

## Additional Information/Action Requests and Look-See #1 Procedures

During the Permit Scoping Meeting (PSM), the “Additional Information and Action Request Tracking Form” will be completed to identify information needs and action items, including, but not necessarily limited to the following:

- administrative completeness information needs
- technical information needs
- incomplete technical issues
- unresolved policy issues

The “Additional Information and Action Request Tracking Form” will establish responsible parties and timing for completion of each item.

Similarly, if a permit application is submitted without a PSM, the application will undergo administrative and technical completeness reviews. If deficiencies are identified in these reviews, additional information will be requested using the same form (“Additional Information and Action Request Tracking Form”).

The purpose of “Look See #1 – Formal Progress Check” will be to evaluate the progress of the permit review process and identify issues that are not being completed according to the established timeframes. This Formal Progress Check will be completed by **Day 44** (PSM) or **Day 80** (No PSM) from permit review process initiation. The Permit Engineer will review and update the “Additional Information and Action Request Tracking Form” as necessary as part of the Formal Progress Check. The form will then identify which items have been resolved, any remaining unresolved issues, and new issues, if any, that have developed during the permit application evaluation process. The completed form will be reviewed with the Unit Supervisor to provide an update to the permit application review process. If after Look See #1 it is determined that all issues have been resolved, the completed form will be sent to the Applicant to document the resolution of each issue. If there are remaining issues, the Applicant may choose to withdraw the application or invoke the “Issue Resolution Process.”