

# EJ NOTIFICATION PROCESS

What happens when the Illinois EPA receives a permit application

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## Permit Reviewer receives permit application

Upon receiving a permit application, the permit reviewer will check the Illinois EPA EJ Start 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 project tracking system to be reviewed by EJ staff.

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## 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.)

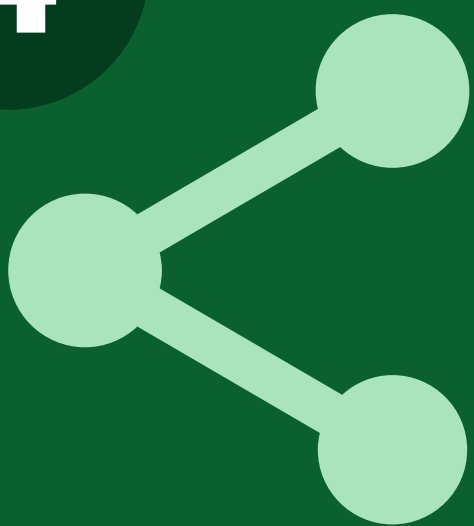
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## Composing an EJ Notification Letter

If EJ staff determines that enhanced outreach is necessary, they 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 contact information of the Manager of the Office of Environmental Justice.

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## 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). The Illinois EPA sends these EJ Notification letters via email.

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## 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 EJ Staff who may need to reach out to the permit reviewer for further clarification on the permit application to relay back to them.