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|  | **State of Oregon Department of Environmental Quality** |
| **EQC Information Item Memo** |
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**Date:** Day xx, 20xx

**To:** Environmental Quality Commission

**From:** Dick Pedersen, Director

**Subject:** Agenda item xx, Informational item: Caption for item

Month day-day, year, EQC meeting

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| **Why this is important** | Two sentences outlining the purpose and importance of the item. |
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| **Background and other information** | General background info on the informational item – was it a Legislative directive? Is this a general update? Will the commission be taking action on these issues at a future meeting?  *Essentially, why are we presenting to them?*  Second paragraph on background.  Third paragraph on background (if needed) |
|  |  |
| **Public outreach** | *Delete this section if it does not apply to your item*  Describe any public outreach, public comment or other involvement activities done for this item. Reference any attached or supporting documents, if appropriate. Change this to “Stakeholder outreach” or “Advisory committee process” if you have worked with stakeholders or an advisory committee but not yet done general outreach for the public. |
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| **Next steps and commission involvement** | What will happen after this presentation? Will the commissioner be involved? How? DEQ will *xyz*. |
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| **Attachments** | Important document  Other important document  Other important document |
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| **Available online (or Available upon request)** | Supporting information 1  Supporting information 2  Supporting information 3 |
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Approved:

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report prepared by: Writer’s name

Phone: 503-xxx-xxxx