

MSHA Form 7000-2 Online Filing Procedures Prepared August, 2009



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Form 7000-2 — Quarterly Mine Employment and Coal Production

A Quarterly Mine Employment and Coal Production Form (7000-2) must be completed for those incidents defined as "accidents, occupational injuries," or "occupational illnesses."

Regulations

Section 50.30-1 of Part 50, Title 30, Code of Federal Regulations (CFR), requires preparing and filing a report with MSHA for each operator of a mine in which an individual worked during any day of a calendar quarter. You must complete and mail, fax, or file a Form 7000-2 within 15 days after the end of each calendar quarter.

To minimize the burden of quarterly employment reporting for contractors, each contractor only needs to complete one Form 7000-2 for all work done on coal properties, and one Form 7000-2 for all work done on metal/non-metal properties. Each operator of a coal-producing mine and each coal-producing independent contractor shall also report coal production on Form 7000-2

Penalties for Failure to Report

This report is required by law (**30 USC §813; 30 CFR Part 50**). Failure to report can result in civil action for relief under **30 United States Codes (USC) 9818** respecting an operator of a coal or other mine, and assessment of a civil penalty against an operator of a coal or other mine under **30 USC 9820(a)**.

An individual subject to the **Federal Mine Safety and Health Act of 1977 (30 USC 9801 at seq.)**, who knowingly makes a false statement in any report can be punished by a *fine* of not more than \$10,000 or by *imprisonment* for not more than five years, *or both* under **30 USC §820(f).**

Any individual who knowingly and willfully makes a false, fictitious, or fraudulent statement, conceals a material fact, or makes a false, fictitious, or fraudulent entry with respect to any matter within the jurisdiction of any agency of the US can be punished by a *fine* of not more than \$10,000, or *imprisoned* for not more than five years, *or both* under **18 USC 91001.**

Log on to EGOV

30 CFR Part 50.30-1 requires a complete **Mine Quarterly Employment and Coal Production Form** (7000-2) for each operator of a mine in which an individual worked during any day of a calendar quarter.

Filing Quarterly Mine Employment and Coal Production Report online

Log In

1. Contractor / Operator selects **Quarterly Mine Employment and Coal Production Report** (7000-2) from list of online forms, and the following Login screen opens.



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Mine Safety and Health Administration MSHA - Protecting Miners' Safety and Health Since 1978		🖰 Print This Page
	Frequently asked questions about login and se	ecurity
Login		
Email Address		
Password	I forgot my pass	word
L	ogin	
Registration		
 New EGov users 	s register here	
	Return To Main	Menu

2. Enter Login Information (**Email Address** and **Password**), then click **Login** button. The following screen will display.

Quarterly Mine Employment and Coal Pro	oduction Report (7000-2)
Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit	Data > Step 3: Summary
Step 1: Specify Mine/Contractor	
Mine Contractor * ID	Retrieve Mine Information
Notify your MSHA District Office with address or status	changes.
Filing PeriodQuarter1Year2014	
* How many MSHA reportable injuries or illnesses did you ha	ve this quarter?
Next >>	
(* Required Fields)	Cancel and return to menu

- 3. Select Mine or Contractor radio button.
- 4. Enter **Mine ID** or **Contractor ID**.
- 5. Enter **Filing Period** from drop-down list (defaults to current quarter).



6. Select **Report Type** (**Coal** or **Metal/NonMetal**) (if Contractor)

Quarterly Mine Employment and Coal Production Report (7000-2)
Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit Data > Step 3: Summary
Step 1: Specify Mine/Contractor
O Mine Contractor * ID Retrieve Mine Information
Notify your MSHA District Office with address or status changes.
Filing Period Quarter 1 Year 2014
Select the Report Type
O Coal
O Metal/NonMetal (including sand and gravel)
* How many MSHA reportable injuries or illnesses did you have this quarter?
Next >>
(* Required Fields) Cancel and return to menu

- 7. Enter **How many MSHA reportable injuries or illnesses did you have this quarter** in text box.
- 8. Click **Next**, a screen similar to the one below will open.



9. Enter information in open **Subunits** (fields not available will be **grayed out**).

Quarterly Mine Employment and Coal Production Report (7000-2) Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit Data > Step 3: Summary Step 2: Enter Sub-Unit Data Click here to view a previous quarter (2) Average (3) Total (4) Production (1) Operation Sub Unit Code(s) employee hours of clean coal number of Code previously reported persons working worked during during guarter . during quarter (in short tons) the quarter Underground Underground 01 Surface Shops, Yards, etc. 02 Surface Mine (Including associated shops and yards) Strip, Open Pit, or Quarry 03 Auger (Coal Mine Only) 04 Culm Bank or Refuse Pile (Coal Mine Only) 05 Dredge 06 Other Surface Mining (Metal/Nonmetal Only) 12 Facilities Independent Shops or Yards 17 Mill Operations, Preparation Plant, or Breakers 30 (include associated shops and yards) Office (professional and clerical employees at 99 the mine or plant working in the office) << Back Next >> Cancel and return to menu (* Required Fields)



10. When done entering information, click **Next**. System will update and display information entered. If corrections needed prior to submitting, click on **Edit**, if no changes needed click the **Submit this form to MSHA** button.

