

State of Minnesota

STATE REGISTER

Department of Administration—Documents Division



RECEIVED

FEB 17 1988

LEGISLATIVE REFERENCE LIBRARY
STATE CAPITOL
ST. PAUL, MN. 55155

Published every Monday

15 February 1988

Volume 12, Number 33

Pages 1689-1728

State Register

Judicial Notice Shall Be Taken of Material Published in the State Register

The *State Register* is the official publication of the State of Minnesota, containing executive orders of the governor, proposed and adopted rules of state agencies, official notices to the public, state and non-state public contracts, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

Printing Schedule and Submission Deadlines

| Vol. 12 Issue Number | *Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules | *Submission deadline for State Contract Notices and other **Official Notices | Issue Date |
|----------------------------|---|--|--------------------|
| 33 | Monday 1 February | Monday 8 February | Monday 15 February |
| 34 | Monday 8 February | Friday 12 February | Monday 22 February |
| 35 | Friday 12 February | Monday 22 February | Monday 29 February |
| 36 | Monday 22 February | Monday 29 February | Monday 7 March |

*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

**Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the State Register editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

The *State Register* is published by the State of Minnesota, Department of Administration, Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to Minn. Stat. § 14.46. Publication is weekly, on Mondays, with an index issue in September. In accordance with expressed legislative intent that the *State Register* be self-supporting, the subscription rate has been established at \$130.00 per year, postpaid to points in the United States. Second class postage paid at St. Paul, Minnesota. Publication Number 326630. (ISSN 0146-7751) No refunds will be made in the event of subscription cancellation. Single issues may be obtained at \$3.50 per copy.

Subscribers who do not receive a copy of an issue should notify the *State Register* Circulation Manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

Rudy Perpich, Governor

**Sandra J. Hale, Commissioner
Department of Administration**

**Stephen A. Ordahl, Director
Minnesota Documents Division**

Robin PanLener, Editor

Paul Hoffman, Assistant Editor

Debbie Kobold, Circulation Manager

Bonita Karels, Staff Assistant

For Legislative News

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office
Room 231 State Capitol, St. Paul, MN 55155
(612) 296-0504

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office
Room 175 State Office Building, St. Paul, MN 55155
(612) 296-2146

Contents

Minnesota Rules:

Amendments & Additions

Issues 27-33 inclusive 1692

Proposed Rules

Education Department

Secondary Vocational Programs 1694

Housing Finance Agency

Home Energy Loan Program 1702

Waste Management Board

Waste Tire Abatement 1704

Adopted Rules

Barber Examiners Board

License Transfer and Expansion or Change of Location of
School 1710

Hazardous Substance Injury Compensation Board

Attorney Fees for Property Damage Claims 1710
Death Benefits 1710

Human Services Department

Reimbursement of Intermediate Care Facilities for
Persons with Mental Retardation or Related
Conditions 1711

Secretary of State

Voting Machines or Systems 1712

Transportation Department

Licensing of Hazardous Waste Transporters 1712

Official Notices

Health Plan Regulatory Commission

Meeting Notice 1713

Human Services

Correction to List of Health Care Services
Requiring Prior Authorization 1713

Human Services

Solicitation of Outside Opinion 1714

State Retirement System

Meeting Notice 1714

Veterans Affairs Department

Notice of Planned Partial Sale of Big Island Veteran's
Camp 1714

State Contracts and Advertised Bids

Materials Management Division 1715
Printing and Mailing Services Division 1716

Administration Department

Food Service Consultant Services 1716

Commerce Department

Audit Services by an Actuary of Workers
Compensation Assigned Risk Plan 1718

Historical Society

Printing of Historical Sites Promotional Booklet 1718

Human Services Department

Refugee Social Services 1719

Metropolitan Council

Request for Proposals to Examine the Provision of
Regional Recreation Services to Special Need
Groups 1719

Governor's Planning Council on Developmental Disabilities

Request for Proposals for Case Management of
Persons With Developmental Disabilities 1719

Telecommunications Access for Communication- Impaired Persons Board

Request for Proposal for Consultant Contract to Plan
Message Relay Service 1720

State Grants

Housing Finance Agency

Availability of Federal Funds for Permanent Housing
for Handicapped and Homeless Persons Program 1721

Non-State Public Contracts

City of Chisholm

Architectural Services 1722

Supreme Court Decisions

Decisions filed Friday 12 February 1988 1722

Announcements

. 1722

Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as **Proposed Rules**. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-652-9747 and ask for "Documents."

Administration Department

1305.2050 s.801; .2100 s.802; .6200 table 33-A
(adopted) 1364

Agriculture Department

1502.0001-.0025 (adopted emergency) 1456
1502.0001-.0025 (withdrawn emergency) 1461
1506.0010-.0040 (proposed) 1501
1555.0005-.0010 (adopted effective 3/1/88) 1365
1555.0011-.0012 (adopted effective 9/1/88) 1365
1562.0100-.2200 (withdrawn) 1504
1560.5400-.7600 (proposed repealer withdrawn) 1504
1562.0100-.2200 (proposed) 1597
1560.5400-.7600 (proposed repealer) 1597

Barber Examiners Board

2100.5500 (adopted) 1710

Commerce Department

2640.0100; .1100; .1700; .3300; .3500; .4100; .5100;
.5200; .5500; .5600; .6000; .6700; .6800; .6900; .7000;
.8200; .8900; .9200 (proposed) 1504
2640.0100 s.7 (proposed repealer) 1504
2766.0010-.0140 (proposed) 1509

Corrections Department

2945.0100; .0110; .0120; .0130; .0500; .0510; .0520;
.0530; .0540; .1000; .1600; .1610; .1620; .2100; .2110;
.2120; .2130; .2500; .2510; .2520; .2530; .2540; .2550;
.3400; .3410; .3420; .3430; .3440; .3450; .3460; .4700;
.4710; .4720; .4730; .4740; .4750; .4760; .5400; .5410;
.5420; .5430; .5440; .5450; .5460; .5470; .5480; .5490;
(withdrawn) 1389

Education Department

3500.0710 (proposed) 1518
3500.0700 (proposed repealer) 1518
3505.1000; .1200; .1500; .1700; .1900; .2000; .2100;
.2200; .2400; .2500; .2600; .4200; .4300; .4400; .4500;
.4600; .4700; .4900; .5200; .5300; .5400; .5500; .5600;
.5700 (proposed) 1692

3505.0200; .0300; .0400; .0500; .0600; .0700; .0800;
.0900; 3505.1000 subparts 2,18,27,42, and 44;
3505.6000; .6100; .6200; .6300; .6400; .6410; .6500;
.6600; .6700; .6800; .6900; .7000; .7100; .7200; .7300;
.7400; .7500; .7600; .7700; .7800; .7900; .8000; .8100;
.8200; .8300; .8400; .8410; .8500; .8600; .8700; .8800;
.8900; .9000; .9100; .9200; .9300; .9400; .9500; .9600;
.9700; .9800; .9900 (proposed repealer) 1692
3517.0350; .0520; .1240; .1500; .1520; .1560; .1600;
.3450 (proposed) 1646
3515.0075-.0084 (proposed emergency) 1661
3700.0300; .0305; .0310; .0315; .0320; .0325; .0330;
.0335; .0340; .0350; .0355; .0360; .0365; .0370; .0375;
.0380 (adopted) 1618
3700.0380 (repealed) 1618

Hazardous Substance Injury Compensation Board

7190.0020 (adopted) 1710
7190.1000; .1005; .1010; .1015; .1020; .1025; .1026
(adopted) 1710

Public Utilities Commission (see also 7800)

4220.0100; .0200; .0300; .1100; .1200; .1300; .2100;
.2200; .2300; .2350; .2400; .2500; .2600; .2700; .2800;
.2900; .3000; .3300; .3400; .4100 (proposed) 1396
4220.0100 s.4,8; .2100 s.5,6; .4100 s.2,3,4
(proposed repealer) 1396

Health Department

4700.1900; .2000; .2100; .2210; .2300; .2400; .2500;
.2550 (adopted) 1563
4700.2200; .2400 s.3 (repealed) 1563
4717.0310 (adopted) 1660

Housing Finance Agency

4900.0010 (adopted) 1564
4900.0010 (adopted) 1564
4900.0590; .0591; .0592 (proposed) 1702
4900.0930; .0980 (adopted) 1564
4900.1500; .1520; .1540; .1572; .1574; .1576; .1578
.1580; .1582; .1584; .1586 (proposed) 1521

Minnesota Rules: Amendments & Additions

Labor & Industry Department

5205.0010 (adopted) 1618
5219.0010; .0020; .0030 (adopted emergency) 1619

Natural Resources Department

6125.0100; .0200; .0300; .0400; .0500; .0600; .0700
(proposed) 1433

Optometry Board

6500.2800; .2900 (adopted) 1564

Pharmacy Board

6800.1250; .1600; .4210; .4220 (proposed) 1525

Podiatric Medicine Board

6900.0010; .0020; .0030; .0160; .0200; .0210; .0250;
.0300; .0400 (proposed) 1528
6900.0300 s.6 (proposed repealer) 1528

Pollution Control Agency

7001.0020; .0040; .0050; .0190; .4000; .4010; .4020;
.4030; .4035; .4040; .4050; .4060; .4070; .4080; .4090;
.4110; .4120; .4130; .4140; .4150 (adopted) 1564
7035.8200; .8205; .8210; .8220; .8230; .8240; .8250;
.8260; .8270; .8280; .8290; .8300; .8400; .8410; .8420;
.8430; .8440; .8450; .8460; .8470; .8480; .8490; .8500;
.8510; .8520; .8530; .8540; .8550; .8560; .8570; .8580;
.8590; .8700; .8710 (adopted) 1564
7001.0020; .0040; .0050; .0190; (proposed) 1541
7001.4000; .4010; .4020; .4030; .4040; .4050; .4060;
.4070; .4080; .4090; .4100; .4110; .4120; .4130; .4140;
.4150 (proposed repealer) 1541
7035.8200; .8205; .8210; .8220; .8230; .8240; .8250; .8260;
.8270; .8280; .8290; .8300; .8400; .8410; .8420; .8430;
.8440; .8450; .8460; .8470; .8480; .8490; .8500; .8510;
.8520; .8530; .8540; .8550; .8560; .8570; .8580; .8590;
.8700; .8710 (proposed repealer) 1541
7045.0020; .0125; .0135; .0139; .0219; .0296; .0302;
.0375; .0381 (adopted) 1660

Public Safety Department

7515.1100; .1110 (adopted) 1456
7515.1100 s.1 (repealed) 1456

Public Service Department

7605.0010-.0080 (proposed) 1655
7660.0010-.0090 (proposed) 1651

Public Utilities Commission (see also 4220.0100)

7815.0100; .0700; .0800; .0900; .1000; .1050; .1100;
.1200; .1400; .1500; .1600 (proposed) 1534

Revenue Department

8001.0300 (proposed) 1609

Secretary of State

8200.0300; .0400; .0700; .0800; .1100; .1200; .1500;
.1700; .2100; .2200; .2600; .3700; .3800; .5100; .5400;
.9910; .9919; 8220.1950; 8235.0200; 8240.2400
(proposed) 1611
8220.0650 (adopted) 1712
8200.1300; .1600; .3800 s.2; .9916; .9922; .9925
(proposed repealer) 1611
8210.3000; .3005; .3010; .3015 (proposed) 1446

Transportation Department

8870.0100; .0200; .0300; .0400; .0500; .0600; .0700;
.0800; .0900; .1000; .1100 (adopted) 1712

Veterinary Medicine Board

9100.0400 (proposed) 1450

Waste Management Board

9220.0100; .0110; .0120; .0130; .0140; .0150; .0160;
.0170; .0180 (proposed) 1704
9220.0200-.0680 (proposed) 1541
9200.6000; .6001; .6002; .6003; .6004; .6007; .6008;
.6010 (adopted) 1564

Human Services Department

9500.1100 (adopted) 1611
9502.0335 (proposed) 1607
9515.1000; .1200; .1300; .1400; .1500; .2200; .2300;
.2400; .2500; .2600 (proposed) 1389
9515.1100 (proposed repealer) 1389
9530.4100; .4120; .4130; .4200; .4210; .4220; .4230;
.4250; .4260; .4270; .4280; .4300; .4310; .4320; .4330;
.4340; .4350; .4370; .4380; .4390; .4400; .4410; .4450
(adopted) 1451
9530.0100; .0200; .0300; .0400; .0500; .0600; .0700;
.0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500;
.1600; .1700; .2500; .2600; .2700; .2800; .2900; .3000;
.3100; .3200; .3300; .3400; .3500; .3600; .3700; .3800;
.3900; .4000 (repealed) 1451
9549.0059; .0060; (proposed) 1649
9553.0020; .0030; .0035; .0040; .0050; .0075 (adopted) 1711
9553.0041; .0050; .0060 (proposed) 1429

Proposed Rules

Pursuant to Minn. Stat. of 1982, §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

State Board of Education

Proposed Permanent Rules Relating to Secondary Vocational Programs

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Board of Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minn. Stat.* § 121.11, subd. 12 (1986) and *Minn. Stat.* § 124.573 (1986 and Supp. 1987).

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

The proposal repeals part 3505.0200 through 3505.0900; 3505.1000, subparts 2, 18, 27, 42, and 44; 3505.6000 through 3505.9900. A copy of the proposed rule is attached hereto.

A Statement of Need and Reasonableness that describes the need for and reasonableness of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Audrey Grote upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Audrey Grote.

Dated: 21 January 1988

State Board of Education
Ruth E. Randall
Secretary

Rules as Proposed**3505.1000 DEFINITIONS.**

Subpart 1. [Unchanged.]

Subp. 2. [See Repealer.]

Subp. 3. **Authorized local administrator.** "Authorized local administrator" means the licensed vocational administrator who has major responsibility for vocational education at the secondary, ~~postsecondary and/or adult~~ level for a district, ~~or center, or AVTE~~ and is assigned to provide management and leadership in secondary vocational education. The superintendent may act as the authorized local administrator in the absence of a local vocational administrator.

Subp. 4. to 6. [Unchanged.]

Subp. 7. **Classroom instruction.** "Classroom instruction" means an in-school instructional method involving discussion, ~~lecture~~ simulation, problem solving, decision making, computers, and other forms of communication.

Subp. 8. and 9. [Unchanged.]

Subp. 10. **Cooperative center.** "Cooperative center" means two or more districts meeting all provisions of Minnesota statutes, which provide expanded educational options by sharing vocational programs which have been approved by the State Board ~~for Vocational~~ of Education.

