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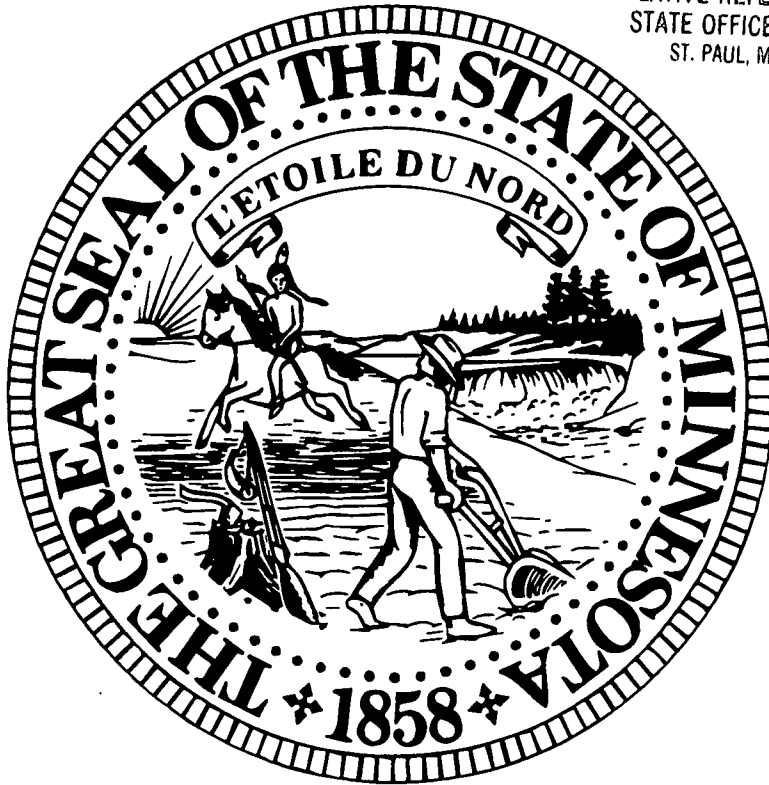
The Minnesota
State Register

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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 and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

Printing Schedule and Submission Deadlines

Vol. 21 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
# 48	Tuesday 27 May	Monday 12 May	Monday 19 May
# 49	Monday 2 June	Monday 19 May	Friday 23 May
# 50	Monday 9 June	Friday 23 May	Monday 2 June
# 51	Monday 16 June	Monday 2 June	Monday 9 June

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Kent Allin, Asst. Commissioner 612/297-4261	Mary Mikes, Manager 612/297-3979	Jessie Hill, Subscriptions 612/297-8774

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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:

Contact: Senate Public Information Office (612) 296-0504 Room 231 State Capitol, St. Paul, MN 55155	Contact: House Information Office (612) 296-2146 Room 175 State Office Building, St. Paul, MN 55155
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Minnesota Rules: Amendments & Additions
 Volume 21, issues #41-48 (issues #1-40 cumulative appeared in issue #40) 1720

Proposed Rules

Public Service Department
 Conservation improvement programs 1722

Adopted Rules

Dentistry Board
 Recordkeeping 1730

Expedited Emergency Rules

Natural Resources Department
 Adopted expedited emergency game and fish rule: 1997 bear quotas 1731

Revenue Notices

Revenue Department
 Revenue Notice #97-06: Sales and use tax - exemptions for police cars, fire trucks, and ambulance accessories 1732
 Revenue Notice #97-07: Revocation of revenue notices #91-9 and #91-10 1732

Official Notices

Minnesota Comprehensive Health Association
 Annual meeting June 6, 1997 of members and of the Board of Directors 1733
 Meeting May 29, 1997 of the Finance Committee 1733

Emergency Medical Services Regulatory Board
 Hearing June 30, 1997 on completed license application of the City of Red Wing, d.b.a. Red Wing Fire Department Ambulance 1733

Executive Council

State Board of Investment

Investment Advisory Council
 Meeting June 3, 1997 of the Investment Advisory Council, and on June 4, 1997 of the Executive Council, State Board of Investment, and the Land Exchange Board 1734

Health Department
 Essential community provider designations 1735

Human Services Department
 Comments sought on planned amendment to rules for administration of specified therapies to state hospital patients 1735

Labor and Industry Department
 Prevailing wage certifications for commercial construction projects 1736

Nursing Board
 Comments sought on planned rules for professional boundaries 1737

Transportation Department
 City of Rochester petition for variance of state aid requirements for street width 1737

State Grants & Loans

Human Services Department
 Grant proposals sought for SAIL (seniors agenda for independent living) projects 1739

Public Safety Department
 Minnesota Auto Theft Prevention Program grants to governmental and community organizations for auto theft prevention 1739

Professional, Technical & Consulting Contracts

Administration Department
 Proposals sought for information resource management research advisory services for technology 1740
 Proposals sought for instructor-led on-site technical training services 1740
 Proposals sought for regulated natural gas utilities to design, construct and install natural gas distribution and metering at Minnesota Correctional Facility—Rush City, MN 1741

Minnesota State Colleges and Universities (MnSCU)
 Proposals sought for administrative services agent for MnSCU's tax sheltered annuity program 1742
 Information sought for fund managers for MnSCU's tax sheltered annuity program 1742

Corrections Department
 Proposals sought to provide employee physicals at Minnesota Correctional Facility - Faribault 1743
 Contract available for speech therapist services at Minnesota Correctional Facility - Red Wing 1743
 Proposals sought for Protestant chaplaincy services at Minnesota Correctional Facility - Sauk Centre 1743
 Proposals sought for qualified chemical dependency services at Minnesota Correctional Facility - Sauk Centre 1744
 Proposals sought for providing employee physicals at Minnesota Correctional Facility - Stillwater 1744

Human Services Department
 Proposals sought by Ah-Gwah-Ching Center for these services: pharmacist, psychiatrist, pharm.D., and physician 1744

Natural Resources Department (DNR)
 Proposals sought for Itasca State Park Museum exhibits 1745

Pollution Control Agency
 Proposals sought for consultant services to provide technical services related to the implementation of the Clean Indoor Air Act amendments and other air quality programs and projects 1748

Public Safety Department
 Proposals sought for instructor training course in mobile video use for law enforcement 1748

Commodity, Service and Construction contracts are published in a bulletin, the *State Register Contracts Supplement*, published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline 612/296-2600. Professional, Technical and Consulting contract awards are published monthly in an *Awards Report*. Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

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 80 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. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a 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 most current edition of 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 issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

Volume 21, issues #41-48 (issues #1-40 cumulative appeared in issue #40)

Agriculture Department

1562.0800 (proposed)	1489
1562.0800 s.1 (proposed repealer).....	1489
1650.0511; .0531 (proposed)	1666

Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design Board

1800.0200; .0300; .0400; .0500; .0600; .0800; .0900; .1000; .1100; .1200; .1500; .1600; .1700; .1900; .2100; .2200; .2500; .2600; .2700; .2800; .2900; .4000; .4100; .5100; .5200; .5800 (adopted).....	1427
1800.0700; .0900 s.2; .1000 s.8; .1100 s.3; .2000; .2300; .2500 s.3; .2700 s.4; .2900 s.3; .5700 (repealed)	1427
1810.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100 (proposed)	1451
1810.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100 (withdrawn).....	1592

Dentistry Board

3100.9600 (adopted)	1730
---------------------------	------

Dietetics and Nutrition Practice Board

3250.0100; .0110; .0120; .0125; .0130; .0135; .0140; .0145; .0150 (proposed)	1491
--	------

Environmental Quality Board

4410.0200; .0400; .0500; .1200; .1300; .1400; .1700; .2100; .2300; .2400; .2500; .2800; .3100; .3610; .4000; .4300; .4400; .4600; .5200; .6100; .6200; .6410; .6500 (proposed).....	1458
4410.0200 s.19,20,21,31,83; .3200; .6100 s.3; .6300; .6400; .6500 s.2,3,4,5,7 (proposed repealer).....	1458

Health Department

4717.7000; 4730.0100; .0300; .0400; .1000; .1120; .1130; .1210; .1510; .1520; .1640; .2510; .2520; .2530; .2540; .2550; .2560; .2570; .2580; .2710; .2750; .3500; .3610 (proposed).....	1532
4730.0100; s.111; .2500; .2700; .2900; .3605 (proposed repealer) ...	1532

Higher Education Services Office

4830.0100 (adopted)	1669
4890.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900 (repealed)	1669

Housing Finance Agency

4900.0010 (proposed)	1456
----------------------------	------

Labor and Industry Department

5205.0010 (proposed)	1562
5205.0100; .0110; .0116; .0660; .0675; .1030; 5207.0035; .0040; .0310; .0600; .0800; .0850; .0900 (proposed exempt).....	1460
5205.0110 s.2 (proposed exempt repealer)	1460

Natural Resources Department

6216.0350; .0370 (adopted expedited emergency).....	1502
6232.3055 (adopted expedited emergency)	1731
6262.0500; 6264.0400 (adopted expedited emergency)	1590

Nursing Board

6301.0600; 6305.0100; .0300; .0500; .0600; 6310.2800; .2900; .3100; .3200; .3500; .3600; .3700; 6330.0350; (proposed).....	1583
--	------

Nursing Home Administrators Board of Examiners

6400.5000; .5100; .5200; .6100; .6400; .6500; .6560; .6570; .6600; .6650; .6660; .6700; .6710; .6720; .6730; .6740; .6750; .6760; .6770; .6800; .6850; .6870; .6900; .6970 (adopted).....	1564
6400.0100; .0200; .0300; .0400; .0450; .0500; .0600; .0700; .0800; .0900; .1000; .1200; .1300; .1400; .1500; .1600; .1700; .1800; .1900; .2000; .2200; .2400; .2500; .2900; .3000; .3100; .3200 (repealed) ..	1564

Health Licensing Board

6950.1000-.1090 (adopted).....	1668
6950.1090 (withdrawn).....	1668

Pollution Control Agency

7041.0400; .0800; .2100; .1300; .1500; .1600; .1700 (adopted).....	1642
--	------

Minnesota Rules: Amendments and Additions

Public Safety Department

7408.0100; .0200; .0300; 7503.2100 s.2 (withdrawn proposed repealer)	1635
7503.0100; .0800; .1300; .1600; .1700; .2100; .2200 (withdrawn proposed)	1635
7408.0100; .0200; .0300; 7503.2100 (proposed repealer)	1636
7503.0100; .0800; .1250; .1300; .1600; .1700; .2200 (proposed).....	1636

Public Service Department

7690.0100; .0200; .0300; .0500; .0550; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1430; .1440; .1450; .1500; .1600 (proposed)	1722
7690.0400; .0600 (proposed repealer)	1722

Gambling Control Board

7861.0020; .0030; .0040; .0050; .0120 (proposed)	1494
--	------

Office of Environmental Assistance

9210.0800; .0805; .0810; .0815; .0820; .0825; .0830; .0835; .0840; .0845; .0880; .0855 (proposed)	1523
9205.0100; .0110; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0400; .0410; .0420; .0425; .0430; .0432; .0435; .0445; 9210.0400; .0410; .0420; .0425; .0435; .0440; .0450; .0460; .0500; .0510; .0520; .0530; .0540; .0550; .0560; .0570; .0600; .0610; .0615; .0620; .0625; .0630; .0635; .0640; .0645; .0700; .0710; .0720; .0730; .0740; .0770; .1000; .1010; .1020; .1030; .1040; .1050; .1060 (proposed repealer)	1523

Proposed Rules

Comments on Planned Rules or Rule Amendments

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. 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*.

