

## Agency Draft Rulemaking Lobbying Visit Planning Template

Time, place, date: \_\_\_\_\_  
Your lobbying team: Name(s) \_\_\_\_\_ Principals \_\_\_\_\_  
Staff person(s) you are lobbying: Name(s) \_\_\_\_\_ Job description(s) \_\_\_\_\_

	Yes	No	NA
<b>Staff</b>			
Your arguments are appropriate to staff person's position in agency	___	___	___
Science	___	___	___
Law	___	___	___
Agency policy	___	___	___
Politics	___	___	___
<b>Proposed Rule</b>			
Agency process complies with administrative procedures act/rules	___	___	___
Rule draft meets legislative intent	___	___	___
Rule draft meets legislative intent but is unforeseeable result	___	___	___
Rule draft is reasonably necessary to implement the statute	___	___	___
Substantive requirements	___	___	___
Procedural requirements (including recording and reporting)	___	___	___
Words used in rule are appropriate to purpose	___	___	___
Symbol or marking label appropriate to purpose	___	___	___
Abuse of agency discretion	___	___	___
Rule draft is supported by "substantial evidence"	___	___	___
All evidence agency relied upon is included in the rule making record	___	___	___
Ex parte communications included in rule making record	___	___	___
Required impact studies (economic, environmental, other) completed	___	___	___
Rule making record generally supportive of your position	___	___	___
<b>You</b>			
Your submissions are scrupulously honest, accurate, reliable	___	___	___
You have shown your interests will be "substantially affected" by rule	___	___	___
Your consultants: credentialed, experienced, objective, published	___	___	___
Your proposals are constructive and problem solving	___	___	___
Your submissions of fact are compelling	___	___	___
Your conclusions of law are persuasive	___	___	___
Your participation is sufficient to establish "party status"	___	___	___
Your submissions comply with agency form, substance, APA procedure	___	___	___
<b>Meeting Results</b>			
Staff response was professional, receptive, respectful	___	___	___
Your team's conduct appropriate – polite, non-threatening, "woo staff"	___	___	___
You must supply staff with additional information by date certain	___	___	___
Outstanding issues remaining	___	___	___
Future meetings to be scheduled	___	___	___