

# Checklist for SBEIS and CBA Analyses

This checklist can be used to help remind you what to include in your economic analysis as you go through rule development. For legal requirements and more details for doing your economic analysis, check [Chapter 19.85 RCW](#) for the SBEIS and [RCW 34.05.328](#) for the CBA. See your AAG for any legal questions.

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## Small Business Economic Impact Statements

- Do your rule changes impact any small businesses (impose new costs, increase existing costs, or decrease revenues)?
- Are any rule sections exempt from needing a SBEIS? See [RCW 19.85.025\(3\)](#).
- Do any rule sections create “more than minor” costs to small businesses?
- Do your rules impose a cost for [first-time errors in paperwork](#) for small businesses? (See the definition for small business in this statute, different than the one in the [Regulatory Fairness Act](#); might impact your CBA.)
- Do your rules impose a cost for small businesses that are out of compliance with state law or agency rules? If so, see the [RCW 34.05.110](#). (See the definition for small business in this statute, different than the one in the [Regulatory Fairness Act](#); might impact your CBA.)
- Have you included representative small businesses in developing your rules? See [RCW 19.85.040](#).
- Have you collected data from representative small businesses and 10% of the largest businesses that must comply with your rules (to determine disproportionate costs)? See [RCW 19.85.040](#).
- Have you determined the disproportionate costs to representative small businesses? See [RCW 19.85.040](#).
- Have you decided what ways you can lessen the impact of the costs of small businesses? See [RCW 19.85.030](#).
- If you can’t lessen the impact for costs of any rule changes, have you documented the reasons clearly? See [RCW 19.95.030\(3\)](#).
- Have you asked representative small businesses to estimate the number of jobs created or lost from complying with your rules? See [RCW 19.85.040\(2\)\(d\)](#).
- Does your SBEIS clearly explain in plain language your rule changes, your process for doing a SBEIS, and how you’ve complied with Chapter 19.85 RCW?

## Cost-Benefit Analysis

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## Checklist for SBEIS and CBA Analyses

- Are any of your changed rule sections considered significant legislative rules? Also, see [RCW 34.05.328](#).
- Are any rule sections exempt from needing a CBA? See [RCW 34.05.328\(5\)\(b\)](#).
- For significant rule sections, have you collected cost and benefit data from representatives of those that are impacted by your rules?
- For significant rule sections, have you determined the benefits as well as costs of your rule changes? [RCW 34.05.328\(1\)\(d\)](#).
- Have you considered both quantitative and qualitative costs and benefits to those impacted by your rules?
- Are the probable benefits of your rule changes greater than the probable costs? See [RCW 34.05.328\(1\)\(d\)](#).
- Does your CBA clearly explain in plain language your rule changes, your process for doing a CBA, and how you've complied with RCW 34.05.328?

### For Both Analyses

- Do any of your rule changes involve changing a fee? (If so, check with your AAG or Rule Coordinator for guidance. See [RCW 43.135.055](#).)
- Have you effectively involved stakeholders in the process of doing and reviewing your analyses?
- Have you effectively involved your managers, AAGs, or other key decision makers in the process of doing your analyses?
- Have you kept the raw data from data collection in your writers' file (for support of your analysis)?
- In doing your analyses, if you made significant changes in your rules, have you documented the changes and reasons in a summary document for the official rule-making file?
- If you have written a combined SBEIS-CBA analysis, have you fulfilled the requirements for both the SBEIS and the CBA?

