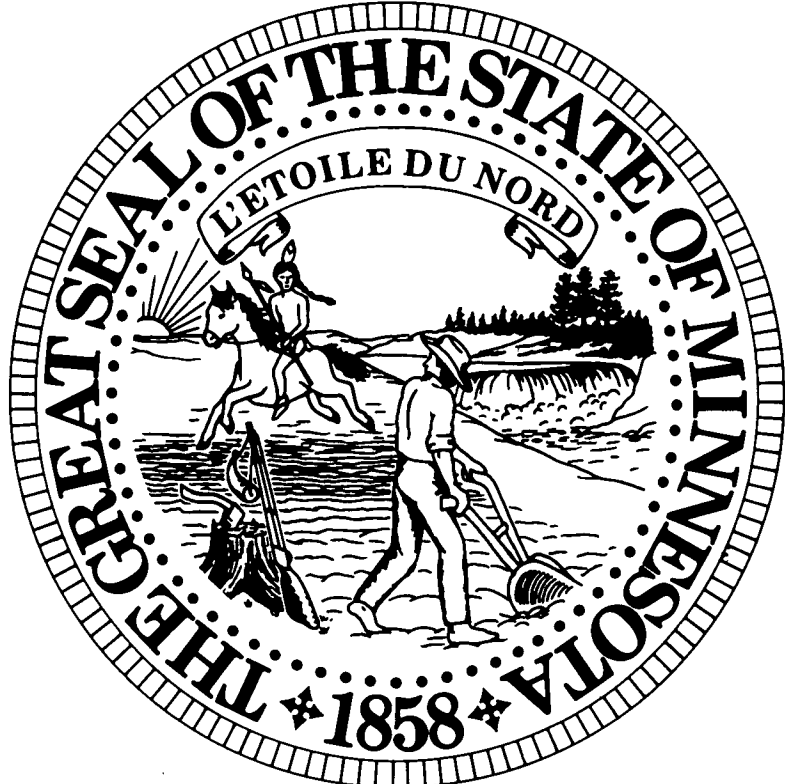


The Minnesota
**State
Register**

Department of Administration—Print Communications Division



Rules edition
Published every Monday
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Monday 4 November 1991
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State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, 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
19	Monday 21 October	Monday 28 October	Monday 4 November
20	Monday 28 October	Monday 4 November	Tuesday 12 November
21	Monday 4 November	Friday 8 November	Monday 18 November
22	Friday 8 November	Monday 18 November	Monday 25 November

*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.

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FOR LEGISLATIVE NEWS

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

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

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

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

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

Contact: House Information Office
Room 175 State Office Building, St. Paul, MN 55155
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NOTICE: How to Follow State Agency Rulemaking in the *State Register*

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

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

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

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Minnesota's North Shore

Historic Sites and Place Names of Minnesota North Shore. Stories recounted by a retired DNR Forester about the North Shore's timbermen, pioneer settlers, commercial fishermen, and others who knew the area first hand. Stock #9-11. 35pp. \$3.50 + tax.

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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.

Board of Dentistry

Proposed Permanent Rules Relating to Licensure

Notice of and Order for Hearing

IT IS HEREBY ORDERED AND NOTICE IS GIVEN that the Minnesota Board of Dentistry (hereinafter "Board") will hold a public hearing in the above-captioned matter, pursuant to *Minnesota Statutes* §§ 14.131 to 14.20 (1990), in Room 10 of the State Office Building, 100 Constitution Avenue, St. Paul, Minnesota 55155, on December 7, 1991, commencing at 9:00 a.m.

IT IS FURTHER ORDERED that notice of said hearing be given to all persons who have registered their names with the Board for that purpose and be published in the *State Register*.

All interested or affected persons, including representatives of associations or other interested groups, 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 hearing which is to be included in the hearing record may be mailed to Barbara L. Neilson, Administrative Law Judge, Office of Administrative Hearings, Fifth Floor, Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone: (612) 341-7604. Unless a longer period not to exceed 20 calendar days is ordered by the administrative law judge at the hearing, the hearing record will remain open for the inclusion of written material for five working days after the hearing ends. Written material received during this period will be available for review at the Office of Administrative Hearings. The Board and interested persons may respond in writing within three business days after the submission period ends to any new information submitted. No additional evidence may be submitted during the three-day period. Any written material or responses submitted must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the final day. This rule hearing procedure is governed by *Minnesota Statutes* §§ 14.131 to 14.20 (1990) and by *Minnesota Rules* pts. 1400.0200 to 1400.1200 (1991). Questions about procedure may be directed to the administrative law judge.

If adopted, the rules would define "anesthesia," "anxiolysis," "conscious sedation," "dental health care worker," "general anesthesia," and "nitrous oxide inhalation analgesics"; specify training and educational requirements for the administration of anesthesia and sedation; require the reporting of incidents that arise from the administration of anesthesia and sedation; amend the definition of "conduct unbecoming a person licensed to practice dentistry or dental hygiene or registered as a dental assistant or conduct contrary to the best interests of the public"; amend the minimum safety and sanitary conditions in the areas of infection control, the disposal of sharps and contaminated waste, and the presence in the dental office of persons certified in basic life support; amend the permissible duties of registered dental assistants, including permissible duties under direct and indirect supervision; and amend the permissible duties of dental hygienists, including permissible duties under general, direct and indirect supervision. The proposed rules will be published in the *State Register* issued on November 4, 1991, and a free copy of the rules may be obtained from the Board by writing or telephoning Karen L. Ramsey, Acting Executive Director, Suite 70, 2700 University Avenue West, St. Paul, Minnesota 55114; telephone (612) 642-0579.

The statutory authority of the Board to adopt the proposed rules is contained in *Minnesota Statutes* §§ 150A.04, subd. 5; 150A.06, subds. 1 and 2; 150A.08, subd. 1(6) and (10); and 150A.10, subds. 1 and 2 (1990).

The proposed rules may be modified as a result of the rule hearing process. Those who are potentially affected in any manner by the substance of the proposed rules are therefore advised to participate in the process.

Minnesota Statute ch. 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she

commences lobbying. Any questions regarding this requirement should be directed to the Ethical Practices Board, 625 North Robert, St. Paul, Minnesota 55101, telephone: (612) 296-5148.

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

Please note that any person may request notification of the date on which the administrative law judge's report will be available, after which date the Board may not take any final action on the rules for a period of five working days. If you desire to be notified, you may make such a request 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 that the rules are filed. If you desire to be notified, you may make such a request at the hearing or send a request in writing to the Board at any time prior to the filing of the rules with the Secretary of State.

Promulgation of these proposed rules will not result in the expenditure of public monies by local public bodies nor have any impact on agricultural land; therefore, no further information need be provided under *Minnesota Statute* § 14.11 (1990).

It is the position of the Board that it is not subject to *Minnesota Statute* § 14.115 (1990) regarding small business considerations in rulemaking. The basis for this position, and the Board's evaluation of the applicability of the methods contained in *Minnesota Statute* § 14.115, subd. 2 (1990) for reducing the impact of the proposed rules should it be determined that the Board is governed by section 14.115, are addressed in the statement of need and reasonableness.

Dated: 18 October 1991

Karen L. Ramsey
Acting Executive Director

Rules as Proposed

3100.0100 DEFINITIONS.

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

Subp. 2. Act. "Act" means ~~Laws of Minnesota 1969, chapter 974, codified as Minnesota Statutes, sections 150A.01 to 150A.12~~ 150A.21.

Subp. 2a. Analgesia. "Analgesia" means the loss of pain sensation without the loss of consciousness as a result of the administration of a pharmacological agent.

Subp. 2b. Anxiolysis. "Anxiolysis" means the process of reducing anxiety, fear, apprehension, and other forms of neurosis in which anxiety dominates the patient's mood by the administration of a pharmacological agent that does not impair the patient's ability to maintain normal mental abilities and vital functions.

[For text of subps 3 to 8, see M.R.]

Subp. 8a. Conscious sedation. "Conscious sedation" means a depressed level of consciousness induced by the administration of a pharmacological agent that retains the patient's ability to independently and continuously maintain an airway and respond appropriately to physical stimulation or verbal command.

[For text of subp 9, see M.R.]

Subp. 9a. Dental health care worker or DHCW. "Dental health care worker" or "DHCW" means an individual who works in a dental practice who may be exposed to body fluids such as blood or saliva.

Subp. 9a 9b. Dental hygienist. "Dental hygienist" means a person holding a license as a dental hygienist issued by the board pursuant to the act.

[For text of subps 10 and 11, see M.R.]

Subp. 12a. General anesthesia. "General anesthesia" means a controlled state of depressed consciousness produced by a pharmacological agent and accompanied by a partial or complete loss of protective reflexes, including the inability to maintain an airway and respond purposefully to physical stimulation or verbal commands.

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

[For text of subs 13 to 15, see M.R.]

Subp. 15a. Nitrous oxide inhalation analgesia. "Nitrous oxide inhalation analgesia" means the administration by inhalation of a combination of nitrous oxide and oxygen, producing an altered level of consciousness that retains the patient's ability to independently and continuously maintain an airway and respond appropriately to physical stimulation or verbal command.

[For text of subs 16 to 21, see M.R.]

3100.1100 APPLICATIONS FOR LICENSE TO PRACTICE DENTISTRY.

Subpart 1. **Form, credentials, and certification.** Any person desiring licensure to practice dentistry within the state of Minnesota must first present to the board an application and credentials, as prescribed by the act, and shall conform to the following rules of the board:

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

D. Beginning January 1, 1993, an applicant who wants the authority under the license to administer a pharmacological agent for the purpose of general anesthesia or conscious sedation or to administer nitrous oxide inhalation analgesia must comply with part 3100.3600.

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

Subp. 6. Anesthesia, sedation, and nitrous oxide. Beginning January 1, 1993, a person applying for a license to practice dentistry or a dentist already licensed who wants the authority under the license to administer a pharmacological agent for the purpose of general anesthesia or conscious sedation or to administer nitrous oxide inhalation analgesia must comply with the applicable requirements of part 3100.3600.

3100.1200 APPLICATION FOR LICENSE TO PRACTICE DENTAL HYGIENE.

Subpart 1. **Form and credentials.** Any A person desiring licensure to practice dental hygiene must present an application and credentials as prescribed by the act and shall conform to the following rules of the board:

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

G. An applicant who wants the authority under the license to administer nitrous oxide inhalation analgesia must comply with part 3100.3600, subparts 4 and 5.

Subp. 2. Nitrous oxide inhalation analgesia. A person applying for a license to practice dental hygiene or a dental hygienist already licensed who wants the authority under the license to administer nitrous oxide inhalation analgesia must comply with the applicable requirements of part 3100.3600, subparts 4 and 5.

3100.3600 TRAINING AND EDUCATIONAL REQUIREMENTS TO ADMINISTER ANESTHESIA AND SEDATION.

Subpart 1. **Prohibitions.** Dental hygienists and dental assistants may not administer general anesthesia or conscious sedation. Dental assistants may not administer nitrous oxide inhalation analgesia.

Subp. 2. **General anesthesia.** A dentist may administer a pharmacological agent for the purpose of general anesthesia only pursuant to items A to C.

A. Beginning January 1, 1993, a dentist may administer a pharmacological agent for the purpose of general anesthesia only after satisfactorily completing the requirements in clause (1) or (2) in addition to the requirements in clause (3).

