

How to Prepare My Testimony

As you prepare for a public hearing here are a few important tips:

- Follow any instructions provided in the public notice indicating how to register to speak.
- Prepare your testimony, in writing, and be sure to include your name and contact information.
- Keep your comments specific to only the permit under review – do not stray into other subjects.
- Respect the time limits determined by the overseeing agency – typically the time for each person’s testimony is between three and five minutes.
- Select the two or three main points you’d like to make and write a statement that fits the appropriate time limit.
- Write your comments down and practice them so you are familiar with what you want to say.
- **Rule of thumb: one minute = 150 words.**
- Write your testimony and check the word count to be sure you’re within the prescribed limit.
 - Three minutes = 450 words
 - Four minutes = 600 words
 - Five minutes = 750 words
- Take two copies with you to the hearing. Submit one copy to the person officiating the hearing.

What to include in your testimony:

- **Tell your story:**
 - What is it like living near the site that is the subject of the hearing?
 - Raise specific concerns about how your property, water sources, livestock, family and health might be affected.
 - Raise specific questions about the proposed operations. Important to note: no responses will be given to you during your testimony; however, questions raised during the proceedings could help the decision makers consider all the important facts as part of their deliberations.
 - Present any factual documents or articles you have – highlight just a few key sections in your oral testimony. Provide copies of the documents or articles you reference.
 - Provide photos, if you have them, documenting your concerns.

In addition to – or in place of – oral testimony, you may choose to submit written comments detailing your concerns. If that is the case, the following tips can be helpful:

- Be sure to carefully read the public notice and include all reference numbers and identifying reference information – and directions on how to submit your comments and to whom.
- Be sure to submit comments within the prescribed timeframe and to the appropriate person/department.
- Keep your comments specific to only the permit under review – do not stray into other subjects.
- Be sure to include your contact information as the reviewing agency may provide follow up information and/or notice regarding the issuance of the permit.

Contact:

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