



# Resources

## Updating Oregon's air quality rules to address federal regulations

### Workbook summary

		Estimated hours	
		Low	High
1	<a href="#">Project record</a>		
2	<a href="#">Risks</a>		
3	<a href="#">Core Team</a>	399	864
4	<a href="#">Advisors</a>	10	56
5	<a href="#">Interested Staff and EQC</a>	2	16
6	<a href="#">Other Divisions</a>	4	32
7	<a href="#">Regions</a>	27	144
8	<a href="#">Financial Services</a>	10	56
9	<a href="#">Communications and Outreach</a>	7	56
10	<a href="#">Organizational Services</a>	0	0
11	<a href="#">Technical Services</a>	3	24
12	<a href="#">Compliance and Enforcement</a>	1	8
13	<a href="#">LEAD</a>	0	0
14	<a href="#">Intergovernmental</a>	28	152
15	<a href="#">Custom Participants</a>	0	0
16	EMT	14	56

Total hours	505	1,464
Intergovernmental	(28)	(152)
	477	1312
2012 DEQ avg. staff cost per hour	X \$58	X \$58
Estimated cost	\$27,666	\$76,096

#### Resource risks

Organizational	Medium
Capability	Medium
Skills and Experience	Medium

Resources 36

# 1 Project record

AQ NESHAP-NSPS

Project name

Updating Oregon's air quality rules to address federal regulations

Shortened names

FAQREGS

NESHAP-NSPS

Annual DEQ Rulemaking Plan year

2013

Division

AQ

Q-time for developing this plan

43009

2013 Rules AQ NESHAP-NSPS

## Best practices: maintaining rulemaking record

Start each email Subject line with

RM-FAQREGS

Email folder

RM-FAQREGS 2013

Electronic record: SharePoint

FAQREGS

Electronic record: Rules Development

\\deghq1\Rule\_Development\2013 Plan\FAQREGS

Physical record Pre filing

Enter location of record

Post filing

Central rulemaking file, then offsite Archives

Rule design team email group

RM-FAQREGS 2013 Design Team

Project number

#####

2013 Rules AQ FAQREGS

Advisory Committee email group

AdvisoryCommittee\_AQ\_2013\_FAQREGS

Public comment email box

Comment-NESHAP-NSPS@deq.state.or.us

Please suggest process improvements to the Project record worksheet.

**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 NESHAP-NSPS

			Estimated range
Number of staff involved	7	Hours	399-864
DEQ 2012 average hourly \$	58	Staff cost	\$23,142-50,112

#### 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
Jerry Ebersole	340 to 680 hrs	 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
Uri Papish	40 to 80 hrs	 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
Andy Ginsburg	8 to 40 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

## 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
Nicole Vick	8 to 40 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

## 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
Carol Thornberg	1 to 8 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

## Administrative Support

### Role and Responsibilities

Helping with mailings

Name	Select hours	Workload indicator
Mark Nelson	1 to 8 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

## Administrative Support

### Role and Responsibilities

Helping with mailings

Name	Select hours	Workload indicator
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Wendy Morency	1 to 8 hrs	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
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Please suggest process improvements to the Core Team worksheet.









## 4 Advisors

AQ NESHAP-NSPS

Estimated range

Number of staff involved	3	Hours	10-56
DEQ 2012 average hourly \$	58	Staff cost	\$580-3,248

### 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
Paul Garrahan	8 to 40 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

### 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 to 8 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

### 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 to 8 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>

Budget Advisor

Role and Responsibilities

Name	Select hours	Workload indicator
	< 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

			Estimate
Number of staff involved	2	Hours	2-16
DEQ 2012 average hourly \$	58	Staff cost	\$116

MESSAGE

### Environmental Quality Commission

Discussion

Name	Select hours	Workload indicator
EQC - all members	1 to 8 hrs	<input checked="" type="checkbox"/> 1 3 4 5 6 7 8 #
Bill Blosser	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #
Jane O'Keeffe	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #
Ed Armstrong	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #
Morgan Rider	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #
Pending appointment	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #

