Draft			New Permit

To complete the mine plan for open pit sites or excavation plan based for in-stream sites, proceed with the following steps:

Contents

1. Mine Plan - Open Pit Site	2
2. Excavation Plan – In-Stream Site	4

1. Mine Plan - Open Pit Site

1.1. Navigate to the "Site Details" page to access the "Mine Plan" button. Select the "Permit Number" (hyperlink) and then the "Permitted Sites" tab **Permitted Sites** on the secondary grey navigation bar.

1.1.1. Ensure the map on the "Site List" page is completed with a green check mark.



1.1.2. Select the "Site Name" (hyperlink) to be directed to the "Site Details" page.

1.2. Select the "Mine Plan" button **Mine Plan** to be directed to the "Mine Plan" page.

Mine Plan
New Permit - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date:	Site Number: 2852
Contact Name: test test	Effective Date:	Site Name: Site
Contact Number: 555-555-5555	Expiration Date:	Site Action: New
	Release Date:	Site Status: Draft

* Indicates a Required Field

Location Data		
Mine Plan Acres	County	Legal Description
155	Boone	S8T50NR12W

Post-mining Land Uses

Mapping functions for Post-mining Land Use (PMLU) are approximate in this system. Total PMLU acreage may not equal the mapped Mine Plan acreage. When completing the Mine Plan form the PMLU acreage must total the Mine Plan acreage, or will not be approved until corrected.

Land Use	Acres Per Land Use	Land Use Details
Agriculture	50.0	Cropland
Development	12.0	Recreational
Water Impoundments	84.0	Filled pit - no dam

Mine Plan Form to download

[Mine Plan Form](#)

Upload Mine Plan Form

*File: No file chosen

*Beginning Operation Date:

*Ending Operation Date:

Upload Property Owner Map

*File: No file chosen

1.3. Information in the "Location Data" and "Post-mining Land Uses" sections are pulled from data drawn in the map to assist with completing the mine plan form.

1.4. To be directed to a blank mine plan form, select the "Mine Plan Form" hyperlink under the "Mine Plan Form to Download" section.

Mine Plan Form to download

Mine Plan Form

1.5. Once the mine plan is completed with appropriate signatures, save as a .pdf document and upload it in the "Upload Mine Plan Form" section by browsing for the file.

Upload Mine Plan Form

*File: No file chosen

*Beginning Operation Date:

*Ending Operation Date:

- 1.6. Complete the “Beginning” and “Ending Operation Dates”; this is the approximate operation dates of the site to be used for public notification purposes.
 - 1.6.1. Note: The beginning operation date cannot fall before the post comment period (15 days after the final newspaper running of the public notice publication).
- 1.7. The surrounding property owner map should be uploaded as a .pdf file in the “Upload Property Owner Map” section. This could be a plat map or another map from the assessor’s office showing the property owners which are adjacent to the proposed mine plan area.

Upload Property Owner Map

*File: No file chosen

- 1.8. Once all fields have been completed, select the “Save” button.
- 1.9. A message will appear that states, “Record Successfully Added” if all the information was completed correctly. Error messages may appear if information entered is incorrect and will direct you to correct the information.

For questions or further help, please call the Land Reclamation Program at 573-751-4041.

2. Excavation Plan – In-Stream Site

2.1. Navigate to the “Site Details” page to access the “Excavation Plan” button. Select the “Permit Number” (hyperlink) and then the “Permitted Sites” tab **Permitted Sites** on the secondary grey navigation bar.

2.1.1. Ensure the map on the “Site List” page is completed with a green check mark.



2.1.2. Select the “Site Name” (hyperlink) to be directed to the “Site Details” page.

2.2. Select the “Excavation Plan” button **Excavation Plan** to be directed to the “Excavation Plan” page.

Excavation Plan
New Permit - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date:	Site Number: 2853
Contact Name: test test	Effective Date:	Site Name: site
Contact Number: 555-555-5555	Expiration Date:	Site Action: New
	Release Date:	Site Status: Draft

* Indicates a Required Field

Location Data			
Excavation Plan Acres	County	Legal Description	Stream Name
46	Nodaway	S17T65NR37W, S20T65NR37W	Nodaway River
		*Stream Name: <input type="text"/>	Add Stream

Excavation Plan Form to download

Excavation Plan Form

Upload Excavation Plan Form

***File:** No file chosen

***Beginning Operation Date:** ***Ending Operation Date:**

Upload Property Owner Map

***File:** No file chosen

Save **Cancel**

2.3. Information in the “Location Data” section is pulled from data drawn in the map to assist with completing the excavation plan form.

2.3.1. If there is not a stream name populated, a stream name must be entered.

2.3.2. Complete the “Stream Name” field and select the “Add Stream” button. If no stream name is known, a tributary to “the nearest named” stream will be adequate.

***Stream Name:** **Add Stream**

2.4. To be directed to a blank excavation plan form, select the “Excavation Plan Form” hyperlink under the “Excavation Plan Form to Download” section.

Excavation Plan Form to download

Excavation Plan Form

- 2.5. Once the excavation plan is completed with appropriate signatures, save as a .pdf document and upload in the “Upload Excavation Plan Form” section by browsing for the file.

Upload Excavation Plan Form

*File: No file chosen

*Beginning Operation Date:  *Ending Operation Date: 

- 2.6. Complete the “Beginning” and “Ending Operation Dates”, this is the approximate operation dates of the site to be used for public notification purposes. Note: The beginning operation date cannot fall before the post comment period (15 days after the final newspaper running of the public notice publication).
- 2.7. The surrounding property owner map should be uploaded as a .pdf file in the “Upload Property Owner Map” section. This could be a plat map or another map from the assessor’s office showing the property owners which are adjacent to the proposed excavation plan area.

Upload Property Owner Map

*File: No file chosen

- 2.8. Once all fields have been completed, select the “Save” button.
- 2.9. A message will appear that states, “Record Successfully Added” if all the information was completed correctly. Error messages may appear if information entered is incorrect and will direct you to correct the information.

For questions or further help, please call the Land Reclamation Program at 573-751-4041.

Land Reclamation Information System

User Guide

Creating a New Permit – Adding a New Site to a New Permit

After logging into LRIS, you will be directed to the Land Reclamation Information System (LRIS) home page. Select the permit number (hyperlink), and you will be directed to the “Permit Info” page.

Home		Search ▾		Logout	
Company Info		Permit Info		Bonding	
				Permitted Sites	

Permit Info			
New Permit - Draft			
Permit No: 1562			
Company Name:	Test Company	Issuance Date:	
Contact Name:	test test	Effective Date:	
Contact Number:	555-555-5555	Expiration Date:	
		Release Date:	

To create a new site for your new permit in “Draft” status, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Site List” page to add a new site to the new permit in “Draft” status. The status **New Permit - Draft** is shown at the top of the screen.

1.1. Select the “Permit Number” (hyperlink) and then the “Permitted Sites” tab



on the secondary grey navigation bar.

2. Ensure the map and plan info on the “Site List” page is completed with green check marks for the existing site(s).



3. Select the “Add Site” button **Add Site** on the bottom right side of screen.

4. You will be directed to a blank “Site Details” page. This process will be the same as creating the new permit.

Site Details
New Permit - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date:	Site Number:
Contact Name: test test	Effective Date:	Site Name:
Contact Number: 555-555-5555	Expiration Date:	Site Action:
	Release Date:	Site Status:

*** Indicates a Required Field**

Site

Site Number: _____

*Site Name:

*Physical Address Line 1:

Physical Address Line 2:

*City: State: MO *Zip:

*Permitted Type:

Add **Clear**

5. Complete the “Site Name” and “Physical Address Line 1” fields.

5.1. We recognize that not all sites have a physical mailing address – in this case please be descriptive, for example: “half mile up Clear Creek from HWY A” or “a mile from intersection of HWY A and HWY BB”.

5.1.1. “Physical Address Line 2” field can be used if there is not enough space in line 1.

6. Once site name, address, city and zip have been entered, the system will run a check of records to see if the site or a close match already exists within a data system of a different MoDNR program.

7. If there are similar sites in different MoDNR permitting system(s), you will be directed to a name search result.

7.1. If you are directed to the “Name Search” page, look to see if your intended site is

already listed. If so, use the “Select” button **Select** to autofill your site information. If you do not see your site represented, select the “Cancel” button. **Cancel**

Name Search

If the record you are about to enter is listed below, please press select to auto fill the fields. Otherwise select cancel to close the window.

	Name	Street Address
Select	56 and N. Northwood Borrow Site	5520 N. Northwood Road KANSAS CITY MO 64154
Select	CONSERVATION CHEM CO SITE	8900 FRONT ST KANSAS CITY MO 64120
Select	SUPERIOR BOWEN ASPHALT CO LLC MANCHESTER ROAD SITE	2501 MANCHESTER KANSAS CITY MO 64129
Select	Wilson Ventures Fill Site	8910 E. 22nd Terrace KANSAS CITY MO 64126

Cancel

8. Select the “Permitted Type” on the “Site Details” page. There are five types to select from.
 - 8.1. In-stream sites are broken down into two groups:
 - Those that mine less than 5,000 tons of sand and gravel.
 - Those that mine more than 5,000 tons of sand and gravel per year. These sites operate within the high banks of a stream.
 - 8.2. Open pit sand and gravel sites are broken down into two groups:
 - Less than 5,000 tons of sand and gravel mined per year.
 - More than 5,000 tons of sand and gravel mined per year. This type of permit is not for other crushed rock.
 - 8.3. Open pit sites are operations that mine a commodity other than sand and gravel.
9. Once the “Permitted Type” is selected, the “Commodity” selection will appear.
 - 9.1. If the site type is in-stream < 5000, in-stream > 5000, open pit (S&G) < 5000 or open pit (S&G) > 5000, then the commodity will be “Sand and/or Gravel.”
 - 9.2. If the open pit site type is selected, a list of applicable commodities will appear.
10. Single or multiple commodities can be selected for open pit operations by selecting a commodity, holding the “SHIFT” key and clicking one or more other commodity types. Verify that all commodity types to be mined are highlighted blue.



11. Once the “Commodity” field is completed, select the “Add” button. **Add**
12. The site instance record will be created, and a site number will appear at the top of the page in the header.

