

Transmittal Sheet

Proposed Action on Regulations	
Date Filed with AELR Committee August 9, 2023	Date Filed with Division of State Documents
	Document Number 23-194-P
	Date of Publication in MD Register

1. Desired date of publication in Maryland Register: September 22, 2023

2. COMAR Codification

Title	Subtitle	Chapter	Regulation
14	01	01	01
14	01	01	02
14	01	01	03
14	01	01	04
14	01	01	05

3. Promulgating Authority

Maryland Prescription Drug Affordability Board

4. Name of Regulations Coordinator

Michele J. McDonald

Telephone Number

410-596-7337

Mailing Address

16900 Science Drive
Suite 112—114
Bowie, MD 20715

Email

michele.mcdonald1@maryland.gov

5. Name of Person to Call About this Document

Michele J. McDonald

Telephone Number

410-596-7337

Mailing Address

16900 Science Drive
Suite 112—114
Bowie, MD 20715

Email

michele.mcdonald1@maryland.gov

6. Check applicable items:

- | | |
|-------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> | New Regulations |
| <input checked="" type="checkbox"/> | Amendments to Existing Regulations |
| <input type="checkbox"/> | Repeal of Existing Regulations |
| <input type="checkbox"/> | Recodification |
| <input type="checkbox"/> | Incorporation by Reference of Documents Requiring DSD Approval |

7. Is there Emergency text that is identical to this Proposal:

Yes No

8. Incorporation by Reference

- Incorporation by Reference (IBR) approval form(s) attached and 16 copies of documents proposed for incorporation submitted to DSD. (Submit 16 paper copies of IBR document to DSD and one copy to AELR.)

9. Public Body - Open Meeting

OPTIONAL - If promulgating authority is a public body, check to include a sentence in the Notice of Proposed Action that proposed action was considered at an open meeting held pursuant to General Provisions Article, §3-302(c), Annotated Code of Maryland

OPTIONAL - If promulgating authority is a public body, check to include a paragraph that final action will be considered at an open meeting

10. Children's Environmental Health and Protection

Check if the system should send a copy of the proposal to the Children's Environmental Health and Protection Advisory Council

11. Certificate of Authorized Officer

I certify that the attached document is in compliance with the Administrative Procedure Act. I also certify that the attached text has been approved for legality by Michele J. McDonald, Assistant Attorney General, telephone #410-596-7337, on July 24, 2023. A written copy of the approval is on file at this agency.

Name of Authorized Officer

Andrew W. York

Title

Executive Director

Telephone No.

410-804-0251

Date

July 24, 2023

Title 14

INDEPENDENT AGENCIES

Subtitle 01 PRESCRIPTION DRUG AFFORDABILITY BOARD

14.01.01 General Provisions

Authority: Health-General Article, §21-2C-03(f)(1), Annotated Code of Maryland

Notice of Proposed Action

[23-194-P]

The Maryland Prescription Drug Affordability Board proposes to:
amend §B of Regulation .01 and adopt new Regulations .02—.05 under COMAR 14.01.01 General Provisions. This action was considered and approved by the Maryland Prescription Drug Affordability Board at a public meeting held on July 24, 2023,

notice of which was provided by publication on the PDAB's website at https://pdab.maryland.gov/2023_board_meeting.html, as required under General Provisions Article, §3-302(c), Annotated Code of Maryland.

Statement of Purpose

The purpose of this action is to establish necessary definitions and procedures for calculating time periods, managing open meetings, handling confidential, trade-secret and proprietary information, and facilitating public comment.

Estimate of Economic Impact

The proposed action has no economic impact.

Economic Impact on Small Businesses

The proposed action has minimal or no economic impact on small businesses.

Impact on Individuals with Disabilities

The proposed action has no impact on individuals with disabilities.

Opportunity for Public Comment

Comments may be sent to Christina Shaklee, Health Policy Analyst Advanced, Maryland Prescription Drug Affordability Board, 16900 Science Drive, Suite 112-114, Bowie, MD 20715, or call 410-703-7015, or email to pdab.regs@maryland.gov. Comments will be accepted through October 23, 2023. A public hearing has not been scheduled.

