

# E-Permitting Efforts in 8 States

- developed by states for the July 25, 2002 e-permitting meeting

[1. Alabama](#)

[2. California](#)

[3. Florida](#)

[4. Illinois](#)

[5. Mississippi](#) (revised 10-30-02)

[6. New Jersey](#) (revised 10-30-02)

[7. Pennsylvania](#)

[8. Texas](#)

Alabama Department of Environmental Management  
Hazardous Waste Branch

Electronic Permitting  
Current Projects and  
Opportunities

Chip Crockett  
Chief - Industrial Facilities Section  
July 25, 2002

# Current Efforts

- Biennial Reporting
- Online Information Sources
  - Forms (Notifications, Part A, etc.)
  - Guidance
  - Regulations

# Opportunities

- Online Notifications
- Transporter Permits
- Generator Treatment Permits
- HSWA Permits
- Other Activities where Information Requirements are Standardized.
- Other Permits under Standardized Permit Rule

# TSD Permits Poor Candidates

- Application Requirements
  - Site-specific; Not standardized.
  - Volume
- Requirements for Public Notice and Comment

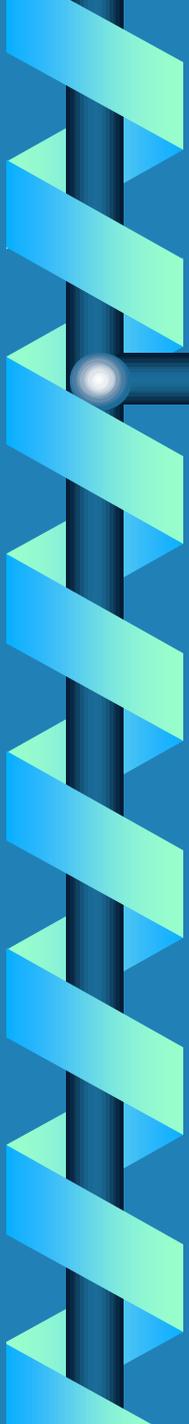


# E- PERMITTING

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PAULINE BATARSEH  
SUPERVISING ENGINEER

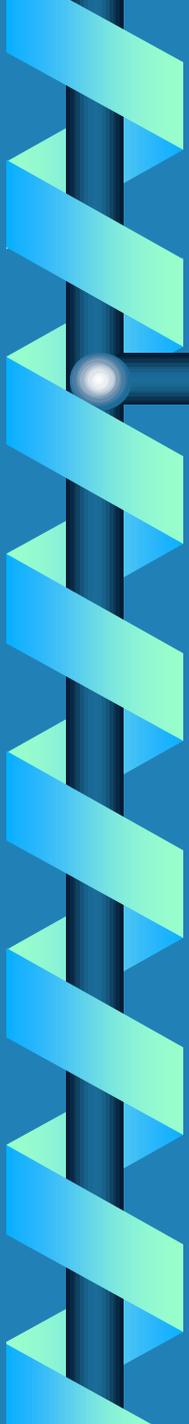
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
DEPARTMENT OF TOXIC SUBSTANCES CONTROL



# EXISTING SYSTEMS

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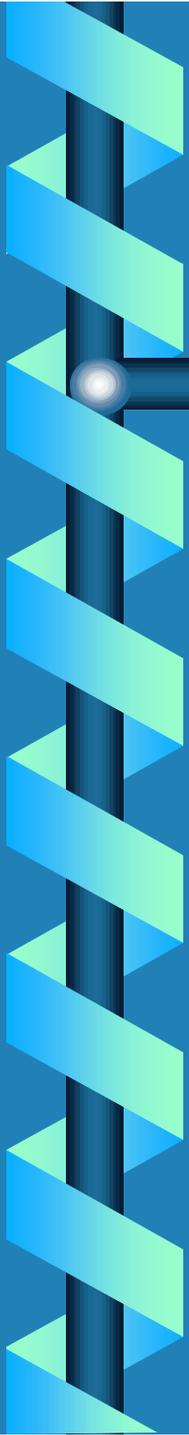
- STATE WATER RESOURCES CONTROL BOARD/  
BAY AREA REGIONAL QUALITY CONTROL BOARD
- SOUTH COAST AIR QUALITY MANAGEMENT  
DISTRICT



## SYSTEM OVERVIEW

### BAY AREA REGIONAL WATER QUALITY CONTROL BOARD

- Purpose - reporting NPDES discharges, over 200 dischargers into the Bay, over 1.5 billion gallons being discharged
- software type - microsoft access/oracle and visual basic
- system capability - easy transfer of data using https



