

# Virginia Requirements for Independent Contractors

## Who are we?

The Department of Mines, Minerals, and Energy, Division of Mineral Mining (DMM) is the state regulatory division that administers health, safety, and mined land reclamation programs for all non-coal mineral mining operations in Virginia.

Our goal is to ensure a safe working environment for you! DMM carefully monitors mining activities such as extraction, processing, maintenance and repair, and mine construction. Independent contractors make up 45% of the workforce in Virginia's mineral mines. Your safety is important! Independent contractors who work or expect to work on a mineral mine site in Virginia are required **by law** to register with DMM and obtain a DMM Contractor ID Number.

When you register for a DMM Contractor ID number, a DMM mine inspector will contact you to assist in determining if you need additional safety training and he can provide further assistance with those training needs. He will also talk with you about your reporting requirements. Working together, DMM can help keep you and your employees safe and knowledgeable about mine safety. The assistance and training offered by DMM is provided free of charge.

## How Do I Register?

It's simple! You can register and file electronically at the DMM e-Forms Center. Sign up for your user ID and password at:  
<https://www.dmme.virginia.gov/dmmeforms>



The screenshot shows the DMM e-Forms Center login page. At the top left is the DMM logo (Department of Mines, Minerals, and Energy). The main heading is "e-Forms Center". Below this, there are navigation links for "8/6/2007", "Complaint Report", and "Information Request". The page title is "Virginia Dept. of Mines Minerals and Energy" and the subtitle is "Division of Mineral Mining e-Forms Center". A message states: "To access the e-Forms Center, you will need to login using your user name and password:". There is a login form with fields for "User Name:" and "Password:", and a "Login" button. To the right of the form is a small image of a mine site. At the bottom, there is a link for "Don't have a User Name? Forgot your password? Please contact the DMM e-Forms Center." and another link for "Not a Registered User Yet? Then complete the User Registration Form to get Access to DMM's e-Forms Center!". The footer contains the copyright notice: "©2005 Virginia Department of Mines, Minerals and Energy. All Rights Reserved."

OR

You can fill out the DMM-166 form on this brochure and fax it to (434) 951-6325.

Upon receiving your registration, you will receive a letter with your unique DMM Contractor ID#.

You will be contacted by a DMM inspector who will go over training opportunities, report filing, and answer any questions regarding other DMM requirements.

## Once a Year:

If you perform work on a mineral mine site in Virginia or a mine operator reports you during the calendar year, you are required to file an **"Annual Contractor Report"** by **February 15th** of the following year.

If you are required to file an annual report, you will receive a letter in January requesting the report and instructions on how to file.

**Please contact us if you:**

- **have any questions**
- **would like additional information**
- **would like to inquire about our FREE training opportunities**

**Division of Mineral Mining**  
900 Natural Resources Drive  
Suite 400  
Charlottesville, VA 22903  
(434) 951-6311  
Fax: (434) 951-6325





## Virginia Requirements for Independent Contractors



Department of Mines, Minerals, and Energy

### Contractor Information Please fax completed form to (434) 951-6325

Contractor's Trade Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

DMM Contractor # NEW \_\_\_\_\_

Contractor's MSHA Identification # \_\_\_\_\_

Address of Record for Service of Citations and Other Documents (if different from above)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List services to be provided to the mining company (for example *drilling, land clearing, maintenance or repair, construction, electrician, painter, hauling, etc.*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor person with responsibility for operating decisions:

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Contractor person responsible for health and safety of employees:

Name \_\_\_\_\_

Email Address \_\_\_\_\_