Site Details

New Permit - Draft
Permit No: 1562

Record successfully added.

Company Name:	Test Company	Issuance Date:	Site Number:	2856
Contact Name:	test test	Effective Date:	Site Name:	test site 2
Contact Number:	555-555-5555	Expiration Date:	Site Action:	New
		Release Date:	Site Status:	Draft

13. The “Mapping” button **Mapping**, “Mine Plan” button **Mine Plan** or “Excavation Plan” button **Excavation Plan** will appear.
14. A new site has been created. See Mapping a New Site guide for the next steps in editing a new site.

Land Reclamation Information System

User Guide

Creating a New Permit – Adding a Financial Assurance Instrument (Bonding)

After logging into LRIS, you will be directed to the Land Reclamation Information System (LRIS) home page. Selecting the permit number (hyperlink) will direct you to the permit info page.

Home		Search ▾		Logout			
Company Info		Permit Info		Bonding		Permitted Sites	
Permit Info							
New Permit - Draft							
Permit No: 1562							
Company Name:	Test Company	Issuance Date:		Expiration Date:		Release Date:	
Contact Name:	test test	Effective Date:					
Contact Number:	555-555-5555						

To create a new financial assurance instrument (FAI or “bonding”) for open pit sites, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Financial Assurance Instrument (FAI) List” page to add a new FAI record. Select the “Permit Number” (hyperlink), and then the “Bonding” tab **Bonding** on the secondary grey navigation bar.
2. The map will have to be completed for LRIS to calculate the accurate amount of bonding needed based on the permitted acres of the site(s). It is best to already have all sites created and mapped for the bonding to calculate accurately.
3. The “Bonding Required” amount in the header states how much bond shall be posted for the permit. The “Available Bonding” will be negative indicating that bond monies needs to be added.

Active Bonding:	\$0.00	Bonding Required:	\$8,000.00
Posted Bonding:	\$0.00	Available Bonding:	-\$8,000.00

- 3.1. The bonding rates follow the standard rate found [here](#).
4. At the bottom of the “FAI List” page are hyperlinks to direct you to the various types of FAIs. After selecting which the type of bonding your operation will proceed with, you will need to complete the respective form with the FAI company (bank).

[Surety Bond](#)
[Certificate of Deposit](#)
[Letter of Credit](#)

5. After completing the FAI forms at the bank (based off of how much bonding is required), select the “New Instrument” button **New Instrument** to create the FAI record.
6. You will be directed to the “Financial Assurance Instrument (FAI) Information” page.

Financial Assurance Instrument (FAI) Information

New Permit - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date:
Contact Name: test test	Effective Date:
Contact Number: 555-555-5555	Expiration Date:
	Release Date:

*** Indicates a Required Field**

***Instrument Form:** No file chosen

Active:

***Financial Institution:**

***Street Address Line 1:**

Address Line 2:

***City:**

***State:**

***Zip:**

Phone: () -

***FAI #:**

***FAI Type:**

FAI Date:

***FAI Original Amount(\$):**

Date Received:

Date Accepted:

Date Released:

Available Amount(\$): \$0.00

Date Forfeited:

Note: The original financial assurance instrument with the completed notarized form, must be submitted to the Land Reclamation Program at: Missouri Department of Natural Resources, Land Reclamation Program, PO Box 176, Jefferson City, MO 65102-0176. An open pit permit application will not be deemed complete without the original FAI.

7. Upload the .pdf document, a scan of the completed original bond, in the “Instrument Form” field by browsing for the file.
8. Complete the remaining required fields on the page and select the “Add” button  to create the FAI record.
9. A message will appear that states, “Record Successfully Added” if all the information was completed correctly. Error messages may appear if incorrect information was entered and will direct you to correct the information. Correct the information and upload the “Instrument Form” field again, as it will not have saved.
10. Select “Bonding” tab  on the secondary grey navigation bar to review the “FAI List” page information.
11. The “Posted Bonding” should now reflect the same amount as the “Bonding Required” amount. The “Available Bonding” amount should be \$0.00.

Active Bonding:	\$0.00	Bonding Required:	\$8,000.00
Posted Bonding:	\$8,000.00	Available Bonding:	\$0.00

12. There will be a “List of Bonds” section where the “FAI #” (hyperlink) can be selected to review the FAI information.

Note: Only an editor of the company can access the FAI information to see or edit the information.

The original financial assurance instrument with the completed notarized form must be submitted to the Land Reclamation Program. An open pit permit application will not be deemed complete without the original FAI.

Missouri Department of Natural Resources
 Land Reclamation Program
 PO Box 176
 Jefferson City, MO 65102-0176

Land Reclamation Information System

User Guide

Creating a New Permit – Submitting a New Permit and Paying Fees

After logging into LRIS, you will be directed to the Land Reclamation Information System (LRIS) home page. Select the permit number (hyperlink), and you will be directed to the “Permit Info” page.

Home		Search ▾		Logout			
Company Info		Permit Info		Bonding		Permitted Sites	
Permit Info							
New Permit - Draft							
Permit No: 1562							
Company Name:	Test Company	Issuance Date:		Effective Date:		Expiration Date:	
Contact Name:	test test	Release Date:					
Contact Number:	555-555-5555						

To submit your completed permit application to the Missouri Department of Natural Resources’ Land Reclamation Program for review and to pay the permit application fees, proceed with the following steps:

For questions or further help, call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to submit the permit application by selecting the “Permit Number” (hyperlink).

Permit Info
New Permit - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date:
Contact Name: test test	Effective Date:
Contact Number: 555-555-5555	Expiration Date:
	Release Date:

* Indicates a Required Field
+ Indicates field is required at time of issuance.

Permit

+Permit Name: Basic Permit Comments:

Date Information

+Issue Date: +Effective Date: +Expiration Date:

Inactive Date:

Closed Status Type: Closed Status Date:

Closed Status Comments:

Issuing Authority

+Permit Writer:

Compliance Tracking Status

+Status: On Off Start Date:

Permit Certificate Info

+Permit Certificate:

Submit Application

2. If all of the sites created for your permit will be less than 5,000 tons of sand and gravel, there will be a field to complete prior to submitting the application.
 - 2.1. Complete the “Total Estimated Tonnage Per Year” field. This is approximately how much of the commodity will be mined collectively under the permit from all of your sites.

*Total Estimated Tonnage Per Year:

3. Select the “Submit Application” button **Submit Application** at the bottom right of the screen.
4. A pop-up box will appear asking you to confirm submitting this application, “Do you want to continue?” Select “Ok.”

wwwtest2.dnr.mo.gov says

Please confirm you are submitting this application.

Do you want to continue?

5. You will be directed to the “Fee” page if all of the information for the permit application is correct. An error messages may appear if incorrect information was entered and will direct you to the information that needs to be corrected.
6. The “Fee” page will replace the permit application for the industrial mineral mines form.
7. A note will appear at the top of the “Fee” page stating “eSignature is needed by organization official before proceeding.”

 **eSignature is needed by organization official before proceeding.**

- 7.1. An Organization Official is the main user responsible as identified by the MoGEM eServices roles.
8. Similar to the permit application form, the fees are broken down into “Industrial Minerals” fees **Industrial Mineral Fees - 442.772 RSMO** and “Geologic Resource” fees. **Geologic Resource Fees - 256.700 RSMO**
9. LRIS will calculate the required fees for the permit application based on the site type and the acreage of the site. These amounts are shown on the “Fee” page for you to review the breakdown of the information. A total due for the application will be displayed.
 - 9.1. The fee rates follow the standard open pit rate found [here](#) or the instream rate found [here](#).
10. Once the “Fee” page information has been reviewed, an Organization Official will need to electronically sign to verify the information being sent to MoDNR.
 - 10.1. The “eSign” button **eSign** will need to be selected by a responsible party (Organization Official).
11. Once the electronic signature has been completed, select the “Pay” button **Pay** to complete the submission and pay for the permit application.
12. You will be directed to the “Fee Payment” page. There will be a “Total Fees” amount displayed.

Fee Payment
New Permit - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date:
Contact Name: test test	Effective Date:
Contact Number: 555-555-5555	Expiration Date:
	Release Date:

* Indicates a Required Field

Fee Amount	
Total Fees:	\$1,464.00
Billing Information	
*Name:	<input type="text"/>
*Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Email:	<input type="text"/>
*Email (verify):	<input type="text"/>

13. Complete the "Billing Information" section on this page in order to submit. Once the information is entered, select the "Submit" button once. 
14. You will be directed to a different website, "Jetpay", to complete the payment transaction.

Make A Payment - Payment Information - Missouri: Natural Resources

Cart Information	Payment Information										
Payment Information	Shopping Cart										
<p>Please select your Payment Method</p> <p><input checked="" type="radio"/> Credit Card </p> <p>Name on Card <input type="text"/></p> <p>Card Number <input type="text"/></p> <p>Expiration Month <input type="text" value="01"/></p> <p>Expiration Year <input type="text" value="2018"/></p> <p>Security Code <input type="text"/></p> <p>Card Zip Code <input type="text"/></p> <p>Amount Due \$ 1464.00</p> <p>Payment \$ 1464 . 00</p> <p><input type="radio"/> eCheck </p>	<table style="width: 100%;"><tr><td>Industrial Minerals Fee</td><td style="text-align: right;">\$1,278.00</td></tr><tr><td>Geological Resources Fee</td><td style="text-align: right;">\$186.00</td></tr><tr><td>Subtotal</td><td style="text-align: right;">\$1,464.00</td></tr><tr><td>Projected Card Fee</td><td style="text-align: right;">\$31.48</td></tr><tr><td>Projected eCheck Fee</td><td style="text-align: right;">\$0.50</td></tr></table> <div style="background-color: #1a3d4d; color: white; padding: 5px;"><p>Payment Details</p><p>Industrial Minerals Fee \$1,278.00</p><p>Geological Resources Fee \$186.00</p><p style="text-align: right;">✕ Cancel Transaction</p></div>	Industrial Minerals Fee	\$1,278.00	Geological Resources Fee	\$186.00	Subtotal	\$1,464.00	Projected Card Fee	\$31.48	Projected eCheck Fee	\$0.50
Industrial Minerals Fee	\$1,278.00										
Geological Resources Fee	\$186.00										
Subtotal	\$1,464.00										
Projected Card Fee	\$31.48										
Projected eCheck Fee	\$0.50										

15. Select the payment method, either a credit card or an electronic check (echeck). Complete the "Payment Method" fields.