Subp. 11. and 12. [Unchanged.]

Subp. 13. **Entry level skills.** "Entry level skills" means those basic occupational competencies and work readiness skills including application of basic skills, work attitudes, and problem solving skills which enable a person to enter initial employment.

Subp. 14. **Essential licensed personnel.** "Essential licensed personnel" means staff assigned to approved vocational education programs who meet criteria for vocational education licensure ~~set forth by~~ stated in vocational rules of the Minnesota State Board ~~for Vocational~~ of Education and who have been issued a the appropriate vocational license.

Subp. 15. **Exploratory work experience.** "Exploratory work experience" means a school supervised vocational program designed to provide students with paid or unpaid ~~on-the-job~~ work experience in a variety of occupations, to help the students identify job traits in relation to their abilities and characteristics and to assist them in making realistic and appropriate occupational choices.

Subp. 16. **Extended employment.** "Extended employment" means paid time when staff is employed beyond the regular school calendar, which is necessary for job placement and coordination, development of training plans and training agreements, equipment maintenance, supply procurement, inventory and storage, ~~laboratory organizations, etc.~~ curriculum development, staff development, or vocational student organization activities.

Subp. 17. [Unchanged.]

Subp. 18. [See Repealer.]

Subp. 19. to 24. [Unchanged.]

Subp. 25. **Occupation.** "Occupation" means paid or unpaid ~~employment~~ work including, but not limited to, salaried jobs, self-employment, and homemaking.

Subp. 26. [Unchanged.]

Subp. 27. [See Repealer.]

Subp. 28. to 34. [Unchanged.]

Subp. 35. **Students with special needs.** "Students with special needs" means students who are handicapped or disadvantaged.

Students identified as handicapped are defined in Minnesota Statutes, section 120.03 and cannot succeed in regular vocational programs.

Disadvantaged students are those who have academic or economic disadvantages and require special programs, modified programs or supportive services to assist them in succeeding in a vocational education program. Students with academic and economic disadvantages may lack reading, writing, mathematic skills, perform below grade level, the family income is at or below national poverty level, the student or ~~his/her parent(s)~~ the student's parents or guardian is unemployed, the student of ~~his/her parent(s)~~ is a recipient

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

Proposed Rules

or the student's parents are recipients of public assistance, or the student is institutionalized or under the state's guardianship.

Subp. 36. [Unchanged.]

Subp. 37. **Secondary vocational teacher full-time equivalent.** "Secondary vocational teacher full-time equivalent" means a ~~certified~~ licensed vocational ~~instructor~~ teacher who teaches the equivalent of six hours per day for 175 days per year or its equivalent.

Subp. 38. to 41. [Unchanged.]

Subp. 42. [See Repealer.]

Subp. 43. **Vocational aid.** "Vocational aid" means categorical, state and federal funding for secondary, ~~postsecondary, and adult~~ vocational programs meeting criteria set forth in rules.

Subp. 44. [See Repealer.]

Subp. 45. **Vocational education.** "Vocational education" means organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid employment work or for additional preparation for a career requiring technical skills ~~other than a baccalaureate or~~ competencies or a postsecondary or higher education advanced degree.

Subp. 46. [Unchanged.]

Subp. 47. **Vocational program advisory committee.** "Vocational program advisory committee" means a group of persons with competence or interests in an occupational field related to the program being served, selected for ~~the purpose of~~ offering advice to ~~instructors and/or teachers or~~ administrators regarding vocational education. At least 50 percent of the members shall be representatives of a directly related business, labor and industry.

Subp. 48. [Unchanged.]

3505.1200 OPPORTUNITY TO APPEAL.

Districts or centers whose vocational programs or courses have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for submission to the State Board for ~~Vocational of~~ Education and are entitled to a hearing date review at a regular or special board meeting. The State Board for ~~Vocational of~~ Education will notify the districts or centers of the time and place of the hearing review in writing. Upon completion of the hearing review, the decision of the State Board for ~~Vocational of~~ Education and the reasons for the decision will be made in writing and transmitted to the local education agency. The decision of the State Board for ~~Vocational of~~ Education shall be the final state action.

3505.1500 CENTER APPROVAL.

State Board for ~~Vocational of~~ Education approval is necessary if a vocational cooperative center is to be eligible for secondary ~~or adult~~ categorical vocational aid or other aid available to approved vocational cooperative centers. The superintendent representing a district school board or a center governing board may submit a request to the commissioner of education for approval by the State Board for ~~Vocational of~~ Education when the following criteria have been met.

Vocational programs shall be shared by one of the following methods: two or more Minnesota school districts operating a cooperative center having met provisions of applicable Minnesota Statutes, or intermediate school districts established by the legislature to serve two or more independent school districts; ~~or a school district sharing secondary vocational education among two or more senior high schools.~~

A licensed secondary vocational administrator or the superintendent for a district shall be responsible for the vocational programs.

3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.

~~When federal funds are not available to all applicants, the State Board for Vocational Education shall use the following criteria in determining the allocation of federal funds. Priority shall be determined based upon economic, social, and demographic factors relating to need for programs among target groups and areas of the state. Distribution to local education agency shall be determined by the ability to provide resources and the concentration of low-income families. Distribution to other eligible recipients shall be determined by the financial ability to provide resources and the concentration of students served whose education imposes a higher than average cost, such as those from low-income families and those with English as a second language. Federally funded programs shall be assessed annually to be eligible for continued allocation of federal funds.~~

A cooperative agreement between the State Board of Education and the State Board for Vocational Technical Education will annually provide for the distribution of federal funds between secondary and postsecondary vocational programs.

Distribution to local education agencies must be determined by state and federal law.

3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.

Written plans for the use of federal and state appropriated matching funds shall be submitted to the commissioner of education

by eligible agencies or institutions conducting vocational education programs. Claims for expenditures available for aid may be submitted to the commissioner of education requesting reimbursement upon funds already expended. Recommendations regarding payment shall be made by the commissioner of education for approval by the State Board for ~~Vocational~~ of Education.

3505.2000 APPORTIONING FUNDS.

In apportioning funds among local education agencies, the State Board for ~~Vocational~~ of Education shall assure that no local education agency which is making a reasonable tax effort shall be denied funds for establishing new vocational programs solely because it is unable to pay the nonfederal share of the cost of ~~such~~ the programs.

3505.2100 PROPERTY MANAGEMENT STANDARDS.

A uniform property management system ~~shall~~ must be ~~utilized~~ used by the districts and centers to:

A. maintain individual item control for continuing verification on nonexpendable personal property in which the State Board for ~~Vocational~~ of Education has provided state ~~and/or~~ or federal funds; and

B. maintain a source of information for future purchasing and capital budgeting for nonexpendable personal property, long-term capital financing, and program cost computing.

3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNERSHIP.

This part lists standards and procedures governing ownership, use, and disposition of nonexpendable personal property purchased whole or in part with state or federal funds ~~and in which there are no federal funds are set forth below~~. Title ~~will~~ must not be taken by the State Board for ~~Vocational~~ of Education, but ~~shall~~ must be vested in the local education agency subject to the following restrictions on use and disposition of the property:

A. [Unchanged.]

B. All other nonexpendable personal property with an acquisition cost of \$1,000 or less: the local education agency may use the property for its intended vocational-technical purpose. If approved vocational-technical use of the property is discontinued or the property is sold or diverted in some other manner, the State Board for ~~Vocational~~ of Education is to be credited with its proportionate share of the current fair market value of the property. The current fair market value shall be determined by the sale price in the case of a bona fide sale or by a third party appraisal in the case of some other diversion. The State Board for ~~Vocational~~ of Education's proportionate share of the property shall be computed by applying the percentage of state funding participation in the property to the current fair market value of the property.

C. Nonexpendable personal property with an acquisition cost of over \$1,000: if the property is not needed for its intended vocational-technical purpose, the local education agency shall request disposition instructions from the commissioner of education. If instructions are not received within 120 days, the local education agency may dispose of the property at ~~their~~ its discretion.

A physical inventory of nonexpendable personal property shall be taken by the local education agency and the results reconciled with the local education agency property records at least once every two years to verify the existence, current ~~utilization~~ use, and continued need for the property. Property records shall be retained for three years after final disposition of the property. The commissioner of education or ~~his~~ an authorized representative shall have access to any pertinent property records for the purpose of making examinations.

In addition, when personal property is purchased whole or in part with federal funds furnished by the State Board for ~~Vocational~~ of Education, the local education agency shall comply with the appropriate federal regulations regarding standards and procedures governing ownership, use, and disposition of personal property.

3505.2400 SCOPE.

To be eligible for aid, local education agencies shall meet the ~~rules~~ requirements in parts 3505.2400 to 3505.6000.

Approval requests shall be submitted annually by the local education agency to the commissioner of education. Only approved programs shall be eligible for vocational aid. Local education agencies submitting new program approval or alteration requests shall be notified in writing regarding approval, disapproval, recommended alteration, or delay of action within 20 working days after receipt of the request. When the program is disapproved or recommended for alteration, the notification shall include reasons for denial or changes. When applicable, the notice shall outline corrective actions for the program to qualify for approval upon resubmission. Approved programs and administrative services shall be supervised by the authorized local administrator. ~~When programs~~

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

are jointly funded by vocational and special education; appropriately licensed special education administrators and supervisors shall be involved in the supervision of the program. The local education agency shall resubmit each approved program for evaluation by the State Board for Vocational of Education at least once every five years.

3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.

The commissioner of education shall approve programs on the following basis. Approval shall be on the basis of a complete program as defined in parts 3505.2600 to 3505.4100. The local education agency shall provide evidence that its curriculum is designed to meet vocational objectives which shall include:

- A. in-depth exploration of occupations to assist in the career planning process; and
- B. development of occupational competencies designed to be recognized for advanced placement in postsecondary programs; and
- C. development of occupational competencies necessary to enter an occupation.

Each program shall have a vocational advisory committee to advise the ~~instructor(s)~~ teacher, the local authorized administrator, and the local board; the advisory committee shall meet at least two times a year.

3505.2600 PROGRAM COMPONENTS AND TIME STANDARDS.

All program components and learner outcomes for specific program areas as specified in parts 3505.2700 to 3505.4100 must be addressed in order to qualify for approval; however, emphasis shall be at the discretion of the local education agency with guidance from the program advisory committee. ~~Daily time requirements may be converted to weekly equivalents.~~

3505.4200 MINIMUM STUDENT/STAFF RATIO TO OBTAIN FINANCIAL AID FOR PROGRAM.

To be eligible for aid, the minimum ~~student-instructor~~ student-teacher staff ratio for each program shall ~~must~~ be an average of ten students to instructor or instructor-coordinator. When more than one program section is in operation, enrollment shall average ten or more students per section. An exception to the minimum student/staff ratio may be granted by the commissioner State Board of Education for a maximum of one year to ~~permit students to complete~~ resolve a hardship. In this part, hardship exceptions refer to:

- A. completing a sequential program; or during;
- B. the first year of a new program; and
- C. a unique situation in a local district or cooperative center that can be resolved by the beginning of the school year following the year in which the exception is granted.

A rationale and plan of action to resolve the hardship during the exception school year must be received by the secondary vocational section of the Department of Education by March 1, October 25, or February 25, whichever is appropriate. A student shall be allowed to enter or withdraw from the program without completing all courses or components.

3505.4300 COMMUNITY-BASED EDUCATION.

When a vocational program includes a segment in which students are placed on a paid or unpaid experience outside the vocational class or laboratory for more than 40 hours during the program, the local education agency shall meet the ~~rules~~ requirements for the community-based education option of a program as stated in parts 3500.3500 and 3505.4400 to 3505.4700.

3505.4400 SINGLE VOCATIONAL AREA ~~COOP~~ COOPERATIVE; REGULAR ~~COOP~~ COOPERATIVE.

The authorized local administrator shall assign coordination time for the ~~instructor-coordinator~~ teacher-coordinator in blocks of time large enough for efficiency, such so that the staff can contact the employer during hours when the student is working. Preparation time for the ~~instructor-coordinator~~ shall teacher-coordinator must be assigned separately from coordination time. Training stations shall ~~must~~ be available to at least half of the ~~coop~~ cooperative students prior to before the commencement of the program. The student shall ~~must~~ be on the job a minimum of one hour per a day, averaging no less than ten hours per week during the school session. An exception for this rule may ~~must~~ be granted by the commissioner of education for handicapped persons whose physical or emotional disability prevents them from working a two-hour day. The local education agency shall have a training agreement and training plan for each student on the job. The agreement and plan shall be signed by the student/parent or guardian (when the student is under 18), employer, and ~~instructor-coordinator~~ teacher-coordinator, and shall remain on file locally for at least six months after the student completes the cooperative component of the program. The ~~coop~~ cooperative experience shall include occupational relations, an employability seminar, or a related seminar which shall consist of a minimum of 50 minutes per day or 250 minutes per week taught by a licensed vocational teacher-coordinator. When the seminar convenes two or fewer times per week, a minimum of 200 minutes is required. The ~~coop~~ cooperative experience shall include prior or concurrent classroom instruction in the occupational area except work experience for special needs students. Age certificates shall ~~must~~ be submitted to the Minnesota Department of Labor and Industry kept on file for a minimum of three years.

3505.4500 MULTIPLE VOCATIONAL AREA ~~COOP~~ COOPERATIVE; DIVERSIFIED OCCUPATIONS; INTERRELATED ~~COOP~~ COOPERATIVE.

The requirements in part 3505.4400 ~~rules shall~~ must be met. Diversified occupations/interrelated ~~coop~~ cooperatives shall serve students from more than one vocational program area. A student shall ~~possess~~ have, or acquire concurrently, skill competencies related to ~~his/her~~ the student's stated career ~~objective(s)~~ objective as stated in the component section of the vocational program area which relates to that stated objective.

3505.4600 SPECIAL NEEDS ~~COOP~~ COOPERATIVE.

Special needs ~~coop~~ - cooperative community-based education designed specifically to develop employability competencies for special needs students: all programs shall meet the following criteria.

The requirements in part 3505.4400 ~~rules shall~~ must be met. Students selected for these programs shall meet the definition of handicapped or disadvantaged in part 3505.1000, subpart 35. A committee consisting of teachers involved in general and vocational education, counselors, and administrators shall participate in the identification of disadvantaged students. Handicapped students shall be identified through the special education child study process outlined in ~~the State Board of Education rules parts 3525.2500 to 3525.2900~~ and shall be limited to students who cannot succeed in regular vocational programs without special assistance. Proof that ~~all~~ students enrolled in the program have been identified as handicapped or disadvantaged shall be kept on file locally for five years.

