

State of Minnesota

STATE REGISTER

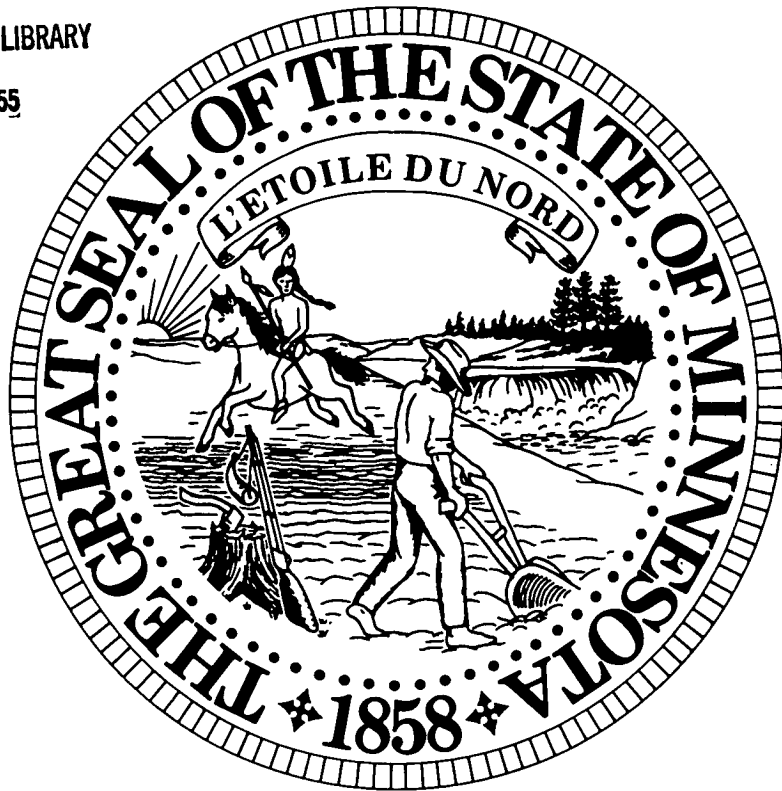
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Published every Monday

27 June 1988

Volume 12, Number 52

Pages 2773-2828

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 12 Printing Schedule and Submission Deadlines

Vol. 12 Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
52	Monday 13 June	Monday 20 June	Monday 27 June
1 (Vol. 13)	Monday 20 June	Monday 27 June	Monday 4 July
2	Monday 27 June	Friday 1 July	Monday 11 July
3	Friday 1 July	Monday 11 July	Monday 18 July

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

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

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

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

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

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

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

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

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4700.2200; .2400 s.3 (repealed)	1563
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5205.0160; .0170; .0180; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0300; .0310; .0320; .0460 s.15,19; .0900; .0910; .0920; .0930; .0940; .0950 (repealed)	634
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Optometry Board

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6500.1800; .1900; .2100; .2700 (adopted)	1775
6500.2800; .2900 (proposed)	744
6500.2800; .2900 (adopted)	1564

Pharmacy Board

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Podiatric Medicine Board

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7001.0020; .0040; .0050; .0190; (proposed)	1541
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7001.0150; .0560; .0650; .0730; 7045.0020; .0075; .0125; .0127; .0135; .0214; .0365; .0450; .0458; .0478; .0552; .0564; .0584; .1300; .1305; .1310; .1315; .1320; .1325; .1330; .1350; .1355; .1360; .1380; (proposed)	2699

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7035.8200; .8205; .8210; .8220; .8230; .8240; .8250; .8260; .8270; .8280; .8290; .8300; .8400; .8410; .8420; .8430; .8440; .8450; .8460; .8470; .8480; .8490; .8500; .8510; .8520; .8530; .8540; .8550; .8560; .8570; .8580; .8590; .8700; .8710 (proposed repealer)	1541
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7045.0020; .0125; .0135; .0139; .0219; .0296; .0302; .0375; .0381 (proposed)	802
7045.0020; .0125; .0135; .0139; .0219; .0296; .0302; .0375; .0381 (adopted)	1660
7042.0030 (proposed)	2500
7045.0020; .0075; .0528; .0628 (proposed)	2203
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7050.0110; .0130; .0170; .0180; .0185; .0190; .0200; .0210; .0212; .0215; .0220; .0400; .0420; .0430; .0440; .0460; .0470 (adopted)	1810
7050.0210, s.6,6a,6b becomes 7050.0211; 7050.0210, s.8 becomes 7050.0213; 7050.0210, s.16 becomes 7050.0214; 7050.0480 becomes 7050.0465 (proposed renumbering)	11
7050.0210 s.6,6a,6b becomes 7050.0211; 7050.0210 s.8 becomes 7050.0213; 7050.0210 s.16 becomes 7050.0214; 7050.0480 becomes 7050.0465 (renumbered)	1810
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7050.0210 s.11; 7065.0300; .0310; .0320; .0330; .0340; .0350; .0400; .0410; .0420; .0430; .0440; .0450 (repealed)	1810
7050.0110; .0130; .0170; .0180; .0185; .0190; .0200; .0210; .0212; .0215; .0220; .0400; .0420; .0430; .0440; .0460; .0470 (adopted)	1336
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7050.0210, s.11; 7065.0300; .0310; .0320; .0330; .0340; .0350; .0400; .0410; .0420; .0430; .0440; .0450 (repealed)	1336

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7075.1105; .1110; .1115; .1120; .1125; .1130; .1135; .1140; .1145; .1150; .1155; .1160; .1170; .1180; .1190; .1195 (proposed)	2694
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7190.0020 (adopted)	1710
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7190.1000; .1005; .1010; .1015; .1020; .1025; .1026 (adopted)	1710
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7520.0620; .0650; .1000; .1100 (proposed)	809
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Public Service Department	
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7817.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000 (adopted)	1256
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Revenue Department

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8100.0200; .0300 (adopted)	58
8001.0300 (proposed)	1609

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8200.1300; .1600; .3800 s.2; .9916; .9922; .9925 (proposed repealer)	1611
8200.1300; .1600; .3800 s.2; .9916; .9922; .9925 (repealed)	2215
8210.0200; .9910; 8230.4350 (proposed)	2247
8210.3000; .3005; .3010; .3015 (proposed)	942
8210.3000; .3005; .3010; .3015 (proposed)	1446
8210.3000; .3005; .3010; .3015 (adopted)	2142
8220.0650; .0800 (proposed)	940
8220.0650 (adopted)	1712
8220.0650 (proposed)	1094
8220.0650; .0800 (proposed)	1746
8220.0650; .0800 (adopted)	2426
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8300.2501 s.2,3 (repealed)	750
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Water & Soil Resources Board

8400.3000; .3100; .3150; .3200; .3300; .3400; .3500; .3600; .3700; .3800; .3900; .4100; .4200; .4300; .4400; .4500; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400; .5500; .5600 (proposed emergency)	152
8400.3000; .3100; .3150; .3200; .3300; .3400; .3500; .3600; .3700; .3800; .3900; .4100; .4200; .4300; .4400; .4500; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400; .5500; .5600 (adopted emergency)	949
8400.3000; .3100; .3150; .3200-.5600 (emergency extended)	2257
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Teaching Board

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8700.5200 (proposed)	2620
8700.5900; .6600 (repealed)	412
8700.7000 (repealed effective 7/1/90)	412
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8700.7600; .7700 (proposed)	1950
8700.7600; .7700 (adopted)	2747

Transportation Department

7800.0100 s.2,9,10; .0300; .1200; .1300; .1900; .3500; .3700-.8200; 7805.1400-.3600 (proposed repealer)	1952
8800.2800 (proposed)	2391
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8870.0100-.1100 (proposed)	1101
8870.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100 (adopted)	1712

Veterans Affairs Department

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9050.0100-.3900 (withdrawn)	1064

Veterinary Medicine Board

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Waste Management Board

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9200.6000; .6001; .6002; .6003; .6004; .6007; .6008; .6010 (adopted)	1564
9200.6200; .6300; .6500; .6600; .6700; .6800; .8220; .8300; .8500; .8600; .9000; .9100 (proposed)	138
9200.6200; .6300; .6500; .6600; .6700; .6800; .8220; .8300; .8500; .8600; .9000; .9100 (adopted)	847
9200.6900-.6906 (proposed)	143
9200.6900-.6906 (adopted)	846
9200.6902-.6905 (proposed)	1807
9200.6902-.6905 (adopted)	2747
9200.9501; .9502; .9503; .9506; .9508 (proposed)	822
9200.9501; .9502; .9503; .9506; .9508 (adopted)	2044
9205.0600-.0608 (proposed)	2570
9220.0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180 (proposed)	1704
9220.0200-.0680 (proposed)	1541
9220.0800-.0835 (proposed)	1251
9220.0800-.0835 (adopted)	2104
9220.0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180 (adopted)	2426
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9500.1100 (proposed)	1212
9500.0900; .0930; .0960; .0970; .0990; .1000; .1060; .1070 s.2,3,5,7,8,9,10,11,16,17,18,19,20,21,22,24; and 9505.1080 (repealed)	624
9500.1100 (adopted)	1611
9500.1206; .1232; .1257; .1262; .1266 (proposed emergency)	953
9500.1206; .1232; .1257; .1262; .1266 (adopted emergency) ..	2310
9500.1206; .1257; .1262; .1266 (emergency extended)	2515
9500.1302; .1306; .1308; .1310; .1314; .1316 (proposed)	2101
9500.1302; .1306; .1308; .1310; .1314; .1316 (adopted)	2789
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9500.2720; .2722; .2724; .2726; .2728; .2730 (adopted)	2787

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9500.2700 s.13-19 (repealed)	2787	.0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500;	
9500.2890 (proposed emergency)	956	.1600; .1700; .2500; .2600; .2700; .2800; .2900; .3000;	
9500.2890 (adopted emergency)	2310	.3100; .3200; .3300; .3400; .3500; .3600; .3700; .3800;	
9500.2890 (emergency extended)	2515	.3900; .4000 (repealed)	1451
9502.0335 (proposed)	1607	9530.2800; .5300; .6600; .6605; .6630; .6635; .6640;	
9502.0335 (adopted)	2252	.6645; .6650; .6655; .6800-.7030 (adopted)	53
9503.0005-.0170 (proposed)	1296	9550.0300; .0310; .0320; .0330; .0340; .0350;	
9505.0170; .0175; .0180; .0185; .0190; .0195; .0200;		.0360; .0370 (proposed)	133
.0205; .0210; .0215; .0220; .0221; .0225; .0235; .0240;		9530.4100; .4120; .4130; .4200; .4210; .4220; .4230;	
.0245; .0250; .0255; .0270; .0275; .0280; .0285; .0290;		.4250; .4260; .4270; .4280; .4300; .4310; .4320; .4330;	
.0295; .0300; .0305; .0310; .0315; .0320; .0325; .0330;		.4340; .4350; .4370; .4380; .4390; .4400; .4410; .4450	
.0335; .0340; .0345; .0350; .0353; .0355; .0360; .0365;		(adopted)	1451
.0380; .0395; .0405; .0415; .0420; .0425; .0430; .0440;		9545.0510-.0670 (proposed repealer)	1296
.0445; .0450; .0455; .0460; .0465; .0470; .0475;		9549.0059;.0060; (proposed)	1649
9500.1070 (adopted)	624	9550.0300; .0310; .0320; .0330; .0340; .0350; .0360;	
9505.0275; .1693; .1696; .1699; .1701; .1703; .1706;		.0370 (adopted)	827
.1709; .1712; .1715; .1718; .1724; .1727; .1730; .1733;		.9550.6210; .6220 (adopted)	102
.1736; .1739; .1742; .1745; .1748 (proposed)	2190	9553.0020; .0030; .0035; .0040; .0050; .0075	
9505.0420 s.2 (correction)	953	(proposed)	1134
9505.1500-.1690 (proposed repealer)	2190	9553.0020; .0030; .0035; .0040; .0050; .0075 (adopted)	1711
9505.2390-.2500 (proposed)	2018	9553.0041; .0050; .0060 (proposed)	1429
9505.2250; .2260; .2270; .2280; .2290; .2300; .2310;		9553.0041; .0050; .0060 (adopted)	2104
.2320; .2330; .2340; .2350; .2360; .2370; .2380		9555.5105; .5205; .5305; .5405; .5415; .5505; .5605;	
(proposed repealer)	2018	.5705; .6105; .6115; .6125; .6145; .6155; .6165; .6167;	
9515.1000; .1200; .1300; .1400; .1500; .2200; .2300;		.6175; .6185; .6195; .6205; .6215; .6225; .6233; .6245;	
.2400; .2500; .2600 (proposed)	1389	.6255; .6265 (adopted)	148
9515.1000; .1200-.1500; .2200-.2600 (adopted)	2252	9555.5100; .5200; .5300; .5400; .6100; .6200; .6300;	
9515.1100 (proposed repealer)	1389	.6400 (repealed)	148
9515.1100 (repealed)	2252	9560.0210-.0234 (proposed)	2176
9525.1210; .1250 (proposed)	1178	9560.0250; .0260; .0270; .0280; .0290; .0300	
9525.1210; .1250 (adopted)	2044	(proposed repealer)	2176
9525.1500-.1690 (adopted)	997	9560.0650; .0651; .0652; .0653; .0654; .0655; .0656	
9530.4100; .4120; .4130; .4200; .4210; .4220; .4230;		(proposed emergency)	577
.4250; .4260; .4270; .4280; .4300; .4310; .4320; .4330;		9560.0650-.0656 (adopted emergency)	1258
.4340; .4350; .4370; .4380; .4390; .4400; .4410; .4450		9560.0650-.0656 (emergency extended)	2516
(proposed)	542	9560.0071-.0102 (proposed)	1326
9530.0100; .0200; .0300; .0400; .0500; .0600; .0700;		9560.0070; .0080; .0090 (proposed repealer)	1326
.0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500;		9575.0320; .0350; .1500 (proposed)	783
.1600; .1700; .2500; .2600; .2700; .2800; .2900; .3000;		9575.0320 s.2,4,6 (proposed repealer)	783
.3100; .3200; .3300; .3400; .3500; .3600; .3700; .3800;		9575.0320; .0350; .1500 (adopted)	1335
.3900; .4000 (proposed repealer)	542	9575.0320 s.2,4,6 (repealed)	1335
9530.0100; .0200; .0300; .0400; .0500; .0600; .0700;		9575.0670; .0740; .1500 (adopted)	458
		9575.0820; .0970 (repealed)	458

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 Jobs and Training

Proposed Permanent Rules Relating to Long-Term Sheltered Employment

Notice of Intent to Adopt Exempt Amendments to Rules

Pursuant to Article II, Section 267, Chapter 689, *Laws of Minnesota*, 1988, the Commissioner of Jobs and Training was directed to adopt amendments to *Minnesota Rules*, Parts 3300.1950 to 3300.3050. The amendments change terminology, adjust the economic and geographic factor in the allocation formula and cap the number of FTEs for each extended employment program.

The amendments are exempt from the rulemaking provisions of Chapter 14 of *Minnesota Statutes*. Compliance with Section 14.38, subdivision 7, was required.

Pursuant to section 14.38, subdivision 7, the revisor of statutes has approved the form of the rule amendments. Two copies of the rule amendments with the revisor's certificate of approval have been filed with the secretary of state.

Five working days from the date of publication in the *State Register* of this notice and a copy of the rule amendments, the rule amendments will become effective.

Joe Samargia, Commissioner
Jobs and Training

Rules as Proposed

3300.1950 SCOPE AND PURPOSE.

Parts 3300.1950 to 3300.3050 govern the provision of extended employment programs by ~~long-term sheltered workshops~~ rehabilitation facilities as defined in *Minnesota Statutes*, chapter 129A. The purpose of extended employment programs is to maximize the vocational potential of ~~individuals~~ persons with disabilities by providing appropriate paid work through establishing the most enabling environment.

3300.2050 DEFINITIONS.

Subpart 1. to 12. [Unchanged.]

