**FINAL REVIEW CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Completed** | **Task** | **Notes** |
| **Rule verification and edits** |
|  | New rule numbers are available |  |
|  | Redline/Strikethrough based on latest compilation |  |
|  | Rule units comply with Procedural Rules – Administrative RulesUnit |  |
|  | References to rule units meet DEQ guidelines |  |
|  | Citations and document references in rule text are accurate and current |  |
|  | Tables and table references meet DEQ guidelines |  |
|  | Statutory authorities citations in rule are accurate and align with notice/staff report/SOS online filing |  |
|  | Statutes implemented citations in rule are accurate and align with notice/staff report/SOS online filing |  |
|  | Accuracy and sufficiency of SIP Notes |  |
|  | Appropriate use and accuracy of rule Notes |  |
| **Public document edits** |
|  | Meets DEQ and Associated Press style guides, spelling, grammar, active voice | Changed passive voice to active voiceSpelled out acronymsMade order of pollutants consistent throughout document (first CO then PM10) |
|  | Balanced, professional tone, documents are clear and meet plainEnglish requirements | Simplified explanations |
|  | Consistent use of terms |  |
|  | Format standard met, format supports information conveyed |  |
|  | Includes recent document enhancements | Aligned with latest template |
| **Other** |
|  |  |  |
|  |  |  |
|  |  |  |