Department of Public Service

Proposed Permanent Rules Relating to Conservation Improvement Programs

DUAL NOTICE: Notice of Intent to Adopt a Rule Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing are Received

Proposed Permanent Rules Relating to Conservation Improvement Programs, 7690.0100, et seq.

Introduction. The Department of Public Service intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, section 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rule within 30 days or by July 7, 1997, a public hearing will be held in the Minnesota Room, 200 Metro Square, 121 Seventh Place East, St. Paul, Minnesota 55101, starting at 9:30 a.m. on Tuesday, July 22, 1997. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after July 7, 1997.

Agency Contact Person. Comments or questions on the rule and written requests for a public hearing on the rule must be submitted to the agency contact person. The agency contact person is Christopher Davis at 200 Metro Square, 121 Seventh Place East, St. Paul, Minnesota 55101, telephone (612) 296-7130, FAX (612) 297-7891. TDD users may call the Department of Public Service at TYY phone number (612) 297-3067.

Subject of Rule and Statutory Authority. The proposed rules amend rules governing Conservation Improvement Programs (CIP) and Utility Renewable Resource Pilot Programs (URRRP), codified at 7690.0100-7690.1500. The statutory authority to adopt the rules is *Minnesota Statutes* § 216B.241, subd. 2 (1996). A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m., July 7, 1997, to submit written comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Your comments must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on July 7, 1997. Your written request for a public hearing must include your name, address, and it is helpful but optional to include your telephone number. You must identify the portion of the proposed rule to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rule.

Withdrawal of Requests. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes* sections 14.131 to 14.20.

Alternative Format/Accommodation. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rule may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing, and the adopted rule must not be substantially different than this proposed rule. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for July 22, 1997, will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rule. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call the agency contact person at telephone number (612) 296-7130 after July 7, 1997, to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Allan W. Klein is assigned to conduct the hearing. Judge Klein can be reached at the Office of Administrative Hearings, Suite 1700, 100 Washington Square, Minneapolis, Minnesota 55401-2138, telephone (612) 341-7609, and fax (612) 349-2665.

Hearing Procedure. If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rule. You may also mail written material to the administrative law judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the administrative law judge at the hearing. Following the comment period, there is a five-working-day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments and responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.1200 and *Minnesota Statutes*, sections 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or at the Office of Administrative Hearings.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Ethical Practices Board. Questions regarding this requirement may be directed to the Ethical Practices Board at First Floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, (612) 296-5148 or 1-800-657-3889.

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rule after the end of the comment period. The rule and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rule is submitted to the office. If you want to be so notified, or wish to receive a copy of the adopted rule, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

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

Adoption Procedure After the Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rule. You may request to be notified of the date on which the Administrative Law Judge's report will become available, can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rules and files them with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated: 2 May 1997

Krista L. Sanda
Commissioner

CHAPTER 7690

DEPARTMENT OF PUBLIC SERVICE

CONSERVATION AND RESOURCE IMPROVEMENT PROGRAMS

7690.0100 DEFINITIONS.

[For text of subpart 1, see M.R.]

Subp. 1a. Commissioner. "Commissioner" means the appointed commissioner of the Minnesota Department of Public Service.

[For text of subp 2, see M.R.]

Subp. 3. Low income. "Low income" has the meaning given it in *Minnesota Statutes*, section 216B.241, subdivision 2 1b.

7690.0200 PURPOSE.

The purpose of this chapter is to specify procedures to be followed by public utilities in submitting, and by the department in analyzing and selecting, proposals for conservation improvement programs and renewable resource pilot programs and to provide for the participation of other interested persons in developing conservation improvement and renewable resource pilot programs.

7690.0300 SCOPE.

This chapter applies to proposals by public utilities and other interested persons for utility investments in conservation improvement and renewable resource pilot programs.

7690.0500 BIENNIAL CONSERVATION IMPROVEMENT PROGRAM FILING.

Subpart 1. Time limits. No later than May July 1 of each even-numbered year beginning in 1990 1998, a public natural gas utility required by *Minnesota Statutes*, section 216B.241, to invest in a conservation improvement program shall file with the department a biennial conservation improvement program. No later than September August 1, 1990 1997, and every odd-numbered year afterward, a public electric utility required by *Minnesota Statutes*, section 216B.241, to invest in a conservation improvement program shall file with the department a conservation improvement program.

Subp. 2. Contents. The biennial conservation improvement program filing must include:

- A. a comprehensive description of the proposed program, including a description of each project making up the program;
- B. a statement quantifying each project's objectives including for each individual project, a completed project information sheet that will be provided by the department. The project information sheet can be used to provide the information required in items E and F;
- C. for each project making up the program, a description of the expected effect of each project on peak demand and energy consumption with supporting assumptions, including a list of each conservation technology or process to be promoted and the energy- and demand-savings assumptions associated with each identified technology;
- D. for each electric utility that must submit an integrated resource plan to the Public Utilities Commission, an explanation of how its overall conservation improvement program enables the utility to meet the long-term demand-side management goals established in its most recent integrated resource plan;
- E. an estimate of the expected cost effectiveness of the each project to the utility, to the project's participants, and to the utility's customers ratepayers, and to society;
- E. F. for each project targeted at residential consumers, a statement an estimate of the anticipated percentage of use of each project among:
 - (1) low-income families and individuals, participants; and
 - (2) renters;

- D. G. a detailed budget for each project for the next two years; and:
- (1) a projected four-year budget for the overall program; or
 - (2) if a shorter time period is more appropriate for the four-year budget, the reasons for that shorter time period and the projected budget for that shorter period;
- E. H. a detailed description of the proposed utility's ratemaking treatment and the proposed cost-recovery method;
- F. a description of the marketing plans for each proposed project, including target participation rates;
- G. a description of the expected effect of each project on peak and average consumption with supporting assumptions, including a computation of the costs that will be avoided or reduced by the implementation of the proposed project and an estimate of the expected revenue effects;
- H. an explanation with supporting budget information of how the proposed plan ensures that at least half the money spent on residential projects is devoted to projects that directly address the needs of renters and low-income customers; or a statement with supporting documentation that an insufficient number of these projects are available;
- I. an estimate of participation in each project;
- J. an explanation of how the proposed projects provide for the involvement of community energy organizations when appropriate;
- K. K. an outline of the proposed plan for evaluating the effectiveness of the each proposed project;
- K. a status report on each project from the currently approved program that must:
- (1) state the total number of customers served;
 - (2) state the number of low-income customers and the number of renters served, if applicable;
 - (3) state the total amount spent on the project to date;
 - (4) state the average amount spent on each customer participating in the project, if applicable;
 - (5) provide other information required by the department in the document approving the program;
 - (6) for public natural gas utilities, be filed no later than May 1 of each odd-numbered year; and
 - (7) for public electric utilities, be filed no later than September 1 of each even-numbered year; and
- L. for each renewable energy project, an estimate of the net energy and capacity to be produced by each project and the projected reliability of the technology that would be used; and
- M. additional information that the department determines is necessary as a result of its review or evaluation of previous projects of the particular utility.

Subp. 3. **Completeness review.** Upon receipt of a utility's plan, the department shall conduct a completeness review based on the filing requirements listed in subpart 2. The department's findings after this review must set forth the information necessary to make the plan complete and the date by which the information must be filed. The department staff's findings must be mailed within ten days of the receipt of the plan. When the department determines that the necessary information has been filed to make the plan complete, it shall serve a written notice of completion on the utility and persons on the utility's service list established under part 7690.0800, subpart 1.

7690.0550 PROGRAM STATUS REPORT.

By April 1 of each year, an electric utility shall file with the department, and by May 1 of each year, a natural gas utility shall file with the department, a status report on each project operated during the previous year. The status report must include the following information for each project:

- A. the approved participation goal, and the actual participants served during the previous calendar year;
- B. the estimate of (1) low-income and (2) renter residential customer participation levels as anticipated in the approved biennial conservation improvement program filing, and the utility's estimates of low-income participation level and renter participation level actually achieved, if applicable;

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Proposed Rules

C. the approved budget, and the actual expenditures;

D. the approved energy- and demand-savings goals, and the actual energy and demand savings achieved for the previous year;
and

E. the cost effectiveness of the project based on the results of previous years and the actual expenditures, as calculated from the utility, participant, ratepayer, and societal perspectives, when appropriate.

7690.0700 EXISTING PROGRAMS PROGRAM PROJECTS; FILING.

The filing requirements for renewing existing conservation improvement program ~~or utility renewable resource pilot program~~ projects are the same as for newly proposed projects. However, if the department has material already on file, the utility or interested person ~~submitting an alternative renewing a project may incorporate it by reference in its current filing; submit a project update sheet that references material the department already has on file.~~ The project update sheet must include the project information sheet described in part 7690.0500, subpart 2, and must contain the following information:

A. the date and docket number of when the project was most recently approved by the department with complete information pursuant to part 7690.0500, subpart 2;

B. an explanation of why the project should be continued, including support from the project's most recent status report;

C. a list and explanation of all project modifications since the commissioner's most recent approval; and

D. an estimate of the cost per kilowatt (\$/kW) and cost per kilowatt hour (\$/kWh) for electric utility projects, and the cost per 1,000 cubic feet (\$/Mcf) for gas utility projects.