3505.4700 WORK EXPERIENCE.

Subpart 1. **Work experience/career exploration.** The requirements in part 3505.4600 ~~rules shall~~ must be met. Students who have reached age 14 and have not reached 16 are eligible for the work experience/career exploration. When students become 16 while enrolled, they may remain enrolled until the end of the school year. The maximum number of students enrolled in work experience/career exploration shall conform with federal regulations. The training agreement and employment certificates, not including the training plan, shall be submitted to the commissioner of education upon placement of the student kept on file for five years. Employment certificates shall be submitted to the Minnesota Department of Labor and Industry.

Subp. 2. **Work experience disadvantaged.** The requirements in part 3505.4600 ~~rules shall~~ must be met.

Subp. 3. **Work experience handicapped.** The requirements in part 3505.4600 ~~rules shall~~ must be met. The maximum number of students enrolled in the work experience handicapped ~~coop~~ is 24 cooperative ~~is 23~~ students when the ~~instructor-coordinator~~ teacher-coordinator is responsible only for the vocational area of instruction. ~~When the instructor-coordinator is responsible for the nonvocational areas of special education as well as the work experience coop, the maximum shall be 15 students as identified in the State Board of Education rules.~~ When the teacher-coordinator is responsible for individual students who are multi-handicapped, or the student load includes three or more types of handicapped conditions, the maximum load must not exceed 12 students. When severely handicapped students are enrolled in the work experience handicapped program, supplemental support staff/technical tutors must be provided to support the work experience teacher-coordinator. When the teacher-coordinator is responsible for other educational areas as well as the work experience cooperative, the student load should be prorated in accordance with the time limits defined in this subpart pertaining to the work experience handicapped cooperative time load. The training agreement and training plan shall be in accordance incorporated with the special education individual educational plan in the State Board of Education rules. ~~The instructor-coordinator shall possess a valid special education license appropriate for the type of handicapped students being served if the instructor-coordinator is responsible for the nonvocational areas of special education instruction.~~

3505.4900 SUPPORT SERVICES.

Special needs supportive services shall assist students with special needs enrolled in vocational instructional programs. A district or center shall be eligible for vocational aid for support service personnel when a minimum of one half-time vocational licensed administrator exists to develop and implement the special needs services, and the staff to special needs student ratio in vocational education does not exceed the following:

- A. one full-time equivalent support service ~~manager~~ facilitator to 60 full-time equivalent students;
- B. one full-time equivalent ~~technical~~ supplemental support staff/technical tutor to ten full-time equivalent students;
- C. ~~one full-time equivalent orientation and mobility specialist to one full-time student or more as appropriate;~~
- ~~D.~~ one full-time equivalent interpreter to one full-time equivalent student or more as appropriate;

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

Proposed Rules

E. D. one full-time vocational evaluator to five full-time equivalent students enrolled in vocational evaluation programs services.

Proration of vocational aids shall occur when special needs personnel are assigned to vocational education less than full time.

3505.5200 VOCATIONAL AID.

State payments shall be based upon the estimated budget for approved programs operated in accordance with ~~these rules parts~~ 3505.2700 to 3505.4900. When state and federal vocational aid is not adequate to pay the state share identified in the vocational aid law, statewide proration of funds shall take place for all eligible estimated budget categories. Payments for salary, contracted instructional services, travel, curriculum development activities, and specialized instructional supplies and equipment (handicapped programs only) shall be based on the estimated budget. To receive aid under this part, enrollment figures must be submitted and postmarked on or before October 25 and February 25. Failure to submit budgets and enrollment figures before the deadline will result in the aid being withdrawn. A district or center that does not verify enrollment figures and as a result has aid withdrawn may resubmit the budget by the date of the final report for the fiscal year. The district's or center's request must be kept by the department and will be funded at year end if sufficient aid is available. Final payment of aids for such categories shall be based on actual expenditures and actual enrollment.

3505.5300 AID FOR SALARIES.

Subpart 1. **Eligibility of local education agency.** A local education agency ~~shall be~~ is eligible for aid at a rate of up to 50 percent for the salaries of essential licensed personnel assigned to approved programs according to Minnesota Statutes, section 124.573.

Subp. 2. **Eligibility for aid for extended employment.** A district or center ~~shall be~~ is eligible for vocational aid for extended employment at a maximum rate of:

A. FTE ~~instructor teacher~~, six days;

B. FTE ~~instructor-coordinator teacher-coordinator~~, four weeks 20 days.

Aid must be prorated for a less than full-time equivalent teacher.

Subp. 3. **Eligibility for aid for preparation time.** A district or center shall be eligible for aid for salary expenditures for preparation time on the following basis:

Maximum Vocational Preparation Time Eligible for Aid

| Average daily length of vocational assignment in instructional contact hours | Maximum preparation time in hours per day |
|---|--|
| Vocational instructional contact 1.0 hours or less | 0.0 hours |
| Vocational instructional contact hours greater than 1.0 but less than or equal to 3.0 | .5 hours |
| Vocational instructional contact hours greater than 3.0 | 1.0 hours |

To be eligible for preparation time aid, each teacher for whom a district claims the aid must teach at least one vocational period.

The department shall fund up to a maximum of one hour of preparation time for a full-time equivalent teacher. Aid must be prorated for a less than full-time equivalent teacher.

Subp. 4. [Unchanged.]

3505.5400 ~~AID FOR TRAVEL COSTS~~ ELIGIBLE ADDED COST CATEGORIES.

Subpart 1. **UFARS course object or program dimensions.** A district or cooperative center shall be is eligible for aid at a rate up to 50 percent for travel expenditures for essential licensed personnel traveling to and from school sites and cooperative training stations where students are located or to arrange job sites, and for the costs of necessary travel by secondary vocational education teachers accompanying students to and from vocational student organization meetings held within the state for educational purposes. Student transportation is not eligible for vocational aid for the following added costs. The object or program dimensions in the current edition of the Manual for the Uniform Financial Accounting and Reporting System for Minnesota Schools (UFARS), State of Minnesota, Minnesota Department of Education must be used to define each category.

Subp. 2. **Contracted services.** Contracted services provided by a public or private agency other than a Minnesota public school district or cooperative center for instructional education services. Aid is available for:

A. A resource specialist or a guest speaker employed by an entity described in subpart 2 who teaches part of a program under the supervision of a licensed secondary vocational teacher. Contracted services for programs for the handicapped must be pre-approved by the state program specialist. UFARS object dimension 311 must be complied with.

B. A public or private agency other than a Minnesota school district or cooperative center that provides instructional vocational education services. In order to be eligible for aid:

- (1) a binding contract must exist and be submitted with the annual program budget on March 1 for approval; and
- (2) the public or private agency must comply with all rules governing secondary vocational education except for teacher-student ratios.

Subp. 3. Necessary travel. Necessary travel by vocational staff in approved vocational programs defined in parts 3505.2600 to 3505.4900 is eligible for aid as follows:

- A. necessary travel between vocational instructional sites as defined in UFARS object dimension 366;
- B. necessary travel by licensed secondary vocational education personnel for vocational student organization activities held within the state for instructional purposes related to the vocational program and as defined in UFARS object dimension 366; and
- C. necessary travel by licensed secondary vocational education personnel for noncollegiate credit-bearing professional development related to the vocational program area as defined in UFARS object dimension 367.

Subp. 4. Curriculum development. Curriculum development that is part of a five-year plan for improvement based on program assessment as defined in UFARS program dimension 610.

A. The five-year plan must be submitted to the state program specialist for the vocational program by March 1 for approval. Yearly amendments are required if the plan or timelines deviate from the approved five-year plan.

B. The plan must identify the assessment process. The assessment must be a formal process involving teachers, administrators, business and industry, and the community. Program Evaluation and Reporting (PER), North Central Evaluation, Vocational Education Evaluation, or other evaluation process may be used.

C. The plan must be comprehensive and must consider the following:

- (1) mission of vocational education;
- (2) coordination with district staff development plan;
- (3) Department of Education Model Learner Outcomes for the vocational program;
- (4) update relevant to world of work; and
- (5) articulation between levels and across subject matter areas.

D. The plan must include work to be accomplished, title of person involved, and estimated timelines.

E. The five-year plan must be approved by the local program advisory committee.

Subp. 5. Specialized vocational instructional supplies. Aid is available for specialized vocational instructional supplies that are unique and essential to the instructional programs as defined in UFARS object dimension 433, excluding instructional equipment as defined in the UFARS Manual in Appendix B, page B-2.

3505.5500 AID FOR EQUIPMENT COSTS IN HANDICAPPED PROGRAMS.

A local education agency shall be eligible for aid at a rate up to ~~50 percent~~ the percentage rate set by the legislature for expenditures to lease or purchase equipment to develop occupational competencies in an approved instructional program. Equipment request shall be preapproved by the commissioner of education to be eligible for aid.

3505.5600 AID LIMITATIONS.

Expenditures jointly funded by vocational and special education or other sources (not including foundation aid and local levy) shall be eligible for aid at a rate not to exceed the maximum of either aid. ~~Work experience handicapped (part 3505.4700, subpart 3) is not eligible for vocational categorical aid.~~ When a district or center sells products or services produced in an approved program, the revenue from sales shall be recognized. This revenue may be used for expenditures ~~not eligible for vocational aid~~ which are directly related to ~~the products or services sold~~ an approved secondary vocational program. If the revenue from sale of products or services exceeds the ~~costs~~ cost to produce those products or services in any fiscal year, and the excess revenue is not used in another vocation program, the excess revenue shall reduce the state's obligation for such program by the amount of income in excess of the cost of production. ~~When ineligible students (students not meeting student eligibility rules) are served in approved programs, aid requests shall be prorated on the basis of the percentage of eligible students compared to total students served.~~ When excess revenue is used for expenditures within approved secondary vocational programs, those expenditures are not eligible for aid under Minnesota Statutes, section 124.573.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

Proposed Rules

3505.5700 VOCATIONAL AID APPLICATION PROCEDURE.

Subpart 1. **Submission of annual program budget.** The authorized local administrator shall be responsible for submitting the annual program budget, program budget amendments, and annual report.

Subp. 2. **Eligibility for vocational aid.** To be eligible for vocational aid, the annual program budget shall be submitted by ~~February~~ March 1 prior to the fiscal year for which aid is requested. Districts or centers shall be notified of program budget approval or disapproval in writing by ~~April~~ May 30. ~~Notification shall include the estimated rate of vocational aid in the case of approval or if disapproved the reasons shall be stated.~~ To be eligible for vocational aid, annual program budgets must be approved by the commissioner of education. When personnel are assigned nonvocational or general supervisory responsibilities, the salary request shall be prorated on the program budget.

An authorized local administrator, a group of districts and centers, or the commissioner of education may request a hearing. ~~Such~~ The hearings shall be scheduled between ~~February~~ March 1 and ~~May~~ June 15 and shall discuss the rationale for program and planned revenue and expenditures. District or centers whose vocational budgets have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for submission to the state board for ~~their~~ its review. The results of the review shall be transmitted to the local board of education in writing.

Subp. 3. **Amendments or late program budgets.** ~~Program budget amendments or late program budget requests may be submitted after February 1. To be eligible for aid, amendments or requests shall be approved by the commissioner of education prior to changing the state obligation. Amendments are necessary when: the total requested budget varies plus or minus more than ten percent from the approved program budget, or the change in budget between programs, administrative or support services exceeds 20 percent.~~ Program budget requests may be submitted after March 1. The requests must be kept by the department and will be funded at year end if sufficient aid is available.

Amendments to the budget request must be received by the secondary vocational section of the Department of Education by October 25 and February 25 for teacher salaries, contracted services, travel, curriculum development activities, and vocational instructional supplies. Amendments are necessary when the budget amount varies by more than ten percent by vocational program. Aid in excess of the ten percent variation will be withheld when the necessary amendments have not been made.

Amendment and program budget requests shall be considered when state and federal funds are available or the amendment request is for increased costs of existing approved programs, administrative or support services.

INCORPORATIONS BY REFERENCE. The course, program and object dimensions, and the part of Appendix page B-2, all in the Manual for Uniform Financial Accounting and Reporting Standards (UFARS), published by the Department of Education that are referred to in part 3505.5400, are incorporated by reference. The Manual is updated continuously and is available through the Minitex interlibrary loan system.

REPEALER. Minnesota Rules, parts 3505.0200; 3505.0300; 3505.0400; 3505.0500; 3505.0600; 3505.0700; 3505.0800; 3505.0900; 3505.1000, subparts 2, 18, 27, 42, and 44; 3505.6000; 3505.6100; 3505.6200; 3505.6300; 3505.6400; 3505.6410; 3505.6500; 3505.6600; 3505.6700; 3505.6800; 3505.6900; 3505.7000; 3505.7100; 3505.7200; 3505.7300; 3505.7400; 3505.7500; 3505.7600; 3505.7700; 3505.7800; 3505.7900; 3505.8000; 3505.8100; 3505.8200; 3505.8300; 3505.8400; 3505.8410; 3505.8500; 3505.8600; 3505.8700; 3505.8800; 3505.8900; 3505.9000; 3505.9100; 3505.9200; 3505.9300; 3505.9400; 3505.9500; 3505.9600; 3505.9700; 9505.9800; and 3505.9900, are repealed.

Housing Finance Agency

Proposed Permanent Rules Relating to Home Energy Loan Program

Notice is hereby given that the Minnesota Housing Finance Agency ("agency") proposes to adopt the above-entitled rules without a public hearing. The agency has determined that the proposed adoption of these rules will be noncontroversial in nature and has elected to follow the procedures set forth in *Minn. Stat. Sec. 14.21 to 14.28*.

Persons interested in these rules shall have 30 days to submit comments in support of or in opposition to the proposed rules within the 30-day comment period. Such comments are encouraged, and should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. The proposed rule may be modified as the result of comments received if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language. Unless twenty-five or more persons submit written requests for a public hearing on the proposed rule within the 30-day comment period, a public hearing will not be held. In the event a public hearing is required, the agency will proceed according to the provisions of *Minn. Stat. Sec. 14.14 et. seq.* Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed.

