



**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.



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



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**

Mine  Contractor \* ID

**Notify your MSHA District Office with address or status changes.**

Filing Period      Quarter  Year

**Select the Report Type**

Coal

Metal/NonMetal (including sand and gravel)

\* How many MSHA reportable injuries or illnesses did you have this quarter?

(\* 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 > <b>Step 2: Enter Sub-Unit Data</b> > Step 3: Summary				
<b>Step 2: Enter Sub-Unit Data</b>				
<a href="#">Click here to view a previous quarter</a>				
(1) Operation Sub Unit Code(s) previously reported	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				
Underground	01	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surface Shops, Yards, etc.	02	<input type="text"/>	<input type="text"/>	
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 (include associated shops and yards)	30	<input type="text"/>	<input type="text"/>	
Office (professional and clerical employees at the mine or plant working in the office)	99	<input type="text"/>	<input type="text"/>	

(\* Required Fields) [Cancel and return to menu](#)

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.

**Quarterly Mine Employment and Coal Production Report (7000-2)**

Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit Data > **Step 3: Summary**

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**Mine information** [Edit](#)

**Current Filing Quarter**      Q1 2014  
**Mine ID**                              42-00121  
**Mine Name**                          Deer Creek Mine  
**Mine Type**                          Underground, Coal  
**Company Name**                      Energy West Mining Company

**Number of MSHA reportable injuries or illnesses**                      1

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**Subunit data** [Edit](#)

(1) Operation Sub Unit Code(s) previously reported	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				
Underground	01	237	198765	1256874
Surface Shops, Yards, etc.	02	67	56234	
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 (include associated shops and yards)	30	1	124	
Office (professional and clerical employees at the mine or plant working in the office)	99	5	1287	

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**Submission**

Submitted by Shelly McCoy, Demo User on 6/4/2014 Phone Number (303) 231-5512

Submit this form to MSHA

[Cancel and return to menu](#)

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 Employment and Coal Production Report (7000-2)

#### Confirmation Information

The E-Document Number for this submission is # **2351019**. This number is your confirmation that MSHA has received your filing. This form has been submitted to MSHA, Office of Injury and Employment.

Please print a copy of this form for your records.

#### Mine information

**Current Filing Quarter**      Q1 2014  
**Mine ID**                              42-00121  
**Mine Name**                          Deer Creek Mine  
**Mine Type**                          Underground, Coal  
**Company Name**                      Energy West Mining Company

**Number of MSHA reportable injuries or illnesses**                      1

#### Subunit data

(1) Operation Sub Unit Code(s) previously reported	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				
Underground	01	237	198765	1256874
Surface Shops, Yards, etc.	02	67	56234	
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 (include associated shops and yards)	30	1	124	
Office (professional and clerical employees at the mine or plant working in the office)	99	5	1287	

#### Submission

Submitted by Shelly McCoy, Demo User on 6/4/2014                      Phone Number (303) 231-5512

[Back to Menu](#)

[Click here to enter another 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.

Confirmation Information					
E-Document Number: 2721578					
Mine information					
<b>Current Filing Quarter</b>	Q2 2013				
<b>Contractor ID</b>	L246				
<b>Mine Type</b>	Coal				
<b>Company Name</b>	JBS Dirt, Inc.				
<b>Number of MSHA reportable injuries or illnesses</b>	0				
Subunit data					
(1) Operation Sub Unit Code(s) previously reported	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					
Underground	01				
Surface Shops, Yards, etc.					
Surface Shops, Yards, etc.	02				
Surface Mine (Including associated shops and yards)					
Strip, Open Pit, or Quarry	03	10	13500	23000	
Auger (Coal Mine Only)					
Auger (Coal Mine Only)	04				
Culm Bank or Refuse Pile (Coal Mine Only)					
Culm Bank or Refuse Pile (Coal Mine Only)	05				
Dredge					
Dredge	06				
Other Surface Mining (Metal/Nonmetal Only)					
Other Surface Mining (Metal/Nonmetal Only)	12				
Facilities					
Independent Shops or Yards	17				
Mill Operations, Preparation Plant, or Breakers (include associated shops and yards)					
Mill Operations, Preparation Plant, or Breakers (include associated shops and yards)	30				
Office (professional and clerical employees at the mine or plant working in the office)					
Office (professional and clerical employees at the mine or plant working in the office)	99				
Submission					
Submitted Date 7/1/2013					

## 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.

**UNITED STATES DEPARTMENT OF LABOR**  
 Mine Safety and Health Administration  
 MSHA - Protecting Miners' Safety and Health Since 1978

**Quarterly Mine Employment and Coal Production Report (7000-2)**  
 Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit Data > Step 3: Summary

A 7000-2 form has already been submitted to MSHA but has not been accepted and processed. You can amend this form at this time by changing the subunit data below. Your E-Document will be updated at the time of submission.

**Step 2: Enter Sub-Unit Data**

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

**UNITED STATES DEPARTMENT OF LABOR**  
 Mine Safety and Health Administration  
 MSHA - Protecting Miners' Safety and Health Since 1978

**Quarterly Mine Employment and Coal Production Report (7000-2)**  
 Step 1: Specify Mine/Contractor > Step 2: Enter Sub-Unit Data > 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 reportable injuries or illnesses: 0

**Subunit data** [Edit](#)

(1) Operation Sub Unit Code(s) previously reported	(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			
Underground 01			
Surface Shops, Yards, etc. 02			
Surface Mine (Including associated shops and yards)			
Strip, Open Pit, or Quarry 03	10	12000	23000
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 (include associated shops and yards) 30			
Office (professional and clerical employees at the mine or plant working in the office) 99			

**Submission**

Submitted by: Shelly McCoy, Demo User on 7/1/2013  
 Phone Number: (303) 231-5512

- System refreshes and returns the following confirmation message.

**Mine Safety and Health Administration**  
 MSHA - Protecting Miners' Safety and Health Since 1978

**Quarterly Mine Employment and Coal Production Report (7000-2)**

**Confirmation Information**

The E-Document Number for this amended submission is # 2721578. This number is your confirmation that MSHA has received your filing.  
 This is the same E-Document number as the original 7000-2 filed. This form has been submitted to MSHA, Office of Injury and Employment.  
 Please print a copy of this form for your records.

**Mine information**

Current Filing Quarter Q2 2013  
 Contractor ID L246  
 Mine Type Coal  
 Company Name JBS Dirt, Inc.  
 Number of MSHA reportable injuries or illnesses 0

**Subunit data**

(1) Operation Sub Unit Code(s) previously reported	(2) Average number of Code persons working during quarter	(3) Total employee hours worked during the quarter	(4) Production of clean coal during quarter (in short tons)
Underground			

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