The Responsible Policy Official must attach the draft policy, revised draft, or original policy (if proposing to be repealed) to this routing form and forwarded to the Executive Assistant for processing. For questions, please contact:
Linda Kutinac | lkutinac@bcomnm.org | 674-2201 or Nina Nunez | nnunez@bcomnm.org | 674-2339

<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>Old Policy Number: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Policy Official:</td>
<td>New Policy Number:</td>
</tr>
<tr>
<td>Responsible Policy Official Department:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

1. **Policy Status**
   - ☐ New Policy
   - ☐ Current Policy
   - ☐ Interim Policy (Emergency Use Only)

2. **Are there Procedures associated with the Policy?** *Note: Please ensure that the associated procedures to this policy are accurate, updated (if applicable)*
   - ☐ Yes
   - ☐ No

3. **Is the Policy needed?**
   - ☐ Yes
   - ☐ No, I/We request the Policy be repealed/retired

4. **Why is a change being proposed?** Include any external or internal triggering events, such as a change in federal regulations, addressing a new risk, etc.

5. **Are there other existing administrative policies that overlap or are closely related to this policy?** If yes, which one or ones?
   - ☐ Yes; list Policy title/number:
   - ☐ No

6. **Please quantify the impact of the new or revised policy or procedures.**
   - Cost to develop and implement
   - Ongoing costs
   - Audience directly impacted
   - Other (please describe)

7. **Check those items below where you have confirmed that the policy revision is in alignment with:**
   - ☐ Board Policy and Bylaws
   - ☐ Federal and/or state laws
   - ☐ Other ________________

8. **Frequency of Comprehensive Review:**
   - ☐ Yearly
   - ☐ Special Term Frequency: ________________

9. **Additional information and/or comments:**

10. **This policy was reviewed by:** (list committees, departments, organizations, etc.)

    | Signature | Date |
    |-----------|------|
    | Responsible Policy Official: |      |