Persons who wish to submit comments or a written request for a public hearing should submit such comments or request to:

Kathleen J. Johnson
Legal Division
Minnesota Housing Finance Agency
Suite 300
400 Sibley Street
St. Paul, Minnesota 55101
Telephone: 612/296-9794

Authority for the adoption of these rules is contained in *Minn. Stat.* Sec. 462A.06, Subd. 4 and 11. Additionally, a Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules, and that identifies the date and information relied upon to support the proposed rules has been prepared and is available from Kathleen J. Johnson upon request.

Upon adoption of the final rules without a public hearing, the proposed rules, this notice, the Statement of Need and Reasonableness, all written comments received, and the final rules as adopted will be delivered to a designee of the Attorney General for review as to form and legality, including the issue of substantial change, and to determine whether the agency has the authority to adopt the rules and whether the record demonstrates a rational basis for the need for and reasonableness of the proposed rules. Persons who wish to receive notice of the date of submission of the rules to the Attorney General for review, or who wish to receive a free copy of the final rules as adopted, should make such requests to Kathleen J. Johnson.

A copy of the proposed rule is attached to this notice. Additional copies may be obtained by contacting Kathleen J. Johnson.

Please be advised that *Minn. Stat.* Ch. 10A.03 requires each lobbyist to register with the State Ethical Practices Board within five (5) days after he or she commences lobbying. A lobbyist is defined in *Minn. Stat.* Sec. 10A.01, Subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250.00, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than \$250.00, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101-2520 (612) 296-5615.

Dated: 12 February 1988

James J. Solem
Commissioner

Rules as Proposed

4900.0590 DEFINITIONS.

Subpart 1. to 3. [Unchanged.]

Subp. 4. **Persons and families of low and moderate income.** "~~Persons and families of low and moderate income~~" ~~means persons and families whose adjusted income does not exceed \$24,000, or such lower amount as the agency may establish to assure that the interest on obligations of the agency will be exempt from federal income taxation is as defined in part 4900.0010, subpart 23, item E.~~

4900.0591 ELIGIBLE BORROWERS.

Subpart 1. **Interest in property.** A borrower shall individually or in the aggregate possess at least a one-third interest in a fee title, a contract for deed, or a life estate in the property to be improved.

For manufactured or factory-made housing taxed as personal property or not permanently affixed to real property, a borrower must individually or in the aggregate have a 100 percent interest in the title to the housing to be improved.

Subp. 2. and 3. [Unchanged.]

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

4900.0592 ELIGIBLE PROPERTIES.

The property to be improved by a home energy loan is restricted as follows:

A. to D. [Unchanged.]

~~E. A manufactured or factory-made house is eligible for home energy loans only if it is permanently fixed to land by way of a foundation and is taxed as real property.~~

Waste Management Board

Proposed Permanent Rules Relating to Waste Tire Abatement

Notice of Intent to Adopt Rules Without a Public Hearing

Notice is hereby given that the Minnesota Waste Management Board (Board) intends to adopt amendments to the above-entitled rule governing waste tire dump abatement without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minn. Stat.* §§ 14.22 to 14.28 (1986). The Board's authority to adopt the rule is set forth in *Minn. Stat.* § 115A.914, pursuant to Reorganization Order No. 144 (Dept. of Admin. 1987).

All persons have until 4:30 p.m. on Tuesday, March 15, 1988, to submit comments in support of or in opposition to the proposed amendments to the rule. Comment is encouraged. Each comment should identify the portion of the proposed amendment addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule amendments within the comment period. If 25 or more persons submit a written request for a public hearing within the comment period, a public hearing will be held unless a sufficient number withdraw their requests in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule amendment addressed, the reason for the request, and any change proposed. If a public hearing is required, the Board will proceed pursuant to *Minn. Stat.* §§ 14.131 to 14.20 (1986).

Comments or written requests for a public hearing must be submitted to:

Mr. Andrew Ronchak
Waste Management Board
1350 Energy Lane
St. Paul, Minnesota, 55108
(612) 649-5760

The proposed amendments may be modified if the modifications are supported by data and views submitted to the Board and do not result in a substantial change in the proposed amendments to the rule as noticed.

The proposed Amendments to the rule, if adopted, will affect the waste tire abatement program established in *Minn. Stat.* § 115A.914 (1986). This program was initiated by the Minnesota Pollution Control Agency in 1985. The proposed amendments reflect the transfer of the program to the Waste Management Board. Additional proposed amendments are intended to clarify and improve the existing rule. The proposed amendments to the rule are published below. One free copy of the rule with the proposed amendments is available upon request from Mr. Andrew Ronchak at the address and telephone number stated above.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed amendments to the rule and that identifies the data and information relied upon to support the proposed rule amendments has been prepared and is available from Mr. Andrew Ronchak upon request.

You hereby advised, pursuant to *Minn. Stat.* § 14.115 (1986), "Small business considerations in rulemaking," that the proposed amendments to the rule will have no negative affect on small businesses because the amendments will enable small businesses owning tire dumps to qualify for reimbursement of abatement costs more easily.

If no hearing is required, upon adoption of the amendments to the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the amendments to the rule as adopted, must submit a written request to Mr. Andrew Ronchak.

Joseph M. Pavelich, Chair
Waste Management Board

Rules as Proposed**~~7035.8000~~ 9220.0100 SCOPE.**

Parts ~~7035.8000~~ 9220.0100 to ~~7035.8080~~ 9220.0180 establish the procedures that the agency board shall follow in moving to abate tire dumps, the procedures that a responsible tire collector shall follow in abating a tire dump pursuant to agency board request, and the technical standards that a responsible tire collector must meet during the abatement process.

~~7035.8010~~ 9220.0110 DEFINITIONS.

Subpart 1. **Applicability.** For the purposes of parts ~~7035.8000~~ 9220.0100 to ~~7035.8080~~ 9220.0180, the terms in subparts 2 to 22 have the meanings given them.

Subp. 2. **Abate or abatement.** "Abate" or "abatement" means processing and removing waste tires in a manner accepted by the agency board.

Subp. 3. **Abatement increment.** "Abatement increment" means period of time, not greater than six months and not less than one month, as specified in an abatement plan, during which a specified number of waste tires will be removed from the tire dump and processed.

Subp. 4. **Agency Board.** "Agency" "Board" means the Minnesota ~~Pollution Control Agency~~ Waste Management Board.

Subp. 5. **Director Chair.** "Director" "Chair" means the ~~executive director~~ chair of the Minnesota ~~Pollution Control Agency~~ Waste Management Board.

Subp. 6. **Flood plain.** "Flood plain" means any land area that is subject to a one percent or greater chance of flooding in any given year from any source.

Subp. 7. **Operator.** "Operator" means the person responsible for the overall operation of the tire dump. A tire dump operator is a tire collector as defined in Minnesota Statutes, section 115A.90, subdivision 8.

Subp. 7a. **Oversize waste tires.** "Oversize waste tires" means a waste tire exceeding a 35-inch outside diameter, or a 14-inch width.

Subp. 8. **Owner.** "Owner" means a person who owns, in whole or in part, the waste tires located in a tire dump, or the land on which the tire dump is located. As used in parts ~~7035.8000~~ 9220.0100 to ~~7035.8080~~ 9220.0180, "owner" includes one who holds an interest in the property on which the tire dump is located, as in the case of a lessee. An owner is a tire collector as defined in Minnesota Statutes, section 115A.90, subdivision 8.

Subp. 9. **Person.** "Person" has the meaning given in Minnesota Statutes, section 115A.90, subdivision 5.

Subp. 10. **Processing.** "Processing" has the meaning given in Minnesota Statutes, section 115A.90, subdivision 6.

Subp. 11. **Ravine.** "Ravine" means a deep, narrow cleft or gorge in the earth's surface. A ravine cannot be smoothed out by ordinary tillage.

Subp. 12. **Residuals from processing.** "Residuals from processing" means the unusable material resulting from any chemical or physical processing of waste tires.

Subp. 13. **Responsible tire collector.** "Responsible tire collector" means a person who is the recipient of the abatement request. A responsible tire collector is an owner or operator of a tire dump, as defined in this part.

Subp. 14. **Shoreland.** "Shoreland" means land located within 1,000 feet from the normal high water mark of a lake, pond, or flowage, or land within 300 feet of a river or stream, or a flood plain as established by ordinance.

Subp. 15. **Sinkhole.** "Sinkhole" means a closed depression formed by subsidence of the underlying bedrock.

Subp. 16. **Tire.** "Tire" has the meaning given in Minnesota Statutes, section 115A.90, subdivision 7.

Subp. 17. **Tire collector.** "Tire collector" has the meaning given in Minnesota Statutes, section 115A.90, subdivision 8.

Subp. 18. **Tire-derived products.** "Tire-derived products" means usable materials produced from the chemical or physical processing of a waste tire.

Subp. 19. **Tire dump.** "Tire dump" has the meaning given in Minnesota Statutes, section 115A.90, subdivision 9.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

Subp. 20. **Tire processor.** "Tire processor" has the meaning given in Minnesota Statutes, section 115A.90, subdivision 10.

Subp. 21. **Waste tire.** "Waste tire" has the meaning given in *Minnesota Statutes*, section 115A.90, subdivision 11.

Subp. 22. **Wetland.** "Wetland" means any area that is covered by standing water during any portion of a year. As used in this part, "wetland" includes but is not limited to wetlands as defined in Classification of Wetlands and Deep Water Habitats of the United States, 1979. This publication was issued by the United States Department of the Interior, Fish and Wildlife Service, Washington, D.C. 20402. This publication is available at the Minnesota State Government Law Library, Ford Building, 117 University Avenue, Saint Paul, Minnesota. This publication is incorporated into this definition by reference and is not subject to frequent change.

~~7035.8020~~ 9220.0120 ABATEMENT PROCEDURES.

Subpart 1. **Scope.** Subparts 2, 3, and 4 describe the criteria the agency board shall use in deciding which tire dumps to abate first, the procedures that the agency board shall follow in abating tire dumps, and the actions that responsible tire collectors must take to comply with an agency a board request to abate.

Subp. 2. **Abatement priorities.** The agency board shall issue a request for abatement action to tire collectors responsible for tire dumps that meet the following priority criteria:

A. First priority: tire dumps with over 1,000,000 waste tires. Tire dumps with over 1,000,000 waste tires shall be ranked based on the priority criteria in items B and C.

B. Second priority: tire dumps posing fire hazards. In ranking tire dumps that are fire hazards, the agency board shall consider the number of waste tires in the tire dump; the proximity of the tire dump to population concentrations; the proximity of the tire dump to natural resources that would be affected by a fire at the tire dump; and the characteristics of the tire dump that might make it susceptible to fire, including but not limited to the absence of fire lanes, the lack of emergency equipment, the presence of easily combustible materials, and the lack of site access control.

C. Third priority: tire dumps in densely populated areas. In ranking tire dumps located in densely populated areas, the agency board shall consider the population concentration within five miles of the tire dump; the number of waste tires in the tire dump; the hazardous characteristics of the tire dump, including but not limited to its susceptibility to fire or to mosquito infestation; and whether the tire dump is visible from any public way.

D. Fourth priority: remaining tire dumps. For tire dumps that do not meet the priority criteria in subpart 3, items A to C, the agency board shall consider the number of waste tires located at the tire dump; the hazardous characteristics of the tire dump, including but not limited to its susceptibility to fire or mosquito infestation; and the population and natural resources that might be affected by the presence of the tire dump.

Subp. 3. **Request for abatement action.** The agency board shall issue a request for abatement action to all responsible tire collectors. A request for abatement action shall be in writing, specify the action that must be taken to comply, the time allowed for response, the reasons for requesting the action, and the actions that the agency board will take if the requested action is not taken in the requested time.

Subp. 4. **Requested action.** The request for abatement action shall require that the responsible tire collector or collectors submit to the commissioner chair an abatement plan meeting the criteria established in part ~~7035.8030~~ 9220.0130. The request for abatement action shall require that the responsible tire collector or collectors agree to implement the abatement plan by entering into a stipulation agreement with the agency board.

~~7035.8030~~ 9220.0130 CONTENTS OF ABATEMENT PLAN.

Subpart 1. **Goal.** The abatement of a tire dump subject to an agency a board abatement action shall be accomplished through the processing and removal of the waste tires present in the tire dump. Abatement action must be in accordance with a plan that meets the criteria in this part. If approved by the commissioner chair, a plan that meets the criteria in this part shall be incorporated into a stipulation agreement signed by the responsible tire collector or collectors and the agency board.

Subp. 2. **Processing on-site.** If the responsible tire collector elects to process the waste tires on the tire dump site, the following information must be included in the abatement plan submitted to the commissioner chair in compliance with the request for abatement action:

A. A description of the processing techniques.

B. A description of the equipment that will be used on the site to process and remove the waste tires. The function of each piece of equipment should be specifically noted.

C. The name, address, and telephone number of the ultimate user users of the tire-derived products produced from the processing of the waste tires constituting the tire dump, and a description of how the tire-derived products will be used.

D. A description of how any residuals from processing the waste tires will be disposed.

E. A time schedule for removal and processing of the waste tires constituting the tire dump. Abatement of the tire dump must be completed within five years of the execution of the stipulation agreement incorporating the abatement plan. Abatement increments must be established.

F. A time schedule for bringing the tire dump into compliance with the technical and operational standards in parts ~~7035-8050~~ 9220.0150 to ~~7035-8060~~ 9220.0160. The tire dump must be in compliance with all technical and operational standards within six months, unless otherwise agreed to in the stipulation agreement incorporating the abatement plan. An emergency preparedness manual meeting the standards in part ~~7035-8060~~ 9220.0160, subpart 8, must be submitted to the ~~commissioner~~ chair as part of the abatement plan.

G. A description of how records on the number of waste tires processed and removed will be maintained.

H. If the responsible tire collector will seek reimbursement under part ~~7035-8070~~ 9220.0170, an estimate of the net cost of processing the waste tires using the most cost-effective processing alternative. This estimate must be supported through submission of documentation of the net cost of processing the waste tires.

Subp. 3. **Processing off-site.** If the responsible tire collector elects to remove the waste tires to another location for processing, the following information must be included in the abatement plan submitted to the ~~commissioner~~ chair in compliance with the request for abatement action.

A. A description of the equipment that will be used to pick up and transport the waste tires to the tire processor.

B. If the responsible tire collector will contract with another person or firm for the transportation of the waste tires, the name, address, and telephone number of that person or firm.

C. The name, address, and telephone number of the facility at which the waste tires will be processed, and a description of the processing techniques employed by that tire processor.

D. The name, address, and phone numbers of the users of the tire-derived products produced from the processing of the waste tires constituting the tire dump, and a description of how the tire-derived products will be used.

