## **Final Review Checklist**

## **Permitting Rules**

| Completed | Task | Notes |
| --- | --- | --- |
| **Rule verification and edits** | | |
|  | 1. New rule numbers are available | Validation complete as of 5/13/2014 |
| 🞎 | 1. Redline/Strikethrough based on latest compilation | As of 4/19/2014  Compared Doc A (copy of proposed rules with all changes in document rejected and comments deleted) and Doc B (SOS compilation downloaded 4/19/2014).  [Discrepancies](http://deqsps/programs/rulemaking/aq/ppu/docs/4-Public%20Notice/3.%20BaseRule.COMPARED.ToSOS.4.24.2014.docx) found  Need to run on PRISTINE rules |
| 🞎 | 1. Compared history in proposed rules to compilation | [Discrepancies](http://deqsps/programs/rulemaking/aq/ppu/docs/4-Public%20Notice/3.%20BaseRule.COMPARED.ToSOS.4.24.2014.docx) found  Need to run on PRISTINE rules |
| 🞎 | 1. Rule units comply with Procedural Rules – Administrative Rules Unit | Completed – pending Pristine comparision  Corrections  Section # missing or out of sequence  Units out of sequence  See Rule.Intergrity.Review |
| 🞎 | 1. References to rule units meet DEQ guidelines | Corrections needed  See Rule.Intergrity.Review |
| 🞎 | 1. Citations and document references in rule text are accurate and current | Rules Publication took a 3 percent sample Errors occured (340-240-0120 (1)(a).  Paul checked all references in the proposed amendment language  Program maintains references |
| 🞎 | 1. Tables and table references meet DEQ guidelines | Corrections needed  See Rule.Intergrity.Review |
| 🞎 | 1. Statutory authorities citations in rule are accurate and align with notice/staff report/SOS online filing | In progress – can go out for notice while this work is in progress  Completed comparison of Notice with rules |
| 🞎 | 1. Statutes implemented citations in rule are accurate and align with notice/staff report/SOS online filing | In progress – can go out for notice while this work is in progress  Completed comparison of Notice with rules |
| 🞎 | 1. Accuracy and sufficiency of SIP Notes | In progress – can go out for notice while this work is in progress  NOTE edited to active versus passive voice – Paul will comment |
| 🞎 | 1. Appropriate use and accuracy of rule NOTES and ED.NOTES | See Rule.Intergrity.Review  Before sending to SOS, remove all “and amended in redline/strikethrough”  Figuare and Equations need to be presented in proposed rules similar to tables and they need to go out for notice  [Publications: Publications referenced are available from the agency.] May include a link to the publication if on Web page. Need to maintin link. |
| 🞎 | 1. Other edits | See Rule.Intergrity.Review  Punctuation & spaces – 1st round, 42 corrections  STAFF REPORT/POST EQC Make sure to call this out as part of the recommendation to the EQC. to have this as part Before filing with SOS replace [INSERT SOS FILING DATE OF RULES] with actual filing date. |
| **Public document edits** | | |
| 🞎 | Meets DEQ and Associated Press style guides, spelling, grammar, active voice | Needing consistent use of *italics.* Spelling: Mutliclone vs multicyclone. Update 6/11/14: Technical lead accepted and addressed Rule Group Lead’s review. Approx. score for the Notice meeting the criteria of this category: >80%. |
| 🞎 | Balanced, professional tone, documents are clear and meet plain English requirements | Need to clarify:  Need for proposed rules  What documents are on public notice  What information DEQ request from regulated parties  What are the changes to manuals  Update 6/11/14: Technical lead accepted and addressed Rule Group Lead’s review. Approx. score for the Notice meeting the criteria of this category: >80%. |
| 🞎 | Consistent use of terms | Need consistent of terms such as:  federal vs. national  classification vs. designation  source vs. facility vs. business  Update 6/11/14: Technical lead accepted and addressed Rule Group Lead’s review. |
| 🞎 | Format standard met, format supports information conveyed | Organization of Overview still needs work – decide on one of the other methods that explains how we’ll determine we have met the goals for each category  Update 6/11/14: Technical lead accepted and addressed Rule Group Lead’s review. |
| 🞎 | Includes recent document enhancements | Aligns as of 4/23/2014 except for Direct/Indirect format in fiscal |
| 🞎 | Rules listed in Notice (SOS submittal) match Proposed Rules | 1st round complete  ADOPT –  Strikethrough indicate amendment: Leaving in notice documents, remove before EQC.  340-202-0225  340-222-0046  340-222-0048  340-222-0051  340-224-0025  340-224-0520  AMEND  340-200-0025 (missing from proposed rule)  340-209-0070 is a repeal (listed in both locations)  REPEAL |
| **Other** | | |
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Redline/Strikethourgh based on latest compilation

