



HOW TO COMMENT

1. Find what you want to comment on.

□ FIND A NOTICE OR PROPOSED RULE:

- On either www.federalregister.gov or www.regulations.gov, you can search by keyword, Regulation Identifier Number (RIN), or agency name.
- Or, on an agency website, try searching for the term “rulemaking.”

□ SELECT THE DOCUMENT. On the right, you can find the date comments are due, the RIN, and the docket number.

2. Read the proposed regulation on which you are commenting.

□ WHEN READING:

- Pay attention to any questions or requests for data.
- Identify what you want to comment on. You do not need to address everything.

□ IF YOU HAVE QUESTIONS, ASK. The document will have the name of an agency contact.

! **Pro Tip:** you can also read the submitted comments at www.regulations.gov. The most substantive comments are often submitted at the end of the comment period.

3. What to put in your comment:

Commenting isn't voting. The number of comments won't change the outcome. But a single, carefully thought out comment often does.

□ TITLE:

- Give the name, RIN, docket number, and date of the document you are commenting on.
- The name of the organization or person whose comment it is.

□ EXPLAIN WHO YOU ARE:

- Why you are interested in the regulation.
- Your credentials and experience.
- Who you are commenting for (e.g., yourself, an organization, in support of another comment).

□ LIST:

- The issues within the proposal on which you are commenting.
- Your recommendations.

□ ANALYSIS AND INFORMATION AS TO:

- Whether a rulemaking is necessary.
- The costs and benefits of the proposed rule.
- The benefits of policy alternatives (including maintaining the status quo).

! **Pro Tip:** the more concrete and factual your comment is, the more persuasive it will be with the agency.

For more on how to write an effective comment, see “[How to effectively comment on regulations](#)” from the Brookings Institution & “[Stand Out from the Crowd: Making Your Voice Heard in an Era of 'Notice and Spam'](#)” by Sarah J. Morath.

4. Submit your comment.

The comment period ends at 11:59 ET on the date the comment is due. Allow time to submit it.

□ OPTION 1 – Return to the [federal register](http://www.federalregister.gov) and find the rulemaking on which you are commenting. At the top right-hand corner of the document page, click on “Submit a formal comment.”

□ OPTION 2 – Go to www.regulations.gov. Paste the rulemaking's RIN into the search bar. Clicking on the result will take you to the docket folder, where you can click “Comment Now!”. You can type your comment directly into the text box or upload a file.

! **Pro Tip:** you can also email a courtesy copy of your comment to the agency contact listed in the document.