7690.0800 SERVICE LISTS AND NOTICE.

Subpart 1. **Service lists.** The department shall establish service lists for specific utilities ~~for to~~ use in providing public notice of conservation improvement programs ~~and utility renewable resource pilot programs~~. The list must include the Public Utilities Commission, the Residential and Small Business Utilities Division of the Office of the Attorney General, persons involved in the public utility's previous conservation improvement program, persons who participated in the public utility's last general rate case with respect to conservation programs, and other persons the department believes are interested in the public utility's next conservation improvement program. The department shall ~~update the~~ maintain an updated service list ~~at least 30 days before the date a public utility is required to file a program.~~

Subp. 2. **Notice of filing.** At the time it files its conservation improvement ~~or utility renewable resource pilot program~~, program change proposal, or alternative proposal with the department, the public utility ~~or interested party~~ must provide written notice of its filing to persons on the utility's service list established under subpart 1. The notice must state that a copy of the utility's ~~proposed program or interested party's filing~~ is available for public inspection at the enumerated business office locations of the utility and at the department's office. The notice must also state that the utility ~~or interested party~~ will make a copy of the proposed program available to interested persons upon request.

7690.0900 COMMENT; ALTERNATIVE PROPOSALS ON BIENNIAL CONSERVATION IMPROVEMENT PROGRAM.

The department shall allow ~~45~~ 30 days for written comments on the public utility's biennial conservation improvement program ~~and the submission of alternative projects by interested persons, including political subdivisions and nonprofit and community organizations.~~ The time period allowed for written comments ~~and alternative project filings~~ begins on the date that the department's finding of completeness completion under part 7690.0500, subpart 2 ~~3~~, is mailed. ~~Proposals for alternative projects must follow the requirements of part 7690.0500 or 7690.0600, except for part 7690.0500, items E, G, H, and K.~~ The department shall allow 30 ~~15~~ days from the filing of the comments ~~and alternative projects~~ for written responses reply comments. These comments, ~~alternative projects, and responses~~ reply comments must be filed with the Public Utilities Commission, the department, and the utility to which they are addressed. The persons submitting the comments, ~~alternative projects, or responses~~ must provide them to any person, upon request.

7690.1000 PROPOSED DECISION.

Subpart 1. **Prepared by staff.** After reviewing the comments submitted under part 7690.0900, the department staff shall prepare a proposed decision approving, disapproving, or modifying a program, project, or evaluation plan; ~~or alternative project proposal.~~ The proposed decision must be issued no later than 30 days after the reply comments described in part 7690.0900 are received.

[For text of subp 2, see M.R.]

Subp. 3. **Comment period.** The department shall allow ~~ten~~ 15 days from the date of service of the proposed decision for written comments on the proposed decision.

7690.1100 RESPONSES; WRITTEN RECORD.

The department may require written responses to comments, oral argument, negotiations, settlement conferences, formal hearing, or other procedures it considers necessary or helpful to enable it to review, analyze, and select appropriate programs under *Minnesota Statutes*, section 216B.241. Written papers or summaries of oral meetings for each proceeding filed with the department must also be served upon ~~participants~~ the parties on the service list and become part of the record upon which the department will decide the case.

7690.1200 APPROVAL, DISAPPROVAL, OR MODIFICATION OF BIENNIAL PROGRAM.

Subpart 1. **Determination of ~~significant~~ reasonable investment.** The department shall determine whether a proposed program or modified program will result in ~~significant~~ reasonable investments in and expenditures for energy conservation improvements. In making this determination, the ~~department~~ commissioner shall consider the following information, which must be included in a public utility's filing:

A. ~~the program's compliance with statutory spending requirements, as specified in *Minnesota Statutes*, section 216B.241, subdivision 1a, with each utility calculating the required spending level by using the gross operating revenues in the year preceding the calendar year in which the filing is submitted and by defining gross operating revenues as the total Minnesota jurisdictional assessable operating revenue as reported in each utility's Minnesota jurisdictional report;~~

B. ~~the impact of the program or modified program on:~~

- (1) ~~short-term peak, including peak hours and peak day demand; and~~
- (2) ~~long-term peak; and~~
- (3) ~~average energy consumption; including annual average energy consumption;~~

~~B. total cost to the utility of a~~ C. the cost effectiveness of the program or modified program, resulting in energy savings, compared to the cost to the utility to produce or purchase an equivalent amount of new supply of energy as calculated from the utility, ratepayer, participant, and societal perspectives;

~~C. short-term and long-term impact of the program or modified program on utility rates;~~

D. the total number of low-income and rental customers expected to be affected by the program or modified program;

E. total dollars spent on energy conservation improvements annually, expressed as a percentage of gross revenues;

F. the total number of customers within a customer class expected to participate in the program or modified program, expressed as a percentage of the total number of customers within that customer class in a utility's service area;

~~G. E.~~ the diversity of customer classes expected to participate in the program or modified program; and

H. benefits of the program or modified program to participants; and

~~I. G.~~ other facts and circumstances concerning a particular utility that are relevant to determining the overall importance of the investment in energy conservation improvements.

Subp. 2. **Approval.** On determining that the proposed program or modified program will result in ~~significant~~ reasonable investments in and expenditures for energy conservation improvements, the ~~department~~ commissioner shall approve the proposed or modified program.

Subp. 3. **Disapproval and modification.** On determining that the proposed program or modified program will not result in ~~significant~~ reasonable investments in and expenditures for energy conservation improvements, the ~~department~~ commissioner shall disapprove the proposed program or modified program and require a program that will result in ~~significant~~ reasonable investments in and expenditures for energy conservation improvements.

7690.1300 DECISION.

When the ~~department~~ commissioner approves, disapproves, or modifies a program, project, or evaluation plan, ~~it~~ the commissioner shall set forth ~~its~~ the reasons in a written decision within 30 days from the date comments are due on the ~~department's~~ department staff's proposed decision specified under part 7690.1000. The commissioner's decision must include explicit participation, and energy-savings and demand-savings goals for each utility as applicable. If the ~~department's~~ commissioner's decision will not be issued within this 30-day period, the department shall notify the parties on the service list specified in part 7690.0800 of the date by which a decision will be issued.

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Proposed Rules

7690.1400 PROPOSED PROGRAM CHANGES TO EXISTING PROJECT; SUPPLEMENTAL PROCEDURES.

Upon its the commissioner's own motion or upon the motion of a utility or other person, the department commissioner may add a new project or modify, expand, or terminate an existing conservation improvement program or utility renewable resource pilot program before the program's expiration date by submitting a supplemental filing. The moving party must give notice of the motion to the participants in parties on the service list for the affected utility's conservation improvement program ease of utility renewable resource pilot program ease of the motion. Interested persons must be allowed 15 days to submit comments on the proposed program changes. A change may be required to make a project more effective, to reach more participants, to reduce unnecessary or ineffective expenditures, to expand, change, or reduce the geographic area or target group that the project covers, or to change the time period during which the project would be in effect. For a new project modification or an existing project termination, whether by a utility or an interested party, the filing requirements and the review and decision process are specified in part 7690.1430. For other program changes, the department shall allow 15 days for written comments on the proposal. The time period allowed for written comments begins on the date that the department is served the proposed change. The department shall allow ten days from the filing of the comments for written reply comments. These proposed program changes, comments, and responses must be filed with the Public Utilities Commission, the department, and interested parties on the utility's conservation improvement service list. The commissioner shall issue a written decision, including the commissioner's reasons for the decision, within 35 days from the date reply comments are due. The commissioner may allow some modification and expansion to a program without formal approval (e.g., a letter).

7690.1430 NEW PROJECT PROPOSALS; TERMINATING EXISTING PROJECTS.

Interested persons, including political subdivisions and nonprofit and community organizations, may submit alternative projects for inclusion in a utility's conservation improvement program at any time. In addition, a utility may submit a proposal for a new project at times other than when the utility is required to submit its biennial conservation improvement program. Utilities or interested persons also may submit proposals to terminate an existing project. Proposals for alternative projects must follow the requirements of part 7690.0500, except for part 7690.0500, subpart 2, item D. Utility proposals for new projects must follow all the requirements of part 7690.0500. The party submitting the alternative proposal shall provide a copy of the alternative or new utility project proposal to any person, upon request. Department staff shall conduct a completeness review of alternative or new utility project proposals in the time frame and manner specified in part 7690.0500, subpart 3. The department shall allow 15 days for written comments on the alternative or new utility project or existing project termination proposal. The time period allowed for written comments begins on the date that the department's finding of completion under part 7690.0500, subpart 3, is mailed. The department shall allow 15 days from the filing of the comments for written reply comments. These alternative or new utility project or existing project termination proposals, comments, and reply comments must be provided to the Public Utilities Commission, the department, the utility to which they are addressed, and other parties on the affected utility's conservation improvement program service list.

The department staff's proposed decision must be issued no later than ten days after the reply comments described in this part are received. Written comments on the proposed decision are due 15 days from the date the proposed decision is served. The commissioner shall issue a written decision, including the commissioner's reasons for the decision, within 30 days from the date comments are received on the department staff's proposed decision.

7690.1440 TIMELINES FOR DIFFERENT PROGRAM FILINGS.

Subpart 1. Generally. Parts 7690.0500 to 7690.1400 specify the process for the submission, review and approval, modification, or disapproval of various conservation improvement program filings. To both facilitate understanding and to serve as a reference guide, the timelines for completing the review and approval process of the various filings is summarized in subparts 2 to 4.

