

**Summary Minutes  
For the  
Stakeholders Meeting on  
Permit Applications Backlog**

**March 8, 2004 Meeting  
10:30 am**

**The Meeting was held via video teleconferencing (VTC) in the Central Region Office (Fresno), Northern Region Office (Modesto) and the Southern Region Office (Bakersfield).**

Attendees in Fresno

Dave Warner, Rick McVaigh, Carlos Garcia, Debbie Jacobsen, Karla Kay Fullerton, Seyed Sadredin

Attendees in Bakersfield

Tom Goff, Roger Christy, Tom Umenhofer, Doug McCormick, Darryl Gunderson, Scott Faulkenburg, Jerry Frost

Attendees in Modesto

Jim Swaney

**I. Application Process Enhancements Updates**

Overall permit application processing time has been reduced by two months.

- 1. Three/Ten-day Review Checkbox on Application** - Checkbox on application has been added to allow an applicant a three or ten day review period of ATC prior to finalizing. Does not allow in a violation of state mandated time frames.
- 2. Preliminary Review Checklist on Website** – Comprehensive checklist for determining if application is complete is on the website.
- 3. Flexibility in Equipment Descriptions** – Reworded the policy for clarity. Submitting this request as part of the application, or early in the process, will prevent delays. Policy will be placed on the website.
- 4. Locking-in Provisions of Permitting Policy at Completeness** – Presented the policy that ensures District policy changes don't unnecessarily impact permit applications in process. Will keep old policies on the website. Should be finalized soon.
- 5. Fact Sheet for Industry on Permit Processing Timelines** – Fact sheet to be placed on the website
- 6. Permitting Shared Control Equipment** – Presented policy that will designate shared collection and control equipment as different permit units to streamline permitting process. Industry will work with District to develop general permitting examples. Idea was presented to add SLC permitting to this policy (added to as action item for further development).
- 7. Multiple Modifications to Permit Units** – Presented policy; further development to policy may be necessary once we identify future needs.

## II. Expedited Source Specific Policies and GEARS (Guidelines for Expedited Application Reviews)

1. **Sand and Gravel Industry Permitting Policy** – Source Specific policy development meeting tentatively scheduled at the end of March
2. **Concrete Batch Plant GEAR** – Has been completed and will be placed on the website.
3. **Rule 4306 – Draft template for Batch Processing** – Templates (for Dormant units, Retrofit burner, changing emission limitation) are being developed to use for batch processing applications submitted due to recent Rule 4306 requirements. Templates are under management review.
4. **Rule 4702 – Progress Report for Batch Processing** - Templates are being developed to use for batch processing applications submitted due to Rule 4702 requirements. Templates are under mid-management review.

## III. Permit Improvement Working Group Items (attached) Note: some of these items may be covered above

### Surplussing

- **Over the counter permit applicability** – Looking to add dormant units, precertified equipment, and equipment under GEARS. Is over the counter permitting worth pursuing? Quicker turnaround on permit changes would take logistical problems out of building the project sooner. Want to make administrative changes quickly. Would like to retire this action item category and industry will look for additional permitting actions that will fit GEAR model.

South Coast has a certified equipment program that works similar to our GEARS for engines. Valley Air District does not have any process in place, but is open to this type of program if need arises.

- **Electronic Payment System** – Look into establishing fee payment system with wire transfer or credit cards. Permit staff will discuss with District finance staff. Also, we need to check into possibility of using end of month billing system on facility accounts.
- **Common permit Request List** - WSPA revised the list to the eight items below. Certain items, like Crude Oil Tanks, may include various subcategories. WSPA will look into the development of these and the District offered to help.

Categories: Steam Generators, Gas Plants/Compressors, Fired Equipment, Relocation or Equipment within a Stationary Source, Crude Oil Tanks, Dormant Emission Units, Steam Enhanced Wells and Contractor Equipment.

- District needs specific list on the areas where we can address needs. Industry to identify the specific modification and that industry would like a GEAR for (with an

example of draft GEAR). Keep this list separate from batch processing of new or amended Rule requirement modifications.

#### **IV. Open for Other Industry Items**

Multi-track permitting process - we need mechanism to build consensus from all stakeholders on establishing priorities; consider resources needed and how that impacts other projects; establish a working group (with the today's attendees and other interested stakeholders); keep a lookout for other improvement opportunities; consider that the District has been assigning projects within a few weeks, much faster than in the past.

#### **V. Action Items**

- Add the finalized policies to website.
- Look into streamlining permitting changes of units with Specific Limiting Conditions; explore NSR implications.
- Permit Shared Control Equipment – Industry and District will work together to develop some examples of more complex permitting issues.
- Multiple Modifications to permits- document progress for future adjustments to policy.
- Electronic payment system – District staff will look into the option of paying fees with credit cards and wire transfers. Also look into a monthly payment system for fees.
- Permitting policy website page – look into why the TANK category doesn't have any policy listed.
- Industry to develop potential GEAR list and work with District staff.
- Common permit Request List - WSPA will look into the development of these and the District offered to help.
- Dormant Emission Units (SSP 1705); see if we can change it to expedited permitting policy if necessary; add timeframes.
- Multiple-track permit processing approach to application – establish a working group (with the today's attendees and other interested stakeholders); require and develop broader input from all stakeholders; consider that the District has been assigning projects within a few weeks, much quicker than in the past.

**NEXT BACKLOG MEETING has been scheduled for Monday, June 21, 2004 at 1:30 pm.**