

**SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT
POLICIES AND PROCEDURES**

Policy No.	<u>6100.036.1993</u> Div Pol Yr	Draft _____
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Date:	<u>April 12, 1993 (Revised Oct. 25,2000)</u>	Pages <u>1</u>
Topic:	<u>Engineering Boilerplate Adoption/Revision Procedure</u>	
Distribution:	<u>APCD Staff</u>	

Follow these steps to adopt or revise an Engineering Division boilerplate document: ^a

1. Advise your supervisor of the need to create a new boilerplate or to revise an existing one. Obtain conceptual approval from your supervisor before continuing.
2. Draft the boilerplate. For a revised boilerplate, use the underline/strikeout format.
3. Circulate draft to permitting engineers and, if indicated by your supervisor, other divisions for review and comments.
4. Have your supervisor review, revise, and approve the new/revised boilerplate.
5. Submit the new/revised boilerplate to GSD/MSD Managers for approval.

Inform staff at the next Division meeting and/or via E-Mail that you have finalized a new/revised boilerplate.

^a Steps 1 through 5 are skipped if the Division Manager makes changes via a memorandum.