



## MATERIALS MANAGEMENT DIVISION POLICY AND PROCEDURE

### MMD-111-36 – Hazardous Waste Enhanced Public Engagement

Effective Date: January 21, 2025

#### ISSUE

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The Materials Management Division (MMD) implements public participation in licensing and corrective action activities for hazardous waste facilities under Part 111, Hazardous Waste Management, of the Michigan Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 111), and the administrative rules promulgated thereunder. The goal of public participation during these activities is to provide opportunities for early and meaningful community participation and access to vital information. In communities with environmental justice concerns and Limited English Proficiency (LEP), the MMD offers enhanced public engagement opportunities.

#### DEFINITIONS

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**Environmental Justice (EJ)** – The equitable treatment and meaningful involvement of all people, regardless of race, color, national origin, ability, or income is critical to the development and application of laws, regulations, and policies that affect the environment, as well as the places people live, work, play, worship, and learn.

**Facility Cumulative Impact Review** –An evaluation of environmental conditions including an EJ analysis; waste management activities; effective measures to protect human health and the environment; population and community demographics; and compliance status of the facility.

**Limited English Proficient Individuals** – Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other types of communication (e.g., reading or writing.)

**Vital documents** – License application review timelines; meeting and public hearing notices; fact sheets; notices of final decision; and responsiveness summaries.

#### POLICY

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The MMD provides the public the opportunity to comment throughout the licensing and corrective action approvals. To help us achieve that goal, EGLE has established policies on Public Involvement in Department Decisions and a [LEP Plan](#). The MMD will follow those

established procedures. The MMD also conducts an EJ and LEP analysis for communities surrounding a hazardous waste facility prior to a license renewal or implementation of corrective action remedy proposal. If the EGLE EJ and Tribal Liaison concurs that there is an EJ community or LEP individuals, the MMD will follow enhanced public engagement procedures (Table 1).

These procedures include engaging with the local community, translating vital documents, disseminating public notices in translated languages, extending public comment periods, holding public meetings and hearings in community-specific locations, and holding office hours for the public to ask the MMD staff questions in a smaller setting.

Public meetings will be held when the license application is considered administratively complete; when it is determined to be meet all technical requirements; and when a preliminary decision has been made, and if applicable, a draft license has been written. Prior to approving a final remedy at corrective action sites, a public meeting will be held. The MMD will notify the public 30 days before a public meeting.

Based on the results of the LEP analysis, the MMD will determine the need for language translation to ensure all persons can participate in the licensing process. If oral or written translation is required, the MMD will make reasonable best efforts to provide those translations.

Vital documents will be translated in the identified language(s). Vital documents include the license application review timeline, public meeting and public hearing notices, fact sheets, notice of final decision, and the response to public comments. Oral translation will be provided for public meetings and hearings. Public notices will use plain language and follow EGLE's Policy on Public Involvement in Department Decisions. During the public comment period, the application, results of the EJ analysis, facility cumulative impact review, fact sheet, and draft license will be made available on the MMD website and in locations accessible to the public

Additionally, if the MMD determines community members need additional time to review documents, the public comment timeframe may be extended.

## PROCEDURE

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**Table 1. Enhanced Public Engagement Procedures**

Step	Who	Does What
1.	Permitting Compliance Analyst (PCA)	Based upon EJ and LEP analysis results, recommend implementation of Enhanced Public Participation procedures. Seek concurrence from EGLE EJ and Tribal Liaison.

Step	Who	Does What
2.	PCA	Complete Hazardous Waste Section (HWS), Outreach Planning Checklist with project team and HWS Manager during the internal preapplication meeting.
3.	PCA	Contact Environmental Services Division (ESD), liaison for assistance with executing tasks on the HWS Outreach Planning Checklist.
4.	PCA	Ensure vital documents will be translated in the identified language(s).
5.	ESD liaison & PCA	For in-person meetings, engage with the local community to determine what will best provide for meaningful public involvement. If oral translation is required, make reasonable best efforts to provide those translations.
6.	PCA	Create public notices for meetings that use plain language and follow EGLE's <a href="#">Policy on Public Involvement in Department Decisions</a> . Complete and disseminate translated meeting notices within the Assessment Zone in English and in the language(s) identified in the LEP analysis.
7.	PCA	During the public comments period, ensure the application or corrective action submittal, results of the EJ analysis, facility cumulative impact review, vital documents, and draft license will be made available on the MMD website and in locations accessible to the public.
8.	PCA	If the MMD determines there is a need for additional public meetings or "office hours" where persons can meet with EGLE staff in a smaller setting to ask questions and voice comments and concerns, contact the ESD to establish meeting logistics and translation needs.
9.	PCA	Request ESD place subtitles and audio in the languages identified in the LEP analysis on prepared presentations. Upload presentations to MMD website.
10.	PCA	If the MMD determines to extend the public comment period, notify the community utilizing methods used throughout the licensing or corrective action review process.
11.	PCA	After the MMD issues a license or application denial or determination of a cleanup remedy, notify the community utilizing methods used throughout the licensing or corrective action review process.

## LINKS TO ADDITIONAL INFORMATION

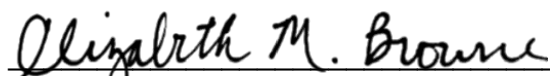
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- [1994 PA 451, Natural Resources and Environmental Protection Act, Part 111 Hazardous Waste Management](#)

- [Hazardous Waste Management Administrative Rules](#)
- [EGLE Policy 09-007 - Public Involvement in Department Decisions](#)
- [EGLE LEP Plan - Limited English Proficiency Plan](#)
- [EGLE's Office of the Environmental Justice Public Advocate](#)
- [Part 111 Operating License and Major Modification Processing Procedures](#)
- [MMD-111-34 – Hazardous Waste Environmental Justice Analysis](#)
- [MMD-111-35 – Hazardous Waste Limited English Proficiency Analysis](#)

## APPROVING AUTHORITY

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Elizabeth M. Browne, Director  
Materials Management Division

## HISTORY

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**Table 2. Historical Changes**

Policy No.	Action	Date	Title
MMD-111-36	Original	11/27/2024	Enhanced Public Engagement Procedures
MMD-111-36	Reviewed	1/21/2025	Hazardous Waste Enhanced Public Engagement

## CONTACT / UPDATE RESPONSIBILITY

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Any questions or concerns regarding this policy and procedure should be directed to Kimberly M. Tyson, Manager, HWS, at [TysonK@Michigan.gov](mailto:TysonK@Michigan.gov) or 517-388-2797 or [EGLE-MMD-HWS@Michigan.gov](mailto:EGLE-MMD-HWS@Michigan.gov).

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