Open Meeting

Final action on the proposal will be considered by Maryland Prescription Drug Affordability Board during a public meeting to be held on November 27, 2023 at 2:00 p.m., at an online venue. You may register to attend the meeting and obtain a link and call in information here: https://us02web.zoom.us/join/zoom/register/tZUlf--grT4jGdWgYmdCdZSGf_TQoZjsfxcX.

ANDREW W. YORK
Executive Director

Economic Impact Statement Part C

A. Fiscal Year in which regulations will become effective: **FY 24**

B. Does the budget for the fiscal year in which regulations become effective contain funds to implement the regulations?

No

C. If 'yes', state whether general, special (exact name), or federal funds will be used:

undefined

D. If 'no', identify the source(s) of funds necessary for implementation of these regulations:

E. If these regulations have no economic impact under Part A, indicate reason briefly:

These regulations contain definitions and procedures for submitting public comments, attending public meetings and handling confidential and proprietary information. The proposed regulations do not contain any fine or fee or impose any financial obligation.

F. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.

These regulations contain definitions and procedures for submitting public comments, attending public meetings and handling confidential and proprietary information. The proposed regulations do not contain any fine or fee or impose any financial obligation.

G. Small Business Worksheet:

Impact Statement Part C — Legislative Information

Part C requests agencies to provide information required by the Department of Legislative Services in its report to the AELR Committee. Answer the questions in the space provided. Part C is not printed in the Maryland Register.

Small Business Analysis Worksheet

This worksheet is designed to assist the agency in determining if and how the proposal impacts small businesses. Quantify the number of affected small businesses and estimates of costs and benefits to small businesses if possible. State Government Article, §2-1505.2, includes the following definitions which are relevant to the analysis:

“Economic impact analysis” means an estimate of the cost or the economic benefit to small businesses that may be affected by a regulation proposed by an agency pursuant to Title 10, Subtitle 1 of this article.

“Small business” means a corporation, partnership, sole proprietorship, or other business entity, including its affiliates, that: (i) is independently owned and operated; (ii) is not dominant in its field; and (iii) employs 50 or fewer full-time employees.

1a. Intended Beneficiaries. Who are the intended beneficiaries of the proposed regulation? Are these intended beneficiaries primarily households or businesses?

The public is the intended beneficiary of these housekeeping regulations. Households are not the intended primary beneficiaries.

1b. Intended Beneficiaries: Households. If households are the primary intended beneficiaries, will the proposal affect their income or purchasing power such that the volume or patterns of their consumer spending will change? If so, what directions of change would you anticipate? Will these expected spending changes have a disproportionate impact on small businesses? Can you descriptively identify the industries or types of business activities that are impacted?

None.

1c. Intended Beneficiaries: Businesses. If businesses are the intended beneficiaries, identify the businesses by industry or by types of business activities. How will businesses be impacted? Are these Maryland establishments disproportionately small businesses? If so, how will these Maryland small businesses be affected? Can you identify or estimate the present number of small businesses affected? Can you estimate the present total payroll or total employment of small businesses affected?

These regulations provide procedures for submitting public comments and submitting data and records that contain confidential, trade-secret or proprietary information. These regulations are procedural housekeeping regulations.

2a. Other Direct or Indirect Impacts: Adverse. Businesses may not be the intended beneficiaries of the proposal. Instead, the proposal may direct or otherwise cause businesses to incur additional expenses of doing business in Maryland. Does this proposal require Maryland businesses to respond in such a fashion that they will incur additional work-time costs or monetary costs in order to comply? Describe how Maryland establishments may be adversely affected. Will Maryland small businesses bear a disproportionate financial burden or suffer consequences that affect their ability to compete? Can you estimate the possible number of Maryland small businesses adversely affected? (Note that small business compliance costs in the area of regulation are the sum of out-of-pocket (cash) costs plus time costs — usually expressed as payroll, akin to calculations for legislative fiscal notes. Precise compliance costs may be difficult to estimate, but the general nature of procedures that businesses must accomplish to comply can be described.)

