



Resources

Enter long project name on 1ProjectRecord, row 4

Workbook summary

1	Project record	Estimated hours	
2	Risks	Low	High
3	Core Team	0	0
4	Advisors	0	0
5	Interested Staff and EQC	0	0
6	Other Divisions	0	0
7	Regions	0	0
8	Financial Services	0	0
9	Communications and Outreach	0	0
10	Organizational Services	0	0
11	Technical Services	0	0
12	Compliance and Enforcement	0	0
13	LEAD	0	0
14	Intergovernmental	0	0
15	Custom Participants	0	0
16	EMT	14	56
Total hours		14	56
Intergovernmental		0	0
		14	56
2012 DEQ avg. staff cost per hour		X \$58	X \$58
Estimated cost		\$812	\$3,248

Resource risks

Organizational	Low
Capability	Low
Skills and Experience	Low

Resources

1 Project record

AQ LRAPA - Open Burning

Project name

Enter long project name on 1ProjectRecord, row 4

Shortened names

LROpnBrn

LRAPA - Open Burning

Annual DEQ Rulemaking Plan year

2013

Division

AQ

Q-time for developing this plan

43007

2013 Rulemaking: AQ LRAPA - Open Burning

Best practices: maintaining rulemaking record

Start each email Subject line with

RM-LROpnBrn

Email folder

RM-LROpnBrn 2013

Electronic record: SharePoint

LROpnBrn

Electronic record: Rules Development

\\deghq1\Rule_Development\2013 Plan\LROpnBrn

Physical record Pre filing

Enter location of record

Post filing

Central rulemaking file, then offsite Archives

Rule design team email group

RM-LROpnBrn 2013 Design Team

Project number

#####

2013 Rules AQ LROpnBrn

Advisory Committee email group

AdvisoryCommittee_AQ_2013_LROpnBrn

Public comment email box

Comment-LRAPA-OpenBurning@deq.state.or.us

Please suggest process improvements to the Project record worksheet.

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a. Organizational

Limited impact on operations or staff

Some impact on operations, retraining, transfer or reassigning staff

Significant impact on operations, restructuring, potential for high profile failure

☒ Low



☐ Medium



☐ High

Optional discussion

b. Capability

Program/DEQ has extensive experience with previous comparable outputs

Program/DEQ has experience with comparable projects but this project has new complexities

No previous experience with this type of proposal

☒ Low



☐ Medium



☐ High

Optional discussion

c. Skills and experience

Fully resourced, skilled management and team, no recruitment or specialist training

Key skills and experience in place but recruitment or training required

Key skills or experience not in place, recruitment or extensive training required

☒ Low



☐ Medium



☐ High

Optional discussion

Please suggest process improvements to the DEQ resource risks worksheet.

3 Core Team

AQ LRAPA - Open Burning

Estimated range

Number of staff involved	0	Hours	0
DEQ 2012 average hourly \$	58	Staff cost	\$0

MESSAGE

Subject Expert (SE)

Role and Responsibilities

The subject expert works with the lead manager and rules coordinator (team) to develop the concept in the Considerations and Resources workbooks by:

- Working with the rules coordinator to meet shared responsibilities listed under Rule Coordinator section below
- Developing the rough draft using what she or he:
 - Knows now, or
 - Can readily find out
- Participating in the team work session to refine the draft
- Participating in briefing the lead administrator
- Reconciling the lead administrator's comments with the draft workbooks

Name	Select hours	Workload indicator
SE name	< 1 hour	1 3 4 5 6 7 8 #

Lead Manager (LM)

Role and Responsibilities

The lead manager is a contributing member on the team who will be:

- Consulting with the lead administrator and approving the initial work on the Considerations and Resources workbooks
- Notifying the subject expert to develop the workbooks in rough draft
- Stopping/delaying work if the rough draft is out of sync with current section or program priorities
- Raising potential issues to the lead administrator
- Participating in team work sessions to refine the workbooks
- Reviewing and approving the release of the workbooks to the lead administrator
- Participating in briefing the lead administrator
- Reviews the 2013 DEQ Rulemaking Plan to ensure concept accuracy
- Participates in the EMT's 2013 DEQ Annual Plan review

Name	Select hours	Workload indicator
LM name	< 1 hour	1 3 4 5 6 7 8 #

Lead Administrator (LA)

Role and Responsibilities

The lead administrator:

- In consultation with the lead manager, approves initial work on the Considerations and Resources worksheets.
- Ensures the program manager and the team has adequate and appropriate resources
- Advises the team as needed
- Reviews, approves, denies or delays concept for consistency with cross-program and divisional priorities
- Leads the EMT presentation for this concept during the plan review

Name	Select hours	Workload indicator
LA name	< 1 hour	1 3 4 5 6 7 8 #

Process Expert (PE)

Role and Responsibilities

The rules coordinator is the expert on the rulemaking process. The RC is responsible for helping the subject expert in:

