

**MINERAL MINING ANNUAL REPORT
FOR CONTRACTORS
Form DMM-146C Item Instructions**

**Item 1
Report For Calendar Year**

The reporting year for this report runs from January 1, 2010 through December 31, 2010. If you worked on a mineral mine during any part of the Calendar Year, you must report those activities. Enter "YYYY" in Item 1.

**Item 2
Contractor Name**

The full legal name of your company must appear on Item 2. Please print.

**Item 3
DMM Contractor Identification Number**

Every independent contractor registered with the Division of Mineral Mining has been issued a Contractor ID Number. You were notified of this number when you were first registered with the Division, and all correspondence to you from the Division has used this ID No. Place your ID Number on Item 3. Use of your DMM Contractor Identification Number in filling out this report is essential. If you are unable to locate your contractor identification number, it can be obtained via the DMM web page located at <http://www.dmme.virginia.gov/DMM/divisionmeralmining.shtml>. If you are not able to obtain computer access, your ID Number may be obtained by contacting the Division at (434) 951-6310.

**Item 4
Total Number of Employees Who Worked on Mineral Mines**

You must report the total number of individual employees who worked on a mineral mine sites during the past fiscal year. This should include employees who worked at a mine whether it was a single mine site or multiple mine sites and whether they worked only one day or multiple days. Each should be counted only once.

**Item 5
Company Name**

The name of each mineral mining company for which your company has worked should appear on Item 4. If your company has done work on multiple mine sites for one mining company, please enter the mining company name for each site.

**Item 6
DMM Permit Number**

Every mineral mine permitted by the Division of Mineral Mining has a unique 7 digit permit number made-up of 5 numerical characters followed by 2 letters. The permit number of each mine site that you performed worked on must appear on Item 5. The permit numbers may be obtained from the mining companies, or via the DMM web page located at <http://www.dmme.virginia.gov/DMM/divisionmeralmining.shtml>

**Item 7
Number Workers**

The number of employees that you had working on each mine site must appear on Item 6. Where various employees may have been on the mine site at different times, the total of all employees who worked on the mine site should be entered. The total employees working on all mine sites should be entered on Item 6A.

**Item 8
Hours Worked**

The total accumulative hours worked by all employees who worked on each individual mine site must appear on Item 7. Only hours worked on the mine site should be calculated. Work performed "off-site" or at your facilities should not be included. Time spent traveling to the mine site should be considered as "off-site" work hours and not included. The total hours worked on all mine sites should be entered on Item 7A.

**Item 9
Total Wages**

Total wages paid to your employees for work performed on each individual mine site must appear on Item 8. Where wages for all employees working on an individual mine site total less than \$1,000.00, the amount of compensation need not be indicated, but all other information regarding numbers of workers and hours worked must be reported. Enter the total wages paid to employees working on all mine sites on Item 8A.

**Item 10
Occupational Injuries**

Enter "2010" on Item 9 if you have either had no occupational injuries at a mineral mine during Calendar Year 2010 or you have reported all occupational injuries that have occurred at mineral mine sites to the Division for Calendar Year 2010.

All occupational injuries must be reported to the Division of Mineral Mining at the time of their occurrence. An "occupational injury" is defined as "any injury which occurs at a mine for which medical treatment is administered, or which results in death or loss of consciousness, inability to perform all job duties on any day after an injury, temporary assignment to other duties, or transfer to another job."

If you have failed to provide accurate accident information to the Division for the Calendar Year, please contact the Division at (434) 951-6310 to correct this situation. The accident information may be submitted with the contractor annual report to fulfill this requirement.

**Item 11, 12, 13, 14 and 15
Signature, Title, Date and Email**

The person responsible for filling-out and filing the "Mineral Mining Annual Report for Contractors" for your company should certify the information provided to the Division by signing Item 11. The person should also state their job title on Item 12, enter the date on Item 13, print their name on item 14 and provide an email address on Item 15.