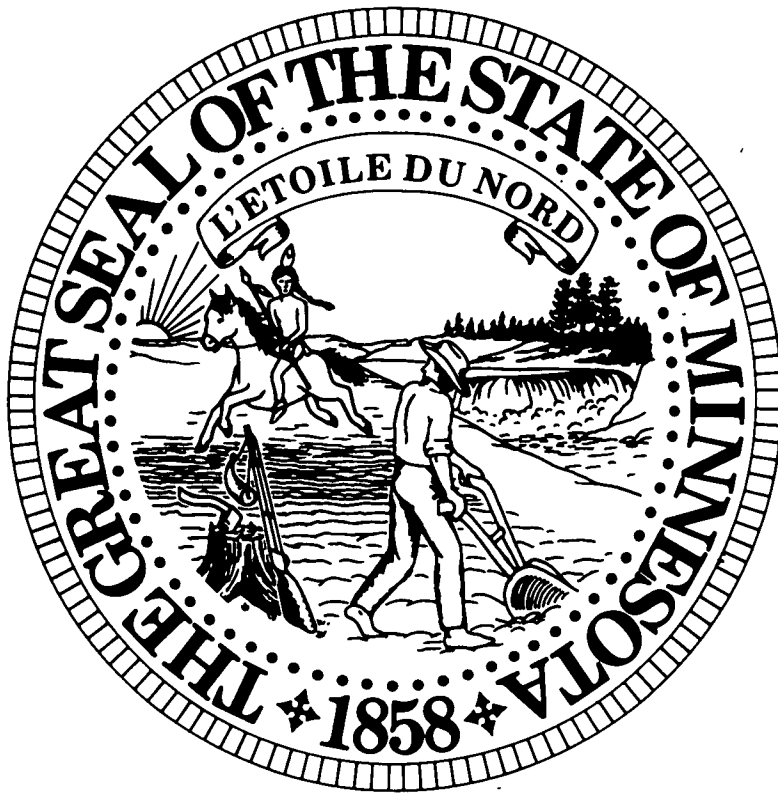


P182

The Minnesota State Register

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Rules edition
Published every Monday
(Tuesday if Monday is a holiday)

Monday 25 October 1993
Volume 18, Number 17
Pages 1137-1172

State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional, technical and consulting contracts, non-state bids and public contracts, and grants.

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Printing Schedule and Submission Deadlines

Vol. 18 Issue Number	PUBLISH DATE	Submission deadline for Adopted and Proposed Rules	*Submission deadline for: Emergency Rules, Executive Orders, Commissioner's Orders, Revenue Notices, Official Notices, State Grants, Professional, Technical and Consulting Contracts, Non-State Bids and Public Contracts
17	Monday 25 October	Monday 11 October	Monday 18 October
18	Monday 1 November	Monday 18 October	Monday 25 October
19	Monday 8 November	Monday 25 October	Monday 1 November
20	Monday 15 November	Monday 1 November	Monday 8 November

The *State Register* is published by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, MN 55155, pursuant to *Minnesota Statutes* § 14.46.

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Both editions are delivered postpaid to points in the United States, second class postage paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. Publication Number 326630 (ISSN 0146-7751). 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.

Arne H. Carlson, Governor
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Minnesota Rules: Amendments and Additions

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

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

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

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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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.

Higher Education Coordinating Board

Adopted Permanent Rules Relating to Education; Postsecondary; Student Financial Assistance; General Revision

The rules proposed and published at *State Register*, Volume 18, Number 1, pages 17-21, July 6, 1993 (18 SR 17), are adopted as proposed.

Department of Human Services

Adopted Permanent Rules Relating to Deprivation Procedures in Licensed Facilities

The rules proposed and published at *State Register*, Volume 17, Number 35, pages 2085-2101, March 1, 1993 (17 SR 2085), are adopted with the following modifications:

Rules as Adopted

9525.2710 DEFINITIONS.

Subp. 3. **Advocate.** "Advocate" means an individual who has been authorized, in a written statement signed by the person with mental retardation or a related condition or by that person's legal representative, to speak on the person's behalf and help the person understand and make informed choices regarding identification of needs and choices of services and supports. ~~An advocate for a person with mental retardation or a related condition and the advocate's employer must have no direct or indirect financial interest in the provision of services to that person.~~

Subp. 12. **Deprivation procedure.** "Deprivation procedure" means the ~~planned delay or withdrawal of goods, services, or activities to which the person is otherwise entitled, that the person or the person's legal representative considers intrusive, as determined and documented in the person's individual program plan.~~ removal of a positive reinforcer following a response resulting in, or intended to result in, a decrease in the frequency, duration, or intensity of that response. Often times the positive reinforcer available is goods, services, or activities to which the person is normally entitled. The removal is often in the form of a delay or postponement of the positive reinforcer.

Subp. 24. **Person with mental retardation or a related condition or person.** "Person with mental retardation or a related condition" or "person" means a person:

B. under the age of five who demonstrates significantly subaverage intellectual functioning concurrently with severe deficits in adaptive behavior, but for whom a licensed psychologist ~~or licensed consulting psychologist~~ determines that a diagnosis may not be advisable because of the person's age; or

Subp. 34. **Target behavior.** "Target behavior" means a behavior identified in a person's individual program plan as the object of efforts intended to ~~increase,~~ reduce, or eliminate the behavior.

Subp. 35. **Time out or time out from positive reinforcement.** "Time out" or "time out from positive reinforcement" means removing a person from the opportunity to gain positive reinforcement and is employed when a person demonstrates a behavior

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Adopted Rules

identified in the individual program plan for reduction or elimination. Return of the person to normal activities from the time out situation is contingent upon the person's demonstrating more appropriate behavior. Time out periods are usually brief, lasting only several minutes. Time out procedures governed by parts 9525.2700 to 9525.2810 are:

B. "room time out," which means removing a person from an ongoing activity to an unlocked room. The person may be prevented from leaving a time out room by staff members but not by mechanical restraint or by the use of devices or objects positioned to hold the door closed. ~~Time out periods are usually brief, lasting only several minutes.~~

9525.2720 EXEMPTED ACTIONS AND PROCEDURES.

Use of the instructional techniques and intervention procedures listed in items A to H is not subject to the restrictions established by parts 9525.2700 to 9525.2810. ~~Use of these techniques and interventions must be addressed in each person's individual program plan.~~ The person's individual program plan must address the use of the following exempted actions and procedures:

F. Temporary withdrawal or withholding of goods, services, or activities to which a person would otherwise have access; ~~that the person or the person's legal representative does not consider intrusive as a natural consequence of the person's inappropriate use of the goods, services, or activities.~~ Examples of situations in which the exemption would apply are briefly delaying the return of a person's beverage at mealtime after the person has thrown the beverage across the kitchen or temporarily removing an object the person is using to hit another individual. Temporary withdrawal or withholding is meant to be a brief period lasting no more than several minutes until the person's behavior is redirected and normal activities can be resumed.

9525.2740 PROCEDURES PERMITTED AND CONTROLLED.

Subpart 1. **Controlled procedures.** The procedures listed in items A to G are permitted when the procedures are implemented in compliance with parts 9525.2700 to 9525.2810. Permitted but controlled procedures, referred to as controlled procedures, are:

A. exclusionary and room time out procedures;

9525.2750 STANDARDS FOR CONTROLLED PROCEDURES.

Subp. 1a. **Review and approval by expanded interdisciplinary team.** When an individual program plan proposes using a controlled procedure, or when a substantial change is ~~made~~ proposed, the plan must be reviewed and approved by the expanded interdisciplinary team.

9525.2760 REQUIREMENTS FOR INDIVIDUAL PROGRAM PLANS PROPOSING USE OF A CONTROLLED PROCEDURE.

Subp. 2. **Assessment information.** When an expanded interdisciplinary team is developing an individual program plan that includes the use of a controlled procedure, the case manager must obtain assessment information that includes the elements specified in items A to F:

C. a baseline measurement of the ~~target behavior for increase and to be increased and the target behavior for decrease~~ or elimination that provides a clear description of the behavior and the degree to which it is being expressed, with enough detail to provide a basis for comparing the ~~target behavior behaviors to be increased and decreased~~ before and after use of the proposed controlled procedure;

Subp. 4. **Review and content standards.** An individual program plan that proposes the use of controlled procedures must include the following elements:

B. objectives designed to reduce or eliminate the target behavior of the person for whom the plan is made, including the change expected in the ~~target adaptive~~ behavior and the anticipated time frame for achieving the change;

D. strategies to decrease aspects of the person's target behavior, including when and under what circumstances the procedure will be used;

J. a description of how implementation of the plan will be coordinated with services provided by other agencies or documentation of why the plan will not be implemented by a particular service provider or in a particular setting;

L. the date when use of the controlled procedure will terminate unless, before that date, continued use of the procedure is approved by the case manager and the member of the expanded interdisciplinary team who is a qualified mental retardation professional with at least one year of experience in assessing, planning, implementing, monitoring, and reviewing behavior management programs. The projected termination date must be no more than ~~365~~ 90 days after the date on which use of the procedure was approved. Reapproval for using the procedure must be obtained at the 90-day intervals ~~identified in the individual program plan~~, if evaluation data on the target behavior and effectiveness of the procedure support continuation.

9525.2770 EMERGENCY USE OF CONTROLLED PROCEDURES.

Subp. 5. **Written policy.** The license holder must have a written policy on emergency use of controlled procedures that specifies:

D. the training a staff member must have completed before being permitted by the license holder to implement a controlled

procedure under emergency conditions; ~~and~~

E. that the standards in part 9525.2750, subpart 1, items F, G, subitems (1) to (5), H, and I, must be met when controlled procedures are used on an emergency basis; ~~and~~

F. use of a controlled procedure initiated on an emergency basis according to subpart 4 must not continue for more than 15 days.

Subp. 6. **Reporting and reviewing emergency use.** Any emergency use of a controlled procedure by a license holder governed by parts 9525.2700 to 9525.2810 must be reported and reviewed as specified in items A to E. A license holder shall designate at least one staff member to be responsible for reviewing, documenting, and reporting use of emergency procedures. The designated staff member must be a QMRP.

C. Within seven calendar days after the date of receipt of the emergency reported report in item A, the case manager shall confer with members of the expanded interdisciplinary team to:

D. An expanded interdisciplinary team meeting must be conducted within 30 calendar days after the emergency use if it is determined that a controlled procedure is necessary and that the target behavior should be identified in the individual program plan for reduction or elimination.

E. The emergency use of a controlled procedure as well as changes made to the adaptive skill acquisition portion of the plan must be incorporated in the individual program plan within 15 calendar days after the expanded interdisciplinary team meeting required under this part. During this time, the designated staff member shall document all attempts to use less restrictive alternatives including:

(3) rationale for not attempting the use of other less restrictive alternatives.

The designated staff member must ensure a copy of the report required under item A is sent to the internal review committee and the regional review committee within five working days after the expanded interdisciplinary team meeting.

9525.2780 REQUIREMENTS FOR OBTAINING INFORMED CONSENT.

Subp. 2. **When informed consent is required.** Except in situations governed by part 9525.2730, subpart 3 or 9525.2770, the case manager must obtain or reobtain written informed consent before implementing the following:

B. a controlled procedure for which informed consent has expired. Informed consent must be obtained every 90 days in order to continue use of the controlled procedure; or

C. a substantial change in the individual program plan.

~~Informed consent must be obtained as frequently as requested by the legal representative, but must never exceed one year. The frequency for obtaining informed consent must be identified in the individual program plan in order to continue use of the controlled procedure.~~ If the case manager is unable to obtain written informed consent, the procedure must not be implemented.

