



Louisiana Administrative Code Style Manual

This stylebook contains instructions for agency rule writers. The purpose of this manual is to provide standardization in rule writing, construction, and dissemination within the state of Louisiana.



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A. Office of the State Register

Pursuant to R.S. 49:954.1, Office of State Register (OSR) is required to publish rulemaking documents and prescribe a uniform system of codification, citation, and arrangement of text for the *Louisiana Administrative Code*. This office is also authorized and empowered to promulgate and enforce interagency rules for the implementation and administration of its obligations.

All rules submitted for promulgation must adhere to the prescribed outline structure and following the following style guidelines. To assist agency rule writers in this endeavor, this style manual is devoted solely to rule writing: content, style, codification, and component placement.

The managing editors of the *Louisiana Register* and *Louisiana Administrative Code* reserve the right to make all formatting decisions for document inclusion in the *Louisiana Register* and compilation of the *Louisiana Administrative Code*.

OSR provides training on rule making content and procedure. For more information, contact the office at 225.342.5015, or visit: <https://www.doa.la.gov/da/osr/>

1. Louisiana Register: Promulgation

The *Louisiana Register* (Register) is the official publication in which all new or amended LAC regulations must be promulgated (published and put into force). The Register, which is published on the twentieth of every month, also contains various announcements and declarations (that will not become part of the LAC).

Louisiana Register issues are labeled according to volume and number. Each volume consists of 12 monthly numbers of the Register. Volumes are numbered dating back to 1975, the first volume of the Register.

All documents submitted for publication must be formatted using the standards provided herein. Each document is composed according to its purpose. When a Rule has successfully completed the promulgation and review process it becomes part of the *Louisiana Administrative Code*. All finalized Rules are promulgated in addition to rule proposals and other regulatory documentation.

A Rule must be promulgated in the *Louisiana Register* to be effective and enforced. A Rule may be submitted for publication only after legislative fiscal and economic approval, public review, and legislative review.

2. Louisiana Administrative Code: Compilation of Rules

The *Louisiana Administrative Code* (LAC) is the state-certified publication that provides a set of rules which have been formally adopted or amended by Louisiana state agencies. Rules are compiled according to topic and are arranged in a codified format (titles, parts, sections, etc.) so that new or amended rules can be easily referenced and researched.

The compiled rules in the *Louisiana Administrative Code* are published in accordance with legislative authority (R.S. 49:953 et seq.) and through legal rulemaking procedure.

Titles of the *Louisiana Administrative Code* are current through the last amended date of publication. Upon promulgation in the *Louisiana Register*, rules are incorporated into the *Louisiana Administrative Code*. The last amended date refers to the latest promulgated portion within that specified LAC Title.

B. Rule Writing

1. Plain Language Initiative

Plain language is defined as written communication that can be easily understood in the first reading. Rules should be written using plain language to enhance rule readability, which, in turn, enhances citizen access. When writing a rule, it is important to:

- a. adhere to all LAC style mandates;
- b. always use the Oxford comma for any serial sequence;
- c. use simple, declarative sentences whenever possible; and
- d. define any technical terms using plain language.

Readability Analyzers such as Flesch-Kincaid Grade Level and Coleman Liau Index will be used to determine the reading grade level of any proposed rule.

- a. If the term is defined in plain language, pronouns such as “this,” “that,” “these,” and “those” or “it” may be used as term substitution when applying readability formulary to rule text.

- b. Adoption of language outside of the *Louisiana Administrative Code* will not be subject to readability examination. Example: Adoption of text from the *Code of Federal Regulations* (CFR).

- c. Office of State Register will help oversee this plain language initiative and provide help with readability tools.

2. Codification

The Administrative Procedure Act authorizes OSR to prescribe a uniform system of indexing, numbering, arrangement of text, and citation of authority and history notes for the *Louisiana Administrative Code*. This system of numbering is called codification and is used to identify content of the LAC.

