



# Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271  
www.dnr.illinois.gov

Bruce Rauner, Governor

Wayne A. Rosenthal, Director

## Operator Memorandum 2017-03

To: All Coal Mine Operators/Consultants

From: Scott K. Fowler, Supervisor  
Land Reclamation Division

A handwritten signature in black ink, appearing to read "SK Fowler".

Date: March 16, 2017

Re.: Submittal of Documents to the Department

*This memorandum replaces Operator Memorandum Nos. 99-08 and 2013-02.*

In order to ensure the timely processing of applications and requests, the Department is requiring operators/consultants to forward all original submittals to the Land Reclamation Division Springfield office.

The submission of original and required copies of any application or other document will not be formally accepted in the field or at the Benton office. All such original submittals must be sent directly to Springfield.

If an operator/consultant chooses to provide a copy directly to the inspector in the field or send a copy to the Benton office, this must be noted on the cover letter of the original submittal sent to the Springfield office.

The Department will accept some documents via email to the address provided below. These documents include, but are not limited to, periodic submittals to the Department such as discharge monitoring reports, groundwater monitoring reports, quarterly impoundment construction inspections, annual impoundment inspections, quarterly refuse pile inspections, and road construction inspections. In order for the Department to accept electronic documents via email, they must be:

1. Addressed to [dnr.mmlrd@illinois.gov](mailto:dnr.mmlrd@illinois.gov); and
2. In .pdf format\*

*\*If a PE seal is required, it must be clearly legible.*

Any email documents received that are not in the required format or are not sent to the above email address shall be returned. Upon acceptance of emailed documents, the Department shall forward a return receipt email for the submittal.

Any questions regarding the emailing of documents should be directed to Jim Schafer in our Springfield office.