Subp. 13. **Full-time equivalent (FTE).** "Full-time equivalent" or "FTE" means ~~a count of the number of hours worked and service hours provided which equals participation of 30 hours per week in either a long-term employment program or a community based employment program; 20 hours per week in a work activity program; or ten hours per week in a work component program. Hours of participation for each participant above 35 hours per week in either a long-term employment program or a community based employment program; 30 hours per week in a work activity program or 20 hours per week in a work component program may not be included in determining full-time equivalents. Service hours may comprise no more than one-quarter of the total hours of participation for each program in a reporting period.~~ the lesser of the following calculations:

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

Proposed Rules

A. A count resulting when the total annual number of work and service hours for each program produced by a rehabilitation facility is divided by 1,560 hours per year for a long-term employment program or a community-based employment program, by 1,040 hours per year for a work activity program, or by 520 hours per year for a work component program. Service hours may comprise no more than one-quarter of the total hours of participation for each program in a year; or

B. A count of participants in a program during a year. For purposes of this subpart, a participant is counted in the program where the participant accrued the most hours of work during the year and where the participant's annual hours of work and service were at least:

(1) 120 hours in a long-term employment program or a community-based program;

(2) 80 hours in a work activity program; or

(3) 40 hours in a work component program.

Subp. 14. to 16. [Unchanged.]

Subp. 17. [See repealer.]

Subp. 18. to 21. [Unchanged.]

Subp. 22. **Participant.** "Participant" means a sheltered employee person with severe physical, mental, emotional, or behavioral disabilities who receives one or more days of service or paid work in a specified an extended employment program during a reporting period.

Subp. 22a. Participant productivity. "Participant productivity" means the extent to which a participant is using his or her own current capacity for work in an extended employment program.

Subp. 23. to 28. [Unchanged.]

Subp. 28a. Rehabilitation facility. "Rehabilitation facility" means any entity as defined in Minnesota Statutes, section 129A.01, subdivision 6, that provides one of the extended employment programs as listed in subpart 11, and that is operated by a city, town, county, nonprofit organization, state regional center, or any combination of these.

Subp. 29. and 30. [Unchanged.]

Subp. 31. and 32. [See repealer.]

Subp. 33. and 34. [Unchanged.]

3300.2150 CERTIFICATION REQUIREMENTS AND TYPES OF CERTIFICATES.

Subpart 1. [Unchanged.]

Subp. 2. **Full certificate.** Requirements for a full long-term sheltered workshop rehabilitation facility certificate are the following:

A. [Unchanged.]

B. Accreditation by a national accrediting body for rehabilitation facilities must be acquired and maintained by a long-term sheltered workshop rehabilitation facility in order for an extended employment program to be certified. For each program seeking certification, the accrediting body must have been approved by the commissioner as appropriate for each program. The criteria the commissioner will use in determining appropriateness for accrediting bodies is:

(1) to (3) [Unchanged.]

(4) The agency uses an on-site examination as a basis for securing sufficient and pertinent data concerning the quantitative and qualitative aspects of the workshop program.

(5) to (7) [Unchanged.]

C. to H. [Unchanged.]

I. Eligibility for extended employment programs must be established by long-term sheltered workshops rehabilitation facilities using appropriate standards and criteria. The standards and criteria must be in writing and be made available to the public. The standards and criteria by which individuals persons with severe disabilities are to be determined eligible for participation in each program must include the following:

(1) assurances that individuals persons with severe disabilities, including those with severe behavioral disabilities, will not be categorically denied access to, admission to, full utilization of, or benefit from any extended employment program because of their severe disabilities;

(2) assurances that individuals persons with severe disabilities seeking admission are in need of participation in an extended employment program and are reasonably expected to develop their vocational potential through participation;

(3) assurances that ~~individuals~~ persons with severe disabilities seeking admission to or being served by an extended employment program will not be discriminated against as provided in the Minnesota Human Rights Act, *Minnesota Statutes*, chapter 363.

J. [Unchanged.]

Subp. 3. and 4. [Unchanged.]

3300.2350 STANDARDS FOR STATE FUNDING.

Subpart 1. **Evaluation factors in general.** After fulfilling the certification requirements of part 3300.2150 and submitting approved plans and budgets as provided in *Minnesota Statutes*, section 129A.08, subdivision 2, extended employment programs are eligible to receive state funding. Funding of extended employment programs by the commissioner must take into consideration an evaluation of individual program effectiveness. The evaluation factors to be considered are the following:

A. to G. [Unchanged.]

H. the increases in ~~individual sheltered employee~~ participant productivity;

I. ~~the implementation of innovative ways to increase placement and retention in competitive employment of sheltered employees; or work and service in community based employment of sheltered employees; or innovative ways that increase sheltered employee wages;~~

~~I.~~ program efficiency;

~~K J.~~ the disability levels of the ~~sheltered employees~~ participants served, as measured by the average of their disability index conversion scores;

~~L K.~~ economic conditions; and

~~M L.~~ the rate of transfer to long-term employment.

Subp. 2. **Nonquantifiable evaluation factors.** Before an individual program offered by a ~~long-term sheltered workshop~~ rehabilitation facility, except a new or expanded program as provided in subpart 6, may receive state funding under part 3300.2550 the individual program must be in full compliance with the nonquantifiable evaluation factors listed in subpart 1, items B, F, G, and H, ~~and I.~~ An individual program, except a new or expanded program as provided in subpart 6, must remain in full compliance with the nonquantifiable evaluation factors during the reporting period as established by audit or have all allocated funds withdrawn as authorized by part 3300.2650, item C.

Subp. 3. **Quantifiable evaluation factors.** The quantifiable evaluation factors are listed in subpart 1, items A, C, D, E, ~~I,~~ K J, ~~and M L.~~ The quantifiable evaluation factors applicable to a long-term employment program and a community based employment program are those at subpart 1, items A, C, D, E, ~~I,~~ K J, ~~and M L.~~ The quantifiable evaluation factors applicable to a work activity program and a work component program are listed in subpart 1, items A, C, D, E, ~~I,~~ K J, ~~and M L.~~ An individual program, except a new or expanded program as provided in subpart 6, must attain the applicable minimum standard as provided in subpart 4 or have all allocated funds withdrawn as authorized by part 3300.2650, item D.

Subp. 4. and 5. [Unchanged.]

Subp. 6. **New program evaluation.** An entity offering a new or expanded extended employment program must have been issued a certificate as provided in part 3300.2250 and have submitted an approved plan and budget before it may be eligible to receive state funding and be evaluated under this part. A new or expanded program from its startup must be in full compliance with the nonquantifiable factors listed in subpart 1, items B, F, and G, and must remain in full compliance with those factors during the reporting period as established by audit or have all allocated funds withdrawn as authorized by part 3300.2650, item C. As measured at the end of the first year of operation, a new or expanded individual program must also be in full compliance with the nonquantifiable evaluation ~~factors~~ factor listed in subpart 1, ~~items~~ item H ~~and I~~ as established by audit, or have all allocated funds withdrawn as authorized by part 3300.2650, item C. As measured at the end of the second year of operation, a new or expanded individual program must meet the applicable minimum standard in subpart 4 or the new or expanded program will be placed on funding probation. After two continuous years on funding probation as established by audit, a new or expanded program must attain the applicable minimum standard by the end of the following year or have all its allocated funds withdrawn as authorized by part 3300.2650, item D.

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Proposed Rules

3300.2550 ALLOCATION OF FUNDS.

Subpart 1. [Unchanged.]

Subp. 2. **Statewide program allocation base rate.** The commissioner will use ~~49~~ 50.5 percent of each statewide program allocation as calculated in subpart 1 to provide a base rate allocation to each individual program offered by a ~~long-term sheltered workshop rehabilitation facility~~ in direct proportion to the number of FTEs in these individual programs. The base rate per FTE is determined by dividing ~~49~~ 50.5 percent of the statewide program allocation by the total number of full-time equivalents for the statewide program. The mathematical calculation is represented as follows:

$$\frac{(\text{~~49~~ } \underline{50.5} \times \text{statewide program allocation})}{\text{full-time equivalents}} = \begin{array}{l} \text{Uniform} \\ \text{per-FTE} \\ \text{base rate} \end{array}$$

The base rate allocation for each individual program is determined by multiplying the per-FTE base rate from the above formula by the number of FTEs in the individual program.

Subp. 3. **Statewide program allocation set aside.** The commissioner will set aside ~~51~~ 49.5 percent of each statewide program allocation in each current state fiscal year as determined in subpart 1 in order to distribute allocations to individual programs as provided in subpart 4. The distribution in subpart 4, will be based on evaluation factors found in part 3300.2350, subpart 1. The evaluation factors applicable to each statewide program will be weighted in terms of percentages of each statewide program allocation. The factors and percentages applicable to the extended employment programs are the following:

Funding Factor Weightings by Program, Expressed as Percentages of Total Program Allocation

Factor	Long-Term	Work Activity	Program Work Comp.	Community -based
1. Disability Level	<u>6 7</u>	<u>6 7.5</u>	<u>6 7.5</u>	<u>6 7</u>
2. Economic Conditions	<u>23 15</u>	<u>23 15</u>	<u>23 15</u>	<u>23 15</u>
3. Program Efficiency	<u>2 2.5</u>	<u>2 2.5</u>	<u>2 2.5</u>	<u>2 2.5</u>
4. Hourly Earnings	<u>6 7.5</u>	<u>6 7.5</u>	<u>6 7.5</u>	<u>6 7.5</u>
5. Community based Employment rate	<u>6 7.5</u>	<u>6 7.5</u>	<u>6 7.5</u>	<u>6 7.5</u>
6. Competitive Employment Placement Rate	<u>4 5</u>	<u>3 3.5</u>	<u>3 3.5</u>	<u>4 5</u>
7. Competitive Employment Retention Rate	<u>4 5</u>	<u>3 3.5</u>	<u>3 3.5</u>	<u>4 5</u>
8. Transfer rate to Long-term		<u>2 2.5</u>	<u>2 2.5</u>	
Total	<u>51 49.5</u>	<u>51 49.5</u>	<u>51 49.5</u>	<u>51 49.5</u>

Subp. 4. to 7. [Unchanged.]

3300.2750 ELIGIBLE APPLICANTS FOR STATE FUNDING.

An application for state funding may be submitted at times the commissioner specifies by a city, town, county, nonprofit organization, state regional center, or any combination of those, which operates or proposes to operate a public or nonprofit extended employment program.

3300.2850 ~~ELIGIBLE~~ NET PROGRAM COSTS.

Total state allocations may not exceed the legally specified amount of the net program costs attributable to each individual extended employment program as provided at Minnesota Statutes, section 129A.08, subdivision 3. The net program costs attributable to each individual program will be derived from each ~~long-term sheltered workshop's rehabilitation facility's~~ plan and budget. A plan and budget must be submitted at times specified by the commissioner for the commissioner's approval.

REVISOR INSTRUCTION. The Revisor of Statutes shall substitute the term "rehabilitation facility" for the term "long-term sheltered workshop" and the term "participant" for "sheltered employee" or "employee" wherever those terms appear in parts 3300.1950 to 3300.3000.

REPEALER. *Minnesota Rules*, part 3300.2050, subparts 17, 31, and 32 are repealed.

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 Human Services

Adopted Permanent Rules Relating to Aid to Families With Dependent Children; Employment and Training

The rules proposed and published at *State Register*, Volume 12, Number 37, pages 2010-2018, March 14, 1988 (12 S.R. 2010) are adopted with the following modifications:

9500.2722 ORIENTATION REQUIREMENT.

Subpart. 1. **Local agency responsibilities.** Each local agency shall:

A. provide or contract with another entity to provide orientation to AFDC caretakers residing in the local agency's jurisdiction who are required to attend orientation under subpart 2; and

Subp. 3. **Orientation content.** Orientation must consist of a presentation that tells a recipient of the identity, location, and phone number of available employment and training services, and support services relevant to the recipient's circumstances. Orientation must encourage recipients to view AFDC as a temporary program providing grants and services to clients who set goals and develop strategies for supporting their families without AFDC assistance. The content of orientation must not imply that a recipient's eligibility for AFDC is time limited. The presentation must also inform recipients of the headstart program and encourage caretakers to have their children screened for enrollment in the program where appropriate.

Subp. 5. **Good cause for failure to attend orientation.** Good cause for failure to attend orientation exists when a recipient cannot attend because of:

C. an inability to obtain the necessary child care ~~and~~ or transportation; ~~or~~

D. employment, school, or employment and training service obligations that are scheduled during the hours when orientation is offered and that cannot be changed to allow participation in orientation;

E. a judicial proceeding that requires the recipient's presence in court during the hours when orientation is scheduled; or

F. a nonmedical emergency that requires the recipient's presence at a different location during the hours when orientation is scheduled. "Emergency" under this item means a sudden, unexpected occurrence or situation of a serious or urgent nature that requires immediate action.

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

Adopted Rules

Subp. 7. **Voluntary early participation in orientation.** If the local agency and the applicant or recipient agree to have the recipient's orientation occur within ten days after the recipient is determined eligible for AFDC, no notice of orientation is required may be provided before issuance of the notice under subpart 6. If the applicant or recipient fails to attend orientation within ten days immediately following the eligibility determination as on the agreed upon date, the local agency shall schedule the recipient for orientation under subpart 8 and issue a notice under subpart 6.

Subp. 9. **Sanctions for failure to attend orientation.** If a recipient who is required to attend orientation under subpart 2 fails, without good cause, to attend orientation on a scheduled or agreed upon date after issuance of the notice required under subpart 6, the recipient must be sanctioned under items A to C and B. Before imposing sanctions under item A or B, the local agency must provide the notice required under part 9500.2740, subpart 6.

B. When a recipient fails for the second time to attend an orientation session, the local agency shall issue 100 percent of the next monthly payment to which the assistance unit is entitled in the form of a vendor or protective payment. The local agency shall schedule the recipient for another orientation session to be held during the payment month for which the sanction under this item is imposed and shall notify the recipient of the date, time, and location of the session under subpart 6. The local agency's notice of sanction under this item must include an offer to schedule the recipient for an orientation session. If the recipient contacts the local agency and asks to be scheduled for orientation, the local agency must schedule the recipient's orientation to be held within 30 days of the request. The sanction under this item ends when the recipient attends the orientation. The local agency shall then issue to the recipient any remaining benefits being held for vendor or protective payments.

C. When a recipient fails for the third time to attend an orientation session, the local agency shall not take the recipient's needs into account when determining the amount of the next monthly payment to the assistance unit. The amount of the monthly payment to which the rest of the assistance unit is entitled, if any, must be issued in the form of a vendor or protective payment. The recipient's needs must not be considered again until the recipient has attended an orientation session. The local agency's notice of sanction under this item must include an offer to schedule the recipient for an orientation session. The recipient must contact the local agency to schedule an orientation session. If the recipient contacts the local agency and asks to be scheduled for orientation, the local agency must schedule the recipient's orientation to be held within 30 days of the request. The sanction under this item ends when the recipient attends the orientation, and the local agency shall issue prorated benefits for the rest of the payment month following the date the recipient attends the orientation. When a vendor payment is required under item A or B, the local agency may continue payments to the caretaker to the extent that no vendor is available.

9500.2724 GENERAL EMPLOYMENT AND TRAINING REQUIREMENTS.

Subpart 1. **Registration and referral for employment and training services.** Except for registration with the local job service office under part 9500.2300, item E, or subpart 2 of this part, completion of the AFDC application form automatically registers the applicant for WIN and for other mandatory employment and training services that require registration. The local agency shall refer to the local WIN office recipients residing in WIN counties who are not exempt from mandatory WIN registration under part 9500.2726, subpart 1. The local agency shall refer to the local job service office recipients who are principal wage earners residing in non-WIN counties whose program eligibility is based on the unemployment of a parent under part 9500.2300.

Subp. 2. **Mandatory employment and training participation.** Recipients shall participate in WIN if required under part 9500.2726, subpart 1, in employment search if required under part 9500.2728, subpart 1, and in CWEP if required under parts 9505.1050 to 9505.1065 [Emergency]. When A principal wage earner who resides in a non-WIN county and whose program eligibility is eligible based on the basis of unemployment of a parent under part 9500.2300 does not register must be currently registered with the local job service office. If an applicant or recipient does not comply with this requirement, the person's entire assistance unit shall be ineligible.

9500.2728 EMPLOYMENT SEARCH REQUIREMENTS.

Subpart 1. **Participation in employment search.** A Each local agency shall provide a mandatory employment search program for recipients whose participation is mandatory under item A. A local agency may provide a voluntary employment search program for recipients who are not required to participate under item A. The employment search program must be administered in accordance with items A to C.