1. Save copy of final Proposed Rules as

3a. BaseForProposedRules.dd.mm.yy

1. Reject all changes in document
2. Save document again
3. Go to [SOS Web page](http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_340/340_tofc.html)
4. Capture compilation rules identical to Proposed Rules
5. Save as 3b. Compilation.dd.mm.yy
6. Compare two documents
7. Identify and list discrepancies

Validate discrepancies

**IDENTIFY HOW WE PROPOSE CHANGES TO RULES**

**Identifying a rule:** The following format identifies a rule where 0010 is the rule, 200 is the division and 340 is the chapter under the Oregon Revised Statutes.

**340-200-0010**

**Purpose and Application**

**Identifying an amended rule:** A rule is amended when it includes some text that is unchanged shown in black text in the example below.

**340-200-0010**

**Purpose and Application**

(1) This division provides general air pollution procedures and definitions that apply to all air quality rules in OAR 340 divisions 200 through 268.

(2) Divisions 200 through 268 apply in addition to all other rules adopted by the EQC. In cases of apparent conflict between rules within these divisions, the most stringent rule applies unless otherwise expressly stated.

**Identifying an adopted rule:** A rule is adopted when ALL sections of the rule are underlined. In the example below, the rule writer listed this rule as adopted, but there is some redline/strikethrough text. It is important to note these descrepancies.

**340-202-0225**

**Ambient Air Quality Limits for Maintenance Areas**

The following ambient air quality limits apply to the areas specified for the purpose of the air quality analysis in OAR 340-224-0060 and 340-224-0260, if required.

(1) In a carbon monoxide maintenance area, an air quality impact equal to or greater than 0.5 mg/m3 (8 hour average) and 2 mg/m3 (1-hour average).

(2) In a PM10 maintenance area, an air quality impact less than or equal to:

(a) 120 ug/m3 (24-hour average) in the Grants Pass PM10 maintenance area;

(b) 140 ug/m3 (24-hour average) in the Klamath Falls PM10 maintenance area; or

(c) 140 ug/m3 (24-hour average) in the Lakeview PM10 maintenance area. In addition, a single source impact is limited to an increase of 5 ug/m3 (24-hour average) in the Lakeview PM10 maintenance area.

**NOTE**: This rule is included in the State of Oregon Clean Air Act Implementation Plan as adopted by the EQC under OAR 340-200-0040.

Stat. Auth.: ORS 468.020  
Stats. Implemented: ORS 468A.025  
Hist.: DEQ 26-1996, f. & cert. ef. 11-26-96; DEQ 15-1998, f. & cert. ef. 9-23-98; DEQ 1-1999, f. & cert. ef. 1-25-99; DEQ 14-1999, f. & cert. ef. 10-14-99, Renumbered from 340-028-1935; DEQ 6-2001, f. 6-18-01, cert. ef. 7-1-01; DEQ 11-2002, f. & cert. ef. 10-8-02; DEQ 1-2005, f. & cert. ef. 1-4-05; DEQ 9-2005, f. & cert. ef. 9-9-05; DEQ 3-2007, f. & cert. ef. 4-12-07; DEQ 5-2011, f. 4-29-11, cert. ef. 5-1-11

**Identifying an amended and renumber rule:** A rule is amended and renumbered when the rule number changes. In the example below, the rule number changes from 0043 to 0035. The remainder of the text would include some blank unchanged text, some new (underlined) text and some deleted text (redline/strikethrough.).

**340-222-0035**

**General Requirements for Establishing All PSELs**

(1) PSELs may not exceed limits established by any applicable federal or state regulation or by any specific permit conditions unless the source meets the specific provisions of OAR 340-226-0400 (Alternative Emission Controls).

**Identifying a repealed rule:** ALL text is in redline/strike through as shown in the example below.