(1) a didactic and clinical program at a dental school, hospital, or graduate medical or dental program accredited by the Commission on Accreditation, resulting in the dentist becoming clinically competent in the administration of general anesthesia. The program must be equivalent to a program for advanced specialty education in oral surgery and maxillofacial surgery; or

(2) a one-year residency in general anesthesia at an institution certified by the American Society of Anesthesiology, the American Medical Association, or the Joint Commission on Hospital Accreditation, resulting in the dentist becoming clinically competent in the administration of general anesthesia. The residency must include a minimum of 390 hours of didactic study, 1,040 hours of clinical anesthesiology, and 260 cases of administration of general anesthesia to an ambulatory outpatient; and

(3) an advanced cardiac life support course and must be currently certified in basic cardiac life support as provided in educational programs recognized by the American Heart Association, the American Red Cross, or other agencies whose courses are equivalent to the American Heart Association or American Red Cross courses.

B. A dentist shall be prepared and competent to diagnose, resolve, and reasonably prevent any untoward reaction or medical emergency that may develop any time after the administration of general anesthesia. A dentist shall apply the current standard of care to monitor and evaluate a patient's blood pressure, pulse, respiratory function, and cardiac activity. The current standard of care to assess respiratory function shall require the monitoring of tissue oxygenation or the use of a superior method of monitoring respiratory function.

C. A dentist shall administer a pharmacological agent for the purpose of general anesthesia only by application of the appropriate systems and drugs for the delivery of general anesthesia and recovery of a patient sufficient to permit safe discharge from the facility.

Subp. 3. Conscious sedation. A dentist may administer a pharmacological agent for the purpose of conscious sedation only pursuant to items A to C.

A. Beginning January 1, 1993, a dentist may administer a pharmacological agent for the purpose of conscious sedation of a patient only after satisfactorily completing:

(1) a course of education resulting in the dentist becoming clinically competent for administration of conscious sedation, with a minimum of 60 hours of didactic education, 24 hours of clinical experience, and at least ten individual cases of administration of conscious sedation; and

(2) an advanced cardiac life support course and must be currently certified in basic cardiac life support as provided in educational programs recognized by the American Heart Association, the American Red Cross, or other agencies whose courses are equivalent to the American Heart Association or American Red Cross courses.

B. A dentist shall be prepared and competent to diagnose, resolve, and reasonably prevent any untoward reaction of medical emergencies that may develop any time after rendering a patient in the state of conscious sedation. A dentist shall apply the current standard of care to monitor and evaluate a patient's blood pressure, pulse, respiratory function, and cardiac activity. The current standard of care to assess respiratory function shall require the monitoring of tissue oxygenation or the use of a superior method of monitoring respiratory function.

C. A dentist shall administer a pharmacological agent for the purpose of conscious sedation only by application of the appropriate systems and drugs for the delivery of conscious sedation and recovery of a patient sufficient to permit safe discharge from the facility.

Subp. 4. Nitrous oxide inhalation analgesia. A licensee may administer nitrous oxide inhalation analgesia only pursuant to items A to C and subpart 5.

A. Beginning January 1, 1993, a dentist who has not previously registered with the board pursuant to subpart 5, item A, and a dental hygienist may administer nitrous oxide inhalation analgesia only after satisfactorily completing a dental school, postdental graduate, dental hygiene, or postdental hygiene education course on the administration of nitrous oxide inhalation analgesia from an institution accredited by the Commission on Accreditation. The course must include a minimum of 16 hours of didactic instruction and supervised clinical experience using fail-safe anesthesia equipment capable of positive pressure respiration.

B. A licensee must have successfully completed and be currently certified in basic cardiac life support as provided in educational programs recognized by the American Heart Association, the American Red Cross, or other agencies whose courses are equivalent to the American Heart Association or American Red Cross courses.

C. A licensee may only use fail-safe anesthesia equipment capable of positive pressure respiration.

Subp. 5. Notice to board. A dentist who administers a pharmacological agent for the purpose of general anesthesia or conscious sedation or a licensee who administers nitrous oxide inhalation analgesia shall submit to the board the information in items A to C.

A. A dentist who is administering pharmacological agents for the purpose of general anesthesia or conscious sedation or who is administering nitrous oxide inhalation analgesia shall inform the board of that fact on forms provided by it within 90 days of the effective date of this part. If the dentist begins doing so more than 90 days after the effective date of this part, the dentist shall inform the board of that fact on forms provided by it.

B. Beginning January 1, 1993, a dentist may administer pharmacological agents for the purpose of general anesthesia or conscious sedation only if the dentist has submitted the following information to the board on forms provided by it: the name, address, and telephone number of the institution at which the dentist took the program or residency that complies with subparts 2, item A, subitem (1) or (2); and 3, item A, subitem (1), a certified copy of the dentist's transcript or other official record from the institution verifying that the dentist satisfactorily completed the program, residency, or course; the name, address, and telephone number of the institution or other agency at which the dentist successfully completed the advanced cardiac life support course required by subparts 2, item A, subitem (3); and 3, item A, subitem (2); and a statement that the dentist is currently certified in basic cardiac life support required by subparts 2, item A, subitem (3); and 3, item A, subitem (2). After this initial submission, dentists shall submit a statement of current certification in basic cardiac life support every year on their license renewal application or other form provided by the board.

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

C. Beginning January 1, 1993, a licensee may administer nitrous oxide inhalation analgesia only after the licensee has submitted the following information to the board on forms provided by it: the name, address, and telephone number of the institution at which the licensee took the course that complies with subpart 4, item A; a certified copy of the licensee's transcript or other official record from the institution verifying that the licensee satisfactorily completed the course; and a statement that the licensee is currently certified in basic cardiac life support required by subpart 4, item B. After this initial submission, a licensee shall submit a statement of current certification in basic cardiac life support every year on the license renewal application or other form provided by the board.

Subp. 6. **Analgesia.** A dentist may administer a pharmacological agent for the purpose of analgesia provided the dentist has a current license to practice dentistry in Minnesota.

Subp. 7. **Anxiolysis.** A dentist may administer a pharmacological agent for the purpose of anxiolysis provided the dentist has a current license to practice dentistry in Minnesota.

Subp. 8. **Reporting of incidents required.** A dentist shall report to the board any incident that arises from the administration of nitrous oxide inhalation analgesia or of a pharmacological agent for the purpose of general anesthesia, conscious sedation, local anesthesia, analgesia, or anxiolysis that results in a serious or unusual outcome that produces a temporary or permanent physiological injury, harm, or other detrimental effect to one or more of a patient's body systems. The report shall be submitted to the board on forms provided by it within ten days of the incident.

3100.6200 CONDUCT UNBECOMING A LICENSEE OR REGISTRANT.

"Conduct unbecoming a person licensed to practice dentistry or dental hygiene or registered as a dental assistant or conduct contrary to the best interests of the public," as used in *Minnesota Statutes*, section 150A.08, subdivision 1, clause (6), shall include the act of a dentist, dental hygienist, registered dental assistant, or applicant in:

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

K. failing to maintain adequate safety and sanitary conditions for a dental office as specified in part 3100.6300; and

L. failing to provide access to and transfer of medical and dental records as prescribed by *Minnesota Statutes*, section 144.335; and

M. in the case of a dentist, ordering, directing, or otherwise influencing an auxiliary to perform a patient care duty for which the auxiliary is not adequately trained, licensed, or registered or for which the auxiliary is not provided adequate facilities, equipment, instruments, assistance, or time.

3100.6300 ADEQUATE SAFETY AND SANITARY CONDITIONS FOR DENTAL OFFICES.

Subpart 1. **Minimum conditions.** The following Subparts 2 to 13 are minimum safety and sanitary conditions.

[For text of subs 2 to 10, see M.R.]

Subp. 11. **Sterilizers and sterilization Infection control.** Every dental office shall be equipped with adequate sterilizing facilities for instruments and supplies. Sterilization procedures shall be adequately and regularly employed. Dental health care workers shall comply with the infection control techniques specified in the *United States Department of Health and Human Services, Public Health Service, Centers for Disease Control publication entitled Morbidity and Mortality Weekly Report (MMWR) dated July 12, 1991, volume 40, number RR-8, pages 1 to 9.* This document is incorporated by reference and is available at the *Minnesota State Law Library* or by interlibrary loan. The standards stated in MMWR are not subject to frequent change.

Subp. 12. **Sharps and contaminated waste.** Sharp items and contaminated wastes must be disposed of in accordance with *Minnesota Statutes*, sections 116.76 to 116.83, and rules adopted under them, and requirements established by local government agencies.

Subp. 13. **CPR training.** A minimum of one person who is currently certified in basic cardiac life support as provided in educational programs recognized by the *American Heart Association, the American Red Cross, or other agencies whose courses are equivalent to the American Heart Association or American Red Cross courses* must be present in the dental office when dental services are provided.

3100.8500 REGISTERED DENTAL ASSISTANTS.

Subpart 1. **Permissible Duties under indirect supervision.** A registered dental assistant, in addition to the services performed by the assistant, may perform the following services under the indirect supervision of a dentist if the dentist is in the office, authorizes the procedures, and remains in the office while the procedures are being performed:

A. take radiographs;

B. take irreversible hydrocolloid impressions for study casts and opposing casts and appropriate bite registration for study, opposing casts, and orthodontic working casts;

C. apply topical medications and cavity varnishes prescribed by dentists; not to include pit and fissure sealants;

D. place and remove rubber dam;

- E. remove excess cement from inlays, crowns, bridges, and orthodontic appliances with hand instruments only;
- F. perform mechanical polishing to clinical crowns not including instrumentation. Removal of calculus by instrumentation must be done by the dentist or dental hygienist ~~prior to performance of~~ before mechanical polishing;
- G. preselect orthodontic bands;
- H. ~~remove and replace ligature ties on orthodontic appliances;~~
- I. place and remove periodontal packs;
- J. remove sutures; ~~and~~
- K. monitor a patient who has been ~~inducted~~ induced by a dentist into nitrous oxide ~~relative~~ oxygen relative oxide inhalation analgesia; and
- K. place and remove elastic orthodontic separators.

Subp. 1a. Duties under direct supervision. A registered dental assistant may perform the following services if the dentist is in the dental office, personally diagnoses the condition to be treated, personally authorizes the procedure, and evaluates the performance of the auxiliary before dismissing the patient:

- A. remove excess bond material from orthodontic appliances with hand instruments only;
- B. remove and replace ligature ties on orthodontic appliances;
- C. etch appropriate enamel surfaces before bonding of orthodontic appliances by a dentist;
- D. etch appropriate enamel surfaces and apply pit and fissure sealants. Before the application of pit and fissure sealants, a registered dental assistant must have successfully completed a course in pit and fissure sealants at a dental school, dental hygiene school, or dental assisting school that has been accredited by the Commission on Accreditation and includes a minimum of eight hours didactic instruction and supervised preclinical or clinical experience; and
- E. make preliminary adaptation of temporary crowns.

