

HOW TO COMMENT ON DRAFT AREA CONTINGENCY PLANS DURING PUBLIC REVIEW PERIODS

INSTRUCTIONS: To assure that your comments are addressed, the excel matrix provided by the Area Committee should be used to correlate and submit your or your organization's input into the continuous improvement of Alaska's Area Contingency Plans (ACPs). While the matrix may be used to submit global comment, it is intended to add specificity regarding plan information and content as it is necessary for efficient consideration and processing by the Area Committee and Agency Planners.

Comment Matrix Instructions

This excel matrix provides stakeholders with a template for commenting on the draft version of the Southeast Alaska (SEAK) ACP Version 2020.0. For comments to be efficiently considered, reviewers are to consolidate their comments into the matrix provided. *To facilitate consideration of your comments, we ask that you do the following:*

1 Complete the information on the Comments Matrix including Name(s) and Organization. Organizations with multiple commenters may submit forms for each commenter or consolidate one matrix for the organization. If desired, contact information may be submitted in the event that 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 of 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 your completed comment matrix to: decsparplanning@alaska.gov.