A. A caretaker who is the principal wage earner in an assistance unit whose program eligibility is based on the unemployment of a parent under part 9500.2300 must participate in employment search as a condition of AFDC eligibility unless:

(2) the caretaker is currently participating in another employment and training service, other than the employment search component of WIN, which can reasonably be expected to improve the recipient's ability to obtain and keep employment;

(3) the caretaker's employability plan specifies other activities that prevent or contraindicate conflict with participation in employment search; or

B. In the third month after determining that a recipient is required to participate in employment search, the local agency shall refer the recipient to the employment search service provider and inform the recipient of the consequences of failure to participate and of the recipient's appeal rights.

D. A WIN registrant who is suspended from WIN and referred to the employment search program by the local WIN office is not exempt from the employment search program under item A, subitem (2).

Subp. 3. **Good cause for refusing or terminating employment or failing to comply with employment search requirements.** A recipient who fails to participate in employment search required under subpart 1 or accept employment as required under subpart 2 shall not be sanctioned if the recipient has good cause for the failure. ~~A local agency shall determine~~ Good cause shall be determined by applying the conditions in items A to I.

Department of Human Services

Adopted Permanent Rules Relating to Work Readiness Program

The rules proposed and published at *State Register*, Volume 12, Number 38, pages 2101-2104, March 21, 1988 (12 S.R. 2101) are adopted as proposed.

Board of Psychology

Adopted Permanent Rule Relating to Fees

The rules proposed and published at *State Register*, Volume 12, Number 41, pages 2250-2251, April 11, 1988 (12 S.R. 2250) is 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 Commerce

Petroleum Tank Release Compensation Board

Notice of Regular Meeting

The next meeting of the Petroleum Tank Release Compensation Board will be held at 10:00 a.m., July 19, 1988. The board will meet in the Large Conference Room, Department of Commerce, 500 Metro Square Building, St. Paul.

Further information and copies of the agenda are available from Heidi Almquist at (612) 297-3238.

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.

Department of Commerce

Bulletin in the matter of Surplus Lines Insurance—List of unavailable coverages

Minnesota Statutes 60A.201, subd. 4 provides that:

List of unavailable lines of insurance; maintenance. The commissioner shall maintain on a current basis a list of those lines of insurance for which coverages are believed by the commissioner to be generally unavailable from licensed insurers. The commissioner shall republish a list and make available to all licensees the list every six months. Any person may request in writing that the commissioner add or remove coverage from the current list at the next publication of the list. The commissioner's determinations of coverage to be added to or removed from the list shall not be subject to the administrative procedure act but prior to making determinations the commissioner shall provide opportunity for comments from interested parties.

The attached revised list includes amendments to Section 4, 5B, 5C, and 7 reflecting changes in insurance coverages presumed to be generally unavailable in the admitted market. Effective July 1, 1988, the listed coverages may be placed with eligible surplus lines insurers by surplus lines agents without evidence of declination by licensed insurers. It is not necessary to file affidavits regarding evidence of placement with the Department of Commerce for these coverages.

Any person requesting changes in this list at the time of the next publication may do so by submitting their recommendation and reasons for the change to: Donald Peterson, Commerce Department, Policy Analysis Section, 500 Metro Square Building, St. Paul, MN 55101.

Dated: 20 June 1988

Michael A. Hatch
Commissioner of Commerce

**COMMISSIONER LIST
OF
LINES OF INSURANCE AND INSURANCE COVERAGES
WHICH ARE PRESUMED
UNAVAILABLE IN THE ADMITTED MARKET
As Amended July 1, 1988**

1. Accident and Health—Individual and Group

A. Not Covered in Standard Contracts

- 1. Cosmetic
- 2. Custodial Care
- 3. Excess over scheduled or usual, customary and reasonable charges
- 4. War risk

2. Automobile physical damage including Comprehensive Collision and Combined Additional Coverages

A. Commercial and Personal

- 1. Not eligible under the Minnesota Automobile Insurance Plan
- 2. Auto renters conversion
- 3. Logging trucks
- 4. Long-haul trucks
- 5. Taxi-cabs

3. Aviation and Aircraft

A. All Perils

- 1. Air cargo
 - a. Hazardous
 - b. Slung
- 2. Antique

3. Applicators, including crop damage and chemical drift
 4. Charters
 5. Experimental
 6. Fixed base operations
 7. Flight training
 8. Gliders
 9. Helicopters
 10. Hot air balloons
 11. Parachute clubs and skydiving
 12. Racing
 13. Skyjack
- B. Excess Passenger
- C. Comprehensive P. D.—Hull
- 4. Fire, extended Coverages or Allied Lines and other Property Perils**
- A. Difference in Conditions
 - B. Personal and Commercial Properties of the type normally insurable in the Fair Plan, but ineligible because of vacancy, occupancy, physical condition, etc.
 - C. Water Damage (not available from Federal Flood Insurance Program)
- 5. Liability**
- A. Automobile
 1. Assigned risk (excess over Minnesota Automobile Insurance Plan)
 2. Auto racing
 3. Charter bus services (excess over Minnesota Automobile Insurance Plan)
 4. Taxi-cabs (excess only)
 - B. General/Excess
 1. Alarm companies
 2. Ambulance service
 3. Amusement devices
 4. Amusement parks
 5. Anhydrous ammonia dealers/haulers
 6. Animal rides
 7. Animal racing
 8. Asbestos abatement contractors
 9. Broad form property damage
 10. Buffer layer umbrella
 11. Canoe outfitters
 12. Carnivals and circuses
 13. Citizen participation groups
 14. Commercial Aviation
 15. Company reimbursement
 16. County park districts
 17. Crane operators

Official Notices

18. Day care providers
 19. Developmental achievement centers
 20. Drag strip
 21. Environmental impairment (pollution)
 22. False arrest (municipal or other public body)
 23. Foster parents and foster homes
 24. Go-karts/midgets-spectators
 25. Ground applicators—chemical drift
 26. Group homes
 27. Ladder equipment testing services
 28. Logging operations
 29. Mechanical Contractors
 30. Monorails
 31. Non-profit agencies
 32. Oil and gas exposures (excluding filling station, garages, and bulk dealers)
 33. Outfitters and guides
 34. Private security firms
 35. Publishers (excess exposures excluding filling station, garages, and bulk dealers)
 36. Outfitters and guides
 37. Private security firms
 38. Publishers (excess)
 39. Railroad protective coverage
 40. Rafting
 41. Resorts
 42. Riding stables
 43. Security guard services
 44. Sheltered workshops
 45. Ski-lifts and tows
 46. Slides (giant, super, mountain or water)
 47. Snowmobile dealers
 48. Tanning Salons
 49. Workers' compensation (excess only which is not available from Workers' Compensation Reinsurance Association)
- C. Professional Liability and Malpractice (including Errors and Omissions; Directors and Officers)
1. Architects and Engineers
 2. Associations
 3. Certified Public Accountants
 4. Chiropodists
 5. Clinical Laboratories
 6. Electronic Data Processors
 7. Engineers
 8. Industrial safety and health consultants
 9. Insurance Companies/Agents

10. Investment Advisors
11. Lawyers
12. Maternal and child health care coordinator
13. Mutual Funds
14. Paid guardian programs
15. Public health professionals
16. Public Officials
17. Real Estate Syndicates
18. Registered Representatives
19. Stockbrokers
20. Surveyors
21. System analysis/software design and program services
22. Unauthorized Computer Access

D. Products

1. Recall
2. Warrantee

6. Marine and Transportation—All Risk

A. Inland Floater

1. Contact lenses
2. Contractors equipment
3. Control of Well
4. Grain Contamination
5. Grain Title
6. Tank Leakage
7. Weather Coverages

B. Ocean Marine

1. Bumbershoots Liability
2. Charterers Liability
3. Cargo
4. Hull
5. Protection and Indemnity
6. Ship Repairers Liability
7. USL & H Liability
8. Wharfingers Liability

C. Railroad

1. Cargo

D. Truck

1. Long Haul
2. Hazardous cargo

7. Miscellaneous/Specialty Lines

- A. Bank—Mortgagors All Risk
- B. Bonds—Grain storage/buyers

Official Notices

C. Crime

1. Extortion
2. Kidnap
3. Ransom

D. Mortality (Animal)

1. Livestock
2. Pets
3. Poultry

E. Short Term Specific Events/Happenings

F. Twin-birth Insurance

G. Retroactive

H. Retro Penalty Insurance

I. DRG Stop Loss

Environmental Quality Board

Notice of Public Forum on Proposed Amendments to Rules Governing the Environmental Review Program

The EQB staff will hold a public forum to discuss the EQB's proposed amendments to its rules governing the Environmental Review (EIS) Program (*Minnesota Rules*, parts 4410.0200 to 4410.7800) at the following time and place:

Monday, July 11, 1988
2:00 p.m. to Approximately 5:00 p.m.
301 Centennial Office Building
658 Cedar St., St. Paul

Room 301 is located on the third floor across from the elevator lobby. Metered parking is available on adjacent streets and on the Orange Level of the Centennial Ramp, immediately behind the Centennial Building.

The EQB has approved a set of proposed amendments to the Environmental Review Program rules for the purposes of commencing the rulemaking process. A copy of the proposed amendments may be obtained by contacting the person listed below, or may be obtained at the forum. These amendments have been developed over the past year following a solicitation of outside opinion about possible rule amendments made in March of 1987. The formal rulemaking process is anticipated to begin in August, 1988. The purpose of the forum on July 11 is to brief interested persons on the proposed amendments and the rulemaking process, and to allow them to ask questions about the amendments and to express any concerns they may have. The forum will begin with a presentation by EQB staff about the proposed amendments and the rulemaking process, which will be followed by a question-and-answer and comment period. Information presented at the forum by interested persons will not be considered part of the formal rulemaking record.

All persons interested in the Environmental Review Program are urged to attend this forum. For further information contact: Gregg Downing, Environmental Review Coordinator; 612/296-8253.

Dated: 17 June 1988

Michael Sullivan
Executive Director

Department of Human Services

Health Care Management Division

Public Notice Regarding Changes in the Medical Assistance (MA) Program

Notice is hereby given to recipients and providers of Minnesota Medical Assistance (MA) and to the public of changes affecting the MA program that were enacted during the 1988 Legislative Session. This notice is published pursuant to federal regulations

which govern the administration of the Medical Assistance program, 42 *CFR* 447.205 (1986). The purpose of this notice is to inform the public of changes made in the MA program due to changes in State law.

Changes were made in the following areas:

- I. Third Party Liability and Benefit Recovery
- II. Nursing Home Payment Rates, Certification, and Appeals
- III. ICF-MR Payment Rates and Certification
- IV. Other Provider Reimbursement
- V. Covered Services
- VI. Eligibility
- VII. Prepaid Health Care

Information on implementation of these provisions will be sent as needed to local welfare agencies through instructional and informational bulletins and manual material, to MA recipients with their MA cards, and to health care providers enrolled in the Medical Assistance program through provider bulletins and manual material.

Written comments and questions may be addressed to:

Health Care Management Division
Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3848

Estimated changes in MA program expenditures are aggregate changes projected for one fiscal year, unless otherwise noted.

I. Third Party Liability and Benefit Recovery

1. Effective April 29, 1988, *Minnesota Statutes 1986*, sections 62A.047, 62C.143, 62D.104, and 62E.04 are amended to require that policies of accident or sickness, nonprofit health service plan subscriber contracts, HMO subscriber contracts, and plans of health coverage under the Federal Employment Retirement Income Security Act of 1974 must cover dependents not residing with the insured on the same basis as dependents residing with the insured.

2. Effective April 29, 1988, *Minnesota Statutes 1986*, section 62E.04 is amended to prohibit any plan of health coverage from denying or reducing benefits because a covered person or dependent is eligible for or receiving Medical Assistance benefits.

3. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.042, subdivision 2 is amended to clarify the time for filing a lien for the cost of medical services paid by the MA program.

No change in MA expenditures is projected for these provisions.

II. Nursing Home Payment Rates, Certification, and Appeals

1. Effective April 29, 1988, *Minnesota Statutes 1987 Supplement*, section 144A.071, subdivision 3 is amended to clarify that beds moved from a former nursing home to a former hospital may be certified and to delete the requirement of a combined cost report. Two additional exceptions are added. The first allows the Commissioner to certify boarding care beds as nursing home beds if the facility meets nursing home licensure standards and certain other requirements. The second allows the Commissioner to certify up to 40 beds transferred from the Wilder Foundation to a new unit at the same location to serve persons with Alzheimer's disease and other related disorders. No change in MA expenditures is projected.

2. Effective April 29, 1988, *Minnesota Statutes*, section 144A.073, subdivision 1 is amended to remove the requirement that a boarding care bed must be in a facility attached to a nursing home or a facility that meets all nursing home standards, in order to be upgraded to a nursing home bed. No change in MA expenditures is projected.

3. Effective April 29, 1988, *Minnesota Statutes 1987 Supplement*, section 144A.073, subdivision 7 is amended to delete certain limitations on upgrading. No change in MA expenditures is projected.

4. Effective April 29, 1988, *Minnesota Statutes 1987 Supplement*, section 144A.073, subdivision 8 is amended to extend the Commissioner of Health's emergency rulemaking authority to implement this section until December 30, 1988. No change in MA expenditures is projected.

5. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.02, subdivision 8 is amended to allow Medical Assistance reimbursement for swing beds for a facility in which the swing beds are located that is a sole community provider or is a public hospital with 15 or fewer acute care beds, no nursing home beds are available within 25 miles, and certain other conditions are met. Payment for nursing care for a patient in a swing bed will be the statewide average Medical Assistance skilled nursing care per diem. This provision is automatically repealed July 1, 1990. MA expenditures will increase by \$79,700 per year.

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6. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.091, subdivision 4 is amended to require that the total preadmission screening cost in each county for applicants for admission and for nursing home residents must be paid by the facilities participating in the MA program in that county. It also allows non-applicants and non-residents to be screened if those persons pay for the screening on a sliding fee scale basis, and obtain alternative care grant services if they meet Alternative Care Grant Program criteria. No change in MA expenditures is projected.

7. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement* section 256B.431, subdivision 2b is amended to limit the amount of real estate taxes or special assessments that is a pass-through cost for purposes of nursing home rates.

8. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256B.431 is amended by adding a subdivision which regulates nursing home rates as follows:

- Increases other-operating-cost limits to 110 percent of the median and indexes the rates as provided.
- Increases care-related operating cost limits to 125 percent of the median and indexes the limits as provided.
- Increases payments to nursing homes in the form of a facility-specific wage adjustment factor of 3.5 percent.
- Exempts from limits the costs of contributions to PERA and to other pension plans that existed on March 1, 1988. This provision is effective for rate years beginning on or after July 1, 1989.
- Establishes September 30, 1989 as the new base year for purposes of operations cost limits.

9. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.431, subdivision 3 is amended to place a floor on nursing home rate reductions resulting from historical limits.

10. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256B.431 is amended to revise the method of calculating rates for a nursing home with a betterment or addition in certain limited situations.

11. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.431 is amended to continue the status of specific hospital attached- nursing care facilities for purposes of rate calculations.

12. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256B.431 is amended to reimburse property costs as follows:

- Requires the Commissioner, in determining reimbursement rates to nursing homes for rental use of property and equipment depreciation, to establish an investment per bed limitation that is at least \$32,571 per bed in a multiple room, and at least \$48,857 in a single room.
- Increases the rental factor by 6.2 percent for the rate year beginning July 1, 1988.
- Uses an occupancy factor of 95 percent of capacity days beginning July 1, 1988, and use the greater of resident days or 80 percent of capacity days for a nursing home whose average length of stay is 180 days or less.
- Increases property rates by 10 cents per resident day.

13. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256B.431 is amended to reimburse property costs for certain facilities as follows:

- Requires recalculation of property-related payment rate for certain facilities whose building capital allowance is less than their allowable annual principle and interest on allowable debt.
- Requires recalculation of property payments when a nursing home is refinanced.

14. Effective April 29, 1988, *Minnesota Statutes*, section 256B.431, subdivision 4, which applies to one IMD facility, is amended to allow payment rates to be adjusted by the percentage change in the consumer price index if this is higher than 2.5 percent.

Total nursing home rate changes are projected to increase MA expenditures by \$17,100,000 per year.

15. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.433, subdivision 1 is amended to regulate the use of a nursing home provider number by an unrelated vendor of therapy services. No change in MA expenditures is projected.

16. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.50 subdivision 1 is amended to define terms relating to appeal procedures for MA providers and to clarify certain appeal procedures. No change in MA expenditures is projected.

17. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.50 is amended to create an expedited appeal review process for certain types of appeals. No change in MA expenditures is projected.

18. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.50 is amended to allow an award of attorney's fees and costs if the prevailing party shows that the other party's position was not substantially justified. No change in MA expenditures is projected.

19. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.50 is amended to establish a mechanism for recovering MA payments made for legal expenses incurred in an unsuccessful appeal. No change in MA expenditures is projected.

20. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.50 is amended to require providers to file an appeal supplement to provide additional information on some pending appeals. No change in MA expenditures is projected.

21. Effective April 29, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.50, subdivision 2 is amended to clarify procedures for appealing a nursing home's appraised value determination. No change in MA expenditures is projected.

22. Effective April 29, 1988, a nursing home that pays as sewer assessment to the municipality of Minnesota is allowed to include the payment in its special assessment cost which is a pass-through cost reimbursed by the MA program. No change in MA expenditures is projected.

III. ICF-MR Payment Rates and Certification

1. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.501, subdivision 1 is amended to make a technical change to the definition of "waivered service." No change in MA expenditures is projected.

2. Effective April 29, 1988, *Minnesota Statutes 1986*, section 256B.501 is amended to:

- provide for revaluation upon the sale of an Intermediate Care Facility for Persons with Mental Retardation or Related Condition (ICF-MR) that was previously used by the owner as a homestead.
- establish interim ICF-MR operating cost rates for rate years beginning October 1, 1988 and October 1, 1989, basing increases on the composite forecasted index.
- to provide for retroactive settle-up of program costs for the 1988 and 1989 reporting years in ICFs/MR. This must be completed by October 1, 1990.
- require the Commissioner to establish a statewide composite forecasted index for rate years beginning October 1, 1988. The index must take into account economic trends and conditions between the midpoint of the applicable reporting year and the midpoint of the rate year following the reporting year.
- provide a method of calculating administrative costs for rate years beginning October 1, 1988, which will raise the administrative operating cost limit to the 75th percentile.
- allow an increase in the administrative and maintenance cost limits through the use of a composite forecasted index for rate years beginning October 1, 1990.
- allow the Commissioner to adjust rates to meet new state or federal licensing or certification standards, and to allow the Commissioner to establish administrative cost limits based on other factors including difficulty of care.
- require the Commissioner to establish program operating cost rates that take into consideration service characteristics of the residents for rate years beginning on or after October 1, 1990. It also requires the Commissioner of Health to assess all residents beginning January 1, 1989.
- allow the Commissioner to waive interest charges on overpayments received by ICFs/MR for the period of October 1, 1987 through February 29, 1988 if the overpayment resulted from the continuation of the desk audit rate in effect on September 30, 1987.
- provide that items (a) through (h) of subdivision 3 do not apply to newly constructed facilities.
- require the Commissioner to consult with providers, advocates, and legislators to develop rules to implement rate changes.

No change in MA expenditures is projected for the first year after enactment of the ICF/MR rate changes. An increase of \$700,000 is projected for the following year.

3. Effective July 1, 1988, *Minnesota Statutes 1986*, section 252.291, subdivision 1, is amended to allow the Commissioner to license additional ICF-MR beds to serve persons with mental retardation or related conditions who would have been served under a proposed waiver if the federal authorities do not approve the waiver. No change in MA expenditures is projected.

4. Effective July 1, 1988, *Minnesota Statutes 1986*, section 252.291, subdivision 2 is amended to allow the Commissioner to approve newly constructed or newly established publicly or privately operated ICFs/MR for six or fewer persons if the facility is necessary to serve people who are seriously impaired, at least 50 percent of the beds are used by people coming from regional treatment centers and the Commissioner determines that the need cannot be met by alternative resources or existing facilities. No change in MA expenditures is projected for the first year. An increase of \$740,000 is projected for the following year.

5. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 252.291, subdivision 3 is amended to update a reference to federal law relating to waivers for reducing and limiting the number of ICF beds in state hospitals and community facilities. No change in MA expenditures is projected.

6. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 252.46 is amended to add a subdivision to require the Commissioner to review procedures that counties must follow to seek authorization for Medical Assistance ICF-MR rate exceptions for services for very dependent persons with special needs. No change in MA expenditures is projected.

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IV. Other Provider Reimbursement

1. For services rendered on or after January 1, 1989, the maximum pharmacy dispensing fee under MA and GAMC is increased to \$4.20. The projected increase in MA expenditures is \$725,000 per year.

2. For services rendered on or after October 1, 1988, payments for physician services, dental care, vision care, podiatric services, chiropractic care, physical therapy, occupational therapy, speech pathologists, audiologists, mental health centers, psychologists, public health clinics, and independent laboratory and x-ray services will be based on rates in effect June 30, 1987. The projected increase in MA expenditures is \$6,426,000 per year. For obstetrical care provided on or after October 1, 1988, the base rate is increased by ten percent from the base rate in effect June 30, 1987. The projected increase in MA expenditures is \$501,000 per year.

3. For MA and GAMC services rendered on or after July 1, 1989, payments to physicians and dentists must be calculated at the lower of (1) the submitted charges, or (2) the 50th percentile of prevailing charges in 1982. The projected increase in MA expenditures is \$1,000,000 per year.

4. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256.9655 is added to require the Commissioner to establish procedures to analyze and correct problems associated with medical care claims preparation and processing under the MA, GAMC, and Children's Health programs. No change in MA expenditures is projected.

5. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256.969, subdivision 2 is amended to change the inflation index used to increase the cap on hospital payments. The projected increase in MA expenditures is \$1,020,000 per year.

6. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256.969, subdivision 3 is amended to increase payment rates for certain small hospitals for Fiscal Year 1989 only. The projected increase in MA expenditures is \$1,900,000 per year.

7. Effective March 31, 1988, *Minnesota Statutes 1987 Supplement*, section 256.969, subdivision 3 is amended to:

- clarify that MA hospital rates are not subject to the base year routine limits of Medicare on a hospital specific basis;
- clarify that MA payments to Indian Health Service Hospitals are to be excluded from the DRG system and paid based on charges;
- establish MA payments to out of state border hospitals that are equal to rates of Minnesota hospitals and to pay specialized out of state hospitals whose patients are referred a rate that is more aligned with services provided.

No change in MA expenditures is projected.

V. Covered Services

1. Effective January 1, 1989, *Minnesota Statutes 1987 Supplement*, sections 245.462, 245.465, 245.466, 245.467, 245.469, 245.471, 245.472, 245.475 through 245.479, and 245.482 are amended to clarify the provisions relating to case management services for persons with serious and persistent mental illness. No change in MA expenditures is projected.

2. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.02 is amended to:

- add nurse anesthetist services as an MA covered service. No change in MA expenditures is projected.
- add day treatment services as specified in sections 245.462, subdivision 8 and 245.471, subdivision 3 that are provided under contract with the county board as an MA covered service. No change in MA expenditures is projected.

3. Effective July 1, 1988, *Minnesota Statutes* section 256B.31 is added to allow MA coverage for the continuing cost of acute care for a polio patient who has been hospitalized for 25 years. The projected increase in MA expenditures is \$81,000 per year.

4. Effective July 1, 1988, up to 120 hours of services by a private duty nurse or personal care assistant for a ventilator dependent person who is hospitalized will be covered by Medical Assistance. The projected increase in MA expenditures is \$117,000 per year.

VI. Eligibility

1. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256.73, subdivision 2 is amended to redefine "homestead" and to exclude the value of a motor vehicle used in self-employment business from the property determination of the Aid to Families with Dependent Children Program. For families and children applying for or receiving MA, these two provisions affect MA eligibility. No change in MA expenditures is projected.

2. *Minnesota Statutes 1987 Supplement*, section 256B.06, is amended to:

- Repeal the prohibition on MA eligibility for persons receiving Minnesota Supplemental Aid (MSA) based on a waiver of excess assets. The MSA laws were also amended to prohibit waivers of excess assets effective February 1, 1989.
- require that for MA applicants who are eligible for SSI, the methodology for calculating disregards and deductions from income will be the same as those of the MSA program. Effective February 1, 1989.

- Require that for families and children applying for MA, the automobile exclusion of the MA program, not the AFDC program, will apply. Effective July 1, 1988.
 - Change the asset limitation provisions in that a total equity value of \$2,000 for household goods and personal effects is allowable, including jewelry, regardless of when it was purchased or the funds by which it was obtained. Effective February 1, 1989.
 - Allow a person with spend-downs to choose whether to have medical expenses deducted monthly or at the beginning of the six-month budget period. Effective July 1, 1988.
 - Allow MA eligibility for pregnant women and infants up to one year of age if income is equal to or less than 185% of the federal poverty guideline for the same family size, without regard to assets. Effective July 1, 1988.
 - Allow MA eligibility for disabled persons under 19 years of age who would qualify for MA if they were residing in a medical institution, and for whom home care is appropriate. Effective July 1, 1988.
 - Allow MA eligibility for aliens seeking legalization under the Immigration Reform and Control Act of 1986, who are under age 18, over age 65, blind, disabled, or Cuban or Haitian and who meet MA eligibility requirements. Pregnant women seeking legalization who meet MA eligibility requirements are eligible for MA until 6 weeks post partum. Effective July 1, 1988.
3. Effective July 1, 1988, *Minnesota Statutes 1986*, Section 256B.08 is amended to require an expedited application and eligibility review process for pregnant women.
4. Effective upon approval by the Health Care Financing Administration of the U.S. Department of Health and Human Services, *Minnesota Statutes 1986*, section 256B.14, subdivision 2 is amended to eliminate a resource contribution by a non-institutionalized spouse at the time of the first approved MA application.
5. Effective upon approval by the Health Care Financing Administration of the U.S. Department of Health and Human Services, *Minnesota Statutes 1986*, section 256B.14, subdivision 2 is amended to require a parental income contribution for disabled children receiving services at home.
6. Effective upon approval by the Health Care Financing Administration of the U.S. Department of Health and Human Services, *Minnesota Statutes 1986*, section 256B.17, subdivision 7 is amended to increase the allowable asset transfer from a spouse entering a nursing home to a non-institutionalized spouse.
7. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.35, subdivision 1 is amended to increase the personal needs allowance for persons residing in long term care facilities or medical institutions from \$40 to \$45 per month, and to require automatic increases when the benefit amounts for social security or supplemental security income recipients are increased.
8. Effective February 1, 1989, *Minnesota Statutes 1986*, section 256D.35 and *Minnesota Statutes 1987 Supplement*, section 256D.37 are amended to adopt many of the eligibility criteria from the federal supplemental security income program for purposes of the Minnesota Supplemental Aid Program. Specifically:
- The SSI definition of homestead is adopted for the MSA program.
 - The language that would allow a difference between MSA and SSI income calculation methodology is repealed.
 - Waivers of excess assets because of hardship are eliminated in the MSA program.
 - The MA program transfer of asset restrictions are adopted for purposes of MSA eligibility.
 - The earned income exclusions and the \$20 unearned income disregard of the SSI program are adopted for purposes of MSA eligibility.
 - An MSA applicant or recipient is prohibited from allocating earned or unearned income to dependents if those dependents are potentially eligible for AFDC or other federally funded benefits.
 - A method of allocation for financially responsible relatives consistent with the SSI program is established.
 - A disregard of \$65 plus one-half of remaining income from gross earned income is established.
 - SSI program work expense deductions are adopted.
 - Self employment income is required to be determined by subtracting business costs from gross receipts.
 - A method of calculating rental income is established.
 - A gross income limit of 300% of the SSI income standard is established.

The total projected change in expenditures for MA eligibility changes is an increase of \$11,793,000 per year.

VII. Prepaid Health Care

1. Effective July 1, 1988, *Minnesota Statutes 1986*, section 256B.69, subdivision 3 is amended to exclude from participation in the Medical Assistance Prepaid Demonstration Project those MA recipients who are in foster care, are subsidized adoption assistance

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recipients or who are blind or disabled and under 65 years of age. No change in MA expenditures is projected.

2. Effective July 1, 1988, *Minnesota Statutes 1987 Supplement*, section 256B.031, subdivision 5 is amended to exempt the following persons from participation in the AFDC prepayment expansion:

- Recipients who are refugees for the first 24 months after entry into the United States.
- Recipients in foster care placement.

Language is also added to allow implementation of the program without a federal waiver for restricted disenrollment. No change in MA expenditures is projected.

Minnesota Pollution Control Agency

Division of Air Quality

Notice of Intent to Issue a Statewide General Permit Governing Small Heating Systems and Solicitation of Public Comments

Notice is hereby given that the Minnesota Pollution Control Agency (Agency) is preparing to issue a statewide general permit governing Small Heating Systems. The issuance of the general permit is authorized by *Minnesota Rules* part 7001.0210 subpart 2 (1987), which allows the Agency to issue a general permit if; "...the Agency finds that it is appropriate to issue a single permit to a category of permittees, whose operations, emissions, activities, discharges, or facilities are the same or substantially similar..."

There are many facilities which utilize small heating systems the emissions from which have a negligible environmental impact. The proposed general permit would apply to and identify sources which have the potential to emit at least one criteria pollutant in amounts greater than 25 tons per year but less than 50 tons per year. Establishment of a general permit will save the permittee the resources and time required to obtain an individual permit and the Agency the resources and time required to issue an individual permit. The draft general permit establishes emission limits for criteria pollutants and other conditions which must be followed. The general permit has a duration of five years.

The proposed determination to issue the general permit is tentative. The Agency requests public comment on the draft permit or its preliminary decision to issue a general permit. Interested persons or groups may submit data or views in writing or orally. Written or oral statements or comments should be directed to:

David Bell
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155
Telephone: (612) 296-7810

Oral statements will be received during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. The draft permit and the technical support describing the draft permit are published immediately after this Notice. However, a copy of the draft permit and the technical support will be mailed to any interested person upon the Agency's receipt of a written request at the above address.

All comments will be accepted from June 27, 1988 through July 25, 1988. Any person who submits comments from must include in the comments:

- A) a statement of the person's interest in the draft general permit
- B) a statement of the action the person wishes the Agency to take, including specific references to sections of the draft general permit that the person believes should be changed; and
- C) the reasons supporting the person's position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of the persons positions.

A person may also request that a public informational meeting or a contested case hearing be held on the proposed general permit. A public informational meeting is a meeting called by the Agency to solicit public comment and statements on the permit. A contested case hearing is a trial-type proceeding conducted by an Administrative Law Judge in which parties introduce evidence and examine witnesses; the Agency then makes a final determination on the proposed permit based upon the record of the contested case hearing. If a person requests a public informational meeting or a contested case hearing, the comments must include a statement of the reasons the person desires the Agency to hold a public informational meeting or contested case hearing and the issues that the person would like the Agency to address at the public informational meeting or contested case hearing. Any request for a public informational meeting will be granted or denied in accordance with *Minnesota Rules* parts 7001.0120 and 7001.0130 (1987). Any

request for a contested case hearing will be considered by the Agency Board and will be granted or denied in accordance with *Minnesota Rules* part 7001.0130 (1987).

Gerald L. Willet
Commissioner

Technical Support Document for a General Air Emission Facility Permit for Small Heating Systems

Issue Statement

Minnesota Statutes, Chapter 116, which created the Minnesota Pollution Control Agency (MPCA), and MPCA Rules established under that statute (*Minnesota Rules* part 7001.0050), require the owner/operator of any source of emissions to the atmosphere to apply for an Air Emission Facility Permit. This requirement includes fuel-burning space heating systems. The statutory requirement to apply for a permit has been affected by the recent fee rule mandated by the legislature (*Minnesota Rules* Chapter 7002). Under the fee rule, permit applicants must include an application fee with the permit application and, in general, would be subject to fees for permit issuance and annual fees.

