

## EGLE Calendar Notice Submittal Process

Staff (or secretaries) will continue to use the “ROP PN EGLE Calendar Announcement,” “ROP PN EGLE Calendar Scheduled Public Hearing,” or “ROP PN EGLE Calendar Tentative Public Hearing” template (whichever is appropriate) to draft their calendar notice.

Staff will either place the notice on their district S: drive and let the secretary know that it is ready or they will email it to the secretary.

The secretary will fill out the new “EGLE Calendar Event Submission Form” (available on Share Point and in the ROP Secretarial Handbook) for the EGLE Calendar by adding any information that is marked as a required field and cutting and pasting the prepared notice from staff into the respective fields (there will be instructions in red on the calendar notice.)

The secretary will name the submission form the “date public comment/hearing begins-division-SRN-title” depending on which one it is (example: for public comment beginning on August 21, 2017 for N2952, the document would be named “20170821-AQD-N2952-public comment”) and place it on “<T:\ADM\CALENDAR\{current year} Calendar Items>” in the “To be Posted” folder.

The secretary will send an email to Kelly Orent (and copy Lorraine Hickman, “back-up”) to say that it has been posted. Kelly will review for any errors or omissions and pass it on to the Publisher.

All notices must be placed in the correct folder by 5:00 pm on the Monday prior to the week the public comment period starts. A new schedule will be provided with deadlines for posting and dates for comment period to run.