

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 09/14)

Fiscal Year 2015/16	Business Unit 3960	Department Department of Toxic Substances Control	Priority No. 1
Budget Request Name 3960-005-BCP-BR-2015-GB		Program 3625 Hazardous Waste Mgmt 9900100 Administration 9900200 Distributed Administration	Subprogram

Budget Request Description
 Permitting Coordination and Backlog Support

Budget Request Summary

The Department of Toxic Substances Control requests \$1,632,000 Hazardous Waste Control Account and sixteen (16.0) limited-term positions for two years to address the increased workloads for the Enforcement Division, Policy and Program Support Division, Office of Planning and Environmental Analysis, Office of Legal Counsel, and Office of Environmental Information Management in support of the Office of Permitting's initiative to: (1) reduce DTSC's inventory of backlogged continued hazardous waste facility permit applications; and (2) streamline and enhance protections in the enforcement and permitting processes.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed N/A
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Does this BCP contain information technology (IT) components? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO	Date
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For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the Department of Technology, or previously by the Department of Finance.

FSR SPR Project No. Date:

If proposal affects another department, does other department concur with proposal? Yes No
 Attach comments of affected department, signed and dated by the department director or designee.

Prepared By <i>Ellen Moratti</i> Department Director	Date 1/7/15	Reviewed By <i>Carroll</i>	Date 1/7/15
<i>[Signature]</i>	Date 1/7/15	Agency Secretary <i>[Signature]</i>	Date 1/7/15

Additional Review: Capital Outlay ITCU FSCU OSAE CALSTARS Technology Agency

BCP Type: Policy Workload Budget per Government Code 13308.05

PPBA	Original Signed By: Ellen Moratti	Date submitted to the Legislature FEB 19 2015
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Analysis of Problem

A. Budget Request Summary

The Department of Toxic Substances Control (DTSC) requests \$1,632,000 and sixteen (16.0) limited-term positions for two years from the Hazardous Waste Control Account (HWCA). The requested positions would address the increased workloads for the Enforcement and Emergency Response Division (Enforcement Division), Office of Permitting, Policy and Program Support Division's Financial Responsibility (FR) Unit, Office of Planning and Environmental Analysis (OPEA), Office of Legal Counsel (OLC), and Office of Environmental Information Management (OEIM) to: (1) reduce DTSC's backlogged continued hazardous waste facility permit applications; and (2) streamline and strengthen the enforcement and permitting processes. These additional resources are required to ensure hazardous waste facilities operate with current permits that meet the current standards and protect public health and the environment. These resources also will enhance the quality and enforceability of the facility permits that DTSC issues.

B. Background/History

DTSC is responsible for regulating hazardous waste pursuant to California's Hazardous Waste Control Law (HWCL). In addition, the United States Environmental Protection Agency authorized DTSC to administer the State hazardous waste program.

DTSC issues hazardous waste facility permits to establish conditions for safe operation of hazardous waste facilities. A hazardous waste facility permit is a set of detailed site-specific requirements that is the result of an evaluation of all aspects of a facility, including, but not limited to, its physical plant, personnel, wastes being managed, chemical processes being employed, health and safety measures, and the facility's compliance history. All aspects are evaluated and when a permit is issued by DTSC, permit conditions are established based on the circumstances that existed at the time the permit was issued. If the facility fails to meet the requirements and permit conditions, DTSC can take criminal, civil, administrative or informal enforcement action that can include assessing fines and penalties, suspension of operations or permit revocation.

To carry out its mandate, DTSC's Hazardous Waste Management Program consists of three units. One of those units, the Office of Permitting, is responsible for making decisions on the issuance or denial of hazardous waste facility permits. The second unit, the Enforcement Division, is responsible for inspecting facilities operating under DTSC-issued hazardous waste facility permits. The third unit, Policy and Program Support Division, in part, is responsible for reviewing the financial assurance documents required of each permit applicant to assure that sufficient funds are set aside for future closure and cleanup activities.

In addition, OPEA provides technical guidance and support to the Office of Permitting and to the Enforcement Division in the preparation of the appropriate environmental documents required for permitting projects to ensure compliance with the mandatory impact analysis and public participation requirements of the California Environmental Quality Act (CEQA). OLC provides necessary legal advice and representation for DTSC; and, OEIM is responsible for providing information technology services to DTSC.

The Office of Permitting has undertaken a sustained effort to reduce a backlog of applications from facilities operating with "continued" hazardous waste facility permits that must be reviewed before they are renewed. In 2014, DTSC administratively redirected six positions from the Brownfields and Environmental Restoration Program and the Policy and Program Support Division to assist in this effort, but, these additions were not sufficient to address the backlog. To address this workload, DTSC submitted and received approval for a fiscal year (FY) 2014/15 Budget Change Proposal (BCP) for 8.0 two-year limited-term positions and \$1.2 million HWCA for the Office of Permitting to reduce the backlog of permit application reviews. The backlog of permit applications includes some of the most complex sites that require significant DTSC resources to review and process. These sites are also likely to garner the most public attention and participation. DTSC is on track to complete 8 permits in

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the current year and is on track to complete the remaining 9 permits committed to be completed in the FY 2014/15 BCP by June 30, 2016.

DTSC also submitted and received approval for a Spring Finance Letter for FY 2014/15 that provided 5.0 two-year limited-term positions and \$699,000 HWCA to develop and implement comprehensive improvements to the permitting process as detailed in the Permitting Enhancement Work Plan (Work Plan). Work Plan deliverables include streamlining the permitting process to limit permit processing time to an average of two years. For instance, DTSC has already revised the technical review portion of the permitting process to ensure that the review is completed in 13 months for 80 percent of applications. Prior to the Work Plan improvements, DTSC met that goal only 20 percent of the time.

Many large permitted facilities are near communities impacted by multiple environmental issues, a factor that draws increased community and legislative interest in permitting decisions. Statewide, this has led to demands that every permit renewal decision be made at or shortly after the expiration of a facility's permit (state and federal law currently allows permitted facilities to continue operation after permits expired if the facility submitted a timely application for renewal.)

(More than 40 percent of the State's hazardous waste facilities are located in the top 10 percent of communities identified by CalEnviroScreen as the most vulnerable to multiple pollution burdens and stressors. CalEnviroScreen is an environmental health screening tool developed by CalEPA and the Office of Environmental Health Hazard Assessment.)

As DTSC has developed and begun implementation of its Work Plan, it has identified additional unanticipated workload for the Enforcement Division, the Policy and Program Support Division, OPEA, OLC, and OEIM in supporting the backlog reduction and permit process improvement initiatives. DTSC's Office of Permitting has been addressing a significant backlog of permit applications due to the fact that permits issued by DTSC expire 10 years from the date they are issued. Much can change during those 10 years including technological advances that may improve treatment and storage procedures allowing facilities to operate more safely. Continued permits must be evaluated by DTSC to ensure that facilities can be safely operated and are operating with up-to-date safety equipment and monitoring techniques. In addition to the existing backlog, 5 additional permit renewals are due in FY 2014/15, 9 in FY 2015/16, 15 in FY 2016/17, 17 in FY 2017/18, and 16 in FY 2018/19.

