|  |  |  |  |
| --- | --- | --- | --- |
| ARC – Agency rules coordinator  COM – Communications  DA – Division administrator  PL – Program lead  PMGR – 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 |