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

3100.8700 DENTAL HYGIENISTS.

Subpart 1. Permissible Duties under general supervision. A dental hygienists hygienist may perform the following services under the general supervision of a dentist if the dentist has authorized them and the hygienist carries them out in accordance with the dentist's diagnosis and treatment plan:

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

Subp. 2. ~~Other~~ Duties under indirect supervision. A dental hygienists, under the indirect supervision of a licensed dentist, may ~~remove marginal overhangs-~~ hygienist may perform the following procedures if the dentist is in the office, authorizes the procedures, and remains in the office while the procedures are being performed:

- A. remove marginal overhangs; and
- B. induce into nitrous oxide inhalation analgesia a patient who has been prescribed its use by a dentist, only for the purpose of alleviating pain for dental hygiene procedures and provided the hygienist has met the educational requirements in part 3100.3600, subpart 4, and has provided notice to the board pursuant to part 3100.3600, subpart 5, item C.

Subp. 2a. Duties under direct supervision. A dental hygienist may perform the following procedures if the dentist is in the office, personally diagnoses the condition to be treated, personally authorizes the procedure, and evaluates the performance of the dental hygienist before dismissing the patient:

- A. remove bond material from orthodontic appliances;
- B. remove and replace ligature ties on the orthodontic appliances;
- C. etch appropriate enamel surfaces before bonding of orthodontic appliances by a dentist; and
- D. make preliminary adaptation of temporary crowns.

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

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Department of Health

Proposed Permanent Rules Relating to Eligible Analytes under the Clean Water and Safe Drinking Water Program

Corrected Notice of Intent to Adopt Rules Without a Public Hearing

The Notice and proposed rules which were published in the *State Register*, Volume 16, Number 17, October 21, 1991, at Pages 1026 to 1030 contained two errors. **The corrected notice is printed below. The rules as proposed have not been changed.**

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health (hereinafter "Department") intends to adopt without a public hearing the above-entitled amendment to rules by expanding the list of analytes eligible for certification under the Clean Water Program and the Safe Drinking Water Program. To accomplish this purpose the Department intends to amend *Minnesota Rules* part 4740.2040, by adding a new subpart 5, without a public hearing following the procedures set forth in the Administrative Procedure Act in *Minnesota Statute* §§ 14.22 to 14.28 (1990). The statutory authority to adopt the rules is *Minnesota Statute* §§ 144.97 and 144.98 (1990).

All persons have until Thursday, November 21, 1991, 4:30 p.m. to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rules within the comment period, ending November 21, 1991. If 25 or more persons submit a written request for a public hearing within the comment period, a public hearing will be held unless a sufficient number withdraw their requests in writing. Any person requesting a public hearing should state his or her name and address and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the Department will proceed pursuant to *Minnesota Statutes*, Sections 14.131 to 14.20 (1990).

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

Pauline M. Bouchard, J.D., Director	717 Delaware Street Southeast
Public Health Laboratory Division	Minneapolis, Minnesota 55440
Minnesota Department of Health	Telephone: (612) 623-5210

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

The rule authorizes environmental testing laboratories to become certified by the Department to perform tests for certain specified analytes under two testing programs: the Safe Drinking Water Act, 42 *United States Code*, Section 300f *et seq.*, *Minnesota Statutes*, Section 144.381 *et seq.*, and 40 *Code of Federal Regulations* 141; and the Clean Water Act, 33 *United States Code*, Section 1251 *et seq.* and 40 *Code of Federal Regulations*, Section 136. This amendment adds volatile organic analytes in part 4740.2040, subpart 5.

A STATEMENT OF NEED AND REASONABLENESS that describes the need for and reasonableness of the proposed amendment and identifies the data and information relied upon to support the proposed amendment has been prepared and is available from Pauline M. Bouchard upon request at the above address.

Pursuant to *Minnesota Statute* Section 14.115, subdivision 2, the impact on small businesses has been considered in the promulgation of this rule amendment. The Department's analysis and position regarding the impact of the amendment on small businesses is set forth in the **STATEMENT OF NEED AND REASONABLENESS**. Anyone wishing to present evidence or argument as to the amendment's effect on small businesses is encouraged to do so.

Pursuant to *Minnesota Statute* Section 14.115, subdivision 4 (c), the Department, in order to provide an opportunity for small businesses to participate in the rule making process, will mail copies of the proposed rule amendment and this Notice to all laboratories which are currently certified or in the application process. To the Department's knowledge this includes all laboratories which do environmental testing. These laboratories are encouraged to comment.

If no hearing is required, upon adoption of the amendment, the amendment 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 amendment must submit a written request to Pauline M. Bouchard at the above address.

Dated: 4 October 1991

Marlene E. Marschall
Commissioner

Pollution Control Agency

Proposed Permanent Rules Relating to Training and Certification; Underground Storage Tanks

Notice of Intent to Amend Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (MPCA) intends to adopt the above-entitled rule amendments without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes* §§ 14.22 to 14.28 (1990). The MPCA's authority to adopt the rule is set forth in *Minnesota Statutes* § 116.49 (1990).

All persons have until 4:30 p.m., on December 4, 1991, to submit comments in support of or in opposition to the proposed rule amendments or any part or subpart of the amendments. Comment is encouraged. Each comment should identify the portion of the proposed rule amendments addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule amendments within the comment period. If 25 or more persons submit a written request for a public hearing within the comment period, a public hearing will be held unless a sufficient number withdraw their requests in writing.

Any person requesting a public hearing must state his or her name and address, and is encouraged to identify the portion of the proposed rule amendments addressed, the reason for the request, and any change proposed. If a public hearing is required, the MPCA will proceed pursuant to *Minnesota Statutes* §§ 14.131 to 14.20 (1990).

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

Thomas P. Clark
Tanks and Spills Section
Hazardous Waste Division
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 55155-3898
612/297-8617

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

The proposed amendments, if adopted, would extend the period an underground storage tank supervisor's certification is valid for, from two to four years. A copy of the proposed rule amendments follows this notice.

A STATEMENT OF NEED AND REASONABLENESS that describes the need for and reasonableness of each provision of the proposed rule amendments and identifies the data and information relied upon to support the proposed amendments has been prepared and is available upon request at the above address.

You are hereby advised, pursuant to *Minnesota Statutes* § 13.115 (1988), "Small Business Considerations in Rulemaking," that the economic effect of these proposed amendments on small businesses is anticipated to be either neutral or beneficial. In drafting the proposed rules, the MPCA considered the potential impact on small businesses. A discussion of these considerations can be found in the Statement of Need and Reasonableness.

If no hearing is required, upon adoption of the rule amendments, the rule amendments and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent 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 rule amendments as adopted, must submit a written request to Tom Clark at the address given for comments.

Charles W. Williams
Commissioner

Rules as Proposed

7105.0060 SUPERVISOR CERTIFICATION.

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

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Proposed Rules

Subp. 6. **Length of supervisor certification.** Supervisor certificates expire ~~two~~ four years after the applicant successfully completes the final training course examination.

Subp. 7. **Reciprocity.** The commissioner shall approve a tank installer certification course sponsored by a state or organization other than an approved training provider if the commissioner determines that the course is comparable to the program outlined in parts 7105.0080 and 7105.0090. Persons seeking reciprocity under this subpart shall be required by the commissioner to pass an examination to verify their familiarity with Minnesota's laws pertaining to underground storage tank systems if the commissioner finds that their courses did not adequately address Minnesota's statutes and rules. This examination may be taken any time after the completion of the approved training course and before applying for certification. However, the certificate expires ~~two~~ four years after the final day of the approved training course.

7105.0090 EXAMINATIONS AND DIPLOMAS.

[For text of subs 1 to 4, see M.R.]

Subp. 5. **Diplomas.** The training provider shall issue a numbered diploma to each student who completes the training course and successfully passes the examination. The following information must be included on the diploma:

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

E. an expiration date for accreditation that is ~~two~~ four years after the date on which the student passed the examination; and

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

If the person administering the examination is not the same person administering the course, both persons shall sign the diploma.

Veterans Homes Board

Proposed Permanent Rules Relating to Resident Care

Notice of Intent to Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Veterans Homes Board (Board) intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedures Act for adopting rules without a public hearing in *Minnesota Statutes*, section 14.22 to 14.28. The Board's authority to adopt the rule is set forth in *Minnesota Statutes*, section 198.003, as amended by *Laws of Minnesota 1991*, Chapter 24.

These rules were originally published in the September 3, 1991 *State Register*, Volume 16, Number 10, pages 478 through 484. All persons have 30 days in which to submit comments in support of or in opposition to the proposed rules or any part or subpart of the rules. All comments must be submitted by the ending date and time of December 6, 1991 at 4:30 p.m. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

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

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

Robert Klukas
or
Eileen Hanlon
Minnesota Veterans Homes Board
Veterans Service Building
20 West 12th Street, Room 122
St. Paul, Minnesota 55155
(612) 296-2073

The proposed rule may be modified if the modifications are supported by data and views submitted to the Board and do not result in a substantial change in the proposed rule as noticed. A copy of the proposed rule is attached to this mailed notice and has been published in the September 3, 1991 *State Register* on pages 478 through 484.

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.

A free copy of the rule is available from Mr. Klukas or Ms. Hanlon at the address and telephone number stated above.

A **STATEMENT OF NEED AND REASONABLENESS** that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rule has been prepared and is available from the Board office at the address and telephone number stated above upon request.

You are hereby advised, pursuant to *Minnesota Statutes*, section 14.115, "Small business considerations in rulemaking," that the proposed rules will have no effect on small businesses. Adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first years following adoption under the requirements of *Minnesota Statutes*, section 14.11.

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 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 rule, must submit the written request to Mr. Klukas or Ms. Hanlon at the address stated above.

Dated: 22 October 1991

James G. Sieben
Chairman, Board of Directors
Minnesota Veterans Homes

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 Agriculture

Adopted Permanent Rules Relating to Dairy Plant Monthly Reports

The rules proposed and published at *State Register*, Volume 16, Number 7, pages 241-242, August 12, 1991 (16 SR 241), are adopted as proposed.

Board of Dentistry

Adopted Permanent Rules Relating to License Fees

The rules proposed and published at *State Register*, Volume 16, Number 2, pages 56-57, July 8, 1991 (16 SR 56), are adopted as proposed.

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Adopted Rules

Technical Colleges Board

Adopted Permanent Rules Relating to Teacher Licenses: Postsecondary Related Subjects; Computer Programming, Computer Operations

The rules proposed and published at *State Register*, Volume 15, Number 52, pages 2730-2731, June 24, 1991 (15 SR 2730), are adopted as proposed.

Official Notices

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

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

Department of Administration

Notice of Solicitation of Outside Information or Opinions Regarding Recommendations to the Legislature on the Appropriate Treatment and Classification of State Licensing Data

NOTICE IS HEREBY GIVEN that the Minnesota Department of Administration is seeking information or opinions from sources outside the Department in preparing to make recommendations to the Legislature on the appropriate treatment and classification of state licensing data. The recommendations are mandated by Section 31 of Chapter 319, *Minnesota Session Laws*, 1991, which directs the Department to study issues related to the sale of lists of state licensing data for commercial purposes as part of a mailing list or telephone solicitation.

The Minnesota Department of Administration requests information and opinions concerning the sale of state licensing data. Interested persons or groups may submit data or views on the subject in writing. Written statements should be addressed to:

Brooke I. Manley
Data Practices Division
320 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Written statements will be accepted until November 29, 1991. Written statements may become part of the Department of Administration's report to the Legislature.