16. Select the “Next Step: Review Payment” button  to continue.
17. Review the information one last time. Select the check box for the “I agree to the Payment Terms of Service and authorize this payment”.
 I agree to the [Payment Terms of Service](#) and authorize this payment.
18. Select the “Make Payment” button  to complete the payment process and have the permit application submitted to MoDNR for review.
19. You will be directed back to the home page of LRIS with a message “You have successfully submitted and paid.”
20. The permit status will have changed to “In-Progress.”
21. You will receive an email receipt with a confirmation number for your records.
22. The Land Reclamation Program will be notified of the application, will review the information and contact you prior to the next permitting steps of completing the public notice process.

Land Reclamation Information System

User Guide

Creating a New Permit – Completing the Public Notice Process on the Public Notice Page

Once you have received notification from the Land Reclamation Program that your application has been reviewed and deemed complete, you can start the public notification process.

Land Reclamation Information System

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Home Search - Logout

Company Info Permit Info Bonding Permitted Sites

Public Notice
New Permit - In Progress
Permit No: 1562

Company Name: Test Company	Issuance Date:	Site Number: 2853
Contact Name: test test	Effective Date:	Site Name: site
Contact Number: 555-555-5555	Expiration Date:	Site Action: New
	Release Date:	Site Status: In Progress

* Indicates a Required Field

*Newspaper Template: Newspaper Template	*Certified Letter Template: Certified Letter Template
*First Date Published: <input type="text"/>	*Last Date Published: <input type="text"/>
Comment Period Closed Date:	*Operation End Date: <input type="text"/>
*Newspaper Affidavit: <input type="button" value="Choose File"/> No file chosen	*Certified Letter: <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

To complete the public notice page for the public notice process, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Public Notice” page to download the “Public Notice Templates” uploaded by the Land Reclamation Program.

1.1. Select the “Permit Number” (hyperlink), then select the “Permitted Sites” tab

Permitted Sites

on the secondary grey navigation bar.

1.2. Review the status of the site on the “Site List” page. It should read “In Prog,” and you should see a “Public Notice” section on the checklist with a “red X.”

Site Number	Site Name	County	Permitted Type	Commodity	Permitted Acres	Operation End Date	Action - Status
2853	site	Nodaway	In-Stream 5000	Sand/Grav	10		New - In Prog
	Map ✓	Plan Info ✓	Public Notice ✗				

1.3. Select the “Site Name” (hyperlink) to be directed to the “Site Details” page.

1.4. On the “Site Details” page, there will be a “Public Notice” button **Public Notice**. Select this button to be directed to the “Public Notice” page.

2. The “Public Notice” page will have the “Newspaper” and “Certified Letter Templates” uploaded by Land Reclamation Program. Select the hyperlinks to download to your computer. These templates are the public notice templates to submit to the newspaper and mail to the adjacent landowners and governing body. Review these templates prior to using.

3. As soon as the public notice has been advertised in the newspaper, complete the “First Date Published”, “Last Date Published” and “Operation End Date” (date that was in the public notice) fields. This information can be provided to the Land Reclamation Program to complete on your behalf.

*First Date Published:

*Last Date Published:

Comment Period Closed Date:

*Operation End Date:

3.1. In order to save the date information, the “Newspaper Affidavit” and “Certified Letter” fields will need to be uploaded.

*Newspaper Affidavit: No file chosen *Certified Letter: No file chosen

3.1.1. All of the certified letter receipts (green cards) will need to be in one document in order to upload.

4. When you have completed all of the fields or the Land Reclamation Program has completed the date fields with the information you provided, select the “Save” button **Save** and the “Comment Period Closed Date” will populate.

*First Date Published:

*Last Date Published:

Comment Period Closed Date: 06/07/2018

*Operation End Date:

- 4.1. The comment period closed date is the last day comments can be received to request an informal public meeting.
5. Ensure the documents uploaded in the “Newspaper Affidavit” and “Certified Letter” fields contain all of the information prior to the comment period closed date.
6. Once all the correct information for the public notice has been uploaded, contact your permit reviewer with the Land Reclamation Program.
7. If no comments for an informal public meeting were requested, and the permit reviewer has all of the correct uploaded information, the site will be ready for permit issuance. At this time the “Public Notice” section will go to a green check mark on the “Site List” page.



- 7.1. If there were comments for an informal public meeting, the Land Reclamation Program will contact you for the additional steps necessary to complete the public notice process. Information will then be displayed on the “Public Notice” page for you to review after being entered by Land Reclamation Program.
8. If there are additional sites on your permit, continue to complete the “Public Notice” page(s) for an industrial minerals mine permit.

Land Reclamation Information System

User Guide

Creating a New Permit – Reviewing the Permit Certificate for a New Permit

Once the public notice process is completed, and the permit has been issued by the Land Reclamation Program, you can review the electronic copy in LRIS. A paper copy will be mailed to you.

The screenshot displays the LRIS interface. At the top, the Missouri Department of Natural Resources logo is on the left, and the system name is on the right. Below this is a navigation bar with 'Home', 'Search', and 'Logout'. A secondary bar contains 'Company Info', 'Permit Info', 'Bonding', and 'Permitted Sites'. The main content area is titled 'Permit Info' and shows details for 'Effective Permit No: 1562'. It lists 'Company Name: Test Company', 'Contact Name: test test', and 'Contact Number: 555-555-5555'. It also shows 'Issuance Date: 05/22/2018', 'Effective Date: 05/22/2018', 'Expiration Date: 05/21/2019', and 'Release Date:'. A 'Modify Permit' button is visible. Below this are two red notes: '* Indicates a Required Field' and '+ Indicates field is required at time of issuance.' The main form is divided into sections: 'Permit' (with '+Permit Name: Test Company' and 'Basic Permit Comments'), 'Date Information' (with '+Issue Date: 05/22/2018', '+Effective Date: 05/22/2018', '+Expiration Date: 05/21/2019', 'Inactive Date:', 'Closed Status Type: --Select--', and 'Closed Status Date:'), 'Issuing Authority' (with '+Permit Writer: Ashley Harrison'), 'Compliance Tracking Status' (with '+Status: On Off' and 'Start Date: 05/22/2018'), and 'Permit Certificate Info' (with '+Permit Certificate: Permit Certificate').

Permit Info	
Effective Permit No: 1562	
Company Name:	Test Company
Contact Name:	test test
Contact Number:	555-555-5555
Issuance Date:	05/22/2018
Effective Date:	05/22/2018
Expiration Date:	05/21/2019
Release Date:	

* Indicates a Required Field
+ Indicates field is required at time of issuance.

Permit	
+Permit Name:	Test Company
Basic Permit Comments:	

Date Information					
+Issue Date:	05/22/2018	+Effective Date:	05/22/2018	+Expiration Date:	05/21/2019
Inactive Date:					
Closed Status Type:	--Select--	Closed Status Date:			
Closed Status Comments:					

Issuing Authority	
+Permit Writer:	Ashley Harrison

Compliance Tracking Status	
+Status:	On Off
Start Date:	05/22/2018

Permit Certificate Info	
+Permit Certificate:	Permit Certificate

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. The home page of LRIS will have the permit status changed to “Effective”. Effective and expiration dates will be displayed.

Associated Company					
Company Name / Permit No	Permit Type	Permit Action	Permit Status	Effective Date	Expiration Date
Test Company					New Permit
1562	Industrial Mineral	New Permit	Effective	05/22/2018	05/21/2019

2. Select the “Permit Number” (hyperlink) to be directed to the “Permit Info” page.
3. The “Modify Permit” button **Modify Permit** will be present for you to make changes to your permit when necessary.
4. To view the permit certificate, select the hyperlink in the “Permit Certificate Info” section.

Permit Certificate Info
+Permit Certificate: Permit Certificate

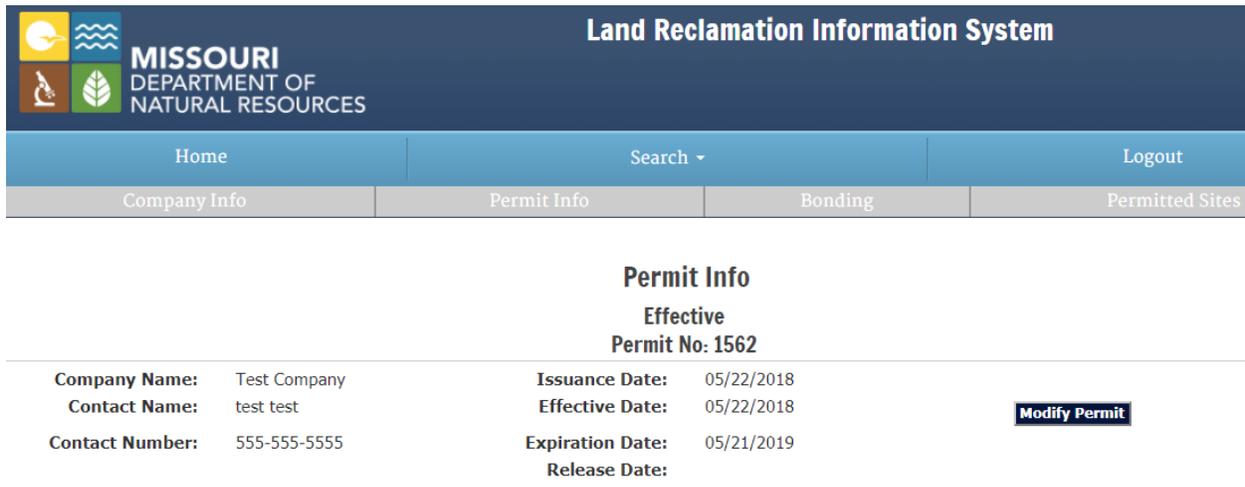
5. Sixty (60) days from the permit expiration date, you may log in to LRIS to renew your permit. The “Renew Permit” button **Renew Permit** will be displayed with the “Modify Permit” button. If the permit status is “Expired” only the “Renew Permit” button will be displayed.

