

# **Permit Scoping Meeting (PSM) Scheduling Procedures**

**Note: Day “0” is the day of the PSM. Hence, negative days are prior to the PSM. If steps in this procedure are completed early or late, new completion dates are set with the same relative time between each step.**

## **Day (-20)**

Applicant will call or email the appropriate Unit Supervisor:

- General Manufacturing Unit: Bill Presson 517-373-1209, [presson@michigan.gov](mailto:presson@michigan.gov);
- Thermal Process Unit: Mary Ann Dolehanty 517-373-2098, [dolehanm@michigan.gov](mailto:dolehanm@michigan.gov);
- Chemical Process Unit: Bryce Feighner 517-335-3693, [feighneb@michigan.gov](mailto:feighneb@michigan.gov).

If the appropriate Unit Supervisor is not known, contact Karla Lowrie 517-373-7066, [lowriek@michigan.gov](mailto:lowriek@michigan.gov). As an alternative, when an application or request comes in through MiTAPS, Karla Lowrie will contact the appropriate Unit Supervisor.

## **Day (-18)**

The Permit Screener will assign a PSM Number and provide it to the Unit Supervisor.

## **Day (-16)**

The Unit Supervisor will assign the Permit Engineer. The applicant will be notified of the PSM Number and which Permit Engineer has been assigned.

## **Day (-14)**

The Permit Engineer will contact the applicant to discuss the proposed project; prepare and mail the technical checklist(s), any appropriate information sheets and instructions to the applicant; and will schedule (i.e., date for and location of) the PSM.

## **Between Day (-14) and Day (-7)**

The Permit Engineer will select the Permitting Team, after consultation with all supervisors involved, to participate in the PSM and conduct the subsequent permitting reviews when the permit is assigned. The Permit Engineer's Unit Supervisor will resolve any disagreements or lack of response during the team selection process. Additional appointments of staff may be necessary later in the project.

## **Day (-7)**

Applicant will submit a PSM package to AQD which may include a draft application.

## **Between Day (-7) and Day (-2)**

The Permit Engineer will forward either whole copies, or appropriate sections, of the application to the Permitting Team to conduct an initial review of the application to identify obvious information needs or technical errors and to prepare for the PSM. The Permit Screener will conduct an initial administrative completeness review and report any deficiencies to the Permit Engineer at least two days prior to PSM. Prior to the PSM, the Permit Engineer will communicate with the Permitting Team (separately or together, as needed) to discover any identified information needs or technical errors with the application. The Permit Engineer will contact (via telephone or email) the applicant to communicate these outstanding issues so they can be better addressed during the PSM.

**Day (-2)**

The Permit Engineer will develop an agenda for the PSM and will forward it to all PSM participants.

**Day 0**

The Permit Engineer, with the Permitting Team, will attend the PSM with the goal of completing all, or most, of the technical reviews necessary to complete an initial set of draft permit conditions. The Permit Engineer will identify unresolved issues and additional information needs, all responsible parties, and associated due dates. This will be documented on the "Additional Information and Action Request Tracking Form" and provided to PSM attendees along with other pertinent materials.