DTSC has determined that public involvement and input is significantly increasing in general for many permit applications and it is taking staff more time to process applications than originally anticipated. Work that remains in the permitting backlog is more difficult and complex. Comments are coming from statewide organizations and not just nearby communities. Communities are now more involved and actively engaged in the Department's decision-making processes. Staff anticipates that future permit renewals and permit modifications will have similar participation from public entities and communities, lengthening the timeline.

C. State Level Considerations

This proposal would allow the Enforcement Division, OPEA, OEIM, FR Unit, and OLC to assist the Office of Permitting with the backlog reduction and permit process improvement initiatives.

Additionally, the proposal would also allow the Enforcement Division, OPEA, OEIM, FR Unit, and OLC to participate in the development of permitting procedures and guidance to improve compliance with the law and enhance permit enforceability. This guidance is used by DTSC's permit writers to ensure that issued permits are enforceable; reflective of a facility's compliance and enforcement history; and protective of public health and the environment, particularly in vulnerable communities impacted by multiple sources of pollution.

Improving the support provided to the Office of Permitting directly aligns with DTSC's 2014-2018 Strategic Plan:

Goal 2: Effectively, efficiently, and fairly administer and enforce California's hazardous waste management laws.

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Objective 2.1: Identify and implement policies and procedures to ensure hazardous waste permits are protective, timely, legally defensible, and enforceable, and to improve transparency and public confidence in permit decisions.

Objective 2.3: Improve effectiveness, efficiency, and consistency in enforcing California's hazardous waste laws; and make DTSC's Enforcement Division's information and processes more accessible to the public.

Objective 2.4: Improve public confidence in DTSC's enforcement decisions by establishing clear guidelines for decision points that ensure enforcement actions result in timely resolution with appropriate penalties and corrective actions.

Objective 2.5: Develop and apply criteria and processes to prioritize work within the hazardous waste enforcement and permitting programs, including the use of tools such as new environmental screening methods and Geographic Information System (GIS) technology.

This proposal also directly relates to several of the goals established in DTSC's Fixing the Foundation Fundamentals Work Plan, including the following elements:

4(a): Improve the efficiency and consistency in enforcing state hazardous waste laws and make the enforcement program's information and processes more accessible to the public.

4(b): Improve efforts to ensure hazardous waste permits are protective, timely, legally defensible and enforceable.

4(d): Improve public confidence in permit decisions.

4(j): Fully integrate the new Hazardous Waste Management Program.

Additionally, the proposal directly addresses Goals 4, 5, 6, 9 and 10 of the Permitting Enhancement Work Plan:

4: Coordinate intra-departmental support during the permitting process.

5: Update permitting standards to increase protections for human health and the environment.

6: Enhancing Enforcement – develop and implement an intra-departmental accountability process to ensure permits clearly and consistently incorporate permitting requirements and enhance enforcement.

9: Develop and implement training, including project management, financial assurance and the CEQA process.

10: Address data management needs by improving DTSC's project management and metrics reporting capabilities.

D. Justification

The Office of Permitting's backlog reduction and permit process improvement initiatives have, in turn, temporarily increased the workloads of other DTSC units involved in their own permitting process improvements.

Work on the current backlog by these other units cannot be absorbed with current resources. Taking staff from other critical projects would lessen DTSC's ability to deal with ongoing mandated workload such as inspections, investigations, enforcement actions, and hazardous waste cleanups. Of particular concern is the potential for impact on the State's most vulnerable communities.

DTSC requests sixteen (16.0) limited term positions for two years: 1.0 Senior Environmental Scientist; 1.0 Environmental Scientist; 2.0 Staff Services Analysts; 1.0 Associate Governmental Program Analyst; 2.0 Associate Environmental Planners; 2.0 Attorney IIIs; 1.0 Associate Information Systems Analyst (Specialist); 1.0 Staff Information Systems Analyst (Specialist); and 5.0 Office Technicians.

The specific roles for these requested positions are as follows:

Enforcement Division:

- One (1.0) Senior Environmental Scientist
- One (1.0) Environmental Scientist
- Two (2.0) Staff Services Analysts

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The Enforcement Division conducts critical enforcement reviews to ensure that permits must include all relevant requirements for each facility so that any violation can be quickly addressed to protect public health and environment. The Division works closely with the Office of Permitting to see that hazardous waste facility permits are clear and enforceable and can be used to effectively evaluate a facility's compliance with applicable requirements. This work must be conducted during the renewal period, and must meet the Office of Permitting's schedule.

The Enforcement Division must also coordinate with the Office of Permitting on the issuance of permit modifications that result from situations encountered during facility inspections and from facility requests. The Enforcement Division is responsible for inspecting permitted facilities to see that they are operating within the terms of their permits and when necessary taking enforcement actions with the help of the OLC. At times, there may be a need for the issuance of emergency permits or variances, for which Enforcement Division staff must also coordinate with Office of Permitting staff.

As implementation of the Permitting Enhancement Work Plan began, it became clear that the standardization and improvement process would require more support from other programs and offices than originally anticipated. Because permit applications in the backlog include some of the most complex and sensitive facilities, DTSC has determined that Enforcement must spend significantly more time to staff and attend public meetings held during the permitting process. Enforcement staff specifically address stakeholder concerns about the facility's compliance history, including any enforcement actions. DTSC's recent experience involving the Chemical Waste Management facility near Kettleman City has shown that the Enforcement Division staff must dedicate a considerable amount of time to adequately address the public interest in permit decisions and to provide clear, accessible, and timely information.

After a permit has been issued, the Enforcement Division is heavily involved in conducting inspections of the facility, determining whether there are violations of the hazardous waste requirements and permit conditions, making decisions about when permits may be suspended or revoked, and taking enforcement actions with the assistance of the OLC.

The Enforcement Division provides crucial information and support as part of permit review and that process needs to be strengthened and standardized in the effort to improve the permitting process.

OPEA:

- Two (2.0) Associate Environmental Planners
- One (1.0) Office Technician

The current OPEA staffing resources are not adequate to address the existing backlog of permit applications. The backlog of permit applications involves complex projects that require extensive CEQA analyses by OPEA in order to meet statutory and regulatory requirements. The requested positions are critical to OPEA's ability to conduct timely reviews and issue legally required CEQA documents for permit decisions.

DTSC is responsible for identifying and disclosing potential project-related environmental effects and seeking alternatives that would avoid, reduce, or minimize environmental impacts. OPEA is responsible for providing specialized guidance and technical support to DTSC, including the Office of Permitting, to ensure that the impacts of projects subject to DTSC's discretionary approval are fully analyzed and disclosed in compliance with the environmental review and public noticing requirements of CEQA. OPEA reviews and approves all CEQA documents related to DTSC's approval of hazardous waste facility permits. In addition, OPEA develops CEQA policy and procedures related to the scope and content of environmental reviews that guide the Office of Permitting.

The CEQA process and other related environmental review processes are critical components of projects undertaken by DTSC and require extensive analyses, especially for complex or continued permits. In an effort to make this process more efficient, OPEA will assist the Office of Permitting to identify ways to increase the coordination between OPEA and the Office of Permitting. Increased coordination will help to ensure that the environmental impacts of projects subject to DTSC's discretionary approval are fully analyzed and disclosed in a timely fashion. Involving OPEA early in the

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permitting process will enhance backlog reduction and process improvement initiatives. It will also improve the quality of environmental review and expedite the CEQA permitting processes.

