

**COMMENT RESPONSE MATRIX INSTRUCTIONS FOR THE  
PRIBILOF ISLANDS WILDLIFE PROTECTION GUIDELINES  
FOR OIL SPILL RESPONSE, VERSION 2023.1 (JANUARY 2023)**

A "Comment Response Matrix" template in Microsoft Excel format is available to stakeholders for organizing and documenting comments on the *Pribilof Islands Wildlife Protection Guidelines for Oil Spill Response, Version 2023.1 (January 2023)*. It was developed to streamline the public comment process and provide an efficient means for agency reviewers to process feedback. While use of the Comment Response Matrix is the preferred method for organizing comments, it is not a requirement.

Comment Response Matrix Instructions

1. Enter your comments and associated information into the "Comment Response Matrix" tab of this Excel workbook (the tab to the right of the instruction tab).
2. Enter each unique comment on a separate row and provide as much of the following information as possible:
  - **Comment #:** Unique identifier for each comment; no priority is assigned.
  - **Name:** Name of the person providing comment.
  - **Organization:** Name of organization that commenter belongs to (optional); unaffiliated commenters may enter "member of public" or "unaffiliated". Organizations with multiple commenters may submit files for each commenter or consolidate comments into one matrix for the organization.
  - **Point of Contact:** Name of the point of contact, if different from the name of the commenter (optional).
  - **Section #:** Section number of the document in which you have a comment. For example, if you have a comment in the section "Preventing Wildlife Exposure to Shoreline Treatment Chemicals", enter "4610.2.4".
  - **Page #:** Page number of the document in which you have a comment. Use the page number printed on the bottom of the page (e.g., "v.", "1-3", "3-5"), NOT the page number assigned by Microsoft Word in the bottom left of the program window (e.g., "Page 12 of 154").
  - **Line #:** Line number of the document in which you have a comment.
  - **Comment or Specific Wording Change:** Enter your comment here, or your proposed edits to the text. 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.
  - **Rationale for Recommended Change:** Enter the rationale for your comment or specific wording change. Provide sufficient detail about the reason why existing text should be changed. If there is a reference or supporting documentation, cite it and provide a webpage link, if available.

- **Notes:** Any other information you would like to provide about this comment or proposed change that is not captured by the other data fields in this record.
3. Submit your completed Comment Response Matrix by the public comment deadline on February 7, 2023. Note that the deadline time of day varies, depending upon the method of submission; see public notice document for details. Electronic files may be submitted as either an attachment to an email addressed to: [mike.donnellan@alaska.gov](mailto:mike.donnellan@alaska.gov), or by uploading the file to the DEC public comment webpage at: <https://spar.alaskadec.commentinput.com/?id=MjksD>. A hardcopy may also be printed and mailed (or hand-delivered) to:

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