Subp. 4. **Information required to obtain informed consent.** The case manager shall provide the information specified in items A to K to the legal representative as a condition of obtaining informed consent. Consent obtained without providing the information required in items A to K is not considered to be informed consent. The case manager shall document that the information in items A to K was provided orally and in writing and that consent was given voluntarily. The information must be provided in a nontechnical manner and in whatever form is necessary to communicate the information effectively, such as in the person's or the legal representative's native language if the person or the legal representative does not understand English or in sign language if that is the person's or the legal representative's preferred mode of communication, and in a manner that does not suggest coercion. The information must consist of:

K. an explanation that:

(1) consent is time limited and automatically expires ~~as specified in the individual program plan and as determined by the person or the person's legal representative, but must never exceed one year~~ 90 days after the date on which consent was given;

(2) informed consent must again be obtained in order for use of a procedure to continue after the initial 90-day period ends;

and

(3) the legal representative may request additional information related to parts 9525.2700 to 9525.2810 and must be provided a copy of the signed informed consent form by the case manager ~~at least quarterly or more frequently as specified in the individual program plan~~ after it is received.

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. **Appeals.** A person or the person's legal representative may initiate an appeal under *Minnesota Statutes*, section 256.045, subdivision 4 4a, for issues involving the use of a controlled procedure and related compliance with parts 9525.0015 to 9525.0165 and 9525.2700 to 9525.2810. If a court orders the use of faradic shock under part 9525.2730, subpart 3, the action of the court is not appealable under parts 9525.2700 to 9525.2810.

Department of Human Services

Adopted Permanent Rules Relating to the Child Care Fund

The rules proposed and published at *State Register*, Volume 18, Number 3, pages 250-271, July 19, 1993 (18 SR 250), are adopted with the following modifications:

Rules as Adopted

9565.5010 DEFINITIONS.

Subp. 22a. **Full calendar month.** "Full calendar month" means from the first day of a month to the last day of that month.

Subp. 22b. Full-day basis. "Full-day basis" means child care provided by a provider for more than five hours per day.

9565.5025 GENERAL ELIGIBILITY REQUIREMENTS AND ASSISTANCE STANDARDS FOR ALL APPLICANTS.

Subp. 8. **Child care assistance during education or training.** To the extent of available allocations, counties shall provide child care assistance to students eligible under part 9565.5030 or 9565.5060 and enrolled in county-approved education or training programs according to items A to C.

C. When a student takes Child care assistance for remedial classes with or without academic credit is subject to county approval under subpart 8b. Upon county approval of the remedial class or classes, the county shall grant authorize child care assistance necessary to permit enable the student to take the remedial classes according to the standards in item A or B attend class and to complete class assignments.

9565.5027 JOB SEARCH.

To the extent of available allocations, counties shall provide persons eligible under part 9565.5030 who are seeking employment and persons eligible under part 9565.5060 who have an approved EDP including job search as an authorized activity, ~~the equivalent of one month up to 240 hours~~ of child care during job search. At the option of the individual in job search and with prior county approval, child care may be used at a rate that is less than full time provided the total child care assistance does not exceed ~~the equivalent of one month 240 hours~~ of child care per calendar year. For the purpose of this part, job search includes locating, contacting, and interviewing with potential employers and preparing for job interviews.

9565.5065 TRANSITION YEAR CHILD CARE.

Subp. 9. **Continuation of child care pending appeal.** ~~Except for discontinuation of child care assistance at the end of the 12-month period of eligibility,~~ If a transition year family appeals a suspension, reduction, discontinuation, or termination of child care assistance before the effective date of the proposed action, the action shall not be taken until the appeal has had a fair hearing as provided under part 9565.5200, subpart 1. Child care assistance payments made pending a fair hearing are subject to recovery, when, as a result of the hearing, the commissioner finds that the transition year family was not eligible for continued child care assistance. The county shall recoup an overpayment under this subpart as provided in part 9565.5110, subpart 11.

9565.5070 FAMILY COPAYMENT FEE SCHEDULE.

Subp. 2. **AFDC family copayment fees.** AFDC families participating in the ~~sliding fee program~~ AFDC child care programs shall be governed by AFDC program rules regarding child care costs. Employed AFDC recipients must use their dependent care disregard before using the child care fund except as federal and state waivers allow. The child care fund shall cover the cost of child care for unemployed AFDC recipients in education, training, or preemployment activities up to the maximum amount set under part 9565.5100 without applying a disregard. If the provider's charge for child care is greater than the maximum provider rate allowed under part 9565.5100, AFDC families shall pay, in addition to the dependent care disregard, the difference between the maximum provider rate allowed and the provider charge.

9565.5080 CHILD CARE ASSISTANCE PAYMENTS.

Subp. 4. **Sick child care.** Sick child care means child care services provided to children who as a result of illness cannot attend the family's regular provider. ~~If required by the regular provider, child care payments shall go to the provider to hold a child care space for the sick child.~~ In addition to making payments for regular child care, the county may make payments for sick child care. If the county chooses to pay sick child care, payment for sick child care shall be at a rate comparable to like care arrangements in the county. The county's sick child care policy and rate shall be included in the county's biennial allocation plan required under part 9565.5120.

9565.5100 CHILD CARE PROVIDER RATES.

Subp. 1f. **Payment of registration fees.** If a licensed provider or license-exempt center charges families a registration fee to enroll children in the program and the registration fee is not included in the provider rate, the county shall pay the provider registration fee or the 75th percentile of the registration fees surveyed in subpart 1, whichever is less. The county may not pay for more than two registrations per family child in a 12-month period. Registration fees greater than the standard set forth in this subpart are the responsibility of the family.

Department of Natural Resources

Adopted Permanent Rules Relating to Operation of Recreational Motor Vehicles on State Forest Lands

The rules proposed and published at *State Register*, Volume 18, Number 4, pages 353-356, July 26, 1993 (18 SR 353), are adopted as proposed.

Department of Natural Resources

Adopted Permanent Rules Relating to All-Terrain Vehicles

The rules proposed and published at *State Register*, Volume 18, Number 4, pages 356-360, July 26, 1993 (18 SR 356), are adopted with the following modifications:

Rules as Adopted

6102.0020 DEALER'S AND MANUFACTURER'S REGISTRATION.

Subp. 3. ~~Duplicate plates.~~ Additional duplicate registration plates may be purchased by a dealer or manufacturer upon payment of a fee of \$3 per plate.

Subp. 4. ~~Display required.~~ A dealer or manufacturer may not operate or permit to be operated within this state any ATV owned by or under the control of a dealer or manufacturer unless a valid registration plate is clearly displayed on the ATV.

Board of Pharmacy

Adopted Permanent Rules Relating to Pharmacists' Licensing and Operation

The rules proposed and published at *State Register*, Volume 17, Number 22, pages 1317-1350, November 30, 1992 (17 SR 1317), and Volume 17, Number 31, pages 1861-1863, February 1, 1993 (17 SR 1861), are adopted with the following modifications:

Rules as Adopted

6800.0100 DEFINITIONS.

Subp. 2. **Community/retail pharmacy.** "Community/retail pharmacy" means an established place in which prescriptions, drugs, medicines, chemicals, and poisons are prepared, compounded, dispensed, vended, distributed, or sold to or for the use of nonhospitalized patients and from which related pharmaceutical care services are provided. Practitioners, as defined in Minnesota Statutes, section 151.01, subdivision 23, dispensing prescription drugs to their own patients in accordance with parts 6800.9950 to 6800.9954 are not included within this definition.

Subp. 4. **Long-term care pharmacy.** "Long-term care pharmacy" means an established place, whether or not in conjunction with a hospital pharmacy or a community/retail pharmacy, in which prescriptions, drugs, medicines, chemicals, or poisons are prepared, compounded, dispensed, vended, distributed, or sold on a regular and recurring basis to or for the use of residents of a long-term care licensed nursing home, boarding care home, or supervised living facility and from which related pharmaceutical care services are delivered.

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Subp. 6. **Parenteral-enteral/home health care pharmacy.** "Parenteral-enteral/home health care pharmacy" means an established place, whether or not in conjunction with a hospital pharmacy, long-term care pharmacy, or a ~~community retail~~ community/retail pharmacy, in which parenteral or enteral drugs or medicines are prepared, compounded, and dispensed for the use of nonhospitalized patients and from which related pharmaceutical care services are provided.

Subp. 8. **Pharmacist-in-charge.** "Pharmacist-in-charge" means a licensed pharmacist licensed in Minnesota who has been so designated.

Subp. 13. **Satellite pharmacy.** "Satellite pharmacy" means a ~~location site~~ location site in a licensed hospital ~~under the direction of a licensed pharmacist that is remote from,~~ which is not physically connected with the centrally licensed pharmacy, but is within the same facility or ~~location~~ building and is dependent on the centrally licensed pharmacy for administrative control, staffing, and drug procurement ~~and that provides pharmacy services only to hospitalized patients.~~ A satellite pharmacy must be under the direction of a licensed pharmacist and provide pharmacy services to hospitalized patients only.

LICENSING PHARMACIES

6800.0300 PHARMACY LICENSE AND FEE REQUIRED.

No person or persons shall conduct a pharmacy in or outside of Minnesota that dispenses medications for Minnesota residents and mails, ships, or delivers the prescription medications into this state unless the pharmacy is licensed by the Board of Pharmacy. A fee set by the board and indicated in part 6800.0400 shall be charged for a license.

A completed new pharmacy license application together with a blueprint of the proposed pharmacy showing size, layout, and security and a check for the proper fee ~~amount~~ must be received in the board office at least 60 days prior to the proposed opening date of the pharmacy.

6800.0350 LICENSE CATEGORIES.

A pharmacy must be licensed in one or more of the following categories:

D. ~~nursing home~~ long-term care; and

6800.0910 PATIENT ACCESS TO PHARMACIST.

Subpart 1. **Patient consultation procedure required.** Each licensed pharmacy in Minnesota required to provide patient counseling under this part must develop and maintain a written patient consultation procedure providing for direct oral communication between the patient and the pharmacist designed to improve the patient's understanding of and compliance with the patient's drug therapy to enhance or optimize the outcome of the patient's drug therapy.

Subp. 2. **Description of procedure.** When dispensing a prescription for a Medicaid patient, a pharmacist must ~~attempt offer~~ attempt offer to consult with the patient or the patient's agent or caregiver and inquire about the patient's understanding of the use of the medication. The pharmacist's designee may make the offer of counseling on the pharmacist's behalf, but the pharmacist must personally initiate and conduct the counseling if the offer is accepted.

Upon receipt of a new prescription or a new prescription drug order ~~and,~~ following a review of the patient's record, and upon acceptance of an offer to consult, a pharmacist shall personally initiate discussion of matters which in the professional judgment of the pharmacist will enhance or optimize drug therapy with each patient receiving Medicaid benefits or the agent or caregiver of the patient. The discussion shall be in person, whenever practicable, may be supplemented with written material, and shall include appropriate elements of patient counseling. These elements include the following:

J. pharmacist comments relevant to the patient's drug therapy, including any other information peculiar to the specific patient or drug.

For refill prescriptions If a prescription drug has been previously dispensed to a patient, the pharmacist or the pharmacist's designee shall attempt to determine if the patient has experienced any unexpected or unusual reactions or changes in health, whether the patient has experienced the expected outcome, whether the patient is using the medication as prescribed, and whether the patient has been using any over-the-counter or prescription drugs not in the patient's record since the last visit to the pharmacy, and advise the patient accordingly. If the pharmacist's review of the patient's record or discussions with the patient reveal any of the conditions listed in part 6800.3110, subpart 4, the pharmacist or the pharmacist's designee must offer counseling by the pharmacist to the patient or the patient's agent or caregiver regarding those conditions or problems. The consultation must be in person whenever practicable.