Land Reclamation Information System

User Guide

Applying for a Permit Modification – Amendment

To increase the permitted acreage of a mine site within the long-term mine plan boundary, a permit amendment is required. This permit action does not increase the acreage of the long-term mine plan boundary.



The screenshot displays the user interface of the Land Reclamation Information System. At the top, there is a dark blue header with the Missouri Department of Natural Resources logo on the left and the system name on the right. Below the header is a navigation bar with buttons for Home, Search, and Logout. A secondary navigation bar contains buttons for Company Info, Permit Info, Bonding, and Permitted Sites. The main content area is titled "Permit Info" and shows details for "Effective Permit No: 1562".

Permit Info	
Effective Permit No: 1562	
Company Name:	Test Company
Contact Name:	test test
Contact Number:	555-555-5555
Issuance Date:	05/22/2018
Effective Date:	05/22/2018
Expiration Date:	05/21/2019
Release Date:	

[Modify Permit](#)

To apply for a permit amendment to a site, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to modify the permit. Select the “Modify Permit” button **Modify Permit**.
2. You will be directed to the “Permit Modification” page. Only sites that have no open permitting actions will appear.

Permit Modification
Effective
Permit No: 1562

Company Name: Test Company	Issuance Date: 05/22/2018
Contact Name: test test	Effective Date: 05/22/2018
Contact Number: 555-555-5555	Expiration Date: 05/21/2019
	Release Date:

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
2853	site	Nodaway	In-Stream <5000	10	05/31/2027		--Select--
2852	Site	Boone	Open Pit	6	05/31/2027		--Select--

Do you want to add a new site?

Continue

3. Under the request action, select “Amendment” for the site and select the “Continue” button **Continue**.

Request Action

Amendment

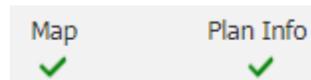
4. You will be directed to the “Site List” page once the amendment action has been created in LRIS. Only the map will need to be completed for an amendment action as indicated by the checklist. The site status will be “Draft”.

Map ✘ Plan Info ✔

5. Navigate to the “Site Details” page by selecting the “Site Name” (hyperlink).
6. Select the “Mapping” button **Mapping** to complete the edits to the map for the new permitted acres.
 - 6.1. For additional help with the map, see the” Mapping an Amendment guide (hyperlink).
 - 6.2. Once the mapping is completed, the number of acreage added will appear on the “Site Details” page under “Site Location Information” section.

Site Location Information	
Permitted Acres:	10
Added Acres:	5
County:	Nodaway

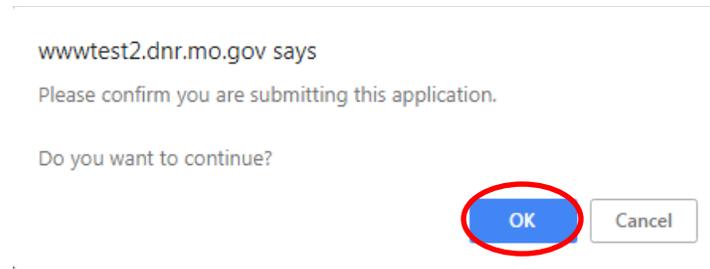
6.3. Review the checklist on the “Site List” page to ensure the map is completed; there should be a green check mark under the Map.



7. Review the “Financial Assurance Instrument (FAI) List” page by selecting the “Bonding” tab **Bonding** on the secondary grey navigation bar.
8. If the “FAI List” page comes up, and the “Available Bonding” amount is negative, more bond will need to be added to your permit prior to submitting the permit application in LRIS.
 - 8.1. A new FAI record can be created, see “Adding a Financial Assurance Instrument (Bonding) guide.”
 - 8.2. A rider increase can be completed for an existing FAI. Once you have received the FAI rider increase from the bank, submit the original document to the Land Reclamation Program. Once the program receives this information, the FAI record will be increased appropriately by DNR personnel.
9. When you have been notified the FAI rider has been entered by the Land Reclamation Program, check to ensure that the “Available Bonding” amount is “\$0.00” or a positive number.
10. When the map is completed, and the bond updated as needed, the permit application is ready to be submitted to the Land Reclamation Program. Navigate to the “Permit Info” page by selecting the “Permit Info” tab **Permit Info** on the secondary grey navigation bar.
11. If all of the sites created for your permit will be less than 5,000 tons of sand and gravel, there will be a “Total Estimated Tonnage Per Year” field to complete prior to submitting the application.
 - 11.1. Complete the “Total Estimated Tonnage Per Year” field. This is approximately how much of the commodity will be mined collectively under the permit from all of your sites.

***Total Estimated Tonnage Per Year:**

12. Select the “Submit Application” button **Submit Application** at the bottom right of the screen.
13. A pop-up box will appear asking you to confirm submitting this application, “Do you want to continue?” Select “Ok.”



14. You will be directed to the “Fee” page if all of the information for the permit application is correct. An error message will appear if incorrect information was entered and will direct you to the information that needs to be corrected.
15. The “Fee” page will replace the permit application for industrial mineral mines form. A note will appear at the top of the “Fee” page stating “eSignature is needed by organization official before proceeding.”

 **eSignature is needed by organization official before proceeding.**

- 15.1. An Organization Official is the main user responsible as identified by the MoGEM eServices roles.
16. Similar to the permit application form, the fees are broken down into “Industrial Minerals” fees **Industrial Mineral Fees - 442.772 RSMO** and “Geologic Resource” fees. **Geologic Resource Fees - 256.700 RSMO**
17. LRIS will calculate the required fees for the permit application based on the site type and the acreage of the site. These amounts are shown on the “Fee” page and the total due for the application will be displayed.
 - 17.1. The fee rates follow the standard open pit rate found [here](#) or the in-stream rate found [here](#).
18. Once the “Fee” page information has been reviewed, an Organization Official will need to electronically sign to verify the information being sent to DNR.
 - 18.1. The “eSign” button **eSign** will need to be selected by a responsible party (Organization Official).
19. Once the electronic signature has been completed, select the “Pay” button **Pay** to complete the submission and pay for the permit application.
20. You will be directed to the “Fee Payment” page. There will be a “Total Fees” amount displayed.

Fee Payment
Modification - Draft
Permit No: 1562

Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

* Indicates a Required Field

Fee Amount	
Total Fees:	\$771.00
Billing Information	
*Name:	<input type="text"/>
*Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Email:	<input type="text"/>
*Email (verify):	<input type="text"/>

21. Complete the "Billing Information" section on this page. Once the information is entered, select the "Submit" button once. 
22. You will be directed to a different website, "Jetpay", to complete the payment transaction.
 - 22.1. See the Submitting a New Permit and Paying Fees guide, starting on step 14 for further help with the "Jetpay" website.
23. Once the payment is completed, you will be directed back to the home page of LRIS with a message "You have successfully submitted and paid."
24. The permit status will have changed to "In-Progress."
25. You will receive an email receipt with a confirmation number for your records.
26. The Land Reclamation Program will be notified of the application, will review the information and contact you as needed.

Land Reclamation Information System

User Guide

Applying for a Permit Modification – Expansion

To increase the long term mine plan boundary of a mine site, you will need to apply for a permit expansion to a site. During this process, the post mining land uses can be changed, and the permitted acreage of the mine plan boundary for the site can be increased. This application requires a public notification process.

The screenshot shows the user interface of the Land Reclamation Information System. At the top, there is a dark blue header with the Missouri Department of Natural Resources logo on the left and the system name on the right. Below the header is a navigation bar with links for Home, Search, Logout, Company Info, Permit Info, Bonding, and Permitted Sites. The main content area displays the following information:

Permit Info	
Effective Permit No: 1562	
Company Name:	Test Company
Contact Name:	test test
Contact Number:	555-555-5555
Issuance Date:	05/22/2018
Effective Date:	05/22/2018
Expiration Date:	05/21/2019
Release Date:	

A **Modify Permit** button is located to the right of the Effective Date.

To apply for a permit expansion to a site, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to modify the permit. Select the “Modify Permit” button.

Modify Permit

2. You will be directed to the “Permit Modification” page. Only sites that have no open permitting actions will appear.

Permit Modification
Effective
Permit No: 1562

Company Name: Test Company	Issuance Date: 05/22/2018
Contact Name: test test	Effective Date: 05/22/2018
Contact Number: 555-555-5555	Expiration Date: 05/21/2019
	Release Date:

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
2853	site	Nodaway	In-Stream <5000	10	05/31/2027		--Select--
2852	Site	Boone	Open Pit	6	05/31/2027		--Select--

Do you want to add a new site?

Continue

3. Under the request action, select “Expansion” for the site and select the “Continue” button.

Continue

Request Action

Expansion

4. You will be directed to the “Site List” once the expansion action has been created in LRIS. The map and the plan info will need to be completed for an expansion action as indicated by the checklist. The site status will be “Draft”.

Map Plan Info
X X

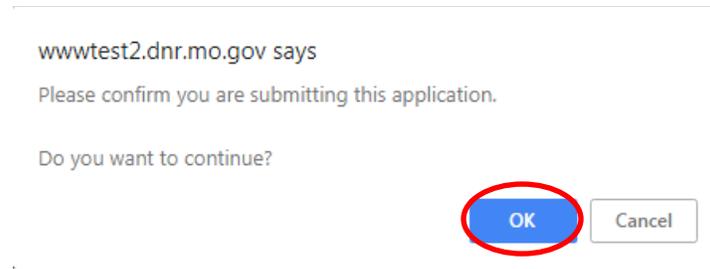
5. Navigate to the “Site Details” page by selecting the “Site Name” (hyperlink).
6. Select the “Mapping” button **Mapping** to complete the edits to the map for the new permit acres or new long term boundary acres.
 - 6.1. For additional help with the map, see the [Mapping an Expansion guide](#).
 - 6.2. Once the mapping is completed, the number of acreage added will appear on the “Site Details” page under “Site Location Information” section. If the permitted acreage is not increased, there will be no added acres.

