

State of Minnesota

2

STATE REGISTER

Department of Administration—Documents Division



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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 orders of the governor, proposed and adopted rules of state agencies, official notices to the public, state and non-state public contracts, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

Volume 11 Printing Schedule and Submission Deadlines

Vol. 11 Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
11	Monday 31 August	Friday 4 September	Monday 14 September
12	Friday 4 September	Monday 14 September	Monday 21 September
13	Monday 14 September	Monday 21 September	Monday 28 September
14	Monday 21 September	Monday 28 September	Monday 5 October

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

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

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

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

Rudy Perpich, Governor

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

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

Robin PanLener, Editor

Paul Hoffman, Assistant Editor

Debbie Kobold, Circulation Manager

FOR LEGISLATIVE NEWS

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

SENATE

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

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

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

HOUSE

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

This Week—weekly interim bulletin of the House.

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

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

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.

After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as **Proposed Rules**. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted.

For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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 1-16; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August.

For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-652-9747 and ask for "Documents."

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Proposed Rules

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

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

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

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

Department of Education

Proposed Permanent Rules Relating to Class Size Ratios

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Board of Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, Sections 14.22 to 14.28. The statutory authority to adopt the rule is Minnesota Statute Section 121.11, Subdivision 12 (1986).

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

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

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

Dr. Susan K. Vaughan
Minnesota Department of Education
645 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

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

A copy of the proposed rule is attached to this notice.

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

The State Board of Education estimates that there will be no cost to small business or to local school districts in the state in order to implement the proposed rule.

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

Dated: 26 August 1987

Dr. Ruth E. Randall, Secretary
State Board of Education

Fiscal Statement

Changes apply to pupil staff ratios of all teachers except secondary music teachers of performing groups. Therefore, a procedure has been identified for submitting written local school board policies when ratios are exceeded.

The State Board of Education estimates that there will be no cost to local school districts in the state in order to implement the proposed rule.

The previous rule was in effect until July 15, 1987. Reports of staffing variances were to be submitted by August 1, 1987. The twelve reports were submitted by August 1, 1987. Thus, there will be little change requiring additional staffing.

Rules as Proposed**3500.3700 SECONDARY SCHOOL STAFF**

Subpart 1. to 3. [Unchanged.]

Subp. 4. **Maximum number of pupils.** The maximum number of pupils per day for a secondary school teacher is 160 except for teachers of performing music groups and physical education classes. An acceptable class size for instruction in physical education shall not exceed 40 pupils. The recommended average number of pupils per day per week for a secondary teacher of performing music groups is 180. A school board must adopt a written policy specifying the circumstances when a the ratio in this subpart for performing music groups may be exceeded. The policy must be adopted and filed with the State Board of Education by August 1 each year. An amendment made by the school board must be filed with the State Board of Education within ten days of its adoption.

Minnesota Housing Finance Agency**Proposed Permanent Rules Relating to the Low Income Persons Living Alone Housing Program****Notice of Intent to Adopt Rules Without a Public Hearing**

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

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

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

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

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

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

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

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

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

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

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

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, St. Paul, Minnesota 55155 (612) 296-5615.

Dated: 11 September 1987

James J. Solem
Commissioner

Rules as Proposed (all new material)

4900.1900 SCOPE.

Parts 4900.1900 to 4900.1915 govern the implementation of the Low Income Persons Living Alone Housing Program.

4900.1905 DEFINITIONS.

Subpart 1. **Scope.** The terms used in parts 4900.1900 to 4900.1915 have the meanings given them in this part.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency.

Subp. 3. **Applicant.** "Applicant" means one or more entities that submit an application to the agency for a grant to assist in the development of housing for low income persons living alone.

Subp. 4. **Application.** "Application" means a submittal requesting a grant of funds to pay up to 50 percent of the development costs of residential housing for low income persons living alone.

Subp. 5. **Low Income Persons Living Alone Housing Program or program.** "Low Income Persons Living Alone Housing Program" or "program" means the agency's plan and procedures designed to provide grants to eligible applicants for the development of residential housing for low income persons living alone.

Subp. 6. **Low income persons living alone.** "Low income persons living alone" means those persons:

A. who do not share a residence with a minor child;

B. who are not eligible for admission to lower income housing under United States Code, title 42, section 1437a, as an elderly, disabled, or handicapped person; and

C. whose annual gross income does not exceed 150 percent of the poverty line established by the United States Office of Management and Budget.

4900.1910 ELIGIBILITY.

Subpart 1. **Applications.** To be eligible for selection as a recipient of a grant under the program, the application must satisfy the following requirements:

A. The proposed residential housing must be exclusively for the use of low income persons living alone.

B. The occupants of the residential housing must be offered a written lease that:

(1) complies with Minnesota Statutes, section 325G.31;

(2) offers the occupant the option to renew;

(3) prohibits eviction of an occupant without good cause; and

(4) does not require the occupant to accept board as well as lodging.

C. The amount of the grant requested must not exceed 50 percent of the total development cost of the proposed residential housing.

D. The application must include a comprehensive plan for the development and management of housing for low income persons living alone and document the ability of the applicant to develop and maintain that housing for a period of time specified by the agency. At a minimum, this plan must include:

(1) documentation of a need for this type of housing in the proposed geographic area;

(2) a description of the applicants' goals and objectives in meeting the area's need for this type of housing;

(3) a detailed description of how this housing will be developed and managed, including:

(a) a description of the proposed site for the housing;

(b) preliminary architectural plans for the development;

(c) qualifications of the development and management staff; and

(d) a proposed tenant selection plan;

(4) a detailed budget for the development of the proposed housing showing all development costs and the sources of funds to pay them;

(5) a detailed budget for the operation of the housing showing all anticipated operating costs and the proposed rents and other income;

(6) documentation of the experience and fiscal responsibility of the applicant in developing similar housing; and

(7) evidence of community support for the proposed development.

Subp. 2. **Applicant.** To be eligible for selection as a recipient of a grant under the program, an applicant must be either:

A. a Minnesota city;

B. a joint powers board established by two or more Minnesota cities;

C. a Minnesota Housing and Redevelopment Authority created under Minnesota Statutes, sections 462.415 to 462.705; or

D. a Minnesota nonprofit entity as defined in part 4900.0010, subpart 21.

4900.1915 SELECTION CRITERIA.

The agency will take the following criteria into consideration when determining whether an application and applicant will be selected for a grant under the program:

A. the prior experience of the applicant in development and managing similar residential housing;

B. the extent to which grant funds are combined with other funds from private or public sources to make the development economically feasible;

C. the ability of the applicant to proceed expeditiously with the development;

D. the documented need for this type of residential housing in the proposed geographic area;

E. the cost and quality of the proposed housing;

F. the extent to which the amount of rent to be charged is less than 30 percent of the income of the low income person leasing the housing unit;

G. the geographic area to be serviced, to the end that a reasonable distribution of low income housing for persons living alone can be achieved; and

H. the extent of community support for this type of development.

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

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to Postsecondary Vocational Licensure; Business and Office Occupations

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Board of Vocational Technical Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 136c.04, Subdivision 9.

All persons have 30 days until 4:30 p.m. October 14th, 1987 in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

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

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

Helen Henrie, Deputy Director
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

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

(A copy of the proposed rule is attached to this notice.)

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Helen Henrie or Georgia Pomroy upon request.

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

Helen Henrie, Deputy Director
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision
Minnesota Technical Institute System
565 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Dated: 4 September 1987

Helen Henrie, Deputy Director
Minnesota Technical Institute System

Rules as Proposed (all new material)

3700.0300 LICENSES IN THE BUSINESS AND OFFICE OCCUPATIONAL AREA.

Subpart 1. **Listed here.** An applicant for a license to teach postsecondary vocational courses and programs in the business and office occupational area must meet the requirements in this part. These requirements are in addition to the requirements listed in part 3700.0100 and for a particular license (listed under the part that covers that particular license).

Subp. 2. **Recent occupational experience.** An applicant for a license to teach in the business and office occupational area must have 2,000 hours of occupational experience within the five years just before applying for that license.

Subp. 3. **Does not apply.** Part 3515.9920 does not apply to parts 3700.0305 to 3700.0365.

3700.0305 ACCOUNTING LICENSE.

Subpart 1. **May teach.** A teacher who has an accounting license may teach in the accounting and bookkeeping programs and may also teach courses in:

- A. accounting principles and procedures;
- B. bookkeeping principles and procedures;
- C. business law;
- D. business and marketing mathematics;
- E. automated accounting;
- F. payroll and personal finance;
- G. principles of economics;
- H. introduction to business;
- I. analyzing financial statements;
- J. introduction to computer operations; and
- K. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. accountant;
- B. accountant manager;
- C. city finance officer;
- D. controller or assistant controller;
- E. internal, external, or government auditor; and
- F. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

- A. A bachelor's or higher degree in accounting or business administration may be substituted for 4,000 hours.
- B. An associate degree in accounting may be substituted for 2,000 hours.
- C. A diploma in accounting or with an accounting prefix may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.
- D. The completion of courses for credit or clock hours for credit with an accounting or business administration title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0310 BOOKKEEPING LICENSE.

Subpart 1. **May teach.** A teacher who has a bookkeeping license may teach in the bookkeeping, bookkeeping clerk, accounting clerk, and microcomputer account specialist clerk programs, and may also teach courses in:

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- A. bookkeeping principles and procedures;
- B. business and marketing mathematics;
- C. calculating machines;
- D. automated bookkeeping;
- E. payroll and personal finance; and
- F. personal or individual income tax.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to N. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. accountant;
- B. accounting clerk;
- C. accountant manager;
- D. accounts payable clerk;
- E. accounts receivable clerk;
- F. audit clerk;
- G. bookkeeper;
- H. city finance officer;
- I. controller or assistant controller;
- J. payroll bookkeeper or clerk;
- K. internal, external, or government auditor;
- L. billing clerk;
- M. cost clerk; and
- N. cost, budget, managerial cost, public, or staff accountant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in accounting, business education, or business administration may be substituted for 4,000 hours.

B. An associate degree in accounting, bookkeeping, business administration, or business education may be substituted for 2,000 hours.

C. A diploma in accounting or bookkeeping may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit from an approved postsecondary institution or from professional accounting associations, with an accounting, bookkeeping, or business administration title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in advanced level bookkeeping or accounting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0315 BANKING AND FINANCE OPERATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations license may teach in the banking and finance operations program and may also teach courses in:

- A. analyzing financial statements;

- B. personal bank services;
- C. personal financial planning;
- D. negotiable instruments;
- E. principles of credit, collection, and insurance;
- F. business law;
- G. financial institution operations;
- H. business math and machines;
- I. money handling techniques; and
- J. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. branch manager;
- B. cashier;
- C. commercial, real estate, or personal loan officer, each with operations experience;
- D. operations officer;
- E. personal banker; and
- F. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, or credit and finance may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0320 BANKING AND FINANCE OPERATIONS/AGRICULTURE LICENSE.

Subpart 1. **May teach.** A teacher who has a banking and finance operations/agriculture license may teach in the banking and finance operations/agriculture program and may also teach courses in:

- A. agricultural credit;
- B. bank agricultural terminology;

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- C. analyzing financial statements;
- D. personal bank services;
- E. personal financial planning;
- F. negotiable instruments;
- G. principles of credit, collection, and insurance;
- H. business law;
- I. financial institution operations;
- J. business math and machines;
- K. money handling techniques; and
- L. principles of economics.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in financial institutions in the areas listed in items A to G. At least 2,000 of the 8,000 hours must be in agricultural financial institutions. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. financial agricultural representative;
- B. branch manager;
- C. cashier;
- D. agricultural, commercial, real estate, or personal loan officer, each with operations experience;
- E. operations officer;
- F. personal banker; and
- G. retail banking officer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in agricultural management banking, and/or finance, banking and/or finance, economics, management and finance, accounting, business administration, or management and information systems may be substituted for 4,000 hours.

B. An associate degree in banking, accounting, banking and finance, or credit and finance may be substituted for 2,000 hours.

C. A diploma in banking, banking and finance, accounting, or credit and finance may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a banking title or prefix may be substituted. The courses for credit or clock hours for credit must be from an accredited postsecondary institution or sponsored by local, state, or national professional financial organizations. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in banking and finance/agriculture, banking and finance operations, or finance and credit for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0325 BUSINESS ADMINISTRATIVE MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a business administrative management license may teach in the business administrative management program and may also teach courses in:

- A. business math and machines;
- B. business management principles;
- C. business law;
- D. customer relations;

- E. analyzing financial statements;
- F. job keeping and seeking skills;
- G. principles of office management;
- H. principles of economics;
- I. small business operation;
- J. supervisory skills;
- K. time management;
- L. personnel management; and
- M. introduction to computer operations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. assistant office manager;
- B. business owner and operator;
- C. business manager;
- D. office manager; and
- E. retail store manager or assistant, each with supervision of a minimum of ten persons.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration; business management; business education; economics; general business; office administration; or marketing, management, and finance may be substituted for 4,000 hours.

B. An associate degree in business management, business administration, or business supervision may be substituted for 2,000 hours.

C. A diploma in business administrative management or business supervision may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business management, administration, or supervision title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in business administration, management, or supervision for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0330 ADMINISTRATIVE SUPPORT LICENSE.

Subpart 1. **May teach.** A teacher who has an administrative support license may teach in the administrative support, clerk typist, office assistant, receptionist, word processing secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

- A. written and oral business communications;
- B. business math and machines;
- C. job seeking and keeping skills;
- D. keyboarding/typing;

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- E. office management;
- F. office procedures;
- G. filing;
- H. machine transcription;
- I. secretarial accounting;
- J. introduction to computer operations; and
- K. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to E. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. administrative office assistant;
- B. secretary/stenographer;
- C. clerk typist;
- D. word processing secretary; and
- E. correspondence specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or business management may be substituted for 4,000 hours.

B. An associate degree in professional office management, secretarial, medical secretarial, legal secretarial, secretarial science, word processing, office information processing, administrative secretarial, or personnel assistant may be substituted for 2,000 hours.