If a prescription drug has been previously dispensed to a patient and the patient's record shows no change in the dose, dosage form, strength, or directions for use, and if none of the conditions listed in part 6800.3110, subpart 4, are present, the pharmacist or the pharmacist's designee must offer counseling by the pharmacist to the patient or caregiver.

A pharmacist may vary or omit the patient information if, in the pharmacist's professional judgment, the variation or omission serves the best interest of the patient because of the particular individual circumstances involved. If there is any material variation from the minimal information required by this subpart in the information provided or, if consultation is not provided, that fact and the

circumstances involved shall be noted on the prescription, in the patient's records, or in ~~both~~ a specially developed log.

Personal communication by the pharmacist is not required for hospitals dispensing Medicaid-covered outpatient drugs, using the hospital's drug formulary system and billed at no more than the hospital's purchasing costs, for inpatients of a hospital or other institution, such as a licensed nursing home, where other licensed health care professionals are authorized to administer the drugs, or where a patient or patient's agent or caregiver has expressed a desire not to receive the consultation. When ~~the~~ a new prescription or a refilled prescription for which counseling is required is being mailed or delivered to the patient by common carrier or delivery services, the consultation must still be provided but may be accomplished by ~~telephone or in writing~~, providing written information to the patient regarding the medication being dispensed and the availability of the pharmacist to answer questions, and through the provision of a toll-free phone number for long distance calls.

Nothing in this part shall prohibit pharmacists from charging for these services.

6800.1050 REQUIRED REFERENCE BOOKS AND MINIMUM EQUIPMENT FOR PHARMACIES.

Subpart 1. **Reference books.** In addition to the most recent editions of the laws relating to the practice of pharmacy and the rules of the Board of Pharmacy, each pharmacy in Minnesota must have on file at least one current reference, either hard copy or electronically accessible, from each of the categories in items A to C. An equivalent reference approved by the board in writing may be used in an appropriate category.

A. Examples of pharmacotherapy references are:

- (3) ~~Merck Manual~~;
- (4) Applied Therapeutics;
- (5) (4) Pharmacotherapy: A Pathophysiologic Approach;
- (6) (5) United States Pharmacopeia - Dispensing Information; and
- (7) (6) Conn's Current Therapy.

C. Examples of general references are:

- (4) Remington's Pharmaceutical Sciences; ~~and~~
- (5) United States Pharmacopeia - National Formulary; and
- (6) Merck Manual.

In addition to items A to C, long-term care pharmacies must have on file the most recent edition of Minnesota Department of Health rules pertaining to medication handling in long-term care facilities and a current general reference on geriatric pharmacotherapy.

Subp. 3. **Equipment for parenteral-enteral/home health care and hospital pharmacies.** In addition to the requirements of subparts 1 and 2, a pharmacy licensed as a parenteral-enteral or hospital pharmacy and involved in an intravenous therapy program must have the following minimum equipment, clean and in good working order:

B. sterile disposable equipment for compounding the parenteral or enteral product such as administration sets, filters, needles, and syringes;

C. sterile disposable items for personnel such as gloves, masks, hats, and gowns;

6800.2250 UNPROFESSIONAL CONDUCT.

Subp. 4. **Drug diversion.** It is unprofessional conduct for a pharmacist to sell, purchase, or trade, or offer to sell, purchase, or trade, any drug that was purchased by a public or private hospital or other health care entity or that was donated or supplied at a reduced price to a charitable organization. This subpart does not apply to:

B. a sale, purchase, or trade of a drug or an offer to sell, purchase, or trade a drug for emergency medical reasons; ~~or~~

C. a sale, purchase, or trade of a drug, an offer to sell, purchase, or trade a drug, or the dispensing of a drug pursuant to a prescription; or

D. the sale, purchase, or trade of a drug or the offer to sell, purchase, or trade a drug between members of a group purchasing organization as described in Minnesota Statutes, section 151.44, paragraph (a), clause (2).

For purposes of this subpart, "entity" does not include a wholesale distributor of drugs or a retail pharmacy licensed by the board,

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and "emergency medical reasons" includes transfers of a drug between health care entities or from a health care entity to a retail pharmacy undertaken to alleviate temporary shortages of the drug arising from delays in or interruptions of regular distribution schedules.

6800.3000 ACCEPTANCE OF ORDER AND DISTRIBUTION OF MEDICATION; FAX TRANSMISSION OF PRESCRIPTIONS.

Subp. 2. **Fax machines.** Prescriptions and drug orders may be transmitted to a pharmacy via the use of a fax machine only ~~after written procedures for the use of fax machines have been developed by the pharmacy involved and are available for review by the board in accordance with this subpart.~~ For a pharmacy other than a hospital pharmacy that is transmitting solely within the institution, the procedures must provide for the identification of the person sending the prescription or drug order. Unless the fax transmission is received on a machine generating a copy that is readily readable for at least five years, all fax transmissions of drug orders shall be followed up within 72 hours with the original hard copy of the order or the pharmacist shall reduce the order received by fax to writing that is of permanent quality. Orders for Schedule II-IV controlled substances received by fax ~~are not considered valid prescriptions and must not be filled or dispensed shall be handled according to the rules of the federal Drug Enforcement Administration.~~ Prescriptions faxed to the pharmacy by the patient are ~~similarly~~ not to be filled or dispensed.

6800.3110 PATIENT MEDICATION PROFILES.

Subp. 2. **Minimum information required; generally.** A reasonable effort must be made by the ~~pharmacist~~ pharmacy to obtain, record, and maintain at least the following information regarding individuals obtaining prescription services at the pharmacy:

- A. name, address, telephone number, date of birth or age, and gender; and
- B. individual history where significant, including disease state or states, known allergies and drug reactions, and a comprehensive list of medications and relevant devices being used; ~~and~~
- C. ~~pharmacist comments relevant to the individual's drug therapy showing the prescription number, the name and strength of the drug or device, the quantity and date received by the patient, and the name of the prescriber; if this information is obtained by someone other than the pharmacist, the pharmacist must review the information with the patient.~~

Subp. 2a. **Minimum information required; Medicaid patients.** For Medicaid patients, a reasonable effort must be made by the pharmacy to obtain, record, and maintain at least the following information regarding individuals obtaining prescription services at the pharmacy:

- A. name, address, telephone number, date of birth or age, and gender;
- B. individual history where significant, including disease state or states, known allergies and drug reactions, and a comprehensive list of medications and relevant devices being used, showing the prescription number, the name and strength of the drug or device, the quantity and date received by the patient, and the name of the prescriber; if this information is obtained by someone other than the pharmacist, the pharmacist must review the information with the patient; and
- C. pharmacist comments relevant to the individual's drug therapy, including, where appropriate, documentation of the following for each prescription:
 - (1) the pharmaceutical care needs of the patient;
 - (2) the services rendered by the pharmacist; and
 - (3) the pharmacist's impression of the patient's drug therapy.

This documentation is not required for residents of a licensed nursing home where a consultant pharmacist is performing regular drug regimen reviews.

Subp. 3. **Documentation Drug interactions, generally.** ~~In meeting the requirements of subpart 2, item C, the pharmacist shall document:~~

- ~~A. the pharmaceutical care needs of the patient;~~
- ~~B. the services rendered by the pharmacist; and~~
- ~~C. the outcome experienced by the patient. Upon receiving a prescription, a pharmacist shall examine the patient's profile record before dispensing the medication to determine the possibility of a harmful drug interaction or reaction.~~

Upon recognizing a potentially harmful interaction or reaction, the pharmacist shall take appropriate steps to avoid or resolve the problem which shall, if necessary, include consultation with the prescriber.

Subp. 4. **Drug use review for Medicaid patients.** Upon receiving a prescription, prescription drug order, or prescription refill request for a Medicaid patient, a pharmacist shall examine the patient's profile record and conduct a prospective drug review to identify:

G. clinical abuse or misuse.

Upon recognizing any of these drug-related problems, the pharmacist shall take appropriate steps to avoid or resolve the problem which shall, if necessary, include consultation with the prescriber.

For the purpose of meeting the requirements of this subpart, a pharmacist may rely on computerized medication profile review. The review must scan all prescriptions received by the patient at the pharmacy during the previous six months; ~~check for drug and allergy interactions, over utilization, and under utilization~~ and conduct the prospective review required in this subpart. The pharmacist-in-charge must ~~also~~ develop procedures restricting "override" decision-making regarding computer-identified drug problems at the pharmacy and include these procedures in the written procedures required under part 6800.3950.

6800.3120 TRANSFER OF PRESCRIPTIONS BETWEEN PHARMACIES.

Subp. 3. **Duties of transferring pharmacist.** The transferring pharmacist shall:

A. write the word "VOID" across the face of the current prescription to make the prescription invalid and, if records are electronically maintained, void all remaining refills previously authorized;

6800.3300 BULK COMPOUNDING.

Subp. 4. **Raw materials.** ~~Raw materials used in prescription compounding or bulk compounding must be obtained from FDA-approved sources. Pharmacists shall receive, store, or use drug substances for use in compounding that have been made in an FDA-approved facility. Pharmacists shall also receive, store, or use drug components in compounding prescriptions that meet official compendia requirements. If neither of these requirements can be met, pharmacists shall use their professional judgment to procure alternatives.~~

6800.3450 LABELING OF OUTPATIENT INTRAVENOUS ADMIXTURE DRUGS.

Subpart 1. **Requirements applicable to intravenous admixture drugs.** Intravenous admixture drugs dispensed to or for a patient, other than a hospitalized patient, shall be labeled according to the requirements of part 6800.3400, and in addition shall contain the following:

- A. date ~~and time~~ of compounding;
- B. expiration date and time of product;
- C. storage requirements if other than room temperature;

Subp. 3. **Audit trail.** A pharmacy engaged in the dispensing of outpatient intravenous admixtures shall develop a ~~permanent~~ five-year audit trail system that will identify the dispensing pharmacist for each unit dispensed.

6800.3850 SUPPORTIVE PERSONNEL.

Subp. 6. **Ratios.** The basic ratio of supportive personnel to pharmacists in a pharmacy is ~~2:1~~ 1:1. Specific functions are excepted from the ~~2:1~~ 1:1 ratio as follows:

- A. patient counseling and drug use review applied to all patients, not just Medicaid patients, 2:1;
- ~~B.~~ intravenous admixture preparation (parts 6800.7510 to 6800.7530), 3:1;
- ~~B.~~ C. unit dose dispensing (part 6800.3750), 3:1;
- ~~C.~~ D. prepackaging (part 6800.3200), 3:1; and
- ~~D.~~ E. bulk compounding (part 6800.3300), 3:1.

~~Subp. 10. **Pharmacist-in-charge to report.** The pharmacist-in-charge of a pharmacy where a supportive person, or technician, is found to have diverted or misappropriated drugs shall immediately report that fact and the identity of the individual involved to the board.~~

~~Subp. 11. **Registration of technicians.** The board shall maintain a record of individuals employed as pharmacy supportive personnel, or pharmacy technicians, and of individuals reported to the board in accordance with subpart 10. The board shall provide to pharmacists who inquire any information in its possession regarding specific supportive personnel.~~

6800.3950 ELECTRONIC DATA PROCESSING; COMPUTER USAGE.

Subp. 2. **Minimum requirements.** Electronic data processing equipment, when used to store prescription information, must:

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D. be capable of producing a patient profile indicating all drugs being taken and the dates and quantities of refills of these prescriptions and:

(1) in the case of hospital or long-term care inpatients, these records shall be kept in the computer system or on hard copy and be immediately retrievable until the patient is discharged for two years;

6800.5300 REGISTRATION AND REPORTING.

Subpart 1. **Registration.** Every person shall register with the board before beginning an internship, residency, or fellowship in Minnesota. Applications for the registration of a pharmacist-intern shall be on a form or forms the Board of Pharmacy prescribes and shall be accompanied by a fee of \$20. Registration remains in effect during successive quarters of internship training if progress reports, examinations, and affidavits of experience as required by the board are submitted promptly upon beginning or terminating employment, and if the board is satisfied that the registrant is in good faith and with reasonable diligence pursuing a degree in pharmacy. Registration for purposes of participating in a residency or fellowship program remains in effect until the individual obtains licensure as a pharmacist, for two years, or until the completion of the residency or fellowship program, whichever occurs first. Credit for internship time will not be granted unless registration, progress reports, and affidavits of experience for preceding time are completed and received.