E. A time schedule for the removal of the waste tires constituting the tire dump. The abatement of the tire dump must be completed within five years of the execution of the stipulation agreement incorporating the abatement plan. Abatement increments must be established.

~~E. F.~~ A time schedule for bringing the tire dump into compliance with the technical and operational standards in parts ~~7035-8050~~ 9220.0150 to ~~7035-8060~~ 9220.0160. The tire dump must be in compliance with all technical standards within six months, unless otherwise agreed to in the stipulation agreement incorporating the abatement plan. An emergency preparedness manual meeting the standards in part ~~7035-8060~~ 9220.0160, subpart 8, must be submitted to the ~~commissioner~~ chair as part of the abatement plan.

~~F. G.~~ A description of how records on the number of waste tires removed will be maintained.

~~G. H.~~ If the responsible tire collector will seek reimbursement under part ~~7035-8070~~ 9220.0170, an estimate of the net cost of processing the waste tires using the most cost-effective processing alternative. This estimate must be supported through submission of documentation of the net cost of processing the waste tires.

Subp. 4. **Permitting during abatement.** If the responsible tire collector wishes to obtain ~~an agency a~~ an agency a board permit for the site that is the subject of the abatement action, the responsible tire collector must notify the ~~commissioner~~ chair of this intent at the time the abatement plan is submitted, and agree to develop a plan for bringing the site into compliance with the ~~technical waste tire permit~~ technical waste tire permit rules for ~~waste tire~~ storage, transfer, or processing facilities once rules governing these facilities are in place.

Subp. 5. **New waste tires.** If the responsible tire collector wants to continue to receive new waste tires during the time the tire dump is being abated, the responsible tire collector must notify the ~~commissioner~~ chair of this intent at the time the abatement plan is submitted, and agree to develop a plan for processing and removal of the new waste tires.

~~7035-8040~~ 9220.0140 INADEQUATE RESPONSE TO A REQUEST FOR ABATEMENT ACTION.

Subpart 1. **Inadequate response.** The ~~agency board~~ agency board shall determine if a responsible tire collector has failed to make an adequate response to a request for abatement action. The following constitute grounds for the ~~agency board~~ agency board to find that a response has been inadequate:

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. Strike outs indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.

Proposed Rules

A. the responsible tire collector has not responded to the request for abatement action within the time period specified in the request for abatement action;

B. the responsible tire collector has failed to submit an abatement plan that meets the criteria in part ~~7035.8030~~ 9220.0130;

C. the responsible tire collector has failed to sign a stipulation agreement incorporating the abatement plan approved by the ~~commissioner~~ chair; or

D. the responsible tire collector has failed to comply with a term or condition of the stipulation agreement incorporating the abatement plan.

Subp. 2. **Abatement order.** A finding that a responsible tire collector has failed to make an adequate response to a request for abatement constitutes grounds for the ~~agency board~~ agency board to issue a tire dump abatement order to the responsible tire collector. If the ~~agency board~~ agency board determines that ~~agency board~~ agency board abatement is required, the tire dump abatement order shall provide for entering the property where the tire dump is located, taking the waste tires into public custody, and arranging for their processing and removal.

~~7035.8050~~ 9220.0150 TECHNICAL STANDARDS.

Subpart 1. **Scope.** During the time a tire dump is being abated according to an abatement plan approved by the ~~commissioner~~ chair, the responsible tire collector shall operate and maintain the tire dump in compliance with the following standards.

Subp. 2. **Indoor storage.** Waste tires stored indoors shall be stored under conditions that meet or exceed those in The Standard for Storage of Rubber Tires, NFPA 231D-1980 edition, adopted by the National Fire Protection Association, San Diego, California. This publication is available at the Minnesota State Government Law Library, Ford Building, 117 University Avenue, Saint Paul, Minnesota; the Office of Public Safety, Fire Marshal Division; or any local fire department. This publication is incorporated by reference and is not subject to frequent change.

Subp. 3. **Location of waste tire piles.** No waste tires shall be stored in any area where they may be subjected to immersion in water, including but not limited to flood plains, wetlands, shorelands, sinkholes, or ravines.

Subp. 4. **Dimensions of waste tire piles.** No individual waste tire pile shall have an area greater than 10,000 square feet or a vertical height greater than 20 feet. A 50-foot fire lane shall be placed around the perimeter of each waste tire pile. This fire lane shall be maintained free of rubbish, equipment, and vegetation at all times.

~~7035.8060~~ 9220.0160 OPERATIONAL STANDARDS.

Subpart 1. **Scope.** During the time a tire dump is being abated pursuant to an abatement plan approved by the ~~commissioner~~ chair, the tire dump must be operated in compliance with the following standards.

Subp. 2. **Burning.** No operations involving the use of open flames, blow torches, or highly flammable substances shall be conducted within ~~ten~~ 50 feet of a waste tire pile.

Subp. 3. **Emergency equipment.** Equipment for the control of accidental fires shall be provided and maintained at the tire dump.

Subp. 4. **Emergency communications.** Communication equipment shall be provided and maintained at the tire dump. Arrangements to acquire fire protection services for the tire dump shall be made through agreement with local fire protection authorities.

Subp. 5. **Access.** An approach and access road to the tire dump shall be maintained passable for any vehicle at all times. Access to the tire dump shall be strictly controlled through use of fences and gates.

Subp. 6. **Vegetation.** The tire dump shall be maintained free of grass, underbrush, and other potentially flammable vegetation at all times.

Subp. 7. **Storage limitation.** Only waste tires or tire-derived products may be stored at the tire dump.

Subp. 8. **Emergency manual.** The operator of the tire dump shall prepare and maintain at the tire dump site an emergency preparedness manual containing the following elements:

A. a list of names and numbers of persons to be contacted in the event of a fire, flood, or other emergency involving the tire dump;

B. a list of the emergency response equipment present at the tire dump, its location, and how it should be used in the event of a fire or other emergency; and

C. a description of the procedures that should be followed in the event of a fire at the tire dump, including procedures to contain and dispose of the oily material generated by the combustion of large numbers of tires.

The procedures in the emergency preparedness manual shall be followed in the event of an emergency at the tire dump. The emergency preparedness manual shall be updated once a year, upon changes in operations at the tire dump, or if required by the ~~commissioner~~ chair.

Subp. 9. **Emergency notification and reports.** The operator of the tire dump shall immediately notify the ~~commissioner~~ chair in the event of a fire or other emergency at the tire dump with potential off-site impacts. Within two weeks of any emergency involving potential off-site impact, the operator of the tire dump shall submit to the ~~commissioner~~ chair a report on the emergency. This report shall set out the origins of the emergency, the actions that were taken to deal with the emergency, the results of the actions that were taken, and an analysis of the success or failure of the actions.

Subp. 10. **Operational record.** The operator of the tire dump shall maintain records of the number of waste tires received at the tire dump, stored at the tire dump, and shipped from the tire dump. Records shall also be kept of the amount of tire-derived products received, stored, or shipped from the tire dump. At the completion of an abatement increment, the responsible tire collector shall submit to the ~~commissioner~~ chair a record of the approximate number of waste tires remaining in the tire dump; the amount of tire-derived products stored at the tire dump; and the number of waste tires or amount of tire-derived products received at the tire dump and shipped from the tire dump during the abatement increment. For waste tires and tire-derived products shipped to another location, the date and the amount shipped must be included.

Subp. 11. **Inspection.** At the completion of each abatement increment, the responsible tire collector shall notify the ~~commissioner~~ chair so that an inspection of the tire dump may be conducted to certify the completion of the required abatement.

~~7035.8070~~ 9220.0170 REIMBURSEMENT.

Subpart 1. **Scope.** The ~~agency board~~ shall reimburse a responsible tire collector for the cost of abating the tire dump according to the criteria and limits in this part and as set out in the stipulation agreement incorporating the abatement plan.

Subp. 2. **Eligibility of responsible tire collector.** Only those tire collectors ~~who notified the agency under part 7035.8030~~ [Emergency], who are recipients of an ~~agency~~ a request to abate a tire dump, and who have entered into a stipulation agreement incorporating an abatement plan may request the ~~agency board~~ for abatement cost reimbursement.

Subp. 3. **Eligible costs.** Only the cost of abatement of waste tires collected before November 21, 1985, is eligible for reimbursement.

Subp. 4. **Reimbursement rate.** A reimbursement rate shall be established in the stipulation agreement incorporating the abatement plan. The ~~commissioner~~ chair shall establish the reimbursement rate. The reimbursement rate shall remain in effect for the term of the stipulation agreement. The reimbursement rate shall be based on the most cost-effective means of abating the tire dump, considering all alternatives available to the responsible tire collector, and the amount of money available to the ~~agency board~~ for tire dump abatement. In calculating the reimbursement rate for waste tires ~~that do not exceed an 18-inch rim diameter, 35-inch outside diameter, and a 14-inch tire width,~~ excluding oversize waste tires, the ~~commissioner~~ chair shall use the following formula to determine which abatement alternative is the most cost effective.

$$R = (M \times \$0.125) + \text{or} - PC$$

(transport cost) (processing cost)

Where R is the potential reimbursement rate in dollars per ton; M is the miles needed to transport the waste tires to the processing facility; the figure \$0.125 represents the cost of transporting a ton of waste tires one mile; and PC is the net dollar cost per ton to the responsible tire collector of processing these waste tires. If the responsible tire collector's processing revenues exceed processing costs, in other words, there is no net cost but instead a net profit, the amount of revenue shall be subtracted from the transportation cost portion of the formula. PC shall not exceed \$66 per ton.

The reimbursement rate for oversize waste tires ~~exceeding an 18-inch rim diameter, a 35-inch outside diameter, or a 14-inch tire width,~~ shall be established by the ~~commissioner~~ chair on a case-by-case basis. If the responsible tire collector seeks reimbursement for the cost of abating these waste tires, the responsible tire collector must submit information on the most cost-effective method of transporting (if the waste tires are to be processed off-site) and processing these waste tires when submitting the information required in part ~~7035.8030~~ 9220.0130, subpart 2, item H, and subpart 3, item G. The ~~commissioner~~ chair will choose a reimbursement rate that reflects the most cost-effective method of transporting and processing these waste tires.

Subp. 5. **Reimbursement total.** The ~~commissioner~~ chair shall establish the total amount of money that will be available for reimbursement of all eligible abatement costs incurred at any site. This total shall be based on the reimbursement rate, the waste tires eligible for reimbursement in the tire dump, the total amount of money available to the ~~agency board~~ for abatement of tire dumps, and the spending priorities established by the legislature in Minnesota Statutes, section 115A.912, subdivision 2. This total shall be incorporated into the stipulation agreement incorporating the abatement plan. ~~To change the total, an amendment of the~~

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. Strike outs indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.

Proposed Rules

~~stipulation agreement shall be required. The agency shall not consider or approve requests for reimbursement for more than ten percent above the dollar amount established in the original stipulation agreement.~~

~~7035-8080~~ 9220.0180 REIMBURSEMENT DISBURSEMENT.

Subpart 1. **Request for disbursement.** After the completion of an abatement increment, the responsible tire collector may request the ~~commissioner~~ chair for reimbursement of the costs incurred during that abatement increment.

Subp. 2. **Findings.** Before any money is disbursed as reimbursement for the cost of abatement, the ~~commissioner~~ chair shall make the following determinations:

- A. the abatement increment for which reimbursement is sought has been certified as complete;
- B. the abatement cost for which reimbursement is sought was actually incurred; and
- C. the responsible tire collector is in compliance with all terms and conditions of the stipulation agreement.

Subp. 3. **Documentation.** The responsible tire collector shall submit to the ~~commissioner~~ chair documentation the ~~commissioner~~ chair reasonably requires to enable the ~~commissioner~~ chair to make the determinations in subpart 1.

Subp. 4. **Disbursement.** The amount of money to be disbursed as reimbursement for the cost of abatement shall be based on the ~~actual costs to the responsible tire collector, provided that those costs are not in excess of the~~ reimbursement rate established in the stipulation agreement. No money shall be disbursed to reimburse abatement expenses that exceed the total reimbursement amount set under part ~~7035-8070~~ 9220.0170, subpart 5, and as incorporated into the stipulation agreement.

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

Board of Barber Examiners

Adopted Permanent Rules Relating to License Transfer and Expansion or Change of Location of School

The rule proposed and published at *State Register*, Volume 12, Number 23, pages 1177-1178, December 7, 1987 (12 S.R. 1177) is adopted as proposed.

Hazardous Substance Injury Compensation Board

Adopted Permanent Rules Relating to Attorney Fees for Property Damage Claims

The rule proposed and published at *State Register*, Volume 12, Number 20, pages 1035-1036, November 16, 1987 (12 S.R. 1035) is adopted as proposed.

Hazardous Substance Injury Compensation Board

Adopted Permanent Rules Relating to Death Benefits

The rules proposed and published at *State Register*, Volume 12, Number 18, pages 936-939, November 2, 1987 (12 S.R. 936) are adopted with the following modifications:

Rules as Adopted**DEATH BENEFITS****7190.1005 PAYMENT OF CLAIMS WHEN CLAIMANT DIES.**

Subpart 1. **Death occurring during investigation.** If a claimant dies from an eligible injury during the investigation of the claim, the board shall amend the claim so that it seeks compensation for the claimant's estate for medical expenses and death benefits for the claimant's dependents. If the death of the claimant during the investigation is unrelated to the eligible injury, the board shall amend the claim to ~~compensate so that it seeks compensation for~~ the claimant's dependents for eligible losses due to the injury up to the date of death.

7190.1020 FACTORS GOVERNING AWARD OF DEATH BENEFITS.

Subp. 4. **Lump sum payment.** When the board chooses to pay death benefits in a lump sum, it shall discount benefits awarded for future years to current value ~~according to Minnesota Statutes, section 604.07, subdivision 4, clauses (1) and (2)~~ based on real rates of return obtainable through conservative investment.

Subp. 5. **Installment payment.** When the board chooses to pay death benefits in installments, it shall adjust future payments by the cost of living rate for the current year ~~according to Minnesota Statutes, section 604.07, subdivision 4, clause (2).~~

Subp. 6. **Collateral sources.** In calculating the total award of death benefits, the board shall subtract from the award losses recouped by the dependents from any government survivor program to the extent that the combined total of government survivor benefits and death benefits paid under this chapter exceeds 100 percent of the wage earned by the claimant.

Subp. 7. **Cessation of compensation.** The board shall cease compensation upon the death of any dependent or upon marriage of any dependent other than the spouse. The cessation of compensation to any dependent does not affect the compensation paid to any other dependent.

