



File a Notice of Proposed Rulemaking

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

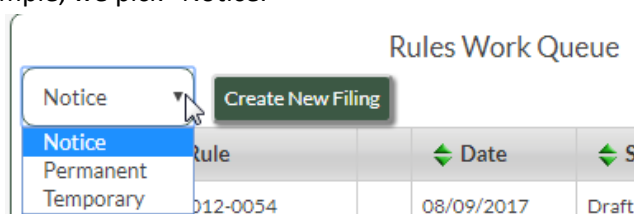
Only **Rules Coordinators** can file a notice of rulemaking. Rules Writers have the ability to draft rules and send them to Rules Coordinators.

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for Oregon Admin Rules.
2. You will be working in the **Rules Work Queue**. Here you see the current drafts and their status.

Include	Rule	Date	Status/Staff	Actions
<input type="checkbox"/>	166-001-0001 Amend.	06/26/2017 2:46 PM	Edited Ina	Edit Delete
<input type="checkbox"/>	166-001-0005 Amend.	06/26/2017 11:25 AM	Draft Ina	Edit Delete
<input type="checkbox"/>	166-005-0255 Adopt.	06/01/2017 2:45 PM	Accepted Rhonda	Edit Delete
<input type="checkbox"/>	166-005-0256 Adopt.	06/13/2017 2:03 PM	Accepted Rhonda	Edit Delete
<input type="checkbox"/>	166-005-1220 Adopt.	06/26/2017 2:43 PM	Draft Ina	Edit Delete
<input type="checkbox"/>	166-010-0000 Amend.	06/26/2017 11:27 AM	Draft Christie	Edit Delete
<input type="checkbox"/>	166-020-0005 Amend.	06/26/2017 11:29 AM	Draft Christie	Edit Delete
<input type="checkbox"/>	166-400-0025 to 333-500-0025	06/13/2017 2:29 PM	Accepted Rhonda	Edit Delete

To add it to a notice the rule needs to be in the **Accepted** state ([see video on creating a Rule Draft](#)). Everything with a checkbox in the “Include” column is accepted and can be added to a notice. If you are ready to add them to a notice, check the box next to it.

3. In the drop down menu next to “Create New Filing” are 3 options: Notice, Permanent or Temporary. (Formerly “Hearing Notice” and “Non-Hearing Notice” were 2 separate selections. Now it’s simply “Notice.”) For this example, we pick “Notice.”



4. The next page to display is “Notice of Proposed Rulemaking.” Enter the last date and time the agency will accept comments on this rulemaking. Example:

Oregon Administrative Rules

Notice of Proposed Rulemaking for Chapter 340

Last Day and Time to Offer Comment to Agency

09/21/2017 5:00 PM

5. **Filing Caption** is a required field. Should be 15 words or less.
6. **Hearings** field is optional. If you are not having a hearing, skip this section. If you are having a hearing, click the “Add Hearing” button. It will expand to let you add hearing information. A hearing must have a date, start time, address and officer name. Any special instructions for the public can be added in the “Special Instructions” field (optional).

You can additional hearings by clicking the “Add Hearing” button.

Filing Caption

Example: Adding a new rule to a notice.

Hearings

Date	Time	Address	Hearings Officer Details	
Date	Start time End time	Name of Hearing Location Street Address Address 2 City OR Zip Plus 4	Officer Name Special Instructions	Add Hearing Remove from filing

7. The Rules Proposed field is pre-filled and no action is necessary unless you need to remove or add another rule.
8. The next 5 fields are required:
- Need for the Rule(s)
 - Documents relied upon...
 - Fiscal and Economic Impact
 - Cost of Compliance
 - Describe how small business were involved...

Need for the Rule(s)

Documents relied upon, and where they are available

Fiscal and Economic Impact

Cost of Compliance

(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).

Describe how small businesses were involved in the development of these rule(s)

9. Next is a Yes/No radio button choice: “Was an Administrative Rule Advisory Committee consulted?” The selection defaults to “Yes.” If you leave it “Yes,” the next field does not need to be filled in. If you select “No” a reason needs to be added to the “If not, why not?” field.

Was an Administrative Rule Advisory Committee consulted?

Yes No

If not, why not?

10. Some agencies may see a field next for **Housing Impact Statement**. If you do not see this field, your agency is not required to complete a Housing Impact Statement. For those that see it, you are required to fill in this field.
11. The last field is **Filing Contact Information**. A name, address, phone and email address is required. This person could be your Rules Coordinator, or it might be a Rules Writer or other Content Matter Expert.
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Filing Contact Information

Name	Address	Phone / Email
<input type="text" value="Dan"/> ✓ <input type="text" value="Fowler"/> ✓	<input type="text" value="12345 SE Main Street"/> <input type="text" value="Address 2"/> <input type="text" value="Portland"/> OR <input type="text" value="97219"/>	<input type="text" value="503-557-8912"/> ✓ <input type="text" value="Phone Ext"/> <input type="text" value="first.last@oregon.gov"/> ✓

12. The buttons at the bottom are similar to those found on other pages. The “Save as Text” button will remain gray until you save your work at least once using the “Save” button.



- Submit:** Sends the Notice Filing to the Oregon Secretary of State, Administrative Rules Unit. Only use this button when you are sure everything is complete on your filing.
- Save:** Save your work often
- Return to Dashboard** takes you back to your dashboard
- Save as Text** saves the information as a text document to your local system. Save your work at least once to turn this button from gray to green.