###### Step 1: Planning and Preparation

[ ]  Consider timing, deadlines, and costs.

[ ]  Confirm agency authority.

###### Step 2: Drafting

[ ]  Confirm that agency is working with most recent copy of regulations.

[ ]  Draft proposed amendments in accordance with Chapter 4.

###### Step 3 and 4: File Opening and Department of Law Preliminary Review

[ ]  Submit file opening and preliminary review request to Legislation, Regulations, and Legislative Research Section at law.regulations@alaska.gov (Appendix A).

[ ]  Attach copy of proposed regulations and notice materials.

[ ]  Receive Department of Law approval to move forward with public notice.

###### Step 5: Public Notice and Comment

[ ]  Finalize notice document (Appendix B-1 for newspaper and B-2 for non-newspaper; Appendix B-3 for exempt boards and commissions). Include the following:

[ ]  Brief description (for Appendix B-2 only);

[ ]  Informative summary of regulation;

[ ]  Deadline and address for submitting comments;

[ ]  ADA information;

[ ]  Oral hearing information, if applicable;

[ ]  Summary of fiscal information;

[ ]  Statutory authority;

[ ]  Statutes being implemented, interpreted, or made specific.

[ ]  Finalize additional regulation notice information (Appendix C-1 or C-2).

[ ]  Prepare fiscal note, if applicable (Appendix D).

[ ]  Publish notice in newspaper of general circulation; request proof-of-publication affidavit.

[ ]  Post on the Alaska Online Public Notice System. Include the following:

[ ]  Public notice;

[ ]  Additional regulation notice information;

[ ]  Fiscal note, if applicable;

[ ]  Proposed regulations;

[ ]  Material adopted by reference, if applicable and not protected by copyright.

[ ]  Distribute notice and additional regulation notice to the following parties:

[ ]  Incumbent state legislators;

[ ]  Persons on agency's interested-persons list;

[ ]  Other persons who may be interested but not on agency list;

[ ]  Department heads, if applicable.

[ ]  Publish answers to written questions on the Alaska Online Public Notice System.

[ ]  Record comments received at oral hearing, if applicable.

[ ]  Collect and carefully consider all comments.

[ ]  Document the use or rejection of comments.

###### Step 6: Department of Law Final Review

[ ]  Submit final packet to Legislation, Regulations, and Legislative Research Section by email at law.regulations@alaska.gov. Include the following:

[ ]  Final review request (Appendix E);

[ ]  MS Word version of final regulations;

[ ]  Copy of public notice;

[ ]  Copy of additional regulation notice information;

[ ]  Fiscal note, if applicable;

[ ]  Certification of notice of proposed regulations (Appendix F);

[ ]  Certification of oral hearing, if applicable (Appendix H);

[ ]  Copy of affidavit of publication;

[ ]  Certification of agency record of public comment (not for exempt boards and commissions)(Appendix G);

[ ]  Other relevant documents (e.g., material adopted by reference).

###### Step 7: Adoption

[ ]  Receive final approval and edited regulations, if applicable, from Department of Law for adoption.

[ ]  Formally adopt regulations through adoption order. Or, if board or commission, vote to adopt regulations during properly noticed public meeting and prepare certification order, if appropriate.

[ ]  Email adopted regulations and adoption or certification order to gov-regs@list.state.ak.us. (Not applicable to exempted boards and commissions and non-APA regulations.) Include, if applicable, copy of delegation of authority.

[ ]  Email to Department of Law, for forwarding to the lieutenant governor's office, the following:

[ ]  Completed adoption or certification order;

[ ]  Delegation of authority, if applicable; and

[ ]  Excerpt of board minutes and certification of board/commission action, if applicable (Appendix M).

###### Step 8: Filing by Office of the Lieutenant Governor

[ ]  Receive filing notification from the lieutenant governor's office; the agency regulations contact will receive an email notification accompanied by the filed regulations from the lieutenant governor's office.

###### Step 9: Post Summary on the Alaska Online Public Notice System (FINAL STEP)

[ ]  Post summary of filed regulations on the Alaska Online Public Notice System (Appendix O). Attach copy of filed regulations.