7190.1026 ELIGIBLE ALLOWANCES FOR ESTABLISHED DEPENDENTS.

Subp. 4. **Cessation of compensation.** ~~The board shall cease compensation upon the death of any dependent or upon marriage of any dependent other than the spouse. The cessation of compensation to any dependent does not affect the compensation paid to any other dependent.~~

Department of Human Services**Adopted Permanent Rules Relating to Reimbursement of Intermediate Care Facilities for Persons with Mental Retardation or Related Conditions**

The rule proposed and published at *State Register*, Volume 12, Number 22, pages 1134-1138, November 30, 1987 (12 S.R. 1134) is adopted with the following modifications:

Rules as Adopted**9553.0050 DETERMINATION OF TOTAL OPERATING COST PAYMENT RATE.**

Subp. 3. **One-time adjustment to program operating cost payment rate.** For the purposes of this subpart, "additional program staff" means staff in excess of the number included in the facility's total payment rate during the rate year covering the date of the finding of deficiency or need. The one-time adjustment shall be determined according to items A to H.

D. The commissioner shall evaluate the documents submitted in item C using the criteria in items A and B. If the request meets the criteria in items A and B, the commissioner shall compute the one-time adjustment to the program operating cost payment rate in accordance with subitems (1) to (4).

(1) ~~Only~~ The necessary and reasonable cost costs of units (a) to (f) shall be determined by the commissioner:

(a) the salary and related fringe benefits and payroll taxes for required additional program staff shall be allowed unless the facility is eligible for a one-time adjustment under item A, subitem (4). For a facility eligible under item A, subitem (4), the commissioner shall allow the reasonable costs of:

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Adopted Rules

(a) (b) program supplies;

(b) (c) up to \$1,500 of equipment needed to implement the program. The commissioner may approve an amount which exceeds the \$1,500 equipment limit if the commissioner determines that the cost of the equipment and the payment schedule for the equipment are reasonable and the equipment is necessary to implement the change in the program. The commissioner's determination shall be final;

(c) (d) program consultants;

(d) (e) repairs to property damaged by the residents; and

(e) (f) employee training needed to meet the needs of the persons identified in the plan approved by the commissioner.

Secretary of State

Adopted Permanent Rules Relating to Approval of Voting Machines or Systems

The rules proposed and published at *State Register*, Volume 12, Number 21, pages 1094-1095, November 23, 1987 (12 S.R. 1094) are adopted as proposed.

Department of Transportation

Adopted Permanent Rules Relating to Licensing of Hazardous Waste Transporters

The rules proposed and published at *State Register*, Volume 12, Number 22, pages 1100-1104, November 23, 1987 (12 S.R. 1100) are adopted with the following modifications:

Rules as Adopted

8870.0200 SCOPE.

Subpart 2. **Exceptions.** The following hazardous wastes may be transported without a hazardous waste transporter license:

G. used oil that does not contain a waste listed under part 7045.0135, and ~~that does not exhibit a hazardous characteristic described in part 7045.0131~~, that is to be recycled; and

8870.0300 HAZARDOUS WASTE TRANSPORTER LICENSE APPLICATION.

Subp. 2. **Information required.** The applicant shall submit the following information on a form prescribed by the commissioner:

G. if the applicant is a foreign corporation authorized to transact business in Minnesota, the name and address of its registered agent for service of process, if any;

8870.0600 VEHICLE IDENTIFICATION DECAL APPLICATION.

Subpart 1. **Information required.** An applicant for a decal shall submit the following information on a form prescribed by the commissioner:

E. the state and license plate number of vehicle registration;

8870.0700 VEHICLE IDENTIFICATION DECAL.

Subp. 2. **Description.** Vehicle identification decals must ~~be serially numbered and~~ bear an identifying number and the month and year of expiration and the words "hazardous waste transporter."

Official Notices

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Health Plan Regulatory Reform Commission

Meeting Notice

The Commission on Health Plan Regulatory Reform will hold a meeting on Friday, February 19, 1988 from 1 to 3 p.m. in Room 5 of the State Office Building.

Department of Human Services

Correction to List of Health Care Services Requiring Prior Authorization

This notice will correct errors contained in the "List of Health Services Requiring Prior Authorization" that was published in the December 28, 1987 *State Register*.

EFFECTIVE DATES

The effective dates referenced in the 12/28/87 *State Register* remain unchanged. Residents of facilities certified as SNF's, ICF's, and ICF-MR's (long term care facilities) are subject to the same prior authorization requirements for mental health services as recipients who do not reside in a long term care facility. This was effective 1/1/88.

V. ALL OTHER SERVICES

6. Inpatient chemical dependency services beyond 1 episode of treatment per calendar year do not require prior authorization but do require a Rule 25 assessment. Only chemical dependency treatment provided by intermediate care facilities that were providing chemical dependency treatment on or before 1/1/86 must obtain prior authorization.

9. This provision has been eliminated and recipients who reside in long term care facilities are subject to the same PA requirements as recipients who do not reside in long term care facilities.

| <u>SERVICE CODE</u> | <u>SERVICE DESCRIPTION</u> | <u>STATUS</u> |
|---------------------|---|------------------|
| X0690* 11 | Day treatment, chemical dependency | DELETE |
| X2393-22* 5 | Nutritional consultation | ADDITION *5 |
| X2393* 5 | Nutritional consultation | ADDITION *5 |
| X4020* 2 | Private duty nursing by RN | CHANGE SEE BELOW |
| X4020* 2 | Private duty nursing by LPN | CHANGE SEE BELOW |
| X4023* 3 | Personal care services | CHANGE SEE BELOW |
| 90801* 4 | Psychiatric diagnostic interview exam | CHANGE SEE BELOW |
| 90841-90844* 6 | Individual psychotherapy | CHANGE SEE BELOW |
| 90844-22* 6 | Individual psychotherapy, discretionary | CHANGE SEE BELOW |
| 90847* 6 | Family Medical Psychotherapy | CHANGE SEE BELOW |
| 90853* 6 | Group medical psychotherapy | CHANGE SEE BELOW |

*2 All hours of private duty nursing provided in a hospital or facility certified as an ICF, SNF, or ICF-MR.

*3 Language at this part in original notice is DELETED and replaced with the following: Prior authorization is required for all personal care assistant services not provided by a Personal Care Assistant Provider Organization, and which are in excess of 200 hours per month.

*4 Service is limited to not more than two 2-hour exams per recipient per calendar year and does not require prior authorization to utilize this benefit level.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Official Notices

*6 A. Deleted

G. PA is required when more than one type of psychotherapy (individual, group, or family) is provided within a five (5) calendar day period. However, 90843 and 90844 cannot be provided more frequently than once every ten (10) calendar days without prior authorization.

*6 H. PA is required for 90844 provided more frequently than once every ten (10) calendar days and when 90843 and 90844 are provided more frequently than ten (10) calendar days apart.

*11 DELETE—NO LONGER APPLICABLE

Department of Human Services Division for Persons with Developmental Disabilities

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendments to *Minnesota Rules*, parts 9525.2700 to 9525.2810 (Commonly Referred to as Rule 40)

Notice is hereby given that the State Department of Human Services is seeking information or opinions from sources outside the agency in preparing to propose amendments to the rule governing use of aversive and deprivation procedures with persons with mental retardation or related conditions. Adoption of a rule governing use of aversive and deprivation procedures is mandated by *Minnesota Statutes*, section 245.825. Parts 9525.2700 to 9525.2810 were effective October 1, 1987.

Amendments being prepared by the department will be proposed for one of two reasons: (1) The amendment is needed to make the language and substance of the rule consistent with changes to statute enacted in the 1987 legislative session (specifically, the rule parts need to be made consistent with *Minnesota Statutes*, sections 245.825, 253B.03, 626.556 and 626.557, and the newly enacted Human Services Licensing Act, sections 245A.01 to 245A.16); or (2) The amendment reflects clarifications and minor modifications identified as needed by participants in the Rule 40 training conducted by the department late in 1987.

The State Department of Human Services requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: Gerald Nord, Division for Persons with Developmental Disabilities, 2nd Floor North, 444 Lafayette Road, St. Paul, MN 55155. Oral statements will be received during regular business hours over the telephone at (612) 297-3828 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the State Department of Human Services shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 1 February 1988

Alice Weck, DHS Rules Unit

State Retirement System

Meeting Notice

A meeting of the Board of Directors, Minnesota State Retirement System will be held on Friday, February 19, 1988 at 8:30 a.m. in the office of the System, 529 Jackson Street, St. Paul, Minnesota.

Veterans Affairs Department

Notice of Planned Partial Sale of Big Island Veteran's Camp

Pursuant to *Minnesota Statutes* 197.133, the Board of Governor's of the Big Island Veterans Camp hereby gives statutory notice of a planned partial sale of the Camp real property. Offered for sale is a maximum of fifteen (15) acres of the Camp real property. Depending upon the terms of any particular offer, less than fifteen (15) acres may be sold if proceeds are adequate.

The Board of Governor's reserves the right to reject all offers.

State Contracts and Advertised Bids

For more information concerning this proposed sale (i.e., legal description of the property, bidding process, etc.) contact:

Mr. Alan Wisdorf (612) 890-4180
or
Mr. Keith Aakre (612) 939-2441

State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, subd. 6, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid. Buyer's initials are listed next to each commodity.

Commodity: Pressure sensitive labels
Contact: A.W.
Bid due date at 2pm: February 17
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: Geochemical analytical services
Contact: D.O.
Bid due date at 2pm: February 17
Agency: DNR
Deliver to: Hibbing, MN
Requisition #: Price Schedule

Commodity: Local area network
Contact: B.V.
Bid due date at 2pm: February 18
Agency: Mpls. Comm. College
Deliver to: Mpls.
Requisition #: 27 151 47632

Commodity: Lease/purchase IBM comm. unit
Contact: B.V.
Bid due date at 2pm: February 18
Agency: Information Mgmt. BR.
Deliver to: St. Paul
Requisition #: 02 410 80135

Commodity: Reversible tip blade snowplow
Contact: B.T.
Bid due date at 2pm: February 19
Agency: Transportation
Deliver to: Various
Requisition #: 79 382 01340

Commodity: New snowplow wing, Little Falls machine model TAH-8
Contact: B.T.
Bid due date at 2pm: February 19
Agency: Transportation
Deliver to: St. Paul
Requisition #: 79 382 01342

Commodity: Single spinner tailgate sand spreader, hydraulic motor driven
Contact: B.T.
Bid due date at 2pm: February 22
Agency: Transportation
Deliver to: Various
Requisition #: 79382 01338

Commodity: 10 new one-way 12-foot snowplows, Little Falls machine model 312
Contact: B.T.
Bid due date at 2pm: February 23

Agency: Transportation
Deliver to: Various
Requisition #: 79382 01339

Commodity: Drilling observation wells
Contact: P.A.T.
Bid due date at 2pm: February 23
Agency: Various
Deliver to: Various
Requisition #: 29000 49156

Commodity: Double truck type vehicle
Contact: B.T.
Bid due date at 2pm: February 23
Agency: Natural Resources
Deliver to: Grand Rapids
Requisition #: 29000 49573

State Contracts and Advertised Bids

Department of Administration: Printing & Mailing Services

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

Commodity: Program Brochure 80#, Camera ready, 10M
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: Inver Hills Community College
Deliver to: St. Paul
Requisition #: 4768

Commodity: Inspection Report, 6 × 8, 15#, 300 copies of 200 page book
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: Board of Electricity
Deliver to: St. Paul
Requisition #: 4919

Deliver to: St. Paul
Requisition #: 4790

Commodity: Quarterly fee statement, 40M, negatives furnished
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: MN Community College System

Commodity: Crow Wing Lakes Region Travel Directory '88 60#, negatives furnished, 10M
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: MN Office of Tourism
Deliver to: Mankato, MN
Requisition #: 4633

Commodity: Scholarship grant edit letter, 60M, 2-sided, 8½" × 11", 20#
Contact: Printing Buyers Office
Bid due date at 2pm: February 18
Agency: Higher Education Coordinating Board
Deliver to: St. Paul
Requisition #: 4791

Deliver to: St. Paul
Requisition #: 4924

Commodity: Spring continuing education schedule, 98M, 2-sided, camera ready, 50#
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: Lakewood Community College
Deliver to: White Bear Lake
Requisition #: 4888

Commodity: 1987 Game and Fish Laws, 30#, camera ready, 14M
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: Natural Resources
Deliver to: St. Paul
Requisition #: 4713

Commodity: Scholarship grant award letter, 85M, 2-sided, 8½" × 11", 20#
Contact: Printing Buyers Office
Bid due date at 2pm: February 17
Agency: Higher Education Coordinating Board

Department of Administration Plant Management Division

Request for Proposals for Food Service Consultant Services

The State of Minnesota, acting through the Department of Administration, Plant Management Division, seeks the services of a qualified consultant with experience in food service planning and design to work with the Plant Management Division over a period of up to one year.

The State desires to provide food service for officials, employees, and the public who work in or visit the Capitol Complex. This the State does by contracting with private food service vendors who provide healthy, tasty food in clean, attractive facilities at competitive prices. In order to meet this objective now and in the future a detailed study is needed.

The purpose of this Request for Proposal (RFP) is to enable the State of Minnesota to select the consultant most qualified to conduct a detailed study which will guide and assist the State in developing and implementing short and long term plans for the overall Capitol Complex food service program.

The study must address methods and estimated costs for an initial three (3) year short term plan and it must also address long term issues of usage, costs, facility adequacy, probable future trends in dietary habits that impact the type of food service desired by this clientele, etc.

Four different manual food service vendors have operated the major facilities in the Capitol Complex in the last three decades. The current vendor is the third to operate the food service since 1980.

Some questions have been raised from time to time about the profitability or economic viability of the operation.

Some issues thought to contribute to this situation include:

1. Out-of-date facilities and equipment.

State Contracts and Advertised Bids

2. Low participation by potential customers for a variety of reasons.
3. A fluctuating and somewhat unpredictable clientele level.
4. Obsolete or inefficient facilities that may make the operation overly labor intensive.
5. Other.

Contract Scope

Develop a three (3) year plan for the manual and machine vending food service operation in the Capitol Complex.

