

Interest

Prior to year/quarter 91/01, when payment was received during the three-day grace period after the due date, no interest was charged. When payment was received after the three day grace period, interest was charged.

Since year/quarter 91/01, interest is assessed from the delinquent date (the day after the due date). However, if the payment is received within 30 days after the due date, interest is not assessed.

The AMLFCS calculates interest from the postmark date through the last billing cycle. The "What If" program may be used to calculate current interest between billing cycles.

Use the following formula to calculate the interest due:

$$\text{Principal} \times \text{interest rate} \times \text{days}/365 = \text{interest due}$$

The **annual interest rate** assessed against unpaid fees is determined by the quarter it occurs in; it may range from 6 percent to 12 percent (see the table in Appendix 2 for interest and penalty rates).

Calculating Interest

Year/Quarter 77/4 to 90/4

The following example illustrates how interest was calculated prior to year/quarter 91/1.

Note: For these quarters interest is calculated through the 15th of the month only.

Example 1 Payment of reclamation fee of \$2000 for quarter 89/1 is received with a postmark of June 20. Since the due date for this quarter is April 30, the number of days are as follows:

28 days in May
(3 day grace period is from May 1 to May 3)
15 days in June (last bill date)
43 days of interest

Using the formula,

$$\$2000 \times .07 \times 43/365 = \underline{\$16.49 \text{ interest due}}$$

Year/Quarter 91/1 and forward

The following example shows how interest has been calculated since year/quarter 91/1.

Example 2 Payment of reclamation fee of \$2000 for quarter 91/1 is received with a postmark of June 20. The due date for this quarter is April 30 and the delinquent date is May 1. Interest is calculated from the delinquent date to the last bill date (June 15) prior to the payment.

31 days in May
15 days in June
46 days of interest

Using the formula,

$$\$2000 \times .08 \times 46/365 = \underline{\$20.16 \text{ interest due}}$$

When all required assessments have been calculated in non-judgment situations, the payment is applied in this order:

penalty
administrative costs
interest
reclamation fees

The two examples under "Payments" illustrate how to apply a single payment when it is delinquent and how to apply multiple delinquent payments. Both examples use the calculations appropriate for situations after year/quarter 91/01.

Also see: payments, penalty, administrative costs, Appendix 2 (interest and penalty calculation tables)

Interest Waiver Flag

0 or blank	Interest cost is charged
1	Interest will never be charged
2	Interest will not be charged unless a transaction is made to cause interest to calculate.
*	To remove interest cost waiver flag.

Also see: codes, judgment situations

Intra-Agency Transfers

Intra-agency transfers are used to debit and credit the accounts of Agencies and Divisions within a Department of the Government (for example, Civil Penalties and AML Fees are both part of the Office of Surface Mining, Department of Interior).

Intra-agency transfers occur frequently between the Division of Financial Management and Division of Debt Management for AML fees, audits and civil penalties deposited into the wrong lockbox (usually by the permittee/operator).

Mine permittee/operators should send their payments to the P.O. Box number (lockbox) at Mellon Bank corresponding to the type of payment they are making.

Division	Lockbox	Bank Account
DFM (AML Fees-AMLFCS)	360095M	910-9336
DFM (audits-AFBACS)	371794	911-1153
DDM (Civil Penalties)	360202M	910-9467

The Division of Financial Management prepares an abstract summarizing all the deposits and listing the total amounts deposited into each lockbox every day and assigns a deposit ticket number (DT) to each lockbox derived from the deposit date. The DT number, along with the lockbox account number, are the point of reference for fund transfers that "move" payments received in one lockbox account to a different account.

Also see: intra-agency transfers, fee payments, transfers

Judgment Situations

After pre-judgment assessments are decided, the post-judgment principal is determined by adding together: administrative costs, penalties, interest and reclamation fees.

The court determines the post-judgment interest rate charged against the post-judgment principal; court costs may be charged as well, 28 U.S.C. § 1961. Penalty and administrative costs cease accruing. Post-judgment interest is assessed on the number of days between the judgment date and the last bill cycle.

When reclamation fees remain unpaid for more than a year following the judgment date, additional assessments must be calculated on the judgment anniversary. Any outstanding post-judgment interest is rolled into the post-judgment principal, and the post-judgment interest rate is again assessed against this amount. In other words, post-judgment interest begins compounding yearly on the anniversary date of the judgment.

In some cases, it may be necessary to perform calculations through several anniversary dates. When this occurs, the post-judgment interest is rolled into the post-judgment principal, and post-judgment interest is again assessed on each anniversary date following the judgment date.

When a payment is received after the judgment date and after one or more anniversary dates, the assessment is based on 365 days from the judgment date to the first anniversary date; 365 days from the first anniversary date to the second; and so on, until the postmark is reached. The final assessment for that payment is made based on the number of days between the previous anniversary date and the last bill date.

In some judgment situations, the payment is received after one or more judgment anniversaries have passed. When this occurs, pre-judgment assessments are calculated as before, and post-judgment interest is assessed. However, the post-judgment interest must be rolled into the judgment principal on each anniversary date. Post-judgment interest is assessed on the new principal amount.

Also see: codes, interest, penalty, administrative fee

Log On Procedures

Note: When the instructions tell you to press the [enter] key, you may have to press the [return] or [+] key on your PC keyboard instead.

Your keystrokes are in bold print.

Press **[Caps Lock]**

C:FEES [enter]

The computer will respond with a series of lines containing information about your Geonet (telephone) hook up.

A series of messages will scroll on your screen. Do not enter anything until the computer tells you to log on and the colon prompt (:) appears.

:HELLO *username*.AML;TERM=24 [enter]

Use the user name and passwords sent to you by the Security Officer at DFM. The passwords you type in will not appear on your screen for security reasons.

**ENTER ACCOUNT (AML) PASSWORD:
ENTER USER PASSWORD:**

After entering the account password and your personal password, the screen will scroll through information about this system.

Notice at the end of these messages, the program presents you with several options:

**MINEDETAIL, MINESUM, HISTORY, WHATIF, MSHAINQ, HELP,
SIGNOFF, OR //.**

To order the report you want, type in its name. For example,

MINEDETAIL [enter] [enter]

Choose whether you want to print the report or scroll through it on the screen. Enter **SCREEN** to display on screen only or **NORMAL** for a printed copy

Note: If you choose **SCREEN**, you must press [enter] after each display page. However, if you choose **NORMAL**, the information will scroll past very quickly on the screen and you must review it from the printed copy. (See "Printing" to initialize printer.)

Follow the directions on your screen and enter the data in the format requested.

Once you have entered one mine ID, continue by performing one of the following:

enter another mine ID number

type **'END'** to run your report

type **'DONE'** to exit from the system.

Also see: signoff, reports - online, mine detail report, printing.

Mine Detail Report

Refer to the example of a Mine Detail below when reading the subsequent pages describing it. The report you see will not have lines dividing the sections.

Use this report to research any questions you might have on a particular mine ID.

