From: GOLDSTEIN Meyer
To: INGMAN Mark
Subject: RE: Rulemaking planning docs - worksheet
Date: Tuesday, July 14, 2015 14:02:16

Mark,

This page has all sorts of rulemaking information:

http://deqsps/programs/rulemaking/Lists/Rulemaking%20Plan/AllItems.aspx

Look at the "Planning Tools" Topic. The Schedule Template is an excel spreadsheet that can help you figure out timing. On its first tab, you fill in the date for publishing notice and for going to EQC (both highlighted in yellow) and it will estimate all other dates. The second and third tabs are schedule summaries.

The resources and considerations templates are Infopath forms we use for rule planning. You open them with the link, then save them to your own drive. They ask for information about why we are doing the rulemaking and what it will take to get it done. I use the information from these forms to go to Dick to get his approval of the rulemaking.

In the same topic, there is the Driver/Risk Table. This is a simple table you use to develop two numbers that concern the reason for doing the rulemaking, and the urgency of doing it. I include these numbers in my presentation to Dick.

The last link in this topic is the Rulemaking Gantt, another excel spreadsheet. The months run across the top, and essential rulemaking tasks run down the left. It gives a rough schedule for doing an average rulemaking.

Another topic on the page is "Rule Process Overview." If you look at "Flow Chart" and "Summary of Rulemaking Process", they will give you an overview of how we do rules.

Let me know if you have any more questions.

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From: INGMAN Mark
Sent: Tuesday, July 14, 2015 12:21 PM
To: GOLDSTEIN Meyer
Subject: Rulemaking planning docs - worksheet

Hi Meyer,

Please send along any/all of the available planning documents (worksheets), links or reading, and I think you mentioned Gantt chart. Any materials you provide will be very helpful.

Thank you!

-Mark

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