



**PERMIT STREAMLINING  
TASK FORCE  
SUBCOMMITTEE  
MEETING  
July 17, 2024**

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**Permit Streamlining Task  
Force Subcommittee**

July 17, 2024

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# Agenda



Operational Update



PEP Update -  
Electronic Permit  
Application Forms



Best Available  
Control  
Technology  
(BACT)  
Discussion



Research  
Permit  
Discussion



Upcoming  
Meetings  
Other Business  
and Public  
Comment

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# Operational Update

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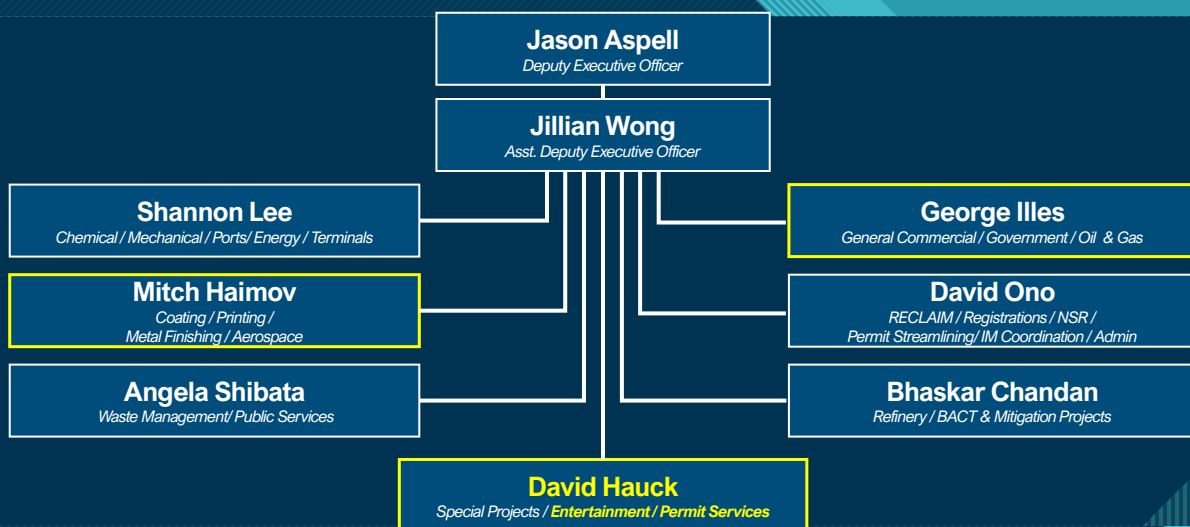
## Recruitment Update

- Continual recruiting, interview, and promotional efforts
- Since January 2024 update:
  - 3 hires (Engineers)
  - 5 promotions
  - 1 reassignment (Supervising Engineer)
  - 3 Working Out of Class Senior Engineers
  - 1 Working Out of Class Supervisor
  - 3 separations (Engineers)
- Current E&P vacancy rate: 9.1%
- Targeted E&P vacancy rate: below 10%

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## Updated Organizational Chart



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## Updated Productivity Metrics

- Fiscal Year (FY) 2023-24 Priority Objective and Goal of timely completions has been replaced in FY 2024-25 to focus on increasing permitting production
  - Met FY 2023-24 timely completion goal in each of the four reported quarters
  - FY 2024-25 goal to increase production by 500 completions over CY 2023
- Monthly report to Stationary Source Committee
  - Provides information on permit application workflows
  - Renewed focus on monthly completions to:
    - monitor new staff and new supervisory staff development
    - track staff production in returning to pre-pandemic levels

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## E&P FY Goal and Priority Objective

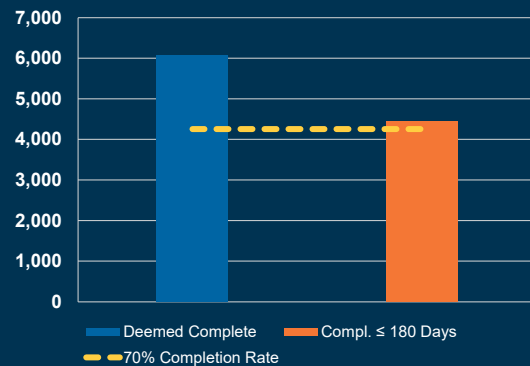
### FY 2023-24

- Maintain current completion rate of 70% of permit applications within 180 days of being deemed complete, measured quarterly
- Met or exceeded target for each quarter and the entire FY

