

## Procedure to Submit District Rules to CARB

All District rules should be sent to the California Air Resources Board (CARB) to be included on the [Current Air District Rules webpage](#). For District rules that need to be submitted to the U.S. Environmental Protection Agency (U.S. EPA) for inclusion in the California State Implementation Plan (SIP) a complete submittal package is needed. This document provides a summary of the electronic procedures for transmitting both types of District rule packages to CARB.

**For rules that the District will submit to U.S. EPA as revisions to the SIP, please send an email to [districtrules@arb.ca.gov](mailto:districtrules@arb.ca.gov) with attachments. No postal mail submission is required.**

**For District rules NOT being submitted to the SIP, include the items identified by an asterisk attached to an email stating that the submission is not for SIP inclusion. No postal mail submission is required.**

### Items to Include in the Submittal Package

1. Submittal request letter (with handwritten signature) on District letterhead with each submittal package. A single submittal letter may include multiple rules.
2. For each rule submitted, complete and submit to CARB a copy of the documents listed below in **Adobe® Acrobat® (.pdf) format**, and also, if possible, in Microsoft Word (.docx):
  - a. [CARB SIP Completeness Checklist](#),
  - b. [CARB APCD/AQMD Rule Evaluation Form](#),\*
  - c. District Board Resolution adopting the final version of the rule, and the Board meeting minutes and/or agenda (if available)\*,
  - d. An underline/strikeout copy of the rule to show what was changed from the previous version (if applicable)\*,
  - e. A clean copy of the rule so that we may update CARB's online District Rules webpage with the most current version of the rule\*,
  - f. 30-day board hearing notice for the hearing at which the rule was adopted or amended\*,
  - g. At least one 30-day news clipping publicly noticing the board hearing\*,
  - h. The staff report for the rule (if available)\*,
  - i. Any comment letters received about the rule (optional)\*,

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\* Items identified with an asterisk SHOULD be included for rules not being submitted for inclusion into the SIP. For Item b, if applicable. For Items f and g, if available.

- j. Workshop minutes (optional)\*, and
- k. Copies of any rules that were referenced in the text of the rule the District adopted/amended (optional)\*.

If you have any questions relating to District rule submittal procedures, please email [districtrules@arb.ca.gov](mailto:districtrules@arb.ca.gov) and feel free to copy Ariel Fideldy at [ariel.fideldy@arb.ca.gov](mailto:ariel.fideldy@arb.ca.gov).