|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | PERMANENT Rulemaking x | P |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Rule proposal complexity (1=Minimal, 2= Moderate, 3=Complex) | 1 |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Advisory Committee - not involved | N | [i](file://deqhq1/Rule_Resources/i/Q-Cards/PDF/2-AdvisoryCommittee.pdf) |  | 1/0/00 | 1/0/00 |
|  |  |  |  |  |  |  |
|  | Fees - not involved | N |  | 0 | 1/0/00 | 1/0/00 |
|  | -blank- | Y | [i](file://deqhq1/Rule_Resources/i/3-FeeApproval.pdf) | 0 |  |  |
|  | -blank- |  |  | 30 |  | 1/0/00 |
|  |  |  |  |  |  |  |
|  | State Implementation Plan (AQ rules) | Y |  | 0 |  |  |
|  | EPA - submit SIP Development Plan 6 months before comment period opens |  |  |  |  | 12/18/14 |
|  | EPA - submit at least 90 days before submittig notice to SOS |  |  | 0 |  | 3/16/15 |
|  |  |  |  |  |  |  |
|  | Public Notice | Y |  | Adj | 3/20/15 | 7/20/15 |
|  | Due to DavidC - approval to submit Notice Packet to Rule Publication |  |  | 10 | 4/7/15 | 4/17/15 |
|  | Due to Rule Publication (RGLead) - final edits and validations |  |  | 14 | 4/29/15 | 5/13/15 |
|  | Due to WendyW for input and approval to publish Notice Packet |  |  | 5 | 5/27/15 | 6/1/15 |
|  | SOS - submit on workday no later than 15th of month BEFORE Bulletin |  |  |  |  | 6/15/15 |
|  | SOS - Oregon Bulletin always publishes on the 1st of month | Drop down list > | | | | 7/1/15 |
|  |  |  |  |  |  |  |
|  | Public Comment and Testimony | Y |  |  | 6/16/15 | 7/20/15 |
|  | Open public comment |  |  |  |  | 6/16/15 |
|  | Hold 1st hearing at least 30 days AFTER open comment - EPA SIP requirement | Y |  |  |  | 7/16/15 |
|  | Close public comment - DEQ best practice, 3 days after last hearing |  |  |  |  | 7/20/15 |
|  |  |  |  |  |  |  |
|  | EQC Preparation |  |  |  | 6/16/15 | 10/14/15 |
|  |  |  |  |  |  |  |
|  | No EQC involvement before Action Item meeting |  |  |  | Option 1 ↓ | Option 2 ↓ |
|  | No Director's report requested | N | [i](http://deqsps/groups/eqc/docs/EQCDeadlines.docx) |  | 1/0/00 | 1/0/00 |
|  | No information item requested | N | [i](http://deqsps/groups/eqc/docs/EQCDeadlines.docx) |  | 1/0/00 | 1/0/00 |
|  | No facilitated hearing requested | N |  |  | 1/0/00 | 1/0/00 |
|  |  |  |  |  |  |  |
|  | Rule Publication - submit STAFF.REPORT.permanent |  |  |  |  | 9/3/15 |
|  | EQC meeting - PERMANENT Rulemaking Action Item | Drop down list > | | | | 10/14/15 |
|  |  |  |  |  |  |  |
|  | Post EQC Activities |  |  |  | 10/14/15 | 1/12/16 |
|  | SOS - file rules |  |  |  |  | 10/16/15 |
|  | Rules become effective select 'Y' if effective upon filing > | Y |  |  |  | 10/16/15 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | START RULEMAKING |  |  |  |  |  |
|  | - Newspaper advertisements 'Y' to develop | Y |  |  |  |  |
|  | - Newspaper release 'Y' to develop | Y |  |  |  |  |
|  | - Program Web page 'Y' to develop | Y |  |  |  |  |
|  | - Information Meetings before hearing 'Y' to develop | Y |  |  |  |  |
|  | ProgLead leads communication option review and approval loops for: |  |  |  |  |  |
|  | \* drafting COMMUNICATION.PLAN with BrianW using information | [i](http://deq05/intranet/communication/publicinvolvement/index.htm) |  |  | 3/20/15 | 3/20/15 |
|  | from CONSIDERATIONS and RESOURCES workbooks |  |  |  |  |  |
|  | \* drafting MESSAGE.MAP with BrianW | [i](http://deq05/intranet/communication/index.htm) |  |  | 3/20/15 | 3/20/15 |
|  | \* drafting PROGRAM.WEB.PAGE content with team and WebRep |  |  |  | 3/20/15 | 3/20/15 |
|  | DavidC shares information with DA.Program |  |  |  |  |  |
|  | ProgLead: |  |  |  | 3/20/15 | 3/20/15 |
|  | \* submits Web Request for program Web page |  |  |  |  |  |
|  | \* verifies Web content meets team expectations |  |  |  |  |  |
|  | \* works with WebRep to make adjustments |  |  |  |  |  |
|  |  |  |  |  | 3/20/15 | 6/16/15 |
|  |  |  |  |  |  |  |
|  | ProgLead: | Publication Table | | | | |
