



## Chapter: Executive Policies and Procedures

Resource Contact: DEQ Public Affairs Coordinator

Effective Date: March 29, 2002

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# Submitting Information to the Montana Board of Environmental Review

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**PURPOSE:** The purpose of this guidance is to give the Board Secretary the ability to more efficiently compile the briefing notebooks requested by the Board for each agenda item it will consider at its meetings. It is also to allow for the reproduction of the briefing book in electronic form on the Board's website for convenient and comprehensive access by the interested public.

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This guidance is intended to apply only to documents submitted for Board consideration under any of the approved agenda items for each scheduled meeting of the Board. This guidance does not apply to any other form of communication, correspondence, or comments made to the Board or to one of its appointed hearing officers. For example, comments on proposed rulemaking or other form of noticed Board action out for public comment, etc., can be made in any fashion as directed by the Board in its public notice announcement.

In addition to hard copies of documents, the Board encourages the use of electronic information. Electronic information makes it easier to disseminate information to the public and Board members in a timely fashion. The Montana Department of Environmental Quality (DEQ) has developed a Board e-mail address to allow for convenient submissions from external sources and DEQ employees. The Board has instructed the DEQ to post copies of documents it has before it on the Board's web site 2 weeks prior to each regularly scheduled meeting and at least 48 hours before any extraordinary meeting.

Specifically,

1. The DEQ is required to submit one original hardcopy of each document that it submits to the Board for Board business purposes. In addition, an electronic version of each document submitted is also required according to the protocol described below. Materials, which have been submitted to DEQ employees by the

public that are not in electronic format, should be scanned and submitted as PDF files.

2. Members of the regulated public are encouraged to provide at least one original hardcopy version of any document submitted to the Board and are further encouraged to submit an electronic version of the document according to the protocol described below.
3. Members of the general public are encouraged to provide at least one hardcopy version of any document or correspondence they submit to the Board and are also encouraged to submit an electronic version of that document.

### **Preferred Protocol**

1. To the extent possible, materials for the Board to review should be submitted utilizing the following computer software formats:
  - Microsoft Word, 6.0 or later
  - Microsoft Excel, 6.0 or later
  - Microsoft Power Point, 6.0 or later
  - Adobe Acrobat
2. Materials should be submitted to the Board at the e-mail address [ber@state.mt.us](mailto:ber@state.mt.us).
3. The Board Secretary will ensure that information submitted to the Board is distributed to the appropriate DEQ and Board personnel.
4. The Public Affairs Coordinator will ensure that information submitted to the Board is posted to the DEQ website in a timely manner and will assist those who have questions concerning operation of this policy.

*Approved:* \_\_\_\_\_

Chairman,  
Montana Board of Environmental Review

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Date