This plan shall be based on and include, but not be limited to, the following:

1. Present operations including all factors such as the number of potential customers, food preparation and delivery systems, equipment, size of facilities, etc.
2. Changes in building population, area food trends and customer needs.
3. Current and future plans for remodeling of existing buildings in and around the Capitol Complex.
4. Costs of operation, efficiency, timeliness of service, attractiveness of surroundings, etc.
5. Expectations of customers as to types of food, service, dietary preferences, etc.
6. Customer expectations as to the price of meals, etc.
7. Other.

A vital part of the planning effort will be a close working relationship with as many of the major interested parties as possible, but especially with the Department of Administration through its Divisions of Plant Management and State Building Construction. The present food service vendor and the Services for the Blind (machine vending) will also need to be carefully studied and their involvement solicited. A food service advisory committee composed of representatives of the major agencies and departments in the Capitol Complex is in existence and their input is important.

CONTRACT FOCUS

Prime elements for consideration and analysis include:

1. The number and type of separate food preparation/serving areas in light of present trends.
2. The type of food and delivery system in light of present and future trends.
3. The types of present and potential customers in each location and their varying needs.
4. Methods to increase customer satisfaction while allowing the vendor a profit and the State to receive a return to offset expenses.
5. The two proposed new manual food vending locations and their impact on the present operation.
6. The Services for the Blind machine vending operation.

SITE TOUR

A walk through of the facilities will be held on Thursday, February 25, 1988 at 9:00 a.m. in the Department of Transportation building cafeteria located on John Ireland Boulevard.

PROPOSAL SUBMITTAL

All proposals must be sent to and received by Roger Hostager, at the above address, no later than Monday, March 21, 1988 at 4:00 p.m.

EVALUATION

All proposals received will be evaluated by representatives of the Division. An Interview may be part of the evaluation process. Award will be made based on, but not limited to, your response to the above specifications.

NOTIFICATION OF AWARD

Notification of award will be given by April 4, 1988. The State reserves the right to withdraw this Request for Proposal at anytime.

CONTRACT LENGTH

This will be a one (1) year contract beginning May 1, 1988 and terminating April 30, 1989.

CONTRACT TERMINATION

This contract may be cancelled in whole or part by either party upon a thirty (30) day written notice.

State Contracts and Advertised Bids

WORKER'S COMPENSATION

The successful respondent will be required to submit acceptable evidence of compliance with Worker's Compensation Insurance coverage requirements prior to execution of the contract.

DEPARTMENT CONTACT

Prospective respondents having questions regarding this Request for Proposal may call or write:

Roger Hostager
Plant Management Division
625 North Robert Street
Saint Paul, Minnesota 55101
Telephone: (612) 296-6171

Department of Commerce

Notice of Request for Proposals for Services of a Fellow of the Casualty Actuarial Society Qualified to Perform an Audit of the Reserves of the Minnesota Workers' Compensation Assigned Risk Plan

The Department of Commerce intends to contract with an individual or organization to perform an audit according to the specifications issued. The contract period will begin as soon as possible after the selection of a contractor. The audit is to be completed with all due diligence, but no later than May 1, 1988.

Interested parties should call (612) 297-1119 to obtain the formal Request for Proposals.

Any other questions should be directed to:

Ms. Rose M. Ortiz
Department of Commerce
500 Metro Square Building
St. Paul, Minnesota 55101
(612) 297-4017

Proposals must be submitted by 4:30 p.m., March 15, 1988.

Historical Society

Request for Proposals for Printing of Historic Sites Promotional Booklet

BIDS

Sealed bids for the printing of a promotional booklet for historic sites operated by the Minnesota Historical Society, in accordance with specifications prepared by the Minnesota Historical Society, will be received in the office of the Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101 until 2:00 p.m., Central Standard Time, on February 23, 1988, at which time the bids will be publicly opened and read aloud. Bids received after 2:00 p.m., February 23, 1988, will be returned unopened.

BID SECURITY

Each proposal must be accompanied by a cash deposit, cashier's check, certified check, or corporate surety bond of a surety company duly authorized to do business in Minnesota, in the sum of not less than 5% of the total bid, payable without condition to the Minnesota Historical Society, which is submitted as bid security.

SPECIFICATIONS

Copies of bidding documents for preparation of bids may be obtained by contacting Mark Schwartz, Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101, (612) 296-2155.

CONDITIONS OF BIDS

The Minnesota Historical Society reserves the right to accept or reject any or all bids and to waive any irregularities therein. No bid may be withdrawn within (30) days after the scheduled closing time for the receipt of bids.

**Department of Human Services
Family Support Programs
Refugee and Immigrant Assistance Division**

Request for Proposal for Refugee Social Services

Notice is hereby given that the Refugee and Immigrant Assistance Division, Family Support Programs, Minnesota Department of Human Services, is seeking proposals concerning the delivery of social services to refugees.

Social services consist of employment services, language instruction, employment related support services, and special services including social adjustment/mental health services.

Funding is from the federal Refugee Resettlement Program, and includes the Social Services and Mutual Assistance Association Incentive grant.

The estimated total amount of federal funds is a minimum of \$1,200,000. We must receive all proposals by 4:20 p.m., CDT, March 11, 1988. We reserve the right to not act on this RFP.

We anticipate issuing renewable contracts subject to the availability of federal funds not to exceed two years.

Please direct request for the complete information package, questions, and proposals to:

Refugee and Immigrant Assistance Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3837
(612) 296-1383

Metropolitan Council

**Request for Proposals to Examine the Provision of Regional Recreation Services to
Special Need Groups**

Notice is hereby given that the Metropolitan Council is requesting proposals to examine the provision of regional recreation services to special need groups in the Metropolitan Area. As related to special need groups (disabled, racial and ethnic minority, elderly and low-income persons; single-parent families), the study will determine recreational interests and barriers to participation, existing regional park use levels, the extent of transportation barriers, and make recommendations to improve recreational services. The project should commence in May 1988 and be completed no later than Dec. 1988. All proposals must be received no later than 4 p.m. on March 7, 1988.

Copies of the Request for Proposals may be obtained from the Metropolitan Council, 300 Metro Square Building, St. Paul, MN 55101. Inquiries should be directed to Grant Scholen at 291-6405.

Governor's Planning Council on Developmental Disabilities

Request for Proposals for Case Management of Persons With Developmental Disabilities

The Governor's Council announces that it is seeking proposals from eligible public or private nonprofit organizations to undertake projects related to case management of persons with developmental disabilities. Eligible projects will be limited to replication of two projects previously funded by the Council and projects that will improve the quality of case management in Minnesota. Eligible applicants include nonprofit organizations, units of government, joint powers organization, institution of higher education, and school districts. Copies of the guidelines and instructions are available from the Council. Applications are due before 4:30 p.m. on Friday, April 22, 1988. For additional information contact:

Ronald E. Kaliszewski
Developmental Disabilities Council
300 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Phone (612) 297-3207
TDD (612) 296-9962

Telecommunications Access for Communication-Impaired Persons Board

Request for Proposal for Consultant Contract to Plan Message Relay Service

The Telecommunications Access for Communication-Impaired Persons (TACIP) Board is charged with the task of entering into contracts with telecommunications companies and a local community organization for the establishment and operation of a statewide, third-party message relay service to facilitate communication between telephone users utilizing Telecommunications Devices for the Deaf (TDDs) and non-TDD users. In order to adequately prepare these major contracts, the TACIP Board will enter into a contract for consulting services leading to the development of a comprehensive plan. This Request for Proposal does not obligate the state to complete the project and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

1. Scope of Project

The consulting project should supply TACIP with expert information and advice addressing major issues related to the establishment and operation of a third-party message relay service.

2. Objectives

The goal of this consulting project is to prepare a report advising the Board on the establishment and operation of the message relay service, including proposed specifications for implementing contracts.

3. Project Task

Conducting research and presenting a report advising the Board on the following issues:

A. Project the demand for message relay services, based upon the demographics of Minnesota's current and potential TDD-using population:

1. Estimate the number of interLATA and intraLATA calls the message relay service will process for the first 12, 24, and 36 months;
2. Determining the amount and type of telecommunications equipment and operator work stations needed to effectively and efficiently process calls.

This first stage of the study should be completed within one month of the signing of the contract.

B. Based on the demand projections, identify the requirements, including but not limited to cost, of at least the following:

1. Number and type of long distance lines;
2. Number and type of local lines;
3. Alternative call management systems;
4. Amount of operator salaries, training and benefits;
5. Operator equipment other than call management system;
6. Alternative long distance billing systems.

This second stage of the study should be completed within seven weeks of the signing of the contract.

C. Identify specific guidelines and/or standards for message relay service operation, regarding at least the following:

1. Operator professional standards;
2. Reasonable waiting time prior to call processing;
3. Initial operating hours;
4. Reasonable time-table for full implementation of 24 hour/day service.

This third stage of the study should be completed within nine weeks of the signing of the contract.

D. Present the completed report to the TACIP Board on May 31, 1988.

4. Project Costs

The TACIP agency has estimated that the cost of preparing this comprehensive plan should be approximately \$10,000 for professional consulting services and expenses.

5. Project Completion Date

The project will be completed on or before May 31, 1988.

6. Proposal Contents

The following will be considered minimum contents of the proposal:

- A. A restatement of the objectives to demonstrate the responder's view of the nature of the project.
- B. Identification and description of the services the responder will provide.
- C. A general project work plan, with emphasis on expediency.
- D. A detailed listing of project cost estimates.
- E. A complete description of qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the firm. Experience in the areas of providing professional consultation, expertise in the telecommunications field and awareness of the needs of communication-impaired people should be explained. Samples of previous work on similar projects should be included.
- F. A general description of project methodology.
- G. In addition to the original file, enclose eight copies of the proposal.

7. Selection

Evaluation and selection will be the responsibility of a message relay review board, subject to final approval by the full TACIP Board. Selections will be made based upon written criteria approved by the TACIP Board. Results will be sent immediately by mail to all responders.

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Housing Finance Agency**Notice of Availability of Federal Funds for Permanent Housing for Handicapped and Homeless Persons Program**

The Minnesota Housing Finance Agency (MHFA) announces the availability of federal funds to assist in the development of community based long-term housing, which will be combined with supportive services, for handicapped homeless persons.

Assistance will be in the form of federal matching grants to private nonprofit sponsors of housing projects for not more than eight homeless handicapped persons. These federal grant funds may be used to cover up to 50% of the acquisition, or moderate or substantial rehabilitation costs (only) of a project. These federal funds will be matched with at least an equal amount of state or local funds and the total funding will then be passed on to private, nonprofit project sponsors for the development of the housing facilities.

A total of \$15 million was appropriated nationwide for this program under the Stewart B. McKinney Homeless Assistance Act of 1987 and made available through the U.S. Department of Housing and Urban Development (HUD). Interim rules were published in the October 26, 1987 Federal Register. All Minnesota applications will compete with applications, nationwide, for funding.

Those private nonprofit sponsors who may be interested in this program should contact Murray Casserly at (612) 296-9846, Minnesota Housing Finance Agency, 400 Sibley Street—Suite 300, St. Paul, MN 55101, immediately to discuss the feasibility of your proposal.

All applications must be submitted to HUD by the MHFA and must reach HUD no later than March 31, 1988. To meet this deadline, sponsors must formally submit their portion of the application to reach the MHFA no later than March 4, 1988.

Non-State Public Contracts

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

City of Chisholm

Request for Architectural Service

The City of Chisholm is seeking an architectural firm to prepare a design to complete the landscaping of the grounds and possibly some additional structure on the grounds on which the Iron Man Memorial is located on the Western edge of the City across from Iron World U.S.A. A committee will be working with the Architect for a total design, although the project may have to be completed in stages.

The proposal should include an hourly rate to complete the design work and the fees charged when the actual landscaping and/or structural construction is implemented. The proposal should also include previous clients and pictures of completed projects.

Bid proposals are due by 4:30 p.m. March 1, 1988, and should be sent to the City Clerk, City of Chisholm, 316 West Lake Street, Chisholm, Minnesota 55719.

Supreme Court Decisions

Decisions Filed Friday 12 February 1988

C1-87-1519 Helen M. Zweber v. Rosemount, Inc. and Liberty Mutual Insurance Company, Relators. Workers' Compensation Court of Appeals.

The finding of a casual relationship between the employee's work and her disability was not manifestly contrary to the evidence. Under the disability schedules, the employee sustained a 95% permanent partial disability for the loss of various body functions. Application of the simultaneous injury formula results in compensation for a 69.2% total permanent partial disability. Affirmed in part, reversed in part, and remanded. Yetka, J.

C9-87-1249 State of Minnesota v. Willie R. Bias, Jr., Appellant. Hennepin County.

The evidence, though circumstantial, was sufficient to support appellant's conviction for first degree murder while committing or attempting to commit aggravated robbery.

Appellant's indictment for premeditated and felony murder adequately informed him of the charges against him so that his defense was not prejudiced.

The trial court did not abuse its discretion in ruling appellant's prior felony conviction was admissible for impeachment purposes. Affirmed. Popovich, J.

Announcements

Camping Available at Tettegouche: Tettegouche State Park, near Silver Bay, opened 34 campsites for the first time on Jan. 29. The sites are suitable only for tent campers or motor homes, since they are non-electric. A heated shower building provides modern facilities.

Tettegouche State Park offers 12 miles of groomed ski trails, additional snowshoeing and snowmobile trails. The park trails also connect with the Finland, Silver Bay and North Shore Trails for additional miles of outdoor recreational enjoyment.

The park is located four miles northeast of Silver Bay on Highway 61. Reservations and other information are available by calling

Announcements

(218) 226-3539. For more information, contact: Foster Hudson, Park Manager (218) 226-3539 or Jeff Krueger, Grants and Marketing Supervisor (612) 296-8162.

Arbor Day Seedling Program Set for April: Minnesota communities, elementary fifth graders and non-profit, civic organizations are eligible to receive free seedlings to celebrate Arbor Day, April 29, and Arbor Month in May. Orders will be accepted until April 11.

Under the seedling guidelines developed by the Minnesota Department of Natural Resources (DNR) based on state law, these seedlings must be used to establish or reforest woodlots, windbreaks, and shelterbelts, or for erosion control, soil and water conservation or permanent food and cover for wildlife.

One exception is made, however, for fifth grade teachers who want each of their students to get an individual seedling to take home. Norway pine seedlings, as the state tree, may be given to each fifth grader through this program.

The Minnesota Forestry Association has a program whereby communities and school organizations can sell seedlings as a fundraiser. Additional information can be obtained by calling the Forestry Association office at (218) 326-4200. For more information, contact: Meg Hanisch, Arbor Day Tree Program (612) 296-5958.