### FY 2024-25

- Increase production by 500 completions as compared to 2023
- Goal of 5,865 permit completions
- Measured and reported quarterly

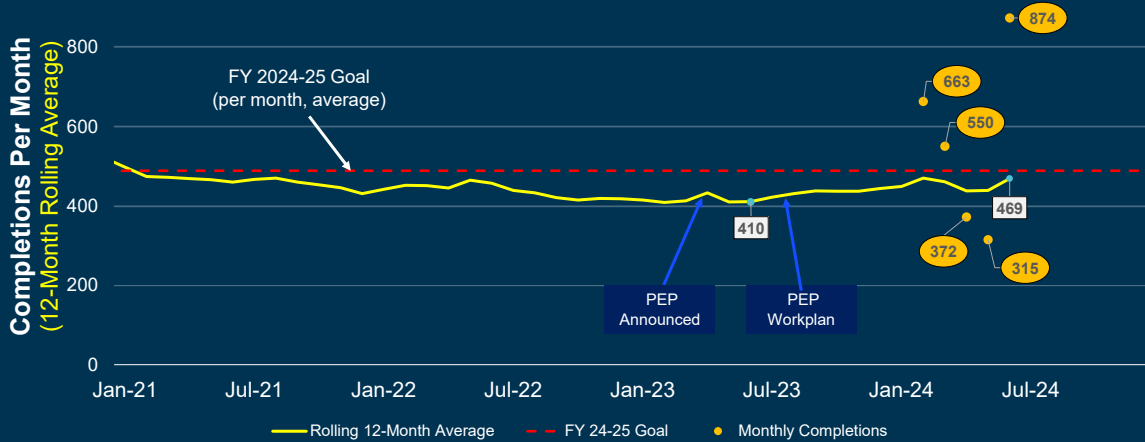
Timely Processing Goal  
All Applications  
(FY 2023-24)