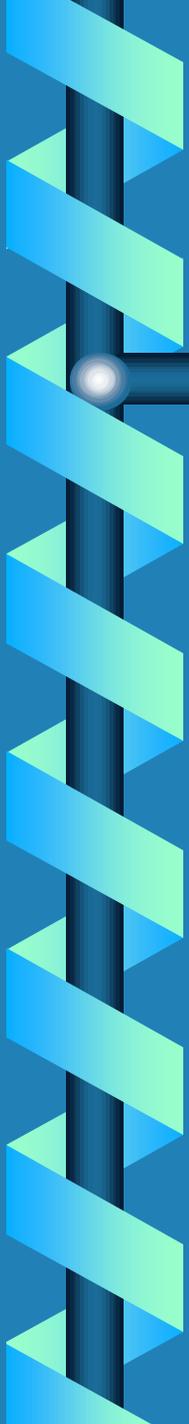
## SYSTEM OVERVIEW CONTINUED ADVANTAGES

- streamlined process - all dischargers use the same mathematical model
- improved compliance - easier to find out if results are above permitted limits
- easier to compile reports and follow trends  
- this helps in establishing policies,  
whenever necessary



## SYSTEM OVERVIEW CONTINUED CHALLENGES

- dischargers initially reluctant to use the software - now 90% have joined
- errors in data inputted are directly reported to regulators and shared with other agencies and the public
- software compatibility/maintenance



## SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

- System enabled applicants to complete and submit applications electronically
- System failed due to: 1) having to include fees with the application; and 2) not capturing the right industry/lack of interest
- Tracking permitting progress can be done via the internet - this has been very successful



# E-PERMITTING/FLORIDA

Douglas G. Outlaw  
Hazardous Waste Regulation Section  
FDEP



# Current Activities

- ◆ RCRA Application, Forms, Instructions & Checklists Available on Internet
- ◆ CY 2001 District Pilot for E-Correspondence
- ◆ Included State Water Facility Permits
- ◆ Included E-Signature and E-Mail Delivery Notice or Confirmation of Receipt
- ◆ Facilities Agree to Participate
- ◆ Program to be extended



# Permit Preparation

- ◆ Standard Permit Templates
- ◆ Customize for Facilities
- ◆ E-mail for Facility Comments before Intent to Issue



# RCRA E-Document Submittals

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- ◆ E-Files either Scanned or Electronic Copy (CD or E-Mail)
- ◆ E-Files Available on Desktop
- ◆ Standard Format not Required
- ◆ OCULUS Software used for File Management



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# E-Permitting Considerations

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- ◆ E-Signature/Certification Process
- ◆ Easy Navigation/Hyperlinks
- ◆ Screen Editing Tools for Comments
- ◆ Provision for Large Drawings
- ◆ Provision for State to Customize



# Illinois Environmental Protection Agency

Steve Nightingale  
Manager, RCRA Unit

Bureau Of Land

217/558-6213

# Existing System Overview

- Various types of software used
- Systems were developed over time
- Development and maintenance done by agency employee's
- Cost is not available

# Existing E-permitting – System Functionality

- Use of computers/network system to draft and store permits and letters
- Use of canned language for permit and special conditions (when possible)
- Electronic distribution of draft and final permit

