From:	VANDEHEY Maggie
To:	CAPP Carrie Ann; CURTIS Andrea; DOWNING Kevin
Subject:	RE: RM: Post EQC Activities
Date:	Wednesday, October 16, 2013 10:34:34 AM

I'll coordinate with each of you individually before ANY movement of files AND I'll make that distinction in the schedule of tasks.

From: CAPP Carrie Ann
Sent: Wednesday, October 16, 2013 10:29 AM
To: CURTIS Andrea; VANDEHEY Maggie
Cc: DOWNING Kevin
Subject: RE: RM: Post EQC Activities

Ditto!

Carrie Ann Capp

Natural Resource Specialist

Air Quality, Planning Section

Oregon Department of Environmental Quality, Headquarters

Leading by example
Empowering, emboldening
Accountability
Dynamic
Excellence
Reasoned, reflective
Strategic
Honor
Integrity
Purposeful

From: CURTIS Andrea
Sent: Wednesday, October 16, 2013 9:52 AM
To: VANDEHEY Maggie
Cc: DOWNING Kevin; CAPP Carrie Ann
Subject: RE: RM: Post EQC Activities

Maggie, What date do you plan to retire documents from SharePoint? Before retiring any documents from my SharePoint site, I hope you will wait a couple days for the "green light" from me. I will compile my rule record, and looking at my layout of documents on SharePoint, it will be easier for me to remember "what's what".

Andrea

From: VANDEHEY Maggie
Sent: Wednesday, October 16, 2013 9:38 AM

To: CAPP Carrie Ann; CURTIS Andrea; DOWNING Kevin; CLIPPER Chris
Cc: ROICK Tom
Subject: RM: Post EQC Activities

Hi—

Congratulations! I hope your presentations and EQC action went as expected.

You are almost done. Though not tailored to you and your rulemaking, the list below includes the remaining tasks. Please adapt to your situation. For the first task, there is a new sub-folder in your respective Rule_Development folders titled SharePointAtClose. This is where I'll download all documents on SharePoint including their version histories. Link here to see what that will look like.

Team stops all work on SharePoint
Maggie retires SharePoint to Rule_Development|SharePointAtClose
including all version history
RuleWriter:
* prepares/saves documents to Rule_Development|7-PostEQC
- ADDENDUM.TO.STAFF.RPT (if presented to EQC)
- ADOPTED.RULES.8.20.2014.docx
- ADOPTED.REDLINE.RULES.docx
- TABLES.FOR.RULE.####.docx (1 .docx per rule)
- TABLES.FOR.RULE.####.docx (1 .docx per rule), etc.
* emails Maggie affirming EQC action and document readiness
* emails optional STAKEHOLDER.NOTIFICATION of EQC action
* coordinates EPA.SIP.SUBMITAL with AndreaC
* coordinates AC.THANK.YOU letter with Manager
* coordinates AC.SURVEY with Manager
* coordinates optional discussion on project evaluation, lessons learned
AndreaC:
* submits Part 2 of signed DAS approval within 10 days of effective date
* scans/saves as Rule_Development|7-PostEQC|DAS.PART2.pdf
* emails DAS.PART2.pdf to DAS (requests delivery receipt)
* saves receipts as Rule_Dev.|7-PostEQC|PROOF.DAS.DELIVERY.pdf
Maggie:
* prepares and e-files ADOPTED RULES with Secretary of State
- CERTIFICATE.pdf
- ADOPTED.RULES.pdf
- 340-### TABLES.pdf
- 340-### TABLES.pdf
- AUTHORIZATION.pdf

EFFECTIVE DATE

* shuttles ADOPTED REDLINE.RULES to Legislative Counsel (return receipt)
- CERTIFICATE.pdf
- ADOPTED.REDLINE.RULES.pdf

- self-addressed envelope, fold underside of flap over a 2nd certificate"
write "Please date stamp certificate and return." on underside of flap

* saves proof as Rule_Development|7-PostEQC|PROOF.OF.FILING.pdf

1 CERTIFICATE.pdf
2 ADOPTED.RULES.pdf
2a 340-### TABLES.pdf
2b 340-### TABLES.pdf
3 AUTHORIZATION.pdf
4 ADOPTED.REDLINE.RULES.pdf
5 LC-SHUTTLE.RECEIPT.pdf

RuleWriter:

* gathers emails about post EQC activities for the Rule Record and saves as:
Rule_Development|7-PostEQC|EMAILS.PostEQC.pdf
* verifies accuracy of rules published in Oregon Bulletin
If errors, RuleWriter works with Maggie to correct

AndreaC submits SIP to EPA within 60 days AFTER adoption

Maggie moves rulemaking record:

FROM Rule_Development
TO Rule_Archive

RuleWriter:

* places all physical records in archival box - do not print electronic records
* labels the box by SOS certificate and order number "DEQ ##-yyyy"
* delivers archival box to Maggie

AndreaC coordinates retiring Q-Time number(s) with RobertB

TEAM CELEBRATES

RuleWriter takes a vacation

Regards,

Maggie Vandehey |EIM |Sr. Operations and Policy Analyst
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811 SW Sixth Ave., Portland, OR 97204-1390 | vandehey.maggie@deq.state.or.us
503.229.6878 | In OR 800.452-4011 | 🖷 503.229.6730