None. These regulations concern definitions and housekeeping procedures (open meetings, public comments, submission of data, etc).

2b. Other Direct or Indirect Impacts: Positive. Maryland businesses may positively benefit by means other than or in addition to changed consumer spending patterns. How may Maryland businesses be positively impacted by this initiative? Will Maryland small businesses share proportionately or disproportionately in these gains? Can you estimate the possible number of Maryland small businesses positively affected?

None. These regulations concern definitions and housekeeping procedures (open meetings, public comments, submission of data, etc).

3. Long-Term Impacts. There are instances where the longer run economic impact effect from regulations differ significantly from immediate impact. For example, regulations may impose immediate burdens on Maryland small businesses to comply, but the overall restructuring of the industry as a consequence of monitoring and compliance may provide offsetting benefits to the affected small businesses in subsequent years. Can you identify any long run economic impact effects on Maryland small businesses that over time (a) may compound or further aggravate the initial economic impact described above, or (b) may mitigate or offset the initial economic impact described above?

None. These regulations concern definitions and housekeeping procedures (open meetings, public comments, submission of data, etc).

4. Estimates of Economic Impact. State Government Article, §2-1505.2 requires that an agency include estimates, as appropriate, directly relating to: (1) cost of providing goods and services -- NONE; (2) effect on the work force --NONE; (3) effect on the cost of housing;--NONE (4) efficiency in

production and marketing--NONE; (5) capital investment, taxation, competition, and economic development--NONE; and (6) consumer choice--NONE.

Title 14

Independent Agencies

Subtitle .01 Prescription Drug Affordability Board

Chapter .01 General Provisions

Authority: Health-General Article, §21-2C-03(f)(1), Annotated Code of Maryland

.01 Definitions.

A. In this subtitle, the following terms have the meanings indicated.

[B.] (proposed for repeal)

ALL NEW

B. Terms Defined.

(1) "Abbreviated new drug application (ANDA)" means a submission to the FDA for the review and potential approval for marketing of a generic drug product, including bioequivalence data, as defined in 21 CFR §314.3 and described under 21 CFR §314.50.

(2) "Accelerated approval" means the FDA drug approval process defined in 21 U.S.C. §356(c)(1)(A).

(3) "Active ingredient" means a component of a drug that is intended to provide pharmacological activity or other direct effect in the diagnosis, cure, mitigation, treatment, or prevention of disease, or to affect the structure or any function of the body, as defined in 21 CFR §314.3.

(4) "Active moiety" means the molecule or ion responsible for the physiological or pharmacological action of the drug substance, excluding those appended portions of the molecule that cause the drug to be an ester, salt, or other noncovalent derivative of the molecule, as defined in 21 CFR §314.3.

(5) "Average cost share" means the sum of the cost share of a prescription drug product for each patient divided by the number of patients.

(6) "Average payor cost per patient" means the sum of the total dollars paid by all payors over the most recent calendar year divided by the number of patients.

(7) "Average sales price (ASP)" has the meaning stated in 42 U.S.C. §1395w-3a(c)(1).

(8) "Average total out-of-pocket cost" means the sum of all patient total out-of-pocket costs divided by the number of patients.

(9) "Average wholesale price (AWP)" means the average suggested price paid by a retailer to buy a drug from a wholesaler, excluding price concessions, discounts, and rebates.

(10) "Biologic" means a biological product, as defined in 42 U.S.C. §262(i)(1).

(11) "Biologics license application (BLA)" means a request to the FDA to introduce, or deliver for introduction, a biological product, as defined in 21 CFR §600.3(h), into interstate commerce, as regulated under 21 CFR §600-680.

(12) "Biosimilar" means a biological product, as defined in 42 U.S.C. §262(i)(2), that is produced or distributed in accordance with a biologics license application approved under 42 U.S.C. §262(k)(3).

(13) "Board" has the meaning stated in Health-General Article, §21-2C-01, Annotated Code of Maryland.

(14) "Board staff" means an employee of the Board or a qualified independent third party that has contracted with the Board and is subject to a nondisclosure or confidentiality agreement.

