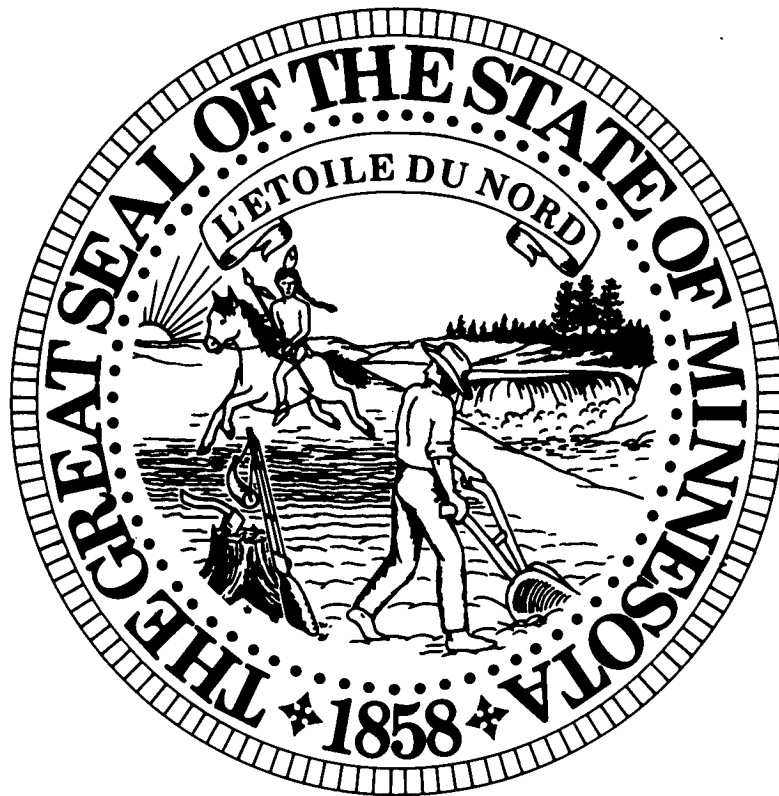


PF82
1

The Minnesota
**State
Register**

Department of Administration—Print Communications Division



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

Tuesday 3 September 1991
Volume 16, Number 10
Pages 469-536

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, state and non-state contracts, contract awards, grants, a monthly calendar of cases to be heard by the state supreme court, and announcements.

A *Contracts Supplement* is published every Thursday and contains additional state contracts and advertised bids, and the most complete source of state contract awards available in one source.

Printing Schedule and Submission Deadlines

Vol. 16 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
#10	Monday 19 August	Monday 26 August	Tuesday 3 September
#11	Monday 26 August	Friday 30 August	Monday 9 September
#12	Friday 30 August	Monday 9 September	Monday 16 September
#13	Monday 9 September	Monday 16 September	Monday 23 September

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

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

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

The *State Register* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *State Register Contracts Supplement* is published every Thursday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme court; a monthly calendar of scheduled cases before the supreme court; and other announcements. The Thursday edition contains additional state contracts and advertised bids, and the most complete listing of contract awards available in one source.

In accordance with expressed legislative intent that the *State Register* be self-supporting, the following subscription rates have been established: the Monday edition costs \$140.00 per year and includes an index issue published in August (single issues are available at the address listed above for \$3.50 per copy); the combined Monday and Thursday editions cost \$195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for \$60.00, include both the Monday and Thursday edition, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

Both editions are delivered postpaid to points in the United States, second class postage paid for the Monday edition at St. Paul, MN, first class for the Thursday edition. 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

Dana B. Badgerow, Commissioner
Department of Administration

Stephen A. Ordahl, Director
Print Communications Division

Robin PanLener, Editor
Katherine Artishon, Acting Editor

Paul Hoffman, Assistant Editor

Debbie George, Circulation Manager

Bonita Karels, Staff Assistant

FOR LEGISLATIVE NEWS

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

SENATE

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

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

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

HOUSE

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

This Week—weekly interim bulletin of the House.

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

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

Contents

Minnesota Rules: Amendments & Additions

Issues 1-10 inclusive (issues #1-52, Vol. 15 appeared in #52) 472

Proposed Rules

Housing Finance Agency

Rent assistance for family stabilization demonstration program 474

Veterans Home Board

Resident care 478

Adopted Rules

Health Department

Penalties for patient rights violations 484

Minnesota Racing Commission

Class D license 484

Health Department

Ionizing radiation 485

Commissioner's Orders

Natural Resources Department

Order #2418: Regulations for the taking of deer 499

Executive Orders

Executive Department

Emergency executive order 91-16: providing assistance in rescuing stranded canoeists on the Zumbro River in Winona County, Minnesota 513

Official Notices

Commerce Department

Minnesota joint underwriting association notice of activation to insure specified classes of business and public hearing 514

Comprehensive Health Association

Notice of new board of directors orientation meeting . . . 515

Notice of board of directors meeting 516

Education Department

Notice of new federal legislation 516

Commissioner of Department of Health

Notice of ambulance license application and hearing . . . 517

Executive Council, State Board of Investment, Land Exchange Board and Investment Advisory Council

Notice of meetings 518

Natural Resources Department

Notice of sale of state metallic minerals leases 518

Minnesota Property Insurance Placement Facility

Notice of meeting 519

Secretary of State

Notice of vacancies in multi-member agencies 519

Social Work Board

Meeting notice 521

Teachers Retirement Association

Notice of meeting 521

State Grants

Minnesota Center for Arts Education

Arts Education grants available 521

Jobs and Training Department

Funds available for vocational services 522

Office of Waste Management

Grant funds available 522

Professional, Technical and Consulting Contracts

Iron Range Resources and Rehabilitation Board

Gift store concession available 523

Services of professional film-maker sought 524

Jobs and Training Department

Proposals sought for operation of job training programs for older individuals 525

Natural Resources

Conduct a study of feasibility of an off-highway recreation area 525

Pollution Control Agency

Consultant services sought 526

Trade and Economic Development Department

Audio-visual services contract available 529

State Contracts & Advertised Bids

Administration Department

Materials Management Division: Commodities and requisitions open for bid 530

Print Communications Division: Typesetting, keylining, photo prep and seps, printing, binding, labeling and mailing contracts open for bid 533

Announcements 534

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 1-800-9747.

Issue #10 (Vol. 16, issues #1-52 appeared in #52)

State Agricultural Society—Minnesota State Fair

S.F. 1.02; .07; .09; .10; .11; .13; .18; .21; 2.04; .06; .07; .09; .12; .13; .15; .16; 3.01; .07; .08; .09; .10; .11; .12 (adopted) . 198

Administration Department

1230.0100; .0150; .0300; .0400; .0500; .0600; .0700; .0900; .1000; .1100; .1150; .1175; .1200; .1400; .1450; .1600; .1700; .1805; .1810; .1820; .1830; .1850; .1860; .1900; .1910 (adopted) . 194

1230.0200; .0400 s.1.3; .0700 s.2; .1500; .1700 s.2.3; .1800; .1900 s.2.3.4.6; .2000; .2100; .2200; .2300 (repealed) . 2165

Agriculture Department

1525.1521 (proposed) . 241
1525.1520 (repealed) . 242

Assessors Board

1950.1020; .1050; .1060; .1070; .1080; .1090 (adopted) . 135

Commerce Department

2741.0010-.0240 (proposed) . 35
2745.0010-.0050 (proposed) . 33

Dentistry Board

3100.2000 (proposed) . 56

Jobs and Training Department

3335.0010; .0020; .0030 (emergency adopted) . 173

Technical Colleges Board

3515.0800; .9921; .3700.0145; .0440; .0750; .0800; .1415; .3709.0120; .0130; .0140; .0290; .0300; .0310 (adopted) . 249
3515.0900; .1000 (repealed) . 249
3700.0440 as 3700.0450 (adopted renumbering) . 249
3700.0910 . 438
3709.0300 as 3700.0805; .3709.0310 as 3700.0810; .3709.0140 as 3700.0815; .3709.0120 as 3700.0820; .3709.0290 as 3700.0840; 3515.0800 as 3700.1595 (adopted renumbering) . 249
3700.1060 (adopted) . 136

Environmental Quality Board

4410.0200; .4300; .8000; 4420.0010; .0015; .0020; .0025;

.0030; .0035; .0040; .0045; .0050; .0055; .0060; .0070 (proposed) . 422

Health Department

4600.0900 (proposed) . 433
4655.1070-.1098 (emergency proposed) . 93
4655.9340 (adopted) . 484
4700.1900; .2000; .2100; .2300; .2410; .2420; .2500 (adopted) . 170
4700.2300 s.2; .2400; .2550 (repealed) . 170
4730.0100; .0310; .0360; .0380; .1210; .1510; .1520; .1610; .1620; .1630; .1655; .1665; .1670; .1675; .1695; .1680; .1685; .1688; .1690; .1691; .1693; .1695; .1750; .1850; .1950; .2050; .2150; .2250; .2350; .2450; .2475; .3605 (adopted) . 485
4730.0100 s.11,17,21,27,29,31,41; .0300 s.4; .0700 s.1,2; .1100; .1200; .1300; .1500; ~~1600~~; .1650; .1660; .1700; .1800; .1900; .2000; .2100; .2200; .2300; .2400; .3300; .3600 (repealed) . 498

Pollution Control Agency

4760.0500; .0510; .0520; .0530; .0540 (proposed) . 246
4760.0500; .0510; .0520; .0530; .0540 (proposed) . 434

Higher Education Coordinating Board

4830.1552; .1553; .1554 (adopted) . 440

Housing Finance Agency

4900.3370; .3371; .3372; .3373; .3374; .3375; .3376; .3377; .3378; .3379; .3380 (proposed) . 473

Labor and Industry Department

5205.0010 (adopted) . 441
5210.0020; .0270; .0400; .0415; .0530; .0540; .0550; .0560; .0561; .0562; .0563; .0564; .0565; .0566; .0567; .0568; .0569; .0570; .0571; .0572; .0573; .0574; .0575; .0576; .0577; .0578; .0579; .0580; .0581; .0582; .0583; .0584; .0810; .0860 (proposed) . 314
5210.0010 (proposed repealer) . 314

Marriage and Family Therapy Board

5300.0320; .0360 (proposed) . 57

Mediation Services Bureau

5510.0510 s.4; .2930 s.1 (withdrawn) 392

Natural Resources Department

6100.0700; .1610 (adopted) 197
 6133.0010-.0090 (adopted) 93

Pollution Control Agency

7001.0520; .0550; .0710; 7045.0020; .0075; .0102;
 .0120; .0121; .0125; .0135; .0137; .0205; .0206; .0208;
 .0211; .0212; .0213; .0225; .0230; .0240; .0243; .0245;
 .0247; .0248; .0250; .0255; .0261; .0292; .0294; .0298;
 .0300; .0305; .0310; .0320; .0351; .0375; .0450; .0458;
 .0472; .0488; .0526; .0532; .0534; .0552; .0564; .0578;
 .0596; .0629; .0655; .0665; .0675; .0685; .0692; .1020;
 .1030; .1300; .0031; .0050 (proposed) 323
 7002.0400-.0450 (emergency proposed) 64
 7005.6010; .6020; .6030; .6040; .6050; .6060; .6070;
 .6080 (adopted) 442
 7045.0020; .0102; .0120; .0135; .0139; .0141;
 .0265 (adopted) 197
 7045.0211 s.2,3; .0219; .0220; .0230 s.3; .0235;
 .0240 s.1,2; .0249; .0275 s.1; .0290; .0292 s.3,4; .0296;
 .0304; .0310 s.4; .1030 s.4 (proposed repealer) 323
 7045.0458; .0486; .0488; .0502; .0564; .0594;
 .0596; .0610 (proposed) 129
 7077.0705; .0710; .0713; .0720; .0725; .0730; .0735;
 .0745; .0750; .0755; .0760; .0765 (proposed) 349
 7077.0715; 7077.0730 s.3; .0740; .0745 s.2,3
 (proposed repealer) 349
 7150.0010-.0500 (adopted) 59

Trade and Economic Development Department

7380.0720 (proposed) 194

Public Safety Department

7560.0100; .0200; .0300; .0400; .0500; .0600;
 .0700; .0800 (adopted) 135

Public Service Department

7610.0100; .0110; .0130; .0170; .0300; .0310; .0315;
 .0320; .0400; .0410; .0420; .0600; .0700; .0800; .0810;
 .0820; .0840; .0850; .0860; .0910; .0914; .0920; .1000;
 .1010; .1130; .1200; .1210; .1220; .1230; .1300; .1330;
 .1360; .1380; .1400; .1410; .1420; .1430; .1500 (proposed) .. 356
 7610.0100 s.3,9,12,13; .0130 s.2,3; .0200; .0210; .0220;
 .0700 s.2; .0800 s.2; .0820 s.2,3; .0900; .1120;
 .1300 s.2,4; .1330 s.2,3; .1510; .1520; .1600; .1610
 (proposed repealer) 356
 7610.0140; .0160; .0830; .1340; .1600 s.3 (proposed term
 changes) 356

7610.0110 s.2; .0810 s.2; .1300 s.12; .1320 (proposed term
 changes) 356

Public Utilities Commission

7810.8100; .8200; .8300; .8400; .8500; .8600; .8605;
 .8610; .8615; .8620; .8625; .8630; .8635; .8640; .8645;
 .8650; .8655; .8660; .8665; .8670; .8675; .8680; .8685;
 .8690; .8700; .8705; .8710; .8715; .8720; .8725; .8730;
 .8735; .8740; .8745; .8750; .8755; .8760; .8800; .8805;
 .8810; .8815; .8900; .8905; .8910; .8915; .8920; .8925;
 .8930; .8935; .8940 (proposed) 371
 7870.0600; .0620; .0630; .0640; .0650; .0660; .0670; .0680;
 .0690; .0695; .0720; .0730; .0740; .0750; .0760; .0770;
 .0780; .0790; .0800; .0810; .0820; .0830; .0840; .0850;
 .0855; .0860; .0870; 7891.0110 (adopted) 484

State Retirement System

7900.0200; .0300; .0400; .0410 (proposed) 388
 7905.0100; .0200; .0300; .0600; .0700; .0800; .0900; .1000;
 .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1800; .1900;
 .2000; .2100; .2200; .2300; .2400; .2500; .2600; .2700; .2800;
 .2900; .3000 (adopted) 202

Revenue Department

8092.1400 (adopted) 444

Veterans Home Board

9050.0020; .0070; .0080; .0100; .0150; .0200; .0220; .0300;
 .0500; .0550; .0700 (proposed) 478

Veterans Affairs Department

9055.0100; .0015; .0020; .0025; .0030; .0035; .0040; .0050;
 .0055; .0060; .0070; .0075; .0080; .0085; .0090; .0095; .0100;
 .0105; .0110; .0115; .0120; .0125; .0130 (proposed) 161

Office of Waste Management

9205.0400; .0410; .0420; .0430; .0435; .0445
 (proposed) 242
 9205.0410 s.2,3,5,8,9,10,12,13,14,15; .0420 s.4; .0440;
 .0450; .0460; .0470; .0480 (repealed) 246

Human Services Department

9505.0323 (adopted) 59
 9505.2165 (proposed) 5
 9515.1200; .1300; .1400; .1500; .1900; .2200; .2300;
 .2400; .2500; .2600 (proposed) 306
 9515.1200 s.10,13,14,15,19a (proposed repealer) 306
 9525.1800; .1810; .1820; .1830; .1840; .1850; .1860;
 .1870; .1880; .1890; .1900; .1910; .1920; 2010 (proposed) ... 294
 9525.1800 s.4,16,19; .1860 s.2,5; .1930 s.2 (proposed repealer) 294
 9530.6655; .7000; .7021; .7031 (adopted) 391
 9549.0059 (adopted) 93

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.

Housing Finance Agency

Proposed Permanent Rules Relating to Rent Assistance for Family Stabilization Demonstration Program

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency intends to adopt the above rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes* sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 462A.06, subd. 4 and 11.

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

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

Susan K. Noren, Legal Division
Minnesota Housing Finance Agency
400 Sibley St., Suite 300
St. Paul, MN 55101-1998
Telephone: 612/296-9794

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

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

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

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

Dated: 3 September 1991

James J. Solem
Commissioner

Rules as Proposed (all new material)**RENT ASSISTANCE FOR FAMILY STABILIZATION
DEMONSTRATION PROGRAM****4900.3370 SCOPE.**

Parts 4900.3370 to 4900.3380 govern the implementation of the rent assistance for family stabilization demonstration program under *Minnesota Statutes*, section 462A.205.

4900.3371 DEFINITIONS.

Subpart 1. **Scope.** The terms used in parts 4900.3372 to 4900.3380 have the meanings given them in this part.

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

Subp. 3. **Caretaker parent.** "Caretaker parent" means a parent, caretaker relative, or minor parent as defined by the aid to families with dependent children program in *Minnesota Statutes*, sections 256.72 to 256.87.

Subp. 4. **Counties with high average housing costs.** "Counties with high average housing costs" means counties whose average federal section 8 fair market rents for existing housing as determined by the United States Department of Housing and Urban Development are in the highest one-third of average rents in the state at the time of application.

Subp. 5. **Designated rental property.** "Designated rental property" means rental property that:

A. is made available by a self-sufficiency program for use by participating families and meets federal section 8 existing quality standards; or

B. has received federal, state, or local rental rehabilitation assistance since January 1, 1987, and meets federal section 8 existing housing quality standards.

Subp. 6. **Family or participating family.** "Family" or "participating family" means:

A. a family with a caretaker parent who is participating in a self-sufficiency program and with at least one minor child; or

B. a family that, at the time it began receiving rent assistance under parts 4900.3370 to 4900.3380, had a caretaker parent participating in a self-sufficiency program and had at least one minor child.

Subp. 7. **Gross family income.** "Gross family income" means the gross amount of the household's annual cumulative income including, but not limited to, wages, salaries, social security payments, pensions, workers' compensation, unemployment compensation, public assistance payments, alimony, child support, disability payments, veterans benefits, support and maintenance payments, and income from assets received by the family.

Subp. 8. **Housing cost.** "Housing cost" means the total monthly housing costs of a tenant including rent and utilities paid directly by the tenant, excluding, but not limited to cable television. In most instances, the utility allowance standard established by the United States Department of Housing and Urban Development for the section 8 existing program shall be used.

Subp. 9. **Local housing agency.** "Local housing agency" means the agency of local government responsible for administering the United States Department of Housing and Urban Development's section 8 existing voucher and certificate program.

Subp. 10. **Public assistance.** "Public assistance" means aid to families with dependent children as defined in *Minnesota Statutes*, sections 256.72 to 256.87, or family general assistance as defined in *Minnesota Statutes*, sections 256D.01 to 256D.21.

Subp. 11. **Self-sufficiency program or program.** "Self-sufficiency program" or "program" means a program operated by a certified employment and training service provider as defined in *Minnesota Statutes*, section 256.736, subdivision 1a, paragraph (e), an employability program administered by a community action agency as defined in *Minnesota Statutes*, section 268.53, or courses of study at an accredited institution of higher education pursued with at least half-time student status, or an established privately funded self-sufficiency program.

4900.3372 VOUCHER OPTION.

Subpart 1. **General description.** Under the voucher option, the agency shall award a number of rental assistance vouchers to self-sufficiency program administrators for use by participating families. Participating families may use the rental assistance voucher for rental housing that is certified by the local housing agency as meeting section 8 existing housing quality standards.

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

Proposed Rules

Subp. 2. **Responsibilities of self-sufficiency program administrator.** Self-sufficiency program administrators must select the caretaker parents whose families will receive the rent assistance. The self-sufficiency program administrator must notify the local housing agency and the agency of the following:

- A. if the caretaker parent, before completion of a program, is no longer participating in or leaves a program;
- B. if a caretaker parent who has discontinued participation in a program returns to the program; and
- C. if a caretaker parent, after six months of discontinued participation in a program, has not returned to the program, is not employed at least half-time, or is not participating in another program.

The self-sufficiency program administrator must provide the caretaker parent who has discontinued participation in a program before completion with the notice specified in part 4900.3379. The self-sufficiency program administrator must send a subsequent notice to the caretaker parent, the local housing agency, and the agency 60 days before termination of the housing assistance.

Subp. 3. **Responsibilities of local housing agency.** The local housing agency must administer the monthly rent assistance. It must:

- A. certify that the rental property meets the federal section 8 existing housing quality standards before rent assistance is paid initially and must inspect the property annually, or as needed, to determine compliance with existing housing quality standards;
- B. pay the rent assistance directly to the owner of the property;
- C. require the property owner to enter into an approved standard lease agreement with the tenant that includes a clause providing for good cause evictions only;
- D. recertify family eligibility on at least an annual basis to verify the family's current eligibility for housing assistance; and
- E. if it has received a 60-day notice from a self-sufficiency program administrator under subpart 2 that a caretaker parent has discontinued participation in a program, notify the property owner that rental assistance may terminate and notify the caretaker parent of the termination of rental assistance under part 4900.3380.

Subp. 4. **Eligible application.** A local housing agency and a self-sufficiency program administrator must submit an application jointly to the agency for the rent assistance for family stabilization demonstration program. The applicants must provide an application in the form prescribed by the agency. At a minimum, the application shall include the following:

- A. a description and history of the self-sufficiency program;
- B. a description of how the caretaker parent participants are selected;
- C. the amount of rental assistance subsidy requested;
- D. descriptions and histories of the applicants, including funding sources; and
- E. a three-year budget projection for the self-sufficiency program.

Subp. 5. **Eligible applicants.** Eligible applicants are self-sufficiency program administrators that provide services to caretaker parents who reside in counties with high average housing costs and the local housing agency that administers the federal section 8 housing certificate and voucher program for the area.

4900.3373 PROJECT-BASED OPTION.

Subpart 1. **General description.** Under the project-based rental assistance option, the agency shall award a number of vouchers to self-sufficiency program administrators for use by participating families who live in designated rental property. Either the agency or a local housing agency may administer the monthly rent assistance. The responsibilities of self-sufficiency program administrators and either a local housing agency or the agency are as specified under part 4900.3372, subparts 2 and 3.

Subp. 2. **Eligible application.** A self-sufficiency program administrator must submit an application to the agency for the rent assistance for family stabilization demonstration program. The applicant must provide an application in the form prescribed by the agency. At a minimum, the application shall include the following:

- A. a description and history of the self-sufficiency program;
- B. a description of how the caretaker parent participants are selected;
- C. the amount of rental assistance subsidy requested;
- D. a description and history of the applicant, including funding sources; and
- E. a three-year budget projection for the self-sufficiency program.

Subp. 3. **Eligible applicants.** Eligible applicants are administrators of self-sufficiency programs as defined in part 4900.3371, subpart 11, that provide services to caretaker parents who reside in counties with high average housing costs.

4900.3374 SELECTION CRITERIA.

The agency must consider the following criteria when determining whether an applicant will receive rental assistance under the program:

- A. the turnover rates of children in kindergarten through grade four in the area served by the self-sufficiency program;
- B. the per capita public assistance usage in the area served by the self-sufficiency program;
- C. the successful experience of the self-sufficiency program administrator in working with families on self-sufficiency goals;
- D. the probability of funding for the duration of the program;
- E. the extent to which the application results in broad geographic distribution;
- F. the extent to which the program provides an alternative approach to achieving self-sufficiency; and
- G. the extent to which the program demonstrates a coordinated, comprehensive approach to achieving self-sufficiency.

4900.3375 AMOUNT AND PAYMENT OF RENT ASSISTANCE.

Subpart 1. **Length of time.** Within the limits of available appropriations, eligible families may receive monthly rent assistance for up to a 36-month period starting with the month the family first receives rent assistance under this part.

Subp. 2. **Paid to property owner.** The rent assistance must be paid directly to the property owner.

Subp. 3. **Calculation of payment.** Subject to the limitations in subpart 4, the amount of monthly rent assistance is the difference between the monthly housing cost and the family's portion of the monthly housing cost. The family's portion of the monthly housing cost is equal to at least 30 percent of its monthly gross income.

Subp. 4. **Limitations.** In no case:

- A. may the amount of monthly rent assistance be more than \$200;
- B. may the owner receive more rent for assisted units than for comparable unassisted units; or
- C. may the amount of monthly rent assistance be more than the difference between the family's copayment and the fair market rent for the unit as determined by the United States Department of Housing and Urban Development.

4900.3376 FAMILY ELIGIBILITY.

Subpart 1. **Initial eligibility.** To be eligible for rent assistance initially, the caretaker parent must:

- A. be receiving public assistance;
- B. be participating in and complying with all requirements of a self-sufficiency program;
- C. not be receiving other rental assistance;
- D. have gross family income such that 30 percent of gross family income is less than the housing cost; and
- E. live in a rental unit that meets the federal section 8 existing housing quality standards.

Subp. 2. **Continuing eligibility.** To be eligible for continued rent assistance upon successful completion of a program or during a period of discontinued participation in a program, a caretaker parent must:

- A. not be receiving other rental assistance;
- B. have gross family income such that 30 percent of gross family income is less than the housing cost; and
- C. live in a rental unit that meets the federal section 8 existing housing quality standards.

Subp. 3. **Resumption of assistance.** If a caretaker parent discontinues participation in a program, the caretaker parent must, within six months, return to participation in the program, participate in a different program, or be employed at least half-time to continue receiving rent assistance.

4900.3377 SELECTION OF ELIGIBLE FAMILIES.

Subpart 1. **Notification.** The self-sufficiency program administrator must notify verbally and in writing all potentially eligible caretaker parents participating in its program of the availability of the rent assistance for family stabilization demonstration program.

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

Proposed Rules

Subp. 2. **Application.** The caretaker parent must submit a completed application and needed verifications to the self-sufficiency program administrator. Within 15 days of receiving a completed application and all needed verifications, the self-sufficiency program administrator must determine the family's eligibility for rent assistance.

Subp. 3. **Equal selection opportunity.** The self-sufficiency program administrator must select eligible families on an agency-approved basis that provides equal selection opportunity for qualified caretaker parent applicants.

Subp. 4. **Waiting list.** If available funds are insufficient to serve all eligible families, the self-sufficiency program administrator must establish a waiting list to determine which families are assisted when funds become available.

Subp. 5. **Change in income.** The self-sufficiency program administrator must inform caretaker parents receiving rent assistance of their responsibility to inform the local housing agency of increases or decreases in family income, allowances, and composition when they occur.

4900.3378 TERMINATION OF ASSISTANCE.

Assistance must be terminated under any of the following conditions:

- A. the family is evicted from the property for cause;
- B. the caretaker parent has discontinued participation in a program and, after six months, is not participating in a program or employed at least half-time;
- C. 30 percent of the family's gross income equals or exceeds the amount of the housing cost for two or more consecutive months;
- D. the family has received assistance under part 4900.3370 to 4900.3380 for a 36-month period; or
- E. the rental unit no longer meets federal section 8 existing housing quality standards, the owner refuses to make necessary repairs or alterations to bring the rental unit into compliance within a reasonable time, and the caretaker parent refuses to relocate to a qualifying rental unit.

4900.3379 DISCONTINUED PARTICIPATION IN A PROGRAM; PRETERMINATION NOTICE.

If a self-sufficiency program administrator determines that a caretaker parent has discontinued participation in a self-sufficiency program, the administrator must notify the caretaker parent of that determination. The notice must be in writing and must explain the effect nonparticipation in a self-sufficiency program will have on the rental assistance. The notice must:

- A. state that the rental assistance will end six months after participation in a program was discontinued;
- B. specify the date the rental assistance will end;
- C. explain that after the date specified, the caretaker parent will be responsible for the total housing costs;
- D. describe the actions the caretaker parent may take to avoid termination of the rental assistance; and
- E. inform the caretaker parent of the caretaker parent's responsibility to notify the self-sufficiency program administrator if the caretaker parent begins participation in another self-sufficiency program or is employed at least half-time.

