Application templates are not updated often and do not have required critical information associated with data collection and T1/T2 monitoring requirements. Existing application forms (state form R) do not lead to fact sheet development.

Application Mapping Process

<table>
<thead>
<tr>
<th>Category 4 Public Notice</th>
<th>Schedule Public Hearing</th>
<th>Request Hearings Officer</th>
<th>Prepare Presentation</th>
<th>Develop Script for Hearing</th>
<th>Conduct public hearing</th>
<th>Newspaper Notice and Hearing Preparations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Coordinator</td>
<td>Permit Writer</td>
<td>Permit Writer/Manager/ Hearing Officer/Public Affairs Specialist</td>
<td>CT = 2 hours</td>
<td>CT = 1 hour</td>
<td>CT = 25 hours</td>
<td>Permit Writer/Manager/ Hearing Officer/Public Affairs Specialist</td>
</tr>
<tr>
<td>CT = 2 hours</td>
<td>CT = 1 hour</td>
<td>CT = 1 hour</td>
<td>CT = 1 hour</td>
<td>CT = 12 hours</td>
<td>CT = 7?</td>
<td>CT = 4 hours</td>
</tr>
</tbody>
</table>

Recall:
- NPDES Permit Rating Worksheet
  - Permit Writer
  - CT = 3 hours
- Review Application
  - (technical and administrative) research fees
  - Permit Coordinator and Permit Writer
  - CT = 8 hours
- Request Additional Information; prepare request; receive request
  - Permit Coordinator and Permit Writer
  - CT = 2 hours
- Write Confirmation Letter
  - Permit Coordinator
  - CT = 8 hours
- Log Info into SIS
  - Permit Coordinator
  - CT = 15 mins
- EQC Approval for Mass Loading Increase
  - Permit Writer, Permit Manager, EQC
  - CT = ?
  - if necessary
- Assign Permit Writer
  - Manager
  - CT = 1-3 years (backlog)
- Run "expired permit report"
  - Share with permit writer
  - Permit Coordinator
  - CT = 1 hour
- Develop Pre-App Packet
  - Permit Writer
  - CT = 3 hours
- Prepare Pre-App Packet
  - Deliver to applicant
  - Permit Coordinator
  - CT = 2 hours
- Receive Application; Route to permit writer; Update WQIS
  - Permit Coordinator
  - CT = 5 mins
- Applicant
- Permit Writer
- Permits and fact sheet development

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Reviewing Permit Renewal Process including on time receipt of application.

Category 4 Public Notice

Schedule Public Hearing
- Permit Coordinator
  - CT = 2 hours
- Request Hearings Officer
  - Permit Writer
  - CT = 1 hour
- Prepare Presentation
  - Permit Writer/Manager/
    Hearing Officer/Public Affairs Specialist
  - CT = 1 hour
  - Permit Writer/Manager/
    Hearing Officer
  - CT = 1 hour
  - Officer
  - CT = 12 hours
- Develop Script for Hearing
  - Hearing
  - CT = 1 hour
- Conduct public hearing
  - Permit writer/manager/
    hearing officer/public affairs specialist
  - CT = 77
- Newspaper Notice and Requisition
  - Permit Writer/Manager/
    Hearing Officer/Public Affairs Specialist
  - CT = 8 hours
- Hearing Preparations
  - Permit Writer/Manager/
    Hearing Officer/Communications
  - CT = 8 hours