(15) "Brand name drug" has the meaning stated in Health-General Article, §21-2C-01, Annotated Code of Maryland.

(16) "Carrier" has the meaning stated in Health-General Article, §19-132, Annotated Code of Maryland.

(17) "Chair" means the chair of the Board, as provided in Health-General Article, §21-2C-03, Annotated Code of Maryland.

(18) "Coinsurance" means the percentage of costs paid by the patient after meeting the deductible.

(19) "Consumer Price Index for All Urban Consumers (CPI-U)" means the measure of the average change over time in the prices paid by urban consumers for a defined market basket of consumer goods and services.

(20) "Copayment" means the set dollar amount that a patient pays for prescriptions or services covered by the patient's health insurance, separate from the deductible.

(21) "Cost share" means the patient total out-of-pocket costs divided by gross spending.

(22) "Deductible" means the set amount a patient pays for health and medical services and products each calendar year before a health insurance plan begins to provide coverage, usually expressed in dollars.

(23) "Discount" means a monetary adjustment that reduces the price paid or dollar amount received by an entity engaging in a prescription drug transaction that occurs during the prescription drug transaction as reflected on the invoice.

(24) "Disease burden" means the impact of a health condition measured by financial cost, mortality, morbidity, severity, and epidemiological indicators.

(25) “Drug class” means the grouping of medications based on a common active ingredient (or ingredients) or by pharmacologic or therapeutic class.

(26) “Drug-specific patient access program” means a program designed to provide a patient with assistance in affording a prescription drug or paying for a prescription drug, including but not limited to the provision of a drug to a patient, coupons supplied by the manufacturer, donations to a nonprofit or foundation associated with the manufacturer, and donations to an independent nonprofit that are earmarked expressly for the manufacturer’s drugs.

(27) “Fund” means the Prescription Drug Affordability Fund, as provided for in Health-General Article, §21-2C-11, Annotated Code of Maryland.

(28) “Federal Supply Schedule (FSS)” means the drug pricing program under the collection of multiple award contracts used by federal agencies, U.S. territories, Indian tribes, and other specified entities to purchase supplies and services from outside vendors.

(29) “Food and Drug Administration (FDA)” means the federal agency of the U.S. Department of Health and Human Services tasked with protecting and promoting public health through the control and supervision of food safety, tobacco products, dietary supplements, prescription and over-the-counter pharmaceutical drugs, vaccines, biopharmaceuticals, medical devices, and certain other consumer products.

(30) “Formulary” has the meaning stated in Insurance Article, §15-1601, Annotated Code of Maryland.

(31) “Generic drug” has the meaning stated in Health-General Article, §21-2C-01, Annotated Code of Maryland.

(32) “Gross spending” means the sum of all monies paid for a prescription drug product for an individual patient in a calendar year.

(33) “Health economics and outcomes research” means the form of economic analysis that compares the relative costs and outcomes of different treatments, such as cost effectiveness analysis, comparative effectiveness research, health economic information analysis, and health technology assessments.

(34) “Health maintenance organization (HMO)” has the meaning stated in Health-General Article, §19-701, Annotated Code of Maryland.

(35) “Insurance benefit design” means the rules that determine the services covered by the plan and any other cost-sharing measures.

(36) “Indication” means labeling that discusses the disease or condition the drug product is intended to diagnose, treat, prevent, cure, or mitigate, including a description of the patient population.

(37) “Manufacturer” has the meaning stated in Health-General Article, §21-2C-01, Annotated Code of Maryland.

(38) “Maryland Medical Care Database (MCDB)” means the database established and maintained by the Maryland Health Care Commission pursuant to Health-General Article, §19-133, Annotated Code of Maryland.

(39) “Managed care organization (MCO)” has the meaning stated in Health-General Article, §15-102.4, Annotated Code of Maryland.

(40) “Medicaid” means the public health program jointly administered by the federal government and states that primarily serves low-income people (children, parents, and, in certain states, other adults) and some medically needy patients.

(41) “Medicare” means the health insurance program administered by the federal government for people over the age of 65 or with certain disabilities.

(42) “National average drug acquisition cost (NADAC)” means the pricing benchmark calculated from the Centers for Medicare & Medicaid Services’ (CMS) monthly surveys of retail pharmacies that reflects the average price pharmacies pay to acquire a drug from a wholesaler or manufacturer, excluding subsequent discounts or rebates from manufacturers to wholesalers or pharmacies.

(43) “National Drug Code (NDC)” means the unique three-segment number used for identification and reporting as set forth in 21 CFR §207.33.

(44) “Net cost” means the per-unit cost paid by payors of a drug after accounting for all price concessions, discounts, and rebates.

(45) “Net price” means the per-unit amount received by manufacturers of a drug after accounting for price concessions, discounts, and rebates.

(46) “New drug application (NDA)” means a submission to the FDA for the review and potential approval for marketing of a drug product, which includes chemical, pharmacological, medical, biopharmaceutical, and statistical data, as defined in 21 CFR §314.3 and described under 21 CFR §314.50.

(47) “Other cost-sharing” means a program, benefit design, or other mechanism that determines a patient’s responsibility for a prescription drug product, such as a copayment, coinsurance, deductible, formulary, or other management tool.

(48) “Out-of-pocket costs” means the expenses for medical care, including prescription drug therapy, that are not reimbursed by insurance and are paid by a patient, including copayments, coinsurance, and deductibles for covered services, and the costs for all non-covered services.

(49) “Payor” means the entity other than the patient that is responsible for paying for health care costs, including health insurance carriers, health plan sponsors, PBMs, Medicare, Medicaid, MCOs, and HMOs.

(50) “Patient total out-of-pocket costs” means the sum of a patient’s out-of-pocket costs, including items such as copayments, coinsurance, and deductibles, in a calendar year.

(51) “Person” includes an individual, limited liability company, partnership, corporation, association, county, and public or private organization of any character other than an agency.

(52) "Pharmacy benefit manager (PBM)" means a third-party administrator of prescription drug programs as stated in Insurance Article, §15-1601, Annotated Code of Maryland.

(53) "Prescription drug product" has the meaning stated in Health-General Article, §21-2C-01, Annotated Code of Maryland.

(54) "Price concession" means a mechanism other than a rebate or discount that reduces the price paid by a payor.

(55) "Proprietary" means something that is used, produced, or marketed under the exclusive legal right of the inventor, maker or owner.

(56) "Rebate" means a monetary adjustment that reduces the price paid or dollar amount received by an entity engaging in a prescription drug transaction that occurs after the prescription drug transaction.

(57) "Regulatory exclusivity" means any exclusive marketing rights or data exclusivity rights conferred by the FDA with respect to a pharmaceutical product other than patents, including but not limited to 180-day exclusivity, orphan drug exclusivity, new chemical entity exclusivity, data exclusivity, and pediatric exclusivity.

(58) "Stakeholder Council" means the Prescription Drug Affordability Stakeholder Council, as provided for in Health-General Article, §21-2C-04, Annotated Code of Maryland.

(59) "State actual acquisition cost (SAAC)" has the meaning stated in COMAR 10.09.03.01.B(42).

(60) "Standard medical practice" means the customary treatment by medical professionals:

(a) Based on credible scientific evidence published in peer reviewed medical literature generally recognized by the relevant medical community;

(b) Consistent with physician specialty society recommendations; or

(c) Consistent with the views of physicians practicing in the relevant clinical areas.

(61) "Trade secret" has the meaning stated in Commercial Law, §11-1201, Annotated Code of Maryland.

(62) "Therapeutic alternative" means a drug product that has the same or similar indications for use as a particular drug but is not a therapeutic equivalent to that drug.

(63) "Therapeutic class" means a group of drugs containing active moieties that share scientifically documented properties and are defined on the basis of any combination of three attributes: mechanism of action, physiologic effect, and chemical structure.

(64) "Therapeutic equivalent" has the meaning stated in 21 CFR §314.3.

(65) "Total patient out-of-pocket cost" means the sum of all patient out-of-pocket costs in a calendar year, including items such as copayments, coinsurance, and deductibles.