4900.3380 TERMINATION OF ASSISTANCE; NOTICE AND APPEAL RIGHTS.

Before terminating rental assistance, the local housing agency or the agency must send a notice to the caretaker parent no later than ten days before the termination specifying the reasons for the termination of rental assistance and the right to appeal the termination within ten days of the receipt of the notice. Appeals under this part shall be heard by the Department of Human Services, under *Minnesota Statutes*, section 256.045.

Veterans Homes Board

Proposed Permanent Rules Relating to Resident Care

Notice of Hearing and Notice of Intent to Cancel a Hearing if Fewer than Twenty Five Persons Request a Hearing in Response to Notice of Intent to Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing concerning the proposed rules captioned above will be held at the Office of Administrative Hearings, Suite 500, Flour Exchange Building, 310 4th Avenue South, Minneapolis, Minnesota, on Tuesday October 15th, 1991 commencing at 9:30 a.m. and continuing until all interested persons have had an opportunity to be heard. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE VETERANS HOMES BOARD. To verify whether a hearing will be held please call the Veterans Homes Board offices between October 4 and October 11, 1991 at (612) 296-2073.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of the hearing which is to be included in the hearing record may be mailed to Judge Howard L. Kaibel, Office of Administrative Hearings, Suite 500 Flour Exchange Building, 310 4th Avenue South, Minneapolis, Minnesota, 55415; telephone (612) 341-7608, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order the record be kept open for a longer period not to exceed 20 calendar days. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three-day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during the three-day period. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in *Minnesota Statutes*, sections 14.15 and 14.50. The rule hearing is governed by *Minnesota Statutes*, section 14.14 to 14.20 and by *Minnesota Rules*, parts 1400.0200 to 1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

The proposed amendments to *Minnesota Rules*, Parts 9050.0010 to 9050.0900 govern the operation of the Minnesota veterans homes and establish the standards used to determine:

- A. an applicant's eligibility and suitability for admission to a board-operated facility;
- B. appropriateness of a resident's continued care in a board-operated facility;
- C. services to be provided in connection with residence in a board-operated facility;
- D. procedures to be used in effecting admissions and discharges;
- E. standards of resident care and conduct; and
- F. charges to be paid by or on behalf of a resident for care in the home.

The Minnesota Veterans Homes Board of Directors' authority to adopt the proposed rule amendments is contained in *Minnesota Statutes*, section 198.003, as amended by *Laws of Minnesota 1991*, Chapter 24.

Adoption of these rules will not result in additional spending by local 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.

Copies of the proposed rule amendments are now available and at least one free copy may be obtained by writing to:

Robert Klukas
Minnesota Veterans Homes Board
Suite 122, Veterans Service Building
20 West 12th Street
St. Paul, Minnesota 55155

Additional copies will be available at the hearing. If you have questions on the content of the rule contact Robert Klukas at (612) 296-2073.

NOTICE

Any person may request notification of the date on which the Administrative Law Judge's report will be available, after which date the agency may not take any final action on the rules for a period of five working days. If you desire to be notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the secretary of state. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the secretary of state.

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

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is now available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

Minnesota Statutes, chapter 10A requires each lobbyist to register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101-2520, telephone (612) 296-5148.

MINNESOTA VETERANS HOMES BOARD OF DIRECTORS
James G. Sieben
Chairman of the Board of Directors

Rules as Proposed

9050.0020 APPLICABILITY.

~~Parts 9050.0010 to 9050.0900 govern~~ Chapter 9050 governs the operation of the Minnesota veterans homes and ~~establish~~ establishes the standards used to determine:

[For text of items A to G, see M.R.]

~~Parts 9050.0010 to 9050.0900~~ Chapter 9050 must be interpreted to give effect to *Minnesota Statutes*, chapters 196, 197, and 198.

9050.0040 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to ~~parts 9050.0010 to 9050.0900~~ chapter 9050.

[For text of subps 2 to 19, see M.R.]

Subp. 20. **Campus.** "Campus" means the property owned or controlled by the state of Minnesota on which a Minnesota veterans home facility is located, except the part of the property leased by the state of Minnesota to any party.

Subp. 21. **Care plan review.** "Care plan review" means an assessment of a resident's physical and mental condition and treatment needs by the care plan team. Care plan review includes:

[For text of items A to E, see M.R.]

[For text of subps 22 to 40, see M.R.]

Subp. 40a. **Equivalent chemical dependency program.** "Equivalent chemical dependency program" means an unlicensed chemical dependency program that meets the program design requirements of parts 9530.4100 to 9530.4450 and 9530.6620 to 9530.6650.

[For text of subps 41 to 120, see M.R.]

9050.0070 TYPES OF ADMISSIONS.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Criteria for admission to and continued stay in a boarding care facility.** The decision about admission to or continued stay in a board-operated facility licensed to provide boarding care must be based on the facility's ability to meet the care needs of the applicant or resident. A person whose care needs can be met by the board-operated facility must be admitted, placed on the waiting list, or retained as a resident if the admissions committee determines the person meets the criteria in items A to N. A person whose care needs cannot be met must be denied admission or continued stay if the admissions committee determines the person does not meet the criteria in items A to N.

[For text of items A to E, see M.R.]

F. The person has the right to participate in establishing the person's individual care plan. ~~A resident must comply with the elements of the individual care plan that are not medical in nature.~~ Residents must be advised of their rights that exercising their right to refuse care may lead to their discharge if the facility is unable to care for them under part 4655.1500, subpart 2. Continuing ~~compliance~~ cooperation must be measured as specified in the ~~compliance~~ care plan review process in part 9050.0300.

G. A person must be physically and mentally capable of providing personal care and hygiene including dressing, grooming, ~~washing other than bathing,~~ eating, and toileting, and washing other than bathing. A person who has a diagnosis of mental illness must be assessed by a staff psychiatrist or psychologist.

[For text of items H and I, see M.R.]

J. A staff psychiatrist or psychologist must assess persons with a history of violent or self-abusive behavior and determine if significant risk factors currently exist which suggest that the individual poses a threat of harm to self or others to determine the facility's ability to meet the safety needs of the person and other persons at the facility.

[For text of item K, see M.R.]

L. A person with a diagnosis of chemical abuse within the past six months or a diagnosis of chemical dependency, excluding a chemical dependency diagnosis of "in remission," must have successfully completed a chemical dependency treatment program as prescribed in parts 9050.0040, subparts 25 and 99, and 9530.6620 to 9530.6650, or an equivalent chemical dependency program, or must be chemically free. For the purposes of this item, a person is chemically free if the person has ~~six~~ three months of nonuse or use with no symptoms of dependency prior to admission and demonstrates no symptoms of abuse or dependency during residence. The current list of accepted equivalent chemical dependency programs as defined in part 9050.0040, subpart 40, item A, must be kept at the board office.

M. The person must be able to comply with Minnesota veterans homes rules in ~~parts 9050.0010 to 9050.0900~~ chapter 9050. Ability to comply may be demonstrated by a documented history of compliance in a prior placement, if any, or other relevant evidence that demonstrates ability to comply. Continuing compliance must be measured as specified in the ~~compliance review~~ care plan process in part 9050.0300.

[For text of item N, see M.R.]

Subp. 4. **Criteria for admission to and continued stay in a nursing home facility.** The decision about admission or continued stay in a board-operated facility licensed as a nursing home must be based on the facility's ability to meet the care needs of the person. A person whose care needs can be met by the facility must be admitted, placed on the waiting list, or retained as a resident if the admissions committee determines that the person meets all of the criteria in items A to ~~F~~ G. A person whose care needs cannot be met must not be admitted or retained as a resident if the admissions committee determines the person fails to meet all of the criteria in items A to ~~F~~ G.

[For text of items A to C, see M.R.]

D. The person must demonstrate a history of ~~compliance~~ cooperation with an individual treatment or care plan or with the medical treatment plan prescribed by the attending physician. ~~Ability to comply~~ Cooperation may be demonstrated by a documented history of ~~compliance~~ cooperation in a prior placement, if any, or other relevant evidence which demonstrates ~~ability to comply~~ cooperation. ~~The person with a history of noncompliance must be assessed by a staff registered nurse as to the facility's ability to meet the person's care needs.~~ Continuing cooperation must be measured as specified in the care plan review process in part 9050.0300.

[For text of item E, see M.R.]

F. A staff psychiatrist or psychologist must assess persons with a history of violent or self-abusive behavior and determine if significant risk factors currently exist that suggest that the individual poses a threat of harm to self or others to determine the facility's ability to meet the safety needs of the person and other persons at the facility.

G. A person with a diagnosis of chemical abuse within the past six months or a diagnosis of chemical dependency, excluding a chemical dependency diagnosis of "in remission," must have successfully completed a chemical dependency treatment program as described in parts 9050.0040, subparts 25 and 99, and 9530.6620 to 9530.6650, or an equivalent chemical dependency program, or must be chemically free. For the purpose of this item, a person is chemically free if the person has three months of nonuse or use with no symptoms of dependency before admission and demonstrates no symptoms of abuse or dependency during residence. The current list of accepted equivalent chemical dependency programs as defined in part 9050.0040, subpart 40, item A, shall be kept at the board office. Persons whose long-term medical condition is assessed as precluding continued chemical abuse may be accepted for nursing care.

9050.0080 ADMISSION DECISION; NOTICE AND REVIEW.

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

Subp. 2. **Review.** An applicant or the applicant's legal representative may request a review of a decision of the admissions committee to deny the applicant's admission. The applicant or applicant's legal representative desiring the review shall forward the request, in writing, to the administrator of the facility within 30 days of the applicant's receipt of a notice of denial. The review must be completed within 30 days of receipt of the request. The administrator may request that the admissions committee reconsider its decision or the administrator may review the existing minutes to determine the basis for a negative decision. If a reconsideration is requested, it must be conducted at the next scheduled admissions committee meeting. The decision resulting from the reconsideration and the reasons for the decision must be forwarded to the administrator in writing. The administrator shall conduct a final review of the admissions committee's decision, based on the admissions criteria in part 9050.0070, subpart 3 or 4, and shall issue a final decision. The decision of the administrator shall constitute final agency action.

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

Proposed Rules

9050.0100 TRANSFER.

Subpart 1. **Generally.** A resident may be transferred from a board-operated facility to another health care facility or rehabilitation program or detoxification program if:

[For text of items A to C, see M.R.]

A resident may be transferred only with the resident's consent or the consent of the legal representative, if any, except in an emergency when obtaining consent before transfer is not possible. A resident who refuses consent for transfer to another health care facility or rehabilitation program or detoxification program on recommendation of the attending physician or the utilization review committee, or both, may be subject to discharge for noncompliance with the resident's individual care plan. The utilization review committee's decision to recommend discharge of a resident for refusing consent for transfer is limited by the Patient's Bill of Rights established in *Minnesota Statutes*, section 144.651, and must be based on the facility's ability to meet the person's care needs as determined by the criteria in part ~~9050.0700~~ 9050.0070, subparts 3 and 4. A resident transferred from another facility back to the board-operated facility does not need to reapply for admission.

Subp. 2. **Notice.** Unless a situation occurs that is outside the board-operated facility's control, such as a utilization review, the accommodation of newly admitted residents, a change in the resident's medical or treatment program, or the resident's own or another resident's welfare, ~~or nonpayment of stay~~, a resident for whom the utilization review committee or the attending physician recommends a transfer must be notified of the recommendation at least:

[For text of items A to C, see M.R.]

[For text of subps 3 to 5, see M.R.]

9050.0150 BED HOLD.

[For text of subps 1 to 6, see M.R.]

Subp. 7. **Monitoring of bed hold status.** The appropriateness of continued bed hold must be reviewed by the utilization review committee of the board-operated facility at least once every 30 days during the resident's ongoing absence. A decision about approval of continued bed hold must be based on the resident's satisfactory progress toward recovery from the condition for which the resident was hospitalized or completion of the treatment program or rehabilitation program, and the existence of a reasonable expectation that the facility will be able to care for the resident upon return to the board-operated facility and the resident's compliance with subpart 5 if applicable. Continued bed hold or continued residency with personal absences exceeding ~~96 hours or more than five personal absences per year that are less than 96 hours~~ 36 cumulative days per year must be reviewed by the utilization review committee. Continued bed hold or continued residency with personal absences that are contraindicated in the resident's care plan may, upon the recommendation of the direct care staff, be reviewed by the utilization review committee. The decision about continued residence must be based on the resident's continuing need for care as determined by the utilization review committee. The determination must be according to the criteria in part 9050.0070, subparts 3 and 4.

9050.0200 DISCHARGE.

[For text of subps 1 to 5, see M.R.]

Subp. 6. **Exceptions.** A resident's discharge under subpart 3, item D, is subject to reconsideration if the resident reports his or her whereabouts to the administrator of the facility and requests reconsideration within 30 days from the resident's departure from the facility without notice. A notice of involuntary discharge must be sent to the resident's address, if it is known, or to the resident's last known address, and to the address of a person listed by the resident as the person to be contacted during an emergency. The notice of discharge must be signed by the administrator and sent by certified mail within a reasonable amount of time, following the determination that the resident is absent without notice.

9050.0220 INVOLUNTARY DISCHARGE PROCEDURES.

Subpart 1. **Generally, recommendations.** Involuntary discharge for a reason specified in part 9050.0200, subpart 3, item C ~~or D~~, must be based on the recommendation of the utilization review committee. Involuntary discharge under part 9050.0200, subpart 3, item A, D, or E, must be based on the recommendation of the facility financial staff or social services staff.

[For text of subps 2 to 5, see M.R.]

Subp. 6. **Appeals process.** An applicant or resident, or legal representative, may appeal a discharge or transfer order. Appeals must be in accordance with contested case procedures under the Administrative Procedure Act, *Minnesota Statutes*, ~~sections section~~ section 14.48 to 14.56 et. seq., until rules are adopted under *Minnesota Statutes*, section 144A.135, by the commissioner of health. Once the rules adopted under *Minnesota Statutes*, section 144A.135, have taken effect, all appeals must be in accordance with those rules. The administrator shall inform the resident or applicant of the rules that govern the appeal in the notice provided under part 9050.0100, subpart 2, or 9050.0200, subpart 4. A final discharge order issued by the administrator following the Office of Administrative Hearings' review remains in effect pending any appeal. Notwithstanding this provision, the administrator may, for good cause shown, waive imposition of the discharge order until all appeals have been concluded.

Nothing in this part may be construed to limit, change, or restrict other appeal or review procedures available to a resident under law.

9050.0300 COMPLIANCE REVIEW CARE PLANNING.

Subpart 1. **Generally.** A board-operated facility must have and implement a compliance review care planning procedure ~~to review.~~ Under the procedure, a resident's compliance with an individual care plan and facility rules as specified in chapter 9050. ~~The review must determine what action, if any, is to be taken to ensure the resident's compliance and whether the board-operated facility is able to care plan is initiated and reviewed by the care plan team to ensure that the resident's needs are addressed and the facility has the ability to competently and safely care for the resident according to the criteria in part 9050.0070, subparts 3 and 4. The care plan team is comprised of the facility staff members who are directly involved with the resident's care, including a physician, licensed nurse, social worker, and other staff as indicated by the patient's condition.~~

Subp. 2. **Requirements of procedure.** A compliance review care planning procedure must provide for:

A. ~~the resident's right to participation of a~~ by the resident advocate, a resident's advocates, legal representatives, and, with the resident's consent, the resident's family members, in the compliance care plan review;

B. notice to the resident of ~~each problem or infraction that a care plan review is scheduled;~~

C. ~~instruction for discussion with the resident regarding procedures or options for compliance methods to assist the resident to attain the care plan goals;~~

D. ~~opportunity for participation of the resident or the resident's legal representative, social workers, and, with the resident's consent, the resident's family members;~~

~~E. differentiated reviews and actions consistent with the frequency and severity seriousness of the resident's compliance problem;~~

~~F. notice to the resident that repeated noncompliance may result in imposition of disciplinary options or restrictions that the utilization review committee finds necessary medical, psychiatric, or behavioral status to provide for ensure that the resident's care needs are met according to part 9050.0070, subpart 3 or 4, and the resident's individual care plan;~~

~~G. E.~~ an accelerated review procedure to be used when the severity seriousness of the resident's noncompliance behavior endangers the health and safety of the resident, other residents, or staff members of the board-operated facility;

~~H. F.~~ consideration of the resident's ability to comprehend and cooperate with parts 9050.0040 to 9050.0900 or chapter 9050 and with the goals contained in the resident's individual care plan provisions; and

~~I. G.~~ notice to the resident that the ultimate consequence of noncompliance is a recommendation for discharge, may occur if the noncompliance results in the board-operated facility's inability facility is unable to meet the care needs of the resident according to part 9050.0070, subparts 3 and 4.

Subp. 3. **Conduct of review; Responsibilities of the care plan team.** Compliance Care plan review must be conducted by the utilization review committee or subcommittee care plan team. Decisions Recommendations as to the use of the review procedure, disciplinary options, restrictions or recommendations for discharge discharges must be by majority vote made to the utilization review committee. Decisions of the committee or subcommittee at each level or occasion of review must be based on the facility's ability to care for the resident according to part 9050.0070, subpart 3 or 4.

9050.0500 COST OF CARE; BASIS FOR MAINTENANCE CHARGE; BILLING.

[For text of subps 1 to 5, see M.R.]

Subp. 6. **Billing.** Billing for maintenance charges must be as specified in items A to F

[For text of items A to C, see M.R.]

D. A billing for one month's service must be issued no later than the tenth of the month following the month in which the service was provided, except for billings occasioned by a maintenance recalculation based on retroactive income received according to part 9050.0550, subpart 4.

[For text of items E and F, see M.R.]

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

9050.0550 MAINTENANCE CHARGE; RESOURCES CONSIDERED.

[For text of subs 1 to 3, see M.R.]

Subp. 4. **Chargeable income.** The applicant's or resident's chargeable income is the income remaining after deductions from gross income have been made according to part 9050.0720 and after deductions from net income have been made according to part 9050.0755. The applicant's or resident's entire chargeable income must be considered available to pay the cost of care. If an applicant or resident qualifies for governmental benefits or reimbursements or other benefits, the benefits must be included as income in determining the maintenance charge payable by or on behalf of a resident, unless an assignment of benefits naming the board-operated facility as representative payee has been executed in favor of the board-operated facility. Residents not paying the maximum maintenance fee who receive retroactive increases in income must have their maintenance fee recalculated and the part of the increase owed to the home must be paid. The maintenance fee must be recalculated for the period of the resident's stay that coincides with the period for retroactive payment of income to the resident.

[For text of subp 5, see M.R.]

9050.0700 INCOME.

Subpart 1. **Evaluation of income.** The facility financial staff shall evaluate only income received by or on behalf of an applicant or resident when determining the maintenance charge payable by or on behalf of an applicant or resident. All payments, unless specifically excluded in subpart 3, must be counted as income. All income must be counted in the calendar month received, except for lump sum retroactive benefit payments calculated according to part 9050.0550, subpart 4. Income becomes property if retained after the month in which it is received, unless this part specifically states otherwise.

[For text of subs 2 and 3, see M.R.]

Adopted Rules

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

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

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

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

Department of Health

Adopted Permanent Rules Relating to Penalties for Patient Rights Violations

The rules proposed and published at *State Register*, Volume 15, Number 50, pages 2594-2595, June 10, 1991 (15 SR 2594), are adopted as proposed.

Minnesota Racing Commission

Adopted Permanent Rules Relating to Class D Licenses

The rules proposed and published at *State Register*, Volume 15, Number 43, pages 2296-2307, April 22, 1991 (15 SR 2296), are adopted with the following modifications:

Rules as Adopted

CLASS D LICENSE

7870.0860 MEDICAL SERVICES.

It shall be the responsibility of the Class D licensee to have a ~~licensed certified~~ certified paramedic, ~~or~~ or emergency medical technician, ~~or the equivalent,~~ and an ambulance ~~or other suitable transportation available~~ on the premises during the period beginning 30 minutes prior to the post time for the first race on the program, or first qualifying race, through the conclusion of the racing program. ~~For the purposes of this part, "ambulance" or "other suitable transportation" shall be defined as one capable of transporting injured parties to an appropriate medical facility.~~

Department of Health

Adopted Permanent Rules Relating to Ionizing Radiation

The rules proposed and published at *State Register*, Volume 15, Number 37, pages 1946-2023, March 11, 1991 (15 SR 1946); and Volume 15, Number 44, page 2349, April 29, 1991 (15 SR 2349) are adopted with the following modifications:

Rules as Adopted

4730.0100 DEFINITIONS.

Subp. 2. **Absorbed dose.** "Absorbed dose" means the mean energy imparted by ionizing radiation to matter of a known ~~volume~~ and mass. The special unit of absorbed dose is the rad under the conventional system of measurement and is the gray under the SI system of measurement.

Subp. 20. **Beam scattering filter.** "Beam scattering filter" means a filter or foil used to scatter a beam of electrons.

Subp. 26. **Calibration.** "Calibration" means the determination of:

~~For therapeutic systems, the units of calibration shall be eGy (rads) per minute or eGy (rads) per monitor unit.~~

Subp. 34. **Clinical range.** "Clinical range" means the range of control console technique settings that a facility would use in its routine x-ray projections. Quality ~~assurance~~ control tests are performed over clinical ranges.

Subp. 42. **Contact therapy system.** "Contact therapy system" means an x-ray system used for therapy with the x-ray tube port placed in contact with ~~or within five centimeters of~~ the surface being treated.

Subp. 43. **Control panel.** "Control panel" means the part of the x-ray control ~~located behind a protective barrier~~ upon which are mounted the switches, knobs, pushbuttons, and other hardware necessary for manually setting the technique factors.

Subp. 47. **CT dose index (CTDI).** "CT dose index" or (CTDI)" means the integral from minus 7T to plus 7T of the dose profile along a line perpendicular to the tomographic plane divided by the product of the nominal tomographic section thickness (T) and the number of tomograms produced in a single scan (n), that is:

$$CTDI = \frac{1}{nT} \int_{-7T}^{+7T} D(z) dz$$

where:

z = position along a line perpendicular to the tomographic plane;

D(z) = dose at position z;

T = nominal tomographic section thickness; and

n = number of tomograms produced in a single scan.

This definition assumes that the dose profile is centered around z = 0 and that, for a multiple tomogram system, the ~~scan~~ scan increment of adjacent scans is nT.

Subp. 52. **Densitometer.** "Densitometer" means an instrument that measures the optical density of a film by measuring the amount of light transmitted through the film.

Subp. 68. **Exposure.** For purposes of part 4730.2150, "exposure" means the quotient of dQ by dm where dQ is the absolute value of the total charge of the ions of one sign produced in air when all the electrons (negatrons and positrons) liberated by photons in a volume element of air having mass (dm) are completely stopped in air. The unit of exposure is the Roentgen (R).

Subp. 79. **Gray (Gy).** "Gray" or "(Gy)" means the unit of absorbed dose equal to one joule per kilogram. One ~~rad~~ gray is equal to ~~1 x 10⁻² gray~~ 100 rad. Submultiples included in these regulations are the milligray (mGy), the microgray (μGy) and the centigray (cGy). The conventional system equivalent is the rad.

Subp. 102. **Leakage technique factors.** "Leakage technique factors" means the technique factors associated with the diagnostic or therapeutic source assembly that are used in measuring leakage radiation, as defined in items A to C.

C. For all other diagnostic or x-ray tube therapeutic source assemblies, the maximum-rated kVp and the maximum-rated continuous milliamperage for the maximum-rated kVp.

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. 119. **Nominal treatment distance.** "Nominal treatment distance" means:

A. for electron irradiation, the virtual source to surface distance along the central axis of the useful beam as specified by the manufacturer for the applicator; and

B. for x-ray irradiation, the virtual source to isocenter distance along the central axis of the useful beam that distance at which the field size readouts are set. For nonisocentric equipment, this distance shall be specified by the manufacturer is usually the source-to-axis distance.

Subp. 121. **Optical density or O.D.** "Optical density" or "O.D." means the logarithm of the reciprocal of the transmitted incident light intensity minus the logarithm of the transmitted light intensity.

Subp. 131. **Port film or portal imaging.** "Port film" or "portal imaging" means a diagnostic film or electronic image taken with a therapeutic x-ray system to verify proper setup of the treatment field.

Subp. 196. **Therapeutic field size.** "Therapeutic field size" means the dimensions along the major axes of an area in a plane perpendicular to the specified direction of the beam of incident radiation at the normal therapy treatment distance and defined by the intersection of the major axes and the 50 percent isodose line. The therapeutic field size is that distance between the 50 percent of central axis values locations on the beam profile measured at the depth of dose maximum. Material shall be placed in the beam so that dose maximum is produced at the normal treatment distance when field size is being determined.

4730.0310 PERMISSIBLE DOSES, LEVELS, AND CONCENTRATIONS.

Subp. 2. **Radiation dose standards for individual workers in restricted areas.** To determine the doses specified in item A, a dose from x-rays or gamma rays up to ten million electron volts (MeV) may be assumed to be equivalent to the exposure measured by a properly calibrated appropriate instrument in air at or near the body surface in the region of the highest dose rate.

A. According to part 4730.0340, and except as provided in item C, no registrant shall possess, use, receive, or transfer sources of radiation in such a manner as to cause any individual in a restricted area to receive in any period of one calendar quarter from all sources of radiation a total occupational dose in excess of the standards specified in the following table:

Radiation limits per calendar quarter:

(1) Effective dose equivalent limit (stochastic effects) . . . ~~1-1/4~~ 1.25 rem (12.5 mSv);

(2) Dose equivalent limits for tissues and organs (nonstochastic effects):

(a) Lens of eyes . . . ~~3-3/4~~ 3.75 rem (37.5 mSv);

(b) All others (red bone marrow, breast, lungs, gonads, skin, and extremities) . . . ~~12-1/2~~ 12.5 rem (125 mSv).

C. No registrant shall possess, use, receive, or transfer sources of radiation in such a manner as to cause any woman working in a restricted area to receive a total dose equivalent limit, excluding medical exposure, of 0.5 rem (five mSv) (~~0.5 rem~~) to the woman's embryo and fetus. Once a pregnancy becomes known, exposure of the embryo and fetus shall be no greater than ~~0.5 mSv~~ 0.05 rem (~~0.05 rem~~ 0.5 mSv) in any month, excluding medical exposure. Special attention is required to ensure that, if occupational exposures are received, they are distributed uniformly with time so the embryo and fetus does not receive more than its limit before pregnancy is known.

4730.0360 EXPOSURE OF MINORS.

No registrant shall possess, use, or transfer sources of radiation in such a manner as to cause any individual within a restricted area who is under 18 years of age to receive any occupational radiation dose except for training purposes. Notwithstanding the limits in parts 4730.0310 and 4730.0380, the occupational ~~exposure limit~~ dose equivalent for training purposes for a minor shall be no more than 0.1 rem (1.0 mSv) per year.

4730.0380 PUBLIC PERMISSIBLE LEVELS OF RADIATION FROM EXTERNAL SOURCES IN UNRESTRICTED AREAS.

No registrant shall possess, use, or transfer sources of radiation in a manner that creates in any unrestricted area from the sources of radiation in the registrant's possession:

A. radiation levels which:

(1) if an individual were continuously present in the area, could result in the individual receiving an annual effective dose equivalent in excess of 0.1 rem (1.0 mSv) [sum of external and internal exposures]; ~~or~~

(2) if an individual were periodically present in the area, could result in the individual receiving an annual effective dose equivalent in excess of 0.5 rem (5.0 mSv) [sum of external and internal exposures]; and

4730.1210 PROHIBITED USES OF RADIATION.

Subp. 2. **Prohibited radiation producing equipment and procedures.** The equipment specified in this subpart shall not be used

nor the specified procedures performed:

E. the use of fluoroscopy for positioning a patient for general radiographic imaging, except for radiation therapy simulators;

F. the use of fluoroscopy and c-arm fluoroscopes by a person other than a licensed practitioner of the healing arts when the licensed practitioner of the healing arts is not physically present in the room;

4730.1510 REGISTRANT'S SAFETY REQUIREMENTS.

Subp. 5. **Radiographic technique chart.** A radiographic technique chart shall be provided in the vicinity of the diagnostic x-ray system's control panel which specifies, for all examinations performed with that system, the following information:

B. the type ~~and size~~ of the screen-film combination, or direct exposure x-ray film for dental intraoral radiography, to be used;

Subp. 6. **Exposure of individuals other than the patient.** All diagnostic radiographic procedures and therapeutic x-ray procedures must meet the requirements of this subpart.

