



19.0 COMPLETION OF ADMINISTRATIVE RECORD



The Administrative Record for a final permit must include:

- (1) The complete Administrative Record for the draft permit (see [Chapter 13.0](#), Draft Permit).
- (2) All written comments received during the public comment period and all oral comments received during any public hearings.
- (3) The recording tape or formal, written transcript of any public hearings.
- (4) Any written material submitted during any public hearings.
- (5) The formal, written response to comments plus any new material submitted into the record as part of the formal response to comments.
- (6) All other documents contained in the supporting file for the permit.
- (7) A copy of the final permit.
- (8) A copy of the final Initial Study, final EIR or NEG DEC and any other documents required by CEQA.

The above documents must be entered into the formal Administrative Record upon receipt.

The formal Administrative Record must be complete with all of the above documents on the date the original signed copy of the final permit is sent to the applicant.

The Administrative Record documents for draft permits (Title 22, Cal. Code of Regs., section 66271.8) and final permits (Title 22, Cal. Code of Regs., section 66271.17) require supporting documents. The checklist for the Administrative Records (Appendix 19.0-1) lists all the required and supporting documents. All documents listed in the checklist should be included in the DTSC Administrative Record, for both state-only and RCRA-equivalent permits.

For major or controversial facilities, the formal Administrative Record must be physically assembled with all of the items listed in the Appendix 19.0-1. Physical files must be labeled consistent with DTSC filing protocol and with the words "ADMINISTRATIVE RECORD FOR [insert name of facility permitted], PERMIT SIGNED [insert date permit was signed]."

KEY QUESTIONS

Does the Administrative Record include all of the items listed in Appendix 19.0-1? If not, why not?

REQUIRED OUTPUTS

Expected outputs from this chapter are:

- c A memo placed in the general permitting file noting the location of all items listed Appendix 19.0-1; or
- c A properly labeled physical file containing all of the items listed in Appendix 19.0-1.

APPLICABLE REGULATIONS AND STATUTES

State Laws and Regulations:

Title 22, Cal. Code of Regs.

Sections

66271.8 Administrative Record for Draft Permits

66271.17 Administrative Record for Final Permits

Federal Laws and Regulations:

Other Laws and Regulations:

POLICIES

DTSC Policies:

EPA Policies:

Other Policies:

INSTRUCTIONS TO APPLICANTS

Handouts to be Given to Applicants:

Examples to be Given to Applicants:

CEQA CONSIDERATIONS

LEGAL CONSIDERATIONS

INTERAGENCY AGREEMENTS & MOUs

COORDINATION WITH OTHERS

Other DTSC Units:

Environmental/Legislative/Industry Groups:

Other Agencies:

Special Requests:

STEP-BY-STEP PROCEDURES

Flow Charts:

Checklists:

TECHNICAL REFERENCES

EXAMPLES OF COMPLETED WORK PRODUCTS

TIMELINE AND PLANNING

Permit Processing Chart:

Workload Standards:

Statutory & Other Deadlines:

List of Examples:

List of Appendices:

19.0-1 Checklist for Administrative Record Documents for Draft & Final Permits.

List of References: