

**Adams and Jefferson County Hazardous Response Authority
FIELD OPERATING GUIDELINES**

ADMINISTRATIVE

F.O.G. #: 102

DATE: November 1, 2022

CATEGORY: FOG Change Procedure

PAGES: 2

I. Purpose:

To define the process for making submissions of new FOG's, revisions, additions, or deletions to the existing FOG's.

II. Guideline:

- A. Proposals for new additions, deletions or revisions of existing FOGs shall be submitted for consideration through the team chain of command in the following procedure:
1. New FOGs:
 - a) Prepare proposed new FOG using the current format, (FOG #101) including purpose, procedure and reference material.
 - b) Prepare cover letter or memo outlining the need for new FOG and any supporting referenced materials or information.
 - c) Submit both items signed and dated through the chain of command to the AJCHRA Team Coordinator. (If your agency requires that you submit new FOG requests to your supervisor before submitting to the Coordinator, follow agency policies).
 2. Revisions:
 - a) Prepare a "Red Lined" version of the existing FOG with proposed revisions containing added and deleted wording tracked and highlighted by using a "Track Changes" function
 - b) Prepare cover letter or memo outlining the need for FOG revision with background and/or supporting information.
 - c) Submit both items signed and dated through the chain of command to the AJCHRA Team Coordinator. (If your agency requires that you submit FOG revision requests to your supervisor before submitting to the Coordinator, follow agency policies).
 3. Follow-Up
 - a) All proposed changes shall be reviewed by the AJCHRA Coordinator and the Strategic Working Group (SWG).
 - 1) If recommended for approval by the Coordinator and the SWG, a summary will be submitted to the board of directors for review and approval as required by the IGA Article 1-7
 - b) All decisions and reasoning regarding decisions made on proposed changes will be reported back in writing, to the member or members who made the proposal within 90 days of the submission.

III. References:

- A. Intergovernmental Agreement Establishing the Adams and Jefferson County Hazardous Response Authority