|  | \* identifies newspaper and publication date | # | Publication | | | | Pub Date |
|  | NOTICE.AD1Oregonian | 1 | Oregonian | | | 6/16/15 |  |
|  | NOTICE.AD2None | 2 | None | | | 6/16/15 |  |
|  | NOTICE.AD3None | 3 | None | | | 6/16/15 |  |
|  | NOTICE.AD4None | 4 | None | | | 6/16/15 |  |
|  | NOTICE.AD5None | 5 | None | | | 6/16/15 |  |
|  | NOTICE.AD6None | 6 | None | | | 6/16/15 |  |
|  | NOTICE.AD7None | 7 | None | | | 6/16/15 |  |
|  | NOTICE.AD8None | 8 | None | | | 6/16/15 |  |
|  |  |  |  |  |  |  |  |
|  | \* develops an AD.STANDARD for each hearing if required | [e](file://deqhq1/Rule_Resources/i/AD.STANDARD.docx) |  |  |  |  |  |
|  | \* develops AD.LEGAL for each hearing if required | [t](file://DEQHQ1/Rule_Resources/i/AD.LEGAL.docx) |  |  |  |  |  |
|  | \* saves as NOTICE.AD.Hearing1, etc. on Rule\_Development folder 4 |  |  |  |  |  |  |
|  | \* determines when ADs need to be submitted to contractor | AD to contractor > | | | | 7/6/15 |  |
|  | \* shares contents of HearingAndAdDates TAB with DavidC | [i](file:///C:/Users/mgoldst/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.MSO/23F5A806.xlsx#HearingAndAdDates!A1) |  |  | 3/20/15 | 6/16/15 |  |
|  | \* obtains DavidC's email approval |  |  |  | 3/20/15 | 6/16/15 |  |
|  |  |  |  |  |  |  |  |
|  | PREPLANNING FOR HEARINGS |  |  |  |  |  |  |
|  |  |  | Hearing Table | | | |  |
|  | Team identifies hearing locations, dates and times |  | # | | Date | Time |  |
|  | Portland | Y | 1 | | 7/16/15 | 6 p.m. |  |
|  | Enter city name | N | 2 | | 1/0/00 | 6 p.m. |  |
|  |  |  |  |  |  |  |  |
|  | Proposed Rules |  |  |  |  |  |  |
|  | SIP2.5.2015 |  |  |  | Start | End |  |
|  |  |  |  |  | 3/20/15 | 10/14/15 |  |
|  |  |  |  |  |  |  |  |
|  | Do not turn off track changes in PROPOSED.RULES |  |  |  |  |  |  |
|  | ProgLead coordinates with Team to: |  |  |  | 3/20/15 | 3/20/15 |  |
|  | \* determine need for a crosswalk |  |  |  |  |  |  |
|  | \* identify rules to amend or repeal |  |  |  |  |  |  |
|  | \* identify new rules to adopt |  |  |  |  |  |  |
|  | \* identify land use rules | [i](http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_340/340_018.html) |  |  |  |  |  |
|  | \* identify SIP rules, talk with AndreaG if unclear |  |  |  |  |  |  |
|  | ProgLead asks Meyer to: |  |  |  |  |  |  |
|  | \* pull rules to amend or repeal from SOS-Archives |  |  |  |  |  |  |
|  | \* determine availability of any new (adopted) rule or division numbers |  |  |  |  |  |  |
|  | Meyer: |  |  |  |  |  |  |
|  | \* adds PROPOSED.RULES.Pristine template to Rule\_Development | 0.ProposedRules |  |  |  |  |  |  |
|  | \* copies subject rules from SOS into template | [i](http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_340/340_tofc.html) |  |  |  | 3/20/15 |  |
|  | \* saves PROPOSED.RULES.Pristine |  |  |  |  |  |  |
|  | \* uploads a copy to SharePoint into 0.ProposedRules as PROPOSED.RULES |  |  |  |  |  |  |
|  | \* protects PROPOSED.RULES.Pristine on Rule\_Development | 0. Draft Rules |  |  |  |  |  |  |
|  | \* obtains, verifies, provides previously unused rule numbers for new rules/divisions |  |  |  |  |  |  |
|  | \* shares information about rules that may be involved in other rulemakings |  |  |  |  |  |  |
|  | Meyer or RGLead: |  |  |  |  |  |  |
|  | \* performs 1st plain language, style guide edits on SharePoint PROPOSED.RULES |  |  |  |  |  |  |
|  | \* offers organizational comments and examples |  |  |  |  |  |  |
|  | ProgLead leads rule writing on SharePoint PROPOSED.RULES to: |  |  |  |  |  |  |
|  | \* consider regulations, policies, programs and systems that may affect subject rules |  |  |  |  |  |  |
|  | \* validate/correct all citations, tables, formulas and document references within rule |  |  |  |  |  |  |
|  | \* validate/correct statutory authorities at bottom of each rule |  |  |  |  |  |  |
|  | \* validate/correct statutes implemented at bottom of each rule |  |  |  |  |  |  |
