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**Process for Archiving Regulations Development Documents
Bureau of Air Quality**

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Introduction

The Regulatory Development Section of the Bureau of Air Quality develops and revises air quality regulations and standards for the State of South Carolina. The section is comprised of a manager and a staff of four. Staff tracks and reviews the development of federal standards that may affect the State by utilizing the internet, the *Federal Register*, and the United States Environmental Protection Agency (EPA). If federal standards are found to impact the State's Air Quality Program, staff drafts a new regulation or a revision to an existing regulation to maintain consistency with federal rules. Staff also develops, reviews and tracks air quality standards that are specific to the State and are not mandated by the federal government.

Staff follows the guidelines of the South Carolina Administrative Procedures Act (APA) when developing and revising air quality regulations. The South Carolina Department of Health and Environmental Control (Department) must follow these guidelines to ensure that the public and the regulated community are informed and aware of the proposed regulations and are provided with opportunities to comment and participate in the development of a regulation. This process will help ensure that the regulation, once finalized, will be legally applicable and enforceable.

The regulatory development process is complicated and may take months or even years to finalize one part or make one change. Every addition or revision is made following the guidelines of the APA. During this process, many documents are produced over a period of time. Many of these documents are made available to the public and the regulated community on the Department's website, through direct and electronic mailings, and by publication in the *State Register*. Notices of Drafting, Fact Sheets, Board Agenda Items, Notices of Proposed Rule, Notices of Final Rule, correspondence to and from the EPA, and Presiding Official's Reports are

some of the documents produced during this process.

Because developing and revising air quality regulations might take months or years to complete, loss of information is a main concern. Pertinent information, such as EPA correspondence and documents, may become misplaced, lost, or discarded. Also, turnover of staff can result in the loss of documents. With the exception of one person, staff members have been in the section less than two years each. When a person leaves, knowledge of the projects for which they are responsible also may leave. Currently, each project manager has a unique system of naming, storing, organizing and filing information and documents. Also, the schedule for placing these documents in the main file or archive varies for each individual. Each unique system was created by the project manager and is easily understood by him or her. However, it may be difficult or impossible for someone not familiar with another person's system to locate information to continue or review the project.

Currently, project managers utilize a non-standard or non-systematic naming system, resulting in different filename formats for the same type of document. For example, a recent review of the current system found three different formats for naming the regulatory information for standards in Regulation 61-62.5. A "standard" is indicated as "Standard", "Std.", and "St_No_". A Notice of Drafting may be electronically stored under "NOD" for one project, "Notice of Drafting" for another, and "Drafting Notice" for yet another. It can be a challenge for someone other than the project manager to locate a specific document or review a project file. It can even be a challenge for the project manager to locate specific documents without a standardized system of storage. The system being proposed should help to minimize or eliminate such inconsistencies.

Historically, project managers were directed as to where (electronic folder on the Bureau

of Air Quality's hard drive or file drawers in the file room) to save documents, but they used their individual judgments regarding when to place the document in the archives and what naming format to utilize. Also, over time, the staff and managers in charge had different opinions and ideas as to what was important, how long the information should be maintained, and where and how it should be stored. This created inconsistencies and gaps in the available information. Consequently, the complete record for the majority of past regulation changes cannot be archived because many documents are not available.

The purpose of this project is to organize and archive documents generated in the development and revision of regulations governing air quality. This collection of information is important to understanding the reasoning behind the development and/or revision of a regulation. It is also pertinent to document the process of the regulation development to ensure that the procedures outlined in the APA are followed for legal defensibility of the regulation if it is challenged.

This project will propose a system for archiving documents and information related to each regulation developed or revised. Two systems of archives will be maintained: electronic and printed (hard-copy). All electronic documents determined to be of relevance will be stored in a common directory, regardless of who generated the document. All printed documents will be stored in filing cabinets in a common file room. The systems will be such that anyone will be able to understand the design and utilize the archives as necessary. All finalized documents will be available to Department staff via the main printed and electronic files. Additionally, the regulated community will have instant access to many of the electronic documents via the Department's website.

Written standard procedures have been created for archiving documents in both

electronic and printed formats. The procedures explain which documents should be archived, when the documents should be made available in the archives and how they will be stored. Electronic directories have been created for each part of the air quality regulations, “Regulation 61-62, Air Pollution Control Regulations and Standards”, with subdirectories for the status of the change (Finalized, In Process, or Not Passed), with additional subdirectories within these reflecting the date of action to distinguish each change or revision from the others for the specific part of the regulation. The documents created for each change will be saved using a standardized naming system of codes (abbreviations) so that one will know the type of document by looking at the file name. For example, all “Notice of Drafting” documents will have “NOD” in their file name. In addition to the codes, a dating system is used to further distinguish each document. Furthermore, to supplement these written procedures, process checklists previously available have been revised to include prompts for archiving each type of document at the appropriate time.

Methodology

I first realized the need for a standardized process of managing the Regulatory Development Section’s archives when I had to review the history of a regulation. It was difficult to locate the information, and, although the revision was completed only a couple of years ago, electronic documents were not available. I asked for and received assistance from others in the section, and printed copies of most of the important documents related to the regulation revision that were available. These had to be scanned to create an electronic document for archiving. Instead of archiving the relevant documents separately, all documents were scanned and saved into one “master” electronic document with a file name representing the common name of the

project. Some organization existed, but it was inconsistent. I realized that, if accessing the archives was a regular need, improvements could be made.

After discussing the issue with management, I contacted representatives with regulatory development responsibilities in other program areas within Environmental Quality Control (EQC) to determine if anyone had already established some form method for organizing documents generated during the regulations development process. If a workable, standardized format existed, I anticipated adapting or incorporating those procedures for our use. Consistency across bureaus could prove beneficial if areas involved with regulations development were reorganized or combined. It might also benefit those in EQC Administration should they need to review or find specific documents related to our regulations. Unfortunately, no area had any formalized procedures for archiving documents. Upon completion of this project, I intend to share the written procedures and system developed with the other EQC program areas.

I discussed the issue of developing procedures for archiving regulatory development documents with my coworkers and manager. I also discussed the idea of addressing this need with my division director and our bureau chief. After it was decided that this would be the focus of my CPM project, I prepared a survey that attempted to assess the need for standardizing these procedures. I wanted to know the frequency that the archives would be utilized, who would utilize them, and who would maintain them. I also wanted to know if any written guidance or procedures currently existed for archiving the documents.

Because a limited number of people would directly utilize these archives, my sample group was small. I surveyed the staff of the Regulatory Development Section, the manager of the section, and the Director of the division that contains the section. The survey contained thirteen questions on the frequency of requests regarding past regulation development issues. I

attempted to ascertain who was being asked for historical regulatory information, whether or not the information sought was available, where he/she located the information, and how much difficulty he/she had in locating this information. I also asked for suggestions and guidance on how each was currently organizing their files and how the archives should be arranged. The questions and responses are summarized in Attachment 1.