There are many facilities in Minnesota which would be exempt from the requirement to have a permit except for the emissions from a fuel-burning space heating system (exemptions are listed in *Minnesota Rules* part 7001.1210, Subpart 2.). Typical facilities include schools, commercial buildings, multi-unit residential buildings and possibly light industrial facilities with no other emission sources. *Minnesota Rules* part 7001.0210, General Permits, authorizes the MPCA to "issue a single permit to a category of permittees whose operations, emissions, activities, discharges, or facilities are the same or substantially similar..." The General Permit rule also lists the requirements that must be satisfied for a category of facilities to be eligible for a general permit. The Division of Air Quality (DAQ) staff believes that there is a large number of sources whose emissions are solely or primarily due to fuel-burning space heating systems and which comply with all other requirements for a general permit. In addition, the quantity of emissions from each of these facilities is small enough, as discussed below, that each facility would be exempt from the major emission facility fee and the annual fee as provided in the fee rule. Consequently, the DAQ staff believes that these facilities can be equitably and efficiently regulated through the issuance of a general permit.

Background

At the present time, owners and operators of facilities with relatively small boilers or other fuel-fired space heating devices with potential emissions of over 25 tons per year of a pollutant are subject to the requirement to obtain an air emission facility permit and must pay permit fees.

As an example, consider a school with two 8 million BTU/hour boilers with natural gas as the primary fuel and No. 6 fuel oil as a backup. With no enforceable restrictions on hours of operation or quantity of fuel, this facility has a potential to emit 140 tons of sulfur dioxide (hereinafter "SO₂") per year. Because potential emissions of a pollutant (SO₂) exceeds 25 tons per year, this facility must have an Air Emission Facility Permit to operate these boilers (*Minnesota Rules* parts 7001.0030 and 7001.1210). Because emissions of SO₂ exceed 100 tons per year, this facility would be classified as major under the fee rule (*Minnesota Rules* part 7002.0020, Subpart 6.) and would be subject to the same fees as the largest power plants and industrial facilities in Minnesota.

Most facilities equipped similarly to this example can fulfill the heating requirements with only one boiler. The second boiler is for standby. Also, the capability to burn No. 6 fuel oil is installed for the rare and limited times that natural gas service might be interrupted. A calculation of the actual quantities of emissions based on actual fuel use shows that less than 50 tons per year of each pollutant is actually emitted. Under the fee rule, if a facility's potential emissions of each pollutant are less than 50 tons per year, it is subject only to the permit processing fees for an emission facility other than a major emission facility and is exempt from the annual fee (*Minnesota Rules* part 7002.0020, Subpart 6., part 7002.0100, Subparts 3. and 5.). While actual emissions by themselves cannot be considered equal to the potential-to-emit of the facility, the fact that actual emissions are less than 50 tons per year suggests that this facility could probably accept limits on fuel use in a permit that limit emission of each pollutant to less than 50 tons per year. With enforceable limits on fuel use in the permit, the potential-to-emit would then be limited to less than 50 tons per year for each pollutant.

Thus, this facility would pay no annual fee and permit processing fees would be those for an emission facility other than a major emission facility. Under these circumstances, the issuance of a general permit is a sensible course of action, with the additional effect that only the application fee would be paid by a facility eligible for the general permit (*Minnesota Rules* part 7002.0100, Subpart 6.).

Discussion

The basic goal of the small heating system general permit development process is to identify facility descriptions or limitations which result in a potential-to-emit for each pollutant of less than 50 tons per year.

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Because many facilities have multiple heaters and multiple fuel capability for backup, and because emissions are directly determined by the type and quantity of fuel used, the only practical basis for limiting emissions to less than 50 tons per year for each pollutant is to limit total quantity of fuel used. A fact to note at this point is that many heating devices are equipped to use two fuels and a few are equipped to use three different fuels. However, heating systems equipped to use more than three different fuels are unknown.

To establish the fuel use limitation for an individual fuel, two tables of emission factors have been compiled, one from U.S. Environmental Protection Agency publication AP-42 (hereinafter "AP-42") and one from the current *Minnesota Rules*. These tables appear on the last page of this support document. For each fuel there is a maximum emission factor which defines the amount of that fuel that could be burned and emit no more than 49 tons per year of the corresponding pollutant. For example, for natural gas the factor is the *Minnesota Rule* limit of 0.6 lbs/million BTU for particulate matter. For wood it is the AP-42 factor of 2.7 lbs/million BTU for carbon monoxide (hereinafter "CO"). For each fuel the maximum amount that can be burned and not exceed 49 tons per year can be calculated from the maximum emission factor. The resulting maximum quantities are:

Fuel	Maximum Quantity	Assumptions
Natural Gas	160,000,000 cubic feet	1000 BTU per cubic foot
Distillate Fuel Oil	1,160,000 gallons	0.5% sulfur by weight 140,000 BTU per gallon
Residual Fuel Oil	330,000 gallons	2.0% sulfur by weight 145,000 BTU per gallon
Wood	4,500,000 pounds	8000 BTU per pound
Other Solid Fuels	1,900,000 pounds	12500 BTU per pound 2.5% sulfur or adequate pollution control equipment to reduce SO ₂ emission to 4 pounds per million BTU

For a heating system equipped to use only one fuel, limiting fuel use to the quantity above insures that emission of each pollutant is limited to less than 50 tons per year. For heating systems equipped to use two or three different fuels, the fuel use limits above would not be sufficient to limit emissions to less than 50 tons per year. To properly limit fuel use in this case, a more restrictive set of fuel use limits has been developed. These limits are based on the fact that no small heating system is equipped to use more than three different fuels. These fuel use limits have been established so that a facility could use the listed amount of any three fuels in the same year and not emit more than 49 tons of any one pollutant. These fuel use limits are:

Fuel	Maximum Quantity
Natural Gas	63,000,000 cubic feet
Distillate Fuel Oil	450,000 gallons
Residual Fuel Oil	96,000 gallons
Wood	4,300,000 pounds
Other Solid Fuels	760,000 pounds

The maximum emission factor from either table (AP-42 or *Minnesota Rules*) has been used with two exceptions. Because AP-42 gives a range of nitrogen oxides (hereinafter "NO_x") from 0.14 to 0.55 lb/million BTU from gas (depending on boiler size), a special emission limit of 0.6 lb/million BTU has been put in the general permit and this limit is used to calculate the potential NO_x emission. Most heating systems eligible for this permit are of a size that would be expected to emit close to the reported 0.14 lb/million BTU.

The potential emission of SO₂ from distillate fuel oil (grades 1 and 2) has been calculated from the AP-42 emission factor of 0.5 lb/million BTU rather than the *Minnesota Rule* of 2 lb/million BTU. The general permit contains a requirement that distillate fuel oils must contain no more than 0.5% sulfur which, together with other typical fuel oil properties, limits SO₂ emissions to 0.5 lb/million BTU.

As each facility which might be eligible for the general permit applies, Agency staff (DAQ Permit Unit) will have to examine the specific details to confirm eligibility. Once the permit is issued, this review will not need to be repeated unless the facility desires to construct or modify emission units or rule changes are made. The general permit, like all permits, expires every 5 years at which time the facility can apply for renewal.

**Small Heating System Emissions
Emission Factors, LB/Million BTU**

	AP-42					MINNESOTA RULES		
	N. GAS	DIST. OIL	RESID. OIL	WOOD	COAL	N. GAS	LIQUID	SOLID
TSP	0.005	0.01	0.1	varies	varies	0.6	0.6	0.6
SO2	0.0006	0.5	2.0	0	varies		2	4
NOx	0.14	0.14	0.38	0.18	0.88	N/A	N/A	N/A
CO	0.04	0.04	0.04	2.7	0.03	N/A	N/A	N/A
HC	0.001	0.001	0.002	0.09	0.003	N/A	N/A	N/A

Potential-to-emit Based on Fuel Usage Limitation (Tons per Year)

FUEL	PARTICULATES	SO2	NOx	CO	HC
NATURAL GAS	19	0	19	1	0.03
DISTILLATE OIL	19	16	4	1	0.03
RESIDUAL OIL	4	14	3	0	0.02
WOOD	10	0	3	47	1.6
COAL, PETROLEUM COKE, OTHER SOLID FUELS	3	19	4	0	0.01

NOTES: NOx = nitrogen oxides
CO = carbon monoxide
HC = hydrocarbons
SO2 = sulfur dioxide
TSP = total suspended particulates

**AIR EMISSION FACILITY
GENERAL PERMIT
FOR
FOSSIL FUEL-FIRED INDIRECT HEATING EQUIPMENT
<AND>
<AIR POLLUTION CONTROL EQUIPMENT>**

According to *Minnesota Statutes* Chapters 115 and 116 and *Minnesota Rules* Chapter 7001

<>
<>
<>
<>

(hereinafter Permittee) is issued an Air Emission Facility Permit by the Minnesota Pollution Control Agency (hereinafter Agency) for its facility located <>, <> County, Minnesota. The permit authorizes operation of the emission facility <and air pollution control equipment> under the conditions set forth herein.

This General Permit covers the geographical area encompassed by the State of Minnesota and is effective for a term of five years starting on the date issued by the Commissioner.

Dated:

J. Michael Valentine
Director
Division of Air Quality
for Gerald L. Willet
Commissioner
Minnesota Pollution Control Agency

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Facility Description

I. Overview

The Permittee operates a commercial, institutional, residential or industrial facility at which emissions to the ambient air are due solely or primarily to fuel use in heating equipment. The heating equipment provides comfort space heat. The fuel usage at this facility does not exceed the usage limitations in this permit and there are no sources which are subject to a federal New Source Performance Standard (40 CFR Part 60).

As a result of operating within the fuel usage limitations of this permit, this facility has a potential to emit at least one criteria air pollutant greater than 25 tons per year (but less than 50 tons per year) and is therefore required to obtain Air Emission Facility permit by *Minn. Rules* part 7001.1210.

II. Emission Sources and Pollution Control Equipment

The emission sources and associated process equipment, air pollution control equipment and monitoring equipment at the emission facility described above include the following:

<u>Source No.</u> < >	<u>Facility I.D.</u>	< >
Process Equipment—	Type:	< >
	Manufacturer:	< >
	Date of Installation:	< >
	Rated Heat Input:	< > Btu/hr
	Fuels:	< >
Control Equipment—	Type:	< >
	Manufacturer:	< >
	Model:	< >
	< >	< >
	< >	< >
Monitoring Equipment—	Type:	< >
	Manufacturer:	< >
	Model:	< >
	< >	< >
	< >	< >
Stack Parameters—	Height:	< >
	Inside Exit Diameter:	< >
	Flow Rate, acfm	
	(for primary fuel):	< >

III. Definitions & Abbreviations

Definition of terms and abbreviations used in this permit may be found in *Minnesota Rules* parts 7005.0100 and 7005.0110 respectively and as defined below:

CFR:	Code of Federal Regulations
MSP AQCR:	Minneapolis-St. Paul Air Quality Control Region
lb:	pound
Btu:	British thermal unit
Annual Heating Season:	September 1 of a calendar year through August 31 of the following calendar year
SO ₂ :	Sulfur dioxide
NO _x :	Nitrogen oxides
CO:	Carbon monoxide

Special Conditions

The Permittee shall comply with the following special conditions in order to attain, maintain and demonstrate compliance with applicable Minnesota and federal statutes and rules.

I. Ambient Standards

The Permittee shall comply with *Minnesota Rules* parts 7005.0010-7005.0080, State Ambient Air Quality Standards, and with National Primary and Secondary Ambient Air Quality Standards, 40 CFR Part 50.

II. Emission Limits

The Permittee shall not discharge into the atmosphere pollutants in excess of the limits listed below:

II.A. Particulates

1. Particulate Matter

	Emission Limit	Limitation Basis
< >	0.4 lb/million Btu if the source was constructed, reconstructed or modified after July 7, 1969 or is located in MSP AQCR or City of Duluth; 0.6 lb/million Btu otherwise	<i>Minnesota Rules</i> part 7005.0300 through 7005.0400

2. Opacity

Emission Limit	Limitation Basis
20 percent opacity; except that a maximum of 60 percent opacity shall be permissible for four minutes in any 60 minute period and a maximum of 40 percent opacity shall be permissible for four additional minutes in any 60 minute period	<i>Minnesota Rules</i> parts 7005.0320, Subp. 2 and 7005.0330, Subp. 2

II.B. SO₂

Emission Limit	Limitation Basis
4.0 lb/million Btu if a solid fuel other than wood is used; 2.0 lb/million Btu if residual fuel oil is used	<i>Minnesota Rules</i> parts 7005.0300 through 7005.0400

II.C. NO_x

Emission Limit	Limitation Basis
0.6 lb/million Btu if natural gas is used	<i>Minnesota Rules</i> part 7002.0100, Subp. 5. to limit emission of NO _x to less than 50 tons per year

II.D. Carbon Monoxide

Emission Limit	Limitation Basis
2.7 lbs/million Btu if wood is used	<i>Minnesota Rules</i> part 7002.0100, Subp. 5. to limit emission of CO to less than 50 tons per year

II.E. Noise

The Permittee shall comply with the noise standards set forth in *Minnesota Rules* parts 7010.0010 to 7010.0080 at all times during the operation of the facility.

II.F. Odor

The Permittee shall not discharge into the atmosphere from any source or combination of sources within the facility any gases which contain odors in excess of the amount allowed by *Minnesota Rules* part 7005.0920.

III. Retention of Records

The Permittee shall retain records of any operational parameters that are recorded as directed below for at least three years, after which time this period may be extended as advised in writing by the Director, Division of Air Quality.

III.A. Shutdowns and Breakdowns

Pursuant to *Minnesota Rules* part 7005.1880, Subparts 1 and 2, the Permittee shall notify the Commissioner at least 24 hours in advance of the shutdown of any control equipment and immediately of a breakdown of more than one hour duration of any control equipment and, if the shutdown or breakdown causes an increase in the emission of air contaminants, of a shutdown or breakdown of any process equipment. At the time of notification of the shutdown, or at the time of notification or as soon thereafter as possible for a breakdown, the Permittee shall also notify the Commissioner of the cause of the shutdown or breakdown and the estimated duration. The Permittee shall notify the Commissioner when the shutdown or breakdown is over.

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III.B. Fuel Usage Limitations

The Permittee shall limit total annual fuel usage by this facility in each annual heating season to the quantity specified for each fuel listed below:

<Natural Gas>	<63,000,000 cubic feet>	< >
<Distillate Fuel Oil>	<450,000 gallons>	< >
<Residual Fuel Oil>	<96,000 gallons>	< >
<Wood>	<4,300,000 pounds>	< >
<Coal, Petroleum Coke, Other Solid Fuel>	<760,000 pounds>	< >

If fuel usage reaches 90% of the total allowable in any annual heating season, the Permittee shall submit monthly reports on fuel usage for the remainder of that calendar year. Reports will be due by the 20th of the month following the subject month. The first report will be required in the month that the 90% value is reached. That report shall include fuel usage for the subject calendar year up to that time including a monthly total for each fuel burned.

IV. Residual Materials

The Permittee shall dispose of particulates, sludges, or other wastes generated by the operation of the emission facility and/or air pollution control equipment according to solid waste rules (*Minnesota Rules* parts 7035.0200 to 7035.2500) and hazardous waste rules (*Minnesota Rules* Chapter 7045). The Permittee shall contain and dispose of scrubber water according to water quality rules (*Minnesota Rules* parts 7050.0110 to 7050.0470, and 7060.0100 to 7060.0900).

V. Time Extensions

The Agency may grant extension of time schedules stated herein if requests for extensions are submitted in a timely fashion and good cause exists for granting the extension. All extensions must be requested by the Permittee in writing. The request shall specify the reason(s) why the extension is needed. Extensions shall only be granted for such period of time as the Director, Division of Air Quality or MPCA Board determines is reasonable under the circumstances. A requested extension shall not be effective until approved by the Director, Division of Air Quality or Agency Board.

General Conditions

The Permittee shall comply with the attached general conditions, attached as Exhibit A, in order to attain, maintain and demonstrate compliance with applicable Minnesota or federal statutes and rules.

Department of Transportation

Petition of the City of Andover for a Variance from State Aid Standards for Design Speed

Notice is hereby given that the City Council of the City of Andover has made a written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from minimum standards for a construction project on MSAS 103 (Ward Lake Drive) from Hanson Blvd. to a point ½ mile east of Hanson Blvd.

The request for a variance from *Minnesota Rules* for State Aid Operations 8820.9912, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit a substandard design speed on a curve, ¼ mile east of Hanson Blvd., instead of the required 30 M.P.H. design speed curve.