PROGRAM: LF7612 OFFICE OF SURFACE MINING REPORT NO: LF761280
RUN DATE: 09/23/91 MINE DETAIL INQUIRY PAGE: 1

MINE 0200533 SEQ 01 TYPE S ENTITY 084730 RUN: 09/23/91
INQUIRY FOR 8901 THRU 8901
LATEST ACTIVITY 08/09/91

WARNING SIMILAR MINE IDS ALSO EXIST FOR THIS MINE NUMBER
020053302S

FCO: 501 MC: 2 STATUS: A SRC: 10 RESP: R FIELD: 10 AREA: 00
INDIAN LAND/TRIBE: 01/01 STATE FIPS: 04 COUNTY FIPS: 017 CONGR DIST: 004

MINE NAME: BLACK MESA STRIP - NAVAJO SHARE
PERMIT NO: CREATE DATE: 02/22/78
NEAREST TOWN: KAYENTA

CONTACT PERSON: R A ARMSTRONG PH: 602 774-5253
OPERATOR NAME: PEABODY COAL CO
ADDR: 1300 S YALE
FLAGSTAFF AZ 86001
602-774-5253

PERMITTEE NAME: PEABODY COAL CO
ADDR: 1300 S YALE
FLAGSTAFF AZ 86001

INVENTORY 09/77: ANN PROD RATE: 1,191,881.00
LAST AUDIT DATE: 02/23/83 AUDIT STATUS: # AUDITS TO DATE: 002

MINE 0200533 SEQ 01 TYPE S ENTITY 084730 RUN: 09/23/91
QUARTER 8901 STATUS A SRC 10 RESP R

DOC. NUMBER	BATCH NUM	A M O U N T	CHECK NO.	CK DATE	PM DATE	TR
DT 89050102	5/01/89	380,825.26	WT000010	5/01/89	5/01/89	31
RATE 0.3500	TONNAGE:	1,114,042.23	NPC: 00	NOTARIZED Y	OSM-1 SIGNED Y	
ACT. DATE 08/04/90	TOT MOIST	0.130700	INH MOIST	0.107400	EXC MOIST	0.023300
DT 38999940	11/28/89	0.00	00000000	0/00/00	11/07/89	31
RATE 0.3500	TONNAGE:	0.00	NPC: 01	NOTARIZED N	OSM-1 SIGNED 0	
ACT. DATE 08/04/90	TOT MOIST	0.000000	INH MOIST	0.000000	EXC MOIST	0.000000

RS RS-1111 A40D138 500.00 RC 00

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

MANUAL TERMINATIONS

AUTOMATIC TERMINATIONS

FT	11/07/89	4.51	TWC	13	FT	0.00	TWC	00	
IT	11/07/89	0.14	TWC	13	IT	0.00	TWC	00	
PT	11/07/89	0.12	TWC	13	PT	0.00	TWC	00	
AT	11/07/89	38.00	TWC	13	AT	0.00	TWC	00	
TOTAL TERM MAN					42.77		TOTAL TERM AUT		0.00
					TOTAL TERM		42.77		

12.

PC					0.12			
IC					0.14			

13.

TOTAL TONS	1,114,042.23	CALC FEE	\$380,829.77	TOT TRM	\$42.77
RED TONS	1,088,085.05	FEE PAID	\$380,825.26	FEE DUE	\$0.00
TON DIFF	25,957.18	INT PAID	\$0.00	INT DUE	\$0.00
REF DUE	\$0.00	ADM PAID	\$0.00	ADM DUE	\$0.00
REF PAID	\$0.00	PEN PAID	\$0.00	PEN DUE	\$0.00
UNC REF	\$0.00	PJG PAID	\$0.00	PJG DUE	\$0.00
		CRT PAID	\$0.00	CRT DUE	\$0.00

14.

15.

REF DUE < \$75 \$0.00 TOT PAID \$380,825.26 TOT DUE \$0.00

--- BILLING DATA ---
 CURR STATUS 10 CURR DATE 1/21/91 PRIOR STATUS 8 PRIOR DATE 11/28/89
 FIRST BILL DATE 5/17/89 THIRD DEMAND DATE 0/00/00
 JUDGMNT DT 0/00/00 JUDGEMENT RATE % PER YEAR
 SETLMNT DT 0/00/00 PEN WAV FLG 0 ADM WAV FLAG 0 INT WAV FLAG/DATE 0 00/00/00

16.

Section 1

Identifies the report by number and date.
 program - this report number
 run date - date of this report

Section 2

MINE - See 'MSHA ID' for more information on mine ID numbers including sequence and type.

ENTITY - Registration number managed and controlled by the AVS Office to ensure that each company and individual is uniquely identified.

RUN - Date the of this report.

INQUIRY FOR - The quarters requested for the mine detail. If more than one quarter is requested, the range of quarters will appear here.

LATEST ACTIVITY date - Last time the constant information for this mine was changed. This date will show August 8, 1990, if the information was transferred from the Burroughs computer system to the HP computer.

Section 3

FCO - Fee Compliance Officer - The credential identification number of the auditor.

MC - Mail Code - determines where OSM-1 forms are mailed. See "Codes."

STATUS - The current status of the mine ID. Used in conjunction with the SRC listed below. See "Codes".

SRC - Status Reason Code - The status reason code is used in accordance with the status to display the reason a mine carries a particular status. See "Mine Status Reason Codes."

RESP - Response Code - Not valid.

FIELD - Field Office - Code used to identify the geographic field office where the mine is located. See "Field Office."

AREA - Area Office - Code used to identify the geographic area office where the mine is located. The area office is based on county and state. See "DCM Audit Offices."

INDIAN LAND/TRIBE - If the mine is located on Indian Land, the tribal indicator is listed here.

01	Navajo	17	Laguna
02	Southern Ute	20	Hopi
03	Ute Mountain	21	Assiniboine
04	Crow	22	Northern Arapaho
06	Blackfeet	23	Chippewa Cree
08	Northern Cheyenne	24	Apache
11	Cheyenne River	25	Zuni
12	Uintah and Ouray	26	Devil's Lake Sioux
14	Mescalero	29	Ogala Sioux
15	Jicarillo	30	Turtle Mountain
16	Puertocito	31	Shoshone

STATE FIPS - Used to identify the state where the mine is located. See "FIPS Codes."

COUNTY FIPS - Used to identify the county where the mine is located. Each state has its own coding system.

CONGR DIST - Congressional District - Numeric code assigned to congressional districts where a mine is located. This is an optional field and is currently not used.

Section 4

MINE NAME - The name the mine is operating under.

PERMIT NO - The permit number under which the mine operates. The permit number is assigned by the regulating agency, usually the state.

CREATE DATE - Date in which the mine was created in the AMLFCS.

NEAREST TOWN - Town geographically closest to the mine location.

Section 5

CONTACT PERSON - Person to contact in case of any questions. Telephone number should include area code.

Section 6

OPERATOR NAME, ADDR - The name and address of the company operating the coal mine. May also include the phone number.

Section 7

PERMITTEE NAME, ADDR - The name and address of the company/person who obtained the permit. May also contain the phone number.

Section 8

INVENTORY 09/77 - Coal inventory on hand as of 9/30/77. No reclamation fees are due for this tonnage.

ANN PROD RATE - Annual Production Rate - Calendar year to date production reported to MSHA (Mine Safety and Health Administration). This is used for comparison purposes to help OSM ensure that proper tonnage is reported.

LAST AUDIT DATE - The end date of the last quarter that has been audited by DCM (Division of Compliance Management).

AUDIT STATUS - Indicates any reason for an audit waiver. See "Codes."

AUDITS TO DATE - The number of audits this mine has received.

Section 9

MINE, SEQ, TYPE, ENTITY, RUN - Contains the same information listed in Section 2 above.

QUARTER - The quarter for information listed just below on the mine detail. If only one quarter is requested on the detail report this will be the same as the from/to listed in Section 2.

STATUS - The status of the quarter. Each quarter may have a different status, and may not be the same as the current mine status. The current status of the mine is listed in Section 3 above.

SRC - Status Reason Code - The status reason code for each quarter may be different and may not be the current status reason code for the mine (see Mine Status Reason Codes). The current status reason code of the mine is listed in Section 3 above.

RESP - Response Indicator - This field indicates whether the mine has reported to OSM.

Section 10

DOC. NUMBER - Document Number - The document number of the transaction listed. A DT is a deposit ticket. A DV is a debit voucher that reduces the referenced deposit ticket, usually a bounced check, refund, etc.