6800.5350 PRECEPTORS.

Subpart 1. Certificates. Pharmacists intending to act as preceptors for pharmacist-interns in licensed pharmacies shall first obtain preceptor certificates from the board. Certificates shall be renewed every other year on the anniversary of their issuance. The board shall grant certificates or renewals to applicants who fulfill the requirements of subparts 2 and 3.

Subp. 2. Training and practice. Applicants must show that:

A. they are participating in the college-based externship program of the University of Minnesota College of Pharmacy as an approved preceptor; or

B. they have completed at least 4,000 hours of pharmacy practice after licensure, with at least 2,000 hours of that pharmacy practice after licensure as a pharmacist in Minnesota;

~~B.~~ Subp. 3. Other requirements. In addition to fulfilling the requirements of subpart 2, item A or B, applicants must show that:

A. they are currently in full-time practice at least 20 hours per week as a pharmacist;

~~C.~~ for renewal of a certificate only, they have participated in the board's instructional programs on pharmacy law for preceptors within the previous 24 months;

~~D.~~ B. they have a history of exemplary practice with respect to compliance with state and federal laws;

~~E.~~ the pharmacy has a reference library that meets or exceeds the requirements of part 6800.1050 at the location at which the internship training will take place;

~~F.~~ C. they will provide at least 12 hours per calendar quarter of scheduled, uninterrupted time, in segments of not less than 30 minutes, for the intern for purposes of education and discussion; or and

~~G.~~ they are participating in the college-based externship program of the University of Minnesota College of Pharmacy as an approved preceptor

D. for renewal of a certificate only, they have participated in the board's instructional programs on pharmacy law for preceptors within the previous 24 months.

6800.6200 PRESCRIPTION ORDER COMMUNICATION.

Subpart 1. **Transmitting orders.** Notwithstanding any other provisions of parts 6800.0100 to 6800.9700, except that part 6800.3000, subpart 2, shall continue to apply, a licensed pharmacist, registered nurse, or licensed practical nurse who is employed by a duly licensed skilled nursing home, boarding care home, intermediate care, or other licensed health care facility or supervised living facility, and who is authorized by the facility's administrator, may transmit to the pharmacy provider a prescription lawfully ordered by a practitioner authorized to prescribe drugs or devices pursuant to *Minnesota Statutes*, section 151.37. The pharmacy provider shall record on the prescription the name of the person who transmits the order in addition to the other required information. This subpart does not apply to orders for Schedule II controlled substances as defined by part 6800.4220.

6800.6300 PRESCRIPTION LABELING.

Subp. 2. **Directions for use.** Directions for use on labels of medications shall be changed only by a pharmacist acting on the instructions of the prescriber or the prescriber's agent. ~~The medications shall be returned to the pharmacist provider to be relabeled or a pharmacist shall relabel the medications at the facility.~~ Personnel of the facility may affix supplemental labels alerting staff to a change in the directions for use when a corresponding change is made on the appropriate medication administration record, in

accordance with procedures approved by the facility's quality assurance and assessment committee. Subsequent refills of the medication shall be appropriately labeled with the directions for use in effect at the time of dispensing.

6800.6500 CONSULTATIVE-CONSULTING SERVICES TO LONG-TERM CARE FACILITIES LICENSED NURSING HOMES.

Subpart 1. **Written agreement.** A pharmacist providing pharmacy consultative services to a ~~long-term care facility~~ licensed nursing home shall devote a sufficient number of hours during regularly scheduled visits to the ~~long-term care~~ facility for the purpose of reviewing the quality of the pharmaceutical services provided to the ~~long-term care~~ facility residents. There shall be a written agreement, separate and apart from that provided to pharmacists supplying prescription drug services to residents, for the pharmaceutical consultative services between the facility and the consulting services provider which shall be available for review by the board.

Subp. 3. **Unused portions.** Unused portions of controlled substances shall be handled by contacting the Minnesota Board of Pharmacy who shall furnish the necessary instructions and forms, a copy of which shall be kept on file in the facility for two years.

Any ~~other~~ unused portion of ~~prescription~~ other prescribed drugs remaining in the facility after the death or discharge of the patient or resident for whom they were prescribed or any prescriptions permanently discontinued shall be destroyed by the facility in the presence of a pharmacist or registered nurse who shall witness such destruction or shall be handled in accordance with part 6800.2700.

~~The drugs shall be destroyed in an environmentally acceptable manner.~~

6800.6700 DRUGS FOR USE IN EMERGENCY KITS.

Subpart 1. **Authorization upon request.** A ~~pharmacist~~ pharmacy may provide, upon a written or oral request from the quality assurance and assessment committee, limited supplies of drugs for use in an emergency kit. The drugs remain the property of the pharmacy.

Subp. 2. **Emergency drug supplies.** Only emergency drug supplies determined by the quality assurance and assessment committee necessary for patient care in life threatening emergencies may be made available. The drugs in the emergency kit are the responsibility of the pharmacist and, therefore, shall not be used or altered in any way except as outlined in this subpart. The emergency drug supplies shall comply with the following:

A. The drugs shall be limited to the extent possible to a ~~maximum of six single doses~~ 72-hour supply of any one emergency drug in either sealed ampules, vials, or prefilled syringes. If an emergency drug is not available in parenteral form, a supply ~~of the drug in inhalation, buccal, dermal, or sublingual form may be obtained in the smallest sealed manufacturer's package in an alternate dosage form may be provided.~~ Notwithstanding these restrictions, if the quality assurance and assessment committee considers it necessary, up to ~~six doses of four different oral antibiotics~~ a 72-hour supply of each of a maximum of ten different oral pharmaceuticals restricted to therapeutic categories related to symptomatic patient distress or emergencies may be stocked. Inclusion of other oral legend drugs is permissible only through the granting of a variance by the board. Drugs in the supply shall be properly labeled, including expiration dates and lot numbers.

B. The emergency drug supply shall be stored in a ~~portable~~ container which is sealed by the pharmacist or the pharmacist's agent with a tamper-proof seal that must be broken to gain access to the drugs, and shall be placed in a locked area.

Subp. 5. **Penalty.** If any of the provisions of this part are violated, the board may suspend or revoke a pharmacy's privilege to maintain an emergency kit of drug supplies at the noncompliant facility.

6800.7510 PATIENT CARE.

Pharmaceutical service policies shall cover at least the following:

F the use of drugs brought into the hospital by or with the patient. If the drugs are not to be used while the patient is hospitalized, they shall be packaged, sealed, stored, and returned to the patient at the time of discharge. ~~If not returned to the patient, the drugs shall be destroyed in an environmentally acceptable manner;~~

6800.7520 ADMINISTRATION.

Subpart 1. **Dispensing drugs.** Pharmaceutical service policies shall cover at least the following measures related to the control, accessibility, dispensing, and administration of drugs:

P. Assuring that precautionary measures, including quality control documentation, for the safe admixture of parenteral products are developed in writing. Admixture preparation shall be limited to pharmacists, pharmacist-interns, supportive personnel under the

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supervision of a pharmacist, licensed practitioners, and licensed nurses. Furthermore, admixtures shall be labeled as in part 6800.7900, subpart 4, and must be prepared in a laminar or vertical flow hood whenever possible. Chemotherapy admixtures shall be prepared ~~only~~ in a vertical flow hood whenever possible.

S. Developing, implementing, and maintaining a system of controlled substance and narcotic control in accordance with subitems (1) to (7).

(1) Controlled substances must be accounted for by either:

(a) a "proof-of-use" sign-out sheet where each dose given is accounted for by the nurse administering the drug. No controlled substance may be kept on floor stock unless it is accompanied by the sign-out sheet and each dose is documented by the nurse at the time the drug is procured from the nursing station stock. The proof-of-use sheets must include at least the date and time, the patient's name, the dose administered, and the ~~registered~~ licensed nurse's signature; or

6800.7900 LABELING.

Subp. 2. **Inpatient prescriptions.** All prescriptions dispensed to inpatients, other than those dispensed pursuant to part 6800.3750, shall be labeled with the following information:

A. name ~~and location~~ of patient;

Subp. 5. **Intravenous admixtures.** Intravenous admixtures must be labeled with the following information:

F. storage requirements if other than room temperature;

6800.8000 SCOPE AND PURPOSE.

The purpose of parts 6800.8000 to 6800.8008 is to provide standards for the preparation, labeling, and distribution of sterile products by licensed parenteral-enteral/home health care pharmacies pursuant to an order or prescription. The standards are intended to apply to sterile products compounded by the pharmacist, notwithstanding the location of the patient, such as a private home, nursing home, hospice, or doctor's office.

6800.9952 DISPENSING.

Subp. 4. **Child-resistant containers.** Drugs dispensed shall be packaged in child-resistant containers as required by the federal Poison Prevention Packaging Act unless the patient specifically requests the use of non-child-resistant containers. Any such request must be ~~made in writing by the patient~~ documented.

Proposed Rules

Pursuant to Minn. Stat. §§ 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 Health

Proposed Permanent Rules Relating to Plumbers

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedures Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28.

Statutory authority and subject of rule. The statutory authority to adopt the rule is contained in *Minnesota Statutes*, sections 326.37 to 326.45; 326.57 to 326.65; 144.12; 16A.128 as amended by *Laws of Minnesota 1993*, chapter 4, section 9 and chapter 369, section 38; and section 16A.1285.

The proposed rules relate to the registration of plumber's apprentices; experience requirements and fees for examination, licensure and registration of plumbers and plumber's apprentices; and fees for licensure and examination of water conditioning contractors and installers. A copy of the proposed rule is published in the *State Register* and attached to this notice as mailed. A free copy of the proposed rule is available on request from the agency contact person listed below.

Comment. All persons have 30 days or until 4:30 p.m. on November 24, 1993 in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Modifications. The proposed rule may be modified without public hearing if the modifications are supported by data and views submitted to the Department and do not result in a substantial change in the proposed rule as noticed.

Request for hearing. Any person may make a written request for a public hearing on the rule within the 30-day comment period or until 4:30 p.m. on November 24, 1993. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Agency contact person. Comments or written requests for a public hearing must be submitted to:

Jane A. Nelson, rules coordinator
Minnesota Department of Health
Division of Environmental Health
925 Southeast Delaware Street
P.O. Box 59040
Minneapolis, Minnesota 55459-0040
Phone: (612) 627-5038 FAX (612) 627-5479

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

Fiscal impact on public bodies. Adoption of these rules will not result in additional spending by public bodies in excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11.

Small business considerations. The impact of the proposed rules on small businesses is considered in the Statement of Need and Reasonableness.

Impact on agricultural lands. The proposed rules will have no direct or substantial adverse impact on agricultural land.

Approval of department of finance. In accordance with *Minnesota Statutes*, section 16A.1285, subdivision 5, the Department of Finance has reviewed and commented on the proposed fees. A copy of the Department of Finance's review and approval is attached to the Statement of Need and Reasonableness.

Notice to House and Senate committees. In accordance with *Minnesota Statutes*, section 16A.128, subdivision 2a as amended by *Laws of Minnesota 1993*, chapter 4, section 9, a copy of the proposed rules, notice to adopt the rules and a copy of the Statement of Need and Reasonableness have been submitted to the house ways and means committee and senate finance committee. Copies of these notices are attached to the Statement of Need and Reasonableness.