### Interested Staff

Discussion

Advise the topic expert on the proposed rule changes

	Name	Select hours	Workload indicator
A	AQ Regional Management Team	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #
B	Carrie Ann Capp	1 to 8 hrs	<input checked="" type="checkbox"/> 1 3 4 5 6 7 8 #
C	Cindy Troupe	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #
D	Brian Fields	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #

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

AQ NESHAP-NSPS

ated range

,

5-928

Area of interest


Area of interest

Rules
Boilers Rules
Invoicing
TRAACS Impacts

6 Other Divisions

AQ NESHAP-NSPS

			Estimated range
Number of staff involved	4	Hours	4-32
DEQ 2012 average hourly	\$ 58	Staff cost	\$232-1,856

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

Invoicing

Name	Select hours	Workload indicator						Level involved	
Cindy Troupe	1 to 8 hrs	1	3	4	5	6	7	8	# STAFF
Jerry Ebersole	1 to 8 hrs	1	3	4	5	6	7	8	# STAFF
Uri Papish	1 to 8 hrs	1	3	4	5	6	7	8	# MANAGER
Carrie Ann Capp	1 to 8 hrs	1	3	4	5	6	7	8	# STAFF

**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 NESHAP-NSPS

			Estimated range
Number of staff involved	6	Hours	27-144
DEQ 2012 average hourly \$	58	Staff cost	\$1,566-8,352

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

Review rules			
Name	Select hours	Workload indicator	Level involved
Mark Fisher	1 to 8 hrs	1 3 4 5 6 7 8 #	STAFF

#### Implementation

Incorporate boiler and RICE NSPSs/NESHAPs into permits			
Name	Select hours	Workload indicator	Level involved
Permit writers	8 to 40 hrs	1 2 3 4 5 6 7 8 #	STAFF
	< 1 hour	1 3 4 5 6 7 8 #	
	< 1 hour	1 3 4 5 6 7 8 #	
	< 1 hour	1 3 4 5 6 7 8 #	

## Western Region

### Development

Review rules

Name	Select hours	Workload indicator	Level involved
Gary Andes	1 to 8 hrs	1 3 4 5 6 7 8 #	STAFF

### Implementation

Incorporate boiler and RICE NSPSs/NESHAPs into permits

Name	Select hours	Workload indicator	Level involved
Permit writers	8 to 40 hrs	1 2 3 4 5 6 7 8 #	STAFF
	< 1 hour	1 3 4 5 6 7 8 #	
	< 1 hour	1 3 4 5 6 7 8 #	
	< 1 hour	1 3 4 5 6 7 8 #	

## Northwest Region

### Development

Review rules

Name	Select hours	Workload indicator	Level involved
George Davis	1 to 8 hrs	1 3 4 5 6 7 8 #	STAFF

### Implementation

Incorporate boiler and RICE NSPSs/NESHAPs into permits

Name	Select hours	Workload indicator	Level involved
Permit Writers	8 to 40 hrs	1 2 3 4 5 6 7 8 #	STAFF
	< 1 hour	1 3 4 5 6 7 8 #	
	< 1 hour	1 3 4 5 6 7 8 #	
	< 1 hour	1 3 4 5 6 7 8 #	

Please suggest process improvements to the Regions worksheet.

## 8 Financial Services

AQ NESHAP-NSPS

			Estimated range
Number of staff involved	3	Hours	10-56
DEQ 2012 average hourly	\$ 58	Staff cost	\$580-3,248

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
Robin Williams	1 to 8 hrs	1 3 4 5 6 7 8 #	STAFF
Jim Roys	< 1 hour	1 3 4 5 6 7 8 #	MANAGER
	< 1 hour	1 3 4 5 6 7 8 #	
	< 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 #	

# Accounting

## Development

Review and approve Economic and Fiscal Impact Statement

Name	Select hours	Workload indicator	Level involved
Richard Lawrence	1 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	MANAGER

## Implementation

Process permit applications

Name	Select hours	Workload indicator	Level involved
Accounting staff	8 to 40 hrs	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	STAFF
	< 1 hour	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	
	< 1 hour	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	
	< 1 hour	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	

# Contracts

## Development

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

## Implementation

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

Please suggest process improvements to the Financial Services worksheet.

