

RECEIVING (TRIAGE) CHECK LIST – SUBMITTALS

Received by: _____ Date _____ Project Number _____

SUBMITTAL REQUIREMENTS	submitted		COMMENTS/NOTES
	YES	NO	
NOTICE SUBMITTAL PACKAGE			
▪ One (1) Signed Face Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Notice of Proposed Action	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Express Terms	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Initial Statement of Reasons	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Std. 399, Econ. & Fiscal Impact, if submitted at this time	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Diskette containing electronic files of the submittal package (Note: If not included, request diskette of the state agency and forward submittal package to manager if the remaining items have been submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
RULEMAKING APPROVAL SUBMITTAL			
▪ One (1) Signed Face Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
▪ State Agency Rulemaking File	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Final Express Terms	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Final Statement of Reasons	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Nine Point Criteria	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Std. 399, Econ. & Fiscal Impact, if not previously submitted	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Diskette containing electronic files of the final submittal package	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY SUBMITTAL			
▪ One (1) Signed Face Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Finding of Emergency	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Express Terms	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) Nine Point Criteria Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
▪ One (1) the Std. 399, Econ. & Fiscal Impact, if submitted at this time	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Diskette containing electronic files of the emergency submittal package	<input type="checkbox"/>	<input type="checkbox"/>	