

Fundamentals (4.b): Permitting/Enforcement Process Efficiency/Consistency/Transparency – PERMITTING

Improve efforts to ensure hazardous waste permits are protective, timely, legally defensible and enforceable.

Goal: Improve our performance and effectiveness in providing timely, high quality, legally defensible, and enforceable permits that are protective of public health and the environment.

There is a tremendous variability and complexity in the types of permits issued. In addition, a clear approach and/or guidance for processing these permits are not currently available or are significantly outdated.

EnviroStor is a foundational internal and external communication and project management tool that is not fully developed or utilized. Permitting staff will be working with OEIM to improve and expand the function of the Permitting EnviroStor tool.

Permitting information and decisions will be available to the public through the DTSC website and/or EnviroStor.

Time Line:

April – June 2013:

- Realign existing team structure to have supervisors and senior staff fulfill appropriate management and leadership roles.
- Enforcement to review all draft permits, provide input on a timely basis, establish a process to resolve disagreements and track permit status and progress through EnviroStor.
- In coordination with OEIM, initiate expansion and improvements to both the internal and public Permitting EnviroStor to manage and track projects to post all administrative records.
- Compile and create an electronic library on SharePoint to store all guidance documents, training manuals, policy documents and model permits.
- Supervisor to meet with staff/unit weekly to review progress with assignments and identify issues that could delay projects.
- Branch Chief to meet with Supervisors weekly to review unit assignments and address branch needs.
- Integrate use of Permitting EnviroStor to manage projects, request for support services and track assignments.
- Hold scoping meetings with the applicant before a permit application is submitted to ensure a complete application is submitted and the permit process is clear to the applicant.

July – September 2013:

- Identify and train appropriate Permitting staff to utilize the upgraded functions of EnviroStor and to ensure that all appropriate documents are posted on a timely basis (due to resource limitations, staff will initially complete posting of documents associated with sites with active permit decisions in process).
- Provide staff with Annual Performance Appraisals and Individual Development Plans;
- Ensure staff have taken Crucial Conversation training.
- Receive, review and begin implementation of recommendations provided by California Personnel Services' Office of Permit Review Report.
- Continue to update postings to EnviroStor of all administrative files for facilities with current permits.
- Identify, schedule, provide and track cross-training of Permitting and Enforcement staff on each program's procedures.
- Coordinate with OEIM to determine the steps and timeline to enhance DTSC and Public EnviroStor to provide updated FR information and how to link the Permit information to Enforcement and administrative records for facilities where we are currently making a permit decision.

October – March 2014:

- Identify training needs and schedule to provide and track internal training, including but not limited to, guidance document training, cross-training with Enforcement staff, CEQA training, and Financial Responsibility (FR).