###### 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.