BATCH NUM - The batch number of the last transaction listed. This number is used to find hard copy documentation. If a batch number is not available, the deposit ticket date is listed in this field.

AMOUNT - The dollar amount of the check received.

CHECK NO. - The check number of the check received.

DB in the first two digits or the last two digits of the check number field indicates a Dunn and Bradstreet check.

* in this field means that the check used to have a "DB" in the check number field, but that we didn't want the termination.

MB in the check number field simply means that the cash was received by Mellon Bank. The MB is not used any longer.

If the check number field contains an alpha series A, B, C, etc. it means that OSM received one check with the base check number (for example, the number without the alpha character) but for data input purposes was required to split the check.

WT in the check number field indicates that the payment was made by wire transfer directly to Treasury and a physical check was not received.

CK DATE - Check Date - The date shown on the check.

PM DATE - Postmark Date - The date the envelope was postmarked (or stamped if the check happened to be received in-house). Interest and penalty are charged from this date.

TR (transaction) - These codes detail which type of entry screen was used to enter the transaction. See Mine History below for a listing of the Transaction Codes.

RATE - The rate on which the tonnage is paid.

TONNAGE - The total tonnage reported on the OSM-1. Total tonnage can be reduced by moisture shown in Section 12 below.

NPC - Non-Pay Code - Reason for non-payment of the OSM-1 fees. See Appendix 3 for listing.

NOTARIZED - Indicates whether or not the OSM-1 form was properly notarized.

OSM-1 SIGNED - Indicates whether or not the OSM-1 form was signed.

ACT. DATE - Activity Date - Date of last change to this line item in the detail record. A date of 08/04/90 is placed here if the information has not changed since conversion to the AMLFCS.

TOT MOIST - Total Moisture - The total moisture percentage in the coal reported in the OSM-1. Used in the calculation of the excess moisture and the reduced tonnage.

INH MOIST - Inherent Moisture - Inherent moisture in the coal reported in the OSM-1. Used in the calculation of the Excess Moisture and the Reduced Tonnage.

EXC MOIST - Excess Moisture - Total moisture less inherent moisture. This percentage is used to reduce the number of tons the reclamation fees are paid on. This percentage is calculated by the computer.

Section 11

This section is only apparent if refunds or unclaimed refunds have been paid. An unclaimed refund is a valid, documented refund that would be issued to the permittee/operator if contact could be made. An unclaimed refund may also be a refund generated by systematic recalculations that are invalid and will not be paid.

RS - Refund Schedule - The refund schedule number provided by DFM when the refund is paid.

DATE - The date of the refund payment.

AMOUNT - The amount of the refund paid.

RC - Refund Code - The reason for the refund issuance (or unclaimed refund). See codes in "Refund Policy."

Section 12

This section is only apparent if terminations of debt have been made on a mine for the year quarter in question. If no terminations have been entered, this section is not printed on the mine detail report.

MANUAL TERMINATIONS - The amount of terminated debt, by line item, for this year quarter. Manual terminations are entered from coding sheets submitted by DDM (Division of Debt Management). See "Termination Codes".

AUTOMATIC TERMINATIONS - Automatic terminations are systematic terminations because cost would exceed recovery on this debt or because of a systematic recalculation problem that created debt. See "Termination Codes".

TOTAL TERM - Total terminations, both manual and automatic, for the year quarter.

Section 13

PC - Penalty Calculated - Mimics interest calculation.

IC - Interest Calculated - Interest calculated through the latest bill date or the latest bill debt prior to the debt removal either through debt payment or termination. Interest calculations tables are in Appendix 2.

Section 14

TOTAL TONS - The total tons reported for this year/quarter. Accumulation of all the line items listed above.

RED TONS - Reduced Tons - Accumulation of each line item of tons multiplied by the excess moisture for that line item. Number of tons for which reclamation fees are calculated.

TON DIFF - Tonnage Difference - Difference between total tons and reduced tons. Number of reported tons for which reclamation fees are not calculated.

REF DUE - Any cash collection in excess of the total reclamation fees and applicable charges, less terminations.

REF PAID - Refund Paid - The dollar accumulations of the refunds paid on this year quarter. The detail is listed above in section 12 if the amount is greater than zero.

UNC REF PAID - Unclaimed Refund Paid - Accumulation of the unclaimed refunds for this year quarter. The detail is listed above in section 12 if the amount is greater than zero.

REF DUE < \$75 - Refunds Due of Less than \$75.00 - Automatic write-off of refunds due under \$75.00. This refund will be researched and issued at the permittee/operator's request.

Section 15

CALC FEE - Calculated Fees - Reduced tonnage multiplied by the rate. Calculated for each line item if moisture and/or rates are different.

FEE PAID - Amount of reclamation fees paid.

INT PAID - Interest paid.

ADM PAID - Administrative costs paid.

PEN PAID - Penalty paid.

PJG Paid - Post-judgement interest paid.

CRT PAID - Court costs paid.

TOT PAID - Total amount paid toward total debt. Total amount paid plus refunds due and refunds paid should add to the total amounts paid detailed in the line items in section 10.

TOT TRM - Total Terminations - The same figure listed in section 11.

FEE DUE - Amount of reclamation fees still outstanding and due.

INT DUE - Amount of interest due.

ADM DUE - Amount of administrative costs due.

PEN DUE - Amount of penalty due.

PJG DUE - Amount of post-judgement interest due.

CRT DUE - Amount of court costs due.

TOT DUE - An accumulation of all the amount due. This does not include total terminations.

Section 16

CURR STATUS - Current debt collection status of the year quarter. See "Bill Status Codes."

CURR DATE - The date this mine transferred to the current status. If this date is blank, the mine has never been billed.

PRIOR STATUS - The immediately prior debt collection status of the year quarter.

PRIOR DATE - The date the year quarter transferred to the prior debt collection status.

FIRST BILL DATE - The first time this year quarter was issued a bill. If this field contains zeros, a bill has not been issued for this year quarter. See "Bill for Collection."

THIRD DEMAND DATE - The date the third demand letter and bill were sent for this billing cycle. The mine detail does not show the first and second demand dates.

JUDGMNT DT - Judgement Date - The date a judgement was set for this year quarter. Post-judgement interest will begin to accrue from this date and regular interest, penalties, and administrative charges will cease. See "Judgement Situations."

JUDGEMENT RATE - The rate of interest charged from the judgement date.

SETLMNT DT - Settlement Date - Date a payment agreement was reached with the permittee/operator.

PEN WAV FLG - Penalty Waiver Flag - A flag to stop penalties from accruing. See "Waiver (interest, penalty, admin. costs)."

ADM WAV FLAG - Administrative Costs Waiver Flag - A flag to stop administrative charges from accruing. See "Waiver (interest, penalty, admin. costs)."

INT WAV FLAG/DATE - Interest Waiver Flag and Date - A flag to stop interest from accruing beginning with the waiver date. See "Waiver (interest, penalty, admin. costs)."

Also see: reports, codes, bill status codes, interest waiver flag, Applicant Violator System, form letters, penalty waiver flag, waiver (interest, penalty, admin. cost), termination codes, mine status reason codes.

Mine Status Reason Codes

I-00 Original status (prior to existence)

Inactive

- I-01* Seasonal operation
- I-02 Closed by owner
- I-04 Changed owner
- I-05 Production reported under another mine
- I-06 Permanently abandoned
- I-07* Production not begun
- I-08 No production for 8 quarters, not used after 6/90.

*I-01 and I-07 will no longer be used. Permittee/operators will report zero production during these periods.