F. No individual other than the patient shall be in a therapy treatment room during exposures from a therapeutic x-ray system operating above 50 kVp.

Subp. 7. **Gonad protection.** Except for cases in which it would interfere with the diagnostic procedure, during radiographic procedures in which the gonads are in or within two inches (5cm) of the useful beam, gonad shielding of not less than ~~0.25~~ 0.5 millimeter lead equivalence must be used for patients who have procreative potential.

Subp. 8. **Holding.** When a patient, film cassette, or intraoral film must be provided with auxiliary support during a radiation exposure, items A to E apply.

A. Mechanical holding devices shall be used when the technique permits. ~~The written safety procedures, required by part 4730.1510, subpart 4, must list individual projections where holding devices cannot be used.~~

Subp. 12. **Placement of personnel monitoring equipment.** When protective clothing ~~or personnel monitoring equipment~~ is worn on portions of the body and personnel monitoring equipment is required, at least one such piece of personnel monitoring equipment shall be used, according to items A to C.

C. The control devices which accompany personnel monitoring equipment during shipment ~~to the registrant~~ must be kept in a nonradiation area at the facility between shipments of ~~personnel monitoring equipment~~.

4730.1520 RECORDS TO BE MAINTAINED BY THE REGISTRANT.

Subpart 1. **Individual x-ray systems.** The registrant must maintain the following information for each x-ray system for inspection by the commissioner.

B. ~~The model manufacturer and serial numbers or other permanent identification number of all components the control console and x-ray tubes.~~

C. ~~The maximum technique factors used on the x-ray equipment.~~

D. ~~The type of examinations or treatments which will be performed with the equipment including the average technique factors (kVp, mA, and time settings or mAs settings).~~

E. ~~Information on the anticipated workload of each x-ray system in number of examinations or treatments per week, or alternatively, mA-minutes per week of examinations or treatments.~~

F. The half-value layer of the x-ray beam and the kVp at which the half-value layer was measured.

~~G. D.~~ Records of radiation safety surveys, radiation leakage measurements, calibrations, quality control measurements, maintenance, and equipment modifications performed on the x-ray system with the names of individuals who performed the services.

H. ~~A floor plan of the room in which a stationary therapeutic or diagnostic x-ray system is located.~~

(1) ~~The scale drawing must indicate the use of areas adjacent to the x-ray room and an estimate of their occupancy.~~

(2) ~~The scale drawing must include the normal location of the x-ray system's radiation port, the port's travel and traverse limits, all directions of the useful beam, the location of any windows and doors, the location of the operator's booth, the location of the x-ray control panel, and the location of any upright cassette holder.~~

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

(3) The scale drawing must include the results of a survey for radiation levels present at the x-ray system operator's position and at pertinent points outside the room at specified test conditions of the type and thickness of materials, or lead equivalency, of each protective barrier.

(4) The plan must be revised when necessary to reflect any change in the room or system which may affect shielding or the safety of individuals.

If all walls, doors, and viewing windows in a diagnostic exposure room are shielded with a minimum of 1.6 millimeter lead or lead equivalent material (1/16th inch or four pounds per square foot) including the protective barrier, then it is not necessary to provide the information required in this item.

Subp. 2. **Mammographic image retention.** All original baseline mammographic images must be maintained for seven years. If no additional mammographic images of the patient are taken during this period, the original baseline images may be discarded.

Subp. 4. **Personnel monitoring records.** Each registrant shall maintain records showing the radiation exposures of all individuals for whom personnel monitoring is required under part 4730.1510, subpart 11. The records must be clear and legible. The doses entered on the records shall be for periods of time not exceeding one calendar quarter or the period covered in the personnel monitoring reports.

B. In the absence of personnel monitoring data, records of the results of incident exposure surveys to determine external radiation dose shall be preserved indefinitely for the lifetime of the individual worker or for a minimum of 20 years after termination of employment with the facility, whichever is less.

4730.1610 GENERAL SHIELDING REQUIREMENTS FOR MEDICAL, CHIROPRACTIC, PODIATRIC, OSTEOPATHIC, AND VETERINARY MEDICINE FACILITIES.

Subp. 8. **Viewing system requirements for an operator's booth in a diagnostic radiographic facility.** An operator's booth in a diagnostic radiographic facility must meet the requirements in items A and B.

B. When the viewing system is a window, the requirements in subitems (1) to (4) apply.

(4) In diagnostic radiographic facilities constructed or structurally remodeled after the effective date of this chapter, the minimum window size must be ~~18~~ 24 inches high (~~0.46~~ 0.61 meters) X 24 ~~18~~ inches wide (~~0.61~~ 0.46 meters) and placed on a five foot two inch (1.57 meters) center with the long dimension of the window in the vertical direction.

4730.1620 GENERAL SHIELDING REQUIREMENTS FOR DENTAL RADIOGRAPHIC FACILITIES.

Subpart 1. General requirements. The structural shielding requirements in this subpart apply to all dental radiographic facilities.

A. Dental rooms containing intraoral radiographic systems must provide barriers at all areas struck by the useful beam. Shielding must meet the criteria in NCRP Report Number 35, "Dental X-Ray Protection," (1970).

B. When dental intraoral radiographic systems are installed in adjacent rooms or areas, protective barriers must be provided between the rooms or areas.

C. Each installation must be provided with a protective barrier for the operator or must be arranged so the operator can stand at least six feet from the patient and the tubehead and not be in the path of the useful beam.

Subp. 2. Requirements for new or structurally remodeled facilities. Dental radiographic facilities constructed or structurally remodeled six months after the effective date of this chapter must meet the shielding requirements in this part.

4730.1630 GENERAL REQUIREMENTS FOR THERAPEUTIC X-RAY FACILITIES.

Subp. 3. **Facility design requirements for therapeutic x-ray systems with energies of 50 kVp and above.** Therapeutic x-ray systems with energies of 50 kVp and above:

A. must have two-way audio communication between the patient and the operator at the control panel; and

B. must provide for patient observation; using:

(1) a closed circuit television system; or

(2) for systems with energies of 150 kVp or less,

~~C. must have~~ a window containing the appropriate lead equivalence so the operator at the control panel may directly observe the patient, any other individual in the room, and any doorways into the room; and

~~D. may have~~ a closed circuit television system as a means of observing the patient.

4730.1655 REQUIRED QUALITY ASSURANCE PROGRAM PROCEDURES.

Subpart 1. **General.** Within three months after the effective date of this chapter, each registrant must implement a quality assurance program which includes:

- A. the quality ~~assurance control~~ measurements specified in parts 4730.1655 and 4730.1665;
- E. the records required in part 4730.1690.

In addition to items A to E, each registrant with therapeutic x-ray equipment must also make spot checks as specified in part 4730.1680. Medical particle accelerators must have separate quality ~~assurance control~~ procedures as specified in part 4730.1685.

Subp. 2. **General quality assurance program procedures.** Each registrant conducting diagnostic radiographic procedures or therapeutic x-ray procedures must implement a quality assurance program. The program must include:

- B. the performance of quality ~~assurance control~~ tests and the correction of any deficiencies as specified in the quality assurance manual; and
- C. the calibration record of any electronic equipment used in the quality ~~assurance control~~ tests within the preceding two years. The calibration of any electronic equipment must be traceable to its calibration standard at the National Institute of Standards and Technology (NIST).

Subp. 3. **Quality assurance control measurements for all diagnostic x-ray facilities.** Each registrant operating a diagnostic radiographic facility must implement the quality assurance measures specified in items A to C.

- A. The quality assurance manual described in subpart 2 must include the required tests and the minimum performance criteria specified in part 4730.1691 for the registrant's diagnostic radiographic equipment and processing equipment. The registrant is not limited to the quality ~~assurance control~~ tests required in part 4730.1691 but may also include tests from item C.
- B. The manual must specify the minimum frequency of performance for the quality ~~assurance control~~ tests. In addition, the tests must be done after any change in the facility or equipment which might cause an increase in radiation hazard or a change in equipment that results in the minimum performance criteria not being met.

C. The registrant and the registrant's employees must be familiar with the contents and recommendations of the NCRP report 99, "Quality Assurance for Diagnostic Imaging Equipment" and may incorporate portions of the NCRP report 99 into the facility's quality assurance manual described in subpart 2, item A. NCRP report 99, "Quality Assurance for Diagnostic Imaging Equipment," (December 30, 1988) is ~~incorporated by reference, is not subject to frequent change, and~~ is available at the Biomedical Library of the University of Minnesota, Minneapolis, Minnesota, or through the Minitex interlibrary loan system.

4730.1665 COMPUTED TOMOGRAPHY QUALITY ASSURANCE CONTROL MEASUREMENTS.

Subp. 2. **General quality assurance control measurements.** The registrant must ensure that the quality ~~assurance control~~ measurements and calibration procedures specified in this part are performed. The quality ~~assurance control~~ measurements and calibration procedures must be in writing and include:

- A. Those measurements and calibration procedures specified in part 4730.1691 for CT scanners at the frequency specified and those aspects of processing at the frequency specified. In addition, the quality ~~assurance control~~ measurements and calibration procedures must be done after any change in the facility or equipment which might cause a significant ~~an~~ increase in radiation hazard or a change in equipment that results in the minimum performance criteria not being met.

Subp. 3. **Additional operator quality assurance control measurements.** In addition to the quality ~~assurance control~~ measurements described in subpart 2, the quality ~~assurance control~~ measurements specified in items A and B must be performed by an operator.

- A. The operator's computed tomography quality ~~assurance control~~ procedures must be those with the monthly or daily frequencies in part 4730.1691, and include all processing procedures noted in part 4730.1691.
- B. The registrant or radiation safety officer must review and initial all of the operator's quality ~~assurance control~~ measurements at least quarterly. An operator's quality ~~assurance control~~ measurements must include acquisition of images obtained with the CT dosimetry phantoms using the same processing mode and CT conditions of operation as are used to perform the quality ~~assurance control~~ measurements required by subpart 2.

4730.1670 RADIATION SAFETY SURVEYS.

Subpart 1. **Applicability.** Each registrant conducting diagnostic ~~and~~ or therapeutic x-ray procedures must ensure that the radiation safety surveys specified in this part are performed. Each registrant must make or have made the radiation safety surveys necessary for establishing compliance with this chapter. A survey must be performed at the time of initial installation and after any change in the facility or equipment which might cause a change in radiation hazard. A report of each survey must be prepared, maintained at the facility according to the record requirements in part 4730.1520, and made available to the commissioner on request.

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

Adopted Rules

Subp. 2. **General Radiation safety survey requirements for all diagnostic radiography systems monitoring equipment.** Each registrant must make or have made the radiation safety surveys necessary for establishing compliance with these regulations. A survey must be performed at the time of initial installation and at least once annually after that. In addition, a survey must be done after any change in the facility or system which might cause a significant increase in radiation hazard. A report of each survey must be prepared, maintained at the facility according to the record requirements in part 4730.1520, and made available to the commissioner upon request. At each medical particle accelerator facility, portable monitoring equipment designed for the types of radiation produced at the facility must be available. The portable monitoring equipment must be operable and calibrated for the radiation being produced at the facility. The equipment must be tested for proper operation prior to each use and calibrated at intervals not to exceed two years and after each servicing or repair.

Subp. 3. **Radiation safety survey requirements for computed tomography systems Written procedures.** The registrant must ensure that all computed tomography systems have a radiation safety survey surveys are performed at the time of initial installation and at least once annually after that. In addition, a survey must be done after any change in the system or equipment which might cause a significant increase in radiation hazard. The registrant must generate a according to written report of the procedures established by the radiation safety survey. A copy of the report must be maintained at the facility officer and are in accordance with the record requirements in this part 4730.1520, and shall be made available to the commissioner on request.

Subp. 4. **Radiation safety survey requirements for therapeutic x-ray systems.** All therapeutic x-ray systems must have a radiation safety survey performed at the time of initial installation and at least once annually after that. In addition, a radiation safety survey must be done after any change in the facility or system which might cause a significant increase in radiation hazard. The registrant must generate a written report of the radiation safety survey. A copy of the report must be maintained at the facility in accordance with the requirements in part 4730.1520, and must be made available to the commissioner on request.

4730.1675 CALIBRATIONS.

Subp. 2. **Therapeutic x-ray system calibrations for systems of less than one MeV.** Each registrant operating a therapeutic x-ray system of less than one MeV must ensure that the calibrations specified in this subpart are performed.

B. The calibration and beam characteristics of the therapeutic x-ray system must include, but not be limited to:

- (1) the exposure rates dose rate as a function of field size, technique factors, filter, and treatment distance used;
- (2) the degree of congruence between the radiation field and the field indicated by the localizing device if the device is present; and
- (3) an evaluation of the uniformity of the largest radiation field used;
- (4) verification of the applicability of the inverse square law if needed for timer set calculations;
- (5) verification of the accuracy of any source-to-skin distance (SSD) indicators;
- (6) value of timer end effects; and
- (7) verification of half value layer (HVL).

C. A copy of the current therapeutic x-ray system's dosimetry table data must be available in the area of the control panel.

Subp. 3. **Calibrations for therapeutic x-ray systems greater than one MeV MV.** Each registrant operating a therapeutic x-ray system of greater than one MeV MV must ensure that the calibrations specified in this subpart are performed.

B. Calibration radiation measurements required by item A must be performed using a dosimetry system traceable to its calibration standard at the National Institute of Standards and Technology (NIST). The dosimetry system must:

(2) have a calibration which has been verified every two years by an Accredited Dosimetry Calibration Laboratory (ADCL) or by intercomparison with another dosimetry system that has been calibrated by an ADCL within two years;

(3) be calibrated after any servicing that may have affected its calibration; and

(4) be calibrated so an accuracy can be stated for the radiation quantities monitored by the system; and

(5) have constancy checks as specified in part 4730.1695, subpart 1, item B.

C. Calibration of radiation beam output must be performed at a reference point under specified conditions in soft tissue that may be calculated to within an accuracy of two percent.

D. The calibration documentation of the each therapy beam must include, but not be limited to, the following determinations:

(1) verification that the equipment is operating in compliance with the design specifications for the light localizer, side light, and back pointer all readouts, the optical distance indicator, laser and cross-hairs alignment with the isocenter, (when applicable), radiation isocenter variation in the axis of rotation for the table with collimator, gantry and table support rotation, and jaw system, and beam flatness, and symmetry at the a specified depth;

(2) the absorbed dose rate at various depths of water for the range of field sizes used, for each effective energy, that will verify the accuracy of the dosimetry of all therapy procedures used with that therapy beam the variation with field size of the absorbed dose rate at a reference depth in-phantom (or air) as a fraction of its value for the field size used to determine the calibration as specified in part 4730.1675, subpart 3, item A;

~~E. D.~~ A copy of the latest calibration performed under item A shall most recent beam data must be available in the area of the control panel.

4730.1680 THERAPEUTIC X-RAY SYSTEM SPOT CHECKS OF CALIBRATION.

Subpart 1. Spot checks of calibration for therapeutic x-ray systems of less than one MeV MV. The registrant must ensure that spot checks of calibration are performed on therapeutic x-ray systems ~~capable of operation at greater than 150 kVp.~~ Spot checks must be performed at a minimum frequency of every six months and meet the requirements specified in this subpart.

D. Items to be spot checked include those calibrations and beam characteristics in part 4730.1675, subpart 2, items A and B.

Subp. 2. Spot checks of calibration for therapeutic x-ray systems greater than one MeV MV. The registrant must ensure that spot checks of calibration are performed on systems subject to part 4730.2450 during calibrations and at intervals not to exceed one month. Spot checks must meet the requirements specified in items A to G:

G. Where a spot check involves a radiation measurement, the measurement must be obtained using a dosimetry system satisfying the requirements of part 4730.1675, subpart 3, item B; ~~or dosimetry system which has been compared with a dosimetry system meeting those requirements within the previous year.~~

4730.1685 MEDICAL PARTICLE ACCELERATOR QUALITY ASSURANCE RADIATION MONITORING EQUIPMENT.

~~Subpart 1. Radiation monitoring equipment.~~ At each medical particle accelerator facility, portable monitoring equipment designed for the types of radiation produced at the facility must be available. The portable monitoring equipment must be operable and calibrated for the radiation being produced at the facility. The equipment must be tested for proper operation prior to each use and calibrated at intervals not to exceed ~~one year~~ two years and after each servicing or repair.

~~Subp. 2. Radiation safety survey.~~ The registrant must ensure that a radiation safety survey is performed at the time of initial installation; ~~at least annually after that, and when changes are made in shielding, operation, equipment, or occupancy of areas adjacent to the facility.~~ A report of each survey must be prepared; ~~maintained at the facility according to the record requirements in part 4730.1520, and made available to the commissioner on request.~~

~~Subp. 3. Written procedures.~~ The registrant must ensure that all surveys specified in this part are performed according to written procedures established by the radiation safety officer and are in accordance with part 4730.1670.

4730.1688 IN-SERVICE EDUCATION IN QUALITY ASSURANCE.

Each registrant must provide the in-service training program on quality assurance for employees specified in part 4730.1510, subpart 4. Employees must sign or initial their attendance on a record to be kept for inspection by the commissioner.

4730.1690 QUALITY ASSURANCE RECORDS.

Subpart 1. Diagnostic radiographic facility records. The registrant must ensure that diagnostic radiographic equipment records are maintained for each diagnostic imaging system, including test results, requests for repairs and service, records of diagnostic radiographic equipment repairs and service, and other information specified in part 4730.1520 until the next inspection by the commissioner.

Subp. 2. Computed tomographic x-ray facility records. The registrant must ensure that records ~~of computed tomographic x-ray system calibrations performed and the quality control measurements for computed tomographic systems~~ are recorded, plotted, and maintained until the next inspection by the commissioner. The records must indicate:

A. calibrations performed;

B. quality control measures for computed tomographic systems; and

C. requests for repair and service and the repairs made.

Subp. 3. Therapeutic x-ray facility records. The registrant must ensure that the following records are maintained for therapeutic x-ray systems until the next inspection by the commissioner:

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

- C. spot-check measurements and any necessary corrective actions for therapeutic x-ray systems less than one MeV; ~~and~~
- D. spot-check measurements and any necessary corrective actions for therapeutic x-ray systems greater than one MeV; and
- E. requests for repair and service and the repairs made.

4730.1691 MINIMUM DIAGNOSTIC QUALITY ASSURANCE CONTROL TESTS FOR ALL FACILITIES A QUALITY ASSURANCE PROGRAM.

Subp. 2. Automatic processing.

<u>TEST TYPE</u>	<u>MINIMUM TEST INTERVAL</u>	<u>MINIMUM PERFORMANCE CRITERIA</u>
A. Darkroom fog	Quarterly	≤ 0.08 O.D. increase in density (measured at approximately 1.00 O.D.) after 2 minutes using preexposed film. For mammography the O.D. increase must be ≤ 0.04.
B. Sensitometry and densitometry	Daily Before <u>processing first film of the day</u>	Density ± 0.15 O.D.
C. Temperature check	Daily At <u>the time of sensitometry</u>	Follow manufacturer's recommendations.

Subp. 3. Manual processing.

<u>TEST TYPE</u>	<u>MINIMUM TEST INTERVAL</u>	<u>MINIMUM PERFORMANCE CRITERIA</u>
B. Sensitometry and densitometry	Daily Before <u>processing first film of the day</u>	Density ± 0.15 O.D.
C. Temperature check	Before processing <u>any film each batch of film</u>	Follow manufacturer's time and temperature chart

Subp. 4. All diagnostic radiographic tubes; required when applicable.

<u>TEST TYPE</u>	<u>MINIMUM TEST INTERVAL</u>	<u>MINIMUM PERFORMANCE CRITERIA</u>
E. Reproducibility	Annually	± 5% of the average of a set of exposures <u>Coefficient of variation ≤ 5%</u>

Subp. 5. For facilities with fluoroscopes and C-arm fluoroscopes, except radiation therapy simulators.

Subp. 6. For facilities with mammography systems.

<u>TEST TYPE</u>	<u>MINIMUM TEST INTERVAL</u>	<u>MINIMUM PERFORMANCE CRITERIA</u>
C. Glandular dose (50% glandular and 50% adipose tissue composition)	Annually	A. ≤ 400 millirads for a single view screen film 4.5 cm compressed breast; cranial caudal view; or B. ≤ 100 millirads for a single screened film without grid

Subp. 8. For facilities with computed tomography scanners.

<u>TEST TYPE</u>	<u>MINIMUM TEST INTERVAL</u>	<u>MINIMUM PERFORMANCE CRITERIA</u>
E. CT number calibration	Monthly	Air: - 1,000 ± 3 <u>30</u> CT numbers; Water: 0 ± 4.5 <u>5</u> CT numbers

Subp. 11. For facilities with dental intraoral systems.

<u>TEST TYPE</u>	<u>MINIMUM TEST INTERVAL</u>	<u>MINIMUM PERFORMANCE CRITERIA</u>
A. Film processing	Use automatic and manual processing as specified in subparts 2 and 3. <u>Before the first film of the day</u>	<u>Between 0.75 and 1.05 O.D. on the test tool or follow manufacturer's recommendations</u>
C. Radiation exposure at end of cone	Annually	Use part 4730.1950, subpart 4, item F <u>D</u>
E. <u>kVp accuracy</u>	<u>Annually</u>	<u>± 5% of indicated kVp</u>
F. <u>Reproducibility</u>	<u>Annually</u>	<u>Coefficient of variation ≤ 5%</u>

4730.1693 THERAPY QUALITY ASSURANCE.

PARTIAL LISTING OF MINIMUM QUALITY ASSURANCE CONTROL TESTS AND LIMITS FOR MEASUREMENT EQUIPMENT

Subpart 1. Local standard (Loc. Std.).

<u>TEST</u>	<u>MINIMUM TEST INTERVAL*</u>	<u>TOLERANCE**</u>
(6) Radionuclide check	Each use	2 percent
(7) Recombination	Initial use	0.5 percent
(8) <u>(7)</u> Collecting potential	Each use	D

Subp. 2. Other field instruments.

<u>TEST</u>	<u>MINIMUM TEST INTERVAL*</u>	<u>TOLERANCE**</u>
(6) Radionuclide check	Each use	2 percent
(7) Recombination	Initial use	0.5 percent
(8) <u>(7)</u> Collecting potential	Each use	D

Subp. 4. Survey instruments.

<u>TEST</u>	<u>MINIMUM TEST INTERVAL*</u>	<u>TOLERANCE**</u>
(5) Time constant	No suggestion	No suggestion
(6) Radiofrequency interference	No suggestion	D

Subp. 6. Phantoms and attenuators.

<u>TEST</u>	<u>MINIMUM TEST INTERVAL*</u>	<u>TOLERANCE**</u>
(5) Detector fit	No suggestion <u>Initial use</u>	D

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. Accessory equipment.

<u>TEST</u>	<u>MINIMUM TEST INTERVAL*</u>	<u>TOLERANCE**</u>
(3) <u>Barometer (aneroid)</u>		
(a) <u>Calibration Hg</u>	<u>Initial use</u>	<u>1 mm Hg</u>
(b) <u>Intercomparison</u>	<u>Annually</u>	<u>1 mm Hg</u>

4730.1695 ~~QUALITY ASSURANCE CRITERIA~~ CONTROL TESTS FOR EXTERNAL BEAM TELETHERAPY AND SIMULATION SYSTEMS.

Subpart 1. Dosimetry.

	<u>MINIMUM TEST INTERVAL</u>	<u>TOLERANCE</u>
B. Constancy checks		
(4) Dose monitor	<u>No suggestion</u> <u>Annually</u>	No suggestion
(5) Timer constancy	<u>No suggestion</u> <u>Annually</u>	No suggestion

Subp. 2 Geometry.

	<u>MINIMUM TEST INTERVAL</u>	<u>TOLERANCE</u>
B. Machine alignment		
(1) Focal spot position	<u>Annually</u>	<u>No suggestion</u>
(2) Jaw symmetry	<u>Annually</u>	<u>2 mm</u>
(3) (2) Coincidence of collimator (jaw) and gantry axes with isocenter	<u>Annually</u>	<u>2 mm</u>
(4) (3) Stability of gantry arm and bearing under rotation	<u>Annually</u>	<u>2 mm</u>
(5) (4) Couch motion and table-top sag	<u>Annually</u>	<u>No suggestion</u>

Subp. 6. Emergency off.

	<u>MINIMUM TEST INTERVAL</u>	<u>TOLERANCE</u>
A. Emergency off system	<u>No suggestion</u> <u>Annually</u>	No suggestion

4730.1750 GENERAL EQUIPMENT REQUIREMENTS FOR ALL DIAGNOSTIC RADIOGRAPHIC SYSTEMS.

Subp. 14. **Exposure reproducibility.** The coefficient of variation must not exceed ~~0.10~~ 0.05 when all technique factors are held constant. ~~This requirement shall be met if, when four exposures are made, the difference between the maximum exposure (E_{max}) and the minimum exposure (E_{min}) is less than or equal to 20 percent of the average exposure (E).~~

$$(\underline{E_{max}} - \underline{E_{min}}) \leq 0.2 \underline{E}$$

Subp. 15. **Additional requirements applicable only to certified x-ray systems.** Only diagnostic radiographic systems incorporating one or more certified components must comply with the requirements in this subpart which relate to those certified components.

B. When the radiographic system allows a choice of x-ray milliamperage settings and is operated on a power supply as specified by the manufacturer according to the requirements of applicable federal performance standards for any fixed kVp within the range of 40 to 100 percent of the maximum rating, the average ratios of exposure to the milliamperage-seconds product obtained at any two consecutive milliamperage settings must not differ by more than 0.10 times their sum:

$$|\bar{X}_1 - \bar{X}_2| (\bar{X}_1 + \bar{X}_2) \leq 0.10 (\bar{X}_1 + \bar{X}_2)$$

where \bar{X}_1 and \bar{X}_2 are the average mR/mAs values obtained at each of two consecutive milliamperage settings.

4730.1850 DIAGNOSTIC RADIOGRAPHIC SYSTEMS OTHER THAN FLUOROSCOPIC, DENTAL INTRAORAL, VETERINARY MEDICINE, OR COMPUTED TOMOGRAPHY SYSTEMS.

Subp. 5. **Diagnostic radiographic systems designed only for mammography.** Diagnostic radiographic systems designed only for mammography must be provided with means to limit the useful beam so the x-ray field at the plane of the image receptor does not extend beyond any edge of the image receptor at any designated SID. For the edge of an image receptor designed to be adjacent to the chest wall, the x-ray field must not extend beyond this edge by more than two percent of the SID. This requirement can be met with a system which performs according to subpart 6, item C. When the beam-limiting device and image receptor support device are designed to be used to compress the breast during a mammographic procedure and the SID may vary, the SID indication specified in subpart 6, item C, must be the maximum SID for which the beam-limiting device or aperture is designed. In addition, each image receptor support intended for installation on a system designed only for mammography must have clear and permanent markings to indicate the image receptor size for which it is designed.

Facilities providing mammography must comply with the standards in items A to G.

F. The mean glandular dose for a two view screen-film mammography with grid or for a two view xeroradiography for a patient with 4.5 cm thick compressed ~~breasts~~ breast must be no more than 0.8 rad.

G. The mean glandular dose for a two view screen-film mammography without grid, for the patient with 4.5 cm thick compressed ~~breasts~~ breast must be no more than 0.2 rad.

4730.1950 INTRAORAL DENTAL RADIOGRAPHIC SYSTEMS.

Subp. 4. **Safety controls.** The registrant must ensure that the safety controls in this subpart are followed.