|  | \* validate/correct and NOTE(s) |  |  |  |  |  |  |
|  | \* does not delete or change Hist. or ED.NOTES for any rule |  |  |  |  |  |  |
|  | \* SIP note is at bottom of all SIP rules and it is accurate |  |  |  |  |  |  |
|  | All drafters and reviewers work on SharePoint PROPOSED.RULES |  |  |  |  |  |  |
|  | ProgLead, before submitting Notice Packet and EQC Packet: |  |  |  |  |  |  |
|  | \* verifies each rule in PROPOSED.RULES is current with SOS compilation |  |  |  |  |  |  |
|  | \* verifies no rule adoptions could affect PROPOSED.RULES |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | ProgLead gathers all fee emails for the Rule Record and saves as: | [i](file://deqhq1/Rule_Development/Currrent%20Plan) |  |  | 1/0/00 | 1/0/00 |  |
|  | Rule\_Development|3-FeesApproval|EMAILS.Fees.pdf |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Public Notice | | | | | |  |
|  | SIP2.5.2015 |  |  |  | Start | End |  |
|  |  | | | | 3/20/15 | 7/20/15 |  |
|  |  |  |  |  |  |  |  |
|  | Review version history to help maintain rulemaking record > | [i](file://deqhq1/Rule_Resources/i/0-VersionHistory.pdf) |  |  |  |  |  |
|  | SAVE DOCUMENTS ON: SharePoint folder 4-Public Notice |  |  |  |  |  |  |
|  | DRAFT NOTICE PACKET |  |  |  |  |  |  |
|  | ProgLead leads core team in developing Notice Packet that includes: |  |  |  | 3/20/15 | 4/3/15 |  |
|  | \* PROPOSED.RULES SharePoint | 0 Proposed Rules |  |  |  |  |  |  |
|  | See Proposed Rules section above |  |  |  |  |  |  |
|  | Do not turn off track changes in PROPOSED.RULES |  |  |  |  |  |  |
|  | \* NOTICE SharePoint | 4 Public Notice |  |  |  |  |  |  |
|  | - Overview |  |  |  |  |  |  |
|  | - Statement of Need |  |  |  |  |  |  |
|  | - Rules affected, authorities, supporting documents |  |  |  |  |  |  |
|  | - Fee Analysis |  |  |  |  |  |  |
|  | - Statement of fiscal and economic impact |  |  |  |  |  |  |
|  | - Federal relationship |  |  |  |  |  |  |
|  | - Land use |  |  |  |  |  |  |
|  | - Stakeholder and public involvement |  |  |  |  |  |  |
|  | \* SUPPORTING.DOCS - optional SharePoint | 4 Public Notice |  |  |  |  |  |  |
|  | \* INVITATION.TO.COMMENT (after Notice approved) SharePoint | 4 Public Notice |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | RESOURCE INPUT - THIS IS NOT A REVIEW |  |  |  |  |  |  |
|  | ProgLead asks RESOURCES for help and input, especially: |  |  |  | 3/20/15 | 4/3/15 |  |
|  | \* RGLead for process, organization, edits, plain language |  |  |  |  |  |  |
|  | \* Affected staff, including regional staff, for subject matter contributions |  |  |  |  |  |  |
|  | \* AndreaG, for SIP consultation |  |  |  |  |  |  |
|  | \* DavidC for direction and subject consultation, especially to ensure drafts: |  |  |  |  |  |  |
|  | - meet program goals for rulemaking |  |  |  |  |  |  |
|  | - align with section, division and agency goals |  |  |  |  |  |  |
|  | \* BrianW for any updates to communication plan, message map, news release |  |  |  |  |  |  |
|  | \* Meyer for legal consultation and discuss need for AAG input |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | \* Enter custom resource here |  |  |  |  |  |  |
|  | \* Enter custom resource here |  |  |  |  |  |  |
|  | \* Enter custom resource here |  |  |  |  |  |  |
|  | ProgLead continually refines draft Notice Packet and |  |  |  |  |  |  |
|  | \* considers RESOURCES input |  |  |  |  |  |  |
|  | \* validates approach with staff who provided input |  |  |  |  |  |  |
|  | \* asks AAG for input if needed & copies Meyer on all AAG emails |  |  |  |  |  |  |
|  | \* addresses legal concerns and discusses with DavidC as needed |  |  |  |  |  |  |
|  | \* informs DavidC about the approach, issues and potential delays |  |  |  |  |  |  |
|  | \* raises unanticipated rulemaking and implementation risks to appropriate level |  |  |  |  |  |  |
|  | \* informs RGLead about potential delays and develop contingency, if needed |  |  |  |  |  |  |