Active

- A-10 Activated from MSHA file. (Not used after 6/90, quarter 90-2.
- A-11 Mine began reporting (with or without production)
- A-12 Reactivate request by Fee Compliance Officer.
- A-13 Reactivate request by permittee/operator

Exempt

- E-21 Coal used by landowner
- E-22 Mine is two acres or less
- E-23 Operation is incidental part of Federal, State or local government
- E-24 Extraction is incidental to extraction of other minerals where coal does not exceed 16 2/3 percent of mineral tonnage removed for commercial use or sale.

Non-Mine Facility

- N-31 Processing plant
- N-32 Tipple processing plant
- N-33 Loading facility
- N-34 Experimental (research) operation
- N-35 Repair shop
- N-36 Pipeline

Also see: penalty waiver flag, waiver (interest, penalty, admin. cost), interest waiver flag, termination codes, bill status codes, FIPS codes.

MSHA ID (Mine ID)

When MSHA issues a mine ID number, the first two digits of the number identify the state in which the coal mine is located. By assigning the appropriate 2-digit state designator to the mine ID, the state in which the mining occurred will receive credit for the coal produced.

Account Number

In AMLFCS, the MSHA ID becomes the account number of a mine. The sequence number and mine type (attached to the end of the MSHA ID number) further define a particular mine.

Sequence Number

The sequence number is increased by one digit when there is a change in permittee/operator with no change in MSHA mine ID or when two or more parties are reporting for the same MSHA mine ID.

Mine Type

The mine type may be surface (S), underground (U) or lignite (L).

Also see: "dummy" mine ID, suspense accounts, permit number, entity number

MSHA Tapes

OSM receives two tapes from MSHA each quarter. One tape updates the MSHA database and the other tape is used to verify the receipt of new mine data from AVSO.

- (1) The first MSHA tape updates only the MSHA database containing MSHA information on mine name, responsible party names and addresses, when a mine was added, and changes in permittee/operators (history). This database is available to all users through the menu option MSHAINQ and is primarily used by auditors and the Division of Debt Management for research purposes. The data is also transmitted to AVSO, but it does not update the AMLFCS data.
- (2) The second tape is the address tape containing tonnage information by mine ID, year/quarter. MSHA does not utilize a sequence number; therefore, tonnage in AML mine IDs with multiple sequences are added together and compared to the MSHA ID tonnage data. The Hewlett-Packard computer produces a report comparing AML and MSHA tonnage for each MSHA ID, year/quarter, year-to-date. For example, if we are in the third quarter, the report will show tonnage for the first and second quarters of the current year. This report is used for audit targeting.

Until June of 1990, the address tape was used to electronically add new mines to the AML system. Since then, the AMLFCS has been generating a report instead of electronically adding the mines to the system. Using this report, the Branch of AML Fee Collection verifies that new-mine data is received from AVSO.

Also see: Applicant Violator System, Applicant Violator System tape

Non-Respondent

Non-respondents are permittee/operators who were sent an OSM-1 but did not respond by completing it and returning it to DFM before the late date (30 days after the due date).

DFM will provide DDM with a listing of all non-respondents within 25 days after the quarterly late date.

DDM will attempt to resolve current non-respondents within 30 calendar days of receipt of the report by requesting that the permittee/operator submit the OSM-1 form. DDM will request that the permittee send a copy of the most recent Federal or State inspection report indicating the status of the site.

Non-respondents for whom DDM is unable to obtain an OSM-1 form or inspection report will be referred to the FOD by DDM for assistance in determining the status of the permit.

The FOD will determine if the permittee/operator address and the status of the site are correct. If the mine is active, the FOD will notify DDM who will again request an OSM-1 form from the permittee/operator. If the permittee/operator does not respond, DFM will refer the permittee/operator to:

AVSO for blocking,
DCM for auditing and
the FOD for appropriate enforcement action.

See the form letter for non-respondents on the next page.

Also see: payments, non-respondent letter

Non-Respondent Letter



United States Department of the Interior
OFFICE OF SURFACE MINING
Reclamation and Enforcement
WASHINGTON, D.C. 20240



Dear Operator:

According to our records, we have not received your Coal Production and Reclamation Fee Report (Form OSM-1) for the above Mine ID and calendar year quarter.

Section 402 of the Surface Mining Control and Reclamation Act (SMCRA), together with 30 CFR Section 870.15 (Abandoned Mine Land Reclamation Fund-Fee Collection and Coal Production Reporting Regulations), require all operators who receive a Form OSM-1, including those operators with zero production, to submit a completed Form OSM-1, along with the fee payment due, no later than 30 days following the end of each calendar quarter. As part of the reporting and payment requirements of SMCRA, the Office of Surface Mining Reclamation and Enforcement (OSM) takes actions against non-compliant operators. These actions include:

- o blocking Federal coal purchase contracts;
- o providing non-compliant operator information to States for purposes of permit blocking;
- o referring information on debtors to credit bureaus, the Internal Revenue Service and the Small Business Administration;
- o issuing a Notice of Violation and Cessation Order to active non-compliant operations.

Operators who have not filed for bankruptcy are required to submit a form OSM-1 along with the applicable fee payment within 30 days of the date of this letter or be subject to appropriate enforcement actions.

Special rules apply to operators who have filed for bankruptcy as follows:

- o The form OSM-1 must be filed regardless of whether the fee liability arose from a pre-petition or post-petition transaction.
- o Pre-petition fee liability should not be paid to OSM.
- o Post-petition fee liability is due and payable. Failure to submit the proper form and payment within 30 days will subject post-petition operators to appropriate enforcement actions.

Please send the completed forms and fee payment to:

Office of Surface Mining
P.O. Box 360095M
Pittsburgh, PA 15251

Should your records indicate a form is not due, or it has already been filed, please advise us at the above address.

If you have any questions, please contact a collections specialist on (202) 208-3603.

On approximately the 22nd day of the third month in each quarter, the AMLFCS prints constant data for each active mine ID on the OSM-1, Coal Production and Reclamation Fee Report (see example on the next page), and mails it to the appropriate permittee/operator.

Since a separate obligation to pay the reclamation fee arises every quarter under SMCRA, 30 U.S.C. Section 1232(b), 30 C.F.R. Section 870.15(a), a separate and distinct debt is created at each operation for each quarter. Therefore, the calendar quarter and year must be identified for every report. Data is stored in the AMLFCS by MSHA number and year/quarter and in the permit data base by permit number/MSHA link.

Permittee/operator must return the OSM-1 reporting tonnage. If the mine is in temporary cessation, the permittee/operator reports zero tonnage. Completed OSM-1 forms must be returned by mail to the AMLFCS lockbox and postmarked by the 30th of the month following the end of the calendar quarter.

Certification

The OSM-1 must be signed or the form will be returned to the permittee/operator and any remittance put into a suspense account.

Notarization

Section 402(c) of SMCRA requires the OSM-1 to be notarized.

Incomplete OSM-1

When an OSM-1 is incomplete, the accounting technician responsible for that account sends a form letter and the OSM-1 to the permittee/operator requesting the missing information. (See OSM-1 form letter.) If full cooperation is not obtained after these initial attempts, a Notice of Violation may be issued for violation of 30 CFR 870.15 (b)-(c), among other sanctions.

Amended OSM-1

When an permittee/operator submits an amended OSM-1 that either increases or reduces the quarterly production tonnages, the fees due are recalculated by the AMLFCS. The system also recalculates the interest, penalty, and administrative costs based on the reduced or increased tonnage.

See also: MSHA number, permit number, fee computation, fee payments, payments, non-respondents.

OSM-1 (example)

Approved by OMS No. 1028-0083 Expires 3/31/91

U.S. DEPARTMENT OF THE INTERIOR
Office of Surface Mining
COAL PRODUCTION AND RECLAMATION FEE REPORT

1. Calendar Quarter Ending
 March 31 June 30
 September 30 December 31 1993

011022

READ INSTRUCTIONS BEFORE COMPLETING THIS FORM
If preprinted information is incorrect or missing make corrections or additions in item 16 only. Do not write in items 3-12.

