

PROPOSED PROCEDURES FOR ENVIRONMENTAL ADVISORY COUNCIL (EAC) REVIEW AND  
CONCURRENCE WITH AGENCY EXEMPTIONS LISTS

**Procedures for Agencies to 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year, to request Exemption Committee to review the state of agency lists; i.e., are there agencies with no lists or an outdated list.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 reviews draft list, provides feedback to Agency representative via phone or email.
- d) Agency amends list if it deems it appropriate, provides it back to ECC. ECC Chair will place it on agenda for Committee action and will also request the EAC Chair to place it on EAC agenda for publication consideration. This process provides the draft list and notice of meeting to the EAC and the public.
- 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 [received during the public comment period](#) 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 OPSD-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.