C. A diploma in the areas of administrative, clerical, correspondence, legal, medical, or general secretarial; office information processing; or word processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, or word processing may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office typist or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0335 MEDICAL SECRETARIAL LICENSE.

Subpart 1. **May teach.** A teacher who has a medical secretarial license may teach in the medical secretary, word processing secretary, clerk typist, receptionist, medical administrative secretary, general secretary, administrative secretary, and clerical data entry programs and may also teach courses in:

- A. secretarial medical ethics and law;
- B. medical insurance forms;
- C. medical shorthand;
- D. medical terminology and shorthand;
- E. written and oral business communications;
- F. business math and machines;
- G. job seeking and keeping skills;
- H. keyboarding/typing;
- I. office management;

- J. office procedures;
- K. filing;
- L. machine transcription;
- M. secretarial accounting;
- N. introduction to computer operations; and
- O. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in the areas listed in items A and B, with a minimum of 2,000 hours in each. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. medical secretary; and
- B. administrative medical assistant.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in administrative office management, office management, office systems management, business education, or medical records administration may be substituted for 4,000 hours.

B. An associate degree in secretarial, secretarial science, or medical secretarial may be substituted for 2,000 hours.

C. A diploma in medical secretarial, admissions records technician, or general secretarial program may be substituted for 1,050 hours. A two-year program may be substituted for 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, records management, office procedures, shorthand, transcription, keyboarding/typing, word processing, medical ethics and law, medical insurance forms, medical office procedures, medical shorthand, or medical terminology may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0340 LEGAL SECRETARIAL OCCUPATIONS LICENSE.

Subpart 1. **May teach.** A teacher who has a legal secretarial license may teach in the legal secretary, word processing secretary, clerk typist, receptionist, clerical data entry, legal administrative secretary, general secretary, and administrative secretary programs and may also teach courses in:

- A. machine transcription;
- B. legal terminology;
- C. legal word processing;
- D. written and oral business communications;
- E. business math and machines;
- F. job seeking and keeping skills;
- G. keyboarding/typing;
- H. office management;

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- I. office procedures;
- J. filing;
- K. secretarial accounting;
- L. business law;
- M. introduction to computer operations; and
- N. word processing.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience. 4,000 of the hours must be as a legal secretary. The remaining hours may be in one or more of the areas listed in items A to C. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. legal typist;
- B. legal stenographer; and
- C. legal word processor.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3, items A to C. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

- A. A bachelor's or higher degree in business education or office management may be substituted for 4,000 hours.
- B. An associate degree in legal secretarial, paralegal, legal assistant, or secretarial may be substituted for 2,000 hours.

C. A diploma in legal secretarial occupations, secretarial occupations, or word processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business title or prefix, or in office management, office procedures, shorthand, transcription, typing, word processing, legal office procedures, legal transcription, legal terminology, or legal ethics may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in general office occupations or secretarial occupations for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0350 PURCHASING OR INVENTORY MANAGEMENT LICENSE.

Subpart 1. **May teach.** A teacher who has a purchasing or inventory management license may teach in the purchasing or inventory management program and may also teach courses in:

- A. business math and machines;
- B. principles of economics;
- C. computer inventory control;
- D. business inventory control; and
- E. business principles.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. buyer or senior buyer;
- B. materials manager;
- C. purchasing agent;
- D. purchasing director;

- E. purchasing manager; and
- F. expeditor with buying responsibility.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in marketing, business administration or management, or finance may be substituted for 4,000 hours.

B. An associate degree in marketing, or business administration or management may be substituted for 2,000 hours.

C. A diploma in purchasing or inventory management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a business administration or management, accounting, marketing, or economics title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. Substitution for recent occupational experience. The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in purchasing or inventory management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0355 TRAFFIC TRANSPORTATION MANAGEMENT LICENSE.

Subpart 1. May teach. A teacher who has a traffic transportation management license may teach in the traffic transportation management program and may also teach courses in:

- A. business math and machines;
- B. traffic office procedures, terminology, and forms;
- C. business principles;
- D. business law;
- E. introduction to business;
- F. job seeking and keeping skills; and
- G. filing.

Subp. 2. Other requirements. The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. Occupational experience requirement. The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to C, with a minimum of 2,000 hours in at least one area. The 8,000 hours may include 2,000 hours required under part 3700.0300, subpart 2:

- A. traffic customer service representative;
- B. dispatcher; and

C. logistics manager of operations in physical distribution, traffic agent, traffic clerk, safety terminal director, traffic manager, or traffic rate clerk.

Subp. 4. Substitution for occupational experience. The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in business administration, office management, or marketing may be substituted for 4,000 hours.

B. An associate degree in business administration, business management, or marketing may be substituted for 2,000 hours.

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C. A diploma in traffic office and/or traffic transportation management may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a traffic transportation title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** An applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in traffic office or traffic transportation management for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0360 COURT REPORTING LICENSE.

Subpart 1. **May teach.** A teacher who has a court reporting license may teach in the court reporting program and may also teach courses in:

- A. legal terminology; and
- B. machine shorthand.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A and B. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. official court reporter; and
- B. freelance court reporter.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 4,000 hours.

B. An associate degree in a court reporting program approved by the National Shorthand Reporters Association may be substituted for 2,000 hours.

C. A diploma in court reporting approved by the National Shorthand Reporters Association may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a court reporting title or prefix may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in secretarial, general office, or court reporting for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required under part 3700.0300, subpart 2.

3700.0365 PERSONNEL ASSISTANT LICENSE.

Subpart 1. **May teach.** A teacher who has a personnel assistant license may teach in the personnel assistant program and may also teach courses in:

- A. business math and machines;
- B. job seeking and keeping skills;
- C. office management;
- D. office procedures;
- E. filing; and
- F. employee services and relations.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience as a manager/supervisor or assistant manager/supervisor in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 required under part 3700.0300, subpart 2:

- A. personnel;
- B. human resources;
- C. labor relations;
- D. employee benefits;
- E. employee development; and
- F. employment specialist.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A bachelor's or higher degree in personnel, human resources, industrial relations, or business may be substituted for 4,000 hours.

B. An associate degree in a personnel assistant program may be substituted for 2,000 hours.

C. A diploma or certificate in a personnel assistant program may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit with a personnel title or prefix, or in human relations, labor relations, wage and salary administration, interviewing techniques, and training and development of personnel may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or an industrial or military setting in personnel assistant for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0370 COMPUTER PROGRAMMING LICENSE.

Subpart 1. **May teach.** A teacher who has a computer programming license may teach in the computer programming program and may also teach courses in:

- A. introduction to data processing;
- B. data processing management and supervision;
- C. general microcomputer operations;
- D. microcomputer keyboarding and printing;
- E. management information systems;
- F. operating system concepts and skills;
- G. work station operations;
- I. data communications; and
- J. programming languages.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of work experience in one or more of the areas listed in items A to F. Two thousand of the 8,000 hours must be in computer related occupations of data processing manager

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Proposed Rules

or director; director or manager of information systems; and programmer in the areas of supervisor, manager, project leader, systems analyst. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. computer programming;
- B. programmer, analyst, or administrator of data bases;
- C. data communications programmer;
- D. programmer analyst;
- E. programmer operator; and
- F. systems programmer.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to 4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business management information systems processing, computer science, or data processing may be substituted for 4,000 hours.

B. An associate degree in business, computer science management information systems processing, or data processing may be substituted for 2,000 hours.

C. A diploma in computer programming or data processing may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in management information systems or business may be substituted. One hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in subpart 1, for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0375 COMPUTER OPERATIONS LICENSES.

Subpart 1. **May teach.** A teacher who has a computer operations license may teach in the computer operations program and may also teach courses in:

- A. supervision and management in computer operations;
- B. general microcomputer operations;
- C. microcomputer keyboarding and printing;
- D. management information systems processing management and supervision;
- E. operating systems, concepts, and skills;
- F. work station operations;
- G. data communications; and
- H. systems analysis.

Subp. 2. **Other requirements.** The applicant must meet the requirements listed in part 3700.0100 and the requirements for a teacher in the business and office area under part 3700.0300.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of occupational experience in one or more of the areas listed in items A to F. The 8,000 hours may include the 2,000 hours required under part 3700.0300, subpart 2:

- A. computer operator;
- B. data processing manager;
- C. lead computer operator;
- D. management information systems manager or operator;
- E. operations analyst, consultant, or supervisor; and
- F. program or systems operator.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute education described in items A to D for up to

4,000 hours of the occupational experience required in subpart 3. The education must be at an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recency requirements in part 3700.0300, subpart 2.

A. A baccalaureate or higher degree in business, computer management information systems, business data processing, computer science, or systems analysis may be substituted for 4,000 hours.

B. An associate degree in business, computer management information systems, or computer science may be substituted for 2,000 hours.

C. A diploma in computer operations or data processing with computer operations may be substituted. A one-year program equals 1,050 hours. A two-year program equals 2,100 hours.

D. The completion of courses for credit or clock hours for credit in business or management information systems may be substituted. One hours of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Subp. 5. **Substitution for recent occupational experience.** The applicant may substitute teaching experience at an accredited postsecondary institution or in an industrial or military setting in data processing programs for 1,500 hours of the 2,000 required under part 3700.0300, subpart 2. Two hours of teaching experience equal one hour of the occupational experience required in part 3700.0300, subpart 2.

3700.0380 EXISTING LICENSES; CONVERSION TO NEW LICENSES.

On January 1, 1988, the state board shall convert the existing license issued under part 3515.9920, listed in column A, to the license listed in column B. At the licensee's next renewal date the renewed license must show the new license category and the January 1, 1988, conversion date.

A	B
140100 Accounting	3700.0305 Accounting
140102 Bookkeeping	3700.0310 Bookkeeping
140120 Banking and Finance/General	3700.0315 Banking and Finance Operations
140122 Financial Teller Occupations	3700.0315 Banking and Finance Operations
140121 Banking and Finance/Agriculture	3700.0320 Banking and Finance Operations/Agriculture
140800 Business Management	3700.0325 Business Administrative Management
140004 Office Supervision and Management	3700.0325 Business Administrative Management
140201 Computer Operations	3700.0375 Computer Operations
140200 Data Processing	3700.0375 Computer Operations
140203 Computer Programming	3700.0370 Computer Programming
140200 Data Processing	3700.0370 Computer Programming
140704 Court Reporting	3700.0360 Court Reporting

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Proposed Rules

A	B
140292 Data Entry	3700.0330 Administrative Support
140906 Word Processing Occupations	3700.0330 Administrative Support
140730 General Secretarial with Shorthand	3700.0330 Administrative Support
140731 General Secretarial without Shorthand	3700.0330 Administrative Support
140743 Legal Secretarial with Shorthand	3700.0340 Legal Secretarial Occupations
140742 Legal Secretarial without Shorthand	3700.0340 Legal Secretarial Occupations
140752 Medical Secretarial with Shorthand	3700.0335 Medical Secretarial Occupations
140753 Medical Secretarial without Shorthand	3700.0335 Medical Secretarial Occupations
140006 Uncharted License Personnel Assistant	3700.0365 Personnel Assistant
140313 Traffic Office Clerk	3700.0355 Traffic Transportation Management
140312 Purchasing Office Clerk	3700.0350 Purchasing and Inventory Management

REPEALER. Minnesota Rules, part 3700.0380 is repealed after the board has renewed the licenses in part 3700.0380, column A, to show the conversion to the licenses listed in part 3700.0380, column B.

Adopted Rules

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

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

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

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

Department of Administration

Adopted Permanent Rules Relating to Certification Maintenance

The rules proposed and published at *State Register*, Volume 11, Number 43, pages 1977-1981, April 27, 1987 (11 S.R. 1977) are adopted as follows.

Rules as Adopted

1300.0940 AUTHORITY; PURPOSE.

Parts 1300.0940 to 1300.0948 are adopted by the commissioner of administration pursuant to Minnesota Statutes, section 16B.65, subdivision 7, to set continuing education standards for certified building officials.

1300.0942 DEFINITIONS.

Subpart 1. **Applicability.** When used in parts 1300.0940 to 1300.0948, the terms defined in this part have the meanings given them.

Subp. 2. **Commissioner.** "Commissioner" means the commissioner of administration.

Subp. 3. **Continuing education unit.** "Continuing education unit" means ten hours of educational instruction.

Subp. 4. **State building inspector.** "State building inspector" means the director of the Building Codes and Standards Division of the Department of Administration.

Subp. 5. **Unit of instruction.** "Unit of instruction" means three hours of structured educational participation in a program listed in part 1300.0946.

1300.0944 UNITS OF INSTRUCTION REQUIRED.

This part establishes the number of units of instruction required within a three-year period to maintain certification.

A. A Class I certified building official must receive credit for 18 units of instruction through any of the programs described in part 1300.0946, subpart 1 or 2.

B. A Class II certified building official must receive credit for 24 units of instruction through any of the programs described in part 1300.0946, subpart 1 or 2.

1300.0946 CREDIT FOR INSTRUCTION.

Subpart 1. **Approved programs.** The following programs are approved for the indicated number of units of instruction:

A. annual Building Official Institute of Minnesota, 2 units per day of attendance;

B. State Building Codes and Standards Division seminars, 2.5 units per day of attendance;

C. International Conference of Building Officials seminars, 3 units per continuing education unit earned;

D. International Conference of Building Officials Annual Education and Code Development Conference, 2 units per day;

E. State International Conference of Building Officials chapter meetings, 1 unit per meeting with a minimum three-hour educational program;

F. regional building official meetings, 1 unit per meeting with a minimum three-hour educational program;

G. area building official luncheon meetings, 0.25 unit per meeting;

H. community college building inspection technology and related courses, 3 units per credit earned;

I. area vocational technical training institute courses in construction, management, or supervision, 1 unit per three hours' instruction or related shop work;

J. certification in an International Conference of Building Officials certificate program taken after January 1, 1985, 4 units per certificate;

K. certification as a "Certified Building Official" by the Council of American Building Officials, after January 1, 1985, 6 units; and

L. teaching a course at the community college level in the building inspection technology program or a course at an area vocational technical institute, 1 unit per three hours of instruction.