Ethical Practices Board

Request for Advisory Opinion Re: Campaign Finance Disclosure

The Ethical Practices Board solicits comments regarding the following request for an advisory opinion received from Erik A. Ahlgren, Esq., Dorsey and Whitney. Written comments should arrive at the Board office, 625 N. Robert St., St. Paul, MN 55101, prior to November 18, 1991, for consideration at the Board's meeting of December 5, 1991.

October 21, 1991—Please bring the following facts and issues before the Ethical Practices Board for the purpose of obtaining an advisory opinion.

FACTS

You are an attorney representing a corporation which does not have a Minnesota registered political committee affiliated with it. The Director of Government Relations for the corporation solicits contributions from employees of the corporation to be given to certain Minnesota public officials. On an entirely separate occasion, the Director of Government Relations solicits officers of other companies within the industry to solicit contributions from employees of their respective companies to be given to a different set of Minnesota public officials. In both cases, the contributions from employees are voluntary but the employees understand that the future success of their employers may be benefitted by access to Minnesota public officials.

The solicitations made by the Director of Government Relations are primarily made by telephone or letter. The total cost of the telephone calls and letters is estimated to be less than \$100, and the total time to make the solicitations is estimated to be eight hours. Some of the solicitations of officers of other companies in the industry are made in person after the Director of Government Relations flies to an industry meeting. The Director of Government Relations would have attended the industry meeting regardless of the opportunity to make a solicitation of contributions. The cost of airfare to the industry meeting is in excess of \$250. While the meeting takes over eight hours, less than one hour is devoted to solicitations of contributions.

ISSUES

1. Is a "political committee" within the meaning of *Minnesota Statute* § 10A.01, subd. 15, created where the Director of Government Relations solicits contributions from employees of the corporation?

2. If the answer to Question 1 is yes:

(a) Is the political committee required to register with the Ethical Practices Board under *Minnesota Statute* § 10A.14?

(b) Does *Minnesota Statute* § 10A.15, subd. 3b, require the attribution of contributions from the solicited employees to the political committee?

(c) Has the corporation which employs the Director of Government Relations made an illegal in-kind contribution to the political committee?

3. Is a "political committee" within the meaning of *Minnesota Statute* § 10A.01, subd. 15, created where the Director of Government Relations solicits officers of other companies to solicit contributions from employees of their companies?

4. If the answer to Question 3 is yes:

(a) Is the political committee required to register with the Ethical Practices Board under *Minnesota Statute* § 10A.14?

(b) Does *Minnesota Statute* § 10A.15, subd. 3b, require the attribution of contributions from the solicited employees to the political committee?

(c) Has the corporation which employs the Director of Government Relations made an illegal in-kind contribution to the political committee?

5. If the answer to Questions 1 and 3 are both yes, does *Minnesota Statute* § 10A.15, subd. 3b, require the attribution of contributions from all the solicited employees to a single political committee?

6. Would the answer to either Questions 1 or 3 change if there was a pattern of similar solicitations?

7. Is the Director of Government Relations a "lobbyist" within the definition of *Minnesota Statute* § 10A.01, subd. 11, based solely on his solicitation of contributions from employees of his own corporation?

8. Is the Director of Government Relations a "lobbyist" within the definition of *Minnesota Statute* § 10A.01, subd. 11, based solely on his solicitation of officers of other companies within the industry to solicit contributions from employees of their companies?

9. Is the Director of Government Relations a "volunteer" within the meaning of *Minnesota Statute* § 10A.01, subd. 7?

I look forward to the Advisory Opinion of the Ethical Practices Board on these issues.

Ethical Practices Board

Request for Advisory Opinion Re: Lobbying Disclosure

The Ethical Practices Board solicits comments regarding the following request for an advisory opinion received from Carol G. Wiessner, Esq., Project Environment Foundation. Written comments should arrive at the Board office, 625 N. Robert St., St. Paul, MN 55101, prior to November 18, 1991, for consideration at the Board's meeting of December 5, 1991.

October 23, 1991—Project Environment Foundation (PEF) hereby requests an advisory opinion from the Ethical Practices Board in order to guide our compliance with *Minnesota Statute* § 10A. In particular, PEF requests in writing answers to the following questions set out below regarding the recordkeeping requirements of a lobbyist's expenses, and the computation and reporting of an employee's salary for hours spent doing administrative lobbying.

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.

Official Notices

1) For the purpose of answering question #2 on the Lobbyist Disbursement Report, form #ET-0007-11, as to "Total Disbursements From Schedule A":

Question: If the lobbyist has *not* made any disbursements from her own personal funds, and therefore is not required to complete and file form #ET-29 with the Board, but rather through her employer/principal (in this case PEF) has received total disbursements in some of the categories listed in "Schedule A—Total Lobbying Disbursements Paid From Personal Funds" (which include: preparation and distribution of lobbying materials, media advertising, telephone, postage, and etc. . . .), does the lobbyist report the total of these disbursements as the answer to question #2 despite the fact that such disbursements were attributable to her employer/principal and *not* from her own personal funds?

2) For the purpose of answering question #5 on the Lobbyist Disbursement Report, Form #ET-00007-11, as to whether a lobbyist has been paid more than \$500 in the calendar year in salary as compensation for lobbying purposes on behalf of the association (in this case PEF):

Question: Is it correct to add up only those hours specifically devoted to an employee's time spent working on an administrative action (in this case, PEF employee's work on a rulemaking reviewing proposed rules, drafting comments, etc. . . .) from the time the administrative action commences, which is upon publication of notice in the *State Register*, until the proposed rule is finally adopted?

Question: Is PEF correct in understanding that an employee's time devoted to the review and analysis of draft versions of an agency's proposed rule, or time spent in technical advisory committees *prior* to notice of publication in the *State Register* to begin the rulemaking process is not considered lobbying?

Question: Is PEF correct in understanding that once an employee determines how many hours she spent doing administrative lobbying and has calculated her compensation, if that amount is over \$500 then she checks box #5 on Form #ET-00007-11 and there is no need for her to report the actual dollar amount of compensation received?

Question: Similarly, is PEF correct in understanding that once these compensation calculations have been made the principal/employer in its report checks only the dollar category spent by the principal that calendar year — which includes compensation paid to all employees for their time spent doing administrative or legislative lobbying and any expenses related to influencing administrative or legislative lobbying — and again, there is no need to report actual dollar amounts?

PEF seeks the above clarifications from the Board in order to confirm our internal process of tracking those hours spent by employees in the course of administrative lobbying for reporting purposes.

Department of Health

Commissioner

Notice of Completed Application and Notice of and Order for Hearing Regarding the License Application of Lake City Ambulance Service, Lake City, Minnesota

PLEASE TAKE NOTICE that the Commissioner of Health (hereinafter "Commissioner") has received a completed application from Lake City Ambulance Service, Lake City, Minnesota for a license to operate a Specialized Advanced Ambulance Service.

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 December 12, 1991 at Lake City City Hall, 205 West Center Street, Council Chambers, Lake City, Minnesota, commencing at 1:00 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 in *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 November 25, 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 the petitioner's statutory right to intervene if one exists.

5. In addition to or in place of participating at the hearing, any person may also submit written recommendations for the disposition of the application. These recommendations must be mailed to the administrative law judge on or before December 4, 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.

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: 28 October 1991

Marlene E. Marschall
Commissioner of Health

Department of Health

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Fees for Public Swimming Pools

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health is seeking information or opinions from sources outside the Department in preparing to propose the adoption of rules of the Minnesota Department of Health Governing Fees for Public Swimming Pools, *Minnesota Rules*, parts 4717.0200 and 4717.0310. The adoption of the rule is authorized by *Minnesota Statutes*, section 144.122 and *Laws of Minnesota 1987*, chapter 403, article 1, section 8, subdivision 2, which permits the Department to charge fees for the review and approval of plans for the construction, alteration and surveillance of public swimming pools including spas.

The Minnesota Department of Health requests information and opinions concerning the subject matter of the rule. Interested or affected persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Milton Bellin
Minnesota Department of Health
Division of Environmental Health
925 Southeast Delaware Street
Minneapolis, Minnesota 55459

Oral statements will be received during regular business hours over the telephone at (612) 627-5122 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the Minnesota Department of Health becomes part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 28 October 1991

Jane A. Nelson
Rules Coordinator

Department of Labor and Industry

Labor Standards Division

Notice of Correction to Prevailing Wage Rates

Prevailing wage rates certified June 1, 1991 for labor class code 421—SHEET METAL WORKER in Mille Lacs county for commercial construction has been corrected.

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

John Lennes, Commissioner
Department of Labor and Industry

Minnesota Environmental Quality Board

Power Plant Siting Program

Notice of Annual Hearing

The Minnesota Environmental Quality Board will hold the annual public hearing on the Power Plant Siting and Transmission Line Routing Program, as required by the Power Plant Siting Act, *Minnesota Statute* 116C.58, and by *Minnesota Rules*, part 4400.4300, at 9:00 a.m., Saturday, November 23, 1991, in Conference Room 302, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota. Parking is available in the ramp east of the building and the building may only be entered on the east side.

The annual hearing is intended to give interested persons an opportunity to be heard regarding any aspect of the Board's activities, duties, or policies relating to the Power Plant Siting Act. All persons will have the opportunity to be heard through the presentation of oral or written statements. Written statements marked for the annual hearing record may also be submitted for inclusion in the record by delivery to the Board's office by 4:30 p.m., Friday, December 6, 1991.

Direct all inquiries to:

George Durfee
Power Plant Siting Program
Minnesota Environmental Quality Board
300 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Telephone: (612) 296-2878

Department of Public Safety

Driver and Vehicle Services Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rule Amendments Governing Driver Training Programs

NOTICE IS HEREBY GIVEN that the State Department of Public Safety is seeking information or opinions from sources outside the agency in preparing to propose the amendment of rules governing driver training programs. The amendments will address driver training instruction requirements relating to school bus traffic safety and railroad-highway grade crossing safety. The amendments may also address certain issues that the department has encountered in its experience of regulating driver training programs.

Minnesota Statutes, section 169.446, subdivision 2, as enacted in *Minnesota Laws 1991*, chapter 277, section 8, directs the commissioner of public safety to "adopt rules requiring thorough instruction concerning section 169.444 (school bus traffic safety) for persons enrolled in driver training programs offered at private and parochial schools and commercial driver training schools." *Minnesota Statutes*, section 169.26, subdivision 3, as amended in *Minnesota Laws 1991*, chapter 298, article 2, section 2, directs that "the commissioner of public safety shall by rule establish minimum standards of course content relating to operation of vehicles at railroad-highway grade crossings." The commissioner has general rulemaking authority over driver training programs under *Minnesota Statutes*, sections 169.974, subdivision 2; 171.04; and 171.33 to 171.41.

The State Department of Public Safety requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views in writing or orally. Written statements should be addressed to:

Laura Nehl-Trueman
Department of Public Safety
Driver and Vehicle Services Division
208 Transportation Building
395 John Ireland Boulevard
St. Paul, Minnesota 55155

Oral statements will be received during regular business hours over the telephone at (612) 296-2608 and in person at the above address.

All statements of information and opinions will be accepted until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. Any written material received by the State Department of Public Safety will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rules are adopted.

Dated: 23 October 1991

Thomas H. Frost, Commissioner
Department of Public Safety

Department of Public Safety

Driver and Vehicle Services Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Special Transportation Service Vehicle Permit and Endorsement

NOTICE IS HEREBY GIVEN that the State Department of Public Safety is seeking information or opinions from sources outside the agency in preparing to propose the adoption of rules governing special transportation service vehicle permits and endorsements. The adoption of the rules is authorized by *Minnesota Statutes*, section 171.323, subdivision 2.

