

Auto Repair Shop Supplies Guidance Document Workplan		
Task	Due Date	Completed
Post website for guidance document project, including: <ul style="list-style-type: none"> • Description of project and issues to be addressed • Tentative work plan • Procedure for joining list of interested parties • Contact person Identify interested parties and industry associations and their contact information	3/9/2017	
Solicit comments and suggestions from interested parties via email and publication on website	3/9/2017	
Deadline for initial public comments	4/8/2017	
Draft guidance document posted on website and circulated for comment	5/10/2017	
Meeting with interested parties to discuss draft* *Optional - the nature and volume of the comments will influence the Department's decision on whether one or more meetings or conference calls are needed	5/19/17	
Deadline for public comments on draft guidance document (30 days after publication of draft)	6/9/2017	
Publish final guidance document <ul style="list-style-type: none"> • Publish on website • Email to interested parties • Post in Policy Library as public document • Post on Department of Planning and Budget's Town Hall 	6/23/2017	