From:	GOLDSTEIN Meyer
To:	INAHARA Jill
Subject:	airquality2016p
Date:	Tuesday, March 01, 2016 09:16:29
Attachments:	image003.png

So, we're going to call this rulemaking "Air Quality 2016 Permanent" and the short name will be airquality2016p. We have a new system for capturing emails. I'm having an Outlook mailbox set up with the name: airquality2016p@deq.state.or.us. It should be up in a day or two. As soon as it is, everyone should copy all emails on the rulemaking to that mailbox. You can also set up a mail rule for yourself that will automatically cc that mailbox when you send an email with the short rulemaking name in the subject line. Then your only responsibility concerning email is to make sure you cc your emails to that mailbox, ask others to do so, and forward a copy to that mailbox of any emails you receive that haven't been cc'd to the rulemaking mailbox.

DEQ must save all emails about this rulemaking as part of the rulemaking record. When you email anyone about this rulemaking, please include the mailbox for this rulemaking, **AIRQUALITY2016P@DEQ.STATE.OR.**US, in the To or Cc box.

- Email procedures
- Create outlook signature
- Create email rule
- Forward existing email to rulemaking email box

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Questions about DEQ rulemaking procedures? Try looking here: DEQ Rulemaking Resources