Site Location Information	
Permitted Acres:	14
Added Acres:	2
County:	Nodaway

- 6.3. Review the checklist on the “Site List” page to ensure the map is completed; there should be a green check mark under the Map.
7. The excavation or mine plan page must be completed.
 - 7.1. For additional help with the excavation plan page, see the Completing the Mine or Excavation Plan Page guide.
 - 7.2. For additional help with the mine plan page, see the Completing the Mine or Excavation Plan Page guide.
8. Review the “Financial Assurance Instrument (FAI) List” page by selecting the “Bonding” tab **Bonding** on the secondary grey navigation bar.
9. If the “FAI List” page comes up, and the “Available Bonding” amount is negative, more bond will need to be added to your permit prior to submitting the permit application in LRIS.
 - 9.1. A new FAI record can be created, see Adding a Financial Assurance Instrument (Bonding) guide.
 - 9.2. A rider increase can be completed for an existing FAI. Once you have received the FAI rider increase from the bank, submit the original document to the Land Reclamation Program. Once the program receives this information, the FAI record will be increased appropriately.
10. When you have been notified the FAI rider has been entered by the Land Reclamation Program, check to ensure that the “Available Bonding” amount is “\$0.00” or a positive number.
11. When the map and the mine plan/excavation plan page are completed and the bond updated as needed, the permit application is ready to be submitted to the Land Reclamation Program. Navigate to the “Permit Info” page by the “Permit Info” tab **Permit Info** on the secondary grey navigation bar.
12. If all of the sites created for your permit will be less than 5,000 tons of sand and gravel, there will be a field to complete prior to submitting the application.
 - 12.1. Complete the “Total Estimated Tonnage Per Year” field. This is approximately how much of the commodity will be mined collectively under the permit from all of your sites.

*Total Estimated
Tonnage Per Year:

13. Select the “Submit Application” button **Submit Application** at the bottom right of the screen.
14. A pop-up box will appear asking you to confirm submitting this application, “Do you want to continue?” Select “Ok.”



15. You will be directed to the “Fee” page if all of the information for the permit application is correct. An error messages may appear if incorrect information was entered and will direct you to the information that needs to be corrected.
16. The “Fee” page will replace the permit application for industrial mineral mines form.
17. A note will appear at the top of the “Fee” page stating “eSignature is needed by organization official before proceeding.”

 **eSignature is needed by organization official before proceeding.**

- 17.1. An Organization Official is the main user responsible as identified by the MoGEM eServices roles.

18. Similar to the permit application form, the fees are broken down into “Industrial Minerals” fees **Industrial Mineral Fees - 442.772 RSMO** and “Geologic Resource” fees. **Geologic Resource Fees - 256.700 RSMO**
19. LRIS will calculate the required fees for the permit application based on the site type and the acreage of the site. These amounts are shown on the “Fee” page for you to review the breakdown of the information. A total due for the application will be displayed.
 - 19.1. The fee rates follow the standard open pit rate found [here](#) or the instream rate found [here](#).
20. Once the “Fee” page information has been reviewed, an Organization Official will need to electronically sign to verify the information being sent to DNR.
 - 20.1. The “eSign” button **eSign** will need to be selected by a responsible party (Organization Official).
21. Once the electronic signature has been completed, select the “Pay” button **Pay** to complete the submission and pay for the permit application.
 - 21.1. If no added acres were drawn on the map, no additional fees are required, then there will be a “Continue” button **Continue** to select. The “Continue” button will submit the application to the Land Reclamation Program as no fees are required. You will be directed back to the home page of LRIS with a message “You have successfully

submitted.” The permit status will have changed to “In-Progress” and you can go to [Step 26](#).

22. You will be directed to the “Fee Payment” page. There will be a “Total Fees” amount displayed.

Fee Payment			
Modification - Draft			
Permit No: 1562			
Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

* Indicates a Required Field

Fee Amount	
Total Fees:	\$771.00
Billing Information	
*Name:	<input type="text"/>
*Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Email:	<input type="text"/>
*Email (verify):	<input type="text"/>

23. Complete the “Billing Information” section on this page in order to submit. Once the information is entered, select the “Submit” button once. 

24. You will be directed to a different website, “Jetpay”, to complete the payment transaction.

24.1. See the Submitting a New Permit and Paying Fees guide, starting on step 14 for further help with the “Jetpay” website.

25. Once the payment is completed, you will be directed back to the home page of LRIS with a message “You have successfully submitted and paid.”

26. The permit status will have changed to “In-Progress.”

27. You will receive an email receipt with a confirmation number for your records.

28. The Land Reclamation Program will be notified of the application, will review the information and contact you prior for completion of the public notice process.

29. Once you have received notification from the Land Reclamation Program your application has been reviewed and deemed complete, you can start the public notification process.

29.1. For help with the public notice guide, see “Completing the Public Notice Process on the Public Notice Page” guide.

Land Reclamation Information System

User Guide

Applying for a Permit Modification – Revision

To revise the methods of operations or reclamation as submitted in the original mine plan, a permit revision for the site will need to be applied for. If the revised changes are substantial, there is a potential to complete a new public notice process.

The screenshot shows the user interface of the Land Reclamation Information System. At the top, there is a dark blue header with the Missouri Department of Natural Resources logo on the left and the system name on the right. Below the header is a navigation bar with links for Home, Search, and Logout. Underneath is a secondary navigation bar with links for Company Info, Permit Info, Bonding, and Permitted Sites. The main content area displays the 'Permit Info' section for 'Effective Permit No: 1562'. It lists the following details:

Company Name:	Test Company	Issuance Date:	05/22/2018	Modify Permit
Contact Name:	test test	Effective Date:	05/22/2018	
Contact Number:	555-555-5555	Expiration Date:	05/21/2019	
		Release Date:		

To apply for a permit revision to an open pit site, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to modify the permit. Select the “Modify Permit” button.

Modify Permit

2. You will be directed to the “Permit Modification” page. Only sites that have no open permitting actions will appear.

Permit Modification
Effective
Permit No: 1562

Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
2853	site	Nodaway	In-Stream <5000	10	05/31/2027		--Select--
2852	Site	Boone	Open Pit	6	05/31/2027		--Select--

Do you want to add a new site?

Continue

1. Under the request action, select “Revision” for an open pit site and select the “Continue” button.

Request Action

Revision

2. You will be directed to the “Site List” once the revision action has been created in LRIS. The map and the plan info will need to be completed for a revision action as indicated by the checklist. The site status will be “Draft”.

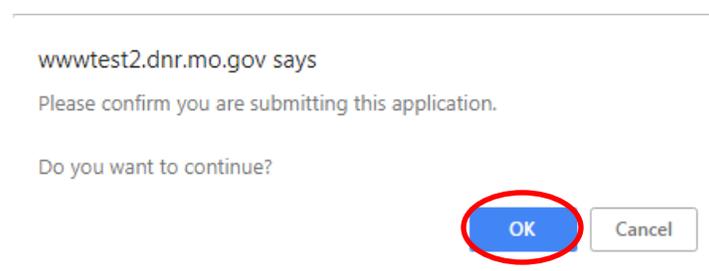
Map Plan Info
✘ ✘

3. Navigate to the “Site Details” page by selecting the “Site Name” (hyperlink).
4. Select the “Mapping” button **Mapping** to complete the edits to the map for the post mining land use changes.
 - 4.1. If no changes are made to the map, open the map and select the “Mapping Complete” button. **Mapping Complete**
 - 4.2. For additional help with the map, see the Mapping a Revision guide.
 - 4.3. Review the checklist on the “Site List” page to ensure the map is completed.
5. The mine plan page must be completed.

- 5.1. For additional help with the mine plan page, see the Completing the Mine or Excavation Plan Page guide.
6. When the map and mine plan page are completed, the permit application is ready to be submitted to the Land Reclamation Program. Navigate to the “Permit Info” page by the “Permit Info” tab  on the secondary grey navigation bar.
7. If all of the sites created for your permit will be less than 5,000 tons of sand and gravel, there will be a field to complete prior to submitting the application.
 - 7.1. Complete the “Total Estimated Tonnage Per Year” field. This is approximately how much of the commodity will be mined collectively under the permit from all of your sites.

*Total Estimated
Tonnage Per Year:

8. Select the “Submit Application” button  at the bottom right of the screen.
9. A pop-up box will appear asking you to confirm submitting this application, “Do you want to continue?” Select “Ok.”



10. You will be directed to the “Fee” page if all of the information for the permit application is correct. An error message may appear if incorrect information was entered and will direct you to the information that needs to be corrected.
11. For a revision action, no fees are associated to this type of permit application.
12. A note will appear at the top of the “Fee” page stating “eSignature is needed by organization official before proceeding.”

 **eSignature is needed by organization official before proceeding.**

- 12.1. An Organization Official is the main user responsible as identified by the MoGEM eServices roles.
13. Once the “Fee” page information has been reviewed, an Organization Official will need to electronically sign to verify the information being sent to DNR.
 - 13.1. The “eSign” button  will need to be selected by a responsible party (Organization Official).

14. Once the electronic signature has been completed, select the “Continue” button  at the bottom right of the screen.
15. You will be directed back to the home page of LRIS with a message “You have successfully submitted.”
16. The permit status will have changed to “In-Progress.”
17. The Land Reclamation Program will be notified of the application, will review the information and contact you as needed.
18. If it is determined by the program that the methods of operations or reclamation changes are substantial, a public notice will be required, you will be contacted.
 - 18.1. For help with the public notice guide, see “Completing the Public Notice Process on the Public Notice Page” guide.

Land Reclamation Information System

User Guide

Applying for a Permit Modification

Bond Release Request

To release the permitted acreage of your site, you will need to submit a Request for Approval of Reclaimed Land application. This is a bond release request to reduce the permitted acreage of the site. A bond release can be a partial or full release of a site.



The screenshot shows the top navigation bar of the Land Reclamation Information System. It features the Missouri Department of Natural Resources logo on the left, the system name "Land Reclamation Information System" in the center, and navigation links for "Home", "Search", and "Logout" on the right. Below this is a secondary navigation bar with links for "Company Info", "Permit Info", "Bonding", and "Permitted Sites".

Permit Info			
Effective Permit No: 1562			
Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

[Modify Permit](#)

To apply for a permit modification/bond release proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to modify the permit. Select the “Modify Permit” button.

