**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**APPLICANT INSTRUCTIONS: PREPARING, PUBLISHING AND CERTIFYING LEGAL NOTICE**

When an application has been filed with the DEQ or when a draft or proposed permit has been prepared by DEQ, prepare the legal notice according to the attached form and as directed in the accompanying instructions.

1. Submit a working copy of the notice to the DEQ permitting representative.
2. Obtain DEQ’s approval of notice prior to publishing.
3. Publish as legal notice one time in at least one newspaper local to the proposed new site or existing facility.
4. After publication, get a signed affidavit or proof of publication from the newspaper and submit it to DEQ’s permitting representative within 20 days after the date of publication.

**NOTE:** You may include any other information in the notice you deem relevant to the application, draft or proposed permit.

If you have questions or need assistance, contact the DEQ permitting representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name)

P. O. Box 1677

707 N. Robinson

Oklahoma City, OK 73101-1677

Telephone: (405) 702-5100

Fax No: (405) 702-5101

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_

**OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY**

**NOTICE – DRAFT (1)**

The Oklahoma Department of Environmental Quality (DEQ) received an application for a solid waste (1) to (2) at the (3) , located in the (4) . The application was filed by (5) on (6) .

The DEQ has tentatively found that the application meets the requirements of Title 27A of the Oklahoma Statutes, Section 2-1-101, *et seq.*, Section 2-10-101, *et seq.*, and rules of the DEQ, Oklahoma Administrative Code (OAC), Title 252, Chapters 4 and 517, and has prepared a draft (1) for public review .

The draft (1) and its conditions propose (7) **.**

The application, the draft (1) , and related documents may be reviewed during normal business hours at the Central Records Office, Oklahoma Department of Environmental Quality, located on the 2nd floor of the DEQ building at 707 North Robinson, P. O. Box 1677, Oklahoma City, OK 73101-1677. The DEQ contact is (8) .

Copies are also on file on DEQ’s website at https://www.deq.ok.gov/land-protection-division/permit-public-participation-process/ and locally at (9) .

Persons wishing to comment on the draft (1) should submit their comments in writing to DEQ at the above address or electronically to the DEQ at the website address above. Also, any person may request, in writing, a formal public meeting to present written or oral statements and data concerning the draft (1) . A request for a public meeting must identify the nature of the issues to be raised in the meeting. If DEQ determines, based on the requests it receives, that there is a significant degree of public interest in the draft (1) , it will schedule a public meeting and provide notice of the date, time and place.

Written comments and requests for a public meeting must be received by DEQ within 30 days after the date of this publication at the DEQ address given above. More specific information may be obtained by contacting the applicant at (10) , or the DEQ contact listed above.

INSTRUCTIONS FOR COMPLETING NOTICE OF DRAFT PERMIT OR MODIFICATION AND PUBLIC MEETING OPPORTUNITY

1. Insert “permit” or “permit modification”, as appropriate.
2. Insert [dispose, transfer, process, or apply] [brief description of waste types or categories].
3. Insert name and address of facility.
4. Insert legal description of the facility. Insert a sentence identifying the name and address of the applicant if different from the facility.

5. Insert applicant’s name.

6. Insert date the application was filed.

7. Give a brief description of all activities controlled under this application, including the common (or technical) names of waste handled, and types of units or processes in which disposal, processing, transfer or application will occur. Include estimates of amounts or volumes of waste to be handled. Include the following information:

* Identify waste type.
* Describe what changes are proposed (e.g., type or volume of waste stream, facility capacity or boundaries, methods of treatment, processing, disposal, storage, monitoring, etc.).
* Explain how changes are to be accomplished (e.g., new processes, equipment, units, operations, construction, etc.).
* If the application involves a variance, identify the rule name and number for which a variance is being sought and explain why it is needed.
* If the application is related to an enforcement/compliance matter, explain how and why it would aid compliance.
* Describe the effect of the application (and/or variance) approval. Discuss resulting outcomes. [*For new permits*: describe what is to be constructed and how it will be operated and closed. For example: construct, operate, maintain and close a coal combustion residuals (CCR) landfill/surface impoundment to accept and dispose approximately \_\_\_\_ tons daily of CCR and/or non-CCR wastes]; [*For modifications*: increased environmental protections, capacity changes, boundary changes, methods, drainage, monitoring, etc.]

8. Insert the name and telephone number of the DEQ Customer Services representative or DEQ Solid Waste permitting representative, as appropriate.

9. Insert name and address of the local review location. Include driving directions, if necessary. [NOTE: This location must be located in the county where the facility is located.] The location must be open to the public during normal business hours and be staffed with an employee willing to maintain and update the local review file.

10. Insert name, mailing address, and telephone number of applicant’s representative, or telephone number of applicant.