

**California MLPA Master Plan Science Advisory Team
Form for Disclosure of Ex Parte Communications**

Name or description of subject: _____

Date and time of communication: _____

Location of communication: _____

Type of communication (phone, email, etc.): _____

Person(s) initiating communication: _____

Substantive description of content of communication:
(Attach a copy of the complete text of any written material received or provided.)

Date

Signature of SAT member

If the communication was provided at the same time to staff as it was provided to a SAT member, the communication is not ex parte and this form does not need to be completed.

If communication occurred seven or more days in advance of the SAT meeting on the item that was the subject of the communication, complete this form and transmit it to the MLPA Initiative office within seven days of the communication. If it is reasonable to believe that the completed form will not arrive by U.S. mail at the office prior to the commencement of the meeting, other means of delivery should be used, such as email, facsimile, overnight mail, or personal delivery by the SAT member prior to the time that the meeting on the matter commences.

If communication occurred within seven days of the meeting, complete this form, provide the information orally on the day of the meeting and provide MLPA staff in attendance at the meeting with a copy of any written material that was part of the communication.