Subp. 2. Biennial program filings. The timelines for biennial conservation improvement program (CIP) filings are as follows:

<u>ACTION</u>	<u>DUE DATE</u>
<u>Biennial filing</u>	<u>August 1, odd-numbered years for electric utilities July 1, even-numbered years for gas utilities</u>
<u>Notice of completion</u>	<u>10 calendar days after biennial CIP filing</u>
<u>Comments on filing</u>	<u>30 calendar days after notice of completion</u>
<u>Reply comments</u>	<u>15 calendar days after comments</u>
<u>Proposed decision</u>	<u>30 calendar days after reply comments</u>
<u>Written comments</u>	<u>15 calendar days after proposed decision</u>
<u>Commissioner decision</u>	<u>30 calendar days after written comments on proposed decision</u>

Proposed Rules

Subp. 3. New project proposals; terminating existing projects. The timelines for a new project proposal and for terminating an existing project are as follows:

<u>ACTION</u>	<u>DUE DATE</u>
<u>Filing of proposal</u>	<u>Anytime</u>
<u>Notice of completion</u>	<u>10 calendar days after proposal received by department</u>
<u>Written comments</u>	<u>15 calendar days after notice of completion</u>
<u>Reply comments</u>	<u>15 calendar days after written comments</u>
<u>Proposed decision</u>	<u>10 calendar days after reply comments are due</u>
<u>Written comments</u>	<u>15 calendar days after proposed decision issued</u>
<u>Commissioner decision</u>	<u>30 calendar days after comments on proposed decision are due</u>

Subp. 4. Modifying or expanding existing project. The timelines for modifying or expanding an existing project are as follows:

<u>ACTION</u>	<u>DUE DATE</u>
<u>Filing of proposal</u>	<u>Anytime</u>
<u>Written comments</u>	<u>15 calendar days after proposal received by department</u>
<u>Reply comments</u>	<u>10 calendar days after written comments</u>
<u>Commissioner decision</u>	<u>35 days after reply comments are due</u>

7690.1450 TIME EXTENSIONS TIMELINE MODIFICATIONS.

The commissioner of the department shall grant extensions of ~~modify the~~ filing dates and other ~~time periods~~ due dates in this chapter if the commissioner finds that the person requesting the extension change has shown good cause for the extension modification.

7690.1500 PETITION TO COMMISSION.

Petitions to the Public Utilities Commission to modify or revoke a department decision to require a program are governed by *Minnesota Statutes*, section 216B.241, subdivision 2, and any rules adopted under that statute by the Public Utilities Commission.

7690.1600 RULE VARIANCES.

Subpart 1. When granted. The commissioner shall grant a variance to parts 7690.0100 to 7690.1500 when the commissioner determines that the following requirements are met:

- A. enforcement of the rule would impose an excessive burden upon the applicant or others affected by the rule;
- B. granting the variance would not adversely affect the public interest; and
- C. granting the variance would not conflict with standards imposed by law.

Subp. 2. Conditions. A variance may be granted contingent upon compliance with conditions imposed by the commissioner.

Subp. 3. Duration. Unless the commissioner orders otherwise, a variance automatically expires in one year. It may be revoked sooner due to changes in circumstances or due to failure to comply with requirements imposed as a condition of receiving the vari-

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Adopted Rules

ance. A notice of intent to revoke a variance will be sent to the party holding the variance and others on the service list. A party will have ten days to respond.

Subp. 4. Notice and timelines. A party requesting a rules variance must give notice of the motion to the parties on the service list for the affected utility's conservation improvement program. The request should state the variance requested and how the request meets the three requirements outlined in subpart 1. The timelines for variance requests are the same as the timelines for proposed changes to an existing project, as outlined in part 7690.1400 and summarized in part 7690.1440, subpart 4.

REPEALER. Minnesota Rules, parts 7690.0400; and 7690.0600, are repealed.

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *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.

Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Board of Dentistry

Adopted Permanent Rules Relating to Recordkeeping

The rules proposed and published at *State Register*, Volume 21, Number 14, pages 436-439, September 30, 1996 (21 SR 436), are adopted with the following modifications:

3100.9600 RECORDKEEPING

Subp. 6. **Clinical examinations.** When emergency treatment is performed, items A, B, and C pertain only to the area treated. When a clinical examination is performed, dental records shall include ~~the following~~:

Subp. 8. **Treatment plan.** Dental records shall include an agreed upon written and dated treatment plan except for routine dental care such as preventive services. The treatment plan shall be updated to reflect the current status of the patient's oral health and treatment.

Subp. 10. **Progress notes.** Dental records shall include a chronology of the patient's progress throughout the course of all treatment and postoperative visits. The chronology shall include ~~the all~~ treatment provided, clearly identify the provider by name or initials, and identify all medications used and materials placed.

Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these Expedited emergency rules detail the agency's rulemaking authority.

Department of Natural Resources

Adopted Expedited Emergency Game and Fish Rules; 1997 Bear Quotas

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13(b). The statutory authority for the contents of these rules is *Minnesota Statutes*, sections 97B.405 and 97B.411.

Dated: 14 May 1997

Rodney W. Sando
Commissioner of Natural Resources

By
Gail Lewellan, Assistant Commissioner of
Human Resources and Legal Affairs

6232.3055 1997 BEAR QUOTAS.

The number of available licenses for quota areas for the 1997 bear hunting season is 11,370 and is divided as follows:

- A. Bear Quota Area 12: 570;
- B. Bear Quota Area 13: 410;
- C. Bear Quota Area 22: 250;
- D. Bear Quota Area 24: 1,070;
- E. Bear Quota Area 25: 1,220;
- F. Bear Quota Area 26: 960;
- G. Bear Quota Area 31: 1,280;
- H. Bear Quota Area 41: 320;
- I. Bear Quota Area 44: 1,670;
- J. Bear Quota Area 45: 930; and
- K. Bear Quota Area 51: 2,690.

EFFECTIVE PERIOD. *Minnesota Rules*, part 6232.3055, is effective through December 31, 1997.

Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

Department of Revenue

Revenue Notice #97-06: Sales and Use Tax - Exemptions for Police Car, Fire Truck, and Ambulance Accessories

Minnesota Statutes, section 297B.01, subdivision 1, imposes an excise tax on any motor vehicle purchased or acquired that is required to be registered in Minnesota. Vehicles that are exempt from tax and registration fees are listed in *Minnesota Statutes* §§ 297B.03 and 297A.25. These provisions include ambulances licensed under *Minnesota Statutes* § 144.802, municipal fire apparatus, and police patrols. Each of the foregoing must have a general unmistakable appearance to qualify for the exemption.

Also exempt from the tax are accessory items used to initially equip marked police cars, fire trucks and ambulances. These accessory items essentially constitute part of the make-up of a new vehicle, and may be included in the total purchase price of the new vehicle or may be purchased from another vendor after the initial purchase of the vehicle. For example, in the case of marked police cars, items such as radios, gun racks, light bars, and radar units used to initially equip marked police cars are exempt from sales tax.

Minnesota Statutes, section 297A.25, subdivision 11, exempts from tax repair and replacement parts for fire trucks, ambulances, and other emergency and rescue vehicles. However, repair and replacement parts for marked police vehicles are subject to tax since marked police vehicles are not classified by the Department as emergency and rescue vehicles and these items are not specifically exempted.

The exemptions for motor vehicles used in police, emergency or rescue work only include vehicles as defined in *Minnesota Statutes* § 297B.02, subd. 1, which includes only those vehicles registered for use on public highways. This would allow an exemption for trailers, but not allow an exemption for watercraft, aircraft, snowmobiles, or vehicles licensed for off-road use only. This is true even if such vehicles are used in emergency or police work:

Dated: 27 May 1997

Jennifer L. Engh
Assistant Commissioner for Tax Policy

Department of Revenue

Revenue Notice #97-07: Revocation of Revenue Notices 91-9 and 91-10

Revenue Notices #91-9, "Implementation of Tax on 900 Pay-Per-Call Services" and #91-10, "Billing and Collection Services on Minnesota Calls to 900 Pay-Per-Call Services," are hereby revoked.

Dated: 27 May 1997

Jennifer L. Engh
Assistant Commissioner for Tax Policy

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

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

Minnesota Comprehensive Health Association

Notice of Annual Meeting of Members and Annual Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that the Annual Meeting of Members of the Minnesota Comprehensive Health Association (MCHA), will be held at 9:00 a.m. on Friday, June 6, 1997 at The Minnesota Club, 317 Washington Avenue, St. Paul, to be immediately followed by the Annual Meeting of the Board of Directors.

For additional information, please call Lynn Gruber at (612) 593-9609.

Minnesota Comprehensive Health Association

Notice of Meeting of the Finance Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 3:00 p.m. on Thursday, May 29, 1997. The meeting will be at HealthPartners, 8100 - 34th Avenue South, Bloomington, in room "2 South," located on the second floor.

For additional information, please call Lynn Gruber at (612) 593-9609.

Emergency Medical Services Regulatory Board

Notice of Completed Application and Notice of and Order for Hearing In the Matter of the License Application of the City of Red Wing, d.b.a. Red Wing Fire Department Ambulance, Red Wing, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter "board") has processed a completed application from the City of Red Wing, d.b.a. Red Wing Fire Department Ambulance, Red Wing, Minnesota, for upgrade in type of service from basic ambulance to advanced ambulance service.

IT IS HEREBY ORDERED AND NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* §§ 14.57 - 14.62 and *Minnesota Statutes* § 144.802 a public hearing will be held on **June 30, 1997, at Red Wing City Hall, 315 Fourth Street, Red Wing, Minnesota**, commencing at **10:00 a.m.** Any person having an interest in this matter is hereby urged to attend the public hearing. Failure to do so may prejudice your rights in this and any subsequent proceedings in this matter.

1. The purpose of the hearing is to determine whether the application from this ambulance service should be granted based upon the criteria set forth in *Minnesota Statutes* § 144.802, subd. 3(h). Any interested person may be heard at the hearing, and need not be a party to the case to speak.
2. This proceeding has been initiated pursuant to and will be controlled in all aspects by *Minnesota Statutes* §§ 144.801 - 144.8091, *Minnesota Statutes* §§ 14.57 - 14.62, and Rules for Contested Cases of the Office of Administrative Hearings, *Minnesota Rules* 1400.5100-1400.8401. Copies of the rules and statutes may be obtained for a fee from the Department of Administration, Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, telephone: (612) 297-3000. *Minnesota Statutes* Ch. 14 and *Minnesota Rules* Ch. 1400 are also available on the Internet at <http://www.state.mn.us/ebranch/oah>.
3. Jon L. Lunde, Office of Administrative Hearings, 100 Washington Square, 100 Washington Avenue South, Suite 1700, Minneapolis, Minnesota 55401-2138, telephone: (612) 341-7645, fax: (612) 349-2665, will preside as administrative law judge at the hearing, and will make a decision and order as to its disposition to the board within ninety (90) days of receiving notice of the application.