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

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

Dated: 20 June 1988

Leonard W. Levine
Commissioner

Department of Transportation

Meeting, State Aid Standard Variance Committee

Notice is hereby given that the Commissioner of Transportation has appointed a State Aid Standard Variance Committee who will conduct a meeting on Wednesday June 29, 1988, at 10:00 A.M. in Room G-18 Transportation Building, John Ireland Boulevard, St. Paul, Minnesota, 55155.

This notice is given pursuant to *Minnesota Statute* 47k.705.

The purpose of this open meeting is to investigate and determine recommendations for variances from minimum State Aid roadway standards as governed by *Minnesota Rules* for State Aid Operations 8820.3400 adopted pursuant to *Minnesota Statutes* 161 and 162.

The agenda will be limited to these questions:

1. Petition of the City of Andover for a variance from minimum design standards so as to permit a substandard design speed curve instead of a 30 M.P.H. design speed curve on a construction project on MSAS 103 (Wood Lake Drive) from Hanson Blvd. to a point ½ mile east of Hanson Blvd.
2. Petition of the County of Chisago for a variance from parking requirements so as to permit a 10-minute loading zone in front of the County Sheriff's office located on CSAH 32 (Main Street) in the City of Center City. CSAH 32 is presently restricted to parking on the east side only.
3. Petition of the City of New Hope for a variance from minimum design standards so as to permit a street width of 50 feet with no parking permitted and tapering to a street width of 44 feet instead of the required street width of 52 feet on a construction project on MSAS 106 (36th Avenue) from a point approximately 500' east of Jordan Avenue.
4. Petition of the County of Winona for a variance from administrative rule requirements that a construction plan must be approved by the State Aid Engineer prior to the award of contract in order to finance the project with State Aid Funds. The construction project is for bituminous resurfacing on CSAH 31 (S.A.P. 85-631-11).
5. Petition of the City of Cloquet for a variance from minimum right of way standards so as to permit a right of way width of 55 feet instead of the required right of way width of 60 feet for a construction project on MSAS 116 (18th Street) from Avenue "B" to Carlton Avenue.
6. Petition of the County of Fillmore for a variance from minimum design speed standards so as to permit design speeds of 35 M.P.H. on five vertical curves instead of the required 40 M.P.H. on a resurfacing project on CSAH 23 between CSAH 24, North of Lenora, and a point two miles south of CSAH 12.

The cities and counties listed above are requested to follow the following time schedule when appearing before the Variance Committee:

10:00 A.M.	City of Andover
10:20 A.M.	County of Chisago
10:40 A.M.	City of New Hope
11:00 A.M.	County of Winona
11:20 A.M.	City of Cloquet
11:40 A.M.	County of Fillmore

Dated: 20 June 1988

Leonard W. Levine
Commissioner
Minnesota Department of Transportation

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: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid. Contact listed buyers.

Commodity: Service contract on Trane Automation
Contact: Brenda Thielen 612-296-9075
Bid due date at 2pm: June 27
Agency: Winona State University
Deliver to: Winona
Requisition #: 26074 12301

Commodity: 7 passenger van
Contact: Bernadette Vogel 612-296-3778
Bid due date at 2pm: June 29
Agency: Pollution Control Agency
Deliver to: St. Paul
Requisition #: 32100 17484

Commodity: Zenith microcomputer systems
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: June 29
Agency: Cambridge Center
Deliver to: Cambridge
Requisition #: 27142 49036

Commodity: Van
Contact: Bernadette Vogel 612-296-3778
Bid due date at 2pm: June 29
Agency: Various
Deliver to: Various
Requisition #: 21607 67386

Commodity: Compact van
Contact: Bernadette Vogel 612-296-3778
Bid due date at 2pm: June 29
Agency: Trade & Economic Development
Deliver to: St. Paul
Requisition #: 22200 00463

Commodity: Miscellaneous papers & supplies
Contact: Ann Wefald 612-296-2546
Bid due date at 2pm: June 30
Agency: Central Stores
Deliver to: St. Paul
Requisition #: Price Contract

Commodity: LAN protocol analyzer
Contact: Pat Anderson 612-296-3777
Bid due date at 2pm: June 30
Agency: DOT—Transportation
Deliver to: North St. Paul
Requisition #: 79000 84669

Commodity: New air compressor
Contact: Brenda Thielen 612-296-9075
Bid due date at 2pm: June 30
Agency: DOT Transportation
Deliver to: Willmar
Requisition #: 79382 01405

Commodity: New skid mounted air compressor
Contact: Brenda Thielen 612-296-9075
Bid due date at 2pm: June 30
Agency: Various
Deliver to: Various
Requisition #: 79382 01403

Commodity: Upgrade for NCR Tower 32-600
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: June 30
Agency: Trade & Economic Development
Deliver to: St. Paul
Requisition #: 22400 02135

Commodity: Armor, personal
Contact: Doug Thompson 612-296-3775
Bid due date at 2pm: July 1
Agency: Natural Resources Service Center
Deliver to: St. Paul
Requisition #: 29000 50191

Commodity: Compaq Deskpro 386
Contact:
Bid due date at 2pm: June 29
Agency: Transportation Department
Deliver to: St. Paul
Requisition #: 79000 84878

Commodity: Compaq Deskpro 386/20
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: June 29
Agency: Administration/Commissioner Office
Deliver to: St. Paul
Requisition #: 02521 83290

Commodity: PC Limited Systems 200
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: June 30
Agency: DOT—Transportation Department
Deliver to: St. Paul
Requisition #: 79000 84875

Commodity: Data products laser printer
Contact:
Bid due date at 2pm: June 29
Agency: Health
Deliver to: Minneapolis
Requisition #: 12500 19413

State Contracts and Advertised Bids

Commodity: Garage door replacements
Contact: Pat Anderson 612-296-3777
Bid due date at 2pm: July 5
Agency: MN veterans home
Deliver to: Hastings
Requisition #: 75250 20875

Commodity: ITT network comm. equipment
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: June 29
Agency: Community College Board
Deliver to: St. Paul
Requisition #: 27138 50284

Commodity: Maintenance on personal computer
Contact: Don Olson 612-296-3771
Bid due date at 2pm: July 5
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: State patrol uniforms
Contact: Dale Meyer 612-296-3773
Bid due date at 2pm: July 5
Agency: State Patrol
Deliver to: Various
Requisition #: Price Contract

Commodity: Everex tape subsystem & accessories
Contact: Mary Jo 612-296-3772
Bid due date at 2pm: July 5
Agency: State University
Deliver to: Southwest, Marshall
Requisition #: 26175 09201

Commodity: Ribbons: calculator, typewriter & printer
Contact: Ann Wefald 612-296-2546
Bid due date at 2pm: July 6
Agency: Central Stores
Deliver to: St. Paul
Requisition #: Price Contract

Commodity: Laundry—liquid chemicals & dispensing
Contact: Don Olson 612-296-3771
Bid due date at 2pm: July 6
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: TV production system
Contact: Pat Anderson 612-296-3777
Bid due date at 2pm: July 28
Agency: St. Cloud State University
Deliver to: St. Cloud
Requisition #: 26073 20398

Commodity: Custom console
Contact: Pat Anderson 612-296-3777
Bid due date at 2pm: July 27
Agency: St. Cloud State University
Deliver to: St. Cloud
Requisition #: 26073 20397

Commodity: RTS intercom system
Contact: Pat Anderson 612-296-3777
Bid due date at 2pm: July 28
Agency: St. Cloud State University
Deliver to: St. Cloud
Requisition #: 26073 20457

Commodity: TV lighting & control
Contact: Pat Anderson 612-296-3777
Bid due date at 2pm: July 27
Agency: St. Cloud State University
Deliver to: St. Cloud
Requisition #: 26073 20399

Contract Awards—Materials Management Division

Item: Controls & repair, industrial heating
Req.#: 26137 04335 01
Awarded to: Trane Co., Minneapolis, MN
Awarded amount: \$64,000.00
Awarded date: June 9, 1988

Item: Computer equipment
Req.#: 42600 11734 01
Awarded to: Xerox Corp., Edina, MN
Awarded amount: \$17,895.00
Awarded date: June 9, 1988

Item: Service other purchased
Req.#: 43000 09577 01
Awarded to: Hoover Construction Co. Inc., Virginia, MN
Awarded amount: \$53,000.00
Awarded date: June 9, 1988

Item: Cutting edges and blades
Req.#: 79650 00363 01
Awarded to: Kennametal Inc., Latrobe, PA
Awarded amount: \$18,326.00
Awarded date: June 9, 1988

Item: Cutting edges and blades
Req.#: 79700 03348 01
Awarded to: Kennametal Inc., Latrobe, PA
Awarded amount: \$15,427.50
Awarded date: June 9, 1988

Item: Cutting edges and blades
Req.#: 79900 03629 01
Awarded to: Kennametal Inc., Latrobe, PA
Awarded amount: \$29,695.60
Awarded date: June 9, 1988

Item: Maintenance contract equipment only
Req.#: 26175 09210 01
Awarded to: Johnson Controls, Inc., Sioux Falls, SD
Awarded amount: \$21,480.00
Awarded date: June 16, 1988

Item: Motorcycle & scooter
Req.#: 29000 50192 01
Awarded to: Honda Yamaha Sports, Bemidji, MN
Awarded amount: \$15,956.00
Awarded date: June 16, 1988

Item: Auto HD truck & van
Req.#: 32100 17439 01
Awarded to: Hawkins Thane Polar Chev., White Bear Lake, MN
Awarded amount: \$19,597.00
Awarded date: June 16, 1988

State Contracts and Advertised Bids

Item: Auto HD truck & van
Req.#: 75250 20705 01
Awarded to: Hawkins Thane Polar
Chev., White Bear Lake, MN
Awarded amount: \$16,867.00
Awarded date: June 16, 1988

Item: Snowmobile half-track &
attachments
Req.#: 29000 50193 01
Awarded to: Honda Yamaha Sports,
Bemidji, MN
Awarded amount: \$17,966.55
Awarded date: June 17, 1988

Item: Computer equipment
Req.#: 26074 12193 02
Awarded to: Data General Corp.,
Minnetonka, MN
Awarded amount: \$15,298.00
Awarded date: June 20, 1988

Item: Bus passenger
Req.#: 37001 80733 01
Awarded to: Hoglund Bus Co. Inc.,
Monticello, MN
Awarded amount: \$23,987.51
Awarded date: June 20, 1988

Item: Hardware Misc.
Req.#: 55101 08447 01
Awarded to: Doyle Lock Co.,
Minneapolis, MN
Awarded amount: \$15,945.00
Awarded date: June 20, 1988

Item: Repair alteration to bldg.
Req.#: 01000 05355 01
Awarded to: Nielsen Sheet Metal,
Brooklyn Park, MN
Awarded amount: \$8,240.00
Awarded date: June 21, 1988

Item: Container utility commercial
Req.#: 01000 05342 01
Awarded to: Kirk Rotational Molding,
Santa Fespri, CA
Awarded amount: \$23,864.80
Awarded date: June 21, 1988

Item: Truck, pickup ½ ton 4 × 2 per state
s
Req.#: 29000 50189 01
Awarded to: Hawkins Thane Polar
Chev., White Bear Lake, MN
Awarded amount: \$41,871.00
Awarded date: June 21, 1988

Item: Maintenance contract equipment
only
Req.#: 63000 90300 01
Awarded to: Galaxy Computer Services,
Eden Prairie, MN
Awarded amount: \$17,086.50
Awarded date: June 21, 1988

Item: Posts sign
Req.#: 79300 04369 02
Awarded to: Franklin Steel Co.,
Franklin, PA
Awarded amount: \$16,406.00
Awarded date: June 21, 1988

Item: Posts sign
Req.#: 79500 03135 01
Awarded to: Franklin Steel Co.,
Franklin, PA
Awarded amount: \$38,814.00
Awarded date: June 21, 1988

Item: Posts sign
Req.#: 79600 03847 02
Awarded to: Franklin Steel Co.,
Franklin, PA
Awarded amount: \$19,189.25
Awarded date: June 21, 1988

Item: Posts sign
Req.#: 79700 03340 02
Awarded to: Franklin Steel Co.,
Franklin, PA
Awarded amount: \$18,292.50
Awarded date: June 21, 1988

Item: Posts sign
Req.#: 79900 03556 02
Awarded to: Franklin Steel Co.,
Franklin, PA
Awarded amount: \$28,019.00
Awarded date: June 21, 1988

Item: Computer equipment
Req.#: 02410 80172 01
Awarded to: IBM Corporation,
Minneapolis, MN
Awarded amount: \$2,909,285.00
Awarded date: June 22, 1988

Item: Spectrometers, atomic absorption
Req.#: 07300 48339 01
Awarded to: Perkin Elmer Corporation,
Edent Prairie, MN
Awarded amount: \$43,386.00
Awarded date: June 22, 1988

Item: Photocopy & copy machine
expense
Req.#: 27145 07618 01
Awarded to: Davis Ed Business,
Willmar, MN
Awarded amount: \$15,930.00
Awarded date: June 22, 1988

Item: Truck
Req.#: 29000 49576 01
Awarded to: Braatz Custom Metal,
Donduel, WI
Awarded amount: \$91,686.00
Awarded date: June 22, 1988

Item: Mowers—riding type, front
mounted
Req.#: 79382 01379 01
Awarded to: Kroner O. W. Co., Mound,
MN
Awarded amount: \$20,768.00
Awarded date: June 22, 1988

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: Quarterly Class Flyer, 165M each issue, 3 issues, #30 newsprint, 7¼" × 10¾", 32pp per issue.
Contact: Printing Buyer's Office
Informal bid opening: July 5
Agency: Anoka-Ramsey Community College
Deliver to: Coon Rapids
Requisition #: 7842

Commodity: Report of federal employment and wages, 5M continuous feed, 8½" × 11", 3-part form
Contact: Printing Buyer's Office
Bids are due: July 1
Agency: Jobs & Training
Deliver to: St. Paul
Requisition #: 8092

Commodity: Quarterly Credit Class Schedules, 188M each issue, 16" × 22¾" folded to 11¾" × 16", 16 page tabloid, 30# newsprint
Contact: Printing Buyer's Office
Informal bid opening: July 5
Agency: Lakewood Community College
Deliver to: White Bear Lake
Requisition #: 8065

Commodity: 5M brochures, 8½" × 11" folded in half, camera ready; and 2M folders, 18" × 12" folded to 9" × 12" one-sided
Contact: Printing Buyer's Office
Bid due date at 2pm: July 1
Agency: Arrowhead Community College
Deliver to: Grand Rapids

Commodity: Quarterly Class Tabloid, 171M each issue, 12pp. 22¾" × 17" folded to 11¾" × 17".
Contact: Printing Buyer's Office
Informal bid opening: June 29
Agency: Inver Hills Community College
Deliver to: Inver Grove Heights
Requisition #: 8007

Commodity: No-Smoke posters, 18" × 24", camera ready, 10M
Contact: Printing Buyer's Office
Bids are due: June 30
Agency: Health Department
Deliver to: Minneapolis
Requisition #: 8069

Commodity: Tickets, various deposit banks, micro encoding, 4" × 7" w/¼" hole, 70M
Contact: Printing Buyer's Office
Bids are due: June 30
Agency: State Treasurer
Deliver to: St. Paul
Requisition #: 8099

Contract Awards—Printing & Mailing Services Division

Item: MN Trade Office stickers
Req.#: 7629
Awarded to: Applied Power Products, Minneapolis
Awarded amount: \$222.50
Awarded date: June 16

Item: Letterhead
Req.#: 7263
Awarded to: Ramaley Printing Company, St. Paul
Awarded amount: \$2,100.00
Awarded date: June 13

Item: Teacher ed student survey
Req.#: 7596
Awarded to: Georgene Bergstrom Company, Minneapolis
Awarded amount: \$900.00
Awarded date: June 15

Item: Tabloid Fall 1988-North Hennepin Community College
Req.#: 7763

Awarded to: House of Print, Madelia
Awarded amount: \$4,359.42
Awarded date: June 20

Item: Nursing continuing education
Req.#: 7767
Awarded to: Printed Media Services, Golden Valley
Awarded amount: \$3,606.00
Awarded date: June 17

Item: ATV safety training certificate-student
Req.#: 7517
Awarded to: Georgene Bergstrom Company, Minneapolis
Awarded amount: \$1,175.00
Awarded date: June 17

Item: Aerial college photo 1988
Req.#: 7765
Awarded to: Printing Resources, Shoreview
Awarded amount: \$929.00
Awarded date: June 17

Item: Record container label
Req.#: 7503
Awarded to: Custom Business Forms, Minneapolis
Awarded amount: \$395.55
Awarded date: June 17

Item: Inver Hills Community College quarterly class brochure
Req.#: 7772
Awarded to: Sexton Printing, St. Paul
Awarded amount: \$6,174.00
Awarded date: June 17

Item: Council on Disability newsletter CONNECTOR
Req.#: 7749
Awarded to: Printing Solutions, Bloomington
Awarded amount: \$6,882.00
Awarded date: June 17

State Contracts and Advertised Bids

Item: Withholding instruction books
Req. #: 7950
Awarded to: House of Print, Madelia
Awarded amount: \$1,750.00
Awarded date: June 22

Item: Certificate of recovery of
unemployment compensation benefits
Req. #: 7902
Awarded to: Bann Division, Stuart
Hooper Co., St. Paul
Awarded amount: \$607.05
Awarded date: June 22

Item: Request for information or
reconsideration of federal findings
Req. #: 7901
Awarded to: Bann Division, Stuart
Hooper Co., St. Paul
Awarded amount: \$417.65
Awarded date: June 22

State Designer Selection Board

Request for Proposal for Two Projects

To Registered Professionals in Minnesota:

The State Designer Selection Board has been requested to select designer for two projects. Design firms who wish to be considered for these projects should submit proposals on or before 4:00 p.m., July 19, 1988, 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.

