

COMMENT RESPONSE MATRIX INSTRUCTIONS

The Excel comment response matrix is provided by the Area Committee as a tool to improve the public comment process and provide an efficient review mechanism for the Area Committee and Agency Planners.

The comment response matrix can be used to correlate and submit comments to improve the Area Contingency Plan (ACP). Use of the comment matrix is **NOT** a requirement. The public can submit comments via letters or another format if desired.

Comments should be made using the clean copy version of the ACP.

The Excel comment response matrix provides stakeholders with a template for commenting on the ACP.

Should you decide to use the comment response matrix to facilitate consideration of your comments, please do the following:

1. Complete the information on the Comment Response Matrix including Name(s) and Organization. Organizations with multiple commenters may submit forms for each commenter or consolidate one matrix for the organization. Contact information may be submitted if clarification is needed by agencies during the comment resolution phase.
2. Use the Excel form provided in the ""Comment Matrix"" Tab of the excel workbook provided. The use of the form provides multiple agencies the ability to consider and address comments received in an efficient and timely manner.
3. Enter each comment on a separate row providing all the requested information. Requested information includes:
 - Numbered Comment
 - Name
 - Organization
 - Section #
 - Page #
 - Line #
 - Specific Wording Change or Comment
 - Rationale for Recommended Change
 - If there is a reference or supporting documentation, please cite it.
4. Be specific and clear about what you want to be considered for change in the existing text. Reviewers are encouraged to submit comments and proposed language revisions that begin with an action verb.
5. Provide a rationale for the recommended change; be clear about why it should be changed.
6. Email the completed comment matrix to: victoria.colles@alaska.gov or Bryan.K.Klostermeyer@uscg.mil.