



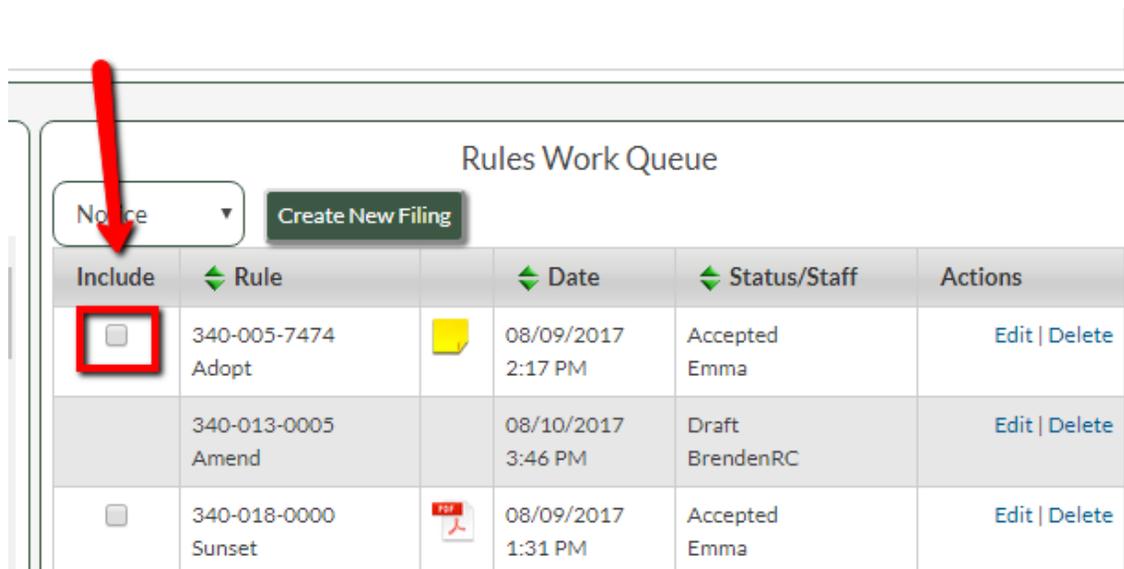
File a Temporary Rule

A video of these instructions can be found on the [Oregon State Archives YouTube channel](#)

You must be a **Rules Coordinator** in order to file a Temporary Rule. A Temporary Rule, otherwise known as an emergency rule, is effective for a maximum of 180 days.

★ [Watch video #4 Rule Draft in OARD](#) before attempting a temporary rule. Rules must be drafted to the Rules Work Queue before creating a Temporary or Permanent Filing.

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for Oregon Admin Rules. Select the Chapter you wish to work in (if you have more than 1).
2. To put a rule on a filing it must be in Accepted status. In the **Rules Work Queue** you can tell if a rule is accepted because it will have a check box in the "Include" column.



Rules Work Queue

Notice

Include	Rule	Date	Status/Staff	Actions
<input type="checkbox"/>	340-005-7474 Adopt	08/09/2017 2:17 PM	Accepted Emma	Edit Delete
	340-013-0005 Amend	08/10/2017 3:46 PM	Draft BrendenRC	Edit Delete
<input type="checkbox"/>	340-018-0000 Sunset	08/09/2017 1:31 PM	Accepted Emma	Edit Delete

3. From the drop down menu to the left of “Create New Filing” select “Temporary.” Then click the button for **Create New Filing**.

Rule	Date	Status/Staff	Actions
Adopt 005-7474	08/09/2017 2:17 PM	Accepted Emma	Edit Delete

4. Fill in the fields. The **Agency Approved Date** must be on or before the filing date. The **Effective Date** must be on or after the filing date. The end date cannot be more than 180 days (the maximum allowed for a Temporary).

Oregon Administrative Rules
Temporary Administrative Order for Chapter 340

Agency Approved Date: 08/01/2017

Effective Date: 08/11/2017 through 02/06/2018

Filing Caption: Temporary permission for private companies to organize commercial space travel.

5. Fields with exclamation points in the upper right corner are required. The Filing Caption should be 15 words or less describing the changes you are doing in the filing.
6. In the **Rules** field use the drop down arrow to select the rule and then click the “Add Rule” button. The rule will then display in this section. (You could have also selected the rule by checking the box for “Include” in the previous screen.)

Rules

340-005-7474

Add Rule

7. The next 3 fields are required. For agencies that are required to have a Housing Impact Statement, a field will display above Filing Contact Information. If you do not see this field, your agency is not required to have this.

Documents relied upon, and where they are available

Justification of Temporary Rule(s)
(1) Describe the specific consequences that result from the failure to immediately adopt, amend or suspend the rule(s); (2) who would suffer these consequences; (3) why or how failure to immediately take rulemaking action would cause these consequences; (4) how the temporary action will avoid or mitigate those consequences.

Filing Contact Information
Please fill out the below required fields marked RED.

