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| Rulemaking Flowchart Appendix  |  |
| Effective Date: 03Sept2025 | Version: 1.1 |

1. Purpose
	1. The purpose of this document is to define acronyms and link reference documents in the Rulemaking Process Flowchart document.
2. Referenced Documents

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| **Phase** | **Document # from Flowchart** | **Document Title** | **Controlled Document #** |
| 1 - Initiating | 1 | [Draft Rules Template](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/1-Initiating/Draft.Rules.Template.docx?d=w70aff661ee644e609b7aad21c5b7eda4&csf=1&web=1&e=vUtrSh) | N/A |
| 2 - Planning | 2 | [Rulemaking Project Charter](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/2-Planning/EPIC%20Memo%20Rulemaking%20Charter%20Project%20Template.url?csf=1&web=1&e=sIMo9z) EPIC Memo | N/A |
| 3 - Advisory Committee | 3 | [RAC Roster](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Roster.url?csf=1&web=1&e=gpRR6P) | N/A |
| 3 - Advisory Committee | 4 | [RAC Invitation to participate](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Invitation.to.Participate.docx?d=w36ce451e4c6f4e19a9d70dd8406da9e5&csf=1&web=1&e=GswOwA)  | N/A |
| 3 - Advisory Committee | 5 | [RAC Member Director Memo](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Member.Director.Memo.dotx?d=w2f8480ff0c0948a2aba39e31f4a6dfc2&csf=1&web=1&e=W2pJAn)  | N/A |
| 3 - Advisory Committee | 6 | [RAC Appointment Letter](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Appointment.Letter.docx?d=wf2cd5533aad5424bb2f963dbf43aa91f&csf=1&web=1&e=4mXKYh) | N/A |
| 3 - Advisory Committee | 7 | [RAC Member appointment email](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Member.Appointment.Email.docx?d=w7bd44c5813e24b2eb2a2172111bb4ffc&csf=1&web=1&e=f59Mo6)  | N/A |
| 3 - Advisory Committee | 8 | [RAC Charter](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Charter.url?csf=1&web=1&e=RvwTBC) | N/A |
| 3 - Advisory Committee | 9 | [Stipend Process](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/GiftCardsProcess%20V4.docx?d=wf2bd27729f344c53b7fd98623b2dd87e&csf=1&web=1&e=iIyOfs) | N/A |
| 3 - Advisory Committee | 10 | [RAC GovDelivery Notice](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.GovDelivery.Notice.docx?d=w126b46b8706e440580b67001fe26c7e1&csf=1&web=1&e=TkqM7B) | N/A |
| 3 - Advisory Committee | 11 | [Public PowerPoint Template](https://stateoforegon.sharepoint.com/%3Ap%3A/r/sites/DEQ-Q-Net-Communications/Public%20Document%20Templates/PPTlightTemplate.pptx?d=w86c5d30ca53847b789eef6c0d4e81438&csf=1&web=1&e=e6SMs9) | N/A |
| 3 - Advisory Committee | 12 | [RAC Meeting Summary](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/3-Advisory%20Committee/RAC.Meeting.Summary.url?csf=1&web=1&e=flh8HB) | N/A |
| 4 - Fiscal Advisory | 13 | [Fiscal Impact Statement](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/4-Fiscal%20Advisory%20Committee/FiscalImpactStatement.url?csf=1&web=1&e=PDYvLd) | N/A |
| 5 - Public Notice | 14 | [Notice of Proposed Rulemaking](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/5-Public%20Notice/Notice.of.Proposed.Rulemaking.url?csf=1&web=1&e=tnLNyD) | N/A |
| 5 - Public Notice | 15 | [GovDelivery Notice](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/5-Public%20Notice/GovDelivery.Notice.docx?d=w693f37e76fa44b07a02530bad798b9b9&csf=1&web=1&e=yjL13X) | N/A |
| 5 - Public Notice | 16 | [Email to Key Legislature](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/5-Public%20Notice/Email.to.Key.Legislators.docx?d=w1bae8e968fef4b67b3f6f83783f2b01e&csf=1&web=1&e=xqnsmH)  | N/A |
| 5 - Public Notice | 17 | [Instructions and Script for Online Hearing](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/5-Public%20Notice/Instructions.and.Script.for.Online.Hearing.docx?d=w4b2af625d284481fa6f750c26171c4bc&csf=1&web=1&e=fn0jrv)  | N/A |
| 6 - EQC | 18 | [EQC Staff Report](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/6-EQC/EQC.Staff.Report.url?csf=1&web=1&e=RNzxrW) | N/A |
| N/A | N/A | [EQC.Temporary.Rulemaking.Action.Item.dotx](https://stateoforegon.sharepoint.com/%3Au%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/6-EQC/EQC.Temporary.Rulemaking.Action.Item.url?csf=1&web=1&e=d1f8o8) | N/A |
| N/A | N/A | [Implementation Plan (Example)](https://stateoforegon.sharepoint.com/sites/DEQ-GDFs/Shared%20Documents/General/Implementation%20Plan/Implementation%20Plan/2023.11.15_GDFStageIIVaporRecovery_ImplementationPlan_v1.docx?web=1) | N/A |
| N/A | N/A | [Request for fee increase/establishment/decrease](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/4-Fiscal%20Advisory%20Committee/107bf21.doc?d=wea1608864d1e413e9e08fe72ee497e66&csf=1&web=1&e=wyEWqZ) | 107bf21 |
| N/A | N/A | [Fee change detail report](https://stateoforegon.sharepoint.com/%3Ax%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/4-Fiscal%20Advisory%20Committee/107bf22.xls?d=w7643b838fec24df792d9aeda211cae0e&csf=1&web=1&e=u904q1) | 107bf22 |
| N/A | N/A | [SIP Development Schedule Template](https://stateoforegon.sharepoint.com/%3Aw%3A/r/sites/DEQ-Rulemaking/Shared%20Documents/Rulemaking%20Templates/1-Initiating/SIP.Development.Schedule.Template.docx?d=w8c0f03660d484e249f709316e949e7d9&csf=1&web=1&e=GdRSvJ) | N/A |

1. Acronyms

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| **Acronym** | **Complete Phrase** |
| AQ | Air Quality |
| DAS | Department of Administrative Services |
| DOJ | Department of Justice  |
| EJ | Environmental Justice |
| EPIC | Environmental Policy Implementation Committee  |
| EQC | Environmental Quality Commission  |
| FAC | Fiscal Advisory Committee  |
| PMT | Program Managers Team |
| RAC | Rules Advisory Committee |
| SME | Subject Matter Expert  |
| SIP | State Implementation Plan |

1. Records Management
	1. This procedure document must be retained according to [state general](https://sos.oregon.gov/archives/Pages/records_retention_schedule.aspx) retention schedule.
2. Revision History

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| --- | --- | --- |
| **Version** | **Updates** | **Author & Date** |
| 1 | * Document Creation
 | M. Duenas08July2024 |
| 1.1 | * Updated hyper-links to referenced documents
 | E. Hnidey03Sept2025 |