Subp. 2. **Other courses.** Courses offered by other states, correspondence schools, universities, or other institutes of learning which offer building code administration and enforcement-related courses must be considered on an individual basis. Each building official must prearrange for unit approval with the state building inspector in order to receive credit. Units must be approved on the basis of comparison with the items identified in subpart 1.

Subp. 3. **Mandatory courses.** The state building inspector shall require that specific courses be taken, if necessary, to ensure continuing education in relevant code application, administration, or enforcement practices. The requirement may include training courses when new codes or legislative mandates are promulgated.

Subp. 4. **Credit for repeat of courses.** Credit for an educational offering will be allowed only once during a three-year cycle.

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Adopted Rules

Subp. 5. **Review of courses.** All continuing education courses are subject to periodic review and evaluation by the commissioner or the commissioner's designee.

1300.0948 REQUIREMENTS FOR RECERTIFICATION.

Subpart 1. **Submission of information.** Each certified building official must provide evidence to the state building inspector on forms approved by the state building inspector and provided by the Building Codes and Standards Division of attendance or participation in an educational offering and indicate the number of units of instruction earned. The information must be submitted to the state building inspector within 60 days of the last day of the third calendar year following the date of the last certification issued. For persons certified prior to January 1, 1985, the last day of the third calendar year is December 31, 1987.

Subp. 2. **Certificate of renewal.** The commissioner shall issue a certificate of renewal, which is valid for three years, to each applicant who has provided the evidence of units of instruction earned and has submitted the fee within the time indicated in subpart 1. The fee is \$20.

Subp. 3. **Extension of time for compliance.** The state building inspector may grant an extension of time for compliance with parts 1300.0940 to 1300.0948 if the person requesting the extension of time show cause for the extension. The extension does not relieve the building official from complying with the continuing education requirements for the immediate subsequent three-year period.

Subp. 4. **Reinstatement of certificate.** A building official who has let certification lapse must be reinstated based upon proof of earning continuing educational units, as required, if no more than three years has passed since the certification has lapsed, or taking the test provided for certification as a building official. In either case the appropriate fee must be submitted with the application.

Board of Animal Health

Adopted Permanent Rules Relating to Importing Feeding Cattle

The rule proposed and published at *State Register*, Volume 11, Number 49, pages 2234-2235, June 8, 1987 (11 S.R. 2234) is adopted as proposed.

Department of Health

Adopted Permanent Rules Relating to Merit System

The rules proposed and published at *State Register*, Volume 11, Number 51, pages 2322-2325, June 22, 1987 (11 S.R. 2322) are adopted as proposed.

Department of Human Services

Adopted Permanent Rules Relating to Merit System

The rules proposed and published at *State Register*, Volume 11, Number 51, pages 2325-2337, June 22, 1987 (11 S.R. 2325) are adopted as proposed.

Public Utilities Commission

Adopted Permanent Rules Relating to Code of Conduct

The rules proposed and published at *State Register*, Volume 11, Number 50, pages 2281-2284, June 15, 1987 (11 S.R. 2281) are adopted as proposed.

Official Notices

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

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

Department of Agriculture

Soil and Water Conservation Board

Notice of Cancellation and Rescheduling of Meeting

The Minnesota Soil and Water Conservation Board has cancelled their regular monthly meeting on September 16, 1987. The Board has rescheduled their regular monthly meeting date to September 23, 1987, first floor, Department of Agriculture Building, 90 W. Plato Blvd., St. Paul, Minnesota.

Department of Commerce

Change of Date and Place of Hearing in the Matter of the Workers' Compensation Assigned Risk Plan Rates for Classes 7219, 7230, 7231, 8292 and 8293

The date and location of the hearing in the above captioned matter described in the Order and Notice of Hearing which was published in the *State Register* at 12 S.R. 293 has been changed. The new date is September 25, 1987 instead of September 24, 1987 and the new location is 10 State Office Building instead of 500 Metro Square Building.

Dated: 2 September 1987

Michael A. Hatch
Commissioner of Commerce

Department of Commerce

Notice of Activation of the Minnesota Joint Underwriting Association to Insure Specified Classes of Business and Public Hearing

Notice is hereby given that, pursuant to *Minnesota Statutes*, section 62I.21, the Minnesota Joint Underwriting Association (MJUA) and the Market Assistance Plan (MAP) are activated to provide assistance to the following classes of business unable to obtain insurance from private insurers:

Collection Agency

Roofing Contractor

Petroleum Tank Installation

Laminar Flow Testing Service

Abstractor

The MJUA and MAP are activated to provide assistance to the above classes of business for a period of 180 days following publication of this notice. A public hearing will be held, for the purpose of determining whether activation should continue beyond 180 days, at the Office of Administrative Hearings, 310 4th Avenue South, 4th Floor Summit Bank Building, Minneapolis, Minnesota 55415 on November 17, 1987 at 9:00 a.m. and continuing until all interested persons and groups have had an opportunity to be heard. The hearing shall be governed by *Minnesota Statutes*, Sections 14.57-14.69 and by *Minnesota Rules*, Parts 1400.5100-1400.8400, (1985). Questions regarding procedure may be directed to Administrative Law Judge, Peter Erickson, 310 4th Avenue South, 4th Floor Summit Bank Building, Minneapolis, Minnesota 55415, telephone (612) 341-7606. The authority for this proceeding is found in Chapter 62I of *Minnesota Statutes*, specifically sections 62I.21 and 62I.22. (A copy of those sections follows this notice.)

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Official Notices

Prior to the hearing a pre-hearing conference will be held at 1:30 p.m. on October 29, 1987, at the Office of Administrative Hearings, 310 4th Avenue South, 4th Floor Summit Bank Building, Minneapolis, Minnesota 55415.

Minnesota Statutes, Chapter 62I, which governs the Minnesota Joint Underwriting Association provides for temporary activation for 180 days by the Commissioner of Commerce. To extend the Minnesota Joint Underwriting Association's authority beyond the 180 day period a hearing must be held. Those classes of business for which the Minnesota Joint Underwriting Association was temporarily activated, by this notice and by previously published notices, must prove, at that hearing, that they meet the statutory requirements for coverage by the Minnesota Joint Underwriting Association.

Among those requirements are:

- (1) That members of those classes are unable to obtain insurance through ordinary means;
- (2) That the insurance being sought is required by statute ordinance, or otherwise required by law, and is necessary to earn a livelihood or conduct a business; and
- (3) That the classes of business serve a public purpose.

The classes of business specified in this notice and previously published notices must be shown to meet the statutory requirements or the Minnesota Joint Underwriting Association's authority to provide coverage to them will end after 180 days from the date the notice of activation was published in the *State Register*.

The Department strongly suggests that any persons affected by this hearing or otherwise interested in the proceedings familiarize themselves with the requirements of Chapter 62I and the contested case procedures prior to the hearing, that they take such other steps as are appropriate to protect their interests and that any questions they may have as to how to proceed or how to participate at the hearing be directed to the Administrative Law Judge prior to the hearing.

All interested or affected persons will have an opportunity to participate at the hearing. Questioning of agency representatives or witnesses, and of interested persons making oral statements will be allowed in the manner set forth in the Rules pertaining to contested cases (*Minnesota Rules*, Parts 1400.5100-1400.8400).

Anyone wishing to oppose activation beyond 180-days for any particular class, must file a petition to intervene with the administrative law judge at least 10 days before the hearing date. If no notice to intervene is filed for a class then the class is activated beyond the 180-day period without further action.

Minnesota Statutes, chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in *Minnesota Statutes*, Section 10A.01, subdivision 11 as an individual:

- (a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or
- (b) Who spends more than \$250, not including traveling expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert St., St. Paul, Minnesota, 55101-2520, telephone (612) 296-5148.

Dated: 21 September 1987

Michael A. Hatch
Commissioner of Commerce

62I.21 ACTIVATION OF MARKET ASSISTANCE PLAN AND JOINT UNDERWRITING ASSOCIATION.

At any time the commissioner of commerce deems it necessary to provide assistance with respect to the placement of general liability insurance coverage on Minnesota risks for a class of business, the commissioner shall by notice in the state register activate the market assistance plan and the joint underwriting association. The plan and association are activated for a period of 180 days from publication of the notice. At the same time the notice is published, the commissioner shall prepare a written petition requesting that a hearing be held to determine whether activation of the market assistance plan and the joint underwriting association is necessary beyond the 180-day period. The hearing must be held in accordance with section 62I.22. The commissioner by order shall deactivate a market assistance program and the joint underwriting association at any time the commissioner finds that the market assistance program and the joint underwriting association are not necessary.

62I.22 HEARING

Subdivision 1. ADMINISTRATIVE LAW JUDGE. The commissioner shall forward a copy of the petition to activate the market assistance plan and the joint underwriting association with respect to a class of business to the chief administrative law judge. The

chief administrative law judge shall, within three business days of receipt of the copy of the petition, set a hearing date, assign an administrative law judge to hear the matter, and notify the commissioner of the hearing date and administrative law judge assigned to the matter. The hearing date must be no less than 60 days nor more than 90 days from the date of receipt of the petition by the chief administrative law judge.

Subd. 2. NOTICE. The commissioner of commerce shall publish notice of the hearing in the *State Register* at least 30 days before the hearing date. The notice should be that used for rulemaking under chapter 14. Approval by the administrative law judge of the notice prior to publication is not required. The notice must contain a statement that anyone wishing to oppose activation beyond 180 days for any particular class, must file a petition to intervene with the administrative law judge at least ten days before the hearing date. If no notice to intervene is filed for a class then the class is activated beyond the 180-day period without further action.

Subd. 3. CONTESTED CASE; REPORT. The hearing and all matters after the hearing are a contested case under chapter 14. Within 45 days from the commencement of the hearing and within 15 days of the completion of the hearing the administrative law judge shall submit a report to the commissioner of commerce. The parties, or the administrative law judge, if the parties cannot agree, shall adjust all time requirements under the contested case procedure to conform with the 45-day requirement.

Subd. 4. DECISION. The commissioner shall make a decision within ten days of the receipt of the administrative law judge's report.

Subd. 5. WAIVER OR MODIFICATION. If all parties to the proceeding agree, any of the requirements of this section may be waived or modified.

Subd. 6. CASE PRESENTATION. The department of commerce, upon request by small businesses as defined by section 14.115, subdivision 1, shall assist small businesses in any specific class requesting continuation of coverage beyond the 180-day period, in coordinating the class and presenting the case in the contested hearing.

Department of Jobs and Training

Office of Services For the Blind

Notice of Extension for Submitting Proposals

The Department of Jobs and Training, Office of Services for the Blind announce it has extended the deadline for submitting contract proposals for: Medical Services; Low Vision Services; Ophthalmological Services; and Psychological Services as published in the August 24, 1987 *State Register* (12 S.R. 347-349) has been extended until September 30, 1987.

Department of Labor and Industry

Division of Labor Standards

Notice of Revision to Prevailing Wages—Commercial Projects

The prevailing wage rate certified for Electricians in Chippewa and Kandiyohi counties June 1, 1987 have been revised effective August 24, 1987.

The prevailing wage rate certified for Electricians in Beltrami County August 1, 1987 have been revised effective August 24, 1987.

Copies of the revised counties may be obtained by contacting the State Register and Minnesota Documents Division, 117 University Avenue, St. Paul, Minnesota 55155.

Ray Bohn, Commissioner
Department of Labor & Industry

Minnesota Pollution Control Agency

Notice of Permanent List of Priorities Among Releases or Threatened Releases of Hazardous Substances, Pollutants or Contaminants

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (MPCA) is publishing for public comment a proposed update of the Permanent List of Priorities (PLP) among releases or threatened releases of hazardous substances, pollutants or contam-

Official Notices

inants for which the MPCA may take removal or remedial actions. The statutory basis for and an explanation of the MPCA's PLP is discussed below.

Pursuant to the Environmental Response and Liability Act (ERLA), *Minnesota Statutes* § 115B.17 (1986), the MPCA is authorized to take any removal or remedial action which the MPCA deems necessary to protect the public health or welfare or environment whenever there is a release, or substantial threat of release, from a facility of any pollutant or contaminant which presents an imminent and substantial danger to the public health, welfare or environment, or whenever a hazardous substance is released or there is a threatened release of a hazardous substance from a facility.

Minnesota Statutes § 115B.17, Subd. 13 (1986) requires the MPCA to establish priority rules among releases or threatened releases of hazardous substances, pollutants or contaminants. The priority rules, *Minnesota Rules* Ch. 7044, became effective on July 10, 1984.

Minnesota Statutes § 115B.17, Subd. 13 (1986) also requires the MPCA to adopt a permanent priority list and to modify the list from time to time according to the criteria set forth in the priority rules. Before any list is established, it must be published in the *State Register* to allow for a 30-day public comment period. This notice is therefore published to inform the public that the MPCA is proposing to amend its November 1986 PLP and to solicit public comments *only* on the proposed modifications.

The proposed modifications to the November 1986 PLP are hereinafter referred to as the "proposed December 1987 Update of the PLP." The proposed December 1987 Update of the PLP was developed according to the process set forth in *Minnesota Rules* pt. 7044.0400 (1987). Each site listed has been ranked using the modified Hazard Ranking System (HRS) method as required by *Minnesota Rules* pt. 7044.1000. Each site has also passed the prescreening test of *Minnesota Rules* pt. 7044.1200 (1987) for eligibility.

The numerical scores generated by the HRS scoring process should not be interpreted as exact number priorities. The scores shown indicate the relative ranking and general classification of sites, but sites with scores within approximately ten points of each other may be considered roughly equivalent in terms of a known or possible public health or environmental threat. Generally, the cleanup of a hazardous waste site involves a three-phase program:

- 1) Remedial Investigation/Feasibility Study—investigation of the extent, magnitude and nature of the release or threatened release, and identification and selection of the most cost effective removal or remedial action(s), and
- 2) Remedial Design—detailed design of the selected cost-effective removal or remedial action(s), and
- 3) Response Action—implementation of the selected cost-effective removal or remedial action(s).