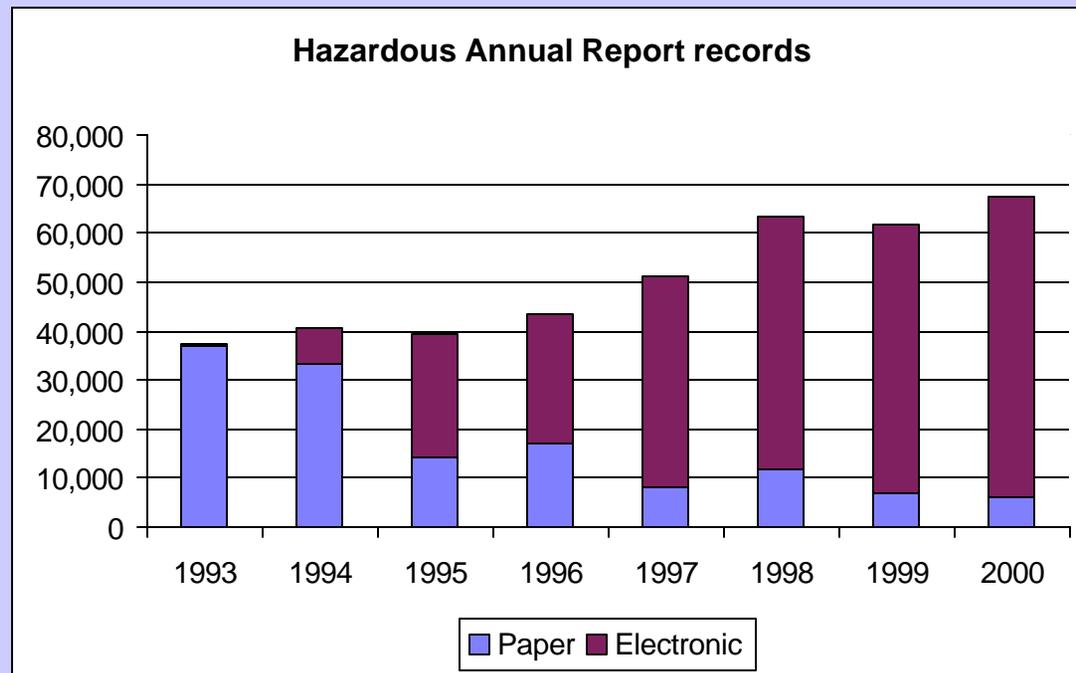
# Existing E-permitting – System Functionality (Cont.)

- Agency web site provides assistance for RCRA during the preparation of permit application (decision guide and check list)
- Agency web site will include listing of all in-house RCRA permit applications and permits issued in near future

# Existing E-permitting – System Functionality (Cont.)

- Submittal of groundwater monitoring data from RCRA part B permits using CD or diskette (85%)
- Submittal of RCRA part B permit and LQG annual reports using CD or diskette (95%)
- Information is uploaded on the network and eventually put on microfilm

# Paper Submittals Versus Electronic Submittals



# Implementation Issues and Challenges

- Manpower
- Cost
- Electronic signature on submittals a big issue

# Mississippi Department of Environmental Quality

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## Office of Pollution Control



e-Permitting

# Why ePermitting?

- MDEQ's Strategic Priorities
  - To streamline regulatory processes to be more effective
  - To provide superior service to customers
  - To focus planning and budgeting to achieve performance goals
  - To make environmental information easily available



## MDEQ's Vision

Fully integrated, geographic-based, information management system, allowing for multi-media evaluation of environmental information by the regulated, the regulators, and the general public.

# Mississippi Department of Environmental Quality

The logo for enSite is displayed within a white rectangular box. The word "enSite" is written in a serif font. The lowercase "en" is colored green, and the uppercase "Site" is colored blue. The box has a subtle drop shadow against the dark blue background.

enSite

*electronic* Environmental Site  
Information System

# enSite

- Integrated system developed by American Management Systems, proprietary name TEMPO
- Allows internal drafting of permits and conditions utilizing equipment or permit profiles, standard permits requirements library, and custom requirements
- Core functionality is multi-media
- Implemented in October, 2000
- Currently is populated with approximately 20,000 agency interests
- Data provides the basis for electronic development of letters, administrative documents, public notices, etc.

# enSite



## enSite : Benefits

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- Standardized Business Process
- Multi-media perspective
- Availability of Data – Internally and Externally
- Performance Measurement – Greater Accountability – Improved Turnaround Time
- Burden Reduction
- Electronic Submittal of Applications

# States utilizing this system

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- New Jersey
- Mississippi
- New Mexico
- Kentucky
- Tennessee

# *eGov Initiatives*

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- enSearch Online -enSite Query tool
- Improved Website for Environmental Permits Division
- enDx: Web based Application Submittal – MS.GOV
- RADIUS: TEMPO Application

# RADIUS:

TEMPO's electronic submittal software, developed by AMS and included with TEMPO software

- Allows for electronic submittal of permit applications and reporting requirements such as Air emissions reporting and DMRs
- Stand alone application using Powerbuilder and SQL database, interfaces with TEMPO
- Current version supports distribution via CD or other electronic media, or to be downloaded from internet accessible site
- Runs on most Windows Platforms
- Allows user to identify profiles for equipment, processes, or type of permit for which they are applying and will provide user with a set of standard requirements based on those profiles
- Produces application file for importing into enSite/TEMPO
- MDEQ implementation date TBD
- Cost included in enSite/TEMPO