Official Notices

4. Any person wishing to intervene as a *party* must submit a petition to do so in accordance with the provisions of *Minnesota Rules* 1400.6200 on or before **June 17, 1997**. This petition must be **submitted** to the administrative law judge and at the same time must be **served** upon all existing parties and the board. The petition must (1) show how the contested case affects the petitioner's legal rights, duties or privileges; (2) show how the petitioner may be directly affected by the outcome or that the petitioner's participation is authorized by statute, rule, or court decision; (3) state the grounds and purposes for which intervention is sought; and (4) indicate the petitioner's statutory right to intervene, if one exists.
5. In addition to or in place of participating at the hearing, any person may also submit written recommendations for the disposition of the application. These recommendations must be received by the administrative law judge within 30 days of the publication of notice in the *State Register* (**received on or before June 26, 1997**).
6. Any subpoena needed to compel the attendance of witnesses or the production of documents may be obtained pursuant to *Minnesota Rules* 1400.7000.
7. At the hearing, the applicant must present its evidence showing that the ambulance service for which a license is sought is need based upon the factors specified in *Minnesota Statutes* §144.802 subd. 3(h). All persons will be given an opportunity to present and cross-examine witnesses, to be heard orally, and to submit written data or statements. All persons are encouraged to participate in the hearing and are requested to bring to the hearing all documents, records, and witnesses needed to support their position. It is not necessary to intervene as a party in order to participate in the hearing.
8. Please be advised that if non-public data is admitted into evidence, it may become public data unless an objection is made and relief is requested under *Minnesota Statutes* § 14.60, subd. 2.
9. You are hereby informed that you may choose to be represented by an attorney in these proceedings, may represent yourself, or be represented by a person of your choice if not otherwise prohibited as the unauthorized practice of law.
10. A Notice of Appearance must be filed with the administrative law judge identified above and other known parties within 20 days following receipt of the Notice of Hearing by any person intending to appear at the hearing as a *party* under *Minnesota Rules* 1400.5700.
11. In accordance with *Minnesota Statutes* §144.802, subd. 5, the decision of the administrative law judge shall be the final administrative decision. Any person aggrieved by the decision or action shall be entitled to judicial review in the manner provided in *Minnesota Statutes* §§ 14.63 to 14.69.
12. If you need a reasonable accommodation for a disability in order to participate in this hearing process, please telephone: (612) 341-7610 (voice); or (612) 341-7346 (TDD).

Dated: 19 May 1997

R. Keith Wages
Executive Director

Executive Council

State Board of Investment

Investment Advisory Council

Notice of Meetings of the Executive Council, the State Board of Investment, and the Investment Advisory Council

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, June 4, 1997 at 8:30 A.M. in Room 125, State Capitol, Saint Paul, MN.

The Investment Advisory Council will meet on Tuesday, June 3, 1997 at 2:00 P.M. in Suite 105, 55 Sherburne Avenue, St. Paul, MN.

Department of Health

Health Policy and Systems Compliance Division

Notices Related to Essential Community Provider Designation

The following applications for designation as Essential Community Providers have been found to be in compliance with Minnesota statutes and rules and have been approved:

Northwestern Mental Health Center, Inc. Crookston, Minnesota	West Side Community Health Center St. Paul, Minnesota
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The following applications for designation as Essential Community Providers have been found to be inconsistent with Minnesota statutes and rules and have been denied:

Dassel Medical Clinic Dassel, Minnesota	Tweenten/Lutheran Health Care Center Spring Grove, Minnesota
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Questions related to these applications may be directed to: Tom Johnson, Minnesota Department of Health, Health Policy and Systems Compliance Division, P.O. Box 64975, St. Paul, Minnesota 55164-9075; telephone, (612) 282-6333.

Dated: 25 April 1997

Anne M. Barry, Commissioner
Minnesota Department of Health

Department of Human Services

Request for Comments on Planned Amendment of Rules Governing Administration of Specified Therapies to State Hospital Patients (*Minnesota Rules*, parts 9515.0200 to 9515.0800, informally known as DHS Rule 16)

Subject of Rule. The Department of Human Services requests comments on its planned amendment to rules governing administration of specified therapies to patients committed to regional treatment centers. The rule as promulgated in 1979 regulated five kinds of treatment: functional neurosurgery (psychosurgery); electroconvulsive therapy, or any other convulsive therapy; coma therapy; aversive therapy; and Schedule II drugs maintenance therapy for non-approved FDA indications.

Of the five treatments specified in 1979, only electroconvulsive therapy is used today in the state of Minnesota. Accordingly, the other four therapies specified in the 1979 language will be deleted from the rule. These deletions do not alter the protections provided by the rule or the standards and procedures established by the Minnesota Supreme Court in *Price v. Sheppard*, the Minnesota commitment act, and contemporary clinical standards of practice. The purpose of the amendment is to make the rule language accurately reflect current practice.

The language came into rule when the Minnesota Supreme Court in *Price v. Sheppard* (1976) established standards and procedures governing consents, authorizations, and other safeguards for administering "more intrusive forms of treatment" to committed patients at state hospitals. The Supreme Court left open the precise definition of the term "more intrusive forms of treatment" except for applying the definition to psychosurgery and electroshock therapy. The department, when promulgating the rule in 1979, chose to regulate a broader range of "more intrusive forms of treatment" than the two identified treatments.

In addition to deleting all references to four treatments, the rule amendments will also update language required to use correct nomenclature for facilities and correct language relating to consent and authorization as it applies to electroconvulsive therapy.

Persons Affected. The rules amendments will directly affect regional treatment center staff who practice electroconvulsive therapy by simplifying language and providing clearer administrative direction than the present rule. The rule may also affect patients who receive the therapy. The department is convening an advisory task force to assist in developing the revised rules. The task force will represent consumer and advocate groups, mental health professional associations, service providers, regional treatment centers, counties and the Office of the Attorney General.

Statutory Authority. *Minnesota Statutes*, section 246.01 gives the commissioner of human services the exclusive power of administration and management of state hospitals for persons with mental retardation, mental illness, or chemical dependency. Promulgating or amending rules specifying how particular therapies are to be administered is consistent with this authority.

Official Notices

Public Comment. Interested persons or groups may submit comments or information on this planned amendment in writing or orally until further notice is published in the *State Register* that the department intends to adopt or to withdraw the rules. The department has not yet completed a draft of the planned revisions but anticipates that a draft will be available by July 1, 1997. Written or oral comments, questions, requests to receive a free copy of the draft amendments to the rule, and requests for more information on this planned amendment should be addressed to:

Alice Weck
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3816
Phone: 612-297-4302

Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

David Doth
Commissioner

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective May 27, 1997 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Anoka: Centennial High School Walkway-Blaine; Centerville Elementary School Phase 2-Addition & Alteration-Centerville.

Blue Earth: All Seasons Arena-Mankato.

Clay: Holmquist Hall Fire Alarm Replacement-MSU-Moorhead; Storm Water Management Project-MSU-Moorhead.

Cook: International Wolf Center-Addition/Remodeling/Site Improvement-Ely.

Faribault: MN/DOT Truck Station-Connection to City Sanitary Sewer-Blue Earth.

Hennepin: Ridgedale Library Addition-Minnetonka; Sprinkler Protection & Fire Alarm-Osseo Junior High School-Osseo; Diehl Hall Elevator Modernization-U of M-Minneapolis.

Jackson: National Guard Armory ADA Upgrades-Jackson.

Martin: National Guard Armory ADA Upgrades-Fairmont.

Ottertail: Linen Chute Upgrade-RTC-Fergus Falls.

Ramsey: Computer Room A/C Retrofit-Judicial Building-St. Paul.

Swift: Standby Generation for Westwood Manor-Benson.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian,
Commissioner

Board of Nursing

Request for Comments on Planned Rules Governing Professional Boundaries, *Minnesota Rules*, Chapter 6321

Subject of Rules. The Minnesota Board of Nursing requests comments on its planned rules governing professional boundaries for nurses and violations of such as grounds for disciplinary action by the Board. The Board is considering rules that define professional boundaries in nursing, define professional boundary violations, and identify violations of professional boundaries as unethical conduct subject to disciplinary action by the Board.

Persons Affected. The rules would likely affect all registered nurses and licensed practical nurses practicing nursing in Minnesota. Employers of nurses in Minnesota will not be directly affected by these rules but may wish to develop or revise facility policies or procedures as a result of these rules.

Statutory Authority. *Minnesota Statutes* section 148.191 authorizes the Board to adopt rules as may be necessary to enable it to carry into effect the provisions of sections 148.171 to 148.285. *Minnesota Statutes* section 148.261, subdivision 1 (10) authorizes the Board to take disciplinary action against nurses who engage in unethical conduct.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on July 1, 1997. Interested persons or groups may also request a copy of a survey regarding professional boundaries which may be used to provide comments on the proposed rule. However, interested persons or groups are not required to use the survey to submit their comments. Interested persons or groups may indicate their interest in having an opportunity to provide oral comments to the Nursing Practice Committee of the Board of Nursing at a regularly scheduled committee meeting. Additional times to present oral comments will be scheduled if there are 10 or more individuals or groups who express an interest in presenting oral comments. The Board does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Board has not yet prepared a draft of the planned rules.

Agency Contact Person. Written comments, questions and requests for more information regarding these planned rules or requests for copies of draft rules, when they are available, should be addressed to: Rene Panelli, Board of Nursing, 2829 University Ave SE, Suite 500, Minneapolis MN 55414, (612) 617-2272 or 1-888-234-2690 (toll free). TDD users may call the Board at 1-800-627-3529.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started.