LAC Codification Structure

The LAC is divided into the following Titles that are organized according to subject matter.

- Title 1. Administrative Law
- Title 4. Administration
- Title 7. Agriculture and Animals
- Title 10. Financial Institutions, Consumer Credit, Investment Securities and UCC
- Title 13. Economic Development
- Title 16. Community Affairs
- Title 19. Corporations and Business
- Title 22. Corrections, Criminal Justice and Law Enforcement
- Title 25. Cultural Resources
- Title 28. Education
- Title 31. Elections
- Title 32. Employee Benefits
- Title 33. Environmental Quality
- Title 34. Government Contracts, Procurement and Property Control
- Title 35. Horse Racing
- Title 37. Insurance
- Title 41. Military Forces of the State
- Title 40. Labor and Employment
- Title 42. Louisiana Gaming
- Title 43. Natural Resources
- Title 46. Professional and Occupational Standards
- Title 48. Public Health—General
- Title 49. Public Health—Food and Drugs
- Title 50. Public Health—Medical Assistance
- Title 51. Public Health—Sanitary Code
- Title 52. Ethics
- Title 55. Public Safety
- Title 56. Public Works

- Title 58. Retirement
- Title 61. Revenue and Taxation
- Title 67. Social Services
- Title 70. Transportation
- Title 71. Treasury
- Title 73. Weights, Measures and Standards
- Title 76. Wildlife and Fisheries

Each Title is divided into smaller units according to the outline form shown below. Each paragraph of text is codified. Titles, Subparts, and Chapters are labeled with Arabic numerals, Parts with upper case Roman numerals, and Subchapters with uppercase letters. The Subpart and Subchapter headings are labeled "optional": while all codified material must be included in a Title, Part, and Chapter, each agency may (in consultation with OSR) decide whether or not to subdivide its Parts and Chapters into Subparts and Subchapters.

Title 1
Part I
Subpart 1 (optional)
Chapter 1
Subchapter A (optional)

- §101. Section**
- A. Subsection
 - 1. Paragraph
 - a. Subparagraph
 - i. Clause
 - (a). Subclause
 - (i). Division
 - (ii). Division
 - (b). Subclause

3. Incorporation by Reference

Incorporation by reference is a tool used to combine existing regulatory material into your rules, such as a professional/industry guidebook. The Office of State Register has the authority to adopt information by reference and maintains rules concerning such action in LAC I.309. These rules ensure that the public is able to view the referenced document for free and that the document is not subject to change (dated material).

The book/material being incorporating by reference **MUST** be included in proposed rule package. These incorporated items are kept in the OSR repository for public review.

When making any change to the *Louisiana Administrative Code*, you must:

a. state the action you are taking, in this case you would be "incorporating by reference;"

b. give the dated version of the public document you intend to incorporate into your rules.

Incorporating material that could be altered would circumvent the primary purpose of the APA: transparency in rule-making. The public needs to be able to view the intended rule in its entirety (R.S. 49:952). The Legislative Fiscal Office and Legislative Oversight Committees need to be able to view the intended rule in its entirety as well. Without the date, specifying which version of the regulation to be adopted, an incorporated material with possible future amendments is not available for rule review.

Using dated material gives the agency control over what is in its rules. The agency may not be able to enforce the future amendments and the future amendments may conflict with current functions of the agency.

Also list where the public can find the document. Make sure that the regulation is easily assessable to everyone.

NOTE: An agency cannot reference a document that the agency has authored. This circumvents the administrative procedure as set in law. Agency rules are to be promulgated in full text. Such documents are to be printed as rules, codified, and compiled into the *Louisiana Administrative Code*.

C. Style and Usage

1. Capitalization

Never use all capitals in the text except for acronyms. The first time an acronym is used it should be spelled out followed by the initial capital letters in parentheses. Avoid using an acronym as the first word of a sentence.

Example:

The governor shall administer the aid to families with old vehicles (AFOV) program. No AFOV volunteer shall work more than 12 hours per week.

