HAWAII ADMINISTRATIVE RULES
RULEMAKING FLOWCHART (LAST REVISED SEPT 2019)

#1: DIVISION & ASO

- Division: Email ASO a PDF requisition form to request clean Word version of rule. Amend rule using Ramseyer method. Save as Word document and email it to ASO for formatting.
- ASO: Format document and email it to Division, which will use this Ramseyer version of rule for all subsequent steps.
- Division: If applicable, confer with industry on rule. Email rule to ATG for review and approval as to substance.

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#2: ATG

Review substance of rule and email Division to indicate approval as to substance.

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#3: DIVISION

- Division Chief: Review and approve rule. Prepare memo (with signature line for Director) requesting Director's approval to proceed with rulemaking.
- Upload memo and rule to eSign and request that Director e-sign memo.

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#4: DIRECTOR

Review memo and rule and e-sign memo.

#5: DIVISION

Email rule to LRB for review and revision as to format.

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#6: LRB

Review format of rule and email rule with redlined technical and formatting changes to Division.

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#7: DIVISION

- Review and accept LRB's redlined changes.
- Email rule to ATG for review and approval as to form.

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#8: ATG

Review form of rule and email Division to indicate approval as to form.

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#9: DIVISION & SBRRB

- Division: Complete small business impact statement to determine if rule will impact small business. If N, proceed to #10. If Y (which is usually the case), email impact statement and rule to SBRRB.
- SBRRB: Hear rule at its next regularly scheduled board meeting and email Division regarding board meeting outcome.

#10: DIVISION

- Request public hearing from GOV in Hawaii Administrative Rules Processing Site (HARPS): https://hawaiioimt.sharepoint.com/sites/gov/adminrules (Follow instructions in HARPS to answer questions. Also refer to Administrative Directive 18-02.)
- If rule impacts small business, attach impact statement and email from SBRRB regarding board outcome.

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#11: GOVERNOR

- Review and approve hearing request and notify Division by email.
- If rule has fiscal impact, BUF will receive rule from GOV and submit comments in HARPS.
- If rule has economic impact, DBEDT will receive rule from GOV and submit comments in HARPS.

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#12: DIVISION

- Publish hearing notice (see Attachment A) in newspapers and post hearing notice and PDF of rule on DCCA's and Division's websites.
- Enter all hearing dates, times, and locations in HARPS.
- Accept written testimony from parties unable to attend hearing.
- Conduct hearing (see Attachment B). Prepare hearing minutes (see Attachment C) and upload to HARPS.
- Email hearing minutes to SBRRB, if requested by SBRRB.

#13: DIVISION

- If rule has no substantive changes, prepare clean summary and signature pages.
- Email ASO to request finalization of attached rule, summary page, and signature page.
- If rule has substantive changes, discuss changes with ATG, which will advise Division on how to proceed.

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#14: ASO

- Finalize rule, summary page, and signature page.
- Email clean and Ramseyer versions of final rule to Division.

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#15: DIVISION, ATG, & DIRECTOR

- Division: Upload clean and Ramseyer versions to eSign and request that ATG and Director e-sign documents.
- ATG and Director: E-sign (but do not date) clean and Ramseyer versions.

#16: DIVISION

- Request approval of final rule from GOV in HARPS by uploading PDF of clean version e-signed by ATG and Director. (Follow instructions in HARPS to answer questions. Also refer to Administrative Directive 18-02.)
- Deadline for BUF and DBEDT to submit comments in HARPS: 10 business days after Division uploads final rule.

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#17: GOVERNOR, DIRECTOR, & DIVISION

- GOV: Sign final rule. Email Division to indicate approval of final rule and to request that Division deliver 3 clean copies to: Office of the Governor, Room 415, Brandon Asuka.
- Division: Deliver 3 clean copies to GOV, which will: keep 1 copy; file 1 copy with Lt. Governor's Office; and return 1 copy to Director, who will return it to ASO.
- Rule will take effect 10 days after final rule is filed with Lt. Governor's Office.

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#18: ASO

- Email PDF of final rule to Division and LRB.
- Post PDF of final rule on DCCA's and Division's websites.
- Notify DO and Division by email that rulemaking is complete.