Dated: 15 May 1997

Department of Transportation

Petition of the City of Rochester for a Variance from State Aid Requirements for STREET WIDTH

NOTICE IS HEREBY GIVEN that the City Council of the City of Rochester has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to proposed reconstruction project on Municipal State Aid Street No. 119 (Fourth Street Southwest) between Second Avenue Southwest and South Broadway (Trunk Highway No. 63) in the City of Rochester.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936 adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit a curb-to-curb street width of 60 feet with parking allowed on both sides, in lieu of the required 6.6 meter curb-to-curb street width with parking allowed on both sides, on the proposed reconstruction project on Municipal State Aid Street No. 119 (Fourth Street Southwest), between Second Avenue Southwest and South Broadway (Trunk Highway No. 63) in the City of Rochester.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 8 May 1997

Patrick B. Murphy, Division Director
State Aid for Local Transportation

Government

Tools for the Campaigner, Lobbyist, Citizen...

U.S. Congressional District Map Book
1994 -- District boundaries effective Fall 94 election. 17 pp. (*Leg. Comm.*)
Stock No. 7-13 \$3.95

MN Legislative District Map Book
Now available through the Secretary of State.

Professor Wellstone Goes to Washington: The Inside Story of a Grassroots U.S. Senate Campaign
"A lively, interesting, and compelling tale of American politics in the nineties..." Take a look at the 1994 senatorial campaign and learn about the progressive grassroots political energy behind Paul Wellstone's campaign. Follow the campaign trail leading to Wellstone's becoming the only challenger to unseat an incumbent senator. 292pp. (*UM Press, 1995*)
Stock No. 19-18 \$17.95

District Data Book
A snapshot view of the current 201 Minnesota legislative districts, as defined by Minnesota law in 1991. The new book offers data about age, race, gender, education, family structure, income, poverty and housing through tables and maps in an easy-to-use format. 125pp. (*MN Planning, 1993*) Stock No. 7-5 \$16.75

Making Your Case
Lobbying guide teaches how to: get an author for your bill, testify before a committee, place phone calls and send letters or meet with legislators, plus more. 36pp. plus inserts. (*Gov's. Planning Council, 1994*)
Stock No. 10-4 \$5.00

How to Make a Difference
Citizen's guide to state government. Learn how to get appointed to a State board or commission, how to lobby, who's who in the legislature and executive branches, and more. 101pp. (*League of Women Voters, 1995*)
Stock No. 7-6 \$7.00

New!

Annual Compilation & Statistical Report
Participate in policy making --- apply to be selected as part of the state agency Open Appointments process for state councils, boards, etc. 91pp. (*MN Secretary of State, 1996*) Stock No. 10-43 \$8.50

A Citizen's Guide to State Finance An Overview of Minnesota Government Revenue and Expenditures
Reviews the State budget process, how taxes should be evaluated, expenditures by type of government, property tax and more. 60pp. (*League of Women Voters, 1994*)
Stock No. 7-7 \$7.00

Minnesota Constitution
This 32 page booklet includes original 1858 MN State Constitution with amendments through 1996. Stock No. 7-12 \$5.00

New!

People & The Process
Teach children how the legislative process works. Turn to page 4 for information.

Tools for Working with Government---

State of Minnesota Telephone Directory 1995-96
Expanded directory lists state agency phone, fax, InterNet (*electronic mail*) and TTY (*telecommunications device for the deaf*) numbers for all state agencies. Includes three major sections: an alphabetical listing of employees, a classified section for metro-area agency offices, and a classified section for Greater Minnesota offices (including MNet numbers). An index, a building location listing and capitol complex map are also included. 348pp. (*DOA/Intertech, 1995*)
Stock No. 1-87 \$12.95

U.S. Government Manual 96/97
Comprehensive overview of U.S. government outlines and describes functions of the legislative, judicial, and executive branches AND provides a "who's who" listing of federal officials and agencies. Extensive index and appendices make the manual citizen-friendly. 894pp. (*GPO, 1996*) Stock No. 16-46 \$36.00

New!

Revisor's Manual 1997
Organized as both a ready reference and an instruction manual, this publication teaches general methods of drafting Minnesota legislative bills, offers practical help, style suggestions, mechanics and covers complex subject areas as they apply to legislative documents. 343pp. (*Revisor of Statutes, 1997*)
Stock No. 7-1 \$10.00

Audit Guide for Local Government
Prepared in a handy checklist format, this guide outlines minimum legal compliance for auditors. Guides you through depositories of public funds and public investments, conflicts of interest, public indebtedness, bid laws, claims and disbursements, uniform financial accounting, reporting standards for Minnesota schools and more. 111pp. (*State Auditor, 1995*)
Stock No. 10-30 \$25.00

Looking for us on the web?

Minnesota's Bookstore now has a web site

<http://www.comm.media.state.mn.us>

State Grants and Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan 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 and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Human Services

Aging and Adult Services Division

Notice of Request for Proposals for SAIL (Seniors Agenda for Independent Living) Projects

NOTICE IS HEREBY GIVEN that the State Department of Human Services is seeking proposals for SAIL projects and will conduct info sessions at 7 sites in June 1997. (Proposals are due by 4:00 p.m. - August 15, 1997) The projects are authorized by *Minnesota Statutes*, section 256B.0917 which requests the commissioner of human services to contract with up to six SAIL projects.

Each SAIL project will implement a cooperative strategy to maximize independence of older adults and ensure cost-effective use of financial and human resources through: 1.) A broad awareness of alternatives to nursing homes; 2.) A statewide system of information and assistance; 3.) Sufficient alternatives to meet increasing needs for long-term care; 4.) A reduction of the percentage of elders institutionalized; and 5.) A community-based approach and commitment to delivery of long-term care service.

The Department of Human Services will have up to \$874,000 annually to match other funds. (*Pending legislative approval*) The state reserves the right to cancel solicitation of requests for proposal if in its best interest.

The complete Request for Proposal may be obtained by phoning: 612-215-1946 or writing: State of Minnesota Department of Human Services - Aging and Adult Services Division, 444 Lafayette Road, St. Paul, Minnesota 55155-3843, Attn: Renee Fredericksen.

Department of Public Safety

Minnesota Auto Theft Prevention Program

Notice of Grant Availability to Government and Community Organizations for Auto Theft Prevention

The Minnesota Auto Theft Prevention Program Board announces the availability of \$1,530,000.00 in grant money. Applications will be accepted from State, County, Local Police or Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. The moneys granted must be dedicated to the area of auto theft. Grant proposal forms and information may be obtained by contacting Dennis Roske at the Auto Theft Prevention office at (612/405-6153 or 612/405-6155).

Professional, Technical & Consulting Contracts

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, and final submission date of completed contract proposal.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of up to 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612) 296-2600 or [TTY (612) 297-5353 and ask for 296-2600].

Department of Administration

Materials Management Division

Notice of Request for Proposals for Information Resource Management Research Advisory Services for Technology

The State is proposing to acquire Information Resource Management Research Advisory services for technology. The Request for Proposal (RFP) is available by contacting:

Donald H. Olson, CPPB
112 State Administration Building
St. Paul, MN 55155
Fax 612-297-3996

The RFP is scheduled to open June 20th, 1997, at 3:00 P.M. The last day to submit questions is June 9, 1997.

Department of Administration

Materials Management Division

Notice of Request for Proposals for Instructor-Led On-Site Technical Training Services

The State is requesting responses to a Request for Proposal for INSTRUCTOR LED ON-SITE TECHNICAL TRAINING SERVICES for use by State agencies and members of the cooperative purchasing venture program statewide.

Proposals are due to open June 6, 1997 at 3:00 p.m. and are to be submitted to:

Department of Administration
Material Management Division
50 Sherburne Ave.
St. Paul, MN 55155

For a copy fax a request to Donald H. Olson, CPPB 612-297-3996 or request in person at the Materials Management office at the above address.

Department of Administration

Plant Management Division/Energy Management Services

Notice of Request for Proposals from Regulated Natural Gas Utilities to Design, Construct and Install Natural Gas Distribution and Metering at the Minnesota Correctional Facility at Rush City, MN

The Departments of Administration and Corrections of the State of Minnesota request proposals from regulated natural gas utilities to design, construct and install a Town Boarder Station (TBS), and a Natural Gas Distribution System for the new State Correctional Facility at Rush City, Minnesota. Phase 1 of this facility will include four housing units to accommodate 952 inmates in approximately 413,833 square feet of building space. Phase 2 of this facility may include two (2) additional housing units with approximately 69,000 square feet of building space. Phase 1 construction is scheduled to begin on 11/1/97 and will be complete by 12/31/1999. Phase 2 construction is not scheduled at the present time and is unlikely to be built in the next five (5) years. Interruptible natural gas will be used for space heating, and domestic hot water and firm natural gas will be used for kitchen, bakery, and laundry. The following shall be the sample tasks for the project:

- Prepare and submit required FERC filings
- Obtain all necessary easements, permits, and franchise (if required)
- Prepare design specification and drawings
- Construct Town Boarder Station (TBS)
- Install natural gas pipe line from the TBS to the Rush City Correctional Facility
- Install natural gas meters
- Supply natural gas for the initial 5-year contract period
- Supply natural gas or provide transportation for the "state purchased natural gas" after the initial 5-year contract period
- Own, operate, and maintain the TBS, pipe line and the meters for the initial 5-year contract period and the subsequent periods.

Proposals must be submitted on or before **2:00 o'clock, June 18, 1997**, to:

Rajan Thomas P.E.
Plant Management Division\Energy Management
625 North Robert Street
St. Paul, MN 55101
Tel: (612) 297-2867
Fax: (612) 297-5158

Copies of the complete Request For Proposal may be obtained from the office listed above.

Professional, Technical & Consulting Contracts

Minnesota State Colleges and Universities (MnSCU)

Request for Proposals for Administrative Services Agent for MnSCU's Tax Sheltered Annuity Program

NOTICE IS HEREBY GIVEN that proposals are being solicited to seek a provider to act as an administrative services agent for the tax sheltered annuity program of MnSCU. The plan covers appropriately 4,000 participants in 59 locations throughout Minnesota. The program has approximately \$250 million in assets.

Proposals are due June 13, 1997 no later than 4:00 p.m.