OLC:

- Two (2.0) Attorney IIIs

The existing staffing levels in OLC are not sufficient to address the current backlog of permit applications and provide timely support to permit decision-making.

OLC works closely with both the Enforcement Division and Office of Permitting to ensure that DTSC issues hazardous waste facility permits that meet statutory and regulatory requirements and are enforceable. OLC represents the Office of Permitting in administrative proceedings including denials, suspensions, and revocations of permits. OLC works with the Enforcement Division and Office of Permitting to enforce permit requirements and conditions and ensure violations can be quickly addressed to protect public health and safety and the environment.

While OLC did receive approval for additional funding to hire 1.0 Attorney III for a two-year limited-term position as part of the FY 2014/15 Permitting BCP, that attorney was hired to help address a portion of the backlog.

FR Unit

- One (1.0) Associate Governmental Program Analyst
- One (1.0) Office Technician

Current staffing levels in the FR Unit will only keep pace with ongoing permit renewal or modifications, and are not enough to support reduction of the backlog.

Evaluations for financial responsibility are also requested whenever DTSC conducts an inspection. Adding workload to existing staff would result in delayed response and create a new backlog. This could result in the failure to have adequate financial mechanisms for permitted facilities, and in the event of a facility's inability to pay costs, require California taxpayers to absorb these costs.

State law requires that businesses conducting certain hazardous waste activities set aside funds at the time of permitting and cleanup plan approval to pay for completion of closure and cleanup activities. The FR Unit assures the facilities/sites have financial assurance in place at least equal to the closure cost estimate amount. If these facilities fail to set aside sufficient funds, which are established as financial assurance mechanisms, there would be no funds available if the facilities become insolvent and unable to pay for decommissioning and decontaminating the facility. In that case, DTSC, and not the facility would need to seek other funds to pay those costs, likely from the General Fund or other funds from other California fee payers or tax payers.

FR Unit workload is projected to increase as a result of escalated activity by the Office of Permitting as a result of the FY 2014/15 Permitting BCP.

OEIM:

- One (1.0) Associate Information Systems Analyst (Specialist)
- One (1.0) Staff Information Systems Analyst (Specialist)
- One (1.0) Office Technician

OEIM is responsible for providing information technology (IT) services to DTSC. These critical services include, among other things, IT project management, as well as design and maintenance of the Department's EnviroStor data management system. OEIM serves DTSC staff, the public and other government entities, and regulated entities (e.g., permitted facilities).

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The EnviroStor data management system provides detailed information concerning DTSC's Site Cleanup, Permitting, Enforcement, and Office of Criminal Investigations related activities. This information includes interactive maps, sites and facility risk information, enforcement actions, and land use control data. EnviroStor manages data and documents for over 12,000 cleanup sites and hazardous waste facilities throughout California. Program requests for new EnviroStor features and modifications have grown exponentially as DTSC has been "Fixing the Foundation," causing significant delays in meeting user requests for new system enhancements, modifications, and public reports.

Additional staff is necessary to address the increased workload generated by Enforcement and the Office of Permitting's initiative to reduce its inventory of continued hazardous waste facility permit applications that are in the backlog. These three (3.0) limited-term positions are needed to: 1) provide IT project management support to improve the progress of system enhancements and project tracking capabilities of the EnviroStor data management system; 2) provide program business analysis and support to enhance the EnviroStor system for capturing enforcement and permitting related data; 3) provide administrative support for improving data quality and transparency of information regarding Enforcement and Permitting activities and decisions; and 4) provide increased access of information to the public using enhanced reports available on DTSC's website. Overall, the additional staff will increase transparency and accountability in DTSC's permitting and enforcement process

In order to deliver successful IT projects, including EnviroStor Enforcement and Permitting program improvements, OEIM's Data Systems Unit needs additional staff to improve project tracking capabilities, ensure appropriate project management methodologies are followed, provide dedicated Enforcement and Permitting program business analysis support, and administrative support.

Part of this effort includes improving the EnviroStor system and its capabilities as it relates to the public-facing website. The core components of the system consist of the collection, tracking, reporting, data quality assurance, project management tools to track efficiency, and the ability to transparently distribute this information. Currently, the Data Systems Unit does not have the staff to support these efforts. The Data Systems Unit cannot absorb this added workload or redirect staff from elsewhere to conduct these activities.

Office of Permitting:

- Two (2) Office Technicians

The OT positions are critical for the efficient operation of the Permitting Program, as well as efficient operation of the program activities that support the Office of Permitting. The Office of Permitting does not have clerical support in either the Chatsworth or Berkeley Offices, detracting from the technical work that is performed by the permit writers. As documentation requirements increase and workload builds, clerical work is growing in the Office of Permitting related to the reduction in the permit backlog and implementation of the permit process enhancement initiatives. Providing clerical resources to technical staff in each of these offices will increase the efficiency of the technical resources in the program. The two OT positions would support nine technical employees in the Chatsworth Office and seven technical employees in the Berkeley Office. The Office of Permitting received new limited-term technical resources in the FY 2014/15 Permitting BCP and is requesting only clerical resources in this proposal.

E. Outcomes and Accountability

DTSC's Strategic Plan establishes a path forward for the Department to improve accountability, develop performance metrics, and provide for greater transparency. The Department has developed tracking systems and automated reporting functions that allow DTSC to determine if and when outcomes are being met. DTSC continues to work on process improvements that will streamline the permitting process while continuing to protect public health and the environment from toxic harm. Also, Office of Permitting's reduction of its backlog and Work Plan progress will be reported to the Legislature, in public meetings, and on DTSC's public website.

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The discussion below describes outcomes and accountability elements associated with each program component:

Enforcement Division:

In the first year, DTSC's Enforcement Division plans to complete the review of nine (9) full permits in the backlog committed to in the FY 2014/15 BCP, including preparing a full compliance review and report; 15 permit modification reviews; and 7 reviews of emergency permits or variances. New staff will take at least six (6) months to train to be able to do this work, including completion of mandatory Cal/OSHA health and safety training required for field work. In FY 2016/17 staff will be fully trained and the Enforcement Division plans to complete reviews and issue compliance reports for 18 permits in the backlog, and 22 permit modifications. Additional time will be dedicated to assisting Permitting on policy and guidance development and in the coordination of the issuance of permit modifications, emergency permits, and variances. DTSC will track this work to document workload standards for various types of facilities and activities while implementing the improved procedures and revised guidance for staff. Work schedules will be coordinated so that Work Plan objectives are achieved.

The Enforcement Division, OPEA, and OLC review of the draft permit consists of a complete review of the entire permit, including coordination with the permit writer on resolving any areas of concern, and consideration of enforcement, environmental, and legal issues. In consultation with the OLC and OPEA, the Enforcement Division would conduct a full compliance review of the applicant and provide a written recommendation as to suitability for permit renewal or issuance. The Enforcement Division is playing an increasingly important role in the public meetings or hearings related to the permitting process. Stakeholders are asking more questions related to a facility's compliance and enforcement history. As the program responsible for the inspection of permitted hazardous waste facilities, the Enforcement Division serves as the subject matter expert and is needed to address critical issues, especially given the level of detail generally required to answer compliance questions.