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# Application Completions

## Monthly Annual Average and Recent Monthly Totals

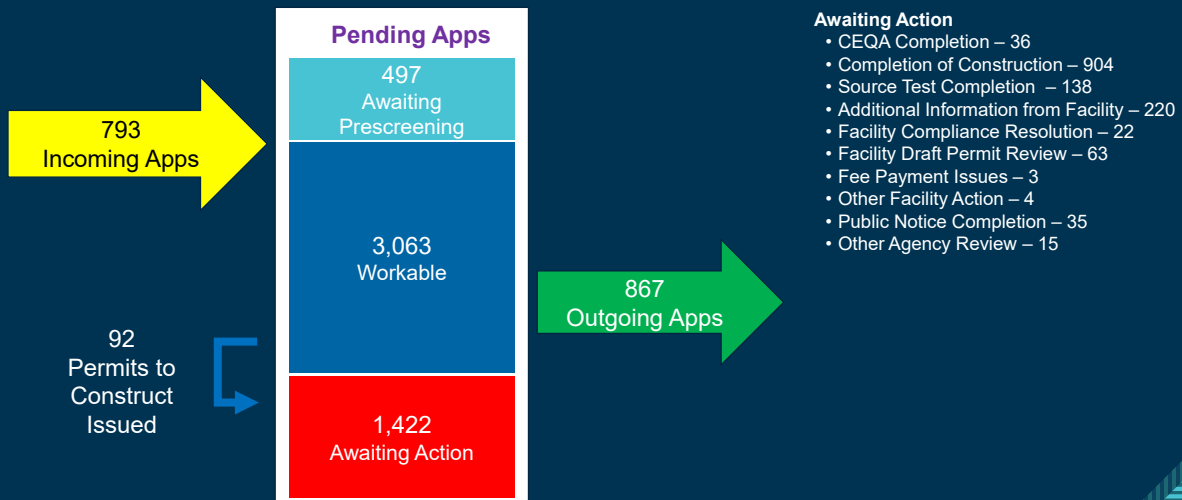


Permit production increasing under PEP

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# SSC PEP Monthly Update

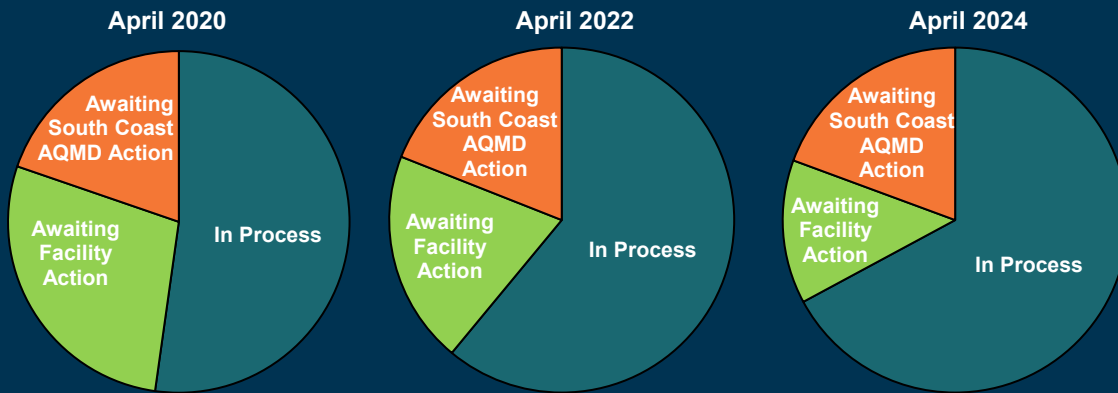
## June 2024 Application Workflow (July Report Period)



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# Pending Permit Application Status Dashboard

## Debottlenecking Efforts



Permit applications "In Process" have grown as aged applications are being worked on and as newer staff continue to gain experience

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# Pending Permit Application Status Dashboard

## June 2024 Snapshot

Completeness Determ. (Facility Action)		In Process		Awaiting Facility Action		Awaiting South Coast AQMD Action	
<b>Add'l Info. Req.</b>	<b>5% (7%)</b>	Engineering Evaluation and Admin Processing	68% (67%)	Compliance	< 1% (1%)	<b>Supv/Mgr Review</b>	<b>13%</b>
Related App A/I	1%			Review Draft	1%	Related App Proc.	3% (5%)
				<b>Conduct Source Test</b>	<b>1% (3%)</b>	<b>Source Test Review</b>	<b>1% (3%)</b>
				Awaiting Constr.	4% (1%)	Policy Review	1%
						Field Eval	< 1%
						Public Notice	< 1%
						Other Agency Rev.	< 1% (1%)

Aged Applications (> 2 years) are shown in parentheses if different than overall snapshot

Additional actions being implemented to reduce Supv/Mgr Review  
Priority Source Test Reviews for aged applications to be identified

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## Addressing the Review Bottleneck

Actions taken to address continuing Supervisor and Manager review bottleneck:

- All supervisor vacancies in Waste Management / Public Services team (Team A) have been filled
- New manager for Special Projects team
- Recent promotion of supervisor in General Commercial team (Team O)
- Additional short-term supervisor position added to General Commercial team (Team O)

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## Comments

Operational Updates

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# Permitting Enhancement Program (PEP) - Electronic Permit Application Forms

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## PEP Workplan Outline



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## Online Filing Update

- Four 400-E forms nearing completion
  - E-13a – Emergency Internal Combustion Engine
  - E-11 – Fuel Dispensing and Storage Equipment
  - E-1a – Particulate Matter Control Fabric Filter (Baghouse)/Cartridge Collector
  - E-17b – Spray Booth / Open Spray
- Remaining R222 Registration modules moving to deployment

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## Demonstration

Electronic Permit Application Forms

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## Upcoming PEP Updates

- PEP to be implemented through 2025
  - Some long-term IM items will extend past 2025
  - Finalized PEP items will continue to be utilized
- Regular updates to be provided to Board
  - September 6, 2024
  - First and second half of 2025
  - Monthly written reports to Stationary Source Committee
- Permit Streamlining Task Force Subcommittee
  - Typically held second and fourth quarter each year – adding more meetings
  - Additional Permitting Working Group meetings

### PERMITTING SUBSCRIPTION LIST

<https://www.aqmd.gov/sign-up>

List created to better communicate with stakeholders regarding permitting requirements, initiatives, and advisories.

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## Tentative PSTF and PWG Meetings

### 2024

- July 17 – PSTF
- Sept 6 – Gov. Board (PEP)
- Sept\* - PSTF
- Oct\* - PWG
- Dec – PSTF or PWG\*

### 2025

- Feb/Mar\* - Gov. Board (PEP)
- Mar – PSTF or PWG\*
- May – PSTF or PWG\*
- June – PSTF or PWG\*

\* Tentative schedule and/or meeting formats

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