2. Mark "X" in the box if first report 3a. State Permit Number 1101130 4. Mine ID Number 4406463 01 S
 3b. Expiration Date 000000
 5. Name of Operator (OPR) 4406463 00 6. Name of Permittee L & J COAL CO.
 G. RANDAL LONGWORTH
 Mailing Address PO BOX 2770 Mailing Address PO BOX 2770
 City WISE State VA Zip Code 24293 City WISE State VA Zip Code 24293

LOCATION OF MINE

7. Name of Mine BARTLICK 8. County 027 BUCHANAN 9. State 51 VA 10. Nearest Town GRUNDY
 11. Name of Contact Person Telephone Number 12. Indian Reservation
 G. RANDAL LONGWORTH 606 754-7000

RECEIVED
 FEDERAL BUREAU OF INVESTIGATION
 DEPARTMENT OF JUSTICE
 FEB 11 1993

13. PRODUCTION AND FEE COMPUTATION

Coal (a)	Mining Method (b)	Number of Tons Subject to the fee		Fee Per Ton		Dollars	Cents (g)
		Gross (c)	Reduced (d)	Standard (e)	Percentage (f)		
Anthracite, Bituminous, or Subbituminous	Surface	0		35 cents or	cents = \$		0-
	Underground			15 cents or	cents = \$		
Lignite				10 cents or	cents = \$		

Total fee to be paid no later than thirty (30) days after the end of the Calendar Quarter \$ -0-

14. EXCESS MOISTURE WEIGHT REDUCTIONS (if taken)		15. OSM Use Only				
(a) Total Moisture %		D.T. No.	Date			
(b) Inherent Moisture %		Action	F	Transaction	Account	Object
(c) Excess Moisture %		Partial Pay	FOB/Cash			
(d) Gross Tonnage Subject to Fee (from 13(c))		Gov't Code	FLD-OFF 03			
(e) Tonnage Reduction for Excess Moisture		Receipt Code	AREA OFF 00			

16. Corrections or additions (Identify by item Number, attach sheet if more space is needed).

17. CERTIFICATION

(a) I HEREBY CERTIFY that the statements made herein are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

(b) Name of reporting person, corporate officer, agent or director, on behalf of the operator, or the operator (print in ink or type).

(c) Signature H.R. Longworth Date 2/8/91

(d) Subscribed and Sworn to Me this 13th Day of Feb. 1991 in the presence of
Richard Ridge
 NOTARY PUBLIC
 My Commission Expires 10/93 03/31

Title 30 U.S.C. Section 1233 provides that any person, corporate officer, agent or director, on behalf of a coal mine operator who knowingly makes any false statement, representation or certification, or knowingly fails to make any statement, representation or certification required in this section shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than one year or both.

OSM-1 form letter
(for incomplete OSM-1s)

page 1



United States Department of the Interior

OFFICE OF SURFACE MINING
Reclamation and Enforcement
P.O. Box 25065
Denver Federal Center
Denver, Colorado 80225



[] _____] Date _____

[] _____]

The attached OSM-1, Coal Production and Reclamation Fee Report for mine ID number _____, year/quarter _____, is returned to you for the reason indicated below. Please return a copy of this form to us with the completed OSM-1 or other action required by _____.

- 1. Incomplete calendar quarter/year.
- 3a. Incomplete state permit number.
- 3b. Incomplete expiration date.
- 4. Incomplete mine ID number.
- 5. Incomplete name and address of operator.
- 6. Incomplete name and address of permittee.
- 7. Incomplete name of mine.
- 8. Incomplete county.
- 9. Incomplete state.
- 10. Incomplete nearest town.
- 11. Incomplete name or telephone number of contact person.
- 12. Incomplete Indian Reservation and/or Tribe.
- 13g. Incorrect calculation of payment.
Correct amount is:

\$ _____ (_____ tons/reduced tons x _____ fee).

- Please notify this office if you want your overpayment applied to the next quarter.
- Please remit the underpayment and a copy of this letter to:
(over)

OFFICE OF SURFACE MINING
P.O. BOX 360095 M
PITTSBURGH, PA 15251

14. Incorrect excess moisture weight reduction calculation.
Corrected reduction is:

Total moisture _____
Inherent moisture _____
Excess moisture _____

- 17c. Signature and date.
 17d. Notarization (as required by Public Law 9587).

Comments:

Status: Please mark the appropriate box.

- Mining not started (OSM-1 showing zero production must be submitted by operator).
 Coal production at this mine has been temporarily halted (OSM-1 showing zero production must be submitted by operator).
 Coal production at this mine has been completed - in reclamation (submit a copy of the final inspection report).
 All stockpiles have been sold.
 Stockpiles are still being sold.
 Title and/or reporting responsibilities have been transferred to:

If you have any questions or need assistance please call me at 303-236-0368. Thank you for your prompt attention to this matter.

Accounting Technician

**OSM-AMLFCS-1
OSM-AMLFCS-2
Coding Sheets**

AML Fee Collection System data input forms, commonly referred to as coding sheets, are prepared by Solicitors, the Division of Debt Management, the Division of Compliance Management and the Applicant Violator System Office to make

- bill payment/account status changes
- payment distribution/terminations
- tonnage/money transfers
- constant mine information changes
- mine status changes
- tonnage corrections or amendments
- mine additions or inactivations

A brief explanation of the functions of each coding sheet is found under Coding Sheets.

Also see: Coding sheets, coding sheet authority, waivers.

Payments

When a payment must be applied to an account with interest, penalty and/or administrative charges the computation can get complex.

Example 1 - Applying a single payment

A payment of \$1500 is received with a September 3, 1991 postmark for quarter 91/2. The payment must be applied to a reclamation fee of \$1421.35. However, before the payment can be applied to the reclamation fee, it must first pay for any penalty, administrative costs and/or interest that have been incurred.

The following table shows the sequence of events for a quarter. Notice where the postmark date of the payment fits into this sequence.

Quarter 91/2 (the second quarter of 1991)	April May June	
payment due date	July 30	
payment late date (delinquent date)	July 31	1 day in July <u>31 days in August</u> 32 days of interest due
first bill cycle	August 15	
interest late date ¹	August 30	
postmark date of payment	September 3	
admin fee due	September 15	
second bill cycle		
admin fee due	September 30	
third bill date		
penalty late date ¹	October 29	

¹ If payment is not made before the **late date**, interest and penalty accrue back to the payment late date.

Is interest due?

Tonnage was reported July 30, but the first payment was made September 3. The payment was due July 30 when the tonnage was reported, and the last bill sent between the due date and the payment postmark date was the August 15 bill cycle. The system recalculates interest on the 15 and the last day of the month. Therefore, interest is due for every day between the late date (July 31) and the last bill cycle (August 31).

Note: If the payment had been made before the interest threshold date (August 30), all interest would have been waived. For this reason, the first bill sent does not charge interest, only the reclamation fee.

Apply the interest formula:

$$\$1421.35 \times .08 \times 32/365 = \$9.97 \text{ interest due}$$

Notice 8 percent interest was charged for this quarter. See Appendix 2 for the interest for other quarters.

Is a penalty due?

In this case, the fee was paid before the penalty threshold date so no penalty is charged. If the payment had been made on November 3rd, the penalty would have been calculated from the late date (July 31) through the last bill cycle (October 31) at the rate of 6 percent per year.

Are administrative costs due?

