

DIVISION 500
OREGON ADMINISTRATIVE RULES FILING REQUIREMENTS
ADMINISTRATIVE RULES UNIT
Procedural Rules

Rule Summary: Repeal proposed, use 166-001-0000 as it applies to chapter 166.

~~166-500-0000~~

~~Notice of Proposed Rulemaking~~

~~Before adopting, amending, or repealing any permanent rules, the Administrative Rules shall give notice of the proposed adoption, amendment, or repeal:~~

~~(1) In the Secretary of State's Oregon Bulletin, referred to in ORS 183.360, at least 21 days prior to the effective date.~~

~~(2) By mailing a copy of the Notice to persons on the Administrative Rules Publications Unit's mailing list established pursuant to ORS 183.335(8) at least 28 days prior to the effective date.~~

~~(3) By mailing a copy of the Notice to the following persons and organizations:~~

~~(a) Associated Press;~~

~~(b) Capitol Press Room;~~

~~(c) Department of Justice.~~

~~(4) By mailing a copy of the Notice to legislators specified in ORS 183.335(15) at least 49 days prior to the effective date.~~

~~Stat. Auth.: ORS 183.360~~

~~Stats. Implemented: ORS 183.335 & 183.360~~

Rule Summary: Repeal proposed, use 166-001-0000 as it applies to chapter 166.

~~166-500-0005~~

~~Model Rules of Procedure~~

~~The Attorney General's Model Rules of Procedure under the Administrative Procedures Act, dated July 1, 2014, are adopted as the rules of procedure for the Administrative Rules Unit.~~

~~[ED. NOTE: The full text of the Attorney General's Model Rules of Procedure is available from the office of the Attorney General or the Archives Division.]~~

~~Stat. Auth.: ORS 183.360~~

~~—Stats. Implemented: ORS 183.335~~

Rule Summary: Update definitions rule to define and address current rules process.

166-500-0010

Definitions

The following definitions apply to 166-500-0000~~10~~ through 166-500-0055~~70~~.

(1) **Attachments** include items such as maps, seals, drawings, forms, graphs, tables, and charts.

Agencies may attach a pdf file that includes all the associated documents not included in the rule text. See OAR 166-500-0060.

~~(2)(4) "Appointment of Rules Coordinator~~ **Delegation of Rulemaking Authority and Appointment of Rules Coordinator Form** ORS 183.330 requires State agencies that adopt administrative rules ~~must~~ shall appoint a rules coordinator and file ~~the Appointment of Agency Rules Coordinator form must be filed with the Oregon Secretary of State, Administrative Rules Publications Unit. See ORS 183.330.~~ These forms are available from the Administrative Rules Unit or downloadable from the Administrative Rules Unit website at ~~http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx~~. ~~Delegation of Rulemaking Authority,"~~ ORS 183.325 requires delegations of rulemaking authority be filed with the Administrative Rules Publications Unit. This combined form must be filed before the person named on the form obtains filing access or submits any filings to the Publications Unit. Only one form will be in effect at a time, each subsequent submission replaces the previous version filed. The form is available from the Administrative Rules Unit or can be downloaded from the Administrative Rules Publications Unit website at ~~http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx~~.

~~(6) "Delegation of Rulemaking Authority,"~~ ORS 183.325 requires delegations of rulemaking authority to be filed with the Administrative Rules Publications Unit. The form is available from the Administrative Rules Unit or can be downloaded from the Administrative Rules Publications Unit website at ~~http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx~~.

(3) **Filing Authorization** is required before filings are submitted to the Publications Unit. The Rules Coordinator must indicate that a person who is listed on the Delegation of Rulemaking Authority and Appointment of Rules Coordinator Form on file with the Publications Unit has approved the filing.

~~(20) A "Signature" is the original, scanned or electronic signature of the agency's authorized signer who has legal authority to approve rulemaking filings, appoint agency rules coordinators or delegate rulemaking authority.~~

(4) Dates:

~~(a)(9)~~ **Agency Approved Date** for a Permanent or Temporary Filing is the date an agency has approved or a commission or board has adopted a rule version, and must be the same as or prior to the filing date.

