

Rule Development Activities and Timing

Step #	Activity	Required	Minimum Timing	Est. Hours	Notes
1	Draft rule or amendment (or document)	Y		Varies	Hours dependant upon type of rule action (new/amendment), controversial nature of rule and complexity.
2	Draft staff report	Y		Varies	Same as 1 above
3a	Taskforce invitation	N		14+	Includes mailing list development, invitation draft, and mailing.
3b	Taskforce meeting	N		10+	Hours assumes prep time + meeting
3c	Additional taskforce meetings (if necessary)	N		Varies	Same as steps 3a-b above subtracting mailing list development time.
4a	Notice of Public Workshop draft	N*		2	Only includes preparation time. Newspaper needs 3-5 days lead time for publication.
4b	Publish notice	N*		0.25	E-mail to COB, COB E-mail to paper
4c	Mail invitations	N*		4+	Hours assumes existing mailing list. Add 10 hours for mailing list development.
4d	Workshop	N*		6	Hours assumes prep time + meeting
4e	Additional workshops (if necessary)	N		6	Same as steps 4a-4c above.
4f	Revert to Taskforce (if necessary)	N		Varies	See steps 3a-3c above.
5a	Draft CEQA Documents	Y		Varies	Based upon level of CEQA review necessary for the particular rule action.
5b	Submit to OPR (Neg Dec and above)	**	A-65	1	Timing based on CEQA action NOT running concurrently with rule public notice and comment period.
5c	Draft Notice of Intent to Adopt (Neg Dec and above)	**	A-65	1	Timing based on lead time needed for newspaper publication.
5d	Publish NOI (Neg Dec and above)	**	A-60	0.25	30 Day comment period required
5e	Address Comments and draft final CEQA (Neg Dec and above)	**		Varies	After 30 day period expires
6a	Draft staff report	Y		Varies	Hours dependant upon type of rule action (new/amendment), controversial nature of rule and complexity.
6b	Submit to CARB/EPA for review	Y	A-45	0.25	Minimum review period. If CEQA Neg dec send concurrently with OPR.
7	Draft Set date item & Transmittal Sheet	N		2+	Varies with complexity
7a	Set Date item to COB	N	A-45	0.25	Timing based on agenda deadline for month prior to Adoption date. E-Mail to COB
8a	Draft notice for public hearing	Y	A-35	1+	Timing based on lead time needed for newspaper publication
8b	Publish notice of hearing	Y	A-30	0.25	E-mail to COB, COB E-mail to paper
9a	Draft Min Item, Resolution, Transmittal sheet.	Y		Varies	Varies with complexity
9b	Update staff report and rule	Y		Varies	Varies with complexity
9c	Assemble adoption package	Y		4+	Varies with complexity
9d	Adoption package to COB	Y	A-15	0.25	Based on agenda deadline.
10	Get official documents from COB after adoption	Y	A+10		COB usually gets official document out within a week.
11a	Draft CARB Rule Review Forms	Y		4+	
11b	Assemble submittal package	Y		4+	Scan, Convert to PDF and E-mail
11c	Submit to CARB/EPA	Y	A+30		Must be submitted within 30 days of action.
12	Assemble Rule Archive	Y	A+60	Varies	
13	Put Rule Archive into Questys	N		Varies	

A = Adoption Date

* Sometimes may be required by statute or regulation.

** Required for CEQA Neg Decs and above.