



U.S. Department of Labor
Mine Safety and Health Administration

IPAL

Inspectors' Portable Applications for Laptops (IPAL)
User's Manual
IPAL Version 4.0.2

Updated 01/19/2016



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Introduction

Getting Started

The Inspectors' Portable Applications for Laptops assists inspectors with maintaining inspection data. This includes event numbers, issuance data, subsequent actions, health samples, rock dust sampling, and weekly activity data. This data is uploaded and downloaded from IPAL into MSIS and vice versa, as well as uploaded to the Lab. This user manual is organized according to the tabs on the **Main Switchboard**. These tabs are **Data Entry**, **Report**, **Forms**, **Maintenance**, **My Open Events**, and **My Unabated Issuances**.

The screenshot shows the 'Main Switchboard' window of the IPAL application. On the left is a sidebar with the IPAL logo, version 4.0.00, user 'Joe Inspector', AR Number '29999', Coal '0400', and various status indicators like 'Import Date', 'Current Mine ID', 'Current Event', 'Current Citation', 'Data Center' (set to 'TRAINING'), and 'ONLINE'. The main area has a tabbed interface with 'My Open Events' and 'My Unabated Issuances' at the top, and 'Data Entry', 'Reports', 'Forms', and 'Maintenance' below. The 'Data Entry' tab is active, showing a form for 'Citation/Order' with fields for 'Inspection/Investigation' and 'Subsequent Action'. A message at the bottom of the form says 'Data entry for the Citation/Order form.' At the very bottom of the window are buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

General Information

Conventions

This user guide follows these conventions:

- Citations and orders are both referred to as citations.
- Inactive fields are unavailable. These fields cannot be edited until they are active.
- Cursor location is highlighted in yellow.
- Keystrokes operated at the same time are shown with a plus (+) sign. To execute these commands, hold down the first key while pressing the second. For example, **Shift + [F2]**.



- Labels in italic letters indicate the label can perform specific functions. In Data Entry forms (i.e., Metal Event, Coal Event, Citation/Order, etc.), clicking on italic labels automatically fills the field with appropriate data. For example, clicking on the word *date* will automatically enter the current date in that field.

Contractor Code	Issue Date	Type Of Action 1	Type Of Action 2	Type Issue	Section Of Act	S&S	Part/Sec	Termination/Vacate Date	Status	Citation Number	AR Number	G/L	G/E	Neg	Event Number	Event Type	Termination Due Date	Prim or Mill	Served To
	10/20/1982 314-B			S	N	75.1403		09/19/2014 VAC		2034302	20487				5114091	AAA	10/20/1982		
	01/25/1983 314-B			S	N	75.1403		09/22/2014 VAC		2034311	20487				5119340	AAA	01/25/1983		

- In Report forms (i.e., Unabated Citation/Orders, Inspection/Violation History, etc.), clicking on italic labels will sort report information by that field (see sample below).
- Underlined words (e.g., field) are defined in Appendix A. Only the first instance of a word is underlined.

Windows

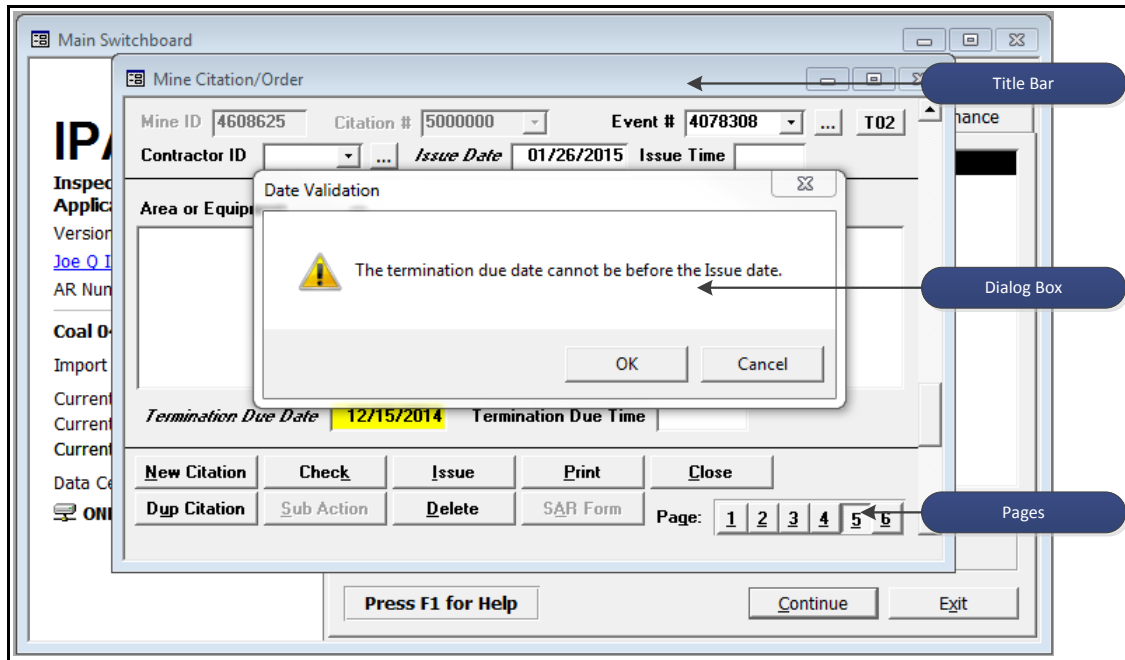
IPAL incorporates a *Windows* look-and-feel for ease of use; therefore, the basic *Windows* commands and shortcuts you are familiar with, also work in IPAL. If you are new to using *Windows* operating systems and need additional help, please contact the MSHA Help Desk.

MSHA Help Desk
Monday through Friday
1.877.778.6055
or
303.231.5833
7:00 AM — 7:00 PM (ET)

- Status Bar** — Identifies the element of the program activated by the cursor. Each element of the IPAL product is programmed to display a description in the status bar at the bottom of the screen/window, an example is shown below.
- Dialog Box** — Provides you information regarding a specific function/task, an example is shown below.



- **Title Bar** — Identifies the screen(s)/window(s) in view. Every screen/window in IPAL is labeled, an example is shown below.



Inspection Workflow: Using IPAL

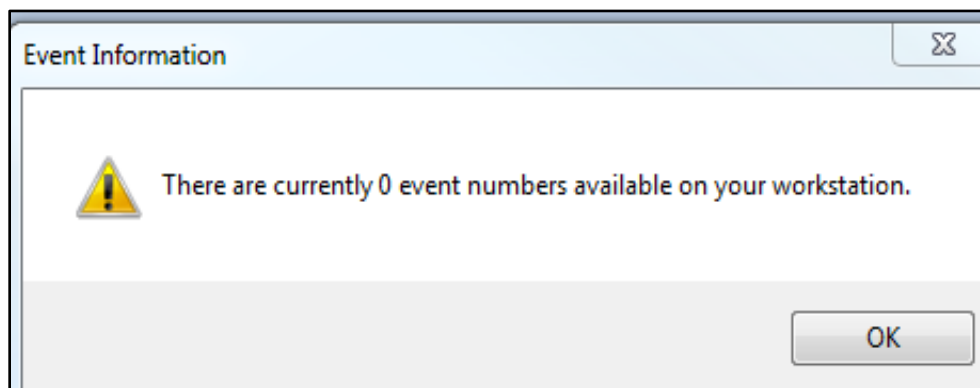
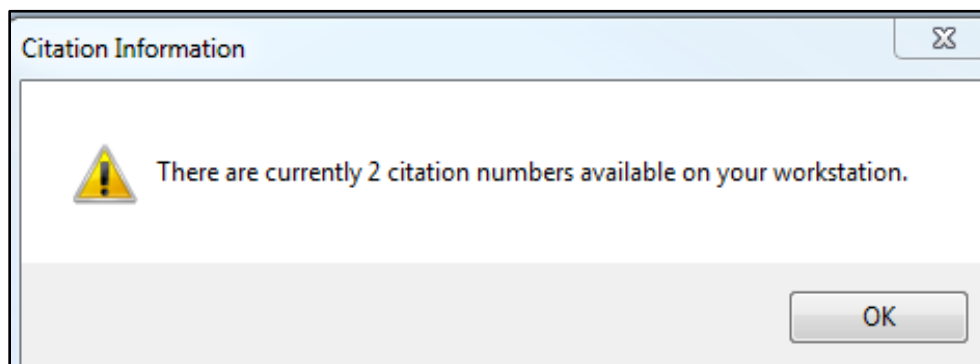
This section covers those activities most frequently performed by Inspectors. This includes, new users, importing district data, creating events (inspections), creating citations, creating sub actions, creating weekly activity forms, generating transactions, uploading transactions, and downloading updated data.

The first time you open IPAL, there are several steps necessary, that will not need done again unless you reinstall the application.



Event and Citation Number Tracking

Before beginning a new inspection or issuing a new citation, you must manually add **Event** and **Citation** numbers to IPAL. Do this in blocks using the appropriate selection from the **Maintenance** tab on the **Main Switchboard**. IPAL tracks the number of unused event and citation numbers on your computer. When there are less than 10 left, it tells you during startup, as shown below.



Follow the steps below for the first time use. These instructions cover adding citation numbers (**Step 15**).

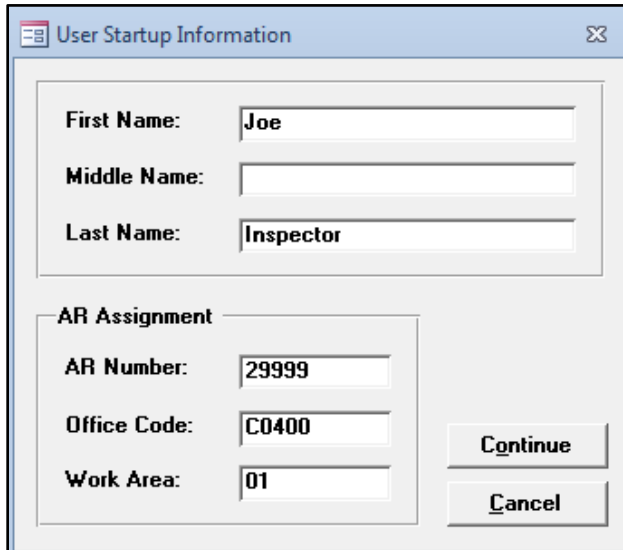
First Time Use

The first time you use IPAL there are tasks you must complete that you need not do again unless you reinstall the application. Follow the steps below to complete these tasks.

1. Logon to the MSHA network.
2. Open **IPAL**.
When you first open IPAL you may see a dialog box asking you where your data file, **ipal.dat.mdb** is located. Enter **D:\Inspect**. IPAL will remember this location.

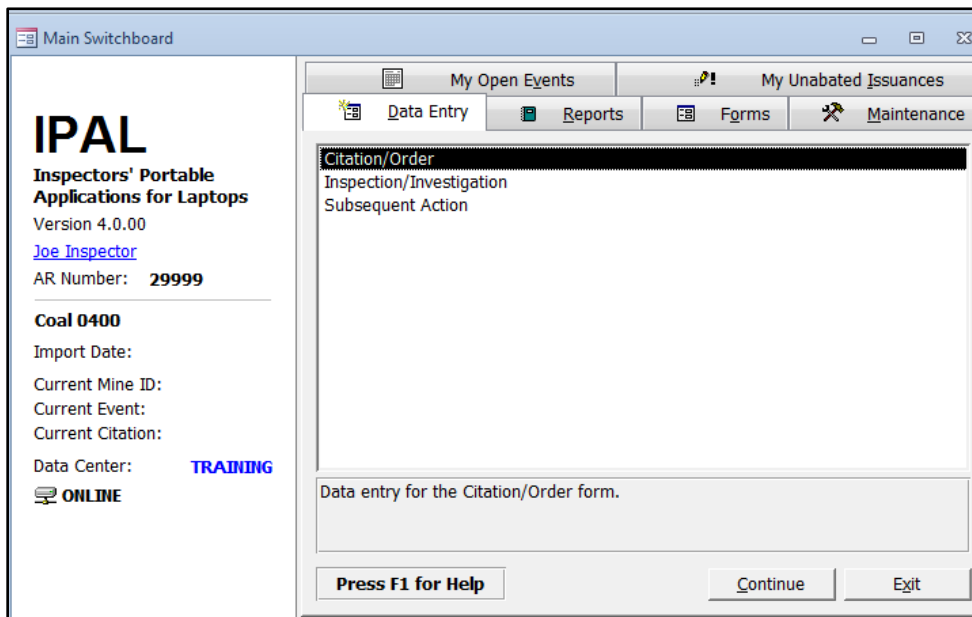


- Complete the information on the **User Startup Information** window (see [User Startup Information](#) for more details), then click **Continue** to proceed.



The 'User Startup Information' window is a standard Windows-style dialog box. It contains several text input fields. The 'First Name' field is filled with 'Joe', the 'Last Name' field is filled with 'Inspector', the 'AR Number' field is filled with '29999', the 'Office Code' field is filled with 'C0400', and the 'Work Area' field is filled with '01'. The 'Middle Name' field is empty. At the bottom right, there are two buttons: 'Continue' and 'Cancel'.

- IPAL tells you “There are currently 0 event numbers available on your workstation.” Click **OK**.
- Next, IPAL tells you “There are currently 0 citation numbers available on your workstation.” Click **OK**.
- The IPAL **Main Switchboard** opens.

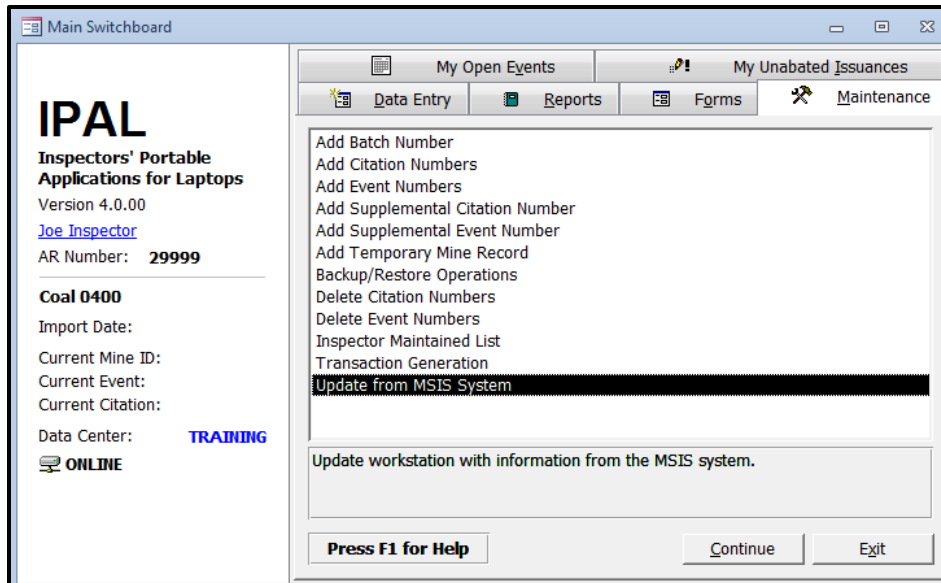


The 'Main Switchboard' window is a complex application interface. On the left, there is a sidebar with the IPAL logo and user information: 'Joe Inspector', 'AR Number: 29999', 'Coal 0400', and 'Data Center: TRAINING'. The main area on the right has a tabbed interface with 'My Open Events' and 'My Unabated Issuances' at the top, and 'Data Entry', 'Reports', 'Forms', and 'Maintenance' below. The 'Data Entry' tab is active, showing a 'Citation/Order' form with fields for 'Inspection/Investigation' and 'Subsequent Action'. At the bottom, there is a 'Press F1 for Help' button and 'Continue' and 'Exit' buttons.

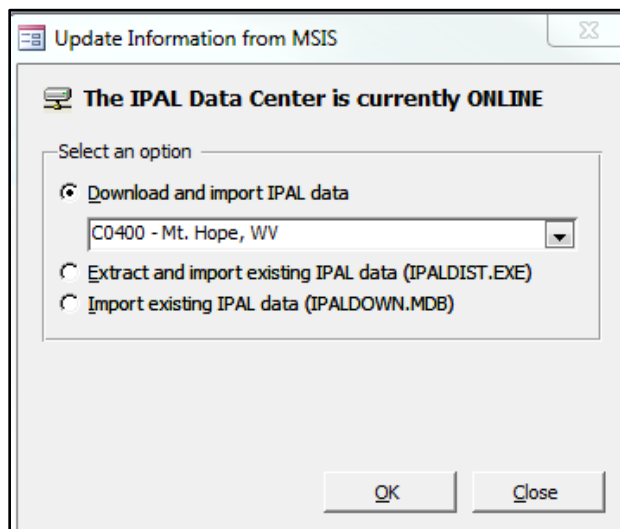
- Click the **Maintenance** tab.



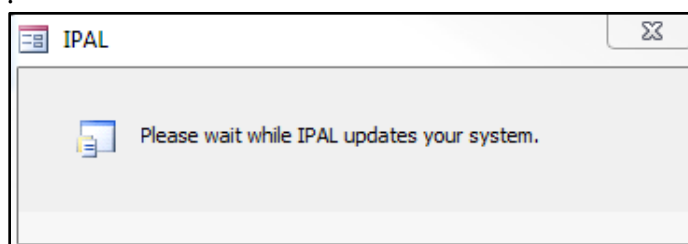
8. Select **Update from MSIS System** and click **Continue**.



9. The **Update Information from MSIS** window opens.

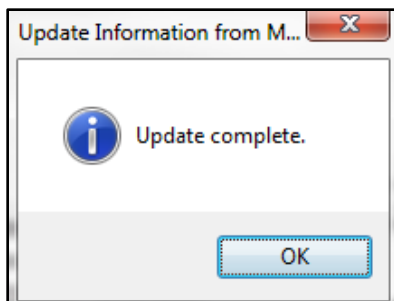


10. Click **Download and import IPAL data** and click **OK**. Messages will be displayed to indicate the import is in process and when the import is complete.

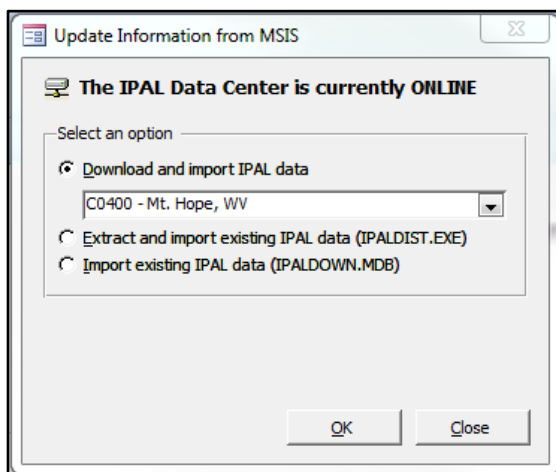




11. When the update is finished, the window below opens. Click **OK**.



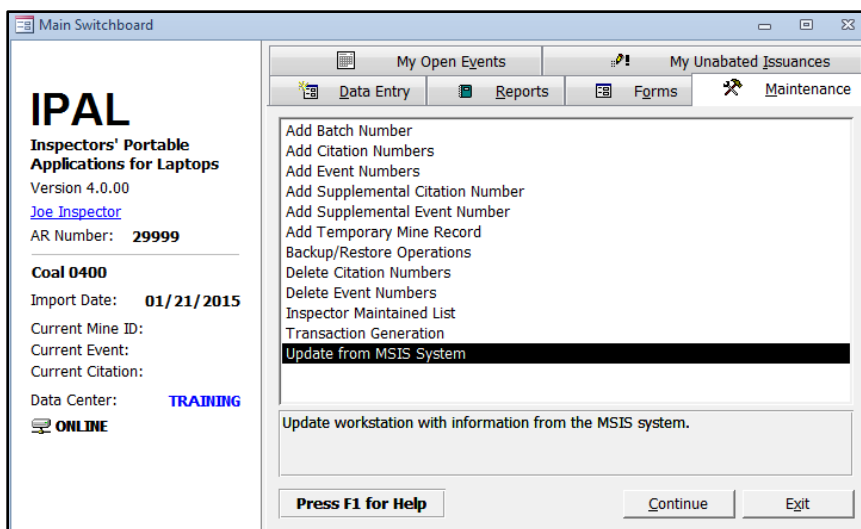
12. IPAL returns you to the **Update Information from MSIS** window. Click **Close**.



13. IPAL returns you to the **Main Switchboard**.

Note:

Press the **F1** key on the keyboard at any time to *display the IPAL User's Manual*.





14. Enter your assigned citation numbers. Select **Add Citation Numbers** on the **Maintenance** tab.

Main Switchboard

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.00
[Joe Inspector](#)
AR Number: 29999
Coal 0400
Import Date: 01/21/2015
Current Mine ID:
Current Event:
Current Citation:
Data Center: TRAINING
ONLINE

My Open Events | My Unabated Issuances

Data Entry | Reports | Forms | Maintenance

- Add Batch Number
- Add Citation Numbers**
- Add Event Numbers
- Add Supplemental Citation Number
- Add Supplemental Event Number
- Add Temporary Mine Record
- Backup/Restore Operations
- Delete Citation Numbers
- Delete Event Numbers
- Inspector Maintained List
- Transaction Generation
- Update from MSIS System

This allows you to add new citation numbers to this workstation.

Press F1 for Help | Continue | Exit

15. Click **Continue**. The window below opens.

Add Citation Numbers

Starting Number

Ending Number

Available citations

In process citations

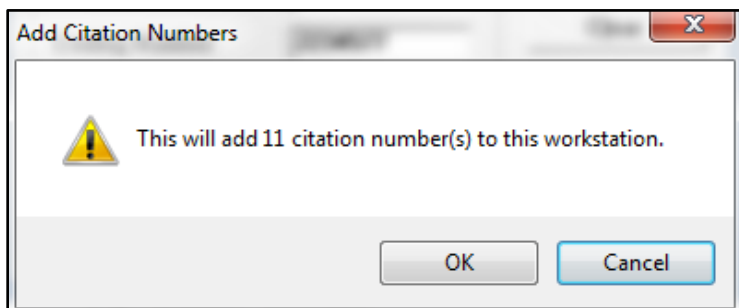
Add | Clear | Close

Note:

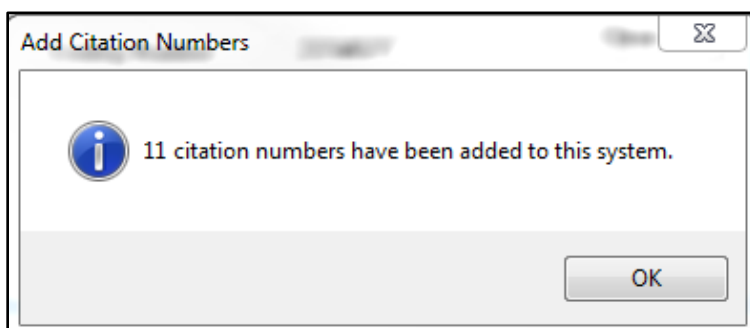
To add an event you would follow the steps as previously mentioned but rather than selecting *Citation Numbers* you would select *Event Numbers*.



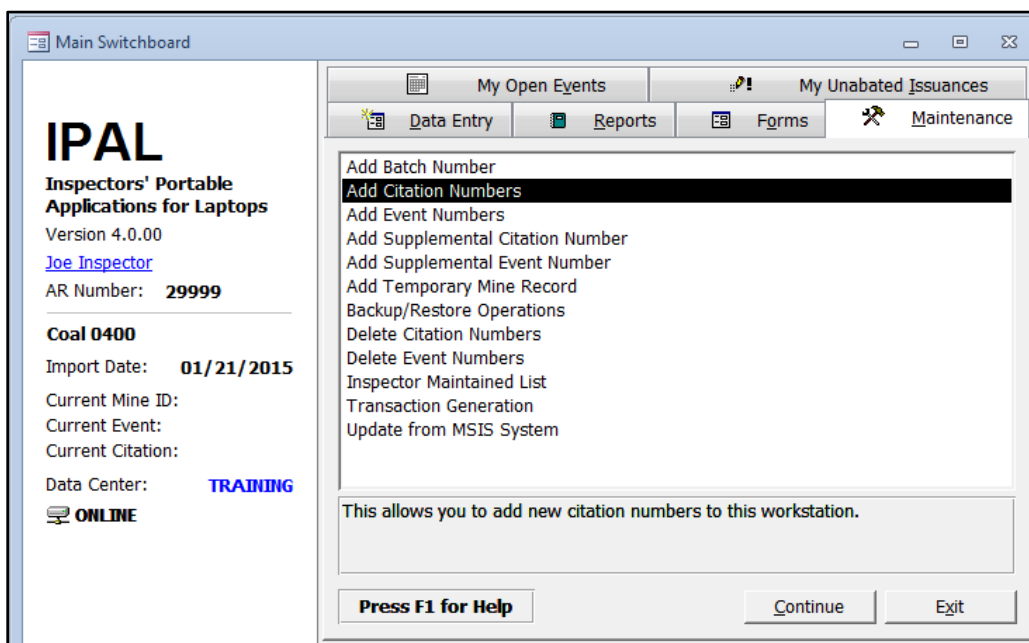
16. Enter beginning and ending citation numbers (7 digits and must begin with 1), then click **Add**. The following warning message is displayed.



17. Click **OK**. The following confirmation dialog box is displayed.



18. Click **OK**. Click **Close** on the **Add Citation Numbers** window if done. IPAL will return you to the IPAL **Main Switchboard**.



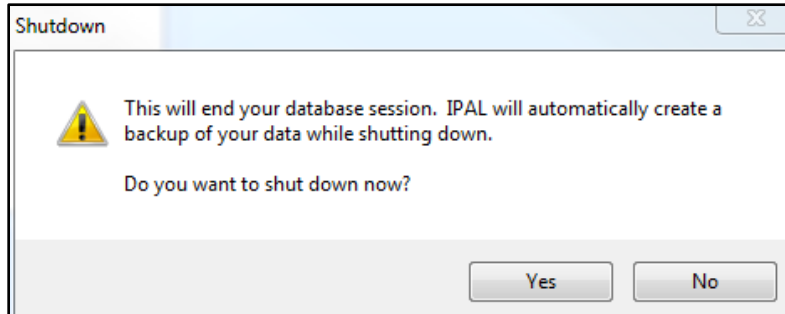


Main Switchboard

IPAL opens to the **Main Switchboard** on start up. It enables access to any report, form, data entry screen, open events, unabated issuances, or maintenance activity. Each tab contains different functions (i.e., **My Open Events** or **My Unabated Issuances**.) Select the appropriate tab and option then click **Continue** to open the corresponding window.

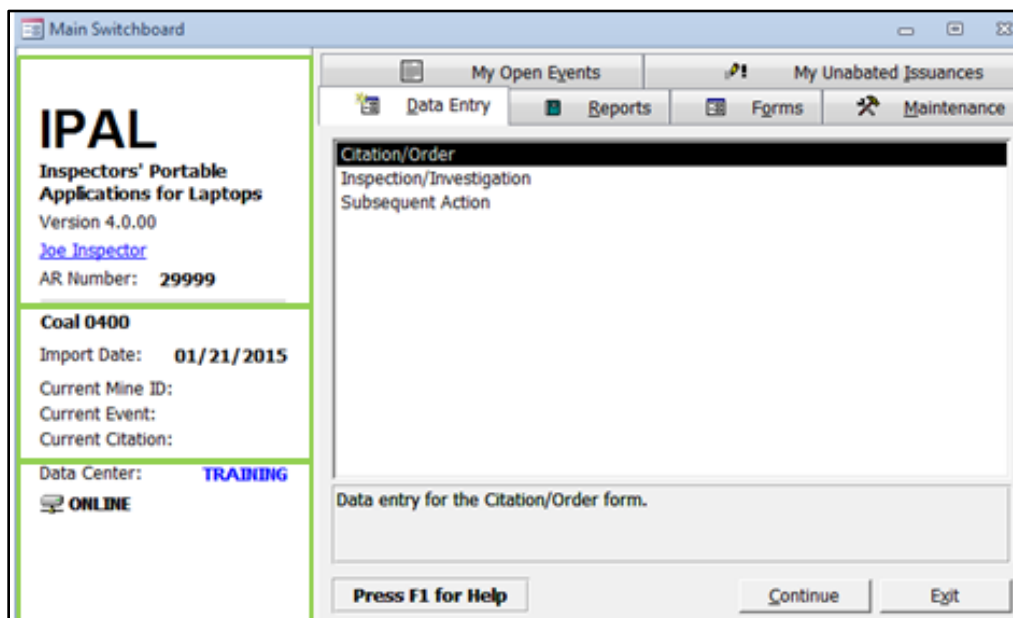
To close IPAL, click **Exit**.

IPAL will automatically make a backup and asks to make sure you want to shut down. Click **Yes**.



IPAL keeps the last 30 backups on your computer in the **D:\Inspect\AutoBackup** folder. The newest backup replaces the oldest. Check the file date and time to select the most current backup. (Click **View** and select **Details** in *Windows Explorer*.) The naming scheme for the backups is: **bk01.mdb**, **bk02.mdb**, **bk03.mdb**, etc.

The left panel displays IPAL and User information, including the **IPAL Version Number**, **Inspector's Name**, **AR Number**, **Coal/Metal** office information, the last **Import Date**, **Current Mine ID**, **Current Event**, **Current Citation** accessed, and the **Data Center** setting and online/offline status (for auto-uploads/downloads). IT Specialists will be able to change the Data Center setting to Training or Beta Testing as needed.





Click the inspector name to access the **User Preferences** screens (see the [Changing Profile Information](#) section). The office information and **Import** date describe the data on the laptop, as well as the **Current Mine ID**, **Current Event**, and **Current Citation** numbers.

IPAL shows a description of the selected item just below the display window.

TIP!

A Help Feature (**F1** function key) was added to IPAL and at any time you can press **F1** on the keyboard to display the IPAL User's Manual. The User Manual is also accessible from the Help Menu.



User Startup Information

When you run IPAL the first time, at startup it prompts you to enter a user profile before accessing data. (See [First Time Use](#).) IPAL displays the **User Startup Information** window (below) during first loading. The information entered for the **Name** fields and **AR Assignment** information print on events, citations, and subsequent actions. Click **Continue** after entering all information. You can view and edit this information later from the **User Preferences / User** tab.

The screenshot shows a Windows-style dialog box titled "User Startup Information". It contains the following fields and values:

- First Name: Joe
- Middle Name: (empty)
- Last Name: Inspector
- AR Assignment section:
 - AR Number: 29999
 - Office Code: C0400
 - Work Area: 01

At the bottom right of the dialog are two buttons: "Continue" and "Cancel".

Fields

First, Middle, and Last Name Fields

Enter your name. These fields appear on citations and reports. If uppercase or lowercase combinations are desired, capitalize the first letters. Middle names or initials **are not** required.

AR Number

Enter your **AR Number** (five digits for **Coal**; four digits for **Metal/Nonmetal**).

Note:

Metal users can enter 5-digit AR Numbers. However, the MSIS system will not accept them. Metal users are to continue to use 4-digit AR Numbers.

Office Code

Enter the five-character office code of the managing field office. The first character is either **C** or **M**, depending on whether it is a **Coal** or **Metal/Nonmetal** office.

Work Area

Enter the work area of the managing field office. **Coal** uses two-digits, while **Metal/Nonmetal** uses three-characters (format: **L##**).

Buttons

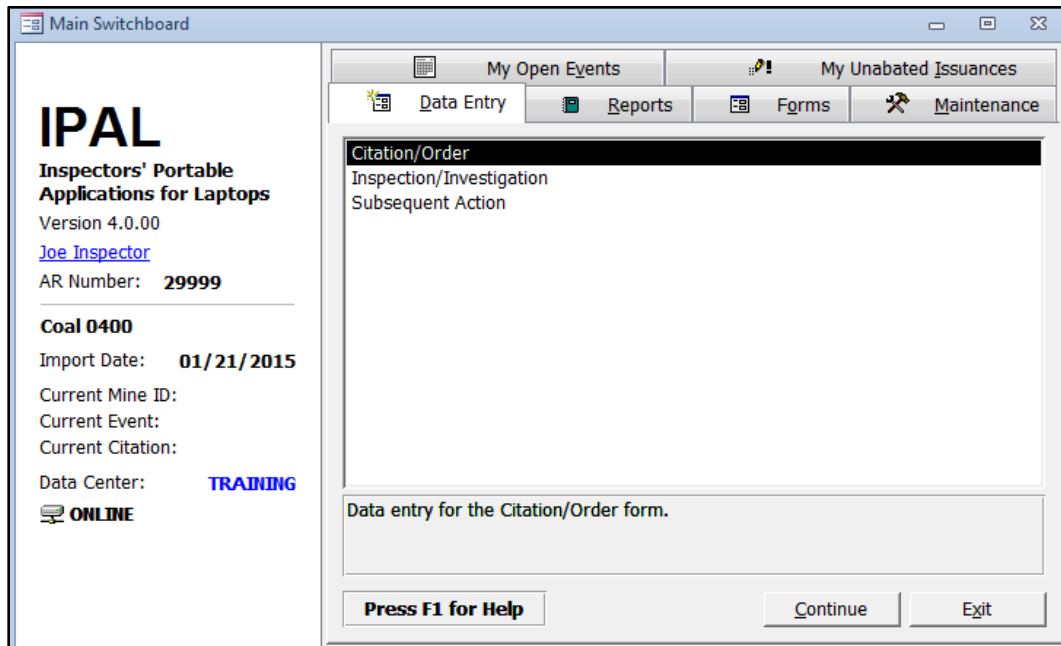
Click **Continue** to save the information and open the **Main Switchboard**.

Clicking **Cancel** exits IPAL without saving the information.



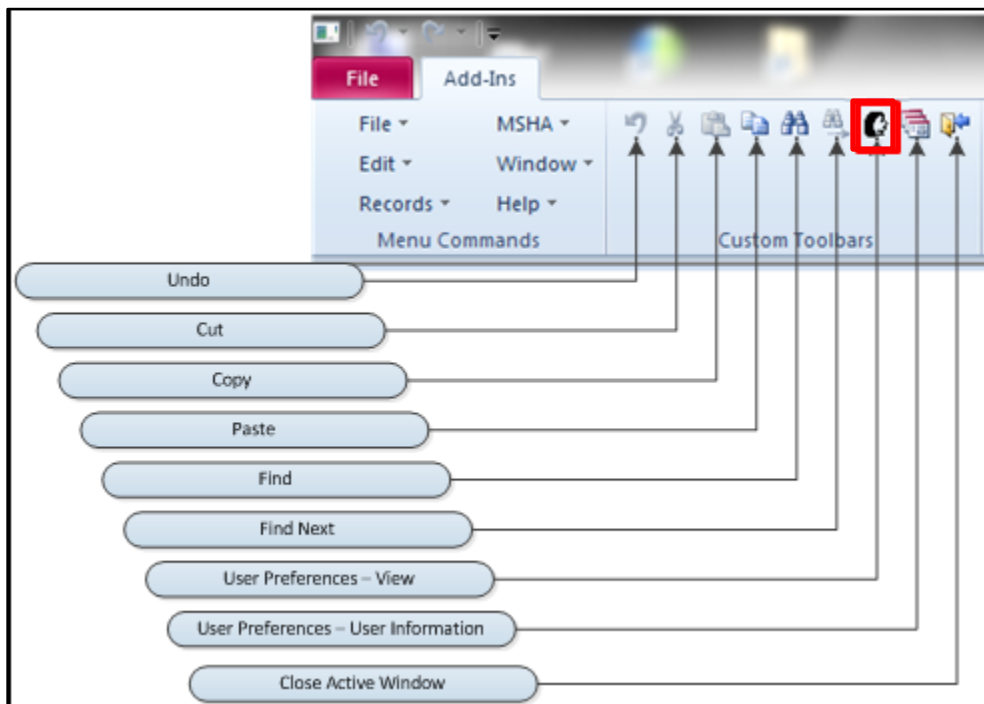
Changing Profile Information

The IPAL **Main Switchboard** below opens.



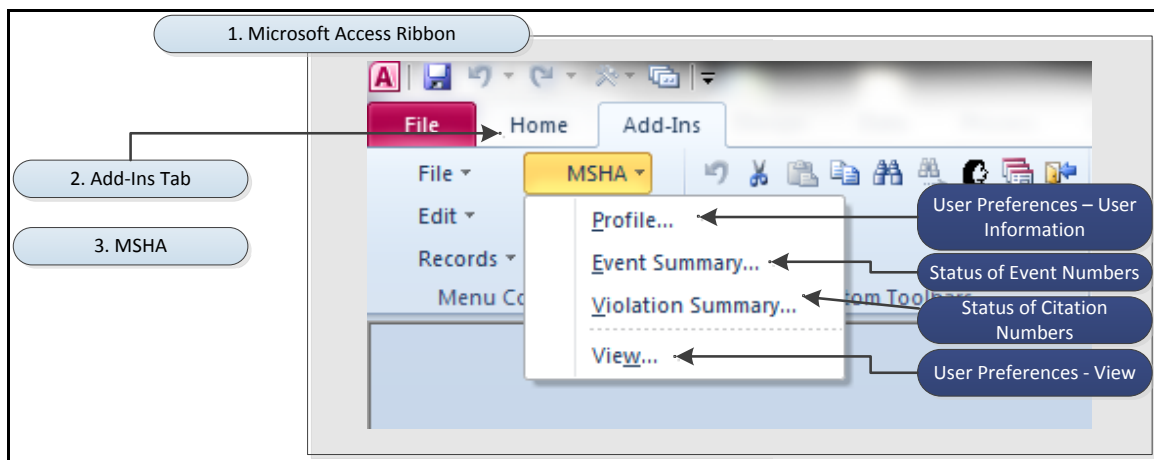
There are three ways to change the **User Preference**:

1. Clicking the **User Name** button  on the IPAL menu.





- Clicking the **Add-Ins** tab, in the **Menu Commands** group, then click **MSHA**.



OR

- Clicking the **User Name** hyperlink on left side of IPAL **Main Switchboard**.



- Clicking the **User Name** in the **Main Switchboard** also opens this window for editing. The **User Preferences** window displays information entered into the **User Startup Information** screen when IPAL was installed.



User Tab

The **User** tab is the tab IPAL opens to when you click the inspector name and open the **User Preferences** window, as shown above. It contains several fields:

First, Middle, and Last Name

IPAL includes this information on citations and reports it generates, *exactly* as it appears here.

AR Number

AR Number of inspector (five digits for Coal; four-digits for Metal/Nonmetal).

Office Code

Four-character office code to which the inspector is assigned.

Work Area

Office Work Area of the AR. Coal: two-digits; Metal/Nonmetal: three-characters (format **L##**).

After editing the information, click **OK** to save the changes and close the window. Clicking **Cancel** will abandon the changes and close the window, while clicking **Apply** saves the changes and leaves the window open.

Note:

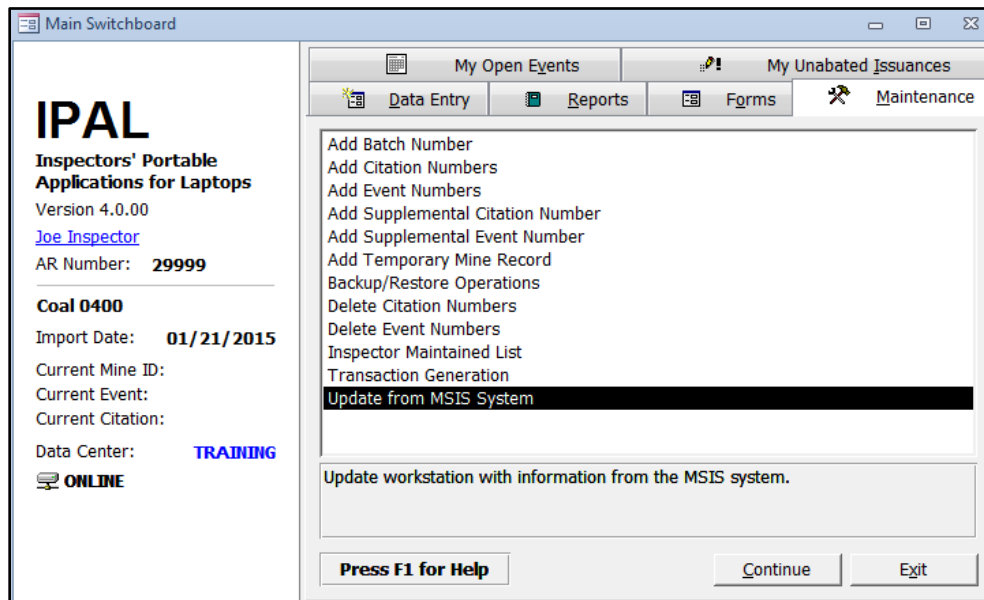
The **Office Tab** and **View Tab** are discussed below in the **Main Switchboard** section.



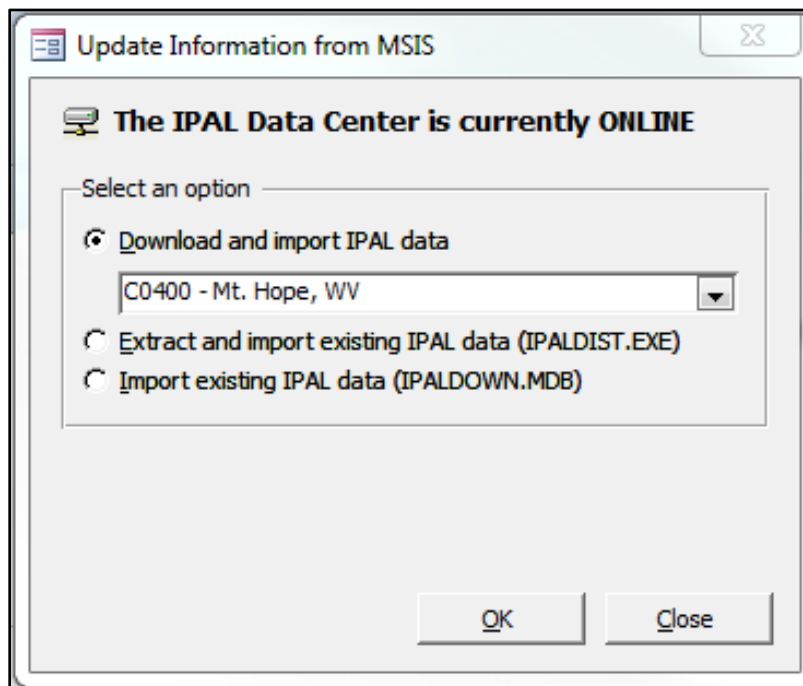
Import District Data

Before using IPAL for the first time, you must import district data from the **Maintenance** tab on the **Main Switchboard**. You will need to import new data weekly.

1. Select **Update from MSIS System** then click **Continue**.

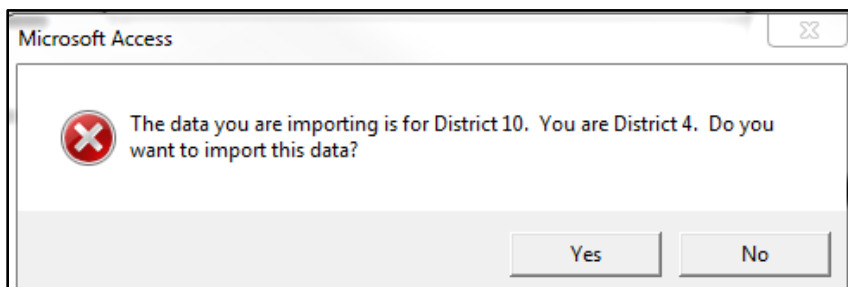


2. The window below opens. Click **Download and Import IPAL data**.

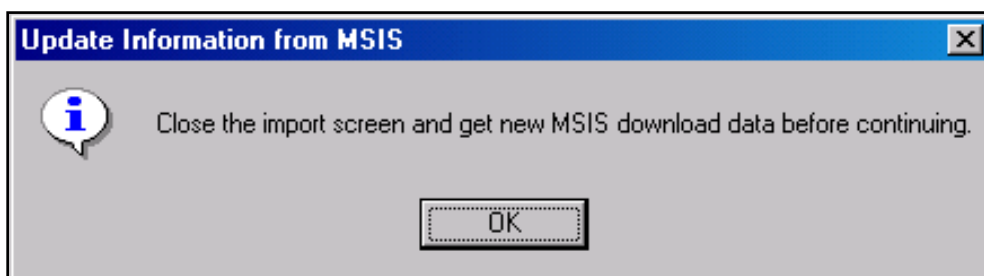




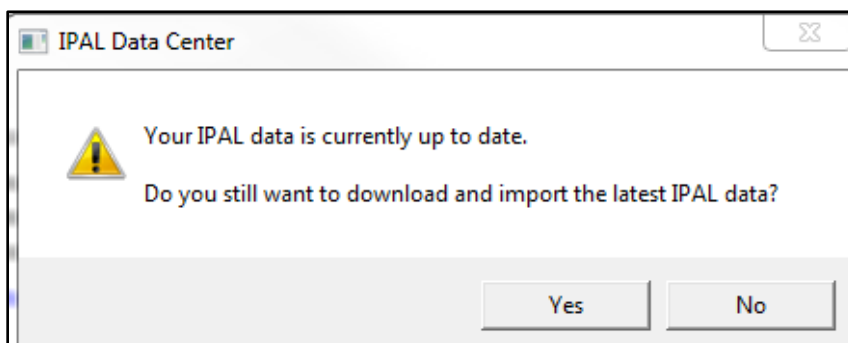
3. You may see a warning message if the data being imported is from another district, the system will ask you to confirm the import.



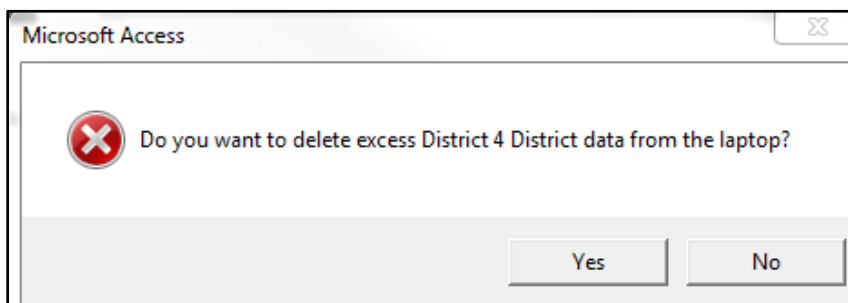
4. If you select **No** you will be asked to close the import screen and get the correct download data before proceeding.



5. You may see a warning message if the date of the data file is the same as the date you are about to download.

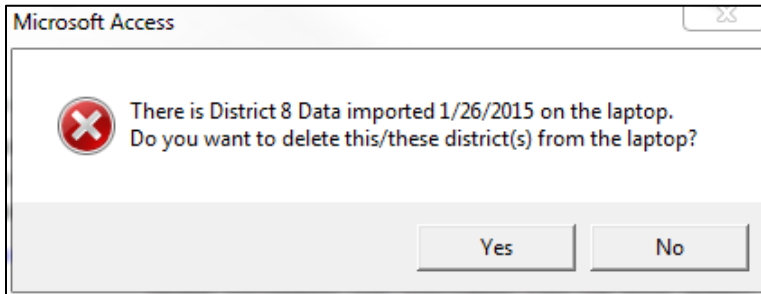


6. If you select **Yes**, the system will ask if current district data should be deleted.

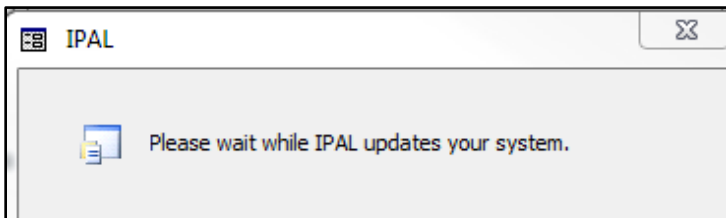




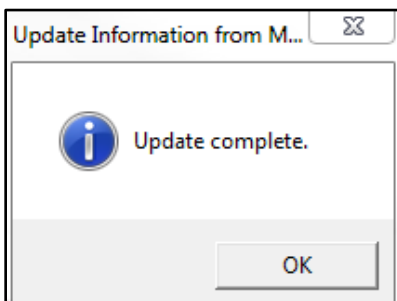
7. Even if you are importing data for the same district, you will be notified if other district data is stored on the laptop and asked if it should be deleted.



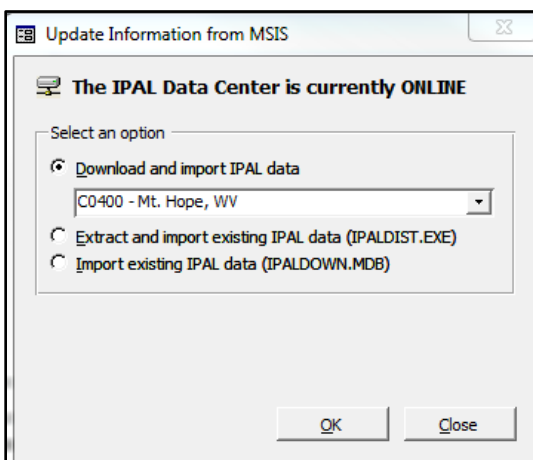
8. Click either **Yes** or **No**. Removing excess data keeps your system working more efficiently.
9. Messages will be displayed to indicate the import is in process and when the import is complete.



10. When the update is finished, the window below opens. Click **OK**.



11. Click **Close**. IPAL returns you to the **Update Information from MSIS** window.





12. Click **Close**. IPAL returns you to the **Main Switchboard**.

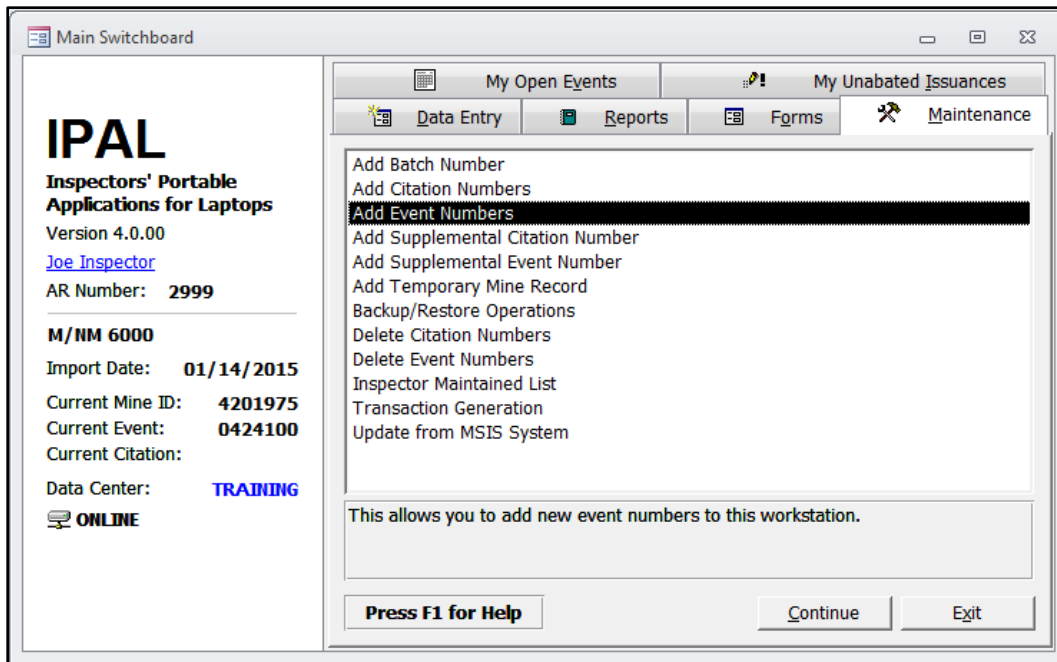
Creating Events (Inspections)

As an inspector, you are assigned new event numbers that you must enter into IPAL before creating an event. Go to the **Maintenance** tab and select **Add Event Numbers** to do that. If you try to create a new event on the event form it will automatically ask you if you want to add numbers if you don't have any. To create a new Event, follow the steps below.

1. Open the IPAL **Main Switchboard**.



- Click the **Maintenance** tab and select **Add Event Numbers**.



- Click **Continue**. The window below opens.

- Enter the **Starting** and **Ending** numbers then click **Add**. Notice that IPAL tracks the available events and the events in process.
- When finished, click **Close**. Clicking **Clear** clears the fields for you.

Creating Citations

An inspector is assigned citation numbers that must be entered into IPAL before creating an event. To do this, go to the **Maintenance** tab and **Add Citation Numbers**. Also, if you try to create a new citation IPAL will automatically ask you if you want to add numbers if there are none on your computer. To create a new Citation, follow the steps below.



1. Open the IPAL **Main Switchboard**.

The screenshot shows the 'Main Switchboard' window. On the left, the IPAL logo is displayed above the text 'Inspectors' Portable Applications for Laptops', 'Version 4.0.00', a link to 'Joe Inspector', and 'AR Number: 2999'. Below this, it shows 'M/NM 6000', 'Import Date: 01/14/2015', 'Current Mine ID: 4201975', 'Current Event: 0424100', 'Current Citation:', and 'Data Center: TRAINING'. At the bottom left is an 'ONLINE' status indicator. The main area on the right has tabs for 'My Open Events' and 'My Unabated Issuances'. Below these are sub-tabs: 'Data Entry', 'Reports', 'Forms', and 'Maintenance'. The 'Data Entry' sub-tab is active, showing a list with 'Citation/Order' selected. Below the list are the labels 'Inspection/Investigation' and 'Subsequent Action'. A text box below contains the instruction 'Data entry for the Citation/Order form.' At the bottom are buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

2. Click the **Maintenance** tab and select **Add Citation Numbers**.

This screenshot shows the same 'Main Switchboard' window, but the 'Maintenance' sub-tab is now selected. The list of maintenance tasks includes 'Add Batch Number', 'Add Citation Numbers' (which is highlighted), 'Add Event Numbers', 'Add Supplemental Citation Number', 'Add Supplemental Event Number', 'Add Temporary Mine Record', 'Backup/Restore Operations', 'Delete Citation Numbers', 'Delete Event Numbers', 'Inspector Maintained List', 'Transaction Generation', and 'Update from MSIS System'. Below the list, a text box states 'This allows you to add new citation numbers to this workstation.' The 'Press F1 for Help', 'Continue', and 'Exit' buttons remain at the bottom.



3. Click **Continue**. The window below opens.

The 'Add Citation Numbers' dialog box contains the following fields and buttons:

Field	Value
Starting Number	[Yellow Highlighted]
Ending Number	[Empty]
Available citations	2
In process citations	1

Buttons: **Add**, **Clear**, **Close**

4. Enter the **Starting** and **Ending** numbers then click **Add**.
5. Notice that IPAL keeps track of available citations and citations in process.
6. When finished, click **Close**. Clicking **Clear** clears the fields for you.

Subsequent Actions

Subsequent Actions are actions taken on an existing **Citation**. To create a new **Subsequent Action**, follow the steps below.

1. Open the IPAL **Main Switchboard**.

The 'Main Switchboard' window displays the following information:

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.00
[Joe Inspector](#)
AR Number: 2999

M/NM 6000
Import Date: 01/14/2015
Current Mine ID: 4201975
Current Event: 0424100
Current Citation:
Data Center: TRAINING
ONLINE

My Open Events | My Unabated Issuances

Data Entry | Reports | Forms | Maintenance

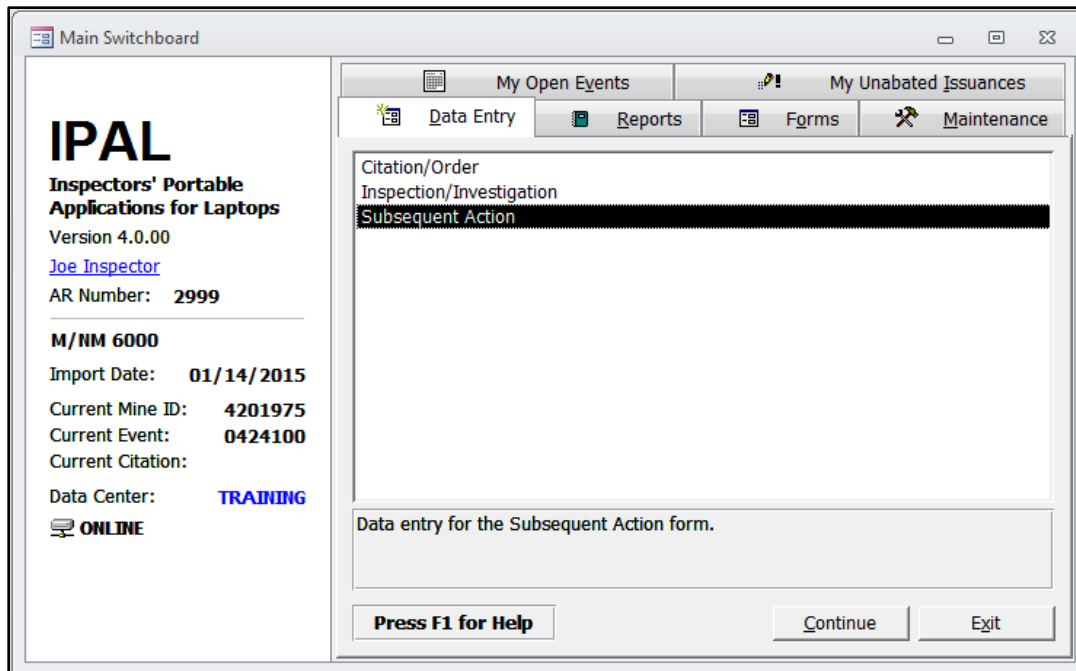
Citation/Order
Inspection/Investigation
Subsequent Action

Data entry for the Citation/Order form.

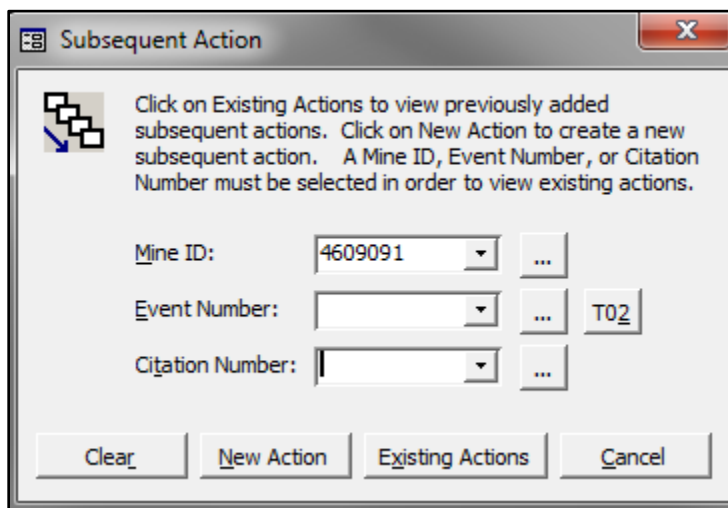
Press F1 for Help | Continue | Exit



2. Select **Subsequent Action**.



3. Click **Continue**. The window below opens.

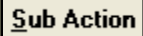


4. Select the **Mine ID** from the drop-down list.
5. Select the **Event Number** from the drop-down list.
6. Select the **Citation Number** from the drop-down list.

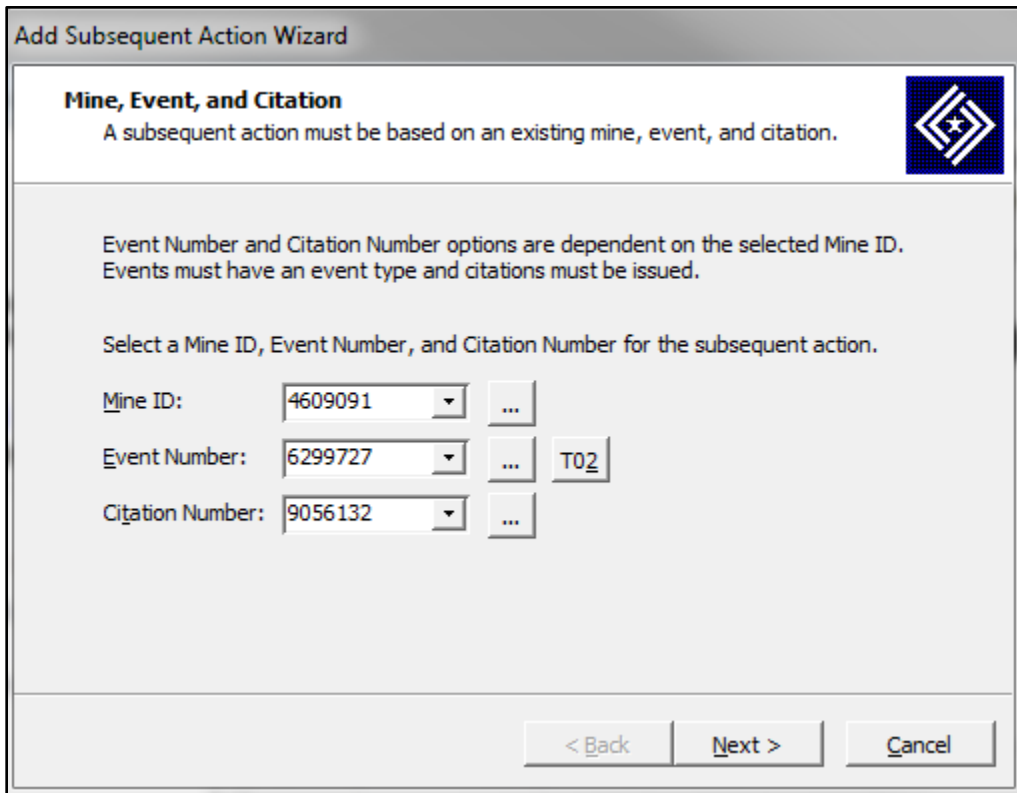


Note:

Clicking the lookup  button by any number opens the look up window so you can search for the number.

You can also create **Subsequent Actions** from the **Event or Citation/Order** form itself using the  button.

7. If you make an error, clicking **Clear** clears all entries so you can re-enter them.
8. Clicking **New Action** opens the Wizard below to create a new **Subsequent Action**.



The image shows a screenshot of the 'Add Subsequent Action Wizard' dialog box. The title bar reads 'Add Subsequent Action Wizard'. Inside the dialog, there is a section titled 'Mine, Event, and Citation' with a sub-instruction: 'A subsequent action must be based on an existing mine, event, and citation.' Below this, a note states: 'Event Number and Citation Number options are dependent on the selected Mine ID. Events must have an event type and citations must be issued.' The main instruction is 'Select a Mine ID, Event Number, and Citation Number for the subsequent action.' There are three rows of input fields: 'Mine ID:' with a dropdown menu showing '4609091' and a lookup button; 'Event Number:' with a dropdown menu showing '6299727', a lookup button, and a text field containing 'T02'; and 'Citation Number:' with a dropdown menu showing '9056132' and a lookup button. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

9. Select the **Event Number** from the drop-down list.
10. Select the **Citation Number** from the drop down list.



11. Click **Next**. The window below opens.

The screenshot shows the 'Add Subsequent Action Wizard' window. The title bar says 'Add Subsequent Action Wizard'. The main heading is 'Mine/Contact Information' with a subtext 'Mine and contact information at the time of the action.' and a small IPAL logo. Below this, a message states: 'The mine and contact information has been pre-filled from existing data. The lists contain the values that have been used for the selected mine, event, and citation.' This is followed by the instruction: 'Verify the information and make the necessary changes.' The form contains the following fields: 'Mine Name:' with a dropdown menu showing 'HORSE CREEK EAGLE'; 'Contractor No.:' with a dropdown menu and a lookup button (...); 'Operator Name:' with a dropdown menu showing 'MARFORK COAL COMPANY'; 'Served To:' with an empty dropdown menu; and 'AR Number:' with a text box containing '29999'. A 'Restore Defaults' button is located to the right of the 'AR Number' field. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

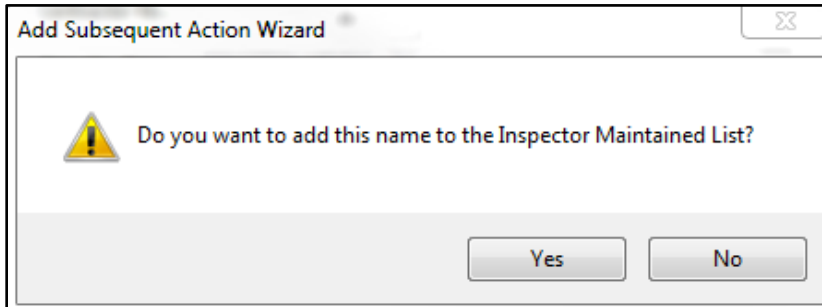
12. Ensure the **Mine Name** is correct.
13. Select the **Contractor Number** from the drop-down list or use the lookup button (optional). The **Contractor Name** will replace the **Operator Name**:

This screenshot shows the same 'Add Subsequent Action Wizard' window, but with updated values. The 'Mine Name' remains 'HORSE CREEK EAGLE'. The 'Contractor No.' dropdown now shows 'SLX', and the 'Contractor Name' dropdown has appeared, showing 'A & E CONSTRUCTION CO INC'. The 'Operator Name' field is no longer visible. The 'Served To' field remains empty, and the 'AR Number' is still '29999'. The 'Restore Defaults' button is still present. The navigation buttons at the bottom are '< Back', 'Next >', and 'Cancel'.

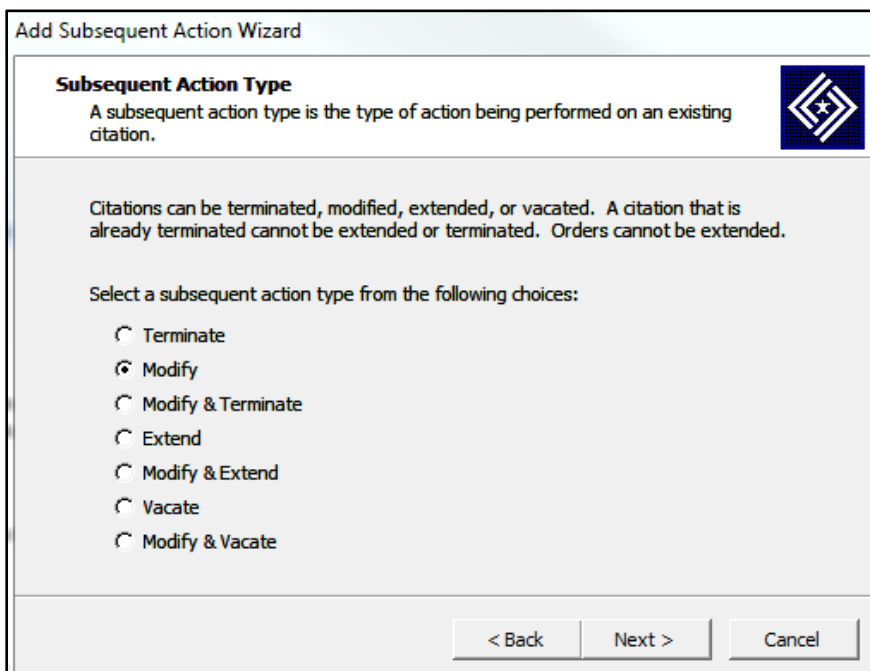
14. Ensure the **Operator Name** is correct.
15. Enter the person's name you served the Subsequent Action to in the **Served To** field.
16. Ensure the **AR Number** is correct.



17. If the **Served To** has not been issued a citation on this workstation, a window will prompt before taking you to the next screen:



18. Click **Next**. The window below opens.



19. In our example, we are modifying an existing subsequent action. You can also **Terminate**, **Modify & Terminate**, **Extend**, **Modify & Extend**, **Vacate**, and **Modify & Vacate** subsequent actions. Depending on how you entered the **Subsequent Action** form, the choices available for your particular situation only will show.



20. Select the appropriate option and click **Next**. The window below opens.

The screenshot shows the 'Add Subsequent Action Wizard' window with the 'Date/Time Information' tab selected. The window title is 'Add Subsequent Action Wizard'. The tab title is 'Date/Time Information' with a subtitle 'Relevant date and time information.' and a logo. The main text reads: 'Action date is the date this action was taken and must be after the specified event start date.' Below this, it says 'Enter the date and time information for this action:'. There are two input fields: 'Action Date & Time:' with a date field containing '01/26/2015' and a time field containing '11:33'. Below these fields is a button labeled 'Enter Current Date/Time'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

21. Clicking **Enter Current Date/Time** automatically populates the **Action Date & Time** fields for you with the current information. You can also enter the information manually.
22. Click **Next**. The window below opens.

The screenshot shows the 'Add Subsequent Action Wizard' window with the 'Subsequent Action Number' tab selected. The window title is 'Add Subsequent Action Wizard'. The tab title is 'Subsequent Action Number' with a subtitle 'Next action on the current citation.' and a logo. The main text reads: 'The Subsequent Action Number is the next action in a series of actions on the current citation.' Below this, it says 'Verify the Action Number is correct. Change if necessary.' There is an input field labeled 'Enter a Subsequent Action number:' containing '01'. Below this is a section titled 'Existing actions:' which contains a table with the following columns: Action, Citation, Event, Date/Time, Type, and Issued. The table is currently empty. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.