(b) **Deadline Day** is the last date and time a filing may be submitted to the Publications Unit for possible inclusion in the monthly Oregon Bulletin. See OAR 166-500-0070.

~~(c)(7)~~ The **Effective Date** for a Permanent or Temporary Administrative rule ~~must be its date of filing~~ is

the date the rule is filed with the ~~Administrative Rules~~ Publications Unit or a later date specified by the agency. ~~Additionally, The effective date for a Permanent Administrative Rule must be at least 21 days following publication of the Notice in the Oregon Bulletin.~~

~~(d)(8)~~ The **Filing Date** for administrative rulemaking paperwork is the day a filing is submitted to it is received by the Secretary of State, Administrative Rules the Publications Unit via the Oregon Administrative Rules Database (OARD). by on line or hand delivery, mail or fax.

~~(e)(11)~~ **Last Date for Public Comment** is the last date comment on a Proposed Rulemaking will be accepted into the rulemaking record.

~~(f)~~ **Through Date** indicates the last day a rule is effective on a Temporary Filing.

~~(5)(17)~~ A Rule **Filing Caption** is a statement of not more than 15 words, applying to the entire filing and all included rule changes, identifying the subject matter of the rulemaking action. See ORS 183.335(2)(a)(A).

~~(9)~~ The "Model Rules of Procedure," for rulemaking (~~OAR 137-001-0005 through 137-001-0085~~) have been established by the Attorney General's office to implement the statutory requirements (~~ORS 183.341(2)~~) of the Oregon Administrative Procedures Act.

~~(6)~~ Filing types:

~~(a)(12)~~ **Notice of Proposed Rulemaking Filing or Notice Filing** is a formal the Agency process for informing the public of intended rulemaking action with or without hearings that includes ~~an agency mailing to specific individuals and organizations, and publication of a Notice in the Oregon Bulletin.~~

~~(b)(14)~~ A **Permanent Administrative Rule Filing** is the Agency process to permanently adoption of new rules, or the amendment or repeal of existing rules, or renumber an existing rule to a new number and has no automatic expiration. ~~remains in effect until other rulemaking action is made on the specific rule.~~

~~(c)~~ **Statutory Minor Correction Filing** is the Agency process to amend an existing rule to apply only corrections that fall under ORS 183.335(7). See OAR 166-500-0045.

~~(d)~~ A **Temporary Rule Filing** is a newly adopted, amended or suspended rule the Agency process to temporarily adopt new rules, or amend or suspend existing rules which that remain in effect for a specified period not to exceed no longer than 180 days. See OAR 166-500-0050.

~~(11)~~ The "Notice of Proposed Rulemaking Hearing" is a formal process for informing the public of a hearing related to intended rulemaking action, which includes an agency mailing to specific individuals and organizations, and publication of a Notice in the Oregon Bulletin.

~~(7)(27)~~ **Oregon Administrative Rules Database (OARD)** is the online filing system located on the Publications Unit website, that contains each agency's rules, current draft text, filing drafts, and search features.

~~(8)(1)~~ The Oregon Administrative Rules Compilation is a publication that contains the complete text of

~~the Oregon Administrative Rules. The **OARD Compilation** is available in electronic and printed on the Publications Unit website. formats. The Compilation The OARD Compilation contains all current rules and is continually updated as filings are received online ~~rule changes are filed and published online.~~ Electronic versions are accessible on the Administrative Rules Unit website at ~~<http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>.~~ Printed copies are at the State Archives and in the collections of Oregon's Public Documents Depository Libraries, listed in OAR 543-070-0000, and are available for purchase from the Administrative Rules Unit.~~

~~(9)(11)The **Oregon Bulletin** is a monthly publication that documents is available on the Publications Unit website and contains all rulemaking actions promulgated each month. ~~between printings of the Oregon Administrative Rules Compilation.~~ In addition to providing The Bulletin includes:~~

