

**Annex C - Regulatory Proceedings to reclassify, add, or remove a drug or other substance from list of dangerous drugs or controlled chemicals**

- a) After having completed the collection and recording of information relevant to the subject matter of a regulatory proceeding, the Board shall solicit comments and recommendations from the public by publishing an advance notice of the proposed subject of the regulation in the DDB website, publication and notification by postal or electronic mail, and indicating where, when and how persons may comment. The public notification shall also include a citation or reference to the specific legal authority authorizing the proposed regulation, a statement of the need for and reasonableness of the proposed regulation, and a summary of evidence. Not later than ten (10) working days after publication of the notice of the proposed regulation, the Board shall mail the notice or send electronically to each person that has made a timely request to the agency for a mailed or electronic copy of the notice. The Board may charge a reasonable fee for a mailed copy requested by a person.
- b) The Board shall specify a public comment period of at least thirty (30) working days after publication of notice of the proposed regulation during which a person may submit information and comment on the proposed regulation. The information or comment may be submitted in an electronic or written format. Any information must be incorporated into the record.
- c) A public hearing on the proposed regulation shall be held either twenty (20) working days after notice of its location, date, and time is published or at least ten (10) working days before the end of the public comment period. The DDB shall demonstrate the need for and reasonableness of the proposed regulation. The public may testify and may question agency representatives.