# enDx:

## "*electronic* Environmental Data Exchange Application"

- www.ms.gov ePortal Pilot Application
- Web-based application allowing for electronic submittal of:
  - Notice of Intent for coverage under general permits (Construction Storm Water, Baseline Storm Water, Asphalt, Mining )
  - Requests for updates to facility information
- Generates permit profile based on the NOI submitted
- Creates RADIUS import file for importing into enSite/TEMPO
- Currently piloting Construction Storm water NOI
- Broad scale implementation Fall 2002
- Cost - enDx part of www.ms.gov project - enDx share about 350k

# enSearch Online:

*"electronic Environmental Information Search"*

- enSite Query Tool
- Developed by MDEQ Contractor
- Allows searches of data for regulated agency interests
- Online reports
  - Applications received – Early Public Notice
  - Permits Issued
  - Inspections Conducted
- Online Public Notice of Draft Permits

# Future Directions

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- Enhanced Water and Waste Modules being developed
- Broaden Scope of ePermitting – Online Draft Permits and Final Permits
- Customized Permit Applications
- Interfaces to Federal Databases
- GIS Interface
- Evaluation of fees and assessments functionality

# Challenges and Issues

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- Must carefully evaluate changes to business process - both from a permit writers perspective and the applicant
- Must have commitment to use of system at all levels of organization - particularly important at middle manager and line supervision levels

# Challenges and Issues

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- Resources
- Electronic Signature
- Training and Support for the Regulated Community
- Coordination between EPA and States
- Coordination between EPA Regions and HQ
- Coordination between the various Media Groups at EPA



# ***Electronic Environmental Permitting and Reporting in New Jersey***

***Pete Tenebruso  
Electronic Government Manager  
NJ Department of Environmental Protection***

***NOTE: SOME PAGES WITH GRAPHICS DID NOT CONVERT TO PDF FORMAT (10-30-02)***



**NJ DEP**

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# *New Jersey's Electronic Permitting and Reporting*

## **DEP-Online - Web based business portal**

- **Air General Permits**
- **Excess Emission Reports**
- **Air Permit Renewals**
- **Underground storage tank registrations, modifications, closures, and renewals**
- **Release and Pollution Prevention Reports**
- **Community Right to Know Chemical Inventory Surveys**
- **Pollution Plan Summaries**
- **Wastewater Discharge Monitoring Report (DMRs) (in Pilot)**
- **Private Well Testing (PWTA)**



## *Why e-Permit?*

- Provide **consistency and predictability** to the regulated community and public.
- **Reduce reporting burden** on the regulated community by sharing common data elements.
- Provide constituents **better information**, in an easy to use format.
- Provide **convenient, expanded services** to the regulated community.
- Reduce in-house administrative **costs** (i.e. check processing, data entry).
- **Decrease time to compliance** through streamlined business processes and improved internal communication.