~~(a) Notice of intended Proposed Rulemaking Filings; action;~~

~~(b) Permanent Filings;~~

~~(c) Temporary Filings;~~

~~(d) Statutory Minor Correction Filings; and adopted or amended rule text, it includes~~

~~(e) Executive Orders of the Governor;~~

~~(f) Opinions of the Attorney General; orders issued by the Director of the Department of Revenue and~~

~~(g) Certain other notices. The Oregon Bulletin is available electronically, and is on the Administrative Rules Unit Oregon Secretary of State's website. at~~

~~<http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>. PDF Printed copies are available for download. at the State Archives and in the collections of Oregon's Public Documents Depository Libraries, listed in OAR 543-070-0000, and are available for purchase from the Administrative Rules Unit.~~

~~(5) The "Certificate and Order for filing Permanent Filing or Temporary Rules" (Certificate) is the form that an agency is required to be filed with the Secretary of State, Administrative Rules Publications Unit of an adopted, amended, renumbering, or repealed a rule pursuant to ORS 183.355(1)(a). The Certificate is incorporated in the on line filing system. Additionally, forms are available from the Administrative Rules Unit or downloadable from the Administrative Rules Unit website at <http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>.~~

~~(10)(1) The "Administrative Rules" **Publications Unit** is a section of the Archives Division of under the Oregon Secretary of State's Office is the unit responsible for receiving ~~for~~ all Agency filings, including Notice of Proposed Rulemaking Filings, Permanent Filings, Temporary Filings and Statutory Minor Correction Filings; and publishing the Oregon Administrative Rules (OAR); and Rulemaking Notice compiling the Oregon Bulletin.~~

~~(11) Rulemaking Actions:~~

~~(a) **Adopt:** An "Adopted Administrative Rule" is Add a completely new rule added to an agency's body~~

of rules. ~~New rule numbers must be approved by the Administrative Rules Unit prior to filing. An agency may only list the rule as a temporary adopt if the agency has not previously adopted the rule on a permanent filing. Once a rule has been permanently adopted, it may only be amended, suspended or repealed.~~

~~(b) **Amend:** An "Amended Administrative Rule" is an existing rule that is Modified an existing rule with by additions or deletions to the rule text or associated attachments or items adopted by reference. under an existing rule number. (3) An "Amended Administrative Rule" is an existing rule that is modified by additions or deletions to the rule text under an existing rule number.~~

~~(c) **Renumber:** A "Renumbered Administrative Rule" is an existing rule that is Is a permanent action that moved from an existing rule number to a new rule number. No changes are permitted to the rule text. Once a rule is renumbered, the old number cannot be used again. (15) A "Renumbered Administrative Rule" is an existing rule that is moved from an existing rule number to a new rule number.~~

~~(d) **Repeal:** A "Repealed Administrative Rule" is an existing rule that is Is a permanent action that completely removes an existing rule from an agency's body of rules the Oregon Administrative Rule Compilation. Once a rule is repealed, that number cannot be used again. (16) A "Repealed Administrative Rule" is an existing rule that is completely removed from the Oregon Administrative Rule Compilation.~~

~~(e) **Suspend:** A "Suspended Administrative Rule" is an existing rule that is Is a temporary action that renders an existing rule rendered ineffective for a specified time not to exceed no more than 180 days. See ORS 183.335(6). (25) A "Suspended Administrative Rule" is an existing rule that is rendered ineffective for a specified time not to exceed 180 days. See ORS 183.335(6).~~

~~(12)(19) A **Rules Coordinator** is a person appointed by an agency appoints to coordinate the writing and filing of Administrative Rules. There may be up to three Rules Coordinators per chapter. An Appointment of Agency Rules Coordinator form The Delegation of Rulemaking Authority and Appointment of Rules Coordinator Form must be filed with the Publications Unit before filing rules.~~

~~(13) A **Rule Summary** is an objective statement for each rule summarizing the subject matter and purpose of the intended action. See ORS 183.335(2)(a)(B).~~

~~(14) **Rules Writer** is an agency staff person authorized to draft and edit rules via the Oregon Administrative Rules Database (OARD).~~

