

WYPDES Permit Application Process

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Department of Environmental Quality



Water Quality Division CBM Permit Writers

The same friendly faces...

Jason



Jennifer



Bob



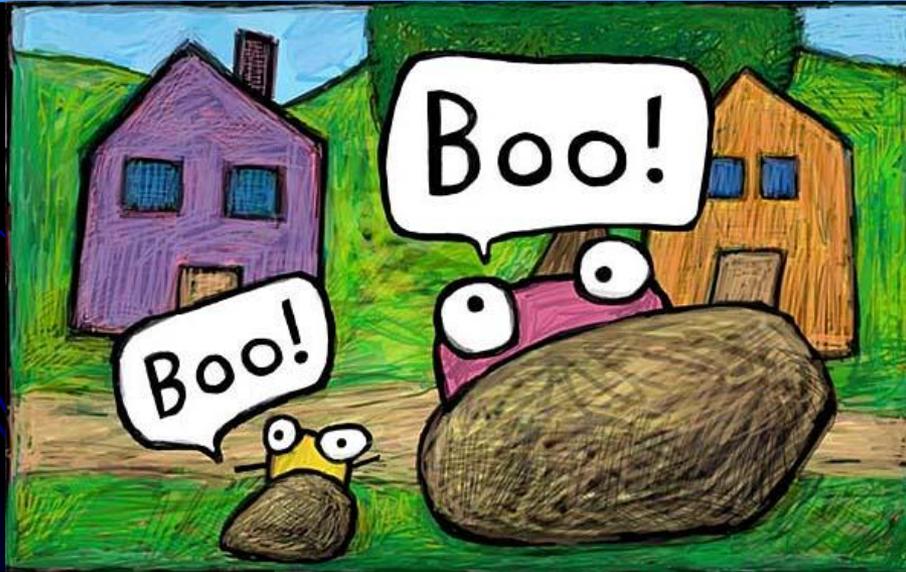
Becky



Carrie

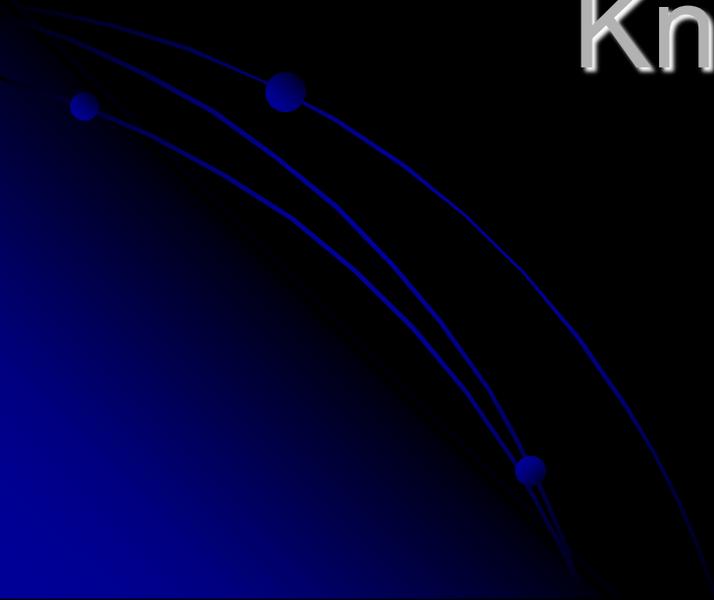


Dena



WYPDES Permitting

Some Changes You Need to
Know About...



