

INTER-OFFICE COMMUNICATION

PS Memo #: P S 9 4 - 1 4

TO: Permit Section Staff
FROM: Jim Geier
DATE: November 4, 1994
RE: Chargeable Time for Contractor Telephone Calls

Environmental consulting firms which call on behalf of sources which they represent that are applying for a permit should be asked to identify their clients for purposes of chargeable time. If the caller says that she/he is calling for a client but declines to provide their name, suggest that the client set up a meeting to discuss the issue at hand. Time spent talking with the contractor should be charged back to the source if construction or operating permit processing is involved.

Should a consultant call with a question and not indicate that a client is involved, answer their questions and log it under telephone info (3.1.2 or 3.2.2).