

## **State Implementation Plan (SIP) Public Hearing Guidelines and Instructions**

### **Public Hearing Process**

The Department's public hearings will be conducted virtually via the Department's video conferencing software (Microsoft Teams). Prior to participating in a virtual public hearing, participants are strongly encouraged to read the following information and guidelines:

- Access to the public hearing is available on your computer or mobile device through either the Microsoft (MS) Teams application or the device's web browser. It is advised for attendees to test out the MS Teams link to the public hearing prior to the actual hearing to test if the link is working properly. Access is also available via telephone using a call-in number.
- The web browsers that best support MS Teams meetings are Internet Explorer 11, MS Edge, Chrome, and Firefox.
- The public hearing will begin promptly at the designated starting time in the hearing notice.
- The public hearing will be moderated by a Hearing Officer from the Department.
- Please enter your first and last name, email address, organization you represent and if you plan on testifying in the chat box. If you have dialed into the meeting, please email [NJDEP-BAQP@dep.nj.gov](mailto:NJDEP-BAQP@dep.nj.gov) with this information. Also, if you testify, please email a copy of your testimony to this email address.
- Please do not use the chat box to provide comments or questions.
- Pursuant to the instructions in the public notice, the Department asked that any individual wishing to testify at the hearing email the Department before the public hearing. Accordingly, the Department has a list of individuals who have pre-registered to testify at the virtual public hearing.
- Please make sure your microphone is muted and your camera is off until you are called upon by a Department representative to speak. At that time, participants can unmute their microphones and, if you would like, turn on your camera to make a comment. For those attending the hearing via phone, #6 will unmute the phone. When you have finished speaking, please re-mute yourself and turn off your camera.
- If a participant would like to comment and did not pre-register with the Department prior to the hearing, participants will have an opportunity to comment after those pre-registered to testify. Once the Department has heard from those individuals who pre-registered, the Department hearing officer will call upon other attendees who would like to testify to virtually raise their hand using the hand icon. When called upon for testimony, participants will be asked to state their name and the name of the organization they represent and spell your name for the transcription before making a comment.
- For those that are on the phone and cannot use the hand icon, the Hearing Officer will provide an opportunity to speak up after all other speakers have had their turn. When recognized by a Department's representative, unmute your phone, and state your name and the organization you represent and spell your name for the transcription before making a

comment.

- The hearing will be recorded and transcribed.

If you have any questions regarding a SIP virtual hearing you can email your questions to NJDEP-BAQP@dep.nj.gov or call the Bureau of Evaluation and Planning at (609) 292-6722.

### **Commenting at a Public Hearing**

As with every public hearing on a proposed SIP, your comments should be limited to the changes at issue. While the Department welcomes your thoughts and comments on any aspect of any of its programs or program rules, these are best directed to our staff outside of this forum.

Please note that this is a public hearing, not an adversarial proceeding. Those who comment will not be sworn in as witnesses. No debate or cross-examination will be permitted. Those who comment may be asked questions from the hearing panel. Any person wishing to present comments relevant to the purpose of this hearing may speak. This hearing will continue until all persons who are present and desire to speak have had an opportunity to present their comments.

This panel will attempt to respond to your questions or issues at this hearing. However, the technical and legal complexity of some issues may restrict us from replying to all questions today at this hearing. The panel will listen closely to your comments, and upon completion of a full technical and legal review of the issues raised, the Department will publish responses with its final document.

### **Instructions for Written Comments**

The Department will accept written comments on the proposed SIP Revision by following the instructions for written comments in the Public Notice.

### **What Will Happen After the Public Hearing**

After the public hearing, the Department will review and carefully consider the entire record, including the comments received at this hearing, as well as any comments submitted in writing. Should the Department finalize the proposed SIP, it will include a summary of the public comments and agency responses in the final SIP.