

### MSHA Form 7000-2 Online Filing Procedures

**Prepared August, 2009** 



#### **Table of Contents**

INSTRUCTIONS ON HOW TO FILE A QUARTERLY MINE EMPLOYMENT AND COAL	
PRODUCTION REPORT ONLINE	3
LOG IN	3
AMEND FORM THAT HAS NOT BEEN PROCESSED BY MSHA	9



# 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

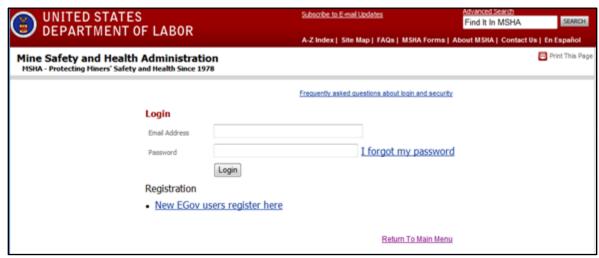
**30 CFR Part 50.30-1** requires a complete **Mine Quarterly Employment and Coal Production Form** (7000-2) for each operator of a mine in which an individual worked during any day of a calendar quarter.

# Filing Quarterly Mine Employment and Coal Production Report online

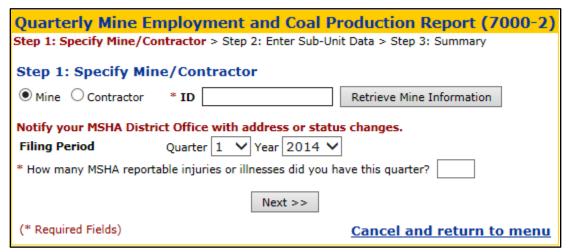
#### Log In

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





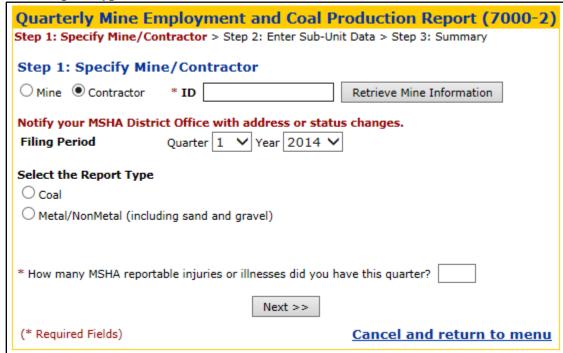
2. Enter Login Information (**Email Address** and **Password**), then click **Login** button. The following screen will display.



- 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)



- 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.

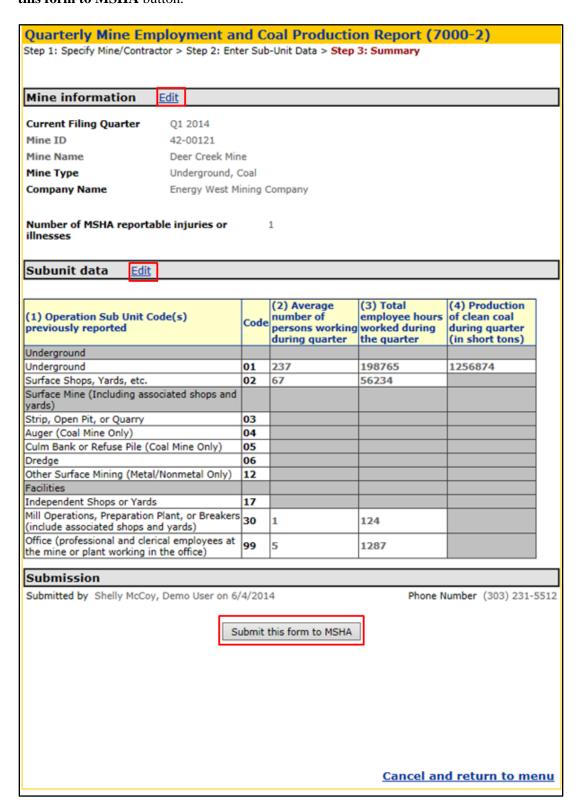


9. Enter information in open **Subunits** (fields not available will be **grayed out**).

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								
(1) Operation Sub Unit Code(s) previously reported	Code	(2) Average number of persons working		(3) Total employee hours		(4) Production of clean coal during quarter (in short tons)	ı r	
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 (include associated shops and yards)	30							
Office (professional and clerical employees at the mine or plant working in the office)	99							
<< Back Next >>								
(* Required Fields) <u>Cancel and return to menu</u>								