Step 1: Specify Mine/Contra	ctor > Step 2: Ent	er Sub	-Unit Data > Step	3: Summary	
Mine information	Edit				
Current Filing Quarter	Q1 2014				
Mine ID	42-00121				
Mine Name	Deer Creek Min	e			
Mine Type	Underground, C	Coal			
Company Name	Energy West M	ining (Company		
Number of MSHA reporta illnesses	ble injuries or		1		
Subunit data Edit					
(1) Operation Sub Unit C previously reported	ode(s)	Code	(2) Average number of persons working during quarter	(3) Total employee hours worked during the quarter	(4) Production of clean coal during quarter (in short tons)
Underground					1056074
Underground		01	237	198765	1256874
Surface Shops, Yards, etc.		02	67	56234	
Surface Mine (Including ass yards)	ociated shops and				
Strip, Open Pit, or Quarry		03			
Auger (Coal Mine Only)		04			
Culm Bank or Refuse Pile (C	Coal Mine Only)	05			
Dredge Other Surface Mining (Mata	(Neematel Only)	06 12			
Other Surface Mining (Meta Facilities	(Nonmetal Only)	12			
racinities Independent Shops or Yard	e	17			
Mill Operations, Preparation (include associated shops a	Plant, or Breakers		1	124	
Office (professional and cler the mine or plant working in	ical employees at	99	5	1287	
the mine of plane working it	rene onnee)				
Submission					
Submitted by Shelly McCoy	, Demo User on 6/	4/201	4	Phone N	lumber (303) 231-5
				-	
	Su	ubmit	this form to MSHA		
				-	
				Cancol an	d return to mei



11. A confirmation screen similar to the one below will be displayed verifying the document has been submitted to MSHA and the *E-Document Number* for your submission.

Quarterly Mine Emp	ployment ar	nd C	oal Productio	on Report (70	000-2)	
Confirmation Inform	ation					
The E-Document Number for	this submission is	# 23	51019. This numl	ber is your confirm	mation that MSHA	has received your filing.
This form has been submit	tted to MSHA, Of	fice o	f Injury and Emp	loyment.		
Please print a copy of this	form for your re	cords	s.			
Mine information						
Current Filing Quarter	Q1 2014					
Mine ID	42-00121					
Mine Name	Deer Creek Min					
Mine Type	Underground, C					
Company Name	Energy West Mi	ning (Company			
Number of MSHA reportab illnesses	ble injuries or		1			
Subunit data						
(1) Operation Sub Unit Co previously reported	de(s)	Code	(2) Average number of persons working during quarter		(4) Production of clean coal during quarter (in short tons)	
Underground						
Underground		01	237	198765	1256874	
Surface Shops, Yards, etc.		02	67	56234		
Surface Mine (Including asso yards)	ciated shops and					
Strip, Open Pit, or Quarry		03				
Auger (Coal Mine Only)	al Mine Only)	04 05				
Culm Bank or Refuse Pile (Co Dredge	ai Mine Only)	05				
Other Surface Mining (Metal/	(Nonmetal Only)	12				
Facilities	in the start of th					
Independent Shops or Yards		17				
Mill Operations, Preparation F (include associated shops an	Plant, or Breakers d yards)	30	1	124		
Office (professional and cleric the mine or plant working in		99	5	1287		
Cubmission						
Submission	D				hand for the second	
Submitted by Shelly McCoy,	Demo User on 6/	4/201	4	Phone N	lumber (303) 231-	
						Back to Menu
		C	lick here to enter a	nother 7000-2		



- 12. If you have another 7000-2 to submit click the Click here to enter another 7000-2 button. If done, click the Back to Menu hyperlink or close application.
- 13. When done entering information, click the **Submit this form to MSHA** button. System will update and confirm form submitted and provide user with E-Document Number. Similar to sample below.