I also interviewed coworkers and management as necessary after the survey was completed. I asked for elaboration on some of their survey comments and sought their opinion on the ideas and procedures as they were being developed.

Results

The purpose of the survey was to gather information on the needs of each individual affected and to determine what archiving system, if any existed. If a system existed, the survey sought to determine the features of this system and how was it implemented, with the intent of incorporating existing features into new, standardized procedures practiced by the section. The survey and subsequent discussions were also used to review the organization methods of the individuals questioned to determine what features could be incorporated into a system used by everyone.

The responses received from the surveys were descriptive and comprehensive. The information was analyzed to assess the need for archiving regulatory development projects. The frequency of use by staff, the method for locating the information, where the information is located, and the length of time to obtain the information were assessed. Degrees of opinions (strongly agree to strongly disagree) could not be tabulated, but the results of the survey indicated that each respondent believed that a standardized system should be established.

Once I reviewed the responses to the surveys, I directly (face-to-face) questioned the respondents about the information they provided. I asked the respondents to elaborate on their answers and to provide suggestions for improving the current process. Again, these discussions indicated a need for a standardized system.

It was determined that, although the archives may be used directly by a limited number of people in the division, having them better organized would be beneficial to address any future inquiries. Also, making these documents available on the Department's website would provide a service to staff, management, internal Department customers, the regulated community and the general public. The survey also indicated that staff prefers that all documents be stored in both electronic and hard-copy formats, emphasizing the desire that the section retain a printed copy of all pertinent documents, thereby limiting the reliance on electronic copies.

It was also determined that no formal, standardized procedures exist for naming documents or storing them. In addition, a previous employee had purged many of the files, leaving them incomplete. Even in the instances where electronic folders were prepared, some of the documents that should have been saved either were not or cannot be located. It would be impossible to establish or recreate a history of many of the regulatory changes that had already occurred.

Summary and Conclusions

As indicated earlier, the section did not have any standardized system or written procedures for archiving documents or utilizing the existing archives. Although documents are stored in a common location (electronic directory and file room), each individual has his/her own system for organizing the documents and schedule for storing them.

The results of the survey and subsequent discussions with staff revealed the need for written procedures. Written procedures would provide a source for guidance and standardization for storing documents, information for accessing stored documents, and consistency in organizing the archives. Because documents are to be stored in two different formats (electronic and printed), separate procedures for each were developed (See Attachment 2, "Instructions for Archiving Regulations Development Information – Electronic Format" and Attachment 3, "Instructions for Archiving Regulations Development Information – Hard-Copy Format"). These procedures propose a naming system for each format. These naming systems would be maintained as similarly as possible to avoid errors and confusion. For example, a Notice of Final Regulation published in the *State Register* on September 24, 2004 would be given an electronic file name of "NFR SR 20040924". The folder in the printed files containing this notice would also be labeled with "NFR SR 20040924".

As the standardized procedures were prepared, I sought input from staff and management as to how the documents could be arranged most effectively. A few systems were discussed. One proposal suggested that we utilize a system whereby all documents of a certain type would be stored together. For example, all Notices of Drafting would be stored in the same electronic directory ("Notices of Drafting") and in the same folder ("Notices of Drafting") in the printed files. Ultimately, it was decided, considering the perspective of someone who would be researching the archives, to arrange all archives according to the "parts" of the regulation. For example, the regulation is indicated by a number "61-62". The regulation is divided into parts, such as Part 1, Part 5.2, Part 96, etc. These parts are written as "R. 61-62.1", which represents Regulation 61-62, *Part 1*. All notices, EPA correspondence, and other documents for each specific revision would be stored together in the same directory (electronic format) or folder

(printed format) by part. Please refer to the written procedures (Attachments 2 and 3) for an explanation of this organization and examples.

As documents, such as written procedures, were created, copies were circulated to staff and management to solicit their input. I received several comments, and many of these were incorporated into the procedures.

Recommendations

I recommend that written procedures developed be provided to all staff in the Regulatory Development Section, and that staff begin to implement the procedures for archiving electronic and printed documents generated during the regulatory development process as soon as possible. These procedures will not only instruct the employee on how to archive documents, but it will inform him/her of how the archives are organized so that they can be better utilized. Also, I suggest that each staff person review the regulations that they managed previously and reorganize their files to be consistent with the newly established procedures. For documents created by staff members who are no longer in the Regulatory Development Section, I suggest that management assign these to staff for research and reorganization according to a schedule to be established.

In addition to the above recommendations, I suggest that the Department replace the document scanner currently available with a new scanner capable of scanning both sides of a page with one pass. Replacing this scanner would make the process of converting existing printed copies into an electronic format much easier and faster. Also, the current scanner can copy only one side of a document at a time, and it jams frequently. In addition, it was difficult to adjust the device so that the image captured was 8.5 by 11 inches. The image captured was

larger and longer than the page scanned, and it had to be resized manually using software. This would be cumbersome and time consuming for large documents, as each page of the document would have to be sized and resaved individually.

As with all written procedures, I strongly recommend that management and staff periodically (at least annually) review the archiving procedures and revise as necessary.

In developing this process, a simple reorganization of the files and preparation of written procedures was not sufficient. Other “sub-procedures” needed to be incorporated into the main procedures. For example, it was insufficient to state in the procedure that “electronic copies in both MS Word and “pdf” format must be saved. We had to establish written procedures for converting MS Word files (the format we most commonly use) into “pdf” format. This was relatively easy for those documents that were stored electronically. However, for hard-copy documents, a community scanner is utilized to scan the documents using Adobe Reader. Again, procedures had to be written for utilizing this device.

No person accessing the electronic files will have the ability to modify them, either intentionally or accidentally. The electronic files will be stored as “read-only”.

The regulated community and general public will also have access to view many of these documents via the Department’s website. The section is still evaluating which documents will be made available. According to discussions with the Bureau’s webmaster, the process of making these documents accessible should be relatively easy. Links to the archives, when established and organized, would be made to allow website visitors access. A document already developed (no title) which chronicles the creation and revisions of Regulation 61-62 already exists. An electronic copy of this document is being modified to include hyperlinks to all documents that are stored electronically related to the specific regulatory event. The website

visitor can find the listing for the revision for which he/she has interest and simply “click” on the document (NOD, NFR, etc.) that is of interest, and the website visitor will be taken directly to the document selected. Please see Attachment 5 for a copy of this listing. The hyperlinks are located in the column to the left under “Supplemental Documents”. Only the last three of nineteen pages of the “History of Revisions” have been included to conserve space.

Our staff has already begun to review and discuss these procedures in our regular staff meetings. It is recommended that, at least for the six monthly staff meetings following full implementation, the problems and successes with the archiving system be discussed, to include modifications to the procedures to improve ease of use or accessibility to documents. Thereafter, staff should be encouraged to mention any problems with the system or suggestions for improvement as they encounter them. In addition, at least annually, the procedures should be reviewed by all regulations development staff and the section manager and revised as necessary.