River Guides Available: The Minnesota Department of Natural Resources (DNR) has two new publications available free for river boaters. The Mississippi River Guide and the Metro River Guide are intended to assist anglers and other recreational boaters and to promote safe and enjoyable use of the rivers.

The two booklets contain detailed maps of the rivers and each includes frequently-requested information on boating facilities, safety tips and hazards unique to the Mississippi, Minnesota and St. Croix Rivers. There are also detailed procedures for use of navigational locks.

The Metro River Guide covers the Mississippi River from Dayton to Prescott, the Minnesota River from Shakopee to the Mississippi and the St. Croix River from Taylors Falls to Prescott. The Mississippi Guide covers between Hastings and the Iowa border.

Boaters may obtain one or both of the free brochures by writing to the DNR Information Center, Box 40, 500 Lafayette Road, St. Paul, MN 55155-4040, or by calling (612) 296-6157 or toll-free (800) 652-9747. For more information, contact: Tim Smalley, Boat & Water Safety (612) 296-3310.

MAILING LISTS GALORE

Successful business means successful sales

The Minnesota Documents Division has a variety of mailing lists of licensed professionals and permit holders that will enable you to focus your marketing efforts on a targeted audience.

Types of lists available are: registered nurses, real estate agents, physicians, insurance agents, boatowners, hunters, cosmetologists, teachers, and many more! And you can get them on printouts, cheshire/pressure sensitive labels, as well as 9-track magnetic tapes.

What's more, you can choose from several selection capabilities. You will find our selections most helpful and beneficial to your business when you learn that you can acquire names and addresses of individuals in the areas you need to target most.

Find out more about our mailing lists by writing for our free mailing list catalog. In a hurry? Call (612) 297-2552 for more information. Requests can be sent to: Minnesota Documents Division, Mailing List Operation, 117 University Avenue, St. Paul, MN 55155.

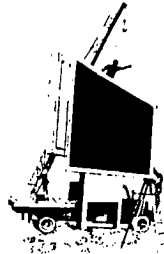
Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Minnesota Manufacturer's Directory 1987-88

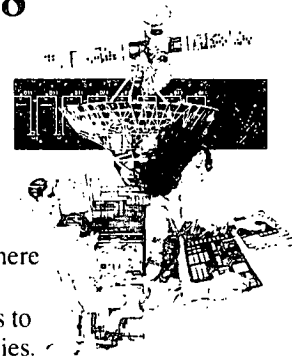
NEW: In the directory this year are two titles (where applicable) Chief Engineer and Data Processing Manager.



UPDATED: Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2, \$73.00.



REVISED: There are more than 7,000 changes to the 7,068 entries.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Voices of the Loon

Its voice severs the bonds to the world of cities, traffic, crowds, lights and noise. The lyrical magic of the loon, sometimes hauntingly eerie, makes the skin tingle, and the hair on the back of the neck stand on edge, awakening a primitive response. Its solitary wail turns the shadowy wilderness into a mysterious path into eternity.

Voices of the Loon, cassette tape, includes introduction and loon call identification, chorus from a distant lake, tremolo duet, wail duet, border confrontation, wails with morning songbird chorus, tremolos while running, wails during a thunderstorm, and coyotes calling with loons. Code #19-73, \$12.00.

The Loon: Voice of the Wilderness, hardbound with color plates and illustrations, 143 pages. Code #19-54, \$15.95.

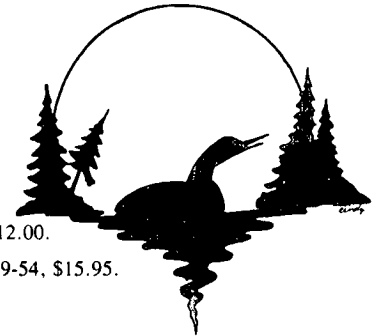
Loon Calendar 1988, beautiful photographs and scenes. Code #15-40, \$6.95.

Loon Lapel Pin. Code #15-30, \$2.49.

Loon Windsock, 56 inches long in full color. Code #15-29, \$19.95.

Loon Nature Print, full-color poster 16" x 22", Code #15-18, \$3.00.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



Publication editors: As a public service, please reprint this ad in your publication, either as is, reduced, or redesigned to suit your format.

Minnesota's future environment

The issue of environmental protection is of continuing interest to both Minnesota business and the general public. Stay abreast of changes in state government regulations with these publications.

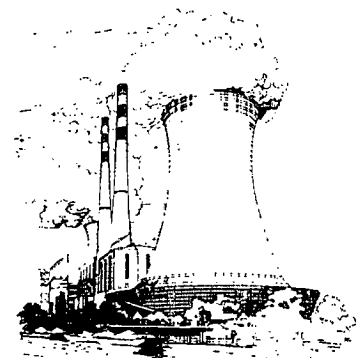
1986 Pollution Control Laws

Laws dealing with water pollution, disposal facilities, solid waste management, the MN Environmental Rights Act, recycling, and more. Code No. 2-21. \$15.00.

1986 Hazardous Waste Rules

Governs the production, storage, transportation and disposal of hazardous waste. MN Rules Chapter 7045 and 7046. Code No. 3-71. \$13.50.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Subscription Services

The Minnesota Documents Division offers several subscription services of activities, awards, decisions and special bulletins of various Minnesota state agencies.

Use the handy order form on the back of the *State Register* to order. Simply fill in the subscription code number, include your name, address and zip and your check made out to the State of Minnesota (PREPAYMENT IS REQUIRED) and send it in. We'll start your subscription as soon as we receive your order, or whenever you like.

| SUBSCRIPTION | COST | CODE NO. | SUBSCRIPTION | COST | CODE NO. |
|--|------------------|----------|---|----------|----------|
| Career Opportunity Bulletin, 1 year | \$ 25.00 | 90-3 | State Register, 1 year | \$130.00 | 90-1 |
| Career Opportunity Bulletin, 6 mos. | \$ 20.00 | 90-4 | State Register, 3 mos. trial can be converted to a full subscription for \$90 at end of trial | \$ 40.00 | 90-2 |
| Human Services Informational and Instructional Bulletin | \$100.00 | 90-6 | Tax Court/Property Decisions | \$210.00 | 90-11 |
| Human Services Bulletin List | \$ 30.00 | 90-7 | Workers Compensation Decisions, unpublished subs run Jan-Dec: can be prorated | \$320.00 | 90-12 |
| PERB (Public Employee Relations Board) Awards | \$285.00 | 90-9 | Workers Compensation Decisions | \$ 89.50 | |
| PERB (Public Employee Relations Board) Decisions | \$ 60.00 | 90-10 | Vol. 38 (limited quantity) | \$ 95.00 | 90-13 |
| Minnesota Statutes Subscription Includes the complete 10-volume set of Minnesota Statutes 1986 and the 1987 Supplement | [Out of Stock] | 18-8 | Vol. 39 | \$105.00 | 90-14 |
| | | | Vol. 40 | | |

TO ORDER: Prepayment required to start your subscription. Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000 VISA/MasterCard orders accepted. Please include daytime phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Selling business and financial services to physicians?

Physicians Directory 1985

Names and addresses of licensed chiropractors, doctors of medicine, and osteopaths, optometrists, podiatrists and registered physical therapists in alphabetical order by discipline. Includes members of all the state medical profession boards. Code #1-1, \$15.00.

Medical Alley Directory 1986

A guide to more than 300 high-tech medical, bio-tech and health care companies, institutions and organizations and their products and services. Code #40-7, \$49.95.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

For Real Estate Professionals:

REAL ESTATE RULES 1987

Chapters 2800, 2805, and 2810 from the Minnesota Rules. *Essential* for both students and established brokers and salespersons. It contains all education and licensing requirements. Code No. 3-99. \$8.00

REAL ESTATE LAWS 1987

Includes all the changes made by the 1986 State Legislature. Complete and up-to-date. Code No. 2-92. \$6.00.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.



Morel: Minnesota's mushroom

ROON: A Tribute to Morel Mushrooms, this delightful treatise on the "filet mignon" of mushrooms will help the stalker of this elusive prey find, and prepare in a variety of ways, its mouth-watering madness. Code #19-55, \$12.00.

Edible Mushrooms, a classic guide to safe mushrooms, describes 60 species in detail, with photographs (many in color) to show each in its natural habitat. Advice to amateur mushroom hunters. Paperbound, 118 pp. Code #19-11, \$9.95.

Malfred Ferndock's Morel Cookbook, brim full of morel lore, interesting and tall tales, recounts of the hunt, and many savory recipes. Spiral bound, 117 pgs., black & white photos and drawings. Code #19-83, \$8.50.

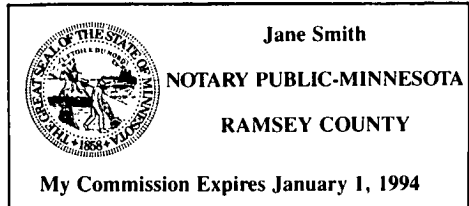
Northland Wildflowers, the perfect mushroomers companion. An excellent guide for identification and enjoyment of wildflowers, with 308 color photographs and descriptions of 300 species. Paperbound. 236 pp. Code #19-9, \$12.95.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

NOTARY PUBLIC LAWS

Statutory requirements regarding the oath of office, necessary bond, and taking of depositions. Includes an explanation of the term of office and procedures for removal from office. Code No. 2-13. \$4.00.



U.S. SMALL BUSINESS ADMINISTRATION PUBLICATIONS:

| | |
|--|-------------------------|
| Insurance and Risk Management for Small Business | Code No. 16-50. \$3.00. |
| Small Business Finance | Code No. 16-42. \$2.00. |
| Starting and Managing a Small Business of Your Own | Code No. 16-40. \$4.75. |

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Catching criminals is only one part of law enforcement. Here's the rest of it.

Police Report Writing Style Manual 1986—A common framework for report writing throughout the state. Discusses the general purpose of police reports, reviews field notetaking, offers instructions on completing common report forms, and introduces the Data Practices Law. Code No. 14-13. \$12.50.

Background Investigation Manual 1986—A guide to conducting effective thorough background investigations of peace officer candidates. Included are various criteria for use in the selection process: experience, education, and past behavior. Sample forms. Code No. 14-15. \$10.00.

Motor Vehicle Traffic Laws 1987—Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code No. 2-85. \$13.00.

Criminal Code & Selected Statutes 1987—Governs the conduct of peace officers. Includes continuing education requirements, sentencing standards, and more. Code No. 2-68. \$15.00.

Blue Binder—3 ring, 2" capacity. Criminal Code and Motor Vehicle Traffic Laws require 1 binder each. Code No. 10-21. \$4.25.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Documents Division

Publications, Services, Subscriptions

Order Form on Back—For Information, Call 297-3000

NEW PUBLICATIONS:

Building Code 1987. Regulates design, construction, quality of materials, use and occupancy of all buildings and structures. Includes adoption by reference of Uniform Building Code, National Electrical Code and others. Code #3-65s3, \$10.00.

Plumbing Code 1987. Rules concerning public safety and health in regard to: materials, joints, traps, fixtures, water supply, drainage, inspection and water conditioning. Code #3-6, \$11.00.

Health Care Facilities Directory 1987. A list of hospitals and related institutions licensed and/or certified to deliver various levels of care. The list is alphabetical by county, town and facility name. Code #1-89, \$15.00.

Human Services Rules Supplement 1987. The 1987 Supplement to the Department's rule book includes recent changes to many rules in effect from July 1986 through January 1987. Code #3-95s1, \$14.00.

Human Services Rules 1986. Governs assistance programs, eligibility, grant amounts, AFDC and residence requirements. *Minnesota Rules* 9500-9580. Code #3-95, \$24.95.

OTHER PUBLICATIONS

1987 Laws of Minnesota: Laws of the 1987 legislative session, \$42.50 per set. Code #18-5.

1987 Minnesota Rules: Rules of the 75 state agencies authorized to establish rules of conduct and procedure. Code 18-300. \$160 plus \$9.60 sales tax per 10-volume set.

Motor Vehicle Traffic Laws 1987. Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code #2-85, \$13.00 plus tax.

Criminal Code and Selected Statutes 1987. Governs the conduct of peace officers, continuing education requirements for officers, prison sentences and more. Code #2-68, \$15.00 plus tax.

Education Rules. Rules of the State Board of Education governing state aid, vocational education, handicapped students, teacher certificates and much more. Code #3-28, \$19.00 plus tax.

Woodworking for Wildlife. Carefully illustrated with a variety of game bird and mammal box designs, including maintenance requirements and important information on the placement of nests in proper habitat areas. Diagrams. Code #9-14. \$6.00 plus tax.

Walleye. A unique blend of modern fishing strategies and never-before-published biological facts about this popular gamefish. Packed with full-color photographs. Code No. 19-70. \$12.95, plus tax.

Crappie Fishing. Fishing tips from a game warden and angling enthusiast. Written in an easy-to-read style to appeal to anglers of every experience level. Many full-color photographs. Code No. 19-75. \$9.95, plus tax.

Fishes of the Minnesota Region: An authoritative guide to the 148 kinds of fish found in Minnesota's waters, the book is a resource for identification and distribution of fish, and features color photographs. Code #19-44, \$12.95, plus tax.

American Flag. Perfect for home or office. 3' x 5' with embroidered stars. Heavy nylon bunting. Code No. 6-1. \$21.00, plus tax.

The Living White House (revised edition). A history of the White House that focuses on its life in the flow of American history, its symbolic place in the continuing life of the country, and the Presidents and their families who have changed it and been changed by it. Many photographs, some full-color. Code No. 16-30. \$7.50, plus tax.

SUBSCRIPTIONS:

State Register. Minnesota's official weekly publication for agency rules and notices, executive orders of the Governor, state contracts, Supreme Court Calendar, Supreme Court and Tax Court Decisions. Annual subscription \$130; Trial Subscription (13 weeks) \$40.00; Single copies \$3.50.

Workers Compensation Decisions. Volume 40. Selected landmark decisions of the Worker's Compensation Court of Appeals. Annual subscription. \$105.00.

SERVICES:

Mailing Lists. Lists of Minnesota licensed professionals and permit holders. Write or call (612) 297-2552 for a free mailing list catalog which contains available lists, selections, formats, pricing and ordering information.

1987 Lake Map Index. Listing over 4,000 lake maps. Free.

Minnesota State Documents Center 1987 Catalog. Lists publications available through Minnesota Documents Center. Free.

State Register Binder. Durable 3½ inches, forest green binders imprinted with the *State Register* logo. \$6.50 plus 39¢ tax.

