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## Hazardous Waste Management Program - Permitting Division

### Performance Metrics

The Department of Toxic Substance Control's Permitting Division, a division of the Hazardous Waste Management Program, protects Californians and the environment from toxic harm by making timely, enforceable, and protective permit decisions for the operation of hazardous waste facilities in accordance with all applicable laws and sound science.

Beginning in FY 15-16, the Permitting Division established a performance management approach to evaluate the Division's performance in making timely permit decisions. Below are the goals and metrics the Permitting Division will use to evaluate its performance.

#### **Goal 1: Number of Permit Decisions**

The Permitting Division has made commitments to the Legislature and in Budget Change Proposals (BCPs) to the Administration on the number of permit decisions to be completed in a given fiscal year. The current commitment is 8 permit decisions per year. This metric will be used as a direct measure of success for the Permitting Program.

Metric:

- Number of permit decisions completed per year
- Number of continued permits
- Total number of permits
- Total number of permitted hazardous waste facilities

#### **Goal 2: Review Facility Closure and Post-Closure Cost Estimates on a Five-Year Cycle to Ensure Proper Funding of Financial Assurance Mechanisms**

This review will ensure the Closure and Post-Closure Plans adequately describe the activities necessary for closure and post-closure care of the facility and the associated engineer's cost estimate reflects the current and accurate cost for implementation of those activities by a third party. To accomplish this objective, an average of 24 Closure and Post-closure Plans and associated engineer's cost estimates will need to be reviewed each year. The number of cost estimates that do not exceed the five year review timeframe will be used as a direct measure of success for the Permitting Program.

Metric:

- Time elapsed between permit issuance and review of Closure and Post Closure cost estimate
- Number of facilities with Closure and Post-closure cost estimate review completed within 5 years after issuance of permit
- Number of facilities for which a Closure and Post-closure cost estimate review is not completed within 5 years after issuance of permit



### **Goal 3: Time to Process a Permit**

The Permitting Division has established a goal of being able to process 90% of the permit decisions in 2 years, starting with the application submittal and ending with the permit decision. In order to meet this goal, the Permitting Division must make an average of 16 permit decisions per year; with that level of staffing, DTSC expects to achieve that goal within 6 years. With current level of staffing, and including the new resources proposed in the Governor's FY 2016-2017 budget, the Permitting Division will be able to make 8 permit decisions per year. Comparing the current fiscal year permit process times with previous years permit process times will provide an indicator of the progress that the Permit Division is making toward meeting this goal.

Metric:

- Number of months to process each permit completed in the fiscal year
- Average time to process all permits which were completed in the fiscal year

### **Goal 4: Permit Application Call-in (Reminder) Letter and Pre-Application Meeting**

The Permitting Division will send the permit applicant a reminder letter 18 months in advance of the current permit expiration date, communicating that a renewal permit application is due 6 months prior to expiration. The Permit Project Manager will conduct a pre-application meeting within 3 months after the issuance of the reminder letter to talk with the permit applicant about the information that must be provided in the permit application. Achieving this metric should improve the quality of the permit application received for review and processing, and minimize delays in obtaining the necessary information for a complete application.

Metric:

- Number of months prior to permit expiration that reminder letters are sent out
- Number of pre-application meetings with applicants held within three month after the Reminder letter is sent
- Number of months between Reminder letter and pre-application meeting

### **Goal 5: Administrative Completeness Review Time**

The Permitting Division has a regulatory obligation to review the permit application for administrative completeness within 30 days of receipt of the permit application and to notify the applicant in writing whether the application is complete. This metric will measure the Permitting Division's success at meeting this regulatory obligation.

Metric:

- Number of days to issue Administrative completeness determinations for each permit application
- Average number of days to issue administrative completeness letter for all administrative completeness determinations made in the current year



## **Goal 6: Technical Review Completeness Review Time**

The Permitting Enhancement Work Plan recommended the use of the Technical Review Completeness Checklist to be used by the permit writer in reviewing the permit application. The goal in using this checklist is to be able to complete the technical review for 80 percent of permit applications within 13 months after the application is determined to be administratively complete. The ability to consistently complete the technical review in 13 months is a major milestone in the Permitting Division's strategy in reaching the goal in processing permits within 2 years. This metric will be an indicator of progress toward improving timeliness of the Permitting Process.

### **Metric:**

- Number of months for finding the permit application technically complete
- Average number of months for finding the permit application technically complete for all technical complete determinations made in the current year