The progress and outcomes expected from the additional staff include timely and adequate CEQA and compliance analysis, as well as supporting documentation that will be the product of enhanced consultation and coordination activities.

FR Unit:

The requested new resources would ensure that additional financial instrument evaluations requested by the Permitting, Cleanup and Enforcement programs are completed in a timely manner, allowing the current work to continue without creating a new backlog in this support services unit. Both federal and State law require that financial instruments be secured to pay for facility and site closure, post closure and in some instances, third party liability. As previously stated, today's staffing levels in the FR Unit are sufficient to keep pace with the existing workload obligations.

The FR Unit review consists of an evaluation of financial documents to determine if the submitted financial instrument meets statutory and regulatory requirements, and in some instances, qualifies as a valid financial document as defined by federal standards. Depending on the type of financial document submitted, the evaluation can look at debt to asset ratios, limits on insurance and bonds established by the federal Circular 570, environmental impairment language contained in facility insurance policies, as well as conforming text in additional, standard financial instruments such as Letters of Credit, Surety Bonds and Performance Bonds.

The primary outcome associated with the FR Unit work is an analytical evaluation that confirms required financial instruments are sufficient to cover the cost of facility and site closure as determined by the closure cost estimate prepared by technical and engineering staff. The consequence of no evaluation is that the financial instrument may not be sufficiently funded to pay for the closure costs, forgoing the polluter pays principle and leaving the cost burden to the State of California and its tax payers and fee payers. Additionally, the FR evaluation may find limiting language in the financial instrument that must be deleted prior to financial mechanism approval. The new FR Unit evaluation

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workload and outcomes will parallel the workload established in the Permitting Enhancement Work Plan.

The FY 2014/15 Permitting BCP allocated resources for “cost estimates” specific to facility and site closure. That is an engineering function that scopes the physical engineering costs to adequately close a site in an environmentally responsible way. This BCP requests additional resources for the FR Unit and its process of evaluating whether financial instruments that would provide funding for facility closure are sufficient.

OEIM:

This proposal would improve DTSC's permitting process by increasing publicly available information on the EnviroStor public website regarding DTSC's permitting decisions; improve EnviroStor system workflow and workload tracking to ensure that EnviroStor system improvements are delivered on time, within budget, and meet Enforcement and Permitting program's business requirements; improve data quality; and provide system documentation and user training support. OEIM outcomes also include:

- Ensures that EnviroStor system improvement projects meet deadlines.
- Ensures that EnviroStor system improvement projects do not exceed budget projections and allocations.
- Ensures that EnviroStor system improvement projects meet business and user needs.
- Ensures that technical staff is not redirected from other IT projects.
- Ensures that confidential and sensitive information is maintained and not released since the unauthorized release of sensitive information could result in litigation against the Department and could also compromise national security.
- Enhances preparation of comprehensive and accurate user help materials or tutorial materials for EnviroStor public website in order to avoid confusion on the part of the user.
- Reduces inaccurate entry of data or other data errors in EnviroStor to avoid erroneous decisions from users who compile and analyze the data for reports.
- Ensures that DTSC business needs are correctly identified to enhance opportunities to improve business processes and productivity.

OLC:

The requested additional resources would ensure that OLC is able to provide adequate and timely support to reduce the permit backlog by:

- Providing legal support for Enforcement Division and Office of Permitting to determine whether grounds exist that warrant denial of permit applications. A thorough review of past violations and compliance history for each facility will be conducted and evidentiary and administrative records will be prepared to support DTSC's position to deny permit application and to respond to appeals.
- Providing legal support for Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to review draft permits and ensure that permits issued by DTSC are enforceable and in compliance with applicable statutory and regulatory requirements including the California Environmental Quality Act (CEQA).
- Providing legal support to Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to respond to public comments and respond and represent DTSC during permit appeals in accordance with the law.
- Providing legal support for Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to review permit modification requests proposed by facilities or initiated by DTSC and ensure permit modifications issued by DTSC are enforceable and in compliance with applicable statutory and regulatory requirements including CEQA.
- Providing legal support for Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to review emergency permits and variances and ensure enforceability and compliance with applicable statutory and regulatory requirements including CEQA.

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- Providing legal support for the Enforcement Division to initiate enforcement actions by gathering and evaluating evidence, reviewing inspection reports, penalty assessments, enforcement orders, and proceeding with administrative, civil, and criminal enforcement actions.
- Developing and assisting in the development of enforcement and permitting policies, procedures and guidance documents to establish a more effective, protective, and equitable permitting process.

OLC will track and document the workload standards for the above activities.

OPEA:

With the additional staff resources requested in this BCP OPEA will be able to provide comprehensive CEQA environmental review support to the Office of Permitting as they process and reduce the permitting backlog in a timely fashion and streamline the permitting process. The additional OPEA staff resources will help reduce the permit processing time and will be instrumental in DTSC's ability to meet its permit processing goals. Because OPEA is a support function at DTSC, OPEA will match the outcome goals established by the Office of Permitting.

The requested additional resources would ensure that OPEA is able to provide adequate and timely support in reducing the permit backlog by:

- Providing environmental support for the Enforcement Division and Office of Permitting to review permit modification requests proposed by facilities or initiated by DTSC, and ensure permit modifications issued by DTSC are in compliance with applicable statutory and regulatory requirements for CEQA.
- Providing environmental support for the Enforcement Division and Office of Permitting to review emergency permits and variances, and ensure enforceability and compliance with applicable statutory and regulatory requirements for CEQA.

OPEA will track and document the workload standards for the above activities.

F. Analysis of All Feasible Alternatives

Alternative 1: Adopt this proposal to authorize sixteen (16.0) limited term positions for two years to support the backlog reduction and permitting process improvement initiatives.

Pros:

- Reduces the current permit backlog thereby ensuring that facilities are operating safely.
- Ensures that hazardous waste facility permit determinations are completed in a timely manner, meets all statutory and regulatory standards, reflects best management practices, and addresses compliance concerns for each facility.
- Ensures hazardous waste facility permits are readily enforceable.
- Demonstrates DTSC's commitment to protecting vulnerable communities and other communities with hazardous waste facilities.
- Reduces the risk to public health and safety and the environment, particularly in areas impacted by multiple environmental exposures.
- Provides for the collection of workload data to allow DTSC to implement further improvements to the permitting process .
- Ensures that the mandatory environmental review and public participation requirements of CEQA and the implementing guidelines are conducted in a technical and legally defensible manner.

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Cons:

- Increases budget and position authority.
- Requires training of new staff for this work.

Alternative 2: Redirect existing Enforcement, OPEA, OEIM, and OLC staff to conduct permit, enforcement, environmental, and legal reviews.

Pros:

- Requires no additional funding.
- Ensures that hazardous waste facility permit determinations are completed in a timely manner, meet all standards, reflect best management practices, and address compliance concerns for each facility.
- Ensures hazardous waste facility permits are readily enforceable.
- Demonstrates DTSC's commitment to protecting vulnerable communities and other communities with hazardous waste facilities.
- Reduces the risk to public health and safety and the environment, particularly in areas impacted by multiple environmental exposures.
- Provides for the collection of workload data to allow DTSC to implement further improvements to the permitting process.

