

Effective Permit Writing Course Agenda

Day 1 – Sources of authority, permit types, application forms, PTE, completeness, begin translating application into permit	Time
Welcome and housekeeping	5
Learning objectives Course intro Sources of authority that govern your ability to do your job Permit types and application forms	100
Break	30
Concepts of potential to emit and enforceability	15
Breakout Session 1 – enforceable permit conditions	30
Permit application completeness	15
Breakout Session 2 – application completeness	30
Break	10
Translating the application into a permit 1. Define the source 2. Determine applicable permit type 3. Conduct rule assessment	50
Close out and homework	15
Total Day 1:	300

Day 2 – Complete translating application into permit, emission limits, monitoring, Title V	Time
Welcome and housekeeping	5
Group discussion: homework review	10
Translating the application into a permit (continued) 4. Make discretionary decisions 5. Develop permit conditions 6. Document decisions 7. Prepare for public participation	60
Break	30
Breakout Session 3 – review of standard conditions	10
Set emissions limits	5
Breakout Session 4 - What kinds of regulations create the need for emissions limits?	25
Emission limits continued	15
Breakout Session 5 - Emissions limit and permit exercise	10
Emission limits continued	15
Break	10
Breakout Session 6 Determine the emissions limits	25
Monitoring	35
Explain & apply Title V Permits	35
Close out and homework	10
Total Day 2:	300

Day 3 – Class exercises	Time
Welcome, housekeeping, and introduction	5
Breakout Sessions 7.1-7.4 – defective permits	85
Breakout Sessions 8.1-8.2 - permit drafting (includes 30 min break) –	135
Report out on permit drafting	30
Post-test and course evaluation	45
Total Day 3:	300