Modify Permit

2. You will be directed to the “Permit Modification” page. Only sites that have no open permitting actions will appear.

Permit Modification
Effective
Permit No: 1562

Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
2853	site	Nodaway	In-Stream <5000	10	05/31/2027		--Select--
2852	Site	Boone	Open Pit	6	05/31/2027		--Select--

Do you want to add a new site?

Continue

3. Under the request action, select “Release” for the site and select the “Continue” button.

Continue

Request Action

Release

4. You will be directed to the “Site List” page once the release action has been created in LRIS. The map will need to be completed for a release action as indicated by the checklist. The site status will be “Draft”.

Map ✗ Plan Info ✓

5. Navigate to the “Site Details” page by selecting the “Site Name” (hyperlink).
6. Select the “Mapping” button **Mapping** to complete the edits to the map for the bond release request acres.
 - 6.1. For additional help with the map, see the [Mapping a Bond Release Request guide](#).
 - 6.2. Review the checklist on the “Site List” page to make sure the map is completed.
7. The “Request for Approval of Reclaimed Land” page will need to be completed. Select the “Bond Release” button **Bond Release** from the “Site Details” page.
8. You will be directed to the “Request for Approval of Reclaimed Land” page.

Request for Approval of Reclaimed Land

Modification - Draft
Permit No: 1562

Company Name:	Test Company	Issuance Date:	05/22/2018	Site Number:	2852
Contact Name:	test test	Effective Date:	05/22/2018	Site Name:	Site
Contact Number:	555-555-5555	Expiration Date:	05/21/2019	Site Action:	Release
		Release Date:		Site Status:	Draft

* Indicates a Required Field

Mapping Information	
*Is the request for approval of reclaimed land a full site release or a partial site release; select acres of the site?	--Select--
Legal Description:	Total Acre(s) Requested for Release:
County:	
Release Request	
Complete and upload the Release Request Form	
*Release Request:	<input type="button" value="Choose File"/> No file chosen
*If this request is approved, does the company want the financial instrument monies to be retained by the Land Reclamation Program for future permitting activities or to be returned to the company?	--Select--
Landowner Information	
*Is the operator the landowner of the requested release area?	<input type="radio"/> Yes <input type="radio"/> No
Notice of Request for Approval of Reclaimed Land must be sent to owners of land upon which the application of release has been filed.	
Complete and upload the Request For Approval	
This letter, Request for Approval of Reclaimed land form and map outlining the proposed release area must be sent to the landowners and will need to be uploaded as verification.	
Landowner Letter:	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

9. In the “Mapping Information” section, you will need to select whether this will be a “Full Bond Release” (every acre of the site is reclaimed or unaffected) or a “Partial Bond Release” (a portion of the site is reclaimed or unaffected).

9.1. Once this is selected, the legal description, county and total acres will automatically populate.

Legal Description: S8T50NR12W Total Acre(s) Requested for Release: 9
County: Boone

10. To be directed to a request for approval of reclaimed land form, select the “Release Request Form” hyperlink under the “Release Request” section.

Release Request
Complete and upload the **Release Request Form**

11. When the request for approval of reclaimed land form is completed with the appropriate signature, save as a .pdf document and upload into the “Release Request” field by browsing for the file.

*Release Request: No file chosen

12. Determine if the FAI monies should be retained by the Land Reclamation Program or released, complete the question.

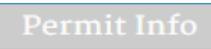
13. You will need to complete the first question in the “Landowner Information” section.

- 13.1. If the answer is “No”, select the “Request for Approval” hyperlink to be directed to a template of the letter which must be sent to the landowner.

Complete and upload the **Request For Approval**

- 13.2. Once the letter to the landowner, notifying of a request for approval of reclaimed land is completed save as a .pdf document and upload in the “Landowner Information” section by browsing for the file.

Landowner Letter: No file chosen

14. Once all fields have been completed, select the “Save” button. 
15. A message will appear that states, “Record successfully updated” if all the information was completed correctly. Error messages will appear if incorrect information was entered and will direct you to correct the information.
16. Once the map and the “Request for Approval of Reclaimed Land” page are completed, the permit application is ready to be submitted to the Land Reclamation Program. Navigate to the “Permit Info” page by the “Permit Info” tab  on the secondary grey navigation bar.
17. If all of the sites created for your permit will be less than 5,000 tons of sand and gravel, there will be a field to complete prior to submitting the application.
- 17.1. Complete the “Total Estimated Tonnage Per Year” field. This is approximately how much of the commodity will be mined collectively under the permit from all of your sites.

*Total Estimated
Tonnage Per Year:

18. Select the “Submit Application” button  at the bottom right of the screen.
19. A pop-up box will appear asking you to confirm submitting this application, “Do you want to continue?” Select “Ok.”

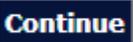
wwwtest2.dnr.mo.gov says
Please confirm you are submitting this application.

Do you want to continue?



20. You will be directed to the “Fee” page if all of the information for the permit application is correct. An error messages may appear if incorrect information was entered and will direct you to the information that needs to be corrected.
21. There will be no fees associated for a bond release request action.
22. A note will appear at the top of the “Fee” page stating “eSignature is needed by organization official before proceeding.”

 **eSignature is needed by organization official before proceeding.**

- 22.1. An Organization Official is the main user responsible as identified by the MoGEM eServices roles.
23. Once the “Fee” page information has been reviewed, an Organization Official will need to electronically sign to verify the information being sent to DNR.
 - 23.1. The “eSign” button  will need to be selected by a responsible party (Organization Official).
 24. Once the electronic signature has been completed, select the “Continue” button  at the bottom right of the screen.
 25. You will be directed back to the home page of LRIS with a message “You have successfully submitted.”
 26. The permit status will have changed to “In-Progress.”
 27. The Land Reclamation Program will be notified of the application, will review the information and contact you as needed to schedule an inspection.

Land Reclamation Information System

User Guide

Applying for a Permit Modification – Adding a New Site in a Modification

The screenshot shows the user interface of the Land Reclamation Information System. At the top, there is a dark blue header with the Missouri Department of Natural Resources logo on the left and the system name on the right. Below the header is a navigation bar with links for Home, Search, and Logout. A secondary navigation bar contains links for Company Info, Permit Info, Bonding, and Permitted Sites. The main content area is titled 'Permit Info' and displays details for an effective permit. The permit information includes the company name, contact name, contact number, issuance date, effective date, expiration date, and release date. A 'Modify Permit' button is visible next to the effective date.

Permit Info			
Effective Permit No: 1562			
Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

[Modify Permit](#)

To apply for a permit expansion by adding a new site to your permit, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to modify the permit. Select the “Modify Permit” button.

Modify Permit

- 1.1. If there already is an open permit modification action, start at **Step 5**.
2. You will be directed to the “Permit Modification” page.

Permit Modification
Effective
Permit No: 1562

Company Name:	Test Company	Issuance Date:	05/22/2018
Contact Name:	test test	Effective Date:	05/22/2018
Contact Number:	555-555-5555	Expiration Date:	05/21/2019
		Release Date:	

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
2853	site	Nodaway	In-Stream <5000	10	05/31/2027		--Select--
2852	Site	Boone	Open Pit	6	05/31/2027		--Select--

Do you want to add a new site?

Continue

3. Select the check box next to the question, “Do you want to add a new site?” (near the bottom of the page). Select the “Continue” button **Continue**.

Do you want to add a new site?

4. This will create a new permitting action and set the permit action to “Draft.”

Permit Info
Modification - Draft
Permit No: 1562

5. You will be directed to the “Site List” page. Create the new site by selecting the “Add Site” button **Add Site**.
6. You will be directed to a blank “Site Details” page. This is the same procedure used when creating a new permit.

Site Details

Modification - Draft
Permit No: 1562

Company Name: Test Company	Issuance Date: 05/22/2018	Site Number:
Contact Name: test test	Effective Date: 05/22/2018	Site Name:
Contact Number: 555-555-5555	Expiration Date: 05/21/2019	Site Action:
	Release Date:	Site Status:

* Indicates a Required Field

Site

Site Number:

*Site Name:

*Physical Address Line 1:

Physical Address Line 2:

*City: State: MO *Zip:

*Permitted Type:

7. Complete the "Site Name" and "Physical Address Line 1" fields.
 - 7.1. We recognize not all sites have a physical mailing address. When this is the case, please be descriptive; for example: "one-half mile up Clear Creek from HWY A" or "a mile from intersection of HWY A and HWY BB."
 - 7.1.1. "Physical Address Line 2" field can be used if there is not enough space in line 1.
8. Once the site name, address, city and zip have been entered, the system will run a check of records to see if the site or a close match already exists within a data system of a different Missouri Department of Natural Resources' program.
9. If there are similar sites in another department permitting system, you will be directed to a name search result.
 - 9.1. If you are directed to the "Name Search" page, look to see if your intended site already is listed. If so, use the "Select" button to autofill your site information. If you do not see your site represented, select the "Cancel" button .

Name Search

If the record you are about to enter is listed below, please press select to auto fill the fields. Otherwise select cancel to close the window.

	Name	Street Address
<input type="button" value="Select"/>	56 and N. Northwood Borrow Site	5520 N. Northwood Road KANSAS CITY MO 64154
<input type="button" value="Select"/>	CONSERVATION CHEM CO SITE	8900 FRONT ST KANSAS CITY MO 64120
<input type="button" value="Select"/>	SUPERIOR BOWEN ASPHALT CO LLC MANCHESTER ROAD SITE	2501 MANCHESTER KANSAS CITY MO 64129
<input type="button" value="Select"/>	Wilson Ventures Fill Site	8910 E. 22nd Terrace KANSAS CITY MO 64126

10. On the "Site Details" page, select the "Permitted Type" (there are five types).
 - 10.1. There are two types of in-stream sites:
 1. Those that mine less than 5,000 tons of sand and gravel per year.
 2. Those that mine more than 5,000 tons of sand and gravel per year.These sites operate within the high banks of a stream.
 - 10.2. There are two types of open pit sand and gravel sites:

1. Those that mine less than 5,000 tons of sand and gravel per year.
2. Those that mine more than 5,000 tons of sand and gravel per year.
These types of permit are not for other crushed rock.
 - a. Open pit sites are operations that mine a commodity other than sand and gravel.
3. Once the “Permitted Type” is selected, the “Commodity” selection will appear.
 - a. The sand and/or gravel commodity consists of the following:
 - In-stream < 5,000.
 - In-stream > 5,000.
 - Open pit (S&G) < 5,000.
 - Open pit (S&G) > 5,000.
 - b. If the open pit site type is selected, a list of applicable commodities will appear.
4. Single or multiple commodities can be selected for open pit operations by selecting a commodity, holding the “SHIFT” key, and clicking one or additional commodity types. Verify all commodity types to be mined are highlighted blue.