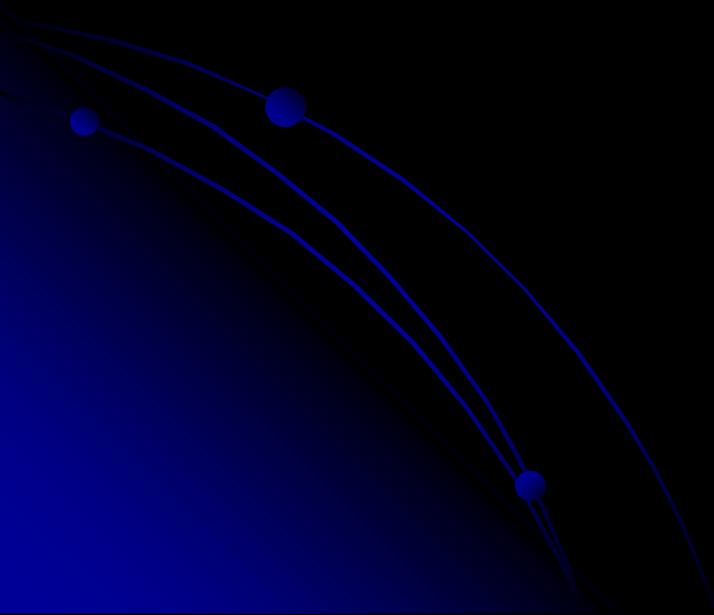
Update Those Address Books, We've Changed E-Mail Systems!

- **@wyo.gov**
 - Same prefix
 - jzygmu@wyo.gov, kshrev@wyo.gov, etc...



The Kaizen Process...

Bringing you a permit faster...



- Kaizen Process, June 2008
 - WDEQ hired outside consultants
 - Goal: improve WYPDES permitting process
 - Reduce number days to issue WYPDES individual permit
 - Improve consistency between permits
 - Improve process efficiency
 - Provide a better product
 - Major concepts
 - One piece flow
 - Process efficiency
 - Customer service
 - Immediate implementation
 - The Team
 - WYPDES staff, non-WYPDES WDEQ staff, industry representatives



Current State Process Map



Current Process:

- 211 Steps, 54 handoffs, 4 Loopbacks, 14 decisions
- Long process lead time 61 to 175 days
- “Because we’ve always done it that way...”