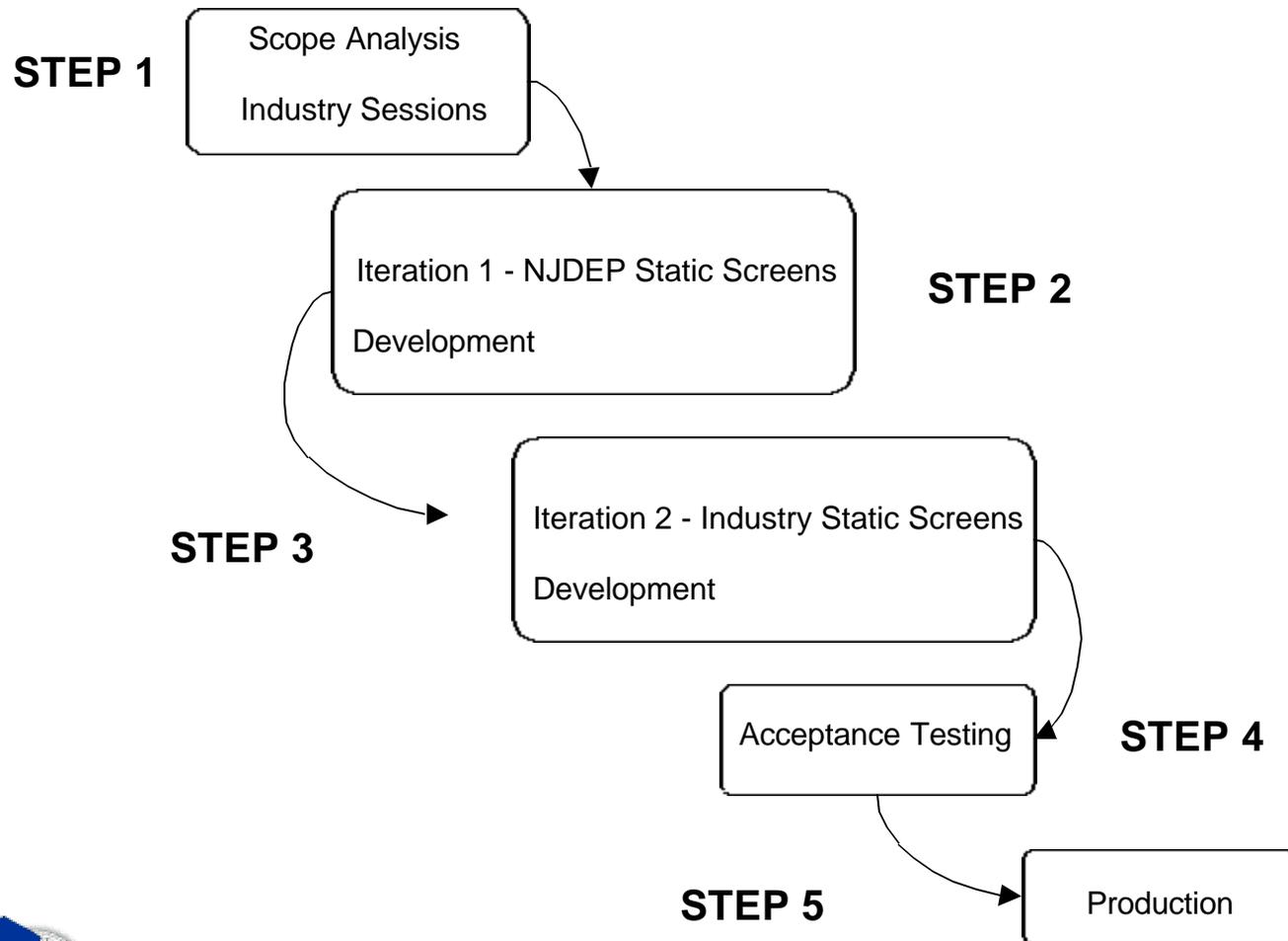


## *NJDEP Online Portal - Common Services and Benefits*

- **Facility Managed, User Level Security**
- **Data Validation - error reduction**
- **Data Uploading - eliminates data entry**
- **Multiple Electronic Signatures/Certifications**
- **Electronic Credit Card and e-Check Payment**
- **Permit/Work folders**
- **E-mail messaging**
- **Standardized and pre-filled spreadsheets and reports**
- **Integration with Dept. environmental management system**



# How? - Rapid Application Development (RAD)



## *Keys to Success and Pitfalls to Avoid*

- **Design and Development**
  - **Choose a high volume, simple process to start**
  - **Keep it simple (you may have to design for 98%)**
  - **Make it secure**
  - **Constituent involvement**
  - **Make it easier and faster than paper**
  - **Build upon your existing blocks**