- Developing and maintaining the:
 - Blueprint and SharePoint site
 - Schedule
- Engaging DEQ resources
- Reviewing all written materials and editing for:
 - plain English
 - DEQ Style Guide
- Ensuring that each plan has all required reviews and approvals before:
 - Submitting to the regional or division administrator
 - Checking in workbooks for adding to the consolidated DEQ plan

Name	Select hours	Workload indicator
PE name	< 1 hour	1 3 4 5 6 7 8 #

Project Assistant (PA)

Role and Responsibilities

The Project Assistant is responsible for helping the rulemaking team in:

- Helping team maintain advisory committee list, minutes and agendas
- Scheduling meeting rooms and equipment
- Managing iLinc, conference call-in numbers, mailings and GovDelivery
- Working with team to maintain physical and electronic records

Name	Select hours	Workload indicator
PA name	< 1 hour	1 3 4 5 6 7 8 #

Custom Role 1

Role and Responsibilities

Name	Select hours	Workload indicator
CR1 name	< 1 hour	1 3 4 5 6 7 8 #

Custom Role 2

Role and Responsibilities

Name	Select hours	Workload indicator
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Cr2 name	< 1 hour	1 3 4 5 6 7 8 #
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Please suggest process improvements to the Core Team worksheet.



4 Advisors

AQ LRAPA - Open Burning

Estimated range

Number of staff involved	0	Hours	0
DEQ 2012 average hourly \$	58	Staff cost	\$0

MESSAGE

Assistant AG

Role and Responsibilities

If needed, DOJ provides legal advice to ensure legal sufficiency, defensibility and enforceability and to determine if we are within our authority and consistent with statute.

Name	Select hours	Workload indicator
Larry Knudsen	< 1 hour	1 3 4 5 6 7 8 #

Agency Rules Coordinator

Role and Responsibilities

Shares information about DEQ best practices; ensures documents meet rulemaking procedural requirements; reviews DAS fee submittals; reviews, approves and submits SOS notice and filing. Participates in some team meetings and training. Backup for division rules coordinator.

Name	Select hours	Workload indicator
Maggie Vandehey	< 1 hour	1 3 4 5 6 7 8 #

State Implementation Plan Coordinator

Role and Responsibilities

The SIP coordinator is responsible for helping the subject expert meet federal requirements that include timelines, EPA review, public notice process, SIP numbering and submissions.

Name	Select hours	Workload indicator
Nicole Vick	< 1 hour	1 3 4 5 6 7 8 #

Custom Role 1

Role and Responsibilities

Name	Select hours	Workload indicator
CR1 name	< 1 hour	1 3 4 5 6 7 8 #

Custom Role 2

Role and Responsibilities

Name	Select hours	Workload indicator
CR2 name	< 1 hour	1 3 4 5 6 7 8 #

Please suggest process improvements to the Advisors worksheet.

5 Interested Staff and EQC

AQ LE

Estimate

Number of staff involved	0	Hours	0
DEQ 2012 average hourly \$	58	Staff cost	\$0

MESSAGE

Environmental Quality Commission

Discussion

Name	Select hours	Workload indicator
EQC - all members	< 1 hour	1 3 4 5 6 7 8 #
Bill Blosser	< 1 hour	1 3 4 5 6 7 8 #
Jane O'Keeffe	< 1 hour	1 3 4 5 6 7 8 #
Ed Armstrong	< 1 hour	1 3 4 5 6 7 8 #
Morgan Rider	< 1 hour	1 3 4 5 6 7 8 #
Pending appointment	< 1 hour	1 3 4 5 6 7 8 #

Interested Staff

Discussion

Name	Select hours	Workload indicator
A	< 1 hour	1 3 4 5 6 7 8 #
B	< 1 hour	1 3 4 5 6 7 8 #
C	< 1 hour	1 3 4 5 6 7 8 #
D	< 1 hour	1 3 4 5 6 7 8 #

Please suggest process improvements to the Interested Staff and EQC worksheet.

RAPA - Open Burning

ated range



Area of interest

Area of interest



6 Other Divisions

AQ LRAPA - Open Burning

			Estimated range
Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve other divisions at the appropriate time.

Land Quality

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Water Quality

Development

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Implementation

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Air Quality

Development

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Implementation

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Management Service

if not on other worksheets

Development

Name	Select hours		Workload indicator					Level involved	
	< 1 hour		1	3	4	5	6	7	8 #

Implementation

Name	Select hours		Workload indicator					Level involved	
	< 1 hour		1	3	4	5	6	7	8 #

Please suggest process improvements to the Other Divisions worksheet.

7 Regions

AQ LRAPA - Open Burning

Number of staff involved	0	Hours	0
DEQ 2012 average hourly \$	58	Staff cost	\$0

Estimated range

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve the regions at the appropriate time.

Eastern Region

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Western Region

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	
Implementation			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Northwest Region

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	
Implementation			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Regions worksheet.

			Estimated range
Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the Financial Services Manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve Financial Services at the appropriate time.

Please describe what you know now about Financial Services capacity.

The work described on this worksheet is part of the person's position description or work agreement.