For further information or to request a copy of the full Request for Proposal, please contact:

Lisa D. Tobey
Defined Contribution Advisors, Inc.
700 Lumber Exchange Building
10 South Fifth Street
Minneapolis, MN 55402
Telephone: (612) 338-3334
Fax: (612) 338-3304

This request for proposals does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU)

Request for Information for Fund Managers for MnSCU's Tax Sheltered Annuity Program

NOTICE IS HEREBY GIVEN that requests for information are being solicited for fund managers for the tax sheltered annuity program of MnSCU. The plan covers appropriately 4,000 participants in 59 locations throughout Minnesota. The program has approximately \$250 million in assets.

Proposals are due June 6, 1997 no later than 4:00 p.m.

For further information or to request a copy of the full Request for Proposal, please contact:

Scott Gerber
Defined Contribution Advisors, Inc.
700 Lumber Exchange Building
10 South Fifth Street
Minneapolis, MN 55402
Telephone: (612) 338-3334
Fax: (612) 338-3304

This request for information does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Corrections

Minnesota Correctional Facility - Faribault

Notice of Request for Proposals for Employee Physicals

NOTICE IS HEREBY GIVEN that the Minnesota Correctional Facility - Faribault is soliciting proposals to provide physical exams to employees and applicants for employment. The contract period will be July 1, 1997, through June 30, 1999. The total two year cost for this contract is estimated to be \$24,000.00.

Specific details on the purpose and scope of this contract and a detailed "Request for Proposal" can be obtained by calling Jan Hanlon, RN Administrative Supervisor, at 507-334-0784. Proposals must be mailed to Minnesota Correctional Facility-Faribault, ATTN: Jan Hanlon, 1101 Linden Lane, Faribault, MN 55021. Proposals will be accepted until 4:00pm on June 9, 1997.

Department of Corrections

Minnesota Correctional Facility - Red Wing

Notice of Availability of Contract for Speech Therapist Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a speech therapist from 7/1/97 to 6/30/99. The contractor will provide the needed therapy for clients with special or severe speech problems at MCF-Red Wing. Total cost for the biennium is limited to \$9,577.00.

For further information on this contract contact:

Robert Svihel, Director of Education
Minnesota Correctional Facility - Red Wing
1079 Highway 292
Red Wing, Minnesota 55066
Telephone: (612) 388-7154

Final submission date for this contract is June 9, 1997.

Department of Corrections

Minnesota Correctional Facility - Sauk Centre

Notice of Request for Proposals for Protestant Chaplaincy Services

NOTICE IS HEREBY GIVEN that the Minnesota Correctional Facility at Sauk Centre is requesting proposals for a Clinical Pastoral Education (CPE) qualified Protestant Chaplain to provide religious counseling and to work with other religious staff providing weekly worship services as part of a religious program for juvenile residents. Twenty (20) hours per week are required, forty-eight (48) weeks per year, for a two-year period from July 1, 1997, through June 30, 1999. The facility estimates that this proposal amount should not exceed Thirty-two Thousand Five Hundred and 00/100 Dollars (\$32,500.00).

Proposals must be submitted by 4:00 p.m. on June 9, 1997. For guidelines to this proposal or for additional information contact:

Lawrence R. Smith, Juvenile Program Director
Minnesota Correctional Facility-Sauk Centre
Box C
Sauk Centre, Minnesota 56378
(320) 352-1101

Professional, Technical & Consulting Contracts

Department of Corrections

Minnesota Correctional Facility - Sauk Centre

Notice of Request for Proposals for Qualified Chemical Dependency Services

NOTICE IS HEREBY GIVEN that the Minnesota Correctional Facility at Sauk Centre is requesting proposals for qualified chemical dependency services to include written chemical dependency evaluations, counseling, training and staff consultations. Approximately twelve and one-half (12.5) hours per week are required, forty-eight (48) weeks per year, for the two-year period from July 1, 1997, through June 30, 1999. The facility estimates that this proposal amount should not exceed Twenty-one Thousand and 00/100 Dollars (\$21,000.00).

Proposals must be submitted by 4:00 p.m. on June 9, 1997. For guidelines to this proposal or for additional information contact:

Lyle Davies, Planner for Chemical Dependency Services
Minnesota Correctional Facility-Sauk Centre
Box C
Sauk Centre, Minnesota 56378
(320) 352-1100

Department of Corrections

Minnesota Correctional Facility - Stillwater

Notice of Request for Proposals for Providing Employee Physicals

NOTICE IS HEREBY GIVEN that the Minnesota Correctional Facility - Stillwater is requesting proposals for providing employee physical examinations to prospective and existing employees. The contract period will run from July 1, 1997 through June 30, 1999. The estimated cost for MCF-Stillwater is \$24,000 for the period. Specific details on the purpose and scope of these physical examinations can be obtained by calling Leanne Phinney, MCF-Stillwater Personnel Director, at (612) 779-2709. All proposals must be submitted by 4:00 p.m. on June 6, 1997 to: Leanne Phinney, MCF-Stillwater, 5500 Picket Avenue North, Box 55, Stillwater, MN 55082.

Department of Human Services

Ah-Gwah-Ching Center

Notice of Request for Proposals for Services: Pharmacist, Psychiatrist, Pharm.D., and Physician Services

Ah-Gwah-Ching Center, a long-term care facility serving geri-psychiatric residents, is seeking proposals for the following services:

1. Pharmacist: Contractor will provide pharmacy services during the absence of Ah-Gwah-Ching's full-time pharmacist. (Cost estimate: \$22,000 per year)
2. Psychiatrist: Contractor will provide psychiatric services to Ah-Gwah-Ching residents. (Cost estimate: \$40,000 per year)
3. Pharm.D.: Contractor will review psychological medications in collaboration with Ah-Gwah-Ching staff. (Cost estimate: \$30,000 per year)
4. Physician Services: Contractor will provide a clinic liaison and staff physician services to the residents of Ah-Gwah-Ching. (Cost estimate: \$32,500 per year)

A standard state professional/technical contract will be utilized for these services.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

Term of Contract: July 1, 1997 through June 30, 1999.

Professional, Technical & Consulting Contracts

Responses must be received by 4:30 p.m. on June 17, 1997.

Direct inquiries to:

Jeff Smith, Chief Executive Officer
Ah-Gwah-Ching Center
P.O. Box 40
Ah-Gwah-Ching, MN 56430
(218) 547-8300

Department of Natural Resources

Division of Parks

Notice of Request for Proposals for Itasca State Park Museum Exhibits

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.

A. Scope of Project

This project will complete natural history exhibits for the Museum building at Itasca State Park, Lake Itasca, Minnesota. Last year, 17 graphic panels were installed. This project will complete the exhibits for the building including design and fabrication of remaining graphic panels, design and construction of low-tech interactive exhibits, several interactive interpretive devices, an audio interactive exhibit, and other work described in Tasks below.

B. Goals and Objectives

1. To gain visitor understanding of "The Itasca Story" within the context of the red and white pine forest history, and the current and future management of this resource.
2. To gain public understanding that park management—recreation and resource management plans and actions—are devised to maintain and enhance the park mission of managing the red and white pine forest ecosystem for future generations to study, experience, and appreciate.
3. To present subjects and information about "The Itasca Story" in the most simple, fun and interesting fashion possible.
4. To provide access for visitors who are physically disabled and to design exhibits for enjoyment by all people.

C. General Description

Log constructed kiosks in squares, triangles and "L" shapes are the support structures for graphic panels, interactive exhibits and display cases. CONSTRUCTION OF LOG KIOSKS ARE NOT A PART OF THIS REQUEST FOR PROPOSAL. The log kiosks and containers (reader rails) for holding interactive exhibits and artifacts will be built on site by the state.

Floor plan/exhibit layout blueprints were prepared for the entire, completed building and copies are available for proposers by request to the Department Contact listed later in this Request for Proposal.

D. Special Note on Delivery of Materials

Due to the unique nature of log construction, each reader rail for holding interactive exhibits (to be constructed by the state) will be built "to fit" the particular log kiosk. The reader rails, specific to each log kiosk will then need to be delivered to the contractor for installation of the interactive exhibits.

If the contractor's work site is within 50 miles of Itasca State Park OR in the Minneapolis/St. Paul, Minnesota seven county area, the state will deliver all materials (reader rails, photos, graphics, artifacts) at the state's expense. The state will also pickup and deliver to Itasca State Park completed graphic panels, reader rails, and other completed work at the state's expense. If the contractor's work site is not in the Minneapolis/St. Paul seven county area or within 50 miles of Itasca State park, shipping or delivery of the reader rails and completed graphic panels will be at the contractor's expense beyond these two geographic locations. Or, the contractor may choose, at their expense, to install interactives and artifacts on-site at Itasca State Park. Installation is not a part of this project except for Option E.10. listed below.

E. Project Tasks

This project will be divided into ten tasks or options (listed E.1. thru E.10.) to be priced separately. The state will choose to contract for any one or more options.

Professional, Technical & Consulting Contracts

Summary of Tasks

E.1. Graphic Panels and Labels - Design and fabricate graphic panels for log kiosks. Final text in computer file (WordPerfect 6.1 for Windows-PC), and all color pictures and illustrations will be provided by the state (flat art, color slides, Kodak CD scans, color or B/W prints or tiff, EPS art files). Panel are to be designed with matching background color to existing panels (an existing panel will be provided to contractor for color matching).

Panels are to be fabricated as high resolution color digital images on 3M Contratac or similar quality adhesive-backed vinyl, covered with a durable laminate and mounted to a 1/4" backing material (sintra, aluminum, etc.).

E.2. Design, mount, label artifacts in provided reader rail cases. This task involves attaching artifacts and labels for display in an appropriate design with appropriate background fabric inside reader rail display cases. Cases with plexiglass covers will be provided.

E.3. Low-tech interactive "reader rail" exhibits. To consist of graphic panel with either question/answer wheel, or question/answer flip board. All text provided.

E.4. Three photograph flip books. Each flip book to consist of 8-10 photographs with captions in durable, hard laminate or laminated, fused with canvas backing in durable ring attachment to "reader rail." Photos are reproduced to size by contractor using supplied prints or negatives and are all B/W (no color photos). Only a few photos will have captions. Describe your methods in your proposal.