|  | ProgLead asks contributors, including DavidC for consensus on |  |  |  | 3/20/15 | 4/3/15 |  |
|  | subject completeness and accuracy |  |  |  |  |  |  |
|  | KEEP MANAGEMENT INFORMED |  |  |  |  |  |  |
|  | ProgLead asks DAAssistant to schedule future time on WendyW's calendar for: | Schedule by | | | | 3/27/15 |  |
|  | \* briefing meeting with ProgLead, DavidC and RGLead | Meeting will be | | | | 5/26/15 |  |
|  | \* decument review by blocking time to review Notice Packet during preview week | Review begins on | | | | 5/27/15 |  |
|  | ProgLead schedules time on DavidC calendar to review Notice Packet |  |  |  |  |  |  |
|  | ProgLead verifies/adjusts previously scheduled briefing & review with management |  |  |  |  |  |  |
|  | ProgLead keeps DavidC informed about progress, risks & delays | Review begins on | | | | 4/7/15 |  |
|  | DavidC keeps her or his management teams informed about progress, risks & delays |  |  |  |  |  |  |
|  | CUSTOM SEQUENCE |  |  |  |  |  |  |
|  | Name initiator and subject for custom review loop 1 | N |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | Name initiator and subject for custom review loop 2 | N |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | Name initiator and subject for custom review loop 3 | N |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  | \* enter custom action word and reviewer |  |  |  | 3/20/15 | 5/22/15 |  |
|  |  |  |  |  |  |  |  |
|  | RULE PUBLICATION WORK |  |  |  |  |  |  |
|  | ProgLead prepares NOTICE, PROPOSED.RULES & optional SUPPORTING.DOCUMENTS: |  |  |  |  | 4/28/15 |  |
|  | \* addresses all comments, but does not delete them |  |  |  |  |  |  |
|  | \* saves each document as Major version to capture all comments and tracked changes |  |  |  |  |  |  |
|  | \* in NOTICE & optional SUPPORTING.DOCUMENTS: |  |  |  |  |  |  |
|  | - accepts all changes |  |  |  |  |  |  |
|  | - deletes addressed comments |  |  |  |  |  |  |
|  | - ensures Word's track changes is turned on |  |  |  |  |  |  |
|  | - saves documents as Minor versions |  |  |  |  |  |  |
|  | \* emails RGLead for Rule Publication work when complete |  |  |  |  | 4/28/15 |  |
|  |  |  |  |  |  |  |  |
|  | During Rule Publication work: |  |  |  | Rule Publication  Work Period | |  |
|  | RGLead |  |  |  | Start | Complete by |  |
|  | \* determines whether NOTICE & SUPPORTING DOCUMENTS |  |  |  | 4/29/15 | 5/13/15 |  |
|  | are ready for Rule Publication |  |  |  |  |  |  |
|  | - IF INCOMPLETE |  |  |  |  |  |  |
|  | > notifies DavidC who works with ProgLead |  |  |  |  |  |  |
|  | > renegotiates schedule with DavidC & ProgLead as needed |  |  |  |  |  |  |
|  | > reminds ProgLead to reschedule managers' briefing if needed |  |  |  |  |  |  |
|  | > suspends Rule Publication work until ProgLead resubmits documents |  |  |  |  |  |  |
|  | Loop 1 - Restart Rule Publication | N |  |  |  | 1/0/00 |  |
|  | Loop 2 - Restart Rule Publication | N |  |  |  | 1/0/00 |  |
|  | Loop 3 - Restart Rule Publication | N |  |  |  | 1/0/00 |  |
|  | - IF COMPLETE |  |  |  |  |  |  |
|  | > asks Meyer to apply CHECKLIST review to PROPOSED.RULES | [i](file://deqhq1/Rule_Resources/0.IndividualRulemaking/0-General/CoeName.CHECKLIST.PublicDocumentReview.docx) |  |  |  |  |  |
|  | > leads review to determine fiscal and economic impact analysis sufficiency |  |  |  |  |  |  |
|  | > determines whether work products meet DEQ publication standards |  |  |  |  |  |  |
|  | > asks BrianW, StephanieC & Meyer & AndreaG for input as needed |  |  |  |  |  |  |
|  | > discusses/resolves any editorial differences |  |  |  |  |  |  |
|  | > addresses input to ensure edits and comments speak with one voice |  |  |  |  |  |  |
|  | > accepts non substantive edits |  |  |  |  |  |  |
|  | > asks DavidC & ProgLead for input/concurrance as needed |  |  |  |  |  |  |
|  | DavidC, ProgLead & RGLead discuss the following: |  |  |  |  |  |  |
