

Steps for Getting Guidance Documents Approved, Signed and Published

STEP 1

Distribute Draft Guidance for Review

- Program Attorney
- General program distribution

Modifications made as necessary.

STEP 2

Get Approval for Posting

- Get a written (email) “approval” from the Bureau Director (Sharon Gayan) to post guidance on web for public comment.
- If appropriate, the Bureau Director may decide the Division Administrator and the Secretary’s Office approval is necessary.

STEP 3

EGAD Guidance Number

- EGAD is an electronic library for our guidance docs.
- Email DNREGAD@wisconsin.gov for EGAD number for document. (see next pg)
- The EGAD number goes on the title page of the guidance doc.

STEP 4

DNR Program Guidance Webpage

- The guidance doc is posted on the Guidance Webpage for a 21-day comment period.
- Get a **separate email address from your ITC** where comments are sent.
- Send draft guidance doc to OC and to post to web for comments.
- Include a cover sheet with the draft guidance and combine into one pdf doc.
- To post, email cover sheet and draft guidance to :

DNRWebPostingProgramGuidance@wisconsin.gov

STEP 5

Public Comment and Response

- Compile comments and draft responses with work group.
- Prepare a response summary that includes a list of all the changes that were made to the draft and include a copy of all the comments.

Modifications made as necessary.

STEP 6

PMT Approval

- Final draft from comments should be prepared and presented to the PMT.
- Ask to be put on the agenda for the next PMT conference call.

Modifications made as necessary.

STEP 7

Signatures and Final Approval

- To finalize the guidance doc, the following signatures/date are needed:
 - Document Author / Creator
 - PMT “approved on” date.
 - Section Chief
 - Bureau Director

STEP 8

Guidance Document Publication

- Send final guidance doc to the following:
 - Program Coordinator (Program Webpage) – pdf of final guidance doc and get the URL from this posting.
 - OC Rep for program (Guidance Webpage) –pdf of final guidance doc, list of all the changes and comments.
 - EGAD Coordinator / Webpage Posting guidance doc.

Information needed to receive an EGAD Number

External Search: <http://dnr.wi.gov/water/egadsearch.aspx>

Internal Search: <http://dnr.wi.gov/water/integadsearch.aspx>

Table 1. Document Approval/Review/Storage

Program Documents	Legal Review	PMT Review	Bureau Director Approval	Division Administrator Approval	21-Day Review	EGAD# /EGAD
Guidance	Yes	Yes	Yes	Yes	Yes	Yes
Technical Reports ¹	No	Info	Info/Yes	Info/Yes	No	Yes
Outreach Materials	No	Info	Info	Info	No	Yes
Procedural Instructions ¹	No	Yes/Info	Info/Yes	Info/Yes	No	Yes/No ²

Yes = required work flow; No = work flow not required; Info = document may be submitted for review as informational item

Table 2. Information for EGAD Entry

AUDIENCE:	Should this document be made available to the public (accessible on an external search)?
SUBJECT:	Provide a short description (1-2 sentences) explaining the intent or purpose of the document. This will show up in EGAD searches & help users understand the content of the document.
TITLE:	List the title of the document as you want it to appear in EGAD searches.
DOCUMENT TYPE:	Guidance, technical report, outreach materials, procedural instructions, or other
AUTHOR(S):	Provide a list of the staff that wrote the document
TOPIC EXPERT(S):	Provide the name of the primary point(s) of contact for questions
KEYWORDS:	List topical words staff might use to search for this document in the EGAD database.
ADM RULES:	List the admin rules the document interprets or implements. If not applicable, list "none."
MANUAL CODES:	List the Manual Code #'s the document implements, if applicable. If not applicable, list "none."
STATUS:	List as "New" or "Replaces [title], [month] and [year]" if an original document is being revised.
PUBLICATION #:	List the DNR publication number, if applicable. If not applicable, list "none."
PMT:	List the PMT(s) that sponsored development of the document (WW, WR, RM). This information will be used to assign the appropriate EGAD number (see Step 8 above).