(66) "Total gross spending" means the sum of all monies paid for a prescription drug product in a calendar year.

(67) "Wholesale acquisition cost (WAC)" means the manufacturer's list price for a prescription drug product to wholesalers or direct purchasers in the United States, not including prompt pay or other discounts, rebates, or reductions in price, as reported in a wholesale price guide or other publication of prescription drug product pricing data.

(68) "Wholesale distributor" has the meaning stated in Health Occupations Article, §12-6C-01, Annotated Code of Maryland.

.02 Rules of Construction.

A. Singular and Plural. In interpreting and applying this subtitle, the singular includes the plural.

B. Computation of Time.

(1) In computing a period of time prescribed by these regulations or an applicable statute, after a day, act or event occurs, the following rules apply:

(a) The day of the act, event, or default after which the designated period of time begins to run is not included;

(b) If the period of time allowed is more than seven days, intermediate Saturdays, Sundays, and legal holidays are counted;

(c) If the period of time allowed is seven days or less, intermediate Saturdays, Sundays, and legal holidays are not counted; and

(d) The last day of the computed period is included unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next day that is a work day.

(2) In computing a period of time prescribed by these regulations or an applicable statute, before a day, act or event occurs, the following rules apply:

(a) In determining the latest day for performing an act that is required to be performed a prescribed number of days before a certain day, act, or event, all days preceding that day, including intervening Saturdays, Sundays, and legal holidays, are counted in the number of days so prescribed; and

(b) The latest day is included in the determination unless it is a Saturday, Sunday, or legal holiday, in which event the latest day is the first preceding day that is a work day.

.03 Open Meetings.

A. Public Attendance.

(1) The general public is invited to attend and observe an open session of the Board.

(2) A member of the public attending an open session may not participate in the session, except when:

(a) The Board expressly invites public testimony, questions, comments, or other forms of public participation; or

(b) Public participation is otherwise authorized by law or regulation.

(3) The Chair, or the Chair's designee, may extend or waive any time requirement in this regulation.

B. Public Comments. A member of the public may provide oral public comment and written public comment in accordance with Regulation .05 of this chapter.

C. Disruptive Conduct.

(1) An individual attending an open session of the Board may not engage in any conduct, including visual demonstrations such as waving of placards, signs, or banners, that disrupts the session or that interferes with the right of members of the public to attend and observe the session.

(2) Restoring Order. The presiding officer or Chair may:

(a) Order an individual who persists in conduct prohibited by §D of this regulation, or who has violated any other regulation concerning the conduct of the open session, to be removed or disconnected from the session, and may request police assistance to restore order; and

(b) Recess the session while order is restored.

.04 Confidential, Trade-Secret and Proprietary Information.

A. Collection of Records and Information.

(1) Identification.

(a) A person submitting information, including data and records, for the Board's consideration under this Subtitle and Health-General Article, Title 21, Subtitle 2C, Annotated Code of Maryland, shall:

(i) Clearly designate the specific information the person considers to be confidential, trade-secret or proprietary; and

(ii) Submit a form certifying that the information so designated is not otherwise publicly available and has been handled and maintained to preserve its confidential, trade-secret or proprietary nature.

(b) The Board may also determine that information it has received is confidential, trade-secret, or proprietary.

(c) The Board may seek additional information regarding whether the information is confidential, trade-secret, proprietary, or not otherwise publicly available from:

(i) The person submitting the information; or

(ii) To the extent the Board is able to determine who created the document or information, the person who created the document or information.

(2) Designation. The information and data obtained by the Board under this Subtitle and Health-General Article, Title 21, Subtitle 2C, Annotated Code of Maryland, that is not otherwise publicly available, is:

(a) Considered to be a trade secret and confidential and proprietary information; and

(b) Is not subject to inspection or disclosure under the Public Information Act.

B. Management of Information Received by the Board.

(1) Access to Information.