|  | \* outstanding work |  |  |  |  |  |  |
|  | \* need for AAG review |  |  |  |  |  |  |
|  | \* need to renegotiate schedule |  |  |  |  |  |  |
|  | ProgLead: |  |  |  | 4/29/15 | 5/27/15 |  |
|  | \* addresses outstanding edits and comments |  |  |  |  |  |  |
|  | \* asks AAG for review, if indicated, copies Meyer and addresses input |  |  |  |  |  |  |
|  | \* asks RGLead & DavidC for concurrence on changes if indicated |  |  |  |  |  |  |
|  | \* addresses outstanding edits and comments |  |  |  |  |  |  |
|  | \* notifies RGLead & DavidC when complete and ready for preview |  |  |  |  |  |  |
|  | \* initializes DavidC's publication review |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | PREVIEW PERIOD |  |  |  |  |  |  |
|  | ProgLead drafts EMAIL.PREVIEW (instructions in template) | [i](file://deqhq1/Rule_Resources/i/EMAIL.Preview.docx) |  |  |  | 5/22/15 |  |
|  | \* sends draft to WendyW just before briefing - links to preview documents included |  |  |  |  |  |  |
|  | \* reminds WendyW the review starts today |  |  |  |  |  |  |
|  | \* copies DavidC & RGLead on email |  |  |  |  |  |  |
|  | ProgLead, DavidC brief WendyW |  |  |  | Meeting > | 5/26/15 |  |
|  | WendyW personalizes and sends EMAIL.PREVIEW 3 work days after briefing |  |  |  | Preview Period | |  |
|  | To… Dick, DA.Program, Leadership Team & StephanieC |  |  |  | Start | End |  |
|  | Cc…to all contributing and affected staff |  |  |  | 6/1/15 | 6/10/15 |  |
|  |  |  |  |  | allow 5-7 days | |  |
|  |  |  |  |  |  |  |  |
|  | ProgLead: |  |  |  |  |  |  |
|  | \* saves EMAIL.PREVIEW.pdf to Rule\_Development | 4-Notice | [i](file://deqhq1/Rule_Development/Currrent%20Plan) |  |  |  |  |  |
|  | \* talks with DavidC, decides how to address any feedback from preview |  |  |  |  |  |  |
|  | \* modifies documents as needed |  |  |  |  |  |  |
|  | \* verifies PROPOSED.RULES are still based on current compilation |  |  |  |  |  |  |
|  | \* finalizes public documents with DavidC |  |  |  |  |  |  |
|  | DavidC: |  |  |  |  |  |  |
|  | \* determines whether WendyW needs a second review 'Y' if 2nd review needed> | Y |  |  | 6/10/15 | 6/10/15 |  |
|  | \* manages WendyW's 2nd review and approval |  |  |  |  |  |  |
|  | \* emails ProgLead & RGLead approval to move forward with | Approval to publish notice | | | | | 6/12/15 |
|  | NOTICE, PROPOSED.RULES & any SUPPORTING.DCUMENTS |  |  |  |  |  |  |
|  | ProgLead: |  |  |  |  |  |  |
|  | \* saves email as Rule\_Development | 4-Notice | MGR.APPROVAL.Notice.pdf |  |  |  |  |  |  |
|  | \* drafts INVITATION.TO.COMMENT using information from approved NOTICE |  |  |  |  |  |  |
|  | Meyer: |  |  |  | 6/15/15 |  |  |
|  | \* establishes the following using Web Request ATTACHMENT |  |  |  |  |  |  |
|  | - External Web page | [i](http://www.oregon.gov/deq/RulesandRegulations/Pages/proposedrule.aspx) |  |  |  |  |  |
|  | - Online public comment form |  |  |  |  |  |  |
|  | - University Student Comment Account - helpdesk request with |  |  |  |  |  |  |
|  | < ProgLead & Meyer co-owning account |  |  |  |  |  |  |
|  | < SIP2.5.2015 as 'Alias' |  |  |  |  |  |  |
|  | \* compares work products to earlier reviews to determine need for additional edits |  |  |  |  |  |  |
|  | \* obtains additional Rule Publication edits on changes if needed |  |  |  |  |  |  |
|  | \* verifies/clarifies additional edits with ProgLead & DavidC as warranted |  |  |  |  |  |  |
|  | \* notifies DavidC & ProgLead when finished |  |  |  |  |  |  |
|  | \* reminds ProgLead to set Outlook auto reply - instructions in Rulemaking Manual |  |  |  |  |  |  |
|  | NOTIFICATIONS |  |  |  |  |  |  |
|  | ProgLead: |  |  |  |  | 6/12/15 |  |
|  | \* submits of Notice to EPA, if required |  |  |  |  |  |  |
|  | Meyer: |  |  |  |  | 6/12/15 |  |
|  | \* prepares and submits notice to SOS for publication in Oregon Bulletin | [i](http://oarnoticefilings.sos.state.or.us) |  |  |  |  |  |
