|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | 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%3A/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 |   |   |   | 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  |   |   |   |   |  |  |
|   | JoKRanch@hotmail.com |   |   |   |   |  |  |
|   | EdArmstrong2@gmail.com  |   |   |   |   |   |  |
|   | MorganRider@gmail.com |   |   |   |   |   |  |
|   | 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 |   |   |  |  |  |  |