23. Verify the number and change if necessary. Then click **Next**, the window below opens.

The screenshot shows the 'Add Subsequent Action Wizard' window, specifically the 'Justification for Action' step. The title bar reads 'Add Subsequent Action Wizard'. The main heading is 'Justification for Action' with the subtitle 'Justification for current action.' Below this, a text box explains: 'Justification for Action is the reason this action is being issued against the current citation. Select Yes if action is written as a result of conference.' A large text area is labeled 'Enter a Justification for Action:'. To the right of this area is a small 'ABC' icon with a checkmark. Below the text area, there are two radio buttons: 'Yes' and 'No', with 'No' being selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

24. Enter the **Justification for the Action**. Place your cursor in the field then type.

25. Select either **Yes** or **No** for whether the action was written as the result of a conference.

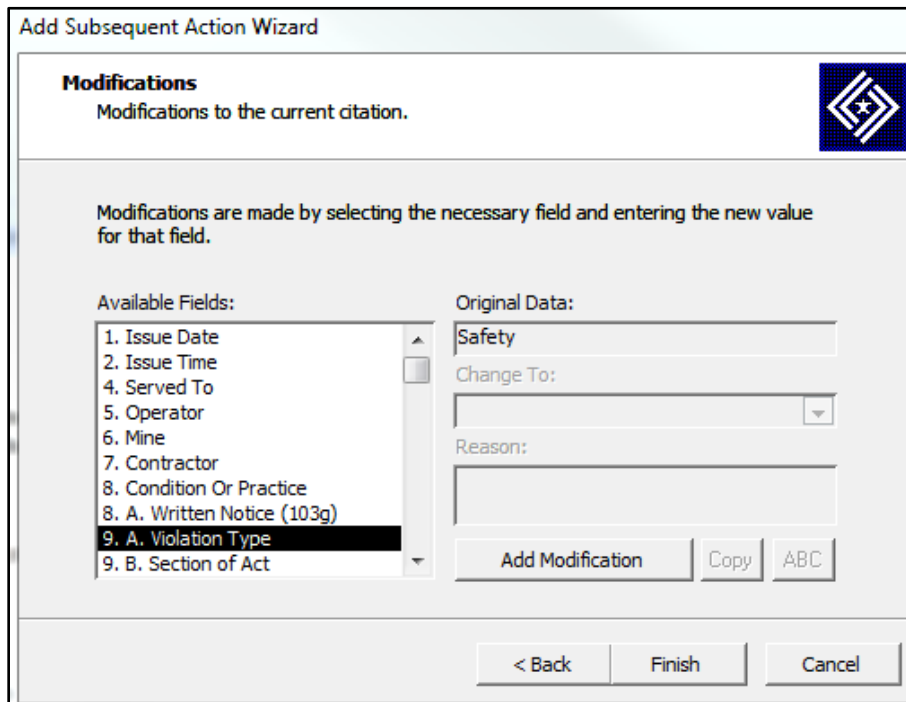
26. Click **Next**. The window below opens.

The screenshot shows the 'Add Subsequent Action Wizard' window, specifically the 'Modifications' step. The title bar reads 'Add Subsequent Action Wizard'. The main heading is 'Modifications' with the subtitle 'Modifications to the current citation.' Below this, a text box explains: 'Modifications are made by selecting the necessary field and entering the new value for that field.' On the left, there is a list of 'Available Fields' with '1. Issue Date' selected. To the right, there are three input fields: 'Original Data:' (containing '01/22/2015'), 'Change To:' (empty), and 'Reason:' (empty). Below these fields are three buttons: 'Add Modification', 'Copy', and 'ABC'. At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.



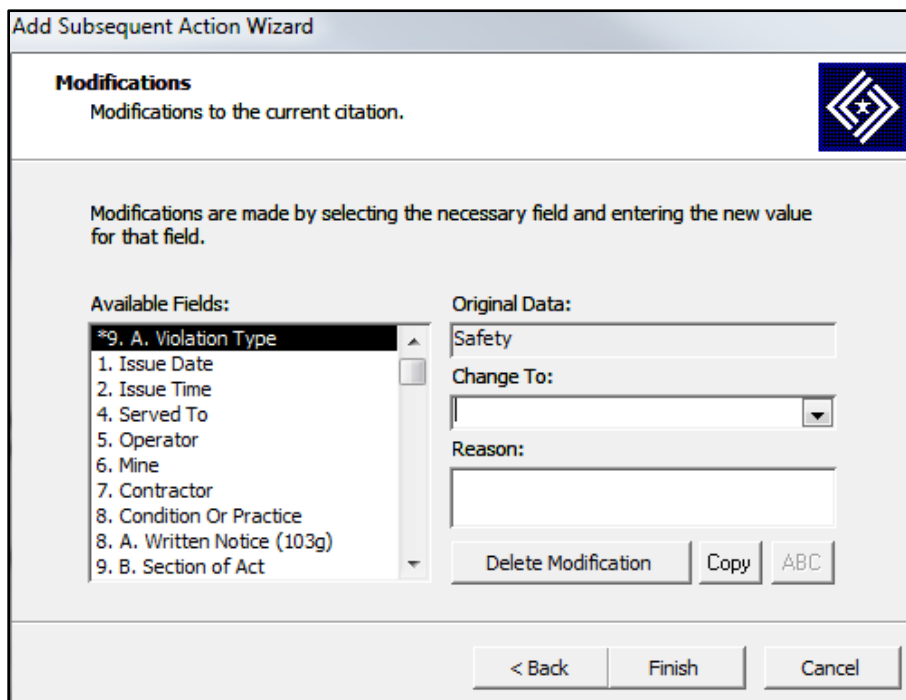
Modification

27. The fields available to modify are shown in the **Available Fields** section on the left. Select the field you wish to change; its details show on the right.



The screenshot shows the 'Add Subsequent Action Wizard' window with the 'Modifications' tab selected. The window title is 'Add Subsequent Action Wizard'. The tab is labeled 'Modifications' with the subtitle 'Modifications to the current citation.' Below this, a message states: 'Modifications are made by selecting the necessary field and entering the new value for that field.' The 'Available Fields' list on the left includes: 1. Issue Date, 2. Issue Time, 4. Served To, 5. Operator, 6. Mine, 7. Contractor, 8. Condition Or Practice, 8. A. Written Notice (103g), 9. A. Violation Type (highlighted), and 9. B. Section of Act. The 'Original Data' section on the right shows 'Safety' in the 'Original Data' field, an empty 'Change To' dropdown, and an empty 'Reason' text box. At the bottom right of the main area are buttons for 'Add Modification', 'Copy', and 'ABC'. At the very bottom of the window are buttons for '< Back', 'Finish', and 'Cancel'.

28. Click **Add Modification**. A window similar to the one below opens.



The screenshot shows the same 'Add Subsequent Action Wizard' window with the 'Modifications' tab. The 'Available Fields' list is the same, but '9. A. Violation Type' is now at the top of the list and is highlighted. The 'Original Data' section remains the same with 'Safety' in the 'Original Data' field, an empty 'Change To' dropdown, and an empty 'Reason' text box. At the bottom right of the main area, the buttons are now 'Delete Modification', 'Copy', and 'ABC'. The bottom navigation buttons '< Back', 'Finish', and 'Cancel' remain the same.



29. Enter the changes needed. Click **Finish** when done.

The screenshot shows the 'Add Subsequent Action Wizard' window, specifically the 'Modifications' tab. The title bar reads 'Add Subsequent Action Wizard'. Below the title bar, the tab is labeled 'Modifications' with the subtitle 'Modifications to the current citation.' A small IPAL logo is in the top right corner. The main text states: 'Modifications are made by selecting the necessary field and entering the new value for that field.' There are two columns: 'Available Fields:' and 'Original Data:'. Under 'Available Fields:', a list includes: '*9. A. Violation Type', '1. Issue Date', '2. Issue Time', '4. Served To', '5. Operator', '6. Mine', '7. Contractor', '8. Condition Or Practice', '8. A. Written Notice (103g)', and '9. B. Section of Act'. The 'Original Data:' column shows 'Safety' in the 'Change To:' field and 'both safety & health were affected' in the 'Reason:' field. At the bottom of the 'Original Data:' column are buttons for 'Delete Modification', 'Copy', and 'ABC'. At the very bottom of the window are buttons for '< Back', 'Finish', and 'Cancel'.

Note:

You can add as many modifications as needed before clicking finish and more than one field can be modified.

30. A window similar to the one below opens.

The screenshot shows the 'Subsequent Action' window. The title bar reads 'Subsequent Action'. The 'Action:' dropdown is set to 'Modify'. The 'Filter:' dropdown is set to 'Mine/Event/Citation'. Below these are three dropdowns: 'Mine ID: 4608625', 'Event Number: 4098712', and 'Citation Number: 9054708'. There are three tabs: 'General', 'Justification', and 'Modifications'. The 'General' tab is active. It contains two sections: 'Event/Citation' with 'Inspection Type: AAA' and 'Termination Date:' (empty), and 'Action' with 'Date: 01/26/2015' and 'Time: 11:33'. Below these are several dropdowns and text boxes: 'Mine: KINGSTON NO 1', 'Contractor ID:' (empty), 'Operator: KINGSTON MINING, INC.', 'AR Number: 29999', 'Served To: JOHN SMITH', and 'Action No.: 01'. At the bottom are buttons: 'New Action', 'Check', 'Issue', 'Print', 'Delete', and 'Close'. The footer shows 'Record: 1 of 1' and 'No Filter'.



31. From this window, you can enter another **New Action**, **Check it**, **Issue** the Subsequent Action, **Print** it, or **Delete** it.
32. When finished, click **Close** to return you to the **Main Switchboard**.

Transaction Generation

Transaction Generation requires entering batch numbers before creating transaction files. You create batch numbers using the **Add Batch Number** option on the **Maintenance** tab, as shown below. These numbers are assigned to you and are recycled.

This selection creates batch files containing the events, citations, subsequent actions, sample citation linkages request for laboratory analysis forms, mine atmosphere sample records, rock dust sample submission (coal only) forms, and weekly activity entered on the computer since the last upload to the MSHA network. The **Transaction Generation** screen automatically inserts the next available batch number. IPAL cycles through the batch numbers and starts over at the end.

TIP!

During training, accept the batch number IPAL assigns. Changing the batch numbers takes them out of sequence. To correct the transaction batch sequence, re-enter the batch numbers in the **Add Batch Number** screen on the **Maintenance** tab of the **Main Switchboard**.

Note:

Run transaction generation and upload transaction file – Select to automatically upload file when connected MSHA Network.

Run transaction generation only (no upload) – Select to create a transaction file but do not upload. If not connected to MSHA Network this is the only option available.

Upload existing transaction file – Select to upload an existing transaction file that was created but not uploaded.

Batch Number, Export Destination, and Backup Destination *only apply* to the first two options; these fields are unavailable when Upload existing transaction file is selected.



1. Select **Transaction Generation** and click **Continue**.

The screenshot shows the 'Main Switchboard' window. On the left, it displays 'IPAL Inspectors' Portable Applications for Laptops Version 4.0.00', the user 'Joe Q Inspector', and 'AR Number: 29999'. Below this, it shows 'Coal 0400', 'Import Date: 01/26/2015', 'Current Mine ID: 4608625', 'Current Event: 4078308', 'Current Citation: 5000000', 'Data Center: TRAINING', and an 'ONLINE' status. On the right, there are tabs for 'My Open Events', 'My Unabated Issuances', 'Data Entry', 'Reports', 'Forms', and 'Maintenance'. The 'Maintenance' tab is active, showing a list of options: 'Add Batch Number', 'Add Citation Numbers', 'Add Event Numbers', 'Add Supplemental Citation Number', 'Add Supplemental Event Number', 'Add Temporary Mine Record', 'Backup/Restore Operations', 'Delete Citation Numbers', 'Delete Event Numbers', 'Inspector Maintained List', 'Transaction Generation' (highlighted), and 'Update from MSIS System'. Below the list is a button 'Press F1 for Help' and two buttons 'Continue' and 'Exit'.

2. The window below opens. If you are logged into the MSHA Network, the **Transactions** screen will indicate this as shown below.

The screenshot shows the 'Transactions' window. It has a title bar 'Transactions' and a close button. Inside, it says 'The IPAL Data Center is currently ONLINE'. Below this is a section 'Select an option' with three radio buttons: 'Run transaction generation and upload transaction file' (selected), 'Run transaction generation only (no upload)', and 'Upload existing transaction file'. Below the radio buttons are three fields: 'Batch Number' with a dropdown menu showing '1', 'Export Destination' with a text box containing 'D:\Inspect\Batch\' and a browse button (...), and 'Backup Destination' with a text box containing 'D:\Inspect\Batch\Backup\' and a browse button (...). At the bottom are 'OK' and 'Close' buttons.

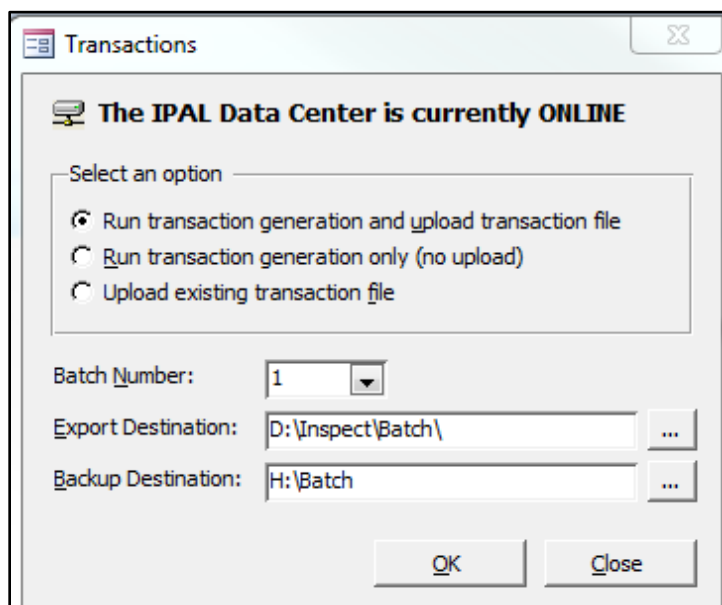
3. The **Export Destination** defaults to the **D:** drive, which is your hard drive.

Note:

Both **Export** and **Backup** destinations are required before IPAL will process the transactions.

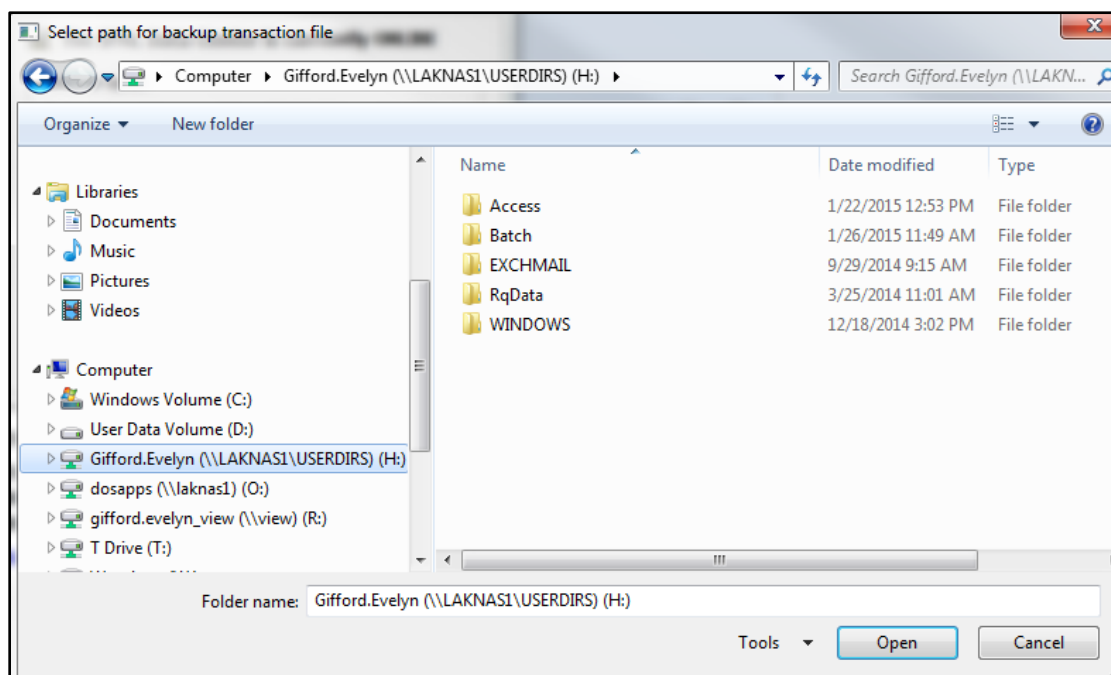


4. If you set your **Backup Destination** as **H:\Batch**, IPAL places a backup of the transaction on your network-shared directory. MSHA backs up its network drive locations nightly (i.e. H:\ drive). This only works when connected to the MSHA network.



Setting the Backup Destination as H:\Batch

1. Click the lookup button (), the explorer window below opens.

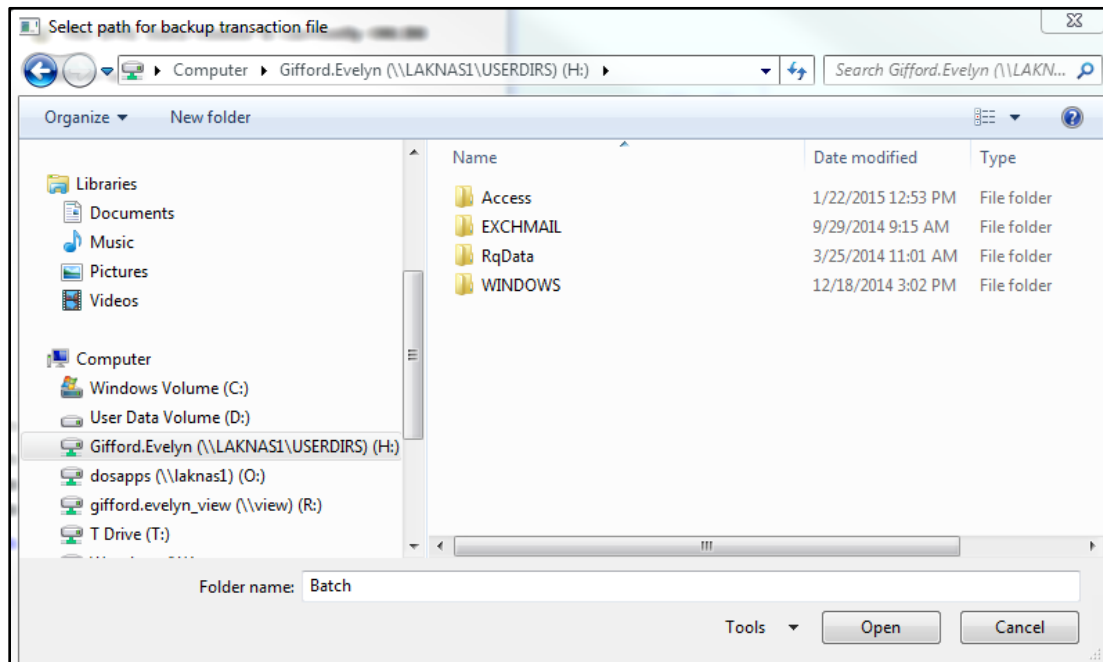


2. Select your **H:\drive** in the left hand pane of explorer.

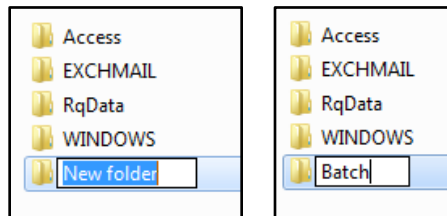


3. Click **New folder** button.

New folder



4. A New folder will appear. Rename the file **Batch** for the name of the folder or another name if you prefer.



5. Click **OK**. IPAL switches you to this directory.



6. Click **Open**. The window below now shows the **Backup Destination** as **H:\Batch** file.

The screenshot shows a window titled "Transactions". At the top, it states "The IPAL Data Center is currently ONLINE". Below this, there is a section "Select an option" with three radio buttons: "Run transaction generation and upload transaction file" (which is selected), "Run transaction generation only (no upload)", and "Upload existing transaction file". Underneath, there are three input fields: "Batch Number" with a dropdown menu showing "1", "Export Destination" with a text box containing "D:\Inspect\Batch\" and a browse button (...), and "Backup Destination" with a text box containing "H:\Batch" and a browse button (...). At the bottom of the window are "OK" and "Close" buttons.

7. Click **OK**. Wait while IPAL writes the transaction information to the backup drives.
8. Click **OK**. IPAL generates the six- to eight-character filename followed by ***.mdb**. For example, L006359.mdb. The filename is comprised of these parts:
- Character 01: L** — Indicates generation from a laptop.
 - Characters 02-05: AR Number** — This does not include the first digit of Coal's 5 digit number.
 - Characters 06-08: Batch Number** — 1 to 3 digits.

Note:

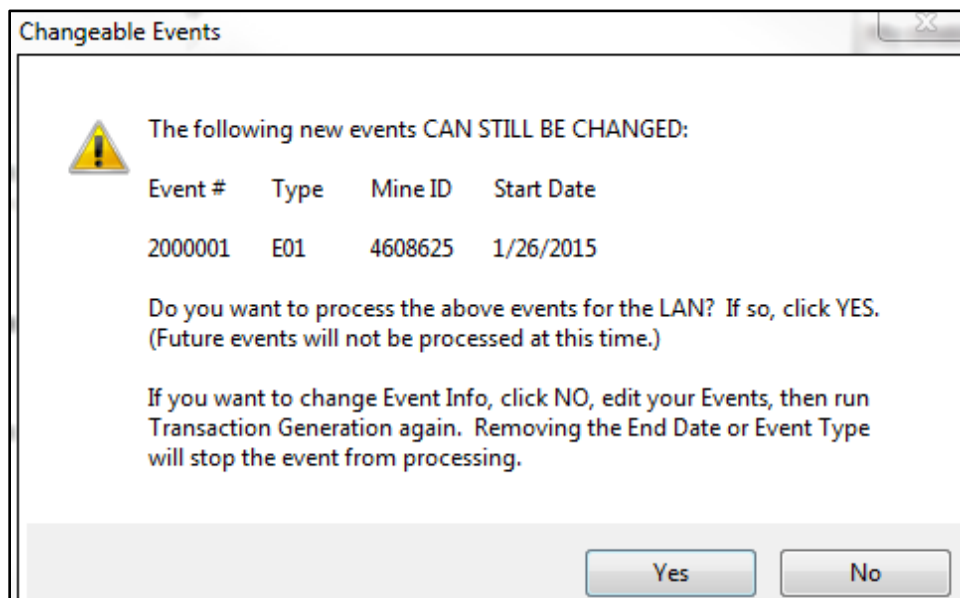
Both **Export** and **Backup** destinations are **required** before IPAL will process the transactions.



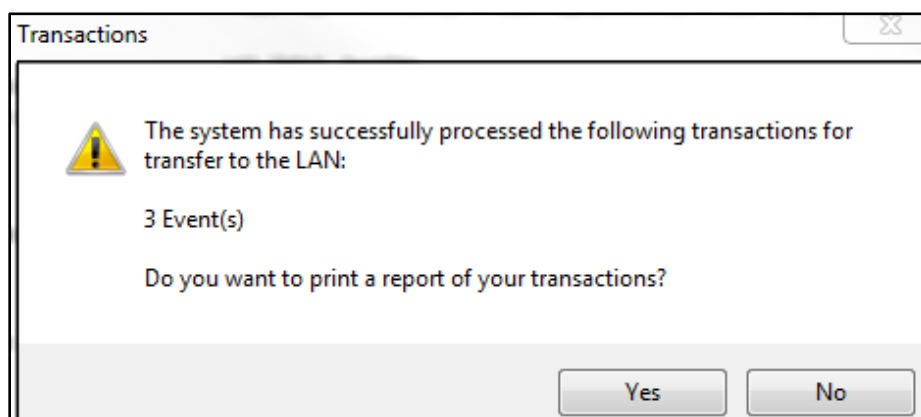
Changeable Events

Changeable Events are completed events that have not yet been uploaded to the MSHA network and do not have a **Citation** or **Subsequent Action** attached to them. You may still modify them before transfer to the MSHA network. Future events with **Start** or **End Dates** greater than today's date are not uploaded until the **Start** and **End Date** (if entered) are today or prior (less than or equal to today's date).

1. An IPAL message (below) displays the **Event Number**, **Event Type** (activity code), **Mine ID**, and event **Start Date** prior to processing, offering the opportunity to cancel the transaction generation before uploading to the MSHA network.

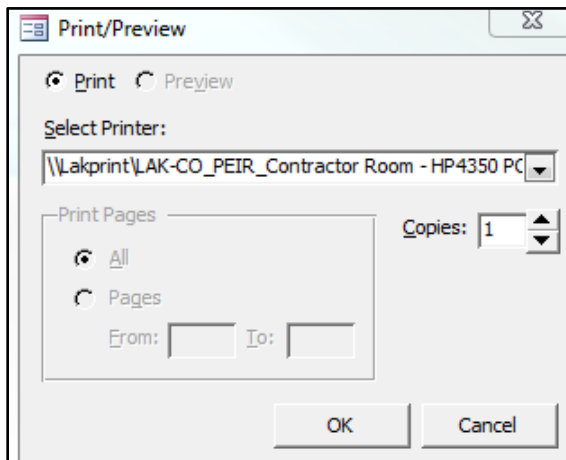


2. Click **Yes** to continue the transaction generation.
3. IPAL confirms successful processing and asks to print the report. It may be easier to trace errors with a printed report.





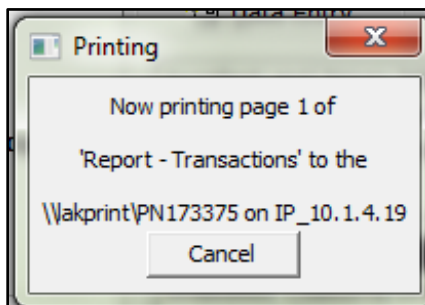
- Clicking **Yes** displays the **Print/Preview** window shown below. The **Preview** option will be **dimmed out** for this report.



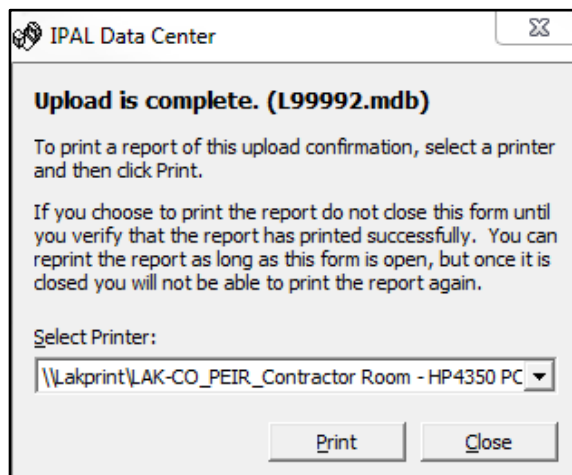
- If you select **Cancel** the report will not print but file will still upload.

OR

If you select **Print** the file will then upload automatically and another screen will display showing the upload progress. Once the upload is complete a second dialog box will display giving you the option to **print** an **upload** confirmation report. Then the **Transaction Generation** terminates.



A window will appear showing that the upload is complete.





6. The report includes **District** and **Office** codes, **Inspector** name, **AR Number**, **Transaction File**, and **Transaction Date** in the report heading. It lists the **Events**, **Citations**, **SubActions**, **Health Sample Linkages** (Metal/Nonmetal), **Rock Dust Sample Submission** forms (Coal), **Rock Dust Sample Linkages** (Coal), **Request Lab Analysis**, **Mine Atmosphere Sample Record**, and **Weekly Activity Forms**.

IPAL Transaction Report		U.S. Department of Labor Mine Safety and Health Administration		
District:	Rocky Mountain District (Denver)	AR Number:	1186	
Office Code:	6621 Rapid City, SD	Transaction File:	L1186905.mdb	
Inspector:	Doe, John	Transaction Date:	10/29/2004	
Events (1)				
Event Number	Mine ID	Event Type	Start Date	Status
1099846	0500198	E01	07/08/2004	New
Citations (1)				
Citation Number	Mine ID	Event Number	Issue Date	
7855014	0500198	1099846	07/08/2004	
SubActions (2)				
Citation Number	Mine ID	Event Number	Action Date/Time	Sub ActionType
7855001	2402238	1099836	10/29/2004 4:59:00 PM	Modify
7855006	0503135	1099839	10/29/2004 5:09:00 PM	Modify
Health Samples (1)				
Citation Number	Sample Number			
7855014	000000200411051200			
Weekly Activity Forms (1)				
AR Number	Week Start Date	Week End Date	Status	
1186	10/24/2004	10/30/2004	New	

7. IPAL displays an **In Process Events** message, as shown below. These events are not yet complete, and do not have **Event Types/Activity Codes** and/or **Start Dates**. These events were not processed in the transaction file. Click **OK**.

In Process Events

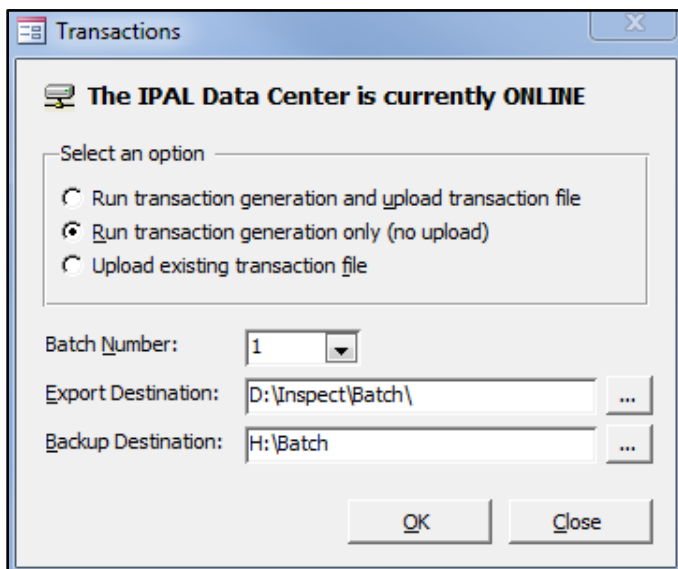
 You have 1 In Process Event(s):

Event #	Type	Mine ID	Start Date
2000003	E01	4608655	

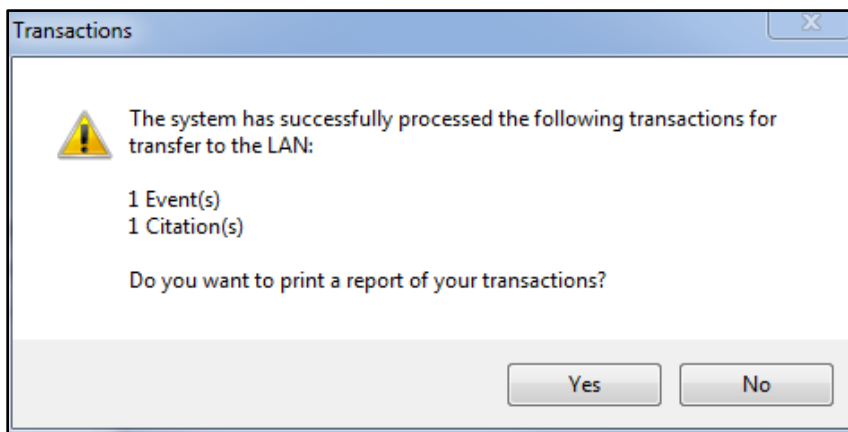
OK



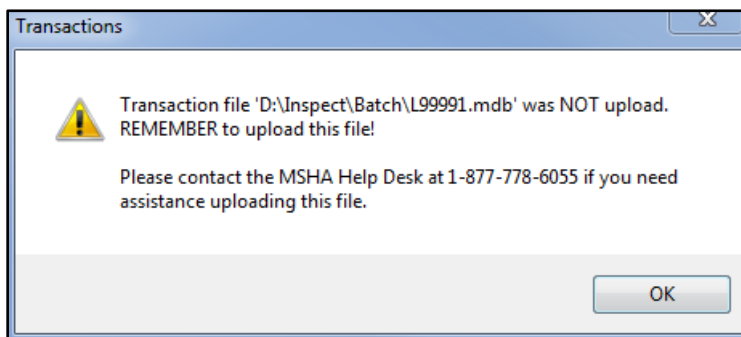
8. If you select **Run transaction generation only (no upload)** is selected then you will have to manually upload the transaction file.



9. IPAL confirms successful processing and asks to print the report. It may be easier to trace errors with a printed report.

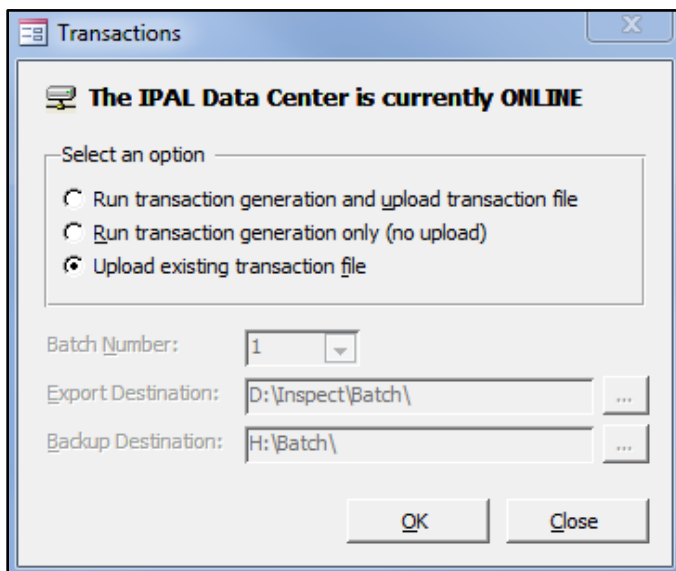


10. Follow **Steps 5 thru 6** listed under **Changeable Events** above. After printing report you will receive a reminder that you will need to upload the file similar to the one below.

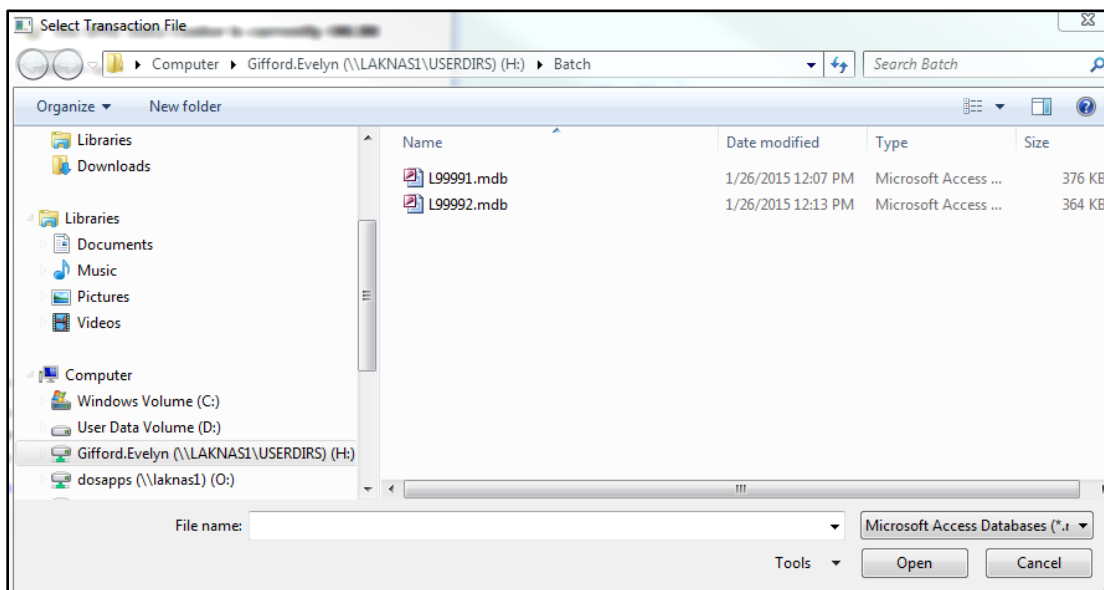




11. If you are connected to the MSHA LAN you can upload the file from within IPAL by selecting the **Upload existing transaction file**.

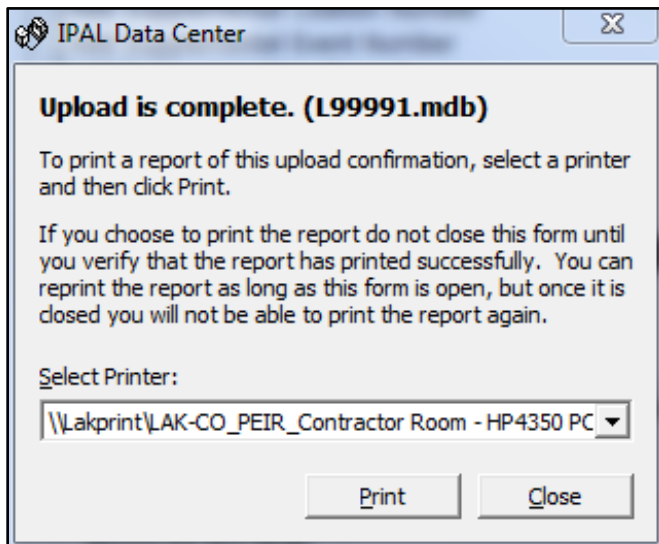


12. You will be prompted to select the transaction file for upload in Microsoft Explorer.





13. If the upload is successful, a confirmation dialog will be displayed with an option to print an upload confirmation report.



TIP!

When transferring to a new or different work area, **process all transactions** for your current work area **prior to reassignment**. This ensures uploading all current data to the MSHA network.



Reference: Window and Tab Information

This section contains detailed information on each of the tabs located in the **IPAL Main Switchboard**. After using the [Inspection Workflow](#) section to become familiar with the majority of the tasks you will use IPAL for, use this section for later reference when you need to see what a specific tab contains for performing other tasks that are not routine or that are performed rarely.

Standard Functions

This section covers standard functions you'll be using in IPAL.

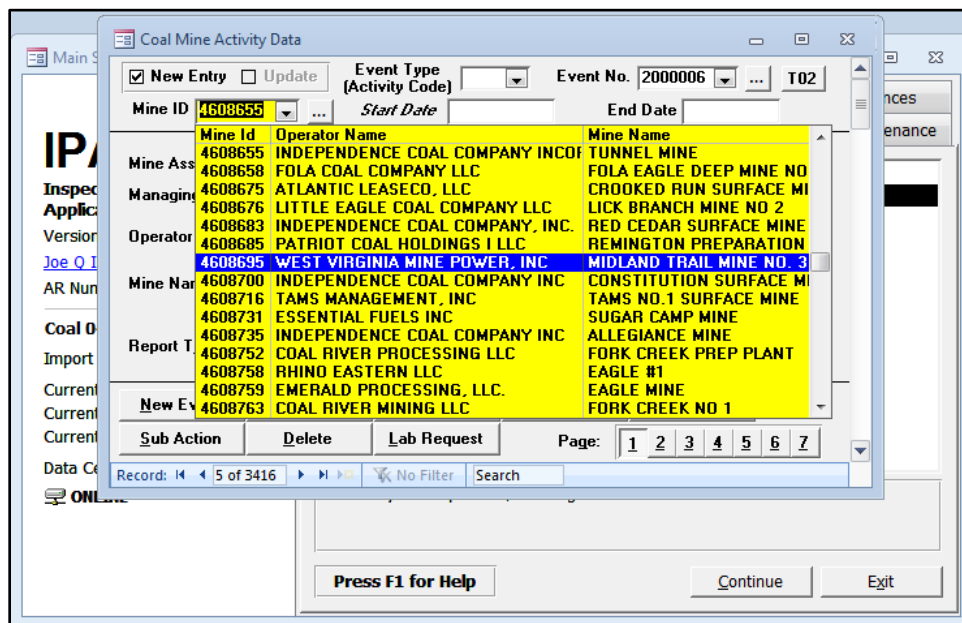
Combo boxes



Combo boxes allow selecting a specific record to view. Click the size arrow  to see more options. This displays the associated information, as shown below. Scroll the list using



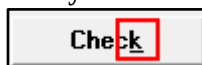
the scrollbar on the right.  After locating the desired item, highlight it and press **Enter**.



Hot Keys

Underlined letters or numbers indicate **Hot Keys** that enable navigation without a mouse. Press **Alt +**

[underlined letter] to initiate the action.



When in an **Option Group**, pressing the letter key only also initiates the action. Be aware it is easy to unintentionally initiate an action while in this group.



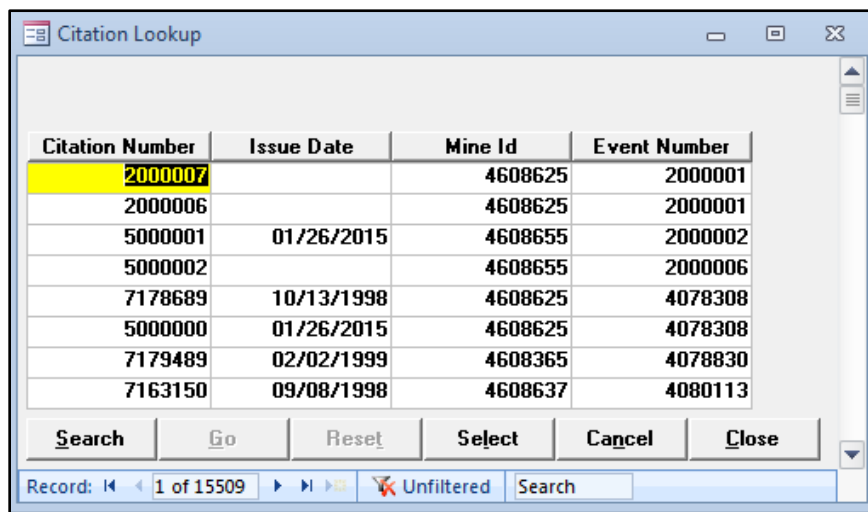
You can activate hot key options for page numbers by pressing **Alt + [page number]**.

Windows short-cut keys also work in IPAL. For example, you can access menu items using the **Alt + [underlined letter]** to open the menu and then press just the underlined letter to select from the options.

Lookup Button

Lookup Buttons activate search screens that assist in quickly finding and displaying information. Click

the lookup button  next to the specified field to open a search window. An example of the lookup window is shown below.



The Citation Lookup window displays a table with the following data:

Citation Number	Issue Date	Mine Id	Event Number
2000007		4608625	2000001
2000006		4608625	2000001
5000001	01/26/2015	4608655	2000002
5000002		4608655	2000006
7178689	10/13/1998	4608625	4078308
5000000	01/26/2015	4608625	4078308
7179489	02/02/1999	4608365	4078830
7163150	09/08/1998	4608637	4080113

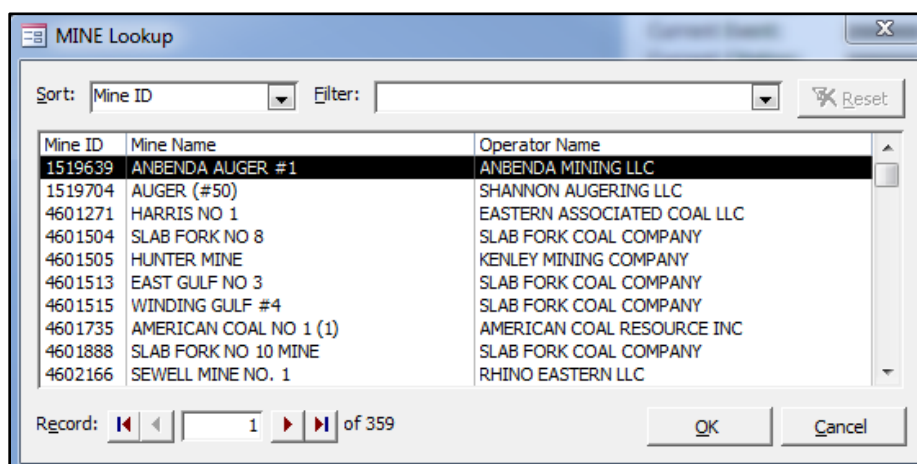
Buttons: Search, Go, Reset, Select, Cancel, Close

Record: 1 of 15509 Unfiltered Search

IPAL uses original and new lookup windows. Original lookup window is used:

1. To lookup **Event Number** in **Investigation and Inspection Data Entry**, and
2. To look up Citation Number in **Citation Data Entry** (shown above) screens and on reports accessed from the **Reports** tab.

The second, new lookup window is used for **Subsequent Action** screens, forms accessed from the **Forms** tab, the **Contractor Lookup** on the **Coal Event**, **Citation**, and **Subsequent Action** forms. An example is shown below.



The MINE Lookup window displays a table with the following data:

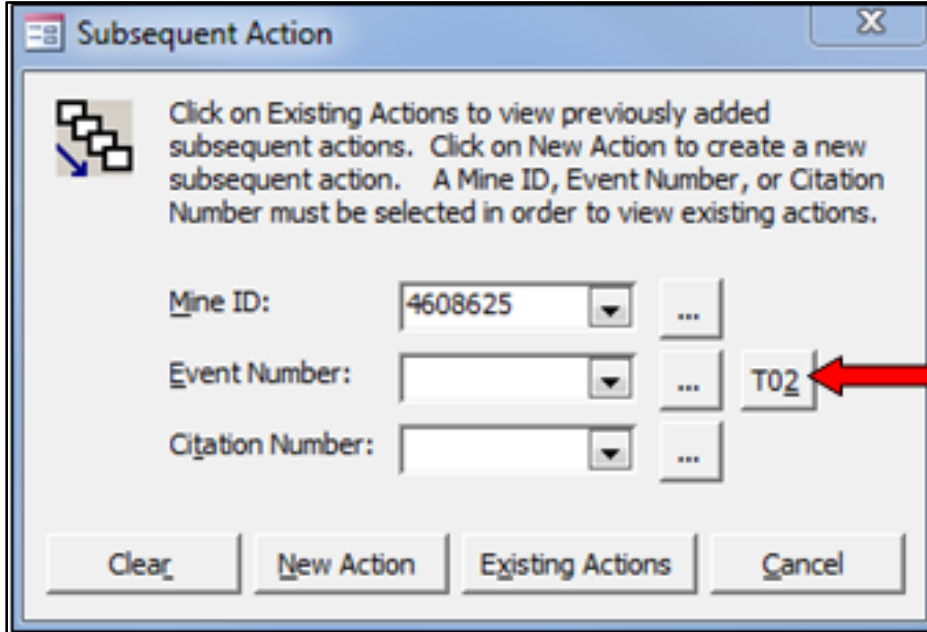
Mine ID	Mine Name	Operator Name
1519639	ANBENDA AUGER #1	ANBENDA MINING LLC
1519704	AUGER (#50)	SHANNON AUGERING LLC
4601271	HARRIS NO 1	EASTERN ASSOCIATED COAL LLC
4601504	SLAB FORK NO 8	SLAB FORK COAL COMPANY
4601505	HUNTER MINE	KENLEY MINING COMPANY
4601513	EAST GULF NO 3	SLAB FORK COAL COMPANY
4601515	WINDING GULF #4	SLAB FORK COAL COMPANY
4601735	AMERICAN COAL NO 1 (1)	AMERICAN COAL RESOURCE INC
4601888	SLAB FORK NO 10 MINE	SLAB FORK COAL COMPANY
4602166	SEWELL MINE NO. 1	RHINO EASTERN LLC

Sort: Mine ID Filter: Reset

Record: 1 of 359 OK Cancel

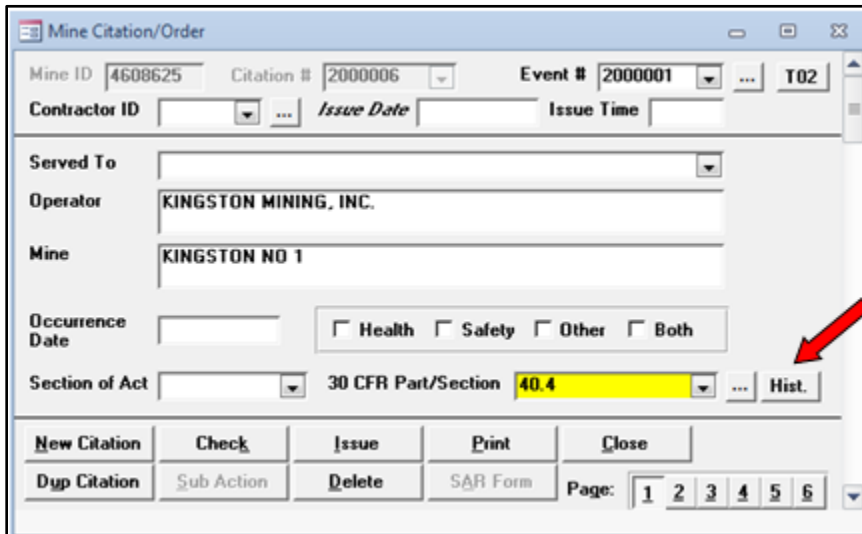


For Coal users, an **Office Event** lookup button is available. The **T02** button (shown below) works exactly like the **Event** lookup button, but selections are limited to office related events. These include older events with the **DGA, DGB, and DGC Activity Codes** and new Office Events with **Event Type** (Activity Code) **T02**.



The 'Subsequent Action' dialog box contains instructions: 'Click on Existing Actions to view previously added subsequent actions. Click on New Action to create a new subsequent action. A Mine ID, Event Number, or Citation Number must be selected in order to view existing actions.' It features three dropdown menus for 'Mine ID' (4608625), 'Event Number', and 'Citation Number', each with an ellipsis button. To the right of the 'Event Number' dropdown is a 'T02' button, which is highlighted by a red arrow. At the bottom are 'Clear', 'New Action', 'Existing Actions', and 'Cancel' buttons.

A **History** **Hist.** button is available on the **Citation/Order** form to preview previous actions written with the same standard.



The 'Mine Citation/Order' form displays fields for 'Mine ID' (4608625), 'Citation #' (2000006), and 'Event #' (2000001). It includes a 'Contractor ID' dropdown, 'Issue Date', and 'Issue Time' fields. The 'Served To' dropdown is empty, while 'Operator' is 'KINGSTON MINING, INC.' and 'Mine' is 'KINGSTON NO 1'. The 'Occurrence Date' field is empty, with radio buttons for 'Health', 'Safety', 'Other', and 'Both'. The 'Section of Act' dropdown is empty, and '30 CFR Part/Section' is '40.4'. A 'Hist.' button is located to the right of the '30 CFR Part/Section' dropdown, highlighted by a red arrow. The bottom section contains buttons for 'New Citation', 'Check', 'Issue', 'Print', 'Close', 'Dup Citation', 'Sub Action', and 'Delete', along with a 'SAR Form' button and a 'Page' selector showing pages 1 through 6.



A listing of past citations will be displayed for the mine and standard entered.

Citation	Contractor	Issue Date	S&S	Condition or Practice
2234510		2/4/2015	Y	



A lookup button (), located to the right of the **30 CFR/Part Section** field on the **Citation** (shown above), opens to the standard displayed in the combination box in Microsoft Word.

Sec. 40.4 Posting at mine.

A copy of the information provided the operator pursuant to Sec. 40.3 of this part shall be posted upon receipt by the operator on the mine bulletin board and maintained in a current status.

If no standard is entered, the lookup button opens to the beginning of the 30 CFR.

[Title 30 CFR]
[Code of Federal Regulations (annual edition) - July 1, 2014 Edition]
[From the U.S. Government Printing Office]

[[Page i]]

Title 30
Mineral Resources

Parts 1 to 199

Revised as of July 1, 2014

Containing a codification of documents of general applicability and future effect

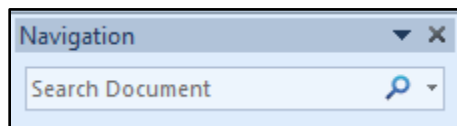
As of July 1, 2014
Published by the Office of the Federal Register
National Archives and Records Administration as a
Special Edition of the Federal Register

[[Page ii]]

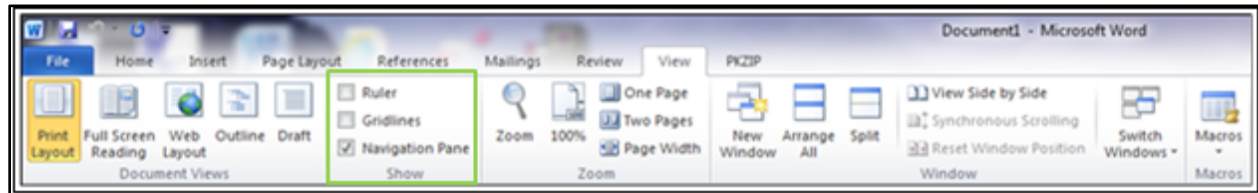
U.S. GOVERNMENT OFFICIAL EDITION NOTICE



Scroll down to see the specific subsections, or use the headers located on the left side. (To see these, click **View/Document Map.**) You can use Microsoft's Word Navigation in the pane on the right of the document to execute a search.

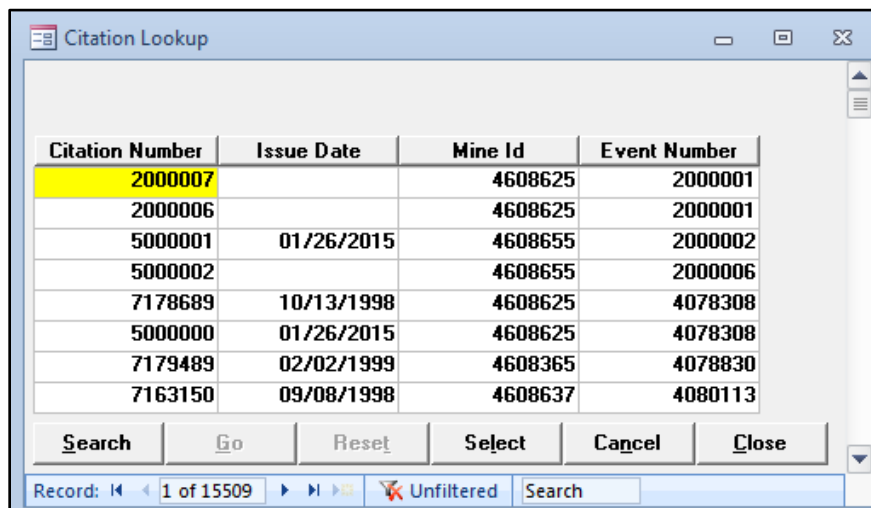


If your navigation pane is not showing on the right side of Word, click **View** and use the checkbox to turn on the **Navigation Pane** option.



Original Lookup

The original lookup feature automates the search for specific **Mine**, **Event**, and **Citation** records. The upper area contains the search fields, the middle area displays the records, and the lower area contains command buttons. An example is shown below.



Although the search screens for **Mine**, **Event**, and **Citation** information show different information, the functionality for all three is the same.



Clicking the column headings sorts the search results displayed in the view area. The heading of the sorted column is displayed in blue text and the field where the cursor is located is highlighted in yellow.

Citation Number	Issue Date	Mine Id	Event Number
8088856	01/25/2013	4602186	9828659
8088873	08/15/2013	4602186	9828659
8154357	03/12/2014	4602186	6299079
7236610	12/09/2013	4603085	6294857
7236611	12/11/2013	4603085	6294857
7236613	12/30/2013	4603085	6294857
7236616	01/23/2014	4603085	6294857
8088862	03/26/2013	4603085	9828793

Search Go Reset Select Cancel Close

Record: 1 of 15509 Unfiltered Search

Buttons

Search	Go	Reset	Select	Cancel	Close
--------	----	-------	--------	--------	-------

Go

Executes the search and displays the requested information.

Reset

Restores the default search entries.

Clear

Clears all information.

Select

Place the cursor anywhere on the line displaying the required information and press **Select**. This returns you to the previous screen and populates it with the selected information. **Select** also saves the search criteria and displays it again the next time the search screen is activated.

Cancel

Returns you to the previous screen without making a selection.

Close

Place the cursor anywhere on the line displaying the required information. **Close** returns you to the previous screen and populates it with the selected information. **Close** does not save the search criteria and the view area displays the default search data when next activated.



Mine Lookup

The **Mine ID**, **Mine Name**, and/or **Operator Name** are used on the **Mine Search** screen to locate the desired mine information.

Mine Id	Mine Name	Operator Name
4608625	KINGSTON NO 1	KINGSTON MINING, INC.
4608637	CAMPBELLS CREEK NO. 10 MINE	GATEWAY EAGLE COAL COMPANY, LLC
4608645	TWILIGHT MTR SURFACE MINE	INDEPENDENCE COAL CO.
4608653	HERNSHAW NO 1	JUPITER HOLDINGS LLC
4608654	HERNSHAW NO 2	JUPITER HOLDINGS LLC
4608655	TUNNEL MINE	INDEPENDENCE COAL COMPANY INCOF
4608658	FOLA EAGLE DEEP MINE NO 1	FOLA COAL COMPANY LLC
4608675	CROOKED RUN SURFACE MINE	ATLANTIC LEASECO, LLC

Search Go Reset Clear Select Cancel Close

Record: 175 of 359 Unfiltered Search

1. Select from the list of Mine IDs displayed or Click **Search** to activate the search fields.

Note:

A * wild card may be used to search with partial entries (i.e. *mountain*) see [Appendix E](#), Using Wildcards with Search Engines for information on how to use wild cards.

2. The window below opens. You can use the **Mine ID** and **Mine Name** and/or **Operator Name** search options either independently or together.

Mine Id	Mine Name	Operator Name
4200121	DEER CREEK MINE	ENERGY WEST MINING COMPANY
4201444	SAVAGE COAL TERMINAL	SAVAGE INDUSTRIES INC
4201474	PINNACLE MINE	ANDALEX RESOURCES INC.
4201566	SKYLINE MINE #3	CANYON FUEL COMPANY LLC
4201778	EMERY SURFACE MINE	CONSOLIDATION COAL COMPANY
4201779	EMERY PREPARATION PLANT	CONSOLIDATION COAL COMPANY
4201864	WILDCAT LOADOUT	WILD WEST EQUIPMENT & HAULING, LI
4201890	DUGOUT CANYON MINE	CANYON FUEL COMPANY LLC

Search Go Reset Clear Select Cancel Close

Record: 84 of 137



3. Enter search criteria then click **Go**.

Mine Id	Mine Name	Operator Name
4200121	DEER CREEK MINE	ENERGY WEST MINING COMPANY

Event and Citation Lookups

1. The **Mine ID** and/or **Issue/Start Dates** are used on the **Event and Citation** search screens to locate the desired citation or event. You can search by **Mine ID** and/or **Date**.

Event Number	Event Type	Start Date	End Date	Mine Id
2000001	E01	01/26/2015		4608625
2000002	E01	01/26/2015	01/26/2015	4608655
2000003	E01			4608655
2000004	E01	01/26/2015	01/26/2015	4608655
2000006	E01	01/26/2015		4608655
2000007				4608655
2000010				4608625
4078308	AAA	10/05/1998	12/11/1998	4608625

2. Click on **Search** to activate the search fields. A radio button indicates which field is active in the search. The **Mine ID** and **Date** search options can be used independently or together, depending on your needs and the information available to you.



- To search by **Mine ID**, select the desired Mine ID in the **Mine ID** box, then click **Go**. All events or citations for the mine are displayed in the view window.

The screenshot shows the 'Inspection Lookup' window. At the top, there are two search fields: 'Mine ID' and 'Date'. The 'Mine ID' field contains '4608625' and has a dropdown arrow. The 'Date' field is empty. Below these fields is a table with the following data:

Event Number	Event Type	Start Date	End Date	Mine Id
2000001	E01	01/26/2015		4608625
2000002	E01	01/26/2015	01/26/2015	4608655
2000003	E01			4608655
2000004	E01	01/26/2015	01/26/2015	4608655
2000006	E01	01/26/2015		4608655
2000007				4608655
2000010				4608625
4078308	AAA	10/05/1998	12/11/1998	4608625

Below the table are buttons: Search, Go, Reset, Select, Cancel, and Close. At the bottom, there is a status bar showing 'Record: 7 of 3418', 'Unfiltered', and a search field.

- To limit the results, enter **Date** criteria. Specifying a single date in the first date field returns records reflecting the specified date, as shown below. If you include a *data range*, a *start and ending date* in the *date fields*, events and citations displayed reflect dates within the specified range.

The screenshot shows the 'Inspection Lookup' window. At the top, there are two search fields: 'Mine ID' and 'Date'. The 'Mine ID' field contains '4608625' and has a dropdown arrow. The 'Date' field contains '12/01/2014' and '01/26/2016'. Below these fields is a table with the following data:

Event Number	Event Type	Start Date	End Date	Mine Id
2000001	E01	01/26/2015		4608625
2000002	E01	01/26/2015	01/26/2015	4608655
2000003	E01			4608655
2000004	E01	01/26/2015	01/26/2015	4608655
2000006	E01	01/26/2015		4608655
2000007				4608655
2000010				4608625
4078308	AAA	10/05/1998	12/11/1998	4608625

Below the table are buttons: Search, Go, Reset, Select, Cancel, and Close. At the bottom, there is a status bar showing 'Record: 2 of 3418', 'Unfiltered', and a search field.

- Click on **Search** to activate the search fields. A radio button indicates which field is active in the search. The **Mine ID** and **Date** search options can be used independently or together, depending on your needs and the information available to you.
- To search by **Mine ID**, select the desired **Mine ID** in the **Mine ID** box, then click **Go**. All events or citations for the mine are displayed in the view window.



7. You can filter the mine information using the **Mine ID**, **Mine Name**, or **Operator Name**, as shown below. Enter any of these, including a wild card (*) or letter or two then press **Enter** or click **OK**.

The screenshot shows the 'Inspection Lookup' window. At the top, there are search fields for 'Mine ID' (containing '4608625') and 'Date' (containing '12/01/2014' to '01/26/2016'). Below these is a table with the following data:

Event Number	Event Type	Start Date	End Date	Mine Id
2000001	E01	01/26/2015		4608625
6295945	E04	12/02/2014	12/03/2014	4608625
6309501	E01	01/02/2015		4608625

At the bottom of the window, there are buttons for 'Search', 'Go', 'Reset', 'Select', 'Cancel', and 'Close'. A status bar at the very bottom shows 'Record: 1 of 3' and a 'Filtered' button.

8. Including a date range with both **starting** and **ending dates** returns records reflecting dates included in the specified range, as shown below.

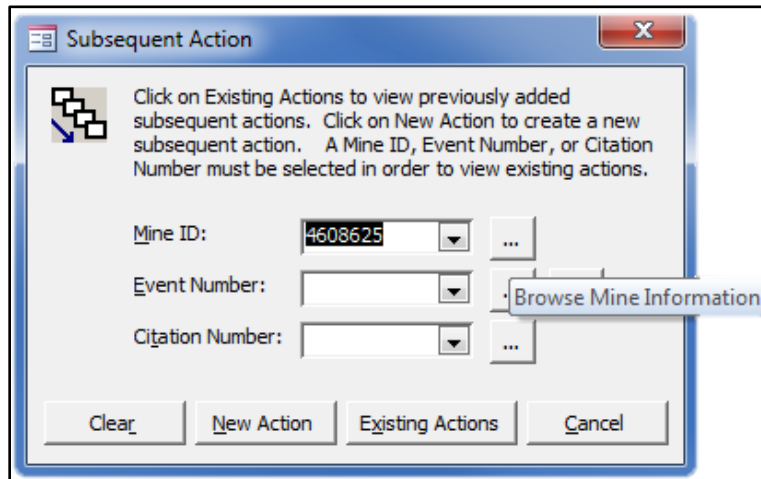
This screenshot is identical to the one above, showing the 'Inspection Lookup' window with the same search criteria and table of results. It demonstrates the outcome of filtering by Mine ID and a specific date range.



New Lookup

The lookup search screen contains two view areas. The outer view area includes the **Sort** and **Filter** fields and a **Reset** button on the top and a record selector, **OK**, and **Cancel** buttons on the bottom. The inner view area displays selected records. **New Lookup** is used in **Subsequent Action** by clicking the **Lookup** button .

Resting on the lookup button will provide information about the button (as shown below).



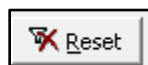
Click the **Lookup** button () to activate the screen.





Buttons

Mine ID	Mine Name	Operator Name
4609065	SWEET BIRCH	MOUNTAIN EDGE MINING, INC.



Reset

Reset displays the default data in the display area.



OK

OK selects the desired record and displays it on the calling screen.

Cancel

Cancel abandons the search and return to the calling screen.



Sorting Records

When the lookup screens are opened, IPAL automatically sorts the records in ascending order according to the data in the first column: The **Mine Lookup** sorts according to **Mine ID**, the **Event Lookup** sorts according to **Event Number**, the **Citation Lookup** sorts according to **Citation Number**, and the **Contractor Lookup** sorts according to **Contractor Code**.

To change the sort order, select another column heading from the **Sort** combination box. You can select ascending or descending order for each column. Descending order sorts are identified by the column name followed by DESC in parenthesis, as shown below. Several examples follow.

MINE Lookup

Sort: **Mine ID** Filter:

Mine ID	Mine Name	Operator Name
15196	ANBENDA MINING LLC	SHANNON AUGERING LLC
15197	EASTERN ASSOCIATED COAL LLC	SLAB FORK COAL COMPANY
46011	KENLEY MINING COMPANY	SLAB FORK COAL COMPANY
46015	HUNTER MINE	SLAB FORK COAL COMPANY
4601505	EAST GULF NO 3	AMERICAN COAL RESOURCE INC
4601513	WINDING GULF #4	SLAB FORK COAL COMPANY
4601515	AMERICAN COAL NO 1 (1)	SLAB FORK COAL COMPANY
4601735	SLAB FORK NO 10 MINE	RHINO EASTERN LLC
4601888	SEWELL MINE NO. 1	
4602166		

Record: of 360

CITATION Lookup

Sort: **Citation Number** Filter:

Citation Number	Issue Date	Mine ID	Event Number	Event Number (DESC)
20028	1/25/1983	4606213	5137614	5137614
20187	10/25/1982	4605071	5113115	5113115
20187	10/25/1982	4605071	5113115	5113115
20236	4/6/1983	4606213	5139591	5139591
20283			5139593	5139593
20343			5114091	5114091
2034311			5119340	5119340
2037054			5139843	5139843
2037055			5139843	5139843
2119770			5159636	5159636

Record: of 16026



EVENT Lookup

Sort: **Event Number** Filter:

Event	Event Number (DESC)	End Date	Mine ID
40783	Event Type	12/11/1998	4608625
40788	Event Type (DESC)	3/17/1999	4608365
40803	Start Date	9/16/1998	4608637
40818	Start Date (DESC)	3/25/1999	4605437
40829	End Date	1/28/1999	4608402
40846	End Date (DESC)	7/26/2001	4608315
40860	Mine ID	12/15/1999	4608787
40868	Mine ID (DESC)	12/2/1999	4608402
4087612	AAA	10/2/2000	4608759
4087817	CAA	3/28/2000	4608759

Record: of 3425

CONTRACTOR Lookup

Sort: **Contractor Code** Filter:

Contr	Contractor Code (DESC)	Contractor Name
1FE	Contractor Name (DESC)	PORT CO
1FY		
1MU		KRIST DOOR SERVICE INC
1NU		IVS HYDRO INC
1SH		BLUE ROCK CONSTRUCTION CO
1SV		VIRGINIA DRILLING, LLC.
1TH		SECURITY GROUP SERVICESLLC
1UT		SOLAR TRUCKING
1YF		S B LINE SERVICE
1ZP		DANCO TRUCKING LLC

Record: of 1108



Filtering Records

Filtering records restricts the search to specific data, such as **Mine ID**, **Event Type** (Activity Code), or **Issue Date**. You can filter records by a specific field or across all fields.

To filter records in all fields, enter the search criteria in the **Filter** field and click **Enter**. Do not be concerned about the entry appearing in the **Sort** combination box. For example, enter “eagle” in the **Mine Lookup Filter** field, as shown below, and press **Enter**. IPAL searches for all instances of “eagle” in the **Mine ID**, **Mine Name**, and **Operator Name** columns. Only records that include “eagle” in any of these fields are displayed.

MINE Lookup

Sort: Mine ID Filter: Eagle Reset

Mine ID	Mine Name	Operator Name
4602265	ROCKCAMP IMPOUNDMENTS 1 & 2	PEERLESS EAGLE COAL COMPANY
4602295	PREPARATION PLANT NO 1	TERRY EAGLE COAL COMPANY L.L.C.
4603090	WINIFREDE DOCK	KANAWHA EAGLE COAL, LLC
4604236	MAPLE EAGLE NO. 1 MINE	MAPLE COAL CO., LLC
4605437	AMERICAN EAGLE MINE	SPEED MINING, LLC
4606955	CHESTNUT MINE	GAULEY EAGLE HOLDINGS INC
4607187	PEERLESS EAGLE CONTRACT MINE NO 9	UNICOAL INC
4607711	MINE NO 1	EAGLE ENERGY INC
4608155	LILLY FORK SURFACE MINE	PEERLESS EAGLE COAL COMPANY
4608315	BRUSHY EAGLE	MARFORK COAL COMPANY INC

Record: 1 of 30 (Filtered) OK Cancel

To filter records in a single field, select the field to search from the **Filter** combination box. Next to the search field, enter a wild card asterisk (*), the search criteria, and a second wild card. In our example, using **Mine Lookup** we selected **Mine Name** from the **Filter** combination box and entered ***eagle***. Press **Enter**. Only Mine Names that include the word “eagle” in the **Mine Name** field are displayed, as shown below.

MINE Lookup

Sort: Mine ID Filter: [Mine Name] *eagle* Reset

Mine ID	Mine Name	Operator Name
4604236	MAPLE EAGLE NO. 1 MINE	MAPLE COAL CO., LLC
4605437	AMERICAN EAGLE MINE	SPEED MINING, LLC
4607187	PEERLESS EAGLE CONTRACT MINE NO 9	UNICOAL INC
4608315	BRUSHY EAGLE	MARFORK COAL COMPANY INC
4608383	LAUREL EAGLE	ELK RUN COAL COMPANY INC
4608479	EUNICE EAGLE	ELK RUN COAL COMPANY INC
4608658	FOLA EAGLE DEEP MINE NO 1	FOLA COAL COMPANY LLC
4608758	EAGLE #1	RHINO EASTERN LLC
4608759	EAGLE MINE	EMERALD PROCESSING, LLC.
4608787	JERRY FORK EAGLE	ALEX ENERGY INC

Record: 1 of 18 (Filtered) OK Cancel



To filter records for a specified time frame, select the field to search from the **Filter** drop-down list. Next to the selected field name type “**between [mm/dd/yyyy] and [mm/dd/yyyy]**”. Click **OK** or press **Enter**. The search results return the Citation Numbers matching your criteria.

Citation Number	Issue Date	Mine ID	Event Number
3564041	1/13/2014	4609105	6302661
3564042	1/21/2014	4609054	6302662
3564043	1/22/2014	4609054	6302662
3564044	2/4/2014	4608645	6302666
3564045	2/18/2014	4609054	6302662
3564046	2/18/2014	4609054	6302662
3564047	2/19/2014	4604343	6302806
3564048	2/19/2014	4604343	6302670
3564049	2/19/2014	4604343	6302670
3564050	2/20/2014	4608645	6302666

You can also use the greater than and less than or equal to mathematical operators (**>=** and **<=**) as shown below.