All sites listed on the proposed December 1987 Update of the PLP have been assigned to one or more response action classes as required by *Minnesota Rules* pt. 7044.0300. (The terms response action, removal action, and remedial action are defined in *Minnesota Statutes* § 115B.02.) The proposed December 1987 Update of the PLP is presented by response action class. Each of the four response action classes is defined as follows:

CLASS A—Declared emergencies. This class includes those sites at which an emergency has been declared by the MPCA Commissioner pursuant to ERLA. According to *Minnesota Rules* pt. 7044.0200, an "emergency" means that there is an imminent risk of fire or explosion, that a temporary water supply is needed where an advisory has been issued, or that immediate adverse human health effects may be anticipated due to direct contact or inhalation, and an advisory has been issued. An "advisory" means a warning by the MPCA Commissioner, Minnesota Department of Health, Minnesota Department of Natural Resources, or the Minnesota Department of Agriculture issued to the public concerning a hazardous substance, pollutant or contaminant at or near a site.

CLASS B—Response Actions completed and operation and maintenance/long-term monitoring ongoing. This class includes those sites where response actions have been completed and long-term monitoring of these completed response actions is in progress. This class also includes those sites where activities are necessary to operate and maintain response action(s) that have previously been completed. Examples include continued operation of a ground water pump out system at a site, long-term monitoring, and work necessary to maintain the integrity of the site such as maintaining cover or closure at a site.

There are seventeen (17) sites on the proposed December 1987 Update of the PLP where response actions have been completed (e.g., source removal or treatment, soils excavation, or installation of a ground water pump out system). All that remains at these sites is long-term operation and maintenance or long-term monitoring to ensure the effectiveness of the completed response actions. Sites with this status include: Boise Cascade/Medtronic; Boise Cascade/Onan; Boise Cascade Paint Waste Dump; DNR-Duxbury Pesticide Site; General Mills; Hastings Former City Dump; Hutchinson Technology, Inc.; Kurt Manufacturing; Minneapolis Community Development Agency/FMC; Oakdale Dump; PCI, Inc.; Perham Arsenic Site; 3M Kerrick Disposal Site; Wadena Arsenic Site; Washington County Landfill; Whittaker Corporation; and Winona County Sanitary Landfill.

CLASS C—Response Actions necessary or in progress or first year operation and maintenance at a site. This class includes all sites where remedial design and implementation of response actions (other than Class A or B) such as barrel removal, soil decontamination, first year ground water pump out or monitoring are necessary to effect a permanent remedy or cleanup of the sites.

CLASS D—Remedial Investigations and Feasibility Studies (RI/FS) necessary or in progress. This class includes all sites which require remedial investigation (RI) of the extent, magnitude and nature of the release or threatened release and analysis of alternatives and selection of the most cost-effective response action(s) feasibility studies (FS).

Funding sources for removal or remedial actions at the sites listed include federal Superfund (CERCLA), state Superfund (ERLA), a combination of both federal and state monies, and funding by responsible parties.

All sites in the four classes are presented in order of their HRS score. Request for Response Actions issued by the MPCA are noted in the class listings. In addition, Consent Orders and Stipulation Agreements are also noted in the class listings if such agreements have been executed between the MPCA and responsible parties. ERLA funding and CERCLA funding is also noted for those sites in which activities are funded by state Superfund or federal Superfund monies, respectively.

Major changes to the November 1986 PLP which are reflected in the proposed December 1987 update of the PLP include the following: site additions and deletion; change in HRS score, and changes in response action classes.

The proposed site additions to the November 1987 PLP include the following ten (10) sites: Andersen Corporation, Bayport; Becker County Sanitary Landfill; Control Data Corporation—Printed Circuits Operation, St. Louis Park; Duluth Former City Dump; Faribault Municipal Well Field; Lakeland Ground Water Contamination; Lansing Ground Water Contamination; Redwood County Sanitary Landfill; St. Paul Park Ground Water Contamination; Tellijohn Sanitary Landfill, LeSueur County.

The proposed site deletion from the November 1986 PLP includes the following site: 43 East Water Street. The MPCA staff approved the Remedial Action Plan and authorized cleanup activities at the 43 East Water Street site to begin in February 1985. The work was completed to the satisfaction of the MPCA staff in August 1985, and all wastes were shipped off-site for disposal in January 1987.

The HRS Score for one (1) site is proposed for change. The proposed HRS score change is as follows: St. Augusta Sanitary Landfill/Engen Dump (45 to 34). The HRS score for the St. Augusta/Engen Dump site has undergone a change due to the U.S. Environmental Protection Agency's (EPA) quality assurance review.

The proposed December 1987 Update of the PLP proposes changes in response action classes to eighteen (18) sites on the November 1986 PLP. Changes in response action class come as a result of completion of certain tasks required for a site, or reassessment of the cleanup tasks required at a site following acquisition of additional site information. The proposed changes in response action classes are as follows: Atwater Municipal Well Field (A, C, D to A, B, C); Burlington Northern (C, D to C); FMC Corp.—Fridley Plant (C to B, C); Hopkins Agricultural Chemical/Allied Chemical (C, D to C); Hopkins Sanitary Landfill (C, D to C); Kurt Manufacturing (C to B); McLaughlin Gormley King Co. (C, D to C); Minneapolis Community Development Agency/FMC (C, D to B); Nutting Truck and Caster Co. (C, D to C); St. Regis Paper (C, D to C); Spring Grove Municipal Well Field (A, C, D to C, D); 3M Chemolite Disposal Site (C, D to C); Tonka/Woyke Site (C, D to C); Wadena Arsenic Site (C to B); Washington County Landfill (C to B); Weisman Scrap (C, D to C); West Duluth Industrial Site (C to B, C); and Winona County Sanitary Landfill (C, D to B).

The November 1986 PLP listed 130 sites. As a result of the ten (10) proposed site additions and the one (1) proposed site deletion, the proposed December 1987 update of the PLP lists a total of 139 sites.

The PLP will be updated annually as required by *Minnesota Rules* pt. 7044.0600 according to the criteria set forth in *Minnesota Rules* Ch. 7044. Notice of any future updates of the PLP will be published in the *State Register* for the purpose of soliciting public comments.

Based upon the above considerations, the proposed December 1987 Update of the PLP is offered for public comment. Additional information regarding specific sites on the proposed December 1987 Update of the PLP may be obtained by writing the Public Information Office, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota, 55155, or phoning (612) 296-6300.

The MPCA invites members of the public to submit written comments on the proposed December 1987 Update of the PLP. To be considered, all comments must be received no later than 4:30 p.m., October 13, 1987. Written comments should be submitted to: Shawn Ruotsinoja, Site Response Section, Solid and Hazardous Waste Division, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota, 55155.

All written comments received by the above deadline will be considered by the MPCA in establishing the December 1987 Update of the PLP.

Thomas J. Kalitowski, Commissioner
Minnesota Pollution Control Agency

STATE OF MINNESOTA
Environmental Response and Liability Act
Permanent List of Priorities
December 1987
CLASS A SITES
Declared Emergencies

Site	Score	Comments
Electric Machinery, St. Cloud	38	ERLA funded
Lakeland Ground Water Contamination	38	ERLA funded
St. Paul Park Ground Water Contamination	36	ERLA funded
Waite Park Ground Water Contamination Site	32	ERLA funded
Atwater Municipal Well Field	31	ERLA funded
Askov Ground Water Contamination	18	ERLA funded
Lansing Ground Water Contamination	17	ERLA funded

CLASS B SITES
Response Actions Completed and
Operation and Maintenance/Long-Term Monitoring Ongoing

Site	Score	Comments
FMC Corp.—Fridley Plant (vault)	66	Consent Order 10/28/86
Boise Cascade/Medtronic, Fridley	59	Consent Decree 1/25/84
Boise Cascade/Onan, Fridley	59	Consent Decree 12/28/84
Oakdale Dump	59	Consent Order 7/26/83
PCI, Inc., Shakopee	52	Consent Order 6/25/85
Washington County Landfill, Lake Elmo	42	Consent Order 10/24/84
Whittaker Corporation, Minneapolis	40	Request for Response Action 4/23/85
General Mills, Minneapolis	39	Consent Order 10/23/84
Perham Arsenic Site, Otter Tail County	38	ERLA funded
Winona County Sanitary Landfill	34	Request for Response Action 3/26/85
Kurt Manufacturing, Fridley	31	Consent Order 8/24/84
Atwater Municipal Well Field	31	ERLA funded
Hastings Former City Dump	31	
Wadena Arsenic Site	25	ERLA funded
Boise Cascade Paint Waste Dump, Ranier	17	Consent Order 6/25/85
West Duluth Industrial Site	11	
DNR—Duxbury Pesticide Site	11	Request for Response Action 12/18/84
3M Kerrick Disposal Site, Kerrick	9	Consent Order 1/25/84
Hutchinson Technology, Inc.	9	
Minneapolis Community Development Agency/FMC	1	Consent Order 11/26/85

CLASS C SITES
Response Actions Necessary or in Progress
First Year Operation and Maintenance

Site	Score	Comments
FMC Corp.—Fridley Plant	66	Consent Order 10/28/86
U.S. Naval Industrial Reserve Ordnance Plant (NIROP), Fridley	63	Request for Response Action 5/22/84
Twin Cities Army Ammunition Plant/New Brighton/Arden Hills/St. Anthony	59	Federal Facility Agreement 7/28/87
Reilly Tar, St. Louis Park	59	Consent Decree 4/22/86
Koppers Coke, St. Paul	55	Request for Response Action 3/25/86
St. Regis Paper, Cass Lake	53	Consent Order 2/26/85
Pine Bend Sanitary Landfill/Crosby American Demolition Landfill, Inver Grove Heights	52	Consent Order 4/23/85

Site	Score	Comments
Anoka Municipal Sanitary Landfill, Ramsey	51	Consent Order 5/30/85
Waste Disposal Engineering, Andover	51	Consent Order 3/21/84
MacGillis & Gibbs, Co., New Brighton	48	ERLA funded
Bell Lumber & Pole, Co., New Brighton	48	Consent Order 5/30/85
Burlington Northern, Brainerd	47	Consent Order 4/4/85
Faribault Coal Gasification Plant Site, Faribault	46	Request for Response Action 10/26/86
Freeway Sanitary Landfill, Burnsville	46	Request for Response Action 2/25/86
University of Minnesota—Rosemount Research Center	46	Consent Order 5/30/85
Ashland Oil/Park Penta/Sonford Products Site	45	
Joslyn Mfg. & Supply Co., Brooklyn Center	44	Consent Order 5/30/85
Burnsville Sanitary Landfill	43	Request for Response Action 4/28/87
Oak Grove Sanitary Landfill, Anoka County	43	CERCLA funded
Union Scrap Iron and Metal Co., Minneapolis	43	
Kummer Sanitary Landfill, Beltrami County	42	CERCLA funded
LeHillier/Mankato	42	CERCLA funded
Minnegasco, Minneapolis	42	Request for Response Action 6/24/86
Conoco, Inc.—Wrenshall Refinery	41	Request for Response Action 6/23/87
Kandiyohi County Sanitary Landfill	41	
Shafer Metal Recycling, Minneapolis	41	
Arrowhead Refinery Co., Hermantown	40	CERCLA funded
Dakhue Sanitary Landfill, Dakota County	40	Consent Order 6/23/87
Flying Cloud Sanitary Landfill, Eden Prairie	40	Consent Order 9/25/85
NL Industries/Taracorp/Golden Auto, St. Louis Park	40	Consent Order 2/26/85
Kliver Sanitary Landfill, Douglas County	39	
Electric Machinery, St. Cloud	38	Request for Response Action 9/23/86
Lakeland Ground Water Contamination	38	ERLA funded
Nutting Truck & Caster Co., Faribault	38	Consent Order 4/26/84
Sauk Centre Sanitary Landfill	38	
Sibley County Sanitary Landfill	38	
Windom Dump	38	Request for Response Action 6/24/86
Faribault Municipal Well Field	36	ERLA funded
St. Paul Park Ground Water Contamination	36	ERLA funded
South Andover, Andover	35	
Adrian Municipal Well Field	34	
Ironwood Sanitary Landfill (Advance Transformer), Spring Valley	34	Consent Order 8/26/86
Ashland Oil—Cottage Grove	34	Request for Response Action 3/26/85
Battle Lake Area Sanitary Landfill, Otter Tail	34	
Chisago-Isanti County Sanitary Landfill	34	
La Grande Sanitary Landfill, Douglas County	34	Request for Response Action 7/28/87
Olmsted County Sanitary Landfill	34	
Pickett Sanitary Landfill, Hubbard County	34	
Twin Cities Air Force Reserve Base	34	
St. Augusta Sanitary Landfill/Engen Dump, Stearns County	34	
3M Chemolite Disposal Site, Cottage Grove	33	Consent Order 5/30/85
Long Prairie Ground Water Contamination	32	ERLA funded
St. Louis River/Interlake/Duluth Tar, Duluth	32	
St. Louis River/U.S. Steel, Duluth	32	Consent Order 3/26/85
Waite Park Ground Water Contamination Site	32	Request for Response Action 10/22/85
Atwater Municipal Well Field	31	ERLA funded
East Bethel Demolition Landfill	31	Consent Order 4/28/87
Honeywell, Inc.—Golden Valley Plant	31	Consent Order 11/19/85
Koch Refining/N-ReN Corp., Rosemount	31	Consent Order 10/22/85
Tonka Main Plant, Mound	31	Request for Response Action 7/22/86
White Bear Lake Township Dump	31	Request for Response Action 7/22/86
Agate Lake Scrap Yard, Brainerd	30	Request for Response Action 1/28/86

