**FINAL REVIEW CHECKLIST**

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| **Completed** | **Task** | **Notes** |
| **Rule verification and edits** | | |
|  | New rule numbers are available |  |
|  | Redline/Strikethourgh based on latest compilation |  |
|  | Rule units comply with Procedural Rules – Administrative Rules  Unit |  |
|  | 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 |  |
|  | Balanced, professional tone, documents are clear and meet plain  English requirements |  |
|  | Consistent use of terms |  |
|  | Format standard met, format supports information conveyed |  |
|  | Includes recent document enhancements |  |
| **Other** | | |
|  |  |  |
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