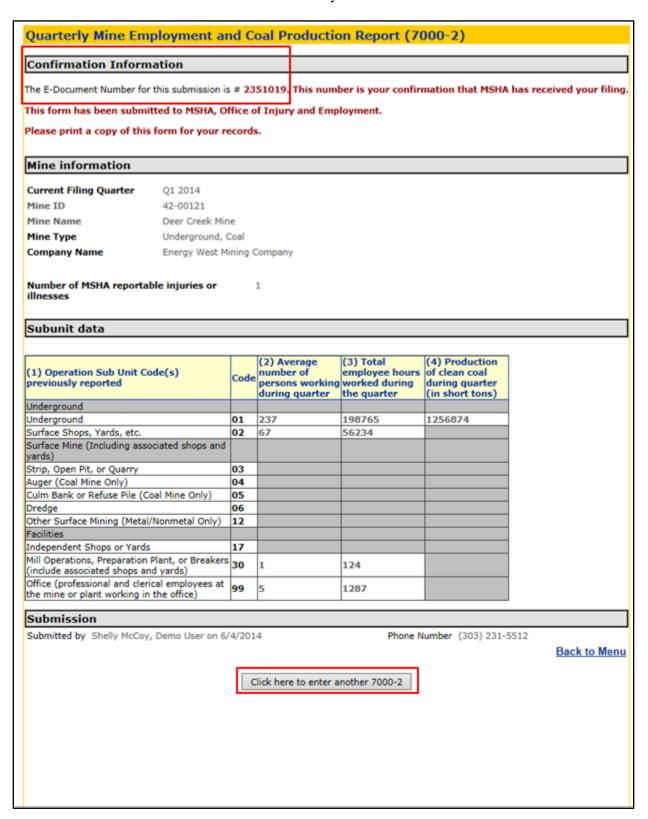


10. When done entering information, click **Next**. System will update and display information entered. If corrections needed prior to submitting, click on **Edit**, if no changes needed click the **Submit this form to MSHA** button.



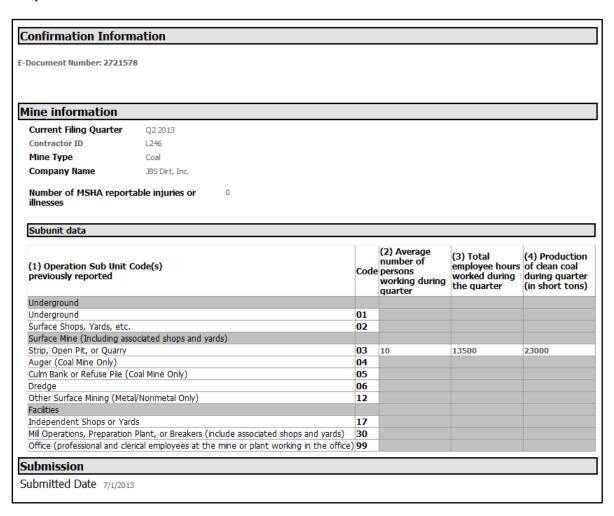


11. A confirmation screen similar to the one below will be displayed verifying the document has been submitted to MSHA and the *E-Document Number* for your submission.





- 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.



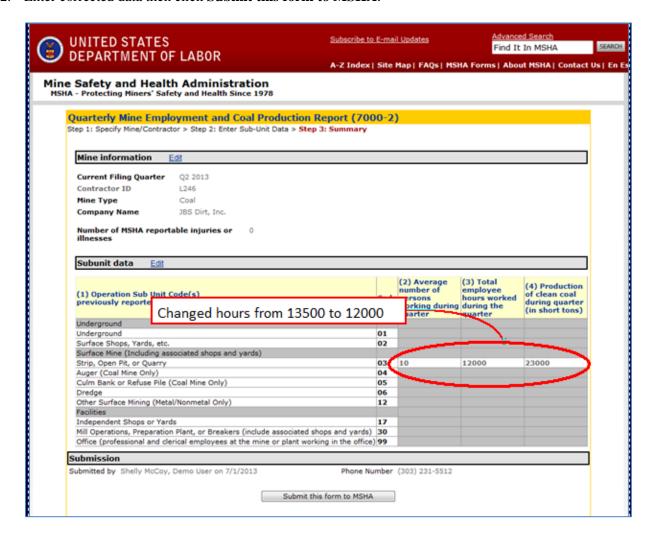
### Amend Form that has not been processed by MSHA

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.





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





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.