

**Land Reclamation Division Memorandum**  
**MEMORANDUM NO. 99-08**

To: Coal Operators

From: Kim Underwood

Date : September 7, 1999

Subject: Submittal of documents to the Department

**Effective immediately!**

In order to insure the timely processing and tracking of paperwork, all submittals to the Land Reclamation Division shall be mailed or delivered to the Springfield office.

The originals and multiple copies, as required, will not be accepted in the field or at the Benton office.

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