

**Department of Environmental Protection Environmental Justice  
Advisory Board**

**EJAB Public Participation SubCommittee Guidelines for Public  
Comment**

Once an individual, community group or organization has expressed interest in seeking the Environmental Justice Advisory Board's (EJAB) assistance with an environmental justice issue, the public participation subcommittee will take the following steps:

- 1) Public Participation subcommittee will review and make recommendations in writing to individuals or groups as they are received.
  - a. Comments made by an individual or group will be distributed to each member through electronic mail (or regular mail if the member doesn't have email access).
  - b. The subcommittee members, through a conference call or committee meeting, will review the comments.
  - c. Recommendations on how to handle or refer concerns will be discussed and organized in a way to present to the full board at the upcoming meeting in Harrisburg.
- 2) The Public Participation subcommittee will present the comments and their recommendations to the full EJAB. Following a discussion, additional comments from the board will be reviewed and included if need be.
- 3) Upon completion of the review, a response document will be provided (via: mail, etc.) to the individual or group and the question and posted on the PA DEP Office of Environmental Advocate website at the department's discretion. All final responses will be sent on behalf of EJAB via the Chair or Vice-Chair.
- 4) If applicable, board recommendations will be made to the department. Office of Environmental Advocate staff assigned to provide assistance to the public participation subcommittee should take the lead in researching any possible actions the department could take. Once steps are determined for action, the department should report back to the board on its findings and possible solutions.