The Kaizen Process



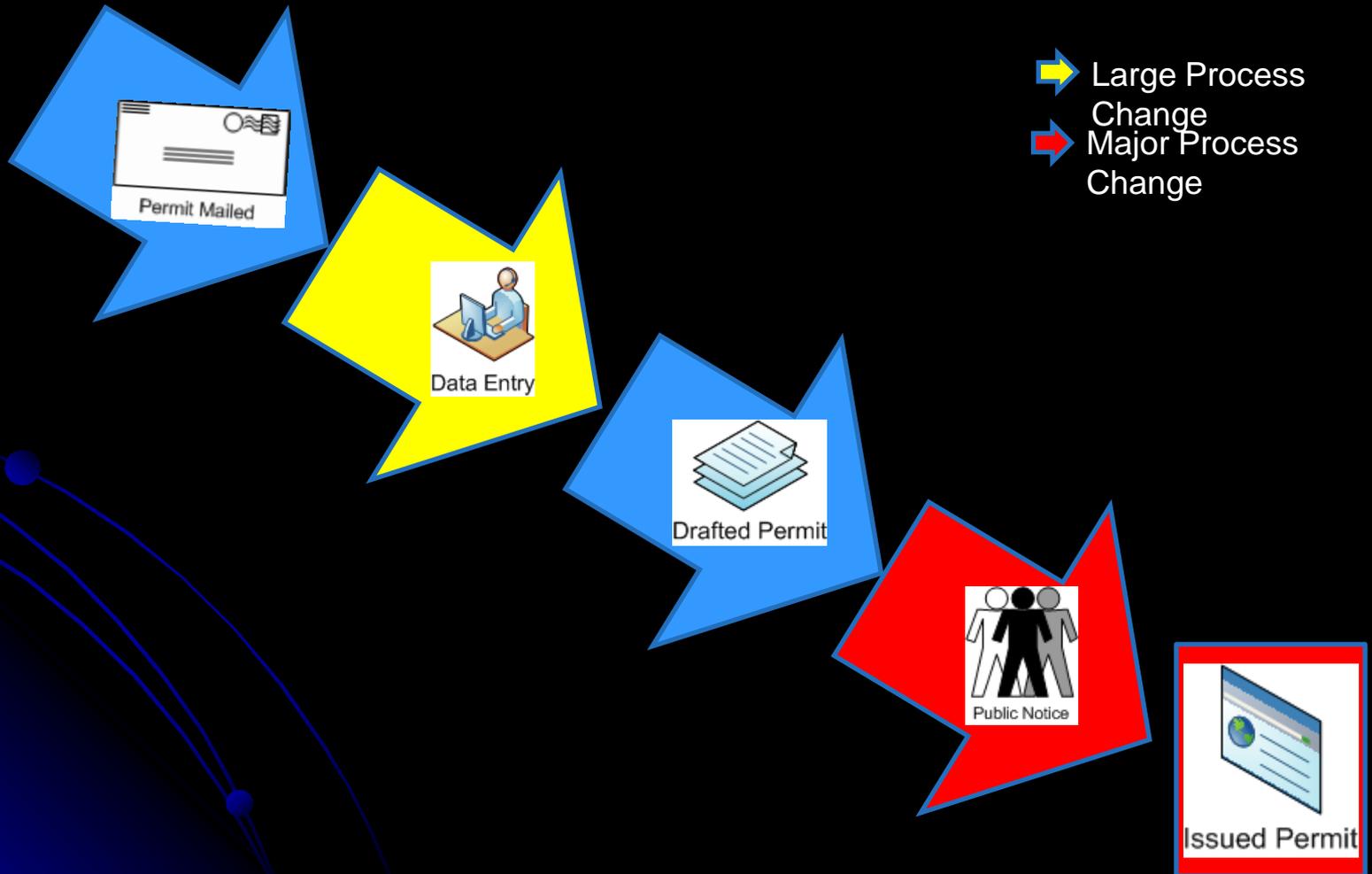
Future State Process Map



Future State:

- 90 Steps, 20 handoffs, 2 Loopbacks, 7 decisions
- Lead process time goes from 61-175 days To 45-86 days
- Improved work flow due to reorientation of process
- Increased productivity and efficiency by more than 50%

Future State- Macro Level



So what does this mean to me?

- Benefits to customer
 - Faster permit delivery, reduced number of days to issue permit
 - Currently ~120 days to issue permit
 - Faster response to public comments
 - Improved quality control
- Changes in way that you see your application processed
 - Same basic process...

Life of a Permit at WDEQ

Delivered to
WDEQ



- Entered in database
- Initial Completeness review



- Divided into which application type
- Organized into order of date the permit was received and priority

- Permit writer picks up permits
- Technical review
- Draft permit
- Peer Review



- Public notice for 30 days



- WDEQ considers requests and responds to comments

- Draft permit signed and dated

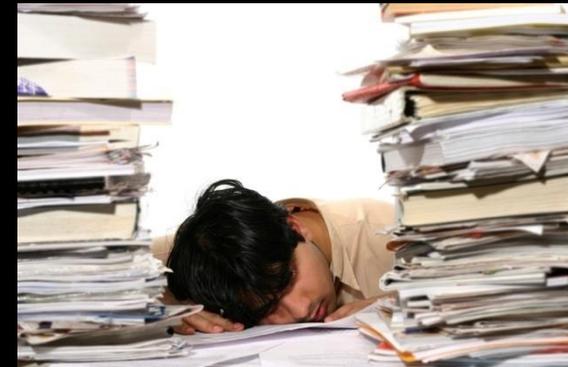


- Final permit available on our website
- Scanned
- Filed at WDEQ
- Finalize database



Changes due to Kaizen Process

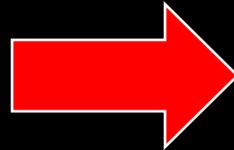
- Most of changes are internal, behind the scenes
 - These steps are important and necessary, but don't directly impact applicant



Changes to system that will affect you...

BEFORE

Technical Review involved lengthy “checklist” form that was e-mailed/mailed



AFTER

Technical Review involves simplified form that will be e-mailed to permittee/consultant directly

The Technical Review

You Will Receive One of Two E-mail
Forms...