Adoption and review of rule. If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form in accordance with the standards for review in *Minnesota Rules* part 2010.1000, including the issues of substantial change; whether the Department has the authority to adopt the rules; and whether the record demonstrates a rational basis for the need for and reasonableness of the proposed rules. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ms. Nelson. If the proposed

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

rule has been modified, the notice will also state that fact and will state that a free copy of the proposed rule, as modified, will be available on request from the Department.

Dated: 18 October 1993

Mary Jo O'Brien, Commissioner
Minnesota Department of Health

Rules as Proposed

4715.3140 EXAMINATION AND LICENSING OF PLUMBERS.

Subpart 1. **Examinations.** An applicant for a plumber's license must satisfactorily pass an examination given by the commissioner of health. Examinations for journeyman and master plumber licenses shall be held in March and September of each year. Applications for the March examination ~~shall~~ must be filed not later than February 15 and for the September examination not later than August 15.

A. An applicant for the master plumber examination must, in addition to the practical plumbing experience requirement for a master plumber specified in subpart 2, have at least one of the following:

(1) a current Minnesota journeyman plumber license;

(2) a master plumber license from another state where the requirements of the licensing jurisdiction are equivalent to those of Minnesota, as determined by the commissioner; or

(3) five years of verifiable experience in business as a plumbing contractor in Minnesota.

B. An applicant for the journeyman examination must be a registered apprentice in Minnesota and have satisfied the practical plumbing experience requirement specified in subpart 2 for a journeyman plumber or must hold a current state journeyman plumber's license from another state where the licensing jurisdiction requires at least four years of practical plumbing experience and an examination to qualify for licensure.

C. To qualify for the journeyman's examination, a plumber's apprentice whose initial registration is on or after July 1, 1995, must, in addition to the required practical plumbing experience for an apprentice, complete at least 500 hours of classroom or correspondence instruction related to plumbing design and installation through a curriculum approved by the commissioner of health. Course curriculum must provide instruction consistent with the requirements of the Minnesota Plumbing Code, chapter 4715.

Subp. 2. **Experience.** In addition to satisfactorily passing an examination given by the plumber's examiners, the An applicant for a the journeyman plumber's license shall examination must have had not less than four years of practical plumbing experience and the applicant for a master plumber's license shall examination must have had not less than five years of practical plumbing experience.

A. One year of practical plumbing experience consists of at least 1,750 hours.

B. Not more than two years of the practical plumbing experience from a state other than Minnesota shall be credited unless the applicant first obtains a plumber's license in the other state.

C. The apprentice or applicant is responsible for verifying practical plumbing experience. The commissioner of health may require work records, time cards, pay records, or other documentation necessary to evaluate practical plumbing experience. The commissioner shall make the final determination about the adequacy and acceptability of an apprentice's or applicant's practical plumbing experience.

4715.3150 FEES.

Subpart 1. **Fees for Examination application fee.** Applications to take the journeyman or master plumber's examination ~~shall~~ must be submitted to the commissioner of health on forms ~~provided~~ prepared by the commissioner together with a fee of ~~\$30~~ \$50. The fee must be submitted with the application and is not refundable.

Subp. 2. **Fees for license.** Any applicant who receives a passing grade on the examination may submit an applicant for license on forms ~~provided~~ prepared by the commissioner of health. The application ~~shall~~ must be accompanied by a fee of ~~\$45~~ \$55 for a journeyman plumber's license or ~~\$80~~ \$120 for a master plumber's license, except that an application for initial licensure that is submitted during the last three months of a licensing year ~~shall~~ must be accompanied by a fee of ~~\$22.50~~ \$27.50 for a journeyman plumber's license or ~~\$40~~ \$60 for a master plumber's license.

4715.3160 EXPIRATION OF LICENSES.

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

Subp. 2. **License renewals.** Applications for license renewal ~~shall~~ must be submitted to the commissioner of health on forms ~~provided~~ prepared by the commissioner no later than December 31 of the year preceding the year for which application is made. The application ~~shall~~ must be accompanied by a fee of ~~\$45~~ \$55 for a journeyman plumber and ~~\$80~~ \$120 for a master plumber. Journeyman and master plumbers who submit their license renewal applications after the time specified in subpart 1 but within two years after expiration of the previously issued license ~~shall~~ must pay all past due renewal fees plus an additional ~~\$8~~ \$25.

[For text of subp 3, see M.R.]

4715.3170 REGISTRATION OF PLUMBER'S APPRENTICE.

Effective July 1, 1987, no person shall work as a plumber's apprentice until that person has submitted an application and fee for registration to the commissioner of health. Registration must be renewed annually and shall be for the period from July 1 of each year to June 30 of the following year. Applications for initial and renewal registration ~~shall~~ must be submitted to the commissioner of health before July 1 of each registration period on forms provided by the commissioner, and ~~shall~~ must be accompanied by a fee of ~~\$15~~ \$25. A plumber's apprentice who submits a registration application after July 1 in any year ~~shall~~ must pay the past due renewal fee plus an additional ~~\$8~~ \$25 late fee.

A. A plumber's apprentice must be at least 18 years of age or be a high school graduate, except that an apprentice employed and supervised by the apprentice's parent must be at least 16 years of age.

B. At the time of registration, an apprentice's parent must provide a name, address, date of birth, social security number, and information about education, training, and practical plumbing experience on forms prepared by the commissioner of health.

C. The practical plumbing experience for an apprentice must include at least the following number of hours in the plumbing aspects specified in subitems (1) to (3). The remaining required hours of practical plumbing experience may be in any aspect of plumbing work included in the definition of plumbing in part 4715.0100, however, the type of work and corresponding number of hours must be specified:

- (1) water distribution system installation, 2,000 hours;
- (2) drain, waste, and vent system installation, 2,000 hours; and
- (3) fixture installation, 1,000 hours.

D. All practical plumbing experience for an apprentice must be certified by the licensed plumber or plumbing contractor responsible for the work performed. A licensed plumber or plumbing contractor may only certify that part of the practical plumbing experience work done under the licensed plumber's or plumbing contractor's supervision.

E. Only practical plumbing experience gained in the 12-month period immediately prior to registration or submission of the renewal application for registration shall be considered, except that late registration renewals may be accepted for a period not exceeding three months, with payment of a late fee.

F. The 1,750 hours necessary to gain one year of practical plumbing experience may be worked in more than one 12-month registration period as a plumber's apprentice, however, not more than 1,750 hours shall be credited for one registration period.

4715.5900 FEES.

Subpart 1. **Examination application fee.** The fee for application for examination or reexamination ~~shall be \$30~~ is \$50 for a water conditioning installer, and ~~\$30~~ \$50 for a water conditioning contractor. ~~Only fees from persons who do not qualify for examination will be returned~~ The examination application fee is not refundable.

Subp. 2. **License fee.** The fee for a new license or for renewal of an existing license ~~shall be~~ is as follows: water conditioning installer, ~~\$30~~ \$35; water conditioning contractor, ~~\$50~~ \$70, except that an application for initial licensure that is submitted during the last three months of the calendar year ~~shall~~ must be accompanied by a fee of ~~\$15~~ \$17.50 for a water conditioning installer or ~~\$25~~ \$35 for a water conditioning contractor.

[For text of subp 3, see M.R.]

4715.6000 RENEWAL.

A license ~~shall expire~~ expires on December 31 of the year for which it was issued. An application for renewal of a license must be received by the Minnesota Department of Health no later than December 31. Any person who submits an application for license renewal after December 31 ~~shall~~ must pay a penalty of ~~\$5~~ \$25 in addition to the annual license fee. ~~One A person~~ who does not renew a license issued pursuant to parts 4715.5000 to 4715.6000, within two years of the date on which the former license expired, is no longer entitled to a renewal license. ~~Such~~ The person must apply for reexamination and a new license.

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Focus on
Rulemaking



An overview and discussion of
state administrative rulemaking
for agency staff.

November 9, 1993
12 noon to 4:30 p.m.
Room 5 State Office Building

Sponsored by the Office of the Revisor of Statutes.
Space is limited. For information, call Paul Marinac, (612) 296-0948.
For registration materials, call the Revisor's Office, (612) 296-2868.

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.

Agriculture Department

Minnesota Rural Finance Authority

**Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under
*Minnesota Statutes, Chapter 41C***

NOTICE IS HEREBY GIVEN that a public hearing will be held on November 10, 1993, at 9 a.m. in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C*, in order to finance the purchase of constructing a hog finishing barn located in Section 27, Folsom Township, Traverse County, Minnesota on behalf of Robert and Cynthia Toelle, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is \$45,000. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 6 October 1993

LaVonne Nicolai
RFA Executive Director

Agriculture Department

Minnesota Rural Finance Authority

**Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under
*Minnesota Statutes, Chapter 41C***

NOTICE IS HEREBY GIVEN that a public hearing will be held on November 10, 1993, at 9 a.m. in Room 145 Department of

Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately a 195 acre dairy farm located in Section 1, Long Prairie Township, Todd County, Minnesota on behalf of Bradley E. Spindler, a single person (the Borrower). The maximum aggregate face amount of the proposed bond issue is \$80,000. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 7 October 1993

LaVonne Nicolai
RFA Executive Director

Housing Finance Agency

Notice of Public Comment on the Proposed Minnesota Comprehensive Housing Affordability Strategy Annual Plan (Federal Fiscal Year 1994), the Comprehensive Housing Affordability Strategy Annual Performance Report (Federal Fiscal Year 1993), and the Comprehensive Housing Affordability Strategy Five Year Strategy (FFY 94-98)

The Minnesota Housing Finance Agency (MHFA) announces the availability of the proposed Minnesota **Comprehensive Housing Affordability Strategy (CHAS) Annual Plan (FFY94), Comprehensive Housing Affordability Strategy (CHAS) Annual Performance Report (FFY93), and Comprehensive Housing Affordability Strategy (CHAS) Five Year Strategy (FFY94-98)** for review and public comment between November 1, 1993 and December 1, 1993.

The National Housing Affordability Act of 1990 requires the states and local governments, as a condition of receipt of federal housing assistance, to prepare each year an annual plan and an annual performance report and every five years a five year strategy. The purpose of the **CHAS Annual Plan** is to identify statewide housing needs, establish priorities for state investment in affordable housing, and set forth an annual action plan with specific investment goals. The purpose of the **CHAS Annual Performance Report** is to provide the state an opportunity to report on its progress in carrying out its housing strategy. The purpose of the **CHAS Five Year Strategy** is to describe general priorities for assisting households; to describe the actions and programs that will be undertaken to improve and increase housing opportunities for those in need; and to describe how these actions and programs will be implemented and financed.

Beginning November 1, 1993, interested persons may request either a complete copy or relevant sections of the **CHAS Annual Plan, the CHAS Annual Performance Report, and the CHAS Five Year Strategy** by calling Pixie Peterson at 612-296-7608 (TDD: 612-297-2361). Copies of the **CHAS Annual Plan, the CHAS Annual Performance Report, and the CHAS Five Year Strategy** also will be available for review at the offices of the MHFA, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, any of the Regional Development Commissions, or the following public libraries around the state:

Bemidji Public Library
6th & Beltrami
Bemidji, MN 56601

Marshall-Lyon County Library
301 West Lyon Street
Marshall, MN 56258

Minneapolis Public Library
300 Nicollet Mall
Minneapolis, MN 55401

Rochester Public Library
11 First Street SE
Rochester, MN 55901

St. Paul Public Library
90 West 4th St.
St. Paul, MN 55102

Duluth Public Library
520 West Superior St.
Duluth, MN 55802

Minnesota Valley Regional Library
100 E. Main St.
Mankato, MN 56002

Lake Agassiz Regional Library
115 S. 6th St., Box 699
Moorhead, MN 56560

Great River Regional Library
405 St. Germain
St. Cloud, MN 56301

Pioneerland Public Library System
410 W. 5th St.
Willmar, MN 56201

Official Notices

Winona Public Library
151 West 5th St.
Winona, MN 55987

Nobles County Library
Post Office Box 99
Worthington, MN 56187

Written or oral comments on the proposed **CHAS Annual Plan**, **CHAS Annual Performance Report**, and **CHAS Five Year Strategy** will be taken by the Minnesota Housing Finance Agency from November 1, 1993 until December 1, 1993. Interested persons should call Denise Rogers at 612-296-8206. Written comments may be submitted to the MHFA, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101, attn.: Denise Rogers.