Staff should also provide feedback after using the archives in a “real world” situation. For example, when someone contacts a staff member for information about a regulation and the staff person utilizes the archives, he or she should note what information was needed, how the information was retrieved from the archives, and how easily the information was attained. Staff should also note whether or not the information needed was available. Staff will discuss the “real world” use of the archives at the regular staff meetings and make recommendations for changes that will be made to the procedures if determined necessary.

Evaluating the effectiveness of making this information available on the Department’s web site poses more of a challenge, as it will not be possible to know who is visiting the site without the visitor voluntarily providing his or her information, such as an email address. A web counter can be added to the web page to track the number of visitors to the web site. It is also

possible to track which and how often electronic documents are viewed and downloaded, should the decision be made that this information is needed to assess the web site's capabilities. The most effective means of evaluating the web site and the availability of information would be to include a statement at the bottom of the page (found on many websites) that states "For comments about this web site, contact (representative) at (email address)". The underlined words in the statement would be links to connect the visitor to a web page for providing comments. I recommend that a statement such as this be added to the web page with regulations development information.

Attachment 1 – Survey Questions and Responses

Regulations Development Survey – Summary of Responses Archiving Documents Relating to the Development of Regulations

1. How often do you need to access archived information for regulations?

DC – Every time we make submittals to EPA for recently promulgated regulations, amendments to regulations, or amendments to the South Carolina Air Quality Implementation Plan (SIP). Whenever questions about the history of regulations, or discrepancies in the SC Code of Regulations, or discrepancies in the federally approved SIP are forwarded to me.

TF – Not very often. Perhaps once every couple of months.

TL – Monthly so far.

HP – Probably about once every other week.

RS – One or two times a year.

2. Where do you look for information about passed regulations and their associated documents?

DC – Electronic files are found in the Federal Register archives, EPA's various web sites and archives, SC Code of Regulations archives, SC State Register archives, and in several different directories maintained by different Divisions and Sections in the Bureau of Air Quality. Hard copies and microfiches of regulatory information can be obtained from EPA's various programs, from the DAPDO file cabinets, from the permitting area library, and through the Public Library System.

TF – Filing cabinet some, but mainly in the DAPDO directory.

TL – Regulatory Development Section hardcopy and electronic files.

HP – It depends on the regulations. If we are talking specifically about our state regulations, which I think we are, then I look in the file cabinets. However, now that we have begun making pdf copies, I can increasingly rely on the DAPDO directory. Finally, I refer to the State Register website. However, as the electronic archives for this do not go back any further than 1997, this has limited use. When the SR website and the file cabinets fail, I turn to Dennis for assistance.

RS – I contact the section manager.

3. What documents and information associated with the development of a regulation do you think should be retained?

DC – Federal Register documents, internal review documents, State Register notices of drafting, board agenda items, red line - strikeout version of the proposed regulations, State Register

notices of proposed regulations, State Register notices of public hearing, State Register notices of final regulation, board minutes, State Register errata notices, staff informational forum transcripts, public hearing transcripts, EPA correspondence letters.

TF – Everything except the drafts.

TL – Notice of Drafting (NOD), Draft and Final Board agenda item, Public Hearing Notice, Information from SIF, Comments, Transcript of Board Hearing, and Final Regulation in State Register.

HP – At a minimum, we need the Board Agenda items and the State Register notices and the transcripts from the public meetings. If the document is SIP-related, then we also need a copy of the SIP submittal and any EPA letters are also critical.

RS – Everything.

4. What format of storage/archiving would you prefer (electronic, hard-copy, both, other)?

DC – Both.

TF – Electronic would be the best. If we need a hardcopy, then we could print it.

TL – I would assume that both electronic and hard-copy would be necessary. Both electronic and hard-copy formats should be utilized.

HP – Electronic and hard copy.

RS – Both.

5 a) How often do you receive request from others for information about archived regulatory information and documents?

DC – Several times a year; sometimes several times in a month.

TF – Very rarely.

TL – I have not received such requests thus far.

HP – This is hard to say, but perhaps no more than once a month.

RS – If received, passed to section manager.

b) Approximately how long did it take you to provide this information to them?

DC – Minutes, days, weeks, and often unable to find the documents.

TF – The one time I was asked, I think it took less than an hour.

TL – I have not received such requests thus far.

HP – This depends. Sometimes I can find the information right away and in which case it only takes a few minutes. Other times it can take hours or more.

RS – No response.

c) Where did you locate the information?

DC – See 1 and 2 above.

TF – In the filing cabinet.

TL – I have not received such requests thus far.

HP – Generally in one of the places mentioned under #2.

RS – No response.

6. What documents, if any, should be available to the public via the *internet*?

DC – Most of the documents mentioned in 3 above.

TF – The NOD, NPR and final regulation.

TL – NOD, transcript of SIF, transcript of Board hearing, and final regulation as printed in State Register.

HP – Aside from regs, I think we need State Register notices and SIP submittals. However, this would also depend on the importance of the document. For instance, the entire SIP submittal is on the website for the NOx SIP Call and I refer folks to that on a regular basis. However, it would clutter things up if we were to put every SIP submittal on our website.

RS – NOD's, Final Regulations, SIP Final Documents.

7. What documents, if any, should be available to EQC internal customers via the *intranet*?

DC – All of the document mentioned in 3 above, although it would be redundant to have it available in two or three separate archives.

TF – I think that what we put on the internet would be sufficient for internal customers.

TL – All items in #7 along with comments and final Board agenda item.

HP – I don't think we need another location on the intranet for internal customers. I believe that between the internet, the DAPDO directory and the reg update that is available on the intranet, we have our internal customer needs covered.

RS – Not sure other program have much interest in our regulations, but all of items in #6 and then draft documents and stakeholder meeting notes would be good to have on the intranet for BAQ.

8. What documents, if any, should be available exclusively to Bureau of Air Quality staff?

DC – Cannot think of any that would not be subject to FOI.

TF – I think that what we archive in the DAPDO directory is more than sufficient for the Air Quality staff.

TL – None.

HP – I think DAPDO is exclusive to BAQ and that is fine.

RS – See # 7.

9. When do you think documents should be archived: During the regulation development process (i.e. archiving the NOD when it's published in the State Register, archiving the notice of proposed rule when it's published in the State Register, etc. OR After the regulation has been finalized (project manager keeps all documents until Notice of Final Rule is published in the State Register). Other suggestions?

DC – As soon as a final document is generated; too many documents are saved with the same name in the personal directories. I have seen too many electronic documents mistakenly identified as the final document.

TF – Archive after published as final. If by archive you mean make them available to internal and external customers. We can always archive on the DAPDO directory as documents are completed for Air Quality staff.

TL – After the regulation has been finalized.

HP – I would say after the regulation development process.

RS – Probably at the end of the process.

10. Do you think we should archive information about regulations that the section worked on but did not get passed? Do you think this history will be important in the future if the issue is readdressed?

