

RAILROAD COMMISSION OF TEXAS  
Surface Mining and Reclamation Division



**NOTICE TO SURFACE MINING OPERATORS**

Agency Mail Handling and Electronic/Hard-Copy Submission Procedures  
Revised in Response to COVID-19

On April 12, Governor Greg Abbott extended the disaster declaration initially issued on March 13, 2020 that declared a State of Disaster in Texas for all Texas counties in response to the novel coronavirus (COVID-19) pandemic. In response to the State of Disaster, the Railroad Commission of Texas (RRC) has revised its procedure on how it handles mail delivered to the agency via U.S. Postal Service, FedEx or United Parcel Service until further notice, and the electronic submission of documents in lieu of the physical submission of documents.

To ensure the safety of the public and RRC staff during the State of Disaster, the RRC is not accepting in-person filings until further notice. Please submit filings via U.S. Postal Service, FedEx or United Parcel Service.

There has been no official change in how documents are submitted, and RRC staff is currently processing mail and requests from industry as normal. Additionally, hard copies of documents are still considered the official copy and required for Surface Mining and Reclamation Division (SMRD) files and public review. However, in consideration of the current restrictions, the SMRD will initiate an informal review of documents submitted electronically, which can be approved as administratively complete contingent upon hard-copy receipt within 30 days from the termination of the Governor's disaster declaration of March 13, 2020. Please note that the official review period will not start until RRC staff has received a hard copy of an administratively complete application.

If you have any questions regarding this notice, reference RRC website for the appropriate surface mining contacts at <https://www.rrc.texas.gov/media/c0nplzro/smr-d-contacts.pdf>.

*Please Forward to the Appropriate Section of Your Company*