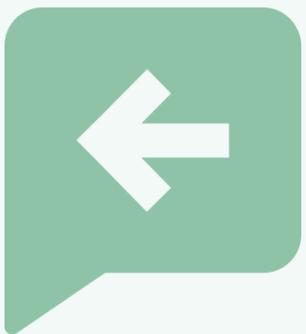


# EJ Notification Process

What happens when the Illinois EPA receives a permit application



## 1. Permit Reviewer receives permit application

Upon receiving a permit application, the permit reviewer will check the EJSTART mapping tool to determine if the site is in an area of EJ concern. If it is, they will submit a review request through the Illinois EPA EJ Tracking system to be reviewed by the EJ staff.



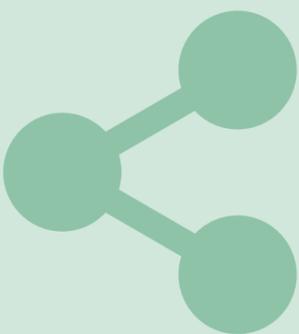
## 2. EJ staff reviews the request

Depending on the scope of the permit application's project, EJ staff will determine whether enhanced outreach is warranted based on whether a permit application might generate significant public interest. An EJ Notification might not be issued for permit changes such as administrative changes to a permit (correcting a typo, cost updates, etc.) or equipment replacements.



## 3. Composing an EJ Notification Letter

If the EJ staff determines that enhanced outreach is necessary, he will compose a letter based on information provided by the permit reviewer that includes the facility name, facility address, the Bureau ID number, the permit application reference number, a short summary of the project requested by the permit application, and whether the permit will go to public notice as well as the EJ Officer's contact information.



## 4. Sending out the EJ Notification Letter

A distribution list is populated with individuals, elected officials (federal, state, county, and local) and community groups. Some opt to receive notifications for the entire state, while others just want notifications for certain areas (zip codes, cities, counties). Recently, the Illinois EPA has provided an option for people to receive notifications via email.



## 5. Respond to any follow up

The Office of Environmental Justice acts as a liaison between the Agency and EJ Communities. If an individual, elected official, or community group has a follow up question or concern, they can contact the EJ Officer who may need to reach out to the permit reviewer for further clarification on the permit application to relay back to them.