D. ~~Structural shielding in addition to the requirements of part 4730.1620 must be provided.~~

~~(1) Dental rooms containing intraoral radiographic systems must be provided with barriers at all areas struck by the useful beam. In many cases structural materials of ordinary walls suffice as a protective barrier without the addition of special shielding material.~~

~~(2) When dental intraoral radiographic systems are installed in adjacent rooms or areas, protective barriers must be provided between the rooms or areas.~~

~~E. Each installation must be provided with a protective barrier for the operator or must be so arranged that the operator can stand at least six feet from the patient and the tubehead and not in the path of the useful beam.~~

~~F. The exposure at the end of the cone must not exceed the values listed in Table 4730.1950.~~

4730.2050 VETERINARY MEDICINE RADIOGRAPHIC INSTALLATIONS.

Subp. 2. **Beam limitation.** Collimators must be provided to restrict the useful beam to the area of clinical interest and must provide the same degree of protection as is required of the tube housing.

A. If a variable-aperture beam limiting collimator is available, the projected light and x-ray field must not exceed the ~~dimensions~~ smallest dimension of the x-ray film cassette by greater than two percent of the distance of the x-ray tube to the film (SID) in any direction.

Subp. 3. **Operating procedures.** The registrant must ensure that the operating procedures in this subpart are applied.

C. When an animal must be held in position by an individual during radiography, ~~mechanical support, restraint devices, or chemical restraint must be used. If the animal must be held by an individual,~~ that individual must wear protective gloves and apron of at least 0.5 mm lead equivalency, and the individual must be positioned so no part of the body, protected or unprotected, will be struck by the useful beam.

4730.2150 FLUOROSCOPIC X-RAY SYSTEMS.

Subp. 8. **Indication of potential kilovoltage and current milliamperage.** For fluoroscopic x-ray systems manufactured and installed after February 25, 1978, during fluoroscopy and cinefluorography, the kilovoltage and the milliamperage must be continuously indicated.

Subp. 11. **Control of scattered radiation.** The procedures in this subpart must be used to control scattered radiation from all fluoroscopes.

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

B. For other undertable configurations, provisions must be made through equipment design or radiation protection measures to assure that individuals do not receive a dose in excess of the allowable dose limits listed in part 4730.0310.

(2) All fluoroscopic x-ray systems must be provided with a bucky-slot cover panel and either drapes ~~on~~ or self-supporting curtains of not less than 0.5 millimeter lead equivalent material.

4730.2250 COMPUTED TOMOGRAPHY SYSTEMS.

Subp. 13. **Corrective action.** If the quality ~~assurance~~ control measurements required by part 4730.1665, subparts 2 and 3, of the computed tomography systems identify that a measurement has exceeded a tolerance specified in part 4730.1691, the registrant must correct the measurement to within the tolerances specified in part 4730.1691. Correction of the problem must take place within five working days and must be verified by performing the quality ~~assurance~~ control measurements specified in part 4730.1665, subparts 2 and 3.

4730.2350 THERAPEUTIC X-RAY SYSTEMS OF LESS THAN ONE ~~MeV~~ MV.

Subpart 1. **Applicability.** In addition to the requirements in parts 4730.0100 to 4730.1695, this part applies to all therapeutic x-ray systems of less than one ~~MeV~~ MV.

Subp. 2. **Leakage radiation.** When the tube is operated at its leakage technique factors, the instantaneous exposure rate leakage radiation must not exceed the value specified at the distance specified in this subpart for the classification of that x-ray system.

D. 151 to 999 kVp systems must have leakage radiation which does not exceed one roentgen (0.258 mC/kg) in one hour at one meter (39.4 inches) from the source. However, systems that operate in excess of 500 kVp may have a leakage radiation rate at one meter (39.4 inches) from the source not to exceed 0.1 percent of the useful beam one meter (39.4 inches) from the source.

Subp. 18. **Additional requirements.** The x-ray system must not be used in the administration of radiation therapy unless the requirements of parts 4730.1675, subpart 2, and 4730.1680, subpart 1, ~~item~~ items C and D, have been met.

4730.2450 X-RAY AND ELECTRON THERAPY SYSTEMS WITH ENERGIES OF ONE ~~MeV~~ MV AND ABOVE.

Subpart 1. **Applicability.** In addition to the requirements in parts 4730.0100 to 4730.1695, the requirements in this part shall apply to the use of therapeutic x-ray systems with energies of one ~~MeV~~ MV and above.

Subp. 6. **Electron beam quality.** The registrant must determine, or obtain from the manufacturer, data sufficient to assure that the electron beam quality requirements specified in this subpart are met.

Subp. 7. **Radiation ~~detectors~~ monitors.** All therapeutic x-ray systems must be provided with radiation ~~detectors~~ monitors in the radiation head.

A. Systems or any part of a system installed after the effective date of this chapter must measure all therapeutic radiation beams with at least two radiation ~~detectors~~ monitors. The radiation ~~detectors~~ monitors must be incorporated into two separate dose monitoring systems.

B. Systems installed prior to the effective date of this chapter must be provided with at least one radiation ~~detector~~ monitor. This radiation ~~detector~~ monitor must be incorporated into a primary dose monitoring system.

C. The radiation ~~detector~~ monitor and the dose monitoring system into which that radiation ~~detector~~ monitor is incorporated must meet the following requirements:

(1) Each radiation ~~detector~~ monitor must be removable only with tools and must be interlocked to prevent incorrect positioning.

(2) Each radiation ~~detector~~ monitor must form part of a dose monitoring system from whose readings in dose monitor units the absorbed dose at a reference point in the treatment volume can be calculated.

Subp. 8. **Beam symmetry.** For any system installed after the effective date of this chapter that has the capacity to produce useful beams with asymmetry exceeding five percent, the asymmetry of the radiation beam in two orthogonal directions must be monitored before the beam passes through the beam limiting device. The asymmetry must be measured for a 30 square centimeter (4.65 square inch) field at a depth of ten centimeters (3.9 inches) at the points that correspond to 80 percent of the full width half maximum (FWHM) of central axis value.

Capabilities must be provided so that, if the difference in dose rate between one region ~~of the body~~ and another region ~~of the body~~ symmetrically displaced from the central axis of the beam in the same plane exceeds five percent of the central axis dose rate, indication of the dose rate difference is made at the control panel; and if the dose rate difference exceeds five percent, the irradiation is terminated.

Subp. 9. **Selection and display of dose monitor units.** All x-ray and electron therapy systems must provide for the selection and display of dose monitor units according to this subpart.

C. On systems installed after the effective date of this chapter, following an irradiation terminated by the dose monitoring

system, it must be necessary to manually reset the preselected dose monitor units after irradiation is terminated and before irradiation can be reinitiated.

Subp. 11. **Interruption switches.** All x-ray and electron therapy systems must have switches that allow the interruption of irradiation and meet the requirements in this subpart.

B. Emergency off switches must be placed on or near the treatment console, ~~and on a wall outside the treatment room~~. Inside the treatment room, emergency off switches must be placed on or near both sides of the treatment couch, ~~on walls to the right and left of the couch, in front of the primary beam,~~ and in on or near both sides of the gantry stand.

Subp. 14. **Selection of radiation type.** Therapy systems capable of emitting both x-rays and electrons must allow for the selection of the radiation type according to the requirements in this subpart.

E. An interlock system must be provided to ensure electron beam irradiations do not take place with inappropriate beam modifiers such as wedges in the beam.

F. The radiation type selected must be displayed at the treatment control panel before and during irradiation.

Subp. 16. **Selection of stationary beam therapy or moving beam therapy.** Systems capable of both stationary beam therapy and moving beam therapy must allow for the selection of stationary beam therapy or moving beam therapy according to the requirements in this subpart.

F. Moving beam therapy must be controlled to provide accurate total dose and arc angle.

(1) For systems installed after the effective date of this chapter, where the angle of rotation terminates the radiation, the maximum difference between the delivered and expected monitor units (MU) must not exceed three percent or one monitor unit, whichever is greater. The expected MU is calculated by multiplying the set value of MU/degree by the set value of total gantry rotation angle. The observed terminal gantry angle must be within plus or minus ~~two~~ three degrees of expected. This requirement applies for all arcs of 45 degrees or more at all MU/degree values indicated as "clinically usable" by the manufacturer.

(2) For systems installed after the effective date of this chapter, where the dose monitoring system terminates the irradiation, the maximum difference between the observed and expected angle of rotation of the gantry shall not exceed plus or minus ~~two~~ three degrees. The expected angle of rotation is calculated by dividing the set value of monitor units by the set value of MU/degree. The agreement of elapsed MU to MU set must be three percent, or one MU, whichever is greater. This requirement applies for all arcs of 45 degrees or more at all MU/degree values indicated as "clinically usable" by the manufacturer.

Subp. 18. **Source location of virtual source and beam orientation.** The registrant ~~shall determine, or obtain from the manufacturer, the location, with reference to an accessible point on the radiation head, of must:~~

A. the x-ray target or the virtual source of electrons for all photon energies, verify that the location of the x-ray source is within one centimeter of expected location; and

B. the electron window or the virtual source of electrons if the system has electron beam capabilities if planning to treat with electrons at any distance other than the nominal treatment distance, determine the virtual SSD for all electron energies and collimators which will be used for nonstandard SSD treatments. Alternatively, the registrant must elect to measure the correction needed for each patient's treatment, this measurement being done within two working days of the first treatment.

Subp. 20. **Operating procedures.** Any therapy system with energies greater than one ~~MeV~~ MV shall not be used in the administration of radiation therapy unless the requirements of parts 4730.1670, ~~subpart 4;~~ 4730.1675, subpart 3; and 4730.1680, subpart 2, have been met.

4730.2475 RADIATION SAFETY REQUIREMENTS FOR THE USE OF MEDICAL PARTICLE ACCELERATORS.

Subp. 2. **Medical committee to evaluate and approve medical particle accelerators.** The registrant shall appoint a medical committee of at least ~~three~~ four members to evaluate and approve uses of a medical particle accelerator for ~~diagnosis, research, and therapy~~ on a person. Membership of the committee must include the facility radiation safety officer ~~and~~, a physician expert in therapeutic radiology, and a therapeutic radiological physicist. Membership may include physicians who are experts in internal medicine and hematology.

Subp. 3. **Controls and interlock systems.** All medical particle accelerators used in the treatment of humans must meet the requirements for controls and interlock systems in this subpart.

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

F Emergency "off" switches must be placed on or near the treatment console and on a wall outside the treatment room. Inside the treatment room, emergency "off" switches must be placed on or near the treatment couch, on walls to the right and left of the couch, in front of the primary beam, and in on or near both sides of the gantry stand.

Subp. 5. **Operating procedures.** All medical particle accelerators used in the treatment of humans must be operated according to the procedures in this subpart.

D. If, for any reason, it is necessary to intentionally bypass a safety interlock or interlocks when treating a patient, such action must require:

(1) prior authorization by the radiation safety committee or radiation safety officer or individuals given such authorization in writing by the radiation safety officer;

4730.3605 CONCENTRATIONS IN AIR AND WATER ABOVE NATURAL BACKGROUND.

Isotope ¹	Table I		Table II	
	Column 1	Column 2	Column 1	Column 2
	Air ($\mu\text{Ci/ml}$)	Water ($\mu\text{Ci/ml}$)	Air ($\mu\text{Ci/ml}$)	Water ($\mu\text{Ci/ml}$)

D. Argon (18):

Ar-37				
Sub ²	6X10³			
	<u>6X10⁻³</u>	-----	1X10 ⁻⁴	-----
AR-41 Sub	2X10 ⁻⁶	-----	4X10 ⁻⁸	-----

¹ For soluble mixtures of U-238, U-234, and U-235 in air, chemical toxicity may be the limiting factor. If the percent by weight (enrichment) of U-235 is less than five, the concentration value for a 40-hour workweek, Table I, is 0.2 milligrams uranium per cubic meter of air average. For any enrichment, the product of the average concentration and time of exposure during a 40-hour workweek shall not exceed $8X10^{-3} SA \mu\text{Ci-hr/ml}$, where SA is the specific activity of the uranium inhaled. The concentration value for Table II is 0.007 milligrams uranium per cubic meter of air. The specific activity for natural uranium is $6.77 X 10^{-7}$ curies per gram uranium. The specific activity for other mixtures of U-238, U-235, and U-234, if not known, shall be:

$$SA = 3.6 X 10^{-7} \text{ curies/gram U} \quad \text{U-depleted}$$

$$SA = (0.4 + 0.38 E + 0.0034 E^2)10^{-6} \quad E \geq 0.72$$

where E is the percentage by weight of U-235, expressed as percent.

Note: In any case where there is a mixture in air or water of more than one radionuclide, the limiting values for the purpose of this Appendix shall be determined according to subitems (1) to (5).

(3) If any of the conditions in units (a) to (c) are met, the corresponding values may be used in lieu of those in subitem (2).

(c) Radionuclide

v. If it is known that alpha emitters and Sr-90, I-129, Pb-210, Ac-227, Ra-228, ~~Ae-230~~ Pa-230, Pu-241, and Bk-249 are not present:

	3X10 ⁻⁹	-----	1X10 ⁻¹⁰	-----
--	--------------------	-------	---------------------	-------

REPEALER. *Minnesota Rules*, parts 4730.0100, subparts 11, 17, 21, 27, 29, 31, and 41; 4730.0300, subpart 4; 4730.0700, subparts 1 and 2; 4730.1100; 4730.1200; 4730.1300; 4730.1500; ~~4730.1600~~; 4730.1650; 4730.1660; 4730.1700; 4730.1800; 4730.1900; 4730.2000; 4730.2100; 4730.2200; 4730.2300; 4730.2400; 4730.3300; and 4730.3600, are repealed.

Commissioners' Orders

Department of Natural Resources

Commissioner's Order No. 2418: Regulations for the Taking of Deer

PURSUANT TO AUTHORITY vested in me by *Minnesota Statutes* §§ 97B.301-97B.325 and other applicable law, I, Rodney W. Sando, Commissioner of Natural Resources, hereby prescribe the following regulations for the taking of deer. All dates and time periods in this order are inclusive.

CONTENTS:

Section	Page
1. Definitions	2
2. Bow and Arrow Seasons	3
3. Firearms Seasons	6
4. Antlerless Permits	12
5. Special Firearms Area Hunts	16
6. Special Firearms Hunt Application	21
7. Bag Limit and Party Hunting	23
8. Deer Zone Descriptions	24
9. Antlerless Permit Areas	28
10. Weapons Zones	31
11. Deer Registration	32
12. Military Personnel	35
13. Special Provisions	36
14. Other Open Areas	39
15. Bonus Deer Licenses	41
16. Experimental Two-Deer Area	44

Section 1. DEFINITIONS.

(a) Legal Firearms. Firearms described as legal for the taking of big game by *Minnesota Statutes* § 97B.031, including subd. 1(c) permitting 10 mm cartridges at least 0.95 inches long, may be used for taking deer within the "all legal firearms" zone described in Sec. 10(d). Within the shotgun zone as described in Sec. 10(c) during the regular firearms season, only legal shotguns (including those with rifled barrels) loaded with single-slug shotgun shells and legal muzzleloading long guns may be used for taking deer. Within the shotgun zone during the special muzzleloader season, only legal muzzleloading long guns may be used for taking deer. In the shotgun zone, disabled persons incapable of using a gun fired from the shoulder and possessing a physician's written statement verifying this condition may use legal handguns for taking deer during the regular firearms season and legal muzzleloading handguns for taking deer during the special muzzleloader season. During the special muzzleloader season, only legal muzzleloaders with metallic open or peep type sights may be used for taking deer.

(b) Legal Bow and Arrow. The bow must have a pull of no less than 40 pounds at or before full draw. The bow may not be drawn, held or released by mechanical means, except that a person may use a mechanical device attached to the bowstring if the person's own strength draws, holds, and releases the bowstring. Persons unable to hunt with a legal bow and arrow because of a permanent or temporary disability, verified in writing by a licensed physician, may be issued a permit to use a legal crossbow as defined by *Minnesota Statutes* § 97B.106.

(c) Legal Buck. A legal buck is any deer having at least one antler not less than three inches in length.

(d) Antlerless Deer. Antlerless deer are all deer including fawns, other than legal bucks.

(e) Antlerless Permit Area. An area of the state consisting of one or more deer registration blocks and defined in Sec. 9 wherein taking antlerless deer is authorized for a quota of hunters who are issued permits.

(f) November Firearms Season. The November firearms season is the statewide deer season beginning the Saturday nearest November 6, as described in Sec. 3(a) through 3(d) of this order.

(g) Muzzleloader Season. The muzzleloader season is the deer season beginning the Saturday nearest November 27 and lasting 16 days when deer may be taken by legal muzzleloaders in specified areas as described in Secs. 3(f) and 5(a) of this order.

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.

Commissioners' Orders

Sec. 2. BOW AND ARROW SEASON REGULATIONS.

(a) Antlerless deer and legal bucks may be taken statewide from the Saturday nearest September 16 to November 30, from one-half hour before sunrise to sunset each day with the following provisions:

(1) Except that the bow and arrow deer season in Registration Blocks 115 through 118, 127, 130, and 194 shall close on the last day of the firearms deer Zone 1 season.

(2) Except for bonus licenses or as otherwise specifically authorized, only legal bucks may be taken during the November firearms season within a zone when there is an open firearms deer season therein.

(b) Antlerless deer and legal bucks may be taken by legal bow and arrow in the Northern Minnesota December Archery Zone as described in Sec. 10(a) from December 1 to the Sunday nearest December 6, except as listed in (a)(1) above, and in the Southeast/East Central December Archery Zone as described in Sec. 10(b) from December 1 to December 31, from one-half hour before sunrise to sunset each day.

(c) Bow and arrow areas open by special permit.

(1) Crow-Hassan Park Reserve in Hennepin County is open to either sex deer hunting by bow and arrow from October 26 to October 27, and November 21 and 22, 1991. One hundred forty (140) permits will be issued. A \$5.00 application fee will be charged for each individual at the time of application. Bonus bow licenses will be valid for taking antlerless deer during this hunt. Applications must be addressed to Hennepin Parks Bow Hunt, 3800 County Road 24, Maple Plain, Minnesota 55359.

(2) Murphy-Hanrehan Park Reserve and Cleary Lake Regional Park in Scott County are open to either sex deer hunting by bow and arrow from November 15 to November 17. Two hundred (200) permits will be issued for Murphy-Hanrehan and fifty-five (55) permits will be issued for Cleary Lake. Hunters must meet the red/orange clothing requirement. A \$5.00 application fee will be charged for each individual at the time of application. Hunters must specify either Murphy-Hanrehan or Cleary Lake on their application. Bonus bow licenses will be valid for taking antlerless deer during this hunt. Applications must be addressed to Hennepin Parks Bow Hunt, 3800 County Road 24, Maple Plain, Minnesota 55359.

(3) Brainerd-Crow Wing County Airport in Crow Wing County is open to either sex deer bow hunting from September 14 to December 31. An unlimited number of permits will be issued. Applications must be addressed to Airport Director, 2375 Airport Road NE, Brainerd, Minnesota 56401.

(4) Lake Louise State Park in Mower County is open to either sex deer bow hunting from November 16 to November 19. Twenty-five (25) permits will be issued. Bonus bow licenses will be valid for taking antlerless deer during this hunt. Applications must be addressed to Lake Louise Bow Hunt, Box 6247, Rochester, Minnesota 55903.

(d) Special bow hunt permit application procedure:

(1) Hunters must send a stamped, self-addressed business envelope to the headquarters of the appropriate special bow hunt unit with a request for the application form and instructions.

(2) Up to four persons may apply as a party by mailing all applications in one envelope. Either the entire party will be selected by the drawing or none will be selected.

(3) Incomplete or improperly completed applications will be rejected.

(4) The application deadline for special hunts in this section is September 5, 1991.

(5) Hunters may not apply to more than one of the three Hennepin County Parks hunts (Crow-Hassan Park Reserve, Murphy-Hanrehan Park Reserve, and Cleary Lake Regional Park).

Sec. 3. FIREARMS SEASON REGULATIONS.

Every firearms deer hunter must select one of the seven choices from the zone and date options contained in this section. This choice will be indicated by a hole punched in the license at the time of purchase. No person is permitted to hunt deer by firearms except within the limits of the choice indicated by the punched hole.

(a) Zone 1 (as described in Sec. 8(a)). Legal bucks may be taken beginning the Saturday nearest November 6 and lasting 16 days, from one-half hour before sunrise to sunset each day. Antlerless deer may be taken only by permit throughout this season, and only within the permit area specified on each hunter's permit.

(b) Zone 2 (as described in Sec. 8(b)). Legal bucks may be taken beginning the Saturday nearest November 6 and lasting 9 days, from one-half hour before sunrise to sunset each day. Antlerless deer may be taken only by permit throughout this season and only within the permit area specified on each hunter's permit.

(c) Zone 3 (as described in Sec. 8(c)). Hunters must select either the early or the late season.

(1) Early Season. Legal bucks may be taken beginning the Saturday nearest November 6 and lasting 9 days, from one-half hour before sunrise to sunset each day.

(2) Late Season. Legal bucks and antlerless deer may be taken beginning the Saturday nearest November 20 and lasting 7 days, from one-half hour before sunrise to sunset each day. Antlerless deer may be taken only by permit and only within the permit area specified on each hunter's permit.

(d) Zone 4 (as described in Sec. 8(d)). Hunters must select either the early or the late season.

(1) Early Season. Legal bucks and antlerless deer may be taken beginning the Saturday nearest November 6 and lasting 2 days, from one-half hour before sunrise to sunset each day. Antlerless deer may be taken only by permit and only within the permit area specified on each hunter's permit.

(2) Late Season. Legal bucks and antlerless deer may be taken beginning the Saturday nearest November 13 and lasting 4 days, from one-half hour before sunrise to sunset each day. Antlerless deer may be taken only by permit and only within the permit area specified on each hunter's permit.

(e) Additional areas are open to a limited number of hunters during the November firearms season as described in Sec. 5(b).

(f) Muzzleloader Season. Antlerless deer and legal bucks may be taken by legal muzzleloader beginning the Saturday nearest November 27 and lasting 16 days, from one-half hour before sunrise to sunset each day, in the areas described below. Except for the Richard J. Dorer Memorial Hardwood Forest, all land within the statutory boundaries of the state forests listed below is open for muzzleloader hunting. Persons selecting this season may not hunt during the November firearms season. Persons selecting this season must have the Special Muzzleloader Season block punched out on their licenses. In addition to the areas listed below, additional areas are open to a limited number of hunters as described in Sec. 5(a).

(1) Aurora Wildlife Management Area (WMA) in Steele County;

(2) Boyd and Faribault WMAs in Rice County;

(3) Brainerd Crow Wing Airport in Crow Wing County;

(4) Carlos Avery WMA and adjacent lands in Anoka and Chisago Counties; within the boundary described as follows:

Beginning at the junction of Pine Street and County State Aid Highway (CSAH) 23, Anoka County; thence north on CSAH 23 to CSAH 19, Anoka County; thence north on CSAH 19 to CSAH 18, Anoka County; thence east on CSAH 18 to County Road 62, Anoka County; thence northeasterly on County Road 62 to County Road 87, Chisago County; thence north on County Road 87 to CSAH 22, Chisago County; thence east on CSAH 22 to U.S. Highway 61; thence south on U.S. Highway 61 to State Trunk Highway (STH) 98; thence east and northeasterly on STH 98 to U.S. Highway 8; thence north on U.S. Highway 8 to County Road 77, Chisago County; thence north on County Road 77 to CSAH 14, Chisago County; thence north and west on CSAH 14 to CSAH 18, Chisago County; thence south and southwesterly on CSAH 18 to CSAH 30, Chisago County; thence south on CSAH 30 to CSAH 19, Chisago County; thence west on CSAH 19 to CSAH 36, Anoka County; thence west on CSAH 36 to County Road 75, Anoka County; thence south on County Road 75 to CSAH 22, Anoka County; thence west and south on CSAH 22 to CSAH 17, Anoka County; thence south on CSAH 17 to the southern boundary of Ham Lake Township, Anoka County; thence east along the southern boundary of Ham Lake Township and the southern boundary of Columbus Township, Anoka County, to Pine Street; thence east on Pine Street to the point of beginning.

(5) Chengwatana State Forest (SF) in Chisago and Pine Counties;

(6) Cloquet Valley SF in St. Louis County;

(7) Dalbo WMA and adjacent lands in Isanti County within the boundary described as follows:

Beginning at the intersection of State Trunk Highway (STH) 47 and Township Road 179, Dalbo Township; thence south along STH 47 to County State Aid Highway (CSAH) 16, Isanti County; thence along CSAH 16 to Township Road 204, Dalbo Township; thence along Township Road 204 to Township Road 179; thence along Township Road 179 to the point of beginning.

(8) George Washington SF in Itasca County;

(9) Gores Pool WMA in Dakota and Goodhue Counties;

(10) Kabetogama SF in St. Louis County;

(11) Kunkel WMA and adjacent lands in Mille Lacs and Sherburne Counties within the boundary described as follows:

Beginning at the intersection of State Trunk Highway (STH) 95 and Township Road 267, Greenbush Township; thence along Township Road 267 to County State Aid Highway (CSAH) 3, Sherburne County; thence along CSAH 3 to CSAH 5, Sherburne County; thence along CSAH 5 to CSAH 7, Mille Lacs County; thence along CSAH 7 to STH 95; thence along STH 95 to the point of beginning.

(12) Land-O-Lakes SF in Cass County, north of County State Aid Highway 58, Cass County and east of State Trunk Highway 6 only;

(13) Lost River SF in Roseau County;

Commissioners' Orders

- (14) McCarthy Lake WMA in Wabasha County;
- (15) Meadowbrook WMA in Cass County;
- (16) Mille Lacs WMA in Kanabec and Mille Lacs Counties;
- (17) Nemadji SF in Carlton and Pine Counties;
- (18) Paul Bunyan Game Refuge in Hubbard County;
- (19) Red Lake WMA and Beltrami Island SF in Beltrami, Lake of the Woods, and Roseau Counties;
- (20) Red Lake SF in Beltrami County;
- (21) Richard Dorer Memorial Hardwood Forest tracts posted as State Forest and delineated on the Memorial Hardwood Forest map available from DNR offices;
- (22) Roseau River WMA, including the Pool 1 Sanctuary, in Roseau County;
- (23) Rum River SF in Kanabec and Mille Lacs Counties;
- (24) Savanna SF in Aitkin and St. Louis Counties;
- (25) Sturgeon River SF in St. Louis County;
- (26) Thief Lake WMA in Marshall County;
- (27) Thorpe WMA in Winona County;
- (28) Whitewater WMA in Olmsted, Wabasha, and Winona Counties; and
- (29) The following 32 areas in southwestern Minnesota that include both public and private lands, as described on maps available from DNR Regional Headquarters, Box 756, New Ulm, Minnesota 56073:

<u>COUNTY</u>	<u>AREA NAME</u>	<u>COUNTY</u>	<u>AREA NAME</u>
Big Stone	Victory	Martin	Perch Creek
Brown	Bashaw	McLeod	Raslynn
Brown	Boesch	Murray	Dovray
Cottonwood	Augusta	Murray	Southwick
Cottonwood	Swan Lake	Nicollet	North Star
Cottonwood	Talcot Lake	Nobles	Herlein-Boote
Faribault	Walnut Lake	Pipestone	Altona
Jackson	Little Sioux	Pipestone	Terrace
Kandiyohi	Ringo Nest	Redwood	Daub's Lake
Kandiyohi	Dietrich-Lange	Redwood	Tiger Lake
Lac qui Parle	Florida Creek	Redwood	Cedar Rock
Lac qui Parle	Lac qui Parle	Swift	Camp Kerk
LeSueur	Ottawa	Swift	Danvers
Lincoln	Anderson Lake	Waseca	Moonan
Lyon	Sodus	Watonwan	Wood Lake
Lyon	Vallers	Yellow Medicine	Miller-Richter

Sec. 4. ANTLERLESS PERMIT PROCEDURE FOR NOVEMBER FIREARMS SEASON.

