

**INSTRUCTIONS FOR COMPLETING  
MINE RESCUE TEAM TRAINING AGREEMENT**

- ⇒ Please type the name of the company on Page 1 of each agreement EXACTLY as it appears on the corporate seal. **DO NOT DATE THE AGREEMENT.**
- ⇒ Identify the liaison with DEP on Page 4 of each agreement, include a name and business address. Please note: All correspondence and contacts will be with the person named here.
- ⇒ Have your company's secretary, treasurer, or secretary/treasurer sign the last page of the agreements. **BE SURE TO INDICATE THE TITLE OF THE PERSON SIGNING.**
- ⇒ Signature sign the last page of the agreements.  
⇒ **BE SURE TO INDICATE THE TITLE OF THE PERSON SIGNING.**  
⇒ Corporation: company's president or vice-president  
⇒ Limited Liability Company: member or manager  
⇒ Limited Partnership: General Partner  
⇒ Sole Proprietorship: Owner
- ⇒ Return the completed Agreements, Statement of Insurance, and the Emergency Notification and Operations Information form electronically to: **RA-EPBMSREG@pa.gov**  
⇒ Or by mail to the **Bureau of Mine Safety, PO Box 133, New Stanton, PA 15672**

**Please return promptly**

- ✓ PLEASE CHECK THAT ALL ITEMS ARE COMPLETED OR THE AGREEMENT MAY BE RETURNED TO YOU DELAYING THE FINAL ROUTING FOR SIGNATURE.

Thank you.