The State Department of Public Safety requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views in writing or orally. Written statements should be addressed to:

Laura Nehl-Trueman
Department of Public Safety
395 John Ireland Boulevard
208 Transportation Building
St. Paul, Minnesota 55155

Oral statements will be received during regular business hours over the telephone at (612) 296-2608 and in person at the above address.

All statements of information and opinions will be accepted until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. Any written material received by the State Department of Public Safety will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 23 October 1991

Thomas H. Frost, Commissioner
Department of Public Safety

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 November 26, 1991.

Official Notices

Minnesota Council for the Blind

Dept. of Jobs and Training, 1745 University Ave., St. Paul 55104. 612-642-0508
Minnesota Statutes 248.10

APPOINTING AUTHORITY: Commissioner of Jobs and Training. **COMPENSATION:** \$55 per diem plus expenses.

VACANCY: Two members: knowledgeable of issues concerning services for blind and visually handicapped Minnesotans. The appointments will expire on December 31, 1991.

The council advises the commissioner on the development of policies, programs and services affecting the blind and visually handicapped; to provide the commissioner with a review of ongoing services. The council consists of nine members of whom five must be blind or visually handicapped. Terms are staggered.

Bi-monthly meetings (alternating Thursday 5-9 p.m. and Saturdays 10 a.m.-3 p.m.) at 1745 University Ave. with public hearings held out-state twice a year.

Minnesota Council for the Hearing Impaired

Deaf Services, Dept. of Human Services, 444 Lafayette Rd., St. Paul 55155-3814. 612-297-7305 TDD & voice
Minnesota Statutes 256C.28

APPOINTING AUTHORITY: Commissioner of Human Services. **COMPENSATION:** \$55 per diem.

VACANCY: Seven members: One each from the following Regional Service Centers for Hearing Impaired People: East Central, Northeast, Southeast; and four at-large positions to be filled by a hearing-impaired person, a parent of a hearing-impaired child, a representative of a county or regional human service agency, or a private service provider.

The council advises the commissioner, governor, and legislature regarding policies, programs, services affecting hearing impaired citizens, and creates public awareness of the needs and potential of hearing impaired people.

The council includes fifteen members, seven of whom are appointed at-large, plus one member from each advisory committee under section 256C.24, subd. 3. At least fifty percent of the members must be hearing impaired. Terms are for two years. Members who are full time state employees or full time employees of political subdivisions of the state will not receive the per diem.

Public Utilities Commission

780 American Center Bldg., 150 E. Kellogg Blvd., St. Paul 55101. 612-296-7124
Minnesota Statutes 216, 216A, 216B, 237

APPOINTING AUTHORITY: Governor. Senate confirmation. **COMPENSATION:** \$54,500 per year.

VACANCY: One member. No person, while a member of the Public Utilities Commission shall receive any income, other than dividends or other earnings from a mutual fund or trust if these earnings do not constitute a significant portion of the person's income, directly or indirectly from any public utility or other organization subject to regulation by the commission. No person is eligible to be appointed as a member of the commission if the person has been employed with an entity, or an affiliated company of an entity, that is subject to rate regulation by the commission within one year from the date when the person's term on the commission will begin.

The commission regulates the rates and services of electric, natural gas, and telephone companies. It acts through public hearings, contested case hearings, rulemaking hearings as well as informal complaint resolutions.

The commission is a five-member body. No more than three members may be from the same political party. At least one member must have been domiciled at the time of appointment outside the seven county metropolitan area. Consideration is given to persons learned in the law or persons who have engaged in engineering, public accounting, or property and utility evaluation, finance, physical or natural sciences, production agriculture, or natural resources, as well as being representative of the general public.

Full-time positions. Members must file with the Ethical Practices Board.

State Board of Public Defense

625 4th Ave. S., Lutheran Bro. Bldg., Ste. 1425, Mpls. 55415. 612-349-2565
Minnesota Statutes 611.215

APPOINTING AUTHORITY: Governor. Supreme Court. **COMPENSATION:** \$55 per diem and expenses reimbursed.

VACANCY: One public member vacancy. The board is part of but not subject to administrative control of the judicial branch of the government. The board consists of seven members who shall demonstrate an interest in maintaining a high quality independent public defender system for those unable to obtain adequate legal representation. The board appoints the state public defender, district public defenders and distributes legislative appropriations to those agencies as well as public defense corporations.

The board shall approve and recommend a budget to the legislature, as well as establish procedures for distribution of state funding for the board, the office of state public defender, the judicial district public defenders, and the public defense corporations. The board also appoints the state public defender and all judicial district public defenders. The seven member board consists of two public members appointed by the governor; four attorneys acquainted with defense of persons accused of a crime, but not employed as prosecutors, and a district court judge appointed by the supreme court.

Nonpublic Education Council

710 Capitol Square Bldg., St. Paul 55101. 612-296-3117
Minnesota Statutes 123.935

APPOINTING AUTHORITY: Commissioner of Education. **COMPENSATION:** \$55 per diem, reimbursed for expenses.
VACANCY: One council member.

The council advises the commissioner and the state board on nonpublic educational aids. When requested by the commissioner or the state board, the council may submit its advice about other nonpublic school matters. The council is also authorized to recognize educational accrediting agencies for purposes relating to Minnesota's Compulsory Instruction Law. The fifteen member council shall represent various areas of the state, methods of providing nonpublic education, and shall be knowledgeable about nonpublic education.

Market Assistance Program Committee

133 E. 7th St., Attn: L. Esau, St. Paul 55101. 612-297-4634
Minnesota Statutes 62I.09

APPOINTING AUTHORITY: Commissioner of Commerce. **COMPENSATION:** None.
VACANCY: One insurance representative.

The committee reviews applicants of the Minnesota Joint Underwriting Association to ascertain if coverage is available in private insurance. The committee consists of twelve members including six representatives of insurers, two insurance agents, two public members, and two representatives of groups insured by the Minnesota Joint Underwriting Association.

Meeting schedule varies, usually monthly or bimonthly.

Minnesota Job Skills Partnership Board

150 E. Kellogg, St. Paul 55101. 612-296-0388
Minnesota Statutes 116L.02

APPOINTING AUTHORITY: Governor. **COMPENSATION:** None.

VACANCY: One member to fill the remainder of a term due to resignation. The term expires January 1994 with the possibility of reappointment. Generally, the board meets quarterly to review and vote on funding grant proposals.

The board brings together employers with specific training needs with educational or other non-profit institutions which can design programs to meet those needs. The board shall assist in the development of training programs that train and place workers.

The board consists of eight members plus the commissioner of the Department of Jobs and Training, the commissioner of the Department of Trade and Economic Development, and the chancellor of the State Board of Technical Colleges. The chair is appointed by governor. Terms are staggered.

Advisory Task Force on Uniform Conveyancing Forms

133 E. 7th St., St. Paul 55101. 612-296-9431
Minnesota Statutes 507.09

APPOINTING AUTHORITY: Commissioner of Commerce. **COMPENSATION:** None.

VACANCY: Nine to fourteen members: please see the description of this reinstated advisory task force.

The task force reviews uniform conveyancing blanks and recommends new or revised forms to the commissioner for adoption through the rulemaking process.

The task force membership can vary from nine to fourteen members; no membership restrictions.

Meetings every third Wednesday September through June—various locations.

Minnesota Racing Commission

11000 W. 78th St., Suite 201, Eden Prairie 55344. 612-341-7555
Minnesota Statutes 240.02

APPOINTING AUTHORITY: Governor. Senate confirmation. **COMPENSATION:** \$55 per diem plus expenses.

VACANCY: One member, must have been a resident of Minnesota for at least five years before appointment. Members must, before taking a place on the Commission, file a \$100,000. bond payable to the State. No member, nor any member of the immediate family residing in the same household may hold a license issued by the Commission or have a financial interest in a business entity which holds such a license. No member may bet or cause a bet to be made at a licensed racetrack, and no member may have an interest in a horse that races at a licensed racetrack in Minnesota.

The commission licenses persons to operate racetracks, conduct horse racing, conduct pari-mutual wagering on horse racing, enforces and collects all applicable taxes and license fees, and establishes a Minnesota Breeders' Fund.

Official Notices

The commission consists of nine members. Prescribed qualifications for membership include being a Minnesota resident for five years preceding appointment. No more than five members may belong to the same political party. Appointees must file a bond of \$100,000. Terms are staggered and are for six years.

Members must file with the Ethical Practices Board.

Minnesota Office on Volunteer Services Advisory Committee

500 Rice St., St. Paul 55155. 612-296-4731

Minnesota Statutes 16B.88

APPOINTING AUTHORITY: Commissioner of Administration. COMPENSATION: Reimbursed for expenses.

VACANCY: One member: must reside in Economic Development Region 1 (Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau counties). Term expires January 1995.

The mission of the Minnesota Office on Volunteer Services is to stimulate volunteerism and increase the impact of volunteer programs, citizen participation efforts and public/private partnerships in Minnesota. The office acts on its mission through: Leadership/Advocacy—identifying and acting on issues of policy and practice that affect volunteerism; Promotion—bringing visibility and public recognition to the values and accomplishments of volunteerism; Support—informing, coordinating and maximizing the effectiveness of volunteer programs and initiatives. The committee consists of twenty-one members including at least one member from each economic development region.

Three to five meetings per year, usually at the state capitol complex.

Pollution Prevention Task Force

Minnesota Office of Waste Management, 1350 Energy Lane, St. Paul 55108. 612-649-5750

Minnesota Statutes 15.014

APPOINTING AUTHORITY: Office of Waste Management. COMPENSATION: None.

VACANCY: One member: experience and interest in postsecondary pollution prevention education. The Pollution Prevention Task Force meets once a month to provide advice on pollution prevention activities of the Office of Waste Management.

The task force shall act in an advisory capacity on matters related to the Minnesota Toxic Pollution Prevention Act. The Act, passed by the 1990 Legislature, declares that it is the policy of the state to encourage toxic pollution prevention. The task force will be involved in several programs to reduce, or eliminate at the source, the use, generation, or release of toxic pollutants.

The task force consists of fifteen members with representation from the following groups: (1) industry; (2) citizens; (3) government representatives involved in pollution prevention activities. Monthly meetings to occur at the Office of Waste Management in St. Paul.

State Designer Selection Board

Request for Proposal for a Project at Mankato State University

To Minnesota Registered Design Professionals:

The Request for Proposal for the Chiller Project at Mankato State University (Project 08-91) is hereby cancelled. This cancellation was requested by the State University System.

James Tillitt, Chairman
State Designer Selection Board

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.

Department of Agriculture

Family Farm Services Division

Notice of Request for Proposals (RFP) for Sale of Farm Real Estate

The Minnesota Department of Agriculture wishes to enter into a contract with a licensed real estate broker to represent the State in

Professional, Technical & Consulting Contracts

the sale of a 400 acre farm located near Balaton in Lyon County. Legal Description of the property, sale procedures and contracting requirements are available upon request. All inquiries and submittals are to be addressed to:

Mr. Patrick Yutrzenka
Loan Officer
Family Farm Services Division
Minnesota Department of Agriculture
90 West Plato Boulevard
St. Paul, Minnesota 55107
(612) 296-8435

The Department, by this RFP, does not promise to accept the lowest, or any other, proposal and specifically reserves the right to reject any or all proposals, reject any provision in any proposal, obtain new proposals, or proceed to do the sale otherwise.