(a) Residents and non-residents are eligible for antlerless permits. Application for an antlerless permit must be made on the official antlerless permit application form (card) issued with the applicant's license. No person shall apply for an antlerless deer permit without first purchasing a current year's firearms deer license. The application must be for one of the permit areas described in Sec. 9, and must be for the zone and dates on the applicant's current year's deer license. No person shall submit more than one application for an antlerless permit nor shall any person apply for an antlerless permit in more than one antlerless permit area. No person shall apply for a muzzleloader special permit area or a firearms special permit area who has applied for an antlerless permit, and no person shall apply for an antlerless permit who has applied for a muzzleloader special permit area or a firearms special permit area. Any application that is not completed in accordance with the instructions on the application will be rejected.

(b) After the application has been completed, it must be either mailed or delivered to:

DEPARTMENT OF NATURAL RESOURCES
 LICENSE BUREAU
 500 LAFAYETTE RD
 ST. PAUL MN 55155-4026

Commissioners' Orders

Applications that are mailed must be postmarked no later than the first Thursday following Labor Day. Applications that are delivered must be delivered no later than 4:30 p.m. the first Thursday following Labor Day. Applications postmarked or delivered after these specified times will not be accepted.

(c) If the number of applications for permits in any area exceeds the quota set forth in paragraph (e) of this section, computerized drawings will be held to determine who will be issued permits.

Where drawings are necessary, a preference drawing will be used to select permit holders. Anyone 12 years of age or older may enter the preference drawings by supplying his or her driver's license, official State of Minnesota Identification Number, or 13-digit Firearms Safety Identification Number on the application. All applicants who have reached their 18th birthday by the first Thursday following Labor Day must provide one of these three numbers in order to qualify. Applicants under this age who do not submit one of these numbers will have a number automatically assigned and will be entered into the preference drawing. Applicants establish a preference rating based upon the number of times they have applied in previous years, beginning with 1981, and have not obtained an antlerless permit. The preference rating will increase each year the applicant applies unsuccessfully. Persons applying for the first time have no preference. Applicants receiving permits lose their accrued preference.

(d) A valid antlerless permit is the computer generated document mailed to applicants successful in the respective permit area drawings. Only successful applicants will be notified. The antlerless permit is only valid for the zone and dates on the applicant's previously purchased firearms deer license.

(e) Antlerless Permit Areas and quotas are as follows:

Area No.	No. Permits	Area No.	No. Permits	Area No.	No. Permits	Area No.	No. Permits
<u>ZONE 1</u>		<u>ZONE 2</u>		<u>ZONE 3</u>		<u>ZONE 4</u>	
104)		201)	1000	337)	1000	401)	A-500 B-500
105)	900	202)	800			402)	A-300 B-400
106)		203)	500			403)	A-250 B-350
		204)	1500	338)	750	404)	A-500 B-600
107)		205)	800	339)	950	405)	A-700 B-800
108)		206)	900	341)	2000	406)	A-550 B-650
109)	2500	207)	900	342)	1300	407)	A-500 B-700
195)		208)	400	343)	2000	408)	A-350 B-500
		209)	800	344)	1400	409)	A-1800 B-1400
110)	800	210)	1500	345)	1300	410)	A-1800 B-1800
				346)	2400	411)	A-2200 B-1900
119)		211)		347)	1050	412)	A-1200 B-1400
120)	4000	212)	1100	348)	1300	413)	A-650 B-850
121)		213)		349)	2200	414)	A-700 B-800
						415)	A-400 B-500
122)						416)	A-700 B-700
123)	2000	221)	1000			417)	A-900 B-1300
124)		222)	1500			418)	A-700 B-800
125)		223)	1000			419)	A-800 B-1000
		224)	150			420)	A-550 B-550
126)		225)	2500			421)	A-350 B-350
128)	800	226)	2000			422)	A-400 B-350
129)		227)	2000			423)	A-400 B-350
		235)	180			424)	A-350 B-400
152)	200	236)	1500			425)	A-300 B-300
						426)	A-500 B-500
154)		244)				427)	A-150 B-250
155)	8000	245)	8000			428)	A-400 B-500
156)						431)	A-300 B-300
		246)	7000				
157)		247)	2500				
158)	10000	248)	1000			433)	A-150 B-200
		249)	3000				
159)	10000	251)	600				
						435)	A-200 B-300

Commissioners' Orders

<u>Area No.</u>	<u>No. Permits</u>	<u>Area No.</u>	<u>No. Permits</u>	<u>Area No.</u>	<u>No. Permits</u>	<u>Area No.</u>	<u>No. Permits</u>
<u>ZONE 1</u>		<u>ZONE 2</u>		<u>ZONE 3</u>		<u>ZONE 4</u>	
167)		284)					
168)	5000	285)	7000				
169)		286)				440)	A-200 B-300
170)		287)	500				
171)						442)	A-500 B-700
172)	7500	297)	300				
173)		298)					
174)						443)	A-400 B-600
175)						446)	A-300 B-450
176)						447)	A-200 B-250
177)	4500					448)	A-350 B-450
178)						449)	A-500 B-700
179)						450)	A-200 B-300
180)						451)	A-600 B-600
181)						452)	A-400 B-400
182)	8000					453)	A-300 B-300
183)						454)	A-600 B-600
184)						455)	A-120 B-120
199)						456)	A-500 B-500
						457)	A-200 B-400
						458)	A-250 B-300
197)						459)	A-400 B-600
198)	1000					461)	A-250 B-450
						462)	A-350 B-600
						463)	A-400 B-500
						464)	A-165 B-335
						465)	A-135 B-135
						466)	A-365 B-475
						<u>467)</u>	<u>A-250</u> <u>B-350</u>
						AREAS	PERMITS
						111	193,980

Sec. 5. SPECIAL FIREARMS PERMIT AREA DEER HUNTS.

For the areas listed in this section, only permittees randomly selected from the applicants shall be allowed to hunt. Permittees are allowed to take deer by regular firearms or muzzleloaders. Applications for any of these areas must be made according to instructions in Sec. 6 of this order.

(a) Muzzleloader Special Permit Areas.

(1) The Lake Shetek State Park in Murray County is open for antlerless-only deer hunting by legal muzzleloader during the muzzleloader season. Forty (40) permits will be issued for the period from November 30 to December 6, 1991. Bonus permits will be offered to some applicants if fewer than forty (40) applications are received. Permittees must register at the park headquarters before hunting. Applications must be sent to Lake Shetek State Park, Route 1, Currie, Minnesota 56123. This is Special Permit Area Number 495.

(2) The Carlos Avery WMA Sanctuary Area in Anoka and Chisago Counties is open to deer hunting by legal muzzleloader during the muzzleloader season. Twenty (20) permits will be issued for the period from November 30 to December 6, 1991 and twenty (20) permits will be issued for the period from December 7 to December 15, 1991. Applications must be addressed to Sanctuary Deer Hunt, Carlos Avery Game Farm, 5463 W. Broadway, Forest Lake, Minnesota 55025. This is Special Permit Area Number 297.

(3) Helmer Myre-Big Island State Park in Freeborn County is open to deer hunting by legal muzzleloader during the Special Muzzleloader Season. Forty (40) permits will be issued for the period from November 30 to December 3, 1991. Bonus licenses will be available. Applications must be addressed to Helmer Myre Muzzleloader Hunt, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 395.

(4) Lake Louise State Park in Mower County is open to deer hunting by legal muzzleloader during the Special Muzzleloader Season. Twenty-five (25) permits will be issued for the period from November 30 to December 1, 1991. Bonus licenses will be available. Applications must be addressed to Lake Louise Muzzleloader Hunt, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 396.

(5) Nerstrand Woods State Park and Game Refuge in Rice County is open to deer hunting by legal muzzleloader during the Special Muzzleloader Season. Fifty (50) permits will be issued for the period from November 30 to December 3, 1991. Bonus licenses will be available. Applications must be addressed to Nerstrand Muzzleloader Hunt, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 497.

(6) Garvin County Park in Lyon County is open to antlerless only deer hunting by legal muzzleloader during the Special Muzzleloader Season. Twenty (20) permits will be issued for the period from November 30 to December 6, 1991. Applications must be addressed to Garvin Muzzleloader Hunt, DNR Wildlife Office, Box 111, Marshall, Minnesota 56258. This is Special Permit Area Number 498.

(b) Firearm Special Permit Areas.

(1) The Zippel Bay State Recreation Area in Lake of the Woods County is open to deer hunting by legal firearms. Fifty (50) permits will be issued for November 9 to November 17, 1991. Bonus licenses will be available. Applications must be sent to Zippel Bay Deer Hunt, Department of Natural Resources Headquarters, 2115 Birchmont Beach Road NE, Bemidji, Minnesota 56601. This is Special Permit Area Number 298.

(2) The Carver Park Reserve in Carver County is open to either sex deer hunting by legal shotgun and muzzleloader. Hunters must also possess a valid Zone 3B license. One hundred fifteen (115) permits will be issued for November 23 to November 24, 1991. A \$5.00 application fee will be charged for each individual. Applications must be sent to Carver Park Deer Hunt, Hennepin Parks, 3800 County Road 24, Maple Plain, Minnesota 55359. This is Special Permit Area Number 391.

(3) The Lake Bronson State Park in Kittson County is open to deer hunting by legal firearms. Forty (40) permits will be issued for November 14 to November 17, 1991. Bonus licenses will be available. Applications must be sent to Lake Bronson Deer Hunt, DNR Headquarters, Box 9, Lake Bronson, Minnesota 56734. This is Special Permit Area Number 294.

(4) The Rice Lake National Wildlife Refuge in Aitkin County is open to deer hunting by legal firearms. One hundred (100) permits will be issued for November 16 to November 18, 1991. A \$5.00 fee is required with each application with checks made out to the U.S. Fish and Wildlife Service. Checks from applicants not drawn will be returned. Applications must be sent to the Rice Lake National Wildlife Refuge, Rt. 2, McGregor, Minnesota 55760. This is Special Permit Area Number 151.

(5) The St. Croix State Park in Pine County is open to deer hunting by legal firearms. Six hundred (600) permits will be issued for November 16 to November 17, 1991. Bonus licenses will be available. Applications must be addressed to St. Croix State Park, Route 3, Box 450, Hinckley, Minnesota 55037. This is Special Permit Area Number 153.

(6) The Forestville State Park in Fillmore County is open to deer hunting by legal shotgun and muzzleloader. One hundred (100) permits will be issued for November 23 to November 25, 1991. Bonus licenses will be available. Applications must be addressed to Forestville Deer Hunt, DNR Headquarters, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 397.

(7) The Frontenac State Park in Goodhue County is open to deer hunting by legal shotgun and muzzleloader. Thirty (30) permits will be issued for November 23 to November 25, 1991. Bonus licenses will be available. Applications must be addressed to Frontenac Deer Hunt, DNR Headquarters, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 390.

(8) The O.L. Kipp State Park in Winona County is open to deer hunting by legal shotgun and muzzleloader. One hundred twenty-five (125) permits will be issued for November 23 to November 24, and November 28 to November 29, 1991. Bonus licenses will be available. Applications must be addressed to O.L. Kipp Deer Hunt, DNR Headquarters, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 393.

(9) The Wild River State Park in Chisago County is open to deer hunting by legal firearms. One hundred twenty-five (125) permits will be issued for November 16 to November 17, 1991. Bonus licenses will be available. Applications must be addressed to Wild River State Park Deer Hunt, 29755 Park Trail, Center City, Minnesota 55012. This is Special Permit Area Number 295.

(10) The Maplewood State Park in Otter Tail County is open to deer hunting by legal firearms. Two hundred (200) permits will be issued for November 16 to November 19, 1991. Applications must be addressed to Maplewood State Park Deer Hunt, Route 3, Box 422, Pelican Rapids, Minnesota 56572. This is Special Permit Area Number 490.

(11) The Belle Plaine State Wayside and Lawrence State Wayside in Scott County are open to deer hunting by shotgun and muzzleloader. Forty (40) antlerless only and twenty (20) either sex permits will be issued for November 23 to November 25, 1991. Bonus licenses will be available. Applications must be addressed to Belle Plaine and Lawrence State Waysides Deer Hunt, 19825 Park Blvd., Jordan, Minnesota 55352. This is Special Permit Area Number 394.

(12) The Whitewater State Game Refuge in the Whitewater Wildlife Management Area in Winona County is open to deer

Commissioners' Orders

hunting by shotgun and muzzleloader. One hundred (100) permits will be issued for November 23 to November 29, 1991. Applications must be addressed to Whitewater Game Refuge Hunt, DNR Headquarters, Box 6247, Rochester, Minnesota 55903. This is Special Permit Area Number 392.

Sec. 6. SPECIAL FIREARMS PERMIT AREA APPLICATION PROCEDURE.

(a) Purchase of a deer hunting license is required prior to applying for a special permit area listed in Sec. 5. A firearms deer license validated for the muzzleloader season is required to hunt deer in the muzzleloader special permit areas and a firearms deer license validated for the proper zone and time period is required to hunt deer in the regular firearms special permit areas. The official antlerless permit application form (card) issued with the applicant's license must be used to apply for a special area permit.

(b) No person shall apply for a muzzleloader special permit area or a firearms special permit area who has applied for an antlerless permit and no person shall apply for an antlerless permit who has applied for a muzzleloader special permit area or a firearms special permit area.

(c) No person shall apply more than once for any one special permit area and no person who applies for any muzzleloader special permit area or any firearms special permit area shall apply for any other muzzleloader special permit area or firearms special permit area.

(d) Applications for all special permit area hunts shall be made as follows:

(1) Each person must apply on the official antlerless permit application form issued with the applicant's license.

(2) The applicant should cross out the address for the antlerless permit drawing.

(3) The Special Permit Area Name and Number must be written on the application form in the space labeled "FOR OFFICE USE ONLY." For special areas with more than one hunt period, the choice of hunt periods must be specified by also writing the hunt dates in the space above the birthdate.

(4) The application must be submitted in an envelope addressed to the special area hunt as described in Sec. 5.

(5) All applications must be postmarked or delivered to the designated address no later than the first Thursday after Labor Day.

(6) Two to four persons desiring to hunt as a party may apply together by submitting their applications in one envelope. Properly completed applications which are submitted in one envelope will either all be selected or none selected.

(e) Incomplete or improperly completed applications will be rejected.

(f) Both Minnesota residents and non-residents are eligible for special firearms area permits.

(g) If the number of applications for any special permit area exceeds the quota, a random selection will be held to determine who will be issued permits.

(h) The quota of permits listed for any special permit area may be modified in order to accommodate party members if the last applicant to be drawn for a special permit area is a member of a party.

(i) Only successful applicants will be notified.

(j) Permits are not transferable between persons or between special permit areas.

(k) Unsuccessful applicants for special muzzleloader areas may, at the discretion of the department, be given a second choice for undersubscribed special muzzleloader areas.

Sec. 7. BAG LIMIT AND PARTY HUNTING.

(a) Except as authorized under Bonus Deer provisions in Sec. 15 or under the Two-Deer Experimental Area provisions in Sec. 16, no person shall tag more than one deer during any calendar year whether by firearms or bow and arrow. Said deer must be of the age and sex, and taken during such time and in such location, as permitted under the hunter's license and permit.

(b) Party hunting for deer is permitted according to the following rules:

(1) A party is any group of two or more licensed deer hunters all of whom are afield hunting together at the same time all using firearms or all using bow and arrow.

(2) Any member of a party may kill a legal buck for any other member of the party who has an unused tag. Any member of a party may tag a legal buck killed by any other member of the party.

(3) Any member of a party may kill an antlerless deer for any other member of the party who has an unused tag valid for an antlerless deer. Antlerless deer may only be tagged by party members licensed to take antlerless deer within the same area.

Sec. 8. DEER ZONES.

(a) Deer Zone 1.

That portion of the state lying within the following described boundary:

Beginning on State Trunk Highway (STH) 72 at the northern boundary of the state, thence along STH 72 to the Tamarac River, Beltrami County; thence along the southerly shore of the Tamarac River to Upper Red Lake; thence along the easterly and southerly shores of Upper Red Lake to the easterly boundary of the Red Lake Indian Reservation; thence along the easterly boundary of said Reservation to STH 1; thence east along STH 1 to STH 72; thence along STH 72 to U.S. Highway 71; thence along U.S. Highway 71 to County State Aid Highway (CSAH) 39, Beltrami County; thence along CSAH 39 to CSAH 20, Beltrami County; thence west along CSAH 20 to the junction with CSAH 53, Beltrami County; thence south along CSAH 53 to CSAH 12, Beltrami County; thence east along CSAH 12 to CSAH 51, Beltrami County; thence south along CSAH 51 to CSAH 8, Beltrami County; thence west along CSAH 8 to CSAH 25, Beltrami County; thence south along CSAH 25 to CSAH 4, Beltrami County; thence south along CSAH 4 to CSAH 46, Hubbard County; thence along CSAH 46 to U.S. Highway 2; thence along U.S. Highway 2 to CSAH 45, Hubbard County; thence in a southerly direction along CSAH 45 to the junction of CSAH 9, Hubbard County; thence in an easterly direction along CSAH 9 to the junction of CSAH 69, Cass County; thence in a southerly direction along CSAH 69 to the junction of CSAH 5, Hubbard County; thence in a southerly direction along CSAH 5 to the junction of CSAH 39, Hubbard County; thence in an easterly direction along CSAH 39 to the junction of County Road 94, Hubbard County; thence in a southerly direction along County Road 94 to the junction of CSAH 31, Hubbard County; thence in a westerly direction along CSAH 31 to STH 200; thence along STH 200 to STH 371; thence along STH 371 to STH 84; thence along STH 84 to CSAH 2, Cass County; thence along CSAH 2 to CSAH 1, Crow Wing County; thence along CSAH 1 to STH 6; thence along STH 6 to STH 18; thence along STH 18 to U.S. Highway 169; thence due east from said junction to the west shore of Mille Lacs Lake; thence along the westerly and southerly shores of said lake to a point due north of the junction of U.S. Highway 169 and STH 27; thence due south to said junction; thence along U.S. Highway 169 to STH 23; thence along STH 23 to STH 65; thence along STH 65 to STH 70; thence along STH 70 to the east boundary of the state; thence along the easterly and northerly boundaries of the state to the point of beginning.

(b) Deer Zone 2.

That portion of the state lying within the following described boundary:

Beginning on State Trunk Highway (STH) 72 at the northern boundary of the state; thence along STH 72 to the Tamarac River, Beltrami County; thence along the southerly shore of the Tamarac River to Upper Red Lake; thence along the easterly and southerly shores of Upper Red Lake to the easterly boundary of the Red Lake Indian Reservation; thence along the easterly boundary of said Reservation to STH 1; thence east along STH 1 to STH 72; thence along STH 72 to U.S. Highway 71; thence along U.S. Highway 71 to County State Aid Highway (CSAH) 39, Beltrami County; thence along CSAH 39 to CSAH 20, Beltrami County; thence west along CSAH 20 to the junction with CSAH 53, Beltrami County; thence south along CSAH 53 to CSAH 12, Beltrami County; thence east along CSAH 12 to CSAH 51, Beltrami County; thence south along CSAH 51 to CSAH 8, Beltrami County; thence west along CSAH 8 to CSAH 25, Beltrami County; thence south along CSAH 25 to CSAH 4, Beltrami County; thence south along CSAH 4 to CSAH 46, Hubbard County; thence along CSAH 46 to U.S. Highway 2; thence along U.S. Highway 2 to CSAH 45, Hubbard County; thence in a southerly direction along CSAH 45 to the junction of CSAH 9, Hubbard County; thence in an easterly direction along CSAH 9 to the junction of CSAH 69, Cass County; thence in a southerly direction along CSAH 69 to the junction of CSAH 5, Hubbard County; thence in a southerly direction along CSAH 5 to the junction of CSAH 39, Hubbard County; thence in an easterly direction along CSAH 39 to the junction of County Road 94, Hubbard County; thence in a southerly direction along County Road 94 to the junction of CSAH 31, Hubbard County; thence in a westerly direction along CSAH 31 to STH 200; thence along STH 200 to STH 371; thence along STH 371 to STH 84; thence along STH 84 to CSAH 2, Cass County; thence along CSAH 2 to CSAH 1, Crow Wing County; thence along CSAH 1 to STH 6; thence along STH 6 to STH 18; thence along STH 18 to U.S. Highway 169; thence due east from said junction to the west shore of Mille Lacs Lake; thence along the westerly and southerly shores of said lake to a point due north of the junction of U.S. Highway 169 and STH 27; thence due south to said junction; thence along U.S. Highway 169 to STH 23; thence along STH 23 to STH 65; thence along STH 65 to STH 70; thence along STH 70 to the eastern boundary of the state; thence along the eastern boundary of the state to the junction of the St. Croix and Mississippi Rivers; thence along the easterly bank of the Mississippi River to U.S. Highway 10; thence along U.S. Highway 10 to U.S. Highway 71; thence along U.S. Highway 71 to STH 87; thence along STH 87 to U.S. Highway 10; thence along U.S. Highway 10 to U.S. Highway 59; thence along U.S. Highway 59 to the southern boundary of the White Earth Indian Reservation; thence along the southern, western and northern boundaries of said Reservation to STH 59; thence along STH 59 to the northern boundary of the state; thence along the northern boundary of the state to the point of beginning.

(c) Deer Zone 3.

That portion of the state lying within the following described boundary:

Beginning at the junction of the Mississippi River and the mouth of the Crow River, Wright County; thence along the easterly bank of the Crow River to the mouth of the South Fork of the Crow River; thence along the easterly bank of the South Fork of the Crow River to State Trunk Highway (STH) 25; thence along STH 25 to the Minnesota River; thence along the easterly bank of the Minnesota River to STH 19; thence along STH 19 to U.S. Highway 52; thence along U.S. Highway 52 to STH 57; thence along STH 57 to the municipal boundary of Kasson; thence along the municipal boundary of Kasson to County State Aid Highway (CSAH) 13,

Commissioners' Orders

Dodge County; thence along CSAH 13 to STH 30; thence along STH 30 to U.S. Highway 63; thence along U.S. Highway 63 to the south boundary of the state; thence along the southerly and easterly boundaries of the state to the junction of the St. Croix and Mississippi Rivers; thence along the easterly bank of the Mississippi River to the point of beginning.

(d) Deer Zone 4.

That portion of the state lying within the following described boundary:

Beginning on U.S. Highway 59 at the north boundary of the state; thence along U.S. Highway 59 to the north boundary of the White Earth Indian Reservation; thence along the north, west and south boundaries of said Reservation to U.S. Highway 59; thence along U.S. Highway 59 to U.S. Highway 10; thence along U.S. Highway 10 to State Trunk Highway (STH) 87; thence along STH 87 to U.S. Highway 71; thence along U.S. Highway 71 to U.S. Highway 10; thence along U.S. Highway 10 to the easterly bank of the Mississippi River; thence along the easterly bank of the Mississippi River to the mouth of the Crow River, Wright County; thence along the easterly bank of the Crow River to the mouth of the South Fork of the Crow River; thence along the easterly bank of the South Fork of the Crow River to STH 25; thence along STH 25 to the Minnesota River; thence along the easterly bank of the Minnesota River to STH 19; thence along STH 19 to U.S. Highway 52; thence along U.S. Highway 52 to STH 57; thence along STH 57 to the municipal boundary of Kasson; thence along the municipal boundary of Kasson to County State Aid Highway (CSAH) 13, Dodge County; thence along CSAH 13 to STH 30; thence along STH 30 to U.S. Highway 63; thence along U.S. Highway 63 to the south boundary of the state; thence along the southerly and westerly boundaries of the state to the point of beginning.

Sec. 9. ANTLERLESS PERMIT AREAS.

A series of Deer Registration Blocks is established by Commissioner's Order No. 2342 or superseding orders and amendments. Permit areas are comprised of partial, single, or grouped Registration Blocks as listed below or as otherwise described herein:

(a) Antlerless Permit Areas in Zone 1.

Permit Area 110 consists of Registration Block 110.

Permit Area 104 - 105 - 106 consists of Registration Blocks 104, 105 and 106.

Permit Area 107 - 108 - 109 - 195 consists of Registration Blocks 107, 108, 109 and 195.

Permit Area 119 - 120 - 121 consists of Registration Blocks 119, 120 and 121.

Permit Area 122 - 123 - 124 - 125 consists of Registration Blocks 122, 123, 124, and 125.

Permit Area 126 - 128 - 129 consists of Registration Blocks 126, 128 and 129.

Permit Area 152 consists of Registration Block 152.

Permit Area 154 - 155 - 156 consists of Registration Blocks 154, 155 and 156.

Permit Area 157 - 158 consists of Registration Blocks 157 and 158.

Permit Area 159 consists of Registration Block 159.

Permit Area 167 - 168 - 169 consists of Registration Blocks 167, 168 and 169.

Permit Area 170 - 171 - 172 - 173 - 174 consists of Registration Blocks 170, 171, 172, 173 and 174.

Permit Area 175 - 176 - 177 - 178 - 179 consists of Registration Blocks 175, 176, 177, 178 and 179.

Permit Area 180 - 181 - 182 - 183 - 184 - 199 consists of Registration Blocks 180, 181, 182, 183, 184, and 199.

Permit Area 197 - 198 consists of Registration Blocks 197 and 198.

(b) Antlerless Permit Areas in Zone 2.

Permit Areas 201 through 210 consist of the Registration Blocks with the same identification numbers.

Permit Area 211 - 212 - 213 consists of Registration Blocks 211, 212 and 213.

Permit Areas 221 through 227 and 235 through 236 consist of the Registration Blocks with the same identification numbers.

Permit Area 244 - 245 consists of Registration Blocks 244 and 245.

Permit Areas 246 through 249 consist of the Registration Blocks with the same identification numbers.

Permit Area 251 consists of Registration Block 251 (Tamarac National Wildlife Refuge).

Permit Area 284 - 285 - 286 consists of Registration Blocks 284, 285 and 286.

Permit Area 287 consists of Registration Block 287 (Itasca State Park).

Permit Area 297 - 298 consists of Registration Blocks 297 and 298.

(c) Antlerless Permit Areas in Zone 3.

Permit Areas 337 through 339 and 341 through 349 consist of the Registration Blocks with the same identification numbers.

(d) Antlerless Permit Areas in Zone 4.

Permit Areas 401 through 428 consist of the Registration Blocks with the same identification numbers.

Permit Area 431 consists of Registration Block 431.

Permit Area 433 consists of Registration Block 433.

Permit Area 435 consists of Registration Block 435.

Permit Area 440 consists of Registration Block 440.

Permit Area 442 consists of Registration Block 442.

Permit Area 443 consists of Registration Block 443.

Permit Areas 446 through 459 and 461 through 467 consist of the Registration Blocks with the same identification numbers.

Sec. 10. WEAPONS ZONES.

(a) Northern Minnesota December Archery Zone.

The Northern Minnesota December Archery Zone consists of those parts of firearms deer Zones 1 and 2 described in Sec. 8(a) and 8(b) lying north and east of Registration Blocks 246, 172, 173, 174, 182, 156, and 159; and those parts of firearms deer Zone 4 described in Sec. 8(d) lying north of a line beginning on Interstate Highway 94 (I-94) at the western boundary of the state; thence along I-94 to State Trunk Highway (STH) 23; thence northeasterly along STH 23 to the western boundary of firearms deer Zone 2.

(b) Southeast/East Central Minnesota December Archery Zone.

The Southeast/East Central Minnesota December Archery Zone consists of all of firearms deer Zone 3 described in Sec. 8(c) and that part of firearms deer Zones 1 and 2 described in Sec. 8(a) and 8(b) lying south of and including Registration Blocks 246, 172, 173, 174, 182, 156, and 159.

(c) Shotgun Zone.

