

FEIS Mailing/Distribution - Internal Process & Procedure

Once direction is selected by Department of Agriculture, notification will be given to Christine Dawe & Ken Tu, who will then inform the AK Roadless Team to proceed with the following mail out process. Dates below reflect a Federal Register Notice publication date of **09/25/2020**.

Packets mailed out by print contractor:

All packages which include enclosures will be handled at the print contractor. **Shannon O'Brien** will send a pdf note to contractor, along with the Distribution List and instructions; contractor will use a mail-merge application to address envelopes.

Tetrattech (**Dave Coxor David Gravender**) will deliver loaded/labeled USB drives to the printer for inclusion in the print package. This will occur within one day of proofing the print.

If mailing batches need to take place, Tabs A-D will be the first mailed out with a projected post mark date of 09/24/2020. All other packets would be post marked as close as possible to 09/25/2020.

The print contractor will also be responsible for printing, packaging, and sending the following:

- 1) **Tab A & B** of the Distribution List contain mailing information for Tongass and Chugach Tribal Governments and Corporations. The print contractor will use the mail-merge feature to address the mail packages. **Shannon O'Brien** will email a PDF note to the print contractor for inclusion in the mailing packages. These mailing packages will contain a printed note, hard copy of the FEIS and a labeled thumb drive.
- 2) **Tab C** of the Distribution List contains mailing information for regulatory agencies who are required to receive hard copies. Some regulatory agencies may receive two mailings and are listed twice in Tab C. The print contractor will use the mail-merge feature to address the packages. These mailing packages will contain a hard copy of the FEIS, a thumb drive, and printed note.
- 3) **Tab D** of the Distribution list contains mailing information for elected officials who will receive a hard copy of the FEIS, a thumb drive and a printed note. The print contractor will use the mail-merge feature to address the mailing packages.
- 4) **Tab E** of the Distribution List contains mailing information for city governments who will receive a hard copy of the FEIS, a thumb drive, and a printed note. The print contractor will use the mail-merge feature to address the mailing packages.
- 5) **Tab F** of the Distribution List contains addresses for District and Forest Offices as well as individual FS Staff who will receive a hard copy of the FEIS, and a Thumb Drive. Recipients listed twice will receive two copies of the packet. No printed note is needed.

All remaining hard copy FEIs and thumb drives will be mailed to the Regional Office in Juneau for mailing to any additional requestors. **Robin Dale** will facilitate these mail outs.

Forest Service
Attention: Alaska Roadless Rule
P.O. Box 21628

Juneau, Alaska 99802

Letters mailed out by Alaska Regional Office:

- 1) **Tab G** of the Distribution List contains mailing information for regulatory agencies who are only required to receive information on where digital copies of the documents may be located. Some regulatory agencies may receive two mailings and are listed twice in Tab E. **Robin Dale** will facilitate the use of the mail-merge feature to populate the addresses envelopes for each specific agency. **Robin Dale** will get a copy of the news release from the WO to put in the envelopes. Mail out target date **09/25/2020**.
- 2) **Tab H** of the Distribution List contains mailing information for individuals, groups, and other stakeholders who requested to be the mailing list and did not provide an email address. **Robin Dale** will work with Charlette to facilitate addressing envelopes and mailing copies of the WO news release (**09/25/2020**).

Letters mailed via Gov Delivery

- 1) **Tab I** of the Distribution list contains email addresses of recipients who will receive notification via GovDelivery. **Shannon O'Brien** will process this through GovDelivery (sending the news release).

Other

Laurie Cooper will email local elected officials with a copy of the news release (which she'll get from Robin Dale) and the link to the document location. The email will go to:

- Sen. Bert Stedman
- Sen. Jesse Kiehl
- Rep. Jonathan Kreiss Tomkins
- Rep. Dan Ortiz
- Rep. Sara Hannan
- Rep. Andrea Story