

Outreach Committee Updates Statement on Board Process for Public Involvement

April 2012

STATEMENT

It is the policy of the Site Remediation Professional Licensing Board ("the Board") to obtain input from the public on Board procedures, processes, and requirements relating to licensure and performance of LSRPs that will be used to support rule making by the Board and other Board duties. The public includes licensed site remediation professionals; organizations that promote the protection of the environment; the business community; the academic community; municipal, county, and state governing bodies; professional associations, and the general public. Board procedures, processes, and requirements provide information on a range of topics including qualifications, professional conduct, penalties, and audits.

PROCESS

Venues for public input include the Board meetings, the Board website, and open-forum meetings held by the Board or its committees. The Board plans to follow the general procedure outlined below to obtain input from the public. Time-critical actions by the Board may necessitate modifications to the procedure and timeframes outlined below.

- Post the procedure, process, or requirement (PPR) on the Board website and provide e-mail notice of the posting using the NJDEP Listserv and Outreach Distribution List. The posting will describe the applicable comment period, which will overlap with a minimum of one scheduled Board meeting.
- At the discretion of the Board or Committee, schedule an open-forum meeting. The meeting will occur within the timeframe of the comment period.
- Provide a minimum two-week notice of the open-forum meeting.
- Convene the open-forum meeting. The comment period will be considered closed one week after the meeting, but the Board or Committee is at liberty to accept comments beyond the one-week limit.

- Consider the public input and finalize or otherwise conclude action on the PPR (schedule to be determined by the Board or Committee).
- Submit the PPR for vote at the Board meeting (schedule to be determined and announced by the Board).

CONSIDERATIONS

The Board encourages comments that are specific. If the comments include written edits and changes to the content of a PPR, the edits should be submitted in electronic format in track changes mode. The Board will provide instructions for submitting comments with each posting on the website.

Board staff will facilitate the posting, noticing, and scheduling activities described herein, and will make arrangements for open-forum meetings. Board staff will also catalogue, organize, and distribute comments to the Board members.

At the discretion of the Board or Committee, and considering the availability of Board staff, comments and the proceedings from open forums may be posted on the Board website.

RULES AND REGULATIONS

The Rules Committee is in the process of drafting rules pursuant to the Site Remediation Reform Act. The Committee has posted, and will continue to post, draft versions of rules upon their completion. The rule postings are independent of, and will precede actions required by the Administrative Procedure Act. These informal postings may be used by the public as a basis to provide comments to the Board. The Board is not obligated to respond to comments received as part of this process, but the comments may be considered as part of the rule making process.

Draft versions of rules will be considered ready for posting to the website upon majority vote of the Board.