

**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  - Could “post” these somehow, after cleaning out outdated/redacted items, summarizing internal active “staff instruction” files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.**