~~(15) A **Statement of Need and Fiscal Impact** explains the need for the proposed a rulemaking action and its fiscal impact: The Statement of Need and Fiscal Impact form and accompanies the Notice of Proposed Rulemaking Filing Hearing or the Notice of Proposed Rulemaking. The Statement of Need and Fiscal Impact form is incorporated in the on line filing system or can be downloaded from the Administrative Rules Unit website at~~

~~<http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>.~~

~~(16) A **Statement of Need and Justification** explains the need for a temporary rulemaking action and the justification for submitting the changes as a temporary rule rather than using the permanent rulemaking process. The Statement of Need and Justification form and accompanies the Certificate and Order for Filing a Temporary Filing Rules and is incorporated in the on line filing system or can be downloaded from the Administrative Rules Unit website at ~~<http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>.~~~~

~~(17) **Statutory and Other Authority** (Stat. Auth.) are the statute(s), bill(s) or federal legislation that grant is an agency's the authority to make rules granted by Oregon Revised Statutes (ORS).~~

~~(18) **Statutes and Other (Stats.) Implemented** is are the statute(s), bill(s) or federal legislation that an agency implements through the rulemaking process.~~

~~{Publications: Publications & Forms referenced are available from the agency.}~~

~~Stat. Auth.: ORS 183~~

~~Stats. Implemented: ORS 183~~

Rule Summary: Repeal proposed, use 166-010-0016 as it applies to chapter 166.

166-500-0015

Fees

~~Fees charged by the Administrative Rules Publications Unit are set forth in the Archives Division Fees rule OAR 166-010-0016. Fees for goods and services unique to the Administrative Rules Publications Unit are as follows:~~

- ~~(1) Certifying administrative rule records — \$5 per certification plus any copying, labor or research fees incurred in filling the request;~~
- ~~(2) CD-Rom or other media — \$20. per file copied, plus any associated costs; we no longer have cd drives in our computer.~~
- ~~(3) Oregon Administrative Rules Compilation bound set — \$650;~~
- ~~(4) Individual volumes of the OAR Compilation — \$45;~~
- ~~(5) Oregon Bulletin: Per hard copy issue — \$20. each;~~
- ~~(6) Walk-in customers or customers with large requests will be assisted as workloads permit.~~

~~Stat. Auth.: ORS 183.360~~

~~Stats. Implemented: ORS 177.130, 183.370, 192 & 357.885~~

Rule Summary: Amending rule language to address how agencies file Administrative rules.

166-500-0020

Oregon Administrative Rule (OAR) Filing Requirements

~~(1) The Administrative Rules Unit shall compile, index and publish all rules adopted by each agency.~~
~~(1)(2) Agencies must use the OARD on-line Filing System, available on the Publications Unit's website: <http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx> to submit Permanent and Temporary Filings Administrative Rule filings (ORS 183.355), Statutory Minor Correction Filings (ORS 183.335(7)) and Notices of Proposed Rulemaking and Rulemaking Hearing Filings (183.335(1) & (2)) to the Administrative Rules Unit. Agencies must submit filings by deadline day fFor publication inclusion in the following month's on-line Oregon Bulletin and Administrative Rules Compilation, filings must be submitted to the Administrative Rules Unit the 15th day of the month. The on-line filing system generates date stamped receipt copies that are e-mailed to the rules coordinator. Rules coordinators should phone the Administrative Rules Unit at (503) 373-0701 option 2 if they do not receive these receipt copies. Filings must contain the date stamp from the deadline day or earlier to be published and posted the following month.~~
~~(3) In cases when the online system is unavailable, contact the Administrative Rules Publications Unit for alternative filing options. Administrative Rule Filings and Notices may be mailed or delivered (Temporary Rule Filings and Notices can be faxed) to the Administrative Rules Unit, with prior approval by the Administrative Rules Unit, using forms available for download on the Oregon State Archives website at <http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>. In addition to the filing deadlines described in (2) above, mailed or delivered Filings and Notices must be received by the Administrative Rules Unit office by 5:00 p.m. on the deadline day.~~

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.335 & 183.360

Rule Summary: Clarify that filings submitted close to deadline day, particularly large filings, may take longer to process and miss inclusion in the upcoming Bulletin.