1. Notice that application is **TECHNICALLY ADEQUATE**

- Responses were provided for all application items and responses were sufficient to evaluate permit
- Estimated public notice date will be provided
- At this point, the permit writer will begin drafting permit; no further information is needed

Dear Applicant,

Thank you for submitting a WYPDES permit application. The application has been received by the WYPDES Program and reviewed by a member of the permit writing staff. Based on this review, your application has been determined to be **TECHNICALLY ADEQUATE** and no further information is needed at this time. Please refer to the following table for information about the public notice date for this permit. E-mail addresses and other contact information for all permit writers are included at the end of this message. If you have any questions about this review, please contact (by e-mail) the permit writer who reviewed your application. Please be sure to

WYPDES PERMIT APPLICATION REVIEW—Technically Adequate Determination	
WYPDES Permit Number	WY00XXXX
Application Type	Choose one (New, Renewal, Major Modification)
Name of Applicant	Enter name of applicant (company)
Date Application Received	Enter date application was received by WDEQ
Date Application Reviewed	Enter date application was reviewed for technical adequacy
Permit Writer Who Reviewed Application	Enter name of permit writer who reviewed the application
Application Status Determination	TECHNICALLY ADEQUATE
Estimated Public Notice Date	Enter date of scheduled public notice.

include the WYPDES permit number, shown below, in all correspondence regarding this application.

WYPDES Permit Writer Contact Information:

Permit Writer	E-mail Address	Phone Number
Bob Alexander	Ralex1@wyo.gov	307-777-8753
Dena Egenhoff	degenh@wyo.gov	307-777-3567
Carrie Ferguson	cfergu@wyo.gov	307-777-6549
Becky Peters	bpeter6@wyo.gov	307-777-6354
Roland Peterson	rpeter@wyo.gov	307-777-7090
Jason Thomas	jthoma4@wyo.gov	307-777-5504
Jennifer Zygmunt	jzygmu@wyo.gov	307-777-6080

2. Notice that application is **TECHNICALLY INADEQUATE**

- Responses not provided for all items and/or responses were insufficient to evaluate permit
- List of items that need to be addressed will be provided
- Supplemental information will need to be provided
- Call if you have questions!

Dear Applicant,

thank you for submitting a WYPDES permit application. The application has been received by the WYPDES Program and reviewed by a member of the permit writing staff. Based on this review, your application has been determined to be **TECHNICALLY INADEQUATE**. Please review the following table, which lists the reason(s) why the application is technically inadequate, and provide responses and/or additional information to address the noted inadequacies. Response material should be marked as "supplemental information" and submitted to the appropriate permit writer by the date indicated below; the WDEQ requests that all supplemental information, where possible, be submitted to the permit writer via e-mail. E-mail addresses and other contact information for all permit writers are included at the end of this message. If you have any questions about this review, please contact the permit writer who reviewed your application. Please be sure to include the WYPDES permit number, shown below, in all correspondence regarding this application.

WYPDES PERMIT APPLICATION REVIEW—Technically Inadequate Determination	
WYPDES Permit Number	WY00XXXXX
Application Type	Choose one (New, Renewal, Major Modification)
Name of Applicant	Enter name of applicant (company)
Date Application Received	Enter date application was received by WDEQ
Date Application Reviewed	Enter date application was reviewed for technical adequacy
Permit Writer Who Reviewed Application	Enter name of permit writer who reviewed the application
Application Status Determination	TECHNICALLY INADEQUATE
Reasons Why Application Is Technically Inadequate	Enter description of all items where additional information is needed.
Date by which supplemental information must be received to address issues listed above. <i>Please note that if additional information is not received by this date, the application may be returned.</i>	Enter applicable date (standard is 15 business days from date that this e-mail will be sent).

WYPDES Permit Writer Contact Information:

Permit Writer	E-mail Address	Phone Number
Bob Alexander	Ralexal@wyo.gov	307-777-8753
Dena Egenhoff	degenh@wyo.gov	307-777-3567
Carrie Ferguson	cfergu@wyo.gov	307-777-6549
Becky Peters	bpeter6@wyo.gov	307-777-6354
Roland Peterson	rpeter@wyo.gov	307-777-7090
Jason Thomas	jthoma4@wyo.gov	307-777-5504

When submitting supplemental information...

