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STATE OF ILLINOIS
Pollution Control Board

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MEMORANDUM

TO: Agency Rules Coordinators

FROM: JCAR

DATE: 12/1/05

RE: Mark-up of Agency 1st Notice Submissions

For some time, JCAR has been sending you a hand marked-up copy of 01 (1st Notice) rule text indicating any changes made prior to Register publication, in addition to the clean copy of the 01. Instead of that hand-marked copy, we will now be enclosing a colored copy produced by the text comparison program that we use. This document will be created by comparing the final copy published in the Register to the text you submitted to the SOS on disk.

The comparison document may be a little difficult to follow at first. Generally, when the submitted text and the final text are the same, the text will be black. Differences will be indicated in color. However, colored text does not always mean JCAR published text that differed from your draft. For example, spacing differences may result in highlighting. The method you use to indicate changes on your disk (i.e., track changes, manual striking and underlining, striking before underlining as opposed to underlining before striking) may be considered by the program to be differences. When JCAR applies track changes, it is careful to do so in a manner that results in tight punctuation and good word space after track changes have been run. If your agency disk was not as particular, the program will detect these as differences. It will not pick up on differences in bolding or the use of italics. It is completely befuddled by table format, but usually detects text differences in tables. There are also some quirks as to how some disks are read by the program; i.e., quote marks will sometimes read as "A" and "@" and apostrophes as equal signs. You will soon be able to quickly discern which highlighted portions are relevant.

The area in which we have found this program to be very reliable is that, if the text is black, you can be assured the 2 texts are identical. The program points out too many irrelevant differences, but does not seem to overlook differences.

If you have any trouble following the attached comparison document, your JCAR Staff contact can probably advise. These documents have been used in our office for the past 3 years. We believe that use of the comparison document will provide a cleaner version for your use and will obviously save some JCAR Staff time.

m:051201