|  | \* emails DAS notification of fees that don't require DAS approval |  |  |  |  |  |  |
|  | \* saves all evidence on Rule\_Development | 4-Notice using naming conventions | [i](file://deqhq1/Rule_Development/Currrent%20Plan) |  |  |  |  |  |
|  | ProgLead leads: |  |  |  |  |  |  |
|  | \* submitting newspaper notices to contractor |  | Set under Planning | | | 7/6/15 |  |
|  | \* verifying newspaper advertisements are correct |  |  |  |  |  |  |
|  | \* obtaining copies of affidavits of publication from Accounting |  |  |  |  |  |  |
|  | \* adding hearings to DEQ Event Calendar | [i](http://deq05/intranet/contentmanagement/login.asp) |  |  |  | 6/16/15 |  |
|  | \* creating an auto reply to Outlook account for University students | [i](file://DEQHQ1/Rule_Resources/i/AUTO.REPLY.CommentBox.docx) |  |  |  |  |  |
|  | \* validating Web page, comment form and Outlook account |  |  |  |  |  |  |
|  | \* opening public comment by notifying agency rulemaking list that includes: |  |  | | | 6/16/15 |  |
|  | - GovDelivery |  |  |  |  |  |  |
|  | - EQC members |  |  |  |  |  |  |
|  | - advisory committee |  |  |  |  |  |  |
|  | - program-specific lists |  |  |  |  |  |  |
|  | \* saves all evidence, lists and affidavits on Rule\_Development | 4-Notice | [i](http://oarnoticefilings.sos.state.or.us) |  |  |  |  |  |
| ` | ProgLead drafts EMAIL.NOTICE.TO.KEY.LEGISLATORS - instruction in template: | [i](file://deqhq1/Rule_Resources/i/EMAIL.KeyLegislators.docx) |  |  |  | 6/9/15 |  |
|  | \* sends draft to Leg.Liason |  |  |  |  |  |  |
|  | Leg.Liason: |  |  |  |  |  |  |
|  | \* determines key legislators requiring ORS 183.335(5) notification | [i](http://www.oregonlaws.org/ors/183.335) |  |  |  |  |  |
|  | \* adapts email as needed |  |  |  |  |  |  |
|  | \* emails to recipients with Return Receipt (redirects receipt to ProgLead) |  |  |  |  | 6/16/15 |  |
|  | \* copies ProgLead |  |  |  |  |  |  |
|  | \* saves receipts under Rule\_Development|4-Notice |  |  |  |  |  |  |
|  | RGLead & WebRep maintain Rukemaking Web page |  |  |  | 6/16/15 | 7/20/15 |  |
|  | ProgLead gathers and saves all emails on | [i](file://deqhq1/Rule_Development/Currrent%20Plan) |  |  | 3/20/15 | 7/20/15 |  |
|  | Rule\_Development|4-Notice using naming conventions |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Public Comment and Testimony | | | | | |  |
|  | SIP2.5.2015 |  |  |  | Start | End |  |
|  |  |  |  |  | 6/16/15 | 7/20/15 |  |
|  |  |  |  |  |  |  |  |
|  | Review version history to help maintaining rulemaking record > | [i](file://deqhq1/Rule_Resources/i/0-VersionHistory.pdf) |  |  |  |  |  |
|  | SAVE DOCUMENTS ON: SharePoint folder 5-Public Comment |  |  |  |  |  |  |
|  | ProgLead verifies venues and equipment, gathers supplies | [i](http://deq05/intranet/communication/publicinvolvement/signs.htm) |  |  | 6/16/15 | 7/16/15 |  |
|  | START INFORMATION MEETING OPTION |  |  |  |  |  |  |
|  | ProgLead: |  |  |  | 6/16/15 | 6/16/15 |  |
|  | \* develops INFO.MEETING.TEXT |  |  |  |  |  |  |
|  | \* modifies MESSAGE.MAP | [i](http://cms.oregon.gov/DEQ/EQC/pages/index.aspx) |  |  |  |  |  |
|  | \* develops INFO.PRESENTATION |  |  |  |  |  |  |
|  | \* practices presentation |  |  |  |  |  |  |
|  | \* makes presentation adjustments |  |  |  |  |  |  |
|  | \* initiates DavidC's review/approval, addresses suggestions |  |  |  | 6/16/15 | 6/16/15 |  |
|  | 1st loop DavidC reviews/approves optional presentation |  |  |  | 6/16/15 | 6/16/15 |  |
|  | 2nd loop DavidC reviews/approves optional presentation | N |  |  | 1/0/00 | 1/0/00 |  |
|  | 3rd loop DavidC reviews/approves optional presentation | N |  |  | 1/0/00 | 1/0/00 |  |
|  | 4th loop DavidC reviews/approves optional presentation | N |  |  | 1/0/00 | 1/0/00 |  |
|  | Hearings Officers: |  |  |  | 6/16/15 | 7/16/15 |  |
|  | \* reviews responsibilities of hearings officer |  |  |  |  |  |  |
