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Sent: Tuesday, September 22, 2015 3:44 PM
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Subject: My quick guide

A Guide to Effectively Commenting on Permits

Please remember that the goal of commenting is to communicate to the agency both your concerns with the proposal and possible alternatives. Simple tips the reviewer should keep in mind while commenting include:

- Make comments that are relevant to the permit in question.
- Be clear, concise, and organized.
- Separate general comments from section specific comments.
- Be specific. Saying that you are against specific wording will not have as much effect as saying why (and providing documentation).
- Identify possible solutions. Providing alternative wording or timelines is better than an abstract comment such as “the permit does not include enough monitoring”.
- Clearly identify any references used as backup to your comments. It is helpful if you provide a copy of any reference documents that are difficult to obtain.

The agency will accept written comments up to the end of comment period. The oral testimony made at public hearing(s) is recorded and transcribed to be included with the written comments to be responded to. Submitting comments in writing is the most common method of commenting and gives commenters assurance that an accurate record of their concerns has been made a part of the record. All public comments made during the comment period will be responded to in a “response to comments” as an appendix to the final permit fact sheet. When multiple parties comment on the same subject matter, Ecology will group the summarized and/or excerpted comments into a “Summary of the Range of Comments”.