

Open Loop Geothermal Heating/Cooling Return Well Permitting Procedures (SOP) Flowchart

<p style="text-align: center;">Step 1 Pre-Reviewing Application</p> <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p style="text-align: center;">Central Office</p> <ul style="list-style-type: none"> ➤ Administration personnel date stamps permit application (app) and forwards to UIC Program Manager (PM) for assignment. </div>	<p style="text-align: center;">Step 2 Reviewing Application</p> <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p style="text-align: center;">Central Office</p> <ul style="list-style-type: none"> ➤ Staff, which can include PM, processes app info in BIMS database, does preliminary review for proper signatures, approved additives, and generally complies with requirements for application and Administrative Codes and General Statutes. </div> <p>Yes - Go to Step 5</p> <p>No- Email Owner and Consultant requesting Additional Information to be submitted within 30 days.</p>	<p style="text-align: center;">Step 3 Additional Information Requested</p> <div style="border: 1px solid black; padding: 5px; background-color: #fff2cc;"> <p style="text-align: center;">Applicant</p> <ul style="list-style-type: none"> ➤ Provide requested additional information (AI). </div> <p>Did the Applicant respond within 30 days?</p> <p>Yes - Go to Step 4.</p> <p>No - Notify Applicant and give 15-day grace period to submit AI. If not received after additional 15 days, then notify Applicant that the app has been closed.</p>	<p style="text-align: center;">Step 4 Reviewing Additional Information</p> <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p style="text-align: center;">Central Office</p> <ul style="list-style-type: none"> ➤ Ensure the deficiencies noted in Step 3 were addressed and/or corrected. </div> <p>Is the application now complete?</p> <p>Yes - Go to Step 5.</p> <p>No - Repeat Step 3.</p>
<p style="text-align: center;">Step 5 CO Requests SR from RO</p> <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p style="text-align: center;">Central Office</p> <ul style="list-style-type: none"> ➤ Staff emails copy of application package to RO supervisor requesting site inspection and staff report. </div>	<p style="text-align: center;">Step 6 RO Conducts Site Inspection</p> <div style="border: 1px solid black; padding: 5px; background-color: #cce5ff;"> <p style="text-align: center;">Regional Office</p> <ul style="list-style-type: none"> ➤ Reviews application, conducts site inspection, and completes staff report. </div> <p>If permit renewal- RO collects water samples from influent and effluent sampling ports of existing well during inspection.</p> <p>If new permit project- RO returns later after geothermal well becomes operational to collect samples.</p>	<p style="text-align: center;">Step 7 Draft Permit</p> <div style="border: 1px solid black; padding: 5px; background-color: #cce5ff;"> <p style="text-align: center;">Regional Office</p> <ul style="list-style-type: none"> ➤ Forwards staff report to CO with comments to issue permit with or without permit conditions. ➤ RO follows up with Applicant any well construction violations and provides lab analytical data to Applicant when available. </div> <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p style="text-align: center;">Central Office</p> <ul style="list-style-type: none"> ➤ Incorporates RO input, drafts permit, and forwards to Section Chief for signature. </div>	<p style="text-align: center;">Step 8 Submitted for Signature</p> <div style="border: 1px solid black; padding: 5px; background-color: #f4cccc;"> <p style="text-align: center;">Supervisor</p> <ul style="list-style-type: none"> ➤ Conduct final review of draft permit and assures sufficient supporting documentation. </div> <p>Is the draft permit ready to be signed?</p> <p>Yes - Sign and Issue Permit.</p> <p>No - Return to Central Office staff to address supervisor's comments before signing.</p>