Cons:

- Limits the ability of the Office of Permitting, Enforcement Division, OPEA, OLC, and OEIM staff to meet DTSC's other mission-critical mandates and commitments such as cleaning up contaminated properties, recovering its response costs, enforcing the State's hazardous waste management requirements and safer consumer products regulations, and complying with the mandatory environmental review requirements of CEQA and the implementing Guidelines.
- Could create a backlog in other mission critical areas of work within DTSC.

Alternative 3: Adopt a proposal to request a reduced number of limited-term positions in Enforcement, OPEA, OEIM, and OLC staff to conduct permit, enforcement, environmental, and legal reviews.

Pros:

- Provides a lower level of support for reducing the current permit backlog.
- Ensures that a portion of the hazardous waste facility permit determinations are completed in a timely manner, meets all standards, reflects best management practices, and address compliance concerns for each facility.
- Limits the Enforcement Division's number of hazardous waste facility permits that receive detailed evaluation to confirm permits are readily enforceable. .
- Demonstrates DTSC's commitment to protecting vulnerable communities and other communities with hazardous waste facilities at a reduced level.

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- Reduces the risk to public health and safety and the environment, particularly in areas impacted by multiple environmental exposures.
- Provides for the collection of workload data to allow DTSC to implement further improvements to the permitting and enforcement processes.

Cons:

- Creates additional cost of positions.
- Requires training of new staff for this work.
- Could limit the ability of the Office of Permitting, Enforcement Division, OPEA, OLC, and OEIM staff to meet DTSC's mission-critical mandates and commitments such as cleaning up contaminated properties, recovering its response costs, enforcing the State's hazardous waste management requirements and safer consumer products regulations, and complying with the mandatory environmental review requirements of CEQA and the implementing Guidelines.
- Facilities will continue to operate without the benefit of new technical review and associated permit modifications.

Alternative 4: Maintain status quo or do nothing

Pros:

- Requires no additional funding.

Cons:

- Prevents the Enforcement Division, OPEA, OLC, and OEIM staff from providing assistance to the Office of Permitting in the required review of the facility permit backlog, jeopardizing reduction of the backlog and optimal implementation of the Permitting Enhancement Work Plan.
- Adversely impacts the ability of the Enforcement Division, OPEA, and OLC to meet critical mandates and specifically funded commitments, including inspections, investigations and enforcement actions, which may result in non-compliance with hazardous waste laws, and the mandatory environmental review requirements of CEQA and the implementing Guidelines.
- Impairs ability to meet the critical environmental review and public noticing requirements of CEQA may increase DTSC's vulnerability to legal challenges on its permit determinations.
- EnviroStor system improvement projects cannot meet deadlines.
- EnviroStor system improvement projects exceed budget projections and allocations.
- EnviroStor system improvement projects do not meet business or user needs.
- Technical staff is redirected from other IT projects.
- Jeopardizes the preparation of comprehensive and accurate user help materials or tutorial materials for EnviroStor public website. This could cause confusion on the part of the user and result in complaints from the public or internal DTSC users.
- Could cause inaccurate entry of data or other data errors in EnviroStor. This could cause erroneous decisions from users who compile and analyze the data for reports.
- Business needs are not correctly identified which could result in lost opportunities to improve business processes. This could result in loss of productivity and customer frustration.

Analysis of Problem

G. Implementation Plan

April 2015

Begin the recruitment process to fill positions in anticipation of budget act signature.

July 2015

Begin necessary technical training classes, including hazardous waste laws and regulations, inspection and enforcement processes, permitting process, and required health and safety training, including 40-hour Hazwoper and medical monitoring.

October 2015

Begin on-the-job training with experienced staff.

January 2015

Begin independent permit review work and related support activities.

H. Supplemental Information

This proposal includes standard operating expenses which include general expense, communications, travel and training.

I. Recommendation

Approve the request for sixteen (16.0) limited term positions for two years to support the permit backlog reduction and permit process improvement initiatives by conducting permitting, enforcement, environmental, and legal reviews of draft permits, compliance reviews, and better managing electronic data used for project management and public review.

BCP Fiscal Detail Sheet

BCP Title: Permitting Coordination and Backlog Support

DP Name: 3960-005-BCP-DP-2015-GB

Budget Request Summary

FY15

	CY	BY	BY+1	BY+2*	BY+3*	BY+4*
Positions - Temporary	0.0	16.0	16.0	-	-	-
Total Positions	0.0	16.0	16.0	0.0	0.0	0.0
Salaries and Wages	0	948	948	0	0	0
Earnings - Permanent	\$0	\$948	\$948	\$0	\$0	\$0
Total Salaries and Wages	\$0	\$948	\$948	\$0	\$0	\$0
Total Staff Benefits	0	444	444	0	0	0
Total Personal Services	\$0	\$1,392	\$1,392	\$0	\$0	\$0
Operating Expenses and Equipment	0	112	112	0	0	0
5301 - General Expense	0	16	16	0	0	0
5304 - Communications	0	32	32	0	0	0
5320 - Travel: In-State	0	32	32	0	0	0
5322 - Training	0	48	0	0	0	0
5362 - Capital Asset Purchases - Equipment	0	0	0	0	0	0
Total Operating Expenses and Equipment	\$0	\$240	\$192	\$0	\$0	\$0
Total Budget Request	\$0	\$1,632	\$1,584	\$0	\$0	\$0

Fund Summary

Fund Source - State Operations	0	1,632	1,584	0	0	0
0014 - Hazardous Waste Control Account	\$0	\$1,632	\$1,584	\$0	\$0	\$0
Total State Operations Expenditures	\$0	\$1,632	\$1,584	\$0	\$0	\$0
Total All Funds	\$0	\$1,632	\$1,584	\$0	\$0	\$0

Program Summary

Program Funding	0	1,632	1,584	0	0	0
3625 - Hazardous Waste Management	0	16	16	0	0	0
9900100 - Administration	0	-16	-16	0	0	0
9900200 - Administration - Distributed	\$0	\$1,632	\$1,584	\$0	\$0	\$0
Total All Programs	\$0	\$1,632	\$1,584	\$0	\$0	\$0