The Shotgun Zone is that portion of the state lying within the following described boundary:

Beginning on the north boundary of the state at U.S. Highway 75; thence along U.S. Highway 75 to Crookston; thence along U.S. Highway 2 to State Trunk Highway (STH) 9; thence along STH 9 to STH 102; thence along STH 102 to Fertile; thence along STH 32 to STH 34; thence along STH 34 to Interstate Highway 94 (I-94); thence along I-94 to County State Aid Highway (CSAH) 40, Douglas County; thence along CSAH 40 to CSAH 82, Douglas County; thence along CSAH 82 to CSAH 22, Douglas County; thence along CSAH 22 to CSAH 6, Douglas County; thence along CSAH 6 to CSAH 14, Douglas County; thence along CSAH 14 to STH 29; thence along STH 29 to Parkers Prairie; thence along CSAH 46, Otter Tail County, to CSAH 22, Todd County; thence along CSAH 22 to Eagle Bend; thence along U.S. Highway 71 to Long Prairie; thence along STH 27 to Little Falls; thence along the east bank of the Mississippi River to St. Cloud; thence along STH 23 to STH 95; thence along STH 95 to U.S. Highway 8; thence along U.S. Highway 8 to the eastern boundary of the state; thence along the eastern, southern, western and northern boundaries of the state to the point of beginning.

(d) All Legal Firearms Zone. The All Legal Firearms Zone is that part of the state lying outside of the shotgun zone.

Sec. 11. DEER REGISTRATION.

Registration agents are not required to inspect or verify the presence of deer at registration stations. Legally registered deer may be transported anytime during or after the deer hunting season.

(a) Bow and Arrow Deer Registration.

(1) Every person taking a deer with bow and arrow shall, within 48 hours after taking, present the deer to a designated deer registration station or other authorized agent who shall provide a tag to be affixed to the carcass in the same manner as is required for the seal in Sec. 13(e). No part of the carcass except entrails shall be removed until after the possession tag has been affixed.

(2) All deer taken on the Metro Bonus Bow License must be registered at a registration station in the seven-county Twin Cities Metro Area before being removed from the seven-county area.

(b) Firearms Deer Registration.

Every person taking a deer with firearms shall present the deer for registration at a designated deer registration station or agent of the Commissioner and obtain a Big Game Possession Tag before any of the following occur: before the deer is removed from the zone in which it is taken; before the deer is processed either privately or commercially; and before 24 hours after the close of the season specified on the license. In addition:

Commissioners' Orders

- (1) The head must remain attached to the carcass until the deer is registered.
- (2) The possession tag (registration receipt) must be affixed securely as described for the tag in Sec. 13(e).
- (3) No person may process a deer unless it has been registered as evidenced by an attached possession tag.
- (4) Residents of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties may transport and possess deer outside the zone where taken in order to register at one of the "last chance" registration stations listed below.

Bloomington	Spur General 9200 Old Cedar Avenue South at Old Shakopee Road
Excelsior	Roy's Live Bait 360 Hwy. 7
Forest Lake	Stu's Standard I-35 and West Broadway
Lakeville	Superamerica I-35 and Hwy. 50
North St. Paul	Larry's Live Bait 2625 White Bear Avenue
Plymouth	Markham's Sporting Goods Junction Hwys. 55 and 101

(5) Official registration stations located within the village or city limits through which a zone boundary passes or an official registration station across the road but adjacent to the zone in which a deer is legally taken meet the requirement for registration within a zone. Deer taken in firearms deer Zone I may be legally registered at registration stations in Cross Lake.

(6) All deer taken in Firearms Special Permit Areas must be registered at the headquarters office for the area but may be transported outside the Special Permit Area prior to registration in order to reach the headquarters, except that deer taken in Zippel Bay State Recreation Area, Lake Bronson State Park, and Maplewood State Park may be registered at official registration stations.

(c) Muzzleloader Deer Registration.

Every person taking a deer with a muzzleloader during the special muzzleloader season within the areas described in Secs. 3(f) or 5(a) of this order shall present the deer for registration at the designated registration station for the area in which the deer was taken. Registration shall be made no later than 24 hours after the expiration of the license or permit under which the deer was taken.

(d) Big Game Possession Tag Issuance.

The deer license number and the year for which the possession tag is being issued shall be recorded in the appropriate place on the possession tag by means of a ballpoint pen. If a mistake is made in writing the license number, the agent making the mistake must take such incorrect possession tag back and issue a correct one.

Sec. 12. MILITARY PERSONNEL.

Any resident on leave or furlough from the armed forces of the United States who is entitled to a free deer license pursuant to *Minnesota Statutes* § 97A.465 or any disabled veteran who is entitled to a free deer license pursuant to *Minnesota Statutes* § 97A.445 may hunt deer under the following conditions:

- (a) The free license and seal must be obtained from the county auditor.
- (b) The auditor must punch the zone and the date option selected by the applicant.
- (c) Such a license entitles the holder to take a deer in the zone and during the date option selected. Antlerless deer may be taken in that portion of the zone where quotas are prescribed in Sec. 4(e), but the taking of antlerless deer must be confined to the dates when antlerless deer permits are valid within the zone selected. Such a license is not valid in the special areas described Sec. 5. Such licensees are not eligible for bonus licenses.
- (d) If the muzzleloader season is selected, hunting must be confined to those areas described in Secs. 3(f) and 5(a) and is subject to all other provisions applying to the muzzleloader hunt.
- (e) The license and official leave or furlough papers or evidence of disability must be carried on the person of the licensee while hunting deer and transporting any deer taken.
- (f) All persons hunting deer pursuant to this section must comply with all provisions of this order not inconsistent with this section.

Sec. 13. SPECIAL PROVISIONS.

(a) License Purchase Deadline. No license to take deer with firearms (including muzzleloader) or with bow and arrow may be issued after the day prior to the first day of the regular firearms season except as authorized for bonus deer in Sec. 15.

(b) Bow and Arrow License Validity. A license to take deer with bow and arrow issued after the opening of the bow and arrow deer season shall not be valid until the fifth day after it is issued.

(c) ATV Use. No person who has a valid license to take deer shall operate a snowmobile, three-wheel motorcycle or any other all-terrain vehicle in any area open for the taking of deer by firearms during legal shooting hours on any day when the person is licensed to take deer within that area except for the period from 11 a.m. to 2 p.m. each day. All-terrain vehicles include trail bikes, Cushman 6-wheelers, Cushman Tracksters, Bombadier J-5's and all other similarly manufactured and homemade vehicles. Not included are trail bikes licensed and being legally operated on a public road or highway, four wheel drive road vehicles, farm tractors, motorcycles and similar vehicles. This regulation applies on all lands and waters regardless of ownership except that anyone using an all-terrain vehicle while pursuing his or her occupation on his or her own land and not in possession of a firearm is exempt. A permit to operate these restricted vehicles during the restricted hours may be issued by a conservation officer in the event of an emergency or other unusual conditions.

(d) Inspection. All deer must be transported in such a manner that inspection by registration agents or enforcement officers is readily accomplished.

(e) Possession Tag. No deer taken in this state shall be transported or possessed unless the seal issued with the license and bearing the license number and name of the owner and the year of its issue has had the month and day of the kill, the sex of the deer, and the time of day the deer was killed (a.m. or p.m.) scratched off from the appropriate spaces on the seal and has been affixed to its carcass between the tendon and the bone and around the tendon or bone of a hind leg, around the base of either antler, or through a slit in either ear such that the seal cannot be removed. The seal must be so affixed at the time the deer is brought into any hunting camp, dwelling, farm yard, or other place of abode of any kind occupied overnight, or before being placed wholly or partially on a motor vehicle of any kind, or upon a conveyance towed by a motor vehicle of any kind. Marking more than one date will invalidate the seal.

(f) Retention of License. Every person taking a deer must retain the required license, permit, seal, and big game possession tag as long as any part of the meat is in possession.

(g) Taking Restricted. No deer shall be taken in any manner in any area of the state except as herein expressly provided or as otherwise provided by statute or commissioner's order.

(h) Animals Must Be Killed. All animals taken pursuant to this order must be killed before being removed from the site where taken.

(i) Game Refuges. Except as specifically authorized none of the provisions of this order shall be construed as modifying or superseding any order establishing game refuges within the state nor as permitting the taking of any wild animals within such refuges or within state parks.

(j) State Park Entry. State park vehicle permits are required on all vehicles taken into Minnesota state parks by hunters.

(k) Bow and Arrow Casing and Stand Requirements. All licensed big game hunters who are hunting with bow and arrow shall have their bows unstrung or cased during the time they are licensed to take big game while in the field from 30 minutes after the close of shooting hours to 30 minutes before the start of shooting hours daily. No licensed bow hunter shall occupy any elevated deer stand at any time from sunset to one hour before sunrise while in possession of a bow and arrow unless the bow is cased and on the ground.

(l) Tree Stands—State Parks. It is unlawful to construct, occupy or use any elevated scaffold or other elevated device for the purpose of hunting, watching for or killing big game in state parks, except that portable tree stands may be used for this purpose provided they are removed each day at the close of hunting hours and do no permanent damage to trees in which they are placed.

(m) Baiting. A person may not place or use bait for the purpose of taking deer. Bait is defined as grains, fruits, vegetables, nuts, hay, or other food transported and placed for the purpose of attracting or enticing deer. Liquid scents, salt, and minerals are not considered to be bait. This restriction does not apply to foods resulting from normal or accepted farming, forest management, wildlife management, orchard management, or other similar land management activities.

Sec. 14. OTHER OPEN AREAS.

(a) Itasca State Park in Becker, Clearwater and Hubbard Counties is open to the firearms hunting of deer, except where posted as closed, during the established firearms deer season therefor in the zones in which it is located.

(b) Carver Rapids State Wayside in Scott County is open to deer hunting by legal bow and arrow during the established deer season therefor in the zones in which it is located.

(c) The Rothsay Wildlife Management Area Sanctuary is open to deer hunting during the established seasons therefor in the zones in which it is located.

(d) The Carlos Avery Wildlife Management Area Sanctuary in Anoka County is open for either sex deer hunting by physically disabled hunters using legal firearms or bow and arrow. Up to twenty-four (24) permits will be issued for October 19 to October 27. Hunters must be participants in the program for physically disabled hunters sponsored by the Minnesota Deer Hunters Association

Commissioners' Orders

and Capable Partners and must be referred by those organizations prior to being issued a permit. Permittees must purchase a 1991 deer hunting license valid for the weapon being used. Each permittee may be accompanied by one or more assistants that are referred by the Minnesota Deer Hunters Association and Capable Partners and approved by the commissioner. Assistants are not required to purchase licenses and may aid permittees in taking deer. Both permittees and assistants must meet the bright red/blaze orange requirement for deer hunters.

Sec. 15. BONUS DEER LICENSES.

(a) A bonus deer license is a license to take a second deer. The deer taken under a bonus license must be an antlerless deer. All deer taken under a bonus deer license must be taken by legal firearms or legal bow and arrow as indicated on the license purchased. Bonus deer licenses are authorized in five situations: (1) by firearms in Antlerless Permit Areas where the number of applications is less than the number of permits available; (2) by firearms in Special Permit Areas consisting of Forestville State Park, Lake Bronson State Park, Zippel Bay State Recreation Area, Frontenac State Park, Helmer Myre-Big Island State Park, Lake Louise State Park, O.L. Kipp State Park, Belle Plaine State Wayside, Lawrence State Wayside, Nerstrand Woods State Park, St. Croix State Park, Sakatah Lake State Park, Wild River State Park, Fort Snelling State Park, Minnesota Valley National Wildlife Refuge, and Lake Shetek State Park; (3) by bow and arrow in Special Permit Areas consisting of Lake Louise State Park, Crow-Hassan Park Reserve, Murphy-Hanrehan Park Reserve, and Cleary Lake Regional Park; (4) by bow and arrow in parts of the seven-county Twin Cities Metro Area, and in the following antlerless permit areas listed in the deer hunting regulations as anticipated to be undersubscribed: 157-158, 159, 201, 343, 346, 401, 409, 420, 451, and 456; and (5) by firearms in a 43-square-mile sub-permit area within Antlerless Permit Area 346, as shown on maps available from the Rochester Regional Wildlife Office.

(b) In undersubscribed antlerless permit areas, the number of bonus firearms deer licenses authorized is up to twice the difference between the number of permits available and the number of antlerless permits issued. In firearms Special Permit Areas the number of bonus deer licenses authorized is equal to the number of special area permits issued for each such area. In the Metro Bow Bonus Area and in antlerless permit areas anticipated to be undersubscribed, the number of bonus bow and arrow deer licenses authorized is unlimited.

(c) The purchase of a bonus firearms deer license for an undersubscribed area will be authorized by a 3-part certificate issued by the Minnesota Department of Natural Resources. These certificates will be issued to hunters randomly drawn from permittees in each undersubscribed area who have checked the bonus deer option on their antlerless permit applications. A bonus deer license for an undersubscribed Antlerless Permit Area may be purchased by the person issued a certificate at any Minnesota county auditor's office by submitting the 3-part certificate. One part of this certificate shall be retained by the county auditor for his records. The second part of the certificate shall be mailed by the county auditor to the Wildlife Section, Box 7 DNR Building, 500 Lafayette Road, St. Paul, Minnesota 55155-4007 immediately following receipt of the license fee. The third part of the certificate shall be returned to the bonus deer license buyer along with a special leg tag provided for bonus deer. Bonus firearms deer licenses for undersubscribed areas must be purchased on or before the day preceding the first day of the firearms season.

(d) Bonus deer licenses for Special Firearms Permit Areas may be purchased only at the headquarters for such areas either upon registering at the Special Permit Area or upon attending hunt orientation sessions for such areas. State park and national wildlife refuge personnel are authorized to sell such bonus deer licenses to Special Permit Area holders at any time prior to the permit holders hunting on the special area.

(e) The purchase of a bonus bow deer license is authorized for any person who has purchased and presents a bow and arrow deer license from the current year. The bonus bow license authorizes the taking of a bonus antlerless deer within the Metro Bow Bonus Deer Area as shown on a map provided to all purchasers of this license, and in antlerless permit areas listed in the deer hunting regulations as anticipated to be undersubscribed. This license is also valid in some special hunts as specified in Sec. 2(c). Bonus bow licenses are available from county auditors' offices and from the DNR License Bureau in St. Paul. Maps of the Metro Bonus Bow Area are available from county auditors in Anoka, Carver, Dakota, Hennepin, Scott, and Washington Counties and from the DNR License Bureau in St. Paul. No bonus bow licenses will be sold after the day preceding the first day of the firearms deer season.

(f) Application for sub-permit area bonus firearms deer licenses may be made only by purchasers of Zone 3A firearms licenses and must be made using the antlerless permit application that is included with the license by crossing out the word "Antlerless" and writing "Orchard" above. Applications must be mailed to Orchard Hunt, DNR Headquarters, Box 6247, Rochester, Minnesota 55903. Application deadline is the first Thursday after Labor Day. One hundred ninety (190) certificates will be issued to hunters randomly drawn from valid applications. Purchase of the bonus license shall follow the procedures in Sec. 15(c). Purchase of the sub-permit area bonus license authorizes the hunter to take one antlerless only deer within the 43-square-mile area shown on maps available at the above address and sent to all successful applicants.

(g) A bonus firearms deer license for an undersubscribed Antlerless Permit Area is valid for the taking of one antlerless deer only within the Antlerless Permit Area designated on the bonus deer license.

(h) A bonus deer license for a Special Permit Area is valid only for the taking of one antlerless deer within the Special Permit Area designated on that bonus deer license.

Sec. 16. EXPERIMENTAL TWO-DEER AREA.

(a) In 1991 and 1992, licensed hunters may tag one deer with their regular firearms license and one deer with their regular bow and arrow license in Marshall, Roseau, and Kittson Counties. Both deer must be taken in this three-county area.

(b) All deer taken under this section must be registered at official registration stations within the three-county area.

(c) A free permit must be obtained prior to taking the second deer. Permits will be available at DNR offices and county auditors' offices in the three-county area.

(d) All other provisions of this order apply to hunters participating in the experimental two-deer area hunt.

Dated at St. Paul, Minnesota, this 19th day of August, 1991.

Rodney W. Sando, Commissioner
Department of Natural Resources

Executive Orders**Executive Department****Emergency Executive Order 91-16: Providing Assistance in Rescuing Stranded Canoeists on the Zumbro River in Winona County, Minnesota**

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

WHEREAS, the Sheriff of Wabasha County, Minnesota has requested assistance in providing specialized rescue equipment and manpower to assist in rescuing stranded canoeists from the Zumbro River; and

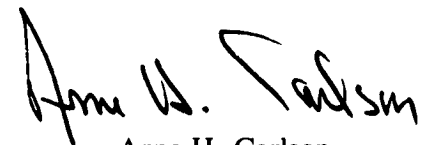
WHEREAS, the Sheriff of Wabasha County has exhausted all other resources in his effort to safely and quickly rescue these individuals:

NOW, THEREFORE, I hereby order that:

1. The Adjutant General of Minnesota order to active duty on or after August 9th, 1991, in the service of the State, such personnel and equipment of the military forces of the State as required to assist the Wabasha County Sheriff's Office in immediate life saving rescue efforts on the Zumbro River in Wabasha County, Minnesota.
2. Cost of subsistence, transportation, fuel, and pay and allowances of said individuals shall be defrayed from the general fund of the State as provided for in *Minnesota Statutes 1990*, Sections 192.49, subd. 1; 192.51, and 192.52.

Pursuant to *Minnesota Statutes 1990*, Section 4.035, subd. 2, this Order shall be effective August 9th, 1991, and shall remain in effect until such date as elements of the military forces of the State are no longer required.

IN TESTIMONY WHEREOF, I have set my hand this ninth day of August, 1991.



Arne H. Carlson
Governor

Filed According to Law:

JOAN ANDERSON GROWE
Secretary of State

Official Notices

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

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

Department of Commerce

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

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

LP GAS DEALER
STRUCTURAL ENGINEER
INDUSTRIAL SAFETY CONSULTANT
DESIGN ENGINEER
MECHANICAL CONTRACTOR

The MJUA and MAP are activated to provide assistance to the above classes of business for a period of 180 days following publication of this notice. A public hearing will be held, for the purpose of determining whether activation should continue beyond 180 days, at the Office of Administrative Hearings, 310—4th Avenue South, 5th Floor, Flour Exchange Building, Minneapolis, Minnesota 55415 on September 27, 1991, at 9:00 a.m. and continuing until all interested persons and groups have had an opportunity to be heard. The hearing shall be governed by *Minnesota Statute* Sections 14.57-14.69 and by *Minnesota Rules* Parts 1400.1500-1400.8400, (1985). Questions regarding the procedure may be directed to Administrative Law Judge, Peter C. Erickson, 310 4th Avenue South, 4th Floor, Summit Bank Building, Minneapolis, Minnesota 55415, telephone (612) 341-7600. The authority for this proceeding is found in Chapter 62I of *Minnesota Statutes*, specifically sections 62I.21 and 62I.22. (A copy of those sections follows this notice.)

Prior to the hearing a pre-hearing conference will be held at 9:00 a.m. on September 17, 1991, at the Office of Administrative Hearings, 310 4th Avenue South, 5th Floor, Flour Exchange Building, Minneapolis, Minnesota 55415.

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

Among those requirements are:

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

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

Activation of a class of business does not guarantee coverage to any class member. Coverage of individual class members is determined by the Minnesota Joint Underwriting Association on a case by case basis once the class has been activated. The MJUA's address is: Pioneer Post Office Box 1760, St. Paul, Minnesota 55101. Their phone number is (612) 222-0484.

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

All interested or affected persons will have an opportunity to participate at the hearing. Questioning of agency representatives or witnesses, and of interested persons making oral statements will be allowed in the manner set forth in the Rules pertaining to contested cases (*Minnesota Rules* parts 1400.1500-1400.8400).

Anyone wishing to oppose activation beyond the 180 days for any particular class, must file a petition to intervene with the

administrative law judge at least 10 days before the hearing date. If no notice to intervene is filed for a class, then the class is activated beyond the 180 day period without further action.

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

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

or

(b) Who spends more than \$250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

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

Dated: 21 August 1991

62I.21 Activation of Market Assistance Plan and Joint Underwriting Association.

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

62I.22 Hearing.

Subdivision 1. Administrative Law Judge. The commissioner shall forward a copy of the petition to activate the market assistance plan and the joint underwriting association with respect to a class of business to the chief administrative law judge. The chief administrative law judge shall, within three business days of receipt of the copy of the petition, set a hearing date, assign an administrative law judge to hear the matter, and notify the commissioner of the hearing date and administrative law judge assigned to the matter. The hearing date must be no less than 60 days nor more than 90 days from the date of receipt of the petition by the chief administrative law judge.

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

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

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

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

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

Minnesota Comprehensive Health Association

Notice of New Board of Directors Orientation Meeting

NOTICE IS HEREBY GIVEN that a new Board of Directors orientation meeting of the Minnesota Comprehensive Health Association will be held at 6:00 p.m. on Tuesday, September 10, 1991 at Blue Cross Blue Shield Minnesota, 3535 Blue Cross Road, Eagan, Minnesota, in the 6th floor dining room.

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

Minnesota Comprehensive Health Association

Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of the Minnesota Comprehensive Health Association will be held at 9:00 a.m. on Wednesday, September 11, 1991 at Blue Cross Blue Shield Minnesota, 3535 Blue Cross Road, Eagan, Minnesota, in the Board Room.

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

Department of Education

Notice of New Federal Legislation

Both houses of Congress have passed, and two weeks ago, the President signed into law, the National Literacy Act of 1991, in order:

To enhance the literacy and basic skills of adults, to ensure that all adults in the United States acquire the basic skills necessary to function effectively and achieve the greatest possible opportunity in their work and in their lives, and to strengthen and coordinate adult literacy programs.

Major changes this law made to the Federal Adult Education Act, and which will require amendments to the Minnesota State Plan for Adult Education, include:

- "Literacy" is defined as an individual's ability to read, write and speak in English, and compute and solve problems at levels of proficiency necessary to function on the job and in society, to achieve one's goals, and to develop one's knowledge and potential;
- Eligible grant recipients are redefined as public school districts, correctional educational agencies, community-based organizations, public or private non-profit agencies, post-secondary institutions and other institutions that have the ability to provide literacy services to adults and families;
- States must assure that:
 - All eligible grant recipients have direct and equitable access to Federal ABE funds, and;
 - Grant funds will be used to assist and expand existing programs and develop new programs for adults whose lack of basic skills: renders them unemployable; keeps them, whether employed or not, from functioning independently in society; or severely reduces their ability to have a positive effect on the literacy of their children;
- Additional criteria that must be used in selecting grant recipients include:
 - The past effectiveness of applicants in providing ABE services, especially in regard to recruiting and retaining "educationally disadvantaged adults" and to the learning gains demonstrated by such adults;
 - The degree to which the applicant coordinates with and utilizes other literacy and social services available in the ABE service area, and
 - The commitment of the applicant to serve individuals in the community who are most in need of ABE;
- Applications for ABE program design approval and funding will have to include the projected goals for participant recruitment, retention and educational achievement, and descriptions of how progress in meeting these goals will be measured and reported;
- A new set-aside is established for "Gateway Grants" to fund Public Housing Authorities;
- Within two years, each State, in consultation with a widely representative group of appropriate experts, educators and administrators, must develop and implement indicators of program quality. These "indicators" in effect will become "standards" used to evaluate the effectiveness and success of learner recruitment, retention and literacy skill improvement;
- Each year, 20 percent of the grant recipients must be evaluated. The evaluation must consider the local program's proposed goals as well as the State's indicators of program quality, and
- At least 15 percent of the annual Federal Adult Education Act allocation to the State must be used for Special Experimental, Demonstration and Teacher Training projects. At least two-thirds of the 15 percent must be spent on staff development. There is a new focus on training professional ABE teachers, volunteers and administrators, with particular emphasis on "training of full-time professional adult educators; minority educators; educators of adults with limited English proficiency, and training teachers to recognize and more effectively serve illiterate individuals with learning disabilities and individuals who have a reading ability below the fifth-grade level;"

Other changes in the National Literacy Act include creating discretionary grants for State Literacy Resource Centers, education programs for commercial drivers, and State correctional literacy education.

If you have suggestions or recommendations about how to implement these Federal Adult Education Act changes into the Minnesota State Plan for Adult Education, please send them to:

Family and Adult Education
Minnesota Department of Education
997 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Commissioner of Department of Health

Notice of Completed Application and Notice of an Order for Hearing in the Matter of the Ambulance License Application of Health One Corporation to Upgrade from Basic to Advanced and to Expand the Current Primary Service Area

PLEASE TAKE NOTICE that the Commissioner of Health (hereinafter "Commissioner") has received a completed application from Health One Transportation Services to upgrade EMS #335, (Health One, St. Francis Base Station) from Basic to Advanced Ambulance and to expand the current primary service area of the license into portions of Sherburne and Wright Counties, including the City of Elk River. The applicant has requested that the Department combine license numbers 057 (Advanced Base of Operation: Mercy Medical Center, Coon Rapids) and 335 (Basic Base of Operation: St. Francis) as part of this application.

IT IS HEREBY ORDERED AND NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* §§ 14.57 to 14.69 and 144.802 a public hearing will be held on October 21, 1991 at Anoka Ramsey Community College, Business and Technology Building, Room 230, 11200 NW Mississippi Blvd., Coon Rapids, Minnesota, commencing at 7:00 p.m. If you have an interest in this matter you are hereby urged to attend the public hearing. Failure to do so may prejudice your rights in this and any subsequent proceedings in this matter.

1. The purpose of the hearing is to determine whether the application from this ambulance service should be granted based upon the criteria set out at *Minnesota Statutes* §§ 144.802, subd. 3(g).

2. This proceeding has been initiated pursuant to and will be controlled in all aspects by *Minnesota Statutes* §§ 144.801 to 144.8093, *Minnesota Statutes* §§ 14.57 to 14.69, and Rules for Contested Cases of the Office of Administrative Hearings, *Minnesota Rules* 1400.5100-1400.8402. Copies of the rules and statutes may be obtained for a fee from the Department of Administration, Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, telephone: (612) 297-3000.

3. Peter Erickson, Office of Administrative Hearings, 500 Flour Exchange, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone: (612) 341-7606, will preside as administrative law judge at the hearing, and will make a written recommendation on this application. After the hearing, the record and the administrative law judge's recommendation will be forwarded to the Commissioner to make the final determination in the matter.

4. Any person wishing to intervene as a party must submit a petition to do so under *Minnesota Rules* pt. 1400.6200 on or before September 24, 1991. This petition must be submitted to the administrative law judge and shall be served upon all existing parties and the Commissioner. The petition must show how the contested case affects the petitioner's legal rights, duties or privileges and shall state the grounds and purposes for which intervention is sought and indicate petitioner's statutory right to intervene if one exists.

5. In addition to or in place of participating at the hearing any person may also submit written recommendations for the disposition of the application. These recommendations must be mailed to the administrative law judge on or before October 3, 1991.

6. Any subpoena needed to compel the attendance of witnesses or the production of documents may be obtained pursuant to *Minnesota Rules* pt. 1400.7000.

7. At the hearing the applicant will present its evidence showing that a license should be granted and that all persons will be given an opportunity to cross-examine witnesses, to be heard orally, to present witnesses, and to submit written data or statements. All persons are encouraged to participate in the hearing and are requested to bring to the hearing all documents, records, and witnesses needed to support their position. It is not necessary to intervene as a party in order to participate in the hearing.

8. Please be advised that if non public data is admitted into evidence, it may become public data unless an objection is made and relief is requested under *Minnesota Statutes* §§ 14.60, subd. 2.

9. You are hereby informed that you may choose to be represented by an attorney in these proceedings, may represent yourself, or be represented by a person of your choice if not otherwise prohibited as the unauthorized practice of law.

Official Notices

10. A Notice of Appearance must be filed with the administrative law judge identified above within 20 days following receipt of the Notice by any person intending to appear at the hearing as a party.