In addition, the Minnesota Housing Finance Agency will solicit comments on the proposed **CHAS Annual Plan**, **CHAS Annual Performance Report**, and **CHAS Five Year Strategy** at informational hearings during the following Minnesota House of Representatives "Mini-Sessions":

October 27, 1993

2:00 p.m.
River Heights Public Housing
205 North Sheridan
Fergus Falls, MN

October 29, 1993

1:30 p.m.
Grace McDowall Apartments
1525 Northway Drive
St. Cloud, MN

All interested persons will be given an opportunity to express their views. Written comments also may be submitted at the hearing. **Persons in need of special accommodations should contact Denise Rogers at 612-296-8206 (TDD: 612-297-2361).**

State Board of Investment

Official Notice

Meeting Time Change

The State Board of Investment will meet on Wednesday, October 27, 1993, at 11:30 a.m. in Room 125, State Capitol, Saint Paul, MN.

Labor and Industry Department

Labor Standards Division

Notice of Correction to Prevailing Wage Rates

Prevailing wage rates determined and certified October 11, 1993, for Classroom & Office Building-Moorhead State University in Clay county and Head Start Community Center-East Grand Forks in Polk county project for Commercial construction has been corrected.

Copies of the corrected certification may be obtained by contacting the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or calling (612) 296-6452.

John B. Lennes, Jr.
Commissioner

Labor and Industry Department

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective October 25, 1993, prevailing wage rates were determined and certified for commercial construction projects in: Anoka county: Anoka Ramsey Community College Message Sign-Coon Rapids. Crow Wing county: ISD #181 Four Schools Barrier Free Work at Toilet Rooms-Nisswa, Brainerd, Baxter. Hennepin county: MN/DOT Maple Grove Truck Station Welding Shop Ventilation. Ottertail county: MN/DOT Fergus Falls Truck Station H.V.A.C. Modifications. Ramsey county: DTED Brown and Bigelow Machinery Installations-St. Paul.

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

John B. Lennes, Jr.
Commissioner

Minnesota Early Childhood Care and Education Council

Notice is Hereby Given that the Minnesota Early Childhood Care and Education Council (ECCE) has Scheduled the Following Meetings

Direct inquiries to: Executive Director, Minnesota Early Childhood Care and Education Council, Third Floor, Ford Building, 117 University Avenue, St. Paul, MN 55155; Phone: 612/296-1400; TDD MRS 612/297-5353 (Metro) or TDD MRS 800/627-3529 (Greater Minnesota).

EXECUTIVE COMMITTEE MEETING—November 1, 1993, 11:00 a.m.-2:00 p.m., Third Floor Ford Building, 117 University Avenue, St. Paul, Minnesota. For the purpose of reviewing and synthesizing input from Fall Regional Meetings for use of Full Council at regular meeting on November 8, 1993.

REGULAR FULL COUNCIL MEETING—November 8, 1993, 10 a.m.-3 p.m., Room 116B Administration Building, 50 Sherburne Avenue, St. Paul, MN. FINANCE COMMITTEE, PROGRAM COMMITTEE, PERSONNEL COMMITTEE AND NOMINATIONS/BY-LAWS COMMITTEE will meet in the same room from 12 p.m.-1 p.m.

REGULAR FULL COUNCIL MEETING—January 10, 1994, 10 a.m.-3 p.m., Room 116B Administration Building, 50 Sherburne Avenue, St. Paul, MN. FINANCE COMMITTEE, PROGRAM COMMITTEE, PERSONNEL COMMITTEE AND NOMINATIONS/BY-LAWS COMMITTEE will meet in the same room from 12 p.m.-1 p.m.

EXECUTIVE COMMITTEE MEETING—February 14, 1994, 10 a.m.-12 p.m. Third Floor, Ford Building, 117 University Avenue, St. Paul, MN.

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.

Governor's Planning Council on Developmental Disabilities

Grant Funds Available for: Partners in Policymaking

Description: The Minnesota Governor's Planning Council on Developmental Disabilities solicits formal applications to fund the continuation of Partners in Policymaking, a national model of leadership training for people with developmental disabilities and family members.

Funding: \$100,000 (one project)

Due Date: November 24, 1993

Contact: Suzanne Dotson, Grants Administrator, Council Office. Full copies of the RFPs are available upon request by calling the Council Office. If you have specific questions about the RFP, or general questions related to the proposal procedures or submission, please contact the Council's Grants Administrator:

Suzanne Dotson, Grants Administrator
Governor's Planning Council on Developmental Disabilities
300 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Telephone: (612) 297-3207; FAX: (612) 297-3207; TDD: (612) 296-9962

Department of Health

Requests for Proposals for Two Lead-Abatement Related Grants

The Minnesota Department of Health intends to award grants to one or more applicants for each of the following:

1. purchase and maintenance of lead cleanup equipment; and,

State Grants

2. provision of safe housing and relocation costs for families displaced by lead abatement of their primary residence.

Grant 1. Lead Cleanup Equipment and Material Grants

Lead cleanup equipment includes high efficiency particle accumulator and wet vacuum cleaners, drop cloths, secure containers, respirators, scrapers, dust and particle containment material, and other cleanup and containment materials to remove loose paint and plaster, patch plaster, control household dust, wax floors, clean carpets and sidewalks, and cover bare soil.

Eligible Applicants

Grant applicants must be nonprofit community-based organizations in areas at high risk for toxic lead exposure. Applicants must make an affirmative showing that the eligibility criteria are met. Areas at high risk for toxic lead exposure include census tracts that meet one or more of the following criteria:

1. elevated blood levels have been diagnosed in a population of children or pregnant women;
2. many residential structures are known to have or are suspected of having deteriorated lead-based paint; or
3. median soil lead levels are greater than 100 parts per million.

Grantees must document use of this funding.

Start and Completion Dates

The grant(s) will be awarded by February 15, 1994. Funding must be used by June 30, 1995.

Eligible Costs

Eligible costs include:

1. purchase of the equipment identified in the applicant's proposal;
2. provision of a location for storage and loan to people for cleanup of residential property;
3. training of grantee's staff and of people borrowing equipment;
4. routine cleaning and maintenance of the equipment by grantee's staff; and
5. proper disposal of any waste materials on or in the equipment when it is returned.

Grant 2. Safe Housing Grants

Safe housing includes lead-safe temporary shelter for families displaced by lead abatement ordered by a board of health.

Eligible Applicants

Applicants must be boards of health.

Start and Completion Dates

The grant(s) will be awarded by February 15, 1994. Funding must be used by June 30, 1995.

Eligible Costs

Eligible costs include:

1. inspection of potential safe housing prior to purchase or rent;
2. purchase or rent of temporary housing found by inspection to be free of sources of immediate lead exposure, i.e., free of deteriorating lead-based paint, free of bare lead-contaminated soil and dust, and free of lead-contaminated drinking water; and
3. moving expenses up to \$250 per family.

Grantees must document use of this funding.

Higher Education Coordinating Board

Notice of Availability of Request for Proposals for Grants Under the Federal Commission on National and Community Service Higher Education Innovative Projects Program and the Minnesota Youths Works Program

The Higher Education Coordinating Board is requesting proposals for two categories of grants for community service learning programs at higher education institutions or public agencies working in partnership with those institutions that expand community service, service learning and work-based learning methods.

No individual grant may exceed \$15,000.

Proposals must be submitted no later than 4:00 p.m., December 3, 1993.

Those interested in receiving requests for proposals should contact:

Community Service Grants Coordinator
Higher Education Coordinating Board
550 Cedar Street, Suite 400
St. Paul, Minnesota 55101
(612) 296-9777

Department of Jobs and Training

Division of Community Based Services

SDA or SSA Redesignation

Every two years, the Governor, may redesignate service delivery areas (SDAs) for Titles II-A, II-B, and II-C and substate areas (SSAs) for Title III, under the Job Training Partnership Act (JTPA), in accordance with the Act's sections 101 and 312. JTPA (PL-300), as amended in 1992, is a federally funded employment and training program with primary goals of:

1. training youth and unskilled adults to enter the labor force (Titles II-A, II-B, and II-C); and
2. assisting "dislocated workers" to obtain new positions and to reenter the labor force (Title III)

Persons wishing more technical information about SDA or SSA redesignation and/or wanting the formal petition package must contact:

Larry Eisenstadt
Minnesota Department of Jobs and Training
Division of Community Based Services
390 North Robert Street, First Floor
St. Paul, Minnesota 55101
612/296-6073

Petitions for redesignation must be received by Mr. Eisenstadt by 3:30 p.m., November 23, 1993.

Department of Trade and Economic Development

Business and Community Development Division

Final Statement for Distribution of the Supplemental Flood Disaster Appropriation for the Small Cities Community Development Block Grant Program

Supplemental Flood Disaster funds appropriated to the Community Development Block Grant (CDBG) program made available to the State for distribution will be distributed as follows:

It is the goal of the Minnesota Department of Trade and Economic Development (DTED) to award supplemental flood related CDBG funds to eligible recipients for eligible projects in order for recipients to begin projects in the fall of 1993 and complete the projects no later than the spring or early summer of 1994.

Consistent with statutory language and direction from the U.S. Department of Housing and Urban Development (HUD), DTED will distribute funds exclusively to repair, replace, or restore CDBG-eligible facilities that were damaged by flooding or winds associated with the severe storms that occurred in the summer months of 1993. Eligible applicants are limited to cities, counties, and towns located in all presidentially-declared disaster counties. The beginning date for eligibility is June 11, 1993, which is the date of the first presidential disaster declaration in Minnesota. In addition, also consistent with HUD direction, emphasis will be given to financing eligible housing rehabilitation activities first, with critical eligible municipal infrastructure such as sewer, water and storm sewer following.

The National Objective for which DTED intends to qualify eligible projects is Alleviation of an Urgent Community Development Need. In order to qualify for this National Objective, applicants must demonstrate:

1. that the damage caused by 1993 summer flooding poses an immediate and urgent threat to the health and safety of the local residents, and

State Grants

2. that the local applicant does not have sufficient financial resources to correct the health and safety threats without an infusion of CDBG funds.

In addition, grantees will be required to maintain and submit demographic information including the number and percent of low-to-moderate income persons served by flood disaster funds. While this information is not required to meet a national objective, the state wants to be able to determine the demographic make-up of program beneficiaries.

DTED intends to inform eligible applicants of the availability of funds through direct mail to each city, county, regional development commission, Minnesota Initiative Fund, community development corporation, and Small Business Development Center. Townships will be notified through the Association of Minnesota Townships who, in turn, will notify their membership. DTED will hold eight informational workshops in the flood disaster counties to explain the application/grant award process and discuss specific project ideas with potential applicants. Print and broadcast media have been provided with application materials and have been invited to the workshops to assure additional local public awareness of the availability of funds and the process established for obtaining those funds.