Titles should be lowercased unless part of a proper name. The President of the U.S. is the one exception.

Example:

The governor shall contact Secretary Gravy if budget problems arise. The secretary may, at his discretion, contact the presidents of vehicle agencies around the state.

The word **state** should be lowercased unless it is part of a proper name or refers to the State of Louisiana as a governmental or legislating entity, most often used when citing a legal case.

Example:

Vehicle owners within the state of Louisiana shall consult with State Vehicle Officer Smith to find out about registration requirements. The State of Louisiana has the authority to enact whatever regulations necessary to ensure the safety of drivers throughout the state.

Words such as **committee, board, department, and legislature** should not be capitalized unless it is part of a proper name.

Example:

The board may, if inundated with phone calls, enlist the help of the Committee on Vehicle Management or the department. If federal authorities collaborate with the Louisiana Legislature on a plan for phone management, and if the legislature sees fit, the board may apply for special consideration.

Capitalize **House** when referring to the **U.S. House of Representatives**. Also capitalize **U.S. Senate, U.S. Congress, U.S. Cabinet**, etc.

Capitalize **Regular Session** and **Extraordinary Session** when referring to the legislature.

Capitalize **Social Security** when referring to the administration, the act, a **Social Security** number, or Social Security payments. Capitalize **Civil Service** when referring to the U.S. system or state system. Lowercase these words when used in a general sense.

Capitalize **Title, Part, Subpart, Chapter, Subchapter, Section, Subsection, Paragraph, Subparagraph**, and **Clause** when referring to specific portions of the LAC. Do not capitalize these words when referring to non-LAC publications.

Capitalize the titles of forms and documents only when they appear with a number.

Example:

Applicants shall complete Form VH-112 and any additional forms that may be required for the certificate of registration.

For more general information on capitalization, call our department at 342-5015. OSR expects submitted documents to reflect proper usage of LAC uniform capitalization guidelines.

2. Agency Names

Unless needed for clarity, avoid using "state" and "Louisiana" in conjunction with the names of boards, departments, commissions, and other such entities.

Preferable: Office of Vehicles; Department of Driving Safety

Not Preferable: State Office of Vehicles; Louisiana Department of Driving Safety

3. Addresses

In the addresses of the public hearing paragraph, titles such as "Mr." and "Mrs." and extraneous phrases such as "to the following address" should be omitted; "Louisiana" should be abbreviated as "LA" when it appears in a postal address.

Incorrect: Written comments may be addressed to the following address: Mr. Bill Gravy, Assistant Secretary, Office of Vehicles, Department of Driving Safety, P.O. Box 44061, Baton Rouge, Louisiana 70804.

Correct: Written comments may be addressed to Bill Gravy, Assistant Secretary, Office of Vehicles, Department of Driving Safety, P.O. Box 44061, Baton Rouge, LA 70804.

4. Tenses, Gender, and Number

Except as otherwise stated in any Title, Part, Chapter, Subchapter, or Section of the *Louisiana Administrative Code*, the present tense includes the past tense and future tense, and the future, the present tense; the masculine gender includes the feminine and neuter, the feminine includes the masculine and neuter, and the neuter includes the masculine and feminine; and the singular includes the plural, and the plural, the singular.

5. Definitions

Individual definitions are **not** codified with a number or a letter, nor are they bolded, placed within quotes, and/or uppercased when used throughout the Part. Instead they are placed in alphabetical order with the defined word capitalized and italicized and a long dash (em dash), located in the Special Characters tab in MSWord, between the word and the definition. Study the following example.

§101. **Big Trucks**

A. Definitions

Big Truck—a truck weighing more than two tons.

Load-Excessive—a truck carrying a load of more than twice its own weight. The load-excessive designation may apply to trucks of any number of wheels. It may not apply to trucks carrying:

- a. gifts for needy children;
- b. fresh produce; or
- c. galvanized steel.

Really Big Truck—a truck weighing more than five tons.