E.5. Sounds of Old Growth Forest Exhibit - Six to eight sounds on tape will be provided to contractor. Design push button sound playback exhibit and provide digital audio recorder, computer, or other quality sound reproducing equipment. Playback through speaker (no headphones). Design so when one button is pushed, other buttons are de-activated until 5-8 second sound is finished. Design and fabricate "reader rail" graphic panel with buttons.

E.6. Water Sample and Fire Viewer Interactive Devices - Design and construct these two devices. Fire viewer requires producing 30 simple water color sketches, in 10 year increments, showing 300 year history of white/red pine forest with periodic fires. Pictures flip by turning a crank while viewing.

Water sample device is two water tight tubes on wheel so it can be turned to stir up water sample.

E.7. Pine Branch/Cone Display - Provide preserved or artificial small branch with needles and cone for three pine species: red, white and jack pine. Design/install a case with labels.

E.8. White Pine Trunk Exhibit - Provide artificial or actual 20-24" diameter floor to ceiling white pine trunk with 1/4 cut out with labels showing parts of tree. If actual trunk is used, the state will provide trunk for contractor to cut, dry, varnish, treat or otherwise prepare so bark will stay in place.

E.9. Design and produce one outdoor 40" x 72" exterior graphic panel to be Scotchprint graphic or other color fast, water proof color panel for building entrance sign.

E.10. Installation Option - Provide two qualified exhibit installers on-site at Itasca State Park for three full days and install graphic panels, "reader rail" interactives and display cases, several taxidermy specimens installed into exhibits and label attaching.

F. Department Contacts

Prospective responders who want a copy of the full Request for Proposals, or who have any questions regarding this Request for Proposal, or would like a set of the blueprints, may call:

Bryce Anderson, Regional Naturalist (218) 755-2869

PLEASE NOTE: Other department personnel are not allowed to discuss the project with responders before the submittal of proposal deadline.

G. Submission of Proposals

All proposals must be sent to and received by:

Bryce Anderson, Regional Naturalist
DNR Parks & Recreation
2115 Birchmont Beach Road NE
Bemidji, MN 56601

not later than 4:30 p.m., June 16, 1997.

Late proposals will not be accepted. Submit two copies of proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

H. Project Costs

The department has estimated that the cost of this project should be \$50,000-\$100,000, depending on options chosen.

I. Project Completion Date

The project will be completed by June 30, 1998, or within 12 months from the date of project authorization.

J. Proposal Contents

The following will be considered minimum contents of the proposal:

- 1.) A reinstatement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the project.
- 2.) Identify and describe the deliverables to be provided by the responder.
- 3.) Outline the responder's background and experience with particular emphasis on local, state, and federal government work. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the approval of the State Project Director/Manager.
- 4.) Responder will prepare a detailed cost and work plan which will identify the major tasks to be accomplished and be used as a scheduling and managing tool as well as the basis for invoicing.
- 5.) Identify the level of the Department's participation in the project as well as any other services to be provided by the Department.

K. Evaluation

All proposals received by the deadline will be evaluated by representatives of the Department of Natural Resources. In some instances, an interview will be part of the evaluation process. Factors, and the percent of total evaluation upon which proposals will be judged include, but are not limited to, the following:

- 1.) Expressed understanding of project objectives - 5%.
- 2.) Project work plan - 20%.
- 3.) Project cost detail - 25%.
- 4.) Qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the firm - 50%.

It is anticipated that evaluation and selection will be completed by June 30, 1997. Results will be sent immediately by mail to all responders.

L. Statutes

In accordance with the provisions of *Minnesota Statutes* Section 363.073, for all contracts estimated to be in excess of \$50,000, all responders having more than 20 full-time employees residing or working in Minnesota at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Your proposal will not be accepted unless it includes one of the following:

1. A copy of your current certificate of compliance;
2. A notarized letter of affidavit certifying that your firm has not had more than 20 full-time employees at any time during the previous 12 months.

Dated: 15 May 1997

Professional, Technical & Consulting Contracts

Pollution Control Agency

Air Quality Division

Notice of Request for Proposal (RFP) for Consultant Services to Provide Technical Services Related to the Implementation of the Clean Air Act Amendments and Other Air Quality Programs and Projects

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency, Air Quality Division, is seeking the professional and technical services of a consultant to provide assistance related to the implementation of the Clean Air Act Amendments and other air quality programs and projects. Technical services include: conducting ambient monitoring and modeling studies to demonstrate compliance with air quality standards, including mobile source and carbon monoxide modeling; mobile source criteria pollutant and air toxic emission inventory assistance; and analysis and evaluation of mobile source pollution prevention measures for carbon monoxide and ozone. The selected contractor(s) will work as part of a team with air quality staff, under the direction and supervision of air quality staff.

Prospective contractors may request an RFP by writing or calling:

Mary Hoffman Lynn
Minnesota Pollution Control Agency
Air Quality Division
Program Development and Air Analysis Section
520 Lafayette Road North
St. Paul, Minnesota 55155
Telephone: (612) 297-2331
E-mail: mary.hoffman@pca.state.mn.us

Proposals are due no later than 3:00 p.m. on June 25, 1997. No late proposals will be accepted.

Department of Public Safety

State Patrol Division

Request for Proposals for Instructor Training Course in Mobile Video Use for Law Enforcement

The Minnesota Department of Public Safety, State Patrol Division, is seeking proposals for the planning and conducting of a mobile video instructor course for law enforcement. Details are contained in a Request for Proposal which may be obtained by calling or writing:

L.T. Rick Anderson, State Patrol Academy
1900 W. Co. Rd. I
Shoreview, MN 55126
(612) 628-6977

The estimated cost of the contract is \$15,000.00. Final date for submitting proposals is June 13, 1997, by 4:00 PM.

Delinquent Real & Property Tax/ Tax-Forfeiture Manual

Manual presents information from state statutes and Department instructional materials related to collection of unpaid taxes. Outlines process and regulations. Looseleaf, 487pp. (Revenue, 1992) Stock No. 10-6 \$25.00

Uniform Standards of Professional Appraisal Practice

Clearly details 10 basic standards and applicable rules for professional appraisal. Includes advisory opinions for assistance in interpreting standards in specific situations. 102pp. (Appraisal Foundation, 1996) Stock No. 19-33 \$25.00

Mortgage Registration Deed Tax Manual & Supplements

The MR/DT Manual is the central source of information for interpreting and administering the mortgage registration and deed tax laws in Minnesota. Details basis and rate of tax, mortgages subject to tax and those exempt, regulations for payment/receipt of the tax, and more. Includes sample cases taxable/exempt mortgages. Looseleaf with subject/chapter tabs, 310pp. (Revenue, 1988-96) Manual (1988) Stock No. 10-24 \$29.95 1st Supplement (1992) Stock No. 10-24s1 \$18.95

2nd Supplement (1996) Stock No. 10-24s2 \$19.95

Please Note: BOTH the Manual AND the Supplements are required for complete, current information.

Exporter's Guide to Federal Resources for Small Business

This great resource reference summarizes agency programs and identifies key personnel and field offices, including Department of Commerce contacts for each country. Annotated bibliography. 122pp. (GPO, 1992) Stock No. 16-12 \$4.75

Mailing List Service ---

In addition to the directories listed at right, our Mailing Lists Service offers listings in a variety of formats for over 100 categories of licensed professionals and permit-holders. Lists are available on cheshire labels, pressure-sensitive labels, IBM compatible or Mac diskettes, and print-out. Lists can be sorted by zip code to meet your target market.

Here are a few examples of the lists available:

Physicians	Deer Hunters
Nurses	Accountants
Snowmobile Owners	Real Estate Agents
Boat Owners	Insurance Agents

Minnesota Manufacturer's **New!** Directory 1997

Lists companies alphabetically, by community, and by type of product manufactured. Each listing includes name, address, phone number, sales volume, market products, area sales, marketing and purchasing data. Also includes FAX numbers, data processing managers and chief engineers, when available. 1243pp. (K&G Publ., 1997) Stock No. 40-2 \$107.00

Importing into the U.S.

Get the "heads up" on customs regulations for importers. Learn about the entry process, invoices, assessment of duty, classification and value, foreign trade zones, marking and more. 98pp. (U.S. Customs Service, 1994) Stock No. 16-16 \$6.50

Listed below are a variety of business-related directories. These photo-copied lists are updated every six months to one year.

Call for current edition and pricing.

Charities, Registered
Stock No. 99-1
Collection Agencies
Stock No. 99-34
CPA Firms
Stock No. 99-38
Currency Exchanges
Stock No. 99-33
Fish Hatchery
Stock No. 99-4
Fishing, Licensed Commercial
Stock No. 99-3

Fur, Licensed Dealers
Stock No. 99-5
Lotto America Retailers
Stock No. 99-47
Minnow License List
Stock No. 99-6
Nurseries, Growers, Dealers
Stock No. 99-32
Pharmacies
Stock No. 99-35
Real Estate Appraisers
Stock No. 99-37
Wild Rice/Wild Ginseng
Stock No. 99-7

Insurance Directories:

Accident & Health
Stock No. 99-8
All Insurance Companies
Stock No. 99-9
Automobile
Stock No. 99-10
Automobile/Self-Insured
Stock No. 99-11
Commerce 1995 Insurance Supplement
Stock No. 99-26
Credit Insurance
Stock No. 99-12
Domestic
Stock No. 99-13
Eligible Surplus Line
Stock No. 99-20
Fidelity/Surety
Stock No. 99-14

Fire/Home
Stock No. 99-15
General Liability
Stock No. 99-16
Life
Stock No. 99-17
Property/Casualty
Stock No. 99-18
3rd Party Administrators/Self Insured
Stock No. 99-19
Title Insurance
Stock No. 99-22
Township Mutual Insur. Co.
Stock No. 99-21
Apprvd./Accredited Reinsurance
Stock No. 99-41
Workers' Compensation (WC)
Stock No. 99-23
WC: Self-insured
Stock No. 99-24
WC: Rate Filing Summary
Stock No. 99-25
Insurance Adjusters
Stock No. 99-36

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Need to know what state regulations govern your business? Minnesota's Bookstore sells State laws and rules pertinent to specific industries. Call for a free Law/Rule and Subscription Catalog. (See order form for numbers)