(a) Confidential, trade-secret, or proprietary information obtained by the Board under this Subtitle and Health-General Article, Title 21, Subtitle 2C, Annotated Code of Maryland, may be accessed only by:

(i) Board members; and

(ii) Board staff including a qualified independent third party that has contracted with the Board and is subject to a nondisclosure agreement prohibiting disclosure of such information.

(b) A person with access to confidential, trade-secret, or proprietary information shall maintain the confidentiality of the information in accordance with State Government Article, §10-617, and Health-General Article, §21-2C-10, Annotated Code of Maryland.

(2) Consideration by Board.

(a) The Board may discuss confidential, trade-secret and proprietary information in a closed session.

(b) The Board may not disclose confidential, trade-secret, or proprietary information in an open meeting, its public meeting materials, or its summary report of a cost review study.

.05 Public Comment Procedures.

A. Public Oral Comments for a Board Meeting.

(1) A member of the public may register to provide oral comments at a Board meeting by:

(a) Submitting a written notice that:

(i) Contains the individual's name, and email address or phone number;

(ii) Identifies whether the individual is affiliated with or commenting on behalf of an organization, agency, employer or other entity; and

(iii) Identifies the agenda item the individual wishes to address; and

(b) Submitting the written notice to the Board at least two work days before the scheduled meeting.

(2) Oral comments shall be made to the Board in open session.

B. Public Written Comment Procedures.

(1) General Procedures.

(a) Unless expressly exempted, these provisions apply to all written public comments.

(b) Except as provided in §B(5) of this regulation, a member of the public may submit written comments to the Board by email, courier or postal service.

(c) An individual submitting comments on behalf of an organization, agency, employer or other entity shall:

(i) Submit the comments on the letterhead of the organization, agency, employer or other entity; or

- (ii) Disclose in writing the organization, agency, employer or other entity with which the individual is affiliated;
- (d) Written comments received by the date prescribed by regulation or set by the Board will be:
 - (i) Shared with the Board;
 - (ii) Where applicable, made part of the record on the issue or matter before the Board where applicable; and
 - (iii) Posted on the Board's website.
- (e) Board staff shall redact sociological information prior to posting the written comments on the Board website.
- (2) Public Written Comments for a Board Meeting.
 - (a) A member of the public may submit written comments concerning any agenda item of the Board or any decision pending before the Board in accordance with the procedures in §B(1) and (5) of this regulation.
 - (b) Written comments received more than two work days before the scheduled Board meeting will be shared with the Board prior to the Board meeting.
 - (c) Written comments received less than two work days before the scheduled Board meeting will be shared with the Board and posted on the Board's website after the scheduled meeting.
 - (d) Written comments received less than two work days before the scheduled Board meeting may be considered at the next Board meeting if the issue, matter or decision is still pending.
- (3) Public Written Comments Authorized by Regulation. If a regulation expressly provides for public written comment, a member of the public may submit written comments to the Board within the time period prescribed by regulation in accordance with the procedures in §B(1) and (5) of this regulation.
- (4) Public Written Comments Requested by the Board. If the Board requests public comment by posting notice of the request and a due date on its website, a member of the public may submit written comments to the Board within the time period prescribed by the notice in accordance with the procedures in §B(1) and (5) this regulation.
- (5) Public Written Comments Containing Confidential, Trade-Secret and Proprietary Information.
 - (a) A member of the public that wishes to submit written comments or attachments to written comments that contain confidential, trade-secret and proprietary information shall:
 - (i) Redact the specific information the person considers to be confidential, trade-secret or proprietary from the written comments and attachments;
 - (ii) Submit a form certifying that the redacted information is not otherwise publicly available and has been handled and maintained to preserve its confidential, trade-secret or proprietary nature;
 - (iii) Submit the redacted comments and attachments to the Board by email, courier or postal service; and
 - (iv) Submit the unredacted comments and attachments to the Board in paper form using a tracked common carrier, courier or postal service, or electronically using secure file transfer.
 - (b) The Board and Board staff shall use, protect, and manage written comments and attachments containing confidential, trade-secret, and proprietary information in compliance with Regulation .04 of this chapter and Health-General Article, §§21-2C-03 and 21-2C-10, Annotated Code of Maryland.