Super Rig—a truck customized with an oversized diesel engine.

* * *

Tire-Excessive Truck—a truck containing more than 20 tires.

B. Really big trucks may drive only on designated roads, though big trucks may drive anywhere. Load-excessive trucks must be deemed safe by an officer of the Department of Driving Safety.

AUTHORITY NOTE: Promulgated in accordance with R.S. 27:455.

HISTORICAL NOTE: Promulgated by the Department of Driving Safety, Office of Vehicles, LR 12:763 (November 1986), amended LR 48:402 (May 2022).

In the example above, definitions (in alphabetical order as prescribed) are implicitly regarded as Paragraphs because they are directly under a Subsection (see Part III of this handbook, "Codification"). Thus the subpoints under the second definition are regarded as Subparagraphs and labeled a, b, c. If these definitions are directly under a Clause, they would be labeled as Subclauses; or if they are directly under a Section, they would be labeled as Subsections.

Note that asterisks are used between *Super Rig* and *Tire-Excessive Truck*. The asterisks indicate that there are definitions in the existing text that do not need to be reprinted, and they preserve the definitions to prevent them from being deleted. Because definitions are not codified using the standard format, this procedure is acceptable. Definitions and other unlabeled text (such as tables and graphics) are the only cases in which this procedure is acceptable.

Also note that words such as "means" and "is" do not follow the long dash. The long dash is used to replace these words.

Correct: Big Truck—a truck weighing more than two tons.

Incorrect:

Big Truck—means a truck weighing more than two tons.

Big Truck means a truck weighing more than two tons.

6. Lists

Listed items that are not complete sentences should begin with a lowercase letter and should be separated by semicolons as in the following examples.

- A. The truck contains:
 - 1. one exhaust pipe;
 - 2. four tires; and
 - 3. one steering wheel.

- A. A student may eat one of the following:
 - 1. beans;
 - 2. soup; or
 - 3. spaghetti.

But if the items in the list are complete sentences, the following format is appropriate:

- A. A student may choose any of the following options.
 - 1. If especially hungry, he may eat beans with a side of rice and a brownie for dessert.
 - 2. If lactose-intolerant, he may substitute water for his milk.
 - 3. If sufficiently talented and competent, he may prepare his own food.

7. Money

Dollar amounts should never be written as words.

Correct: \$3; \$57.43

Incorrect: three dollars; 3 dollars; 57 dollars; one million dollars

Decimals are not necessary in monetary amounts without change and should be deleted.

Correct: \$15

Incorrect: \$15.00

Exception: If some figures in a table use decimals, all figures in that table, for the sake of consistency, should also include decimal amounts.

Amounts of less than a dollar should still be written using a dollar sign.

Correct: \$0.27

Incorrect: 27 cents; 27¢; \$.27

8. Numbers

Numbers with one digit are written as words. Numbers with more than one digit are written as numerals. Never include the numeral in parentheses after the word.

Correct: one; five; 10; 268

Incorrect: 1; 5; ten; two hundred sixty-eight (268)

Exceptions:

a. When a number is the first word of a sentence, always write the number as a word.

b. Numbers used in close proximity to one another should be consistently formatted, even if it means bending the rules.

c. Always use numerals for age and units of measurement.

Preferable: "between the ages of 3 and 27"

Not Preferable: "between the ages of three and 27"

d. Percentages should be written as a numeral and a word (unless they appear in a table or a similar situation in which "%" is needed to save space).

Correct: 3 percent; 22 percent

Incorrect: five percent; 5%; 22%

e. Ordinal numbers are always spelled out (with one exception—see directly below).

Correct: third; twenty-fifth

Incorrect: 3rd; 25th

f. When denoting days of the month, ordinal numbers are always written as cardinal (normal) numerals.

Correct: May 15; November 6

Incorrect: May 15th; November sixth

9. Time

Avoid using "o'clock." The following format is preferable.

5 p.m. and 6:30 p.m.

