

I. Priorities Poll

- 12 responses received from Workgroup members
- Little interest expressed in “Layman’s” document
- Most identified the Cross-reference document as being “High” or “Highest” priority

II. Examples from Other States/EPA

- South Carolina: Starts with “What do you want?” (considered by the group to be a very helpful format)
- Georgia
- EPA Tool: Interactive flow-chart/spreadsheet
 - “Do you have RICE?” and answer directs you to the next relevant section
 - This + This + This = This PDF, This Form, This Modeling

III. ADEQ: Currently Available Department Resources

- ADEQ FAQs (The Website’s Best-Kept Secret)
 - Located the FAQs link for the group
 - All agreed it was easy to overlook; location or coloration should be revised somehow
 - Workgroup requested metrics for online traffic to Air FAQs page
- Permit Guidance Manual (on ADEQ’s private server: The Secret Stash!)
 - Code that isn’t in the Regs
 - Memos
 - Historical documentation
 - Some are more useful than others, actually guide permitting decisions
 - Templates—for Title V permits, especially—has a toolbar with pre-programmed macros that guide the user through necessary steps
 - Could “post” these somehow, after cleaning out outdated/redacted items, summarizing internal active “staff instruction” files
- ePortal Guidance (FAQs on the right side of the application page)
 - Conditionality applied to the online application, so if Title V is checked, only certain conditions show up later in the application (“If yes, include modeling...”)

IV. Discussion About Guidance Content

- Arkansas is a one-permit system; confusing for those not familiar with it, and need to make this clear in the guidance/FAQs/online
 - Many states choose a two-permit system, to expedite construction

- In AR, two-permit system means the Title V is renewed, where the Minor Source is not
- More detailed guidance layer to consider: PROCESSES
 - When do I need to wait to commence activity (and which activities)?
 - How much can I do before my permit is issued?
 - Touch on what permittees can expect, time-wise:
 - When will the permit be issued?
 - When does it go into effect?
 - When does EPA comment on a permit?
 - Time periods for each step
 - Flow-chart presented by one member to show when modeling required in Arkansas; could update and include this
- Statutory requirements
 - Appeals
 - Petitions
- Permit shields clarification
- Non-road engines and opacity conditions
- “Legal Description” clarification (not the same as “mailing address”)

V. ePortal Discussion

- Does it help facilitate permitting?
 - Saves a few days of processing
 - ADEQ gets incomplete applications with fewer missing parts than before
 - ADEQ prefers it to paper-permitting, easier to track process, get notifications
 - ADEQ enters paper applications into ePortal when received
 - Saves scanning time, no “human” mistakes of missed pages, etc.
 - Industry: Printout from ePortal on applicant side is abbreviated, not sufficient when “export” used to share with Client, get signatures, etc.
 - Tom showed a way this can be printed in ePortal with all backup, all info, so that it more closely resembles the traditional permitting packet (download submission or download copy of record)
 - May be a good AEF presentation for ADEQ to give: “What happens on our side of ePortal”

The group decided to save the discussion of format for another meeting. ADEQ will produce a Table of Contents document to begin tracking FAQs/requested guidance from the group, and will share with members for their additions prior to the next meeting.

The next Permitting Workgroup meeting is scheduled for March 28, 2019, from 2–4 p.m.