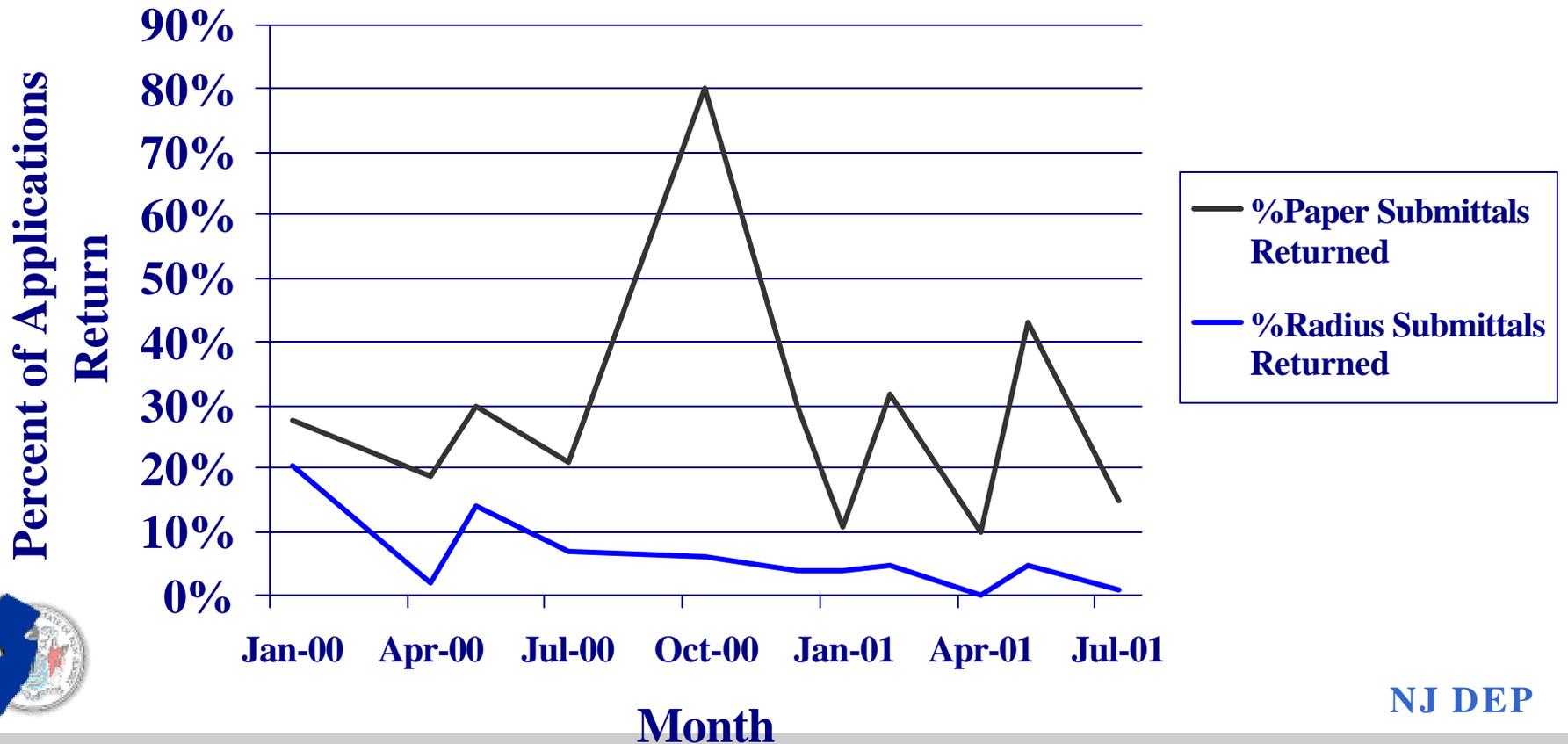
## *Keys to Success and Pitfalls to Avoid (con't)*

- **Post - Implementation**
  - **Incentives**
  - **Training**
  - **Marketing**
  - **Help Desk**



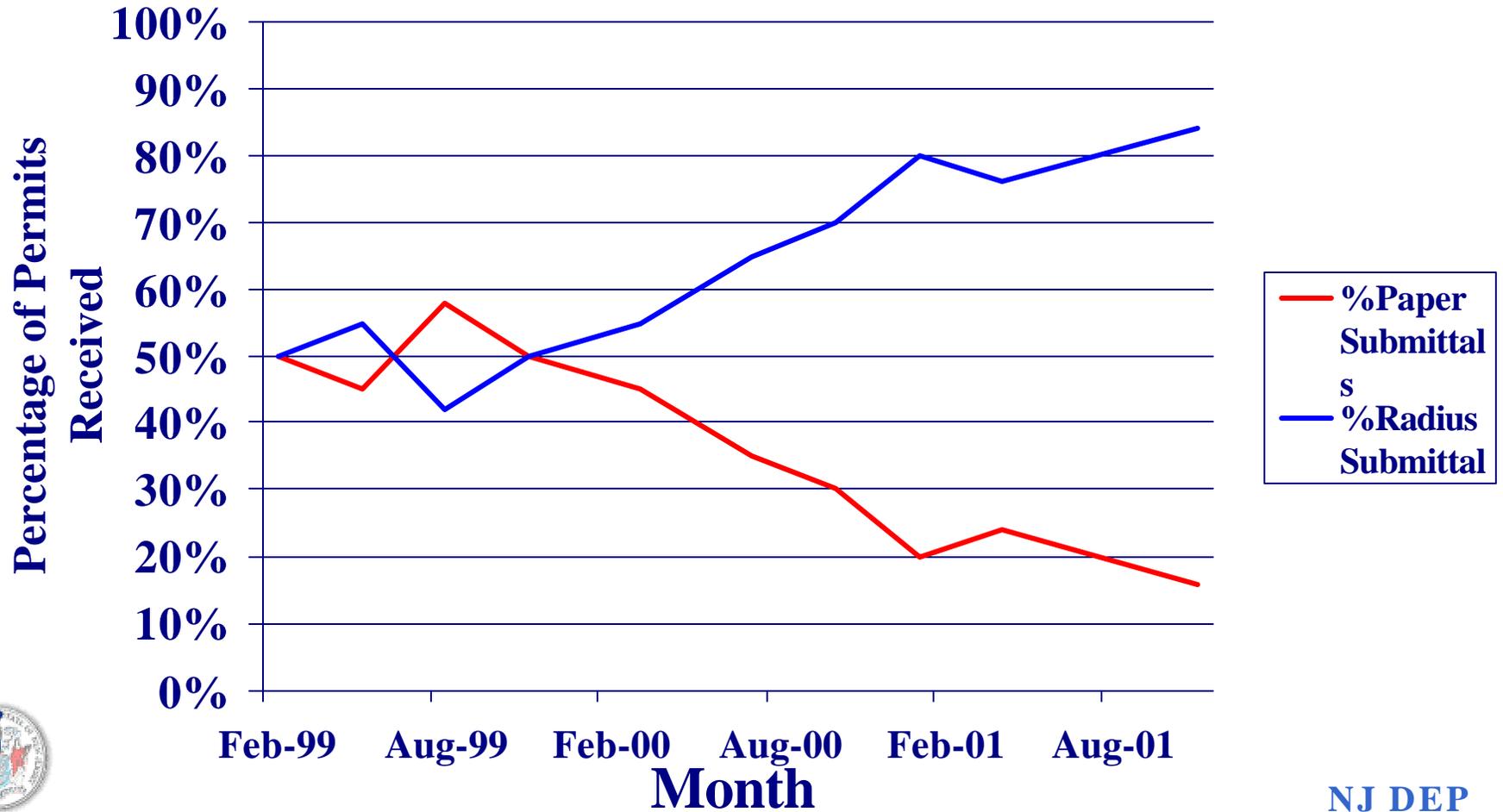
# Electronic Permit Submittals Are More Reliable

