DO NOT COPY ANYONE EXCEPT RULE WRITER – AFTER SENDING TO LEGISLATORS, FORWARD TO OTHER INTERESTED PARTIES:

division administrator, lead manager, lead staff, division rule coordinator

To…

Subject:        DEQ rulemaking; **RULEMAKING NAME** - Notification required under [ORS 183.335(15)](http://www.leg.state.or.us/ors/183.html)

Dear,

* **LEGISLATOR NAME**
* **LEGISLATOR NAME**

The Department of Environmental Quality has opened public comment for proposed permanent changes to chapter 340-**XXX-XXXX** of the Oregon Administrative Rules.

Proposal Summary:

**SUMMARIZE PROPOSED RULE CHANGES**

The proposal is online at: **LINK TO RULEMAKING PAGE**. The Web page includes these documents:

Invitation to Comment – fact sheet that outlines the proposal and opportunities to comment

Proposed Rules – redline/strikethrough of the affected Oregon Administrative Rules

Notice – information and analysis required by APA; Model Rules; DEQ statutes, rules and best practices; and federal regulations

The comment period closes at 4 p.m. on **DATE, MONTH, YEAR**. DEQ plans to take the final proposal, including any modifications made in response to public comments, to the Environmental Quality Commission for decision at its **MONTH YEAR** meeting in Portland.

If you have questions or comments, please contact. **RULE WRITER NAME, PHONE NO., EMAIL.**

Sincerely,

DEQ Agency Rules Coordinator