## 9 Communications and Outreach

AQ NESHAP-NSPS

			Estimated range
Number of staff involved	7	Hours	7-56
DEQ 2012 average hourly	\$ 58	Staff cost	\$406-3,248

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, communication plan strategy, EQC package review

Name	Select hours	Workload indicator	Level involved
William Knight	1 to 8 hrs	<input checked="" type="checkbox"/> 3 4 5 6 7 8 #	STAFF
Joanie Stevens-Schwenger (editor)	1 to 8 hrs	<input checked="" type="checkbox"/> 3 4 5 6 7 8 #	MANAGER
Stephanie Caldera	1 to 8 hrs	<input checked="" type="checkbox"/> 3 4 5 6 7 8 #	STAFF
	< 1 hour	<input type="checkbox"/> 3 4 5 6 7 8 #	

#### Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	<input type="checkbox"/> 3 4 5 6 7 8 #	

# Public Information Representative

Development

Press releases

Name	Select hours	Workload indicator	Level involved
William Knight	1 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>	

Implementation

Potential messaging

Name	Select hours	Workload indicator	Level involved
William Knight	1 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>	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 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>	STAFF

Implementation

Post to adopted rules page and archive notices to Q-Net.

Name	Select hours	Workload indicator	Level involved
Elle Kozlowski	1 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>#</div></div>	STAFF

Please suggest process improvements to the Communications and Outreach 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 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.

			Estimated range
Number of staff involved	3	Hours	3-24
DEQ 2012 average hourly	\$ 58	Staff cost	\$174-1,392

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

TRAACS

Name	Select hours	Workload indicator	Level involved
Brain Fields	1 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	STAFF

Implementation

TRAACS changes

Name	Select hours	Workload indicator	Level involved
Brian Fields	1 to 8 hrs	<div><div>1</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div> #	STAFF

Information Technology

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 #	

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
BSD Systems Analyst	1 to 8 hrs	1 3 4 5 6 7 8 #	STAFF

Please suggest process improvements to the Technical Services worksheet.

## 12 Compliance & Enforcement

AQ NESHAP-NSPS

			Estimated range
Number of staff involved	1	Hours	1-8
DEQ 2012 average hourly	\$ 58	Staff cost	\$58-464

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

Review rules			
Name	Select hours	Workload indicator	Level involved
Jenny Root	1 to 8 hrs	<input checked="" type="checkbox"/> 1 3 4 5 6 7 8 #	STAFF

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	<input type="checkbox"/> 1 3 4 5 6 7 8 #	

Please suggest process improvements to the Compliance & Enforcement worksheet.

## 13 LEAD

AQ NESHAP-NSPS

### 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 NESHAP-NSPS

Number of staff involved	7	Hours	Estimated range
DEQ 2012 average hourly	\$ 58	Staff cost	28-152
			\$1,624-8,816

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

Rule review

Name	Select hours	Workload indicator	Level involved
Sandra Lopez	1 to 8 hrs	<div>1345678#</div>	MANAGER

Implementation

Name	Select hours	Workload indicator	Level involved
	< 1 hour	<div>1345678#</div>	

EPA Region 10

Development				
SIP PIP, NSPS, NESHAP, and Emission Guidelines				
Name	Select hours	Workload indicator		
Justin Spenillo	1 to 8 hrs	1	3 4 5 6 7 8	# STAFF
Heather Valdez	1 to 8 hrs	1	3 4 5 6 7 8	# STAFF
EPA Region 10 NSPS Rep	1 to 8 hrs	1	3 4 5 6 7 8	# STAFF
	< 1 hour	1	3 4 5 6 7 8	#

Implementation				
Approving SIP changes, Emission Guideline implementation, and delgation requests				
	Select hours	Workload indicator		
Heather Valdez	8 to 40 hrs	1 2	3 4 5 6 7 8	# STAFF
EPA Region 10 NSPS Rep	8 to 40 hrs	1 2	3 4 5 6 7 8	# STAFF
Justin Spenillo	8 to 40 hrs	1 2	3 4 5 6 7 8	# STAFF
	< 1 hour	1	3 4 5 6 7 8	#

Municipalities

Development				
Name	Select hours	Workload indicator		
	< 1 hour	1	3 4 5 6 7 8	#
Implementation				
Name	Select hours	Workload indicator		
	< 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 NESHAP-NSPS

		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.