Through a Single Flood Assistance Application, fund will be awarded on a first come, first served basis (with a housing emphasis) to eligible applicants for eligible projects. There will be no grant cycle and no application deadline. In order to assure that funding decisions are properly made in a minimum amount of time, DTED and the U.S. Economic Development Administration have organized a 15-member federal and state interagency committee to review, approve/reject and package funding for each application received through DTED's Single Flood Assistance Application, as well as any other agency application format. The agencies represented on this committee include:

- the U.S. Department of Housing and Urban Development
- the Federal Emergency Management Agency
- the U.S. Army Corps of Engineers
- the Soil and Water Conservation Service
- the U.S. Economic Development Administration
- the U.S. Farmers Home Administration
- the Minnesota Department of Trade and Economic Development
- the MN Housing Finance Agency
- the MN Board on Water and Soil Resources
- the MN Department of Health
- the MN Pollution Control Agency
- the MN Department of Public Safety
- the MN Department of Agriculture
- the MN Department of Jobs and Training
- the MN Department of Natural Resources

The Committee has been subdivided into four subcommittees. Those subcommittees are:

- 1) Housing
- 2) Infrastructure and Economic Development
- 3) Flood Mitigation
- 4) Agriculture

The subcommittees will meet each Tuesday morning to review applications and make recommendations with respect to financing, rejecting or holding applications for additional information. The subcommittee recommendations are passed on to the full committee, which meets each Tuesday afternoon, for final action.

The agencies represented in the list above perform two functions. First, agencies such as the Minnesota Department of Natural Resources and the Minnesota Pollution Control Agency review applications for technical feasibility and compliance with applicable environmental or construction regulations. Other agencies who have no broad regulatory responsibilities, such as DTED and the Minnesota Housing Finance Agency, review the applications for compliance with specific funding requirements. This process results in projects that can be financed quickly, but with reasonable assurance that the financed projects will meet funding program requirements, broader regulatory requirements, and are technically feasible.

DTED will continue to obligate funds to projects until all disaster funds have been obligated. DTED intends to take full advantage of all waivers associated with the flood disaster funds. DTED will fund no projects that are opposed by HUD staff who are present at the interagency meetings.

Board of Water and Soil Resources

Announcement of Application Period for 1994 Natural Resources Block Grants

The Board of Water and Soil Resources (BWSR) is accepting applications from counties for Natural Resources Block Grants. The Natural Resource Block Grant includes three separate portions which are:

- Base grant portion for implementing a comprehensive water plan;
- Wetland conservation act portion for administering the wetland conservation act; and
- Shoreland portion for adoption or administration of state approved shoreland management programs.

The BWSR has \$5,003,000 available for these grants. To be considered, applications must be received in the BWSR office in Saint Paul by 4:30 p.m. January 15, 1994.

County Auditors have been notified of this application period. Any other local unit of government that wishes to be notified must contact the BWSR by writing to the executive director at the following address:

Ronald Harnack
Executive Director
Board of Water and Soil Resources
155 South Wabasha Street, Suite 104
St. Paul, MN 55107

An application packet which includes additional information about the grants can be obtained in writing to the BWSR office.

Professional, Technical & Consulting Contracts

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

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

Minnesota Housing Finance Agency

Request for Proposal for Investment Banking Services

The Minnesota Housing Finance Agency (Agency) expects to have available a Request for Proposal for Investment Banking Services on October 18, 1993. The services to be provided by a qualified investment banking firm at the time of a bond sale include, but are not limited to, the following: recommend the optimum bond structure for the particular program financing under consideration; prepare all preliminary and final cash flows; work directly with the rating agencies to obtain acceptable bond ratings; prepare, distribute and compile the results of the investment agreement bids; and recommend members, if any, for a selling group. The services to be provided in between bond sales include, but are not limited to, the following: provide assistance in Agency financial planning; prepare cash flows as requested for the Agency's various bond resolutions; provide a secondary market for the Agency's bonds; and provide assistance in developing new sources of capital for the Agency's affordable housing programs. Proposals are to be submitted to Minnesota Housing Finance Agency, Robin Hanson, Finance Director, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101-1998, 612/296-9426, no later than 12:00 p.m., noon, November 10, 1993.

Department of Human Services

Mental Health Division

Compulsive Gambling Treatment Program: Request for Proposals (RFP) for Statewide Toll-Free Compulsive Gambling Hotline and Public Awareness Campaign

The Mental Health Programs Division (MHPD) of the Minnesota Department of Human Services is soliciting proposals for provision of a statewide toll-free telephone number to provide a compulsive gambling Hotline as one component of a comprehensive program

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for persons who are compulsive gamblers, their families and others affected by gambling problems. Proposals are also being solicited for a public awareness program to promote recognition of compulsive gambling behavior and treatment throughout Minnesota. Applicants may choose to submit a proposal for just one program, a separate proposal for each or, a combined proposal.

The time period for both is twenty four months, January 1, 1994 through December 31, 1995. A minimum of \$240,000 is designated for the Hotline program and \$88,000 for the Public Awareness Campaign. \$180,000 will be available from state appropriated funds for the Hotline for the period January 1, 1994 through June 30, 1995. An additional \$60,000 will be committed by DHS for July 1, 1995 through December 31, 1995 contingent on sufficient funding by the 1995 session of the Legislature. \$66,000 in state appropriated funds will be awarded for the Public Awareness Program for the same time period, January 1, 1994 through June 30, 1995. \$22,000 will be committed for the period July 1, 1995 through December 31, 1995, also contingent on sufficient state re-funding.

Additional funding for both programs beyond the minimums established above will be considered at any time during the program period contingent on contributions being made to the department's gambling treatment fund. However, first priority would be given to increasing funding for the Public Awareness Campaign up to an additional \$40,000 for a two year total of \$128,000.

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

Proposals in response to this RFP must be submitted following the RFP application instructions. A copy of the complete RFP material is available by contacting the Mental Health Division, Jay Bamberg, phone 612-296-3923. Upon request, this information will be made available in an alternative format such as Braille, large print or audio-tape. There will not be a pre-application conference.

All applicants must provide five (5) copies of their completed proposal(s) to the Mental Health Division, 444 Lafayette Road, St. Paul, Minnesota, 55155-3828, no later than the close of business (4:30 p.m.) on November 19, 1993.

Evaluation and selection of providers for each program will be completed by December 1, 1993.

Department of Public Safety

Driver and Vehicle Services Division

Request for Proposals for Debt Collection Services

The Department of Public Safety, Driver & Vehicle Services Division is seeking proposals for debt collection services. The debts are a result of dishonored checks and/or delinquent taxes owed to the Department for various Motor Vehicle and Driver License transactions. The goal is to collect monies due to the State of Minnesota.

Details are contained in a request for proposals which may be obtained by calling or writing:

Tami Bartholomew
Driver & Vehicle Services Division
156 Transportation Bldg.
395 John Ireland Blvd.
St. Paul, MN 55155
(612) 296-5306

The estimated cost of the contract is \$40,000.00. Contract may be renewed at State's option. Final date for submitting proposals is October 25, 1993.

Department of Transportation

Minnesota Guidestar—Intelligent Vehicle Highway Systems (IVHS)

Call for Partners to Participate in the US/DOT Federal Highway Administrations IVHS Field Operational Test Program

NOTICE IS HEREBY GIVEN that the Minnesota Department of Transportation is seeking partners to participate in the US/DOT Federal Highway Administrations IVHS Field Operational Test Program. This request for partners 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.

SUMMARY: The U.S. Department of Transportation—in the September 8 issue of the *Federal Register*—is soliciting offers from the public and private sectors to form partnerships to conduct operational tests in support of the national IVHS program.

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IVHS assembles a range of advanced technologies and system concepts that, when used in combination, can improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources, and reduce adverse environmental effects. Operational tests serve as the transition between research and development and full scale deployment of IVHS technologies.

Minnesota Guidestar, the Minnesota Department of Transportation's IVHS program is interested in responding to the aforementioned solicitation. In particular, Minnesota Guidestar is seeking partners in the following IVHS user service areas:

1) Emergency Notification and Personal Services

An operational test is needed to evaluate the benefits of driver and personal security systems that allow travelers to notify traveler assistance centers of the need for assistance. A two-way communications capability may also be included to allow the assistance provider to respond to the traveler, acknowledging the assistance request and informing the traveler that help is on the way. This IVHS user service area is intended to speed the detection of and response to non-injury incidents on the highway.

2) En-route Driver Advisory and Traveler Services Information

Operational tests are needed to evaluate the benefits of en-route driver advisory and traveler services information using FM subcarrier wide area communications systems and applications of FHWA's 220 MHz Frequency pairs. The benefits may include reduction in congestion and improvements in safety and traveler performance. Such a system would (1) disseminate a variety of traveler information and traffic (link Time) data including en-route driver and transit advisories (e.g., road conditions and incidents), and traveler services information (e.g., special events, parking availability), (2) receive this information through in-vehicle or portable communications devices, and (3) decode and display this information to the traveler in the form of text or voice messages.

3) Personalized Public Transit and Public Travel Security

3a) Personalized Public Transit—an operational test in this area would evaluate the effectiveness of systems to increase transit ridership on flexibly routed transit vehicles. The system strategies would involve fixed route transit operations that permit short off-route deviation in less densely populated areas to pickup or discharge passengers.

3b) Public Travel Security—an operational test in this area would evaluate the effectiveness of providing public travel security throughout the regional transportation network to improve safety and security aboard transit vehicles. This includes security at transit boarding points, on the vehicle, and in parking lots.

EVALUATION: is an integral part of each operational test. In all tests, an independent and comprehensive test evaluation must be undertaken.

NOTE: The USDOT and FHWA are also soliciting offers in two additional IVHS user service areas:

- Automated Roadside Safety inspections and Commercial Vehicle Administrative Processes
- Travel Demand Management

FUNDING: By statute (Intermodal Surface Transportation Efficiency Act of 91), the maximum share of an operational test funded from Federal funds, including IVHS funds, cannot exceed 80 percent. The remaining 20 percent must be from non-federally derived funding sources and must consist of either cash, substantial equipment contributions which are wholly utilized as an integral part of the project, or personal services dedicated full-time to operations test purposes for a substantial period, as long as these staff are not otherwise supported with Federal funds. The non-federally derived funding may come from State, local government or private sector partners. In an IVHS partnership, as with other Department of Transportation cost-share contracts, it is inappropriate for a fee or profit to be included in the proposed budget. This prohibition on the inclusion of a fee or profit applies to all partners to the proposed operational test. A partner is an entity that participates directly in the preparation of the operational test offer and plays a substantial role in defining the scope of the operational test, technologies included, and financial participation. This does not prohibit appropriate fee or profit payments to vendors or others which may provide goods or services to the partnership. For example, equipment vendors, software providers, and entities retained for comprehensive operations test evaluation purposes would not be subject to this prohibition.

(In order to maximize available Federal IVHS dollars and be consistent with agency policy, prospective partners are encouraged to increase their share to 50 percent. Additional funds provided over the required 20 percent minimum may come from a variety of funding sources and may include the value of federally-supported projects directly associated with the IVHS operational test).

SUBMISSION OF PARTNERSHIP OFFERS: Partnership offers must be received NO LATER than 4:00 p.m. on November 19, 1993. All proposals must be sent to and received by:

Michael S. Sobolewski
Transportation Planner, Minnesota Guidestar
Ford Building—Rm 253
117 University Avenue
St. Paul, MN 55155

Professional, Technical & Consulting Contracts

TO RECEIVE COPIES OF THE FULL FEDERAL HIGHWAY ADMINISTRATION REQUEST FOR PARTICIPATION (AS PUBLISHED IN THE SEPTEMBER 8, 93 ISSUE OF THE *FEDERAL REGISTER*), Minnesota Guidestars latest informational brochure and rural IVHS concept paper, contact:

Michael S. Sobolewski (612-296-4935) or Melanie Brown (612-282- 2474) at;
Minnesota Guidestar—Mn/DOT
Ford Building—Rm 253
117 University Avenue
St. Paul, MN 55155

Please note that other department personnel are not allowed to discuss the project with responders before the submittal of proposed deadline.