DC – Yes. Yes. I have been put through the hoops of having to reconstruct past regulatory

initiatives.

TF – Yes, it may be useful to keep these documents handy so we have an idea in the future as to why a regulation was rejected.

TL – I would think that this info should be maintained and would be helpful in the future. This info should be maintained and can be helpful should the issue be raised in the future.

HP – Yes, we certainly need to keep hard copy files and in this case the file needs somehow spell out that the process was stopped. I'm not sure how that would be accomplished with an electronic file.

RS – Yes!

11. Who do you think should be responsible for making sure that all necessary documents are archived in a hard file and in the electronic files? For example, should each project manager provide electronic copies to one designated person who makes sure all necessary files are archived, or should each project manager be responsible for making sure all of the documents associated with their projects are archived correctly? Other suggestions (s.a. the administrative assistant is responsible for all archiving).

DC – The person who generates the final document should be responsible for ensuring that the document is archived correctly, whether or not he does it himself is unimportant.

TF – The person who creates the document should be the one to archive it to reduce the amount of confusion. This would cut down on the number of errors, since the person working on it would be the most familiar with a documents status.

TL – It seems to me that it will be more efficient to have each project manager archive the information since they will have most, if not all, of it by the time archiving is necessary.

HP – The current process has each staff person responsible for making sure that the hard copy file is complete and in the file cabinet at the end of the regulatory development process. Each staff person is also required to update the DAPDO directory with the electronic copies. As to the pdf files, this has been done by a variety of people. I don't have any suggestions about

RS – No preferences, but (administrative assistant) can help. Just need to be sure process is documented and things are done consistently.

12. How would you like for the archived documents to be organized?

Possibilities:

Chronologically

By year, then by part (Part 61-62.5, 61-62.60, 61-62.63, etc.)

By part, then chronologically

Other?

DC – Whichever method is selected does not really matter. One of the concerns I have is that copies of the same document is found in several different folders and others cannot be found in the folders that I think it should be in. We probably need a librarian to develop a cross referencing system; something similar to the Dewey decimal system. I would love to be able to find a document just by going to an index that would tell me where to look.

TF – By part, then chronologically.

TL – In my opinion, organizing by part, then chronologically seems to be best.

HP – The file cabinets are currently organized by part and then by year. I don't have any particular feeling as to whether that is the most efficient way or not. Its just the way we always do it.

RS – By year, then by part.

13. Do you know of any written procedures or guidance regarding files or archiving documents created during the regulation development process?

DC – No; but the system used in public libraries have been very successful for more than a hundred years.

TF – No.

TL – No.

HP – No.

RS – I vaguely remember some reg process stuff that was written long ago. Will see if I can locate it. It might have included filing/archiving.

Attachment 2

Instructions for Archiving Regulations Development Information – Electronic Format

Two versions of each document (one in MS Word and the other in “pdf” format) are to be saved, if the document was generated by staff in MS Word format. If no MS Word formatted document is available (such as when the document was generated elsewhere), then one version in “pdf” format will suffice.

File Location and Organization

The Regulations Development Archives will be located in the “H” drive, which contains the “DATA” directory, which contains the “DAPDO” (Division of Air Planning, Development, and Outreach) directory, which contains the “Regulation Development” directory, which contains the “Archives” directory. The “Archives” directory will contain directories for each Part of Regulation 61-62 as follows:

- R. 61-62.1
- R. 61-62.2
- R. 61-62.3
- R. 61-62.4
- R. 61-62.5 Std. 1
- R. 61-62.5 Std. 2
- R. 61-62.5 Std. 3
- R. 61-62.5 Std. 3.1
- R. 61-62.5 Std. 4
- R. 61-62.5 Std. 5
- R. 61-62.5 Std. 5.1
- R. 61-62.5 Std. 5.2
- R. 61-62.5 Std. 6
- R. 61-62.5 Std. 7
- R. 61-62.5 Std. 7.1
- R. 61-62.5 Std. 8
- R. 61-62.6
- R. 61-62.7
- R. 61-62.60
- R. 61-62.61
- R. 61-62.63
- R. 61-62.68
- R. 61-62.70
- R. 61-62.72
- R. 61-62.96
- R. 61-62.99

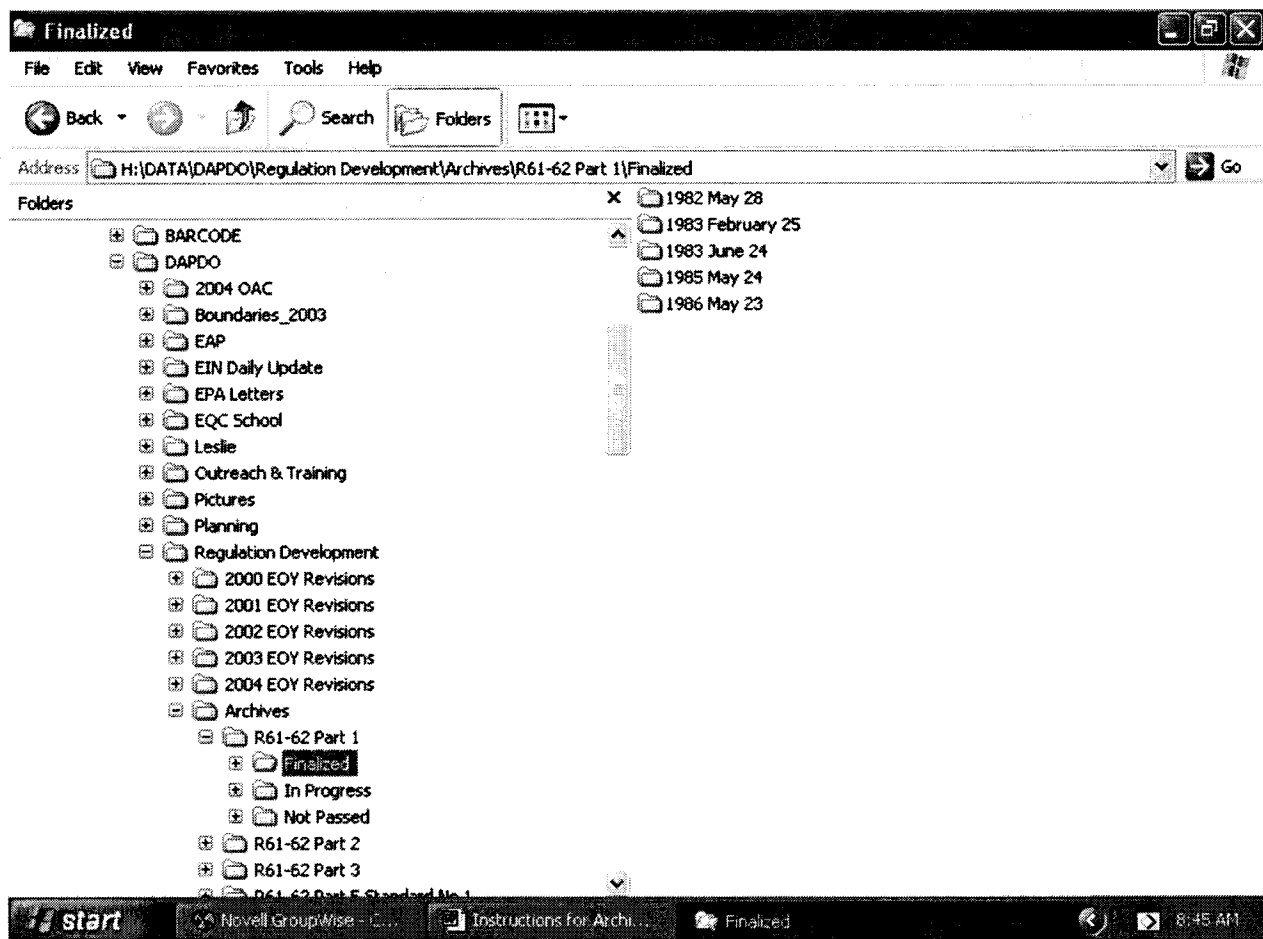
Three directories are located in each Part directory. These are as follows:

