

## 1.2 Introduction/Characteristics of the Manual

### **Applicability:**

This summarizes the characteristics and purpose of the Permits Manual.

### **Content:**

The original Permit Manual was developed for internal use within the Water Pollution Control Program as a tool for permit writers and as a reference for other Program staff. The original manual was a paper document since it was developed before widespread use of personal computers. Given difficulties in keeping multiple copies in the central and regional offices consistent and up-to-date, that manual was never intended for broad circulation either within the department or to persons outside of the department.

The primary purpose of this Permits Manual remains the same. The information contained is intended as staff guidance to provide information important in understanding how permits are written. It is not intended to answer all of the questions that a permit writer may have, but should be useful for finding the answers. The key member of the internal audience is the person with knowledge of environmental control or water pollution control but who is new to permit writing. Obviously, the manual will serve as a reference for all permit writers and other involved staff.

This manual was never designed or intended to be a paper document. From its beginning, it was intended to be an electronic document maintained on the Department of Natural Resources Intranet site. Staff members are discouraged from making and using paper copies for their reference. As such, the most up-to-date version would be available to them each time they need to refer to it.

However, a new and important purpose of this Permits Manual is to be a source of information for owners and operators of regulated facilities, consultants, association representatives, other agency staff and the general public. The manual will inform interested persons about the process used to develop Missouri state construction and operating permits for water pollution control facilities. The state operating permits are also National Pollutant Discharge Elimination System (NPDES) Permits.

The decision to make this manual a document immediately available to general audiences outside the department was made three years after the Permits Manual project was begun (see 1.1 History). This is accomplished by placing the manual on the department's Internet site, in contrast to the Intranet only available to departmental employees on internal network. The manual will remain as an electronic document and will not be routinely distributed as a paper copy.

The manual provides information, and frequently electronic links, to federal and state statutes, rules and technical guidance documents that enable or support permit procedures. The manual does not establish new policies or procedures, but is intended to reference those that already exist. The manual will serve as the central reference for new policies and procedures as they are developed. Hopefully, it will also serve as a catalyst in identifying outdated procedures and inconsistent practices that should be reviewed and officially modified to adhere to current rules, standards and practices. As such, it is a living document and is designed to readily accommodate changes and to make them immediately accessible to all permit writers and other document users.

When initially conceived in 2002, this Permits Manual was intentionally designed with a highly repetitive content outline. This design was to facilitate electronic scanning of the contents and immediate access to the appropriate topic via a simple "click" on the computer mouse. As the

manual developed, changes in approach to permitting, such as phasing out “standardized” permits and discontinuing the agricultural Letter of Approval (LOA) program, have resulted in modification of the original contents. Additionally, as staff members wrote various topics, at times it was found to be practical or beneficial to combine several subjects into a single topic. These types of changes resulted in a 20% reduction of the number of topics in the manual’s table of contents. A result of this is that the numbering system of the table of contents contains gaps and is not consecutive. The gaps indicate inactive, reserved topics and are not indications of missing information. Future revisions of the manual will result in changes to both the contents and the organizational format and the number gaps will disappear.

**Legal References:**

**Other Links:**

[1.1 History](#)

**Key Words:**

Characteristics, purpose

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**Revised By:** Peter Goode and Jim Penfold

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