Name	Address	Phone / Email
Tim ✓ Russel ✓	12345 SE Main Street ✓ Address 2 Portland ✓ OR ✓ 97219 ✓	Phone Number ⚠ Phone Ext Email ⚠

8. At the bottom you must check the box acknowledging that an authorized signer has reviewed and authorized the filing. This is a new feature and replaces the Authorization Page and the process of having to upload signatures. As a Rules Coordinator, by checking this box you are verifying that your Authorized Signer has viewed and authorized the filing. You cannot submit this without checking the box.

Filing Contact Information

Name	Address
Tim ✓ Russel ✓	12345 SE Main Street Address 2 Portland OR 97219

Authorized signer has reviewed and authorized this filing.

Submit Save Return to Dashboard Save As Text

9. Once you have all the required fields filled in you can save your work. Then, using the “Save as Text” button you can save a copy of the text to your local system.

Name		Address	
Tim ✓	Russel ✓	12345 SE Main Street ✓	
		Address 2	
Portland ✓	OR ✓	97219 ✓	

Authorized signer has reviewed and authorized this filing.

[Submit](#) [Save](#) [Return to Dashboard](#) [Save As Text](#)



10. When everything is complete and you are ready to send the Temporary to the Oregon State Archives, click the “Submit” button. Be sure you are finished as this cannot be un-done.

11. Return to the Dashboard to save a Receipt Copy. From the Filings Work Queue select “Receipt Copy from the far right column.

is	Staff	Action
	Emma	View Receipt Copy



12. A PDF is downloaded to your local system. it shows the information you submitted and FILED date (continued next page):

OFFICE OF THE SECRETARY OF STATE
DENNIS RICHARDSON
SECRETARY OF STATE

LESLIE CUMMINGS
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
MARY BETH HERKERT
DIRECTOR

800 SUMMER STREET NE
SALEM, OR 97310
503-373-0701

TEMPORARY ADMINISTRATIVE ORDER
INCLUDING STATEMENT OF NEED & JUSTIFICATION

DFW 148-2017
CHAPTER 635
DEPARTMENT OF FISH AND WILDLIFE

FILED

12/01/2017 3:18 PM
ARCHIVES DIVISION
SECRETARY OF STATE

FILING CAPTION: Waiver of Landing Requirement for Renewal of Brine Shrimp Permit

EFFECTIVE DATE: 12/01/2017 THROUGH 01/31/2018

AGENCY APPROVED DATE: 12/01/2017

CONTACT: April Mack
503-947-6233
april.h.mack@state.or.us

4034 Fairview Industrial DR SE
Salem, OR 97302

Filed By:
April Mack
Rules Coordinator

NEED FOR THE RULE(S):

This amended rule is needed to waive the required landings of 5,000 pounds of brine shrimp for permit renewal.

JUSTIFICATION OF TEMPORARY FILING:

Lake Abert is the sole source of brine shrimp for the Commercial Brine Shrimp Fishery. The water level in Lake Abert in past year has been too low to harvest brine shrimp. In 2017 the water level was high enough, however the brine shrimp population had not yet recovered for a sustainable harvest. In 2017 harvesters were unable to satisfy the 5,000 pounds in landings required by permanent rule for permit renewal.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:

1. Intra-Department emails from: Trevor Watson, Chris Kern and Linda Lytle dated July and August 2017 .

A copy of the rules and the other documents relied upon for this rulemaking [the above document(s)] are available from the Oregon Department of Fish and Wildlife, Fish Division, Second Floor, 4034 Fairview Industrial Drive SE, Salem, Oregon 97302-1142, between the hours of 8:00 a.m. and 4:00 p.m., on normal working days, Monday through Friday.

AMEND: 635-005-0705

RULE TITLE: Renewal of Permit

RULE SUMMARY: This amended rule allows the renewal of Brine Shrimp permits without the previously required 5,000 pound landing from the previous year. Due to less than optimal water levels in Lake Abert, in 2017, harvesters were unable to harvest enough Brine Shrimp to satisfy the 5,000 pounds in landings required by permanent rule for permit renewal.

RULE TEXT:

(1) Brine Shrimp Permits may be renewed the following year by submitting to the Department a \$100.00 fee (plus a \$2.00 license agent fee) and a complete application date-stamped or postmarked by January 31 of the year for which renewal is sought.

(2) An application for renewal of a Brine Shrimp Permit shall be considered complete if it is legible, has all information requested in the form, and is accompanied by the required fee in full. Any application which is not complete shall be returned, and unless it is thereafter resubmitted and deemed complete by December 31 of the permit year sought, the individual may not be considered to have applied for renewal in a timely manner.

(3) It is the responsibility of the permittee to ensure that an application is complete and is filed in a timely manner. Failure of the Department to return an application for incompleteness or of an individual to receive a returned application may not be grounds for treating the application as having been filed in a timely and complete manner.

STATUTORY/OTHER AUTHORITY: ORS 506.036, 506.109, 506.119, 506.129

STATUTES/OTHER IMPLEMENTED: ORS 506.109, 506.129