



## ADMINISTRATIVE COMPLETENESS CHECKLIST

### HAZARDOUS WASTE RENEWAL PERMIT with CLASS 3 MODIFICATION APPLICATION

Indicate Page#(s) Found	The following items must be included to be deemed administratively complete. To facilitate timely review and avoid the necessity for requests of additional information, please complete and include this checklist with application request.
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\_\_\_\_\_ **Permittee shall submit an application fee worksheet.**  
(Fees are assessed subsequent to receipt of the application.)  
*LAC 33:V.5109, 5111, 5139, and 5145 as applicable*

\_\_\_\_\_ **Applicant shall submit a complete permit application using the current Hazardous Waste Permit Application Workbook (<http://deq.la.gov/page/hazardous-waste>)**

- **Part I (EPA Part A Form)**  
*LAC 33:V.515*
- **Part II (applicable regulations addressed in RCRA Permit Application Workbook)**  
*LAC 33:V.516, 517, 519, 520, 521, 523, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, and 536*

\_\_\_\_\_ **Permittee shall submit a description of exact change to be made. Include relevant LAC 33:V.322 classification or 321.C.4 justification.**  
*LAC 33:V.321.C.3.a.i*

\_\_\_\_\_ **Permittee shall submit an explanation of why the modification is needed.**  
*LAC 33:V.321.C.3.a.iii*

\_\_\_\_\_ **Permittee shall submit an Environment Assessment Statement. ("I.T. questions") addressing items in LA R. S. 30:2018.B.(1)-(3). [Post closure/corrective action permits renewals with significant changes—change(s) that would be considered a Class 3 modification—do not require Environmental Assessment Statement (R.S. 30:2018.E.(3)-(4)).]**

\_\_\_\_\_ **Permittee shall submit evidence of mailing the notification of the Class 3 Modification to the mailing list and local governments as required by LAC 33:V.717.A.1.b and evidence of publication in major local paper of general circulation within seven days before or after the date of submission of the modification request. The public notice must include: announcement of a 60-day comment period; announcement of the date, time, and place for the public meeting to be held; name and telephone number of the permittee's contact person; name and telephone number of a department contact person; location where copies of the modification request and any supporting documents can be viewed and copied; and compliance history statement.**  
*LAC 33:V.321.C.3.b (example language is attached)*

\_\_\_\_\_ **Permittee must place a copy of the permit modification request and supporting documents in a location accessible to the public in the vicinity of the permitted facility. Permittee must submit evidence of aforementioned placement.**  
*LAC 33:V.321.C.3.c*

\_\_\_\_\_ **Permittee must hold a public meeting in the vicinity of the permitted facility and no earlier than 15 days after the publication of the notice in LAC 33:V.321.C.3.b and no later than 15 days before the close of the 60-day comment period. Permittee shall submit evidence of a public meeting.**  
*LAC 33:V.321.C.3.d*

\_\_\_\_\_ **Permittee shall submit five copies of the modification**  
*LAC 33:V.303.O [NOTE: All facilities in Calcasieu Parish must submit six (6) copies to LDEQ.]*

## NOTICE OF RCRA RENEWAL WITH CLASS 3 PERMIT MODIFICATION REQUEST

The **FACILITY NAME** located at **ADDRESS**, Louisiana is providing notification of a Hazardous Waste Permit Renewal with a Class 3 Modification.

**FACILITY** has submitted a request for a Hazardous Waste Permit Renewal with a Class 3 Modification to the Louisiana Department of Environmental Quality (LDEQ) to **DESCRIPTION OF MODIFICATION** in accordance with LAC 33:V.322.X. **ANY FURTHER EXPLANATION OR DETAILS OF THE MODIFICATION.**

Pursuant to LAC 33:V.321.C.3.e, a 60-day public comment period will begin on **MONTH DAY, YEAR**. Written comments or written requests for notification of the final decision regarding this permit action may be submitted to LDEQ, Office of Environmental Services, at the Waste Permits Division, P.O. Box 4313, Baton Rouge, LA 70821-4313. Comments must be received by **MONTH DAY, YEAR**.

Per LAC 33:V.321.C.3.d, a public meeting related to this modification request will be held on **MONTH DAY, YEAR**, from **TIME** to **TIME** at **MEETING LOCATION**, located at **MEETING ADDRESS**.

For additional information, contact:

- **FACILITY CONTACT INFORMATION**
- LDEQ Public Participation Group at [deq.publicnotices@la.gov](mailto:deq.publicnotices@la.gov)

A copy of **FACILITY's** Class 3 Permit Modification will be available for review electronically on the Electronic Document Management System (EDMS) on the LDEQ public website at [www.deq.louisiana.gov](http://www.deq.louisiana.gov). Additionally a copy of the proposed modification can be viewed and copied at **LOCATION**.

The permittee's compliance history during the life of the permit being modified is available from the department contact person.

All correspondence should specify AI Number **XXXXXX** and Permit Number **LAX XXX XXX-XX-XX-X**.