State Contracts and Advertised Bids

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.

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.

8a) PROJECT—14-88

Roofing Structure
Ironworld USA
Chisholm, Minnesota
Estimated Budget: \$300,000.00

The Festival Park at IRONWORLD USA has a gathering place 150 feet in diameter encircled partially by a wooden arbor, foot bridges, ponds and streams. The space is used for "informal" programs or musical events and due to weather conditions, it has been determined that some type of roof system be designed and constructed to accommodate the needs of the park.

Questions concerning this project may be referred to Robert Scott at (218) 254-3321.

8b) PROJECT—15-88

Site Feasibility Study
Veterans Homes
Designer Fees: \$35,000.00

The 1988 session of the legislature required the Department of Administration to analyze the feasibility of establishing facilities for the housing and nursing care of veterans in Fergus Falls and in southwestern Minnesota. A study of operational costs, the impact on other nursing homes in the area, the demographics of the veterans to be served, and staffing level requirements will be performed by the Management Analysis Division of the Department of Administration. The designer selected for this project will be responsible for the site feasibility study of the two areas. In addition, it is anticipated that the designer will work closely with the Management Analysis Division to insure that all data generated is properly considered.

Questions concerning this project may be referred to Lyle Nelson at (612) 296-4644.

Damon Farber, Chairman
State Designer Selection Board

Department of Health

Health Systems Development Division

Notice of Proposals for Medical Advisor

The Minnesota Department of Health is requesting proposals from eligible physicians who would be able to serve as a Medical Advisor for the Alternative Delivery Systems Section for the period August 15, 1988-June 30, 1989.

Qualifications for the position are as follows: experience in quality assurance practices used by managed health care systems; recognized standing in the professional medical community, and experience in working with governmental agencies and other health organizations in the community which perform community health functions.

Minimum tasks include: 1) assisting the Department in the development of rules, policies and procedures and other documents relating to the medical direction of the health maintenance organization regulatory program; 2) participating in investigatory activities of the Section; 3) representing the Department at contested case hearings or rule-making hearings, when necessary; 4) providing technical assistance as needed in quality assurance functions of the Section; and 5) providing written summary reports of professional advice on policy and investigatory matters.

State Contracts and Advertised Bids

Interested physicians will be required to submit a formal proposal in accordance with procedures established by the Minnesota Department of Administration. Maximum reimbursement for a total of 360 hours will be \$18,000 in FY-1989. The deadline for proposals is 4:00 p.m., July 18, 1988.

Minnesota Higher Education Coordinating Board

Notice of Request for Proposals for Contractual Services

The Minnesota Higher Education Coordinating Board requests proposals for a comprehensive assessment of needs for post-secondary education by residents in the population corridor from St. Cloud to Rochester, Minnesota, including the Minneapolis-St. Paul metropolitan area.

Project Scope

The goals of this project are to describe current and future post-secondary education needs of residents in the designated area, evaluate the resources available to meet those needs, and identify and analyze alternative ways of preparing for the future.

Project Start and Completion Dates

The contract will become effective August 1988 and will end no later than June 30, 1989, subject to satisfactory completion. Most of the work on the project must be completed by February 1, 1989.

Project Costs

Total project costs should not exceed \$300,000 for professional fees and expenses.

Those interested in receiving the Request for Proposals should contact:

Arlon J. Hauptert	550 Cedar Street
Director of Administrative Services	St. Paul, Minnesota 55101
400 Capitol Square Building	(612) 296-9685

Proposals will be accepted until 4:30 p.m., July 25, 1988.

Minnesota Historical Society

Advertisement for Bids for Air Conditioning for Split Rock Lighthouse History Center

1. BIDS

Sealed bid proposals for adding air conditioning to the Split Rock Lighthouse History Center, Duluth, Minnesota, in accordance with bidding documents dated June 17, 1988 and prepared by Lundquist, Wilmar, Schultz & Martin, Inc., will be received in the office of the Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, Saint Paul, Minnesota 55101 until 2:00 p.m., Central Daylight Time on July 6, 1988, at which time the bid proposals will be publicly opened and read aloud. Bids received after 2:00 p.m., July 6, 1988, will be returned unopened.

2. BID SECURITY

Each proposal must be accompanied by a cash deposit, cashier's check, or corporate surety bond of a surety company duly authorized to do business in Minnesota, for the sum of not less than 5% of the total bid, which is submitted as bid security to guarantee that the bidder, if awarded the contract, will promptly execute such contract in accordance with the bid proposal and will furnish the required Payment and Performance bond.

3. PLANS AND SPECIFICATIONS

Copies of Contract Documents for preparation of bids will be available for inspection at the offices of Lundquist, Wilmar, Schultz & Martin, Inc., 821 Raymond Avenue, Suite 300, Saint Paul, Minnesota 55114, at the Builders Exchanges in Saint Paul, Minneapolis, Minnesota and Duluth, Minnesota; and at the F.W. Dodge Corporation Plan Room, Edina, Minnesota. Copies of the Contract Documents for use by contractors submitting a bid may be obtained from the Engineers upon deposit of \$50.00. Checks are to be made out to LWSM. Deposits will be returned to bidders who return Contract Documents in good condition within ten (10) days following the scheduled closing time for the receipt of bids.

4. CONDITIONS OF BIDS

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

Department of Human Services

Request for Proposals: American Indian Chemical Dependency Intervention Services

The Chemical Dependency Program Division of the Department of Human Services is soliciting proposals which shall provide identification, information, assessments, and appropriate referrals to American Indian adults and adolescents who abuse chemicals or are chemically dependent residing in Hennepin County.

A total of up to \$45,000 is available to a single grantee for 12 months of services beginning on or about November, 1988.

Proposals must be submitted to the Department by September 6, 1988.

For a copy of the complete request for proposal or if you desire more information contact Dorrie Hennagir at (612) 296-4617.

Minnesota Department of Jobs and Training

Division of Rehabilitation Services

Notice of Proposed Contracts—Federal Fiscal Year 1989

The Minnesota Department of Jobs and Training, Division of Rehabilitation Services is publishing notice that the contracts listed below are available and will be awarded for federal fiscal year 1989 (October 1, 1988 to September 30, 1989):

A. Notice of Proposed Contracts for Medical, Psychiatric, and Psychological Services

1. The Division of Rehabilitation Services, Office of Vocational Rehabilitation is seeking to employ individuals under contract who will meet with local staff of the section in order to provide them with advice, consultation, and training on medical and psychiatric or psychological aspects affecting the rehabilitation process for specific clients and for the agency, in general. This section will be seeking at least one medical and one psychiatric or psychological contractor in each of the following locations: Bemidji, Brainerd, Duluth, Fergus Falls, Mankato, Minneapolis, Rochester, St. Cloud, St. Paul, Virginia, Willmar, Worthington, Moose Lake and Anoka. All individuals will be paid at a rate of \$40 to \$60 per hour. Most contract work will require an average of 2 to 4 hours per week. Total cost is not expected to exceed \$400,000.00. Inquiries should be directed to:

James R. House
Director, Office of Rehabilitation Services
MN Department of Jobs and Training
Division of Rehabilitation Services
5th Floor
390 North Robert Street
St. Paul, Minnesota 55101

All proposals must be received by 4:30 p.m. 7-29-88.

2. The Division of Rehabilitation Services, Social Security Disability Determination Services Section, is seeking to employ individuals under contract who will advise and consult with disability examiner staff and others regarding the medical and psychological aspects of impairments including the nature and severity of disease processes, appropriate medical development and case documentation for individual claims, proper application of SSA medical policy and assessment of the claimant's residual level of functioning. The contractor will also be required to certify the claimant's determination of disability as required by the Social Security Administration. The section will be seeking up to twenty Minnesota licensed medical doctors and up to ten Minnesota licensed consulting psychologists. All services will be utilized in St. Paul. Range of pay is \$41 to \$48 per hour. Contracts will vary from 8 to 30 hours per week and will be for 1 year (10/1/88 through 9/30/89) or 1 year with an option to renew for a 2nd year. Total cost is not expected to exceed \$1,000,000. Inquiries should be directed to:

William T. Ruhl
Assistant Director, Medical Services
Disability Determination Services Section
MN Department of Jobs and Training
Rehabilitation Services
Suite 200—Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4419; (612) 297-4578

All proposals must be received by 4:30 p.m. 7-29-88.

State Contracts and Advertised Bids

B. Notice of Proposed Contract for Psychometric Testing Services

The Rehabilitation Services Division, Office of Vocational Rehabilitation is seeking a contractor who would provide psychometric testing to about 4,500 disabled clients. The testing would be provided by the contractor in approximately 50 testing locations throughout the State of Minnesota. The contractor would be required to administer any of eight psychometric tests and provide test scores, together with an interpretation of the tests results, within two weeks of the testing date. Total cost is not expected to exceed \$165,000.00. Inquiries should be directed to:

Jim R. House
Director, Office of Vocational Rehabilitation
MN Department of Jobs and Training
Division of Rehabilitation Services
5th Floor
390 North Robert Street
St. Paul, Minnesota 55101

All proposals must be received by 4:30 p.m. 7-29-88.

C. Notice for Request for Qualifications and Request for Proposal for Mobile/Onsite Medical Examination Services

The Division of Rehabilitation Services, Social Security Disability Determination Services Section, is seeking the services of contractors to provide qualified physicians in certain specialties (e.g., orthopedics, neurology, psychiatry, and psychological) to travel to various Minnesota cities (e.g. St. Cloud, Bemidji, Duluth, Mankato) to perform consultative examinations and requested lab or x-ray studies and to provide written results of these examinations. The division's fee schedule will be used as a guide to determine compensation.

Fees may not exceed the division's fee maximums. Multiple contracts will be written. Expenditure for these contracts is not expected to exceed \$300,000. Reimbursement for mileage according to state regulations is provided. The contract period is 10/1/88 through 9/30/89. Inquiries and request for a copy of the RFQ and RFP should be directed to:

William T. Ruhl
Assistant Director, Medical Services
Disability Determination Services Section
MN Department of Jobs and Training
Rehabilitation Services
Suite 200—Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4419

All proposals must be received by 4:30 p.m. 7-29-88.

Department of Natural Resources

Division of Fish and Wildlife/Section of Wildlife

Request for Proposals for Editorial Preparation of a Brochure and Booklet on "Forest Wildlife Management"

Notice is hereby given that the Department of Natural Resources, Section of Wildlife, intends to engage the professional editorial services of a consultant to develop, by writing, editing, and layout preparation of a brochure and booklet on management of private forest land for wildlife. The brochure and booklet will be approximately 6 and 20 pages in length, respectively. About \$10,000 is appropriated for this project. A more detailed description of the project task can be obtained from:

Tom Keefe
Section of Wildlife
Dept. of Natural Resources
Box 7, 500 Lafayette Road
St. Paul, Minnesota 55155-4007

Proposals should be submitted no later than July 29, 1988.

Department of Public Safety**Office of Traffic Safety****Request for Proposals for Occupant Restraint Program**

The Department of Public Safety is seeking proposals to plan and conduct the Minnesota occupant restraint program; a statewide, comprehensive public information and education program on all types of motor vehicle occupant protection devices. Details of the plan are contained in a Request for Proposals which may be obtained by calling or writing:

Telephone: (612) 296-8512
Address: Department of Public Safety
Office of Traffic Safety
207 Transportation Building
St. Paul, MN 55155
Contact: Susan J. Palmer

Estimated cost of the contract is \$280,000.00. Final date for submitting proposals is Friday, July 22, 1988 by 4:00 p.m.

State Board of Vocational Technical Education**Notice of Request for Proposals for Contractual Services**

The Minnesota Board of Vocational Technical Education, Instructional Service Section is soliciting proposals for the study of occupational aviation training needs for non-baccalaureate education programs.

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

A. SCOPE OF PROJECT

The study shall include an in-depth focus on Aviation Mechanics (A & P) and Avionics training but not limited to. The Minnesota Technical Institute System currently offers programming in A & P, Avionics, Air Traffic Control and Aviation Administration. The study shall focus around the needs of Minnesota to include an upper midwest and national perspective.

B. GOALS AND OBJECTIVES

1. Determine current performance of the Minnesota postsecondary educational system in meeting the needs of the aviation industry.
 - A. Technical Institute System
 - B. Other public Post Secondary
 - C. Private Post Secondary
 2. Current and projected involvement of the Federal Aviation Administration and other regulatory agencies in:
 - A. Curriculum development
 - B. Certification standards
 - C. Funding
 3. How can the Extension Division in the Technical Institute System provide customized and retraining opportunities for the aviation industry?
 4. Economic considerations:
 - A. Current future and alternative funding
 - B. Program implementation
 - C. Marketing consideration
 5. Present and future educational and career options in the Aviation Industry.
 6. Determine program location criteria for Aviation programs on Technical Institute campuses.
 7. Present and future projected personnel needs for the Aviation Industry—domestic and worldwide.
 8. Determine the role of the aviation industry in the education and training provided in the Technical Institute System.
- Responder may propose additional tasks or activities if they will substantially improve the results of the project.

State Contracts and Advertised Bids

C. DEPARTMENT CONTACTS

Prospective responders who have any questions regarding this Request for Proposal may call or write:

Craig E. Oliver
Specialist, Engineering/Technology Program
State Board Vocational Technical Education
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-0662

D. SUBMISSION OF PROPOSALS

All proposals must be sent to:

Craig E. Oliver
Specialist, Engineering/Technology Program
State Board Vocational Technical Education
Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

and received not later than 4:30 p.m., July 22, 1988.

Late proposals will not be accepted. Submit two copies of proposal. **Both proposals are to be sealed in one 9½" x 12½" manilla envelope with the responder's name and address clearly written on the outside.** Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

Responders should write the following note in the lower left-hand corner of mailing envelope or package:

RFP/AVIATION

E. PROJECT COSTS

The Department has estimated that the cost of this project should not exceed \$10,000.

F. PROJECT COMPLETION DATE

The project will be completed by **January 2, 1989**; or within **three** months from the date of project authorization.

G. PROPOSAL CONTENTS

The following will be considered minimum contents of the proposal:

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

H. EVALUATION

All proposals received by the deadline will be evaluated by personnel in the Technical Institute System. In some instances, an interview will be part of the evaluation process. Factors upon which proposals will be judged include, but are not limited to, the following:

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

Evaluation and selection will be completed by **August 5, 1988**. Results will be sent immediately by mail to all responders.

State Grants

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

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

State Planning Agency

Request for Proposal for Youth Employment and Training Planning Grants

The Commissioner of the Minnesota State Planning Agency seeks proposals for planning grants for youth employment and training programs which also expand the supply of low income housing. Grants will fund the design of programs to provide specialized training, work experience and education to youth, 16 to 21 years of age, who are at risk of not completing their high school education. **A unique requirement of the program design is that the work projects must result in the expansion of residential units for homeless persons and very low income families.** The grants are authorized by *Minnesota Laws 1988*, Chapter 686, Article 3.