Citation Number	Issue Date	Mine ID	Event Number
3564059	3/5/2014	4609475	6302671
3564060	3/5/2014	4609475	6302671
3567265	8/8/2014	4608625	6303154
3567266	8/8/2014	4608625	6303154
3567267	8/8/2014	4608625	6303154
3575644	3/5/2014	4609163	6300969
3575645	3/5/2014	4609163	6300969
3575646	3/6/2014	4609163	6300969
3575647	3/6/2014	4609163	6300969
3575648	3/6/2014	4609163	6300969

Selecting a Record

To select a record, highlight the appropriate record and click **OK** or double-click on the record. The lookup screen closes and detailed information in the selected record is displayed on the calling form.

Option Group

An option group (shown below) displays multiple options. The selection defaults to the first available option. To select a different option click the specific option with the mouse. The option will be marked with an “x” or a “√.” To deselect an option, click it a second time. To leave the option group and move to the next field, press the **Tab** key.

Negligence ☐ None ☐ Low ☐ Moderate ☐ High ☐ Reckless Disregard

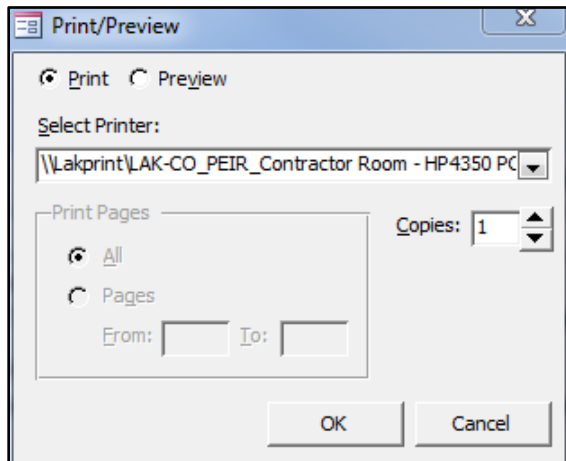
Note:

While inside an option group, accidentally pressing a hot key may initiate a task (i.e., **d**elate a citation, **p**rint an event, **i**ssue a citation, etc.)



Print / Preview

When printing an IPAL report, the default settings are one (1) copy to your default printer. If you have no choice in which pages to print, the **Print Pages** segment of the print screen is inactivated, as shown below.

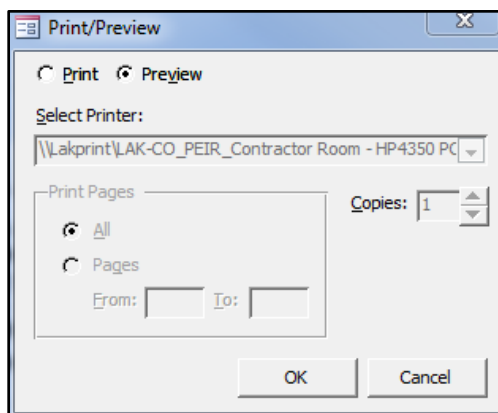


Select a different printer from the **Select Printer** drop-down list. Adjust the number of pages using the arrow keys.

Click **Preview** to preview the document instead of printing it if desired. Then click **OK** to print or preview your form or report. Clicking **Cancel** cancels the request.

The **Print / Preview** dialog box functions the same way the *Print/Preview* dialog box functions with your other Microsoft applications, including *Windows*, *Word*, and *Excel*.

Selecting the **Preview** radio button disables all printing options. Click **OK** to view your form or report.



You may see some differences when printing from the preview screens, depending on the particular form or report that is printed. A couple of instances are listed below.

Citation Form

You must print each page of the report separately.

Request for Lab Analysis

You can only view or print one page at a time. The first six (6) samples are displayed and printed unless otherwise specified by the user in the Sample Range area.

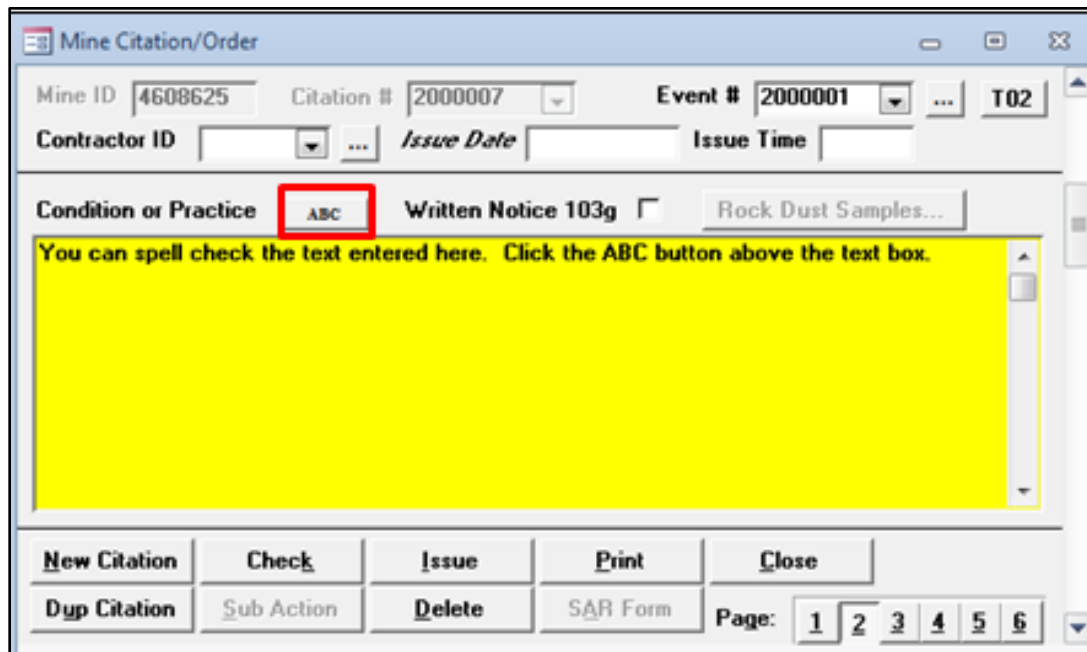


Sub Form

IPAL uses two types of forms: primary (main) forms and secondary or sub forms. The sub forms are launched from within a primary form and they enable viewing related data. For example, the **Inspector Maintained List**, **Coal Event**, and **MMU/DA/SA Operator Sampling Report**. Sub forms function like other forms. To exit the sub form, press **Ctrl + Tab**.

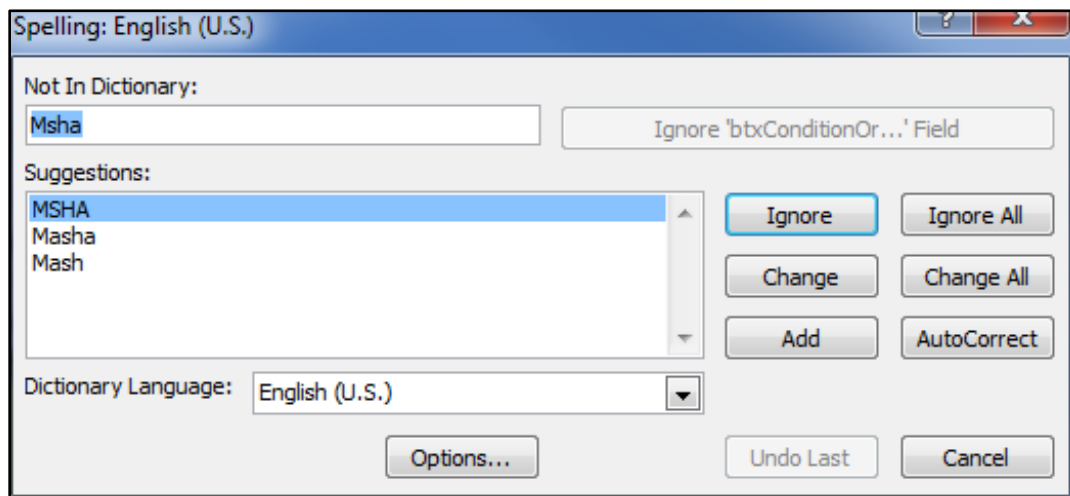
Spell Checker

You may spell check text in text boxes. To activate the spell checker, click  button next to **Condition or Practice**, as shown below.



The screenshot shows the 'Mine Citation/Order' form. At the top, there are fields for Mine ID (4608625), Citation # (2000007), Event # (2000001), and T02. Below these are fields for Contractor ID, Issue Date, and Issue Time. The 'Condition or Practice' field is highlighted with a red box and contains the text 'ABC'. To the right of this field is a button labeled 'ABC'. Below the 'Condition or Practice' field is a large yellow text area with the text: 'You can spell check the text entered here. Click the ABC button above the text box.' At the bottom of the form, there are buttons for 'New Citation', 'Check', 'Issue', 'Print', 'Close', 'Dup Citation', 'Sub Action', 'Delete', and 'SAR Form'. There is also a 'Page' indicator showing pages 1 through 6.

The spell checker stops on each unrecognized word.



The screenshot shows the 'Spelling: English (U.S.)' dialog box. It has a 'Not In Dictionary:' field containing the word 'Msha'. To the right of this field is a button labeled 'Ignore "btXConditionOr..." Field'. Below the 'Not In Dictionary:' field is a 'Suggestions:' list box containing the words 'MSHA', 'Masha', and 'Mash'. To the right of the suggestions list are buttons for 'Ignore', 'Ignore All', 'Change', 'Change All', 'Add', and 'AutoCorrect'. At the bottom, there is a 'Dictionary Language:' dropdown menu set to 'English (U.S.)', and buttons for 'Options...', 'Undo Last', and 'Cancel'.



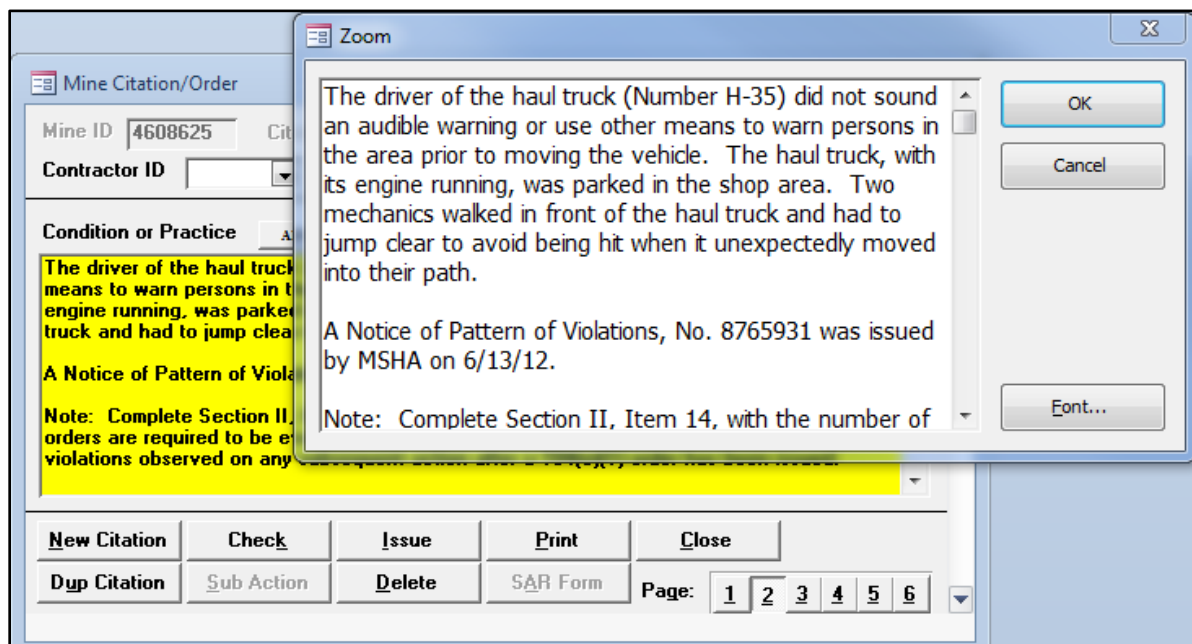
The spell checker functions are shared across all Microsoft Office products.

TIP! Options Button

Due to known Microsoft Access 2010 bug, selecting the **Options** button will crash the IPAL application. If you have an option you would like to enable, please enable it in another Microsoft Office product and it will translate to Microsoft Access.

Zoom

The **Zoom** feature enlarges the viewing area for text boxes. Place the cursor anywhere in the narrative field and press **Shift + F2** to activate **Zoom**. The **Font** button can be used to increase the size of the text in edit mode without impacting the printed output.





Main Switchboard

From the main switchboard the inspector's name is clickable on the left and there are six tabs across the top, each of which opens a different page for access. This section is separated into the tab names you see across the top: **Data Entry**, **Reports**, **Forms**, **Maintenance**, **My Open Events**, and **My Unabated Issuances**.

You can also access the **User Preferences** window from here, so we'll look at that one first.

User Preferences Window

Clicking the **User Name** in the **Main Switchboard** also opens this window for editing. The **User Preferences** window displays information entered into the User Startup Information screen when IPAL was installed.



User Tab

The **User** tab is the tab IPAL opens to when you click the inspector name and open the **User Preferences** window, as shown above. It contains several fields:

First, Middle, and Last Name

IPAL includes this information on citations and reports it generates, *exactly* as it appears here.

AR Number

AR Number of inspector (five digits for Coal; four digits for Metal/Nonmetal).

Office Code

Four-character office code to which the inspector is assigned.

Work Area

Office Work Area of the AR. Coal: two-digits; Metal/Nonmetal: three-characters (format **L##**).

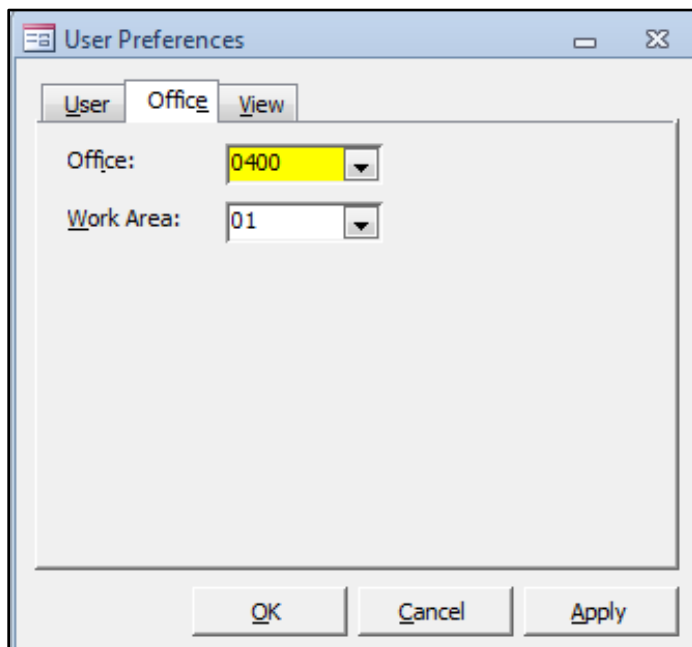
After editing the information, click **OK** to save the changes and close the window. Clicking **Cancel** will abandon the changes and close the window, while clicking **Apply** saves the changes and leaves the window open.

Office Tab

The **Office** tab displays the field office and work area of the mine. These selections control the mine information available, including the district data downloaded from MSIS.

Note:

IPAL displays a warning on opening if the **Office Code** and/or **Work Area** in the **Office** tab are invalid. If you enter a district code in the **Office** tab remember to select **District** in the **View** tab.



The **Office** tab contains the **Office** and **Work Area** fields, as shown above. Click the drop-down list to edit the selections.



After editing the information, click **OK** to save the changes and close the window. Clicking **Cancel** will abandon the changes and close the window, while clicking **Apply** saves the changes and leaves the window open.

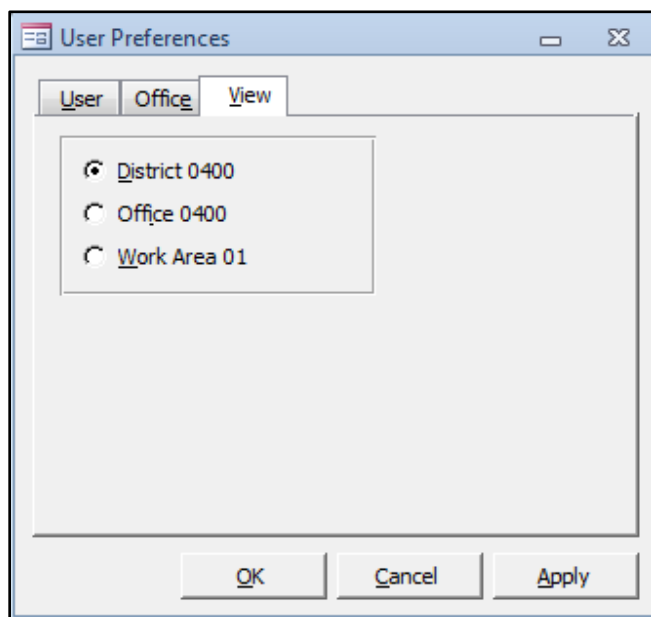
View Tab

Note:

IPAL displays a warning on opening if the **Office Code** and/or **Work Area** in the **Office** tab are invalid. If you entered a district code in the **Office** tab remember to select **District** in the **View** tab.

The **View** tab restricts the data to the **District**, **Field Office**, or **Work Area** levels. Each level is progressively narrower; **District** provides the most data while **Work Area** provides the least. Limiting the view to the smallest amount of data required decreases processing time, so IPAL responds to your commands faster.

The view selected is displayed on the left side of the **Main Switchboard**.



After editing the information, click **OK** to save the changes and close the window. Clicking **Cancel** will abandon the changes and close the window, while clicking **Apply** saves the changes and leaves the window open.



Data Entry Tab

The **Data Entry** tab is the first tab on the **Main Switchboard**.

The screenshot shows the 'Main Switchboard' window. On the left is a sidebar with the IPAL logo, version 4.0.00, user 'Joe Inspector', AR Number 29999, Coal 0400, Import Date 01/21/2015, and Data Center TRAINING. The main area has tabs for 'My Open Events', 'My Unabated Issuances', 'Data Entry' (selected), 'Reports', 'Forms', and 'Maintenance'. Under 'Data Entry', there are three options: 'Citation/Order', 'Inspection/Investigation', and 'Subsequent Action'. A text box below says 'Data entry for the Citation/Order form.' and buttons for 'Press F1 for Help', 'Continue', and 'Exit' are at the bottom.

The selections available include: **Citation/Order**, **Inspection/Investigation**, and **Subsequent Action**. For details on the workflow of creating events, see the [Creating Events \(Inspections\)](#) section in the [Inspection Workflow: Using IPAL](#) part of this manual.

Metal Event Form (Inspection / Investigation Data Summary)

The **Inspection/Investigation Data Summary** screen is separated into three sections: top, middle, and bottom.

The screenshot shows the 'Inspection/Investigation Data Summary' window. The top section has a 'New Event' checkbox, 'Event Number' 1234596, 'Mine ID' 1300095, and 'Event Type' dropdown. The middle section has 'Office Code' 4671, 'AR Number' 29999, 'Mine Name' MASON CITY PLANT, 'Operator Name' LEHIGH CEMENT COMPANY LLC, 'Start Date' and 'End Date' fields, and a checkbox for 'Citations Issued, Modified, or Extended'. The bottom section contains buttons for 'New Event', 'Check', 'New Citation', 'Print', 'Close', 'Sub Action', 'Delete', 'Lab Request', 'Undo Record', and a 'Page' selector showing 1, 2, 3, 4.



The top section is called the header and contains an **Option Group**. If it is a new event only the **New Event** option is displayed. If the event has been processed by MSIS there will be two choices in the option group: **Closeout and Change**. Other fields in the heading are the **Event Number**, **Event Type (Activity Code)**, **Mine ID**, **Start Date** and **End Date**.

The middle section contains most of the information for the event. Only this information changes as you move from page to page.

The bottom section is called the footer and contains buttons that perform various functions. This section remains the same as you move from page to page.

Bottom Section Buttons

This section describes the buttons in the bottom section and their function.

New Event

Clicking **New Event** creates a new event record, and assigns it the next available event number from your list.

If the next available number has already been used, IPAL will inform you the number is being deleted from your available list. This occurs if you imported current MSIS data after restoring from an outdated backup file. You will be assigned the next available number.



Check

Clicking **Check** verifies that all required data is entered and that it conforms to established business rules. If required data is missing, IPAL prompts you to enter it.

New Citation

Opens the **Mine Citation/Order** screen and creates a new **Citation/Order**.

Print

Print/preview the current event. You cannot print an event unless all required items are present.

Close

Closes the screen and returns user to the previous screen.

Sub Action

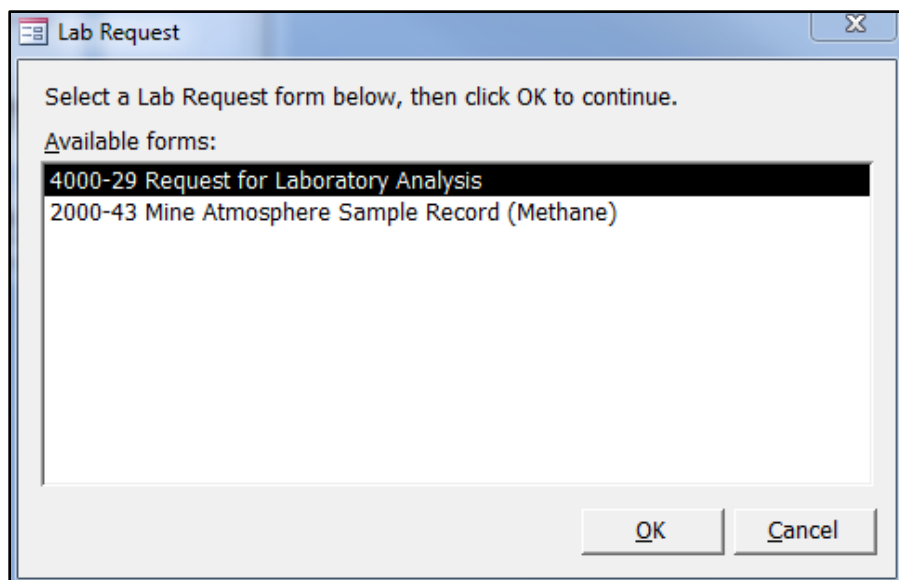
Opens the **Subsequent Action** window.

Delete

This button is grayed out if the event has had citations or subsequent actions issued against it. You can only delete a **New Event** that has no citations or subsequent actions issued against it.

Lab Request

Displays the Lab Request dialog box and a list of all currently available forms used for submission of samples to the lab.



Undo Record

Undoes changes just made to the record. This only functions prior to closing or saving the record with the new changes.

Page Numbers

Click the desired **Page Number**.



New Event

1. To create a new event, select **Inspection/Investigation** from the **Data Entry** tab on the **Main Switchboard**.
2. Click **New Event**.
3. If more than one inspector is working on an **Inspection/Investigation**, the lead inspector should start the new event. Assisting inspectors should use the **Add Supplemental Event Number** option from the **Maintenance Menu** until the event number has been processed by MSIS and included in the MSIS Download data.

Data Fields

Page 1

Closeout/Change — New Event

This button acts as a toggle between the **New Event** window (above) and the **Closeout/Change** window. When a new event is created, **New Event** is displayed and all fields and buttons are activated. On an event processed by MSIS, the **Closeout/Change** options are displayed. If an event has been closed out the **Closeout** option will be inactivated. To close out an event, click the **Closeout** option. To change an event, click the **Change** option.

You *cannot* delete an even that has citations and/or subsequent actions issued against it.



Event Number

This drop-down box and lookup button is located in the top right corner. It allows selecting an event number to review. When creating a new event, the newly assigned number is displayed.

Mine ID

The Mine ID size list (▼) and lookup button (⋮) area displays the *Mine ID* for the event number displayed in the top right. If the Mine ID displayed is not correct, select the correct one using the ▼ list or the ⋮. IPAL automatically fills in the mine and operator name fields based on the Mine ID.

You cannot change the Mine ID for an event that has violations or subsequent actions issued against it.

Event Type (Activity Code)

This drop-down list displays the event type (activity code) for the selected event number.

You cannot change the Event Type (Activity Code) for an event that has violations or subsequent actions issued against it.

Note:

See [Appendix C](#) for chart of the new codes.

Office Code

This drop-down list displays the office code of the office managing the event. On a new event, the office code is automatically entered from the mine information table.

AR Number

This field displays the AR Number of the originator of the record. IPAL automatically enters this information in a new event record based on the information in the **User Preferences** window.

Mine Name

Mine Name field is automatically filled from information linked to the Mine ID. You can modify this field if necessary.



Operator Name

IPAL automatically enters this information from mine information linked to the Mine ID. You can modify this field if necessary.

Start Date

This is the date the event started (format: **MM/DD/YYYY**). This field is required prior to writing citations or subsequent actions. Place your cursor on the italicized label and click to enter the current date.

End Date

This is the date the event ended (format: **MM/DD/YYYY**).

Issued, Modified, Extended

Check this box (**Yes**) if any of these actions were performed. The default entry is unchecked, or **No**.

Page 2

Personal Samples

These fields were inactivated in IPAL 3.0. These samples are no longer collected, stored, or uploaded.



Page 3

Area Samples

These fields were inactivated in IPAL 3.0. These samples are no longer collected, stored, or uploaded.

Page 4

Date

The date the form is completed. IPAL automatically fills this in; however, you can change it.



Part 50 Reporting Verified

Check the quarters for which Part 50 reporting data have been verified.

Miners' Representative

These fields are inactive in IPAL 3.0, this information is no longer collected or stored.

Request for Lab Analysis

To open the **Request for Lab Analysis** window, click the **Data Entry** tab on the **Main Switchboard** then **Inspection/Investigation**, and then click **Continue**.

The Main Switchboard window displays the IPAL application version (4.0.00) and user information (Joe Q. Inspector, AR Number: 29999). It lists the current mine ID (1100039), event (1234598), and citation (6178252). The Data Center is set to TRAINING. The window includes tabs for My Open Events, My Unabated Issuances, Data Entry, Reports, Forms, and Maintenance. The Data Entry tab is active, showing a list of Citation/Order items with 'Inspection/Investigation' selected. Below the list, there is a text area for data entry and buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

Note:

Request for Lab Analysis data is uploaded during transaction generation and once uploaded, it cannot be changed.

Select the appropriate **Event Number** in **Inspection/Investigations**, and then select **Lab Request**.

The Inspection/Investigation Data Summary window shows details for a new event. The Event Number is 1234598. The Mine ID is 1100039 and the Event Type (Activity Code) is E01. The Office Code is 4821 and the AR Number is 29999. The Mine Name is DUPO PLANT #9 and the Operator Name is COLUMBIA QUARRY COMPANY. The Start Date is 01/27/2015 and the End Date is empty. There is a checkbox for 'Citations Issued, Modified, or Extended' which is unchecked. At the bottom, there are buttons for New Event, Check, New Citation, Print, Close, Sub Action, Delete, Lab Request, and Undo Record. A page indicator shows Page: 1 2 3 4.



The **Lab Request** window will appear.

The 'Lab Request' window displays the instruction: 'Select a Lab Request form below, then click OK to continue.' Under the heading 'Available forms:', there is a list box containing two items: '4000-29 Request for Laboratory Analysis' (which is highlighted) and '2000-43 Mine Atmosphere Sample Record (Methane)'. At the bottom of the window are 'OK' and 'Cancel' buttons.

Select **4000-29 Request for Laboratory Analysis** then click **OK**. If it is a new lab request for an event a message will appear.

The 'Request for Lab Analysis' message box features a yellow warning triangle icon. The text reads: 'A sample sheet for event number 1234598 has not been started. Would you like to start one?'. At the bottom are 'Yes' and 'No' buttons.

If it is not a new lab request, or if you click **Yes** to start one a new **Request for Laboratory Analysis** will launch.

The 'Request for Lab Analysis' form contains the following fields and controls:

- Form Header:** 'Select Event: 1234598', 'Form: 1 of 1', and buttons for 'Change to Completed', 'Create Form', and 'Delete Form'.
- Status Bar:** 'Form Status DRAFT' with a note: 'This form is in draft status and will not be uploaded until completed. If this form is now completed and ready to be uploaded, click Change to Completed.'
- Form Fields:**
 - 1. Event Number: 1234598
 - 2. Mine ID: 1100039
 - 3. Mine Name: DUPO PLANT #9
 - 4. Operator Name: COLUMBIA QUARRY COMPANY
 - 5. Contractor: [Dropdown]
 - 6. Commodity: Crushed, Broken Limestone NEC
 - 7. Collector: Inspector, Joe Q.
 - 8. AR Number: 29999
 - 9. Office Code: 4821
 - 10. Area/Personal: [Dropdown]
 - 11. Date Collected: [Yellow highlighted date field]
 - 12. Time Collected: [Field]
 - 13. Pre-seal Intact: NA
 - 14. Field Sample No.: [Field]
 - 15. Sample Type: CB - Control/Blank
 - 16. Analysis Requested: [Dropdown]
 - 17. Flow Rate: [Field]
 - 18. Material Listed: No
 - 19. Job Code: [Dropdown]
 - 20. Job Description: [Field]
 - 21. Last Name: [Field]
 - 22. First Name: [Field]
 - 23. Location Code: [Dropdown]
 - 24. Location Desc.: [Field]
 - 25. Resp. Protection: No
 - 26. Air Volume: [Field]
- Form Footer:** Navigation buttons ('< Prev', '1 of 1', 'Next >'), 'New Sample', 'Delete', '< Move Left', 'Move Right >', 'Comments', 'Check', 'Print', 'Close', and a note: 'If this form is ready to upload, click Change to Completed.'



Form Status Bar

The **Form Status Bar** displays the status of the current form (**Draft**, **Completed**, or **Uploaded**). From here you can select a different Event, navigate to an existing form for the selected Event, change the status of the current form, create a new form for the selected Event, or to delete the current form.

Draft Status

The **Draft** status will be displayed in **red**. A form in a **Draft** status will not be uploaded until the status is changed to Completed. To change from a draft status to a completed status click **Change to Completed**.

Select Event:	1234598	Form:	◀	1	▶	of 1	Change to Completed	Create Form	Delete Form
Form Status DRAFT	This form is in draft status and will not be uploaded until completed. If this form is now completed and ready to be uploaded, click Change to Completed.								

Completed Status

The **Completed** status will be displayed in **green**. A form in a Completed status is read-only and will be uploaded during the next transaction generation. If sample entry is not complete or if additional changes or corrections need, the status can be changed back to draft by clicking **Change to Draft**.

Select Event:	6527676	Form:	◀	1	▶	of 1	Change to Draft	Create Form	Delete Form
Form Status COMPLETED	This form is completed and will be uploaded during the next transaction generation. If changes or corrections need to be made to this form, click Change to Draft.								

Uploaded Status

The **Uploaded** status will be displayed in **blue**. A form is automatically changed to an Uploaded status, when it has been uploaded during a transaction generation. An uploaded form cannot be modified but can be printed if necessary. If additional samples need to be entered, a new sample sheet can be added to the selected Event by clicking **Create Form**.

Select Event:	6527676	Form:	◀	1	▶	of 1	Change to Draft	Create Form	Delete Form
Form Status UPLOADED	This form is completed and has been uploaded. Please notify the lab if any changes or corrections need to be made to this form. To start a new sample sheet, click Create Form.								

Buttons

Multiple Samples, Multiple Forms

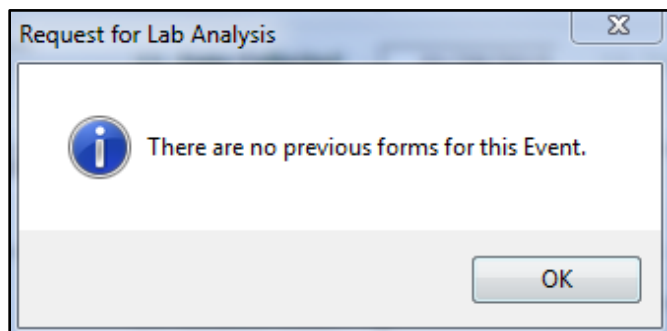
Multiple sample records can be generated for a single form. Multiple forms can be created for an event.

Form:	◀	1	▶	of 1
-------	---	---	---	------



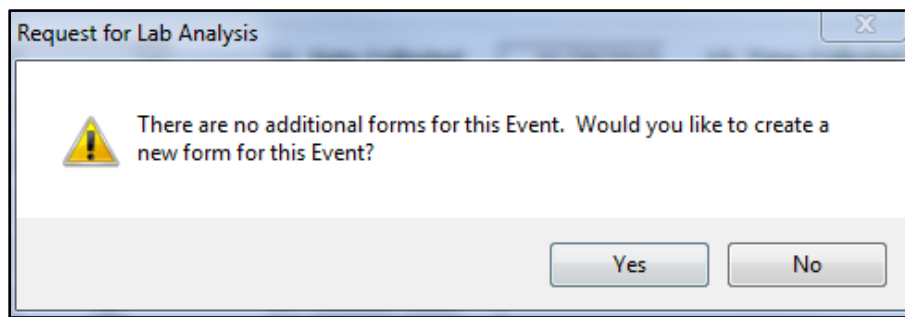
(Form) ◀

Displays the previous form for the selected Event.



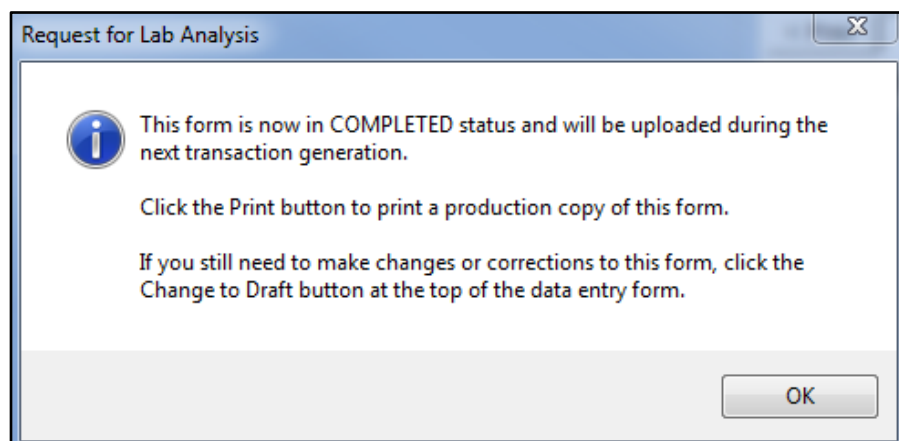
(Form) ▶

Displays the next form for the selected Event.



Change to Completed

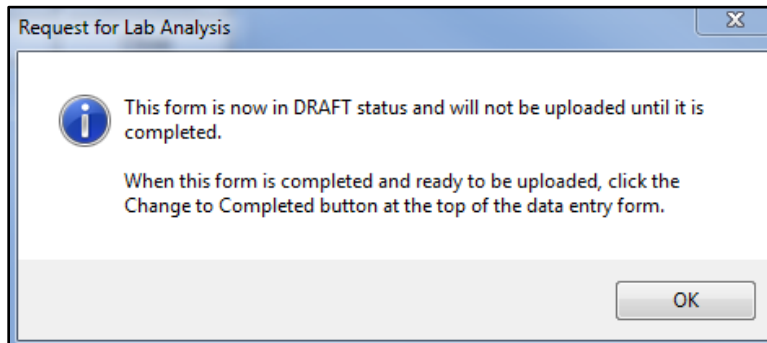
Validates form and if no errors, changes the status to **Completed**, and sets form to *read-only*. When form is in Completed status, it will be uploaded during the next transaction generation.





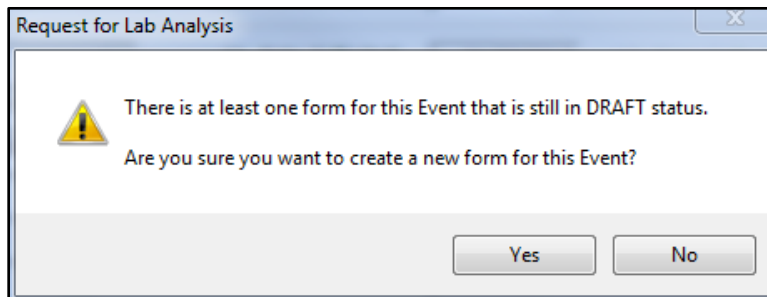
Change to Draft

Changes status to **Draft** and allows changes or corrections to be made. This button is available only when the form is in Completed status. Once the form has been uploaded, it can no longer be placed in Draft status.



Create Form

Creates a new form for the selected Event. It will notify the user if there are existing forms for the selected Event Number that is still in Draft status.



Delete Form

Deletes the current form. A form can be deleted only if it has not yet been uploaded.

The lab request form, similar to the one below, opens displaying the first record.

The first sample is a **Control/ Blank** sample. The only active fields, in the lower area, are **Date Collected** and the **Field Sample Number**. You can only edit active fields.



To add another sample, click **New Sample**. All fields are active on the new sample (below).

Request for Lab Analysis			
Select Event:	1234598	Form:	1 of 1
		Change to Completed	Create Form
		Delete Form	
Form Status	This form is in draft status and will not be uploaded until completed. If this form is now completed and ready to be uploaded, click Change to Completed.		
DRAFT			
1. Event Number	1234598	3. Mine Name	DUPO PLANT #9
2. Mine ID	1100039	4. Operator Name	COLUMBIA QUARRY COMPANY
5. Contractor		6. Commodity	Crushed, Broken Limestone NEC
7. Collector	Inspector, Joe Q.	8. AR Number	29999
		9. Office Code	4821
10. Area/Personal		11. Date Collected	
12. Time Collected		13. Pre-seal Intact	NA
14. Field Sample No.		15. Sample Type	CB - Control/Blank
16. Analysis Requested		17. Flow Rate	
18. Material Listed	No	19. Job Code	
20. Job Description		21. Last Name	
22. First Name		23. Location Code	
24. Location Desc.		25. Resp. Protection	No
26. Air Volume			
< Prev 1 of 1 Next > New Sample Delete < Move Left Move Right > Comments			
If this form is ready to upload, click Change to Completed.		Check	Print
		Close	

Samples maintain the sequence in which you enter them. You must have a **Control/Blank** sample for each type of sample, and you must enter that first. Then you can enter live samples for that same type. Repeat this for each type of sample.

Use the [< Prev](#) and [Next >](#) buttons to confirm the order of the samples and controls. Ensure the related samples appear in this order: **Control/Blank, Sample 1, Sample 2, Sample 3, Control/Blank Sample1-Type2, Sample 2-Type2, Sample3 – Type 3**, and so forth.

Use the [< Move Left](#) and [Move Right >](#) buttons for corrections.

Data Field Descriptions

This section describes the data fields and the information they contain.

1. Event Number	1234598	3. Mine Name	DUPO PLANT #9
2. Mine ID	1100039	4. Operator Name	COLUMBIA QUARRY COMPANY
5. Contractor		6. Commodity	Crushed, Broken Limestone NEC
7. Collector	Inspector, Joe Q.	8. AR Number	29999
		9. Office Code	4821

1. Event Number

The Event Number for which the samples are reported.



2. **Mine ID**

The Mine ID number where the samples were collected.

1. Event Number	1234598	3. Mine Name	DUPO PLANT #9	
2. Mine ID	1100039	4. Operator Name	COLUMBIA QUARRY COMPANY	
5. Contractor		6. Commodity	Crushed, Broken Limestone NEC	
7. Collector	Inspector, Joe Q.	8. AR Number	29999	9. Office Code 4821

3. **Mine Name**

The **Mine Name** where the samples were collected.

4. **Operator Name**

The **Operator Name** of the mine.

5. **Contractor**

The Contractor number of the contractor working the mine. You can use the lookup button if needed.

6. **Commodity**

Enter the mineral or product being mined.

7. **Collector**

IPAL enters your name by default. This is the full name of inspector collecting samples.

8. **AR Number**

IPAL enters your AR Number by default. This is the AR Number of the inspector collecting samples.

9. **Office Code**

Office Code associated with the mine. IPAL enters yours by default.

10. Area/Personal	Area	11. Date Collected		12. Time Collected	
13. Pre-seal Intact	NA	14. Field Sample No.			

10. **Area/Personal**

Type of sample taken. Select from the drop-down box.

11. **Date Collected**

The date the samples were collected (format: **MM/DD/YYYY**).

12. **Time Collected**

12. Time Collected 12:12 - 12:15

Enter both the starting and ending time for the collection of samples using the 24-hour clock format (**12:00-13:45**).

13. **Pre-seal Intact**

Select **Yes** or **NA** (not applicable) from the drop-down list. The default selection is **NA**.

14. **Field Sample Number**

Number assigned to sample.

15. Sample Type		16. Analysis Requested	
17. Flow Rate		18. Material Listed	No
		19. Job Code	



15. Sample Type

The type of sample collected. Select one from the drop-down list.

15. Sample Type **CT - Charcoal Tube (solvents)**

17. Flow Rate

20. Job Description

23. Location Code

25. Resp. Protection

< Prev 2 of 2

If this form is ready to

CB - Control/Blank
CT - Charcoal Tube (solvents)
DP - Diesel Particulate
F - Fiber (asbestos)
G - Gas (vacuum samplers)
HG - Mercury Vapor
M - Mist (acid, caustic, oil)
MD - Metal Dust (singles, or 14)
MF - Metal Fume (singles, or 14)
MISC - Other (specify)
OV - Organic Vapor (badge)

The first sample for an event is the control sample, so the **Sample Type** is automatically set to **Control/Blank**. Item 16, **Analysis Requested**, is active on additional samples.

16. Analysis Requested

Select the type of analysis requested from the drop-down box. This field remains inactive until the **Sample Type** is selected. The selections available in the drop-down list change according to the selection made for Sample Type. Select the desired analysis from the drop-down list.

17. Flow Rate

Enter the pump flow rate.

18. Material Listed

Select **Yes** or **No** from the drop-down list. The default setting is **No**.

Clicking the words **Material Listed** displays the Material List table shown below so you can check whether the material is listed.

Material List

Is the material listed?

Appendix E, 1973 ACGIH TLV Material List

Alundum (Al ₂ O ₃)	Graphite (synthetic)	Portland Cement
Calcium Carbonate	Gypsum	Rouge
Cellulose	Kaolin	Silicon Carbide
Corundum	Limestone	Starch
Emery	Magnesite (Mg)	Sucrose
Fiberglass	Marble	Tin Oxide
Glass dust	Pentaerythritol	Titanium Dioxide
Glycerin mist	Plaster of Paris	Vegetable oil

Yes No Cancel



19. Job Code

This is the job code for the person sampled (Personal Sample Only). Select the code from the drop-down list.

649	ADMIN/SUPERV/MGMT
420	AERIAL TRAM OPERATOR
778	BACKHOE OPER
879	BAGGING/PACKAGE OPER WORK
179	BALL/ROD/PEBBLE MILL OPER
372	BARGE/BOAT/DREDGE OPER
261	BATTERY STATION OPER
154	BELT CLEANER/PICKER

Once selected, IPAL automatically fills in **Item 20 – Job Description**.

20. Job Description	ADMIN/SUPERV/MGMT	21. Last Name	Smith	22. First Name	John
23. Location Code	03	24. Location Desc.	UG EXPLOR/DEVELOP		
25. Resp. Protection	No	26. Air Volume			

20. Job Description

IPAL automatically fills this in based on your selection for **Item 19 – Job Code**. It is the job description of person sampled (Personal Sample Only).

21. Last Name

Enter the **Last Name** of person sampled (Personal Sample Only).

22. First Name

Enter the **First Name** of person sampled (Personal Sample Only).

23. Location Code

Select the code from the drop-down list for the location where you collected the sample. IPAL Automatically fills **Item 24 – Location Description** based on your entry here.

24. Location Description

IPAL automatically enters the description of location where sample is collected based on your selection for **Item 23 – Location Code**.

25. Resp. Protection

Select **Yes** or **No** from the drop-down list as to whether the person you sampled was wearing respiratory protection.

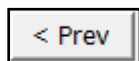
26. Air Volume

Enter the volume of air sampled. Enter information here only when **Item 15 – Sample Type is Gas** (Vacuum Samplers) and **Item 16 – Analysis Requested is Mine Gas Screen (10 gases), Methane, or Gas Screen** (Carbon Dioxide, Oxygen, Methane).

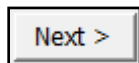
Action Buttons

The following describes the action buttons on the bottom of the **Request for Lab Analysis** window and their functions

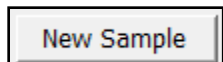
< Prev	2 of 2	Next >	New Sample	Delete	< Move Left	Move Right >	Comments
If this form is ready to upload, click Change to Completed.				Check	Print	Close	



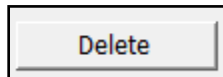
Displays the previous sample.



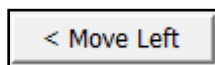
Displays next sample.



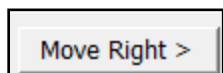
Adds a new sample.



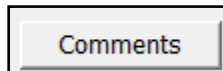
Deletes the current sample.



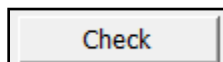
Moves the current sample to the left. Use this to change the order of the samples.



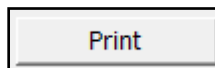
Moves the current sample to the right. Use this to change the order of the samples.



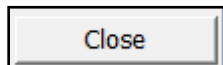
Opens the **Special Instructions/Comments** box below for entering and editing comments regarding the sample.



Checks and confirms that all required data has been entered and that established **business rules** have been met.



Print the **Request for Lab Analysis** form. See the [Printed Form](#) section below.



Closes the **Request for Lab Analysis** screen and returns you to the Event screen.



Printed Form

The **Print** button opens the **Print/Preview Request for Lab Analysis** window shown below. From here, you can print or preview the samples you've just entered.

The window titled "Print/Preview Request for Lab Analysis" contains two radio buttons: "Print" (selected) and "Preview". Below them is a "Select Printer:" dropdown menu showing "\\Lakprint\LAK-CO_PEIR_Contractor Room - HP4350 PCL". Under "Print Samples", there are two radio buttons: "All" (selected) and "Sample Range". The "Sample Range" option has "From" and "To" input fields. To the right of the "Print Samples" section is a "Copies:" spinner box set to "1". At the bottom are "OK" and "Cancel" buttons.

All samples connected to the event or a range of samples can be printed. IPAL will print up to six samples per page. When printing from the preview screen, only one page of samples can be printed at a time. The default is the first six samples.

Coal Event Form (Coal Mine Activity Data Summary)

The **Coal Mine Activity Data** window is comprised of three sections: top, middle, and bottom.

The window titled "Coal Mine Activity Data" has a top section with checkboxes for "New Entry" (checked) and "Update". It includes dropdowns for "Event Type (Activity Code)" (E01), "Event No." (2000002), and "T02". Below these are fields for "Mine ID" (4608625), "Start Date" (01/28/2015), and "End Date". The middle section contains "Mine Assignment" and "Managing Office" fields, each with "Office Code" (0401) and "Work Area" (01) dropdowns, and a "Lead AR:" field (29999). Below these are text fields for "Operator Name" (KINGSTON MINING, INC.) and "Mine Name" (KINGSTON NO 1). The bottom section has a "Report Type" group with checkboxes for "First", "Interim", "Last", and "Not Applicable" (checked). At the very bottom are buttons for "New Event", "Check", "New Citation", "Print", "Close", "Sub Action", "Delete", "Lab Request", and a "Page:" dropdown (1-7). A status bar at the bottom shows "Record: 2 of 3413", "No Filter", and a "Search" button.

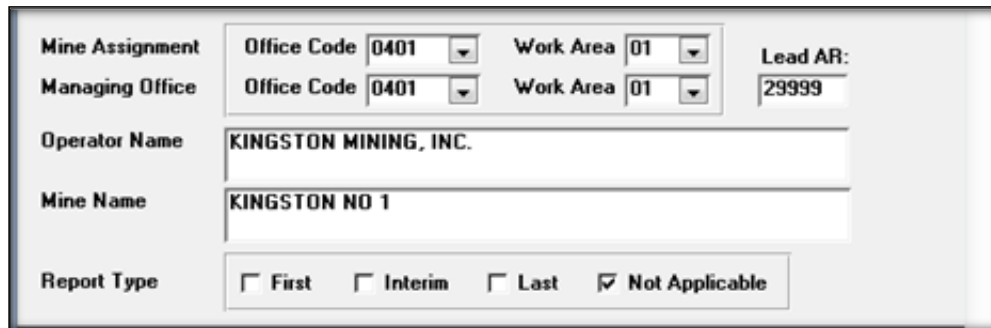
The top contains an Option Group identifying the event as either a **New Entry** or an **Update**. The other fields include: **Event Type (Activity Code)** drop-down list, **Event Number** drop-down list, **Mine ID** drop-down list, **Start Date** (clickable text), and **End Date**.

This is a partial view of the "Coal Mine Activity Data" window, showing the top section with "New Entry" checked, "Event Type (Activity Code)" set to E01, "Event No." set to 2000002, and "T02" selected. It also shows the "Mine ID" (4608625), "Start Date" (01/28/2015), and "End Date" fields.

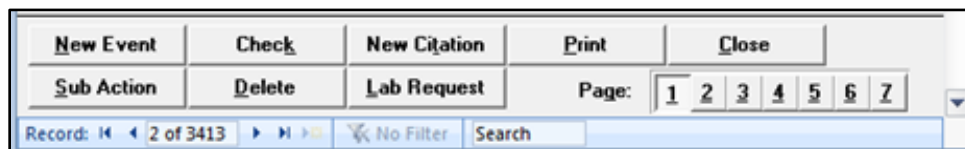


The **T02** button is a filter for the event lookup  button to its left. The **T02** button opens same window as the event lookup; however, it limits the selections to DG* (older) and T02 (newer) events. IPAL automatically fills-in the event number after you select a specific **Mine ID** and **Event Number**.

The middle section contains most event information. This information changes as you move through the data pages.



The bottom section contains buttons that perform various functions.



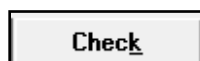
Bottom Section Buttons

This section describes the buttons for a Coal Event and their functions.



This button creates a new event record and assigns it the next available event number from your computer. If the next available number has already been used, you will receive a message that the number is being deleted from your available list. This occurs if you imported current MSIS data after restoring from an outdated backup file. IPAL assigns the next available number.

If there are no new event numbers available, a message box appears asking to add new event numbers. Select **Yes** and IPAL displays the **Add Event Numbers** window for you to add them.



This button checks for required data and confirms that established business rules have been met. It prompts you to enter any missing required data.



This button opens the **Mine Citation/Order** window and creates a new **Citation/Order**.



This button opens the print window.

Note:

You cannot print an event until it has been checked to ensure all required items are present. If you click **Print** before running **Check**, IPAL runs **Check** automatically before printing.



This button closes the window, returning you to the previous one.

New Event	Check	New Citation	Print	Close							
Sub Action	Delete	Lab Request	Page: <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr></table>		1	2	3	4	5	6	7
1	2	3	4	5	6	7					
Record: <table border="1"><tr><td>4039</td></tr></table> of 4466					4039						
4039											



This button opens the **Subsequent Action** window.



This button deletes a new event from IPAL. If the event has citations or subsequent actions issued against it or if it has already been submitted to MSIS, this button is not available.



Displays the Lab Request dialog box and a list of all currently available forms used for submission of samples to the lab.

The dialog box titled "Lab Request" contains the instruction "Select a Lab Request form below, then click OK to continue." Below this is a list of "Available forms:" with three items: "2000-43 Mine Atmosphere Sample Record (Methane)", "2000-156 Rock Dust Sample Submission Form", and "4000-29 Request for Laboratory Analysis". The first item is selected. At the bottom are "OK" and "Cancel" buttons.

Page:	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr></table>	1	2	3	4	5	6	7
1	2	3	4	5	6	7		

Click the desired **Page Number** to access the data fields on that page.

New Event

1. To create a new event, select **Inspection/Investigation** from the **Data Entry** tab of the **Main Switchboard**.
2. Click **New Event**.

If more than one inspector is working on an **Inspection/Investigation**, the lead inspector should start the new event. Assisting inspectors should use the **Add Supplemental Event Number** option from the



Maintenance Menu until the event number has been processed by MSIS and included in the MSIS Download data.

Data Fields

Page 1

The screenshot shows the 'Coal Mine Activity Data' window. At the top, there are checkboxes for 'New Entry' (checked) and 'Update'. Below these are dropdowns for 'Event Type (Activity Code)' set to 'E01', 'Event No.' set to '2000002', and a 'T02' button. Further down are 'Mine ID' (4608625), 'Start Date' (01/28/2015), and 'End Date'. The 'Mine Assignment' section includes 'Office Code' (0401), 'Work Area' (01), and 'Lead AR' (29999). The 'Managing Office' section also has 'Office Code' (0401) and 'Work Area' (01). The 'Operator Name' field contains 'KINGSTON MINING, INC.' and the 'Mine Name' field contains 'KINGSTON NO 1'. The 'Report Type' section has radio buttons for 'First', 'Interim', 'Last', and 'Not Applicable' (selected). At the bottom, there are buttons for 'New Event', 'Check', 'New Citation', 'Print', 'Close', 'Sub Action', 'Delete', 'Lab Request', and a 'Page' dropdown set to '1'. A status bar at the very bottom shows 'Record: 2 of 3413' and a 'Search' button.

New Entry/Update Options

When a new event is created, IPAL automatically checks **New Entry** and all fields and buttons are active. If the event has been processed by MSIS, you must select the **Update** option to edit the fields. You cannot delete an event that has citations or subsequent actions issued against it.

Event Type (Activity Code)

This drop-down list displays the event type (activity code) for the selected event number. Older DGA, DGB, DBC series office events have been replaced with a single **T02 Event Type (Activity Code)**. These new office events are open-ended, without **Event End Dates**, and will remain active for the life of the mine.

You cannot change the **Event Type (Activity Code)** for an event that has violations or subsequent actions issued against it.

Note:

See [Appendix C](#) for chart of the new codes.

Event Number

This drop-down list lookup button allows selecting an event number to review the data. In new events, the newly assigned number is displayed. The **T02** button allows access only to **DG*** (older) and **T02** (newer) events.

Mine ID

The drop-down list and lookup button area displays the **Mine ID** for the event number displayed in the top right. If the **Mine ID** displayed is not correct, select the correct one using the drop-down list or the lookup button. IPAL automatically fills in the mine and operator name fields based on the **Mine ID**.



You cannot change the **Mine ID** for an event that has citations or subsequent actions issued against it.

Start Date

This is the date the event started (format: **MM/DD/YYYY**). This field is required prior to writing citations or subsequent actions. Place your cursor on the italicized label and click to enter the current date.

End Date

This is the date the event ended (format: **MM/DD/YYYY**). If an **End Date** is entered, IPAL expects data in **Area of Inspection** on Page 2 of the data fields.

Mine Assignment

Select the **Office Code** and **Work Area** contained in the mine information record from the drop-down list.

Managing Office

Select the **Office Code** and **Work Area** related to the office managing the event from the drop-down list.

Lead AR

IPAL automatically enters the AR number of inspector leading the inspection(s), if it is you.



Operator Name

IPAL automatically fills in this item based on the **Mine ID**. You can edit it if necessary.

Mine Name

IPAL automatically fills in this item based on the **Mine ID**. You can edit it if necessary.

Report Type

The default selection in this group is **Not Applicable**. If **Last** is selected, at least one option must be marked in the **Area of Inspection** on **Page 2** of the data fields.

Page 2

Area of Inspection

You can enter a number in the **Active Sections** or the **Idle Sections** or both boxes. Make sure you check the areas of inspection off in the eight choices listed below. You can also check the **Miscellaneous** box for areas not listed.

If you enter a number in the **Active Sections**, you must also fill in the **MMU/Pit** number on **Page 4** of the data fields.

If you check either **Impoundments** or **Refuse Piles**, you must enter at least one **Impoundment Number** on **Page 4** of the data fields.

Major Construction

If you check **Major Construction**, you must enter a number in one of the five fields that follow: **Shaft/Slope Sinking**, **Impoundment Construction**, **Buildings**, **Dragline Shovel**, or **Major Construction Other**.

You can only enter contractor codes if **Major Construction** is checked.



Page 3

Samples

Enter the number of samples taken for each type.

Form Date

This field is optional. You may want to leave this field blank and manually enter the date the record is uploaded to MSIS.

Remarks

Use this section to enter any supplemental information. You can check spelling by clicking the spellcheck button **ABC** located directly underneath **Remarks**.

Page 4

MMU/Pit Number

Enter the MMU/Pit Numbers for the location inspected.



Note:

The **Tab** key operates differently on Pages 4, 5 and 7 than it does in the rest of the event form. The sections on these pages are subforms, and once you enter a subform, the **Tab** key moves from one record to another within that subform. To leave a subform and move to the next section type [**Ctrl** + **Tab**].

Impoundment Number

Enter the seven-digit impoundment number.

Page 5

The screenshot shows the 'Coal Mine Activity Data' window. At the top, there are checkboxes for 'New Entry' (checked) and 'Update'. To the right are 'Event Type (Activity Code)' set to 'E01' and 'Event No.' set to '2000003'. Below these are 'Mine ID' set to '4608625', 'Start Date' set to '01/28/2015', and an empty 'End Date' field. The main area contains two subforms: 'Contractor Code' and 'AR Number'. Each subform has a list box with a yellow highlight and a 'No Filter' button. At the bottom, there are buttons for 'New Event', 'Check', 'New Citation', 'Print', 'Close', 'Sub Action', 'Delete', 'Lab Request', and a 'Page' navigation bar with buttons 1 through 7. The 'Page' bar also includes a 'Record' indicator showing '3 of 3414' and a 'Search' button.

Contractor Code

Enter the three, four, or five-character **Contractor Code** as appropriate. You can either type in the code or select it from the drop-down list or the lookup screen. The maximum is eight contractor codes. Note that **Major Construction** must be checked to enable entering contractor codes.

AR Number

Enter the AR Numbers as appropriate. The maximum is three AR numbers. Use the **Remarks** section on **Page 3** if more space is required.

TIP! Training Issue

If another inspector is the lead AR; enter their AR number on **Page 1** of the Coal Event screen under **Lead AR** rather than here on **Page 5**.



Page 6

The screenshot shows the 'Coal Mine Activity Data' application window. At the top, there are fields for 'New Entry' (checked), 'Update', 'Event Type (Activity Code)' (E01), 'Event No.' (2000003), 'Mine ID' (4608625), 'Start Date' (01/28/2015), and 'End Date'. Below these are two sections: 'This Inspection' and 'Previously Issued'. Each section has a table with columns for 'Citations', 'Orders', 'Safeguards', and 'Other', each further divided into 'Oper' and 'Cont'. The 'This Inspection' section shows 'New Issuances' with 21 citations, 'Terminations/Vacations' with 18/0, 'Modifications/Extensions' with 2/1, and 'Left Pending' with 3. The 'Previously Issued' section shows 'Modifications/Extensions' with 3/0 and 'Terminations/Vacations' with 1/0. At the bottom, there are buttons for 'New Event', 'Check', 'New Citation', 'Print', 'Close', 'Sub Action', 'Delete', 'Lab Request', and a 'Page' selector (1-7). A status bar at the very bottom shows 'Record: 3 of 3414' and a search bar.

Inspection Results

Enter the inspection results on this page.

Notice that **Termination/Vacations** and **Modifications/Extensions** are each entered in one field. Some offices enter the total of the two numbers while other offices separate the numbers with a slash (/). You can enter the data either way. Remember to enter the slash manually.

Page 7

The screenshot shows the 'Coal Mine Activity Data' application window. At the top, there are fields for 'New Entry' (checked), 'Update', 'Event Type (Activity Code)' (E01), 'Event No.' (2000003), 'Mine ID' (4608625), 'Start Date' (01/28/2015), and 'End Date'. Below these is a calendar grid with columns for 'Week', 'Date', and days of the week (Sun, Mon, Tue, Wed, Thur, Fri, Sat). The grid shows the week of 01/26/2015. The 'Sun' column has a yellow highlight on the 1st. The 'Mon' column has a yellow highlight on the 2nd. The 'Tue' column has a yellow highlight on the 3rd. The 'Wed' column has a yellow highlight on the 4th. The 'Thur' column has a yellow highlight on the 5th. The 'Fri' column has a yellow highlight on the 6th. The 'Sat' column has a yellow highlight on the 7th. At the bottom, there are buttons for 'New Event', 'Check', 'New Citation', 'Print', 'Close', 'Sub Action', 'Delete', 'Lab Request', and a 'Page' selector (1-7). A status bar at the very bottom shows 'Record: 3 of 3414' and a search bar.

Activity Calendar

Enter the week number, date, and shifts inspected. The **Start Date** should be the Sunday beginning the week of inspection.



Rock Dust Sample Submission Form

The **Rock Dust Sample Submission Form** creates, saves, and prints MSHA Form 2000-156, Rock Dust Sample Submission Form. New **Rock Dust Sample Submission Form** data is uploaded during transaction generation. This form is accessed from the Coal Event form by clicking the **Lab Request** button.

The screenshot shows the 'Coal Mine Activity Data' window. At the top, there are tabs for 'New Entry' (checked) and 'Update'. Below this are fields for 'Event Type (Activity Code)' set to 'E01', 'Event No.' set to '2000003', and 'T02'. There are also fields for 'Mine ID' (4608625), 'Start Date' (01/28/2015), and 'End Date'. The 'Mine Assignment' section includes 'Office Code' (0401), 'Work Area' (01), and 'Lead AR' (29999). The 'Managing Office' section also has 'Office Code' (0401) and 'Work Area' (01). The 'Operator Name' is 'KINGSTON MINING, INC.' and the 'Mine Name' is 'KINGSTON NO 1'. The 'Report Type' section has radio buttons for 'First', 'Interim', 'Last', and 'Not Applicable' (which is selected). At the bottom, there is a toolbar with buttons: 'New Event', 'Check', 'New Citation', 'Print', 'Close', 'Sub Action', 'Delete', 'Lab Request' (highlighted with a red rectangle), and 'Page:'. The 'Page' dropdown shows options 1 through 7. At the very bottom, there is a status bar with 'Record: 3 of 3414', 'No Filter', and a 'Search' button.

Select the **2000-156 Rock Dust Sample Submission Form** and click **OK**.

The screenshot shows the 'Lab Request' dialog box. It contains the text 'Select a Lab Request form below, then click OK to continue.' Below this is a section titled 'Available forms:' with a list box containing three items: '2000-43 Mine Atmosphere Sample Record (Methane)', '2000-156 Rock Dust Sample Submission Form' (which is highlighted with a black background), and '4000-29 Request for Laboratory Analysis'. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.



Data Entry/Screen Form

The **Rock Dust Sample Submission Form** is comprised of two tabs: **Header Information** and **Samples**.

The top contains the selected **Event Number**, **Mine ID**, **Mine Name** and **Operator Name**. A different Event Number can be selected by entering the Event Number in the combo box or by selecting one of the Event Numbers from the drop down list. IPAL will use the event number to auto populate the mine information automatically.

Note:

All fields are **required** unless otherwise noted.

The bottom of the **Rock Dust** screen contains buttons that perform various functions.



Header Tab

1. Enter the **Date Collected** (format: **MM/DD/YYYY**)
2. Select the **Classification** (**Advancing**, **Retreating**, or **Outby**).

Note:

If Advancing or Retreating is selected MMU where sample(s) were taken must be entered.

Rock Dust

Select Event Number: 4087612 Form: 1 of 1 [Change to Completed](#) [Create Form](#) [Delete Form](#)

Form Status
DRAFT This form is in draft status and will not be uploaded until completed. If this form is now completed and ready to be uploaded, click Change to Completed.

Header Information **Samples**

Mine ID: 4608759
Mine Name: EAGLE MINE
Company: EMERALD PROCESSING, LLC.
Event Number: 4087612

Date Collected: 9/29/2015

Classification: ☒ Advancing ☐ Retreating ☐ Outby

MMU Number: 002-0

Sample Location-Area: INTAKE AIR COURSE ALONG #1 BELT

☐ Special (Process Immediately)

Collector's Comments:
For Making User Guide

[Check](#) [Print](#) [Close](#)

3. Enter **Sample Location-Area** (or if locations previously entered can select from the drop-down list).
4. Select the **Special (Process Immediately)** (optional) if sample is to be processed immediately.
5. Enter any **Collector's Comments** (optional) in the text field
6. Select the **Samples** tab.

Header Information **Samples**

Mine ID: 4608759
Mine Name: EAGLE MINE
Company: EMERALD PROCESSING, LLC.
Event Number: 4087612



7. The following window will be displayed.

Samples Tab

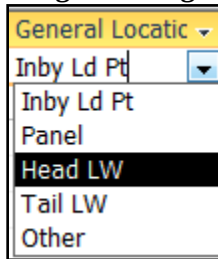
The top of the window is the same as that on the Header Tab and the buttons at the bottom of the screen two additional buttons: **New Sample** and **Delete Sample**. All fields are **required** in this window.

8. Enter the **Bag Number** (this is an **alphanumeric code 7 digits + 2 letters**, e.g. 0000099AA) as printed on identifying tag tied to sample bag.
9. Select the **Band Portion** from the drop down list (**Full**, **Floor**, **Roof/Rib**, or **Other**.)

10. Select the **Ventilation Type** from the drop-down list select location of where sample was taken: **Intake**, **Return**, **Belt**, **Haulageway**, or **Bleeder**.

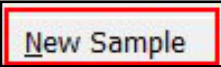


11. Select the **General Location** from the drop-down list select location where sample was selected: **Inby the Loading Point (Inby Ld Pt), Panel, Headgate Longwall (Head LW), Tailgate Longwall Tailgate (Tail LW), or Other.**

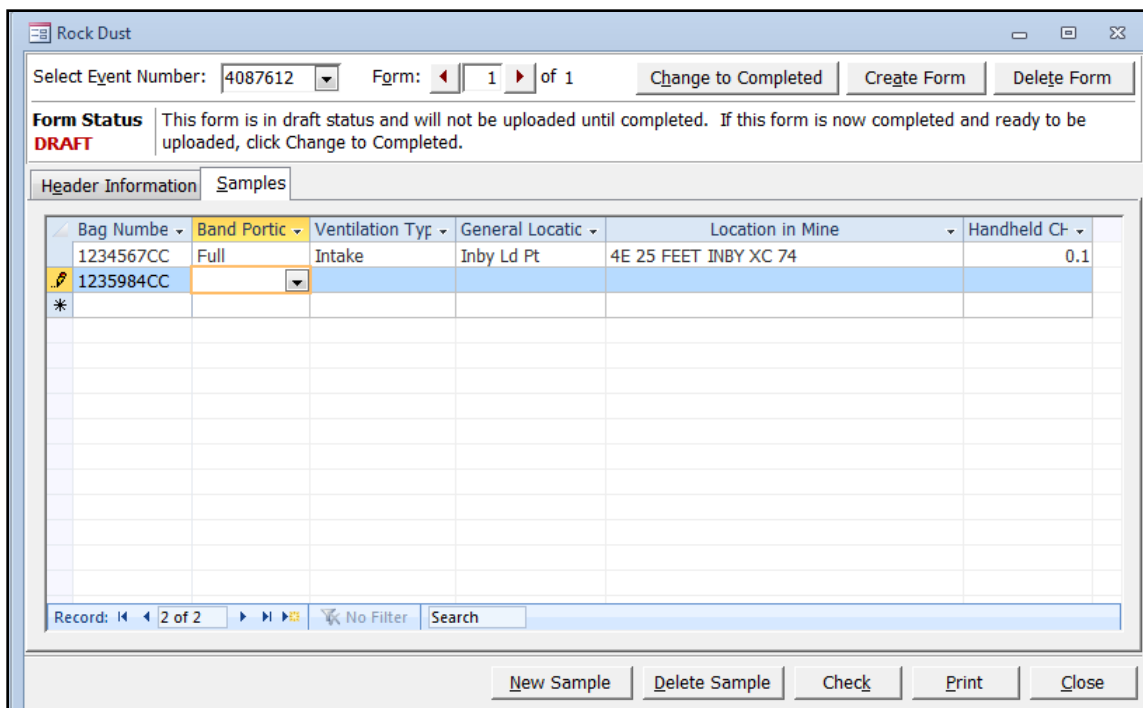


12. Select the **Location in Mine** from the drop-down (this is a list of locations inspector has previously typed in for other rock dust samples) or inspector can type directly into the field.
13. Enter the **Handheld CH4** reading taken at the time the sample was collected.
14. If done, click the **Check** button at bottom of window.

Add a New Sample

15. Click the **New Sample** button  at the bottom of the window or you can click directly in the field and begin typing.

The active row and column **highlight in yellow**. Once you begin typing into a row a pencil  appears as in the example below.

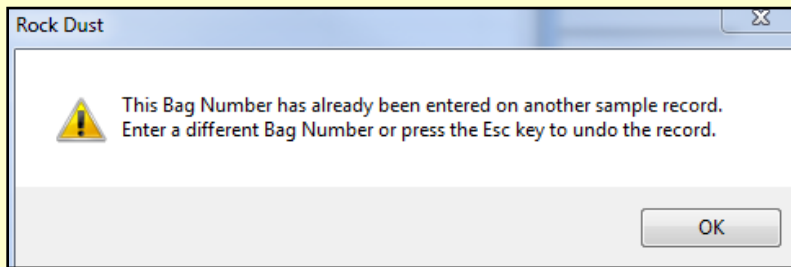


16. Enter all required data and when done, click the **Check** button.



Note:

If bag number already exists in IPAL, you will receive a message similar to the one below.



17. To delete a sample already in IPAL, highlight the record you want to delete and then click **Delete Sample**.

Rock Dust

Select Event Number: 4087612 Form: 2 of 2 Change to Completed Create Form Delete Form

Form Status DRAFT This form is in draft status and will not be uploaded until completed. If this form is now completed and ready to be uploaded, click Change to Completed.

