From: WESTERSUND Joe
To: LANGSTON Sue
Cc: artglass2016
Subject: RE: Action needed: Updates on air toxics project by 5 pm Friday 4/29
Date: Friday, April 29, 2016 2:47:32 PM

Hi Sue,

No problem.

This week: Contacted prospective members of the art glass permanent rulemaking fiscal advisory committee. 7 of 8 agreed to be on the committee. Scheduled the committee meeting for Friday, May 27th.

Next week: begin writing draft fiscal impact statement and notice of rulemaking.

-Joe

From: LANGSTON Sue
Sent: Friday, April 29, 2016 2:38 PM
To: WESTERSUND Joe <WESTERSUND.Joe@deq.state.or.us>
Subject: FW: Action needed: Updates on air toxics project by 5 pm Friday 4/29
Importance: High

Joe,

Hello! My apologies, I should have included you as project manager on this request. If you are still in the office and have time to write a couple of short bullet points on:

- What was accomplished on the temporary rules this week, and
- What you plan on starting or doing next week,

I'd really appreciate it. It could just be a couple of really short statements – these updates go to Joni and the Leadership team, and then everyone at DEQ working on air toxics.

If you don't get this in time, that's ok. I should have let you know earlier!!!

-Sue.

From: LANGSTON Sue
Sent: Thursday, April 28, 2016 4:23 PM
To: *DEQ - Leadership Team; BOLING Brian; BORISENKO Aaron; FELDON Leah; FLYNT Jennifer; GRABHAM Cheryl; JOHNSON Keith; MONRO David; MEADOR Minnette; DANAB Marcia; ALLEN Brian P; PALERMO Jaclyn; SVELUND Greg; LOWE Lesley; HOY Ray; AERNE Melissa

Subject: Action needed: Updates on air toxics project by 5 pm Friday 4/29

Dear cleaner air teams,

Hello! Thank you all so much for getting me updates last Friday!

Please get me any updates on your portion of the project by **5 pm on Friday 4/29.** If you will be out of the office Friday, please just send me what you have when you leave for the weekend.

I'm looking for:

1. What your team has accomplished this week (April 25-29) – completed tasks from your project plan or other work accomplished
2. What your team plans to work on next week (May 2-6)

Please be sure the information is accurate.

To get me the updates, you can choose from any of the following:

- Update your project plan on SharePoint (track changes please) and I'll transfer the completed and upcoming tasks into the update
- Put your completed and upcoming tasks in this draft update on SharePoint
- Call me with completed and upcoming tasks
- Email me completed and upcoming tasks

Much appreciated!

Thank you,

Sue.

Sue Langston

Office of Outcome-based Management

Department of Environmental Quality

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