

# **Appendix L**

## **Methodology for Categorizing/Cataloging Public Comments**

## **Description of Methodology Used for Categorizing/Cataloging Comments**

During public comment period, Reclamation received comments, suggestions and questions concerning several issues. In an effort to simplify the evaluation of the comments received, several steps were taken to organize the comments into a sortable database. As comments were received, they were assigned a code and source identification and entered into a database. Code identifications were assigned according to the following method:

- (1) Comments were classified and assigned a letter code according to commentor category, i.e. federal agency (F), state agency (S), local agency or water district (L), special interest or environmental group (G), individual (I), business (B).
- (2) A number code was then assigned to identify comment letters by the sequence in which they were received. For example, the third letter received from a local agency would be assigned the code “L-003”, which signifies that that this was the third letter received from a local agency.
- (3) When more than one issue was presented within any given comment letter, an additional numeric code was used to define the order in which the issues were presented within the comment letter. For example, the second issue raised within the third letter received from a local agency would be assigned the following code “L-003.1.”

The specific issues raised within a written comment or letter, or during a public meeting were coded according to the above method for easy reference between the original source of the comments and the sortable database. In addition, comments were assigned source identifications to help differentiate between written comment letters and oral comments made at public meetings. The date on which comments were received was also included as part of the source identification.