Partnership Proposal contents:The following will be considered minimum contents of the proposal (which shall be no more than 25 pages long):

- 1) A statement of the objectives, goals, and tasks to show or demonstrate the potential partners view of the nature of the project/operational test.
- 2) Responders background and experience with public/private partnerships and/or IVHS.
- 3) A detailed cost and work plan which will identify the major tasks to be accomplished and be used as a scheduling and management tool.
- 4) Identification of the expected level of the each of the potential partners participation in the project as well as any other services to be provided by the project participants.

REVIEW PROCESS

A formal review process (on all proposals received by the deadline) will be undertaken. In some instances, an interview will be part of the evaluation process. Factors upon which proposals will be judged, but are not limited to, include:

SELECTION CRITERIA

1. Relationship to (and understanding of) National IVHS Program goals.
2. Project work plan.
3. Project cost detail
4. Evaluation plan or concept.
5. Proposed Partnership.
6. Suitability of the Test Sites, Vehicle Fleet, Infrastructure, etc.
7. Qualifications of the potential partner and personnel.

Minnesota Guidestar is responsible for coordinating the formal review and selection with representatives from the Center for Transportation Studies, Mn/DOT (experts in key technological or program areas).

Evaluation and selection will be completed by December 17 of 93. This process will lead to a partnership commitment that documents projects tasks, roles of partners, a budget, and a schedule for project execution and evaluation, and other technical and financial issues. This documentation will then be forwarded to FHWA no later than January 6, 94 for possible selection by US/DOT/FHWA for participation in the national IVHS Field Operational Test Program.

Non-State Public Bids and Contracts

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

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

Cottage Grove Ravine Watershed District

Request for Interest Proposals for Professional Services

Pursuant to MSA 103B.227, Subd. 5, the newly formed Cottage Grove Ravine Watershed District hereby solicits interest proposals for legal, engineering, and technical consultant services for the fiscal years 1994 and 1995. The annual budget for all services for the organization for the year 1994 is \$200,000.

Five copies of the written proposals setting forth the experience of the individuals who would be interested in performing legal, engineering, or technical services for the District should be sent to:

Richard Hammero, President
Cottage Grove Ravine Watershed District
Woodbury City Hall
8301 Valley Creek Trail
Woodbury, MN 55125
(NO CALLS)

Please set forth in your written proposal the rate schedule and experience of the individual who proposes to perform services for the District and the résumés of support staff who would assist the individual in providing the contractual services. The Managers of the District will review said proposals and reserves to itself the right to take such action as it deems in the best interests of the Watershed District. All interest proposals shall be submitted on or before November 5, 1993.

Metropolitan Waste Control Commission

Public Notice for Letters of Interest (LOI), Request for Qualifications (RFQ), and Statement of Qualifications (SOQ) for Engineering Services

The Metropolitan Waste Control Commission is soliciting Letters of Interest for engineering services in support of in-house projects prepared by Commission staff. The Commission intends to engage 4 firms consisting of one Minority Business Enterprise (MBE), one Women's Business Enterprise (WBE), and two multi-discipline firms.

The type of work envisioned for these firms includes providing technical assistance to Commission staff during those time periods when staff's experience does not include a specific area of engineering and/or when staff resources are insufficient to complete the project in a timely manner. The professional services will cover a variety of engineering disciplines, including: environmental, sewer design, civil, structural, mechanical, and electrical.

Firms interested in being considered for this work are to submit a LOI requesting the RFQ submittal package. RFQ submittal packages will be issued upon receipt of LOI's. SOQ's are due by **12 Noon on Wednesday, November 17, 1993**. LOI's are to be directed to:

Metropolitan Waste Control Commission
Mears Park Centre
230 East 5th Street
St. Paul, MN 55101
Attn: Administrative Assistant, Contracts & Documents Division

Dated: 25 October 1993

By Order of the
METROPOLITAN WASTE CONTROL COMMISSION
Gordon O. Voss, Chief Administrator

Pheasants in Minnesota

Pheasants in Minnesota. Through many full-color photos the book shows the ringneck pheasant in various settings, tells how to maintain wildlife habitat and explains the wise management of the hunt. Quantity discounts available. Stock #9-13-SR, \$5.95.

Woodworking for Wildlife. Variety of game bird and mammal box designs with information on the placement of nests in proper habitat areas and maintenance requirements. Diagrams, 48 pp. Stock #9-14-SR, \$9.95.

Landscaping for Wildlife. Gardening tips and landscaping techniques that add natural beauty to your property and habitat for wildlife. Over 70 color photos and 144 pages. Stock #9-15-SR, \$9.95.

Wildlife Set. Order both books above as a set and save 15%. Stock #9-20-SR, \$17.95.

TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free nationwide: 1-800-657-3757. Minnesota residents please include 6½% sales tax. St. Paul residents include 7%. On all orders, add \$3.00 per order for shipping. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. **Prices are subject to change.** FAX: (612) 296-2265.



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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-SR, \$95.00 plus tax.

Business and NonProfit Corporation Act 1992. A handy reference that contains all the state laws governing the establishment and conduct of corporations in Minnesota. Includes *Minnesota Statutes* Chapters 308A, 302A and 317A. Code #2-87-SR. \$20.95 plus tax.

Minnesota Guidebook to State Agency Services 1992-95. 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 #1-11-SR. \$16.90 plus tax. FAX: (612) 296-2265.



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Resolve Bargaining Disputes and Grievances

Public Employment Labor Relations Act 1989. 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-SR, \$6.00 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-SR, \$12.50.

Minnesota Guidebook to State Agency Services 1992-95. 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 #1-11-SR, \$16.90 plus tax. FAX: (612) 296-2265.

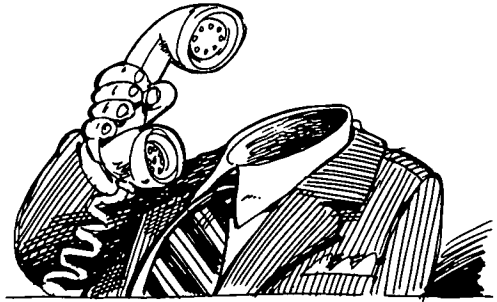


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Ever called this guy?

1992 State of Minnesota Telephone Directory. Get a direct line to the persons you want to speak to. Contains names, numbers, and agencies in the executive, legislative and judicial branches of state government. Four sections give listings alphabetically by name, agency, Minnesota region, plus an index for cross referencing. Over 288 pages, paperback, 8½"x11". Code #1-87-SR, \$12.95.

Minnesota Guidebook to State Agency Services. A treasure of information that cuts red tape and gets you **RESULTS** from Minnesota state government. This important resource helps you through applications, fees, licenses, reports, history, recreation and travel. It describes agencies in detail and how they can assist you, giving addresses, phones and contact people. Stock #1-11-SR, \$16.90.



TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free nationwide: 1-800-657-3757. Minnesota residents please include 6½% sales tax. St. Paul residents include 7%. On all orders, add \$3.00 per order for shipping. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. **Prices are subject to change.** FAX: (612) 296-2265.

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Human Services Laws and Rules

Human Services Laws 1992

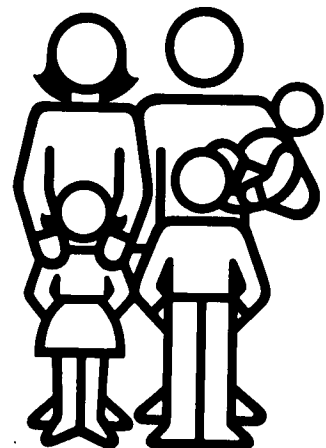
An extract from the statutes. Includes legislative amendments and additions from the most recent session. Code No. 2-56-SR. \$34.95.

Human Services Rules 1992

Rules governing assistance programs, eligibility grant amounts, AFDC and residence requirements. MN Rules Chapter 9500-9580. Code No. 3-95-SR. \$36.95.

3 ring binder. 2" capacity. 1 required for each of above listed publications. Code No. 10-21-SR. \$4.95.

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<p>TO ORDER: Complete attached order blank. Include either your Discover/American Express/VISA/MasterCard number with the expiration date, or a check/money order made out to the State of Minnesota. Orders by phone are accepted when purchasing with your credit card. Please include a phone number where you can be reached during the day in case we have questions about your order. Please include 6½% sales tax and \$2.00 postage and handling. Ask for our catalogs for <i>Publications</i>, <i>Outdoors</i> or <i>Mailing Lists</i>.</p> <p>PREPAYMENT REQUIRED</p> <p>NOTE: <i>State Register</i> and other subscriptions do not require sales tax or postage and handling fees. Prices subject to change without notice.</p> <p>Please allow 4-6 weeks for delivery. In a hurry? Stop by our Bookstore. Bookstore Hours: M-Th 7-5:30, Fri 7-4:30</p> <hr/> <p>Send your order to: Minnesota's Bookstore 117 University Ave., St. Paul, MN 55155 Metro area 612-297-3000 (FAX: 296-2265) Toll free 1-800-657-3757 Telecommunications Device for the Deaf: Metro 612-297-5353 Greater MN 1-800-627-3529</p>	Code No.	Quantity	Description		Item Price	Total	
	Name or Company				Subtotal		
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	City	State	Zip	Handling (per order)	\$3.00		
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A Wise Investment—the rules of the game

Securities Laws, 1990. Governs the activities of broker/dealers, agents and investment advisors. *Minnesota Statutes* Chapter 80A. Code #2-12-SR, \$7.00 plus tax.

Securities Rules, 1991. Rules implementing the legislative mandate. Subjects include equity securities and investment companies. *Minnesota Rules* Chapter 2875. Code #3-5-SR, \$14.00 plus tax.

Minnesota Guidebook to State Agency Services, 1992-95. 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 #1-11-SR, \$16.90 plus tax.

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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-SR, \$9.95 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-SR, \$9.95 plus tax.

Wildlife Set. Order both books above as a set and save 15%. Stock #9-20-SR, \$17.95 plus tax.

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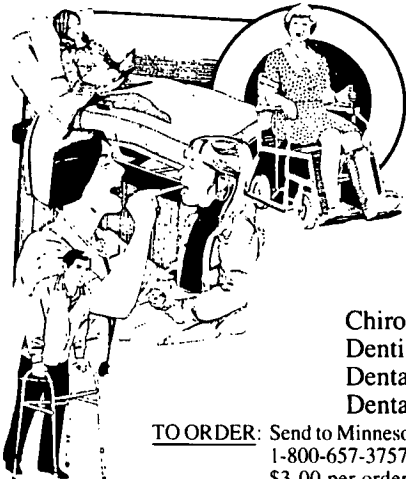
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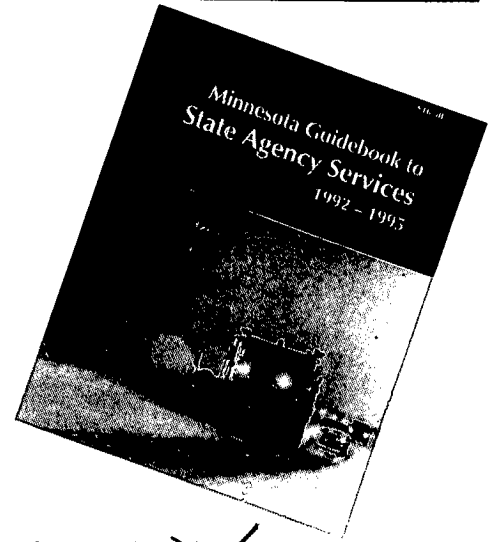
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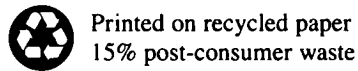


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