

IOWA DEPARTMENT OF NATURAL RESOURCES

LEADING IOWANS IN CARING FOR OUR NATURAL RESOURCES

CHUCK GIPP, DIRECTOR | BRUCE TRAUTMAN, DEPUTY DIRECTOR

Categories of Time Allocations for Permitting and Modeling Staff

Permitting Activities

Direct Application Review Fees Based

1. Review of application submitted on and after 1/15/16:
 - a. Construction,
 - b. Title V Initial,
 - c. Title V Renewal.
2. Review of major source applicability determinations.

Direct Application Review non Fee Based

3. Review of minor source applicability determinations.
4. Review of applications received prior to 1/15/16.
5. Review of applications not subject to fees:
 - a. Title V Modifications,
 - b. Small Source Permits, and
 - c. PSD permit rescissions.

Mandatory Indirect Activities

All Staff

1. Time off benefits: holidays, vacations, sick leave and paid breaks.
2. Staff and management technical, regulatory, office skills, and workplace training and training plan development.
3. Staff meetings.
4. Time Reporting.
5. Tracking database and modeling array maintenance and design.

Management and Lead Workers

6. Workflow management and coordination with other sections and bureaus.
7. Lead worker coordination and technical planning
8. Contract development, oversight, assistance, and annual audit.
9. Data analysis and reporting on program statistics for program management, productivity and time tracking reporting and analysis.
10. Prepare and present progress and performance reports and updates for:
 - a. Client groups and the general public,
 - b. State and agency strategic plans,
 - c. The office of the Governor,
 - d. The General Assembly
 - e. Cross state environmental agency collaborations, and
 - f. US EPA.

11. Strategic and operational planning.
12. Budgeting and resource tracking.
13. Webinars and conference calls with EPA and multi-state air associations.
14. Environmental Appeals Board and Court decision reviews.
15. Mentoring.
16. Development of individualized performance plans.
17. Performance reviews and coaching.

Non-Mandatory Indirect Activities

1. Development of dispersion modeling data sets.
2. Sensitivity analyses of dispersion model and ambient air analysis tools.
3. Dispersion modeling guideline development and updates.
4. Permit Appeal review and resolution.
5. Technical support for variance requests.
6. New permit exemption development.
7. Standard permit language development.
8. Template creation or modification.
9. Research and respond to customer emails & phone calls including the Construction Permit Helpline (1-877-AIR-IOWA).
10. Prospective business assistance including IEDA meetings.
11. Development of permit and regulatory guidance documents including “Frequently Asked Questions” sheets.
12. Application form and instruction review and updates.
13. Applicant training workshops and video modules.
14. Targeted customer outreach including:
 - a. Outreach on new and revised standards,
 - b. Assistance to low emitting facilities to exit Title V, and
 - c. Reminder letters.
15. Website review and updates.
16. Electronic application system requirement development and testing.
17. Standard operating procedure documentation, reviews, update.
18. Develop metrics and participate in Process improvement Events including:
 - a. Value stream mapping,
 - b. 5 S individual organization and workflow,
 - c. New process development, and
 - d. Kaizen process improvement events.

Mandatory Program Support

1. SIP planning and modeling activities.
2. Title V annual emission inventory management, coordination and tracking.