**Section 1600.320 Establishment of Document Repository**

An authorized party developing a CRP under Section 1600.315 also must establish a document repository for document viewing and copying. The document repository must be available online. A document repository at a physical location, as described under subsection (c), also must be established if a request for one at a physical location is made to the authorized party or the Agency.

a) The document repository must include the notice, CRP, all public notices (e.g., proof of publication for newspaper or other published notices, letters, door hangers, or other forms of public notification), all fact sheets, all applications, plans and reports submitted to the Agency for review and approval and subsequent Agency comment packages, and all final determinations by the Agency, such as an NFR Letter, permit modification, or other project completion documentation.

1) The authorized party must update the repository promptly and continuously as notices, fact sheets, plans, reports, comment packages, and Agency decisions are generated throughout the process.

2) The documents must be created, organized and indexed so that affected, potentially affected, or interested persons can identify, locate, and download documents of interest.

3) The repository must include the business, site or facility representative's contact information where inquiries can be directed and persons can request copies of repository documents and other site-related documents.

b) Online Repositories

1) Documents must be in a readily available format for downloading and printing (e.g., portable document format (.pdf), graphic interchange format (.gif), tagged image file format (.tiff), joint photographic group format (.jpg)) with links to download software for viewing and printing the documents.

2) Documents that cannot be converted to a readily available format for downloading and printing must be described in the document index, identified as available upon request, and made available according to subsection (a)(3).

3) System capacity must be sufficient to accommodate the anticipated number of viewers and to support the viewing and downloading of repository documents.

c) Repositories at Physical Locations

1) Repositories at physical locations must be established no later than ten business days after receiving either a request for a repository at a physical location or Agency notification that a request has been made to the Agency, whichever is earlier.

2) Repositories established at a physical location must be at a public location (e.g., public library, city hall) and open to the public at times convenient to affected, potentially affected, or interested persons.

d) Information deemed trade secrets or non-disclosable under Board procedures at 35 Ill. Adm. Code 130 or Agency procedures at 2 Ill. Adm. Code 1828 may be redacted or excluded from the repository. Information to be added to the document repository also must be screened to ensure that personal information identifying affected, potentially affected, or interested persons or their exact property locations is not disclosed.

e) The document repository must remain accessible for at least 180 days after the recording of the NFR Letter or Agency issuance of other project completion documentation (e.g., permit modification, closure letter, "4(y) letter" (see 415 ILCS 5/4(y))).

(Source: Amended at 43 Ill. Reg. 11637, effective September 25, 2019)