The deadline for submission is 4:00 p.m. on Friday, November 22, 1991.

Minnesota Historical Society

Notice of Request for Bids for Order Picker

Sealed bids for the provision of one order picker for use in warehouse stacks of the Minnesota Historical Society in accordance with specifications prepared by the Minnesota Historical Society, will be accepted until November 25, 1991 at which time the bids will be publicly opened and read aloud. Bids received after the above deadline will not be considered.

SPECIFICATIONS

Copies of specifications and bidding documents may be obtained from Gary W. Goldsmith, Contracting Officer, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101. Telephone (612) 296-2155.

CONDITIONS OF BIDS

The Minnesota Historical Society reserves the right to accept any bid or to reject all bids, and to waive any informalities therein. No bid may be withdrawn within 30 days after the scheduled closing time for the receipt of bids. This solicitation does not require the Society to proceed with the purchase of the equipment described in the Request for Bids.

Iron Range Resources and Rehabilitation Board

Request for Proposals to Provide Archival Services

REQUEST FOR PROPOSAL (RFP): Provide archival services to the Iron Range Research and Interpretative Center (IRR&IC), a division of Iron Range Resources and Rehabilitation (IRRRB).

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

Project Tasks: Responder shall provide not more than 1,650 hours of archival assistance work at the IRR&IC, located at IRONWORLD USA, Chisholm, MN.

1. Assist in accessioning, processing, inventorying and locating archival and manuscript materials as directed by the IRRRB project manager.
2. Maintain the photograph and negative print files, prepare finding aids and assist in the retrieval of archival materials and information.
3. Assist with artifact accessioning and entering pertinent data into machine readable data systems.

The state shall determine working hours, work assignments and scheduling.

Department Contacts: Prospective responders who have any questions regarding this request for proposal may call or write:

Edward Nelson
Assistant Director
Iron Range Research and Interpretative Center
P.O. Box 392 Hwy. 169W
Chisholm, MN 55719
(218) 254-3325

Professional, Technical & Consulting Contracts

Submission of Proposals: All proposals must be sent to and received by:

Edward Nelson, Assistant Director
Iron Range Research and Interpretative Center
P.O. Box 392 Hwy. 169W
Chisholm, MN 55719

not later than 2:30 p.m. November 15, 1991.

Late proposals will not be accepted. Submit 2 copies of proposal. Proposals are to be sealed in mailing envelopes or packages with the responders name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

Project costs: The IRRRB has estimated that the cost of this project should not exceed \$15,320.00 (fifteen thousand three hundred twenty dollars).

Project completion date: This project will be completed after 1,650 hours of work.

Responders must submit: A written proposal detailing how the task will be completed.

Responders must list:

- Experience working with archival systems used at the Iron Range Research Center.
- Knowledge of the Iron Range area of Minnesota, its history and its people.
- Knowledge of accepted Archival administration and practices.

All proposals received by the deadline will be evaluated by representatives of the Iron Range Research Center. In some instances, an interview will be part of the evaluation process. Evaluation and selection will be completed by December 2, 1991. Anticipated starting date of the project is December 16, 1991.

The successful responder will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

EVALUATION CRITERIA FOR ARCHIVAL ASSISTANT

Contractor will be evaluated by a committee consisting of the Director, Assistant Director and Photographer of the Iron Range Research and Interpretative Center (IRR&IC), on the following point system:

Criterion	Points
1. Experience in working with IRR&IC archival systems	35
2. Overall knowledge of archival and photographic archival systems employed by the IRR&IC	25
3. General knowledge of Iron Range related documents and photographs for identification purposes	25
4. Knowledge of accepted archival administration and practices	15
Total	100

Iron Range Resources and Rehabilitation Board

Request for Proposals for IRRRB Exhibits

REQUEST FOR PROPOSAL (RFP): Exhibit design and construction for a history of northeastern Minnesota conservation, forestry management, the Civilian Conservation Corps and Mineland Reclamation for the Iron Range Resources and Rehabilitation Board's (IRRB) IRONWORLD USA facility at Chisholm, MN.

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

A. Scope of Project: Exhibits will most likely include photographs, text, artifacts, oral history, audio/visual and "hands on" activities. The classroom area is capable of film/video projection, and contractor shall furnish necessary equipment as part of project. Exhibits should concentrate on the Civilian Conservation Corps activities in northeastern Minnesota, especially in the log structure, and relate the story of area conservation and forestation combining the roles of entities such as the US Forest Service through the activities of today's IRRRB Mineland Reclamation Division.

B. Goals and Objectives: When completed, the project will provide IRONWORLD USA visitors with an educational, informative and entertaining history of northeastern Minnesota forestry and conservation efforts since the turn of the century.

Professional, Technical & Consulting Contracts

C. Project Tasks: (I.) Contractor will be expected to design, construct, install and supply necessary exhibits and equipment for

1.) The IRRRB Mineland Reclamation facility consisting of an 800 square foot hallway, and outdoor canopied area of 2,240 square feet (requiring permanent all-weather exhibits), and a classroom of 1,200 square feet (in which some exhibits must be portable to allow for multi-use applications, and;

2.) a 38 foot by 28 foot log structure similar to those constructed by the CCC consisting of permanent and portable exhibits, and:

(II.) Contractor to write, produce and deliver a broadcast quality video of approximately fifteen minutes on the Civilian Conservation Corps. Video to include a short history of the CCC nationally and concentrate on the CCC experience in northeastern Minnesota. Responder may propose additional tasks or activities if they will substantially improve the results of the project.

D. Department Contacts: Prospective responders who have any questions regarding this request for proposal may call or write:

Dana Miller
Director

Edward Nelson
Assistant Director

Iron Range Research and Interpretative Center
P.O. Box 392 Hwy. 169W
Chisholm, MN 55719
(218) 254-3325

E. Submission of Proposals: All proposals must be sent to and received by:

Dana Miller, Director
Iron Range Research and Interpretative Center
P.O. Box 392 Hwy. 169W
Chisholm, MN 55719

not later than 2:30 p.m. November 8, 1991.

Late proposals will not be accepted. Submit 3 copies of proposal. Proposals are to be sealed in mailing envelopes or packages with the responders name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

F. Project Costs: The IRRRB has estimated that the cost of this project should not exceed \$150,000 (one hundred fifty thousand dollars).

G. Project Completion Date: This project will be completed by June 1, 1992.

H. Proposal Contents: The following will be considered minimum contents of the proposal:

1. Responder to research, design, develop, fabricate and install (including necessary audio/visual equipment) exhibits on the history of northeastern Minnesota forestry, conservation, Mineland Reclamation, with special emphasis on the Civilian Conservation Corps experience, as outlined in A., B., C. above.

2. Responder to provide background and experience with particular emphasis on previous exhibit and Page government work. Responder to identify key personnel to conduct project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the approval of the state Project Director.

3. Responder will prepare a detailed cost and work plan which will identify the major tasks to be accomplished and be used as a scheduling and managing tool, as well as a basis for invoicing.

4. Responder shall identify the level of IRRRB participation in the project as well as any other services to be provided by IRRRB.

I. All proposals received by the deadline will be evaluated by representatives of the Iron Range Resources and Rehabilitation Board. In some instances, an interview may be part of the evaluation process. Factors upon which proposals will be judged, but are not limited to, the following:

1. Expressed understanding of project objectives.

2. Project work plan.

3. Project cost detail.

4. Qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the firm.

Evaluation and selection will be completed by November 22, 1991.

Professional, Technical & Consulting Contracts

J. In accordance with the provisions of Minnesota Statutes, 1990 supplement, section 363.073; for all contracts estimated to be in excess of \$50,000, all responders having more than 20 full time employees at any time during the previous 12 months must have an affirmative action plan approved by the commissioner of Human Rights before a proposal may be accepted. Your proposal will not be accepted unless it includes one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A letter from Human Rights certifying that your firm has a current certificate of compliance.
3. A notarized letter certifying that your firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

K. The successful responder will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

Department of Natural Resources

Request for Proposal for Soudan Underground Mine Videos

Project: Soudan Mine Videos

Contact Person:

Ted Sheppard
DNR-Parks
1201 East Highway 2
Grand Rapids, MN 55744
218-327-4410

OBJECTIVE:

To produce three videos for the park visitors at the Soudan Underground Mine.

1. *Introduction to the Soudan Mine Video* — used to introduce the park visitors to the Mine and how it operated. Length: 10 minutes
2. *Crusher House* — a three-minute video that shows how the larry car, crusher house and stockpile worked.
3. *Handicapped video* — 20-minute video of the actual mine tour.

GENERAL DESCRIPTION:

The Soudan Underground Mine State Park is the first natural iron ore mine in the State of Minnesota. The Soudan Mine offers park guests a very unique experience—the opportunity to journey a half mile underground and then travel three-quarters of a mile to the last place in the mine where the miners worked.

The mine was originally owned by US Steel Corp. The company in the early 1950's produced a film on its operations in Minnesota. The park now has the original 16-mm film footage from the shooting at the Soudan Mine. This footage features many unique and special activities that took place during the mining operation in the 50's and 60's. It is our desire to have the introduction and the crusher house videos produced from this footage. The handicapped video will have to be a combination of on-location shooting and original film footage. It is possible to do most of the on-site work during the winter.

Producers may visit the site by calling Soudan Mine State Park at 218-753-2245.

WORK TO BE ACCOMPLISHED BY PRODUCERS:

1. Produce a script and storyboard of each program for approval.
2. Copy original 16-mm film footage to 1" or 3/4" video.
3. Provide all technical support (except electrician) on-location shooting for video.
4. Produce of final products from original film footage and on-location shooting. This includes all filming, narration, music, sound effects, etc.
5. All videos will be provided with closed caption signals.
6. The finished product will be a master on 1" or 3/4" tape of each video and four copies on 1/2" VHS tape.
7. As per standard State of Minnesota contracts, the finished product, and all rights to its use, will belong to the State of Minnesota without restrictions. If popular, or requested by the public, we may make copies available at our park gift shops. We would provide permission to use video in other educational settings.

SOUDAN UNDERGROUND MINE WILL PROVIDE:

1. On location assistance (including electrician).
2. Original film for copying.
3. All available information about the mine in our files.
4. Locations and how to obtain other information about the mine.

PRODUCTION SCHEDULE:

We would like to have all the videos in operation at the mine by Memorial Day, 1992. The contract will state the delivery date of August 1, 1992 to provide for summer on location shooting if necessary.

The Introduction to the Soudan Mine video will have a delivery date of May 15, 1992.

SUBMITTING PROPOSALS:

If you are interested in submitting a proposal to use for the production of these three videos, please include the following:

1. General description of your abilities to design and produce videos.
2. A reaction to what we have outlined in this request for proposal. Are there any aspects you could not produce? Are there aspects/techniques you would suggest including?
3. Your price, complete.
4. A copy (1/2" VHS) of a video you have produced recently that demonstrates a style or technique you propose and your abilities in video production. The video tape will be returned.

DEADLINE:

All proposals must be received by Friday, Nov. 15, 1991 @ 3:00 p.m. Send to the listed contact person.