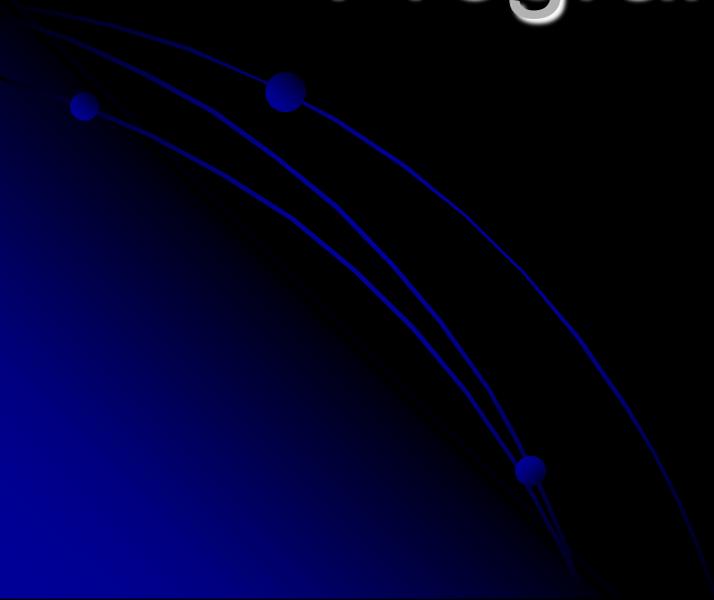
- Please indicate “supplemental information”
- Please use assigned WYPDES permit number
-  ● Where possible submit by e-mail directly to your permit writer
- Submit by deadline (15 business days)
- Limit supplemental information submission
 - Take time to make sure it is correct the first time

Other Changes Due to Kaizen Process

- Simplified completeness review
 - Call or e-mail from WYPDES staff
- Stricter timeframe in which to draft permits
 - Permits must be drafted by peer review meeting
- Move towards “paperless” public notice
 - Limits due to Chapter 2 regulations
 - E-mail PN to mailing list rather than mail hard copy
- Electronic permit signatures—not yet implemented
 - Quicker website posting

Electronic Application Submission

Coming Soon to the WYPDES
Program Nearest You...



Electronic Applications

- WYPDES team has been put together to work with consultants
- Desired outcomes
 - Applicant will be able to complete on-line application form and submit to WDEQ electronically
 - System will only allow complete applications to be submitted
 - Only authorized parties (signatories) will be allowed to submit the application; other parties (consultants) can complete the application form for the signatory party
 - Submission of application will automatically populate WYPDES database
- Permitting process becomes more efficient
- Expected release date late summer
 - Watch for web postings, mailings, press releases
- This system plus new WYPDES database will allow applicants to track progress of application and permit status on-line

Where is my application?

- Technical review notification will be sent within 45 days of application receipt
- Call or e-mail permit writers or database specialist
- Places to Check

- Public Access Database on website

- <http://deq.state.wy.us/wqd/npdes/>

- Public Notice Postings on Current Events Page

- <http://deq.state.wy.us/wqd/events/index.asp>

Recently Approved Permits

- http://deq.state.wy.us/wqd/WYPDES_Permitting/WYPDES_PNs_and_appr_permits/Pages/issued_permits.asp



What Can I Do to Get My Permit Quicker?

- Submit complete applications
- Make sure applications are signed, by someone with signatory authority
- Plan ahead, minimize supplemental information
- Submit renewals in a timely manner
 - 180 days prior to expiration date
- Provide responses to technical inadequacies ASAP
- Respond to ALL items, and answer each item completely. Take the time to read through the whole question. If an item is not applicable, indicate so (do not leave blank).
- Spend less on permit fees...consolidate permits!
- Don't reference old material in application (outfall tables, well lists, etc...). Okay to reference large studies, such as Section 20 studies.
- Communicate with your permit writer



Questions?

