

Instructions for Developing Response to Comments

April 2012 Workshop

1. Document References: Don't refer to page numbers in the responses themselves (will change in final version). Reference the topic such as 'affected environment,' 'alternative one,' 'Marin county'- generally refer to where in the document the response pertains to but without mentioning specific volumes or sections as these may change. Do refer to specific page numbers or locations in the 'document changes' field.
2. Formatting: In a word document, identify the concern ID followed by the response itself. If multiple concern IDs are being addressed in the response list the multiple concern IDs. Outline anticipated changes to the document itself. File name structure AUTHOR_DATE.doc.
3. Level of Detail: The questions involved in the concerns must be answered and an explanation of how the document will be modified. For example 'the effected environment for natural resources has been updated to reflect...'
4. Lumping: Categories have been developed under which responses may be able to be lumped underneath. A lead for each category has been identified. The goal is that one comment response that addresses all of the different related concerns within that response. Different paragraphs and sections within the response will related to individual concerns. Advantage to this approach is that responses will be easier for the public to read and will inform public to larger concepts and needs relating to the topic beyond their specific concerns.
5. Agency Comments: Concerns are organized by topic rather than by sources. These comments are lumped within other comments, however, when an agency comment is involved in a concern statement they are specifically identified. The rational for this is to avoid redundancy as many agencies commented on the same topics. By responding by topic all issues relating to that topic are housed in one central location that simultaneous addresses agencies, organizations and public individuals.