

US EPA ARCHIVE DOCUMENT

Guide to Publishing Federal Register Notices for XL Projects

The following steps will help you get a Federal Register Notice (FRN) published into the Federal Register.

Step 1: Action Initiation Form (AIF)

The purpose of this form is to provide an administrative summary of your notice. This form should be completed concurrently with drafting the notice. See Attachment 1 for a copy of the form and instructions for its completion. The AIF should be completed and submitted online, either via the Lotus Notes version of RAPIDS (the Rule and Policy Information and Development System) at , or via the Intranet version at

<http://dchqdomino1.wsm.epa.gov:9876/OPPE/RIS/RIS.NSF/webRAF?OpenForm> If you have questions on filling out the form, contact Phil Schwartz, in the Office of Policy, Economics and Innovation (OPEI), at 202-260-5493. Submit the Action Initiation Form to Phil Schwartz once you complete the form.

Step 2: Fact Sheet

Concurrent with publishing an FRN, you should prepare a final version of the interim fact sheet you prepared earlier, and submit it for approval through the Communications Team. See Section XII of this tool kit for a model and sample fact sheet.

Step 3: Federal Register Notice Package

There are two different paths for getting an FRN published depending on what is being published: 1) rules accompanying Final Project Agreements (FPAs); and 2) FPAs only.

1) Proposed or Final Rule With a Draft or Signed FPA

If your XL team has determined that a rule is necessary to facilitate the XL project, take the steps outlined below. For items that can be done concurrently, see Attachment 2. For an example, see the New York State Department of Environmental Conservation (NYSDEC) project's proposed rule on the XL website:

< Include in the package:

- T FR notice to be signed by the Administrator (two copies--both must be double-spaced and one must be on pure white paper, single-sided.)
- T Disk with file containing the rule
- T Federal Register Typesetting Request, EPA Form 2340-15 (See Attachment 3 for a model and sample)

- T Action Memo signed by the Associate Administrator for (OPEI) (an original and one copy)
- < Prepare and submit a communications plan to the Associate Administrator and Office Director. See Section XI of this tool kit for a model and sample communications plan. Work with the Office of Communications, Education and Multimedia Relations to develop a press advisory.
- < Submit the Federal Register Typesetting Request, EPA Form 2340-15, to the Administrative and Budget Team for account numbers.
- < Also give a copy of the package to Lynn Johnson, in OEI, to have all Paperwork Reduction Act implications reviewed.
- < Give the complete package to Phil Schwartz, in the OPEI to check boilerplate language (an example of boilerplate for a proposed rule can be found in the NYSDEC rule mentioned above; current boilerplate can also be found on the internet at:
<http://dchqdomino1.wsm.epa.gov:9876/OPPE/RIS/RISDOC.NSF/>)
- < Phil Schwartz, in the OPEI will prepare a cover sheet and submit the package to Barbara Zahnle, in the Office of Executive Secretariat.
- < Barbara assigns a tracking number and sends it to the appropriate Special Assistant, in the Administrator's Office.
- < The Special Assistant will review the package, call you with questions, and obtain approval for an auto pen signature by the Administrator. You may want to give the Special Assistant an advance copy of the Federal Register package so that he/she can review it prior to official receipt.
- < The package then goes to Vickie Reed, in the Federal Register Office. Vickie will call you with a publication date (usually 3 working days from receipt). You may want to give Vickie an advance copy when you give it to Phil Schwartz, in the OPEI, so that she can review it for Federal Register consistency.
- < Post the rule, FPA, fact sheet, and a project headline on the web by sending the information to the person responsible for posting information onto the XL website. Be sure to tell him/her exactly where you want the information to be posted and when.

2) Federal Register Notices of Proposed or Signed FPAs Without a Rule

If your XL project will be facilitated without a rule, take the following steps (See the Lucent project on the XL website for an example):

- < Include in the package:
 - T Federal Register notice to be signed by the Associate Administrator for the Office of Policy, Economics and Innovations (1 copy)
 - T Disk with file containing rule
 - T Federal Register Typesetting Request, EPA Form 2340-15 (See Attachment 3 for a model and sample)
- < Prepare and submit a communications plan to the Associate Administrator and Office Director.

See Section XI of this tool kit for a model and sample communications plan. Work with the Office of Communications, Education and Multimedia Relations to develop a press advisory.

- < Submit the Federal Register Typesetting Request, EPA Form 2340-15, to the Administrative and Budget Team for account numbers.
- < The package then goes to Vickie Reed, in the Federal Register Office (4th floor). Vickie will call you with a publication date (usually 3 working days from receipt). You may want to give Vickie an advance copy so that she can review it for Federal Register consistency before you give her the final version.
- < Post the rule, FPA, fact sheet, and a project headline on the web by sending the information to the person responsible for posting information onto the XL website. Be sure to tell him/her exactly where you want the information to be posted and when.

If you're having trouble getting your rule through the Federal Register publication process, please feel free to contact Nancy Birnbaum at 202-260-2601, or another senior member of the Innovative Pilots Division Staff.

Federal Register Notice Contact List

a/o: December 13, 1999

Responsible for:	Office/Division	Name	Phone #
Processing FR & Rule Package	OPEI	Phil Schwartz	202-260-5493
Putting Notice into FR	OPEI	Vickie Reed	202-260-7204
Reviewing Paperwork Reduction Act implications	OEI	Lynn Johnson	202-260-2964
Reviewing FR Package for the Administrator's Office; Arranging the Administrator's auto pen signature	AO	Lisa Hunter	202-260-4744
Processing Federal Register Typesetting Request, EPA Form 2340-15	OPEI	Fredella Baylor	202-260-3941
Assigning Tracking Number	OEX	Barbara Zahnle	
Posting Information onto the Web	OPEI	Yolanda Hatton	202-260-4434
Coordinating the Communication Plan, Fact Sheet and Press Advisory	OPEI	Darlene Byrd	202-260-8613