

Instructions for Completing the AML Contractor Form OMB #1029-0119

Purpose: The Office of Surface Mining Reclamation and Enforcement Applicant/Violator System (AVS) office is required to conduct eligibility checks for businesses performing abandoned mine land (AML) reclamation work to ensure those businesses are not associated with any coal mining violations. This form is used to update the AVS database which maintains relationship information between individuals and their associated businesses. If you have any questions, please contact the AVS Office at 800-643-9748 or avshelp@osmre.gov.

Part A: General Information: Part A should be completed by the AML Contractor. You can find an electronic fillable form on our website (<https://www.osmre.gov/programs/AVS.shtm>).

Part B: Obtain an Organizational Family Tree (OFT): Part B should be completed by the AML Contractor. An Organizational Family Tree (OFT) indicates the relationships between individuals and their associated business.

To obtain an OFT:

1. Go to the AVS database website: <https://avss.osmre.gov>.
2. Click “Access AVS”, and then “Login as Guest”.
3. Hover your cursor over the word “Reports” and select “Entity OFT Report”.
4. In the search box labelled “Entity Name” type the first few letters or words of your business name.
5. Click the magnifying glass to search for your business.
6. Possible matches will appear in the lower drop down. Select the correct business. If this drop down is blank or your business does not appear in the list your business is not in the AVS and you should check Box 3, and complete Part D of this form.
7. When your business is correctly displayed in the drop down click “Load Report” to generate an OFT.
8. Enter your e-mail in the “Mail To” box and click send. A pdf of the report will be sent by the system.

If you are a new company and/or this is your first AML bid: Your business is most likely **not** in the AVS. If your company does not appear in the AVS database, move on to Part C, check Box 3, and complete Part D of this form.

If your company has worked on previous AML projects or in the coal mining industry: Your business is most likely in the AVS but may need to be updated. Obtain and review your OFT and then complete Part C.

If you require assistance you may contact the AVS Office by phone at: 800-643-9748, or by email at: avshelp@osmre.gov.

Part C: Certifying and updating information in the Applicant/Violator System (AVS). Part C should be completed by the AML Contractor. Please check the box that best describes your situation, sign and date.

Part D: OFT Information. Part D should be completed by the AML Contractor **only** if you want to make updates to what information is in the AVS, or if your company **does not** have any information in the AVS. Include **all** fields, including the relevant begin and/or end dates for individuals, including middle name or initial for individuals if possible.

Answers to Part D FAQs:

Which employees should be included in Part D?

Any current or separated employee of significance should be listed. Refer to the list provided at the top of Part D. For those owning less than 10% reporting the ownership is optional. Include those employees who direct, manage, or control the project.

What address and phone number should I use?

Use the address and phone number where the person receives business correspondence.

What are the begin and end dates for?

Begin dates indicate when a person started in that position in your company. If an individual still works at the company, you can simply fill in the begin date and leave the end date blank or write “N/A”. **End dates** are used for indicating that someone no longer works in that capacity or is no longer employed at the company. **If an employee has held more than one position** or title, note the begin dates/end dates for each position.