



Staff Report of the
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
REGIONAL WATER QUALITY CONTROL BOARD
CENTRAL VALLEY REGION

AMENDMENTS
TO
THE WATER QUALITY CONTROL PLAN FOR
THE SACRAMENTO RIVER AND
SAN JOAQUIN RIVER BASINS

FOR

THE CONTROL OF SALT AND BORON DISCHARGES
INTO THE SAN JOAQUIN RIVER

**APPENDIX 7: RECOMMENDED FORMAT FOR
COMMENT LETTERS**



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Public Review Draft

Comment letters to the Regional Board on staff recommendations serve two purposes:

1. to suggest revisions to staff recommendations
2. to support staff recommendations and otherwise point out areas of agreement

Clear statements of both areas of agreement and suggested revisions will assist the Regional Board and staff in understanding recommendations of the commenter. In order to aid staff in identifying suggested revisions and to respond to the specific issues raised by the commenter, the following format for comment letters is suggested:

1. Format for Comments Suggesting Revisions

The suggested format is to number the comment, state in one sentence the topic upon which the comment is directed, provide a supporting argument, and make a specific recommendation. Supporting arguments should include citations, where appropriate. For example:

Comment #. *One sentence description or title for the comment*

Suggested revision to the Basin Plan Amendment language or staff report. For suggested revisions to the Basin Plan Amendment language please use underline/strikeout to show changes from the staff proposal. For suggested changes to the staff report, please clearly indicate the section(s) being addressed. The discussion related to the suggested revisions should be clearly supported by reference to applicable law or scientific or technical reports, where appropriate.

2. Format for Comments Supporting Staff Recommendations

If the commenter concurs with a staff recommendation, a statement to that effect will assist the Regional Board in determining what action, if any, to take on the staff recommendation. In general, no supporting discussion need be presented, unless the commenter feels that the staff recommendation could be further enhanced or clarified. For example:

Comment #. *One sentence description or title for the comment*

The provision(s) of the proposed Basin Plan Amendment that the commenter supports should be clearly stated. The commenter may want to provide their reason for supporting the provision of the proposed Basin Plan Amendment, especially if it differs from the staff rationale. Additional legal or scientific citations can also be provided.