11. In accordance with the provisions of *Minnesota Statutes* §§ 14.61, the final decision of the Commissioner in this proceeding will not be made until the Report of the Administrative Law Judge has been made available to the parties in this proceeding for at least 10 days. Any party adversely affected by the Report of the Administrative Law Judge has the right to file exceptions and present arguments to the Commissioner. Any exceptions or arguments must be submitted in writing and filed with the Commissioner of Health, 717 Delaware Street Southeast, Minneapolis, Minnesota 55440, within 10 days of the receipt of the Administrative Law Judge's Report.

Dated: 26 August 1991

Marlene E. Marschall
Commissioner of Health

Executive Council State Board of Investment Land Exchange Board Investment Advisory Council

Meeting Notices

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, September 11, 1991 at 8:30 a.m. in Room 125, State Capitol, Saint Paul, MN.

The Investment Advisory Council will meet on Tuesday, September 10, 1991 at 2:00 p.m. in Room 118, State Capitol, Saint Paul, MN.

Department of Natural Resources

Notice of Sale of State Metallic Minerals Leases

NOTICE IS HEREBY GIVEN that a sale of leases to prospect for, mine and remove metallic minerals in trust fund lands, lands and minerals forfeited for non-payment of taxes, lands and minerals otherwise acquired, and other state-owned land under the jurisdiction of the Commissioner of Natural Resources, and located in portions of Beltrami, Itasca, Koochiching, Lake, Lake of the Woods, Marshall, Morrison, Roseau, St. Louis, and Todd Counties, is scheduled to be held on October 10, 1991, at 9:00 a.m. The sale will take place at Ironworld U.S.A., Box 392, Highway 169, Chisholm, Minnesota, in conjunction with the Eighth Annual Current Minerals Activities Forum.

The Commissioner of Natural Resources, c/o Division of Minerals, Box 45, 500 Lafayette Road, St. Paul, Minnesota 55155-4045, will receive sealed bids and applications for leases covering minerals in state lands, in accordance with *Minnesota Rules*, parts 6125.0100 through 6125.0700, the metallic minerals rules, issued under the authority of *Minnesota Statutes* Sections 93.08-93.12 and 93.25.

Each application and bid, together with a certified check, cashier's check, or bank money order, payable to the State Treasurer in the sum of \$100.00, must be submitted in a bid envelope obtained from the Commissioner. All bids must be received by the Commissioner at the office of the Division of Minerals, Fourth Floor, DNR Building, 500 Lafayette Road, St. Paul, MN 55155-4045, before 4:30 p.m. of October 9, 1991.

On October 10, 1991, at the time specified, the Commissioner or his representative, together with a designated member of the State Executive Council, will publicly open the bids and announce the amount of each bid separately. At a subsequent time leases will be awarded by the Commissioner, with the approval of the State Executive Council, to the highest bidder for the respective mining units, but no bids will be accepted that do not equal or exceed the base royalty rates set forth in the rules or that do not comply with all provisions of the rules. The right is reserved to the State, through the Executive Council, to reject any or all bids.

The purpose of Minnesota's metallic minerals rules is to promote and regulate the prospecting for, mining and removal of metallic minerals on state-owned and state-administered lands. These rules, and the leases issued under the rules, authorize exploration and development of these minerals and impose certain requirements on the lessee. The requirements include: the payment of minimum rentals which increase with the passage of time, the payment of royalty for all ore mined and removed, the submission of data and other reports, and the addressing of certain environmental considerations. In addition, the state lessee must comply with all applicable

regulatory laws. No land or water areas within the Boundary Waters Canoe Area Wilderness or Voyageurs National Park are included in this or any state mineral lease sale.

In the absence of satisfactorily demonstrated past technical and financial competence to perform under similar circumstances, a bidder may be required to provide evidence of technical and financial competence to perform under the state's lease to prospect for, mine and remove metallic minerals. The information requested by the Commissioner must be submitted within 30 days of the date of the request. The State, through the Executive Council, may refuse to award a lease to any bidder not supplying satisfactory evidence of technical and financial competence to perform under the state lease.

Upon the award of a lease, the check submitted with the bid will be deposited with the State Treasurer as a fee for the lease. All bids not accepted will become void, and the checks accompanying such bids will be returned to the respective bidders.

Application and bid forms, bid envelopes, instructions on how bids are to be submitted, copies of the rules (*Minnesota Rules*, parts 6125.0100-6125.0700) and copies of the Mining Unit Book, listing the land areas designated by the Commissioner as mining units, may be obtained from William C. Brice, Director, Division of Minerals, Box 45, DNR Building, 500 Lafayette Road, St. Paul, Minnesota 55155-4045.

The Mining Unit Book will be available at least thirty days prior to October 9, 1991. Application for each copy of the Mining Unit Book must be accompanied by a check or money order, payable to the State Treasurer in the sum of \$25.00, as a fee for such Mining Unit Book, plus \$1.63 State of Minnesota Sales Tax. Unit books will also be available for inspection at the Hibbing and St. Paul offices of the Division of Minerals.

Dated: 31 August 1991

Rodney W. Sando, Commissioner
Department of Natural Resources
St. Paul, Minnesota

Minnesota Property Insurance Placement Facility

Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of the Minnesota Property Insurance Placement Facility will be held at 9:00 a.m. on Wednesday, September 11, 1991 at the Minnesota Landscape Arboretum, 3675 Arboretum Drive, Chanhassen, MN. For additional information please call 338-7584.

Office of the Secretary of State

Notice of Vacancies in Multi-Member Agencies

NOTICE IS HEREBY GIVEN to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, St. Paul, MN 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. More specific information about these vacancies may be obtained from the agencies listed below. The application deadline is September 24, 1991.

Indian Elder Services Advisory Task Force

MN Board on Aging, 444 Lafayette Rd., St. Paul 55155-3843. 612-296-2770
Laws of 1991, Chapter 292

APPOINTING AUTHORITY: MN Board on Aging. **COMPENSATION:** Expenses.

VACANCY: Twelve members: Please see the description for this new advisory task force.

The advisory task force shall make recommendations on how Indian elders access to services can be improved.

The task force consists of no more than twelve members, including Indian elders and representatives from the area agencies on aging, counties, and other interested parties.

Meetings held at 444 Lafayette Rd., St. Paul, and are at the call of the chair.

Waste Education Coalition

Office of Waste Management, Waste Education Program, 1350 Energy Lane, St. Paul 55108. 612-649-5750
Minnesota Statutes 115A.072

APPOINTING AUTHORITY: Office of Waste Management. **COMPENSATION:** Expenses.

VACANCY: Eighteen members: Please see the description of this agency.

Official Notices

The coalition is to advise and assist the staff of the Office of Waste Management to develop, implement, and coordinate state and regional resources in an integrated long-term waste education program which encourages the reduction, reuse, resource recovery, and proper management of solid and hazardous wastes.

Eighteen members: one member each from the Pollution Control Agency, Metropolitan Council, Dept. of Education, Dept. of Agriculture, Environmental Education Board, educational institutions, other public agencies with responsibility for waste management or public education, and three persons representing private recycling or solid waste industries.

Meeting schedule: monthly, 3 hrs/mo., at the Office of Waste Management.

American Indian Education Committee

727 Capitol Square, 550 Cedar St., St. Paul 55101. 612-296-6458

Minnesota Statutes 126.531

APPOINTING AUTHORITY: State Board of Education. COMPENSATION: Reimbursed for expenses.

VACANCY: One member: at-large position to serve until December 1993. Applicant must receive recommendation from Minnesota Indian Affairs Council, and meet qualifications described in *Minnesota Statutes* 126.531.

The committee advises the State Board of Education of its duties under the Indian Education Act of 1988, on SBE rules, the impact of educationally related initiatives, situations concerning education of American Indians.

The committee consists of fifteen members, to include representatives of tribal bodies, community groups, American Indian administrators, teachers, and those who train teachers who are involved in American Indian Education programs, parents of children eligible to be served by the program, and persons knowledgeable in the field of American Indian education. Members shall be broadly representative of significant populations of American Indians in Minnesota.

Meetings 6-10 times per year as needed at various statewide locations.

Minnesota Indian Scholarship Committee

727 Capitol Square Bldg., St. Paul 55101. 612-296-6458

Minnesota Statutes 124.48

APPOINTING AUTHORITY: State Board of Education. COMPENSATION: Reimbursed for expenses.

VACANCY: One member: This position must be representative of the Nett Lake Reservation and must receive recommendation from the Minnesota Indian Affairs Council.

The committee advises the State Board of Education on amounts and types of scholarships granted to American Indian post-secondary students, and in the state board's duties administering the Indian post-secondary programs; making recommendations on approval and funding of PSPP programs and the Indian Teacher Training program to Minnesota schools.

Members include representatives of the Duluth, Minneapolis, and the Bemidji area, the Bureau of Indian Affairs higher education office, the Minnesota Chippewa and Sioux tribes, and the Red Lake education division.

Regional Transit Board

Mears Park Centre 230 E. Fifth St., St. Paul 55101. 612-292-8789

Minnesota Statutes 473.373

APPOINTING AUTHORITY: Governor, Metropolitan Council. COMPENSATION: \$50 per diem plus expenses.

VACANCY: One member: must reside in Regional Transit Board District A (includes Metro Council Districts 1 & 2).

The board coordinates transit programs, conducts transit research and evaluation, and implements short to mid-range planning consistent with the long-range transit plans of the Metropolitan Council. The board consists of eleven members, including eight members appointed by the Metropolitan Council, one from each metropolitan agency district, six of the eight members are to be elected city, town, or county officials with at least two county board members from different counties; three members appointed by the governor, including a chair, one person age 65 or older, and one person with a disability. Governor's appointments are with the advice and consent of the senate.

Members must file with the Ethical Practices Board. Meetings at 4:00 every 1st and 3rd Monday at Mears Park Centre.

Minnesota Early Childhood Care & Education Council

Dept. of Human Services, 444 Lafayette Rd., St. Paul 55155-3832. 612-296-5288

Laws of 1991, Chpt. 292, Section 62

APPOINTING AUTHORITY: Governor. COMPENSATION: \$55. per diem, plus expenses.

VACANCY: Nineteen members: Please see the description of this new council.

The council is to collaborate child care programs statewide and plans for allocating state and federal funds; develop a biennial plan

for early childhood care and education in Minnesota; advocate for a coordinated child care system, provide a report to the legislature on January 1st of every odd-numbered year describing work plan and legislative recommendations of council.

Nineteen members to represent parents, family and center child care providers, private foundations, corporate executives, small business owners, and public school districts; membership also includes the commissioners of Human Services, Jobs and Training, Education, and Health, representatives of two Minnesota counties, three members from child care resources and referral programs, one from county operated resource and referral, one from rural location, one from metro area, and a community group representative. The governor shall consult with state councils of color to ensure council ethnic and racial representation.

Meeting schedule and location undetermined at this time.

Minnesota Board of Chiropractic Examiners Peer Review Committee

2700 University Ave. W., Suite 20, St. Paul 55114-1089. 612-642-0591

Minnesota Statutes 148.01—148.106

APPOINTING AUTHORITY: Executive Director, State Board of Chiropractic Examiners. COMPENSATION: \$55 per diem.

VACANCY: Two members: one public member and one professional member to be a Doctor of Chiropractic.

The committee makes determinations of whether or not certain chiropractors properly utilized services rendered or ordered appropriate treatment or service, and if the cost of treatment was unconscionable.

The committee consists of seven members, including five chiropractors and two consumer members.

Terms are varied.

Minnesota Board of Social Work

Meeting Notice

The regular meeting date of the **Minnesota Board of Social Work** scheduled for December 20, 1991 (*State Register*, Vol. 15, No. 36, March 4, 1991, p. 1931) has been changed to December 13, 1991.

Teachers Retirement Association

Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, September 19, 1991, at 9:30 a.m., in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

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.

Minnesota Center for Arts Education

Arts Education Grants Opportunity

The Minnesota Center for Arts Education is accepting proposals for the 1992 summer Minnesota Arts eXperience (MAX). The MAX program accepts proposals from eligible arts organizations, school districts and education groups for summer learning experiences in all art forms—dance, music, literary arts, media, theater and visual arts—as well as providing opportunities for interdisciplinary or multicultural learning in the arts. MAX programs include approaches which are underrepresented in public school curricula; meet the needs of those with fewer opportunities to learn in the arts; and collectively represent regional balance.

Proposals must be received at the Resource Programs office by 4:00 p.m., Friday, November 1, 1991.

State Grants

MAX guidelines and application forms are available from the Center at:

Resource Programs Office
Minnesota Center for Arts Education
6125 Olson Memorial Highway
Golden Valley, Minnesota 55421
591-4700 OR 1-800-657-3515 (toll-free)

The Center was established by the Minnesota Legislature in 1985 to enhance arts education opportunities for teachers and students (K-12) statewide.

Department of Jobs and Training

Division of Rehabilitation Services

Notice of Availability of Funds for Vocational Services

The Minnesota Department of Jobs and Training-Division of Rehabilitation Services, in conjunction with the Department of Human Services-Mental Health Division, is requesting proposals for the development of coordinated community based employability services for adults with serious and persistent mental illness. Granting of DJT-DRS funds is authorized via *Minnesota Statutes* 268A.01. The DHS-MHD is matching these funds with Community Support Program funds authorized via *Minnesota Statutes* 256E.12.

Interested Parties must submit an application describing the proposed program. Proposed programs should be designed to:

- develop innovative services to provide individualized integrated community based employment for persons with serious and persistent mental illness.
- improve the quality and permanence of job placements.
- provide individualized ongoing supports to employed consumers with mental illness.
- illustrate effective linkages between mental health employability services, the county, DRS and Community Support Program Services.
- facilitate consumer choice and preferences regarding work.
- provide for consumer involvement in the planning, development and delivery of employment services.
- evaluate the effectiveness of the program in improving employment opportunities for persons with mental illness.

Applications must have as their focus collaboration between multiple agencies including, but not limited to: Local Counties, Division of Rehabilitation Services Field Offices, and Local Mental Health Community Support Programs. Because of the use of mental health funds, applications must be submitted through a host county.

It is anticipated that a total of \$160,000 will be available for this project, with individual grants ranging from \$25,000-\$60,000. A 10% match is required from applicants, and may include in-kind contributions. Grants will be awarded for one year and are expected to begin 12/1/91. Application for continuation of the grants for a second year will be announced at a later date depending on the availability of project funds.

Applications in the form of a request for proposals are available from:

Claire Courtney
Rehabilitation Program Specialist
Division of Rehabilitation Services-Fifth Floor
390 North Robert St.
St. Paul, MN 55101
Phone (612) 296-0219

Completed proposals must be received by 4:30 p.m. on October 21, 1991. Mail or deliver proposals to the DRS Administrative Office—Attn: Claire Courtney—390 North Robert St.-Fifth Floor—St. Paul, MN 55101.

Office of Waste Management

Notice of Grant Funds Available

The Minnesota Office of Waste Management (OWM) is a state agency established by the Minnesota Legislature to provide financial and technical assistance to industry and local governments to encourage the proper management of hazardous and solid waste. In the

Professional, Technical & Consulting Contracts

area of solid waste, the OWM's objective is to minimize land disposal of solid waste through the promotion of waste reduction, recycling, and resource recovery. The OWM's Grants and Market Development Unit provides financial and technical assistance to local governments that develop and implement projects to accomplish this objective.

This notice is issued by the Director of the OWM (Director) under authority provided in *Minnesota Rules* Parts 9210.0100 to 9210.0180. Under this authority, the OWM has established the Solid Waste Processing Facilities Capital Assistance Program (CAP), which provides grants to local units of government to construct solid waste processing facilities that provide feasible and prudent alternatives to land disposal of solid waste.

The purpose of this notice is to solicit preliminary applications for projects that meet the CAP program objectives.

The CAP Program is intended to encourage and assist the development and implementation of solid waste processing facilities, and to transfer the knowledge and experience gained from those projects to other communities in the state.

Cities, counties, solid waste management districts, and sanitary districts are eligible to apply for CAP grant assistance. Projects eligible for CAP grants are solid waste processing facilities that include resource recovery. Examples of eligible projects are waste-to-energy facilities, refuse-derived-fuel plants, composting facilities, recycling facilities, and transfer stations that will serve waste processing facilities.

Projects for recycling or composting facilities may receive grants equal to 50 percent of the eligible project costs. Projects for other processing facilities may receive grants equal to 25 percent of the eligible project costs. No project may receive a CAP grant of more than \$2 million.

Copies of the CAP Procedures Manual, including the rules applicable to the program, and application forms are available by contacting:

Mary James
Minnesota Office of Waste Management
1350 Energy Lane
St. Paul, MN 55108
612-649-5794 or 1-800-652-9747 (toll-free in Minnesota)

Preliminary applications should be mailed or hand delivered to the OWM. Faxed submittals will not be accepted.

Preliminary applications meeting the requirements of *Minnesota Rules* Parts 9210.0100 to 9210.0180 must be received by the OWM at the above address by 4:30 p.m., CST, Friday, November 1, 1991.

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.

Ironworld USA

Iron Range Resources and Rehabilitation Board

Gift Store Concession Available

The Iron Range Resources and Rehabilitation Board (IRRRB) is seeking proposals from experienced retail merchandisers to operate the gift store serving the various users of IRONWORLD USA located near Chisholm, Minnesota.

Tasks of the Contractor

The gift store contractor shall staff, manage, and operate a retail outlet capable of serving the volume of IRONWORLD USA visitors.

Specifics

A. The contractor shall stock and sell various gift and souvenir items, including shirts, hats, jewelry, postcards, photographs, knick knacks, toys, and other miscellaneous items mutually agreed upon by the contractor and the IRRRB.

B. The contractor shall stock and sell various hand-crafted items, including sweaters, blankets, rugs, wall hangings, art work and other miscellaneous items as mutually agreed upon by the contractor and the IRRRB.

Professional, Technical & Consulting Contracts

C. The contractor shall make such merchandise available for both daily and special event visitors.

D. During special events such as Ethnic Days, or special amphitheatre performances, the IRRRB may request that the contractor offer special items appropriate for the occasion, display or exhibit.

E. For all merchandise offered, prices and quality shall be mutually agreed upon by the contractor and the IRRRB.

Cost of Contract

This is a negotiable item. However, IRRRB suggests that respondents propose lease/rental arrangements as 12-20% of gross gift store sales. IRONWORLD USA Gift Store revenues have average \$100,000 gross receipts per season.

Tentative Proposal/Contract Timelines

Publication in *State Register*: Monday, August 26, 1991

Response Period: Tuesday, August 27, 1991—4:30 p.m.

Monday, September 30, 1991

Tentative Respondent Interviews: October, 1991

Anticipated Date of Contract Award (Pending IRRRB Approval): November 1, 1991

Effective Contract Date: November 1, 1991

Term of Contract: November 1, 1991—October 31, 1993

Renewable option, at contractor's desire, yearly to October 31, 1995.

Cancellation of Solicitation

"This request for proposal does not obligate the State of Minnesota (IRRRB) to complete the project, and the State (IRRRB) reserves the right to cancel this solicitation if it is considered to be in the State's (IRRRB's) best interest."

Iron Range Resources & Rehabilitation Board

Services of Professional Film Maker Sought

The Mineland Reclamation, a division of the Iron Range Resources & Rehabilitation Board, is seeking a qualified professional film maker to produce a video of the activities of the Division.

Shooting will be in the field and will take approximately 3 days. Material is to be shot on film or Beta. The finished project will be a 10-12 minute video on Mineland Reclamation activities. A second video will be a 2-3 minute abstract of the full video to be used in conjunction with the current Mineland Reclamation display. The final product must be of high quality and professionally done. It should contain special effects and have voice over explaining what is being shown. The writing to be handled again professionally by the firm selected. A highly qualified, experienced firm is desired.

Prospective responders who have any questions regarding this project may call or write:

Orlyn Olson
Director Mineland Reclamation
P.O. Box 392
Chisholm, MN 55719
(218) 254-3369

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

All proposals must be sent to and received by:

**Orlyn Olson
Director Mineland Reclamation
P.O. Box 392
Chisholm, MN 55719**

no later than September 24, 1991 at 2:30 p.m. Late proposals will not be accepted. Please submit three (3) copies of proposals. Proposals are to be sealed in mailing envelopes or packages with the responder's name, address and the words **REQUEST FOR PROPOSAL** clearly typed on the outside. Each copy of the proposal must be signed (in ink) by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the project.

The department has estimated that the cost of this project should not exceed \$15,000.00.

Proposal contents shall include: A restatement of the objectives, goals and tasks to demonstrate the responder's view of the project; explain in detail the proposed plans to accomplish stated objectives of this project; outline the responder's background and experience with particular emphasis in the areas of film and video making.

Professional, Technical & Consulting Contracts

All research received will be evaluated by representatives of the Mineland Reclamation Division. In some instances an interview will be part of the evaluation process. Factors upon which proposals will be judged, but are not limited to, are the following:

- Expressed understanding of project objectives
- Projected work plan
- Project cost details
- Qualifications, education and experience with film and video making

The successful responder will be required to submit acceptable evidence of workmen's compensation.

The project will begin approximately September 15, 1991 and end July 2, 1992.

Department of Jobs and Training

State Job Training Office

Notice of Request for Proposals for Operation of Job Training Programs for Older Individuals

The Minnesota Department of Jobs and Training, State Job Training Office, is requesting proposals from appropriate organizations and units of government to provide employment and training services to older individuals. The program, authorized by Section 124 of the Job Training Partnership Act, is designed to provide for the training and placement of low income persons 55 years of age and older into jobs with private business concerns. A minimum of \$572,121 is available to fund programs to operate between January 1, 1992 and December 31, 1992. Proposals must be received no later than 4:30 p.m. October 31, 1991. Request for Proposal application materials are available upon request. Inquiries and requests should be directed to:

Charles Robinson
State Job Training Office
690 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 297-1054

Department of Natural Resources

Request for Proposals to Conduct a Study of Feasibility of an Off-Highway Recreation Area

The Department of Natural Resources (DNR), in cooperation with the Minnesota 4 Wheel Drive Association is requesting proposals to conduct a study on the feasibility of an off-highway vehicle recreation park. This study will investigate off-highway vehicle use and needs. It will identify the issues that arise as the needs of this recreation group are met. The study will also identify block(s) of land that could be used for OHV's and the costs associated with development and operations of OHV use areas, either public or private.

The goal of the project is to identify consensus solutions to addressing the needs of the off-highway vehicle community. This includes measuring OHV needs and the concerns of others, identifying blocks of land for use and calculating costs of development and operations of use facilities, both public or private. The specific objectives are to:

- A. convene a study advisory board, representing the varied and conflicting interests associated with OHV use.
- B. use the advisory board to provide guidance to the study and to develop consensus solutions to the issues raised in the study.
- C. measure existing and projected OHV needs and clarify how those needs might be addressed.
- D. identify the concerns of others, defining the nature and extent of that concern.
- E. identify the approaches used to address OHV user needs in other nearby states.
- F. identify places to be dedicated to organized and competitive use to include a clarification of the number of sites needed, their minimum size and design.
- G. detail the costs associated with the acquisition, development and operation of use sites.
- H. specifically examine the barriers and opportunities associated with private operation of OHV use sites.

Prospective respondents who have any questions regarding this request for proposals, or who would like to obtain a more detailed description of this project, may call or write:

Dennis Asmussen
MN/DNR Section of Trails and Waterways

Professional, Technical & Consulting Contracts

Box 52
500 Lafayette Road
St. Paul, Minnesota 55155
(612) 296-4822

All proposals must be sent to and received by Mr. Asmussen no later than 4:30 p.m., October 4, 1991.

All final deliverables from this project will be submitted to Mr. Asmussen by November 1, 1992.

It is estimated that the cost of this project should not exceed \$75,000.

Pollution Control Agency

Notice of Request for Proposals for Consultant Services

The Minnesota Pollution Control Agency (MPCA) wishes to retain a consultant for the preparation of an Ecological Risk Assessment Guidance document. The consultant contractor will be preparing an Ecological Risk Assessment Guidance Document along with several highly technical appendices that will be reviewed by MPCA staff and an expert panel prior to acceptance of the final product. One purpose of this document is to develop a quantitative approach to ecological risk assessment to be used in Minnesota. The final Ecological Risk Assessment Guidance Document will be used by parties who are required to submit ecological risk assessments to the MPCA.

The MPCA reserves the right to reject any and all proposals.

All questions regarding this project must be directed to:

Dr. David A. Belluck
Ecological Risk Assessment Guidance Document Project Manager
Environmental Analysis Office
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 55155
612/296-7874

Dr. Belluck is the only employee authorized to answer questions regarding this project. Proposals must be submitted to the MPCA by October 7, 1991.

REQUEST FOR PROPOSALS ECOLOGICAL RISK ASSESSMENT GUIDANCE DOCUMENT BACKGROUND

The Minnesota Pollution Control Agency (MPCA) conducts ecological risk assessments as part of its environmental protection and remediation responsibilities. In 1989, the United States Environmental Protection Agency (USEPA) published documents which outline a general approach and useful components needed for assessing ecological risks. However, currently there is no guidance outlining specific essential components or appropriate quantitative methods for assessing ecological risks. The MPCA requests proposals for the development of an Ecological Risk Assessment Guidance Document which would clearly outline essential and necessary components of an ecological risk assessment and quantitative methods to assess ecological risks. Considering the large number of ecological risk assessment reports that will be prepared for MPCA in the future, the availability of an MPCA Ecological Risk Assessment Guidance Document would facilitate the uniform timely preparation and review of such reports. Ecological risk assessment reports will also be used as part of the Natural Resources Damages recovery process.

DESCRIPTION OF THE PROPOSED PROJECT

The MPCA Ecological Risk Assessment Guidance Document (Guidance Document) will be roughly divided into three parts. Part I, the main body of the Guidance Document, will cover the major principles, objectives, essential components, and the tasks required in preparing an ecological risk assessment report for the MPCA. One important task will be designing a protocol to assist MPCA in determining when different levels of ecological risk assessment should be used and when qualitative, semi-qualitative, or quantitative methods are appropriate for ecological risk assessment components. Part II will be appendices providing necessary technical information and where appropriate, the quantitative methods used for conducting the ecological risk assessment. Part III will provide a general description of the Natural Resources Damage Assessment process and will describe how information in Parts I and II of the Guidance Document can be used to support this process. The contractor is expected to use currently available and appropriate federal and other government agencies documents to construct the Guidance Document. Some of the technical issues that must be addressed in the Guidance Document can be found in attachment number one. Where current documents are not available for a particular ecological risk assessment topic, the contractor will prepare such sections using the best available information and professional judgement. The

Professional, Technical & Consulting Contracts

MPCA will convene an expert panel of Minnesota state employees and public and private sector individuals whose knowledge of the ecological risk assessment field can be used to assist in the preparation of the Guidance Document. The role of panel volunteers will be to advise the contractor and MPCA as to the technical adequacy of the draft and final Guidance Document. The content of the draft and final Guidance Document will be determined by the MPCA. Prior to submission of the draft and final Guidance Document, the contractor will employ technical editors and technical writing editors to ensure the Guidance Document is clearly written and understandable.

MPCA currently has under contract several consultants who conduct risk assessment tasks for the Agency. These consultants will be available for use through the MPCA by the Guidance Document contractor to assist in the preparation of Guidance Document sub-tasks as deemed appropriate by the contractor in consultation with the MPCA.

This contract is for one year of effort that will result in completion of the Guidance Document. If during the first year of this project ecological risk assessment areas are identified that greatly need further development, additional funding may become available. The maximum funding budgeted for the primary contractor for year one of this project is \$35,000. Additional funds for subcontractors will be managed by MPCA. The contractor on this project should not assume that funding beyond the first year will become available.

STATEMENT OF WORK

Preparation of Detailed Work Plan (Task I)

The consultant will prepare and submit a detailed work plan to the MPCA within three weeks of contract execution. The work plan will: 1) indicate the types of individuals that will constitute the expert panel and the scope and goals of the expert panel review; 2) identify tasks, objectives, and expected completion dates for each task; 3) identify major tasks and objectives for the preparation of the draft and final Guidance Document and their associated costs and timeframes; and 4) include a comprehensive outline of the draft Guidance Document.