The sample mine was not in judgment, therefore, no court costs or post-judgment interest assessments were due. In addition, no penalties or administrative costs were assessed. Therefore, the payment of \$1500 is applied first to the interest due and then to the calculated fees.

payment	\$1500.00	
interest due		9.97
reclamation fee		1421.35
overpayment	\$ 68.68	

The interest and calculated fees for this quarter are now paid. The refund is automatically reclassified in "unclaimed refunds" unless payment is requested by the payer.

Example 2 - Applying multiple payments

In this example, two payments are received for quarter 91/2 calculated fees of \$1896.50.

Payment 1 - postmarked November 3, 1991, was for \$300.00.

Payment 2 - postmarked January 18, 1992, was for \$2000.00.

The following procedures show how to apply these payments. The main point to remember is that the first check must be applied first. That is, take one payment at a time using the same procedures outlined when there was only one payment.

Quarter 91/2 (the second quarter of 1991)	April May June	
payment due date	July 30	Number of days
late date (delinquent date)	July 31	first payment
first bill cycle	August 15	1 day-July
interest threshold ¹ date	August 30	31 days-August
second bill cycle	September 15	30 days-September
third bill cycle	September 30	31 days-October
bill cycle	October 15	93 days of interest
penalty threshold ¹ date	October 29	
bill cycle	October 31	second payment
postmark date of 1st payment	November 3	30 days-November
postmark date of 2nd payment	January 18	31 days-December
		15 days-January
		76 days-interest
The interest and penalty continue to recalculate on the 15th and the last day of each month.		

¹ If payment is not made before the threshold date, interest, penalty or administrative costs begin to accrue.

Applying the first payment . . .

Is interest due?

Tonnage was reported July 30, but the first payment was made November 3. The payment due date was July 30, and the last bill cycle between the due date and the payment postmark was October 31st. Therefore, interest is assessed between the late date (July 31) and the last bill cycle (October 31). There are 76 days of interest due.

Apply the interest formula:

$$\$1896.50 \times .08 \times 93/365 = \$38.66 \text{ interest due}$$

Notice 8 percent interest was charged for this quarter. See Appendix 2 for the interest charged for each quarter.

Is a penalty due?

When the postmark falls 90 days after the late date, a penalty is assessed. Assess the penalty from the late date to the last bill cycle prior to the payment's postmark.

In this case the penalty is assessed because the payment was postmarked after the 90 day period (October 29). The number of days to assess penalty is the same as the number of days to assess interest.

Apply the formula:

$$\$1896.50 \times .06 \times 93/365 = \$28.99 \text{ penalty due.}$$

Is an administrative cost due?

Compare the administrative date and the postmark date of the payment. Because the postmark falls after the second bill cycle, the \$16.00 administrative cost must be charged according to the following schedule:

- \$16.00 when second bill cycle passes.
- \$16.00 when third bill cycle passes.
- \$ 8.00 every billing cycle (15th and last day of month) thereafter.

The payment must be applied in the following sequence:

- 1 - court costs
- 2 - post-judgment interest
- 3 - penalty
- 4 - administrative costs
- 5 - interest
- 6 - reclamation fee

The situation in this example has not been taken to court so there are no court costs or post-judgment interest. Begin by applying the

payment first to penalty, administrative costs, interest and finally to the reclamation fee.

payment	\$300.00	
penalty		28.99
admin cost		48.00
interest		<u>38.66</u>
		115.65
remaining to pay fee	184.35	

In this example, the first payment was only sufficient to completely pay the penalty, the administrative charge and the interest up to the last billing cycle (October 31). The payment remaining reduced the reclamation fee to \$1,712.15.

Applying the second payment . . .

The second payment cannot be applied until you have applied the first payment to the appropriate charges. Refer to the table again to calculate the charges due.

Is more interest due?

Interest on this fee was previously calculated through the last bill date prior to the first payment's postmark. Interest due for the second payment is now calculated from the last billing cycle (October 31) before the postmark of the first payment to the last billing cycle before the postmark of the second payment.

The AML Fee Collection System will send only three bills to the operator and permittee. Fifteen days after the third bill is sent, the debt is referred to the Division of Debt Management.

The interest and penalty assessments, however, continue to recalculate twice monthly. In this example, the last calculation would have been January 15. See the table above for the number of days.

Calculate the interest due on the balance of the reclamation fee:

$$\$1712.15 \times .08 \times 76/365 = \$28.52 \text{ interest due}$$

Is more penalty due?

The penalty is always 6 percent and the calculation is the same as the interest formula.

$$\$1712.15 \times .06 \times 76/365 = \$21.39 \text{ penalty due}$$

Is another administrative cost due?

Since the first payment postmark, 5 billing cycles have occurred creating an administrative charge of \$40.00 (5 x \$8 = \$40).

Applying the payment

Begin by applying the payment first to penalty, administrative costs, interest and finally to the reclamation fee.

payment	\$2000.00	
penalty		21.39
admin cost		40.00
interest		28.52
reclamation fee		<u>1712.15</u>
		1802.06
over payment	\$197.94	

The overpayment may be applied to the debt on previous quarters or returned to the operator, permittee or responsible party.

Also see: interest, penalty, administrative costs, refunds, fee computation, bills for collection.

Penalty

On September 1, 1985, OSM began charging a penalty (in addition to interest) on reclamation fees over 90 days delinquent. The penalty is determined by the number of days between the delinquent date and the most recent bill date.

The date a payment must be received to avoid owing a penalty varies depending on the applicable quarter's relationship to September 1, 1985. That is:

No penalty is charged for year/quarters 77/1 through 85/1. Penalty for quarter 85/2, regardless of receipt postmark date, is accrued from September 1, 1985 forward only. Disregard the normal accrual of penalty back to the penalty delinquent date (July 31) for quarter 85/2 only.

For all quarters following the second quarter of 1985, there is a 120-day period after the end of the calendar quarter before penalties are assessed. That is, penalty is assessed from the delinquent date if not paid within the first 90 days.

The **penalty rate** assessed against unpaid fees is 6 percent annually; however, as with interest, penalty is assessed on a daily basis. The daily penalty rate is determined by multiplying 6 percent times the number of days divided by 365 days. See Appendix 2 for Interest and Penalty Calculation Tables.

Also see: interest, administrative costs, refunds, fee computation, payments.

Penalty Waiver Flag

0 or blank	Penalty is charged.
1	Penalty will never be charged (for settlement agreements).
2	Penalty will not be charged unless a transaction is made to cause penalty to calculate (for errors).
*	To remove a penalty waiver flag.

Also see: mine status reason codes, waiver (interest, penalty, admin. cost), interest waiver flag, termination codes, bill status codes.

Permit Data Base

The function of this data base is to serve as a crosswalk connecting permit numbers contained in AVS to MSHA IDs contained in AMLFCS. As the conversion to a permit driven system becomes complete, this will function as a reference to historical information stored under MSHA IDs in AMLFCS. Each MSHA ID that contains reported tonnage and dollars will be connected to at least one permit number.

AVS permit number:	The State permit number residing in the AVS system. Source: Each State SRA updates AVS when issuing or transferring a permit.
Issue date:	The date the permit became effective or was issued. Source: Each State SRA.
Expiration date:	The date the permit expired or expires. Source: Each State SRA.
Mine ID number:	The Mine Safety Health Administration (MSHA) number correlating to each permit number in the AMLFCS. Source: MSHA and/or AVS.
Permit entity code:	The entity number for the permittee holding the permit for the site. This number is an OSM assigned number at the time of issuance of the permit. Source: AVSO.
Master permit entity code:	This is the entity code for the parent company of the permittee. Source: AVSO.
Permittee name:	The name of the permittee, usually a company name. Source: Permit application, data entered by SRA into AVS.
Permit status:	This field describes the status of the permit. Source: AVSO through State SRA inspections. Status codes are A for active, N for not started, and T for temporary cessation.