166-500-0025

Lengthy Administrative Rule Filings

~~The Administrative Rules Publications Unit may at its discretion omit filings rule text from publication in the printed version Oregon Bulletin when large rule filings are filed late in the publication cycle. Filings will retain their indicated filed and effective dates.~~

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.335 & 183.360

Rule Summary: Amending rule language to clearly outline the requirements and components of a Notice of Proposed Rulemaking Filing.

166-500-0030

Components of a Notice of Proposed Rulemaking Hearing or a Notice of Proposed Rulemaking Filing

~~(1) Notice of Proposed Rulemaking Hearing or a Notice of Proposed Rulemaking filings, consists of two items filed through the on-line filing system. These are: in addition to the requirements outlined in the Attorney General's Administrative Law Manual, must include the following components:~~

~~(a) Filing caption;~~

~~(b) Proposed rule text; including rule number, rule title, and associated statutes;~~

~~(c) Rule Summary, provided for each rule; and~~

~~(d) PDFs containing items such as maps, seals, drawings, forms, graphs, tables, and charts shall be provided for each rule. See OAR 166-500-0060.~~

~~(2) Agencies adopting or amending rules incorporating published standards by reference may omit copies of the publications if applicable, pursuant to ORS 183.355(1). Agencies must explain how the public may obtain referenced items.~~

~~-(a) The Notice of Proposed Rulemaking Hearing or Notice of Proposed Rulemaking;~~

~~(b) The Statement of Need and Fiscal Impact.~~

~~(2) In cases when the on-line system is unavailable, Notices may be filed using one of the methods described in OAR 166-500-0020(3). Forms are available from the Administrative Rules Unit or downloadable from the Administrative Rules Unit website at~~

~~<http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx>.~~

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.335 & 183.360

Rule Summary: Amending rule language to clearly outline the requirements and components of a Permanent Filing.

166-500-0040

Components of a Permanent Administrative Rule Filing

~~(1) Permanent Administrative Rule Filings, have these three in addition to the requirements outlined in the Attorney General's Administrative Law Manual, must include the following components:~~

~~(a) Filing Caption;~~

~~(b) Agency Approved Date;~~

~~(c) Effective Date;~~

~~(d) Final rule text, including rule number, rule title, and associated statutes; and~~

~~(e) Rule Summary, provided for each rule.~~

~~(a) The Certificate and Order for Filing Permanent Administrative Rules (Certificate) filed on line, including the Authorization page, signed by authorized signer, and attached as a PDF within the on-~~

line filing system.

~~(b) One Microsoft Word® document containing the text of only those rules listed on the Certificate, with complete and final rule text for each rule listed, except rules being repealed, formatted as described in 166-500-0055 and attached within the on-line filing system. Pages shall be numbered consecutively, and any special instructions noted.~~

~~(f) PDFs of any containing items such as maps, seals, drawings, forms, graphs, tables, and charts shall be provided for each rule. See OAR 166-500-0060. One PDF per rule, named with the entire rule number. The Administrative Rules Unit will include these items in the on-line Administrative Rules Compilation whenever possible, but may omit these items from print publications.~~

(2) Agencies adopting or amending rules incorporating published standards by reference may omit copies of the publications if applicable, pursuant to ORS 183.355(1). Agencies must explain how the public may obtain referenced items.

~~(3) Each Certificate and Order for Filing Permanent Administrative Rules filed shall include only administrative rules for which prior notice was published in the Oregon Bulletin. This provision does not apply in the case of rules being renumbered only.~~

(3) An agency must file a Notice of Proposed Rulemaking Filing before it may file a Permanent Filing, in accordance with ORS 183.335.

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.325, 183.330, 183.335, 183.355 & 183.360

Rule Summary: Adopting rule language to address the requirements and components of the new Statutory Minor Correction Filing.