Personal Services Details

Positions	Salary Information			
	Min	Mid	Max	
0762 - Environmental Scientist (Eff. 07-01-2015)(LT 06-30-2017)	0.0	1.0	1.0	-
0765 - Sr Envirnal Scientist (Spec) (Eff. 07-01-2015)(LT 06-30-2017)	0.0	1.0	1.0	-
1139 - Office Techn (Typing) (Eff. 07-01-2015)(LT 06-30-2017)	0.0	5.0	5.0	-
1312 - Staff Info Sys Analyst (Spec) (Eff. 07-01-2015)(LT 06-30-2017)	0.0	1.0	1.0	-
1470 - Assoc Info Sys Analyst (Spec) (Eff. 07-01-2015)(LT 06-30-2017)	0.0	1.0	1.0	-
4711 - Assoc Envirnal Plnr (Eff. 07-01-2015)(LT 06-30-2017)	0.0	2.0	2.0	-
5157 - Staff Svcs Analyst (Gen) (Eff. 07-01-2015)(LT 06-30-2017)	0.0	2.0	2.0	-
5393 - Assoc Govtl Program Analyst (Eff. 07-01-2015)(LT 06-30-2017)	0.0	1.0	1.0	-
5795 - Atty III (Eff. 07-01-2015)(LT 06-30-2017)	0.0	2.0	2.0	-
Total Positions	0.0	16.0	16.0	0.0
Salaries and Wages	0.0	16.0	16.0	0.0
0762 - Environmental Scientist (Eff. 07-01-2015)(LT 06-30-2017)	0	64	64	-
0765 - Sr Envirnal Scientist (Spec) (Eff. 07-01-2015)(LT 06-30-2017)	0	73	73	-
1139 - Office Techn (Typing) (Eff. 07-01-2015)(LT 06-30-2017)	0	185	185	-
1312 - Staff Info Sys Analyst (Spec) (Eff. 07-01-2015)(LT 06-30-2017)	0	72	72	-
1470 - Assoc Info Sys Analyst (Spec) (Eff. 07-01-2015)(LT 06-30-2017)	0	65	65	-
4711 - Assoc Envirnal Plnr (Eff. 07-01-2015)(LT 06-30-2017)	0	127	127	-
5157 - Staff Svcs Analyst (Gen) (Eff. 07-01-2015)(LT 06-30-2017)	0	91	91	-

5393 -	Assoc Govtl Program Analyst (Eff. 07-01-2015)(LT 06-30-2017)	0	61	61	-	-	\$0	\$0	\$0
5795 -	Atty III (Eff. 07-01-2015)(LT 06-30-2017)	0	210	210	-	-	\$948	\$0	\$0
Total Salaries and Wages		\$0	\$948	\$948	\$0	\$0	\$0	\$0	\$0
Staff Benefits									
5150350 -	Health and Welfare Insurance	0	141	141	0	0	0	0	0
5150500 -	OASDI	0	59	59	0	0	0	0	0
5150600 -	Retirement - General	0	230	230	0	0	0	0	0
5150900 -	Staff Benefits - Other	0	14	14	0	0	0	0	0
Total Staff Benefits		\$0	\$444	\$444	\$0	\$0	\$0	\$0	\$0
Total Personal Services		\$0	\$1,392	\$1,392	\$0	\$0	\$0	\$0	\$0

*Data by Classification not available at this time.

DEPARTMENT OF TOXIC SUBSTANCES CONTROL
 Workload Analysis Chart
 Budget Request Name: 3960-005-BCP-BR-2015-GB
 Budget Request Description: Permitting Coordination and Backlog Support
 PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
ENFORCEMENT DIVISION							
Sr. Environmental Scientist (1)							
Environmental Scientist (1)							
Staff Services Analyst (2)							
1) Permit Application Compliance Review: Hours include full compliance review of the permit applicant and developing a report with a written recommendation as to suitability for permit issuance/renewal.	Goal based on past experience	100	9	900.00	320.00	580.00	
2) Draft Permit Review: Hours include a full review of the entire draft permit to ensure the enforceability of the facility permit and coordination with the permit writer on resolving any areas of concern and consideration of enforcement issues documented through inspections, including revisions to the draft permit requested by Enforcement staff.	Goal based on past experience	200	9	1,800.00	800.00	1,000.00	
3) Public Meetings/Hearings Support: Hours include preparation for and attendance at public meetings and/or hearings to provide general support and to specifically address stakeholder questions/concerns about the applicant facility's compliance history, including any enforcement actions. Also includes time spent responding to comments received during the public review process and coordination with permit writer on any changes to the draft permit as a result of the public review process.	Goal based on past experience	220	9	1,980.00	800.00	1,180.00	
4) Permit Modification Reviews: Hours include coordination with permit writer and facility staff on any modifications to an existing permitted hazardous waste facility, review of proposed modification and development of a recommendation on acceptance or denial of the proposed modification. Modifications can result from situations encountered during facility inspections and from facility requests. Permit Modifications can be very simple, such as replacing a contact name, or extremely complex, such as a request for expansion of a hazardous waste landfill which can require as much time and effort as issuing a permit renewal, as well as include extensive public involvement in meetings and hearings where enforcement staff support is essential to address concerns regarding the facility's compliance history.	Goal based on past experience	120	15	1,800.00	600.00	1,200.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL
 Workload Analysis Chart
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ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
ENFORCEMENT DIVISION							
Sr. Environmental Scientist (1)							
Environmental Scientist (1)							
Staff Services Analyst (2)							
5) Emergency Permits/Variations Review: Hours include coordination with permit writer and facility staff on requests for emergency permits and variances, review of the emergency permit or proposed variance and development of a recommendation. Emergency permits and variances can be relatively straight forward or much more complex requiring much more time to ensure the quality and enforceability of the permit.	Goal based on past experience	50	7	350.00	280.00	70.00	
6) Policy/Guidance Documents Development: Hours include coordination with Office of Permitting staff in the development and updating internal review processes and policy and guidance documents that are used by the permit writers and all others involved in the hazardous waste facility permitting process. These guidance documents, such as the Permit Writer's Manual, and policies are essential in improving the efficiency of the permitting process and improving communication and transparency with all of the myriad of stakeholders involved in the permitting process. Enforcement staff time includes participation on teams assigned to the review and update of existing guidance documents and policies as well as the development of new documents	Goal based on past experience	4000	1	4,000.00	800.00	3,200.00	
TOTAL HOURS REQUIRED PER YEAR				10,830.00	3,600.00	7,230.00	
NUMBER OF PY (Position) NEEDED (HRS/1800)				6.02	2.00	4.02	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Workload Analysis Chart

