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Interagency Coordination Meeting Guidance

This bulletin notifies project development teams of the [Interagency Coordination Meeting](#) guidance document. The guidance outlines the purpose and conduct of regularly-scheduled meetings between this Department (DOT) and environmental agencies, including the Department of Energy and Environmental Protection (DEEP).

Although the DOT has been meeting regularly with DEEP and other environmental agencies for some time, the meeting format has been revamped to improve interagency communication and the efficiency of permitting processes. In addition to general information on meetings (e.g., scope, participating agencies, schedule), the document provides guidance on how project teams should utilize this valuable forum. The following topics are covered:

- When/how to request a project be on a meeting agenda,
- Pre-meeting preparations,
- How/where meeting decisions are documented.

Units involved with developing projects that require environmental permits should review and be guided by this document.