Official Notices

Site	Score	Comments
Isanti Solvent Site, Isanti County	30	
Ritari Post and Pole, Wadena County	30	
Louisville Sanitary Landfill, Jordan	29	
Western Lake Superior Sanitary District Landfill/Duluth Dump, St. Louis County	29	
Becker County Sanitary Landfill	28	
Duluth Former City Dump	28	
Spring Grove Municipal Well Field	28	
Yonak Sanitary Landfill, Wright County	28	
Koochiching County Sanitary Landfill	27	
Pipestone County Sanitary Landfill	27	
Electronic Industries, Inc., New Hope	26	Stipulation Agreement 1/24/84
Gofer Sanitary Landfill, Martin County	26	
Jackson Municipal Well Field	26	ERLA funded
Buekers Sanitary Landfill, Stearns County	25	
Dodge County Sanitary Landfill	25	
Elk River Sanitary Landfill	25	
Houston County Sanitary Landfill	25	
Pine Lane Sanitary Landfill, Chisago County	25	
Ponderosa Sanitary Landfill, Blue Earth County	25	
Wadena Sanitary Landfill	25	
Weisman Scrap, Winona	25	Request for Response Action 3/25/86
Andersen Corporation, Bayport	25	Consent Order 1/27/87
HWK Enterprises/Meeker Mfg./Design Classics/Litchfield Municipal Well Site, Litchfield	24	
Owatonna City Dump	23	
Ashland Oil Co.—Pine County	22	Request for Response Action 12/18/84
Wabasha County Sanitary Landfill	22	
Duluth Air Force Base	21	
Trio Solvent Site, New Brighton	21	Request for Response Action 8/26/86
McGuire Wire Salvage Site, Mora	20	
Askov Ground Water Contamination	18	
Northwoods Sanitary Landfill, St. Louis County	18	
Clay County Sanitary Landfill	17	
Lansing Ground Water Contamination	17	ERLA funded
Tellijohn Sanitary Landfill, LeSueur County	17	
Woodlake Sanitary Landfill, Hennepin County	16	
Hopkins Sanitary Landfill	15	
Meeker County Sanitary Landfill	15	
Redwood County Sanitary Landfill	15	
Crow Wing County Sanitary Landfill	14	
East Mesaba Sanitary Landfill, St. Louis County	14	
Isanti Rumpel, Isanti County	13	
Waseca County Sanitary Landfill	13	
DM&IR Car and Locomotive Shops, Duluth	11	
West Duluth Industrial Site	11	ERLA funded
Bassett Creek/Irving Avenue Dump, Minneapolis	10	
Greater Morrison Sanitary Landfill, Morrison County	10	
Karlstad Sanitary Landfill, Kittson County	10	
Schnitzer Iron and Metal Co., St. Paul	10	Consent Order 7/28/87
Northwest Refinery Former, New Brighton	9	Request for Response Action 4/22/86
Tonka/Woyke Site, Annandale	9	Consent Order 11/25/86
Ford Twin Cities Assembly Plant, St. Paul	8	
Fritz Craig Salvage Operation, Park Rapids	8	
Superior Plating Inc., Minneapolis	6	
Control Data Corporation—Printed Circuits Operation, St. Louis Park	6	

Site	Score	Comments
McLaughlin Gormley King Co., Minneapolis	4	ERLA funded; Consent Order 11/19/85
Ecolotech, Inc.—St. Paul	3	
Hopkins Ag. Chem./Allied Chem., Minneapolis	3	Request for Response Action 6/25/85
Isanti Martin, Isanti County	3	
Metals Reduction, St. Paul	2	
Polymetal Products, Inc., St. Paul	2	

CLASS D SITES

Remedial Investigations/Feasibility Studies Necessary or in Progress

Site	Score	Comments
U.S. Naval Industrial Reserve Ordnance Plant (NIROP), Fridley	63	Request for Response Action 5/22/84
Twin Cities Army Ammunition Plant/New Brighton/Arden Hills/St. Anthony Site	59	Federal Facility Agreement 7/28/87
Reilly Tar, St. Louis Park	59	Consent Decree 4/22/86
Koppers Coke, St. Paul	55	Request for Response Action 3/25/86
Pine Bend Sanitary Landfill/Crosby American Demolition Landfill, Inver Grove Heights	52	Consent Order 4/23/85
Anoka Municipal Sanitary Landfill, Ramsey	51	Consent Order 5/30/85
Waste Disposal Engineering, Andover	51	Consent Order 3/21/84
MacGillis & Gibbs Co., New Brighton	48	ERLA funded
Bell Lumber & Pole Co., New Brighton	48	Consent Order 5/30/85
Faribault Coal Gasification Plant Site, Faribault	46	Request for Response Action 10/26/86
Freeway Sanitary Landfill, Burnsville	46	Request for Response Action 2/25/86
University of Minnesota—Rosemount Research Center	46	Consent Order 5/30/85
Ashland Oil/Park Penta/Sonford Products Site	45	
Joslyn Mfg. & Supply Company, Brooklyn Center	44	Consent Order 5/30/85
Burnsville Sanitary Landfill	43	Request for Response Action 4/28/87
Oak Grove Sanitary Landfill, Anoka County	43	CERCLA funded
Union Scrap Iron and Metal Co., Minneapolis	43	CERCLA funded
Kummer Sanitary Landfill, Beltrami County	42	CERCLA funded
Minnegasco, Minneapolis	42	Request for Response Action 6/24/86
Conoco, Inc.—Wrenshall Refinery	41	Request for Response Action 6/23/87
Kandiyohi County Sanitary Landfill	41	
Shafer Metal Recycling, Minneapolis	41	
Arrowhead Refinery Co., Hermantown	40	CERCLA funded
Dakhue Sanitary Landfill, Dakota County	40	Consent Order 6/23/87
Flying Cloud Sanitary Landfill, Eden Prairie	40	Consent Order 9/25/85
NL Industries/Taracorp/Golden Auto, St. Louis Park	40	Consent Order 2/26/85
Kluver Sanitary Landfill, Douglas County	39	
Electric Machinery, St. Cloud	38	Request for Response Action 9/23/86
Lakeland Ground Water Contamination	38	ERLA funded
Sauk Centre Sanitary Landfill	38	
Sibley County Sanitary Landfill	38	
Windom Dump	38	Request for Response Action 6/24/86
Faribault Municipal Well Field	36	
St. Paul Park Ground Water Contamination	36	ERLA funded
South Andover, Andover	35	CERCLA funded
Adrian Municipal Well Field	34	CERCLA funded
Ironwood Sanitary Landfill (Advance Transformer), Spring Valley	34	Consent Order 8/26/86
Ashland Oil—Cottage Grove	34	Request for Response Action 3/26/85
Battle Lake Area Sanitary Landfill, Otter Tail County	34	
Chisago-Isanti County Sanitary Landfill	34	
La Grande Sanitary Landfill, Douglas County	34	Request for Response Action 7/28/87
Olmsted County Sanitary Landfill	34	
Pickett Sanitary Landfill, Hubbard County	34	

Official Notices

Site	Score	Comments
St. Augusta Sanitary Landfill/Engen Dump, Stearns County	34	
Twin Cities Air Force Reserve Base	34	
Long Prairie Ground Water Contamination	32	CERCLA funded
St. Louis River/Interlake/Duluth Tar, Duluth	32	CERCLA funded
St. Louis River/U.S. Steel, Duluth	32	Consent Order 3/26/85
Waite Park Ground Water Contamination Site	32	Request for Response Action 10/22/85
East Bethel Demolition Landfill	31	Consent Order 4/28/87
Koch Refining/N-ReN Corp., Rosemount	31	Consent Order 10/22/85
Tonka Main Plant, Mound	31	Request for Response Action 7/22/86
White Bear Lake Township Dump	31	Request for Response Action 7/22/86
Agate Lake Scrap Yard, Brainerd	30	Request for Response Action 1/28/86
Isanti Solvent Site	30	
Ritari Post and Pole, Wadena	30	CERCLA funded
Louisville Sanitary Landfill, Jordan	29	Request for Response Action 9/23/86
Western Lake Superior Sanitary District Landfill/Duluth Dump, St. Louis County	29	
Becker County Sanitary Landfill	28	
Duluth Former City Dump	28	
Spring Grove Municipal Well Field	28	
Yonak Sanitary Landfill, Wright County	28	
Koochiching County Sanitary Landfill	27	
Pipestone County Sanitary Landfill	27	
Electronic Industries, Inc., New Hope	26	Stipulation Agreement 1/24/84
Gofer Sanitary Landfill, Martin County	26	
Jackson Municipal Well Field	26	ERLA funded
Buekers Sanitary Landfill, Stearns County	25	
Dodge County Sanitary Landfill	25	
Elk River Sanitary Landfill	25	
Houston County Sanitary Landfill	25	
Pine Lane Sanitary Landfill, Chisago County	25	
Ponderosa Sanitary Landfill, Blue Earth County	25	
Wadena Sanitary Landfill	25	
Andersen Corporation, Bayport	24	Consent Order 1/27/87
HWK Enterprises/Meeker Mfg./Design Classics/Litchfield Municipal Well Site, Litchfield	24	
Owatonna City Dump	23	
Ashland Oil Co.—Pine County	22	Request for Response Action 12/18/84
Wabasha County Sanitary Landfill	22	
Duluth Air Force Base	21	
Trio Solvent Site, New Brighton	21	Request for Response Action 8/26/86
McGuire Wire Salvage Site, Mora	20	
Askov Ground Water Contamination	18	Request for Response Action 10/28/86, 12/16/86
Northwoods Sanitary Landfill, St. Louis County	18	
Clay County Sanitary Landfill	17	
Lansing Ground Water Contamination	17	ERLA funded
Tellijohn Sanitary Landfill, LeSueur County	17	
Woodlake Sanitary Landfill, Hennepin County	16	
Meeker County Sanitary Landfill	15	
Redwood County Sanitary Landfill	15	
Crow Wing County Sanitary Landfill	14	
East Mesaba Sanitary Landfill, St. Louis County	14	
Isanti Rumpel, Isanti County	13	
Waseca County Sanitary Landfill	13	
DM&IR Car and Locomotive Shops, Duluth	11	
Bassett Creek/Irving Avenue Dump, Minneapolis	10	

Site	Score	Comments
Greater Morrison Sanitary Landfill, Morrison County	10	
Karlstad Sanitary Landfill, Kittson County	10	
Schnitzer Iron and Metal Co., St. Paul	10	Consent Order 7/28/87
Northwest Refinery Former, New Brighton	9	Request for Response Action 4/22/86
Ford Twin Cities Assembly Plant, St. Paul	8	
Fritz Craig Salvage Operation, Park Rapids	8	
Superior Plating Inc., Minneapolis	6	
Control Data Corporation—Printed Circuits Operation, St. Louis Park	6	
Isanti Martin, Isanti County	3	
Metals Reduction, St. Paul	2	

Notes:

Score—Hazard Ranking System score.

Comments:

If a Consent Order, Request for Response Action or Stipulation Agreement is indicated, a Responsible Party is undertaking the necessary response actions pursuant to an enforceable document.

If CERCLA or ERLA funding is indicated, the MPCA is using federal or state Superfund monies, respectively, to finance the necessary response actions being conducted by an MPCA contractor.

Minnesota Pollution Control Agency

Division of Water Quality

Notice of Intent to Solicit Outside Information Regarding Proposed Rule Governing Clean Water Partnership Program

Notice is hereby given that the Minnesota Pollution Control Agency (Agency) is seeking information or opinions from outside sources in preparing to propose the adoption of rules governing Clean Water Partnership Program. The adoption of the rule is authorized by *Laws of Minnesota 1987*, Chapter 392, Section 10, which requires the Agency to adopt permanent rules necessary to implement the Clean Water Partnership Program, to provide financial and technical assistance to local units of government for control of water pollution associated with land use and land management activities.

The Agency is seeking opinions on all aspects of administration of this new program, and is particularly interested in comments relating to ranking projects in order of priority for assistance, conditions for administration of assistance and requirements for diagnostic studies and implementation plans.

The Agency requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views in writing or orally. Written or oral statements or comments should be directed to:

Mr. Gaylen Reetz
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155
Telephone: (612) 296-8834

Oral statements will be received during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday.

All statements of information and opinion will be accepted until October 30, 1987. Any written materials received by the Agency shall become part of the rulemaking record in the event that the rule is adopted.

Thomas J. Kalitowski, Commissioner
Minnesota Pollution Control Agency

Office of the Secretary of State

Notice of Vacancies in Multi-Member State Agencies

Notice is hereby given to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* § 15.0597, subd. 4. Application forms may be obtained at the Office of the Secretary of State, 180 State Office Building, St. Paul 55155-1299; (612) 296-2805. Application deadline is October 6, 1987.

MINNESOTA ZOOLOGICAL BOARD has 3 vacancies open for public members having a background or interest in zoological societies or zoo management or an ability to generate community interest in the Minnesota zoological garden. To the extent possible members will be appointed who are residents of the various geographic regions of the state. Members should have ability to raise significant funds from the private sector. The board operates and maintains the Minnesota Zoological Garden. Members are appointed by the Governor. Members receive \$35 per diem. Monthly meetings at the Minnesota Zoological Garden. For specific information contact the Minnesota Zoological Board, 12101 Johnny Cake Ridge Rd., Apple Valley 55124; (612) 432-9010.

METROPOLITAN COUNCIL has 1 vacancy open for a public member. The council coordinates planning and development of the 7-county Twin Cities metropolitan area, establish policies for regional transportation, sewage, airports, parks, health and housing systems, and receive and disburse grant monies. Members are appointed by the Governor and confirmed by the Senate. Members cannot hold elected public office and must reside in the council district he or she represents. Members must file with the Ethical Practices Board. Members receive \$50 per diem plus expenses. Meetings twice a month in St. Paul. For specific information contact the Metropolitan Council, 300 Metro Square Bldg., St. Paul 55101; (612) 291-6359.

MINNESOTA-WISCONSIN BOUNDARY AREA COMMISSION has 1 vacancy open for a Minnesota resident. The commission makes recommendations on the use, development, and protection of the corridor of the St. Croix and Mississippi rivers that forms the interstate border of Minnesota and Wisconsin. It also assists the two states in their participation in federal programs affecting the rivers; coordinates St. Croix National Scenic Riverways Program. Members are appointed by the Governor. Bi-monthly meetings; members are reimbursed for expenses. For specific information contact the Minnesota-Wisconsin Boundary Area Commission, 619 2nd St., Hudson, Wisconsin 54016; (612) 436-7131.

