

## **Stormwater Testing and Evaluation for Products and Practices (STEPP) Public Review Process and Procedures for Lab Tested Products and Practices Overview**

1. **Preparing for Comments:** Proponent will identify confidential business information by documenting this information in an edited electronic version of the Lab Testing Evaluation Report (LTER) emailed to STEPP staff. STEPP staff will review the redacted version of the LTER and STEPP staff have final say on redactions. In general, confidential business information should not be included in the report. The redacted version of the LTER will be posted to the STEPP website along with the STEPP Public Review Comment Form.
2. **Notification for Comments:** STEPP staff will send an email to a list of recipients including SWEMA members, STEPP members, and other stakeholders who typically engage in product/practices verification reviews in the stormwater sector to announce that the LTER is posted to the STEPP website for review, and we will provide a due date along with instructions on how to comment (see Item 4 below). Efforts will be made to grow a notification distribution list by adding any interested party to be to this distribution list. These parties can be added by emailing Seth Brown at [seth.brown@nationalstormwateralliance.org](mailto:seth.brown@nationalstormwateralliance.org) and CC Mike Trojan at [mtrojan11@gmail.com](mailto:mtrojan11@gmail.com) or using the form provided at the STEPP website.
3. **Deadline for Comments:** Commenters are given 15 business days after notification is provided to provide input. The 15 business days start once the LTER is posted to the website and notification emails are distributed. A specific deadline will be provided by calendar date and time for each review.
4. **Submitting Comments:** Commenters are to email completed STEPP Public Review Comment Forms to Seth Brown at [seth.brown@nationalstormwateralliance.org](mailto:seth.brown@nationalstormwateralliance.org) and CC Mike Trojan at [mtrojan11@gmail.com](mailto:mtrojan11@gmail.com) using a standardized subject header as follows ("STEPP Public Review – [COMMENTS NAME] – [DATE SUBMITTED]"). Commenters are required to provide full name and contact information (email address, phone number) on Comment Forms submitted – anonymous comments/questions will be disregarded. Comments and questions provided after the deadline will be disregarded. Only comments provided via the STEPP Public Review Comment Form will be considered. Comments should be limited to one set of comments per organization.
5. **Screening Comments:** STEPP staff will review all comments provided. Staff may follow up with commenters to clarify aspects of comments. In this instance, the

commenter will be required to provide clarifying language within two (2) business days of the request for clarification.

6. **Who Will See the Comments:** Comments will NOT be shared publicly. Comments will be initially viewed by STEPP staff and the relevant STEPP External Review Group (SERG) reviewers. After this initial screening, comments will be provided to the proponent.
7. **How Will Comments Be Reviewed:** Only the STEPP staff, selected SERG reviewers and the proponent will review public comments. Proponents will be asked to provide a response for all public comments/questions. STEPP staff and SERG reviewers will review the responses provided by the proponent with the required action to agree or not with proponent responses. If there is a need to follow up to clarify on a comment or question, STEPP staff will facilitate this process. All comments/questions will be addressed and all commenters will receive a response. STEPP staff has the right to decide if a comment or question has been made in good faith or not. Comments / questions deemed to have been made not in good faith will be disregarded.
8. **How Will Comments Be Addressed:** STEPP staff will follow up with public commenters with responses only after the responses have been reviewed and approved by STEPP staff and SERG reviewers. If a commenter disagrees with or has remaining questions on the response provided, they can question the response for reconsideration within five (5) business days. STEPP staff will coordinate with SERG reviewers and the proponent to make final decision/ruling on the challenge and notify the commenter on the final decision/ruling. There will be no further recourse option open to the commenter.