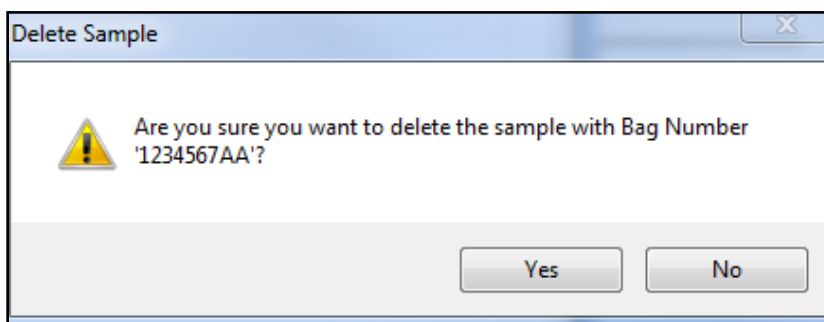
Header Information Samples

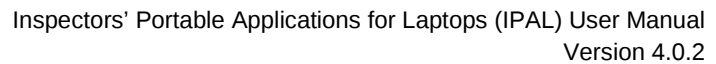
Bag Number	Band Portic	Ventilation Typ	General Locatic	Location in Mine	Handheld Ch
1234569CC	Floor	Intake	Inby Ld Pt	4E 25 FEET INBY XC 74	0.1
1234567AA	Floor	Intake	Inby Ld Pt	4E 5 FEET INBY XC 74	0.2
*					

Record: 14 of 2 of 2 No Filter Search

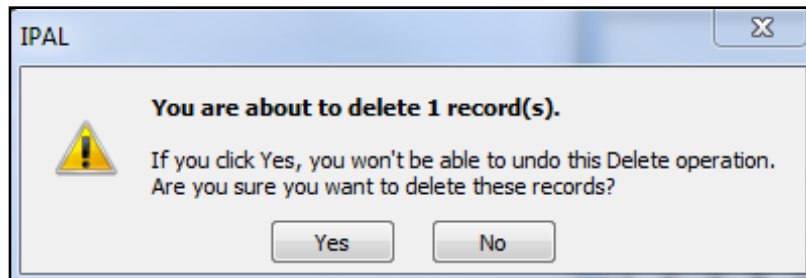
New Sample Delete Sample Check Print Close

18. IPAL returns the following warning message.





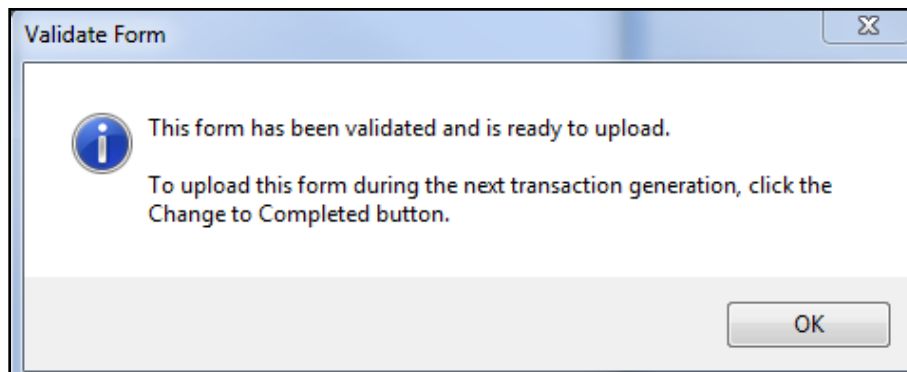
19. Click **Yes**.



20. Click **Yes** again to confirm deletion of record. Notice that the record is no longer on the form.

[illegible]

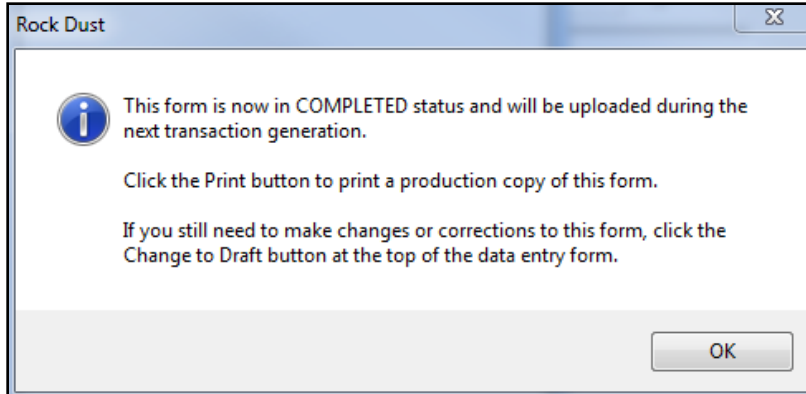
21. When done entering all rock dust samples, click **Check**. A message similar to the one below will open.



22. Click **OK**.

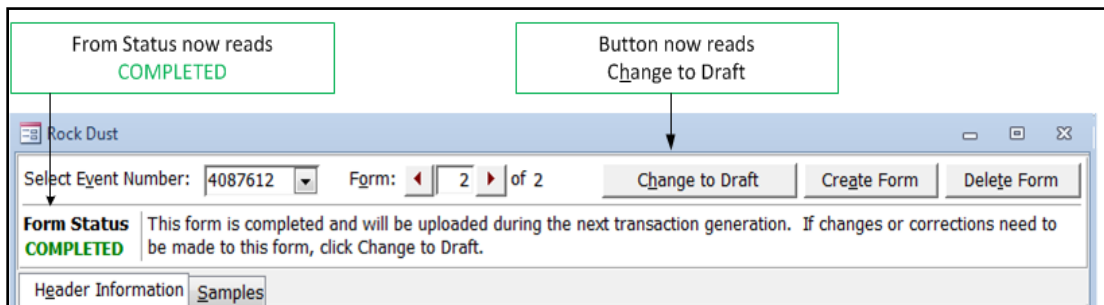


23. Click **Change to Completed** at top of screen. The following message will be displayed.



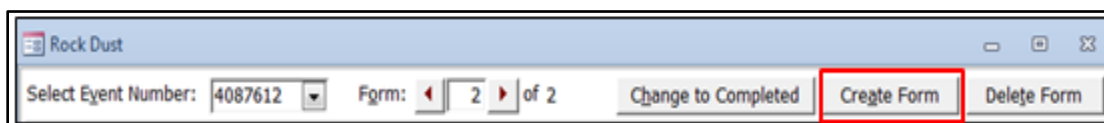
24. Click **OK**.

25. The **Form Status** has now been changed to **COMPLETED** and the **Change to Completed** button has changed to **Change to Draft**.

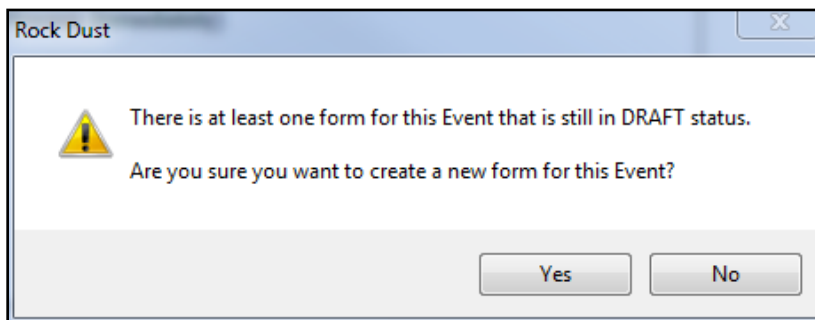


Create Form

26. To create a new form click **Create Form** at the top of the **Header Information** screen.

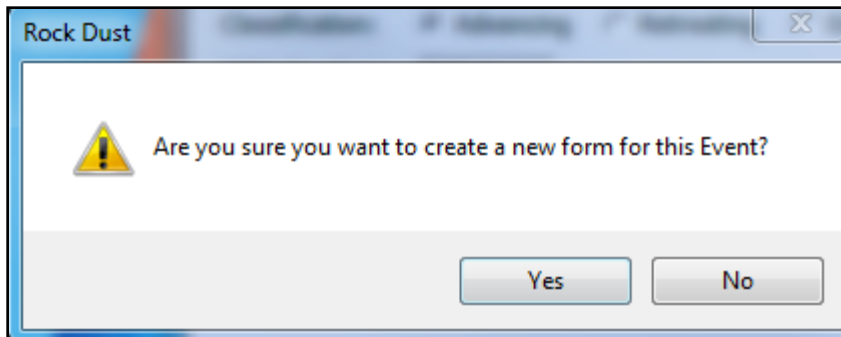


27. If there are forms in draft, the following confirmation window will request to create a new form.

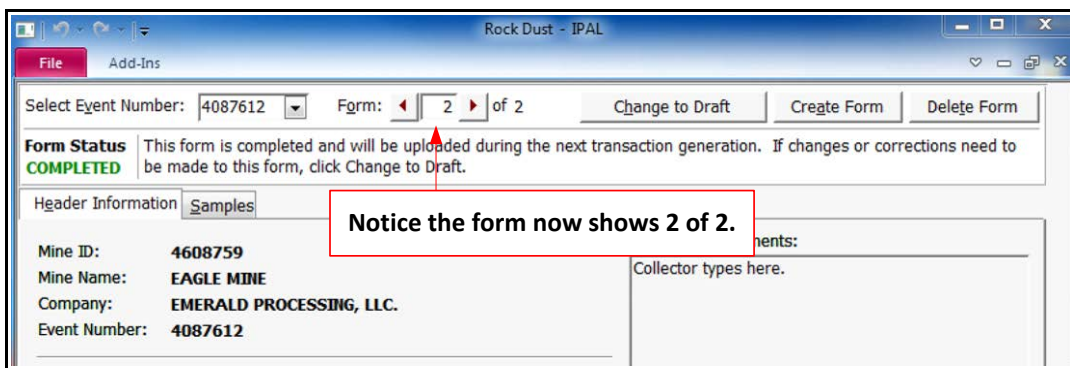




28. If there are not new forms in draft, a different pop-up message will request confirmation:



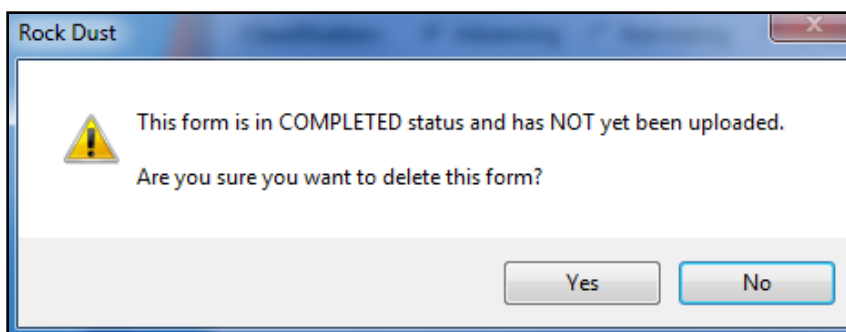
29. Click **Yes** and a new form opens for the event.



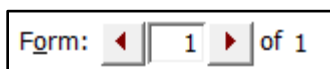
30. Follow **Steps 1 – 14** ([Header Tab](#)) above.

Delete Form

31. To delete a form, select the form you want to delete from the **Form** toggle, and then click **Delete Form** at the top of the screen. A confirmation message will display.



32. Click **Yes**. The form is now showing 1 of 1.





Printing Rock Dust Forms

Click **Print** to display the standard IPAL print dialog box. (See *Standard Functions* [Print/Preview](#) for information on how to use the print dialog box).

If a rock dust form is in Draft status, the form header will print with the word **DRAFT**. If a rock dust form is in **Uploaded** status, a message will print on the form indicating that the record has been uploaded.

Rock Dust Sample Submission Form										
THIS FORM HAS BEEN UPLOADED										
Inspector's Name Joe L. Smith				AR Number 24459		Field Office Name Farmington, NM		Field Office Code 0902		
Mine ID 0504864		Mine Name KING II				Company GCC ENERGY LLC		Event Number 4009076		
Date Collected 11/2/2011		☒ Advancing ☐ Retreating ☐ Outby		MMU # 001-0		Sample Location - Area tailgate section		☐ Special (Process Immediately)		
Collector's Comments test of rock dust										
Bag Number	Bag Portion	Ventilation Type	General Location	Location in Mine		Handheld CH4 %	Dust Analysis (TIC %)	Required	Compliant	Void Code (if appl.)
0000099AA	Floor	Return	Tail LW	Tailgate Section		2.0				
For Laboratory Use Only										
Date Received		Received By					Date Emailed			
Lab Comments										
MSHA Form 2000-156, Apr 13 (revised)										
Page 1 of 1										

Transaction Generation — Rock Dust Sample

To upload the rock dust form(s) to IPAL, you will follow the same general steps as those listed under the [Transaction Generation](#) section, Steps 2 – 5.

Mine Atmosphere Sample Record

The **Mine Atmosphere Sample Record** creates, saves, and prints MSHA Form 2000-43, Mine Atmosphere Sample Record. New Mine Atmosphere Sample Record data is uploaded during transaction generation. This form is accessed from the Coal and Metal Event forms by clicking the **Lab Request** button.



Data Entry/Screen Form

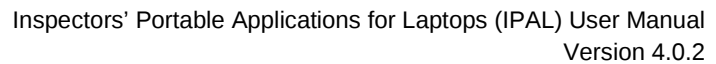
The **Mine Atmosphere Sample Record** form is comprised of four sections outline in red below: top, left, right, and bottom.

Bottle No.	Date Collected	Status
CC22345	1/29/2015	Draft

The top contains the selected **Event Number**, **Mine ID**, **Mine Name** and **Operator Name**. A different Event Number can be selected by entering the Event Number in the combo box or by selecting one of the Event Numbers from the drop down list.

The bottom contains buttons that perform various functions.

The left side contains a list of all sample records linked to the selected Event Number. By default, uploaded sample records are not displayed. To display uploaded sample records, check the **Show uploaded sample records** box. Sample records are sorted in descending order by *Date Collected* and

[illegible]

Status <<NEW>>	To add a new sample record for this event, enter and re-enter the Bottle Number as it appears on the sample label, then click Continue or press the Enter key.
--------------------------	--

Select Bottle Number format: ☒ New (CC#####) ☐ Old (C####)

Bottle Number:

Re-enter the Bottle Number to verify entry, then click Continue or press the Enter key.

Bottle Number:

When viewing or editing an existing sample record, the right section will display the fields associated with the sample record. The information is divided into two pages, with **Page** buttons at the bottom right-hand corner, similar to the Citation/Order and Event forms.



Page 1

Status DRAFT	This sample record is in draft status and will not be uploaded until completed. If this sample record is now completed and ready to be uploaded, click Change to Completed.	
Bottle Number:	AA00004	
Location in Mine:		
Analysis Needed:	Standard Air Analysis (5 gases)	
Special Instructions to Lab:		
Sample Type:	☐ TL ☐ Citation/Order	
	☐ Sealed Area ☐ Other (Remarks required)	
Delete Check Change to Completed		Page: 1 2

Page 2

Status DRAFT	This sample record is in draft status and will not be uploaded until completed. If this sample record is now completed and ready to be uploaded, click Change to Completed.	
Bottle Number:	AA00004	
Date Collected:	12/28/2011	Time Collected:
Air Velocity:		$\times$ $=$ Enter the Air Velocity and Area to calculate the Air Quantity, or enter only the Air Quantity.
Area:		
Air Quantity:		
Detector Methane:		Detector Oxygen:
Remarks:		
Delete Check Change to Completed		Page: 1 2

Sample Record Status

Sample records will have one of three statuses, **Draft**, **Completed**, or **Uploaded**. The status will display in a status bar above the sample data in the right section of the form.



Draft Status

The **Draft** status will be displayed in **red**. A form in a Draft status will not be uploaded until the status is changed to **Completed**. To change from a draft status to a completed status click **Change to Completed**.

Status DRAFT	This sample record is in draft status and will not be uploaded until completed. If this sample record is now completed and ready to be uploaded, click Change to Completed.
-------------------------------	---

Completed Status

The **Completed** status will be displayed in **green**. A form in a **Completed** status is read-only and will be uploaded during the next transaction generation. If sample entry is not complete or if additional changes or corrections need, the status can be changed back to draft by clicking **Change to Draft**.

Status COMPLETED	This sample record is completed and will be uploaded during the next transaction generation. If changes need to be made to this sample record, click Change to Draft.
-----------------------------------	---

Uploaded Status

The **Uploaded** status will be displayed in **blue**. A form is automatically changed to an **Uploaded** status, when it has been uploaded during a transaction generation. An uploaded form cannot be modified but can be printed if necessary. If additional samples need to be entered, a new sample sheet can be added to the selected Event by clicking **Create Form**.

Status UPLOADED	This sample record is completed and has been uploaded. Notify the lab if changes need to be made to this sample record. To add a new sample record, click New Sample.
----------------------------------	---

Buttons

Continue

Validates the **Bottle Number** and adds a new sample record to the database. This button is only available when adding a new sample.

Delete

Deletes the current sample. This button is unavailable until the sample has been uploaded.

Check

This button is available to check that all required data have been entered on the new sample. It also confirms that established business rules are met. This button is enabled only when the sample record is in **Draft** status.

Change to Completed

Validates the form and if there are no errors, changes the status to **Completed**. When the form is in **Completed** status, it will be uploaded during the next transaction generation.

Change to Draft

Changes the status to **Draft** and allows changes or corrections to be made. This button is available only when the form is in **Completed** status. Once the form has been uploaded, it can no longer be placed in **Draft** status.

Page Numbers

Changes from one page to the next.



New Sample

Displays the necessary fields for adding a new sample record to the database.

Print

Click on the desired **Page Number** to view the data fields on that page.

Close

Saves and closes the **Mine Atmospheric window** and returns you to the last active windows.

Fields, New Sample

Bottle Number Format

There are two options available — the new format (2-alpha characters followed by a 5-digit sequence number) or the old format (1-alpha character followed by a 4-digit sequence number).

Bottle Number [1]

The bottle number printed on the label of the bottle or other sample medium being used (**required**).

Bottle Number [2]

The bottle number entered a second time for verification (**required**).

Fields, Page 1

Bottle

Bottle number printed on the label of the bottle or other sample medium being used (**required**).

Location in Mine

The location in the mine where the sample was collected (**required**).

Analysis Needed

The laboratory analysis requested. This field defaults to **Standard Air Analysis (5 gases)**. The other option is **Fire Gas Analysis (10 gases)** (**required**).

Special Instructions to Lab

Air samples sent to the lab are routinely analyzed for **CO₂**, **O₂**, **CH₄**, and **C₂H₆**. If analysis for CO, H₂, or other gases is needed, indicate the chemical by symbol in this field (**optional**).

Sample Type — TL

Check this box to indicate that this sample is to be included in calculating the total liberation for the mine.

Sample Type — Sealed Area

Check this box to indicate whether the sample was taken in a sealed area.

Sample Type — Citation Order

Check this box to indicate whether the sample was taken as evidence regarding a Citation/Order. When checked, enter the **Citation/Order number** in the box provided or select one from the drop down list. The Citation/Order number is **optional** when **Citation Order** is checked.

Sample Type — Other

Check this box to indicate a sampling circumstance that will be explained in the **Remarks** field.

Fields, Page 2

Bottle Number

The bottle number printed on the label of the bottle or other sample medium being used — (**required**).

Date Collected

Date the sample was collected. This field *defaults* to the current date — (**required**).



Time Collected

24-hour clock time when the sample was taken entered in hours and minutes (format: HH:MM) — (optional).

Air Velocity

Velocity of air at sampling point measured in feet per minute (fpm) — (optional).

Area

Square footage of area sampled — (optional).

Air Quantity

Calculated air quantity measured at the location where the sample was collected, expressed in cubic feet per minute. This field will be calculated by IPAL if the Air Velocity and Area fields are entered — (optional).

Detector Methane

The volume per centum of methane (CH₄), as determined with an approved methane detector, at the time the sample was collected — (optional).

Detector Oxygen

Reading from approved oxygen detector expressed in percentage of total air volume, at the time the sample was collected A— (optional).

Remarks

Used to convey any additional information concerning the sample deemed necessary. This field is limited to 255 characters — (optional).

Adding a new Sample Record

To add a new sample record to the selected Event Number, click **New Sample**. (If there are no existing sample records displayed in the sample record list, then the **New Sample** button will be disabled and the screen will already be in **Add** mode.)

Mine Atmosphere Sample Record

Select Event Number: 2000002

Mine ID: 4608625
Mine Name: KINGSTON NO 1
Operator Name: KINGSTON MINING, INC.

Click a sample record from the list to view it:

Bottle No.	Date Collected	Status
------------	----------------	--------

Status <<NEW>>

To add a new sample record for this event, enter and re-enter the Bottle Number as it appears on the sample label, then click Continue or press the Enter key.

Select Bottle Number format: New (CC#####) Old (C####)

Bottle Number:

Re-enter the Bottle Number to verify entry, then click Continue or press the Enter key.

Bottle Number: Continue

Show uploaded sample records

New Sample Print... Close



Select the appropriate bottle number format. The new format **requires** entry of 2-alpha characters followed by a 5-digit sequence number. The old format must be entered with 1-alpha character followed by a 4-digit sequence number. Please be aware that the **new format is the default**.

Enter the **Bottle Number** into the first Bottle Number field and then re-enter the Bottle Number into the second Bottle Number field to verify the entry. The Bottle Numbers must match before the sample record is added to the database. Click **Continue** to add the Bottle Number to the database and display the sample record.

Viewing or Editing a Sample Record

To view or edit an existing sample record, click on the appropriate sample record in the sample record list on the left.

A sample record can be edited only when it is in **Draft** status. When editing a record, click **Check** at any time to validate the sample record. When entry of a sample record is complete, click **Change to Completed** to validate the sample record and change the status to Completed.

When a sample record is in **Completed** status, it will be uploaded during the next transaction generation and the status will automatically be changed to **Uploaded**.

When a sample record has been uploaded, it can no longer be edited or deleted, however, a sample record in Completed status can still be edited or deleted. To edit a sample record in Completed status, click **Change to Draft**. To delete the sample record, click **Delete**.

Mine Atmosphere Sample Record

Select Event Number: 1234567

Mine ID: 4602900
Mine Name: MINE NO 1
Operator Name: BIRCH RIVER COAL INC

Click a sample record from the list to view it:

Bottle No.	Date Collected	Status
LL12345	1/29/2015	Completed

Status COMPLETED This sample record is completed and will be uploaded during the next transaction generation. If changes need to be made to this sample record, click Change to Draft.

Bottle Number: LL12345

Date Collected: 01/29/2015 Time Collected:

Air Velocity: 3 x

Area: 10.0 =

Air Quantity: 030

Detector Methane: 0.1 Detector Oxygen: 19.5

Remarks: Inspector's Remarks

Delete Check **Change to Draft** Page: 1 2

Show uploaded sample records

New Sample Print... Close



Mine Atmosphere Sample Record

Select Event Number: 2000002 Mine ID: 4608625
Mine Name: KINGSTON NO 1
Operator Name: KINGSTON MINING, INC.

Click a sample record from the list to view it:

Bottle No.	Date Collected	Status
LL12345	1/29/2015	Draft

Status DRAFT This sample record is in draft status and will not be uploaded until completed. If this sample record is now completed and ready to be uploaded, click Change to Completed.

Bottle Number: LL12345

Location in Mine:

Analysis Needed:

Special Instructions to Lab:

Sample Type: ☐ TL ☐ Citation/Order ☐ Sealed Area ☐ Other (Remarks required)

☐ Show uploaded sample records

Delete Check Change to Completed Page: 1 2

New Sample Print... Close

Printing Sample records

To print one or more sample records, click **Print** from the **Mine Atmosphere Sample Record** form. The print selection dialog box will display.

Print Mine Atmosphere Sample Record

Select a Sample Record Status and one or more samples records, then click the Print button. (Samples records are selected or deselected by clicking on the check box or Bottle Number, or by pressing the space bar.)

Sample Record Status: Completed

Samples Records:

Bottle Number	Date Collected	Location in Mine
☐ LL12345	1/29/2015	Inby Load Pt.

Deselect All Print Cancel



All samples with any status can be printed. IPAL will only print one status type at a time. The **Sample Record Status** combo box will *default* to the status of the sample record that was being displayed before the print selection dialog box was opened, but any status can be selected from the drop down list.

Sample records are sorted in descending order by *Date Collected* and *Time Collected* (not displayed). The sort order can be changed by clicking on one of the column headers in the list.

Click **Print** to display the standard IPAL print dialog box. (See **Standard Functions** [Print/Preview](#) for information on how to use the print dialog box).

If a sample record is in **Draft** status, the form header will print with the word **DRAFT**. If a sample record is in **Uploaded** status, a message will print on the form indicating that the record has been uploaded.

Note:

Some fields on the printed form (e.g., Location in Mine, Special Instructions to Lab, Remarks) may be truncated if there is not enough space to print all the data that was entered in these fields on the data entry form.

Citation / Order Window — Coal & Metal

To enter the **Citation/Order** window, from the **Main Switchboard**, click the **Data Entry** tab then **Citation/Order**, and click **Continue**.

The screenshot shows the 'Main Switchboard' window. On the left is a sidebar with the IPAL logo, version 4.0.00, and user information for 'Joe Q. Inspector' (AR Number: 29999). It also displays 'Coal 0400' and various dates and IDs. The main area has tabs for 'My Open Events' and 'My Unabated Issuances'. Below these are icons for 'Data Entry', 'Reports', 'Forms', and 'Maintenance'. The 'Data Entry' tab is active, showing a 'Citation/Order' form with fields for 'Inspection/Investigation' and 'Subsequent Action'. At the bottom of the form are buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

The window below opens.

The screenshot shows a 'Select Citation/Order' dialog box. It contains a 'Citation Number' field with a dropdown menu showing '2345678' and a button with three dots. Below the field are three buttons: 'Select Citation', 'New Citation', and 'Close'.

This window allows selecting an existing citation or creating a new one. If new citation is selected, a pop-up will appear with the next citation number in the inspector's batch.



Citation Number

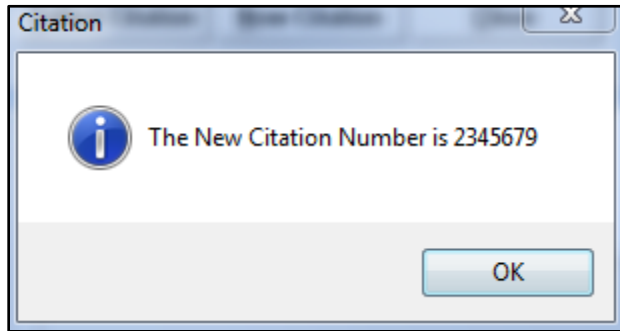
Use the drop-down list and lookup button  to select and display existing citations/orders.

Select Citation

This button selects and displays the **Citation/Order** appearing in the drop-down list.

New Citation

This button creates a new **Citation/Order** record and assigns it the next available citation number from your computer.



If the next available number has been used, IPAL tells you it is deleting the number from your available list. This occurs if you imported new MSIS data after restoring from an outdated backup file. IPAL assigns the next available number from your computer. If there are no new citation numbers available, IPAL asks you to add new numbers. Click **Yes** and enter the information in the **Add Citation Number** window when it opens.

Close

This button closes the **Select Citation/Order** window and returns you to the **Main Switchboard**.

Note:

The **Citation/Order** screen is used for both **Coal** and **Metal/Nonmetal**; however, some fields are specific to only one program area.



Mine Citation/Order Entry Window

This screen is separated into three sections: top, middle, and bottom. The top section contains the **Mine ID**, **Citation Number**, **Event Number**, **Contractor ID**, **Issue Date**, and **Issue Time** fields.

The middle section contains most of the information for the citation. Only this information changes as you move through the pages. The top and bottom sections remain unchanged.

The bottom section contains buttons that perform various functions.

Bottom Section Buttons

This section describes the buttons for a **Mine Citation / Order** window and their functions.

New Citation	Check	Issue	Print	Close
Dup Citation	Sub Action	Delete	SAR Form	Page: 1 2 3 4 5 6

New Citation

This button creates a new **Mine Citation/Order** record, assigning it the next available citation number. A new citation uses information from the last record viewed. If the **Mine ID** and **Event Number** are incorrect, select the correct ones from the drop-down lists or use the lookup button. If you selected the **New Citation** button from the **Inspection/Investigation Data Summary** form, IPAL will fill in the **Mine ID** and **Event Numbers** on the new citation.

Check

This button is available to check that all required data have been entered on new violations. It also confirms that established business rules are met. If any required data are missing, IPAL prompts you to enter the missing data.

Issue

This button performs a check then issues the citation. After **Issue** has been clicked, the record can no longer be changed. IPAL displays a message if the citation is subject to **Special Assessment Review**, **Knowing and Willful Review**, or both.



Print

This button opens the **Print** window. You can only print or preview citations written on the computer.

Close

Saves and closes the **Mine Citation/Order** window and returns you to the last active window.

Dup Citation

This button creates a duplicate citation. IPAL assigns a new citation number but maintains all other information from the original.

Sub Action

This button opens the **Subsequent Action** screen.

Delete

Available only on a new citation. You cannot delete a citation after it has been issued.

Page Numbers

Click on the desired **Page Number** to view the data fields on that page.

Note:

Changes cannot be made to the **Mine Citation/Order** after it is issued. Submit any changes using the **Subsequent Action** form.

Data Fields

Note:

The **Mine Name** and **Operator Name** fields limit the number of characters that can be entered. Guidance from the solicitor's office is that the **Mine Name** and **Operator Name** do not need to exactly match names on the form for legal identity; however, they should be clear enough to uniquely identify to whom the violation was issued.

Page 1

Mine Citation/Order

Mine ID 4603085 Citation # 2345679 Event # 1234568 ... T02

Contractor ID Issue Date Issue Time

Served To

Operator EMERALD PROCESSING LLC

Mine SOUTH HOLLOW PLANT-EMERALD PROCESSING

Occurrence Date ☐ Health ☐ Safety ☐ Other ☐ Both

Section of Act 30 CFR Part/Section Hist.

New Citation Check Issue Print Close

Dup Citation Sub Action Delete SAR Form Page: 1 2 3 4 5 6

Mine ID

Mine ID of the mine issued the citation. If the citation has been issued, this field is not editable.



Citation Number

Displays the **Citation Number**. On a new citation, the newly assigned number is displayed. If the citation has been issued, this field is not editable.

Event Number

This field contains a drop-down list and lookup button. This enables viewing a citation based on event number. The **T02** button, next to the lookup button, allows access only to **DG*** (older) and **T02** (newer) events.

Contractor ID

This drop-down list displays the **Contractor ID** (3, 4, or 5 character ID). This field only contains data if a contractor operates the mine.

If the **Contractor ID** is in the drop-down list, the **Operator Name** is replaced automatically with the **Contractor Name**. If the **Contractor ID** is not in the drop-down list, the **Operator Name** is deleted and you must manually enter the **Contractor Name** in the **Operator Name** field.

Note:

If you accidentally enter the **Contractor ID** field, press the **ESC** key and the space bar to re-establish the previous information.

Issue Date

The date the citation is issued. Click the italicized label to enter today's date.

Issue Time

The time the citation is issued. Enter it using the 24-hour clock. Be aware IPAL will not accept 2400; therefore, enter 2359 instead.

Served To:

Enter the name and title of individual to whom you are serving the citation. Clicking the drop-down list displays the list of mine contacts from the **Inspector Maintained List** for selection. New contacts entered here can be added to the **Inspector Maintained List**.



Operator

This is the company operating the mine. IPAL automatically enters this information based on the **Mine ID**.

Mine

This is the **Mine Name**. IPAL automatically enters this information from the **Mine ID**.

Occurrence Date

Enter the date the event occurred. This does not print out on the Citation.

Health, Safety, Other, and Both Check Boxes

This option group is available only to Coal. Check the box for the appropriate Enforcement Area.

Section of the Act

Select the section of the Act applicable from the drop-down list.

CFR Part/Section 30

Select the applicable 30 CFR section from the drop-down list. Use the **Standards Lookup**, and **Standard History Lookup** if needed.

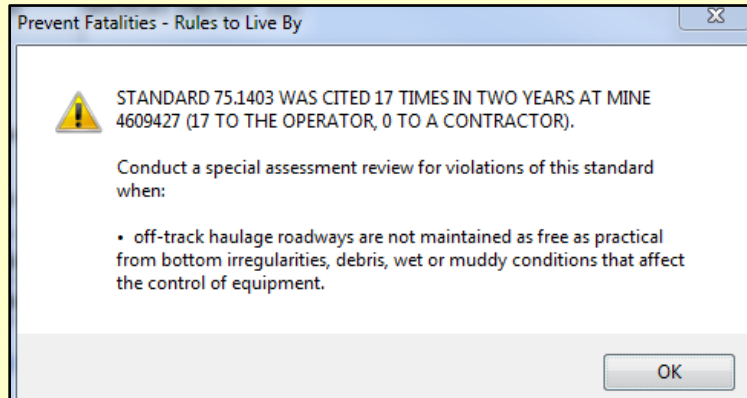
The **Standards Lookup** button links to the 30CFR.txt file, which you can search. The file opens to the beginning of the standard series. For example: 62.110b2i is opened to 62.110. You must scroll down to access specific sub parts. If no standard is listed in the drop-down list, the text file opens to the beginning of the document. Once the text is open, you can copy and paste text from it directly into the **Condition** or **Practice** field.

Click the **Hist.** lookup button to display a screen of information about issued citations citing the selected standard at this mine. Information displayed includes: **Citation Number**, **Issue Date**, **Type of Issuance**, **Type of Action**, **S&S**, and a portion of the **Condition** or **Practice**.



Note:

If the selected standard is a priority standard identified as critical in prevention of a miners' death and serious injuries (**Rules to Live By** program) additional information will be displayed such as the sample below.



If Part/Section is 75.403 a separate Rock Dust Samples window will be displayed. See section on [Rock Dust](#) for more information.

Page 2

Health Samples

This button links to the health samples related to the citation and is available to Metal/Nonmetal only. A red check mark  next to the button indicates that samples have been taken.

Condition or Practice

Enter text describing the conditions or practice cited. Clicking the  button will spellcheck the entry. Information is displayed only for citations issued from your laptop.



Press [**Ctrl** + **Enter**] to start a new paragraph.

Certain text, such as repeated violation text, or Rules to Live By will be added to the Condition or Practice by IPAL.

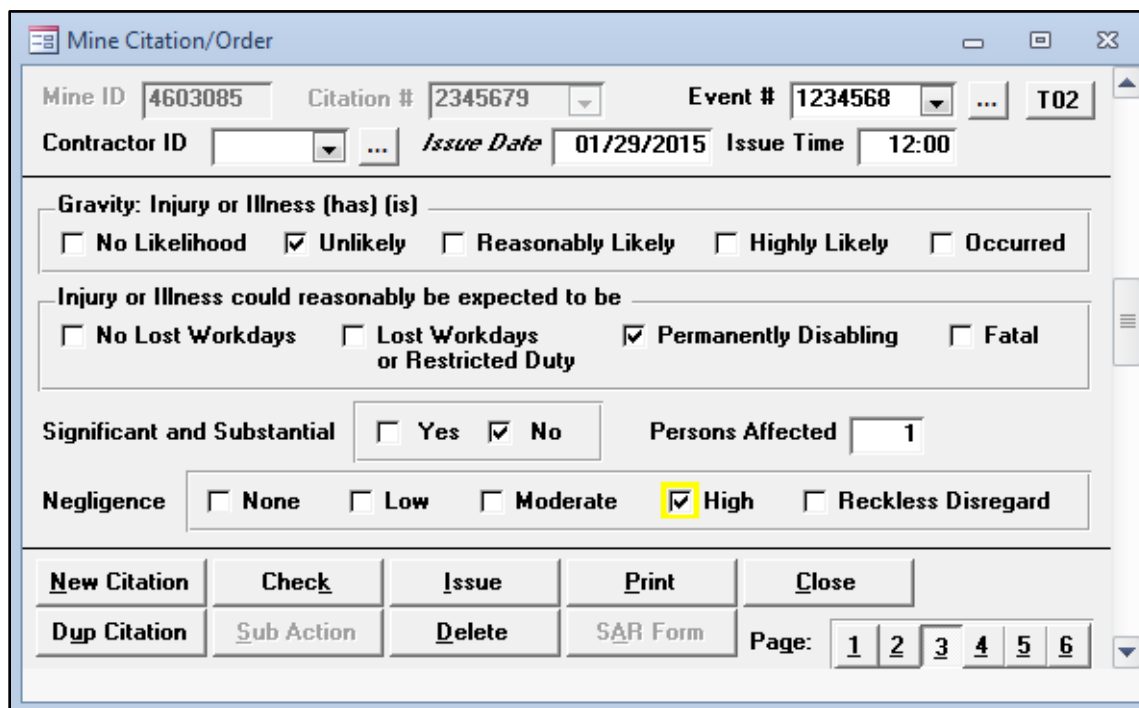
Written Notice 103(g)

This box shows for Coal only. Check the box if this is a 103(g).

Rock Dust Samples

This button links to the rock dust samples related to the citation if 30 CFR Part/Section is 75.403 and is available to Coal only. A red check mark  next to the button indicates that samples have been linked to the citation.

Page 3



The screenshot shows the 'Mine Citation/Order' form. At the top, there are fields for Mine ID (4603085), Citation # (2345679), Event # (1234568), and a dropdown for T02. Below these are fields for Contractor ID, Issue Date (01/29/2015), and Issue Time (12:00). The form is divided into several sections with checkboxes. The 'Gravity: Injury or Illness (has) (is)' section has options: No Likelihood, Unlikely (checked), Reasonably Likely, Highly Likely, and Occurred. The 'Injury or Illness could reasonably be expected to be' section has options: No Lost Workdays, Lost Workdays or Restricted Duty, Permanently Disabling (checked), and Fatal. The 'Significant and Substantial' section has options: Yes and No (checked). The 'Persons Affected' field is set to 1. The 'Negligence' section has options: None, Low, Moderate, High (checked), and Reckless Disregard. At the bottom, there are buttons for New Citation, Check, Issue, Print, Close, Dup Citation, Sub Action, Delete, and SAR Form. A page number field shows 'Page: 1 2 3 4 5 6'.

Gravity: Injury or Illness (has) (is)

Check the box by the phrase that applies as a result of the condition or practice cited. If injury or illness has already occurred, check the **Occurred** box. Other options available: **No Likelihood**, **Unlikely**, **Reasonably Likely**, and **Highly Likely**.

Injury or Illness could reasonably be expected to be

Check the box by the most likely expectation as a result of the condition or practice: **No Lost Workdays**, **Lost Workdays or restricted Duty**, **Permanently Disabling**, or **Fatal**.

Significant and Substantial

Check the box by either **Yes** or **No** indicating whether the illness or injury was significant or substantial.

Persons Affected

Enter the number of people affected



Negligence

Check the box by the level of negligence indicated: **None, Low, Moderate, High, or Reckless Disregard.**

Page 4

Type of Action 1

Select the type of action from the drop-down list.

Type of Action 2

This field displays previous data and is only available to Metal/Nonmetal, and has been inactivated in IPAL version 2.2 and newer.

Type of Issuance

Check the box by either **Citation** or **Order**. The **dimmed-out** option for **Both** is available to Metal/Nonmetal only, displays previous data only, and has been inactivated in IPAL version 2.2 and newer. The **Safeguard** option is only available to Coal inspectors. The **Written Notice** option is used by District Managers when issuing the initial 104(e) Pattern of Violation Notices.

Related Order Number

Select the related order number from the drop-down list. For example, a 107a Order written in conjunction with current violation. This does not print out on the Citation.

Initial Action (Violation Number)

Select the violation number from the drop-down list. This is the Citation/Order Number of original action.

Initial Action (Issue Date)

Enter the date of original action.

Type of Issuance (Initial Action)

Check the box by the type of issuance for the initial action: **Citation, Order, Safeguard** (for Coal inspectors), or **Written Notice**.



Note:

If there is an initial action for the current violation, entering the citation number in the **Initial Violation Number** field automatically fills in the **Initial Issue Date** and **Initial Type of Issuance**.

Evaluating Flagrant Violations can be viewed from the **Special Assessment Review** screen.

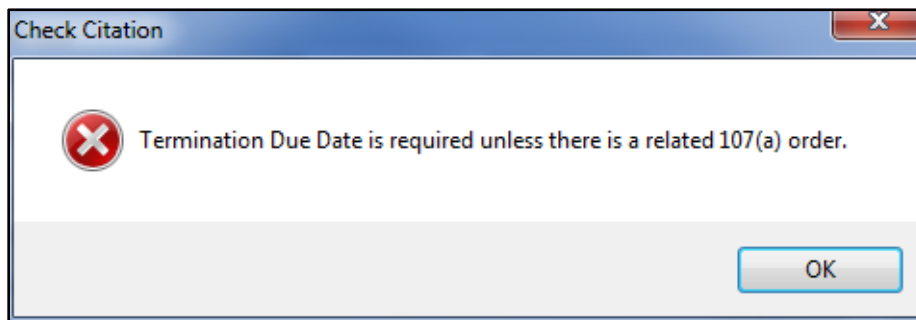
Writing Citations/Orders in Conjunction with a 107a Order

Write the 107a Order first, and then write the accompanying citation/order.

On the citation/order that is written in conjunction with the 107(a) order, enter the 107(a) order in the **Related Order Number** field. Use the drop-down list to select the 107(a) order.

For citations written in conjunction with a 107(a) order, leave the **Termination Due Date** and **Time** blank. Entering the 107a order in the **Related Order Number** field allows the citation to be issued without the **Termination Due Date** and **Time**.

If the Citation has **no Termination Due Date/Time AND there is not a 107a Order** in the **Related Order** area, the error message below opens.



If the Citation has a **Termination Due Date/Time AND a 107a Order** in the **Related Order** area, the error message below opens.



Note:

When writing a citation to an operator working in violation of a 107(a) order, enter the 107(a) order as the initial action.



Page 5

Area or Equipment

Enter a description of the area or equipment as referenced in the condition or practice cited. Use the ABC button to run spell check on the entry. Information is displayed only for citations issued from your laptop. Use **Ctrl + Enter** to start a new paragraph.

Termination Due Date

Enter the date by when the condition or practice cited must be resolved.

Termination Due Time

Enter the time by when the condition or practice cited must be resolved.



Page 6

Action to Terminate

Enter the justification for the termination action. Information is displayed only for citations issued from your laptop. Press [**Ctrl + Enter**] to begin a new paragraph and click the **ABC** button  to spell check the text entry.

Termination Date

Enter the date the violation was terminated (format: **MM/DD/YYYY**).

Termination Time

Enter the time the violation was terminated using the 24-hour clock (format: **13:00**).

Note:

An entry in the **Action to Terminate**, **Termination Date**, or **Termination Time** field requires entries all three fields.

Primary or Mill

This field is only available to Metal/Nonmetal. Enter **P** for **Primary** Operation or **M** for Associated **Mill**. This field does not print out on the Citation.

Event Type (Activity Code) — Dimmed Out

This field is filled in from the event. It is not editable.

AR Number — Dimmed Out

This is the AR Number of the issuing inspector. New citations import this number from your user profile.



Note:

The only way to adjust the **AR Number** is to delete the citation, change the AR Number in the **User Preferences** (User Tab) screen and begin again.

If you are using someone else's laptop, change the AR Number before starting work. Do this in the **User Preferences** for the **AR, Office Code, and Work Area**.

Contest Status --- Unavailable (**dimmed**)

Indicates if the issuance has an associated assessment in contest. Values include **Not In Contest, In Contest, or Decision**. This does not print out on the Citation.

Metal Health Sample / Citation Linkages

Data Entry/Screen Form

Access the **Metal Health Samples Linkage** form from the **Health Samples** button on **Page 2** of the **Citation/Order** form. On issued citations, this form enables viewing the links between the citation and all samples associated with that citation. On new citations, this form enables creating a link between the citation and lab samples.

If there are samples in the system for the citation you are viewing, there is a red check mark  next to the **Health Samples** button. Click the button to view the sample linkages.



The **Citation Number** associated with the samples is displayed at the top of the form. All **Health Samples / Citation Links**, both lab and non-lab, are shown. These links are not editable on issued citations, and new links cannot be added to issued citations.

Type of Sample	Sample Number
☒ Lab ☐ Non-Lab	0000002015123456 01
☒ Lab ☐ Non-Lab	0000002015123458 01
☒ Lab ☐ Non-Lab	

A list of the buttons for the **Health Samples/Citation Linkage** form and their functions follow.

Buttons

123

Toggles between editing and navigation views. Editing mode places the cursor over a single digit, while navigation mode highlights the entire **Sample Number**.

Add

This button is available once you enter a sample number. Click to save sample linkage information.

Delete

Clicking **Delete** deletes highlighted sample entry.

Close

Clicking **Close** closes this window and returns you to the **Citation/Order** form.



To add Health Sample links for a new citation, click the **Health Samples** button. Only lab samples/citation links are entered in IPAL. All non-lab sample/citation links are manually entered through Metal/NonMetal data entry.

Health Samples

Citation Number: 2345678

Type of Sample	Sample Number
☒ Lab ☐ Non-Lab	0000002015123456 01
☒ Lab ☐ Non-Lab	0000002015123458 01
☒ Lab ☐ Non-Lab	

Record: 1 of 2 No Filter Search

Add Delete Close

Fields

Type of Sample

The default selection is **Lab**.

Sample Number

Enter the 18-digit number. The default format is for lab samples.

The **Sample Number** format is formatted for lab samples.

Lab Sample Number format	Non-Lab Sample Number format
Of the 18 digits, • Digits 1-6 are zero filled • Digits 7-10 are pre-filled with the calendar year. • IPAL automatically places the cursor in the next space • Digits 11-16 for the 6-digit lab number. • Digits 17-18 Represent the 2-digit component code	The format for downloaded non-lab samples is: • digits 1-8 are the issue date (format: YYMMDD), • digits 9-13 are the inspector's AR Number (preceded by a zero), • digits 14-16 represent the 3-digit sequence number, and • digits 17-18 represent the 2-digit component code.



Coal Rock Dust Sample Link

Enforcement personnel will be able to tie a noncompliant sample to an issuance so the noncompliant sample will not appear on the Noncompliant Samples without Citations oversight report. Or tie a compliant sample to the issuance it abates for reference purposes. The issuance must have been made under CFR 30 section 75.403 to be compliant.

Mine Citation/Order

Mine ID 4602900 Citation # 2345682 Event # 1234567 T02

Contractor ID C630 Issue Date 01/30/2015 Issue Time 10:00

Served To JON ZEMP, FOREMAN

Operator A & D TRUCKING LLC

Mine MINE NO 1

Occurrence Date 01/30/2014 ☐ Health ☐ Safety ☐ Other ☐ Both

Section of Act 30 CFR Part/Section 75.403 ... Hist.

New Citation Check Issue Print Close

Dup Citation Sub Action Delete SAR Form Page: 1 2 3 4 5 6

Accesses the Coal Rock Dust Sample Linkage from the Rock Dust Samples button on **Page 2** of the **Citation/Order** form. On issued 75.403 citations, this form enables viewing the links between the citation and all samples associated with that citation. On new citations, this form enables creating a link between the citation and lab samples.

Note:

If there are samples in the system for the citation you are viewing, there is a red check mark  next to the **Rock Dust Samples** button. Click the **Rock Dust Samples** button to view the samples linkages.



1. Enter **30 CFR Part/Section** number (75.403) in text field or select from drop down list.

Mine Citation/Order

Mine ID 4602900 Citation # 2345682 Event # 1234567 T02

Contractor ID C630 Issue Date 01/30/2015 Issue Time 10:00

Served To JON ZEMP, FOREMAN

Operator A & D TRUCKING LLC

Mine MINE NO 1

Occurrence Date 01/30/2014 ☐ Health ☐ Safety ☐ Other ☐ Both

Section of Act 30 CFR Part/Section 75.403 ... Hist.

New Citation Check Issue Print Close

Dup Citation Sub Action Delete SAR Form Page: 1 2 3 4 5 6

2. Click **Enter** and IPAL will display the following **Rock Dust Samples** window.

Rock Dust Samples

Citation/Order Number: 2345683

Bag Number	Location in Mine
*	

Record: < > >> No Filter Search

Add Delete Close



- Click on the **Bag Number** drop down arrow and a list of all samples taken by you at the mine during the past 45 days will be displayed.

The screenshot shows the 'Rock Dust Samples' application window. At the top, the 'Citation/Order Number' is set to '2345683'. Below this is a table with two columns: 'Bag Number' and 'Location in Mine'. The table contains the following data:

Bag Number	Location in Mine
1234559AA	# 7 Entry 15' Inby XC
1234560AA	Inby LoadPoint
1234561AA	#1 Entry' 30' Outby XC
1234562AA	E2 40' Outby XC 59

At the bottom of the window, there are buttons for 'Add', 'Delete', and 'Close'. A status bar at the bottom indicates 'Record: 1 of 1' and 'No Filter'.

- Select bag number to be linked to citation and click **Add**. You can add more than one bag number.

Note:

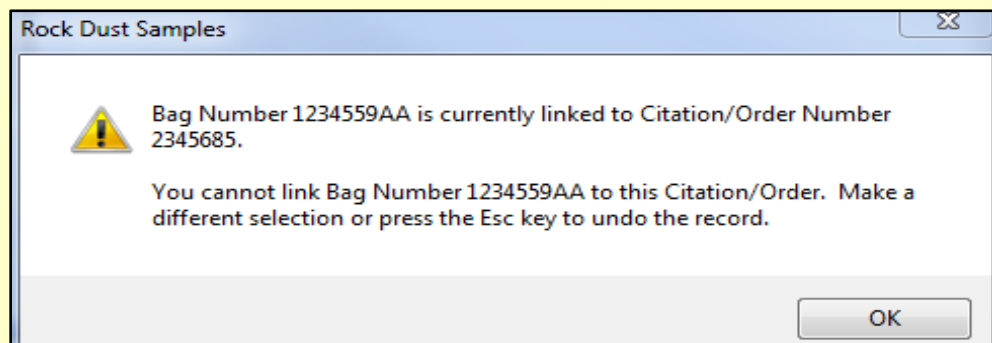
It is not necessary to select a *Bag Number* from the list. If you type in a bag number that is not in the list, the **Location in Mine** will display “<<**Location not available**>>”

The screenshot shows the 'Rock Dust Samples' application window. The 'Citation/Order Number' is '2345683'. In the 'Bag Number' column, the value '8844999CC' is entered. The 'Location in Mine' column displays '<<Location not available>>'. The status bar at the bottom indicates 'Record: 1 of 1' and 'No Filter'.



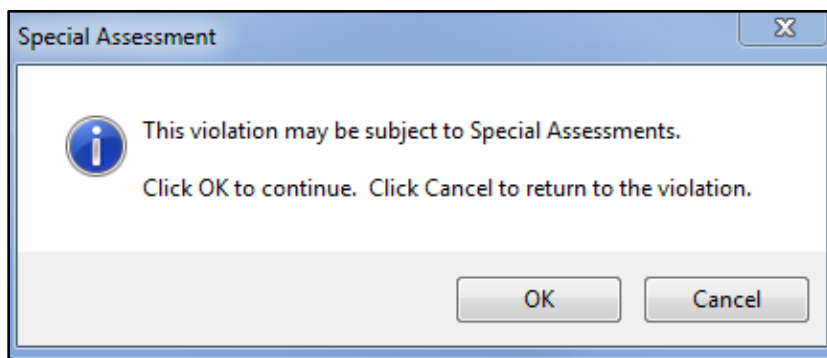
Note:

If bag number linked to a different citation/order in IPAL, a message similar to the one below will be displayed.

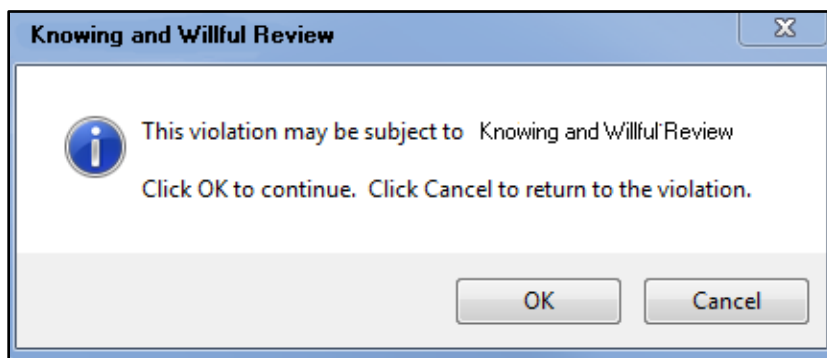


Click **OK**, and then click the **Esc** key to undo the selection.

5. You can add another sample or if done click **Close**. IPAL returns you to the **Mine/Citation Order** screen.
6. If done linking rock dust samples, continue entering Mine Citation/Order data. When done click **Issue**. Messaging may vary depending on circumstances:
 - a. If a **SAR** form is warranted based on the citation, a **Special Assessment** message displays.

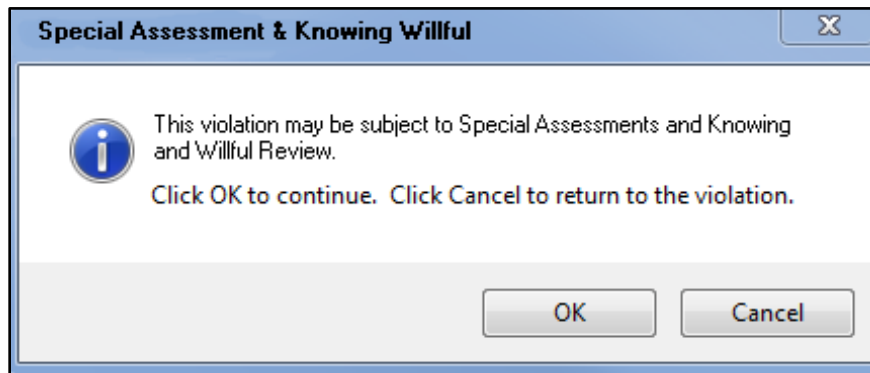


- b. If a **PKW** form is warranted based on the citation, a **Knowing and Willful Review** message displays.

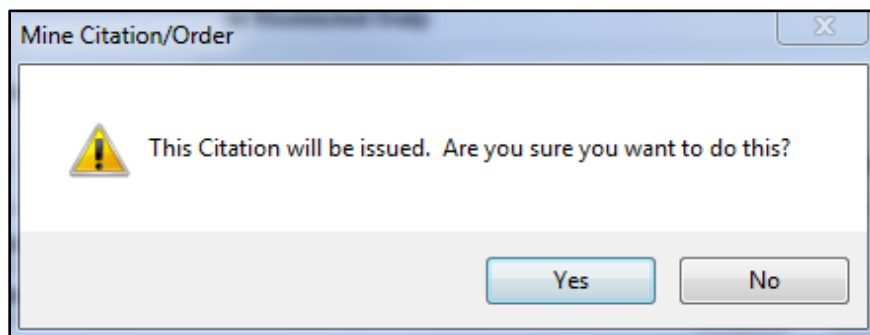




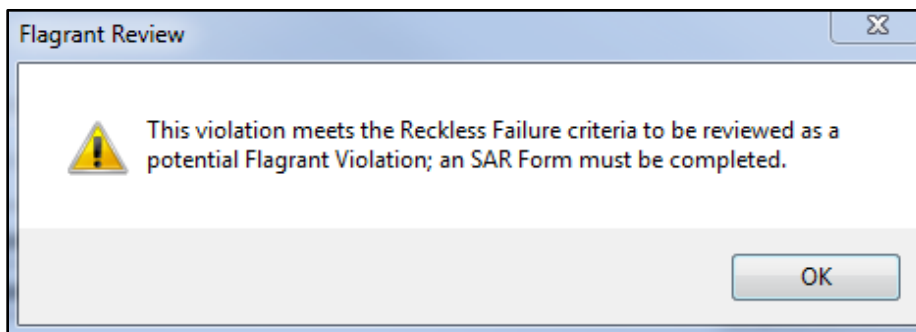
- c. If both a **SAR** and a **PKW** form are warranted based on the citation, a **Special Assessment & Knowing Willful** message displays.



- d. A confirmation message will display. Click **Yes** to issue the citation.



7. Additional instructions may follow the issuance regarding *Reckless and Repeated* violations:





8. When this type of message occurs, IPAL will open the **Special Assessment Review Wizard**. See the [Special Assessments Review](#) section below on how to fill out the Special Assessment Form.

Special Assessment Review Wizard

Mine/Citation
Mine ID and Citation/Order number.

Select Mine ID and a Citation/Order number:

Mine ID: 4602900 ...

Citation Number: 2345686 ...

Mine and Citation/Order Information

District Office: **Coal District 4 - Mt. Hope, WV**

Field Office: **0400 - Mt. Hope, WV**

Mine Name: **MINE NO 1**

Contractor ID: **C630**

Contractor Name: **A & D TRUCKING LLC**

Issue Date: **01/30/2015**

Flagrant Review: **THIS IS A POTENTIALLY FLAGRANT VIOLATION.**

Print Citation/Order

To print a copy of the above citation/order, click Print Citation/Order.

Print Citation/Order...

Flagrant Review Criteria... Delete < Back Next > Cancel



9. Click **Yes** to issue citation, window will close and return you to the **Mine Citation/Order** screen. Notice that all items appear dimmed and you can no longer modify this citation in IPAL.

The screenshot shows the 'Mine Citation/Order' window. At the top, there are fields for Mine ID (4602900), Citation # (2345682), Event # (1234567), and T02. Below these are Contractor ID (C630), Issue Date (01/30/2015), and Issue Time (10:00). The 'Served To' field contains 'JON ZEMP, FOREMAN', the 'Operator' is 'A & D TRUCKING LLC', and the 'Mine' is 'MINE NO 1'. The 'Occurrence Date' is '01/30/2014', and there are checkboxes for 'Health' (checked), 'Safety', 'Other', and 'Both'. The 'Section of Act' is empty, and '30 CFR Part/Section' is '75.403'. There is a 'Hist.' button. Below this, the 'Condition or Practice' section has a tab labeled 'ABC' and a checkbox for 'Written Notice 103g'. The 'Rock Dust Samples...' checkbox is checked. The text area contains: 'The operator has failed to maintain the incombustible content of the rock dust sample collected at the No. 1 break in the 2C belt line. Laboratory analysis of sample number 001735AA indicates this sample to be 67.1% incombustible content, 12.9% less then the required 80%.' Below this text, a red box highlights the sentence: 'Supporting rock dust sample bag numbers: 12345608A'. At the bottom, there are buttons for 'New Citation', 'Check', 'Issue', 'Print', 'Close', 'Dup Citation', 'Sub Action', 'Delete', and 'SAR Form'. A 'Page:' indicator shows pages 1 through 6, with page 1 selected.

Note:

After the citation/order is issued, the *Condition or Practice* text will automatically include the supporting rock dust sample bag numbers.



Subsequent Action

To access the **Subsequent Action** form, from the **Main Switchboard**, click the **Data Entry** tab and then the **Subsequent Action** option. Clicking the **SubAction** button on the **Event** or **Citation/Order** form also opens this form. The **Subsequent Action** request form opens. Enter required information to view an existing subsequent action or select the **New Action** button to create a new subsequent action.

Subsequent Action

Click on Existing Actions to view previously added subsequent actions. Click on New Action to create a new subsequent action. A Mine ID, Event Number, or Citation Number must be selected in order to view existing actions.

Mine ID: 4602900 ...

Event Number: 1234567 ... T02

Citation Number: 2345685 ...

Clear New Action Existing Actions Cancel

Buttons

Clear

Clears the **Mine ID**, **Event Number**, and **Citation Number** fields.

New Action

Creates new **Subsequent Action** using information added in the **Mine ID**, **Event Number**, and **Citation Number** fields.

Existing Actions

Opens existing subsequent actions with the requested **Mine ID**, **Event**, and **Citation Numbers**.

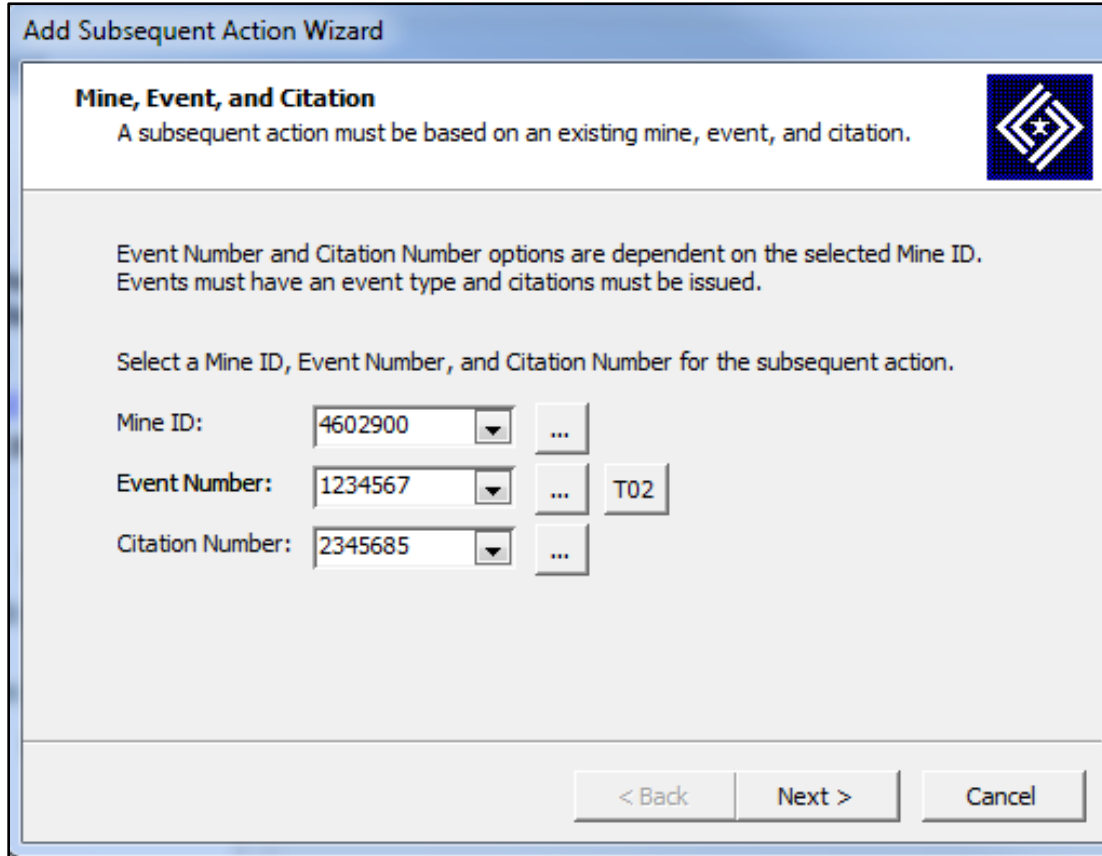
Cancel

Returns you to the **Main Switchboard**.



Lookup Button

Clicking this  button opens a list to search. The list changes depending on whether you click the button by **Mine ID**, **Even Number**, or **Citation Number**. Coal can restrict selections to **Office Events** by clicking on the **T02** button, shown below.



Add Subsequent Action Wizard

Mine, Event, and Citation
A subsequent action must be based on an existing mine, event, and citation.

Event Number and Citation Number options are dependent on the selected Mine ID.
Events must have an event type and citations must be issued.

Select a Mine ID, Event Number, and Citation Number for the subsequent action.

Mine ID: 4602900 ...

Event Number: 1234567 ... T02

Citation Number: 2345685 ...

< Back Next > Cancel



View Existing Subsequent Actions

To view an existing **Subsequent Action**, enter the **Mine ID**, **Event Number**, and **Citation Number** of the **Subsequent Action**. Any single item or combination of entries may be used to look up information. When all requested information is entered, click **Existing Actions**. All **Subsequent Actions** meeting the criteria entered are presented for view. A window similar to the one below opens.

The screenshot shows a window titled "Subsequent Action". At the top, there is a section for search criteria: "Action: Terminate", "Filter: Mine/Citation" (with a dropdown arrow), "Mine ID: 4609105", "Event Number: 6302661", and "Citation Number: 3564037". Below this is a tabbed interface with "General" and "Justification" tabs. The "General" tab is active, showing "Event/Citation" details: "Inspection Type: E01", "Termination Date: 12/16/2013", and "Action" details: "Date: 12/16/2013", "Time: 9:00". Below these are fields for "Mine: SURFACE NO 5", "Contractor ID:" (empty), "Operator: FRASURE CREEK MINING LLC", "AR Number: 24330", "Served To:" (empty), and "Action No.: 01". At the bottom, there is a row of buttons: "New Action", "Check", "Issue", "Print", "Delete", and "Close". The very bottom status bar shows "Record: 1 of 1", "No Filter", and a "Search" button.

The **Subsequent Action** is divided into a top section that displays the **Action**, **Filter**, **Mine ID**, **Event Number**, and **Citation Number**. The Filter option allows changing the selection criteria.

The central section contains three tabs: **General**, **Justification**, and **Modifications**. These tabs contain the **Subsequent Action** information.



The **General** tab displays information from the **Citation** and **Event**.

The screenshot shows the 'Subsequent Action' window with the 'General' tab selected. The window title is 'Subsequent Action'. At the top, the 'Action' is set to 'Modify/Extend' and the 'Filter' is 'Mine/Event/Citation'. Below this, there are three dropdown menus: 'Mine ID' (4602900), 'Event Number' (1234567), and 'Citation Number' (2345685). The 'General' tab is active, showing fields for 'Event/Citation' (Inspection Type: E06, Termination Date: empty), 'Action' (Date: 02/02/2015, Time: 14:00), and 'Extended To' (Date: 02/06/2015, Time: 14:00). Below these are fields for 'Mine' (MINE NO 1), 'Contractor ID' (empty), 'Operator' (BIRCH RIVER COAL INC), 'AR Number' (29999), 'Served To' (JAMES JONES), and 'Action No.' (01). At the bottom are buttons for 'New Action', 'Check', 'Issue', 'Print', 'Delete', and 'Close'. The status bar at the very bottom shows 'Record: 1 of 2', 'No Filter', and a 'Search' button.

The **Justification** tab displays the justification.

The screenshot shows the 'Subsequent Action' window with the 'Justification' tab selected. The window title is 'Subsequent Action'. At the top, the 'Action' is set to 'Modify/Extend' and the 'Filter' is 'Mine/Event/Citation'. Below this, there are three dropdown menus: 'Mine ID' (4602900), 'Event Number' (1234567), and 'Citation Number' (2345685). The 'Justification' tab is active, showing a text area with the following text: 'Considerable work has been accomplished in order to correct the condition, additional parts that were needed and on order, are expected to arrive today. Further time is granted so that the additional parts can be installed. The tram breaker reset can now be operated from the remote.' There is a checkbox labeled 'Result of Conference' which is currently unchecked. At the bottom are buttons for 'New Action', 'Check', 'Issue', 'Print', 'Delete', and 'Close'. The status bar at the very bottom shows 'Record: 1 of 2', 'No Filter', and a 'Search' button.



The **Modifications** tab displays modifications. This tab is only displayed if the subsequent action involves a modification, either **Modify**, **Modify & Terminate**, **Modify & Extend**, or **Modify & Vacate**. Modified fields are displayed at the top of the available field list with asterisks (*) in front of them.

The screenshot shows the 'Subsequent Action' window. At the top, the 'Action' is set to 'Modify/Extend' and the 'Filter' is 'Mine/Event/Citation'. Below this, there are dropdown menus for 'Mine ID' (4602900), 'Event Number' (1234567), and 'Citation Number' (2345685). The 'Modifications' tab is selected, showing a list of 'Available Fields' on the left and a 'Reason' text area on the right. The 'Available Fields' list includes: *8. Condition Or Practice, 1. Issue Date, 2. Issue Time, 4. Served To, 5. Operator, 6. Mine, 7. Contractor, 8. A. Written Notice (103g), 9. A. Violation Type, and 9. B. Section of Act. The 'Reason' text area contains the following text: 'The C/N 104 Continuous Miner in use on the 002-0 MMU 1st Right Section was not being maintained to assure safe operating conditions. When checked, the tram breaker reset function would not work from the remote box. Upon further inspection, the jack that operates the breaker linkage had broken off and was not on the machine.' Below the 'Reason' text area are buttons for 'Delete Modification', 'Copy', and 'ABC'. At the bottom of the window are buttons for 'New Action', 'Check', 'Issue', 'Print', 'Delete', and 'Close'. The status bar at the very bottom shows 'Record: 1 of 2', 'No Filter', and a 'Search' button.

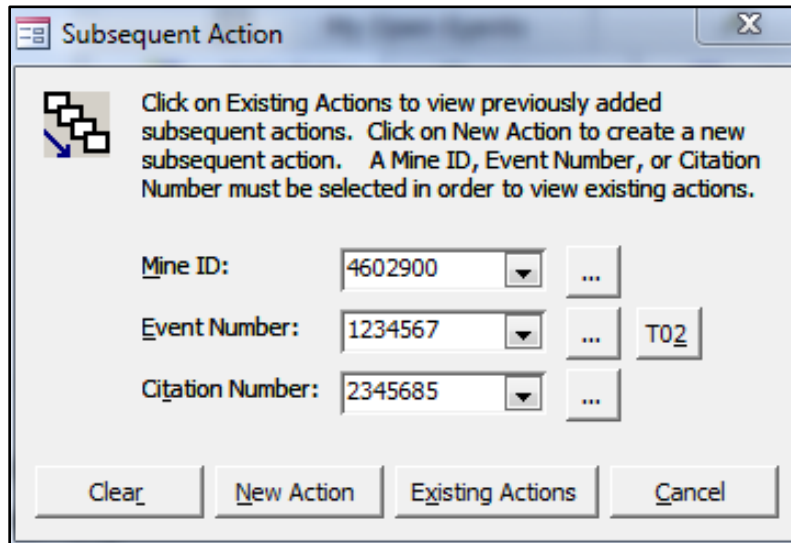
Note:

Justification and **Modification** information is displayed only for those subsequent actions written on your laptop.