MEDICAL SERVICES REVIEW BOARD has 1 vacancy open for an alternate member representing employer/insurer. The board advises the department on medical matters relating to workers compensation and hears appeals under Chapter 14. Members are appointed by the Commissioner of Labor and Industry. Members receive \$35 per diem plus expenses. Members must file with the Ethical Practices Board. For specific information contact the Medical Services Review Board, Dept. of Labor and Industry, 444 Lafayette Rd., St. Paul 55101; (612) 297-3467.

REHABILITATION REVIEW PANEL has 1 vacancy open for an alternate member representing employer/insured. The panel advises the commissioner on rehabilitation matters relating to workers compensation and hears appeals under Chapter 14. Members are appointed by the Commissioner of Labor and Industry. Members must file with the Ethical Practices Board. Members receive authorized expenses. For specific information contact the Rehabilitation Review Panel, Dept. of Labor and Industry, Office of Public Affairs, Space Center, 444 Lafayette Rd., St. Paul 55101; (612) 297-3467.

MINNESOTA JOB SKILLS PARTNERSHIP BOARD has 1 vacancy open for a member to fill an unexpired term through January 1, 1988 with possibility of reappointment. The board is in particular need of women applicants with business experience from rural southern or western Minnesota. The board brings together employers with specific training needs with educational or other non-profit institutions which can design programs to meet those needs. It shall train and place workers, and assist in development of training programs. Members and chairperson are appointed by the Governor. Members receive no compensation. For specific information contact the Minnesota Job Skills Partnership Board, 406 Capitol Square Bldg., St. Paul 55101; (612) 296-0388.

Teachers Retirement Association

Meeting Notice

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Friday, September 25, 1987 at 9:00 a.m. in Suite 500, Gallery Building, 17 West Exchange Street, St. Paul, MN 55102 to consider matters which may properly come before the Board.

Department of Trade and Economic Development**Office of Financial Management****Notice of Availability of Tax Exempt Financing Issuance Authority as of September 8, 1987**

Pursuant to Minn. Laws 1987, ch. 268, article 16

The Department gives notice that the amounts of tax exempt financing authority available to qualified issuers as of September 8, 1987, is as follows:

Manufacturing Pool (Small Issue Bonds)	\$ 71,000,000.00
Multifamily Housing Pool	\$ 50,770,000.00
Public Facilities Pool	\$ 3,495,380.00

The issuance authority in the pools shown above is available to qualified issuers submitting applications, the required deposit and supporting documents by any Monday through the second to the last Monday in October.

The issuance authority shown below is available to issuers submitting applications during the period beginning with the week ending on the last Monday in October through the second last Monday in December.

Unified Pool

N/A

Application forms are available from the Department upon request.

Department of Trade & Economic Development**Community Development Division****Report Available to the Public on the 1987 Small Cities Development Program Performance Evaluation**

Notice is hereby given that the 1987 Small Cities Development Program (SCDP) Performance Evaluation Report (PER) is available for public review and comment. Section 104(a)(2)(D) and (E) of the Housing and Community Development Act requires the state to make the mandatory PER available to the public prior to its submission to the U.S. Department of Housing and Urban Development. The PER consists of a listing of all of the funded SCDP projects, including proposed and accomplished goals. Inquiries about the PER should be directed to:

Louis Jambois
Minnesota Department of Trade & Economic Development
9th Floor, American Center Bldg.
150 E. Kellogg Blvd.
St. Paul, MN 55101
612-297-3172

Comments on the PER must be received by September 28, 1987.

State Contracts and Advertised Bids

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

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

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

Department of Administration: Procurement Division

Contracts and Requisitions Open for Bid

Call 296-6152 for Referral to Specific Buyers, whose initials are next to each commodity.

Commodity for Bid (and Buyer)	Bid Closing Date at 2 pm	Department or Division	Delivery Point	Requisition #
Printing equipment (JD)	September 16	State University	Bemidji	26 070 13301
Storage batteries (EFS)	September 16	Various	Various	Price Contract Schedule
Washer & dryer (DRT)	September 17	Correction Facility	St. Cloud	78 830 08950
ESK telephone system—rebid (PA)	September 17	Natural Resources	St. Paul	29 000 46122
IBM equipment (PAT)	September 21	Community College	St. Paul	27 138 49752
IBM equipment (PAT)	September 21	Community College	St. Paul	27 138 49742
Maintenance worker overload (ES)	September 21	Plant Management	St. Paul	Price Contract
Clean ceiling (BV)	September 22	Jobs & Training	St. Paul	21 200 16332
Contracts for aerial spraying (JS)	September 22	Natural Resources	Various	29 000 46756, 7, 8

Department of Administration: Printing & Mailing Services

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

Commodity for Bid (and Buyer)	Bid Due Date at 2 pm	Department or Division	Delivery Point	Requisition #
Overload composition	September 16	Printing & Mailing Div—	St. Paul	Price Contract
Unemployment benefits folder	September 17	Jobs & Training	St. Paul	820
State Register printing order form	September 17	Administration	St. Paul	836
Notice of action and grant calculation form	September 17	Human Services	St. Paul	1012
Refund form	September 17	Human Services	St. Paul	1305
Renewal application and license	September 17	Health	Minneapolis	1461
License form	September 17	Health	Minneapolis	1460
Annual status report form	September 17	Teachers Retirement Assoc.	St. Paul	1678
Permit for children's camp	September 17	Health	Minneapolis	1413 1462
Yellow certification seed tags	September 18	Agriculture	East Grand Forks	1721 1722
Pre-bill envelope with and without permit	September 22	Public Safety	St. Paul	8501&1 07700 45967&8
College bulletins	September 22	Community College	Rochester	1530&1 27148 50131&2

State Designer Selection Board

Request for Proposal for a Project at the Minnesota Correctional Facility—Lino Lakes, Minnesota

TO REGISTERED PROFESSIONALS IN MINNESOTA:

The State Designer Selection Board has been requested to select a designer for a project at the **Minnesota Correctional Facility—Lino Lakes, Minnesota**. Design firms who wish to be considered for this project should submit proposals on or before 4:00 p.m., **October 6, 1987**, to George Iwan, Executive Secretary, State Designer Selection Board, Room G-10, Administration Building, St. Paul, Minnesota 55155-1495.

The proposal must conform to the following:

1. Six copies of the proposal will be required.
2. All data must be on 8½" × 11" sheets, soft bound.
3. The cover sheet of the proposal must be clearly labeled with the project number, as listed in number 8 below, together with the designer's firm name, address, telephone number and the name of the contact person.

4. Mandatory Proposal contents in sequence:

- a) Identity of firm and an indication of its legal status, i.e. corporation, partnership, etc. If the response is from a joint venture, this information must be provided for firms comprising the joint venture.
- b) Names of the persons who would be directly responsible for the major elements of the work, including consultants, together with brief descriptions of their qualifications. If desired, identify roles that such persons played in projects which are relevant to the project at hand.
- c) A commitment to enter the work promptly, if selected, by engaging the consultants, and assigning the persons named 4b above along with adequate staff to meet the requirements of work.
- d) A list of State and University of Minnesota current and past commissions under contract or awarded to the prime firm(s) submitting this proposal during the three (3) years immediately preceding the date of this request for proposal. The prime firm(s) shall **list and total** all fees associated with these projects whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects listed pursuant to the above.
- e) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualification for the work. The graphic material must be identified. It must be work in which the personnel listed in "c" have had significant participation and their roles must be clearly described. It must be noted if the personnel named were, at the time of the work, employed by other than their present firms.

The proposal shall consist of no more than twenty (20) faces. **Proposals not conforming to the parameters set forth in this request will be disqualified and discarded without further examination.**

5. Statutory Proposal Requirements:

In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees 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. **The proposal will not be accepted unless it includes one of the following:**

- a) A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; **or**
- b) A statement certifying that firm has a current certificate of compliance issued by the Commissioner of Human Rights; **or**
- c) A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months; **or**
- d) A statement certifying that the firm has an application pending for a certificate of compliance.

6. In accordance with the provisions of *Minnesota Statutes* 16B.19, Subdivision 6, at least 10% of the amount of any contract in excess of \$200,000.00 must be subcontracted to certified small businesses owned and operated by S/E/D persons as defined by *Minnesota Statutes* 645.445. Alternatively, the requirement may be met by purchasing materials or supplies from S/E/D businesses. Any combination of subcontracting and purchasing that meets the 10% requirements is acceptable. If there are no S/E/D persons able to perform subcontracting or provide supplies and materials, other small businesses as defined are to be utilized instead of small businesses owned and operated by S/E/D persons.

State Contracts and Advertised Bids

7. Design firms wishing to have their proposals returned after the Board's review must follow one of the following procedures:

- a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or
- b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statute, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedures or their schedule for the project herein described may be referred to George Iwan at (612) 296-4656.

8) PROJECT—30-87

Co Hage Additions
Minnesota Correctional Facility
Lino Lakes, Minnesota

Background

The Minnesota Correctional Facility—Lino Lakes is located in Lino Lakes, Minnesota, on 160 acres approximately twenty miles north of the Twin Cities in Anoka County. From 1963 to 1978 the facility was called the Metropolitan Training Center. It served as a state juvenile reception center and later as juvenile treatment center for Hennepin, Ramsey, and Anoka Counties.

In 1978, after experiencing a decline in juvenile population, the center was remodeled and converted into a medium security adult facility. Its name was changed to the Minnesota Correctional Facility—Lino Lakes.

Five medium security cottages house inmates within the facility's secure perimeter. Four minimum security cottages are located outside the perimeter. Two of the minimum security cottages are on lease to Anoka County.

The existing 5 cottages are single story, brick facing, with full basement. Interior walls are metal studs with plaster finish. Exterior walls are block masonry. Roof deck is preformed concrete decking.

The 1987 legislature gave the Commissioner of Corrections authority to sell two minimum security cottages at the Minnesota Correctional Facility—Lino Lakes to Anoka County. Further, he was authorized to use the funds gained in that sale for the construction of additional bed space in the medium security area. (See *Laws of 1987*, Chapter 403, Section 5, Subdivision 4.) A sale price of \$960,000.00 has been agreed upon and documents to complete that sale are being drawn up.

This transaction was initiated in response to serious population problems that the department is facing. The need for additional medium security beds is becoming critical. For that reason, we are anxious to proceed with the new construction as quickly as possible. Although the funds are not yet deposited in the state treasury, that will happen in the near future. The Anoka Board of Commissioners has approved the purchase and the Commissioner of Corrections has cleared the proposal with the appropriate legislative committee chairs.

To briefly describe the project requested, it is the State's intention to add a wing to each of the five medium security cottages. This would provide approximately twenty additional bedrooms in three cottages that currently house 34 inmates each. Ten bedrooms would be added to two other cottages that now contain 20 and 22 inmates respectively. The design of each wing must be such that the total cottage can still be supervised by one staff officer. An initial cost estimate came to \$1,350,000.00. Obviously, we may have to reduce the number of cottages we modify at this time.

Contact

Minnesota Correctional Facility—Lino Lakes—William McGrath, Business Manager (612) 780-6117, or
Department of Corrections—James Zellmer, Director of Institution Support Services (612) 642-0247.

Time Frame of Project

- Start construction by early spring of 1988
- Finish project mid summer of 1988

Damon Farber, chairman
State Designer Selection Board

Department of Jobs and Training

Request for Proposals for Preparation of Multi-Year Planning Document

The Department of Jobs and Training (DJT) is requesting proposals from highly qualified firms or individuals to assist the Agency in the development of a multi-year planning document required by the U.S. Department of Labor to fund DJT's conversion to an employer quarterly wage detail based unemployment insurance processing system.

Project Scope

The purpose of project is to provide the U.S. Department of Labor with the documentation necessary to secure federal approval and funding support to accomplish the redesign and conversion of the major unemployment insurance processing systems.

Project Tasks

The contractor will be required to complete the following tasks:

- Review documentation and instructions for multi-year planning process as outlined by the U.S. Department of Labor.
- Review several multi-year plans previously accepted by the U.S. Department for content and form, for use as a guide in the preparation of the DJT plan.
- Review Minnesota legislation mandating the collection of quarterly wage detail records from employers to assist in the planning process.
- Review existing systems and plans developed internally at DJT to be utilized to meet the legislatively imposed deadlines for implementation of wage detail activities.
- Review other State Employment Security Agency operations to determine which states should be visited by members of DJT to review processes, systems, concepts and equipment already functional and in place which might be exportable to DJT.
- Determine the advantages and disadvantages to using the U.S. DOL UI Automation Support Acct. as a vehicle for potential funding for hardware required for the wage detail conversion project.

The contractor, with the assistance of DJT staff, will be required to produce the following documentation:

- A multi-year plan with supplemental budget requests that contains the Required information necessary for acceptance by the U.S. Department of Labor.
- An overall plan for wage detail implementation.
- Evaluation of existing states operations for potential exportable UI systems.
- A plan of action for site visits to other states.
- Alternatives for utilizing the UI Automation Support Account for the DJT wage detail conversion project.

Project Completion Date

The project must be completed six weeks from the starting date of the work.

All selection criteria are described in a request for proposal available from the Minnesota Department of Jobs and Training. Selection will follow the review of all proposals received before the deadline. Responders will be expected to demonstrate ability to initiate service as soon as possible following selection and awarding of the contract.

Funding for this contract is dependent on the specifications in the final contract.

This notice does not obligate the State to complete this project. The State reserves the right to cancel this solicitation if it is considered to be in the best interest of the State.

Copies of the request for proposal and other information about this project are available from:

Bob Roy
Project Manager
Wage Detail Conversion
Department Of Jobs And Training
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-8734

All proposals must be submitted to Bob Roy of the Department Of Jobs And Training no later than 4:00 P.M., Monday, September 23, 1987.

Department of Jobs and Training

Notice of Availability of Request for Proposals to Provide Systems Analysis and Planning Services for Statewide Client Intake, Referral and Inventory System

The Minnesota Department of Jobs and Training and the Department of Human Services are requesting proposals to provide systems analysis and planning services for a statewide client Intake, Referral and Inventory System (IRIS).