Budget Request Name: 3960-005-BCP-BR-2015-GB

Budget Request Description: Permitting Coordination and Backlog Support

PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
OFFICE OF LEGAL COUNSEL Attorney III							
1) Permit Application Compliance Review: Legal support for Enforcement Division and Office of Permitting to determine whether grounds exist that warrant denial of permit applications. A thorough review of past violations and compliance history for each facility will be conducted and evidentiary and administrative records will be prepared to support DTSC's position to deny permit application and to respond to appeals.	Based on current and past workloads in providing legal support	60	9	540.00	130.00	410.00	
2) Draft Permit Review: Legal support for Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to review draft permits and ensure that permits issued by DTSC are enforceable and in compliance with applicable statutory and regulatory requirements including the California Environmental Quality Act (CEQA).	Based on current and past workloads in providing legal support	80	9	720.00	200.00	520.00	
3) Response to Comments and Appeals: Legal support to Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to respond to public comments and respond and represent DTSC during permit appeals in accordance with the law.	Based on current and past workloads in providing legal support	80	9	720.00	200.00	520.00	
5) Permit Modification Review: Legal support for Enforcement Division, Office of Permitting, and Office of Planning and Environmental Analysis to review permit modification requests proposed by facilities or initiated by DTSC and ensure permit modifications issued by DTSC are enforceable and in compliance with applicable statutory and regulatory requirements including CEQA.	Based on current and past workloads in providing legal support	68	15	1,020.00	200.00	820.00	
6) Emergency Permits/Variations Review: Legal support for Enforcement Division, Office of Permitting and Office of Planning and Environmental Analysis to review emergency permits and variances and ensure enforceability and compliance with applicable statutory and regulatory requirements including CEQA.	Based on current and past workloads in providing legal support	60	15	900.00	250.00	650.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL
 Workload Analysis Chart
 Budget Request Name: 3960-005-BCP-BR-2015-GB
 Budget Request Description: Permitting Coordination and Backlog Support
 PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
OFFICE OF LEGAL COUNSEL Attorney III							
7) Enforcement Actions: Legal support for the Enforcement Division to initiate enforcement actions by gathering and evaluating evidence, reviewing inspection reports, penalty assessments, enforcement orders, and proceeding with administrative, civil, and criminal enforcement actions.	Based on current and past workloads in providing legal support	100	10	1,000.00	575.00	425.00	
8) Policy/Guidance Documents Development: Develop and assist in developing enforcement and permitting policies, procedures and guidance documents to establish a more effective, protective, and equitable permitting process.	Based on current and past workloads in providing legal support	50	10	500.00	250.00	250.00	
TOTAL HOURS REQUIRED PER YEAR				5,400.00	1,805.00	3,595.00	
NUMBER OF PY (Position) NEEDED (HRS/1800)				3.00	1.00	2.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Workload Analysis Chart

Budget Request Name: 3960-005-BCP-BR-2015-GB

Budget Request Description: Permitting Coordination and Backlog Support

PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
OFFICE OF PLANNING & ENVIRONMENTAL ANALYSIS CEQA Environmental Reviews and Permitting Support Associate Environmental Planner (2)							
1) Permit Pre-Application Environmental Review: Initial Environmental support for Enforcement Division and Office of Permitting to identify potential environmental issues and concerns. A review of available environmental documentation for the facility will be conducted and a field visit conducted in support DTSC's permit position.	Based on current and past workloads in providing environmental support	60	9	540.00	152.00	388.00	
2) Draft Permit Review: Review draft permits to ensure that permits issued by DTSC are enforceable and in compliance with applicable statutory and regulatory requirements including the California Environmental Quality Act (CEQA).	Based on current and past workloads in providing environmental support	100	9	900.00	148.00	752.00	
3) Draft CEQA Reviews and Revisions: Review draft CEQA documents to ensure accuracy, enforceability, and compliance with CEQA.	Based on current and past workloads in providing environmental support	180	9	1,620.00	1,800.00	(180.00)	
4) Response to Comments and Appeals: Support to Enforcement Division, Office of Permitting, and Office of Legal Affairs to respond to public comments and respond and represent DTSC during permit appeals in accordance with CEQA.	Based on current and past workloads in providing environmental support	80	9	720.00	200.00	520.00	
5) Permit Modification Review: Environmental support for Office of Permitting, and Office of Legal Affairs to review permit modification requests proposed by facilities or initiated by DTSC and ensure permit modifications issued by DTSC comply with applicable statutory and regulatory requirements including CEQA.	Based on current and past workloads in providing environmental support	68	15	1,020.00	200.00	820.00	
6) Emergency Permits/Variations Review: Environmental support for Enforcement Division, Office of Permitting, and Office of Legal Affairs to review emergency permits and variances and ensure enforceability and compliance with applicable statutory and regulatory requirements including CEQA.	Based on current and past workloads in providing environmental support	60	15	900.00	240.00	660.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Workload Analysis Chart