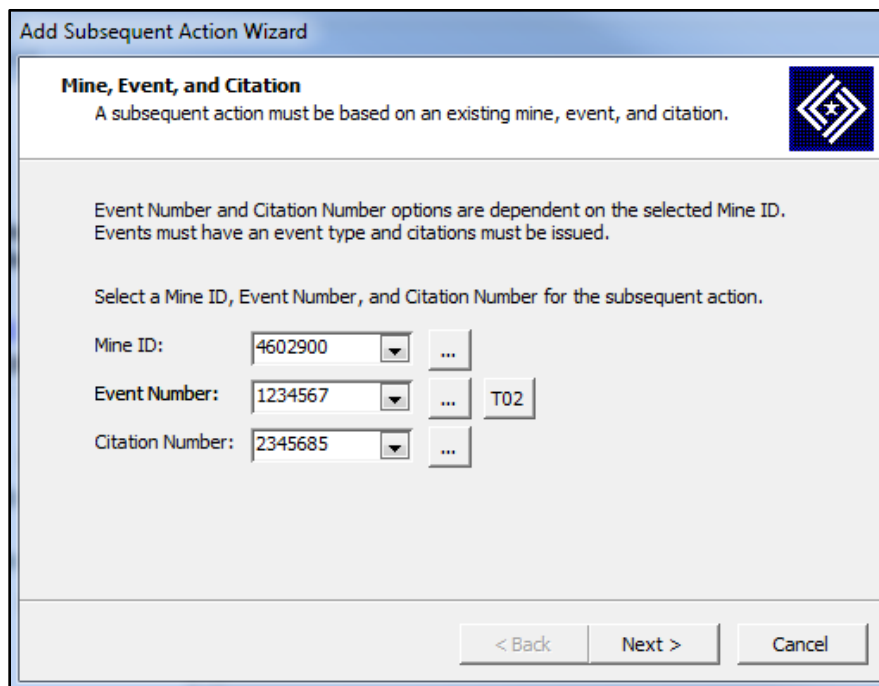
Creating New Subsequent Actions

1. To create a new **Subsequent Action**, click the **New Action** button on the **Subsequent Action** request screen.



The **Subsequent Action** dialog box contains a title bar with a close button. Inside, there is a small icon of three overlapping squares with a blue arrow pointing to the bottom-left square. To the right of the icon is the following text: "Click on Existing Actions to view previously added subsequent actions. Click on New Action to create a new subsequent action. A Mine ID, Event Number, or Citation Number must be selected in order to view existing actions." Below this text are three rows of input fields: "Mine ID:" with a dropdown menu showing "4602900" and a lookup button "..."; "Event Number:" with a dropdown menu showing "1234567", a lookup button "...", and a text field containing "T02"; and "Citation Number:" with a dropdown menu showing "2345685" and a lookup button "...". At the bottom are four buttons: "Clear", "New Action", "Existing Actions", and "Cancel".

2. A window similar to the one below opens.



The **Add Subsequent Action Wizard** dialog box has a title bar. The main content area has a section titled "Mine, Event, and Citation" with the instruction "A subsequent action must be based on an existing mine, event, and citation." To the right of this text is a small icon of three overlapping squares with a blue star. Below this is a paragraph: "Event Number and Citation Number options are dependent on the selected Mine ID. Events must have an event type and citations must be issued." This is followed by the instruction "Select a Mine ID, Event Number, and Citation Number for the subsequent action." Below this are three rows of input fields: "Mine ID:" with a dropdown menu showing "4602900" and a lookup button "..."; "Event Number:" with a dropdown menu showing "1234567", a lookup button "...", and a text field containing "T02"; and "Citation Number:" with a dropdown menu showing "2345685" and a lookup button "...". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

TIP!

New actions can also be created from the **Event**, **Citation**, and **Subsequent Action** screens.

3. Verify the **Mine ID**, **Event Number**, and **Citation Number** previously selected are correct. Use the drop-down lists and lookup buttons to assist in selecting the appropriate information.



- Click **Next**. Mine/Contact Information is displayed.

The screenshot shows the 'Add Subsequent Action Wizard' window with the 'Mine/Contact Information' step selected. The window title is 'Add Subsequent Action Wizard'. The step title is 'Mine/Contact Information' with a subtitle 'Mine and contact information at the time of the action.' and a logo. The main text states: 'The mine and contact information has been pre-filled from existing data. The lists contain the values that have been used for the selected mine, event, and citation. Verify the information and make the necessary changes.' The form contains the following fields: 'Mine Name:' with a dropdown menu showing 'MINE NO 1'; 'Contractor No.:' with a dropdown menu and a button with three dots; 'Operator Name:' with a dropdown menu showing 'BIRCH RIVER COAL INC'; 'Served To:' with a dropdown menu showing 'JAMES JONES, LEVEL FOREMAN'; and 'AR Number:' with a text box containing '29999'. There is a 'Restore Defaults' button to the right of the 'AR Number' field. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- Mine information is filled in from existing information tables. Make any changes necessary. Entering a **Contractor Code** deletes the **Operator Name**. To reset the screen to its original state, click **Restore Defaults**.
- Click **Next** to continue. The **Subsequent Action Type** window displays.

The screenshot shows the 'Add Subsequent Action Wizard' window with the 'Subsequent Action Type' step selected. The window title is 'Add Subsequent Action Wizard'. The step title is 'Subsequent Action Type' with a subtitle 'A subsequent action type is the type of action being performed on an existing citation.' and a logo. The main text states: 'Citations can be terminated, modified, extended, or vacated. A citation that is already terminated cannot be extended or terminated. Orders cannot be extended. Select a subsequent action type from the following choices:'. The form contains a list of radio button options: 'Terminate' (selected), 'Modify', 'Modify & Terminate', 'Extend', 'Modify & Extend', 'Vacate', and 'Modify & Vacate'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Note:

If you select **Modify**, **Modify & Terminate**, **Modify & Vacate**, you will get a **Next** button and subsequent screen to enter.



7. Select the type of **Subsequent Action**. Notice that some selections may be inactivated, depending on whether the Citation has been terminated.

Note:

The selection defaults to the first available **Subsequent Action Type**. Change the selection to the appropriate choice.

8. Click **Next**. A window similar to the one below opens. This screen is displayed for all subsequent action types except **Extend** and **Modify/Extend**.

Not Extend Screen

Add Subsequent Action Wizard

Date/Time Information
Relevant date and time information.

Action date is the date this action was taken and must be after the specified event start date.

Enter the date and time information for this action:

Action Date & Time: 02/02/2015 11:03

Enter Current Date/Time

< Back Next > Cancel

9. Enter the **Action Date & Time**. Clicking the **Enter Current Date/Time** button automatically fills in the date and time fields with today's date and time. You can edit these entries.

For an *Extend Type Subsequent Action*, the window below opens after you select the type

Add Subsequent Action Wizard

Date/Time Information
Relevant date and time information.

Action date is the date this action was taken and must be after the specified event start date. Extend To date is the new due date for the citation.

Enter the date and time information for this action:

Action Date & Time: 02/02/2015 14:03

Extend To Date & Time: 02/12/2015 14:03

Enter Current Date/Time

< Back Next > Cancel



10. Enter the **Action Date & Time** and the **Extend To Date & Time**. You can also use the **Enter Current Date/Time** button. IPAL enters the information in the field where the cursor is when

Enter Current Date/Time

you click this button. You can also edit the information in these fields as long as you keep the same formats: **MM/DD/YYYY** and **HH:MM**. The *Action Date & Time* must be greater than the *Citation's Issue Date & Time*.

The *Extend To Date & Time* **cannot** be the same as the *Action Date & Time*.

11. The wizard searches IPAL to determine the appropriate *Subsequent Action Number* to assign. You can edit the number. Any previous written subsequent actions are displayed for review.
12. Click **Next**. The wizard searches IPAL to determine the appropriate *Subsequent Action Number* to assign. You can edit the number. Any previous written subsequent actions are displayed for review.
13. For either screen (*Extend* or *Not Extend*), click **Next** to go to the **Subsequent Action Number** screen.

Add Subsequent Action Wizard

Subsequent Action Number
Next action on the current citation.

The Subsequent Action Number is the next action in a series of actions on the current citation.
Verify the Action Number is correct. Change if necessary.

Enter a Subsequent Action number:

Existing actions:

Action	Citation	Event	Date/Time	Type	Issued
01	2345685	1234567	02/02/2015 14:00	Extend	No
02	2345685	1234567	02/02/2015 14:00	Modify/Extend	No

< Back Next > Cancel



14. IPAL will determine the next Subsequent Action number: in sequence. Select **Next** to go to the **Justification for Action** screen.

15. Enter the **Justification for Action**. This field can undergo spell-check by clicking  button.

For **Terminate, Extend, and Vacate Subsequent Actions**, the **Justification for Action** is required. Enter the reason, verify the result of conference selection, and click **Finish**.

For **Modify, Modify/Terminate, Modify/Extend, and Modify/Vacate Subsequent Actions**, the **Justification for Action** field is optional. Enter the reason if desired, verify the result of conference selection, and click **Next**.

16. **Is action written as a result of a conference?** defaults to **No**. If it needs to be changed to yes, click the radio button. Be aware that the **Is action written as a result of conference?** reason does not print out on the **Subsequent Action** form.



17. If the type of subsequent action selected in **Step 7**, the **Next** button will be replaced by a **Finish** button as in the sample screen below. Go to **Step 31**.

The screenshot shows the 'Add Subsequent Action Wizard' dialog box with the 'Justification for Action' tab selected. The title bar reads 'Add Subsequent Action Wizard'. The main heading is 'Justification for Action' with the subtitle 'Justification for current action.' Below this, a text box explains: 'Justification for Action is the reason this action is being issued against the current citation. Select Yes if action is written as a result of conference.' A text area labeled 'Enter a Justification for Action:' contains the following text: 'The C/N 104 Continuous Miner in use on the 002-0 MMU 1st Right Section was not being maintained to assure safe operating conditions. When checked, the tram breaker reset function would not work from the remote box. Upon further inspection, the jack that operates the breaker linkage had broken off and was not on the machine.' Below the text area are radio buttons for 'Is action written as a result of conference?' with 'Yes' and 'No' options; 'No' is selected. At the bottom are buttons for '< Back', 'Finish' (highlighted with a red box), and 'Cancel'.

18. If the type of subsequent action includes a modification, a **Modifications** screen appears.

The screenshot shows the 'Add Subsequent Action Wizard' dialog box with the 'Modifications' tab selected. The title bar reads 'Add Subsequent Action Wizard'. The main heading is 'Modifications' with the subtitle 'Modifications to the current citation.' Below this, a text box explains: 'Modifications are made by selecting the necessary field and entering the new value for that field.' On the left, a list of 'Available Fields' includes: 1. Issue Date, 2. Issue Time, 4. Served To, 5. Operator, 6. Mine, 7. Contractor, 8. Condition Or Practice, 8. A. Written Notice (103g), 9. A. Violation Type, and 9. B. Section of Act. '1. Issue Date' is selected. On the right, 'Original Data:' shows '02/02/2015'. Below it is a 'Change To:' dropdown menu and a 'Reason:' text area. At the bottom are buttons for '< Back', 'Add Modification' (highlighted with a red box), 'Copy', 'ABC', 'Finish', and 'Cancel'.

TIP!

New actions can also be created from the **Event**, **Citation**, and **Subsequent Action** screens.



19. To add a modification, highlight the field to be modified and click **Add Modification**. The field being modified is moved to the top of the list and an asterisk (*) is placed in front of it. The **Change To** and **Reason** fields are activated.

The screenshot shows a window titled "Add Subsequent Action Wizard". Inside, there's a section labeled "Modifications" with the subtitle "Modifications to the current citation." Below this, a text box explains: "Modifications are made by selecting the necessary field and entering the new value for that field." There are two main areas: "Available Fields:" on the left, which is a list box containing items like "1. Issue Date", "2. Issue Time", "5. Operator", "6. Mine", "7. Contractor", "8. Condition Or Practice", "8. A. Written Notice (103g)", and "9. A. Violation Type". The item "*4. Served To" is selected and highlighted. To the right of this list is a small button with a right-pointing arrow. Further right, under "Original Data:", there is a text field containing "JAMES JONES". Below that is a "Change To:" label followed by a drop-down menu. At the bottom right is a "Reason:" label followed by a text area.

20. Modifications between old activity codes and new event types/activity codes are not allowed.
21. A drop-down list is provided for the **Change To** field. If there are options available, they appear when you open the drop-down list. Not all fields have options listed in the drop down list. If no options are listed, type in the change. To change to a blank value, leave the **Change To** field blank. IPAL processes these changes in the transaction generation batch files.
22. Enter text for the **Reason**. If a justification is entered in the **Justification for Action** area for all changes, individual changes do not have to have a **Reason**.
23. Multiple modifications may be made by selecting each field, and entering the modification.
24. To delete a modification, click **Delete Modification**.
25. To complete the subsequent action, click **Finish**.
26. When you click *Finish*, the **Subsequent Action** screen will allow you to review the subsequent action before issuing it.



27. IPAL returns to the same screen on which you can view a subsequent action.

28. The new action is displayed in the same format described for viewing existing actions. Review all entries carefully. The tabs can differ from the example above, depending on the type of subsequent action being written. You can edit information on any tab. Use the **Check** button to ensure all required fields contain information.

29. Click **Issue** to issue the **Subsequent Action**.

30. Click **Print** to print or preview the **Subsequent Action**.

31. To create another new action, click the **New Action** button.

32. Click **Close** to return to the **Main Switchboard**.

Reports Tab

There are separate report menus for Coal and Metal users. These are shown below. A description of all reports follows. You can use the column headings to sort reports with multiple records. Printed reports reflect requested sort options.

Note:

Mine ID will default to the Mine ID on the *Main Switchboard* (the Mine ID from the last updated Event, Citation or Subsequent Action.) Type a new Mine ID number, or select the **Mine ID** from the drop-down list, if a different Mine ID is needed.



Coal — Reports Tab

The screenshot shows the IPAL Main Switchboard interface. On the left, the IPAL logo and version information are displayed. The main area is divided into two tabs: "My Open Events" and "My Unabated Issuances". The "Reports" tab is selected, showing a list of report categories. The "Accident and Injury Information" category is highlighted, and a report of accidents and injuries is displayed below it. The interface includes buttons for "Data Entry", "Reports", "Forms", and "Maintenance".

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.00
[Joe Q. Inspector](#)
AR Number: 29999

Coal 0400
Import Date: 01/30/2015
Current Mine ID: 4602900
Current Event: 1234567
Current Citation: 2345682
Data Center: PRODUCTION
ONLINE

My Open Events | **My Unabated Issuances**

Data Entry | **Reports** | **Forms** | **Maintenance**

Accident and Injury Information
Employment & Incidence Rates Information
Inspection/Violation History
Mine Information
MMU/DA/SA Operator Sampling Information
Transaction Data
Unabated Citations/Orders Information
Violation Information Sheet

A report of accidents and injuries.

Press F1 for Help | **Continue** | **Exit**

Metal —Reports Tab

The screenshot shows the IPAL Main Switchboard interface. On the left, the IPAL logo and version information are displayed. The main area is divided into two tabs: "My Open Events" and "My Unabated Issuances". The "Reports" tab is selected, showing a list of report categories. The "Accident and Injury Information" category is highlighted, and a report of accidents and injuries is displayed below it. The interface includes buttons for "Data Entry", "Reports", "Forms", and "Maintenance".

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.00
[Joe Q. Inspector](#)
AR Number: 29999

M/NM 4000
Import Date: 02/02/2015
Current Mine ID: 2000062
Current Event: 6579729
Current Citation: 4316501
Data Center: TRAINING
ONLINE

My Open Events | **My Unabated Issuances**

Data Entry | **Reports** | **Forms** | **Maintenance**

Accident and Injury Information
Area Samples Information
Employment & Incidence Rates Information
Inspection/Violation History
Mine Information
Personal Exposure Information
Transaction Data
Unabated Citations/Orders Information
Violation Information Sheet

A report of accidents and injuries.

Press F1 for Help | **Continue** | **Exit**



Accident / Injury Information

Accident Injury Information

Mine ID: 2000062

Mine: O-N MINERALS - CALCITE OPERATION

Operator: O-N MINERALS (MICHIGAN) COMPANY

Injury Date	Injury Time	Degree of injury	Class	Subunit Type	Location Code	Name	Narrative	Occ. Code	Occupation
06/13/2014	0:00:00	15	03	00			"Low-hazard tailing impoundment cell gave way and	0	

Record: 1 of 1

Print Close

1. Click a column heading to sort records by that column.
2. Click the drop down arrows in the **Class** column to display information about the code.
3. IPAL uses the **Occupation Code** table from the **Part 50** system.
4. Click **Print** to print the report.

Area Samples Information (Metal)

Area Samples

Mine ID: 2000062

Mine: O-N MINERALS - CALCITE OPERATION

Operator: O-N MINERALS (MICHIGAN) COMPANY

Sample Date	Contaminant Code	Sample Concentration	Over Exposure Action	Sample Location Code	Sample Area
06/19/2012	813	86.60	65	12 FLOOR MILL BY P-7	
06/19/2012	813	90.20	65	1ST FLOOR MILL BY EL	
06/19/2012	813	104.10	65	2ND FLOOR MILL SIMON	
06/19/2012	813	104.00	65	3RD FLOOR MILL 308-3	
06/19/2012	813	106.50	65	4TH FLOOR MILL 409-4	
02/06/2014	813	72.70	31	CARPENTERS' SHOP	
02/06/2014	813	94.80	31	COMPRESSOR ROOM - IN	
02/06/2014	813	79.90	31	ELECTRICIAN'S SHOP	

Record: 1 of 17

Print Close

1. Click a column heading to sort records by that column.
2. Samples for the mine being viewed are displayed.
3. Click the drop downs on **Contaminant Code**, **Over Exposure Action** or **Sample Location Code** to provide the definition for any code.
4. Click **Print** to print the report.



Employment and Incidence Rate Information

1. This report consists of two tabs. The first tab displays employment information, and second displays injury and incidence rate information.

Employment Data

Employment Information & Incidence Rate

Mine ID: **2000062** Year: **2013** Period: **Final**

Mine: **O-N MINERALS - CALCITE OPERATION**
Operator: **O-N MINERALS (MICHIGAN) COMPANY**

Employment Data Cumulative Incidence Rate by Subunit (Excludes Office Workers)

Qtr	Mine Total		Subunit 03		Subunit 30		Subunit 99	
	Emp	Hrs	Emp	Hrs	Emp	Hrs	Emp	Hrs
1	103	43,746	2	1,120	74	31,606	27	11,020
2	118	70,081	32	20,504	56	34,361	30	15,216
3	120	68,798	45	27,456	46	27,502	29	13,840
4	107	52,804	37	18,616	44	21,743	26	12,445
Avg	112	58,857	29	16,924	55	28,803	28	13,130

Print Close

Cumulative Incidence Rate by Subunit

Employment Information & Incidence Rate

Mine ID: **2000062** Year: **2013** Period: **Final**

Mine: **O-N MINERALS - CALCITE OPERATION**
Operator: **O-N MINERALS (MICHIGAN) COMPANY**

Employment Data Cumulative Incidence Rate by Subunit (Excludes Office Workers)

Injury Class	Mine Total			Subunit 03			Subunit 30		
	Inj	IR	T-Inj	Inj	IR	T-Inj	Inj	IR	T-Inj
FATAL	0	0.00	0	0	0.00	0	0	0.00	0
NDL	1	1.09	0	1	2.95	0	0	0.00	0
NFDL	5	5.47	0	1	2.95	0	4	6.94	0
TOTAL	6	6.56	0	2	5.91	0	4	6.94	0
NATIONL	3745	2.68		1597	2.41		1497	2.74	

Print Close

2. Employment and incidence rate information is based on selected **Mine ID** and **Year**.
3. Period reported reflects either a full year (Final) or inclusive months (i.e., January – June).
4. Employment data includes office workers.
5. Cumulative incidence rate by sub-unit does not include office workers.
6. Click **Print** to print the report. The printout will include both tabs' information.



Inspection / Violation History

Inspection/Violation History

Mine ID: 2000062 Issue Date Range: To

Mine: O-N MINERALS - CALCITE OPERATION
Operator: O-N MINERALS (MICHIGAN) COMPANY

Contractor Code	Issue Date	Type Of Action 1	Type Of Action 2	Type Of Issue	Section Of Act	S&S	Part/Sec	Termination/Vacate Date	Status	Citation Number	AR Number	G/L	G/E	Neg	Event Number	Event Type	Termination Due Date	Prim or Mill	Served To
	04/17/2013 104A			C		N	56.4201a2	04/17/2013 TRM		4316501	4987	U	L	M	6579729	E01	04/17/2013 P		Ben Zavala, Site Opns, M
	04/18/2013 104A			C		N	56.14207	04/18/2013 TRM		4316502	4987	U	L	H	6579729	E01	04/18/2013 P		Ben Zavala, Site Opns, M
	04/18/2013 104A			C		N	47.44b	04/18/2013 TRM		4316504	4987	U	L	H	6579729	E01	04/18/2013 P		Ben Zavala, Site Opns, M
CSC	04/18/2013 104A			C		Y	56.12004	04/19/2013 TRM		4316505	4987	L	L	M	6579729	E01	04/18/2013 P		Frank Checks, Field Supe
	04/18/2013 104A			C		N	56.12004	04/18/2013 TRM		4316506	4987	U	L	M	6579729	E01	04/18/2013 P		Ben Zavala, Site Opns, M
	04/23/2013 104A			C		N	56.4200b2	04/23/2013 TRM		4316507	4987	U	L	M	6579729	E01	04/23/2013 P		Ben Zavala, Site Opns Mg
	04/23/2013 104A			C		N	56.14100b	04/23/2013 TRM		4316508	4987	U	L	M	6579729	E01	04/23/2013 P		Ben Zavala, Site Opns, M
	04/25/2013 104A			C		N	50.20a	04/25/2013 TRM		6178286	1360	N	N	L	0985809	E15	04/26/2013 P		Gregory Zigulis - Safety
	05/01/2013 104A			C		N	56.12026	05/01/2013 TRM		6558537	4987	U	L	M	6579729	E01	05/01/2013 P		Al Pines, Quarry Supervi
	05/01/2013 104A			C		N	47.44b	05/01/2013 TRM		6558538	4987	U	L	M	6579729	E01	05/01/2013 P		Al Pines, Quarry Supervi

Record: 1 of 209 No Filter Search

Print Close

1. This report displays the **Inspection / Violation History** for the selected mine.
2. To narrow data presented, enter the **Start** and **End Date** requirements in the **Issue Date Range** fields (a larger view is shown below) to include citations issued within a specified period. Entering no dates returns all records. Entering only a **Start Date** returns records from that date forward. Entering only an **End Date** returns records from that date back.

Inspection/Violation History

Mine ID: 2000062 Issue Date Range: To

Mine: O-N MINERALS - CALCITE OPERATION
Operator: O-N MINERALS (MICHIGAN) COMPANY

3. Clicking on a column heading sorts the records by that column.
4. Click the drop-down arrows to display information about the codes.
5. Click **Print** to print the report. The printout will include both tabs' information.



Mine Information

Because of the unique requirements for Coal and Metal, IPAL contains two versions of the **Mine Information** report, one for coal and one for metal/nonmetal. Each version is shown below.

Mine Information — Coal

Mine Information Report							
Mine Id:	4603243	Mine Name:	RALEIGH NO 3 PREPARATION PLANT				
Office Code:	0401	Operator:	STIRLING ENERGIES INC				
Work Area:	02	County:	RALEIGH	State:	WV		
Mine Status:	Abandoned	Status Date:	02/22/1985	Last Reg Insp. Date:			
Mine Type:	Facility	Commodity:	Coal (Bituminous)				
No. Of Emp.:	0	Location:	RALEIGH				
Union Local:		Principle Off:	HAROLD T STIRLING PRESIDENT				
Union Code:		Mail Address:	2215 PLEASANT DRIVE				
Status 103(i):			WHITE OAK	PA	15131		
103(i) Date:	10/01/1981						
Prod. Shifts:	0	Maint. Shifts:	0	Seam Ht.:	0	Prod. Tons:	0
Print Close							
Record: 27 of 360 No Filter Search							

Mine Information — Metal

Mine Information Report					
Mine Id:	2000062	Mine Name:	O-N MINERALS - CALCITE OPERATION		
Office Code:	4631	Operator:	O-N MINERALS (MICHIGAN) COMPANY		
Work Area:	L09	County:	PRESQUE ISLE	State:	MI
Mine Status:	Active	Status Date:	11/02/1993	Last Reg Insp. Date:	01/14/2015
Mine Type:	Surface	Commodity:	Crushed, Broken Limestone NEC		
No. Of Emp.:	130	Location:	ROGERS CITY		
Assoc. Mill:	No				
Print Close					
Record: 885 No Filter Search					

All available information is displayed for the selected mine.



MMU/DA/SA Operator Sampling Information (Coal)

MMU/DA/SA Operator Sampling Information

Mine ID: **4606213** ...

Mine: **MINE NO 4**

Operator: **BROOKS RUN MINING COMPANY LLC**

Enty #	Enty Type	Occup. Code	Dust Standard	Dust Stan. Effect. Date	Enty Status	Status Date	Location Description
0020	M	036	2	12/03/2015	B	11/14/2015	MAINS
0030	M	036	2	11/30/2015	B	11/14/2015	2 BELT MAINS
2000	D		2	12/06/2014	D	09/04/2015	BELT DA 200-0
2010	D	000	2	09/19/2015	B	11/14/2015	BELT DA 201-0

Record: 1 of 4 No Filter Search

Sample Information (click in an entity row above to view the samples for the that entity):

Sample	Sample Date	Sample Concentration	Sample Production Tons
20150722-18-37014090005-4606213-A.MSHA	07/22/2015	1.101	994
20150721-18-37014090005-4606213-A.MSHA	07/21/2015	1.703	990
51384481	06/04/2015	1.102	994
51384467	06/03/2015	0.204	970

Record: 1 of 4 No Filter Search

Print Close

Record: 80 of 350 No Filter Search

1. This report contains only operator samples.
2. Information displayed in the lower screen relates to the selected record in the upper screen.
3. Click the drop-down arrows to display information about the codes.
4. Click **Print** to print the report.



Personal Exposure Information (Health Sample Report — Metal)

Personal Exposure Sampling Report

Mine ID: 2000062

Mine: O-N MINERALS - CALCITE OPERATION

Operator: O-N MINERALS (MICHIGAN) COMPANY

Sample Date	Contaminant Code	Concentration	Sample Limit	% Quartz	G/E Ratio	Over Exp Act	Loc Code	Job Code	Short Term Exp	Protection Used	Contractor Code
06/13/2012	121	0.19	10.00		.02		31	734			
06/13/2012	121	0.87	10.00		.09		31	376			
06/13/2012	521	0.00	0.00		.00		31	376			
06/13/2012	521	0.00	0.00		.00		31	782			
06/13/2012	811	20.64	100.00		.21		31	376		X	
06/13/2012	811	2.16	100.00		.02		31	734		X	
06/13/2012	811	14.09	100.00		.14		31	782		X	
06/13/2012	811	25.12	100.00		.25		31	376		X	
06/13/2012	880	7.70	50.00		.15		31	734		X	
06/13/2012	880	50.23	50.00		1.00 E		31	376		X	

Print Close

Record: 1 of 40 No Filter Search

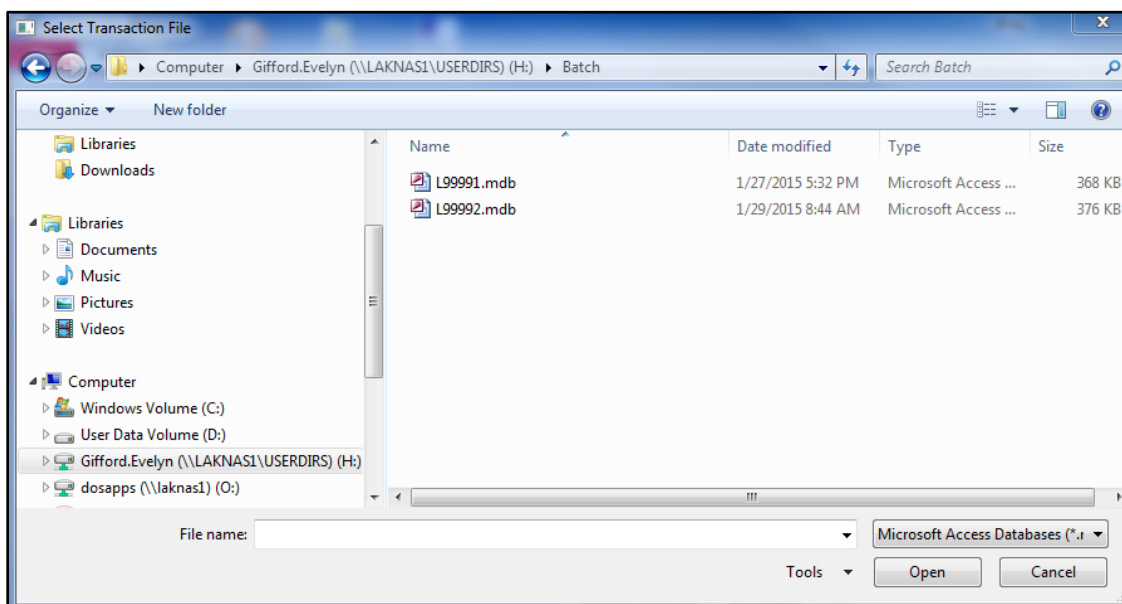
1. Click a column heading to sort records by that column.
2. Click the drop down arrows to display information about the codes.
3. All available samples for the selected mine are shown.
4. Click **Print** to print the report.



Transaction Data

Transaction files are maintained on the laptop in the **Backup Destination** designated on the **Transaction Generation** screen. You may open **Transaction Generation** to verify the **Backup Destination** path. Once you know the path where the files are stored, you can reprint a report for any of the files located there. There should be one file for each of your batch numbers.

1. Selecting **Transaction Data** from the **Reports** tab opens up the **Select Transaction File** window, which is similar to Microsoft Explorer.



2. Select the transaction generation file you want to print or preview, then click **Open**. The **Print / Preview** screen is then displayed. Verify the printer and number of copies, and then click **OK** to print the **Transaction Generation** report.
3. The **Transaction Report** is displayed or printed for the selected file. For this example, we selected **Preview** to provide an example of the report.

IPAL Transaction Report		U. S. Department of Labor Mine Safety and Health Administration			
District:	4	AR Number:	29999		
Office Code:	0400 Mt. Hope, WV	Transaction File:	L99991.mdb		
Inspector:	Inspector, Joe	Transaction Date:	1/27/2015		
Events (1)					
Event Number	Mine ID	Event Type	Start Date	Status	
2000001	4608625	E01	12/15/2014	New	
Citations (1)					
Citation Number	Mine ID	Event Number	Issue Date		
1000001	4608625	2000001	12/15/2014		



Unabated Citations / Orders Information

TIP!

If a mine has no unabated citations or orders, a message window will tell you before displaying the report.

Contractor Code	Violation Number	Type	Issue Date	Comply By Date	Section Of Act	30 CFR Standard	Type of Action	Event Number	AR Number	Neg	S/S	Event Type	G/L	G/E	Served To
3CL	8748555	C	01/22/2015	01/23/2015		56.4201a2	104A	6640081	4709	M	N	E01	L	U	Tom Gramer, mechanic
M427	8748565	C	01/28/2015	02/04/2015		56.14132b1	104A	6640081	4709	L	Y	E01	F	L	Brian Claudnic, electric
B884	8748572	C	01/29/2015	01/30/2015		56.14132a	104A	6640081	4709	H	N	E01	L	U	Larry Cashman, supervisor
B884	8748573	C	01/29/2015	01/30/2015		56.14100a	104A	6640081	4709	H	N	E01	L	U	Larry Cashman, supervisor

1. All unabated citations and orders are listed regardless of termination due date/mine status.
2. Click a column heading to sort records by that column.
3. Click the drop-down arrows to display information about the codes.
4. All unabated citations and orders are displayed for the selected mine.
5. You cannot print a report for a mine that has no unabated citations or orders.

Violation Information Sheet

1. The **Violation Information Sheet** represents the back of the violation form.

IPAL
Inspectors' Portable
Applications for Laptops
Version 4.0.00
[Joe O. Inspector](#)
AR Number: 29999
M/NM 4000
Import Date: 02/02/2015
Current Mine ID: 2000062
Current Event: 6579729
Current Citation: 6143799
Data Center: TRAINING
ONLINE

My Open Events | My Unabated Issuances
Data Entry | Reports | Forms | Maintenance

Accident and Injury Information
Area Samples Information
Employment & Incidence Rates Information
Inspection/Violation History
Mine Information
Personal Exposure Information
Transaction Data
Unabated Citations/Orders Information
Violation Information Sheet

Back page of the Citation/Order form.

Press F1 for Help | Continue | Exit



2. Clicking the **Continue** button opens the **Print** window to print or preview the form. A preview of the form is shown below.

ORDERS OF WITHDRAWAL	
You are hereby ordered to cause immediately all persons, except those permitted under Section 103(j), 103(k) and/or 104(c) of the Federal Mine Safety and Health Act of 1977, to be withdrawn from, and to be prohibited from, entering the area of the mine described hereon until an Authorized Representative of the Secretary determines that the danger(s) and its causes no longer exist, the violation(s) of the mandatory health or safety standards have been abated or the emergency has been eliminated.	Section 107(a) - Order-imminent danger. Section 103(j) - Order-to supervise and direct rescue and recovery work following an accident. Section 103(k) - Order-ensures safety of persons following an accident and requires approval of recovery plan.
Section 104(b) - Failure to abate a 104(a) or (d)(1) violation in the time period given. Section 104(d)(1) - Unwarrantable failure violation-subsequent to 104(a)(1) citation during same inspection or within 90 days after issuance of 104(d)(1) citation. Section 104(d)(2) - Unwarrantable failure violation-subsequent to issuance to 104(d)(1) order-subsequent inspection-no intervening inspection of the mine in its entirety, which has disclosed no further unwarrantable failure violation. Section 104(e)(1) - Pattern of violations order-within 90 days after 104(e)(1) pattern notification-violation that could significantly and substantially contribute to a health or safety hazard. Section 104(e)(2) - Pattern of violations order-violation that could significantly and substantially contribute to a health or safety hazard-subsequent to issuance of 104(e)(1) order-subsequent inspection - no intervening inspection of mine in its entirety which has disclosed no further such violations. Section 104(f) - Order-failure to comply with respirable dust standard by the end of time given in 104(f) citation at underground mines. Section 104(g)(1) - Order-untrained miners.	CITATIONS Pursuant to the Federal Mine Safety and Health Act of 1977, the undersigned Authorized Representative of the Secretary upon making an inspection or an investigation of the hereon designated mine on this date finds/believes that the following condition or practice exists, or has existed, in the mine area or on the equipment described hereon. Section 104(a) - Violation of the Act, mandatory health or safety standard, rule, order or regulation. Section 104(d)(1) - Unwarrantable failure-could significantly and substantially contribute to a health or safety hazard. Section 104(f) - Citation-exceeding respirable dust standard at underground mines. NOTICE TO PROVIDE SAFEGUARDS [Coal Mines Only] Section 314(b) - Notice to provide safeguards-additional requirements necessary in the judgment of an authorized representative to minimize hazards with respect to transportation of men and/or materials. Upon issuance of the safeguard notice, the additional requirement(s) is enforceable under Section 104 of the Act.
SAFETY AND HEALTH CONFERENCE Operators and representatives of miners are afforded the opportunity to review with MSHA each citation and order issued during an inspection. Upon notice by MSHA, all parties have 10 days within which to submit additional information or request a safety and health conference with the District Manager or his designee. A conference request may include a request to be notified of, and participate in, a conference initiated by another party.	"SIGNIFICANT AND SUBSTANTIAL" VIOLATIONS By checking the "significant and substantial" block, the Inspector has indicated that, based upon the particular facts surrounding the violation, there exists a reasonable likelihood that the hazard contributed to will result in an injury or illness of a reasonably serious nature. Only "significant and substantial" violations can be considered in determining whether a pattern of violations exists.

Reverse MSHA Form 7000-3, Mar85 (revised)



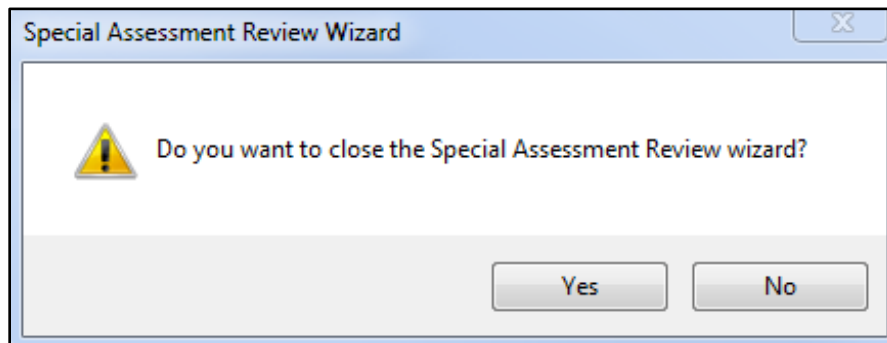
Forms Tab

The **Forms** section enables completing and printing several forms.

Data for the **Citation Disposition** form, **Metal Inspection Information** forms, and the Special Assessment Review form is saved allowing users to recall and edit it. Data for the **Weekly Activity** form is saved and uploaded. Data is not saved for the other forms.

On each form except **Weekly Activity** and those marked as **(PDF)**, a print screen is displayed when you click **Finish**.

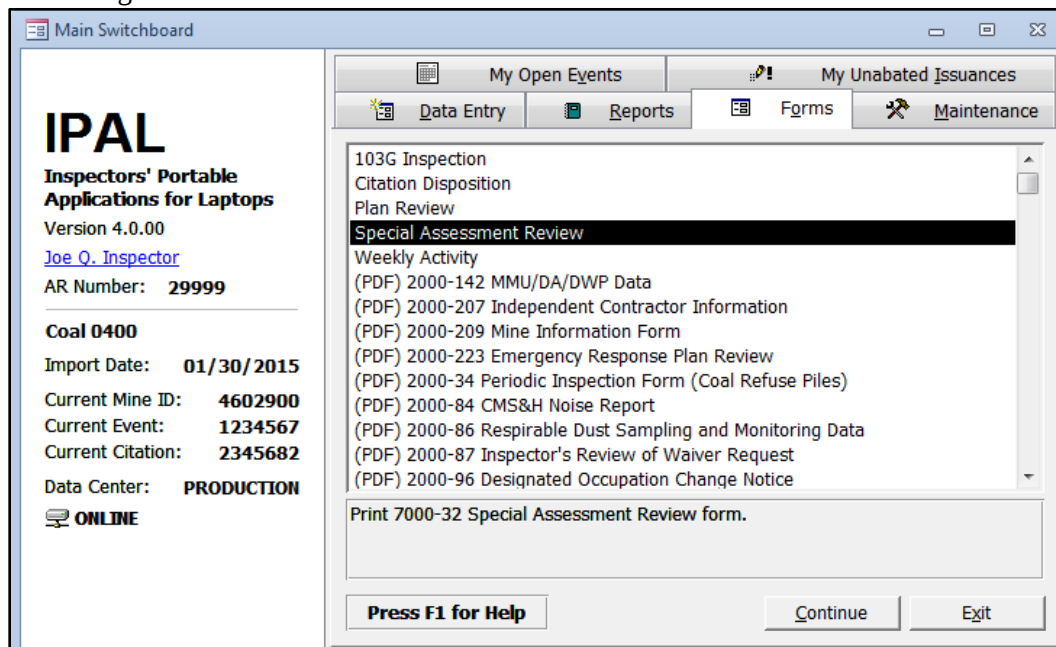
Click **OK** to print the form. A confirmation message is displayed asking if you want to close the wizard, like the one below. Click **Yes** to close the form. Click **No** to return to the form for review and/or corrections.



There are separate form menus for Coal and Metal. These are shown in the following images, followed by the forms themselves in alphabetical order. The **Spell Check** option is available on narrative screens. Select the desired form to begin data entry.

Coal — Forms Tab

Don't forget to scroll down to see all forms.





Metal — Forms Tab

Don't forget to scroll down to see all forms.

The screenshot shows the 'Main Switchboard' window of the IPAL application. On the left, the 'IPAL' logo and version information are displayed. The 'Current Mine ID' is highlighted with a red box and shows the value '2000062'. The right pane shows the 'Forms' tab, which lists various forms for '103G Inspection'. The forms listed are:

- Citation Disposition
- Regular/Misc. Inspection Information
- Special Assessment Review
- Weekly Activity
- (PDF) 2000-207 Independent Contractor Information
- (PDF) 2000-209 Mine Information Form
- (PDF) 4000-125 Photo Mounting Worksheet
- (PDF) 4000-127a Water, Sediment, or Tailings Dam Inspection Checklist
- (PDF) 7000-20 Possible Knowing/Willful Violation Review Form
- (PDF) 7000-33 Verbal Complaint Information
- (PDF) 7000-34 Notification of Hazardous Conditions
- (PDF) 7000-35 Complaint Allegations and Findings
- (PDF) ATF 5030.5 Report of Violations

At the bottom of the right pane, there is a button labeled 'Print a 103G Notice of Negative Finding form.' and a 'Press F1 for Help' button.

Note:

Mine ID will default to the Mine ID on the *Main Switchboard* (the Mine ID from the last updated Event, Citation or Subsequent Action.) Type a new Mine ID number, or select the **Mine ID** from the drop-down list, if a different Mine ID is needed.



103G Inspection

The **103G Inspection** form is used to report negative findings. The IPAL wizard helps you create the form.

1. The **Mine ID** and **Event Number** will default to the values on the *Main Switchboard*. Enter a different **Mine ID** and **Event Number** for the **Notice of Negative Findings**. Both entries are **required**. You may type in the numbers, select from the drop-down list, or activate the lookup buttons in making your selections.
2. Enter the **Mine ID** first. Events available in the drop-down list and lookup screens are restricted to those written on the mine selected. Events without **Event Types** or **Start Dates** are not included in the available events.
3. Click **Next** to continue.



- The **Mine/Contact Information** window opens.

Print 103G Inspection Wizard

Mine/Contact Information
Mine and contact information at the time of the action.

The mine and contact information has been pre-filled from existing data. The lists contain the values that have been used for the selected mine and event.

Verify the information and make the necessary changes.

Mine Name: AUGER (#50)

Contractor No.: ...

Operator Name: SHANNON AUGERING LLC

Served To:

AR Number: 29999

Restore Defaults

< Back Next > Cancel

- IPAL searches the database and fills in as much information as it can. The drop-down lists display available options.
- If you enter a **Contractor No.** the **Operator Name** is replaced by **Contractor Name**.

Verify the information and make the necessary changes.

Mine Name: AUGER (#50)

Contractor No.: 12P

Contractor Name: DANCO TRUCKING LLC

Served To:

AR Number: 29999

Restore Defaults

- An entry is required in the **Served To** field. Contact names are available in the drop-down list if there are entries in the **Inspector Maintained Name List** for the mine.
- The **Restore Defaults** button resets the screen to the default values. Use it to reset the screen if you have made entries you don't want to keep.
- IPAL enters your **AR Number** from the **Main Switchboard**.



10. Click **Next** to continue.

The screenshot shows the 'Print 103G Inspection Wizard' window. The title bar is blue with the text 'Print 103G Inspection Wizard'. The window has a white background. At the top, there is a section titled 'Date/Time Information' with a subtitle 'Relevant date and time information.' and a small IPAL logo on the right. Below this, there is a text box explaining: 'Action date is the date this action was taken and must be after the specified event start date.' followed by 'Enter the date and time information for this action:'. There are two input fields: 'Action Date & Time:' with a date field containing '02/02/2015' and a time field containing '12:22'. Below these fields is a button labeled 'Enter Current Date/Time'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

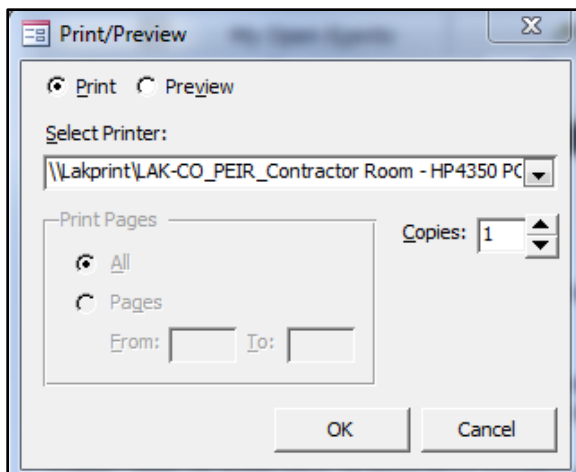
11. Enter the issue date and time for the 103G Inspection. Click the **Enter Current Date/Time** to have IPAL automatically enter the current date and time information. You can edit these fields.
12. Click **Next** to continue.
13. The window below opens.

The screenshot shows the 'Print 103G Inspection Wizard' window. The title bar is blue with the text 'Print 103G Inspection Wizard'. The window has a white background. At the top, there is a section titled 'Justification for Action' with a subtitle 'Justification for current action.' and a small IPAL logo on the right. Below this, there is a text box explaining: 'Justification for Action is the reason this action is being issued for the current event.' followed by 'Enter a Justification for Action:'. There is a large text area for entering the justification. To the right of the text area is a small icon with a checkmark and the letters 'ABC'. At the bottom of the window, there are three buttons: '< Back', 'Finish', and 'Cancel'.

14. Enter the **Justification for Action** and click **Finish**.

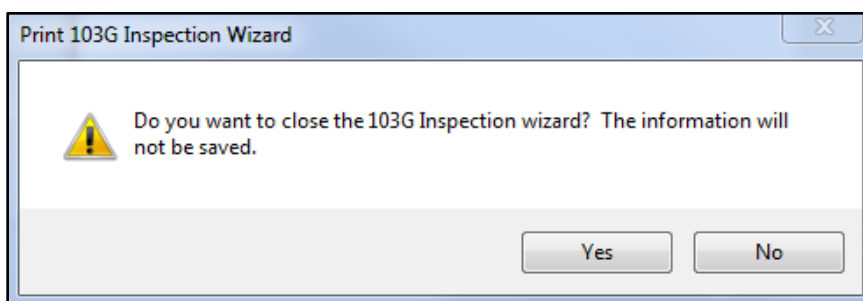


15. The **Print/Preview** window opens.



16. Select **Print** or **Preview** and **Mine Citation/Order Continuation** (MSHA Form 7000-3a) will print.

17. Once entry is complete, a message will be displayed. Click **Yes** to return to the **Main Switchboard**. Select **No** to continue editing the 103G inspection.





Citation Disposition

The **Citation Disposition** form tracks the use of violation numbers. Two separate forms can be printed: **MSHA Form 7000-3b, Mine Citation/Order Form Receipt**, and a **Citation Disposition Log**.

Main Switchboard

IPAL
Inspectors' Portable
Applications for Laptops
Version 4.0.00
[Joe Q. Inspector](#)
AR Number: 29999

Coal 0400
Import Date: 01/30/2015
Current Mine ID: 4602900
Current Event: 1234567
Current Citation: 2345682
Data Center: PRODUCTION
ONLINE

My Open Events | My Unabated Issuances

Data Entry | Reports | **Forms** | Maintenance

- 103G Inspection
- Citation Disposition**
- Plan Review
- Special Assessment Review
- Weekly Activity
- (PDF) 2000-142 MMU/DA/DWP Data
- (PDF) 2000-207 Independent Contractor Information
- (PDF) 2000-209 Mine Information Form
- (PDF) 2000-223 Emergency Response Plan Review
- (PDF) 2000-34 Periodic Inspection Form (Coal Refuse Piles)
- (PDF) 2000-84 CMS&H Noise Report
- (PDF) 2000-86 Respirable Dust Sampling and Monitoring Data
- (PDF) 2000-87 Inspector's Review of Waiver Request
- (PDF) 2000-96 Designated Occupation Change Notice

Print 7000-3b Mine Citation/Order Form Receipt and Disposition Record.

Press F1 for Help | Continue | Exit

1. Select the **Citation Disposition** form and click **Continue**. The IPAL wizard opens to help you create the forms.

Citation Disposition Wizard

Citation Number Range
Range of citation numbers to print.

Enter the starting and ending Citation numbers:

Starting Citation Number: 2234501

Ending Citation Number: 2234700

< Back | Next > | Cancel

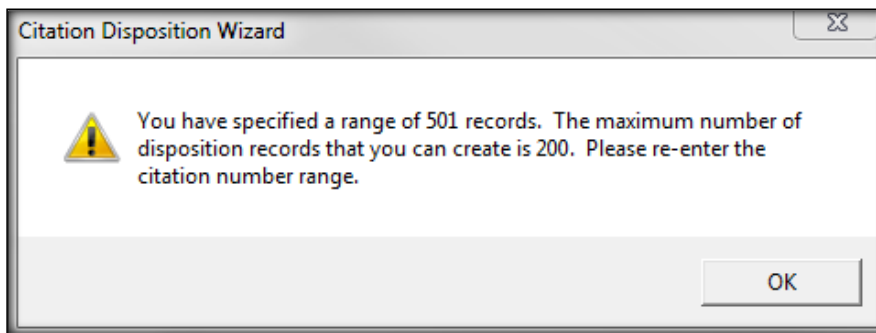


2. Enter the **Starting** and **Ending** numbers for the range of **Citation Numbers** you are tracking. We recommend entering the entire range of numbers that were assigned for the laptop, although smaller sequences can be used, because each new request removes earlier results. The maximum range is 200 numbers.
3. Once you have entered the beginning and ending numbers, click **Next**.

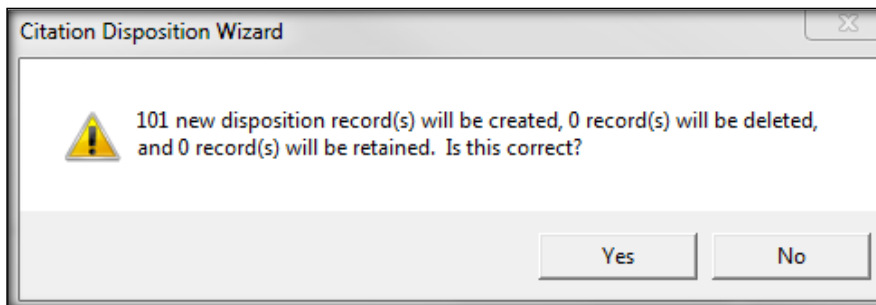
Note:

If you select more than 200 records, an error message will request that the number of records be 200 or less.

4. A window similar to the one below opens.



5. If there was a previous request, those records are deleted before a new form is generated. IPAL tells you how many records will be created and how many old ones will be deleted.



6. Click **Yes** to create the form. Clicking **No** returns you to the previous window to make adjustments.

Note:

If the new range overlaps the old range, some or all records may not be deleted. For example, if the original range was 1245321-1245360, and you change the ending number to 1245390, the new range would be 1245321-1245390, and no records would be deleted from the report.



7. A window similar to the one below opens.

Citation	Disp.	Mine ID	Remarks
1000000	▼		
1000001	A		Issued as an Enforcement Action
1000002	B		Voided
1000003	C		Lost
1000004	D		Returned to MSHA Control
1000005	▼		
1000006	▼		
1000007	▼		
1000008	▼		
1000009	▼		

8. The form contains four columns: **Citation** (number), **Disp.** (Disposition), **Mine ID**, and **Remarks**.
9. Citation numbers are listed in numerical order. If the number has been issued, an **A** appears in the **Disposition** column. Numbers **Voided**, **Lost**, or **Returned to MSHA Control** must be entered by the inspector. The **Mine ID** indicates the mine to which the citation was issued. The **Remarks** column automatically enters the standard cited on the Citation and notes if it had an S&S status.
10. Enter any additional comments in the **Remarks** section.
11. Place the cursor on the line of any issued Citation you want to view and click **Show Citation Information** near the top.



12. The Citation information now shows in the bottom of the window and the **Show Citation Information** button now says **Hide Citation Information**. An example is shown below.

The screenshot shows the 'Citation Disposition Wizard' window. The title bar says 'Citation Disposition Wizard'. The main heading is 'Disposition' with the subtitle 'Disposition of citations.' in the top left. In the top right corner is a blue square icon with a white star and a diamond shape. Below the heading is a section titled 'Enter disposition information:' with a 'Hide Citation Information' button to its right. Under this section is a table with four columns: 'Citation', 'Disp.', 'Mine ID', and 'Remarks'. The table contains four rows of data. Below the table is a section with various fields: 'Issued: Yes', 'Issue Date/Time: 1/30/2015 12:00', 'S&S: No', 'Served To: JAMES JONES', 'Mine: MINE NO 1', 'Operator: BIRCH RIVER COAL INC', 'Event: 1234567 30 CFR: 75.403', and 'T/A: 104-A'. At the bottom left is a 'Spell Check' button with a checkmark icon. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Citation	Disp.	Mine ID	Remarks
2345682	A	4602900	104-A
2345683	A	4602900	104-A
2345684	A	4602900	104-A
2345685	A	4602900	104-A

Issued: Yes Issue Date/Time: 1/30/2015 12:00 S&S: No
Served To: JAMES JONES
Mine: MINE NO 1
Operator: BIRCH RIVER COAL INC
Event: 1234567 30 CFR: 75.403 T/A: 104-A

13. Clicking **Hide Citation Information** closes window.

14. Click **Next** to continue.

15. The **AR number** screen opens.

The screenshot shows the 'Citation Disposition Wizard' window. The title bar says 'Citation Disposition Wizard'. The main heading is 'AR Number' with the subtitle 'AR number of inspector.' in the top left. In the top right corner is a blue square icon with a white star and a diamond shape. Below the heading is a section titled 'Enter your AR Number (erase it if you don't want it to print):'. Under this section is a text box labeled 'AR Number:' containing the value '29999'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter your AR Number (erase it if you don't want it to print):

AR Number: 29999



16. IPAL enters your **AR Number** automatically. Verify this is your number then click **Next**.
17. The window below opens.

The 'Citation Disposition Wizard' dialog box, titled 'Print Options', contains the following elements:

- Print Options**: Options for printing disposition record.
- Do you want to print all the disposition information, or only the citation numbers?
 - ☒ All disposition information
 - ☐ Only citation numbers
- Do you want to print a form receipt or log?
 - ☒ Form receipt (MSHA Form 7000-3b)
 - ☐ Log
- Print Citation Number: [2345682] To [2345685]
- Buttons: < Back, Finish, Cancel

18. Choose whether to print **All disposition information** or **Only citation numbers** by clicking the button next to the desired choice. Then, select whether to print the **Form Receipt (MSHA Form 7000-3b)** or the **Log** form. Coal users default to the **MSHA Form 7000-3b** while Metal users default to **Log**.
19. Use the drop-down lists to select the range of citation numbers to print. You may want to break them up into batches of 20.
20. Click **Finish**.
21. The print window below opens. Select **Print** or **Preview** from the print screen.

The 'Print/Preview' dialog box contains the following elements:

- Buttons: ☒ Print, ☐ Preview
- Select Printer: [\\Lakprint\LAK-CO_PEIR_Contractor Room - HP4350 PC]
- Print Pages:
 - ☒ All
 - ☐ Pages
 - From: [] To: []
- Copies: [1]
- Buttons: OK, Cancel



22. The Form or the Log will print.
23. For our example we'll select **Preview** so we can see the report.

Mine Citation/Order Form Receipt and Disposition Record				U.S. Department of Labor Mine Safety and Health Administration											
Instructions: Part I - The Authorized Representative will complete this part at the time he/she receives the forms listed in Part II. The original signed copies of all voided citations should be attached to 7000-3b when filed and will be retained by the person responsible for forms control. Part II - As the Authorized Representative uses the Mine Citation/Order forms, he/she will indicate the appropriate disposition of each form opposite the control number. When all forms have been used or otherwise accounted for, the Authorized Representative shall authenticate and date the duplicate copy of the form at the bottom and return it to the person responsible for forms control.															
Part I - The undersigned hereby acknowledges receipt of the belownumbered Mine Citation/Order forms (MSHA Form 7000-3)															
Date		Signature		Organization Code	Wk Gp										
Mo	Da	Yr													
				AR Number											
				2 9 9 9 9											
Part II - Disposition of each Mine Citation/Order form (MSHA Form 7000-3) is indicated opposite the form number as follows:															
<table style="width: 100%;"><tr><td style="width: 10%;">Code</td><td>Action</td></tr><tr><td>A</td><td>Issued as an Enforcement Action (show Mine ID)</td></tr><tr><td>B</td><td>Voided</td></tr><tr><td>C</td><td>Lost</td></tr><tr><td>D</td><td>Returned to MSHA Control</td></tr></table>						Code	Action	A	Issued as an Enforcement Action (show Mine ID)	B	Voided	C	Lost	D	Returned to MSHA Control
Code	Action														
A	Issued as an Enforcement Action (show Mine ID)														
B	Voided														
C	Lost														
D	Returned to MSHA Control														
Form Number	Disposition Code	Mine ID	Remarks												
2345682	A	46-02900	104-A												
2345683	A	46-02900	104-A												
2345684	A	46-02900	104-A												
2345685	A	46-02900	104-A												

Plan Review (Coal)

IPAL's **Plan Review** wizard helps you create an **MSHA Form 2000-204**.

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.00
Joe O. Inspector
AR Number: 29999
Coal 0400
Import Date: 01/30/2015
Current Mine ID: 4602900
Current Event: 1234567
Current Citation: 2345682
Data Center: PRODUCTION
ONLINE

My Open Events | **My Unabated Issuances**

Data Entry | **Reports** | **Forms** | **Maintenance**

- 103G Inspection
- Citation Disposition
- Plan Review**
- Special Assessment Review
- Weekly Activity
- (PDF) 2000-142 MMU/DA/DWP Data
- (PDF) 2000-207 Independent Contractor Information
- (PDF) 2000-209 Mine Information Form
- (PDF) 2000-223 Emergency Response Plan Review
- (PDF) 2000-34 Periodic Inspection Form (Coal Refuse Piles)
- (PDF) 2000-84 CMS&H Noise Report
- (PDF) 2000-86 Respirable Dust Sampling and Monitoring Data
- (PDF) 2000-87 Inspector's Review of Waiver Request
- (PDF) 2000-96 Designated Occupation Change Notice

Print 2000-204 Plan Review.

Press F1 for Help | Continue | Exit

1. Select **Plan Review** from the **Forms** tab on the **Main Switchboard** and click **Continue**.



- The window below opens.

The screenshot shows the 'Plan Review Wizard' window with the 'Mine ID' step. It prompts the user to enter a 'Mine identification number.' There is a text box with '4602900' and a dropdown arrow. To the right of the text box is a button with three dots. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

- Type a new Mine ID number, or select the **Mine ID** from the drop-down list, if a different Mine ID is needed.

- You can use the look up button  to open the window to search for a **Mine ID** based on filters.

The screenshot shows the 'MINE Lookup' window. It has a 'Sort:' dropdown set to 'Mine ID' and a 'Filter:' text box. Below is a table with three columns: Mine ID, Mine Name, and Operator Name. The table contains 11 rows of data. At the bottom, there are navigation buttons (first, previous, next, last) and a page indicator '16 of 360'. There are also 'OK' and 'Cancel' buttons.

Mine ID	Mine Name	Operator Name
4601735	AMERICAN COAL NO 1 (1)	AMERICAN COAL RESOURCE INC
4601888	SLAB FORK NO 10 MINE	SLAB FORK COAL COMPANY
4602166	SEWELL MINE NO. 1	RHINO EASTERN LLC
4602186	KING COAL #1 PREPARATION PLANT	ATLANTIC LEASECO, LLC
4602265	ROCKCAMP IMPOUNDMENTS 1 & 2	PEERLESS EAGLE COAL COMPANY
4602295	PREPARATION PLANT NO 1	TERRY EAGLE COAL COMPANY L.L.C.
4602397	NO 1 PILE	TOLBERT COAL COMPANY
4602445	POND FORK PROCESSING	THUNDERHILL COAL LLC
4602900	MINE NO 1	BIRCH RIVER COAL INC
4603085	SOUTH HOLLOW PLANT-EMERALD PROCES	EMERALD PROCESSING LLC

- Click **Next**.



6. A window similar to the one below opens.

The screenshot shows a window titled "Plan Review Wizard" with a sub-header "Office/Mine Information" and the instruction "MSHA office location and information related to the specified mine." Below this, it says "Review office and mine information:". There are three text input fields: "MSHA Office:" with the value "0403 - Summersville, WV", "Mine Name:" with the value "MINE NO 1", and "Company Name:" with the value "BIRCH RIVER COAL INC". At the bottom left is a "Spell Check" button with a checkmark icon. At the bottom right are three buttons: "< Back", "Next >", and "Cancel". A small version of the IPAL logo is in the top right corner.

7. IPAL enters as much of the information as it can. Review the office and mine information displayed and edit them if needed.
8. Click **Next**.
9. The **Roof Control** window below opens. Enter any information and select either **Adequate** or **Deficiencies**. If you select **Deficiencies**, enter text describing the deficiencies.

The screenshot shows a window titled "Plan Review Wizard" with a sub-header "Roof Control" and the instruction "Roof control plan review." Below this, it says "Enter roof control information." There are two radio buttons: "Adequate" (which is selected) and "Deficiencies in Plan (Briefly Describe)". Below the radio buttons is a large, empty text area for describing deficiencies. At the bottom left is a "Spell Check" button with a checkmark icon. At the bottom right are three buttons: "< Back", "Next >", and "Cancel". A small version of the IPAL logo is in the top right corner.



10. Click **Next**.
11. The **Ventilation** window below opens. Enter any information and select either **Adequate** or **Deficiencies**. If you select **Deficiencies**, enter text describing the deficiencies.

The image shows a window titled "Plan Review Wizard" with a sub-header "Ventilation" and the text "Ventilation plan review." in the top right corner. Below this, it says "Enter ventilation information:". There are two radio buttons: "Adequate" (which is selected) and "Deficiencies in Plan (Briefly Describe)". Below the radio buttons is a large empty text box for describing deficiencies. At the bottom of the window, there is a "Spell Check" button with a checkmark icon, and three buttons: "< Back", "Finish", and "Cancel".

12. Click **Finish**.
13. The **Print/Preview** window below opens.

The image shows a window titled "Print/Preview". At the top, there are two radio buttons: "Print" (selected) and "Preview". Below this is a "Select Printer:" label followed by a dropdown menu showing "\\Lakprint\LAK-CO_PEIR_Contractor Room - HP4350 PC". Below the printer selection, there is a "Print Pages:" label followed by a text box containing "All". To the right of this is a "Copies:" label followed by a spinner box set to "1". Below the "Print Pages:" section, there are two radio buttons: "All" (selected) and "Pages". Below the "Pages" radio button are two text boxes labeled "From:" and "To:". At the bottom of the window are "OK" and "Cancel" buttons.



Regular / Miscellaneous Inspection Information (Metal)

IPAL's **Inspection Information** wizard helps you create and print **Regular and Miscellaneous Inspection Information** forms. [MSHA Form 4000-49 A, B, and C (regular) and MSHA Form 4000-49 C and D (miscellaneous).]

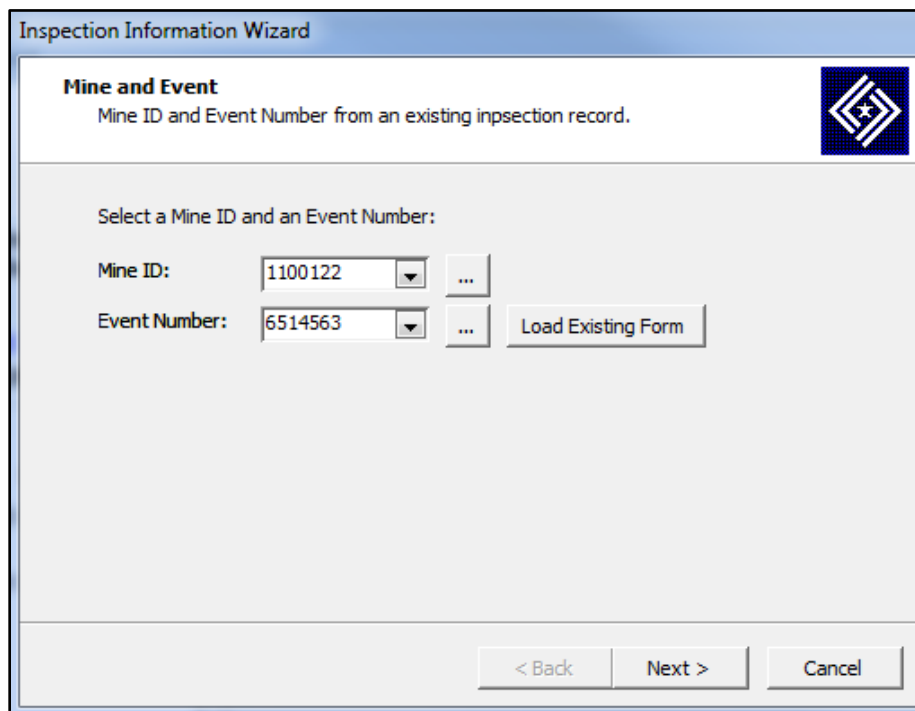
To complete the forms, enter the required information and click **Next** until you reach the **Finish** button. If you cancel before reaching the **Finish** button, IPAL will ask if you want to save your changes. Without saving, you will have to begin again.

1. To access these forms, on the **Main Switchboard** in the **Forms** tab, click **Regular/Misc. Inspection Information** then click **Continue**. The window below opens.



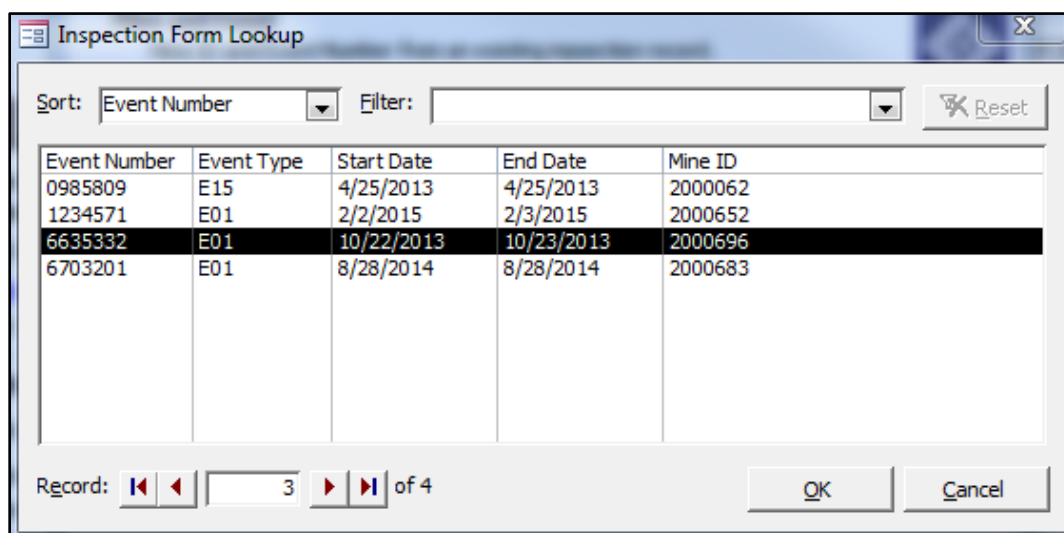
Regular Inspection Information

The **Regular Inspection Information** form is used for events with **E01 Event Types**.



The **Inspection Information Wizard** dialog box is shown. It has a title bar with the text "Inspection Information Wizard". Inside, there is a section titled "Mine and Event" with the subtitle "Mine ID and Event Number from an existing inspection record." Below this, it says "Select a Mine ID and an Event Number:". There are two drop-down menus: "Mine ID:" with the value "1100122" and "Event Number:" with the value "6514563". Each drop-down menu has a small "..." button to its right. To the right of these is a button labeled "Load Existing Form". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

1. Select the **Mine ID** and **Event Number** from the drop-down lists, or manually enter them. You can also use the lookup buttons to search for them. If information was previously entered for the selected **Event Number**, IPAL will automatically upload data, otherwise a new form will be created.
2. The **Load Existing Form** button enables loading information from a previous form onto the new form. To use it, click **Load Existing Form** and select a previously entered form.



The **Inspection Form Lookup** dialog box is shown. It has a title bar with the text "Inspection Form Lookup". Inside, there is a "Sort:" dropdown menu set to "Event Number" and a "Filter:" dropdown menu. To the right of the filter is a "Reset" button. Below this is a table with the following data:

Event Number	Event Type	Start Date	End Date	Mine ID
0985809	E15	4/25/2013	4/25/2013	2000062
1234571	E01	2/2/2015	2/3/2015	2000652
6635332	E01	10/22/2013	10/23/2013	2000696
6703201	E01	8/28/2014	8/28/2014	2000683

At the bottom of the dialog, there is a "Record:" section with navigation buttons (first, previous, next, last) and a text box showing "3" of 4. To the right are "OK" and "Cancel" buttons.

3. Click **OK** to load the information. IPAL enters the information and closes the separate window.



- Click **Next** to continue. A window similar to the one below opens.

Inspection Information Wizard

Mine Information
Mine name and location information.

Enter Mine Information:

Telephone: Travel Area:

Company:

Mine:

City, State:

Directions to Operation:

Import Mine Information

ABC Spell Check < Back Next > Cancel

- Enter the telephone number; IPAL automatically formats the number to (999) 999-9999.
- Edit any information IPAL has provided based on other forms, and enter directions to the mine in the **Directions to Operation** field.
- To retrieve mine information for the same mine from a previously entered form, click **Import Mine Information** and select the form. All mine information will be overwritten.
- Click **Next**. A window similar to the one below opens.

Inspection Information Wizard

Mine Details
Specific information about the mine.

Enter Mine Details:

Mine Status:

Mine Type:

Method:

Product:

No. of Empl.:

Hours/Shift: Shifts/Day: Days/Week:

ABC Spell Check < Back Next > Cancel



- Review and edit any information IPAL has imported for you, including employee and work schedule data. Add the **Method** and **Product** information.

Note:

Select **Mine Status** from drop-down list or highlight field and you can enter 1 or 2 alpha letter (i.e. **a** = **Abandoned**; **ac** = **Active**; **i** = **Intermittent**; **n** = **NewMine**; **no** – **NonProdActive**; and **T** = **TempIdle**), field is not case sensitive.

Mine Status: Active
Mine Type: Abandoned, AbandonedSealed
Method: Active
Product: Intermittent, NewMine, NonProdActive, TempIdle

- Click **Next** to continue. A window similar to the one below opens.

Inspection Information Wizard

Event Information
Information related to the Event.

Enter Event information:

Event Type: **E01** (Activity Code)

Dates: 02/14/2012 Insp. #: 1 2 3 4

MSHA Inspector(s): Joe Q. Inspector

Inspection Party:

Spell Check < Back Next > Cancel

- IPAL enters the **Dates** and your name for the **MSHA Inspector(s)**. Edit the fields if needed.
- Check the appropriate **Inspection Number**; add any additional inspectors in the **MSHA Inspector(s)** and any operator or contractor who attended during the inspection in the **Inspection Party** field.