5. Once the “Commodity” field is completed, select the “Add” button **Add**.
6. The “Site Details” record will be created, and a site number will be displayed in the heading at the top of the page.

Site Details
New Permit - Draft
Permit No: 1562

Record successfully added.

Company Name: Test Company	Issuance Date:	Site Number: 2856
Contact Name: test test	Effective Date:	Site Name: test site 2
Contact Number: 555-555-5555	Expiration Date:	Site Action: New
	Release Date:	Site Status: Draft

7. The “Mapping” button **Mapping**, “Mine Plan” button **Mine Plan** or “Excavation Plan” button **Excavation Plan** will appear.
8. A new site has been created. See “Mapping a New Site Guide” for the next steps.
9. For help with the additional steps required for creating a new site see guides:

- a. Completing the Mine or Excavation Plan Page.
 - b. Adding a Financial Assurance Instrument (Bonding) or Submitting a Financial Assurance Instrument (Bonding) Rider Increase.
 - c. Submitting a New Permit and Paying Fees.
 - d. Completing the Public Notice Process on the Public Notice Page.
10. The Land Reclamation Program will be notified of the application, will review the information, and contact you as needed.

Land Reclamation Information System

User Guide

Applying for a Modification – Submitting a Financial Assurance Instrument (Bonding) Rider Increase

After logging into LRIS, you will be directed to the Land Reclamation Information System (LRIS) home page. Selecting the permit number (hyperlink) will direct you to the permit info page.

Home		Search ▾		Logout			
Company Info		Permit Info		Bonding		Permitted Sites	
Permit Info							
Modification - Draft							
Permit No: 1562							
Company Name:	Test Company	Issuance Date:	05/22/2018	Modify Permit			
Contact Name:	test test	Effective Date:	05/22/2018				
Contact Number:	555-555-5555	Expiration Date:	05/21/2019				
		Release Date:					

To submit a financial assurance instrument (FAI) rider increase to the Land Reclamation Program in order to submit the permit for review, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Financial Assurance Instrument (FAI) List” page to add a new FAI record. Select the “Permit Number” (hyperlink), and then the “Bonding” tab **Bonding** on the secondary grey navigation bar.
2. The map will have to be completed for LRIS to calculate the accurate amount of bonding needed based on the permitted acres of the site(s). It is best to already have all sites maps completed for the bonding to calculate accurately.
3. The “Bonding Required” amount in a header states how much bond shall be posted for the permit. The “Available Bonding” will be negative indicating that bond monies needs to be added. The “Posted Bonding” will reflect the amount that has been submitted to the Land Reclamation Program. The “Active Bonding” is what has been accepted by the director of the program.

Active Bonding:	\$8,000.00	Bonding Required:	\$11,500.00
Posted Bonding:	\$8,000.00	Available Bonding:	-\$3,500.00

3.1. The bonding rates follow the standard rate found [here](#).

4. Once you review the available bonding, a rider to the FAI in the positive amount of the “Available Bonding” should be obtained from the surety company or bank. The difference in the “Bonding Required” amount and the “Posted Bonding” amount will represent the minimum amount required for your FAI rider.
5. Once this FAI rider is received, the original document should be submitted to the Land Reclamation Program (including a cover letter) at: Missouri Department of Natural Resources, Land Reclamation Program, PO Box 176, Jefferson City, MO 65102-0176.
6. Once this FAI rider has been received by the program, the FAI rider will be entered as a transaction to the FAI.
7. Once the FAI rider is logged by the program, permitting staff will contact you regarding the permit application for submission. The “Posted Bonding” amount should now reflect the same amount as the “Bonding Required” amount. The “Available Bonding” amount should be “\$0.00”.

Active Bonding:	\$11,500.00	Bonding Required:	\$11,500.00
Posted Bonding:	\$11,500.00	Available Bonding:	\$0.00

8. To review the FAI transactions, go to the “FAI List” page and then select the “FAI #” (hyperlink) in the “List of Bonds” section.

List of Bonds					
FAI #	FAI Type	FAI Original Amount(\$)	Available Amount(\$)	Active	Date Closed
3263241-SB324	Surety Bond	\$8,000.00	\$11,500.00	Y	

9. On the “FAI Information” page at the bottom of the page, “Transactions List” section will be displayed and all of the transactions will be listed. This is where you can view the FAI rider increases or decreases.

Transactions List		
Transaction Amount (\$)	Date Transaction	FAI Rider
\$3,500.00	05/23/2018	doc

Note: Only an editor of the company can access the FAI information to see or edit the information.

The original financial assurance instrument rider must be submitted to the Land Reclamation Program. An open pit permit application cannot be submitted or will not be deemed complete without the original FAI rider.

Missouri Department of Natural Resources
Land Reclamation Program
PO Box 176
Jefferson City, MO 65102-0176

Land Reclamation Information System

User Guide

Applying for a Permit Modification – Canceling a Request or Withdrawing an Application

A permit application request can be cancelled when the permit status is still in “Draft” by an operator. After a permit application has been submitted in LRIS to the Land Reclamation Program, the application can be withdrawn by contacting the program.

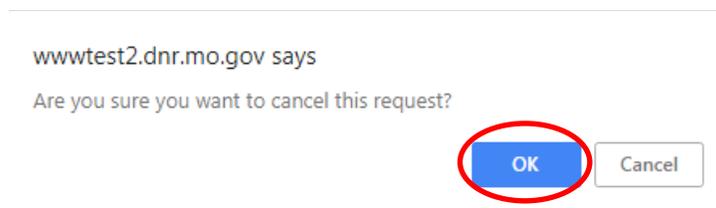
Permit Info	
Effective Permit No: 1562	
Company Name:	Test Company
Contact Name:	test test
Contact Number:	555-555-5555
Issuance Date:	05/22/2018
Effective Date:	05/22/2018
Expiration Date:	05/21/2019
Release Date:	

[Modify Permit](#)

To cancel a permit application request or requesting to withdraw a permit application, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Site Details” page of the site whose permitting action you want to cancel. The modification permit application **must be in “Draft” status**. Select the “Permit Number” (hyperlink), and then select the “Permitted Sites” tab  on the secondary grey navigation bar.
 - 1.1. Select the “Site Name” (hyperlink) to be directed to the “Site Details” page.
 - 1.2. If the permit is not in “Draft” status, you will need to contact the Land Reclamation Program to “Withdraw” the permit application, see [step 7](#).
2. Select the “Cancel Request” button  on the “Site Details” page. Note: this will only appear if the permit is in “Draft” status.
3. A pop-up box will ask you to confirm canceling the request. Select “Ok.”



4. A message will appear “Site Successfully Canceled.”
5. Navigate to the “Site List” page by selecting the “Permitted Sites” tab. 
6. There will no longer be a permit action associated to the site.
7. To withdraw a permit application from a permit which is not in “Draft” status, contact the Land Reclamation Program at 573-751-4041 to discuss withdrawing the permit application. The withdrawal of the permit will be completed by staff per the request.

Land Reclamation Information System

User Guide

Applying for a Permit Renewal – Renewing a Permit

Industrial mineral permits must be renewed annually at the time of or prior to the permit expiration date. All open pit sites must be renewed annually until released from reclamation responsibility. Instream sites which will be mined during the coming permit year must be permitted at the time of permit renewal.

The screenshot shows the user interface of the Land Reclamation Information System. At the top, there is a dark blue header with the Missouri Department of Natural Resources logo on the left and the system name on the right. Below the header is a navigation bar with buttons for Home, Search, and Logout. Underneath is a secondary navigation bar with buttons for Company Info, Permit Info, Bonding, and Permitted Sites. The main content area is titled 'Permit Info' and shows details for an 'Effective Permit No: 1567'. The details are organized into two columns: Company Name (Test Company), Contact Name (test test), and Contact Number (555-555-5555) on the left; Issuance Date (06/09/2017), Effective Date (06/09/2017), Expiration Date (06/08/2018), and Release Date on the right. There are two buttons on the right side: 'Renew Permit' and 'Modify Permit'.

Permit Info				
Effective Permit No: 1567				
Company Name:	Test Company	Issuance Date:	06/09/2017	Renew Permit
Contact Name:	test test	Effective Date:	06/09/2017	Modify Permit
Contact Number:	555-555-5555	Expiration Date:	06/08/2018	
		Release Date:		

To submit a permit renewal application, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the “Permit Info” page to renew the permit. Select the “Renew Permit” button.

Renew Permit

2. You will be directed to the “Permit Renewal” page. All sites have the default request action set to “Renew”. Instream sites will have a check mark under the “Make Active” column automatically.

Permit Renewal

Effective
Permit No: 1567

Company Name:	Test Company	Issuance Date:	06/09/2017
Contact Name:	test test	Effective Date:	06/09/2017
Contact Number:	555-555-5555	Expiration Date:	06/08/2018
		Release Date:	

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
2862	instream site	Morgan	In-Stream <5000	1	06/25/2027	<input checked="" type="checkbox"/>	Renew
2863	Site	Carroll	Open Pit	12	06/30/2027		Renew

Continue

3. Review the information on the page and note the operation end date, the date in the public notice, to see if this needs a public notice renewal within the next year.

4. Select the “Continue” button. **Continue**

5. You will be directed to the “Site List” page once the renew permit action has been created in LRIS. The map will need to be completed for any instream sites, but not for open pit sites. The checklist on the “Site List” page will indicate what sites need the map completed. The site status will be “Draft”.