The project will require that the contractor provide the following services:

- Review and analyze the current IRIS plans to gain an understanding of the intent of IRIS and the reasons for its implementation by the Departments of Jobs and Training and Human Services.
- Review the subsystems being developed by the Departments of Human Services and Jobs and Training to identify IRIS related issues.
- Interview selective IRIS system and subsystem developers in the Departments of Human Services and Jobs and Training to confirm requirements set forth in the current IRIS plan.
- Develop an IRIS Action Plan which would include projected timetables for IRIS implementation, critical issues requiring resolution by the Departments of Human Services and Jobs and Training and estimated resource requirements.

The result of the work will be an updated IRIS study refining the scope, purpose, objectives and development strategy options for implementation. The study will include an assessment of critical issues involved in coordinating redesign efforts of Departments of Human Services and Jobs and Training systems, cost projections, timetables for implementation, and developing and assessing alternatives. In addition, the contractor will provide short-term and long-term marketing plans to be used by Departments of Human Services and Jobs and Training personnel to educate and inform appropriate State/Federal representatives. The contractor will also develop a presentation outline and appropriate visual aids needed to conduct the briefings. The marketing strategy will be completed after the IRIS study update.

The project must be completed six weeks from the starting date of the work.

All selection criteria are described in a request for proposal available from the Minnesota Department of Jobs and Training. Selection will follow the review of all proposals received before the deadline. Responders will be expected to demonstrate ability to initiate service as soon as possible following selection and awarding of the contract.

Funding for this contract is dependent on the specifications in the final contract.

This notice does not obligate the State to complete this project. The State reserves the right to cancel this solicitation if it is considered to be in the best interest of the State.

Copies of the request for proposal and other information about this project are available from:

Larry Simmons
Research and Policy Development Division
Department of Jobs and Training
3rd Floor, 390 North Robert Street
St. Paul, MN 55101
(612) 296-6055

Proposals must be submitted to Mr. Simmons at the above address by 4:00 p.m., September 23, 1987.

Non-State Public Contracts

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

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

Carver County

Notice of Availability of a Contract for Road and Bridge Environmental Impact Statement and Design Study Report September 11, 1987

The County of Carver is seeking assistance from qualified consultants for performance of an environmental impact statement and a design study report on the 18.5 mile T.H. 212 corridor from the east end of the Cologne bypass to I-494 in Eden Prairie.

The anticipated scope of services is:

1. Prepare the Draft and Final Environmental Impact Statements and conduct the required public hearings. Obtain Federal Highway Administration adequacy acceptance of the Final Environmental Impact Statement. Obtain a "record of decision" selecting the T.H. 212 corridor from the Federal Highway Administration.
2. Prepare the Design Study Report and conduct the required public hearing. Obtain Federal Highway Administration approval of the Design Study Report.

The county may expand or reduce the scope of services as the need dictates.

Those consultants who wish to be considered should submit seven (7) copies of a Statement of Qualifications which include Standard Forms 254 and 255. Each statement shall be limited to 25 pages including both Standard Forms. Consultants should also indicate whether or not they are Equal Employment Opportunity firms having Affirmative Action Plans. Statements should be submitted to: Roger M. Gustafson, Carver County Highway Engineer, 600 East Fourth Street, Chaska, Minnesota, 55318.

Statements shall be submitted by 3:00 p.m., Tuesday, October 6, 1987.

If more information concerning the project is desired, the firm should contact Mr. Gustafson, phone number (612) 448-3435.

A seven agency task force will review the Statements of Qualifications from all interested consultants and will establish a short list of consultants to be interviewed. The task force will be composed of representatives of the cities of Chaska, Chanhassen, and Eden Prairie; the counties of Carver and Hennepin; the Minnesota Department of Transportation; and the Metropolitan Council.

A contract for the necessary services will be negotiated.

State Grants

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

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

Department of Trade & Economic Development

Community Development Division

F.Y. 1988 Small Cities Development Program Grant Cycle to Begin

Notice is hereby given that the Small Cities Development Program (SCDP) F.Y. 1988 grant cycle will begin on September 21,

Non-State Public Contracts

1987. Application materials will be available on or after September 21st. Application training workshops will be conducted as follows:

Date/Day	Location
09/22/87—Tuesday	Bemidji City Hall 401 Minnesota Avenue Bemidji, MN
09/23/87—Wednesday	Albert Lea City Hall 221 E. Clark Street Albert Lea, MN
09/29/87—Tuesday	Arrowhead Regional Development Commission 330 Canal Park Drive Duluth, MN
09/29/87—Tuesday	Redwood Falls City Hall 330 So. Washington Street Redwood Falls, MN
10/01/87—Thursday	MN Dept. of Trade & Economic Development American Center Building 150 East Kellogg Blvd. 9th Floor—Conference Room 3 St. Paul, MN

Registration begins at 8:30. The workshops will begin at 9:00 and run until 12:00. After lunch (on your own) SCDP staff will be available for individual discussions on specific projects.

There is no charge for these workshops.

The deadline for receipt of completed 1988 Small Cities Development Program Applications is January 29, 1988.

The SCDP, which is funded by the U.S. Department of Housing and Urban Development, is a competitive grant program designed to meet critical social, economic, and environmental needs of communities throughout the state. Its purpose, as stated in federal law, is "the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income." Eligible applicants include cities and townships of under 50,000 population and counties of under 200,000 population. The SCDP focuses on housing rehabilitation, public facility development (sewer, water, etc.) and comprehensive projects. Comprehensive projects may include housing, public facility and economic development components. It is anticipated that approximately \$15 million will be available for the SCDP in FY '88.

For application information or more information about the SCDP, contact:

Louis Jambois
Minnesota Department of Trade & Economic Development
9th Floor, American Center Building
150 E. Kellogg Blvd.
St. Paul, MN 55101
612-297-3172

Supreme Court Decisions

Decisions Filed Friday 11 September 1987

C3-87-940 Helen M. Issacson v. Minnetonka, Inc. and St. Paul Fire and Marine Insurance Company, Relators, Minnesota Department of Jobs and Training, intervenor. Workers' Compensation Court of Appeals.

The finding of the Workers' Compensation Court of Appeals that the employer received statutory notice or knowledge of the work injury is reversed.

Reversed. Kelley, J.

Took no part, Coyne, J.

Announcements

Arts Board New deadlines have been established for the board's Career Opportunity Grant program, one of the few short-term artist assistance grants available in the nation. Bimonthly deadlines are: in 1987—Sept. 25, Nov. 30; in 1988—January 29, Mar. 31, and May 31. Applications must be received at the board offices by 4:30 pm on the deadline date. Applicants may request grants in variable amounts from \$100 to \$1,000, and their projects have six months to be completed. The grants are designed to fund impending, concrete opportunities of significant merit to an artist's work or career. Professional individual artists working in the visual, literary, or performing arts are eligible to apply. For information call (612) 297-2603 or toll-free in Minnesota 1-800-652-9747.

Educators, artists, parents, and all citizens are invited to participate in arts education town hall meetings throughout the state during the fall of 1987. The open forums will ask for public response to arts in education goals, ideas and methods for improving arts education, and will provide information about current arts education services. Local artists will also perform or demonstrate at each meeting. For more information and a list of meetings contact the local forum facilitator or the board at the numbers above.

Environmental Quality Board: Environmental Assessment Worksheets (EAWs) comments, and the projects' regional governing unit, due October 7 are: CSAH 83—Reconstruction and Realignment, B.J. Larson, Scott County; Dunvilla Park, Ottertail County; and the Mapleton Wastewater Treatment Facility, Minnesota Pollution Control Agency (MPCA). Petitions were submitted for the Gateway North Industrial Airport and referred to the City of Ramsey, and the Cliff Lake Galleria and Towers and referred to the City of Eagan.

Health Department: Daniel J. McInerney, Jr., has been named to be Minnesota's new Deputy Commissioner of Health, succeeding Dr. Valentine O'Malley. Dr. William Dietz, chair of the Task Force on Children and Television of the American Academy of Pediatrics and frequent critic of television's effect on children, will speak at 3:30 pm in the Chesley Room at the Minnesota Department of Health at 717 Delaware Street, S.E., Minneapolis. The talk is open to the public free of charge.

Department of Jobs & Training: The Minneapolis-St. Paul metropolitan area unemployment rate dipped to 3.9% in July, down from 4.1% in June and equaling the July 1986 rate. The comparable national unemployment rate for July was 6.1% and the statewide reading for the month was 4.6%. The metropolitan area labor force in July was 1,347,100, down 1,500 from June and up 29,000 from July of last year. The number of persons employed in July was 1,294,500, up 1,200 from June and up 28,000 from July a year ago. The number of unemployed persons in the Twin Cities area in July was 52,600, down 2,700 from June and up 1,200 from July a year ago.

Minnesota Educational Computing Corporation (MECC): MECC has just released its new *1987-88 Catalog* featuring over 325 educational software products as well as a variety of valuable services. For copies of the 70-page catalog write to MECC at 3490 Lexington Avenue North, St. Paul, MN 55126-8097 or call (612) 481-3500, or customer service toll-free 1-800-228-3504. The Commission on the Bicentennial of the United States Constitution has officially licensed MECC's educational computer game based on key issues and persons that affected the creation of the United States Constitution in 1787. *To Preserve, Protect and Defend* is the first educational software package to receive this recognition.

Transportation Department (Mn/DOT): Three state agencies—Transportation, Public Safety and Education—have teamed up to offer a special bicycle education program aimed at elementary students due to a dramatic rise in bicycle fatalities (nearly five times that of motorists) over last year. The fatality rate doubled with 12 deaths reported so far this year. The bicycle education program is available on loan at no charge to schools, communities or organizations, and consists of eight hours of classroom, video and on-bike training. It was rated the best of forty such programs by the Bike Federation of America. Contact Brian Erickson, State Patrol Safety Education Officer at (612) 593-8580.

Workers' Compensation Court of Appeals: The Minnesota Workers' Compensation Court of Appeals has moved to 775 Amhoist Tower, 345 St. Peter Street, St. Paul, MN 55102. Oral arguments will be conducted in the 12th floor courtroom of the Amhoist Tower, and documents should be filed at this new address.

NOTARY PUBLIC LAWS

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



Jane Smith
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY

My Commission Expires January 1, 1994

U.S. SMALL BUSINESS ADMINISTRATION PUBLICATIONS:

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

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

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

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

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

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

Motor Vehicle Traffic Laws 1986—Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code No. 2-85. \$12.50.

Criminal Code & Selected Statutes 1986—Governs the conduct of peace officers. Includes continuing education requirements, sentencing standards, and more. Code No. 2-68. \$12.00.

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



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

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Murder: Minnesota style

Murder in Minnesota is a treasury of vintage crimes. Characters, some famous, some obscure, come to life in all their cleverness or murderous madness. Minnesota cases from 1858-1917. 253 pp. photos, index. Code 17-35, \$5.95.

Robber and Hero On September 7, 1876 six members of the James-Younger gang blasted their way out of Northfield, Minnesota. George Huntington's classic account of the Northfield Bank raid is as fascinating today as it was when first published 19 years after the attempted robbery. 125 pp., charts, maps, photos, with index. Code 17-40, \$5.95.

Secrets of the Congdon Mansion The prosecutor called it a crime of greed. A complex, intriguing murder case, set in one of Minnesota's most spectacular mansions, and now a top Minnesota tourist attraction on Duluth's famous Lake Superior North Shore Drive. By Joe Kimball, 64 pp., drawings. Code 19-56, \$4.95.

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Human Services Laws and Rules

Human Services Laws 1986

An extract from the statutes. Includes legislative amendments and additions from the most recent session. Code No. 2-56. \$20.00

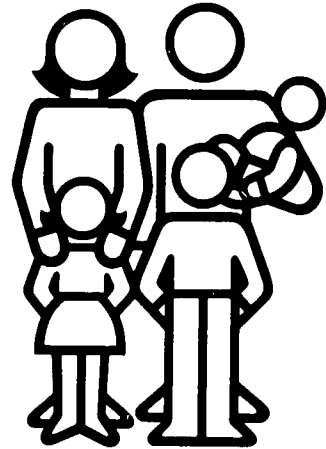
Human Services Rules as in effect July 7, 1986

Rules governing assistance programs, eligibility grant amounts, AFDC and residence requirements. MN Rules Chapter 9500-9580. Code No. 3-95. \$24.95.

Human Services Rules Supplement 1987. Includes recent changes to many rules in effect from July 1986 through January 1987. Code #3-95s1, \$14.00.

3 ring binder. 2" capacity. 1 required for each of above listed publications. Code No. 10-21. \$4.25.

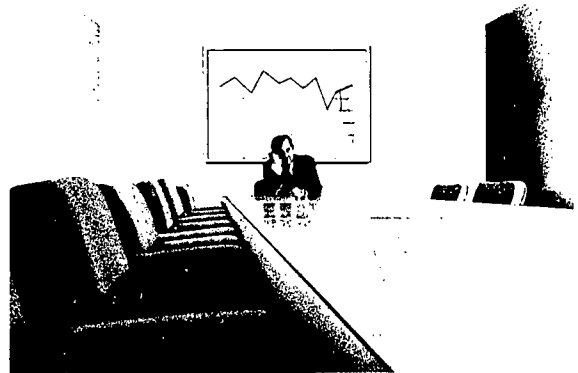
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Business and NonProfit Corporation Act

Laws governing establishment and conduct of for-profit and non-profit businesses and corporations. Covers incorporation, bylaws, mergers, dissolution, franchises, and definitions. Contains Minnesota Statutes Chapters 80B, 302A, and 317. Paperbound, 102 papers, Code # 2-87, \$10.00.



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Woodworking for Wildlife



Woodworking for Wildlife, delightfully written and carefully illustrated with a variety of game bird and mammal box designs. Includes important information on the placement of nests in proper habitat areas and maintenance requirements. Diagrams, 48 pp. Code #9-14, \$6.00.

