

## **WEST VIRGINIA OFFICE OF MINERS' HEALTH, SAFETY & TRAINING**

### **Instructions: CHECKLIST FOR INITIAL MAP AND SEMI-ANNUAL MAP SUBMITTALS**

#### Instructions for Engineers:

- 1) The attached checklist is to accompany all INITIAL MAPS and SEMI-ANNUAL MAPS submitted to this agency for review and archiving.
- 2) The checklist is intended as an aid to you and to the agency to ensure that in this age of layered computer drawings that all required map elements are present and accounted for. It is also intended to set some additional standards and clarify expectations of what the inspectors will be looking for in your maps.
- 3) The certifying engineer shall be responsible for the accuracy and completeness of this checklist, and shall acknowledge the same with his/her signature at the bottom.
- 4) Most of the checklist items are requirements whose wordings are taken verbatim from the regulations. A few, like item 28, are generally used in good practice but not universally so. Because of the various datums and coordinate systems in use today it is necessary to specify details concerning which system is used for your particular mine. It may be common knowledge to you, but perhaps not to the rest of the world now and forever.
- 5) Maps will not be accepted as complete until accompanied by a complete, signed, and dated checklist. If there are extenuating circumstances which render a particular item "not applicable" please provide justification on a separate sheet attached to the checklist.
- 6) One (1) current digital file on CD is required at the time of submission of the checklist and paper maps (preferably in .dwg format), unless the mine map was exclusively hand-drafted.

#### Instructions for Inspectors:

- 1) INITIAL MAPS or SEMI-ANNUAL MAPS may not be accepted without a current digital file (CD) and a completed checklist signed and dated by the certifying engineer.
- 2) Only one copy of the CD is needed. Please forward all CD's of INITIAL MAPS and SEMI-ANNUAL MAPS to the Oak Hill Office, attention Chief Engineer.

Paper maps or checklist copies of INITIAL MAPS and SEMI-ANNUAL MAPS do not need to be sent at this time.

- 3) In instances where a checklist item is deemed “not applicable” by the certifying engineer you may use your own discretion, consult with your Inspector at Large, or contact one of the engineers in Oak Hill.
- 4) Please verify each checklist item. When you are satisfied that the checklist is complete, please sign and date in the space provided at the bottom of the form and file the checklist with your map office copy.