Note that no zeros are used in 5 p.m. Avoid using 5:00 p.m. when the zeros are unnecessary. But, as with dollar amounts, use common sense and be consistent.

Also note that a.m. and p.m. are lowercased.

10. Abbreviations and Symbols

Most of the instructions for formatting abbreviations and symbols can be found in the sections of this handbook that deal with numbers, money, time, and addresses. Below are additional guidelines.

- a. Abbreviations should only be used when the term appears two or more times in the text.
- b. Acronyms should be uppercased and without punctuation, unless used in a citation.
- c. Do not substitute the symbol "&" for the word "and."
- d. Do not substitute the symbol "%" for the word "percent."
- e. When citing R.S. 49:950, do not write La. R.S. 49:950. The "La." is unnecessary.

11. Citations

- a. Citing the LAC

References to portions of the *Louisiana Administrative Code* (LAC), or citations, begin with "LAC" and designate the Title, Part, Section, Subsection, Paragraph, etc., as in the following example:

LAC 43:I.705.A.2.c.iii

Note that since the Section number is listed, the Chapter is not. When an entire Chapter, instead of an individual Section, is cited, "Chapter" is spelled out, as in:

LAC 43:I.Chapter 7

The first example above refers to Title 43, Part I, Section 705, Subsection A, Paragraph 2, Subparagraph c, Clause iii. The second citation refers to Title 43, Part I, Chapter 7.

LAC codification terms such as Part, Chapter, Section, Subsection, Paragraph, and Clause are always capitalized.

- b. Citing the LRS

References to the *Louisiana Revised Statutes* within the *Louisiana Administrative Code* begin with "R.S" and designate Title, Section, Subsection as in the following example:

R.S. 49:953 (A)

- c. Citing the CFR

References to the *Code of Federal Regulations* begin with the Title, followed by "CFR" and the Section Number, as in the following example:

1 CFR 5.1

12. Tables

Tables can be utilized in rules. The table may be placed within the document or be presented in separate files with a placeholder in the document instructing the editor where to place the table. The table should be in a simple layout (3/4 width single line borders) without excess formatting codes.

13. Graphics

Graphics can be utilized in rules. They may be placed inside of the document or be presented in separate files with a placeholder in the document instructing the editor where to place the graphic.

14. Appendices

Appendices can be utilized in rules. They may be placed inside of the document or be presented in separate files with a placeholder in the title instructing the editor where to place the appendix.

15. Notes and Examples

Notes and examples can be utilized in rules. They are to be labeled as NOTE and/or EXAMPLE. Both will be subject to review and editing.

16. Authority Notes

An Authority Note indicates the Revised Statutes or other laws which authorize an agency to adopt or amend a regulation. Each Section must have an Authority Note. Authority Notes may vary from Section to Section within the same Part if the promulgating authority is different for each topic.

Example:

AUTHORITY NOTE: Promulgated in accordance with R.S. 49:954.1 and 49:953, et seq.

17. Historical Notes

The Historical Note of a Section records every action taken on that section in the *Louisiana Register*. This note begins with name of the promulgating entity(ies) and then records the action and all subsequent actions. It includes the relevant *Louisiana Register* citation (Month, Year and Page Number) for each action. Notice that when an action is repeated, it is not duplicated.

Historical Notes record four types of action. They are as follows.

Promulgated indicates the initial creation and publication of a Section.

Amended indicates a revision to a Section.

Repromulgated indicates republication of a Section. This term is used when there are no changes in the content of the rule or when the rule is being reprinted with technical changes.

Repealed indicates that a Section is being deleted in its entirety.

Example:

HISTORICAL NOTE: Promulgated by the Department of Horse and Buggy, Board of Wheels, LR 8:72 (February 1982), amended LR 10:224 (May 1984), LR 11:1031 (August 1985), amended by the Department of Driving Safety, Office of Vehicles, LR 16:331 (April 1990), LR 19:1330 (October 1993).

Note the use of punctuation and capitalization in the prior example. The following details are of particular importance.