Minnesota Pollution Control Agency

Water Quality Division

Request for Proposals for a Phosphorus Reduction Study in the Twin Cities Metropolitan Area

A. Scope of Project

The Minnesota Pollution Control Agency (MPCA or Agency), Water Quality Division is seeking proposals to identify sources and amounts of phosphorus entering publicly owned wastewater treatment works and point sources entering Twin Cities Metropolitan area surface waters. The sources to be evaluated include, but may not be limited to, household, public, commercial and industrial facilities or operations. In addition, this study shall evaluate the benefits and costs of reducing any significant phosphorus sources identified.

It is intended that this project should substantiate and expand on a previous study entitled Metropolitan Wastewater Treatment Plant NPDES Phase I: Phosphorus Removal Study (MWCC Project No. 855616) prepared by James M. Montgomery Consulting Engineers, Inc., which will be made available on request by the Agency contact.

The proposal should address the contractor's previous experience in studies of this nature, list key personnel, estimate project budget and discuss the contractor's approach to the project.

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

B. Goals and Objectives

The objective of this study is to evaluate the benefits and costs of reducing phosphorus loading to Twin Cities Metropolitan area surface waters, with possible statewide application, through any significant sources identified.

The results of this study may be used to establish a basis for potential future legislative or rulemaking regarding phosphorus pollution prevention.

C. Project Tasks (Responder may propose additional tasks or activities if they will substantially improve the results of this study.)

1. Identify sources and amounts of phosphorus entering Twin Cities Metropolitan area surface water and each of the 11 Metropolitan Waste Control Commission wastewater treatment works from the following categories: 1) residential origin; 2) commercial origin; 3) industrial wastewater; 4) cooling water; and 5) water utilities.

Professional, Technical & Consulting Contracts

2. Analyze the effect of various alternatives for phosphorus reduction measures on the amount of phosphorus entering surface waters from the residential, commercial, industrial, and utility sources regarding: 1) discharges to publicly owned wastewater treatment works; 2) direct discharges; and 3) impacts on septic systems.

3. Estimate the effects and feasibility of additional state regulatory phosphorus control measures either to eliminate or further reduce phosphorus in industrial and commercial products or processes.

4. Benefits and costs of source control measures for phosphorus reduction implemented in other jurisdictions.

5. Estimate changes in phosphorus concentrations in surface waters and measurable water quality improvements as a result of previous state or local attempts to eliminate or reduce phosphorus in industrial and commercial products.

6. Prepare draft reports for each of the items 1-5 listed above. Prepare a final report including all items 1-5 by December 15, 1992.

7. Conduct monthly progress meetings, give a presentation at the submittal of each draft report and final report.

D. Agency Contact/Submittal of Proposals

Prospective responders who have questions regarding the request for proposal may call or write as follows:

Bill D. Priebe
Municipal Section
Water Quality Division
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 55155
Telephone: (612) 296-7150

Note: Mr. Bill Priebe is the only person authorized to discuss matters related to this RFP.

In addition, all proposals must be sent to and received by the Agency Contact no later than 4:30 p.m., December 4, 1991.

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

E. Project Costs

The MPCA has estimated that the cost of this project should be in the range of \$70,000-\$80,000 and not to exceed \$80,000.

F. Project Completion Date

The estimated project completion date is January 31, 1993.

G. Evaluation

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

1. Expressed understanding of project tasks and objectives.
2. The level of detail, quality, and clarity of the work plan.
3. The level of detail and appropriateness of the cost breakdown.
4. Qualifications of both contractor and personnel. Experience of project personnel will be given considerable weight.

Evaluation and selection of the bidder, or rejection of all bids, will be completed by January 6, 1992. Results will be sent immediately by mail to all respondents.

H. Additional Requirements

The proposal must include the total cost for the project, with separate categories for compensation and expenses. Consideration for travel and subsistence expenses will be limited to the amount specified in the Minnesota Department of Employee Relations Commissioner's Plan (see table).

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 percent owned, operated and controlled on a daily basis by racial minorities, women, or persons with substantial physical disability. The State Department of Administration maintains a current list of those targeted group small businesses which have been certified. Contact Mr. Bill Priebe for the current list. This subcontract requirement is not applicable if the responder is a certified targeted group small business.

Professional, Technical & Consulting Contracts

Affirmative Action—The contractor will have to certify that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to *Minnesota Statute* § 363.073 (1986). This certification must be provided with the response to this RFP.

I. Non-Public Data

The MPCA is a state agency, and generally all information received is considered public. The MPCA has established procedures for proposers who wish to classify some or all of the information contained in a proposal as non-public. Refer to *Minnesota Rules* pt. 7000.1300 (1987) for further details regarding this procedure. To be classified as non-public, information must meet standards found in *Minnesota Statute* § 115A.06, subd. 13 (1988), and *Minnesota Statutes* § 13.37, subd. 1(b) (1988).

TABLE

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS

COMMISSIONER'S PLAN

MEALS B = \$6.00

L = \$7.50

D = \$13.50

*

**

MILEAGE \$0.27/mile

***Meal Averaging:** Plan allows for combining reimbursement amounts of two or more consecutive meals towards the actual cost of one or more meals.

****Special out-of-state rates apply.**

Department of Revenue

Request for Proposal for Training Services

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

A. SCOPE OF THE PROJECT

The purpose of this project is to design, develop, present, and evaluate two hundred hours of instruction of Revenue employees who carry out extensive written communications with Minnesota taxpayers. The instruction will be organized in two-hour periods each Thursday morning and each Thursday afternoon excluding State holidays. The instruction will focus on the development of writing skills that enable Revenue employees to communicate highly technical statutes, procedures, and policies related to tax administration to the average taxpayer in clear, concise, and comprehensible letters and memos.

B. GOALS AND OBJECTIVES

Upon participating in eight two-hour blocks of instruction, participants will:

- Recognize the weaknesses and problems in their writing styles which create ambiguity, lack of understanding, frustration on the part of individuals reading their memos and letters.
- Avoid words and phrases in their written materials which antagonize taxpayers.
- Develop flexibility and diplomacy in tone, approach, and overall impression, encouraging trust and avoiding negative signals.
- Recognize and write in the appropriate style and language to each particular readership.
- Build awareness and respect for word usage.
- Write to the reader's logic in the strategic style that suits the subject and situation.
- Capture and hold the reader's interest.
- Write with clarity, precision, gravity, and forcefulness.
- Write more quickly, easily, and creatively, eliminating jargon and pomposity.
- Use instant outline techniques to write for the quick scan and to appeal visually to the reader.

C. PROJECT TASKS

The provider of the services called for in this proposal will:

1. Develop a set of objectives stated in terms of participant behavior commensurate with the purposes and outcomes of this project.

Professional, Technical & Consulting Contracts

2. Design instructional activities and materials to achieve the objectives of the learning activities.
3. Conduct group and individual instruction in two-hour blocks on each Thursday excluding holidays for a total of 200 instructional hours.
4. Meet periodically with members of Training Services, Department of Revenue to review individual progress towards the outcomes of the project.
5. Evaluate the results and outcomes of the instruction on the basis of the behavioral objectives developed in Step One.
6. Provide the Department of Revenue with a written report describing outcomes and evaluations.

D. DEPARTMENT CONTACTS

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

Dr. Russell Hill
Supervisor, Training Center
Department of Revenue
10 River Park Plaza
Mail Station 6584
St. Paul, MN 55146-6584
Phone: (612) 297-4454

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

E. SUBMISSION OF PROPOSALS

All proposals must be sent to and received by:

Linda Foltz
Technical Training
Department of Revenue
10 River Park Plaza
Mail Station 6584
St. Paul, MN 55146-6584

Not later than 4:00 p.m., November 22, 1991

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

F. PROJECT COSTS

The Department has estimated that the cost of this project shall not exceed \$12,000.00.

G. PROJECT COMPLETION DATE

The project will be completed by June 30, 1992, or within six months from the date of project authorization, whichever occurs later.

H. PROJECT CONTENTS

The following will be considered minimum contents of the proposal:

1. A restatement of the project's scope and objectives demonstrating that the responder understands the nature and purposes of the project.
2. A description of the major tasks and activities that the responder will conduct.
3. An outline of the responder's background and experience with emphasis on work with governmental agencies and instructing technical/legal professionals to write clearly and understandably for the average reader. An identification of personnel to conduct the project, detailing their training and experience. No change in personnel assigned to the project will be permitted without the approval of the Project Director.
4. A description of the level and type of the Department's participation in the project as well as any other services to be provided by the Department.

I. EVALUATION

All proposals received by the deadline will be evaluated by representatives of the Department of Revenue. Factors upon which proposals will be judged include, but are not limited to, the following:

1. Expressed understanding of projects objectives
2. Project work plan
3. Project cost

4. Qualifications of both company and personnel. Experience of project personnel (instructor) will be given greater weight than that of the firm.

Evaluation and selection will be completed by December 1, 1991. Results will be sent immediately by mail to all responders.

J. WORKER'S COMPENSATION

The successful responder will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

Non-State Public Contracts

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

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

Metropolitan Council

Request for Proposals for Recycling Advertising Campaign

The Metropolitan Council is requesting proposals from qualified, experienced contractors to develop and, if approved, implement a metro-wide advertising campaign to promote waste reduction, reuse and recycling. Services will include concept, design, production and purchase of ads for television, radio and/or print media. Approximately \$335,000 will be available during the biennium to develop the campaign and purchase the ads.

A Request for Proposals for this project may be obtained by contacting Jan Gustafson at 612-291-6384. An informational meeting for prospective proposers will be held on Nov. 18, 1991, 10 a.m., in Room A at the Council offices, 230 East Fifth St., St. Paul.

Proposals will be accepted by the Council until Dec. 9, 1991 at 4:30 p.m. This request does not obligate the Council. The Council reserves the right to cancel this solicitation.

All proposals should be addressed to: Metropolitan Council, Mears Park Centre, 230 East Fifth St., St. Paul, MN 55101, ATTN: Jan Gustafson.