Help Minnesota's Wildlife, feed the birds and give to the Nongame Wildlife Checkoff on your Minnesota Tax Forms. Poster. 22" x 17", full color. Code #9-2, \$4.00.

Fifty Birds of Town and City, describes the activities and habitats of these birds commonly seen today through full color paintings, Hardbound. 50 pp. Code #16-23, \$7.50.

Mammals of Minnesota, discusses wild mammals that inhabit Minnesota today, or in the recent past. Tells how to identify them, their distribution in the state, and their natural history. U of M Press, 1977, illustrated, index, bibliography, paperbound, 290 pp. Code #19-35, \$15.95.

Bird Portraits in Color, a total of 295 species of birds are depicted through magnificent illustrations, reproduced in seven-color lithography, accompanied by authoritative information about birds' activities, habitats, songs, and other characteristics, U of M Press, 1980, index, 92 color plates, hardbound. Code #19-41, \$12.95.

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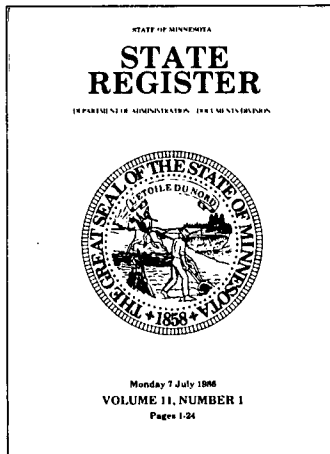
Charitable Gambling Directory

A complete listing in alphabetical order of organizations licensed for charitable gambling in the state. Includes the name, address, zip code and name of contact person. 64 pages. Code #1-11. \$20.00.

CHARITABLE GAMBLING RULES, governing the conduct of charitable gambling events like bingo. Code #3-3, \$5.00.

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We want you to have our business—\$1 billion annually

Each year over \$1 billion in state contracts are awarded. About \$20 million in state contracts per week are advertised in the **State Register**, the most complete listing of state contracts available. Just a *sampling* of contracts includes, consulting services, professional services, technical services, commodities, equipment, supplies, and a wide variety of special services.

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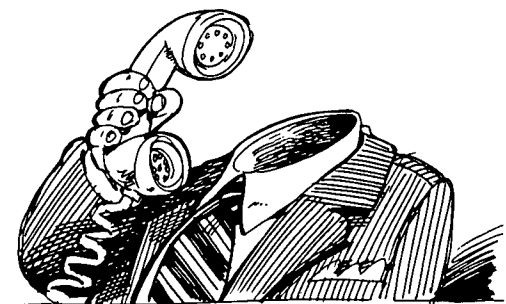
An annual subscription is \$130 and a 13-week trial subscription is \$40. MasterCard/VISA orders can be taken over the phone, otherwise prepayment is required. Send your orders to the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155.

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Ever called and been transferred to this guy?

1987 & 1988 State of Minnesota Telephone Directory. Get a direct line to the persons you want to speak to. Contains names, numbers, and agencies in the executive, legislative and judicial branches of state government. Four sections give listings alphabetically name, agency, Minnesota region, plus an index for cross referencing. Over 250 pages, paperback, 8½"x11". Code #1-87. \$10.95

U.S. Government Manual 1986-87. Contains comprehensive information on federal agencies of the legislative, judicial and executive branches of government. Each agency description includes address, phone number, a list of principal officials, a summary of each agency's purpose and programs and activities. Paperback 940 pages with appendices and index. Code #16-46. \$19.00



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Department of Commerce Regulated Profession Publications

Banking Laws 1986. Complete text of state law governing banks, trust companies and other financial institutions. Code #2-76 \$29.95

Business and Nonprofit Corporation Act 1986. Laws governing establishment and conduct of for-profit and non-profit corporations in Minnesota. Chapters 80B, 302A, 317. Code #2-87 \$10.00

Fair Labor Standards Act 1985. Minimum wage and overtime compensation standards for employers. Chapter 177. Code #2-75 \$3.50

Insurance Laws 1986. A compendium of laws applicable to the insurance business. Includes chapters on company and individual agents licensing requirements. Code #2-1 \$14.95

Insurance Rules 1986. Essential licensing information for businesses and agents. Includes standards on policies, practices, marketing and continuing education. Code #3-1 \$14.00

Notary Public Laws 1986. Statutory requirements regarding the oath of office, necessary bond, and taking of depositions. Includes an explanation of the term of the office and procedures for removal from office. Code #2-13 \$4.00

Real Estate Laws 1986. Complete and up-to-date extract from the 1986 Minnesota Statutes. Code #2-92 \$5.00

Real Estate Rules 1986. Contains all education and licensing requirements for agents. Chapters 2800, 2805, and 2810. Code #3-99 \$7.00

Securities Laws 1985. Governs the activities of broker/dealers, agents or investment advisors. Chapter 80A. Code #2-12 \$4.00

Securities Rules 1985. Subjects include standards of conduct, equity securities, investment companies and more. Chapter 2875. Code #3-5 \$11.00

Banking Rules 1987. New rules are expected in early fall '87. Call then for more information.

Uniform Commercial Code 1986. Chapter 336, U.S. laws governing trade, including contracts, title, payment, warranties, performance and liability. Code #2-2 \$10.00

Mailing Lists. All kinds available. A catalog will be available in late summer '87. Call to receive a copy, (612) 297-2552 or 296-0930.

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Pheasants in Minnesota

Pheasants in Minnesota, focusing exclusively on the ringneck pheasant, this DNR booklet tells of this popular game bird's origin, introduction and development in Minnesota. Through many full-color photos the book shows the pheasant in various settings, tells how to maintain wildlife habitat and explains the wise management of the hunt. A great gift for each member of your hunting party, or as a memento to a special Minnesota hunting vacation. Quantity discounts available. Code #9-13, \$5.95.

Woodworking for Wildlife, delightfully written and carefully illustrated with a variety of game bird and mammal box designs. Includes important information on the placement of nests in proper habitat areas and maintenance requirements. Diagrams, 48 pp. Code #9-14, \$6.00.



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<p>TO ORDER: Complete attached order blank. Include either your VISA/MasterCard number with the expiration date, or a check/money order made out to the State of Minnesota. Orders by phone are accepted when purchasing with your VISA/MasterCard or if you have a customer deposit account. Please include a phone number where you can be reached during the day in case we have questions about your order. Please include 6% sales tax and \$1.50 postage and handling. PREPAYMENT REQUIRED. Merchandise may be returned at \$1.50 restocking charge, if it is in resalable condition. NOTE: State Register and other subscriptions do not require sales tax or postage and handling fees. Prices subject to change without notice. Please allow about 6 weeks for delivery. In a hurry? Stop by our Bookstore. Bookstore Hours 8:00-4:30 M-F</p>	Code No.	Quantity	Description		Item Price	Total
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Minnesota: national leader in education

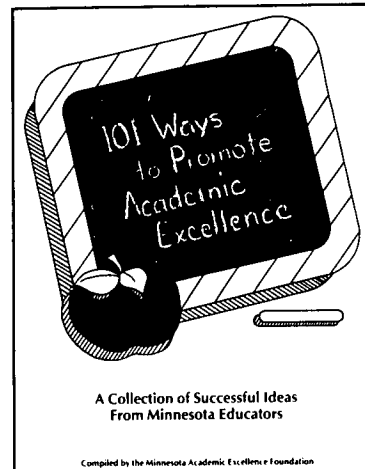
101 Ways to Promote Academic Excellence

A collection of nuts-and-bolts methods educators have successfully used to foster academic achievement. These are techniques that directly help students, can be replicated easily, are cost-effective, and that work in meeting public education's great challenge: helping every single child learn. Code #5-1, \$4.50.

Education Directory, 1986-87

This popular comprehensive directory contains Minnesota school districts, superintendents, principals, addresses, phone numbers, and enrollment. 128 pages, paperbound. Code #1-93, \$5.00.

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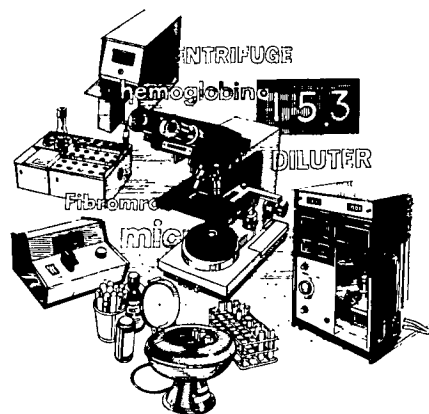
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Buying Or Selling?

In either case, **The Medical Alley Directory** can help you do your job better. Double your business; the 1986 edition is nearly twice as large as last year's. Reach the decision-makers without delay at more than 300 medical and bio-tech companies and healthcare delivery organizations.

Entries include major products and/or services, company background, special interests, trade name(s), major activities, and addresses and phone numbers. Code # 40-7, \$49.95.

Mailing Lists. We have a large variety of mailing lists, in many formats. A new catalog is being developed. Call or write if you wish to receive a copy when it is updated.



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

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MAILING LISTS GALORE

Successful business means successful sales

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

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

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

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

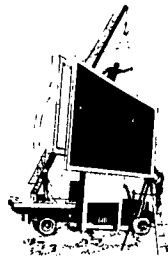
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Minnesota Manufacturer's Directory 1986-87

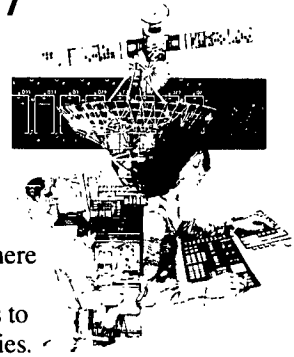


UPDATED: Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2, \$68.50.

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



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



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Voices of the Loon

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

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

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

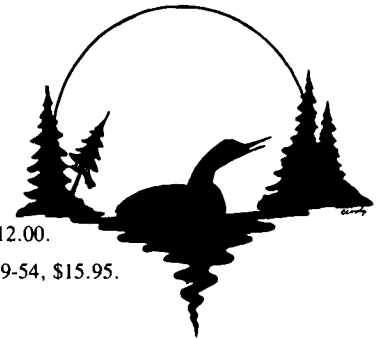
Loon Calendar 1988, beautiful photographs and scenes. Code #15-40, \$6.95.

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

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

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

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Minnesota's future environment

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

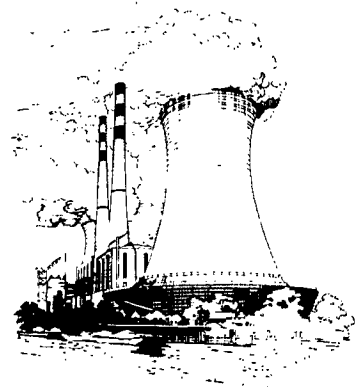
1986 Pollution Control Laws

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

1986 Hazardous Waste Rules

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

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

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

SUBSCRIPTION	COST	CODE NO.	SUBSCRIPTION	COST	CODE NO.
Career Opportunity Bulletin, 1 year	\$ 20.00	90-3	State Register, 1 year	\$130.00	90-1
Career Opportunity Bulletin, 6 mos.	\$ 15.00	90-4	State Register, 3 mos. trial can be converted to a full subscription for \$90 at end of trial	\$ 40.00	90-2
Human Services Informational and Instructional Bulletin	\$100.00	90-6	Tax Court/Property Decisions	\$210.00	90-11
Human Services Bulletin List	\$ 30.00	90-7	Workers Compensation Decisions, unpublished subs run Jan-Dec; can be prorated	\$320.00	90-12
PERB (Public Employee Relations Board) Awards	\$285.00	90-9	Workers Compensation Decisions Vol. 38 (limited quantity)	\$ 89.50	
PERB (Public Employee Relations Board) Decisions	\$ 60.00	90-10	Vol. 39	\$ 95.00	90-13
Minnesota Statutes Subscription Includes the complete 10-volume set of Minnesota Statutes 1986 and the 1987 Supplement	\$135.00	18-8			

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Selling business and financial services to physicians?

Physicians Directory 1985

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

Medical Alley Directory 1986

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

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



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For Real Estate Professionals:

REAL ESTATE RULES 1986

Chapters 2800, 2805, and 2810 from the Minnesota Rules. *Essential* for both students and established brokers and salespersons. It contains all education and licensing requirements. Code No. 3-99. \$7.00.

REAL ESTATE LAWS 1986

Includes all the changes made by the 1986 State Legislature. Complete and up-to-date. Code No. 2-92. \$5.00.

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Documents Division

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

NEW PUBLICATIONS:

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

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

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

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

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

OTHER PUBLICATIONS

1987 Workers' Compensation Handbook. Includes the statutes (Minn. Stat. Chapter 176), the Office of Administrative Hearings and Litigation Procedure Rules (Rules Chapter 1415), Fees for Medical Services (Rules Chapter 5221), Disability Schedules (Rules Chapter 5223) Workers' Compensation Court of Appeals Rules of Procedure (Rules Chapter 9800). Code #2-72. \$14.00 plus tax.

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

Motor Vehicle Traffic Laws. Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code #2-85, \$12.50 plus tax.

Criminal Code and Selected Statutes 1986. Governs the conduct of peace officers, continuing education requirements for officers, prison sentences and more. Code #2-68, \$12.00 plus tax.

Education Rules 1986. Rules of the State Board of Education governing state aid, vocational education, handicapped students, teacher certificates and much more. Code #3-28, \$14.50 plus tax.

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

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

Gardening for Food and Fun: Four hundred fact-filled pages of gardening know-how, packed into the 392 pages of this hardbound guide. From the basics of soil, climate and equipment, to tips on nurturing growth. Order code #16-2. \$12.00, plus tax.

Trees and Shrubs for Northern Gardens: A guide to selection and care of some 400 species of trees, shrubs and woody vines. Includes 384 beautiful full-color photographs. Order code #19-32. \$19.50, plus tax.

American Flag. Perfect for home or office. 3' x 5' with embroidered stars. Heavy nylon bunting. Code No. 6-1. \$21.04, plus tax.

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

1987 Laws of Minnesota: Laws of the 1987 legislative session, \$42.50 per set.

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