Also see: entity number, MSHA ID, permit number

Permit Number

Permit numbers will be updated from the data contained on the Applicant Violator System based on new permit information entered by the States. A permit for a producing mine or a mine with potential for production will equate to an active MSHA ID. Entity numbers link permit numbers to MSHA ID numbers.

Also see: MSHA ID, entity number

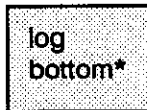
Printing

By typing in "END" and pressing [enter], you are telling the computer that you are ready to either display or print your MINEDETAIL. If you want a printed copy, be sure your printer is initialized before typing END.

If you entered "NORMAL" earlier, indicating you want to print the your report, press the following keys in this order.

[F10], [F1], [F1], [F3]

This series of keystrokes will initialize your printer. You may do this at any time. If you want a record of your work, initialize your printer at the beginning of your session.



An asterisk will appear in the log bottom box at the bottom of your screen. this means that the report will go to your printer.

Press F3 again to turn the printer off.

At this point you may enter another mine ID or exit the system by typing "DONE".

By typing DONE you are returned to your options screen:

The following options are available to you:

<MINEDETAIL> <MINESUM> <HISTORY> <WHATIF>
<MSHAINQ> <HELP> <SIGNOFF>, or <///>.

Helpful Hints

Press the [Ctrl] key along with the arrow keys to scroll up and down if you want to read the information from screen to screen. If you cannot scroll far enough, call the DFM Security Officer, FTS 776-0324.

Type "HELP" when you get stuck for onscreen guidance.

Also see: Mine Detail Report, signoff, log on procedures, reports

Processing Data

The AMLFCS is not a real time computer system. Hard copy data is keyed into various types of batches for creation of a tape that is loaded onto the AMLFCS for overnight batch processing. All data entered into the AMLFCS is done by the Branch of AML Fee Collections.

Prior to keying data, documents are grouped into one of three batch types: fee batch, amend batch or refund batch.

A batch number is a code used by the AMLFCS to identify transactions entered and transmitted as a batch. The following sections define each of the batches.

Fee Batches

Fee batches include documents submitted by mine operators, permittees, or other responsible parties for the payment of AML fees. The Division of Financial Management, Branch of Accounting prepares the batch by matching source documents sent overnight by the lockbox custodian (Mellon Bank) with the corresponding deposit made to the OSM account in the Department of Treasury.

The Branch of Accounting issues a batch number that uniquely identifies the deposit ticket in both ABACIS (Advanced Budget/Accounting Control Information System) and AMLFCS. Included in the batch are a photocopy of the check and the original documents and envelope related to the payment. These documents contain essential information for data entry, research and data retrieval.

If the data is incompatible with the system, the system edits the data and causes a "fatal error." Other data may be compatible with the system but keyed incorrectly. Therefore, the data that is transmitted in the batch is manually verified for accuracy by comparing the input documents with the output generated by the AMLFCS. If corrections are needed, they are entered in a subsequent batch called an amend batch (see "Amend Batch" below) and reverified.

When the batch is free of errors, the documents are sorted alphabetically and filed in batch number order.

Amend Batch

An amend batch changes data already in the AMLFCS. The Division of Debt Management generates most of the documentation for amend batch input. The most common changes requested by DDM are debt termination and changes in bill status.

The Division of Compliance Management and the Division of Financial Management also contribute changes to the AMLFCS. DCM requests

changes resulting from an audit and DFM requests changes stemming from internal reconciliations and corrections of prior data entry errors.

The technician transmits the batch to update the database. As with fee batches, amend batches are verified the following day for accuracy. The technician sorts the documents alphabetically and files them by batch number.

Refund Batch

A refund batch is used to enter refunds that have been paid to the permittee/operator/responsible party who overpaid the AML fee. See Chapter 5, Section D for more information on how refunds are handled.

Research

For research purposes, use the Mine Detail report and look for the DT number with the appropriate date to identify the batch where documents are filed. The first digit refers to the quarter of the transaction and the second and third digits refer to the calendar year.

When you call the Branch of AML Fee Collection it will be very helpful to the technician if you have the DT number ready for reference.

See also: servicing levels, tapes, Applicant Violator System Tape, refund processing.

Refunds

When a reclamation fee is overpaid, a refund due is created in the AML Fee Collection System. When the check is issued to the payer to reimburse the overpayment, a refund paid occurs. Both refunds-due and refunds-paid fields are listed on the Mine Detail report by MSHA ID number (see "Mine Detail Report").

All refunds must be reviewed by the Branch of AML Fee Collections to determine their validity; therefore, all refund transfers applied as offsets to other debt must be initiated by the Division of Financial Management.

Also see: Mine Detail Report, refund offset, refund policy, refund processing

Refund Offset

The Debt Collection Act requires that certain procedures be followed by the Federal Government when using money submitted for the payment of one debt to offset another debt owed by the same individual. Chapter 3 of the Department of Interior Manual provides guidelines on the use of administrative offset. They are:

Provide written notice to the operator concerning the amount and nature of the debt and the Agency's intent to use administrative offset.

Provide the debtor the opportunity to:

- a- inspect and copy the Agency's records,
- b- request administrative review of the debt, and
- c- enter into a payment agreement.

The AML Offset Policy for OSM:

1. AML overpayments (refunds due) against AML debts will be offset against AML, audit or civil penalty debt for the same company either within the same or different MSHA IDs. Prior to issuing the refund, all billed/terminated debt should be liquidated in term code 11-15, 26 and 27. Billed debt is denoted by a first bill date on the Mine Detail. Payment is applied on an oldest-quarter-first basis.
2. The first demand letter sent to permittees/operators with delinquent debt states that OSM will use administrative offset against any refunds or future payments due from the Federal Government (in compliance with Department of Interior Manual 344-3.1A(2) requiring notification to the debtor).
3. Refunds of \$75 or greater will be sent to the Branch of Civil Penalties for possible offset against civil penalty debt.

4. Refunds of less than \$75 are automatically removed from the refund due field of the Mine Detail and will not be used to offset other debt for the company unless the company requests the refund. If the refund is to be paid, all outstanding, billed debt currently due or in termination codes 11-15, 26 and 27 will be offset prior to payment. The research and transfer of these small amounts is not cost effective.

Administrative offset cannot be used to pay a debt if the responsible party is already on a payment agreement, in bankruptcy, or owes debt more than 10 years old.

Also see: refund processing, refunds, refund policy, Mine Detail Report

Refund Policy

Refunds less than \$75

Refunds due less than \$75 per calendar quarter within an MSHA ID will not be issued unless requested in writing by the payer. This threshold is documented by a DFM cost study showing the cost to issue a refund is \$75. The authority for this threshold is contained in 58 Comp. Gen, Supra: A-12900, February 11, 1942, that states, "In view of the cost to the Government of issuing checks and processing payments, the agency should establish a minimum amount below which refunds will not be made unless a claim is filed."

The refund due will be reclassified automatically within the mine ID, year/quarter to the category called "refund due \$75 or less."

Refunds of \$75 or greater

Refunds of \$75 or greater within an MSHA ID per calendar quarter will be issued to the payer without a written request.

Refunds listed in the category called "Unclaimed refunds" on the Mine Detail include refunds without a valid mailing address.

The category "RC" (refund code) on the Mine Detail contains the reason code for the refund. The list of possibilities includes:

- 01 - moisture calculation problem
- 02 - duplicate filing
- 03 - Dun & Bradstreet check payment
- 04 - filing error
- 05 - refunds due to audit
- 06 - refunds due to amended returns
- 07 - recalculation problems, invalid refund

Also see: refund processing, refunds, refund offset, Mine Detail Report

Refund Processing

The AML Fee Collection Branch will prepare the refund package within two weeks after the valid refund of \$75 or greater is recorded in the AMLFCS. The package will contain the original refund request cover sheet, exhibits, and copies of all documentation to support the refund.