166-500-0045

Components of a Statutory Minor Correction (SMC) Filing

(1) Statutory Minor Corrections (SMC) Filings, in addition to the requirements outlined in the Attorney General's Administrative Law Manual, must include the following components:

(a) Filing Caption;

(b) Final rule text, including rule number, rule title, and associated statutes;

(c) Rule Summary;

(d) PDFs containing items such as maps, seals, drawings, forms, graphs, tables, and charts shall be provided for each rule. See OAR 166-500-0060.

(e) Indicate the changes to rule as they apply to ORS 183.335(7).

(2) The agency must comply with ORS 183.335(7) and OAR 166-500-0070 when submitting a SMC Filing.

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.355 & 183.360

Rule Summary: Amending rule language to clearly outline the requirements and components of a Temporary Filing.

166-500-0050

Components of a Temporary Administrative Rule Filing

(1) Temporary Administrative Rule Filings have these, in addition to the requirements outlined in the Attorney General's Administrative Law Manual, must include the following components:

(a) Filing Caption;

(b) Agency Approved Date;

(c) Effective Date and Through Date, not to exceed 180 days;

(d) Final rule text, including rule number, rule title, and associated statutes;

(e) Rule Summary, provided for each rule; and

(f) PDFs containing items such as maps, seals, drawings, forms, graphs, tables, and charts shall be provided for each rule. See OAR 166-500-0060.

(2) Agencies adopting or amending rules incorporating published standards by reference may omit copies of the publications if applicable, pursuant to ORS 183.355(1). Agencies must explain how the public may obtain referenced items.

(3) A Notice of Proposed Rulemaking Filing is not required prior to filing a Temporary Filing.

(4) When a Temporary expires at the end of its indicated through date, the rule will revert to the last permanent language.

~~(a) The Certificate and Order for Filing Temporary Administrative Rules (Certificate) filed on line, including the Statement of Need and Justification, and the Authorization page signed by authorized signer, and attached as a PDF within the on line filing system.~~

~~(b) One Microsoft Word® document containing the text of only those rules listed on the Certificate, with complete and final rule text for each rule listed, except rules being suspended, formatted as described in 166-500-0055 and attached within the on line filing system. Pages shall be numbered consecutively, and any special instructions noted.~~

~~(c) PDFs of any tables, appendices or other specially formatted material appearing in the rule text. One PDF per rule, named with the entire rule number. The Administrative Rules Unit will include these items in the on line Administrative Rules Compilation whenever possible, but may omit these items from print publications.~~

~~(2) Agencies adopting or amending rules incorporating published works by reference may omit copies of the publications if applicable, pursuant to ORS 183.355(1)(b).~~

~~(3) If the on line system is unavailable, the Administrative Rules Unit will accept Temporary Rules filings~~

~~by prior approval and alternative methods as described in OAR 166-500-0020(3). If faxed, a complete Temporary Administrative Rule Filing, as described in section (1) of this rule, must be delivered to the Administrative Rules Unit within three working days.~~

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.325, 183.330, 183.335, 183.355 & 183.360

Rule Summary: Amending rule language to clearly define rule formatting requirements.

166-500-0055

~~Rule Text to Be Filed as Part of Administrative Rule Filing Rule Formatting Requirements~~

~~Rules that do not comply with the following requirements will be returned to the agency for correction. Rule text shall must be included Permanent and Temporary Administrative Rule filing, containing Rule text in a single Microsoft Word® document attachment for each Permanent or Temporary rule filing, with formatting as follows:~~

~~(1) Microsoft Word® documents shall contain complete and final rule text for each rule listed on the Certificate, and shall be clean and free from tabs, strike throughs, underlines, and other formats showing tracked changes. The documents shall contain only the rules that are listed on the Certificate.~~

~~(2) Rule text shall be 12 point, or similarly readable size;~~

~~(3) Text lines shall be from margin to margin, with no tabs and not in column form;~~

~~(4) Single spaces shall be used throughout the text, with no double spaces between sentences, no double spaces between lines, and no tabs.~~

~~(5) Division titles shall be centered, boldface and use all uppercase letters;~~

~~(6) Division subtitles shall be centered, boldface and use initial capitalization only;~~