Finalized: This directory contains all folders with files for regulatory changes that have passed or have become final. Only files for regulatory actions or changes that have been completed will be in this directory. In the “Finalized” directory, folders indicating the date that the regulation or change became effective can be found. In each of these dated folders, documents pertaining to that specific regulation or change will be archived.

In Progress: This directory contains all folders with files for regulatory changes for which the Department is actively pursuing. The changes have not yet been finalized. In the “In Progress” directory, a folder indicating the date that the Notice of Drafting was published in the *State Register* will contain documents pertaining to that specific regulation or change. Once completed, these documents will either be moved to the “Finalized” directory or the “Not Passed” directory. **Note that the folder name must be changed to reflect the date finalized or the date that the regulatory action ceased.**

Not Passed: This directory contains all folders and files for regulatory changes that were attempted but did not pass. In the “Not Passed” directory, folders indicating the date that the regulatory action ceased can be found. In each of these folders, documents pertaining to that specific regulation or change will be archived.

The organization of the folders is represented by the image below.



Naming of Documents

It is important to standardize the naming of documents for improved organization and locating. Also, a standardized naming format will help the person utilizing the archives to know what a document is without opening it. For example, “NOD” is used in a document’s name to indicate that it is a Notice of Drafting. The codes below will be used to indicate the type of document.

BAI – Board Agenda Item
ERR – Errata
NOD – Notice of Drafting
NFR – Notice of Final Rule
NPH – Notice of Public Hearing
NPR – Notice of Proposed Rule
POR – Presiding Official’s Report
SIP PHS – State Implementation Plan Pre-Hearing Submittal
SIPR – State Implementation Plan Revision

A date indicating when the document was finalized should be included in the following format:

4-digit year (e.g. 2004)
2-digit month (e.g. 12 for December)
2-digit day (e.g. 25)

For example, Christmas Day 2004 would be expressed at 20041225.

A NOD published in the State Register on September 24, 2004 would have a file name of “NOD 20040924”. The codes could be combined or used with other words to indicate the type of document saved. For example, the staff informational forum sign in sheet for the meeting held on July 10, 2004 would be named “SIF SIS 20040710”. By looking at the file name, we instantly know that the document is a sign-in sheet for the meeting (staff informational forum) held on July 10, 2004.

The Board Agenda Items (BAI) should be numbered to indicate the first and second submittals in the process. The first board agenda item for a board meeting to be held on September 9, 2004 would have a file name of “BAI 1 20040909”.

Note that the name of the electronic file should be identical to the file name written on the folder of the corresponding document located in the hard-copy files.

Once the final document has been created and is “official” (i.e. approved by management or published in the *State Register*, which ever is applicable), two copies – one in MS Word format and the other in PDF should be created and saved in the appropriate directory/folder in the Regulatory Development Archives. **See procedures for converting a document to PDF below.**

Documents that are to be archived include, but are not limited to the following:

Notice of Drafting
Board Agenda Item 1
Notice of Proposed Regulations
Board Agenda Item 2
Notice of Final Regulations
Transcripts of Staff Informational Forums¹
Transcripts of Public Hearings¹
EPA Correspondence Letters
Presiding Official’s Report
SIP Submittal if Sip-related

¹ Since these documents are not created by staff, a MS Word version will not be available. The recorder sends copies to us. These are scanned and converted to PDF documents for archiving.

Documents with Signatures

Some documents, such as the Board Agenda Items and the Presiding Official's Report, are finalized when signed by the appropriate authority. In these cases, it is preferable to incorporate the signature into the saved final document.

To include the signature into an electronic document, the hard-copy representation of the signature must be captured by scanning the signature page. The signature image of the document is selected and saved by the project manager. This signature image is then inserted into the MS Word formatted document in the appropriate place, and the empty signature lines in the original document are deleted. The project manager may have to adjust the size and location of the signature image to replicate the hard-copy version. Once inserted, this document is to be saved in MS Word format. It can also be converted to "pdf" format.

Converting a file to "pdf" format

A file can be converted to a "pdf" document by using Adobe Acrobat. Unfortunately, not everyone has access to this program. An added feature using the "Print" capabilities of MS Word is available. This feature is called "PrimoPDF". Contact an Information Technology (IT) Specialist in the bureau for access to this feature.

To convert a document to "pdf" format, open it in MS Word. Select "Print" from the "File" option on the Menu Bar. In the "Printer" field, select "PrimoPDF" and then "OK". A window will open for PrimoPDF. Enter the file name directly in the first field, or use the "Browse" feature to select the location where the new "pdf" file will be located. Once the name and location have been entered, click on the circle beside "Screen" in the "Output Selection" box, making sure a dot appears in the circle. Then select "OK". This will convert the document into "pdf" format, and Adobe Acrobat Reader will open. The document has now been converted to "pdf". Note that using this feature will not generate a hard-copy of the document.

Scanning a document to save as "pdf" format

A hard copy of a document can be scanned and saved in a "pdf" format. The scanner located in the IT area of the second floor of the Aycock building is utilized. If more than one page is to be scanned, it is suggested that the automatic feeder be used.

First, log into the computer connected to the scanner, select the "Adobe Acrobat" icon on the desktop. Once open, select the "File" option. Next select the "Import" option, then the "Scan" option.

Follow the directions that appear on the screen and make the selections that best describe the type and format of the document that is being scanned. Once complete, save this document in the "pdf" format using the "naming of documents" guidance above.

Security of a Document

Electronic documents saved in the Archives directory must be protected so that changes cannot be made to the files. These documents must be "Read-Only". A document can be protected several ways. Using MS Word, open the document to be protected. Select "Tools" from the menu bar. Then select "Options" and click on the "Save" tab in the options window. At the bottom of this window, click on the box next to "Read-Only Recommended", and a check mark should appear in the box. Next, click on the "Apply"

button at the bottom right of the window. This will enable viewers to view the document, but the document cannot be modified unless it is saved under a different name.