Once the refund is approved by the Chief, Branch of AML Fee Collections, it will be routed to the applicable Regional Audit Manager for approval and then to the Division of Debt Management, Branch of Civil Penalties.

If the Branch of Civil Penalties determines that a civil penalty debt is owed, they prepare a transfer of funds from the AMLFCS to Civil Penalties as required. If they determine there are no civil penalties owed, the Branch of Civil Penalties will approve the refund and return the package to DFM. Each approving office should process the refund within five days so that the refund can be issued within two months after it is due.

Also see: refunds, refund offset, refund policy, intra-agency transfers

Reports - Hard Copy

LF 734062

Tonnage Comparison OSM vs MSHA

Compares the tonnage reported to MSHA for a particular quarter to the tonnage reported to AML for a particular quarter. Used for audit targeting by OSM auditors.

LF 735061

Quarterly Production - Alpha

Shows quarterly production per MSHA.

LF 735161

Quarterly Production - Numeric

Shows quarterly production per MSHA.

LF 7430

Audit Report

Displays cumulative AML collections by state from inception of the AML fund to date. Also shows total receivables and terminations of debt to date. Used primarily for allocation purposes and compilation of the SF 220.9.

LF 7435

Financial Report - Summary

Displays collections from the inception of the AML fund to date. The information is sorted by month and year and then by deposit ticket number. Used to reconcile the AML Fees system with Treasury.

LF 7436

Financial Report - Detail

Displays AML collections from the inception of the AML Fund to date. The information is sorted by deposit ticket number then by mine ID number.

LF 7440

Bill Status Change Report

Primarily used for compilation of the SF 220.9. Details the new referrals, collections, and otherwise resolved statuses of each collective action.

LF 7451

MSHA Cross Reference Inquiry

Allows access to the data base compiled from the MSHA tape down load. It is not associated with the AMLFCS but is an accessible database used primarily for responsible party determinations.

LF 7480**Production Summary Report**

Shows production by MSHA for a period of time.

Sorted by:

- starting year/quarter
- ending year/quarter
- field offices
- report indicator: national, state, county

LF 7487**Annual Tonnage Report**

Tonnage reported annually for a particular mine ID is detailed on this report. Used primarily for audit targeting.

Sorts available:

- mine ID with county
- mine ID without county
- responsible party with county
- responsible party without county
- operator with county
- operator without county
- tonnage with county
- tonnage without county
- year/quarter
- by field office, state within selected field offices
- beginning tonnage range (000,000,000)
- ending tonnage range (000,000,000)

LF 7525**Mines Owing Money**

A summary report of all debt owed to OSM through fee collection for a particular mine ID. The total debt is shown for the mine ID with the appropriate quarters listed below it. Used mainly for debt collection purposes. Organized by the field office, then alphabetically by responsible party. Produced on the 15th and last working day of every month.

Also see LF 7598 and LF 7598 (both "Mines Owing Money").

LF 7528**Unaudited Mines Report**

Lists all mines that have never been posted with audit information. Primarily used for audit targeting. Caution: Only the first 5 quarters are searched. May be sorted by:

- starting year/quarter
- ending year/quarter
- alphabetically
- normal sort (field office, state, operator name)
- split between active and inactive
- normal (active and inactive are combined)

LF 7530**Responsency Report by Calendar Quarter**

Shows tonnage, paid amounts, and due amounts for mine IDs that were respondent in the quarters requested.

May be sorted by:

- year/quarter (up to four selections)
- field offices
- alphabetically
- normal (field office, state, county, operator name)
- summary report of all mines (Y or N)

LF 7535 Six Year Respondency Report by Calendar Quarter

Shows tonnage, paid amounts, and due amounts for mine IDs that were respondent in the quarters requested. May be ordered for six years prior to the current year.

LF 7540 Non-Respondency Report

Shows mines with an active status that have not responded to an OSM-1. Monitored by the Division of Debt Management in Washington D.C.

May be sorted by:

- year/quarter
- field office
- alphabetically
- normal (field office, state, county, mine ID)

OSM 071 Non-Respondency Report and Letters

Lists all companies sent non-respondent letters. Produced on a quarterly basis in second month of the quarter.

LF 7560 Cross Reference List

Listing of mines sorted by MSHA ID with the appropriate company name displayed to the side. Used by the AML Fee Collection Branch.

LF 7570**Alpha Mine List**

Alphabetical listing of mines in the AMLFCS along with the mine ID.

Sorts available:

- permittee report by name
- operator report by name
- permittee and operator report by name
- permittee report by address
- operator report by address
- permittee and operator report by address

Options:

- all mines
- active mines
- inactive mines
- exempt mines
- non mines

- shortened format
- normal
- report indicator: national, field, state, county
- field office

LF 7597**Mines Owing Money**

This is a summary report of all debt owed to OSM through fee collections for a particular mine ID. The total debt is shown for the mine ID with the appropriate quarters listed below. Used mainly for debt collection purposes. Organized by field office then alphabetically by responsible party. Produced on the 25th of every month.

Also see LF 7525 ("Mines Owing Money").

LF 7598**Mines Owing Money**

A summary report of all debt owed to OSM through fee collections for a particular mine ID. The total debt is shown for the mine ID with the appropriate quarters listed below it. Used mainly for debt collection purposes. This is a nationwide sort of responsible parties listed alphabetically. Produced on the 25th of every month.

Also see LF 7525 ("Mines Owing Money").

LF 7612**Mine Detail Inquiry**

Online inquiry allows a user to look up information about a specific year/quarter for a mine ID. The report is used by most AMLFCS users.

LF 7614

Mine Sum Inquiry

Shows cumulative information produced by the Mine Detail for a particular year/quarter. Detailed information is not available on the Mine Sum, but it is used primarily for total debt/total refund/total payment calculation by most AMLFCS users.

LF 7630

History Inquiry

Used by the AML Fee Collection Branch to research entries that make up AML reports.

LF 7715

Bills Print

A one-page report showing the total number of bills printed. Used for Postal Report.

LF 7720

Bills to be Printed this Cycle

Shows quarters with fees due in 01 billing status (bills to be printed). All quarters with fees due appear on this report or the LF 7725 report during each billing cycle.

LF 7725

Bills Not Produced this Cycle

Shows quarters with fees due not in 01 billing status (bills to be printed). All quarters with fees due are reflected on this report or the LF 7720 report during each billing cycle.

LF 7745

Fees System Collection Report

Counts the number of bill payments between two dates using the postmark date and/or create date.

LF 7750

Outstanding Bill Report

Ages debt by bill status. Used for the compilation of the SF 220.9 and reports total number of bills and debt associated with those bills, but does not detail the corresponding debt. See LF 7755 and LF 7756.

LF 7755

Outstanding Bills Register

Lists the mine ID and quarters associated with the debt. Organized according to bill status.

LF 7756

Outstanding Bill Register

Lists the mine ID and quarters associated with the debt. Arranged by bill status, it is split between mines owing over and under \$200.00.

LF 7777

Parameter Edit Report

Used to complete the schedule 220.9.

LF 7830

Regular vs. Reduced Tonnage

Lists the regular versus reduced tonnage reported for a particular mine.

Sorts available:

- starting year/quarter
- ending year/quarter

LF 7858

Accum. Records in Error

A synch report between the Financial Report (7435) and the Audit Report (7430). (31s + 41s - debit vouchers = Accum. Record).

LF 8110

Indian Land Report

LF 8130/35

Status Aging Report

Ages the time a debt has been in a particular bill status. The report is used by DDM to work oldest debt in each bill status first.