Preparation of Progress Reports (Task II)

Progress reports, in the form of monthly conference calls with the project manager, will identify progress on all tasks, indicate significant findings, provide a summary of financial status (expenditures to date and funds remaining) for each task and the overall project, and identify any emerging problems in preparation of the Guidance Document. The consultant will meet with the MPCA staff on progress of the required tasks as needed.

Preparation of the Draft and Final Guidance Document (Task III)

1. A hard copy of the draft and final Guidance Document will be submitted to the MPCA as well an MPCA electronically accessible format compatible with the MPCA's Digital Equipment Corporation VAX 11/750 (VMS 4.5 operating system) or the MPCA's Digital Equipment Corporation DECmate II series word processors (using WPS+ word processing software). Text must be transmitted via modem between Consultant's equipment and the MPCA's VAX computer which may include the use of diskettes that have been formatted for DECmate II.

2. The tentative schedule for distribution of the draft Guidance Document is May 1992, and distribution of the final Guidance Document is September 1992.

3. The Contractor will supply 30 copies of the draft and final Guidance Document to the MPCA.

4. Acceptance by MPCA of the final Guidance Document will be based on a determination that all tasks agreed to in writing by MPCA and the contractor have been adequately completed, all reviewer comments have been adequately addressed, and the Guidance Document is technically correct and is written and formatted in an acceptable manner.

5. Any products resulting from a contract under this RFP will become the sole property of the MPCA.

PREPARATION AND EVALUATION OF PROPOSALS

Proposals should include and will be evaluated on the information outlined in attachment number two. Proposals should also include the following information:

1. Cost estimates per task of person-hour estimates for items listed in the Statement of Work. In addition, costs of the following should be estimated:

- a. Administration
- b. Travel
- c. Other direct charges

2. Assumptions made in estimating costs under #1 above.

3. Time frames estimated for each task listed in the Statement of Work.

4. Identification of any and all possible conflicts of interest the firm or its subcontractors might have with regard to this project, with the nature of this conflict clearly documented.

Professional, Technical & Consulting Contracts

5. All responders to this Request for Proposals are expected to demonstrate affirmative efforts made to utilize targeted group small businesses as subcontractors as part of their proposal. Targeted group small businesses are businesses which are at least 51% owned, operated, and controlled on a daily basis by racial minorities, women, or persons with substantial physical disability. The Minnesota Department of Administration maintains a current list of those targeted group small businesses which have been certified. Contact the MPCA for the current list. This subcontract requirement is not applicable if the responder is a certified group small business.

6. An explanation of how the firm will be available locally to interface with MPCA and others (e.g. MPCA risk assessment consultants). Give frequency and format of communication.

7. All materials submitted in response to the RFP are considered public documents unless otherwise specified by MPCA.

The format of the proposal need not correspond to the above list; however, it must contain all information requested. Please limit your response to ten pages of qualifications and 6 pages of narrative. Submit six (6) copies of your proposal by Monday, October 7th, 1991, to:

Dr. David A. Belluck
Environmental Analysis Office
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, MN 55155

Questions regarding this proposal must be directed to Dr. David A. Belluck at 612/296-7432. Complete proposals which are not received on or before Monday October 7th, 1991, will not be considered. A four member advisory committee will select the consultant best qualified to conduct the project. Finalists will be selected and notified by telephone during the week of October 21st, 1991. Thirty minute telephone or in person interviews will be conducted with finalists during the week of November 4, 1991. The contract award will be primarily based on the technical abilities, experience and approach the consultant brings to this project as currently budgeted for one year and previously listed criteria. The MPCA reserves the right to reject any and all proposals. All contracts must be executed by the Minnesota Department of Administration, Minnesota Department of Finance, Minnesota Attorney General's Office, and the Minnesota Pollution Control Agency.

ATTACHMENT ONE

1. Level of ecological organizations required
2. Assembly of standardized field and laboratory ecological risk assessment techniques
3. Level of accuracy and precision ecological testing must achieve
4. Level of chemical analysis needed
5. Can sentinel or indicator species adequately describe ecological risk and impacts?
6. Can animal to animal extrapolations be used for ecological risk assessment purposes just as animal to human extrapolations are used for human health risk assessments?
7. How many life stages of a given indicator or sentinel species should be used to adequately describe ecological impacts?

ATTACHMENT TWO NECESSARY INFORMATION AND EVALUATION CRITERIA

	AVAILABLE POINTS
1. Demonstration of previous experience in the preparation of site specific ecological risk assessment reports, technical guidance documents, policy development, and quantitative ecological assessment methods.	(30)
2. Demonstration of technical and literary abilities necessary to compile an ecological risk assessment document.	(20)
3. Demonstration of strong written and oral communication skills necessary to keep MPCA informed of problems or potential problems as they arise.	(20)
4. A description of approaches and methodologies to be employed.	(20)
5. Description of the firm involved including: a. Overall capabilities. b. Brief history of the firm. c. Overall organizational structure of the firm, including location of offices and facilities. d. Sample of typical invoice for a comparable project and/or listing of information contained on invoices.	(10)

Professional, Technical & Consulting Contracts

- e. Multiplier used for determining rates with a breakdown of overhead and profit.
 - f. Summary of firms total staff capabilities (e.g. a description of the labor classes and the number of people within each labor class in the firm).
 - g. Name and telephone number of the person designated by consultant to answer questions about the proposal.
 - h. Affirmative action requirements. The proposer must acknowledge affirmative action requirements in the RFP process.
6. Description of staff available for the project, including: (10)
- a. Current resume.
 - b. Hourly rates for each staff person.
 - c. Organizational chart of management and professional staff.
7. A list of ecological risk assessment projects prepared by the firm. (10)
8. Demonstration of creative problem solving abilities using a team approach. (5)
9. Demonstration of working ability to consistently complete a task within a given time-frame. (5)
10. References. Names, addresses, and telephone numbers of four former and/or current clients whom the MPCA may contact. (5)
11. Summary of why the firm feels qualified to perform the work indicated. (5)
12. Other pertinent information. (5)
-
- TOTAL POSSIBLE POINTS: 145

Department of Trade and Economic Development

Notice of Availability of Contract for Audio-Visual Services

The Department of Trade and Economic Development, Community Development Division, is seeking proposals for staging a three tray audio-visual slide show to be held at the following locations:

1991 Community Development Seminar Itinerary

Monday, September 30

Duluth
Holiday Inn
207 W. Superior Street
Duluth, MN 55802
(7-9:00 p.m.)

Thursday, October 3

Detroit Lakes
Holiday Inn
Highway 10 E.
Detroit Lakes, MN 56501
(7-9:00 p.m.)

Tuesday, October 8

Marshall
Best Western Marshall Inn
Jct. Highways 19 & 23
Marshall, MN 56258
(7-9:00 p.m.)

Tuesday, October 1

Grand Rapids
Sawmill Inn
2301 Pokegama Avenue S.
Grand Rapids, MN 55744
(7-9:00 p.m.)

Friday, October 4

Nisswa
Grand View Lodge
134 Nokomis
Nisswa, MN 56468
(2-4:00 p.m.)

Wednesday, October 9

Jackson
Country Manor Inn
I-90 & U.S. 71
Jackson, MN 56143
(7-9:00 p.m.)

Wednesday, October 2

Crookston
Northland Lodge
Highways 2 & 75 N.
Crookston, MN 56716
(7-9:00 p.m.)

Monday, October 7

Morris
Sunwood Inn
Highway 28
Morris, MN 56267
(7-9:00 p.m.)

Thursday, October 10

Albert Lea
Days Inn of Albert Lea
2306 East Main
Albert Lea, MN 56007
(7-9:00 p.m.)

Professional, Technical & Consulting Contracts

Friday, October 11

Holiday Inn
956 Mankato Avenue
Jct. Highways 61 & 43
Winona, MN 55987
(1-3:00 p.m.)

Proposals should include an itemization of staging and all other costs. Lodging will be reimbursed based on actual costs. Travel and meal cost reimbursement will be consistent with the State of Minnesota Commissioner's Plan. Information regarding this plan can be obtained by contacting Debbie Dorner at 612/297-1676. Other questions regarding these seminars should be directed to Dick Maloney at 612/297-2272. Proposals must be submitted to:

Department of Trade and Economic Development
Community Development Division
900 American Center Building
150 East Kellogg Boulevard
St. Paul, MN 55101-1421

no later than 4:30 p.m. September 12, 1991.

Wednesday, October 16

Minneapolis
Park Inn International
1313 Nicollet Mall
Minneapolis, MN 55403
(7-9:00 p.m.)

State Contracts and Advertised Bids

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

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

Awards of contracts and advertised bids for commodities and printing, as well as awards of professional, technical and consulting contracts, appear in the midweek STATE REGISTER Contracts Supplement, published every Thursday. Call (612) 296-0931 for subscription information.

Materials Management Division—Department of Administration:

Contracts and Requisitions Open for Bid

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

Commodity: Electric forklift truck
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: September 10
Agency: Transportation Department
Deliver to: Brainerd
Requisition #: 79300-09235

Commodity: Dental assistant's stool
Contact: Teresa Ryan 296-7556
Bid due date at 4:30pm: September 5
Agency: Anoka-Metro Regional
Treatment Center
Deliver to: Anoka
Requisition #: B 55100-04882

Commodity: Telac-Streeter AMET
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 5
Agency: Minnesota Department of
Transportation
Deliver to: Fort Snelling
Requisition #: B 79000-21743

Commodity: Lamps
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: September 9
Agency: Moorhead State University
Deliver to: Moorhead
Requisition #: B 26072-03438

Commodity: Kodak maintenance
Contact: Jack Bauer 296-2621
Bid due date at 2pm: September 4
Agency: Minnesota Department of Jobs
& Training
Deliver to: St. Paul
Requisition #: B 21200-41686

Commodity: ½ ton carryall 4x4 4-door
9 passenger
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: September 11
Agency: Department of Natural
Resources—Southern Service Center
Deliver to: Grand Rapids
Requisition #: B 29000-56993

State Contracts and Advertised Bids

Commodity: Seal abandoned well
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 5
Agency: Minnesota Department of Agriculture
Deliver to: St. Paul
Requisition #: B 04371-21247

Commodity: Polyethylene bags
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: September 5
Agency: Minnesota Department of Agriculture
Deliver to: Minneapolis
Requisition #: B 04131-21251

Commodity: Stack chair
Contact: Jack Bauer 296-2621
Bid due date at 4:30pm: September 5
Agency: Building Construction Division
Deliver to: Willmar
Requisition #: B 02310-19449

Commodity: Lobby furniture
Contact: Jack Bauer 296-2621
Bid due date at 2pm: September 9
Agency: North Hennepin Community College
Deliver to: Brooklyn Park
Requisition #: B 27153-10365

Commodity: ½ ton utility vehicle 4x4
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: September 11
Agency: Department of Natural Resources—Southern Service Center
Deliver to: Grand Rapids
Requisition #: B 29000-56994

Commodity: 286/16 computers-rebid
Contact: Bernadette Vogel 296-3778
Bid due date at 4:30pm: September 6
Agency: Hibbing Extension Duluth Center
Deliver to: Duluth
Requisition #: B 27163-65042-1

Commodity: Gas analyzer
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 6
Agency: Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32100-30494

Commodity: Volumetric flow retrofit kit
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 10
Agency: Minnesota Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32200-30480

Commodity: Overhead door-install-Aitkin-rebid
Contact: Pam Anderson 296-1053
Bid due date at 2pm: September 10
Agency: Minnesota Department of Transportation
Deliver to: Various Places
Requisition #: B 79000-15088-1

Commodity: Painting: tennis surfaces
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 6
Agency: Trade & Economic Development/Fiscal Services
Deliver to: Blaine
Requisition #: B 99270-00070

Commodity: Bond paper
Contact: Brenda Thielen 296-9075
Bid due date at 2pm: September 6
Agency: Minnesota Department of Jobs & Training
Deliver to: St. Paul
Requisition #: B 21200-41663

Commodity: Filter for Ametec unit
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 6
Agency: Department of Administration
Deliver to: St. Paul
Requisition #: B 02307-24206

Commodity: Laser speed detection system
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 10
Agency: Department of Public Safety/Finance
Deliver to: St. Paul
Requisition #: B 07500-27098-1

Commodity: Air sampler
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 10
Agency: Minnesota Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32200-30479

Commodity: Carbon monoxide analyzer
Contact: Pam Anderson 296-1053
Bid due date at 2pm: September 10
Agency: Minnesota Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32200-30515

Commodity: A-V equipment
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 6
Agency: Minnesota Department of Transportation
Deliver to: Fort Snelling
Requisition #: B 79000-21626

Commodity: Blended bar 90 audit gases
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: September 5
Agency: Minnesota Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32200-30517

Commodity: 91 Ford LTD Crown Victoria
Contact: Brenda Thielen 296-9075
Bid due date at 2pm: September 6
Agency: Minnesota Correctional Facility
Deliver to: St. Cloud
Requisition #: B 78830-11003

Commodity: Peerless pump parts
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 9
Agency: Southwest State University
Deliver to: Marshall
Requisition #: B 26175-02231

Commodity: Snow groomer
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: September 12
Agency: Department of Natural Resources—Southern Service Center
Deliver to: Bemidji
Requisition #: B 29000-57042

Commodity: Vacuum pump
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 10
Agency: Minnesota Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32200-30481

State Contracts and Advertised Bids

Commodity: Sewer cleaning machine
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 10
Agency: Minnesota Correctional Facility
Deliver to: St. Cloud
Requisition #: B 78830-11001

Commodity: 10,000# twin axle trailer
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 10
Agency: Department of Natural Resources—Southern Service Center
Deliver to: Grand Rapids
Requisition #: B 29000-57109

Commodity: Snap on scanner
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 10
Agency: Minnesota Correctional Facility
Deliver to: St. Cloud
Requisition #: B 78830-11000

Commodity: Overhead door—install
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 11
Agency: Facilities Management Office
Deliver to: Little Falls
Requisition #: B 01000-06788

Commodity: Remodeling 390 North Robert St.
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 11
Agency: Minnesota Department of Jobs & Training
Deliver to: St. Paul
Requisition #: B 21200-41661

Commodity: Commercial laundry equipment
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: September 9
Agency: Building Construction Division
Deliver to: Brainerd
Requisition #: B 02310-19594-1

Commodity: ½ ton 4x4 extended cab pickup
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: September 12
Agency: Department of Natural Resources—Southern Service Center
Deliver to: Brainerd
Requisition #: B 29000-56975-1

Commodity: 25hp outboard motor
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: Department of Natural Resources—Bureau of Information & Education
Deliver to: New Ulm
Requisition #: B 29000-56984

Commodity: Boat trailer
Contact: Mary Jo Bruski
Bid due date at 4:30pm: September 11
Agency: Department of Natural Resources—Bureau of Information & Education
Deliver to: New Ulm
Requisition #: B 29000-56987

Commodity: Air sampling pumps
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: Minnesota Pollution Control Agency
Deliver to: St. Paul
Requisition #: B 32200-30519

Commodity: Reflashing Centennial Building
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: September 9
Agency: Department of Administration
Deliver to: St. Paul
Requisition #: B 02307-24208

Commodity: Commercial laundry equipment
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: September 9
Agency: Building Construction Division
Deliver to: Brainerd
Requisition #: B 02310-19594

Commodity: Meat for November delivery
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: October 10
Agency: Minnesota Correctional Facility
Deliver to: Oak Park Heights
Requisition #: B 78630-10408

Commodity: 8 hp outboard motor
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: Department of Natural Resources—Bureau of Information & Education
Deliver to: Rochester
Requisition #: B 29000-56983

Commodity: Lowe jon boat
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: Department of Natural Resources—Bureau of Information & Education
Deliver to: New Ulm
Requisition #: B 29000-56985

Commodity: 25 hp outboard marine motor
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: Department of Natural Resources—Regional Headquarters
Deliver to: Windom
Requisition #: B 29004-16283

Commodity: Snowmobile drag
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: IRR& RB
Deliver to: Biwabik
Requisition #: B 43000-60213

Commodity: Refrigerant leak detection kit
Contact: Mary Jo Bruski 296-3772
Bid due date at 4:30pm: September 11
Agency: Minnesota Correctional Facility
Deliver to: St. Cloud
Requisition #: B 78830-11005

Commodity: Truck tire changer
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: September 11
Agency: Minnesota Department of Transportation
Deliver to: Various places
Requisition #: B 79000-21406

Commodity: Laundry service
Contact: Daley Meyer 296-3773
Bid due date at 2pm: September 9
Agency: Veterans Homes
Deliver to: Silver Bay
Requisition #: Price Contract

Department of Administration: Print Communications Division

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

Printing vendors NOTE: Other printing contracts can be found in the Materials Management Division listing above, and in the Professional, Technical & Consulting Contracts section immediately following this section.

Commodity: *Commercial Driver's Manual*, camera ready copy, 2-sided H to H, 100M books, 112 pps, 1 fold, saddle stitch, sample available
Contact: Printing Buyer's Office
Bids are due at 2pm: September 5
Agency: Department of Public Safety
Deliver to: St. Paul
Requisition #: 18454

Commodity: Snowmobile Decals, set type, 15M label sets, vendor must provide a certified guaranteed from a testing laboratory as to colorfastness, vendor must see sample in DNR License Bureau
Contact: Printing Buyer's Office
Bids are due: September 5
Agency: Department of Natural Resources
Deliver to: St. Paul
Requisition #: 18432

Commodity: Invoice, negs available, 1-sided, 10M sheets, fanfold 1-up, 3 part carbon interleave, perf, crimp left/right, screen
Contact: Printing Buyer's Office
Bids are due: September 6
Agency: Department of Transportation
Deliver to: St. Paul
Requisition #: 18510

Commodity: Snowmobile Registration Cards, set type, 30M, continuous fanfold heat sealed material, 5 vertical perfs and 2 full horizontals, special die cut window, vendor must see sample in DNR License Bureau
Contact: Printing Buyer's Office
Bids are due: September 5
Agency: Department of Natural Resources
Deliver to: St. Paul
Requisition #: 18430

Commodity: Snowmobile Registration Cards with Decals, set type, 95M, continuous fanfold heat sealed material, 5 vertical perfs and 2 full horizontals, special die cut window, vendor must see sample in DNR License Bureau
Contact: Printing Buyer's Office
Bids are due: September 5
Agency: Department of Natural Resources
Deliver to: St. Paul
Requisition #: 18431

Manage Change and Information Plans

Managing Change. A guide to managing change from *within* an organization, it combines common sense with solid theory about organizational behavior and change. Based on the premise: for an enterprise to succeed, employees must be involved as active partners. Operating in an environment of change, government adapts to newly elected officials, new political appointees, new economic conditions, new laws and rules, new managers and employees, and new mandates and priorities. Through the STEP plan, government capitalizes on that change by emphasizing closeness to the customer, employee participation, managerial discretion, partnerships, productivity improvement and work measurement. Contains a project directory and glossary. Paper-bound, 181 pages. Stock #19-64, \$19.00.

Charting Your Course. Strategic information planning for the 90s, shows how to chart and navigate the changing currents of the Information Age. Bibliography, 54 pages. Stock #10-14, \$5.50.

TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-657-3757. Minnesota residents please include 6½% sales tax. On all orders, add \$2.00 per order for handling. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. FAX: (612) 296-2265. *Prices subject to change.*

MANAGING CHANGE



A GUIDE TO PRODUCING INNOVATION FROM WITHIN

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

Announcements

Department of Jobs and Training: Economic recovery continues as State Index rises third straight month—Minnesota's most comprehensive current measure of economic activity rose in June for the third month in a row, Commissioner R. Jane Brown of the Minnesota Department of Jobs and Training announced. • The coincident index, which combines measures of employment, retail sales and manufacturing hours worked, rose to 139.3 in June—an all time high. This is a clear sign that the state's economy is on a rebound from the brief recession of late 1990 and early 1991. • More detail is available in *Minnesota Economic Indicators*, published monthly by the Research and Statistics Office of the Jobs and Training Department. To receive the full report, call 612/296-6545.

Department of Natural Resources conservation officers see mistakes repeated year after year: The DNR says most hunting violations could be avoided if hunters would read the regulations before going afield. The five most common hunting violations follow: 1) illegal transportation of game, 2) uncased firearm in motor vehicle, 3) hunting without a license or stamps in possession, 4) carrying lead shot while hunting migratory waterfowl and 5) failure to wear a PFD in a duck boat while hunting.

Minnesota providing traditional waterfowl hunting opportunity: The Minnesota Department of Natural Resources plans to provide some traditional waterfowl hunting opportunity by returning to earlier daily shooting hours and splitting the waterfowl season into three segments. • Minnesota will return to the traditional morning shooting time of one-half hour before sunrise for the 1991 waterfowl season. DNR Commissioner Rod Sando said the goal of the Minnesota changes this year is not to harvest more ducks, but rather to provide more varied opportunities for hunters. • Remaining in place for 1991 will be the noon start of shooting on opening day of duck season, which has been in effect since 1974, and the 4 p.m. end of shooting hours through the Friday of the Minnesota Education Association's convention weekend. • Minnesota also plans to divide the waterfowl season into three segments to provide later season hunting. Proposed dates for the duck season are Oct. 5–Oct. 13, Oct. 17–Nov. 3, and Nov. 8–10. Goose seasons will be similar to last year, and should begin on Sept. 28. Tim Bremicker, chief of the DNR Wildlife Section, advises waterfowl hunters to consult the synopsis of Minnesota 1991 Waterfowl Hunting Regulations, issued in mid-September, for further information.

Minnesota: national leader in education

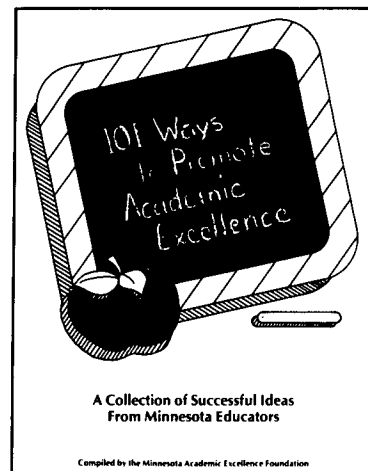
101 Ways to Promote Academic Excellence

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

Education Directory, 1990-91

This popular comprehensive directory contains Minnesota school districts, superintendents, principals, addresses, phone numbers and enrollment. 170 pages, paperbound. Code #1-93, \$9.95.

TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-657-3757. Minnesota residents please include 6% sales tax. On all orders, add \$2.00 per order for handling. Prepayment is required. Please include daytime phone. VISA/MasterCard and American Express orders accepted over phone and through mail. **Prices are subject to change.** FAX: (612) 296-2265.



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

Minnesota's Bookstore

Publications, Services, Subscriptions

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

1991 Minnesota Rules. Eleven volume set includes 1992 Supplement as a subscription service. Stock #18-100, \$200 + tax (Minnesota residents only). Individual volumes can be purchased at \$20.00 + tax.

1990 Minnesota Session Laws. Two volume set includes laws passed during the 1990 session and the 1989 Special Session. Stock #18-6, \$40.00 + tax.

Community Waste Education Manual. Practical guide helps communities develop waste education campaigns with organizing volunteers, planning a budget, working with media and more. Includes camera-ready art and copy for media and publication needs. Stock #5-7, \$22.95 + tax.

School District Profile 1988-89. Comparative enrollment, staffing and financial data on Minnesota's school districts, evaluation of the statistical content with commentary on trends and patterns. Stock #5-3, \$5.00 + tax.

The School Book 1990-91. Comprehensive guide to elementary schools in the Twin Cities: school addresses/phone, staffing information, and MTC bus connections at schools. List class size, student/teacher ratio, grading and curriculum. 554 pages. Stock #40-9, \$12.95 + tax.

Chemical Dependency Programs Directory 1989. Features comprehensive listings for programs ranging from Prevention/Intervention Services to a wide range of Treatment Services. Each type of program includes an alphabetical listing of facilities and brief narrative description of programming provided. Stock No. 1-12, \$15.00 + tax.

Process Parenting—Breaking the Addictive Cycle. A training manual that provides parent education and treatment techniques for professionals who work with recovering chemically dependent parents or dysfunctional families. Stock No. 5-4, \$15.00 + tax.

It's Never Okay: A Handbook for Professionals on Sexual Exploitation by Counselors and Therapists. Therapeutic and prevention issues and employer responsibilities are discussed in this task force report, as well as recommended curriculum for training institutions for counselors and therapists. Stock No. 14-16, \$19.95 + tax.

OTHER PUBLICATIONS

Our Minnesota. More than 100 full-color photos by Les and Craig Blacklock portray Minnesota in her seasonal beauty, with text from the personal journal of Fran Blacklock's thirty years of traveling the state. Stock #9-23. \$13.95 + tax.

Historic Sites and Place Names of Minnesota's North Shore. John Fritzen, long time employee of the Minnesota DNR draws upon his almost 40 years as a forester, mostly spent on Minnesota's colorful and legendary North Shore, to regale readers with tales of timbermen, pioneer settlers, miners, commercial fishermen and others. Black and white photos. Stock #9-11. \$3.50 + tax.

Landscaping for Wildlife. Attract songbirds, deer, butterflies, hummingbirds, pheasants, and other wildlife to your property by using the tips in this 144-page, 4-color book. Stock #9-15, \$8.95 + tax.

Woodworking for Wildlife. Variety of game bird and mammal box designs, including details on placement in proper habitat areas and maintenance. Stock #9-14, \$3.95 + tax.

Wildlife Set. Both books above, save 15%. Code #9-20, \$10.95 + tax.

Minnesota Manufacturer's Directory, 1991. More than 7,000 entries listing name, address, phone, staff size, sales volume, market area, year of establishment, type of firm, CEO, sales or marketing and purchase managers, and four manufactured products. Stock #40-2. \$85.00 + tax.

SUBSCRIPTIONS:

State Register. Minnesota's official weekly publication for agency rules and notices, executive orders of the Governor, state contracts, Supreme Court Calendar, Supreme Court and Tax Court Decisions. Annual subscription: Monday edition only \$140; Monday and Thursday's State Contract Supplement \$195; 13-week trial (includes both Monday and Thursday editions) \$60.00.

Workers Compensation Decisions. Volume 43. Selected landmark decisions of the Worker's Compensation Court of Appeals. Annual subscription. \$130.00.

SERVICES:

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

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

1991 Lake Map Index. Listing over 4,000 lake maps. Free.

State Register Binder. Durable 3½ inches, forest green binders imprinted with the State Register logo. \$6.50 + tax.



Department of Administration

Print Communications Division

117 University Avenue • St. Paul, Minnesota 55155

Metro Area 612-297-3000 (FAX: 612-296-2265)

Toll free 1-800-657-3757

Second Class
U.S. Postage
Paid
Permit No.
326630
St. Paul, MN



Please notify us of any address changes so that we can continue to give you our best service. Include your old mailing label to speed your service.

Legislative Reference Library
Zona DeWitt 7850
645 State Office Bldg
INTEROFFICE

TO ORDER:

Complete attached order blank. Include either your VISA/MasterCard or American Express credit card 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.

PREPAYMENT REQUIRED.

Merchandise may be returned if it is in resalable condition with a \$1.50 restocking charge.

NOTE:

STATE REGISTER and other subscriptions do not require sales tax or postage and handling fees.

For Your Convenience, photocopy this order blank

Code No.	Quantity	Description	Item Price	Total
Name or Company			Subtotal	
Attention			Plus 6½% tax MN Residents Only	
Address				
City	State	Zip	Postage/Handling (per order)	\$2.00
American Express/VISA/MasterCard No.			TOTAL	
Signature		Expiration Date	Telephone (During Day)	



Metro area (612) 297-3000
Toll-free 1-800-657-3757
Facsimile (FAX) (612) 296-2265

Prices subject to change without notice.
Please allow about 6 weeks for delivery. In a hurry?
Stop by our Bookstore. Bookstore Hours
8 a.m.-4:30 p.m., Monday through Friday.