“pdf” files cannot be modified unless the viewer is utilizing Adobe Acrobat. The files cannot be modified using Adobe Acrobat Reader. To protect a “pdf” document from being modified, select the “My Computer” icon on the desktop and locate the file to be protected. Highlight the filename in the window, and click the right mouse button. Select “Properties”, and then select the “General” tab. Click on the box at the bottom of the window beside “Read-Only”. This procedure can be used to protect MS Word documents also.

Revisions involving multiple Parts

In some instances, a regulatory revision might include several Parts. The 2003 End-of-Year revisions, for example, have included revisions to Parts 60, 63, 70, and 96 and even added a new Part 61. It is uncommon to have a revision other than the End-of-Year revision to include so many Parts. However, when it occurs, we must put the associated documents into the directory for each Part involved. For the 2003 End-of-Year revisions example, the same documents (NOD, NFR, NPR, etc.) will be archived in each relevant directory. While this may seem redundant, it will allow the user to capture all regulatory revisions for a particular Part.

Attachment 3

Instructions for Archiving Regulations Development Information – Hard-Copy Format

Only one version – the final one - of each document is to be saved in the archive. The complete file containing all relevant documents should be added to the archives when the process for that action has been completed or abandoned. The project manager will maintain all documents at his desk until that time.

File Location and Organization

The Regulations Development Archives are located in room 3183 of the Sims building in clearly labeled file cabinets. A divider separates each section of Part of Reg. 61-62, and these are labeled as follows:

- R. 61-62.1
- R. 61-62.2
- R. 61-62.3
- R. 61-62.4
- R. 61-62.5 Std. 1
- R. 61-62.5 Std. 2
- R. 61-62.5 Std. 3
- R. 61-62.5 Std. 3.1
- R. 61-62.5 Std. 4
- R. 61-62.5 Std. 5
- R. 61-62.5 Std. 5.1
- R. 61-62.5 Std. 5.2
- R. 61-62.5 Std. 6
- R. 61-62.5 Std. 7
- R. 61-62.5 Std. 7.1
- R. 61-62.5 Std. 8
- R. 61-62.6
- R. 61-62.7
- R. 61-62.60
- R. 61-62.61
- R. 61-62.63
- R. 61-62.68
- R. 61-62.70
- R. 61-62.72
- R. 61-62.96
- R. 61-62.99

The section for each part is subdivided into two sections. These are:

Finalized: This section contains all documents for regulatory changes that have passed or have become final. In this section, folders labeled with the date that the regulation or change became effective can be found. In each of these, subfolders with documents pertaining to a specific regulation or change will be archived. For new or revised regulations, the effective date as published in the *State Register* will serve as the finalized date as indicated on the folder tab. See “Naming of Individual Document Files” below.

Not Passed: This section contains all folders and files for regulatory changes that were attempted but did not pass. In the “Not Passed” section, folders labeled with the date that the regulatory action ceased can be found. In each of these, subfolders with documents pertaining to a specific regulation or change will be archived. For attempted changes, the date that the attempt was abandoned will serve as the appropriate date as indicated on the folder tab. See “Naming of Individual Document Files” below.

The date on the folder tabs should be in the format of “four digit year – two digit month – two digit day”. For example, the folder containing documents for a regulatory revision to R. 61-62.96, with the Notice of Final Regulation published in the State Register on September 24, 2004, will be labeled as follows:

R. 61-62.96 20040924

Naming of Individual Document Files

It is important to standardize the naming of documents for improved organization and locating. Also, a standardized naming format will help the person utilizing the archives to know what document is contained in each folder at a glance. For example, “NOD” is used in a document’s name to indicate that it is a Notice of Drafting. The codes below will be used to indicate the type of document.

BAI – Board Agenda Item
BMT – Board Meeting Transcript
ERR – Errata
MIR – Memo for Internal Review
MISC – Miscellaneous Info, s.a. supporting documentation
NOD – Notice of Drafting
NFR – Notice of Final Rule
NPH – Notice of Public Hearing
NPR – Notice of Proposed Rule
POR – Presiding Official’s Report
PS – Promulgation Schedule
SIF – Staff Informational Forum
SIP PHS – State Implementation Plan Pre-Hearing Submittal
SIPR – State Implementation Plan Revision
SIS – Sign In Sheet

A NOD published in the *State Register* on September 24, 2004 would have a file name of “NOD 20040924”, using the codes above and the date format of “four digit year – two digit month – two digit day”. This file name should be written on the tab of the folder containing the document. The codes could be combined or used with other words to indicate the type of document in the folder. For example, the staff informational forum sign in sheet for the meeting held on July 10, 2004 would be named “SIF SIS 20040710”. By looking at the file name, we instantly know that the document is a sign-in sheet for the meeting (staff informational forum) held on July 10, 2004.

The Board Agenda Items (BAI) should be numbered to indicate the first and second submittals in the process. The first board agenda item for a board meeting to be held on September 9, 2004 would have a file name of “BAI 1 20040909”.

Note that the name on the document folder should be identical to the file name in the regulations development electronic archives.

Documents that are to be archived include, but are not limited to the following:

Notice of Drafting
Board Agenda Item 1
Notice of Proposed Regulations
Board Agenda Item 2
Notice of Final Regulations
Transcripts of Staff Informational Forums
Transcripts of Public Hearings
EPA Correspondence Letters
SIP Submittal if SIP-related

Appendix A contains an example of the folder names for the 2003 Regulation Revision.

Revisions involving multiple Parts

In some instances, a regulatory revision might include several Parts. The 2003 End-of-Year revisions, for example, included revisions to Parts 60, 63, 70, and 96, and added a new Part 61. When this occurs, we must indicate the revision in the files for each Part involved. It is a waste of paper and space to make multiple copies for each Part involved and store these in the archive. Therefore, a complete copy of all pertinent documents will be stored in the folder for the Part with the lowest number, and a folder with the finalized date containing a memo stating where all pertinent documents for this specific revision can be found will be placed in the divisions for the other parts. For the 2003 End-of-Year revisions example, all pertinent documents will be stored in a folder under Part 60, and a file labeled with the applicable Part and the final date will contain a memo (see example – Appendix B) indicating that all documents relevant to that specific revision event are contained in a folder located in the section for Part 60.

