

I. INTRODUCTION

A. PURPOSE OF CODIFICATION

B. ORGANIZATION AND STRUCTURE OF THE CODIFICATION WORKBOOK

CODIFICATION WORKBOOK PACKAGE	The Codification Workbook package consists of two documents. The first is this document -- the Codification Workbook which contains information and instructions for codification. The second document is the Appendix containing the supporting documents, including background materials and answers to exercises, referenced in the Codification Workbook. The Codification Workbook is available electronically. The Appendix (supplemental material, examples, background information and exercise answers) is a hardcopy document available from EPA Federal, State and Tribal Programs Branch (FSTPB).
ORGANIZATION OF INDIVIDUAL CHAPTERS	Each chapter of the Workbook is organized to make it easy for you to quickly locate pertinent information. Information in the chapters include:
OVERVIEW	P an overview describing the purpose of the chapter and an introduction to the topics covered in that chapter;
KEY CONCEPTS	P a set of key concepts highlighting the essential information presented for the major topics discussed in the chapter;
MARGIN NOTES	P short notes placed in the left margin to describe the content of the adjacent paragraphs and to assist you in locating pertinent information; and
RELATED EXERCISES	P exercises based on information presented in the chapter.
CODIFICATION WORKBOOK	The Codification Workbook is divided into nine chapters each of which describes a specific aspect of the codification process. The chapters are organized as follows:
INTRODUCTION	Chapter I introduces you to the Codification Workbook and provides a brief background on the purpose of codification, why it is important, and the benefits of the codification process. Also included in this chapter is a description of how the Workbook is organized and how to use it.
INITIAL CODIFICATION	Chapters II through VIII explain in great detail the entire process for an initial codification . The chapters are presented in the same order as the steps you will follow for a codification of a State's statutes and regulations. They are organized in such a way that each chapter builds on information provided in the preceding chapter. The chapters are designed to introduce certain key concepts and teach you how to:
<i>Chapter II</i>	P organize a team, conduct the necessary background research for the codification and coordinate with EPA Headquarters, Office of the Federal Register and staff members in other EPA Regions with experience in codification (Chapter II);

<i>Chapters III & IV</i>	P examine and organize a State's statutes and regulations by developing statutory and regulatory crosswalks and classifying each provision as "authorized", "procedural/enforcement", "broader in scope" or "extra/unauthorized" (Chapters III and IV);
<i>Chapter V</i>	P develop <u>Federal Register (FR)</u> notices using two different models. Model X is used for codification only and Model Z is used for a combined program revision authorization and codification (Chapter V);
<i>Chapters VI through VIII</i>	P develop, organize and submit a codification package consisting of an EPA binder containing a <u>Federal Register</u> notice; statutes and regulations to be incorporated by reference; transmittal letters; and an Addendum to the codification notice if the State has made unauthorized amendments to authorized sections of its regulations and the amendments cannot be easily crossed out (redlined) (Chapters VI, VII and VIII).
SUBSEQUENT CODIFICATIONS	Chapter IX discusses the process of preparing and submitting a codification package for a subsequent codification . The chapter assumes that you are already familiar with the concepts and procedures for initial codification, as described and presented in Chapters II through VIII of this Codification Workbook.
WORKBOOK EXERCISES	Specific exercises are included at the end of Chapters II through VII to reinforce the topics presented in each chapter and to provide you with hands-on experience in completing the variety of tasks you will encounter during the codification process.

C. HOW TO USE THE CODIFICATION WORKBOOK

WHO SHOULD USE THE CODIFICATION WORKBOOK	The Codification Workbook is designed for use by EPA Regional staff who are responsible for the codification of State statutes and regulations, including: <ul style="list-style-type: none">P individuals with no experience in codification;P Individuals with previous codification experience but with no experience in using the Codification Workbook; andP individuals with previous experience using the Codification Workbook.
NO CODIFICATION EXPERIENCE	If you are new to the codification process and have never prepared a codification package, you should start with Chapter II and proceed systematically through the Workbook, chapter by chapter. For each chapter, <ul style="list-style-type: none">P Carefully read through the entire chapter, making notes as necessary;

- P** Complete the suggested exercise(s) listed at the end of the chapter and check your answers;
- P** Review the list of key concepts again to reinforce the information considered important and vital to understanding that chapter; and
- P** Identify and follow the instructions within a chapter that are specifically applicable to your State's authorization and adoption status;

PREVIOUS
CODIFICATION
EXPERIENCE
USING
CODIFICATION
WORKBOOK

If you already have previous codification experience using the Codification Workbook, you may only be interested in how to update the previous information for a subsequent codification. If this is the case, you may go directly to Chapter IX. This chapter assumes that you are already familiar with the codification process presented in Chapters II through VIII and that you have already developed regulatory and statutory crosswalks based on the State's most recent codification.

PREVIOUS
CODIFICATION
EXPERIENCE
WITHOUT USING
CODIFICATION
WORKBOOK

If you have previous codification experience but have never used the procedures outlined in this Workbook, read through Chapters II through VIII for a greater understanding of the codification process as discussed in this Workbook. In addition, if you do not already have a well-documented statutory and regulatory crosswalks, develop them using the guidelines provided in Chapters III and IV and then go to Chapter IX for instructions for developing a subsequent codification.

**WHO TO CONTACT
ABOUT THE
CODIFICATION
WORKBOOK**

If you have any questions or comments about the Codification Workbook or need additional information, please contact:

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