From:	GOLDSTEIN Meyer
To:	HOOFF Rian
Cc:	ballast2016
Subject:	ballast2016
Date:	Thursday, June 23, 2016 12:15:22

EQC Meeting Date: November 2, 2016

The comment period for this rulemaking will close at 4 p.m. on Friday, July 8.

All document reviews are performed by sending links to the SharePoint documents, not the documents themselves.

The next steps after the comment period closes are:

- Meyer will:
    - download any comments from the online system into an excel spreadsheet, convert the text url for any attachments to live links, and turn on word wrap on that spreadsheet
    - Save that spreadsheet into the public comment and testimony folder for this rulemaking on the Rule_Development drive
    - load the spreadsheet on to the SharePoint page
- Rian will:
    - Finalize the rules by:
        - Turn off track changes
        - addressing and deleting all comments
        - rejecting all proposed edits that will not be kept in final draft rules
        - leaving untouched in redline/strikeout all proposed edits that will be kept in the final rules
        - IMPORTANT NOTE: In rejecting and accepting text to create a final version of the rules, you will still have redline/strikeout and blue underline text to indicate deletions and insertions. HOWEVER: you have to note the difference between text from the original rules that you are deleting versus newly inserted text that you are now deleting or don't intend to keep. You must fully delete newly inserted text that you don't intend to keep so that it does not appear in any form in the final rules. **Newly inserted text that you are deleting should not be red or strike through, it should be gone.** Red text/strike through is only for text from the original rule that you are deleting. The final version of the rules does not show all proposed edits that were considered. It only shows insertions and deletions that are being kept for the final version of the rules.
        - Review final appearance of rules by changing review status to display "no markup"; after review complete, change display

status back to “all markup”

- Turn on track changes

- Prepare for EQC review by:
  - 8.31.16 (EQC-9 weeks) Notifying Gilles, Emer, Van Sickle (communications) of the dates below, of when they will receive documents for review, that they should save time to perform the review, and when they must complete their reviews
  - 9.7.16 (EQC-8 weeks) Completing the staff report by:
    - accessing staff report template on SharePoint
    - Copying and pasting similar sections from Notice
    - Checking copied text for tense, dates, etc., to make sure it makes sense in staff report
    - Writing summaries of and responses to public comments in appropriate section in staff report
    - Submits to Gilles for review

- 9.14.16 (EQC-7 weeks) Gilles completes review and approves staff report
- Rian finalizes staff report by:
  - Turn off track changes
  - Addressing and deleting all comments
  - Accepting or rejecting all edits
  - Turning on track changes
  - Submits to Emer for review
- 9.21.16 (EQC-6 weeks) Emer completes review and approves staff report
- Rian submits documents to Van Sickle (communications) for review
- 9.28.16 (EQC-5 weeks) Meyer submits staff report with attachments to EQCC by sending links to staff report, draft rules, supporting documents on SharePoint
- Rian prepares EQC presentation and conducts practice presentation
- 11.2.16 EQC Meeting

State of Oregon Department of Environmental Quality

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Have questions about DEQ rulemaking procedures? Try looking here: Rulemaking Resources