

Section 2

- Division or branch chief assigned to write the regulation requests assistance from ESS. (Sample request memo is on page 4.)
- ESS sends memo (see page 24) assigning ESS staff to work with regulation writer. ESS staff meets with regulation writer as early in the regulation development process as possible for initial consultation.
- Regulation writer and ESS develop method to assess cost of regulation, economic and fiscal impact, including data collection, analysis and time-line for completion.
- ESS assists regulation writers collect data (develop surveys, identify primary sources of economic/financial and cost data, relevant research, area experts and to complete the 399). See web link: <http://www.arb.ca.gov/research/econprog/399/form399/form399.htm> for additional information.
- ESS assists regulation writer with cost and economic/fiscal impact analysis and the Initial Statement of Reasons (ISOR).
- ESS reviews the 399, Notice, and ISOR, for consistency.
- ESS receives the 399 two weeks before it is sent to OAL.
- ESS obtains the final 399 that reflects Board approved regulation and signs off on the analysis. (See sample memo on page 25.)
- ESS copies BARCU on the final 399 sign-off.
- If necessary, ESS meets with DOF and works with regulation writer to address DOF's concerns.