|  | \* develops introductory and logistics script | [i](http://deq05/intranet/communication/publicinvolvement/signs.htm) |  |  |  |  |  |
|  | \* holds the following hearings (identified under Planning section) with assigned team: |  |  |  |  |  |  |
|  | 1. Portland hearing |  |  |  |  | 7/16/15 |  |
|  | - save audio as Rule\_Development|5-PublicComment|HEARING.1.mp3 |  |  |  |  |  |  |
|  | ProgLead, for comments received by mail or at hearings |  |  |  | 7/16/15 | 7/20/15 |  |
|  | \* stamps DEQ receipt date on address-side of envelope and on first page of letter |  |  |  |  |  |  |
|  | \* adds commenter and comment to COMMENTS |  |  |  |  |  |  |
|  | \* scans mailed comments and envelopes and saves as ID###.pdf |  |  |  |  |  |  |
|  |  |  | Close public comment | | | 7/20/15 |  |
|  | ProgLead: |  |  |  | 7/16/15 | 7/20/15 |  |
|  | \* saves online public comment information to COMMENTS |  |  |  |  |  |  |
|  | \* coordinates with team to: |  |  |  |  |  |  |
|  | - develop category titles to bundle similar comments |  |  |  |  |  |  |
|  | - organize comments into categories |  |  |  |  |  |  |
|  | - draft DEQ responses to each categories of comments |  |  |  |  |  |  |
|  | \* leads team work finalizing DEQ responses to public comment |  |  |  |  |  |  |
|  | DO NOT MAIL TO COMMENTERS UNTIL EQC ASSISTANT FINALIZES STAFF REPORT |  |  |  |  |  |  |
|  | ProgLead asks RGLead for Rule Publication review | [i](mailto:RulePublicatons@deq.state.or.us) |  |  |  | 7/21/15 |  |
|  | RGLead coordinates Rule Publication work: |  |  |  | 7/21/15 | 7/21/15 |  |
|  | \* edits for plain English, style guide & tone because this is part of EQC Packet |  |  |  |  |  |  |
|  | \* contacts ProgLead with questions, clarifications and suggestions |  |  |  |  |  |  |
|  | \* notifies ProgLead when complete |  |  |  |  |  |  |
|  | ProgLead: |  |  |  |  |  |  |
|  | \* shares comments/responses to comments with DavidC & WendyW |  |  |  |  | 7/21/15 |  |
|  | 1st loop - team modifies responses to get to approval |  |  |  | 7/21/15 | 7/21/15 |  |
|  | 2nd loop - team modifies responses to get to approval | N |  |  | 1/0/00 | 1/0/00 |  |
|  | 3rd loop - team modifies responses to get to approval | N |  |  | 1/0/00 | 1/0/00 |  |
|  | Final loop - team modifies responses to get to approval | N |  |  | 1/0/00 | 1/0/00 |  |
|  | ProgLead: |  |  |  |  |  |  |
|  | \* gathers emails ABOUT comments, not actual comments, for Rule Record | [i](file://deqhq1/Rule_Development/Currrent%20Plan) |  |  |  | 7/21/15 |  |
|  | \* saves them as Rule\_Development|5-PublicComment...|EMAIL.Comment.pdf |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | EQC Preparation |  |  |  |  |  |  |
|  | SIP2.5.2015 |  |  |  | Start | End |  |
|  |  |  |  |  | 6/16/15 | 10/14/15 |  |
|  |  |  |  |  |  |  |  |
|  | Review version history to help maintaining rulemaking record > | [i](file://deqhq1/Rule_Resources/i/0-VersionHistory.pdf) |  |  |  |  |  |
|  | SAVE DOCUMENTS ON: SharePoint folder 6-EQC Preparation |  |  |  |  |  |  |
|  | DEADLINE: Submit to EQC Assistant |  |  |  |  | 9/3/15 |  |
|  | No EQC involvement prior to Action Item meeting |  |  |  |  |  |  |
|  | \* no Director's Report |  |  |  | 1/0/00 | 1/0/00 |  |
|  | \* no EQC Information Item | [i](file://DEQHQ1/Rule_Resources/0.IndividualRulemaking/1-Planning/Microsoft/Windows/Temporary%20Internet%20Files/AppData/Local/Microsoft/Windows/groups/eqc/docs/EQCDeadlines.docx) |  |  | 1/0/00 | 1/0/00 |  |
|  | \* blank row |  |  |  | 1/0/00 | 1/0/00 |  |
|  |  |  |  |  |  |  |  |
|  | ProgLead: |  |  |  | 6/16/15 | 8/4/15 |  |
|  | \*finalizes EQC Packet with core team: |  |  |  |  |  |  |
|  | - STAFF.RPT.Permanent preloaded into folder 6 using instructions in template |  |  |  |  |  |  |
|  | - PROPOSED.RULES in folder 0 |  |  |  |  |  |  |
|  | - SUPPORTING.DOCUMENTS moved from folder 4 to folder 6 |  |  |  |  |  |  |
|  | \* notifies RGLead that EQC packet is ready for Rule Publication work |  |  |  |  |  |  |
