

Interagency Committee on Chemical Management  
Chemical Nomination Review Process

Step 1: The User will complete the nomination form (NForm) via the ANR Online Submission System (System). The System will determine initial completeness:

- If Incomplete – the form is not uploaded, and the System will prompt the user to complete fields.
- If Complete - per N-Form requirements - the System uploads the form to the database.

Step 2: Once a form is successfully completed and uploaded to the internal database, the System will send an automatic email notification with a link to the form (or the database where the form is located) to all ICCM Members for review for administrative completeness. The System will prompt each ICCM Member to approve the submission for review or reject it.

- Unless all ICCM Members vote no, the ICCM will place the Nomination Form onto the next month's agenda.
- If all ICCM Members vote no, the ICCM Members will communicate to the submitter that the form requires more information at the next meeting.

Step 3: At its monthly meeting, ICCM Members will discuss and determine if the nomination form moves to Technical Team review.

- If yes, the ICCM will add the nomination form to the public facing website and refer the form to the Technical Team for review. The ICCM will prioritize nominations as necessary so that the Technical Team is reviewing one nomination at a time. The ICCM will publish the prioritization list on the dashboard.
- If no, the lead agency for the chemical prepares and sends a response to the submitter.
- The ICCM will update the ANR Online public facing dashboard to reflect the status of each nomination, and in the case of a rejection, the basis for such rejection.

Step 4: Technical Team Review – The technical team is made up of at least one member from each Department, as described in the statute. The ICCM technical team may invite experts from outside the State Agencies as needed, including but not limited to the following reasons: to understand chemical uses, chemical risk management procedures, alternates availability and assessment status.

- Upon completion of its review, the technical team will generate a report (following the requirements in EO/statute) and submit it to the ICCM.

Step 5: The ICCM members will review the technical team report and either:

- Send the report to the CAP for review and comment; or
- Send the report back to the technical team for revision, or additional information.

Step 6: The CAP will review and provide comments to the ICCM on the technical team report within the timeframe specified by the ICCM.

Step 7: The ICCM will review and consider CAP comments.

Step 8: After CAP comment review, the ICCM will write a Final Report, which will include but is not limited to the technical team report, CAP comments and responses to comments, recommendations, and its decision process, including any dissenting positions. Once finalized, the ICCM will route the Final Report to the applicable Agency(ies). The ICCM will provide assistance to Agency(ies) to support the recommendations as requested.

Step 9: The ICCM will update the System to reflect the status of the nomination.