

From: Tommie Milam
Sent: Monday, January 09, 2017 10:17 AM
To: Cheryl Nolan; Leonard Killmer
Cc: Elizabeth Hill
Subject: bayou bridge pipeline comments

Importance: High

Categories: RESPONSIVE

We have received over 24,000 comments on the Bayou Bridge pipeline, and they're still coming in. We need to figure out the best way of handling these comments.

- Sending to edms – I've sent an email to Ellen Peneguey to discuss the best way to get these comments into EDMS. I may meet with her sometime today.
- Decision postcards – Are these required by regs/statutes (I believe it's in the regs, at least)? Are we required to send physical postcards, or can we email? At least some of the comments have email addresses, if not most (from what I can tell by spot checking emails). Also, what's the best way to gather the addresses/email addresses for the notification? We can't enter them the usual way into our DEQMenu commenters database in any kind of timely fashion. Hand entering into an excel spreadsheet, that's then either batched into the commenter's database, or used as a mail merge for the postcards/email notifications? Or is there another way of legally handling?
- Record retention – we usually print a copy of each comment we receive and keep a copy in the PPG section. I think instead of doing this we could just save the electronic versions on a share or disc? Or is this needed since the records will be in EDMS?