From: CURTIS Andrea
To: DOWNING Kevin
Subject: RM:DeslGrnt - Tentative Schedule
Date: Wednesday, July 17, 2013 1:01:26 PM

Kevin,

Here's a recap of our meeting and the tentative schedule. Please let me know if the following sounds ok to you and if you have changes or questions:

- Include RM:DeslGrnt in the subject line of emails related to this rulemaking.
- Confirm whether Uri, Jill and Andy are OK with putting your permanent rules into Jill's permanent rulemaking.
- Work with Carol now to put Andy's reviews of the temporary rule on his calendar.
- Tentative schedule for the temporary rulemaking:
    - 7/17 Kevin drafts the workbooks in SharePoint: Resources and Considerations
    - By 7/19 Kevin obtains approval from HAMM to add the rulemaking to DEQ's agenda. Kevin or Uri sends Andrea and Maggie email confirmation from management that rulemaking has been approved.
    - By 7/19 If we'll need new rule numbers, Kevin notifies Maggie
    - By 7/19 Kevin tells folks the dates they'll need to review the rule package. The rule package includes the Staff Report and the Proposed Rules. The review team includes William Knight, Paul Garrahan, Uri, Andy, Andrea. Possible conflict: Paul Garrahan is on vacation 7/29 – 8/2.
    - By 7/22 Kevin drafts the Staff Report and Proposed Rules on SharePoint.
    - 7/23 Kevin routes rule package to team for review.
    - 7/30 Feedback from team due to Kevin
    - By 7/30 – Kevin consults with William Knight on our plan for Communication and Outreach.
    - 7/31 – 8/1 Kevin addresses feedback
    - By 8/1 Kevin drafts the GovDelivery email message to interested parties and routes to Uri and Andrea for review
    - 8/1 Kevin routes rule package to team for review - Also give Maggie the option to review at this time.
    - 8/8 Feedback from team due to Kevin; Feedback on GovDelivery message email message due.
    - 8/9 – 8/13 Kevin addresses feedback and routes back to team if appropriate
    - 8/14 – 9/3 Kevin is out of office
    - 9/4 Kevin re-enters proposed rule changes into latest, clean version of rules. Andrea will provide the latest rules.
    - 9/5 – Kevin gets final approval from Uri and Andy by email. Upload a copy of the email approval to SharePoint.
    - 9/9 – Andrea routes the package to the Directors office
    - 10/16 – Kevin presents to EQC for adoption
- Ongoing: Update the schedule on SharePoint if dates change.

The schedule is in SharePoint, but I listed key actions above that aren't explained on the SharePoint version. I'd be happy to talk more about the new process and using SharePoint. You're welcome to drop by!

Thanks,

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