

ROP PUBLIC HEARING PREPARATION CHECKLIST

Public Hearing for:	
Hearing Date:	
	Reserve location near facility.
	Notice public hearing. Develop mailing list of interested parties, if any, and send letter.
	Schedule a hearings officer. The officer should be someone at the level of Assistant District Supervisor or higher who is disinterested in the source. Send them a packet.
	Notify EPA of public hearing.
	Make sure appropriate staff are available.
	Reserve ROP hearing kit through Lansing AQD Administration Section.
	Reserve audio equipment through Administration Section, check with your district's FODS to see if there is equipment available in District, or schedule Pavlik Enterprises.
	Prepare Question and Answer document (if applicable).
	Determine format for hearing.
	Make name placards for hearings officer and decision maker and nametags for all.
	Prepare opening statement for hearing officer using Word->File->New-> ROP PN Hearing Opening Statement.dot .
	Make appropriate number of copies of staff report, draft ROP, Q & A document, and Process for ROP Public Hearing handout (ROP Manual 5.D.3).
	Reconfirm location reservation and room set-up.
	Schedule security through OCI if needed.
	Pick up hearing kit and audio equipment from Lansing.
	After the hearing, add to the mailing list from the attendance cards, commenters and any other interested parties. This mailing list should be used to send out a letter informing the public of the 45-day review period and the final permit issuance.
	Arrange for transcription of the audio tape * after the hearing if it is deemed necessary to do so - or write up your notes from the hearing and file the hearing tape in either the yellow file or in a location reserved for hearing tapes with a note to the file.
	File the attendance cards from the hearing in the yellow file folder.
	If more than 2 to 3 months lapses between the public hearing date and the start of the 45-day EPA review period, send a letter to all interested parties explaining the delay.
	Send a letter to all interested parties at start of 45-day EPA review (see Step III.4 in the Public Participation Procedures).
	Send a letter to all interested parties upon permit issuance IF changes were made following EPA 45 day review (see Step IV.6.c in the Public Participation Procedures).
<p>* The hearing tape can be transcribed by a secretary or done professionally using Felicia Irwin, Network Reporting, 2604 Sunnyside Drive, Cadillac, MI 49601, 800-632-2720. Cost ranges from \$90 up to \$350, depending on the length. Permit Section has a form letter and additional information if you choose this option.</p>	