## Applications returned as a % of applications received



## Electronic Vs. Paper Applications

### Permit Applications by Month



# *New Jersey's Electronic Permitting and Reporting*

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- **Currently Available**
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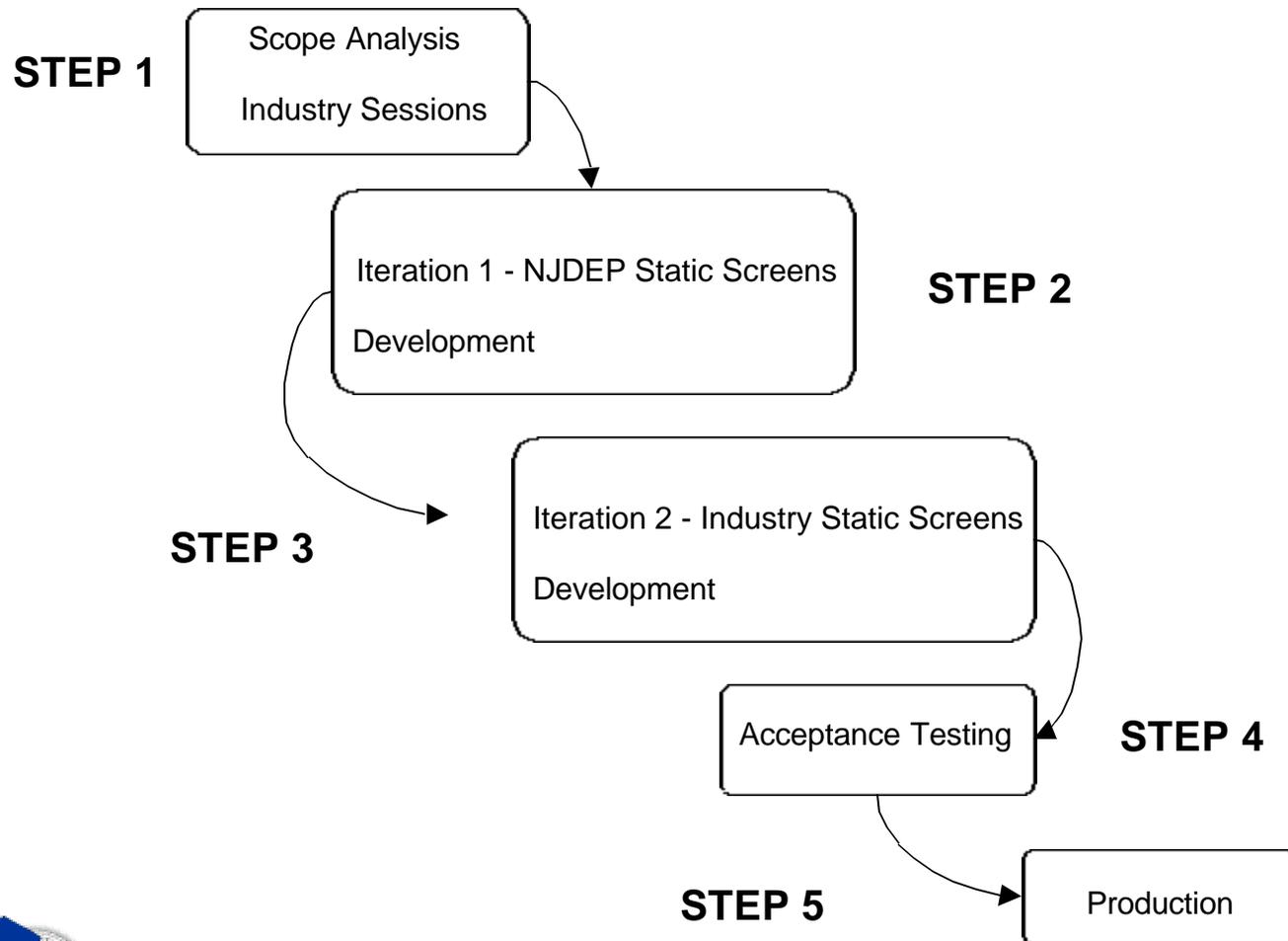