13. Click **Next** to continue. A window similar to the one below opens. Enter the requested Office file review information.

Inspection Information Wizard

Office Files Review
Files reviewed prior to inspection.

Specify review status of office files:

1. Past inspection reports and MIS printouts reviewed? ☐ Yes ☒ No

2. Number of health samples taken
Noise: Dust: DPM:
Other (list):

3. Sample following GPRA goals? ☐ Yes ☒ No

4. 104 (d) series. Init. Act. Date: C/O No.: ☐ N/A

5. 104 (e) pattern of violations? ☐ Yes ☒ No

< Back Next > Cancel

14. Click **Next** to continue. A window similar to the one below opens.

Inspection Information Wizard

Office Files Review
Files reviewed prior to inspection.

Specify review status of office files:

6. Does this Mine have Equipment/Areas with "P" Codes? ☐ Yes ☒ No

7. Does the Mine have any Petitions for Modification? ☐ Yes ☒ No

8. Miner's Representative meets requirement of 30 CFR Part 40? ☐ Yes ☒ No

Other pertinent file information:

Spell Check < Back Next > Cancel

15. Review the questions and answer either **Yes** or **No** as appropriate. The default selection is **No**. Enter any other information in the **Other pertinent file information** field.



16. Click **Next** to continue. The window below opens. Enter any **Pre-Inspection Conference** information.

The screenshot shows the 'Pre-Inspection Conference' window. It has a title bar 'Inspection Information Wizard' and a subtitle 'Pre-Inspection Conference' with the description 'Pre-Inspection conference date and attendance.' Below this, it says 'Enter pre-inspection conference information:'. There are input fields for 'Date:', 'Attendees:', 'Miners Rep.:', 'Address:', 'Telephone:', and 'Comments/Issues:'. At the bottom, there is a 'Spell Check' button with a checkmark, and navigation buttons '< Back', 'Next >', and 'Cancel'.

17. Click **Next** to continue. The window below opens. Enter the numbers of any citations, orders, and health samples taken, or click the **Retrieve Totals** button to automatically calculate and fill the totals.

The screenshot shows the 'Citation/Order Totals' window. It has a title bar 'Inspection Information Wizard' and a subtitle 'Citation/Order Totals' with the description 'Number of citations and orders.' Below this, it says 'Enter citation and order totals:'. There is a table with columns: 'Iss.', 'Term.', 'Ext.', 'Mod.', 'RBO', 'Vac.', and 'Out.'. There are input fields for 'Citations:' and 'Orders:' under each column. At the bottom left, there is a 'Retrieve Totals' button. At the bottom right, there are navigation buttons '< Back', 'Next >', and 'Cancel'.



18. Click **Next** to continue. The window below opens. Enter the number of reviews completed.

The screenshot shows the 'Inspection Information Wizard' window. The title bar says 'Inspection Information Wizard'. The main heading is 'Reviews Completed' with a subtext 'Special Assessment and Knowing & Willful reviews completed.' and a logo. Below this, it says 'Specify number of reviews completed:'. There are two input fields: 'Number of Special Assessment reviews completed:' and 'Number of Possible Knowing & Willful reviews completed:'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

19. Click **Next** to continue. The window below opens. Enter the recordkeeping information for Parts 41, 45, 47 and 50 presented on the screen.

The screenshot shows the 'Inspection Information Wizard' window. The title bar says 'Inspection Information Wizard'. The main heading is 'Recordkeeping' with a subtext 'Parts 41, 45, 47, and 50.' and a logo. Below this, it says 'Specify recordkeeping information:'. There are several questions with radio button options: 'Part 41 - Legal ID reviewed with mine operator?' (Yes/No), 'Commodity correct?' (Yes/No) with a 'Commodity:' text box, 'Part 45 - Ind. contractor list reviewed?' (Yes/No/N/A), 'Part 47 - Hazard communication program reviewed?' (Yes/No), 'Part 47 - MSDS on-site?' (Yes/No), and 'Part 50 - Reviewed?' (Yes/No). There is a 'Comments:' text box at the bottom. At the bottom left, there is a 'Spell Check' button with an ABC icon. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

20. Click **Next** to continue. If the mine being inspected is a Surface Mine, *Recordkeeping Parts 46/48* will display. If the mine inspected is an Underground Mine, *Parts 48 and 49* will display.



Surface Mine – Recordkeeping Parts 46/48

21. The **Recordkeeping Parts 46/48** only shows for surface mines.

The screenshot shows a window titled "Inspection Information Wizard" with a sub-header "Recordkeeping Parts 46/48." and a logo in the top right corner. The main area is labeled "Specify recordkeeping information:" and contains three items: "Part 46/48 - Enforceable? Check one:" with checkboxes for "46" and "48"; "Part 46/48 - Training plan reviewed?" with radio buttons for "Yes" and "No" (where "No" is selected); and "Part 46/48 - Number of Training Forms reviewed:" followed by a text input field. At the bottom are buttons for "< Back", "Next >", and "Cancel".

22. Enter the recordkeeping information for a Surface Mine.

Underground Mine – Recordkeeping Parts 48 and 49

The screenshot shows a window titled "Inspection Information Wizard" with a sub-header "Recordkeeping Parts 48 and 49." and a logo in the top right corner. The main area is labeled "Specify recordkeeping information:" and contains four items: "Part 48 - Training plan reviewed?" with radio buttons for "Yes" and "No" (where "No" is selected); "Part 48 - Number of Form 5000-23 reviewed:" followed by a text input field; "Part 49 - Mine rescue requirements met?" with radio buttons for "Yes", "No", and "N/A" (where "No" is selected); "Part 49 - Mine rescue compliance statement or alternate plan on file with MSHA?" with radio buttons for "Yes", "No", and "N/A" (where "No" is selected); and "Part 49 - Mine rescue compliance statement or alternate plan posted at mine?" with radio buttons for "Yes", "No", and "N/A" (where "No" is selected). At the bottom are buttons for "< Back", "Next >", and "Cancel".

23. Enter the recordkeeping information for an Underground Mine.



24. Click **Next** to continue with **Recordkeeping Part 56/57**. The window below opens (this window will only display for underground mines). Make appropriate edits for **Reviewed (Rev)**, **N/A**, or **Citation Issued (CI)**. The **Add Date** button will become active for any code that requires a date. Comments can be added to any line, simply highlight the line, then click **Add Comment**.

Inspection Information Wizard

Recordkeeping
Part 56/57.

Specify recordkeeping information:

Rev	N/A	CI	Code	Description
☐	☐	☐	57.3203	Rock bolt tests & certification
☐	☐	☐	57.4201	Firefighting equipment inspection
☐	☐	☐	57.4330	Firefighting, evacuation & rescue
☐	☐	☐	57.4361	Underground evacuation drills
☐	☐	☐	57.5040	Radon exposure monitoring
☐	☐	☐	57.5060	DPM Sampling? (If yes, completed Form 4000-128)
☐	☐	☐	57.5065(a)	Purchase records of diesel fuel
☐	☐	☐	57.5066(b)	Maintenance log
☐	☐	☐	57.5066(c)	Competence to perform maintenance
☐	☐	☐	57.5070(b)	Annual DPM training

< Back Next > Cancel

Remember to scroll down to see entire screen.

Inspection Information Wizard

Recordkeeping
Part 56/57.

Specify recordkeeping information:

Rev	N/A	CI	Code	Description
☐	☐	☐	57.18002	Examination of working places
☐	☐	☐	57.18010	First aid training
☐	☐	☐	57.18014	Emergency medical service/transportation
☐	☐	☐	57.19022	Hoist rope measurement
☐	☐	☐	57.19023	Hoist rope examination
☐	☐	☐	57.19057	Hoist operator physical examination
☐	☐	☐	57.19121	Hoist inspection, testing and maintenance
☐	☐	☐	57.22204	Daily fan insp. Class I-A, II-A, III, V-A
☐	☐	☐	57.22229	Weekly testing of class I-A, III, V-A
☐	☐	☐	57.22230	Weekly testing of class II-A gassy mines

< Back Next > Cancel



25. Click **Next** to continue to the **Recordkeeping Part 62** screen of the wizard.

The screenshot shows the 'Recordkeeping Part 62' screen of the 'Inspection Information Wizard'. The title bar reads 'Inspection Information Wizard'. The main heading is 'Recordkeeping Part 62.' with a small MSHA logo to the right. Below this, the instruction 'Specify recordkeeping information:' is followed by an 'Add Comment...' button. A table with five columns (Rev, N/A, CI, Code, Description) lists five items: 62.110(d) Miner notification, 62.110(e) Records of notification, 62.171(c) Audiometric test records, 62.175(b) Reportable hearing loss, and 62.180(b) Hearing conservation program training. Each item has three radio buttons (Rev, N/A, CI) to its left. Below the table, the text 'Was entire mine inspected:' is followed by 'Yes' and 'No' radio buttons, and an 'If not explain:' text box. At the bottom, there is a 'Spell Check' button with an 'ABC' icon, and '< Back', 'Next >', and 'Cancel' buttons.

Rev	N/A	CI	Code	Description
☐	☐	☐	62.110(d)	Miner notification
☐	☐	☐	62.110(e)	Records of notification
☐	☐	☐	62.171(c)	Audiometric test records
☐	☐	☐	62.175(b)	Reportable hearing loss
☐	☐	☐	62.180(b)	Hearing conservation program training

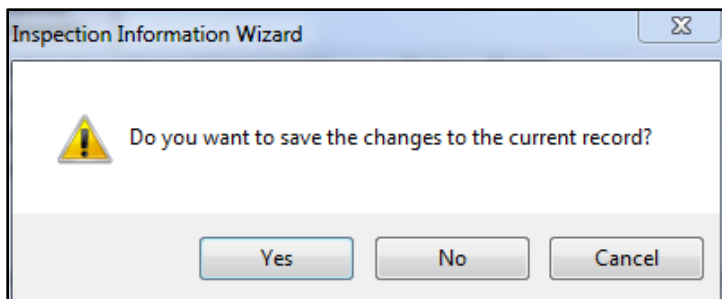
26. Click **Next** to continue and the **Closeout Conference** window will open.

The screenshot shows the 'Closeout Conference' screen of the 'Inspection Information Wizard'. The title bar reads 'Inspection Information Wizard'. The main heading is 'Closeout Conference' with the subtitle 'Closeout conference date and attendance.' and a small MSHA logo to the right. Below this, the instruction 'Enter closeout conference information:' is followed by input fields for 'Date:', 'Attendees:', and 'Operator/Miners Rep./Inspector Comments:'. Below these fields, there are four questions with 'Yes' and 'N/A' radio buttons: 'Notified of possible special assessment?', 'Notified of possible knowing/willful violation?', 'Notified operator they can request safety & health conference?', and 'Best practices reviewed?'. At the bottom, there is a 'Spell Check' button with an 'ABC' icon, and '< Back', 'Finish', and 'Cancel' buttons.

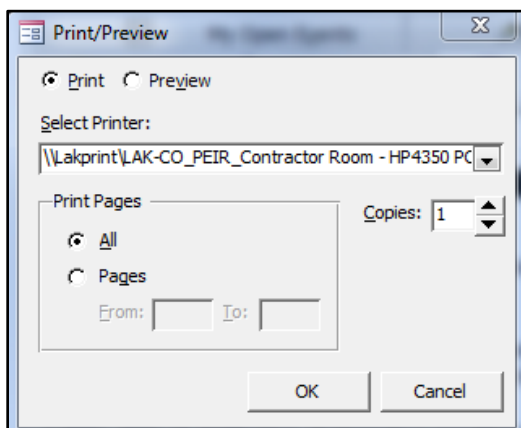
27. Enter the requested information and click **Finish**.



28. IPAL asks if you want to save your changes. Click **Yes**.



29. The **Print/Preview** window opens.



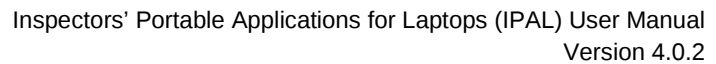


30. Make your selections and click **OK**. For this example, we chose **Preview** to see the forms.

Regular Inspection Information				U.S. Department of Labor Mine Safety and Health Administration			
Date(s) 02/14/2012		ID No. 11-00122		Event No. 6514563			
Inspection No. 1	Travel Area P10	Mine Status Active		Telephone			
Company BLUFF CITY MINERALS LLC		Mine BLUFF CITY MINERALS		City, State ALTON, IL			
Directions to Operation							
Mine Type Underground		Mining Method		Product			
No. of Employees 58	Work Schedule 10	Hours/Shift 3	Shifts/Day 6	Days/Week			
MSHA Inspector(s) Joe Q. Inspector							
Inspection Party							
Office Files Review							
1. Past inspection reports and MIS printouts reviewed? Yes ☐ No ☒							
2. Number of Health Samples taken: Noise ☐ Dust ☐ DPM ☐ Other (list) ☐							
3. Sample following GPRR Goals? Yes ☐ No ☒							
4. 104 (d) series? Initial Action: Date ☐ Cit./Ord. No. ☐ N/A ☐							
5. 104 (e) pattern of violations? Yes ☐ No ☒							
6. Does this Mine have Equipment/Areas with "P" Codes? Yes ☐ No ☒ "D" Codes? Yes ☐ No ☒							
7. Does the Mine have any Petitions for Modification? Yes ☐ No ☒ Reviewed? Yes ☐ No ☒							
8. Miner's Representative meets requirement of 30 CFR Part 40? Yes ☐ No ☒							
Other pertinent file information							
Pre-Inspection Conference						Date	
Company Attendees							
Miners Representative							
Address						Telephone	
Comments/Issues							
	Issued	Terminated	Extended	Modified	Replaced by Order	Vacated	Outstanding
Citations							
Orders			N/A		N/A		
Number of Special Assessment Reviews Completed:							
Number of Possible Knowing & Willful Reviews Completed:							
Supv. Initial _____							
MSHA Form 4000-49A, August 2008 (Revised)							



Regular Inspection Information		U.S. Department of Labor Mine Safety and Health Administration			
Record keeping			Event No. 6514563		
Part 41 - Legal ID reviewed with mine operator?			Yes ☐	No ☒	
Commodity correct?			Yes ☐	No ☒	Commodity:
Part 45 - Ind. contractor list reviewed?			Yes ☐	No ☒	N/A ☐
Part 47 - Hazard communication program reviewed?			Yes ☐	No ☒	MSDS on-site? Yes ☐ No ☒
Part 48 - Training plan reviewed?			Yes ☐	No ☒	Number of Form 5000-23 reviewed:
Part 49 - Mine rescue requirements met?			Yes ☐	No ☒	N/A ☐
Mine rescue compliance statement or alternate plan on file with MSHA?			Yes ☐	No ☒	N/A ☐
Mine rescue compliance statement or alternate plan posted at mine?			Yes ☐	No ☒	N/A ☐
Part 50 - Reviewed?			Yes ☐	No ☒	Comments:
Part 57 - Review the following records, maps, plans, and logs as well as those items required to be posted on the mine bulletin board					
		Reviewed	N/A	Citation issued	
57.3203	Rock bolt tests & certification	☐	☐	☐	
57.4201	Firefighting equipment inspection	☐	☐	☐	Date:
57.4330	Firefighting, evacuation & rescue	☐	☐	☐	
57.4361	Underground evacuation drills	☐	☐	☐	Date:
57.5040	Radon exposure monitoring	☐	☐	☐	
57.5060	DPM Sampling? (if yes, completed Form 4000-123)	☐	☐	☐	
57.5065(a)	Purchase records of diesel fuel	☐	☐	☐	
57.5066(b)	Maintenance log	☐	☐	☐	
57.5066(c)	Competence to perform maintenance	☐	☐	☐	
57.5070(a)	Annual DPM training	☐	☐	☐	
57.5071(c)	Corrective action taken	☐	☐	☐	
57.5071(d)	Sampling method and results	☐	☐	☐	
57.8520	Ventilation plan	☐	☐	☐	
57.8525	Main fan maintenance schedule	☐	☐	☐	
57.11053	Escape & evacuation plan	☐	☐	☐	Date:
57.12028	Continuity & resistance	☐	☐	☐	
57.13015	Air receivers/pressure vessels	☐	☐	☐	
57.13030	Boiler inspection	☐	☐	☐	
57.14100	Equipment safety defects	☐	☐	☐	
57.15030	Self-rescuer maintenance	☐	☐	☐	
57.18002	Examination of working places	☐	☐	☐	
57.18010	First aid training	☐	☐	☐	
57.18014	Emergency medical service/transportation	☐	☐	☐	
57.19022	Holst rope measurement	☐	☐	☐	
57.19023	Holst rope examination	☐	☐	☐	
57.19057	Holst operator physical examination	☐	☐	☐	
57.19121	Holst inspection, testing and maintenance	☐	☐	☐	
57.22204	Daily fan Insp. Class I-A, II-A, III, V-A	☐	☐	☐	
57.22229	Weekly testing of class I-A, III, V-A	☐	☐	☐	
57.22230	Weekly testing of class II-Agassy mines	☐	☐	☐	
Part 62					
		Reviewed	N/A	Citation issued	
62.110(a)	Mine notification	☐	☐	☐	
62.110(e)	Records of notification	☐	☐	☐	
62.171(c)	Audiometric test records	☐	☐	☐	
62.175(b)	Reportable hearing loss	☐	☐	☐	
62.180(b)	Hearing conservation program training	☐	☐	☐	
Was entire mine inspected?			Yes ☐	No ☒	If not explain:
MSHA Form 4000-49B-Part 57, August 2008 (Revised)					



31. Note the **Print Pages** option is activated and defaults to **All** pages because all three forms (MSHA Form 4000-49A, B, and C) are included in regular inspection.
32. When finished, IPAL asks to close the **Inspection Information Wizard**. Click **Yes** unless you need to make corrections to the existing form or if you have additional forms to fill out. IPAL returns you to the **Main Switchboard**.



Miscellaneous Inspection Information

The **Miscellaneous Inspection Information** form is used for all inspections other than regular inspections (any Event Type (Activity Code) that is not E01). Selected screens are presented to the user. Complete the information on each screen and click **Next** to continue.

Mine and Event screen

Inspection Information Wizard

Mine and Event
Mine ID and Event Number from an existing inspection record.

Select a Mine ID and an Event Number:

Mine ID: 4703650 ...

Event Number: 1234575 ... Load Existing Form

< Back Next > Cancel

Mine Information screen

Inspection Information Wizard

Mine Information
Mine name and location information.

Enter Mine Information: Import Mine Information

Telephone:

Company: BEDROCK SAND & GRAVEL LLC

Mine: ASTEC 2512 KT

City, State: CRANDON, WI

Directions to Operation:

ABC Spell Check < Back Next > Cancel



Event Information screen

Inspection Information Wizard

Event Information
Information related to the Event.

Enter Event information:

Event Type: **E07** (Activity Code)

Dates:

MSHA Inspector(s):

Inspection Party:

Citation / Order Tools screen

Inspection Information Wizard

Citation/Order Totals
Number of citations and orders.

Enter citation and order totals:

	Iss.	Term.	Ext.	Mod.	RBO	Vac.	Out.
Citations:							
Orders:							



Health Sample Counts screen

Inspection Information Wizard

Health Sample Counts
Number of health samples taken.

Specify number of health samples:

Number of health samples taken

Noise: Dust: DPM:

Other (list):

< Back Next > Cancel

Comments screen

Inspection Information Wizard

Comments
Inspection justification and comments.

Enter inspection justification and comments:

ABC ✓ Spell Check < Back Next > Cancel



Closeout Conference screen

Inspection Information Wizard

Closeout Conference
Closeout conference date and attendance.

Enter closeout conference information:

Date:

Attendees:

Operator/
Miners Rep./
Inspector
Comments:

Notified of possible special assessment? ☐ Yes ☒ N/A

Notified of possible knowing/willful violation? ☐ Yes ☒ N/A

Notified operator they can request safety & health conference? ☐ Yes ☒ N/A

Best practices reviewed? ☐ Yes ☒ N/A

☒ Spell Check

The Print Preview will display the **Miscellaneous Inspection Information** (MSHA Form 40000-49D).

Miscellaneous Inspection Information **U.S. Department of Labor**
Mine Safety and Health Administration

Date(s) 05/10/2013 ID No. 47-00898 Event No. 6579734

Inspection Code E16 Telephone

Company BUECHEL STONE CORP Mine CHILTON QUARRY City, State CHILTON, WI

Directions to Operation

MSHA Inspector(s) Joe Q. Inspector

Inspection Party

	Issued	Terminated	Extended	Modified	Replaced by Order	Vacated	Outstanding
Citations	1	1	0	0	0	0	0
Orders	0	0	N/A	0	N/A	0	0

Number of Health Samples Taken: Noise 4 Dust 3 DPM 4 Other (list)

Inspection Justification/Comments

Inspection justifications and comments.

Supv. Initial _____

MSHA Form 4000-49D, August 2008 (Revised)



When finished, IPAL asks to close the **Inspection Information Wizard**. Click **Yes** unless you need to make corrections to the existing form or if you have additional forms to fill out. IPAL returns you to the **Main Switchboard**.



Special Assessment Review

The **Special Assessment Review** wizard creates and prints **MSHA Form 7000-32**, Special Assessment Review.

1. To access the **Special Assessment Review** form from the **Main Switchboard** click the **Forms** tab.

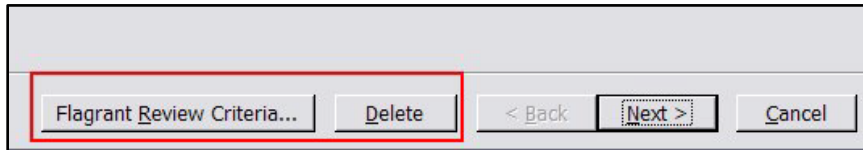
The screenshot shows the 'Main Switchboard' application window. On the left, the 'IPAL' logo and version information (3.0.16 Beta 5) are displayed, along with user details for Joe L. Smith (AR Number: 24459). The central pane shows a list of available forms, with 'Special Assessment Review' highlighted. Other forms include '103G Inspection', 'Citation Disposition', 'Plan Review', 'Weekly Activity', and various PDF forms related to mine safety and health. At the bottom, there are buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

2. Select **Special Assessment Review** then click **Continue**. The window below opens.

The screenshot shows the 'Special Assessment Review Wizard' window. The 'Mine/Citation' section is active, displaying the Mine ID (4606843) and Citation Number (8098515). Below this, the 'Mine and Citation/Order Information' section provides details: District Office (Coal District 4 - Mt. Hope, WV), Field Office (0404 - Princeton, WV), Mine Name (NO 2 MINE), Contractor ID, Operator Name (SALLY ANN COAL COMPANY INC), Issue Date (11/29/2010), and a Flagrant Review status of 'THIS IS A POTENTIALLY FLAGRANT VIOLATION.'. At the bottom, there is a 'Print Citation/Order' button and a 'Print Citation/Order...' button. The bottom navigation bar includes buttons for 'Flagrant Review Criteria...', 'Delete', '< Back', 'Next >', and 'Cancel'.



3. Select the **Mine ID** and **Citation/Order Number**. You can also use the lookup buttons  to search for the **Mine ID** and **Citation/Order Number**. The **Flagrant Review** indicator displays whether the selected Citation/Order satisfies the criteria for flagrant violations.
4. To view the procedures for evaluating flagrant violations click the **Flagrant Review Criteria**. To delete the Special Assessment Review from the selected Citation/Order Number click the **Delete** button. Click the **Spell Check** button to check for spelling errors when appropriate. Click the **F1** key or click the question mark icon at the top right corner from any page to display help information.



5. Click **Next**. The **Accident Related Violation** window below opens. IPAL defaults to **No** for whether the violation was accident related. Change it as required.
6. If the specified violation was issued under an **E06**, **E07**, or **E08**, then **Was the violation accident related?** will default to **Yes**.
7. **Was the operator notified of special assessment?** Will default to **Yes**. Change it as needed.

Special Assessment Review Wizard

Accident Related/Notification
Accident Related Violation, Operator Notified of Assessment.

Was the violation accident related? If yes, all violations must be submitted together with any accident report or memorandum.

☐ Yes
☒ No

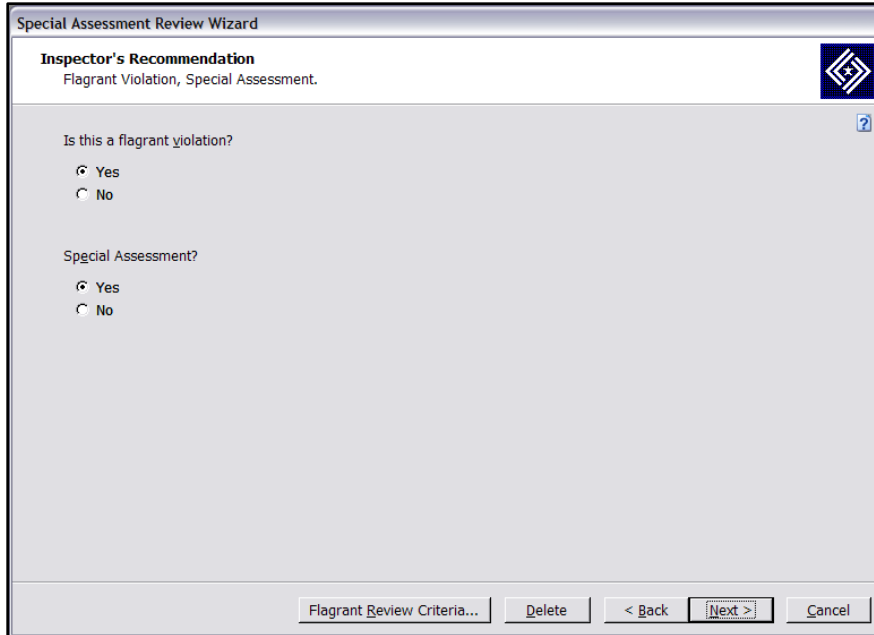
Was the operator notified of special assessment?

☒ Yes
☐ No
☐ Leave Blank

Flagrant Review Criteria... Delete < Back Next > Cancel



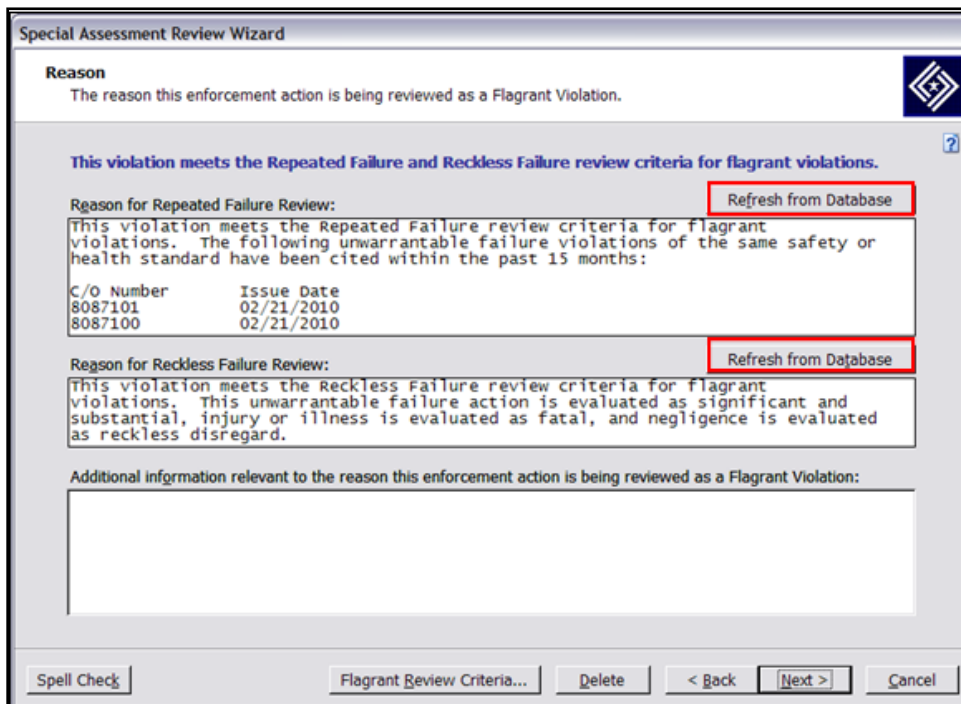
8. Click **Next** to continue. The **Inspector's Recommendation** window below opens.



The screenshot shows the 'Inspector's Recommendation' window within the 'Special Assessment Review Wizard'. The window title is 'Special Assessment Review Wizard'. The main heading is 'Inspector's Recommendation' with the subtitle 'Flagrant Violation, Special Assessment.' Below this, there are two questions: 'Is this a flagrant violation?' and 'Special Assessment?'. Each question has two radio button options: 'Yes' (which is selected) and 'No'. At the bottom of the window, there are five buttons: 'Flagrant Review Criteria...', 'Delete', '< Back', 'Next >', and 'Cancel'.

Note the inspector's recommendations on this window. IPAL defaults to **Yes** for flagrant violation and special assessment. Change as needed.

9. Click **Next** to continue. The **Reason** (*Repeated Failure and Reckless Failure*) window below opens. This screen will display when the specified violation meets the Repeated Failure and Reckless Failure review criteria for flagrant violations.



The screenshot shows the 'Reason' window within the 'Special Assessment Review Wizard'. The window title is 'Special Assessment Review Wizard'. The main heading is 'Reason' with the subtitle 'The reason this enforcement action is being reviewed as a Flagrant Violation.' Below this, there is a blue text box stating: 'This violation meets the Repeated Failure and Reckless Failure review criteria for flagrant violations.' There are two sections for review criteria, each with a 'Refresh from Database' button. The first section is 'Reason for Repeated Failure Review:' and contains a text box with the following text: 'This violation meets the Repeated Failure review criteria for flagrant violations. The following unwarrantable failure violations of the same safety or health standard have been cited within the past 15 months:'. Below this text is a table with two columns: 'C/O Number' and 'Issue Date'. The table contains two rows of data: '8087101' and '02/21/2010', and '8087100' and '02/21/2010'. The second section is 'Reason for Reckless Failure Review:' and contains a text box with the following text: 'This violation meets the Reckless Failure review criteria for flagrant violations. This unwarrantable failure action is evaluated as significant and substantial, injury or illness is evaluated as fatal, and negligence is evaluated as reckless disregard.' Below this text is a text box for 'Additional information relevant to the reason this enforcement action is being reviewed as a Flagrant Violation:'. At the bottom of the window, there are five buttons: 'Spell Check', 'Flagrant Review Criteria...', 'Delete', '< Back', 'Next >', and 'Cancel'.



10. The **Reason for Repeated Failure Review** and the **Reason for Reckless Failure Review** text boxes will be filled automatically by IPAL and are read-only. Click either the **Refresh from Database** button for **Reason for Repeated Failure Review** or **Reason for Reckless Failure Review** to re-populate the text if desired. This may be necessary when editing an existing SAR form and a subsequent import of district data has changed the parameters that were used to populate the text.
11. Enter any additional information relevant to the reason this enforcement action is being reviewed as a Flagrant Violation.
12. Click **Next** to continue. The **Reason** window below opens. This screen will display when the specified violation meets only the Repeated Failure review criteria for flagrant violations.

Special Assessment Review Wizard

Reason

The reason this enforcement action is being reviewed as a Flagrant Violation.

This violation meets the Repeated Failure review criteria for flagrant violations.

Reason for Repeated Failure Review:

This violation meets the Repeated Failure review criteria for flagrant violations. The following unwarrantable failure violations of the same safety or health standard have been cited within the past 15 months:

C/O Number	Issue Date
8087101	02/21/2010
8087100	02/21/2010

Add Reckless Failure Text

Additional information relevant to the reason this enforcement action is being reviewed as a Flagrant Violation:

Spell Check Flagrant Review Criteria... Delete < Back Next > Cancel

13. The **Reason for Repeated Failure Review** is filled in automatically by IPAL and is read-only. Click the **Refresh from Database** button to re-populate the text if desired. This may be necessary when editing an existing SAR form and a subsequent import of district data has changed the parameters that were used to populate the text.
14. If this action is reviewed as a Reckless Failure, click the **Add Reckless Failure Text** button to insert additional text into the Additional text box directly below the **Reason for Repeated Failure Review** box.



15. Click **Next** to continue. The **Reason** window below opens. This screen will display when the specified violation meets only the Reckless Failure review criteria for flagrant violations.

16. The **Reason for Reckless Failure Review** is filled in automatically by IPAL and is read-only. Click the **Refresh from Database** button to re-populate the text if desired. This may be necessary when editing an existing **SAR** form and a subsequent import of district data has changed the parameters that were used to populate the text.
17. If this action is reviewed as a Repeated Failure, click the **Add Repeated Failure Text** button to insert additional text into the Additional text box directly below **the Reason for Reckless Failure Review** box.



18. This screen will display when the flagrant indicator is **Yes** but the specified violation does not meet the review criteria for flagrant violations.

19. Click the **Add Repeated Failure Text** and/or **Add Reckless Failure Text** to insert the necessary text into the **Information** text box and edit as needed.

Enter any additional information relevant to the reason this enforcement action is being reviewed as a Flagrant Violation.



20. Click **Next** to continue. The **Comments** (*Proximate Cause*) window below opens. This screen will display when the flagrant indicator is **Yes** and the Special Assessment indicator is **Yes**.

Special Assessment Review Wizard

Comments
Proximate Cause, Inspector's Recommendation Comments.

Proximate Cause
Identify the hazard associated with the violation and how the hazard reasonably could have (or has) directly resulted in permanently disabling or fatal injuries:

Inspector's Recommendation Comments
If Special Assessment is Yes, explain the serious or aggravating circumstances that justify special assessment:

Spell Check Flagrant Review Criteria... Delete < Back **Finish** Cancel

21. In the **Proximate Cause** text box identify the hazard associated with the violation and how the hazard reasonably could have or has directly resulted in permanently disabling or fatal injuries.
22. In the **Inspector's Recommendation Comments** text box explain the serious or aggravating circumstances that justify special assessment.
23. Click **Finish** to save data and print or preview form.



24. The **Comments** (*Mitigating Circumstances*) window will display when the specified violation is potentially flagrant and the Flagrant indicator is **No** and the Special Assessment indicator is **Yes**.

Special Assessment Review Wizard

Comments
Mitigating Circumstances, Inspector's Recommendation Comments.

Mitigating Circumstances
Document any circumstance that offsets the reason this enforcement action is being reviewed as a Flagrant Violation, such as new mine ownership or new safety officials who have shown an increased commitment to compliance:

Inspector's Recommendation Comments
If Special Assessment is Yes, explain the serious or aggravating circumstances that justify special assessment:

Spell Check Flagrant Review Criteria... Delete < Back Finish Cancel

25. In the **Mitigating Circumstances** text box document any circumstance that offsets the reason this enforcement action is being reviewed as a Flagrant Violation, i.e., new mine ownership or new safety officials who have shown an increased commitment to compliance.
26. In the **Inspector's Recommendation Comments** text box explain the serious or aggravating circumstances that justify special assessment.
27. Click **Finish** to save the data and print or preview the form.



28. The **Comments** (*Mitigating Circumstances*) window will display when the specified violation is potentially flagrant and the Flagrant indicator is **No** and the Special Assessment indicator is **No**.

29. In the **Mitigating Circumstances** text box document any circumstance that offsets the reason this enforcement action is being reviewed as a Flagrant Violation, i.e., new mine ownership or new safety officials who have shown an increased commitment to compliance.
30. In the **Inspector's Recommendation Comments** text box explain the mitigating factors in not recommending special assessment.
31. Click **Finish** to save the data and print or preview the form.



32. The **Comments** (*Inspector's Recommendation Comments*) window will display when the specified violation is *not* potentially flagrant and the Flagrant indicator is **No** and the Special Assessment indicator is **Yes**.

Special Assessment Review Wizard

Comments
Inspector's Recommendation Comments.

Inspector's Recommendation Comments
If Special Assessment is Yes, explain the serious or aggravating circumstances that justify special assessment:

Spell Check Flagrant Review Criteria... Delete < Back Finish Cancel

33. In the **Inspector's Recommendation Comments** text box explain the serious or aggravating circumstances that justify special assessment.
34. Click the **Finish** button to save the data and print or preview the form.

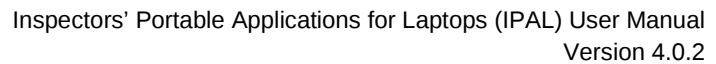


35. The **Comments** (*Inspector's Recommendation Comments*) window will display when the specified violation is *not* potentially flagrant and the Flagrant indicator is **No** and the Special Assessment indicator is **No**.

The image shows a screenshot of the 'Special Assessment Review Wizard' window, specifically the 'Comments' step. The window title is 'Special Assessment Review Wizard'. Below the title bar, there is a section labeled 'Comments' with the subtitle 'Inspector's Recommendation Comments.' A large text area is outlined in red, containing the text 'Inspector's Recommendation Comments' and 'If Special Assessment is No, explain the mitigating factors:'. At the bottom of the window, there are several buttons: 'Spell Check', 'Flagrant Review Criteria...', 'Delete', '< Back', 'Finish', and 'Cancel'.

36. In the **Inspector's Recommendation Comments** text box explain the mitigating factors in not recommending special assessment.
37. Click **Finish** to save the data and print or preview the form.
38. The Print / **Preview** window below opens.

The image shows a screenshot of the 'Print/Preview' window. The window title is 'Print/Preview'. It has two radio buttons: 'Print' (selected) and 'Preview'. Below these, there is a 'Select Printer:' dropdown menu showing '\\Lakprint\LAK-CO_PEIR_Contractor Room - HP4350 PC'. There is a 'Print Pages' section with two radio buttons: 'All' (selected) and 'Pages'. Below 'Pages' are 'From:' and 'To:' input fields. To the right of these is a 'Copies:' spinner box set to '1'. At the bottom are 'OK' and 'Cancel' buttons.



**Special Assessment
Review Form**

U.S. Department of Labor
Mine Safety and Health Administration

This form contains information that is privileged or otherwise exempt from disclosure under applicable law.
Do not disclose without consulting the Office of the Solicitor or the Office of Assessments.

1. MSHA District Office M/NM - Rocky Mountain District (Denver)		2. Field Office 6861 - Mesa, AZ	
3. Mine ID/Contractor ID 02-00001 / E615		4. Mine Name PHOENIX CEMENT COMPANY	
5. Operator Name PHOENIX CEMENT		6. Citation/Order Number 6330780	7. Citation/Order Issue Date 1/17/2007

8. Accident Related Violation? ☐ Yes ☒ No If yes, all violations must be submitted together with any accident report or memorandum.

9. Operator Notified of Special Assessment? ☐ Yes ☐ No

10. Inspector's Recommendation Is this a flagrant violation? ☐ Yes ☒ No

Special Assessment? ☐ Yes ☒ No If yes, explain below the serious or aggravating circumstances involved.

☐ See Continuation Sheet Signature _____ Date _____

11. Supervisor's Review Is this a flagrant violation? ☐ Yes ☐ No

Special Assessment? ☐ Yes ☐ No

Comments:

☐ See Continuation Sheet Signature _____ Date _____

12. Assistant District Manager's Review Is this a flagrant violation? ☐ Yes ☐ No

Special Assessment? ☐ Yes ☐ No

Comments:

☐ See Continuation Sheet Signature _____ Date _____

13. District Manager's Review Is this a flagrant violation? ☐ Yes ☐ No

Special Assessment? ☐ Yes ☐ No

Comments:

☐ See Continuation Sheet Signature _____ Date _____

MSHA Form 7000-32, Revised August 2006



Weekly Activity Form

Inspectors must file this weekly form on their activities. IPAL automatically passes this data to MSIS for processing. To file a **Weekly Activity** form, follow the steps below.

1. From the **Main Switchboard**, click the **Forms** tab.
2. The window below opens. Select **Weekly Activity** and click **Continue**.

The Main Switchboard window displays the IPAL logo and user information on the left. The right pane shows a list of forms under the 'Forms' tab, with 'Weekly Activity' selected. Below the list is a description of the form and buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

Main Switchboard

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.00
[Joe Q. Inspector](#)
AR Number: **29999**

Coal 0400
Import Date: **02/04/2015**
Current Mine ID: **4609086**
Current Event: **1234572**
Current Citation: **2234510**
Data Center: **PRODUCTION**
ONLINE

My Open Events | **My Unabated Issuances**

Data Entry | **Reports** | **Forms** | **Maintenance**

- 103G Inspection
- Citation Disposition
- Plan Review
- Special Assessment Review
- Weekly Activity**
- (PDF) 2000-142 MMU/DA/DWP Data
- (PDF) 2000-207 Independent Contractor Information
- (PDF) 2000-209 Mine Information Form
- (PDF) 2000-223 Emergency Response Plan Review
- (PDF) 2000-34 Periodic Inspection Form (Coal Refuse Piles)
- (PDF) 2000-84 CMS&H Noise Report
- (PDF) 2000-86 Respirable Dust Sampling and Monitoring Data
- (PDF) 2000-87 Inspector's Review of Waiver Request
- (PDF) 2000-96 Designated Occupation Change Notice

Enter and print weekly inspection and non-inspection related time and activities (MSHA Form 7000-36).

Press F1 for Help | **Continue** | **Exit**

3. The window below opens.

The Weekly Activity form window contains fields for user information, a date range selector, and a detailed table for recording inspection and non-inspection time. It includes buttons for 'Save', 'Clear Entry', 'Print', and 'Close'.

Weekly Activity

Activities for the week of **02/01/2015 - 02/07/2015** | **02/04/2015** | **Change Week**

1. Name: **Inspector, Joe Q.** | 1a. AR Number: **29999** | 2. Office Code: **C4000** | 3. WG ID: **01** | 4. Weekly Mileage:

Daily Activity Data

5. Date: **02/04/2015** | 6. Activity Code: | 7. Event Number: | 8. Mine ID: | 9. Contractor ID: | 10. Shift: | 11. Task Code:

Inspection Related Time

12. Travel		13. Other		14a. On-Site Insp. Time		14b. MMUs/Pits		14c. Outby Areas		14d. Surface Areas		14e. C/O Writing On-Site/Rev		15. C/O Writing Off Site	
Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.

Non-Inspection Related Time

16. Non-Inspection

Hr. Qtr.

Weekly Total Hours: **00.00** | **Save** | **Clear Entry** | **Print** | **Close**

Date	Act Code	Event	Mine ID	Contractor ID	Shift	Task	Trav	Other	On Site Insp	MMUs	Out by Area	Surf Area	C/O Wrt On S	C/O Wrt Off S	Non Insp	Total Hrs	D E L



- The **Weekly Activity** window is separated into three sections: top, middle, and bottom. The top section contains Inspector information and the weekly time period. It also contains a field for **Metal** inspectors to enter **Weekly Mileage** and displays the **WG-ID (Work Group ID)** for **Coal** users.

Activities for the week of 02/01/2015 - 02/07/2015 02/04/2015 [Change Week](#)

1. Name: Inspector, Joe Q. 1a. AR Number: 29999 2. Office Code: C4000 3. WG ID: 01 4. Weekly Mileage:

Notice that IPAL automatically populates the **Name**, **AR Number**, **Office Code**, and **WG ID** fields, along with the current **Date**.

- The middle section contains the **Inspection Related Time** area, including **Site Inspection** items. **Non-Inspection Related Time** is located to the right, and **Weekly Total Hours** is located on the next line. This section also contains the **Save**, **Clear Entry**, **Print**, and **Close** buttons.

Inspection Related Time

12. Travel 13. Other 14a. On-Site Insp. Time 14b. MMUs/Pits 14c. Outby Areas 14d. Surface Areas 14e. C/O Writing On-Site/Rev 15. C/O Writing Off Site

Hr. Qtr. Hr. Qtr. Hr. Qtr. Hr. Qtr. Hr. Qtr. Hr. Qtr. Hr. Qtr. Hr. Qtr. Hr. Qtr.

2 0 0 0 0 0 1 2 1 0 0 0 2 1 1 1 0 0

Non-Inspection Related Time

16. Non-Inspection

Hr. Qtr.

0 0

Weekly Total Hours: **24.00** [Save](#) [Clear Entry](#) [Print](#) [Close](#)

- The bottom section contains the **Daily Activity Records**. This area displays a quick summary of all the activity records entered for the selected week. Use the scroll bar if to view all available records. You can also modify or delete records from here.

Date	Act Code	Event	Mine ID	Contractor ID	Shift	Task	Trav	Other	On Site Insp	MMUs	Out by Area	Surf Area	C/O Wrt On S	C/O Wrt Off S	Non Insp	Total Hrs	DEL
2/2/2015	E01	4107783	4608993		2	I	1.00			2.00	3.00	1.00	1.00			8.00	
2/3/2015	E01	4108673	4607009		2	I	2.00			2.00	2.00	2.00				8.00	
2/4/2015	E01	4103445	4608932		1	I	2.00			1.50	1.00		2.25	1.25		8.00	

To edit an activity record, click the date in the **Date** column. The record opens for editing. To delete an activity record, click the trash can by the record in the **DEL** (delete) column.

Be aware that you can only enter data for today or previous dates; not future dates.

- By default, the current week is selected when the window opens. You can change the week by clicking the **Change Week** button in the upper right corner.

02/04/2015 [Change Week](#)

- Then change the date and click **Set**.

10/26/2014 [Set](#)



- The middle section contains the area for entering and changing **Daily Activity Data**. Use this area to add, modify, and save weekly data.

Inspection Related Time				Site Inspection								Non-Inspection Related Time					
12. Travel		13. Other		14a. On-Site Insp. Time		14b. MMUs/Pits		14c. Outby Areas		14d. Surface Areas		14e. C/O Writing On-Site/Rev		15. C/O Writing Off Site		16. Non-Inspection	
Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.	Hr.	Qtr.
0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Weekly Total Hours: **24.00**

- Notice the running total in the **Weekly Total Hours** box. The color of the box around the total changes according to whether you are under 40 (**yellow**), at 40 (**green**), or over 40 (**red**).

Weekly Total Hours: **40.00** Weekly Total Hours: **39.00** Weekly Total Hours: **40.50**

Note:

IPAL contains mileage validation checks for **Metal/NonMetal** inspectors. If travel hours are entered, but no mileage is recorded, IPAL reminds you to enter mileage once 40 hours is reached. Also, if the mileage is not zero but no travel hours have been entered, IPAL reminds you to enter those as well.

- When finished with a single day of entry, click **Save** then **Close**. Clicking **Clear Entry** clears all the data entry fields.
- IPAL returns you to then **Main Switchboard**.

Modifications

You can change entered data by clicking the blue hyperlink for the date you want to correct; however, if you did not create the record, you may not be able to modify it.

- Click the blue hyperlinked date in the **Date** column to open the record for editing. Complete **Steps 8, 9, and 10** above.

Note:

If another inspector issued the Event and it does not appear in the drop down list, you must enter it in the [Add Supplemental Event](#) screen under the [Maintenance](#) tab before you can select it.

Buttons

Weekly Total Hours: **39.00**

Save

Clicking **Save** saves the activity record currently displayed if all required fields have been entered. IPAL will tell you if any required fields are missing. Clicking **Save** also saves any edits or changes you've made to the record.

Clear Entry

This button clears all the data fields in the middle of the screen. Use it to start again.



Print

This button opens the Print/Preview window.

Close

Closes the window and returns you to the previous screen.

Remember to **Save** before closing the **Weekly Activity** form.

Daily Activity Data

The **Daily Activity Data** section creates records tied to various activities.

Date	Act Code	Event	Mine ID	Contractor ID	Shift	Task	Trav	Other	On Site Insp	MMUs	Out by Area	Surf Area	C/O Wrt On S	C/O Wrt Off S	Non Insp	Total Hrs	D E L
2/1/2015	E02	4116379	4605437		1	I	0.50			15.50						16.00	
2/2/2015	E01	4107783	4608993		2	I	1.00			2.00	2.00	1.00	1.00			7.00	
2/3/2015	E01	4108673	4607009		2	I	2.00			2.00	2.00	2.00				8.00	
2/4/2015	E01	4103445	4608932		1	I	2.00			1.50	1.00		2.25	1.25		8.00	

If the activity is inspection related, select the appropriate **Date** and **Event Number** from the drop down lists. Once the **Event Number** is selected, the **Activity Code** (*Event Type*) and **Mine ID** fields populate. Select other items as needed from the available drop-down lists.

If the activity is non-inspection related, select the appropriate **Date** and **Activity Code** from the drop down list. The **Non-Inspection Related Time** drop down lists then becomes available. Depending on the activity code selected, additional data entry fields may also become available.

Note:

If an Event was issued by another inspector and is not in the drop down list, you must enter the Event in the [Add Supplemental Event](#) window under the [Maintenance](#) tab menu before you can select it.

Inspection / Non-Inspection Related Time

After selecting the appropriate items, enter your time in the **Inspection** and **Non-Inspection Related Time** fields.

Appropriate fields under **Inspection Related Time** are available to enter time spent on various activities. Note that hours (Hr.) are broken down to quarter hours. When selecting quarter hours (Qtr.), the number selections equal minutes as follows: 1 = 15 minutes; 2 = 30 minutes; 3 = 45 minutes, and 0 = 0 minutes.

Click **Save**, once changes are completed, otherwise the information will be lost.



Saved Daily Activity Records

The bottom section contains saved **Daily Activity** records, as shown below. This part of the screen displays a summary of all the activity records entered for the selected week. You can also modify and delete these daily records.

Weekly Total Hours: **40.00**

Save

Clear Entry

Print

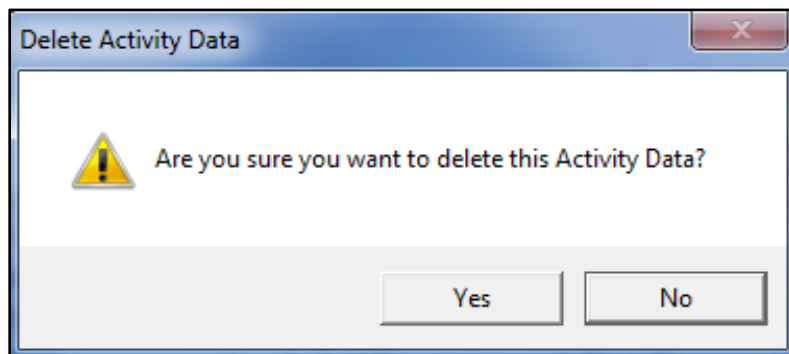
Close

Date	Act Code	Event	Mine ID	Contractor ID	Shift	Task	Trav	Other	On Site Insp	MMUs	Out by Area	Surf Area	C/O Wrt On S	C/O Wrt Off S	Non Insp	Total Hrs	DEL
2/1/2015	E02	4116379	4605437		1	I	0.50			15.50						16.00	
2/2/2015	E01	4107783	4608993		2	I	1.00			3.00	2.00	1.00	1.00			8.00	
2/3/2015	E01	4108673	4607009		2	I	2.00			2.00	2.00	2.00				8.00	
2/4/2015	E01	4103445	4608932		1	I	2.00			1.50	1.00		2.25	1.25		8.00	

To edit an activity record, click the **blue date** link. IPAL places the information in the middle section of the window for you to edit.

To delete an activity record, click the trash can  on the line with the activity record you wish to delete. The following window will open.

The following confirmation window will open. Click **Yes** to delete, window will close and return you to previous screen.

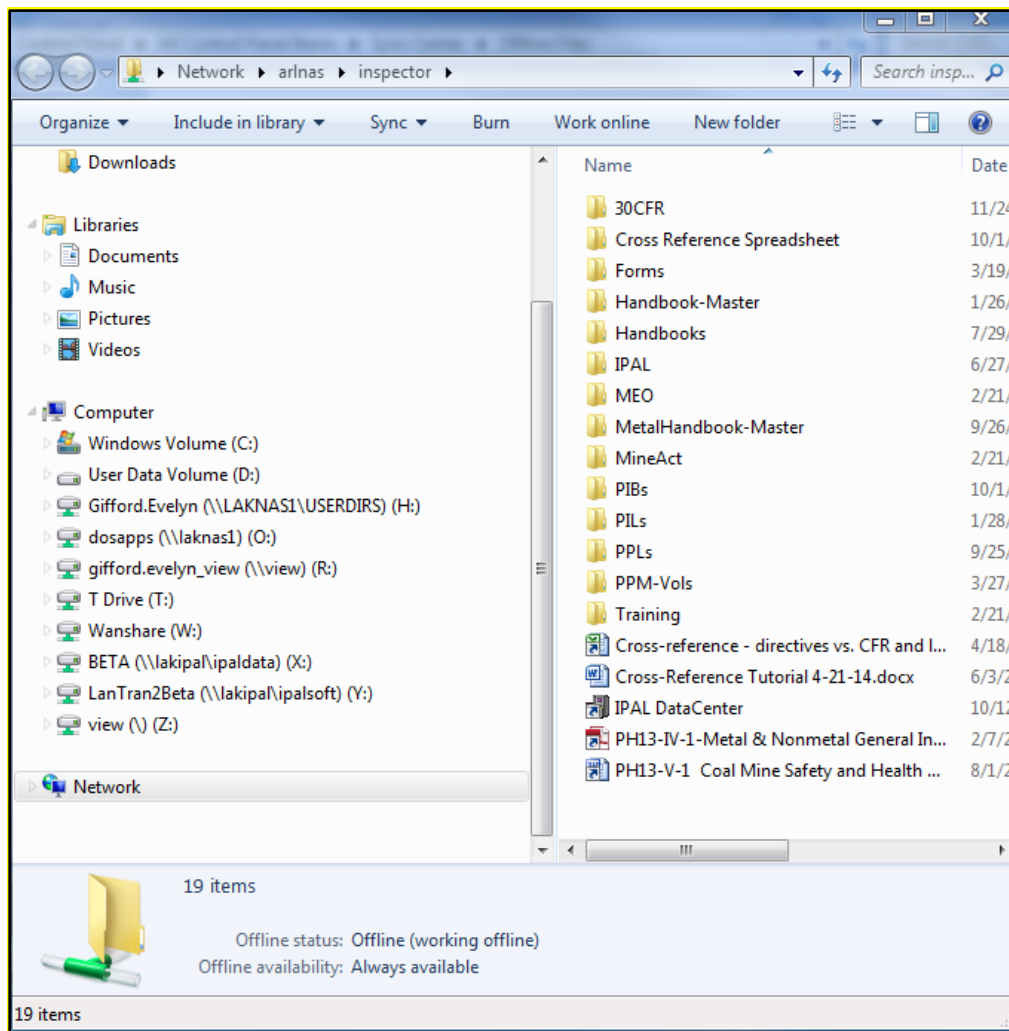




Fillable PDF Forms

Several inspection related MSHA forms are available in the Forms tab as fillable PDF files (**MSHA Form 2000-207, 2000-209, 2000-223, 2000-34, 2000-86, 2000-87, 2000-96, 4000-125, 7000-33, 7000-34, 7000-35, ATF 5030.5, and ATF 5400.5**). Over time the .pdf list increases for both Metal/Nonmetal and Coal.

Whether you are online or offline, all .pdfs and other inspector content, including handbooks, the current CFR, PIBs, PILs, PPLs, and much more is on your computer. Use Windows Explorer and type [\\arlnas/inspector](http://arlnas/inspector) in the address bar to view the .pdfs. For information on troubleshooting problems with the Inspector folder (pictured below), please see [Appendix F: Offline Files Troubleshooting](#).



When selecting a form the IPAL will auto populate some of the fields (e.g. **Mine ID, Mine Name, Operator Name**, etc.) using data from the IPAL database, and more specifically, the Main Switchboard.



For example select MSHA Form 7000-20 and you will be required to accept or enter a Mine ID, Event Number, Citation Number and Contractor ID as in the example below.

(PDF) 7000-20 Possible Knowing/Willful Violation Review Form

Select any values appropriate for this form, and then click OK to open the form. To view the instructions for this form, click View Form Instructions.

Mine ID: [dropdown] [button]

Event Number: [dropdown] [button] **T02** ← **Coal Only**

Citation Number: [dropdown] [button]

Contractor ID: [dropdown] [button]

View Form Instructions OK Cancel

Event Number, Citation Number, and Contractor ID fields will be available if required on the selected form. The **T02** event button is for *Coal only*.

Note:

If there are **no available options** for the selected form, this dialog box will be bypassed and the **PDF** form will automatically opened.

If there is a separate instruction sheet for the selected form, you can view it by clicking the **View Form Instructions** button.

Select or enter any values appropriate for the selected form, and then click **OK** to open the form in **Adobe Acrobat or Acrobat Reader** (depending on your system).

The PDF forms are savable, even when opened using Acrobat Reader. However, the displayed form is *read-only*. You will be prompted to enter a new file name and file location. Once you have saved the form you can navigate to the location where you saved using *Microsoft Windows Explorer*. You can open and edit data as needed and resave form.



Maintenance Tab

The options on the **Maintenance** tab enable adding and deleting information, making backups and restoring data, creating files for transfer to the MSHA network, and downloading current data from MSIS.

To open the **Maintenance** tab, from the **Main Switchboard**, click **Maintenance**. The window below opens.

IPAL
Inspectors' Portable
Applications for Laptops
Version 4.0.00
[Joe Q. Inspector](#)
AR Number: 29999

M/NM 4000
Import Date: 02/02/2015
Current Mine ID: 4703650
Current Event: 1234575
Current Citation: 2345678
Data Center: TRAINING
 ONLINE

My Open Events My Unabated Issuances
Data Entry Reports Forms Maintenance

Add Batch Number
Add Citation Numbers
Add Event Numbers
Add Supplemental Citation Number
Add Supplemental Event Number
Add Temporary Mine Record
Backup/Restore Operations
Delete Citation Numbers
Delete Event Numbers
Inspector Maintained List
Transaction Generation
Update from MSIS System

Add batch numbers for transaction generation to MSIS.

Press F1 for Help Continue Exit

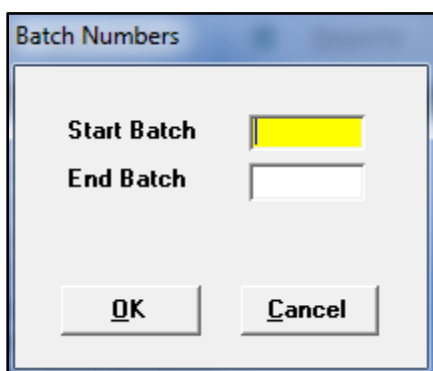
Each selection is examined in detail below.



Add Batch Number

Batch numbers are used to transmit data entered in IPAL to the MSIS system. Users are assigned a range of batch numbers by the appropriate field office. Each inspector must have distinct numbers. The batch numbers must be entered into IPAL before generating files for transfer.

1. From the **Main Switchboard**, click the **Maintenance** tab and select **Add Batch Number**.
2. Click **Continue**. The window below opens.



We recommend that inspectors have a batch of at least 10 numbers.

Note:

You must make certain that you have enough batch numbers to support your requirements for the entire period between transfers to the MSHA network. A batch number is used each time a file is created and saved for upload. Batch files are created for the MSHA network using the [Transaction Generation](#) option on the [Maintenance](#) tab.

****IPAL cycles through the batch numbers then starts over****

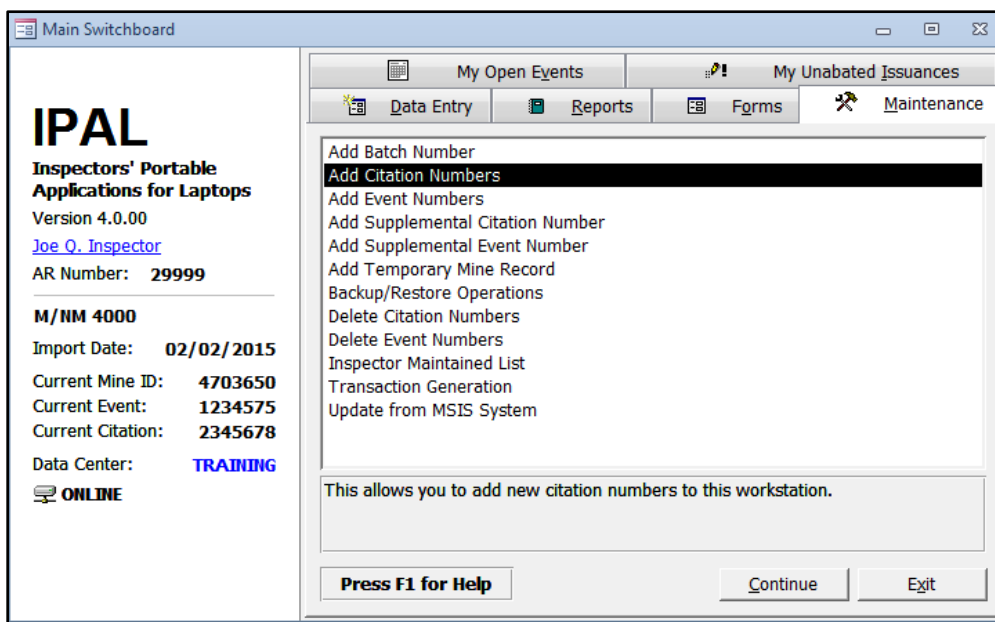
3. Enter the starting number assigned by your field office (one to three digits) in the **Start Batch** field.
4. Enter the ending number assigned by your field office (one to three digits) in the **End Batch** field.
5. Click **OK**. Confirmation message that the Batch Numbers were created. Click **OK**. IPAL returns you to the **Main Switchboard**.



Add Citation Numbers

Field offices assign a series of citation numbers to each inspector. New numbers are issued as needed. Only citation numbers entered into IPAL can be used to generate citations. IPAL automatically stores the numbers and uses them sequentially as you write violations.

1. From the **Main Switchboard**, click the **Maintenance** tab and select **Add Citation Numbers**.



2. The window below opens.

Note:

Numbers are used in the order they are added to IPAL, not in numerical order.

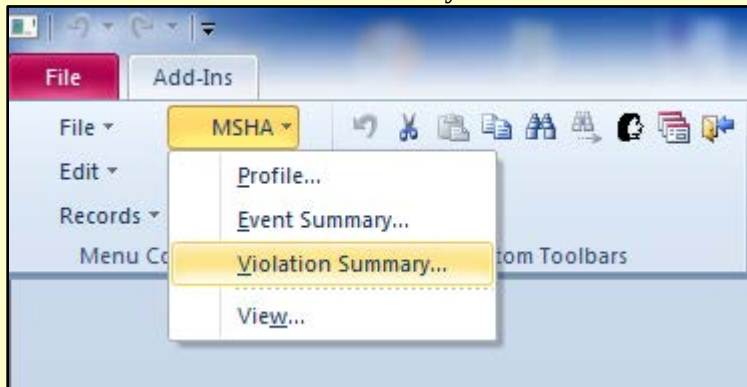
3. Enter the **Starting Number** assigned by your field office (seven digits).
Numbers cannot begin with zero.



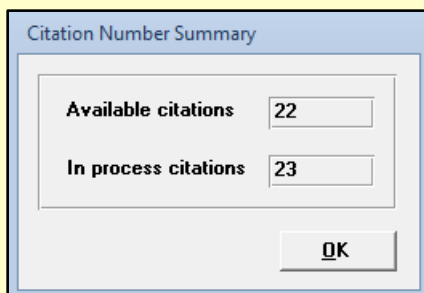
4. Enter the **Ending Number** assigned by your field office (seven digits).
Numbers cannot begin with zero.
5. The **Available citations** field shows you how many citation numbers you have available while the **In process citations** field shows you how many citations you currently have in process but not yet issued.
6. Click **Add** to save the citation numbers and close the window.

Note:

You can also access the number of available and in process citations from the IPAL menu under **Add-Ins/MSHA/Violation Summary**.



Clicking **Violation Summary** opens the summary window:



For a list of available and in process citations select [Delete Citation Numbers](#) from the [Maintenance](#) tab list.

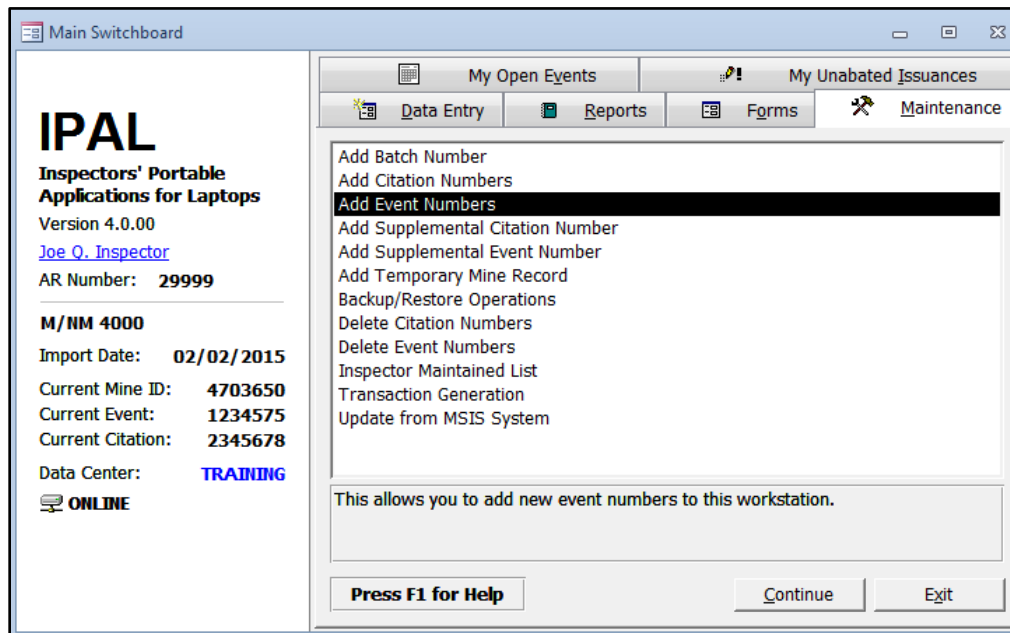


Add Event Numbers

Field offices assign a series of event numbers to each inspector and issues new numbers as needed. Only those numbers entered into IPAL can be used to generate events.

IPAL automatically stores the range of numbers entered and uses them sequentially as events are written.

1. To **Add Event Numbers**, from the **Main Switchboard** click the **Maintenance** tab and select **Add Event Numbers**.



2. The window below opens.

Note:

Numbers are used in the order they are added to IPAL, not in numerical order.

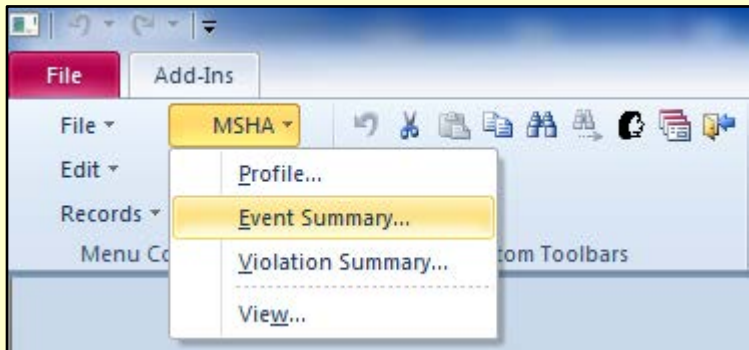
3. Enter the **Starting Number** assigned by your field office (seven digits).
Coal numbers cannot begin with zero.



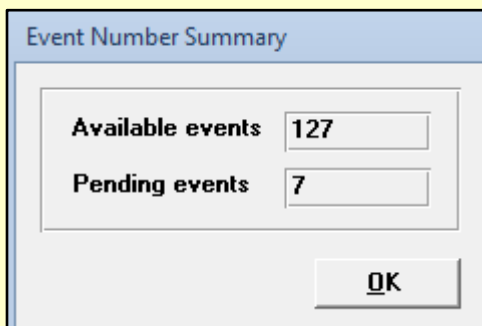
4. Enter the **Ending Number** assigned by your field office (seven digits).
Coal numbers cannot begin with zero.
5. The **Available events** field shows you how many event numbers you have available while the **In process events** field shows you how many events you currently have in process but not yet issued prior to running the **Transaction Generation**.
6. Click **Add** to save the event numbers and close the window.

Note:

The number of available and in process events is also available from the IPAL menu under **Add-Ins / MSHA / Event Summary**.



Clicking **Event Summary** opens the summary window.



For a list of available and in process events select **Delete Event Numbers** from the [Maintenance](#) tab list. Only those events that can still be changed or deleted are listed.



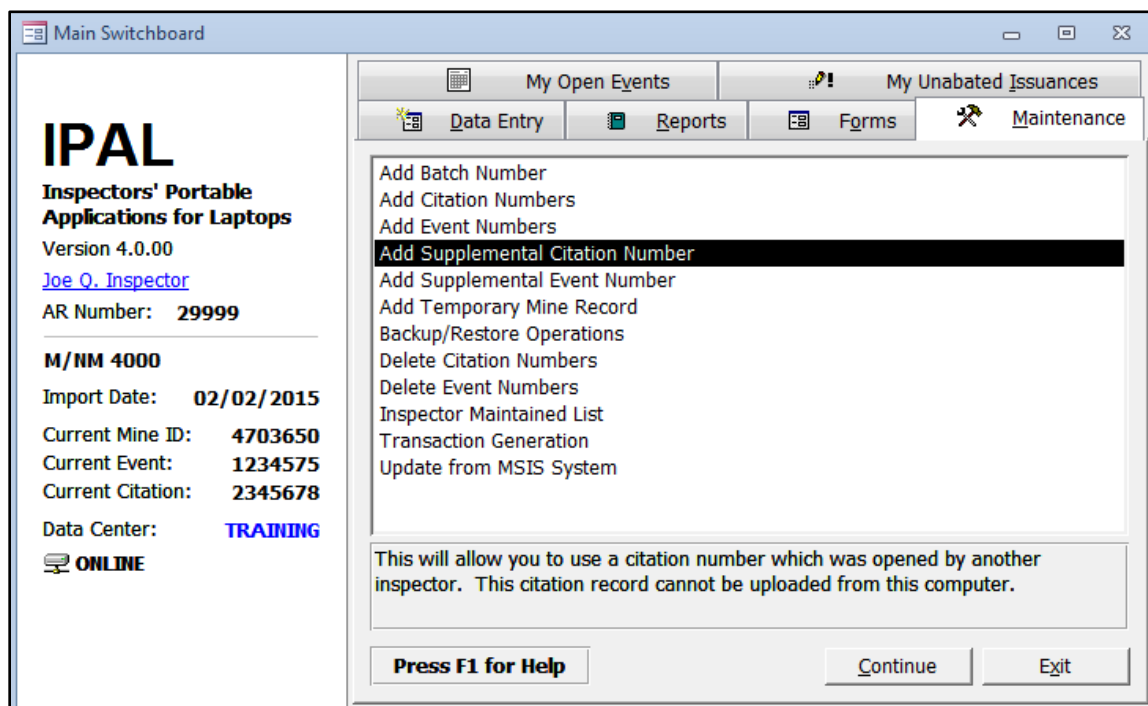
Add Supplemental Citation Number

On occasion you may be required to write a subsequent action against a citation that was issued by another inspector. If the original citation information has not yet been uploaded to the MSIS system, you must obtain the information from the originating inspector and add it to IPAL to generate subsequent actions against that citation. You must enter information in all **required** fields.

