

In Situ Remediation, ASR, and Other Injection Wells Permitting Procedures

<p align="center">Step 1 Pre-Reviewing Application</p> <div style="border: 1px solid black; padding: 5px; background-color: #e1f5fe;"> <p 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 align="center">Step 2 Reviewing Application</p> <div style="border: 1px solid black; padding: 5px; background-color: #e1f5fe;"> <p align="center">Central Office</p> <ul style="list-style-type: none"> ➤ After assignment, 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>Are all regulatory requirements met?</p> <p>Yes - Go to Step 5.</p> <p>No - Email Owner and Consultant requesting Additional Information to be submitted within 30 days.</p>	<p align="center">Step 3 Additional Information Requested</p> <div style="border: 1px solid black; padding: 5px; background-color: #fff9c4; margin-bottom: 10px;"> <p align="center">Applicant</p> <ul style="list-style-type: none"> ➤ Provides 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 align="center">Step 4 Reviewing Additional Information</p> <div style="border: 1px solid black; padding: 5px; background-color: #e1f5fe;"> <p align="center">Central Office</p> <ul style="list-style-type: none"> ➤ Ensures deficiencies noted in Step 3 were addressed. </div> <p>Is the application now complete?</p> <p>Yes - Go to Step 5.</p> <p>No - Repeat Step 3.</p>
<p align="center">Step 5 Central Office Requests Staff Report from Regional Office</p> <div style="border: 1px solid black; padding: 5px; background-color: #e1f5fe;"> <p 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 (SR). </div> <p>NOTE: Effective 1/30/2026 the completion and submittal of a SR for a <u>simple permit renewal</u> or <u>permit modification</u> is at RO supervisor's discretion. However, if no SR is submitted, an email is needed from supervisor recommending permit issuance.</p> <p><u>SR with site inspection is still required for new permits</u> to confirm application info agrees/conforms with field conditions (e.g., setbacks for proposed injection wells, any surface water bodies, etc.).</p>	<p align="center">Step 6 Regional Office Reviews Application</p> <div style="border: 1px solid black; padding: 5px; background-color: #bbdefb; border-radius: 15px;"> <p align="center">Regional Office</p> <ul style="list-style-type: none"> ➤ Reviews application, conducts site inspection if needed, and completes SR. </div>	<p align="center">Step 7 Draft Permit</p> <div style="border: 1px solid black; padding: 5px; background-color: #bbdefb; border-radius: 15px; margin-bottom: 10px;"> <p align="center">Regional Office</p> <ul style="list-style-type: none"> ➤ Forwards SR to CO with comments to request additional information (AI) or recommend permit issuance with or without permit conditions. ➤ RO follows up with Applicant any well construction violations. </div> <div style="border: 1px solid black; padding: 5px; background-color: #e1f5fe;"> <p align="center">Central Office</p> <ul style="list-style-type: none"> ➤ Incorporates RO input, requests AI if needed, drafts permit after receipt of AI, and forwards to Section Chief for review and signature. </div>	<p align="center">Step 8 Permit Issuance</p> <div style="border: 1px solid black; padding: 5px; background-color: #f8bbd0; border-radius: 50%;"> <p align="center">Supervisor</p> <ul style="list-style-type: none"> ➤ Conducts final review of draft permit and application package. </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>