

**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY (WDEQ)  
LAND QUALITY DIVISION (LQD)**

**INSTRUCTIONS TO OPERATORS FOR SUBMISSION OF LQD PERMITTING CHANGES**

1. Use the index sheet format shown on the following page when submitting any permit changes for LQD review
2. You may photocopy the index sheet supplied here or type the format into your own word processing program, but please don't alter the basic format. The electronic version is available in WordPerfect from LQD upon request, and is on the LQD Web Page in PDF format at: [deq.state.wy.us/lqd.htm](http://deq.state.wy.us/lqd.htm)
3. Submit a complete index sheet of all proposed permit changes with the initial submittal. See attached Example #1-Original Submittal.
4. With each subsequent submittal(s) during the review process, update the original index sheet information with the most recent description of changes that have changed from the previous submittal **Bold only** the pages/maps/description of changes that have changed from the previous index sheet. (If a page/map etc. is being resubmitted, do not list it twice). See attached Example #2-Revised Submittal submitted after Original Submittal.
5. Follow this procedure through the entire review process.
6. The last index sheet submitted before the final approval of the change should be updated and correct.
7. If the change package is more than 25 total pages and 10 maps, the operator must make arrangements with the Records Analyst within 30 days from date of approval of the change package to insert the revised information.