~~(1) Rule numbers shall must be in the XXX-XXX-XXXX format. and shall be flush left (left justified) and boldface;~~

~~(8) Rule titles shall be flush left (left justified), boldface and use initial capitalization;~~

~~(9) Rule text shall be flush left (left justified) and use initial capitalization;~~

~~(2) All internal numbering within the rule text shall must be (1), (a), (A), (i), (I). For example, there shall must not be a (1) without a (2), (a) without a (b), etc.~~

~~(11) The text of each rule shall be followed by:~~

~~(a) The specific statutory authority ("Stat. Auth.") for that rule; and~~

~~(b) The specific statute(s) being implemented ("Stats. Implemented") by that rule.~~

~~(12) One extra line space (hard return) shall be inserted only in the following locations in the text:~~

~~(a) Before and after centered division titles and subtitles;~~

~~(b) After the "Stats. Implemented" of each rule.~~

~~(13) Text shall appear in consecutive order by rule number;~~

(3) Special formatting that is accepted in rule text:

(a) Special font usage, limited to ~~(e.g. bold and italics, underline etc.);~~

(b) Special characters (e.g. degree symbol);

(c) Capitalization; and

(d) Quoted text, also known as block text or note style. ~~Centered text or titles; and~~

(4) Special formatting that is not accepted within rule text includes subtitles or paragraphs without numbering, incorrect numbering, bullets, tabbed or indented text, or double-spacing.

~~(e) Adoptions by reference.~~

~~(15) File names for each text document shall clearly indicate the OAR chapter and division numbers for the rule text being filed.~~

(5) Rules may include appendices and other text based information that may have formerly been included as an attachment. See OAR 166-500-0060.

~~(4) Statutory/Other Authority (Stat. Auth.) is an agency's authority to make rules granted by Oregon Revised Statutes.~~

~~(5) Statutes/Other (Stats.) Implemented (Stats. Implemented) is the statute(s), bill(s) or federal legislation that an agency implements through the rulemaking process.~~

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.355 & 183.360

Rule Summary: This new rule details the requirements when attaching a pdf to a rule through the filing process.

166-500-0060

Attachments to Rule

Attachments will be accepted for Notice of Proposed Rulemaking, Permanent, Statutory Minor Correction and Temporary Filings, when they meet the following guidelines:

(1) Attachments include items such as maps, seals, drawings, forms, graphs, tables, and charts.

(2) All attachments must be contained in one PDF per rule.

(3) To keep an attachment within a rule, the agency must attach a PDF each time that rule is submitted with a filing. If a PDF is not attached, the item will not continue to be part of the rule and will not be posted online.

(4) The File name must be the rule number. For example: 166-500-0060.pdf.

(5) PDF file shall be uploaded to the OARD at the time of filing.

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.355 & 183.360

Rule Summary: This new rule outlines the guidelines for inclusion in the Oregon Bulletin. Specifically,

addressing corrections to filings and deadline day requirements.

166-500-0070

Deadline Day and the Oregon Bulletin Schedule

(1) Deadline Day is the final day to submit filings through the OARD to be included in the upcoming Oregon Bulletin.

(a) Deadline Day is 11:59pm on the last day of each month.

(b) The Publications Unit will only publish filings that the Publications Unit concludes comply with OAR 166-500. If a filing is pending corrections on the first of the month, it will not be included in the current Oregon Bulletin. This may require further corrections in order to be included in the next Oregon Bulletin.

(2) Filings requiring corrections will be returned to the Rules Coordinators through the OARD.

(a) Agencies must submit corrected filings through the OARD.

(b) Agencies have up to 48 hours to resubmit the corrected filing.

(c) If a filing has not been corrected within the allotted time the filing will be voided.

NOTE: The 48 hours is up to the discretion of the Publications Unit, consideration will be made in the Agency's favor for weekends and holidays.

(d) Corrections to Permanent and Temporary Filings will not affect the Filed Date or the Effective Date.

Stat. Auth.: ORS 183.360

Stats. Implemented: ORS 183.355 & 183.360