Site Number	Site Name	County	Permitted Type	Commodity	Permitted Acres	Operation End Date	Action - Status
2862	instream site	Morgan	In-Stream <5000	Sand/Grav	1	06/25/2027	Renew - Draft
	Map	Plan Info					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
2863	Site	Carroll	Open Pit	Clay, Limestone	12	06/30/2027	Renew - Draft
	Map	Plan Info					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

6. Navigate to the “Site Details” page by selecting the “Site Name” (hyperlink) for sites which need the map completed. If no sites need the map completed for the permit renewal, skip the next step.

7. Select the “Mapping” button **Mapping** to edit the map for the acres which will be mined during the coming permit year.

7.1. For additional help with the map, see the [Mapping a Renewal for Instream Site](#).

- 7.2. Review the checklist on the “Site List” page to make sure the map is completed.
8. Once the permit application is ready to be submitted to the Land Reclamation Program, navigate to the “Permit Info” page by selecting the “Permit Info” tab **Permit Info** on the secondary grey navigation bar.
9. If all of the sites on your permit are less than 5,000 tons for sand and gravel operations, there will be a field to complete prior to submitting the application.
 - 9.1. Complete the “Total Estimated Tonnage Per Year” field. This is approximately how much of the commodity will be mined collectively under the permit from all of your sites.
 - 9.2.

*Total Estimated
Tonnage Per Year:

10. Select the “Submit Application” button **Submit Application** at the bottom right of the screen.
11. A pop-up box will appear asking you to confirm submitting this application, “Do you want to continue?” Select “Ok.”

wwwtest2.dnr.mo.gov says
Please confirm you are submitting this application.
Do you want to continue?

OK Cancel

12. You will be directed to the “Fee” page if all of the information for the permit application is correct. An error message may appear if incorrect information was entered and will direct you to the information that needs to be corrected.
13. The “Fee” page will replace the permit application for the industrial mineral mines form.
14. A note will appear at the top of the “Fee” page stating “eSignature is needed by organization official before proceeding.”

eSignature is needed by organization official before proceeding.

- 14.1. An Organization Official is the main user responsible as identified by the MoGEM eServices roles.
15. Similar to the permit application form, the fees are broken down into “Industrial Minerals” fees **Industrial Mineral Fees - 442.772 RSMO** and “Geologic Resource” fees. **Geologic Resource Fees - 256.700 RSMO**

16. LRIS will calculate the required fees for the permit application based on the site type and the acreage of the site. These amounts are shown on the “Fee” page for you to review. A total due for the application will be displayed.
 - 16.1. The fee rates follow the standard open pit rate found [here](#) or the instream rate found [here](#).
17. Once the “Fee” page information has been reviewed, an Organization Official will need to electronically sign to verify the information being sent to DNR.
 - 17.1. The “eSign” button  will need to be selected by a responsible party (Organization Official).
18. Once the electronic signature has been completed, select the “Pay” button  to complete the submission and pay for the permit application.
19. You will be directed to the “Fee Payment” page. There will be a “Total Fees” amount displayed.

Fee Payment			
Permit Renewal - Draft			
Permit No: 1567			
Company Name:	Test Company	Issuance Date:	
Contact Name:	test test	Effective Date:	
Contact Number:	555-555-5555	Expiration Date:	06/08/2019
		Release Date:	

* Indicates a Required Field

Fee Amount	
Total Fees:	\$1,878.00
Billing Information	
*Name:	<input style="width: 90%;" type="text"/>
*Phone:	(<input style="width: 40px;" type="text"/>) <input style="width: 40px;" type="text"/> - <input style="width: 40px;" type="text"/>
*Email:	<input style="width: 90%;" type="text"/>
*Email (verify):	<input style="width: 90%;" type="text"/>

20. Complete the “Billing Information” section on this page in order to submit. Once the information is entered, select the “Submit” button once. 
21. You will be directed to a different website, “Jetpay”, to complete the payment transaction.

Make A Payment - Payment Information - Missouri: Natural Resources

Cart Information | **Payment Information**

Payment Information | **Shopping Cart**

Please select your Payment Method

Credit Card 

Name on Card

Card Number

Expiration Month

Expiration Year

Security Code

Card Zip Code

Amount Due \$ 1878.00

Payment \$ 1878 .00

eCheck 

Shopping Cart

Industrial Minerals Fee	\$1,656.00
Geological Resources Fee	\$222.00
Subtotal	\$1,878.00

Payment Details

Industrial Minerals Fee
\$1,656.00

Geological Resources Fee
\$222.00

Next Step: Review Payment

22. Select the payment method, either a credit card or an electronic check (echeck). Complete the “Payment Method” fields.

23. Select the “Next Step: Review Payment” button  to continue.

24. Review the information one last time. Select the check box for the “I agree to the Payment Terms of Service and authorize this payment”.

I agree to the [Payment Terms of Service](#) and authorize this payment.

25. Select the “Make Payment” button  to complete the payment process and have the permit application submitted to MoDNR for review.

26. You will be directed back to the home page of LRIS with a message “You have successfully submitted and paid.”

27. The permit status will have changed to “In-Progress.”

28. You will receive an email receipt with a confirmation number for your records.

29. The Land Reclamation Program will be notified of the application, will review the permit renewal and contact you as needed.

Land Reclamation Information System

User Guide

Applying for a Permit Renewal – Making an Instream Site Inactive

Industrial mineral permits must be renewed annually at the time of or prior to the permit expiration date. Instream sites which will be mined during the coming permit year must be permitted at the permit renewal. Any instream sites which will not be mined in the coming year, do not have to be renewed and can be made inactive during the renewal process.

The screenshot shows the user interface of the Land Reclamation Information System. At the top, there is a dark blue header with the Missouri Department of Natural Resources logo on the left and the system name on the right. Below the header is a navigation bar with buttons for Home, Search, and Logout. Underneath is a secondary navigation bar with buttons for Company Info, Permit Info, Bonding, and Permitted Sites. The main content area is titled "Permit Info" and shows details for an "Effective Permit No: 0794". The details are organized into two columns: Company Name (Test Company), Contact Name (test test), and Contact Number (417-260-5033) on the left; Issuance Date (06/27/2017), Effective Date (06/27/2017), Expiration Date (06/24/2018), and Release Date on the right. There are two buttons: "Renew Permit" and "Modify Permit".

Permit Info				
Effective Permit No: 0794				
Company Name:	Test Company	Issuance Date:	06/27/2017	Renew Permit
Contact Name:	test test	Effective Date:	06/27/2017	Modify Permit
Contact Number:	417-260-5033	Expiration Date:	06/24/2018	
		Release Date:		

To make some instream sites inactive while applying for a permit renewal, proceed with the following steps:

If you have questions or need assistance, please call the Land Reclamation Program at 573-751-4041.

1. Navigate to the "Permit Info" page to renew the permit. Select the "Renew Permit" button.

Renew Permit

2. You will be directed to the "Permit Renewal" page. All sites have the request action set to "Renew" automatically. Any instream sites will have a check mark under the "Make Active" column automatically.

Permit Renewal

Retired
Permit No: 0794

Company Name:	Test Company	Issuance Date:	07/07/2016
Contact Name:	test test	Effective Date:	07/07/2016
Contact Number:	417-260-5033	Expiration Date:	06/24/2017
		Release Date:	

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
788	#1 site	Texas	In-Stream >5000	1	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
787	#10 site	Texas	In-Stream >5000	2	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
1712	#13 site	Texas	In-Stream >5000	10	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
1714	#15 site	Texas	In-Stream >5000	2	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
1716	#17 site	Texas	In-Stream >5000	1	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
2066	#19 site	Texas	In-Stream >5000	2	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
2159	#21 site	Texas	In-Stream >5000	5	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
2345	#30 site	Texas	In-Stream >5000	8	08/01/2059	<input checked="" type="checkbox"/>	Renew ▼
2530	#31 site	Phelps	In-Stream >5000	40	12/31/2064	<input checked="" type="checkbox"/>	Renew ▼
780	#6 site	Texas	In-Stream >5000	0	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼
781	#9 site	Dent	In-Stream >5000	0	12/31/2050	<input checked="" type="checkbox"/>	Renew ▼

Continue

3. The instream sites which will not be actively mined during the coming permit year should have the check mark from the "Make Active" column **removed** by clicking on the check mark and the request action changed to "--Select--".

Site Number	Site Name	County	Permitted Type	Permitted Acres	Operation End Date	Make Active	Request Action
788	#1 site	Texas	In-Stream >5000	1	12/31/2050	<input type="checkbox"/>	--Select--
787	#10 site	Texas	In-Stream >5000	2	12/31/2050	<input checked="" type="checkbox"/>	Renew
1712	#13 site	Texas	In-Stream >5000	10	12/31/2050	<input type="checkbox"/>	--Select--
1714	#15 site	Texas	In-Stream >5000	2	12/31/2050	<input checked="" type="checkbox"/>	Renew
1716	#17 site	Texas	In-Stream >5000	1	12/31/2050	<input checked="" type="checkbox"/>	Renew
2066	#19 site	Texas	In-Stream >5000	2	12/31/2050	<input checked="" type="checkbox"/>	Renew
2159	#21 site	Texas	In-Stream >5000	5	12/31/2050	<input checked="" type="checkbox"/>	Renew
2345	#30 site	Texas	In-Stream >5000	8	08/01/2059	<input checked="" type="checkbox"/>	Renew
2530	#31 site	Phelps	In-Stream >5000	40	12/31/2064	<input type="checkbox"/>	--Select--
780	#6 site	Texas	In-Stream >5000	0	12/31/2050	<input checked="" type="checkbox"/>	Renew
781	#9 site	Dent	In-Stream >5000	0	12/31/2050	<input checked="" type="checkbox"/>	Renew

- Review the information on the page and note the operation end date, the date in the public notice, to see if this needs a public notice renewal within the next year.
- Once all sites which will not be mined during the coming permit year have had the “Make Active” box unchecked and the request action set to “--Select--”, these sites will then be made “Inactive” in LRIS when the “Continue” button **Continue** is selected.
- Select the “Continue” button. **Continue**
- You will be directed to the “Site List” page once the permit renewal has been created in LRIS. The site status will be “Inactive” for the sites which will not be mined. All other sites to be renewed will have a site status of “Draft”.

Action - Status

Inactive

- The permit renewal can continue as outlined in the Renewing a Permit Guide starting at step 5.