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 CODE KEY

A = Sealed Bid	F = \$1,500-\$5,000 Estimated Dollar Value	I = \$50,000 and Over Sealed Bid/Human Rights Compliance Required
B = Write for Price	G = \$5,000-\$15,000 Estimated Dollar Value	J = Targeted Vendors Only
C = Request for Proposal	H = \$15,000-\$50,000 Sealed Bid	K = Local Service Needed
D = Request for Information		L = No Substitute
E = \$0-\$1,500 Estimated Dollar Value		M = Installation Needed

Commodity: I-cold storage building construction materials
Contact: Pam Anderson 296-1053
Bid due date at 2pm: November 8
Agency: Minnesota Department of Transportation
Deliver to: Various Places
Requisition #: B 79050-27604

Commodity: B F-toweling-blotting paper
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: November 6
Agency: Minnesota Department of Agriculture
Deliver to: St. Paul
Requisition #: B 04661-21506

Commodity: B G-electric oven
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: November 8
Agency: Minnesota Correctional Facility
Deliver to: Oak Park Heights
Requisition #: B 78630-10424

Commodity: B F-rubber belting
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: November 5
Agency: Minnesota Department of Transportation
Deliver to: Owatonna
Requisition #: B 79650-00573

Commodity: B F-knitting machine
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: November 6
Agency: Minnesota Department of Jobs & Training
Deliver to: Various Places
Requisition #: B 21701-41748

Commodity: B-Floor cleaning equipment
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: November 6
Agency: Minnesota Department of Transportation
Deliver to: Brainerd
Requisition #: B 79000-21915

Commodity: B F-tables & chairs
Contact: Jack Bauer 296-2621
Bid due date at 4:30pm: November 8
Agency: Winona State University
Deliver to: Winona
Requisition #: B 26074-14197

Commodity: A H-kitchen equipment
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 12
Agency: Minnesota Correctional Facility—Faribault
Deliver to: Faribault
Requisition #: B 02310-19797

Commodity: B G-translation stage & accessories
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: November 8
Agency: St. Cloud State University
Deliver to: St. Cloud
Requisition #: B 26073-23178

Commodity: B E-light fixtures
Contact: Joan Breisler 296-9071
Bid due date at 4:30pm: November 6
Agency: Minnesota Correctional Facility
Deliver to: St. Cloud
Requisition #: B 78830-11058

State Contracts and Advertised Bids

Commodity: B L-locksets and hardware
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: November 6
Agency: Building Construction Division
Deliver to: St. Peter
Requisition #: B 02310-19564

Commodity: B-commercial clother washer & dryer
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: November 6
Agency: Minnesota Correctional Facility
Deliver to: Sauk Centre
Requisition #: B 78770-03389-1

Commodity: A I M-library furniture
Contact: Jack Bauer 296-2621
Bid due date at 2pm: November 25
Agency: Mankato State University
Deliver to: Mankato
Requisition #: B 26071-48179

Commodity: B F K-lanier maintenance
Contact: Jack Bauer 296-2621
Bid due date at 4:30pm: November 5
Agency: Department of Human Services
Deliver to: St. Paul
Requisition #: B 55000-24062

Commodity: A I-articulated wheel loader
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: November 15
Agency: Minnesota Department of Transportation
Deliver to: Various Places
Requisition #: B 79382-02323

Commodity: A I-articulated wheel loader
Contact: Mary Jo Bruski 296-3772
Bid due date at 2pm: November 15
Agency: Minnesota Department of Transportation
Deliver to: Various Places
Requisition #: B 79382-02324

Commodity: Miscellaneous office supplies
Contact: Ann Wefald 296-2546
Bid due date at 2pm: November 20
Agency: Central Stores
Deliver to: St. Paul
Requisition #: Price Contract

Commodity: Bituminous
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 15
Agency: Transportation Department
Deliver to: Morris
Requisition #: 79-450-B

Commodity: Ready Mix
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 15
Agency: Transportation Department
Deliver to: Morris
Requisition #: 79-450-RM

Commodity: Winter sand
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 15
Agency: Transportation Department
Deliver to: Morris
Requisition #: 79-450-WS

Commodity: Aggregate—bituminous plant mix
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 15
Agency: Transportation Department
Deliver to: Morris
Requisition #: 79-450-BPM

Commodity: Winter sand
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 18
Agency: Transportation Department
Deliver to: Crookston
Requisition #: 79-250-WS

Commodity: Aggregates
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 18
Agency: Transportation Department
Deliver to: Crookston
Requisition #: 79-250-A

Commodity: Bituminous
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 18
Agency: Transportation Department
Deliver to: Crookston
Requisition #: 79-250-B

Commodity: Ready mix
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 18
Agency: Transportation Department
Deliver to: Crookston
Requisition #: 29-250-RM

Commodity: Silica sand
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 18
Agency: Transportation Department
Deliver to: Crookston
Requisition #: 79-250-SS

Commodity: Portland cement
Contact: Joan Breisler 296-9071
Bid due date at 2pm: November 18
Agency: Transportation Department
Deliver to: Crookston
Requisition #: 79-250-PC

Commodity: E-trench drain grated covers
Contact: Pam Anderson 296-1053
Bid due date at 4:30pm: November 8
Agency: Minnesota Department of Transportation
Deliver to: Oakdale
Requisition #: B 79000-21918

Commodity: B F—musical instrument—tuba
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: November 8
Agency: Bemidji State University
Deliver to: Bemidji
Requisition #: B 26070-14587

Commodity: B F—laundry equipment
Contact: Linda Parkos 296-3725
Bid due date at 4:30pm: November 8
Agency: Minnesota Correction Facility
Deliver to: Faribault
Requisition #: B 02310-19798

Commodity: B G M—virio tables
Contact: Jack Bauer 296-2621
Bid due date at 4:30pm: November 13
Agency: Department of Military Affairs
Deliver to: Little Falls
Requisition #: B 01000-06852

State Contracts and Advertised Bids

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: Employee bi-weekly time report, color key, negs available, one-sided, 400 books, carbon interleave, pads w/chipboard

Contact: Printing Buyer's Office

Bids are due: November 6

Agency: Education Department

Deliver to: St. Paul, MN

Requisition #: 19591

Announcements

Public Invited to Review Plans for New State Park: Plans for the development of Grand Portage State Park, scheduled to open in 1993, will be available for public review at an informal open house meeting in St. Paul, sponsored by the Minnesota Department of Natural Resources Parks and Recreation Division. The meeting will take place on Wednesday, Nov. 6, in the Kelly Inn State Capitol Best Western at I-94 and Marion Street in St. Paul. The public is invited to stop by anytime between 3 p.m. and 7 p.m. to talk with park planners. Similar open houses were held in September at the Grand Marais City Hall and Grand Portage Lodge. Dennis Thompson, park planner for Minnesota State Parks, said the meetings give the public opportunities to ask questions and learn more about plans for the development of Minnesota's newest state park. The park is located within the Grand Portage Indian Reservation, 42 miles north of Grand Marais in Cook County. The park, bordered by Lake Superior on the east and by the Pigeon River and Canadian border on the north, contains Minnesota's highest waterfall. The draft management plans are available for review at the Information Center in the DNR Headquarters Building at 500 Lafayette Road in St. Paul. Thompson encourages the public to attend this "open house" style meeting. "We hope people will take the time to review the plans and drop by the open house," Thompson said. "Since we plan parks for people, it's important to hear what the public has to say."

Minnesota State Parks Sponsoring Calendar Photo Contest: Photographers have an opportunity to get their work featured in the 1993 Minnesota State Parks Calendar. Photos taken in any of Minnesota's 65 state parks may be entered in a contest designed to generate photographs for the calendar. Last year more than 7,500 calendars were distributed. Although the entry deadline isn't until Jan. 17, 1992, photographers should be at work now because photographs are sought from all seasons. Both amateur and professional photographers may submit entries in the contest, sponsored by the Parks and Recreation Division of the Department of Natural Resources (DNR). Entry forms and contest guidelines are available at state parks. They may also be obtained from the DNR Information Center in St. Paul by calling (612) 296-6157 in the Twin Cities area, or by calling toll free in Minnesota 1-800-652-9747 (ask for the DNR). The TDD phone number is (612) 296-5484. The yearly calendar displays the beauty of Minnesota's state parks, and also provides dates of state parks special events and other dates of interest. Joe Niznik, project specialist for the DNR Parks and Recreation Division, said there is particular interest in photos from less frequently visited parks and photos from the "off-seasons." Winners will have their work published in the 1993 calendar, along with a photo credit. They will also receive five complimentary copies of the calendar and a \$25 gift certificate for the Minnesota State Parks Nature Store. The 1992 Minnesota State Parks Calendar is now on sale in all Minnesota state parks and in the DNR Gift Shop at 500 Lafayette Road in St. Paul. For ordering information, call (612) 228-9165.

Need for Dakota County Incinerator Well Established: The Minnesota Pollution Control Agency should not hold a contested-case hearing on the proposed Dakota County incinerator because the need for it has already been well established. Metropolitan Council Chair Mary Anderson told the agency board Tuesday. The board is considering a recommendation from its staff to hold a hearing on how much waste will be available for the proposed incinerator and the facility's effect on waste reduction, recycling and food-waste composting. The solid waste generated in the seven-county Metro Area from July 1990 through June 1991 totaled about 3.6 million tons. The waste stream grew an average of 2.35 percent a year in

the 1980s. The Council, in its new solid waste policy plan, forecasts that the waste stream will grow by 1.6 percent each year in the next decade. That growth, largely a result of population and employment growth, will occur even as waste reduction and recycling efforts increase, the plan says. Moreover, the proposed Dakota County facility will not discourage recycling and will not conflict with other processing plants in the region, according to Anderson. The proposed Dakota County incinerator would process an estimated 640 tons per day, or about 234,000 tons annually. Anderson said the issue of need was fully aired in developing the Council's new solid waste policy plan, in an environmental impact study and in reviews of Dakota County's permit application and other county waste planning efforts. She also said the legislature gave the Council the role of determining the need for processing capacity region-wide. Once the need is determined, the MPCA has the role of regulating processing plants according to its permitting rules. At its Tuesday meeting, the MPCA board did not reach a decision about whether to hold a hearing. The matter will come before the board again at its meeting next month.

Compost Facility Proposed for Scott, Carver Counties: A proposed solid waste compost facility serving Scott and Carver Counties will be the subject of a Metropolitan Council public meeting set for November 18. Scott County proposes to construct the facility to handle up to 200 tons per day of municipal solid waste from the two counties. They would designate all municipal solid waste to be delivered to the facility, where recyclable materials also would be recovered. A 35-acre site for the proposed facility is located in Louisville Twp., southwest of Shakopee. Scott County proposes to finance the \$16 million project by issuing revenue bonds and obtaining a \$2 million grant from the Minnesota Office of Waste Management. Construction would begin next summer. The meeting is to hear public comment on an environmental assessment worksheet (EAW) prepared by the Council on the project. The worksheet is a preliminary assessment of environmental issues, including surface and stormwater runoff, dust, noise, odors, sewage and potential health risks. The meeting will be held at 7 p.m. at the Scott County Courthouse, 428 S. Holmes St., Shakopee. If you wish to speak at the meeting, call Donna Mattson of the Council at 291-6493 to register. The formal comment period began October 28, 1991, and ends November 27, 1991. Address written comments to Council planner Paul Smith, Metropolitan Council, Mears Park Centre, 230 E. Fifth St., St. Paul, MN 55101. Copies of the EAW are available at most Scott and Carver County public libraries. To receive a free copy in the mail, call the Council's Data Center at 291-



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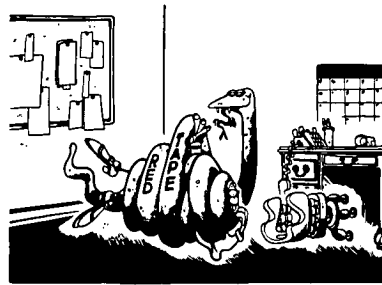
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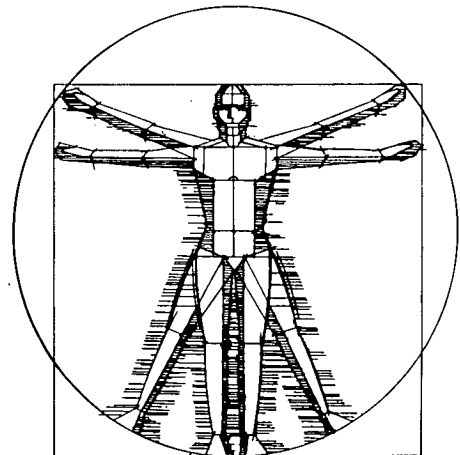
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