From:	THOMPSON Michele
To:	HNIDEY Emil; BOYARSHINOVA Lia
Cc:	WESTERSUND Joe; artglass2016
Subject:	RE: Need to post EQC packet Thursday - When do you need the file by
Date:	Tuesday, September 13, 2016 9:11:24 AM

Hi Emil,

As long as it's formatted properly and everything's in order, I would give us an hour to an hour and a half before it needs to be live. That way either I or Lia can handle it even if the other one is tied up on other tasks or out of the office. That being said, giving this the maximum amount of time possible is not a bad idea either.

If there's a choice, I would rather have a document complete – reviews in, correctly written and formatted, manager sign-off, etc. – at the last minute than one given hours in advance that has to be sent back or replaced multiple times.

Thanks,

Michele Thompson
Web and SharePoint Representative

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From: HNIDEY Emil
Sent: Tuesday, September 13, 2016 8:41 AM
To: THOMPSON Michele <THOMPSON.Michele@deq.state.or.us>; BOYARSHINOVA Lia <BOYARSHINOVA.Lia@deq.state.or.us>
Cc: WESTERSUND Joe <WESTERSUND.Joe@deq.state.or.us>; artglass2016 <artglass2016@deq.state.or.us>
Subject: Need to post EQC packet Thursday - When do you need the file by

Hello,

We're wanting to post the EQC packet for the art glass rulemaking this Thursday. It will be a single pdf to post. We don't usually post the EQC packet in this manner but we want to allow the public two weeks to review what has been changed before EQC meets.

Anyway, my question is what time do you need the pdf by on Thursday in order to post it that day? Does 4 p.m. work or do you need it earlier?

Thanks.

Emil