ocument Number: 272157	8				
	-				
ine information					
Current Filing Quarter	Q2 2013				
Contractor ID	L246				
Mine Type	Coal				
Company Name	JBS Dirt, Inc.				
Number of MSHA report illnesses	able injuries or 0				
linesses					
Subunit data					
			(2) Average	(2) Total	(4) Productio
(1) Operation Sub Unit (code(s)	C- d-	number of	(3) Total employee hours	
	code(s)	Code	number of persons	employee hours worked during	of clean coal during quarte
(1) Operation Sub Unit (code(s)	Code	number of	employee hours	of clean coal during quarte
(1) Operation Sub Unit (code(s)	Code	number of persons working during	employee hours worked during	of clean coal during quarte
(1) Operation Sub Unit (previously reported	code(s)	Code	number of persons working during	employee hours worked during	of clean coal during quarte
(1) Operation Sub Unit C previously reported Underground Underground Surface Shops, Yards, etc.			number of persons working during	employee hours worked during	of clean coal during quarte
(1) Operation Sub Unit C previously reported Underground Underground		01	number of persons working during	employee hours worked during	of clean coal during quarte
(1) Operation Sub Unit C previously reported Underground Underground Surface Shops, Yards, etc.		01	number of persons working during	employee hours worked during	of clean coal during quarte
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only)	ociated shops and yards)	01 02	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry	ociated shops and yards)	01 02 03	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only)	ociated shops and yards)	01 02 03 04	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only) Culm Bank or Refuse Pile (C	ociated shops and yards) oal Mine Only)	01 02 03 04 05	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only) Culm Bank or Refuse Pile (C Dredge	ociated shops and yards) oal Mine Only)	01 02 03 04 05 06	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only) Culm Bank or Refuse Pile (C Dredge Other Surface Mining (Meta	ociated shops and yards) oal Mine Only) (/Nonmetal Only)	01 02 03 04 05 06	number of persons working during quarter	employee hours worked during the quarter	during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only) Culm Bank or Refuse Pile (C Dredge Other Surface Mining (Meta Facilities Independent Shops or Yard	ociated shops and yards) oal Mine Only) (/Nonmetal Only)	01 02 03 04 05 06 12	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons
(1) Operation Sub Unit C previously reported Underground Surface Shops, Yards, etc. Surface Mine (Including ass Strip, Open Pit, or Quarry Auger (Coal Mine Only) Culm Bank or Refuse Pile (C Dredge Other Surface Mining (Meta Facilities Independent Shops or Yard Mill Operations, Preparation	ociated shops and yards) oal Mine Only) //Nonmetal Only) is	01 02 03 04 05 06 12 17 30	number of persons working during quarter	employee hours worked during the quarter	of clean coal during quarte (in short tons

Amend Form that has not been processed by MSHA

1. Follow **Steps 1 thru 8** above. Notice when the screen opens to enter Subunit Data, a message will appear informing user whether they can make changes to the form or not.



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Quarterly Mine Employment and Coal Product	ion Report (7000-2)	
Quarterry mine employment and coar Froudet		
Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit Date		
	a > Step 3: Summary	nend this form at this time by chang

2. Enter corrected data then click **Submit this form to MSHA**.

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ine Safety and Healt ISHA - Protecting Miners' Safe					
ishik - Protecting millers' san	ty and nearth since 1970				
		uction Report (7000-2)		
Step 1: Specify Mine/Contract	tor > Step 2: Enter Sub-Unit Da	ta > Step 3: Summary			
Mine information	Edit				
Current Filing Quarter	Q2 2013				
Contractor ID	L246				
Mine Type	Coal				
Company Name	JBS Dirt, Inc.				
Number of MSHA report illnesses	able injuries or 0				
milesses					
Cubunit data 5.0					
Subunit data Edit					
			(2) Average	(3) Total	(4) Production
(1) Operation Sub Unit (ode(s)		number of	employee	of clean coal
previously reporte			prisons prking during	hours worked	during quarter
Ch	nanged hours from	13500 to 12000	arter	quarter	(in short tons)
Underground					
Underground		01			
Surface Shops, Yards, etc.		02			
Surface Mine (Including as	lociated shops and yards)			42000	
Strip, Open Pit, or Quarry		03	10	12000	23000
Auger (Coal Mine Only) Culm Bank or Refuse Pile (Cool Mine Only)	04			
Dredge	Coal Mine Only)	06			
Other Surface Mining (Meta	(Noometal Only)	12			
Facilities	(nonneda only)	12			
Independent Shops or Yard	ls	17			
	n Plant, or Breakers (include as				
	rical employees at the mine or				
Office (professional and cle					
Office (professional and cle Submission	Demo Liser on 7/1/2013	Phone Number	(303) 231-5512		
Office (professional and cle	Demo User on 7/1/2013	Phone Number	(303) 231-5512		
Office (professional and cle Submission	Demo User on 7/1/2013	Phone Number Submit this form to MSHA	(303) 231-5512		



3. System refreshes and returns the following confirmation message.



4. The E-Document Number "for this amended submission" is the *same* E-Document as the *original 7000-2* submission.