Proposals are to be no longer than four pages, double spaced, and must contain: 1) a statement of program philosophy—a short overview of the planned program design and what the program intends to achieve; 2) an indication of community support—a list of organizations which will cooperate in developing the plan; 3) a process for identifying the need—both the need for services for at risk youth and for creation of additional low income housing; 4) a budget; and 5) a work plan with tasks, timeline, and individual(s) responsible. Applicants should include 13 copies of their proposals.

Applications must be delivered to the State Planning Agency, 300 Centennial Bldg., 658 Cedar St., St. Paul MN 55155, by mail or by hand, no later than 5:00 p.m., Wednesday, July 27th. A 13 member advisory board consisting of state agency representatives and concerned citizens will review the applications and make recommendations by August 10th. Grant recipients will have a deadline of January 15th, 1989 to submit their reports. The State Planning Agency will make its final report to the Governor and the Legislature by February 15th, 1989. Funding for program implementation will depend on legislative action.

The total amount of grant money available is \$80,000. The maximum individual grant awarded will be \$20,000. The law requires that at least one grant go to an organization in Minneapolis, one in St. Paul, and two outside the metropolitan area.

Eligible organizations are public agencies (including schools) or non profit organizations (including labor unions) that can demonstrate an ability to design a program for education and training services for targeted youth.

Agency contact: Scott Russell 612-297-2379.

Announcements

Jobless Rate Dips: Minnesota's unemployment rate dropped to 3.2 percent in May, the lowest May reading since 1970 and down from 3.8 percent in April. The jobless rate has declined four months in a row and the decrease in May was about equal to the average seasonal drop for this time of year (-0.7 of a percentage point since 1980). The April rate was a record low for that month in this decade and the May figure was down two full percentage points from the same month a year ago. Minnesota's unemployment rate continues to be well below the comparable national rate which was 5.4 percent in May. (Figures are not adjusted for seasonal variations.) Employment also remained strong for the month. The number of jobs increased by 34,100 over the month, a seasonal increase of 1.5 percent. This brought the May employment total to an all-time high. That's a gain of 114,700 jobs over a year ago—for an annual growth rate of 5.3 percent.

Canoe and Boating Route Maps Available: The Trails and Waterways Unit of the Minnesota Department of Natural Resources (DNR) announced the availability of newly revised Public Water Access and Canoe and Boating Route maps for 1988. The 45 Public Water Access maps show, by county, access locations and type, and list the fish species associated with each lake. The 41 Canoe and Boating Route maps give detailed information about canoeing on the 19 Minnesota rivers designated by the legislature as Canoe and Boating Routes. Paul Swenson, Director of Trails and Waterways Unit, said, "Every effort is being made to improve existing lake access and river recreation sites. The maps show you where to go and what types of public facilities are available." He also reminded all recreators to protect the investment in the facilities by taking trash out and respecting the rights of adjacent landowners. Maps from both of these series are available free of charge from the DNR Information Center, 500 Lafayette Road, St. Paul, MN 55155-4040 or by calling in the Twin Cities (612) 296-6699 or statewide (toll-free) 1-800-652-9747 (ask for the DNR). For more information, contact: Owen Caddy (612) 296-0742.

Announcements

Rock Video Helps State's Young Find Work: Gov. Rudy Perpich unveiled a new rock music video aimed at reducing the youth unemployment rate in the state, which is some two-and-a-half times the adult rate.

The rock video/public service announcements (PSAs) were produced by the Minnesota Department of Jobs and Training. The department recently released copies to Minnesota's commercial and selected cable television stations for airing, beginning June 20, during programs most likely to be watched by young people. The PSAs feature the Minneapolis rock band The Wallets performing their new release, "Body Talk." The promotion encourages young people to "pick up the phone and talk"—that is, to take the initiative to call the Minnesota Department of Jobs and Training as a first step to plugging into the programs that will help them land good jobs. Perpich praised the cooperation between the public, private and nonprofit sectors involved in the marketing campaign. He especially commended the members of The Wallets, who donated much of the time and materials for the project; staff of two Hennepin County job training providers—HIREd and the Employment Action Center Division of Multi-Resource Center—who came up with the idea for the project and helped with the legwork; and the private businesses in the Twin Cities that donated materials, services and production space. More information about federal and state youth employment efforts is available from the Minnesota Department of Jobs and Training's State Job Training Office, 612/296-8004, or, toll-free, 1-800-652-9747.

Grants for Nongame Wildlife Research: The Minnesota Nongame Wildlife Program has chosen 21 research projects for funding through the 1988-89 competitive Small Grants Program. Forty-one proposals totaling nearly \$140,000 were submitted for consideration by researchers from around the country. Nearly \$40,000 was awarded to the recipients. The Small Grants Program is designed to encourage participation by colleges, universities, private organizations, and the public in nongame research in Minnesota. All proposals for projects that will contribute to the conservation and management of Minnesota's nongame resource are considered for funding. In most cases, funded research involves an inventory for survey of a nongame species, or the evaluation of a management activity designed to benefit the nongame resource.

Contracts to be conducted during 1988 and 1989 include a statewide survey of Minnesota's state bird, the Common Loon. This project, to be undertaken by Minnesota Loon Watch, a non-profit group in Duluth, will generate the first accurate estimates of the number of loons that nest in the state. Working in close cooperation with the DNR, Loon Watch staff will recruit and coordinate volunteers throughout the state who will count loons on five percent of Minnesota's lakes during a one day survey in the summer of 1989. Results of this study will aid the DNR in managing this popular resident of many Minnesota lakes. Funding for the project will be shared with the U.S. Fish and Wildlife Service, due to that agency's designation of the loon as a migratory nongame bird of management concern.

Two other contracts involve a coordinated survey of the rare Boreal Owl in St. Louis, Lake, and Cook counties. Prior to 1978, this nocturnal predator was not known to nest in the U.S. south of the Canadian border. Since then, occasional observations have indicated that a small population exists in Minnesota. All-night surveys, in which the observers drive back roads and listen for the call of the male boreal owl, are being conducted by professional biologists working with a team of committed volunteers. Because this species has been chosen by the Superior National Forest as an indicator of forest conditions, this effort is also receiving support from the U.S. Forest Service.

Another project to be funded jointly with the U.S. Forest Service will use information collected by Forest Service biologists during years of observing Bald Eagles on the Chippewa National Forest. This project will explore a means for predicting the number of nesting eagles that a lake can support. This prediction is based on measurements of a lake's water chemistry and depth. These characteristics are thought to reflect the quality of eagle habitat since they help determine the lake's ability to produce fish, the primary food source for eagles. By using the state's large and healthy eagle population as an example, this project will allow Minnesota to contribute to the nationwide effort to restore populations of our national bird.

Other contracts to be supported during 1988 and 1989 include surveys of Herring Gulls along the north shore of Lake Superior, American Bitterns in Washington County, stream-dwelling insects at Lake Itasca State Park, snails in central Minnesota, prairie rodents in Polk County, and butterflies at the Prairie Coteau Scientific and Natural Area in Pipestone County. The Small Grants Program will be soliciting proposals for funding consideration in the fall of 1989.

Good Business Decisions are Made with Good Information

Minnesota Manufacturer's Directory. More than 7,000 entries that include name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2, \$73.00 plus tax.

Business and NonProfit Corporation Act 1987. A handy reference that contains all the state laws governing the establishment and conduct of corporations in Minnesota. Includes *Minnesota Statutes* Chapters 80B, 302, 302A and 317. Code #2-87, \$10.00 plus tax.

Minnesota Guidebook to State Agency Services 1987-1990. Packed with information to help you cut through red tape for easy and fast dealing with state agencies, this treasure of information opens state government to you. Its 640 pages describe agencies, how they work, listing contacts, addresses, phones, and license requirements, grants, forms, reports, maps, publications and much more. Gives historical, statistical and important data useful in hundreds of ways. Code #1-4, \$15.00 plus tax.



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Resolve Bargaining Disputes and Grievances

Public Employment Labor Relations Act 1987. The collective bargaining rights and responsibilities of public employers and public employees. Details employees' right to organize and the legislature's authority. Code #2-90, \$5.00 plus tax.

Public Sector Labor Relations in Minnesota. A practical resource and training guide analyzing public sector labor relations in Minnesota. A special emphasis on contract administration, grievance handling and the arbitration process. 286 pages, paperbound. Code #10-51, \$12.50.

Minnesota Guidebook to State Agency Services 1987-1990. A treasure of helpful, useful, and interesting information about Minnesota state government. This important resource guides you through applications, fees, licenses, reports, history and travel highlights. Describes agencies in detail, giving addresses, phones and contact people. Code #1-4, \$15.00 plus tax.



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The Rules of the Game—a Wise Investment

Securities Laws, 1987. Governs the activities of broker/dealers, agents and investment advisors. *Minnesota Statutes* Chapter 80A. Code #2-12, \$6.00 plus tax.

Securities Rules, 1987. Rules implementing the legislative mandate. Subjects include equity securities and investment companies. *Minnesota Rules* Chapter 2875. Code #3-5, \$13.00 plus tax.

Minnesota Guidebook to State Agency Services, 1987-1990. Packed with information to help you, this 640-page resource guides you through license requirements, forms, fees, reports, services, grants, and more. Its listing of addresses, phones, and agency descriptions cut red tape for easy and fast service from state agencies. Code #1-4, \$15.00 plus tax.



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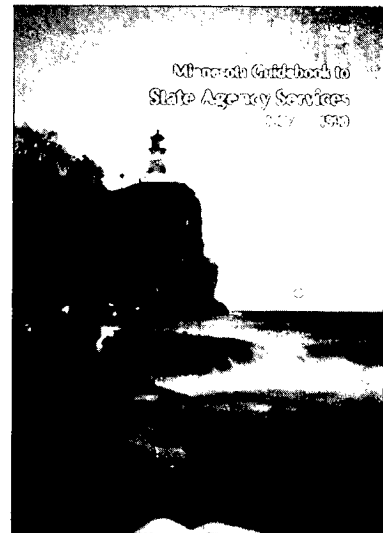
A Beacon to Guide You—Minnesota's Owners Manual

You'll enjoy smooth sailing through your business with state government with the *Minnesota Guidebook to State Agency Services 1987-1990*.

Considered one of the finest resources to Minnesota's state agencies, this valuable and useful book is a treasure awaiting your discovery.

Packed with information to help you, its 640 pages guide you through license requirements, forms, fees, reports, services, grants, hotlines, maps, history, travel highlights and more. Its listing of addresses, phones, and agency descriptions cuts red tape so you get easy and fast service.

Copies cost \$15.00 (+90¢ tax, MN residents only). Make checks out to the "State of Minnesota" and send to the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. MasterCard and VISA orders can be taken over the phone by calling (612) 297-3000 or toll-free in Minnesota 1-800-652-9747.



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Welcome wildlife to your property

Landscaping for Wildlife. Attract wildlife to your land and gardens, farms and woodlots by spreading nature's welcome mat. Songbirds, butterflies, hummingbirds, pheasants, deer and other wildlife are drawn through these gardening tips and landscaping techniques that add natural beauty to your property and habitat for wildlife. Over 70 color photos and 144 pages give you simple, enjoyable, and inexpensive methods for adding the right touches for a "wildlife party" on your grounds, whether urban or rural. Stock #9-15, \$6.95 plus tax.

Woodworking for Wildlife. Songbirds, owls, ducks, geese, loons and other wildlife will show appreciation for your skills by adding a "wild" dimension to your property. Carefully illustrated with a variety of game bird and mammal box designs, this booklet provides important tips on the placement of nest in proper habitat areas and maintenance requirements. Construction diagrams included. 47 pp. Stock #9-14, \$3.95 plus tax.

Wildlife Set. Order both books above as a set and save 10%. Stock #9-20, \$9.95 plus tax.

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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Plan a summer getaway

Room at the Inn Wisconsin. Includes hard-to-find lodgings in out-of-the-way places, as well as in Wisconsin's major metropolitan areas and most popular vacation destinations. 224pp. Stock #19-3, \$9.95 plus tax.

Room at the Inn Minnesota. Looking for a weekday or weekend get-away? For a business meeting or simply pleasure? This is the only guide to more than 50 historic "Bed & Breakfast" homes, hotels, and country inns and all are within a day's drive of the Twin Cities. 127pp. Stock #19-72, \$7.95 plus tax.

Roughing It Elegantly. A guide for the canoe camper visiting the BWCA, Voyageurs Park and Quetico Provincial Park. Full of practical tips and information: planning, organizing, packing, site location, and camp set-up. Simple, creative, enjoyable meals are a major feature. 159pp. Stock #9-3, \$9.95 plus tax.

Guide to Wilderness Canoeing. A unique blend of practical information and personal philosophy. Subjects covered include: spring and fall canoeing, traditional versus modern canoe design, and different paddling techniques. 143pp. Stock #19-81, \$6.95 plus tax.

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Minnesota: national leader in education

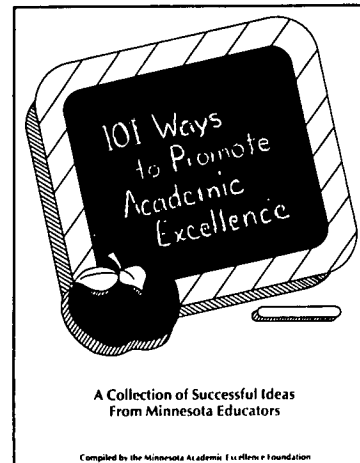
101 Ways to Promote Academic Excellence

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, 1987-88

This popular comprehensive directory contains Minnesota school districts, superintendents, principals, addresses, phone numbers, and enrollment. 128 pages, paperbound. Code #1-93, \$6.00.

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



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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 1987-88

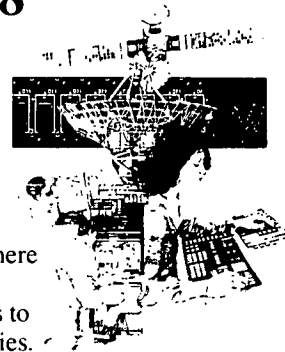


UPDATED: Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2, \$73.00.

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.

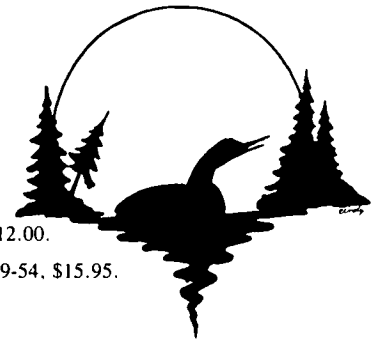
Loon Calendar 1988, beautiful photographs and scenes. Code #15-40, \$6.95.

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.

Loon with baby--poster, 16" x 20". Code #15-48d, \$3.00.



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Minnesota's future environment

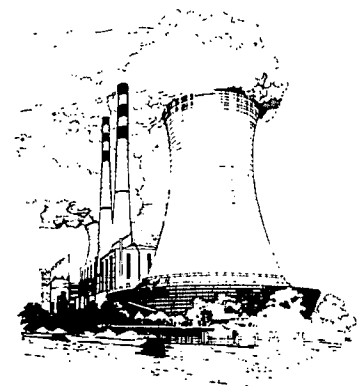
The issue of environmental protection is of continuing interest to both Minnesota business and the general public. Stay abreast of changes in state government regulations with these publications.

1987 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.

1987 Hazardous Waste Rules

Governs the production, storage, transportation and disposal of hazardous waste. MN Rules Chapter 7045 and 7046. Code No. 3-71. \$15.00.



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Subscription Services

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

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

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

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

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For Real Estate Professionals:

REAL ESTATE RULES 1987

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

REAL ESTATE LAWS 1987

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



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Morel: Minnesota's mushroom

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

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

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

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

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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.

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

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

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

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

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

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



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

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Murder: Minnesota style

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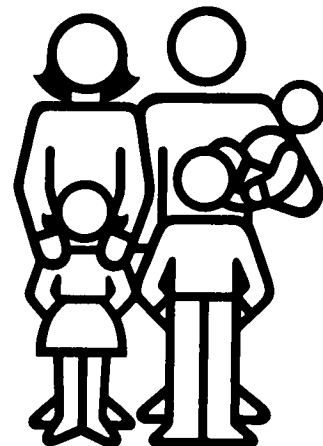
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