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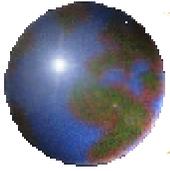
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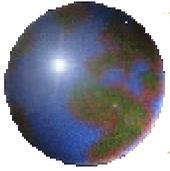
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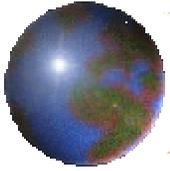
**Pennsylvania Department of  
Environmental Protection**

*e*Permitting Initiatives



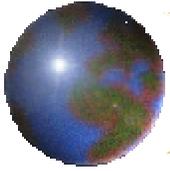
## *Benefits of ePermitting*

- Reduced labor hours and costs
- More timely dissemination of information
- Greater data accuracy
- Greater accessibility to data
- Better use of resources
- Decreased paper use = environmental +
- More secure than paper-based processes



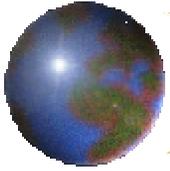
## *Existing System*

- Overview
  - Electronic submission of Oil and Gas permit
  - Uses JAVA, HTML and ASP
  - Combination of internal staff and contractor to develop
  - Development and maintenance ~\$150,000
  - Automated front end for application process – info submitted via web to existing database



## *Existing System*

- Issues and Challenges
  - Fee collection – use ACH(Automated Clearing House); want Credit Cards
  - Security – had to redo portal, use pin and password
  - Attachments to application
    - **Technology difference between DEP and applicants**
    - **Had to develop standards for submissions**



## *Future of ePermitting at DEP*

- Working on eGIF (General Information Form)
- Working on Form U – for Waste Management client with waste acceptance plans
- Extension of existing system – same technology, capability, functionality
- Issues – Handling Fees!



# Electronic Permitting

Presented By:

Texas Natural Resource Conservation  
Commission (TNRCC)



## Where We Are

- ◆ Submittal of RCRA application is in hard copy

## Where We Plan to Go

- ◆ Submittal of RCRA application via electronic format



# Progress To Date

- ◆ Briefed upper management on electronic format application
- ◆ Got management approval to proceed
  - Using two staf and assistance from EPA Region 6



# Our Vision for IHW Electronic Permit Process

- ◆ Permit application is developed in electronic format with:
  - Hyperlink to dynamic information such as rules/regulations/guidance
  - Application review checklist



# Electronic Permit Process

- ◆ As applicant is inputting information:
  - Required information is merged into selected fields in the application checklist & summary sheet  
  
(summary sheet is the collection of all necessary information to be merged into the permit module)



# To Meet Permit Conditions:

- ◆ Application submitted on CD for electronic review
- ◆ Hard copy of engineering drawings, maps, signature pages



# Output

- ◆ Once the permit application review is completed:
  - Selected fields from application summary sheet are merged into the permit module



# Where We Want to Be

- ◆ Paperless permit application & process
- ◆ Hyperlink dynamic information  
(efficient use of resources)
- ◆ Efficient processing time & easy archiving/storage
- ◆ Ever Green Permit