

**3745-500-130      Retention and distribution of authorizing documents - procedures for boards of health and Ohio EPA.**

**(A) Procedures for boards of health.**

If required by rules adopted under Chapter 3734. of the Revised Code, copies of an authorizing document issued by the approved board of health and all associated plans, specifications, and information shall be retained and distributed in accordance with the following:

- (1) The board of health shall retain at least one copy of the authorizing document and all associated plans, specifications, and information.
- (2) Copies of authorizing documents shall be distributed by certified mail or another form of mail accompanied by a receipt not later than the end of the third business day following issuance of the authorizing document, except that any plans, specifications, and information accompanying an authorizing document need not be distributed by certified mail or another form of mail accompanied by a receipt.
- (3) The board of health shall distribute copies of the authorizing document and any associated plans, specifications, and information as follows:
  - (a) Return one copy to the entity who submitted the application or request for the authorizing document.
  - (b) Send one copy to Ohio EPA.

**(B) Procedures for Ohio EPA.**

Copies of an authorizing document issued by Ohio EPA and associated plans, specifications, and information shall be retained and distributed in accordance with agency procedural rules adopted pursuant to Chapter 119. of the Revised Code.

Effective: 04/02/2012

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CERTIFIED ELECTRONICALLY

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Certification

02/16/2012

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Date

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