

**DWR-MIN-P-02-03262021**  
**Standard Procedures for DWR Mining-Related Inspections**

DISCLAIMER: This document is policy only and does not create legal rights or obligations. It is intended to provide division staff guidance on how to apply decisions, procedures and practices pertaining to the internal operation or actions of the division. Decisions affecting the public, including the regulated community, in any particular case will be made applying applicable laws and regulations to the specific facts.

**1) EFFECTIVE DATE: MARCH 26, 2021**

**2) SIGNATURES:**

  
 Jennifer Dodd (Mar 15, 2021 19:22 CDT)  
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 Jennifer Dodd, DWR Director

  
 Christopher M Rhodes (Mar 10, 2021 11:35 EST)  
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 Chris Rhodes, DWR Deputy Director of Field Operations, Reviewer

  
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 Daniel Lawrence, Mining Section Program Manager, Preparer

  
 .. (Mar 10, 2021 10:19 CST)  
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 Stephanie Durman, Senior Associate Counsel, Reviewer

Revision Number	Date	Brief Summary of Change
0	03/26/2021	Initial issuance of the policy

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**Forward:**

This document is intended to provide standard procedures to Division of Water Resources staff performing inspections at mining facilities. This document is applicable to the following permit types:

- Individual National Pollutant Discharge Elimination System (NPDES)
- Tennessee Storm Water Multi-Sector General Permit (TMSP) Sector J
- Surface Mining permits

**General Inspection Procedures:**

Inspectors should follow the US EPA *NPDES Compliance Inspection Manual* dated January 2017, or most recent revision, as well as the *Tennessee Inspector's Guide* (DWR-NPDES-P-01-NPDES Compliance Monitoring Policy-10012019, or most recent revision). Specific best practices provided below are intended to supplement but not replace the inspection manual and Inspector's Guide.

**Prior to inspection:**

- Review Discharge Monitoring Reports (DMRs) to identify any missing data, frequency of discharge, or compliance issues.
- Compare aerial imagery to site plan to verify that all activity is within the permit boundary, properly described, and permitted.
- Gather and prepare all required equipment including meters, bottles, cameras, maps, and personal protective equipment.

**During inspection:**

- Immediately proceed to mine office to sign in and perform any required safety tasks, provided that the facility is staffed at time of inspection.
- Inquire as to blasting schedule, unusual traffic patterns, or unique hazards which may present a danger during the inspection.
- Follow mine site or TDEC safety protocol, whichever is more stringent. See safety reminders on page 3.

**Standard Inspection Criteria:**

Criteria	Yes	No	N/A	Criteria	Yes	No	N/A
<b>Criteria Applicable to All Inspections</b>							
Facility has Permit				All Discharge Points Permitted			
Site Currently Active				All Discharge Points Located Accurately			
DMRs Submitted as Required				Wastewater Discharge Occurring			
DMRs in Compliance				Storm Water Discharge Occurring			
All Activity within Permit Boundary				All Drainage Controlled by Basins or BMPs			
Facility as Described in Permit				Diversion Ditches Adequate			
Sediment Basins as Planned				Stream Buffers Maintained			
<b>Surface Mining Additional Criteria</b>							
Active and Reclaimed Areas as Described				Revegetation Successful			
Highwalls Eliminated/Proper Slope Achieved				Suitable for Bond Release (if Requested)			
<b>TMSP Sector J Additional Criteria</b>							
Processing on site (Indiv. NPDES Needed)				Breakers under Roof			
Conversion from Exploration Needed				Overburden Saved for Reclamation			

**After Inspection:**

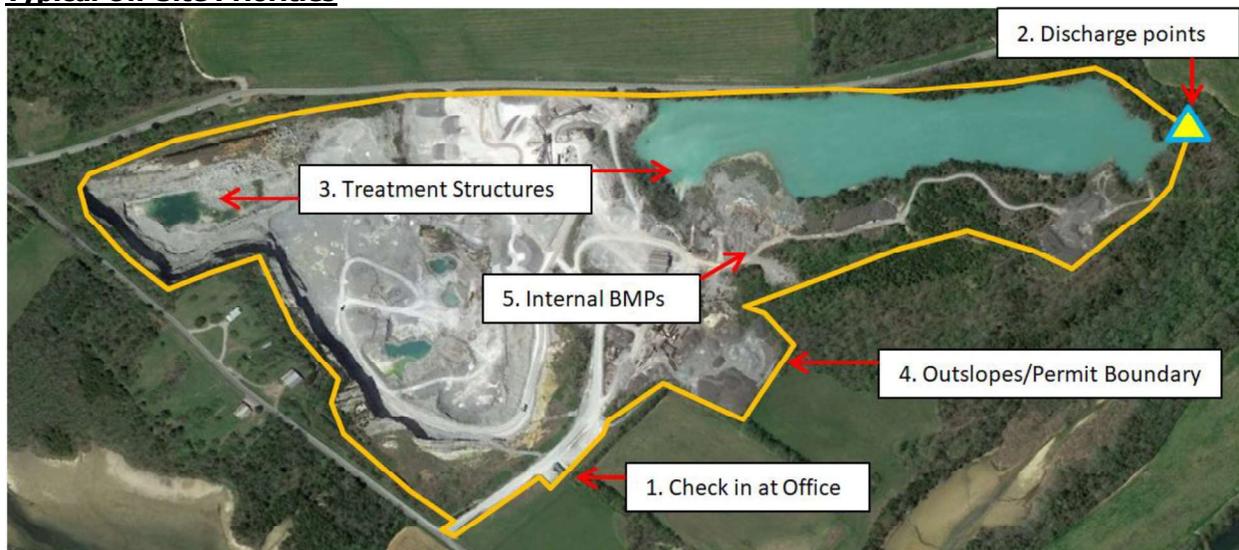
- Document inspection in Waterlog within three days.
  - Document persons present, discharges, any issues or required action steps in notes section.
  - Flag inspection record for ICIS update.

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### Standard Procedures for DWR Mining-Related Inspections

- Send inspection record to permittee via Waterlog or by mail if no email address is available.
- Save all photos from inspection in original format.
- Discuss any required action steps with the permittee, field office manager, and/or Mining Section, as appropriate.
- Upload any sample results to Waterlog once available.
- This document is intended as a reminder of best practices and does not need to be uploaded to Waterlog for each inspection. Certain circumstances (such as non-compliance) may necessitate uploading additional documentation into Waterlog. The "Supplemental Inspection Info Template" may be used to organize this additional information.

### Typical On-Site Priorities



### Safety Reminders:

- Follow all applicable site-specific safety requirements. A minimum of hard hat, reflective vest, and safety toe shoes shall be worn. Safety glasses and hearing protection must be worn where required.
- Chock wheels when parked on a slope.
- Many mine sites use reverse traffic patterns. Pay attention to all signage.
- Do not pass equipment or trucks without making visual or radio contact with the operator.
- Due to rock fall risks, do not stand directly under highwalls or equipment such as conveyors.
- Avoid climbing or walking on top of berms.