Budget Request Name: 3960-005-BCP-BR-2015-GB

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		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
OFFICE OF PLANNING & ENVIRONMENTAL ANALYSIS CEQA Environmental Reviews and Permitting Support Associate Environmental Planner (2)							
7) Enforcement Actions: Legal support for the Enforcement Division to initiate enforcement actions by gathering and evaluating evidence, reviewing inspection reports, penalty assessments, enforcement orders, and proceeding with administrative, civil, and criminal enforcement actions	Based on current and past workloads in providing environmental support	100	10	1,000.00	560.00	440.00	
8) Policy/Guidance Documents Development: Assist in developing enforcement and permitting policies, procedures and guidance documents to establish a more effective, protective, and equitable permitting process.	Based on current and past workloads in providing environmental support	50	10	500.00	300.00	200.00	
Office Support Duties (Office Technician)							
Duties include, but are not limited to enter/track/generate reports from the CEQA Tracking Center; identify training needs for project managers related to the CEQA process; assist management with reports for Executive Staff and the Director; file CEQA documents with the Office of Planning & Research; technical support for webinar or video conference and live training modules conducted by OPEA	based on other Office Technical positions in the Department			1,800.00		1,800.00	
TOTAL HOURS REQUIRED PER YEAR				9,000.00	3,600.00	5,400.00	
NUMBER OF PY (Position) NEEDED (HRS/1800)				5.00	2.00	3.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL
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 PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
OFFICE OF ENVIRONMENTAL INFORMATION MANAGEMENT Staff Information Systems Analyst (1) Associate Information Systems Analyst (1) Office Technician (1) 1) Improve Enforcement and Permitting EnviroStor system workflow: The Office of Permitting provides invaluable information pertaining to the historical, current operational, post closure, and emergency permit statuses of permits issued to treatment, storage, and disposal facilities, in addition to facility site type and current project manager name. Enforcement Division staff rely on and utilize the permitting information captured within EnviroStor-Permitting as a tool to assist with performing inspection and enforcement activities. The EnviroStor-Enforcement System provides information to the Office of Permitting pertaining to permitted facilities inspection compliance status, which includes violation compliance status, violation class type, areas of violation, and return to compliance status timelines. In addition to providing the inspection compliance status, EnviroStor-Enforcement also provides financial record compliance status, and all enforcement actions taken. Hours allocated include enhancements that would address the existing gaps between the Permitting and Enforcement EnviroStor systems. This includes updates to the Work Request module, Reporting Modules and overall system development and workflow. In addition to closing existing gaps between the Enforcement (EERD) and Hazardous Waste Management (HWM) EnviroStor systems, these hours would include major improvements to the EnviroStor-Permitting system to support the Office of Permitting as outlined in the DTSC Strategic Plan goals 2, 4 & 5. This includes the following modifications: 1) Streamline and improve the permitting process by implementing the Electronic Submittal of Information (ESI) Module. ESI will streamline the transmission and improve the quality of data received by DTSC from Responsible Parties/Project Proponents. 2) Improve data sharing and data accuracy by developing a process that will allow for the data related to Corrective Action activities that occur on permitted facilities to be readily available on EnviroStor-Permitting. 3) Improving data flow of each phase and event of a Permit Modification. 4) Creation of new activities and tool to more accurately capture the permitting universe. 5) Modifications to the financial assurance tracking tools to ensure that facility owners meet their financial responsibilities.	Goal based on past experience	220	12	2,640 00	1,000 00	1,640 00	
2) Workload management and performance metric tracking reports and tools: Hours include designing and implementing performance metrics tracking reports and tools for DTSC's Enforcement and Permitting data in EnviroStor. This includes working with DTSC program staff in terms of defining, collecting, mining, reviewing, and displaying technical and performance information for day-to-day and strategic decisions to protect public health and the environment. Also includes developing tools that allow DTSC staff and the public to access DTSC's information and conduct analysis and tracking on the progress of DTSC's Enforcement and Permitting related activities. These hours also include developing Standard Operating Procedures for EnviroStor systems to ensure data quality and consistency. Proceeds will include 1) protocols for uploading documents, 2) entering and tracking dates, and 3) requiring document uploads as a prerequisite of milestone data. Additionally, hours allocated would be used to develop a policy that describes the documents required to be posted to EnviroStor and how and where such documents are to be stored. Furthermore, additional Project Management tools would be created within the EnviroStor-Permitting system to improve the ability to track the status of a Permitting project and provide supervisors with tools to track staff workload and performance metrics to increase accountability.	Goal based on past experience	160	9	1,440 00	460 00	980 00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL
 Workload Analysis Chart
 Budget Request Name: 3960-005-BCP-BR-2015-GB
 Budget Request Description: Permitting Coordination and Backlog Support
 PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
<p>OFFICE OF ENVIRONMENTAL INFORMATION MANAGEMENT Staff Information Systems Analyst (1) Associate Information Systems Analyst (1) Office Technician (1)</p> <p>3) Improving Public Website to increase transparency regarding permit decisions and permit/permit renewal status: On April 2, 2014 EERD launched the first phase of its public website. This phase included Enforcement actions completed on DTSC Permitted facilities. The hours included would allow staff to provide adequate support to further develop the public website in order to increase transparency regarding permit decisions and permit renewal statuses. Included hours would also aid the enhancement of EnviroStor's Public website improving upon and providing detailed information on both inspection and enforcement actions performed on hazardous waste facilities. This would assist in the effort to make relevant data for inspection and enforcement actions completed prior to 2008 available to the public through a unified source.</p>	Goal based on past experience	130	8	1,040 00	275 00	765 00	
<p>4) Improving data quality: With EERD EnviroStor utilizing a large amount of data from HWMP EnviroStor it is important to improve upon the quality of existing data. Hours included would dedicate time to ensure that Permitted Facility projects within EnviroStor are updated with the most current documentation and data. Included hours would also address existing Data Cleanup items identified in the HWMP EnviroStor system's Data Cleanup screen. These data cleanup tasks would be focused on the Permitted Hazardous Waste Facilities Report.</p> <p>Additionally, these hours would be allocated towards creating a centralized screen to incorporate and overview of compliance information within EERD EnviroStor. This would track compliance actions on permitted facilities in one portal. In addition to the creation of a centralized screen, reports would be created to extract data for enforcement staff.</p>	Goal based on past experience	120	11	1,320 00	125 00	1,195 00	
<p>5) System documentation and user training: The EERD and HWMP EnviroStor systems both are relied upon by EERD and HWMP staff to maintain high level documentation related to the Permit process and enforcement and inspection actions, create reports and track work through phases and events of each process. PY hours would be used to document the system processes individually and in relation to each user type in both systems for the following: 1) Scheduling a Maintenance Activity; 2) Scheduling a Permit Activity; 3) Utilizing existing reports and any future reports that are created throughout this process; 4) Using the Contact module including adding, creating and appropriate association of various contact types to each individual project; 5) Creating, editing and associating Units; 6) Creating, editing and accessing Work Requests through the Work Request module; 7) Using the Data Cleanup screen; 8) Scheduling Enforcement Activities; 9) Utilizing the Cost Tracking Screen; and 10) Understanding the Enforcement Narrative Screen.</p> <p>These systems are constantly growing and require training materials covering all systems processes with a direct relation to program processes. Hours included would be used to create training material covering 11 user types across both EERD and HWMP EnviroStor systems. Additionally, these hours would also include the implementation of training at both Headquarters and Regional Offices.</p>	Goal based on past experience	65	15	975 00	150 00	825 00	
TOTAL HOURS REQUIRED PER YEAR				7,415.00	2,010.00	5,405.00	
NUMBER OF PY (Position) NEEDED (HRS/1800)				4.12	1.12	3.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL
 Workload Analysis Chart
 Budget Request Name: 3960-005-BCP-BR-2015-GB
 Budget Request Description: Permitting Coordination and Backlog Support
 PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER NEEDED HOURS PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
FINANCIAL RESPONSIBILITY UNIT Financial Responsibility Reviews AGPA (1)							
Financial Assurance Reviews for Permitted Facilities - Note: this includes new permits (7 per year) and cost estimate updates (20 per year) for a total of 27 tasks	Based on current financial assurance workload	100	27	2,700.00		2,700.00	
Clerical Duties currently being handled by AGPAs - Note: these hours are subtracted from the total since the OT will relieve the AGPAs of these duties	based on current AGPA workload				900.00	(900.00)	
Clerical Duties Office Technician (1)							
General admin duties: copying and mailing out financial responsibility review packages, copying and mailing out financial responsibility release and reimbursement letters, receiving & distributing incoming mail, maintaining financial assurance mechanisms in a safe, file room update and maintenance, and other miscellaneous duties; such as typing letters, memos, filing, etc. Estimated workload is 22 hours per week for a total of 1,056 hours per year.	based on current AGPA workload				900.00	900.00	
Other Clerical Duties							
Maintaining FR mechanisms in Envirostor	Estimated workload is 7 hours per week; 45 weeks, for a total of 315 hours per year.				315.00	315.00	
Envirostor expiration dates for FR mechanisms and liability insurance data entry	Estimated workload is 10 hours per week, 45 weeks, for a total of 480 hours per year.				480.00	480.00	
Posting enforcement documents on the website	Estimated workload is 2 hours per week, 45 weeks, for a total of 96 hours per year.				96.00	96.00	
TOTAL HOURS REQUIRED PER YEAR							
NUMBER OF PY (Position) NEEDED (HRS/1800)							
				4,491.00	900.00	3,591.00	
				2.50	0.50	2.00	

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Workload Analysis Chart

Budget Request Name: 3960-005-BCP-BR-2015-GB

Budget Request Description: Permitting Coordination and Backlog Support

PRIORITY: 1

ACTIVITY/TASK	Basis/Assumption for Workload Standard	PROJECTED 2015-16					DIFFERENCE ADDITIONAL HOURS NEEDED
		HOURS TO COMPLETE TASK	NUMBER OF TASKS PER YEAR	NUMBER OF HOURS NEEDED PER YEAR	NUMBER OF HOURS IN BASE FOR ACTIVITY		
OFFICE OF PERMITTING Office Technician (2.0) General Office Support Duties: * Typing letters, memos and misc documents * Formatting documents, reports, spreadsheets, powerpoint presentations ** copying and mailing document reviewing pkgs * mail distribution * updating databases and excel spreadsheets * maintaining and managing documents that require special storage/security * completing administrative forms (travel, training, time sheet attendance) * maintaining and updating file room and official records * posting documents on DTSC's website * Assisting with public notice mass mailings and preparations for public meetings * assist with the coordination of data cleanup projects	based on existing office support in other regional offices	3600	1	3,600.00		3,600.00	
TOTAL HOURS REQUIRED PER YEAR				3,600.00	-	3,600.00	
NUMBER OF PY (Position) NEEDED (HRS/1800)				2.00	-	2.00	