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| --- |
| ARC – Agency rules coordinatorCOM – CommunicationsDA – Division administratorPL – Program leadPMGR – Program manager |
| **Person** | **Task** | **Instructions** | **Date** |
| * PL
 | * Begin drafting EQC staff report
 | Develops response to comments by:* Organizing comments into categories
* Developing one response to each category of comments
* Obtains PMGR and RGL review of draft responses
* Draft EQC staff report
* Copy and paste applicable sections from Public
* Notice into staff report
* Check to ensure language from Public Notice is still accurate and properly reflects timing of future/past events
* Edit rules as necessary
* Ask RGL for publication review
 | November 2016 |
|  | * Submit EQC Packet to DEQ
 | LRAPA | November 2016 |
| * PL
 | * Complete draft staff report
 | Finalize proofing of EQC documents:* Staff report
* Rules
* Supporting documents
* Notify RGL staff report is ready for review
 | November 22, 2016 |
| * ARC
 | * Review staff report, notify PL when complete
 | Lead initial Rule Publication work that includes:* Prepare two versions of rules:
* redline/strikethrough
* clean
* Review, consolidate, approve or reject all proposed edits
* Compare Notice with Staff Report for accuracy to check that language correctly reflects timing of future/past events
* Notify PL review is complete
 | November 25, 2016 |
| * PL
 | * Finalize EQC staff report (9 weeks before EQC)
 | * Address reviewer edits and comments
* Notify PMGR staff report is ready for review
 | November 28, 2016 |
| * PMGR
 | * Completes review and emails approval to PL
 |  | December 1, 2016 |
| * PL
 | * On PMGR approval ,notify DA documents are ready for review
 |  |  |
| * DA
 | * Completes review and emails approval to PL PMGR RGL
 |  | December 4, 2016 |
| * PL
 | * On DA approval, notify communications documents are ready for review
 |  |  |
| * COM
 | * Completes review and emails approval to PL PMGR RGL (6 weeks before EQC)
 |  | December 7, 2016 |
| * PL
 | * Deadline to submit final version of all EQC documents (6 weeks before EQC)
 |  | December 7, 2016 |
| * ARC
 | * Distribute EQC staff report and prepare rules for filing
 | * Submits EQC packet to EQCC (EQC-5 weeks)
* Retain one copy of rules in redline/strikethrough for filing with legislative counsel
* Create a clean copy of the rules, with tables, to keep for informational purposes - add a DRAFT watermark
* Staff report should have two copies of rules - one showing all markup, one with DRAFT watermark with all changes accepted
* Remove tables from another copy of the rules, and accept all changes to get a clean copy of the rules to file with secretary of state
* Create pdf version of tables, one document for each rule that has a table, to submit to secretary of state
* Complete draft version (do not submit) of secretary of state online filing system using information from staff report and draft rules
* On SharePoint, publish a major version of:
* rules
* staff report
* Save PDF of published staff report to Rule\_Development
* Upload copy of EQC presentation materials to SharePoint
 | December 14, 2016 |
| * PL
 | * (Optional) Notify interested parties staff report is available
 | Notify the following according to division's standard practice:* Key stakeholders
* Advisory committee members
* Commenters
* Interested parties
 |  |
| * PL
 | * EQC Preparation
 | * Develop EQC presentation
* Conduct dry run EQC presentation (in front of internal audience)
 |  |
| * PL
 | * Present rule package at EQC meeting
 |  | January 18, 2017 |
| * ARC
 |  | No Oregon deadline for filing rules after adoption – check EPA |  |
| * ARC
 | * File adopted rules with Secretary of State
 | * Check information in secretary of state online rule filing form against most recent information in staff report and draft rules
* Submit/file rules on secretary of state online system
* Must print out, sign, scan, then upload to SOS filing page, copy of Authorization
* Upload rule text as Word file
* Upload tables separately as pdf, one for each rule that has tables
* SOS will auto email two documents in response in two separate emails:
	+ Certificate
	+ Authorization
* Save the emails and attached documents as PDF to Rule\_Development
 | January 21, 2017 |
| * ARC
 | * Send post-EQC GovDelivery notice about rule adoption
 | * Template in EQC Preparation folder
* RGL sends GovDelivery notice to same parties that prior notices for this rulemaking were sent to
* This notice states EQC adopted the rules and explains where to find copies of EQC staff report and adopted rules
 | January 21, 2017 |
| * ARC
 | * Submits SIP to EPA
 |  | January 25, 2017 |