Appendix A – Outline of Folder and File Organization – Example

R. 61-62.60 (Name on Divider)

R. 61-62.60 20040924 (Name on Folder)

Folder names with corresponding documents:

NOD 20040423
MIR 20040610
BAI 1 20040708
NPH 20040723
NPR 20040723
SIF 20040823
BAI 2 20040909
BMT 20040909
NFR 20040924
MISC
ERR 20041022
POR 20040909

R. 61-62.61 (Name on Divider)

R. 61-62.61 20040924 (Name on Folder, containing memo referencing R. 61-62.60 20040924)

R. 61-62.63 (Name on Divider)

R. 61-62.63 20040924 (Name on Folder, containing memo referencing R. 61-62.60 20040924)

R. 61-62.70 (Name on Divider)

R. 61-62.70 20040924 (Name on Folder, containing memo referencing R. 61-62.60 20040924)

R. 61-62.96 (Name on Divider)

R. 61-62.96 20040924 (Name on Folder, containing memo referencing R. 61-62.60 20040924)

Appendix B – Example Memorandum for Cross Referencing Regulatory Changes

MEMORANDUM

To: Regulation Development Archives

From: (Project Manager)

Date: (Date)

Re: Cross Reference for regulation revisions

The revision/regulations finalized on (date) addressed changes or added regulations to several Parts of R. 61-62. All pertinent documents related to this action for Part (number of Part where this memorandum is located) can be found in the section for R. 61-62 Part (number of Part with the lowest number), finalized on (date).

Attachment 4 – Regulation Development Checklist

Regulation Development Checklist
Revised January 24, 2005

Date Due	Date Completed	Item/Task
		Decision made to revise/draft regulation. Project assigned to staff.
		Establish workgroup (engineers, compliance, district, others)
		Prepare regulation development promulgation schedule.
		Prepare a Notice of Drafting (NOD) for management review. Give to the Section Manager.
		Address comments from management on NOD and revise.
		Commissioner’s review (Check with Section Manager first.) >Email to Bob King, cc Jim Joy and Robin Stephens
		Send final NOD to Peggy Epting by the first Friday of the month.
		Peggy will comment/approve NOD. Once approved, send her 4 printed copies and an electronic copy on a 3.5 inch diskette. She will review and forward NOD to the Legislative Council for publication in the <i>State Register</i> .
		Send copy of final NOD to Commissioner for his information when copies sent to Peggy Epting.
		Save electronic copy of NOD in archives.
		On date of expected publication in <i>State Register</i> , check the <i>State Register</i> website to confirm publication at http://www.scstatehouse.net/cgi-bin/state_register.exe . You will need a user id and a password.
		Once publication confirmed, forward an electronic copy of the NOD to Tommy Flynn. He will send copies of the NOD to: >Recipients on the group mailing list >IT (Todd Barrett) to post on web page >SR Notices file (electronic and hard copy)
		Make two copies of the NOD with the NOD on one side and the promulgation schedule on the other for distribution. Give to Section Manager.
		Gather comments on NOD for thirty days. Arrange stakeholders meeting if necessary.
		Respond to comments received after comment period.
		Prepare first Board Agenda Item (BAI) (with workgroup) and the proposed regulation after expiration of 30-day comment period. >Include comments to NOD and agency’s responses. >Prepare “Bullets” for Deputy Commissioner (Bob King)
		Circulate BAI #1 for review through BAQ Management (start with Section Manager).
		Create the EQC Internal Review Document and distribute for comments. See recipients on template. >Forward a copy to EPA if the regulation affects the State Implementation Plan (SIP) or a federal regulation. (Pre-hearing submittal after BAI 1 approved.)

		After EQC internal review, incorporate all comments into the BAI and submit to Peggy Epting for review at least one week prior to the submission deadline to the Clerk of the Board (last Thursday of each month).
		To the Clerk of the Board (currently Lisa Lucas), submit at least three weeks prior to board meeting, the following:
		>12 complete sets (summary sheets and background documentation) of BAI #1
		<ul style="list-style-type: none"> • Copied front and back/double sided • Standard 3 – hole punched • No staples (paper or binder clips only).
		>50 additional copies of the summary sheets. (no holes punched)
		>Send electronic copy of BAI, including SS, to Lisa Lucas
		Save electronic copy of BAI #1 in archives.
		Board Meeting Presentation #1
		If Board approves, incorporate comments into Notice of Proposed Rule (NPR).
		Submit NPR to Peggy Epting for review.
		Upon approval by Peggy, submit three (3) hard copies and an electronic copy on diskette to her two weeks prior to the submission deadline to the Legislative Council (first Friday of each month).
		Save electronic copy of NPR in archives.
		NPR published in <i>State Register</i> . Verify publication at state register website.
		Upon verification of publication, send electronic copy of NPR to Tommy Flynn. He will email to mailing list and print copies for postal mail and give to Renee Baecker.
		For SIP revision or federal mandate, mail pre-hearing info to EPA.
		Prepare for Staff Informational Forum (SIF):
		>Reserve Conference Room
		>Prepare sign-in sheet
		>Prepare script
		>Schedule court reporter (if necessary)
		Save electronic copy of SIP submittal in archives.
		Circulate BAI #2 for BAQ mngmt and Peggy Epting to review (legal office also if changes are significant).
		To the Clerk of the Board (currently Lisa Lucas), submit at least two weeks prior to board meeting, the following:
		>12 complete sets (summary sheets and background documentation) of BAI #2
		<ul style="list-style-type: none"> • Copied front and back • Standard 3 – hole punched • No staples (paper or binder clips only).
		>50 additional copies of the summary sheets. (no holes punched)
		>Include Public Hearing sign-in sheet with BAI #2 package to Board Clerk
		>Send electronic copy of BAI #2, including SS, to Board Clerk
		Save electronic copy of BAI #2 in archives.
		Prepare draft Notice of Final Regulations for internal and Peggy review (prepared and reviewed before Board Meeting but not official until after approval of BAI #2 by Board).
		Public Hearing before Board

		If approved by board and no legislative approval required, Prepare NFR for publication in SR, and have it reviewed by mngmt and Peggy Epting again.
		When NFR finalized, give three copies, original (four copies total) and electronic copy on diskette to Peggy Epting for submission to Legislative Council.
		Save electronic copy of NFR in archives.
		On date of expected publication in <i>State Register</i> , check the <i>State Register</i> website to confirm publication at http://www.scstatehouse.net/cgi-bin/state_register.exe . You will need a user id and a password.
		Verify that final regulation in <i>State Register</i> agrees with what we submitted.
		Once publication confirmed, forward an electronic copy to Tommy Flynn. He will send copies of the NFR to: >Recipients on the group mailing list >IT (Todd Barrett) to post on web page >SR Notices file
		Save all relative documents in DAPDO directory in .pdf and MS Word formats and put complete file for development of reg(s) with mail files. Documents to be saved include but not limited to: >NOD >Internal Review Document >NPR >Notice of Public Hearing Letter >NFR >Sign in sheets for SIF and Board meetings (public hearings) (hard copy only) >Comments submitted and Agency's responses >NFR announcement letter
		Review electronic archives and save any essential document not already included.
		Revise regs as necessary and distribute updated copies. Replace updated regs in bookcase in main office hallway on third floor and in reg area on second floor. See Renee Baecker for assistance.

