

Detailed Instructions for SCSR Inventory

To File Online Electronically

Login to eGov

1. Enter your eGov email address.
2. Enter your eGov password.
3. Select "Login".
4. If you do not have an eGov account, follow the instructions under "Registration".

Enter a Mine ID

1. Enter the Mine ID for the SCSR's that you want to enter or modify.
2. Select "Next".
3. From the main screen you can:
 - a. Add one or more units to your inventory
 - b. Remove one or more units from service
 - c. Edit units that you had previously added to your inventory

Adding One or More Units to Your Inventory

1. From the main screen Select "Add One Or More Units".
2. Select an SCSR approved model from the dropdown box.
3. Enter the Date of Manufacture for the SCSR unit.
4. Enter the serial number of the unit.
5. If this is the only unit you want to add, select "Save This Unit".
6. If you want to add more units, select "Save and Add Another Unit".
7. When you are finished adding units, select "Save This Unit".
8. If you are finished all your transactions, select "Submit to MSHA".
9. Print a copy of your e-document for your records.

Modifying a Unit in Your Inventory

1. From the main screen, select "Modify approved unit".
2. Click on the blue hyperlink of the model you want to edit.
3. Make your changes.
4. Select "Update List".
5. If you are finished all your transactions, select "Submit to MSHA".
6. If you are not finished, you may add more units or edit or remove units from the main screen.
7. Print a copy of your e-document for your records.

Removing Units from Service.

1. From the main screen, select "Modify approved unit".
2. Check the unit (or units) you want to remove from service.
3. Select a reason for each unit you want to remove from service.
4. Select "Update Checked Items".
5. If you are finished all your transactions, select "Submit to MSHA".
6. If you are not finished, you may add more units or edit or remove units from the main screen.

To Attach Spreadsheet in an Email

1. Create a spreadsheet with the following information:

Column Headings	Rules
Mine ID	Must be a valid, non abandoned mine in MSIS
Manufacturer/Model	valid values are: 1. CSE SR-100 2. OCENCO EBA 6.5 3. OCENCO M20 4. DRAEGER OXY-K Plus 5. MSA LIFE-SAVER 60 6. DRAEGER OXY-K Plus S
Manufacture Month	valid values are 1 – 12
Manufacture Year	1. Should be in 4 digit format 2. Cannot exceed 15 years in the past 3. Cannot be a future year
Serial Number	Cannot exceed 15 characters in length

2. Save the spreadsheet either in a Comma-Separated Value .CSV format (preferred) or an Excel .XLS format (acceptable).
3. Address your email message to: SCSR.Inventory@dol.gov
4. In the body of your email message, include the name and phone number of the person submitting the form.
5. Attach the spreadsheet and send the email.

Note: File must be less than 10Mb in size.

To Print, Fill in and Mail or Fax

1. Click on the link which says [Print, fill in and mail or fax](#) .
2. Print out the form
3. Fill out one form for each SCSR unit (or you may attach a separate list)
4. Mail the form to the address listed on the form.