Budget

Development

Review and approve Economic and Fiscal Impact Statement

Name	Select hours	Workload indicator	Level involved
Budget analyst	< 1 hour	1 3 4 5 6 7 8 #	STAFF

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Accounting

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	
Implementation			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Contracts

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	
Implementation			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Financial Services worksheet.

9 Communications and Outreach

AQ LRAPA - Open Burning

		Estimated range	
Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve the Office of Communications and Outreach at the appropriate time.

Please describe what you know now about OCO capacity.

The work described on this worksheet is part of the person's position description or work agreement.

Communications Strategies

Development

Public notice document review and communication plan strategy

Name	Select hours	Workload indicator	Level involved
William Knight	< 1 hour	1 3 4 5 6 7 8 #	STAFF
Joanie Stevens-Schwenger (editor)	< 1 hour	1 3 4 5 6 7 8 #	MANAGER

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Public Information Representative

Development			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	
Implementation			
Potential messaging			
Name	Select hours	Workload indicator	Level involved
William Knight	< 1 hour	1 3 4 5 6 7 8 #	STAFF

Web Communications

Development			
Posting program page and required public notice documents to proposed rulemaking page.			
Name	Select hours	Workload indicator	Level involved
Elle Kozlowski	< 1 hour	1 3 4 5 6 7 8 #	STAFF
Implementation			
Post to adopted rules page and archive notices to Q-Net.			
Name	Select hours	Workload indicator	Level involved
Elle Kozlowski	< 1 hour	1 3 4 5 6 7 8 #	STAFF

Please suggest process improvements to the Communications and Outreach worksheet.

10 Organizational Services

AQ LRAPA - Open Burning

		Estimated range	
Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve Organizations Services at the appropriate time.

Please describe what you know now about Organizational Services capacity.

The work described on this worksheet is part of the person's position description or work agreement.

Human Resources

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Policy and Procedures

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Health and Safety

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Training

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Organizational Services worksheet.

11 Technical Services

AQ LRAPA - Open Burning

			Estimated range
Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve Technical Services at the appropriate time.

Please describe what you know now about Technical Services capacity.

The work described on this worksheet is part of the person's position description or work agreement.

Divisional Technical

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Information Technology

Development			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	STAFF
Implementation			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Business Systems Development

Development			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	
Implementation			
Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Technical Services worksheet.

12 Compliance & Enforcement

AQ LRAPA - Open Burning

Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The team would involve the Office of Compliance and Enforcement at the appropriate time.

Please describe what you know now about OCE capacity.

The work described on this worksheet is part of the person's position description or work agreement.

Compliance and Enforcement - not listed on other worksheets

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Compliance & Enforcement worksheet.

13 LEAD

AQ LRAPA - Open Burning

Laboratory and Environmental Assessment Division

			Estimated range
Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

For estimated hour ranges that are 170 hours or more, talk with the manager about:

- The estimate,
- The group's capacity to complete the potential work, and
- The estimated quarterly schedule.

If the EMT approves the proposal on the annual DEQ rulemaking plan, the team would refine this information as they learn more about the proposed rule. The process expert would involve the Laboratory and Environmental Assessment Division at the appropriate time.

Please describe what you know now about LEAD capacity.

The work described on this worksheet is part of the person's position description or work agreement.

Monitoring

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Analytical testing

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Quality Assurance

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the LEAD worksheet.

14 Intergovernmental

AQ LRAPA - Open Burning

Estimated range

Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

Message

Hours and staff count on this workbook are subtracted from DEQ hours and staff count on the Summary.

Please describe what you know now about Intergovernmental capacity.

LRAPA

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

EPA Region 10

Development

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Implementation

	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Municipalities

Development

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Implementation

Name	Select hours	Workload indicator							Level involved
	< 1 hour	1	3	4	5	6	7	8	#

Counties

Development

Name	Select hours	Workload indicator						Level involved	
	< 1 hour	1	3	4	5	6	7	8	#

Implementation

Name	Select hours	Workload indicator						Level involved	
	< 1 hour	1	3	4	5	6	7	8	#

Special Districts

Development

Name	Select hours	Workload indicator						Level involved	
	< 1 hour	1	3	4	5	6	7	8	#

Implementation

Name	Select hours	Workload indicator						Level involved	
	< 1 hour	1	3	4	5	6	7	8	#

Tribal Government Relations

Development

Name				Select hours		Workload indicator					Level involved			
				< 1 hour		1	3	4	5	6	7	8	#	

Implementation

Name				Select hours			Workload indicator				Level involved			
				< 1 hour		1	3	4	5	6	7	8	#	

Please suggest process improvements to the Intergovernmental worksheet.

15 Custom Participants

AQ LRAPA - Open Burning

Estimated range

Number of staff involved	0	Hours	0
DEQ 2012 average hourly	\$ 58	Staff cost	\$0

Message

Enter custom role 1

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Enter custom role 2

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Enter custom role 3

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Enter custom role 4

Development

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Custom Participants worksheet.