|  | RGLead leads initial Rule Publication work that includes: |  |  |  | 8/5/15 | 8/14/15 |  |
|  | \* comparing NOTICE to STAFF.REPORT to determine what needs review |  |  |  |  |  |  |
|  | \* obtaining/consolidating BrianW, StephanieC & AndreaG edits if needed |  |  |  |  |  |  |
|  | including style guide, grammar, plain English, organization, clarity, tone |  |  |  |  |  |  |
|  | \* accepting all style guide and format edits |  |  |  |  |  |  |
|  | \* getting Meyer's review of PROPOSED.RULES- SOS/LC and CHECKLIST review |  |  |  |  |  |  |
|  | \* contacts ProgLead with questions or modifications and when work is complete |  |  |  |  |  |  |
|  | ProgLead: |  |  |  | 8/17/15 | 9/2/15 |  |
|  | \* addresses rule publication edits and comments |  |  |  |  |  |  |
|  | \* prepares EQC packet |  |  |  |  |  |  |
|  | \* initiates management review and approval |  |  |  |  |  |  |
|  | - DavidC |  |  |  |  |  |  |
|  | - DA.Program, if indicated |  |  |  |  |  |  |
|  | - Enter custom reviewer and action |  |  |  |  |  |  |
|  | - Enter custom reviewer and action |  |  |  |  |  |  |
|  | \* obtains approval from DavidC to submit EQC packet |  |  |  |  |  |  |
|  | \* discusses need for 1|1 commissioners briefings with DavidC & WendyW | N |  |  | 1/0/00 | 1/0/00 |  |
|  | [MEden@neea.org](mailto:MEden@neea.org) |  |  |  |  |  |  |
|  | [JoKRanch@hotmail.com](mailto:JoKRanch@hotmail.com) |  |  |  |  |  |  |
|  | [EdArmstrong2@gmail.com](mailto:EdArmstrong2@gmail.com) |  |  |  |  |  |  |
|  | [MorganRider@gmail.com](mailto:MorganRider@gmail.com) |  |  |  |  |  |  |
|  | [cjohnson@eou.edu](mailto:cjohnson@eou.edu) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | \* submits EQC packet to StephanieC |  |  |  |  | 9/3/15 |  |
|  | \* notifies the following according to division's best practice after EQC Web posting |  |  |  | 6/16/15 | 10/13/15 |  |
|  | - staff contributors |  |  |  |  |  |  |
|  | - key stakeholders |  |  |  |  |  |  |
|  | - advisory committee members |  |  |  |  |  |  |
|  | - commenters |  |  |  |  |  |  |
|  | - interested parties (optional) |  |  |  |  |  |  |
|  | \* leads team development of EQC presentation |  |  |  | 6/16/15 | 10/13/15 |  |
|  | \* coordinates presentation practices |  |  |  | 6/16/15 | 10/13/15 |  |
|  | \* makes any presentation adjustments |  |  |  | 6/16/15 | 10/13/15 |  |
|  | Presentation team ATTENDS EQC MEETING |  |  |  | ####### | 10/14/15 |  |
|  | ProgLead collects emails about EQC preparations for Rule Record and saves as: | [i](file://deqhq1/Rule_Development/Currrent%20Plan) |  |  |  | 10/14/15 |  |
|  | Rule\_Development|6-EQCPreparation|EMAILS.EQC.Prep.pdf |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Post EQC | | | | | |  |
|  | SIP2.5.2015 |  |  |  | Start | End |  |
|  |  |  |  |  | 10/14/15 | 1/12/16 |  |
|  |  |  |  |  |  |  |  |
|  | Review version history to help maintaining rulemaking record > | [i](file://deqhq1/Rule_Resources/i/0-VersionHistory.pdf) |  |  |  |  |  |
|  | DOCUMENT PREPARATION |  |  |  |  |  |  |
|  | ProgLead saves following documents to 7.PostEQC folder on Rule\_Develpment: |  |  |  |  |  |  |
|  | \* gets documents as presented to EQC from StephanieC: |  |  |  |  | 10/14/15 |  |
|  | - STAFF.REPORT.pdf |  |  |  |  |  |  |
|  | - STAFF.REPORT.ADDENDUM.pdf (if presented to EQC) |  |  |  |  |  |  |
|  | \*downloads documents as presented to EQC from SharePoint: |  |  |  |  | 10/14/15 |  |
|  | - PROPOSED.RULES (showing changes) |  |  |  |  |  |  |
|  | > saves as REDLINE.docx (showing changes in strikethrough and underscore) |  |  |  |  |  |  |
|  | > saves as RULES.docx (clean version), accepts all changes, saves again |  |  |  |  |  |  |
|  | - TABLES.340-###-####.docx (1 .docx per rule contains ALL tables in rule) |  |  |  |  |  |  |
|  | - TABLES.340-###-####.docx (1 .docx per rule contains ALL tables in rule) |  |  |  |  |  |  |
|  | \* coordinates EPA.SIP.SUBMITAL with AndreaG |  |  |  |  |  |  |