Attachment 5 – Listing of Regulatory Changes with Hyperlinks to Supporting Documents

**SOUTH CAROLINA
DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL**

**REGULATION 61-62
AIR POLLUTION CONTROL REGULATIONS AND STANDARDS
RECORD OF REVISIONS**

<p>48 (08/23/02) Doc. No. 2736</p> <p><u>Supporting Documents:</u> <u>NOD</u> <u>NPR</u> <u>NFR</u> <u>POR</u> <u>SR NFR</u></p>	<p>R.61-62.1</p> <p>R.61-62.60</p> <p>R.61-62.63</p> <p>R.61-62.70</p>	<p>Amended R.61-62.1, <i>Definitions and General Requirements</i>, “Section V - Credible Evidence” to update the reference to the “Environmental Audit Privilege and Voluntary Disclosure Act.”</p> <p>Amended R.61-62.60, <i>South Carolina Designated Facility Plan and New Source Performance Standards</i> - Added and updated Subparts that were not previously incorporated by reference.</p> <p>Amended R.61-62.63, <i>National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Categories</i> - Added and updated Subparts that were not previously incorporated by reference. Also, amended the “Note” after Subpart B for clarification.</p> <p>Amended R.61-62.70, <i>Title V Operating Permit Program</i> - Section 70.7(e)(6)(v) to correct the citation to reference “Title IV”</p>
<p>49 (06/27/03) Doc. No. 2840</p> <p><u>Supporting Documents:</u> <u>NOD</u> <u>NPR</u> <u>NFR</u> <u>POR</u> <u>SR NFR</u></p>	<p>R. 61-62.1</p> <p>R.61-62.1</p> <p>R.61-62.60</p> <p>R.61-62.63</p> <p>R.61-62.70</p> <p>R.61-62.70.5</p>	<p>Amended R.61-62.1, <i>Definitions and General Requirements</i>, “Section II H.1(a)–Permit Requirements” to delete the words “Section I,”</p> <p>Amended R.61-62.1, <i>Definitions and General Requirements</i>, “Section IV B.2.–Source Tests” to clarify language specifying authorization of proposing alternate test methods.</p> <p>Amended R.61-62.60, <i>South Carolina Designated Facility Plan and New Source Performance Standards</i> - Added and updated Subparts that were not previously incorporated by reference.</p> <p>Amended R.61-62.63, <i>National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Categories</i> - Added and updated Subparts that were not previously incorporated by reference.</p> <p>Amended R.61-62.70, <i>Title V Operating Permit Program</i>, paragraph 2.r.(2)(xxvii)–Definitions to amend definition to include stationary sources regulated as of August 7, 1980.</p> <p>Amended R.61-62.70, <i>Title V Operating Permit Program</i>, paragraph 5(a)(1)(ii)–Permit Applications to add deleted text.</p>

<p>50 (06/25/04) Doc. No. 2872</p>	<p>R.61-62.2</p>	<p>Amended R.61-62.2, <i>Prohibition of Open Burning</i> as part of the Early Action Compact (EAC) process to, among other things, clarify that only clean wood products shall be used for fires set for human warmth and to specify that only permanent fire-fighter training facilities are exempt and that non-permanent locations must receive Department approval prior to any burning activity. The paragraph allowing the burning of household trash on the premises of and originating from private residences has been deleted and the paragraph allowing for burning of construction waste from building and construction operations has been revised to allow only residential construction waste to be burned provided it meets to conditions specified in the paragraph.</p>
<p><u>Supporting Documents:</u> <u>NOD</u> <u>NPR</u> <u>NFR</u> <u>POR</u> <u>SR NFR</u></p>	<p>R.61-62.5, Standard No. 5.1</p>	<p>Amended R.61-62.5, Standard No. 5.1 as part of the EAC process. The title of the regulation has been changed to <i>Best Available Control Technology (BACT) / Lowest Achievable Emission Rate (LAER) Applicable to Volatile Organic Compounds</i>. The regulation has been revised to require BACT controls on new construction when the net VOC emissions increase exceeds 100 tons per year.</p>
	<p>R.61-62.5, Standard No. 5.2</p>	<p>Added new R.61-62.5, Standard No. 5.2, <i>Control of Oxides of Nitrogen (NO_x)</i> as part of the EAC process to require reasonable NO_x controls on new stationary sources that emit NO_x. The regulation also requires existing sources that replace their burner assemblies to replace them with low NO_x burners capable of achieving a 30% reduction from uncontrolled levels.</p>
<p>51 (09/24/04) Doc. No. 2912</p>	<p>R. 61-62.5, Standard No. 2</p>	<p>Amended R.61-62.5, Standard No. 2, <i>Ambient Air Quality Standards</i>, to incorporate the new eight-hour ozone and PM_{2.5} standards.</p>
<p><u>Supporting Documents:</u> <u>NOD</u> <u>NPR</u> <u>NFR</u> <u>POR</u> <u>SR NFR</u></p>		

<p>52 (09/24/04) Doc. No. 2913</p> <p><u>Supporting Documents:</u> <u>NOD</u> <u>NPR</u> <u>NFR</u> <u>POR</u> <u>SR NFR</u></p>	R. 61-62.60	Amended R.61-62.60, <i>South Carolina Designated Facility Plan and New Source Performance Standards</i> - Added and updated Subparts that were not previously incorporated by reference.
	R. 61-62.61	Added new R.61-62.61, <i>National Emission Standards for Hazardous Air Pollutants (NESHAP)</i> - Incorporated by reference Subparts B, C, D, E, F, H, I, J, K, L, M, N, O, P, Q, R, T, V, W, Y, BB, FF, Appendix A, Appendix B, Appendix C, Appendix D, and Appendix E, which the Department has been delegated the authority to implement and enforce.
	R. 61-62.63	Amended R.61-62.63, <i>National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Categories</i> - Added and updated Subparts that were not previously incorporated by reference. Also, added Sections 63.50 to 63.56 and Tables 1 and 2 to Subpart B. These sections modify the content requirements of Part 2 applications, establish revised procedures for requests for applicability determinations, and establish a new timetable for the submission of section 112(j) Part 2 applications.
	R. 61-62.68	Amended R.61-62.68, <i>Chemical Accident Prevention Provisions</i> - to clarify the information that is to be submitted as a result of an accident, to clarify the dates and requirements of submission for a facility's Risk Management Plan (RMP), to eliminate the requirement to submit the worst case and alternative release scenarios of the RMP, to include the registration information that is to be submitted with the RMP, to require facilities subject to the accident prevention regulations to submit information on any significant chemical accidents within six months of the incident, and to require emergency contact information to be corrected within one month.
	R. 61-62.70	Amended R.61-62.70, <i>Title V Operating Permit Program</i> , to correct typographical errors, to clarify the information that facilities must submit regarding the methods for determining compliance status, to require facilities to include whether compliance during the permitting period was continuous or intermittent and the status of compliance with the permit.
	R. 61-62.96	Amended R.61-62.96, <i>Nitrogen Oxides (NO_x) Budget Trading Program</i> , to correct typographical errors.