The **Event Number** used on the citation must be entered in the laptop before you can add the **Supplemental Citation Number**. If it is not already on your laptop, add it using the [Add Supplemental Event Number](#) option.

Coal users will find that closed events can be selected from the event drop-down list so that citations referencing closed events can be issued.

1. To access the **Add Supplemental Citation Number**, from the **Main Switchboard** click the **Maintenance** tab and select **Add Supplemental Citation Number**.





- The window below opens.

Citation Numbers Supplemental Add

Citation Number [Yellow Highlighted] **Mine ID** [Dropdown]

Event # [Dropdown] **Contractor ID** [Dropdown]

Issue Date [Text] **Issue Time** [Text]

Type of Action [Dropdown]

Type of Issuance

☐ **Citation** ☐ **Order** ☐ **Safeguard**

Office Code [Dropdown] **Work Area** [Dropdown]

Related Order [Dropdown] **30 CFR** [Dropdown]

Section of Act: [Dropdown]

OK **Cancel** **Apply**

- Enter the **Citation Number** you want to add.
- Select the **Mine ID** from the drop-down list.
- Select the **Event Number** from the drop-down list. This list changes according to the **Mine ID** selected.
- Select the **Contractor ID** from the drop-down list.
- Enter the **Issue Date** (format: **MM/DD/YYYY**) and **Issue Time** (format: **HH:MM**).
- Select the **Type of Action** from the drop-down list.
- Select the **Type of Issuance: Citation, Order, or Safeguard (COAL only)**.
- Select the **Office Code** for the mine of the citation from the drop-down list.
- Select the **Work Area**.
This drop-down list becomes active after selecting an **Office Code**.
- Select the **Related Order** if applicable and active.
This field is only active when the **Type of Action** is **104(a), 104(d)1, 104(d)2, 104(e)1, 104(e)2, or 104(g)1**.
- Select the **30 CFR** section from the drop-down list.
This drop-down list is only active when **Citation** is checked for **Type of Issuance** or a **Safeguard (Coal)**.
- Select the **Section of Act** from the drop-down list.
- Click **Apply** then click **OK**.
Apply saves the changes and leaves the window open, while **OK** saves the changes and closes this window.

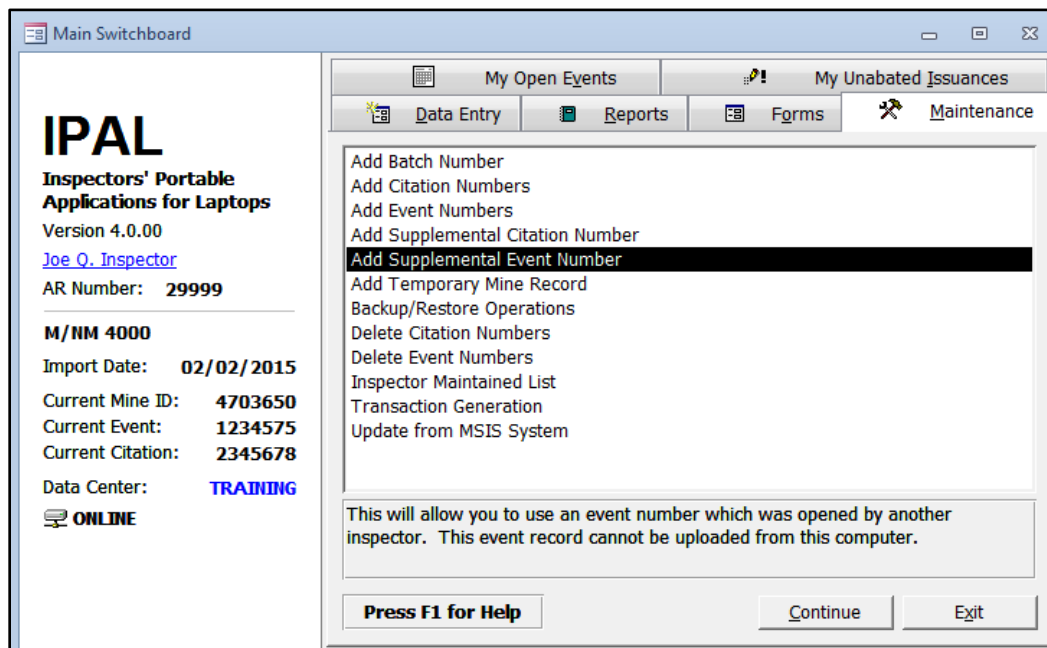


Add Supplemental Event Number

On occasion you may be required to write a citation or subsequent action for an event created by another inspector. If the event has not been uploaded to MSIS, the event information must be entered into the laptop prior to writing a citation or subsequent action against it.

The **Event Number** used on the citation must be entered in the laptop. If it is not already on your laptop, add it using the **Add Supplemental Event Number** option.

1. To access the **Add Supplemental Event Number**, from the **Main Switchboard** click the **Maintenance** tab and select **Add Supplemental Event Number**.



2. The window below opens.

Event Number		Mine ID	
Event Type			
Start Date		End Date	
Office Code		Work Area	
OK Cancel Apply			

3. Enter the **Event Number** you want to add.
4. Select the **Mine ID** from the drop-down list.
5. Select the **Event Type** from the drop-down list.
6. Enter the **Start Date** and **End Date** (format: **MM/DD/YYYY**).



7. Select the **Office Code** for the mine of the citation from the drop-down list (if applicable).
8. Select the **Work Area**.
This drop-down list becomes active after selecting an **Office Code**.
9. Click **Apply** then click **OK**.
Apply saves the changes and leaves the window open, while **OK** saves the changes and closes this window.

Training!

IPAL allows users to add events with the older activity codes or the newer **Event Types** (activity codes). Coal office events (**T02**) will remain open-ended, with no **End Date** to enter.

Add Temporary Mine Record

You can add new mine information to IPAL using the **Add Temporary Mine Record** option. The added information remains in IPAL until the next download. Adding this information to IPAL DOES NOT change MSIS or enter the information into MSIS. You must process the proper paperwork through the field office to update the MSIS mine information.

If the mine you are adding is outside your regular work area or field office range, expand your view of data before trying to access the information using the **User Preferences / View** tab.

You can add mines outside your district if you must write actions against them and do not have the required district data loaded on your laptop. To do this, follow the steps below.

1. From the **Main Switchboard**, click the **Maintenance** tab.
2. Run [Transaction Generation](#) and submit your upload file for processing.
3. Attain mine information for the mine.
4. Add the mine through the **Add Temporary Mine** screen.
See the details below.
5. Reset your [User Preference / Office](#) tab to the **Office Code and Work Area** of the added mine.
6. Write the required events, citations, and sub actions.
7. Run [Transaction Generation](#) and submit your file for processing.
8. Reset your [User Preference / Office](#) tab to your regular **Office Code and Work Area**.

Training!

You must run [Transaction Generation](#) before adding a mine from another district and again after you complete writing actions against the new mine. The [Transaction Generation](#) identifies the transaction file with the **Office Code** selected on the [User Preference / Office](#) tab at the time [Transaction Generation](#) is run. If you process actions from different districts in the same transaction file, some of the **Office Codes** will not be correct and MSIS will reject them.

To add the mine through the **Add Temporary Mine** screen, follow the steps below.



1. From the **Main Switchboard**, click the **Maintenance** tab.

Main Switchboard

IPAL
Inspectors' Portable Applications for Laptops
Version 4.0.0
[Joe Q. Inspector](#)
AR Number: 29999

M/NM 4000
Import Date: 02/02/2015
Current Mine ID: 4703650
Current Event: 1234575
Current Citation: 2345678
Data Center: TRAINING
ONLINE

My Open Events | **My Unabated Issuances**

Data Entry | **Reports** | **Forms** | **Maintenance**

- Add Batch Number
- Add Citation Numbers
- Add Event Numbers
- Add Supplemental Citation Number
- Add Supplemental Event Number
- Add Temporary Mine Record**
- Backup/Restore Operations
- Delete Citation Numbers
- Delete Event Numbers
- Inspector Maintained List
- Transaction Generation
- Update from MSIS System

Add mine information not available on this computer.

Press F1 for Help | **Continue** | **Exit**

2. Select **Add Temporary Mine** and click **Continue**.
3. The window below opens.

Add Temporary Mine

Mine Id **Office Code** **Work Area**

Mine Name

Operator Name

Mine Type

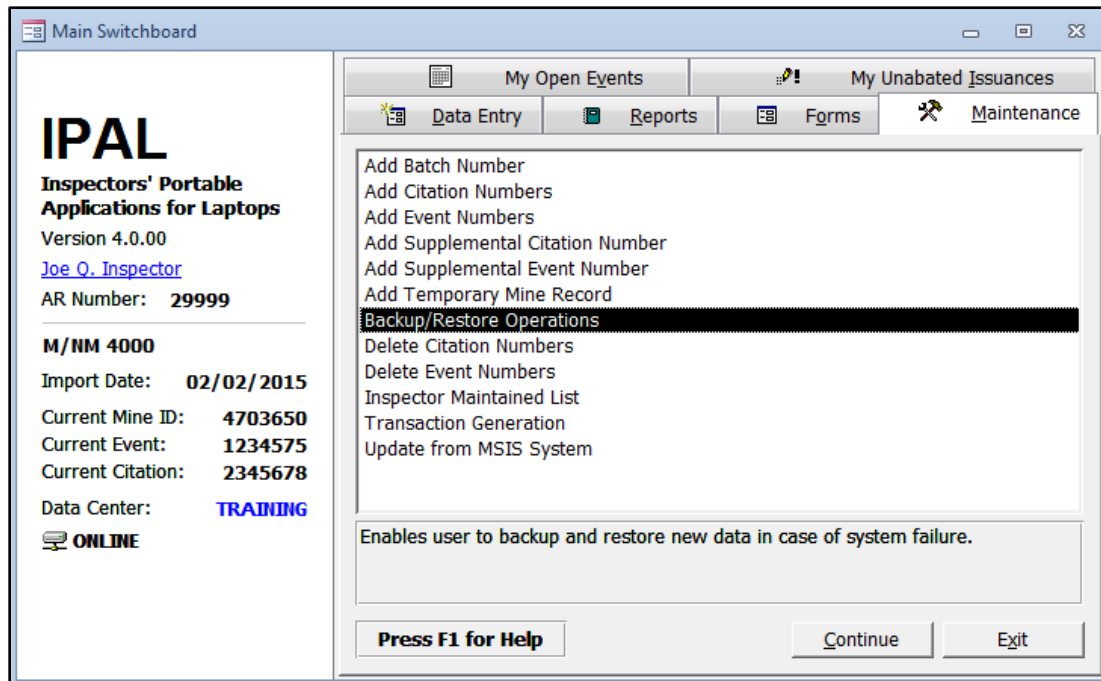
OK | **Cancel** | **Apply**

4. Enter the **Mine ID**.
5. Select the **Office Code** from the drop-down list.
6. Select the **Work Area**.
This field becomes active after you select the **Office Code**.
7. Enter the **Mine Name** and **Operator Name**.
8. Select the **Mine Type** from the drop-down list (**MNM only**).
9. Click **Apply** then **OK**.
Apply saves the changes and leaves the window open, while OK saves the changes and closes the window.

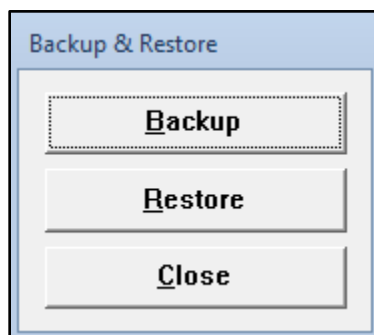


Backup / Restore Operations

The **Backup / Restore Operations** feature allows backing up IPAL data created on the laptop. The data backed up includes: inspections, issuances, weekly activity, sample data, and miscellaneous support information specific to the inspector/laptop. If the laptop crashes or the data becomes corrupt, the backup file is used to restore the data, minimizing down time.



1. To access the **Backup / Restore Operations**, from the **Main Switchboard** click the **Maintenance** tab.
2. Select **Backup / Restore Operators** and click **Continue**.
3. The window below opens.

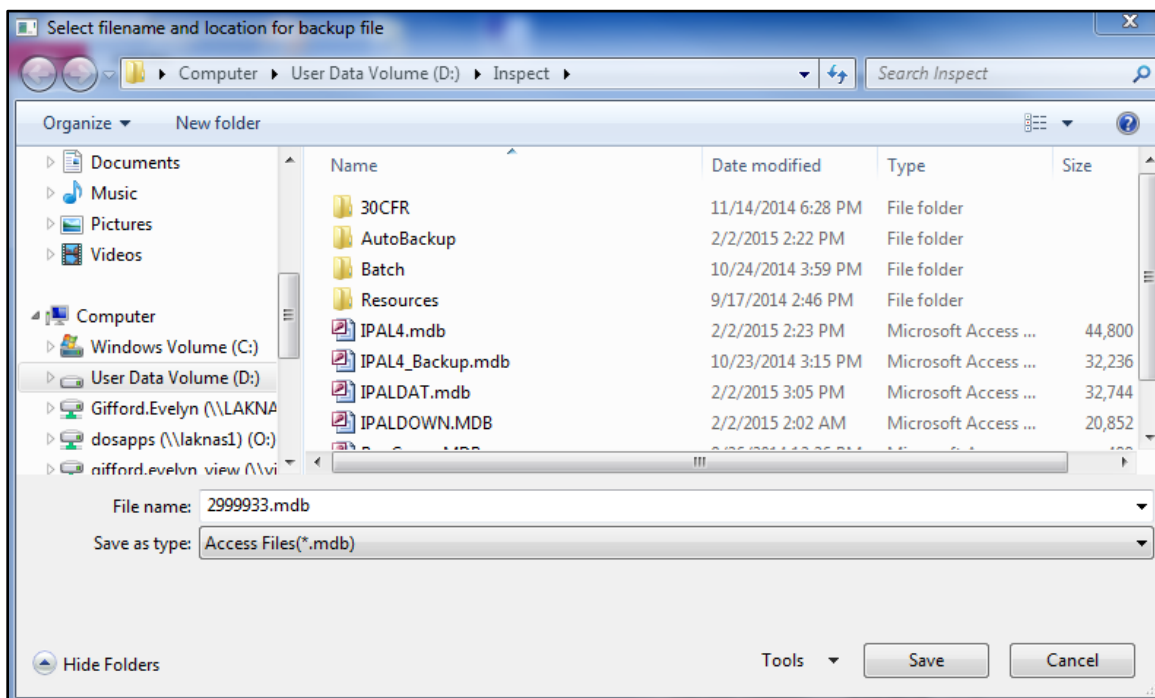




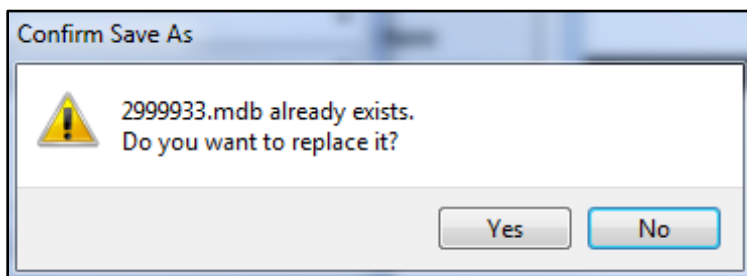
Backup

1. To create a backup copy of the data on the laptop, click **Backup**.
2. Select a name and storage location for the file from the dialog box.
The default folder is **D:\Inspect** and the default filename is a combination of your **AR Number** and the **Julian Date**. Use the defaults or specify the filename.

If you are connected to the MSHA network, your shared directory (**H:** drive).



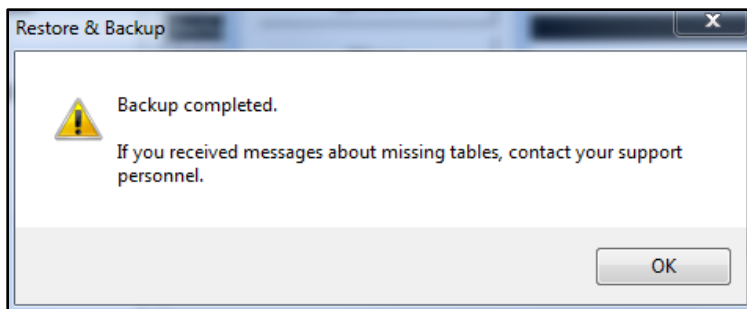
3. Click **Save**.
If there is already a file with the same name and location, IPAL asks if it should replace the file. Click **Yes**, or give it another name.



4. IPAL may tell you to please wait while it backs up the data. This may take a bit depending on how much data there is.



5. IPAL also tells you when it's done.



6. Click **OK**.
If you received message about missing tables, call the Help Desk for assistance.
7. IPAL returns you to the **Backup/Restore** window.
8. Click **Close** to close the **Backup/Restore** window.

TIPS!

Establish a regular routine for backups as standard computing practice.

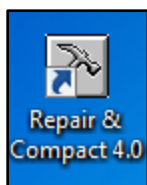
Daily backups (especially during inspections) help ensure that if your system crashed, the resulting downtime would be minimized because you would not have to re-enter data saved in the back up.

IPAL automatically creates a backup file every time it is closed so it is not necessary to do a manual backup, make backing up to the MSHA network your first choice (your shared directory: **H:**). If you are not connected to the network, then you can manually backup and save to your hard drive.

Restore

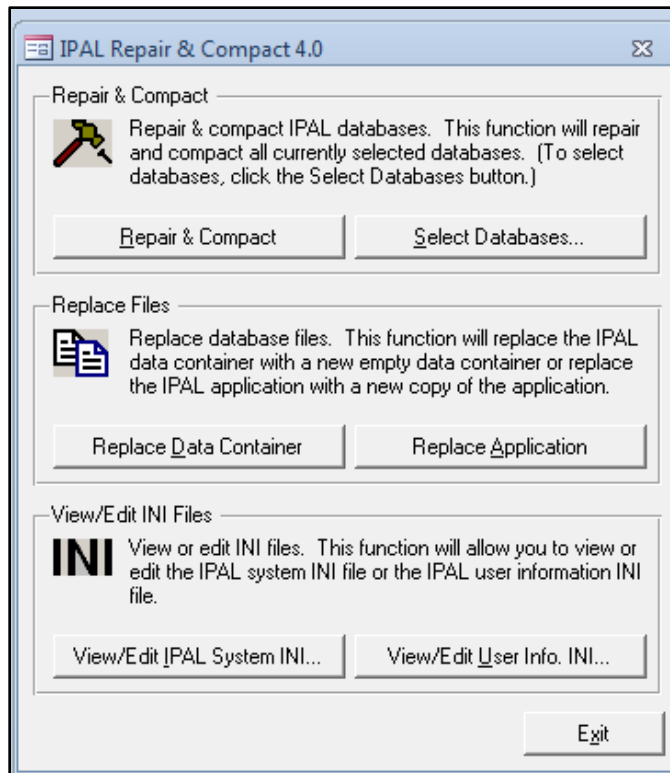
To restore data, follow the steps below.

1. Close **IPAL** and open the **Repair and Compact** utility.

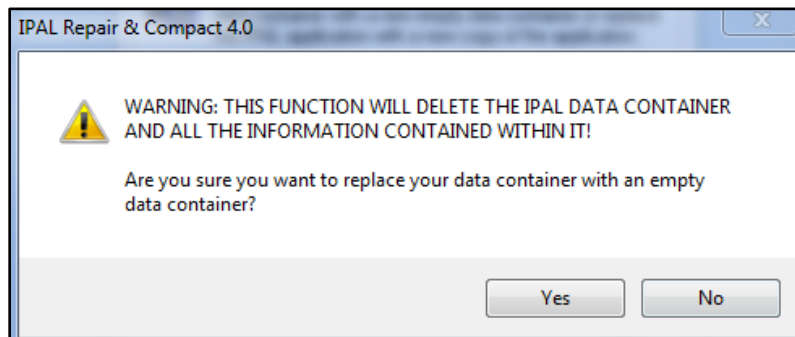




- The window below opens.



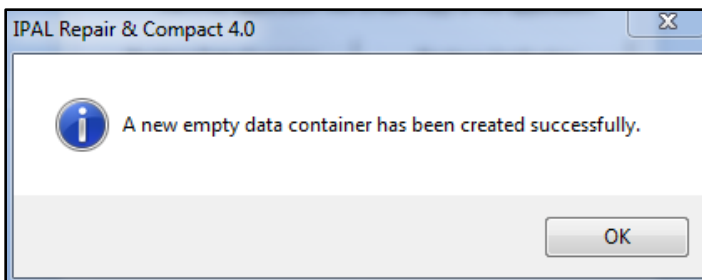
- Click the **Replace Data Container** button.
- The window below opens. Click **Yes**.



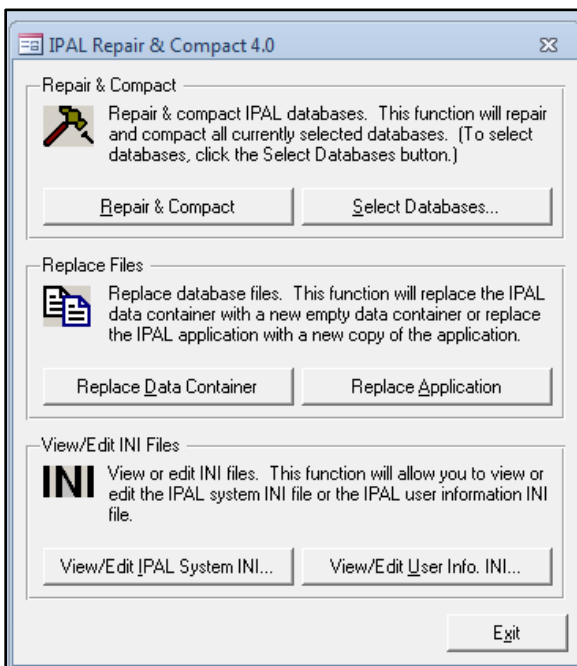
You are deleting the current data container and replacing it with an empty one. You will use your backup file to restore your data.



5. The window below opens. Click **OK**.



6. IPAL returns you to the **IPAL Repair & Compact** screen. Click **Exit** on **Repair & Compact** to close the application.



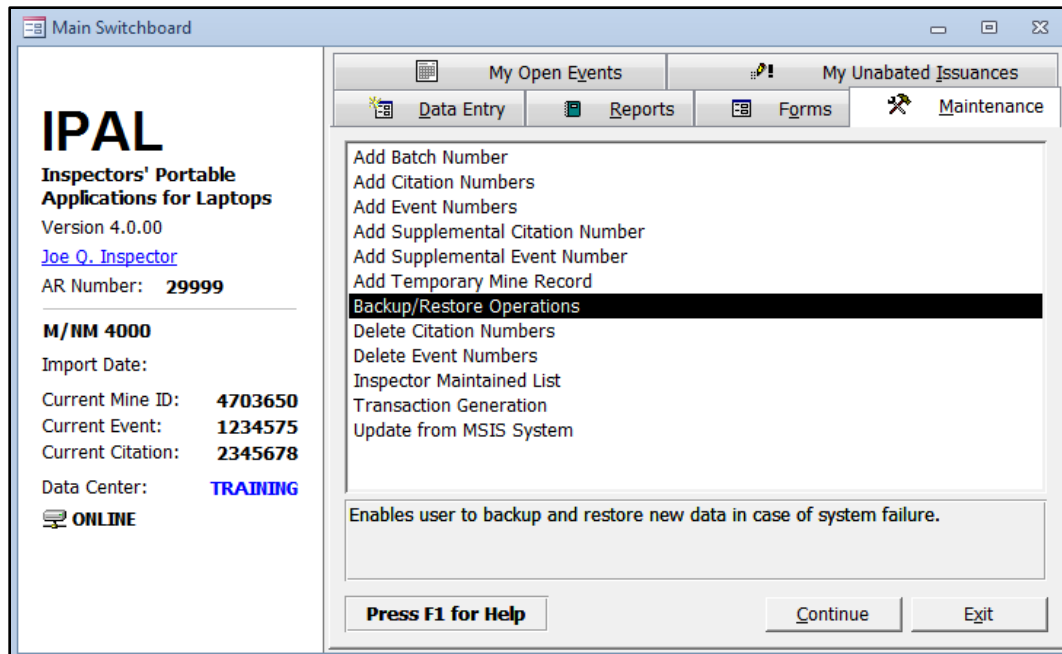
7. Open **IPAL** using your desktop icon.



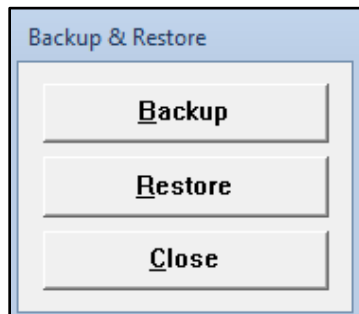
Since you have deleted the data container you will receive warning message that you have zero event numbers and zero citation numbers. Click **OK** to both messages.



8. From the **Main Switchboard**, click the **Maintenance** tab.



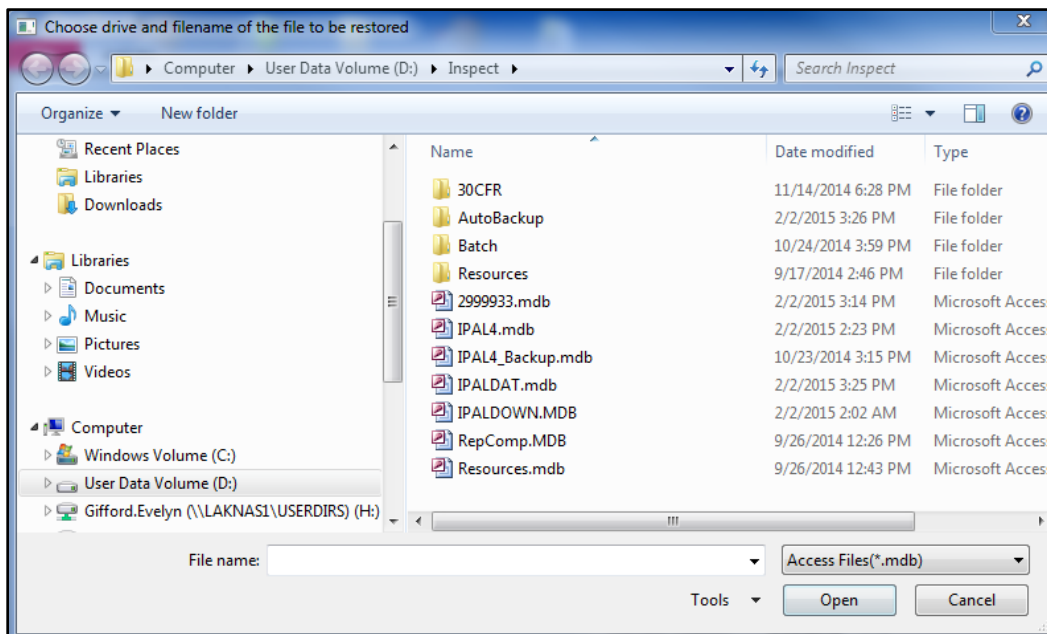
9. Select **Backup/Restore Operations** and click **Continue**. The window below opens.



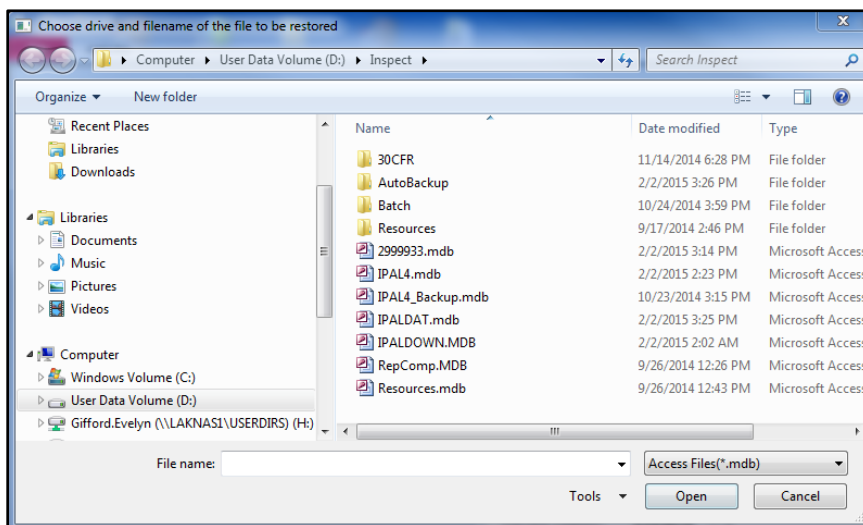
10. Click **Restore**.



11. All stored backup files are displayed in the Explorer window. Backup files will be named with the first five digits representing your AR number. The date modified column in the Explorer window will help you select which backup file to select. Also, check the file **Size**. The size should be similar to others in the folder; it may also be the largest if you've entered a lot of data since the last back up.



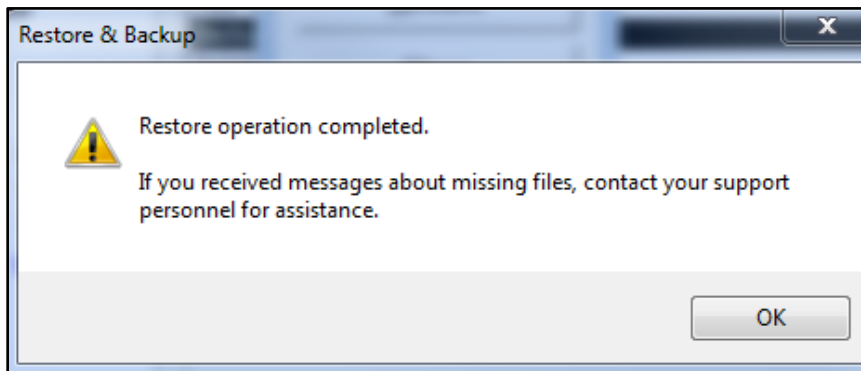
The window below opens to your default location for the backup file. In this example, it is our **D:\Inspect** drive. You can sort this window by date by clicking on the Date modified label.



12. Select the backup file you want to restore from and click **Open**.
13. You may receive a message that IPAL is restoring data.



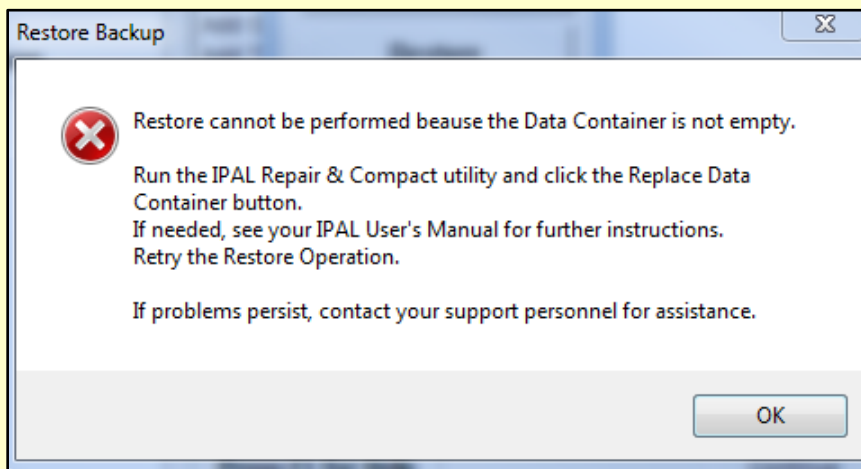
14. When the restore is finished, IPAL informs you with a confirmation message. Select **OK** to return to the **Main Switchboard**.



15. You can restore data from a backup file that was created when exiting IPAL. Those backup files are stored in the **D:\Inspect\AutoBackup** folder on your computer. IPAL saves the last 30 backup files. When restoring, to use one of these files select **D:\Inspect\AutoBackup** as the file location then select the most recent backup.

Note:

If you did not replace the data container, the following message will be displayed:



16. Click **OK** and replace the data container before continuing.

Training!

IPAL cannot restore backup data for versions prior to 3.0. Contact the Help Desk if you need to restore a backup file from an older version.

17. Click **OK** and close the **Backup & Restore** window.
If you see a message saying you have missing tables, contact your IT Specialist or the Help Desk for assistance.
18. Import the MSIS data file, **D:\Inspect\Ipaldown.mdb** using the [Update from MSIS System](#) option on the **Maintenance** tab.
19. Check your new data by opening the last event and citation written. If these actions are not accessible, contact your IT Specialist or the Help Desk for assistance.

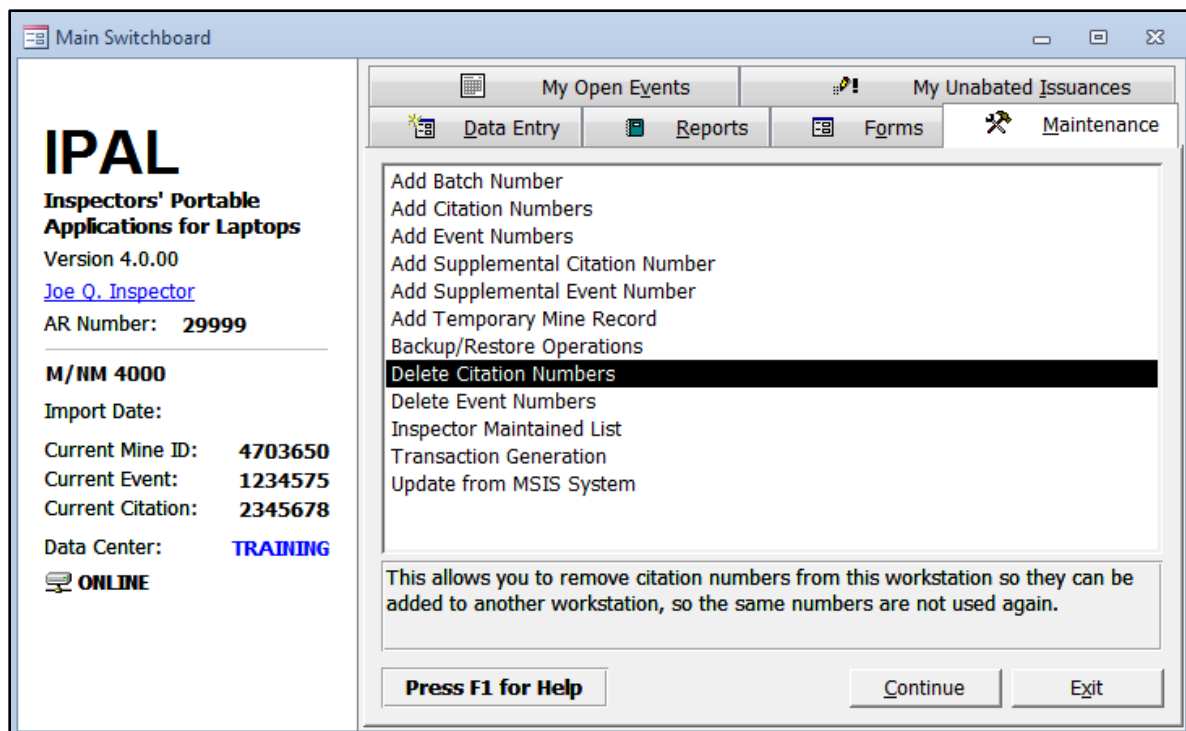


Delete Citation Numbers

Situations will arise when you may need to delete a citation number from IPAL. As long as the citation has not been issued, you can delete the citation number from the system. These numbers are classified as *available citation numbers* (loaded in IPAL but not yet used) and *in process citation numbers* (started but not issued).

Note:

You can delete *in process citations* in two ways: (1) from the [Citation/Order](#) window and (2) from the [Delete Citation Numbers](#) window. If deleted from the [Citation/Order](#) screen, the number is returned to the *available citation numbers* column for reissue. If deleted from the [Delete Citation Numbers](#) screen, it cannot be reissued. The only way to reuse a citation number deleted using the [Delete Citation Numbers](#) window is to manually add it to IPAL again using the [Add Citation Numbers](#) window.



1. To delete a citation number, from the **Main Switchboard** click the **Maintenance** tab.
2. Select **Delete Citation Numbers** and click **Continue**.



- The window below opens.

The dialog box titled "Delete Citation Numbers" contains two tables. The first table, "Available citation numbers", lists violation numbers from 2345679 to 2345688, each with an unchecked "Delete" checkbox. The second table, "In process citation numbers", lists violation numbers from 1234567 to 1234576, each with an unchecked "Delete" checkbox. To the right of the tables are three buttons: "Print Delete List", "Delete", and "Close". At the bottom left is a checkbox labeled "Delete all available citations".

Available citation numbers	
Delete	Violation Number
☐	2345679
☐	2345680
☐	2345681
☐	2345682
☐	2345683
☐	2345684
☐	2345685
☐	2345686
☐	2345687
☐	2345688

In process citation numbers	
Delete	Violation Number
☐	1234567
☐	1234568
☐	1234569
☐	1234570
☐	1234571
☐	1234572
☐	1234573
☐	1234574
☐	1234575
☐	1234576

☐ Delete all available citations

Print Delete List
Delete
Close

- Check the box next to the number you want to delete. You can select all available numbers by checking the **Delete all available citations** box. Clicking marked boxes removes them from the deletion list.
- Click **Print Delete List** if you want a hard copy of the numbers you are deleting. You must print the list *before* deleting the numbers; it cannot be printed afterwards.
- Click **Delete**. The confirmation window opens.

The confirmation dialog box titled "MSHA Delete Citation Numbers" features a yellow warning triangle icon. The text inside reads: "Chose OK to continue with the purge of the selected violation numbers or Cancel to cancel the action." At the bottom right are two buttons: "OK" and "Cancel".

MSHA Delete Citation Numbers

Chose OK to continue with the purge of the selected violation numbers or Cancel to cancel the action.

OK Cancel

- Click **OK**.



8. IPAL deletes the number and returns you to the main window.

Delete Citation Numbers

Available citation numbers		In process citation numbers	
Delete	Violation Number	Delete	Violation Number
☐	2345682	☐	1234567
☐	2345683	☐	1234568
☐	2345684	☐	1234569
☐	2345685	☐	1234570
☐	2345686	☐	1234571
☐	2345687	☐	1234572
☐	2345688	☐	1234573
☐	2345689	☐	1234574
☐	2345690	☐	1234575
☐	2345691	☐	1234576

☐ Delete all available citations

Print Delete List

Delete

Close

9. Click **Close** when done. IPAL returns you to the **Main Switchboard**.



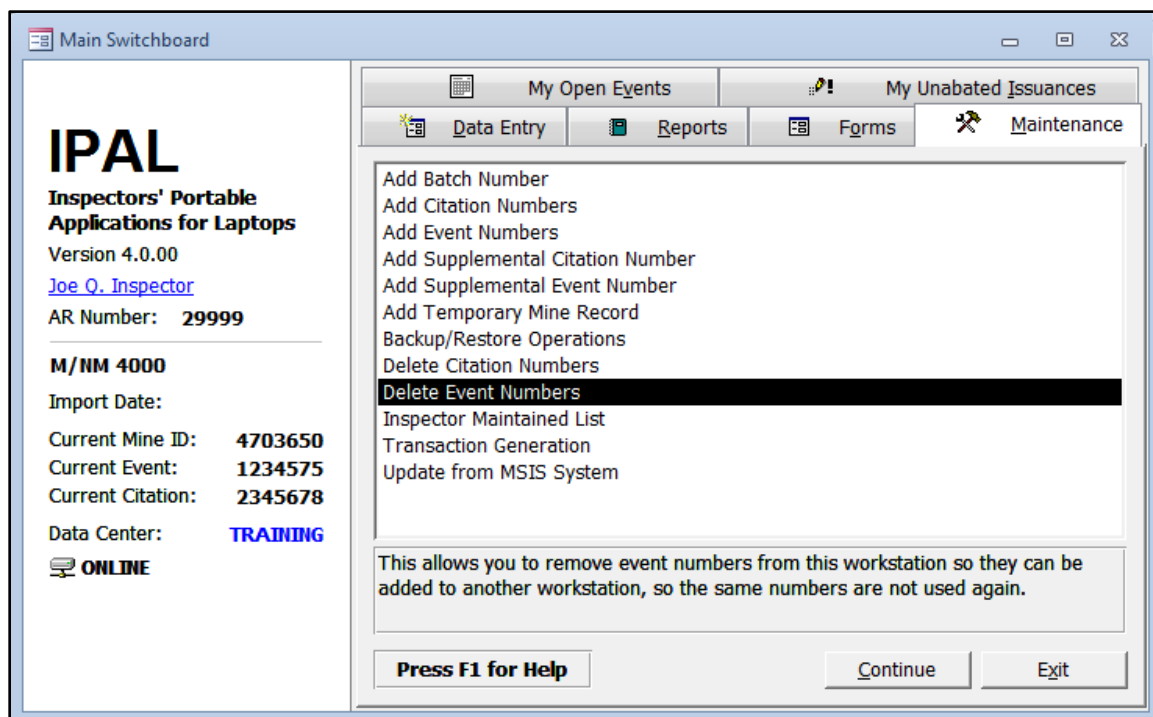
Delete Event Numbers

Situations will arise when you may need to delete an even number from IPAL. As long as the event number has not been committed, you can delete it. These numbers are classified as *available event numbers* (loaded in IPAL but not yet used) and *in process event numbers* (started but no citations or subsequent actions have been issued against them).

When the [Transaction Generation](#) process is run, complete events (those with start dates and event types / activity codes) are marked for upload to the MSHA network and can no longer be deleted. IPAL no longer displays them in the deletion list.

Note:

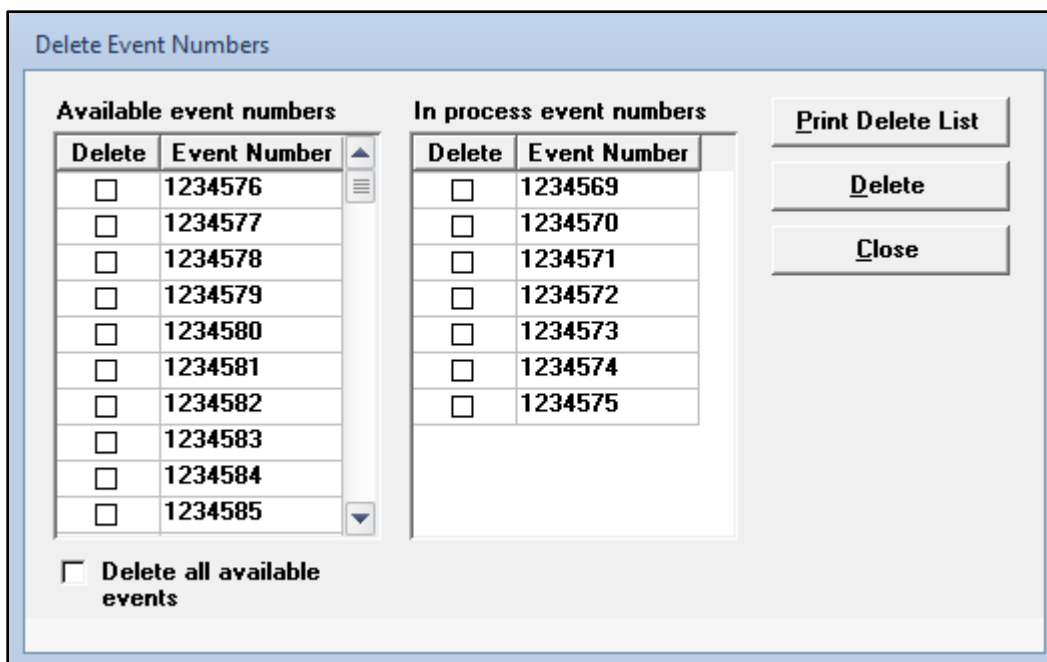
You can delete *in process events* in two ways: (1) from the event window ([Inspection/ Investigation Data Summary](#) for Metal/Nonmetal or [Coal Mine Activity Data](#) for Coal) and (2) from the [Delete Event Numbers](#) window. When deleted from the event window, the number is returned to the *available event numbers* column for reissue. When deleted from the [Delete Event Numbers](#) window it cannot be reissued. To reuse an event number deleted from the [Delete Event Numbers](#) window, you must add it using the [Add Event Numbers](#) window



1. To delete an event number, from the **Main Switchboard** click the **Maintenance** tab.
2. Select **Delete Event Numbers** and click **Continue**.



- The window below opens.



The window titled "Delete Event Numbers" contains two tables. The first table, "Available event numbers", has columns "Delete" and "Event Number" and lists event numbers 1234576 through 1234585. The second table, "In process event numbers", also has columns "Delete" and "Event Number" and lists event numbers 1234569 through 1234575. To the right of the tables are three buttons: "Print Delete List", "Delete", and "Close". At the bottom left is a checkbox labeled "Delete all available events".

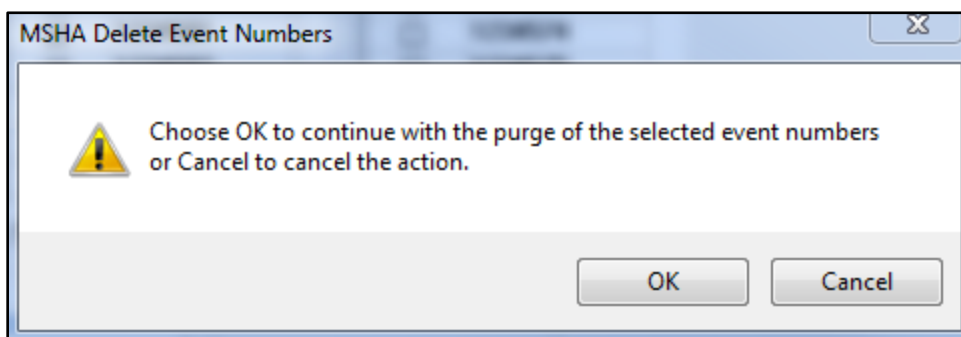
Available event numbers	
Delete	Event Number
☐	1234576
☐	1234577
☐	1234578
☐	1234579
☐	1234580
☐	1234581
☐	1234582
☐	1234583
☐	1234584
☐	1234585

In process event numbers	
Delete	Event Number
☐	1234569
☐	1234570
☐	1234571
☐	1234572
☐	1234573
☐	1234574
☐	1234575

☐ Delete all available events

Print Delete List
Delete
Close

- Check the box by the number you want to delete.
You can select all available numbers by checking the **Delete all available events** box. Clicking marked boxes removes them from the deletion list.
- Click **Print Delete List** if you want a hard copy of the numbers you are deleting. You must print the list *before* deleting the numbers; it cannot be printed afterwards.
- Click **Delete**. The confirmation window opens.



The window titled "MSHA Delete Event Numbers" contains a warning icon and the text: "Choose OK to continue with the purge of the selected event numbers or Cancel to cancel the action." At the bottom are two buttons: "OK" and "Cancel".

MSHA Delete Event Numbers

 Choose OK to continue with the purge of the selected event numbers or Cancel to cancel the action.

OK Cancel

- Click **OK**.



8. IPAL returns you to the **Delete Event Numbers** window.

Delete Event Numbers

Available event numbers		In process event numbers	
Delete	Event Number	Delete	Event Number
☐	1234583	☐	1234569
☐	1234584	☐	1234570
☐	1234585	☐	1234571
☐	1234586	☐	1234572
☐	1234587	☐	1234573
☐	1234588	☐	1234574
☐	1234589	☐	1234575
☐	1234590		
☐	1234591		
☐	1234592		

☐ Delete all available events

Print Delete List

Delete

Close

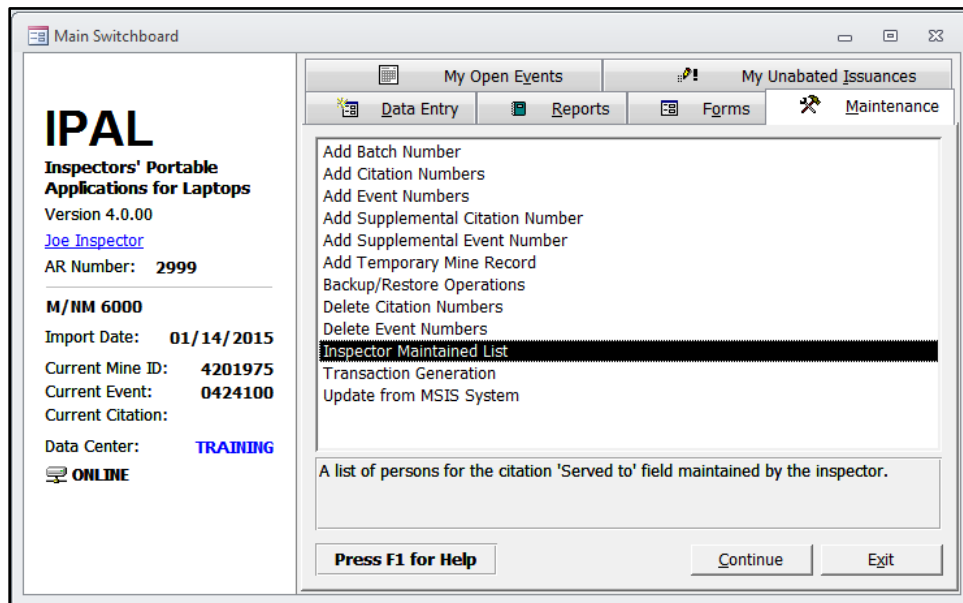
9. Click **Close**. IPAL returns you to the **Main Switchboard**.



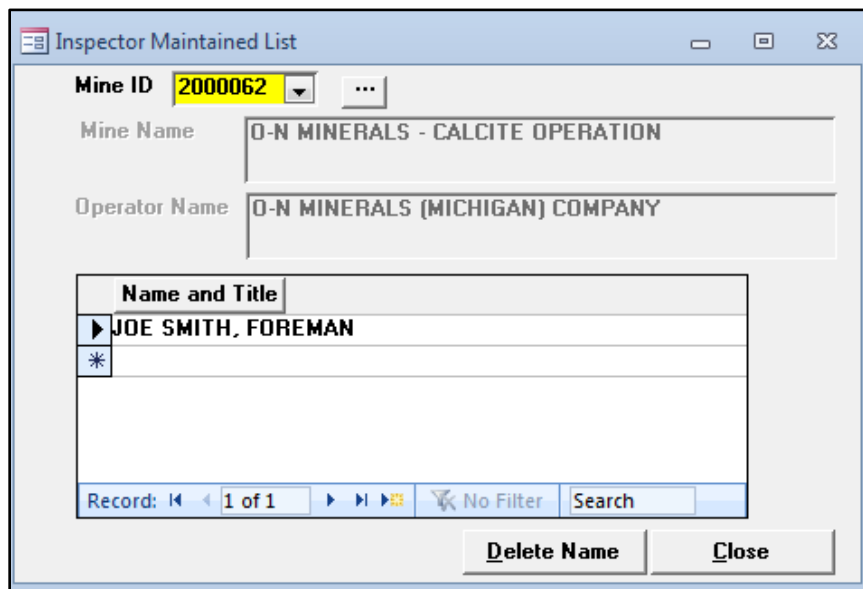
Inspector Maintained List

The **Inspector Maintained List** allows you to keep a list of contacts for mines in your inspection area. IPAL uses this information for the **Served To** field. To open the **Inspector Maintained List**, follow the steps below.

1. From the **Main Switchboard**, click the **Maintenance** tab.
2. Select **Inspector Maintained List** and click **Continue**.



3. The window below opens.



4. The Mine ID will default to the value on the main switchboard. Use the mine drop-down list or lookup button to select the desired mine.



5. Enter the names and titles of contact people.
Click the **Name and Title** button for IPAL to place your cursor in the field initially. As you complete one entry, another opens for additional names.
6. To delete a name, highlight it and click the **Delete Name**.
7. When finished, click **Close**. IPAL returns you to the **Main Switchboard**.

Note:

IPAL asks if you want to save contact information entered on citations and subsequent actions. Click **Yes** when given the option adds your contact information here.

Transaction Generation

This selection creates batch files containing the events, citations, subsequent actions, sample citation linkages (Metal), Request for Lab Analysis forms, Mine Atmosphere Sample Records, and weekly activity information entered on the laptop since the last upload to the MSHA network. The **Transactions** window automatically inserts the next available batch number. IPAL cycles through the Batch Numbers then re-uses them.

Training!

We recommend that you accept the batch numbers IPAL assigns. Manually changing the batch numbers interrupts their sequence. To correct batch numbers that are out-of-sequence, re-enter the batch numbers in the **Add Batch Number** window on the [Maintenance Tab](#).

We covered **Transaction Generation** in detail in the first part of this manual, [Inspection Workflow: Using IPAL](#) in the [Transaction Generation](#) section. Please see that section (follow the link) for details.



Update from MSIS System

We covered **Update from MSIS System** in detail in the first part of this manual, [Inspection Workflow: Using IPAL](#) in the [First Time Use](#) section. Please see that section (follow the link) for details.

My Open Events Tab

The **My Open Events** tab allows inspectors to easily view their currently open events (i.e., open events they are the Lead AR).

The list displays the **Event Number**, **Mine ID**, **Event Activity Code**, and **Event Start Date** sorted in chronological order by **Event Start Date**.

To view an event, highlight the row and then click **Continue** button or double click on row to open.

The screenshot shows the IPAL Main Switchboard window. On the left is a sidebar with the IPAL logo, version 4.0.00, user Joe Q. Inspector, AR Number 29999, and mine information M/NM 4000. The main area has tabs for Data Entry, Reports, Forms, and Maintenance. The 'My Open Events' tab is active, displaying a table with two rows of event data. Below the table are buttons for 'Press F1 for Help', 'Continue', and 'Exit'.

Event Number	Mine ID	Activity Code	Start Date
1234568	4602900	E04	9/9/2014
1234567	4602900	E06	9/12/2014

My Unabated Issuances Tab

The **My Unabated Issuances** tab allows inspectors easily view their currently unabated issuances (i.e. unabated issuances they have written).

The list displays the **Issuance Number**, **Mine ID**, **Type of Action**, **Type of Issuance**, **S&S Indicator**, **Issue Date**, and a **Local** indicator sorted in chronological order by **Issue Date**.

To view an issuance from the list, highlight the row and then click **Continue** or double click on the row to open.

The **Local** indicator column shows an abatement code (**TERM=Terminated**, **RBO=Replaced by Order**, **VAC=Vacated**) if there is an indication that the issuance has been abated by the inspector but the abatement code in the composite issuance record downloaded from MSIS does not yet indicate abatement.

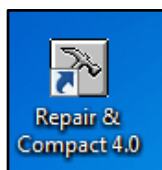


Once inspector uploads are processed by MSIS and then downloaded during the next update from MSIS, the issuances with a *Local* indicator will be removed from the list. It is important to update your district data on a regular basis to keep this list up to date.

Iss Number	Mine ID	Type of Action	Type of Iss	S&S	Issue Date	Local
2345683	2000652	104A	C	N	2/2/2015	Local

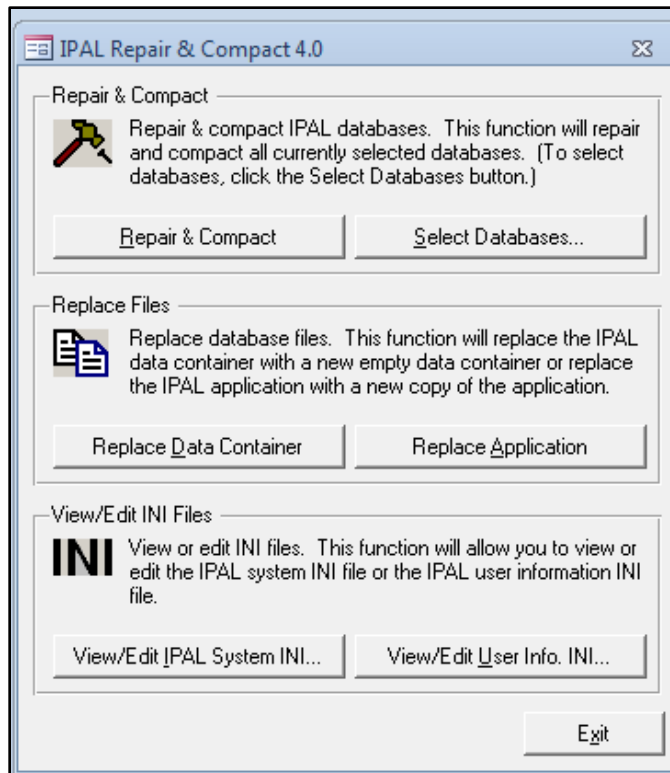
Repair & Compact Utility

Use the **Repair & Compact** utility for preventive maintenance and to restore IPAL when it's crashed or when the database is corrupt. Unexpected errors may indicate the database needs repair. Click the **Repair & Compact** shortcut on the desktop.





The window below opens.

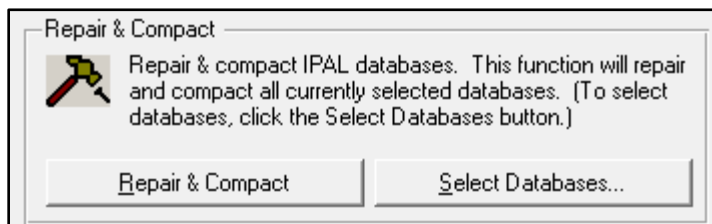


The window is divided into three sections: **Repair & Compact**, **Replace Files**, and **View / Edit INI Files**. **Repair and Compact** repairs and compacts IPAL and its data container files. **Replace Files** replaces corrupt IPAL or data container files, and **View / Edit INI Files** enables viewing and editing the IPAL and user information INI files. These sections and their buttons are discussed in detail below.



Repair & Compact Section

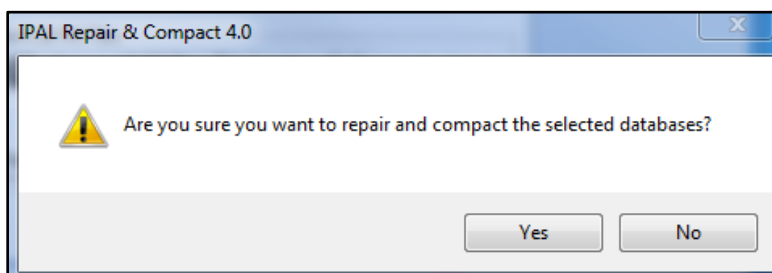
This section contains the **Repair & Compact** and **Select Databases** buttons.



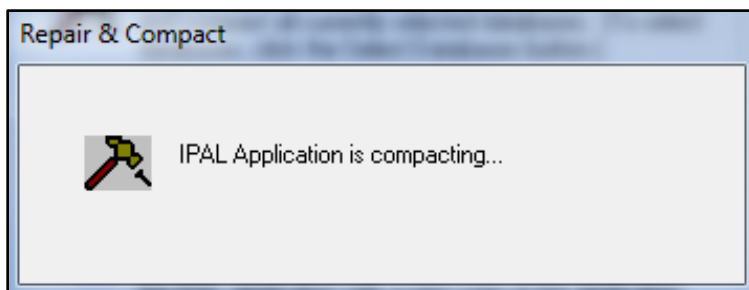
Repair & Compact

The **Repair & Compact** button repairs and compacts *Microsoft Access* databases listed under the **Select Databases** button. The **IPAL Application** and **IPAL Data Container** are listed as default databases.

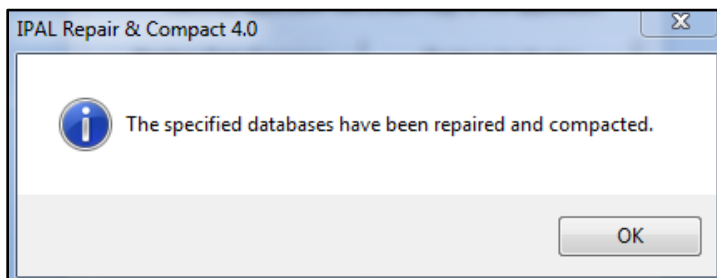
1. Click **Repair & Compact**. The window below opens. Click **Yes** to verify your request.



2. IPAL tells you it is working.



3. And it tells you when it's finished.

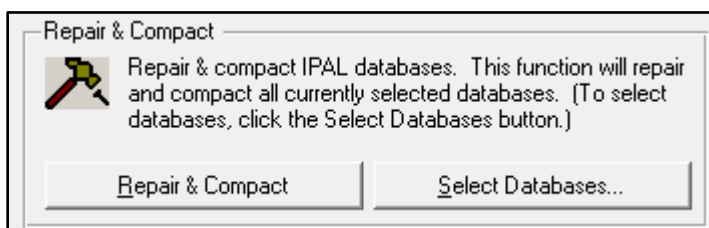


4. Click **OK** to return to the main **Repair & Compact** window.
5. Click **Exit**.

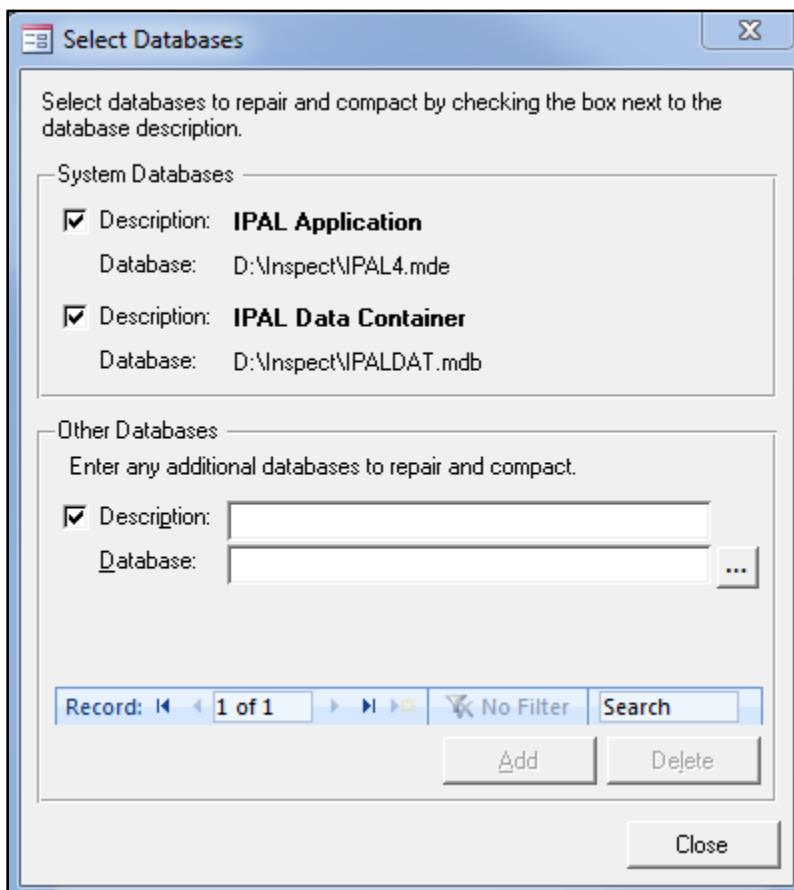


Select Databases

1. Click **Select Databases...**



2. The window below opens.



3. If there are any other databases you wish to add, enter the information in the **Other Databases** section. The databases must be *Microsoft Access* databases. You can use the lookup button to search for the database.
4. When finished, click **Close**.

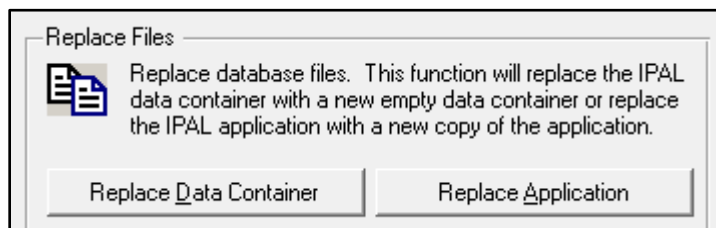
Replace Files Section

This section contains the **Replace Data Container** and **Replace Application** buttons. Do not use these buttons unless instructed to do so by your IT Specialist or Help Desk technical support.



Replace Data Container

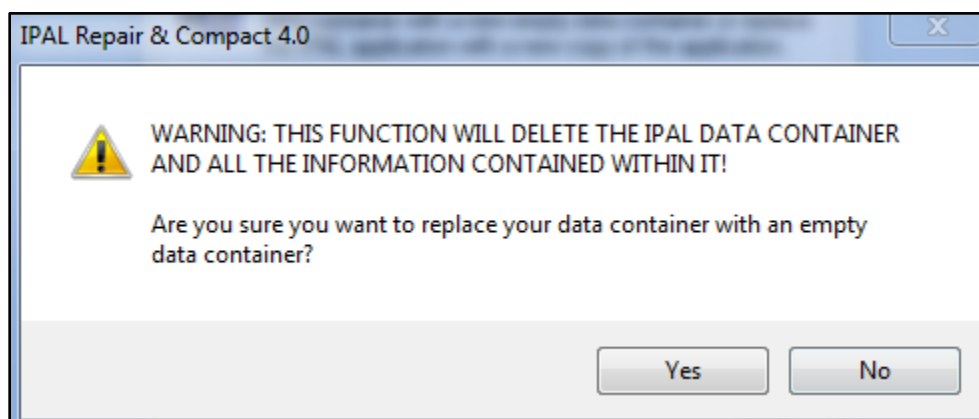
Clicking this button replaces the current data container with an empty one. All data stored in the data container is lost. Before clicking this button, make certain you have a current backup file so you can restore your data.



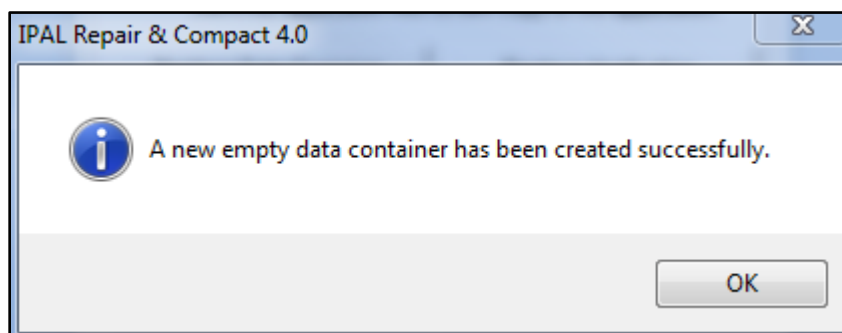
CAUTION!

Do **NOT** click this button unless your IT Specialist or Help Desk support instructs you to do so. It removes ALL inspector data from your computer. Make certain you have a current IPAL backup file before clicking this button so you can restore your data.

1. Make **certain** you have a current backup file to restore data from. If you are uncertain when the last IPAL backup was performed, exit the **Repair & Compact Utility**, open **IPAL** and perform a backup before continuing.
2. Click **Replace Data Container**. IPAL displays the warning message below. Click **Yes**.



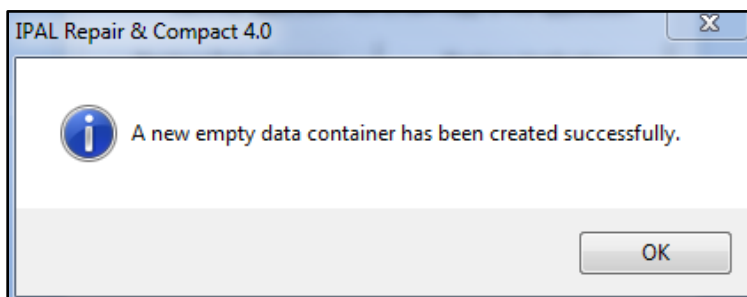
3. The window below opens. Click **OK**.



4. IPAL returns you to the **Repair & Compact** window.



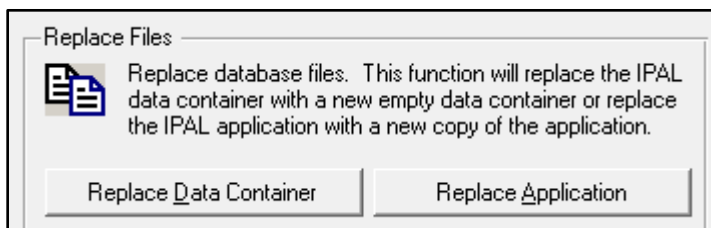
5. Once you have a current backup in place, click **Yes**.
6. IPAL replaces the data container and displays the message below.



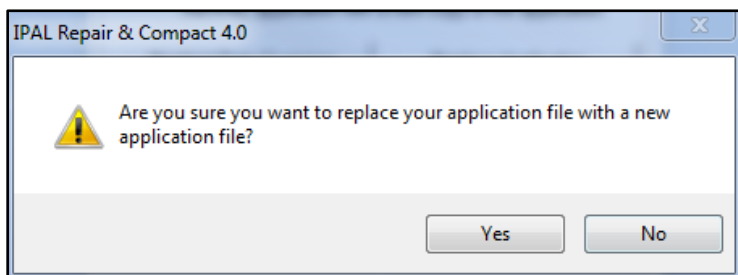
7. Click **OK** to return to the **Repair & Compact** window then click **Exit** to close the utility.

Replace Application

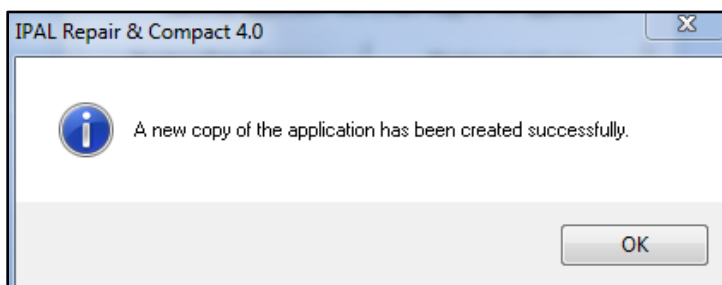
1. Click **Replace Application**.



