

Procedures for EAC and Exemption Committee to Assist Agencies as they Review, Revise and Update Exemption Lists

- a) Chair of the Exemption Committee will have an agenda item periodically, at least once a year, to request Exemption Committee to review the state of agency lists; i.e., are there agencies with no lists or an outdated list.
- b) Exemption Committee shall then undertake this effort by communicating with agencies, explaining the benefits of having updated lists and encouraging them to undertake the process, and providing a very brief outline of that process as it exists at the time.

Procedures for EAC Review of and Concurrence with Exemption Lists.

- a) Per procedures to be shared with agencies through process above, agency divides list into Part 1 and Part 2 and makes any other changes it considers appropriate. Agency is asked to designate a representative to the EAC with contact phone and email information.
- b) Agency provides draft list to OPSD-ERP, who relays it to the EAC Chair, who relays it to the Exemption Committee Chair (ECC).
- c) ECC conducts an initial review to ensure that agency has divided the list into Part 1 and Part 2. If agency has not done so, ECC contacts agency to help train them on the process, and Step a is repeated. If agency has done so, ECC requests OPSD-ERP to distribute draft list and any accessory material provided by the agency to all Exemption Committee members. ECC also requests agency to share the context of the revision; did they start from their old list, or utilize another agency's list, or some combination. At next available Exemption Committee meeting, ECC puts list and material on agenda for internal discussion. Exemption Committee devises a set of comments, which ECC shares with agency, inviting them to next Exemption Committee meeting, cc:ing EAC Chair and ERP.
- d) Agency amends list if it deems it appropriate, provides amended or unamended list back to ECC. ECC Chair places it on agenda for Committee action and requests the EAC Chair to place it on EAC agenda for publication consideration.
- e) Exemption Committee reviews draft list in meeting, with Agency representative if Agency so chooses. Exemption Committee may recommend substantive further changes; if so, Agency may choose to amend the list and then resume the process at Step (b). If no changes, or if recommended changes are not substantive, Exemption Committee may choose to advance the list to EAC for consideration to publish in *The Environmental Notice* (TEN) for a 15-day comment period with comments, attn: to OPSD-ERP.
- f) EAC will be asked to vote to publish draft list. If vote is YES, move to Step (g). If no, agency may choose to go back to Step (b), or may choose to forego the public review process and use the list without concurrence.
- g) OPSD-ERP will provide copies of comments to the Agency representative and to the Exemption Committee.
- h) At the next EAC meeting, Exemption Committee will meet, also inviting Agency representative, to discuss comments, which will be included with the draft list on the agenda.
- i) Exemption Committee may recommend further changes; if so, Agency may choose to amend the list and then resume process at Step (b). If no changes, Exemption Committee and Agency may choose to advance the list to EAC for consideration of concurrence.

j) If the EAC concurs, the list will be published on the OSPD-ERP website as a concurred list, with notice of such in TEN.

k) If no EAC concurrence, the Agency may choose to restart the process, or may choose to use the list without EAC concurrence.