2. The confirmation window below opens. Click **Yes**.



3. Unlike the replacement of the data container, there is no data to be lost when this file is replaced. Click **Yes**. This window below opens.



4. Click **OK** to return to the **Repair & Compact** window.
5. Click **Exit** to close the utility.

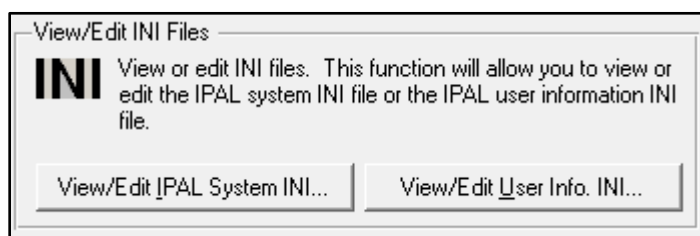


View / Edit INI Files Section

Occasionally, the INI files that monitor IPAL performance become corrupted. If this occurs, they may need edited. This feature of the **Repair & Compact** utility allows easily displaying and editing the files. Files are open in *Microsoft Notepad*.

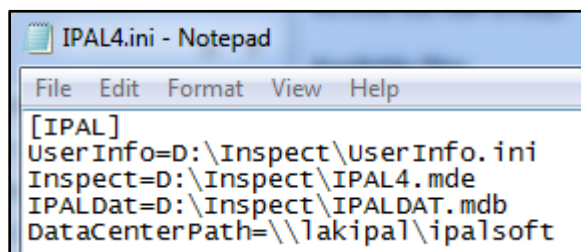
CAUTION!

Only edit the INI files when directed to do so by your IT Specialist or Help Desk support. Errors in the INI files can affect proper computer function.



View / Edit IPAL System INI

1. Click the **View/Edit IPAL System INI...** button. The window below opens.



2. The **IPAL4.ini** file monitors the location of the IPAL application, IPAL data container, **UserInfo.ini** file, and the **30CFR.txt** file. Review the information and make any necessary corrections. Your IT Specialist or the Help Desk can help you with the proper content of this file.
3. Once finished, click [**Ctrl+S**] to save any changes you made or if no changes made, close file by clicking the  button.
4. Click **Exit** to close the **Repair & Compact Utility**.

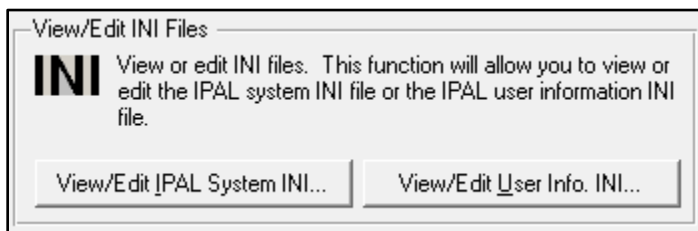


View / Edit User Info INI

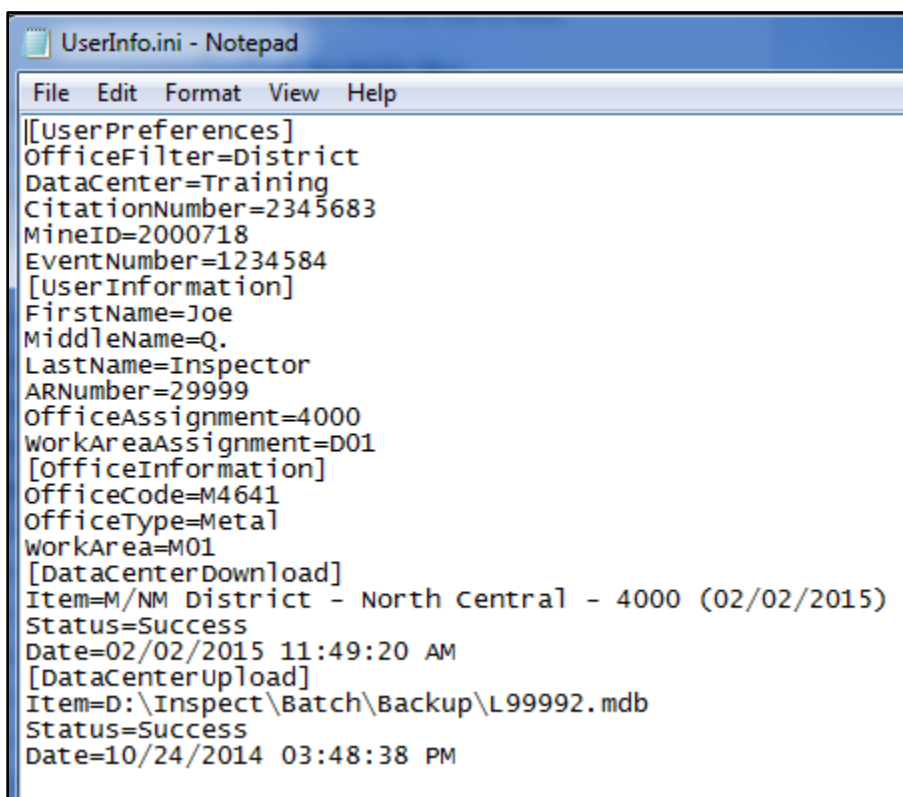
CAUTION!

Only edit the INI files when directed to do so by your IT Specialist or Help Desk support. Errors in the INI files can affect proper computer function.

1. Click the **View / Edit User Info. INI...** button.



2. The window below opens.



3. This **UserInfo.ini** file monitors inspector information, such as AR Number, Name, last citation accessed, and so forth. It also identifies whether you are a Coal or Metal/Nonmetal user. Review the information and make any necessary corrections. Your IT Specialist or the Help Desk can help you with the proper content of this file.
4. Once finished, click [**Ctrl+S**] to save any changes you made or if no changes made, close file by clicking the  button.
5. Click **Exit** to close the **Repair & Compact Utility**.



IPAL Data Center

Connecting to the IPAL Data Center



The **IPAL Data Center** connects your computer to the main system that maintains inspection data. This is the central location for updating district information, transferring new data from the laptop to the main system, and downloading IPAL application software. The **IPAL Data Center** can be accessed using a **NetScreen Terminal Services** connection from outside the MSHA network or directly connected to the MSHA network. During periods of new releases, shortcuts may be shown for both the current version and the new version.

NetScreen Terminal Services Access

If you are connecting to the MSHA network from outside, for example from a motel, you can access the **IPAL Data Center** using a **Terminal Services** session.

Contact the **MSHA Help Desk (1.877.778.6055)** or your IT Specialist if you need assistance using *NetScreen* to connect to the MSHA network.

Direct MSHA Network Connection

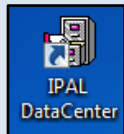
If your computer is directly connected to the MSHA network, for example if you are inside an MSHA



office, the **IPAL Data Center** shortcut may be available on your desktop. If not, logon to the network and create it. To create the **IPAL Data Center** desktop short cut, follow the steps below.

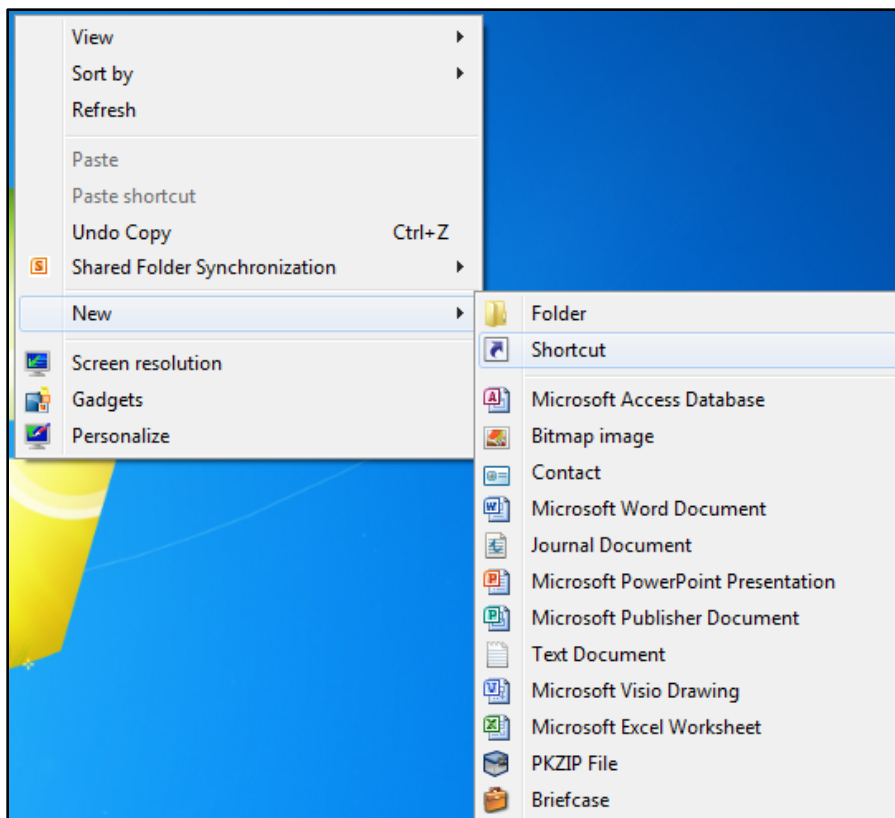
TIP!

The **Windows Core Load** machines create a shortcut to the **IPAL Data Center Icon** on your desktop.

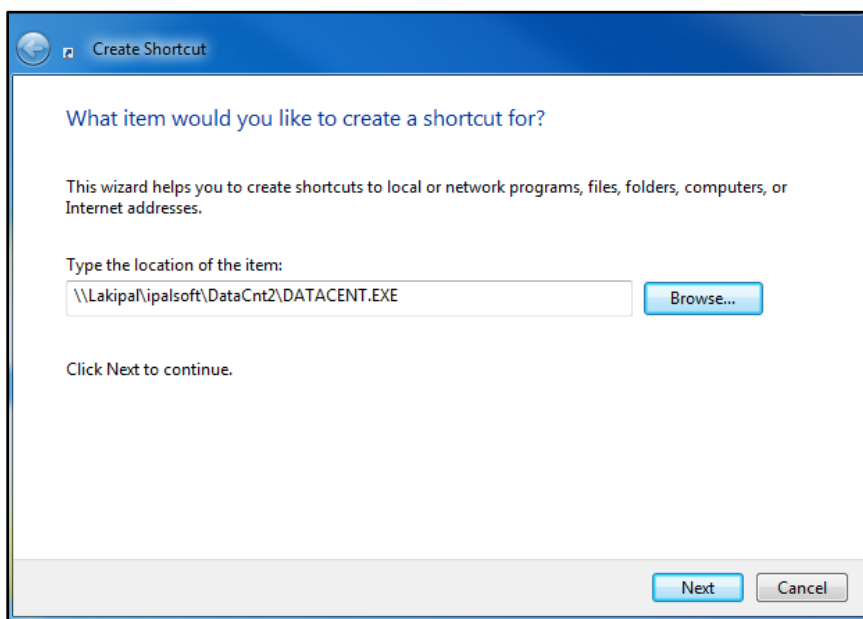




1. Right-click in any empty space on the desktop and select **New** then **Shortcut** as shown below.



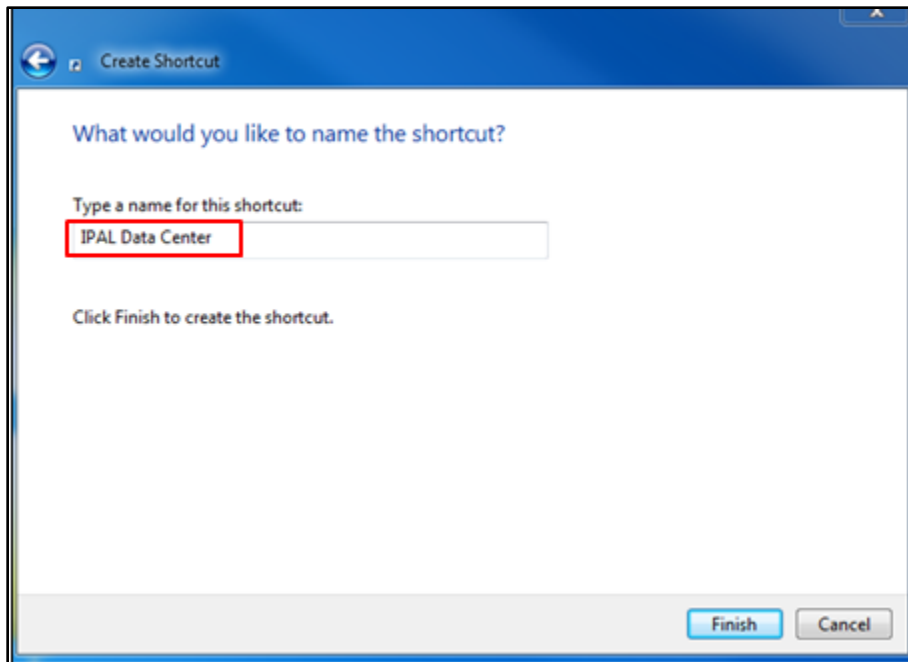
2. The window below opens.



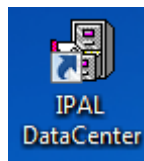
3. Type this as the location: **\\Lakipal\ipalsoft\DataCnt2\DATAACENT.EXE**
4. Click **Next**.



5. The window below opens.



6. Delete **DATACENT.EXE** which prefills and replace it with **IPAL Data Center** as shown above.
7. Click **Finish**.



8. The icon appears on your desktop.

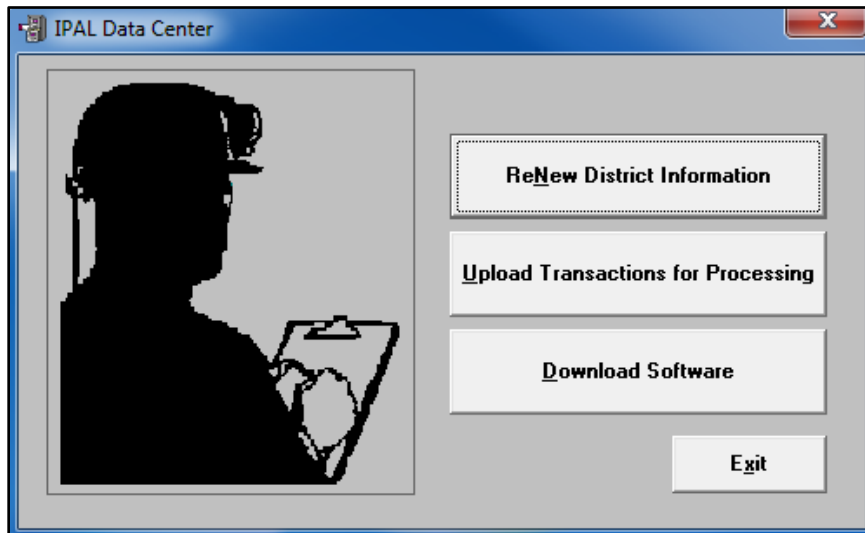
TIP!

The **Windows Core Load** machines contain a shortcut to the **IPAL Data Center** in the **IPAL Download** desktop folder. You can drag this icon to your desktop if you prefer.

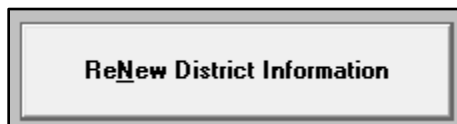


Using the IPAL Data Center

Use the **IPAL Data Center** to download new MSIS district data, upload inspector batch files (transactions), and download installation files and documents.



Renew District Information

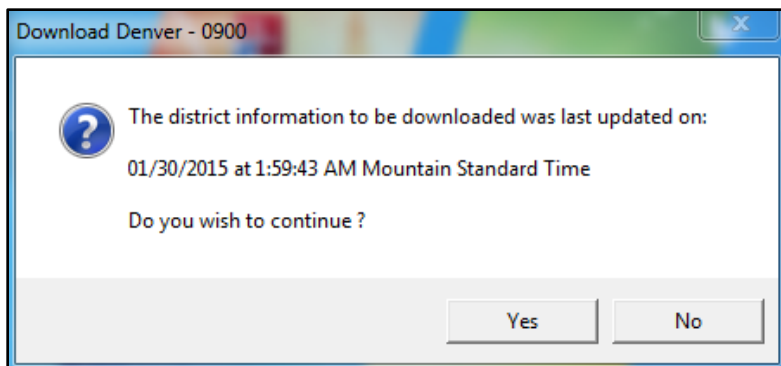


1. Click **ReNew District Information** to download new district information from MSIS. IPAL downloads it in the file named **IPALDIST.EXE**. The window below opens.

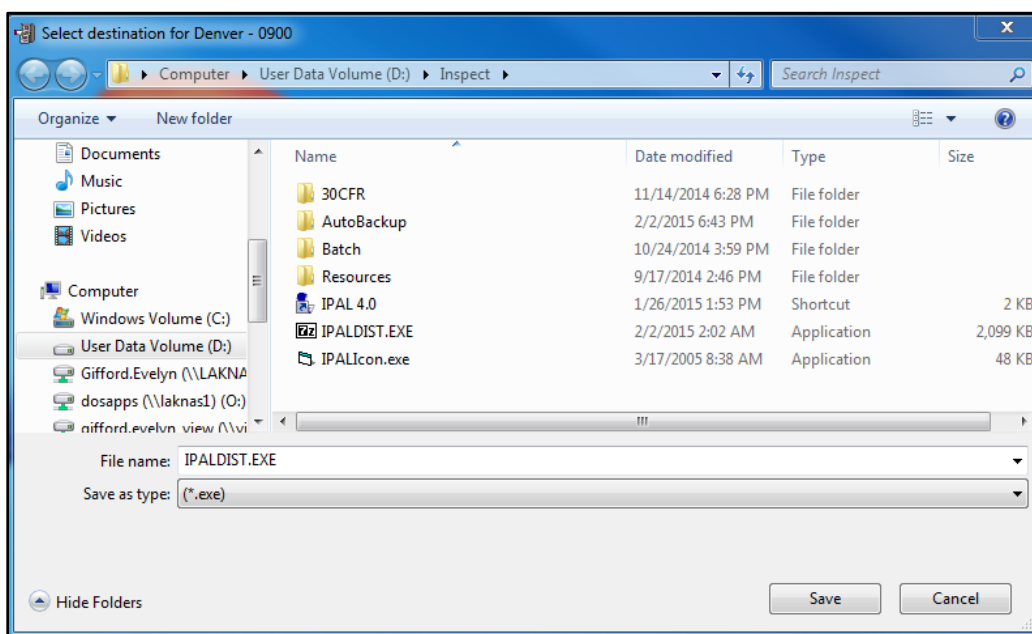




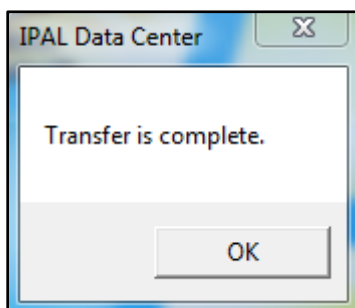
2. Select your district from the list and click it. The confirmation window below opens.



3. Click **Yes**. The window below opens.



4. Click **Save**. IPAL saves the updated district information to your computer. You'll expand the file and import it into IPAL using the [Maintenance](#) tab menu option [Update from MSIS System](#).
5. IPAL may tell you when the download is in progress.
6. IPAL also tells you when the download is complete.



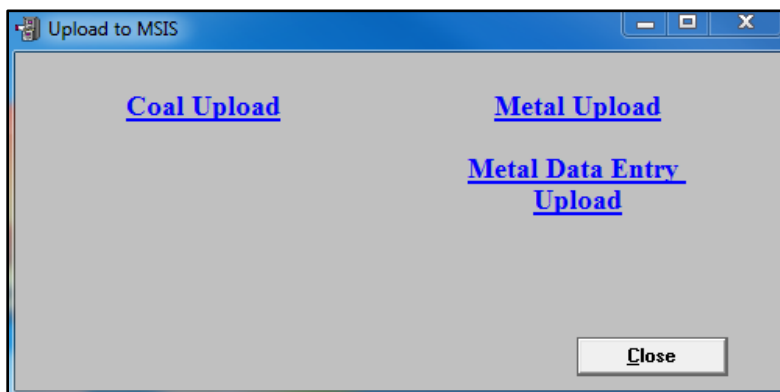


- Click **OK**. The window closes and returns you to the District Information window. Click **Close**.
- Return to the IPAL [Maintenance](#) tab and click the [Update from MSIS System](#) to expand the files and import them into IPAL.

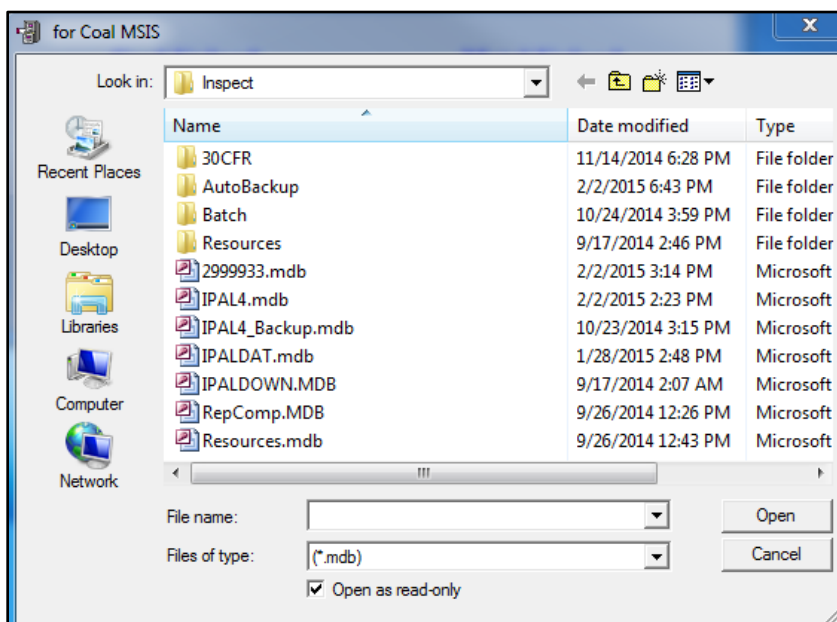
Upload Transactions for Processing

Upload Transactions for Processing

- Click **Upload Transactions for Processing** to upload inspector batch files to MSIS. You can do this either from your computer or it can be done for an entire field office.
- The window below opens.



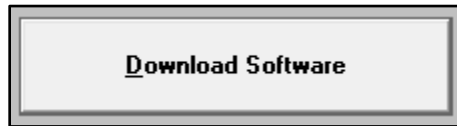
- Select what you are uploading: **Coal or Metal** and click the link.
- A window similar to the one below opens.



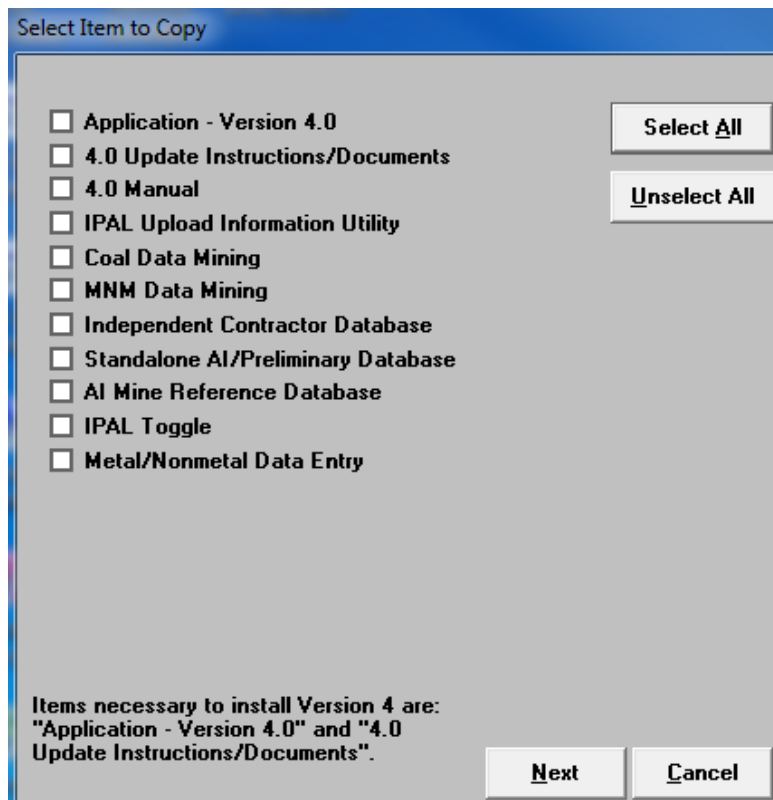
- Select the database file you want to upload from the list and click **Open**.



Download Software



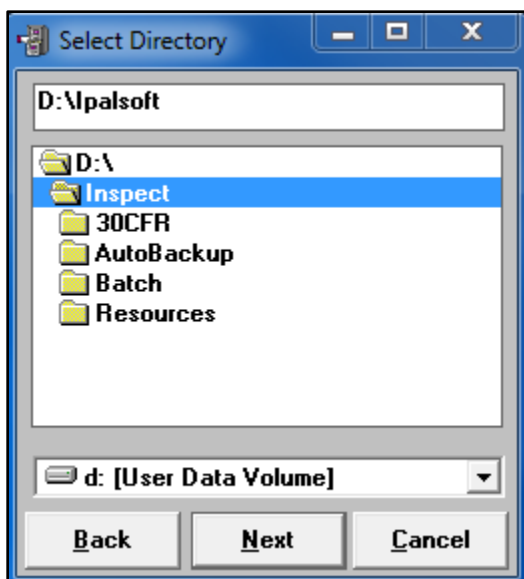
1. Click **Download Software** to download IPAL and related software and supporting reference materials. The window below opens.



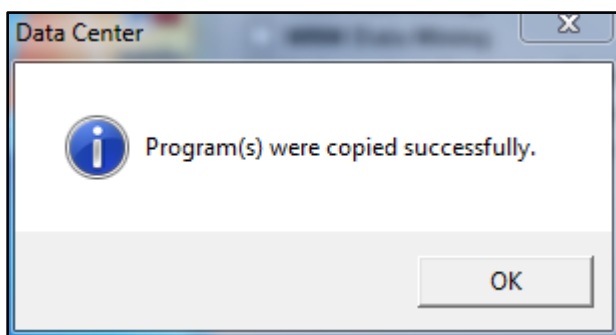
2. Check the items you want to download then click **Next**.
3. More than one version of the application may appear when a new release of IPAL is being tested or when there is more than one version of IPAL available. During a test or dual version support period, you must select the option supporting the IPAL version you have.
4. Only users testing a new release can access beta data when it's available. Those conducting beta testing should select **Beta** option and enter a password. Field offices testing the beta release provide passwords to their users involved in the testing.



5. A window similar to the one below opens.



6. If you do not have a **D:\IPALSOFT** folder, create one prior to opening the *IPAL Data Center*. Not all operating systems allow you to create a folder during the download process. Select the **IPALSoft** directory and click **Next**. The window below opens.



7. Click **OK** and remember the location of the file. You will need to install it later using the **Maintenance** tab inside IPAL.

IPAL on the MSHA Intranet

You can use the MSHA Intranet (mshagnet.msha.gov) instead of the **IPAL Data Center** to download new district data, if needed. The **Upload Transactions for Processing** and **Download Software** options, however, are not available. You can also use the MSHA Intranet site to view and print instructions, the [IPAL User's Manual](#), or to research identified IPAL problems and resolutions. To access the Intranet site and download new district data, follow the steps below.

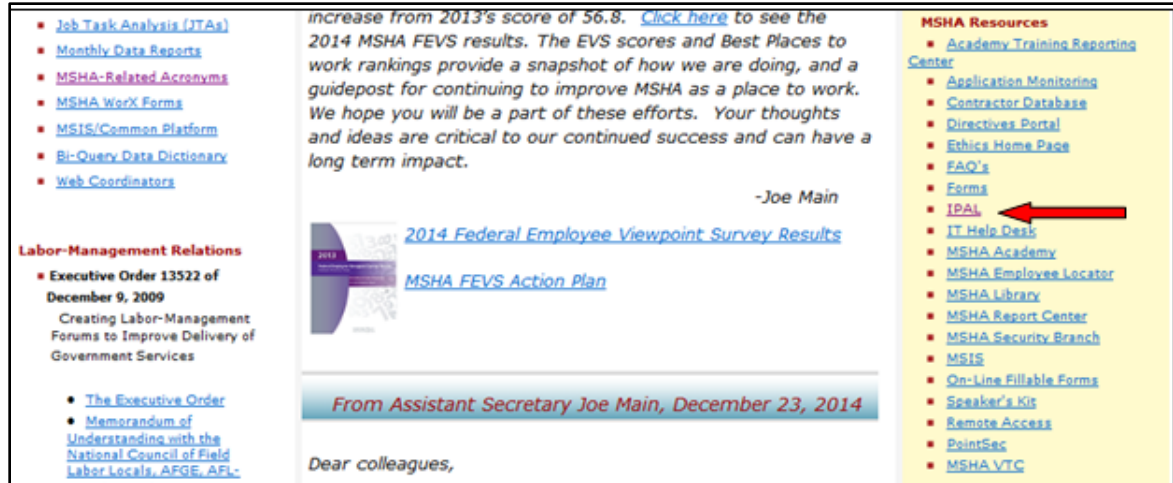
1. Open your *Microsoft Internet Explorer* web browser.



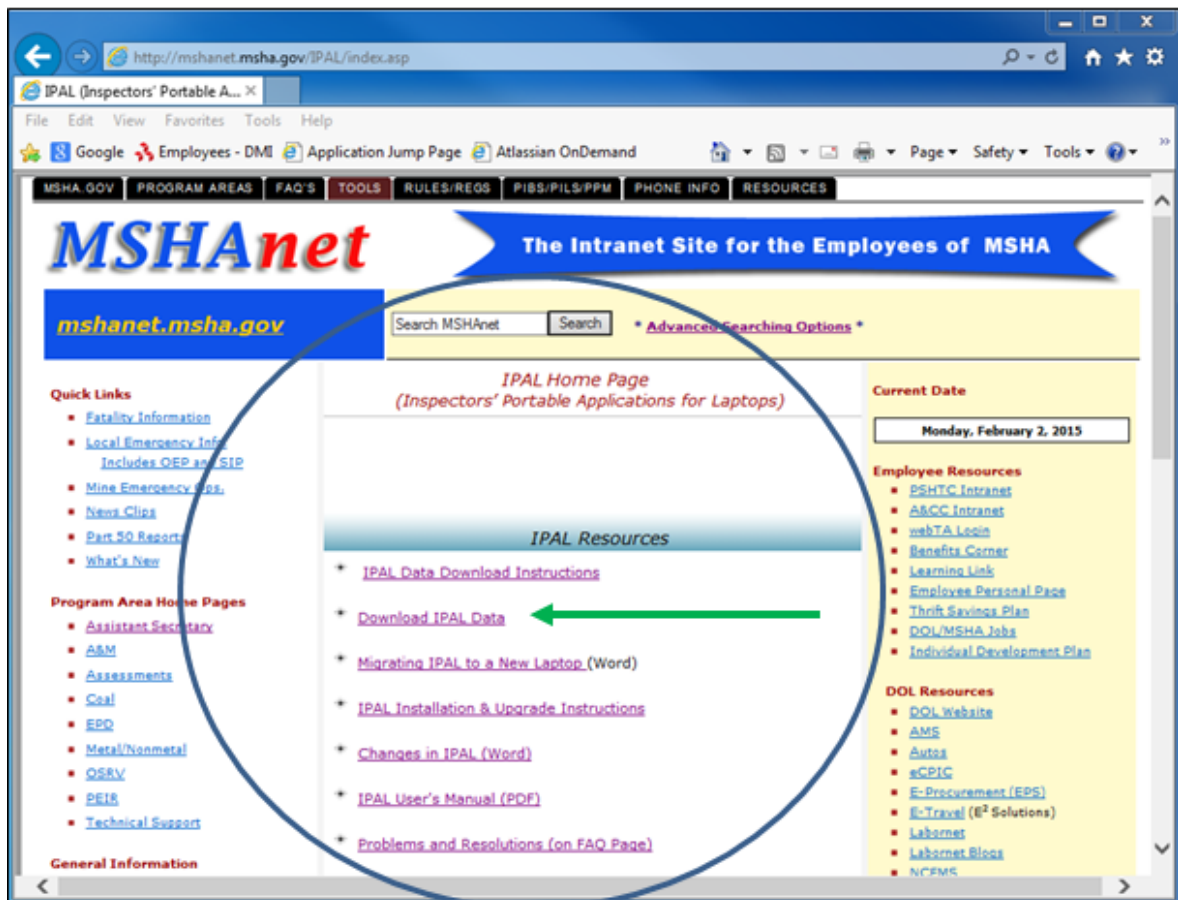
2. If you are inside an MSHA office click the **Home** button or type <http://mshagnet.msha.gov> in the address line and press **Enter** on your keyboard.



- Under **MSHA Resources**, select **IPAL** in the right column.



- The **IPAL Home Page** below opens.



- Click **Download IPAL Data** to access download information.



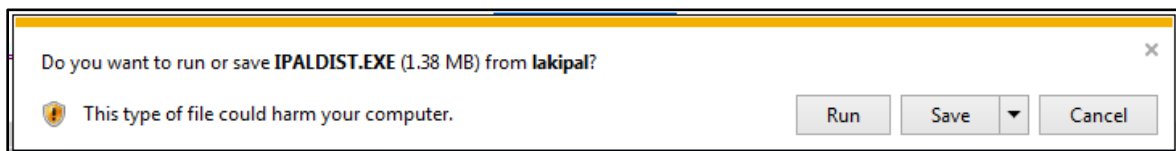
Note:

This website will be occasionally updated to include updated IPAL troubleshooting information (FAQ's), directions, and tips.

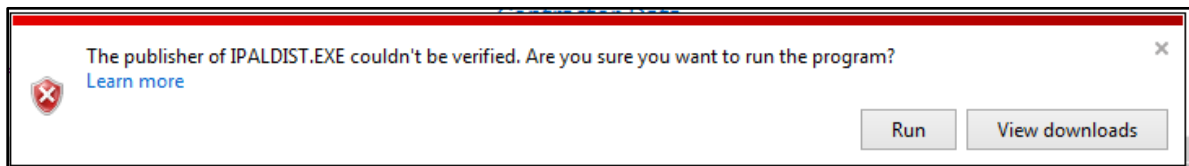
6. The window below opens.



7. This works the same as the [ReNew District Data](#) option in the **IPAL Data Center**. District names linked to their data downloads. The most recent update for the data is shown below.
8. Click the desired district.
9. The following message will appear at the bottom of Internet Explorer.



10. Click **Save**.
11. You may receive the following message at the bottom of Internet Explorer.





12. Click **Run**. A DOS command window will open as the zip file is extracted.

```
7-Zip SFX 4.65 Copyright (c) 1999-2009 Igor Pavlov 2009-02-03
Processing archive: C:\Users\gifford.evelyn\Downloads\IPALDIST.EXE
file IPALDOWN.mdb
already exists. Overwrite with
IPALDOWN.mdb?
(Y)es / (N)o / (A)lways / (S)kip all / A(u)to rename all / (Q)uit?
```

13. Type **Y** to overwrite your existing *IPALDOWN.mdb* and press **Enter**.

Note:

To import into IPAL, go to the [Maintenance](#) tab in IPAL, select [Update from MSIS system](#), and select **Extract** and import existing IPAL Data. Select the **IPALDIST.EXE**, and click the **Open** button.



Appendices

Appendix A

Reinstallation

The IPAL application comes standard in the MSHA core load. If you need to reinstall IPAL, there are instructions available on the MSHA intranet site: <http://mshagnet.msha.gov/IPAL/index.asp> to assist you. If you need additional assistance, please contact the MSHA Help Desk.

MSHA Help Desk
Monday through Friday
1.877.778.6055
or
303.231.5833
7:00 AM — 7:00 PM (ET)



Appendix B

Citations / Orders / Safeguards

Contest Status

Download data includes a **Contest Status** for each citation/order/safeguard. The **Contest Status codes** include: **N** (*Not In Contest*); **I** (*In Contest*); and **D** (*Decision*). A subsequent action cannot be written against an issuance that has a Decision against it.

The Contest Status is displayed on the last **Citation/Order** screen, next to the **Event Type (Activity Code)** and **AR Number**.

Occurrence Date

The **Occurrence Date** identifies the date the violation occurred that necessitated the issuance to be written. It defaults to the **Issue Date**, but you can edit it. A warning message advises you to verify the **Occurrence Date** for **Part 50, Sampling** and **Accident Related Issuances** whenever the Part/Section is one of the following:

50.10; 50.20; 50.20a; 50.30; 50.30a; 50.30b; 56.5001a/.5005; 56.5001b/.5005; 57.5001a/.5005; 57.5001b/.5005; 70.100; 70.100a; 70.100b; 70.101; 70.207; 70.207a; 70.208; 70.208a; 71.100; 71.101; 71.208; 71.208a; 90.100; 90.101; 90.207; 90.207a; 90.207a1; 90.207a2; 90.207a3; 90.208; 90.208a; **OR** the Activity Code is E25, E06, E07 or E08.

The **Occurrence Date** is located on the first **Citation/Order** screen, just below **Mine Name** and to left of **Enforcement Type**. It *does not* appear on the printed **Citation/Order** form but is included in upload files and stored on MSIS.

Related Order Number

You must select the **Related Order Number** from the drop-down list. If it is required and is not in the drop-down list, the 107a order must be added through the [Add Supplemental Citation](#) screen on the [Maintenance](#) tab.

The **Related Order Number** is on the fourth **Citation/Order** window, just below the **Type of Issuance** and above **Initial Action**. It *does not* appear on the printed **Citation/Order** form but is included in upload files and stored on MSIS.

When vacating a 107a order used as a **Related Order Number** on an issuance, those issuances must be modified to remove the **Related Order Number** and, if they are citations, a **Termination Due Date** and **Time** must be added prior to the system allowing the 107a order to be vacated. If the 107a order being vacated was entered as a **Related Order Number** on any issuance, IPAL tells you which issuances must be modified.

Other Citation/Order Changes

The **Section of Act** and **30 CFR** must be *blank* for 103J, 103K, 107A orders

An **Area** or **Equipment** entry is not accepted on a citation or safeguard (Coal)

Initial Action

An **Initial Action** is not allowed when the Type of Action is 103j, 103k, 104e1, 104g1, and 107a Orders, 314b Safeguard (Coal), 104d1 Citation (Metal/Nonmetal Only).



Initial Action Type of Issuance = Written Notice extended to Metal/Nonmetal users.

Initial Action violation must be selected from drop-down list unless the **Initial Action Type** is a **Written Notice** or the initial action was written prior to 1 July 1982. Other violations not listed in the drop-down list must be entered through the [Add Supplemental Citation](#) window on the [Maintenance](#) tab.

Subsequent Actions

Conference Result

This field identifies whether the subsequent action is being written as a result of a conference. The **Conference Result** *does not* appear on the printed **Subsequent Action** form; however, it is included in upload files and stored on MSIS.

Subsequent Action Type

Modify

Can modify an Order Number and Occurrence Date.

Modify/Extend and Modify/Vacate

These two combination types are assigned a single subsequent action number.

Vacate

A 107a order cannot be vacated until references to it on associated issuances are removed. When vacating a 104b order, the associated initial action must be extended, terminated, or vacated. When vacating any issuance referenced as an initial action on another issuance, IPAL tells you the referencing issuance may need vacated, modified, or extended. The **Issuance Number**, **Type of Action**, and **Termination Due Date** are displayed for the referencing issuance.



Appendix C

Event Type / Activity & Task Codes

This section contains **Enforcement Activity Codes** and **Enforcement Task Codes** tables.

Enforcement Activity Codes

MSIS Code	Activity	Description
E01	Regular Safety and Health Inspection	Mandatory Safety and Health Inspections of a mine, surface facility, or other entity having a Mine ID number.
E02	103(i) Spot Inspections	Mandatory spot inspections of mines that qualify under 103(i) of the Mine Act and are inspected for gases liberation, serious ignition or explosions hazards, or other especially hazardous conditions.
E03	103(g) Written Notification Hazard Complaint Inspection	Special inspections responding to a written notice filed pursuant to 103(g) of the Mine Act alleging a violation or imminent danger exists at a mine.
E04	Verbal Hazard Complaint Inspections	Special inspections resulting from a verbal or written complaint where a violation or hazardous condition is alleged that is not a 103(g) request or a code-a-phone complaint.
E05	108 Injunctive Actions or Other Special Investigation Activities	All investigative activities conducted pursuant to 108 of the Mine Act regarding injunctions or any other Special Investigation activities.
E06	Fatal Accident Investigation	Investigation of a death at the mine.
E07	Non-Fatal Accident Investigation	Investigation of a serious non-fatal injury at the mine.
E08	Non-Injury Accident Investigation	Investigation of non-injury accidents as defined in 30 CFR, Part 50.2
E09	Mine Emergency Operations	Includes all rescue and recovery operations during a mine emergency. Do NOT issue any citations or orders against this type of activity. Also, include the time monitoring the mine environment during mine fires that are determined to be mine emergencies.
E10	Petition for Modification Investigation	All investigative activities conducted pursuant to 101 (c) and 101 (d) of the Mine Act.
E11	105(c) Investigation (Discrimination)	All investigative activities conducted pursuant to 105 (c) of the Mine Act where a complaint of discrimination is alleged.
E12	110(c), 110(d) Investigation (Willful or Knowing Violations)	All investigative activities conducted pursuant to 110 of the Mine Act regarding citations and orders where there is possible knowing and willful intent.



MSIS Code	Activity	Description
E13 (Coal Only)	Re-opening Inspection	This is a non-penalty inspection of an entire mine after having been abandoned or declared inactive. This code is restricted to Coal only.
E14 (Metal Only)	Compliance Assistance Visit	A visit to a new mine, a visit prior to re-opening a mine, a visit to inspect new facilities at an operating mine, or the installation of new equipment at an operating mine to point out potential violations without monetary civil penalties being proposed. This code is restricted to Metal only.
E15	Compliance Follow-up Inspection	An inspection conducted to ascertain the abatement status of previously cited violations.
E16	Spot Inspection	The inspection of a mine or part(s) of a mine to determine whether there is compliance with safety and health standards
E17	Special Emphasis Programs	Activity for a specialized purpose that may be unique for the agency, coal or metal. An example would be the Focus on Safe Work outreach activities. Each activity may be assigned a unique identifier.
E18	Shaft, Slope or Major Construction Spot Inspection	An inspection of a shaft, slope, or major construction site to determine whether an imminent danger exists and whether there is compliance with safety and health standards or any issued violations.
E19	Electrical Technical Investigation	An investigation of all or part of a mine's electrical components and systems. Includes field changes on electrical face equipment, trolley surveys, circuit breaker studies, ground monitor checks and other special electrical inspections/investigations.
E20	Roof Control Technical Investigation	An investigation of a mine's roof conditions that may include engineering and in-depth studies of roof problems or potential problems, roof control surveys, and pull tests.
E21	Ventilation Technical Investigation	An investigation of a mine's ventilation system that may include detailed engineering studies of current or potential problems, surveys, and waiver requests.
E22	Health Technical Investigation	Includes a toxic substance or harmful physical agent investigation of a reported problem or potential problem with any toxic substance or harmful physical agent. An investigation of an operator's sampling program where samples may or may not be collected and investigations of Part 90 miners and their occupations (Coal). Also includes free silica technical investigations dictating additional respirable dust samples for further analysis.
E23	Impoundment Spot Inspection	An inspection of an impoundment to determine whether an imminent danger exists and whether there is compliance with approved plans and safety and health standards.



MSIS Code	Activity	Description
E24	Other Technical Compliance Investigations	Other technical investigations not described by any other code.
E25	Part 50 Audit	Part 50 Audit of a mine's accident, injury, illness, and employment records. Includes all audit-related activity.
E26	Other Contacts	Includes industry assistance, technical assistance visits for plan evaluations, and other contacts not classified by one of the other codes. Although this is a visit to a mine, these are not mine inspections or investigations.
E27	Attempted Inspection (Denial of Entry)	A mine visit specifically for the purpose of conducting an enforcement activity, but the activity could not be accomplished because of direct or indirect denial of entry.
E28	Mine Idle Activity	A mine visit specifically for the purpose of conducting an enforcement activity, but the activity could not be accomplished because the mine was not operating.
E29	Program in Accident Reduction/ Compliance Analysis Program	A program aimed at injury reduction in selected mines with high accident and injury levels. This includes accident reduction surveys conducted by teams. In Coal , it includes all time working in a non-AR capacity.
E30	Accident Reduction Program	All activities in the field related to accident reduction and prevention programs, and formal walk and talk activities. These activities are not conducted as part of any other event.
E31	Training Plan Approval and Revisions (Field)	All field activities regarding the initial approval or revision of training plans.
E32	On-site Training Program Evaluation (Field)	All field activities related to evaluating MSHA approved instructors, training plans, course content, task outline, 5000-23 forms, records of certified and qualified persons, and learning environment that are not conducted as part of another event.
E33	Non-Chargeable Accident Investigation	Investigation of any death, serious non-fatal injury, or non-injury accident at a mine that is not charged to the mine, contractor, or the mining industry. NOTE: If the accident is subsequently deemed chargeable, the activity may be changed to another event type. Issuances can be issued during an E33 event.
E34	Preliminary Special Investigation	Time spent on a preliminary special investigation.
T01	Investigative Case Review	Time spent in an MSHA office reviewing reports of investigations.
T02 (Coal only)	Office Generated Violation Activity	All time associated with office-generated violations not included in another code.



MSIS Code	Activity	Description
T03	Legal Hearing/Document	Time involved in legal hearings, MSHA hearings, or testifying in court, including the preparation time for these activities unless covered by another activity code. This does not include time spent by the CLR.
T04	Safety and Health Conference	All time spent on operator / miners' representative requested conferences related to cited violations of the Mine Act or regulations and the subsequent assessment of civil penalties. These are not inspectors' closeout conferences.
T05	Contested Case Activities	All CLR activities (office, mine site, hearings, etc.) relating to ACRI case resolutions.
T06	Plan Approvals and Reviews	Time spent in an MSHA office reviewing and approving plans.
T07	Technical Assistance to Industry/Union Personnel or Interested Parties	All time associated with providing technical assistance to company or union personnel or other interested parties. This includes groups requiring our technical expertise but that are not specifically under MSHA jurisdiction.
T08	Instructor Approval	All activities (except training instructors) required to produce approved instructors.
T09	Evaluating Cooperative Instructors	All time evaluating cooperative instructors in the office or field.
T10	Qualification and Certification	All activities related to qualifying and certifying people. This includes noise, dust, methane, oxygen deficiency, impoundments, electrical, mine rescue, first aid instructors, and so forth.
T11	Holmes Safety Association (Assistance to Chapters/Councils)	All activities of HSA chapters, including time spent forming and operating HSA chapters or councils, preparing for and making presentations at meetings, and the Joseph A. Holmes Awards.
T12	State Grants Assistance and State Plans	Time spent attending State Grants meetings, including meetings with state and headquarters personnel regarding State Grant assistance and plans.
T13	Other Education and Training Field Activities	Includes work on accident reduction and prevention programs that are not mine specific. Also includes other activities providing assistance to the mining community that are not included as an education and training event or another activity code. These activities are at locations other than the MSHA office.
T14	Informational Meetings, Seminars, and Training Classes Given to Industry	All activities relating to training, demonstrations, meetings, seminars, conferences, association meetings and informational meetings for industry (off-site meetings, excluding Holmes Safety).
T15	Instructing Mine Rescue and First Aid (non-MSHA)	All activities except mine-rescue and first-aid-instructor training related to mine rescue and first aid training, including team training, judges training,



MSIS Code	Activity	Description
		and so forth.
T16	Supervisory Duties (Office)	All supervisory-related duties in an MSHA Office.
T17	National Committee Meetings and Assignments	Time spent attending committee meetings at the national level and assignments from headquarters, such as developing or revising standards and /or regulations.
T18	Review of Documents / Laboratory Duties / Vehicle Maintenance	Time spent reviewing documents such as regulations, policy, accident investigations, conducting laboratory duties (not associated with an event), and vehicle maintenance.
T19	Official Union Duties	Time spent participating in official union duties.
T20	Staff Meetings	Time spent participating in staff or safety meetings in or outside MSHA offices.
T21	Instructing MSHA Personnel in Training Classes	Time spent instructing classes, in information meetings, seminars, and so forth.
T22	Informational Meetings, Seminars and Training Classes Received	Time spent receiving training other than Mine Rescue and First Aid from both MSHA and outside sources.
T23	Mine Rescue / MERD Activities	Time spent training and preparing for or participating in the National or regional contests. Also includes time spent preparing for or participating in MERD exercises.
T24	FOIA Request / Congressional Inquiries	Include time spent researching and responding to the Freedom of Information Act request or congressional inquiry.
T25	Medical Accommodation — On-the-Job Injury	Include time charged by the individuals who were injured or incapacitated on-the-job and who are performing meaningful work for MSHA in a capacity that meets their physician's prescribed limitations or restrictions. These assignments must be of limited duration.
T26	Medical Accommodation — Personal Injury	Include time charged by the individuals who were injured or incapacitated outside of Government time and who are performing meaningful work for MSHA in a capacity that meets their physician's prescribed limitations or restrictions. These assignments must be of limited duration.
T27	Special and Miscellaneous Assignments	Duties of a temporary nature outside of regularly assigned job-related duties and any other activity not covered by other codes.
T28	Annual Leave	Self-explanatory



MSIS Code	Activity	Description
T29	Administrative Leave	Self-explanatory
T30	Compensatory Leave	Self-explanatory
T31	Holiday	Self-explanatory
T32	LWOP	Leave Without Pay
T33	AWOL	Absent Without Leave
T34	Military Leave	Self-explanatory
T35	Sick Leave	Self-explanatory
T36	OWCP	Worker's Compensation
T37	Jury Duty	Self-explanatory
T38	Furlough (non-pay status)	Self-explanatory
T39	Suspension Without Pay	Self-explanatory
T40	MEU Training	Time spent in Mine Rescue/MERD training by the MEU members only.



Enforcement Task Codes

Task Code	Task Title
I	General Inspection Activity
S	Supervisory Duties (Field)
T	Inspector Trainee
R	Roof Control On-site and plans. Specialists only.
V	Ventilation On-site and plans. Specialists only.
H	Health On-site and plans. Specialists only.
W	Impoundments / Waste Piles On-site and plans. Specialists only.
E	Electrical (on-site)
L	Haulage Technical Special activities. Does not include routine checks
C	Self-Contained Self-Rescuers Evaluation (Field)
U	Education and Training Includes walk and talk activities
A	Compliance Assistance
D	Respirable Dust Sampling
N	Noise Sampling
Y	Industrial Hygiene
M	Diesel Emissions Work Does not include routine gas checks and ventilations checks
Z	Hazard Communication
F	Top Ten Fatal Accident Standards



O	Mine Emergency Unit (MEU) – Emergency Operations
P	Special Emphasis Program (SEP)
K	Fatality Task Force Initiative



Appendix D

Lookup Search Tips

Lookup searches help locate needed information quickly. Here are some tips for using them.

Original Lookup: Mine ID, Mine Name, or Mine Operator

Mine ID Search

Using a wildcard (*) in the Mine ID search selects all Mine IDs that include those characters.

Examples

020* returns all Mine IDs beginning with **020**.

20** is converted to ***20 and returns any Mine IDs containing **20** in their number.

020*1 is converted to **020*1*** and returns all Mine IDs starting with **020** that also contain a **1**.

Mine Name or Mine Operator Search

Using wildcards with names works similarly.

Example

IPAL converts **Phelps*** and ***Phelps** to ***Phelps*** and returns all mine or operator names containing **Phelps**. The search results would include **The Phelps Mine**, **John Phelps Mine**, and **Phelps Sand and Gravel**.

You can search using more than one term.

Example

IPAL converts **cement*company** to ***cement*company*** and returns all mine or operator names containing **cement** and **company** in them. The search results would include **Phoenix Cement Company**, **The Monarch Cement Company**, and **Mountain Cement Company**.



Lookup: Wildcards

Wildcard Searches of All Fields

To search across all fields in the list of information, enter search criteria into the **Filter** drop-down list and press **Enter**. IPAL automatically places a wildcard (*) before and after the criteria. IPAL searches all fields in all records and those records containing your search criteria are displayed.

Mine ID	Mine Name	Operator Name
1301883	#1	L & M SAND & GRAVEL INC
4703369	2003 EXTEC C12 CRUSHER	KIEL SAND & GRAVEL INC
4703423	5 X 14 KOLBERG WET SCREEN	KIEL SAND & GRAVEL INC
2003054	500 CONE PLANT	HALLIDAY SAND & GRAVEL INC
2003100	6000 CONE PLANT	HALLIDAY SAND & GRAVEL INC
2003047	945 CONE PLANT	HALLIDAY SAND & GRAVEL INC
4703451	ADAM'S SALEM SAND AND GRAVEL	ADAM ENTERPRISES INC
1103261	ADELINE SAND & GRAVEL	ALLIANCE MATERIALS, INC.
2103426	ALAJOKI PIT	ALAJOKI SAND & GRAVEL, INC.
2002953	ALBA PIT	TRI-COUNTY SAND & STONE INC

To remove the filter, click **Reset**. 

Example

IPAL converts **a*z** to ***a*z*** and returns all records containing **AZ** or **Arizona**.

Additional Wildcards: ?, #, []

Using the ? Wildcard

To find records containing a specific sequence followed by exactly one character and another specific sequence, use the question mark **?** wildcard in your search.

Example

IPAL converts **h?t** to ***h?t*** and returns all records containing **hat**, **hit**, or **hut**, but not **ht** or **hilt**.

Using the # Wildcard

To find records containing a specific sequence followed by exactly one numeric character and another specific sequence, use the pound sign **#** wildcard in your search.

Example

IPAL converts **12#5** to ***12#5*** and returns all records containing **1205**, **1215**, **1225**, etc., but not **12C5**.

Using the [] Wildcard

To find records that containing a specific sequence, use the bracket **[]** wildcard in your search.

Example

IPAL converts **12[89]** to ***12[89]*** and returns all records containing **128** or **129**, but not **127**.

To find records matching a specific range use the bracket **[]** wildcard with the hyphen (-).

Example

IPAL converts **12[1-5]** to ***12[1-5]*** and returns all records containing **121**, **122**, **123**, **124**, or **125**, but not **126**.



Searching Specific Data Fields

Searches execute faster when you have selected a specific data field to search. By default, IPAL searches all fields in the list of information as text. Selecting a specific data field decreases the amount of information IPAL must search, and it can search it faster because it knows the format of data in the specific field.

To search a specific field, select the data field from the **Filter** drop-down list, as shown below. The fields are displayed inside brackets. Enter your search criteria following the field name and press **Enter**. IPAL *does not* automatically place the wildcard asterisk * before and after the search criteria before searching, in contrast to how it searches ALL fields. If you want to include wildcards (*, ?, #, or []) in your search, do so before pressing **Enter**. IPAL returns the records containing matches to your search criteria in the field specified.

Mine ID	Mine Name
1100003	LASALLE QUARRY AND MILL
1100004	JONESBORO PLANT
1100009	ROSICLARE QUARRY
1100010	11756
1100012	SPREAD 4
1100017	BYRON WASH PLANT
1100019	QUARRY
1100022	VALLEY CITY QUARRY
1100023	PORTABLE PLANT #1
1100024	NOKOMIS QUARRY

To remove the filter, click on the **Reset** button.

To find all records with a specific Mine ID, select **[Mine ID]** from the **Filter** drop-down list and enter the number after the field name.

Example

The filter **[Mine ID] 1234567** returns all records where the Mine ID equals 1234567.

To find all records with a Mine ID that begins with a specific sequence of numbers, select **[Mine ID]** from the **Filter** drop-down list and enter the sequence followed by an asterisk * wildcard.

Example

The filter **[Mine ID] 123*** returns all records where the Mine ID begins with 123.



To find all Events that started on a specific date, select **[Start Date]** from the **Filter** drop-down list on the Event Lookup form, then enter the date following the field name.

Event Number	Event Type	Start Date		
0786221	E15	7/23/2013		
0786222	E01	7/24/2013		
0786223	E15	7/24/2013		
0786224	E15	7/24/2013		
0964692	E17	2/13/2013	2/13/2013	4700398
0964693	E17	2/26/2013	2/26/2013	2000038
0966918	E01	3/20/2012	3/20/2012	2002993
0966919	E01	3/27/2012	3/27/2012	2002030
0966920	E01	6/27/2012	6/27/2012	2000651
0971212	E01	1/24/2012	2/21/2012	1101578

Record: 1 of 10375

Example

The filter **[Start Date]** 1/5/2000 returns all records where the **Start Date** equals **January 5, 2000**.

To find all Citations issued during a specific period, select **[Issue Date]** from the **Filter** drop-down list on the Citation Lookup form, then enter the date range using the **Between/And** operators or the **>=** and **<=** operators.

Citation Number	Issue Date	Mine ID		
4316501	4/17/2013	20000		
4316502	4/18/2013	20000		
4316504	4/18/2013	20000		
4316505	4/18/2013	20000		
4316506	4/18/2013	2000062	6579729	
4316507	4/23/2013	2000062	6579729	
4316508	4/23/2013	2000062	6579729	
4538326	8/13/2013	1103183	6636148	
4538327	8/14/2013	1101896	6636149	
6135249	5/21/2014	2000422	6519637	

Record: 1 of 21082

Example

The filter **[Issue Date]** between 10/1/1999 and 9/30/2000 or **[Issue Date]** >=10/1/1999 and <=9/30/2000 returns all citations issued during fiscal year 2000.



Appendix E

Computer Terms

Application Installing

MSHA automatically pushes IPAL updates to all IPAL users using SCCM (System Center Configuration Manager). IPAL can also be installed manually if necessary. The IPAL installation program is used to upgrade an existing version of IPAL or to install IPAL initially.

Business Rules

Established requirements for data entry in IPAL and MSIS. These rules are established by *M/NM, Coal Headquarters*, and *other affected program areas*.

Database

Collection of data related to a particular topic or purpose.

Dialog Box

Information window from the system that prevents the user from accessing other commands until it is closed.

Download

Process of receiving data from MSIS system to IPAL.

Event Type

Another term for Activity Code.

Field

Unit of information stored in a database table. Screen forms reflect these units of information.

Hot Keys

Underlined letter on a button. This identifies a shortcut using the Alt key and pressing the letter underlined (e.g., **C**lose). In IPAL 4.0.00 some shortcuts were discontinued.

Issuance

A citation or Subsequent Action.

LAN

Local Area Network. MSHA users connect to the LAN through a cabled or wireless network connection.

Menu Bar

A horizontal word bar, that when clicked presents drop down menus that allow access to more commands. (e.g., **F**ile)

Mouse Command

Instruction given to the program that comes from the mouse (e.g., a click or double click).

MSIS

MSHA Standardized Information Systems.

Operating System

Interface between the computer operator and the computer.

Record

Collection of information about one person, thing or event.

Status Bar

Lowest portion of the window currently in view. Typically, this is used to inform the user of the computer status (e.g., Saving, Opening a file, etc.).

**SubForm**

A form within a form. Allows IPAL to display related information on one screen.

Table

Collection of data about a particular subject. The data in a table is presented in columns (called fields) and rows (called records). A collection of tables create a database.

Title Bar

Top portion of the window currently in view. Typically, this window will display a filename, an application name or a document name.

Upload

Process of sending data from IPAL to the LAN to be processed by MSIS.

Windows

Operating system used on personal computers (PC), e.g., Windows 2000, Windows XP, Windows 7.



Appendix F

Offline Files Troubleshooting (from 03-PR-002-31)

Introduction

This procedure contains MSHA's official technical troubleshooting guide for Offline Files.

Scope

This procedure should be referenced for user access to Offline Files on Windows 7 workstations.

Audience

The intended audience for these procedures is MSHA network administrators and IT specialists who assist users with Offline Files on the MSHA network.

Instructions

In order for Offline Files to work properly there are steps that need to be verified first. Below is a quick list with detailed instructions to follow.

Verify that the Offline Files setting is enabled

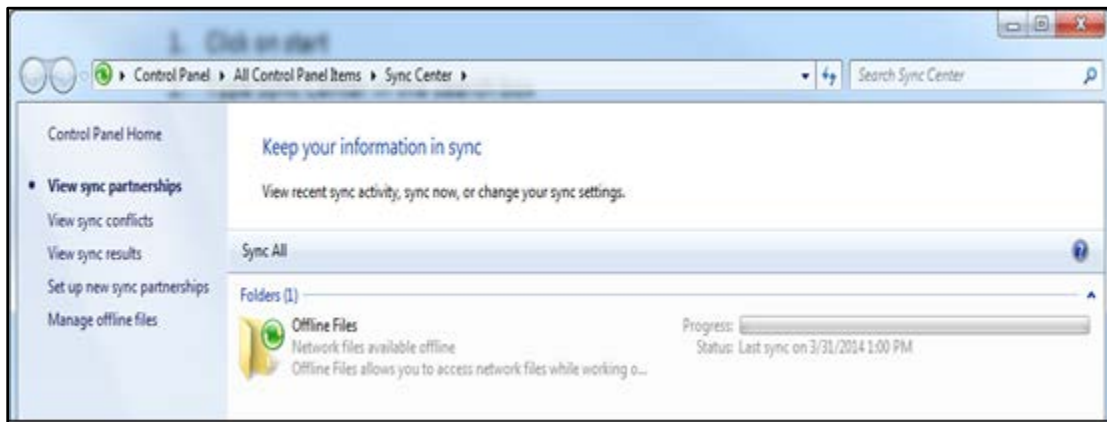
To verify that Offline Files is setup correctly on your PC follow these steps.

1. Click **Start**. Type **Sync Center** in the search box and open the *Sync Center*.





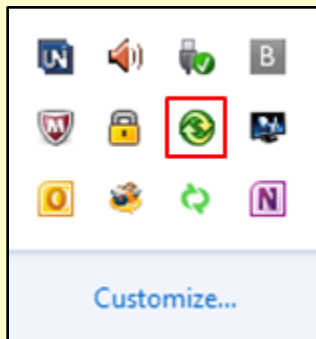
2. If **Offline Files** has been applied successfully to your PC then you will see a windows similar to the below image. A careful look will disclose that the last sync on my PC was at 3/31/2014 1:00 PM. You should have something similar.



If you don't have a folder that is being synced or the sync date is not current then there is a problem with the Offline Files.

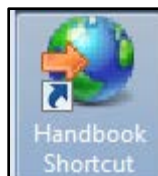
NOTE:

If Offline Files has worked in the past or is currently working you can also look for the *Sync icon* in the system tray on the bottom right of the task bar. It is a green circle with light green arrows in a rotation fashion. Below is a screenshot. It can be seen on the second row down next to the padlock. Do not confuse it with the icon on the third row which is the icon for Lync.



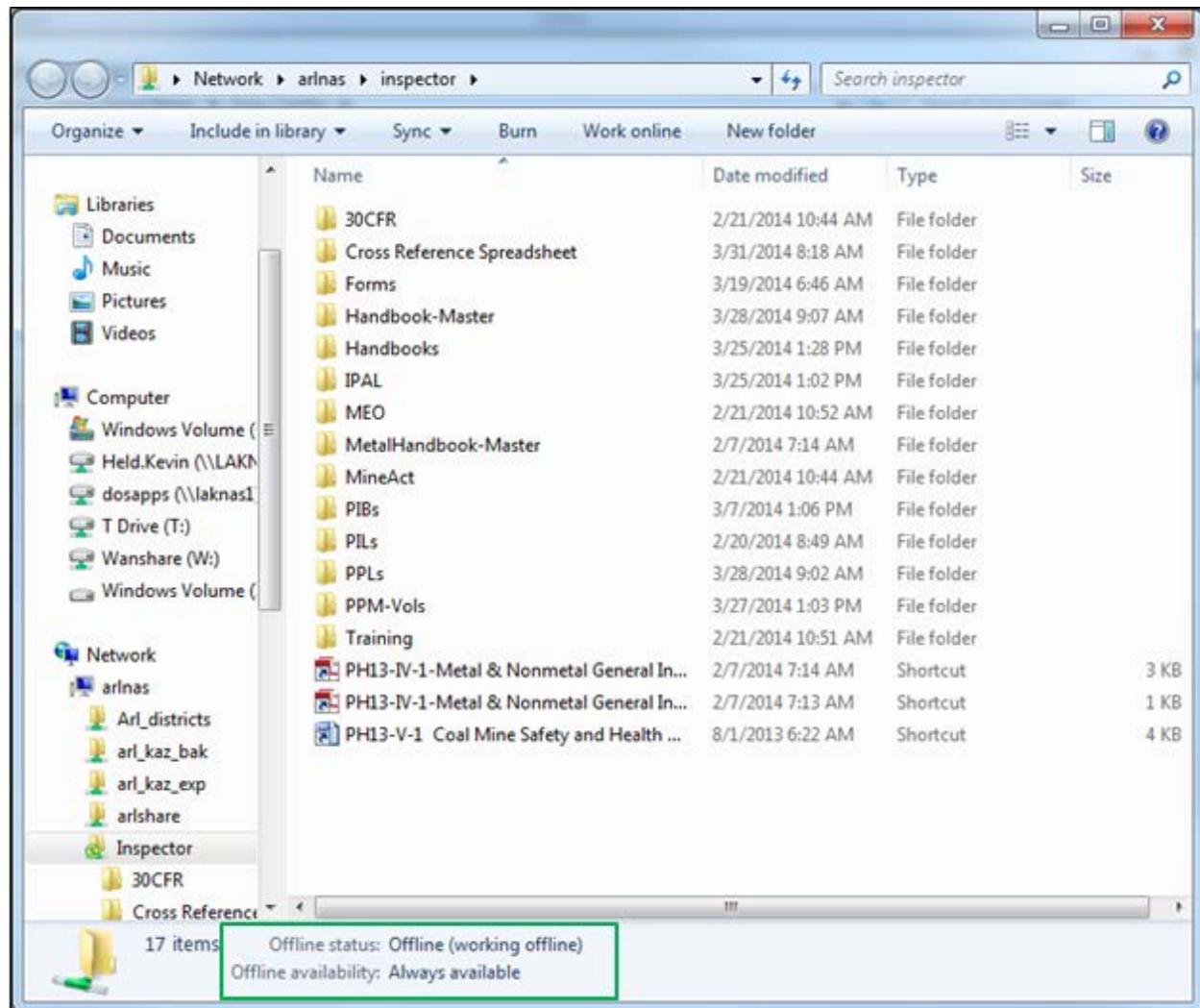
Verify the Offline Files are accessible

You can also verify Offline Files is working correctly is by browsing directly to the Offline Folder: <\\arlnas\inspector> or by opening the **Handbook Shortcut** icon on your desktop.





A window similar to the one below will open; at the bottom of the window both the **Offline status** and the **Offline availability** will be displayed.



If you cannot access this folder or you receive an error saying access denied, it is most likely caused by a problem with the **Offline Files Database**.

Repair the Offline Files Database – IT Staff

If you are having issues, please contact your IT Specialist or Help Desk as this fix requires that you have *Administrative privileges*.

IT Specialists:

Remember the Offline Files is not stored like a file structure on a computer. It is stored as an internal database structure that cannot be modified directly. Trying to do so will corrupt offline functionality. If you are unable to access the Offline Files or it is not displayed on your computer, follow the following steps below.



Fix it for me

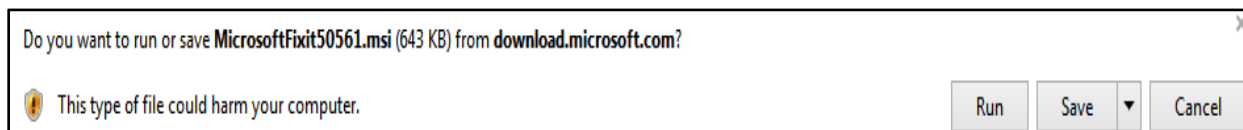
To fix this problem automatically, click the Microsoft **Fix it** button link.



[Fix this problem](#)

Microsoft Fix it 50561

Click **Run** in the **File Download** dialog box, and then follow the steps in the Fix it wizard.



Notes

- Make sure the files are synchronized before you run the automatic fix. Otherwise, unsynchronized changes will be lost.
- *The sync relationship for redirected folders will be re-created the next time group policy applies. Alternatively, run the following command:

gpupdate /force

- This wizard may be in English only. However, the automatic fix also works for other language versions of Windows.
- If you are not on the computer that has the problem, save the Fix it solution to a flash drive or a CD and then run it on the computer that has the problem.

A reboot of the computer is required.

*Once the user logs back on to the PC run a GPUPDATE /FORCE to force Group Policy updates.

Open the **Sync Center** as described in the first section and check and see if the files are syncing. This process can take some time since there is over 350MB of data that has to be synchronized.

Contact the **MSHA Help Desk** if you have any problems at **1.8777.778.6055** or via email at Desk.Help@dol.gov



Appendix G

Microsoft Access Reference Guide

Microsoft®

Migrating to Access 2010

from Access 2003

In This Guide

Microsoft Access 2010 looks very different from Access 2003, so we created this guide to help you minimize the learning curve. Read on to learn key parts of the new interface, discover free Access 2010 training, find features such as Print Preview or the Options dialog box, understand how to exchange database files with people who don't yet have Access 2010, and find out what happened to the Database window and to switchboards.

Quick Access Toolbar

Commands shown here are always visible. You can add your favorite commands to this toolbar.

Ribbon Tabs

Click any tab on the ribbon to display its buttons and commands.

Ribbon Groups

Each ribbon tab contains groups, and each group contains a set of related commands. Here, the Records group contains commands for creating new database records and for saving them.

Backstage View

Click the File tab to enter Backstage view, where you can open, save, print, and manage your databases.

Hide the Ribbon

Need more space on your screen? Click this icon or press CTRL+F1 to hide or show the ribbon.

Navigation Pane

Use this pane to organize database objects, and to open or change the design of a database object.

Contextual Ribbon Tabs

Some tabs appear on the ribbon only when you need them. For example, if you open a table in Design view, you'll see the Table Tools, which include two extra tabs—Fields and Table.

Switch Between Views

Click these buttons to switch between available views for the selected object.

Views can include Form View, Datasheet View, Layout View, and Design View.

Office

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