- a. No periods or semicolons are used within the note.
- b. There is a space between LR and the number immediately following.
- c. There are no commas separating month from year in the parenthetical dates.
- d. The words "AUTHORITY NOTE" and "HISTORICAL NOTE" are in all capital letters and are separated from the text by a tab.

D. Document Contents

1. Notices of Intent

A Notice of Intent is a proposed rule made available to the public, oversight committees, and Governor for review. It is a "package of information" containing the materials prescribed in R.S. 49:953(A)(1)(a). Below is the information needed for a Notice of Intent in the order it is to be included in your document.

- Preamble. The opening paragraph(s) should contain the department's statutory authority for rule making (citation of the enabling authority), the basis and rationale for the intended action, and the intended action being taken (adopting, amending, or repealing).
- Rule Text. The proposed rule should be in codified format showing its placement in the *Louisiana Administrative Code*. (Title, Part, Chapter, Section...) If you are amending existing sections, an underline/strikethrough version of this document should be sent to the House and the Senate. The Office of State Register prints only the current text and will need a copy in that format.

By printing only the changed portion, the public views only the text that has been amended. Printing the entire version has benefits and drawbacks. One of the drawbacks of printing proposed and existing text together is that you may receive comments on the existing text that is not open for public review. If you decide to print the sections in their entirety, specify the changes in the opening paragraph for clarification.)

- Family Impact Statement (R.S. 49:972)
- Poverty Impact Statement (R.S. 49:973)
- Small Business Analysis (R.S. 49:978.5), and if required, a Small Business Statement (R.S.49:956.5)
- Provider Impact Statement (HCR 170 of the 2014 Regular Session)
- Public Comments Paragraph. A paragraph explaining where and to whom the public can present comments concerning the proposed rule: where to send comments, ending date of acceptance, and name of person responsible for handling all inquiries.
- Hearing Paragraph. A paragraph containing hearing information (where and when) is needed if the agency feels that a hearing will be requested pursuant to R.S. 49:953(A)(2)(a).
- Fiscal and Economic Impact Statement. A statement prepared by the agency and approved by the Legislative Fiscal Office. [R.S. 49:953(A)(1)(a)(ii) and (iii)]

2. Rules

A Rule must be promulgated in the *Louisiana Register* to be effective and enforced. A Rule may be submitted for publication only after legislative fiscal and economic approval, public review, and legislative review.

When submitting a final Rule that was previously published as a Notice of Intent, DO NOT resubmit an electronic copy. Simply photocopy the Notice of Intent from the Register in which it was published and mark in red ink any changes to be made. When marking changes, keep the following guidelines in mind.

- All indicated changes must be technical, unless a hearing has been conducted pursuant to R.S. 49:968(H)(2). If there are substantial changes pursuant to a hearing, then the agency is required to submit a copy of the Potpourri Hearing Notice and confirmation from the Legislative Fiscal Office that the Rule is approved for adoption.
- In the introductory paragraph, phrases such as "proposed Rule" will be changed to "Rule," and phrases such as "intends to adopt" will become "has adopted."
- Unless otherwise stated, the sentence, "This Rule is hereby adopted on the day of promulgation." will be added to the end of all opening paragraphs. This adoption date is pursuant to R.S. 49:953(A)(1) and R.S.

49:954. It is not to be confused with the rule-making approval given by an agency head.

- The Fiscal and Economic Impact Statement, along with the Family Impact Statement, Poverty Impact Statement, Small Business Analysis, Provider Impact Statement, Public Comments paragraph, and the Public Hearing paragraph will be deleted.

3. Emergency Rules

Emergency Rules are intended for critical, temporary relief.

An Emergency Rule is a declaration of an emergency situation wherein critical regulatory changes are needed. This temporary rule can be effective upon adoption and remains in effect for no more than 180 days. See R.S. 953.1

The document requirements for an emergency rule are a compilation of all the requirements in R.S. 49:953.1 (B)(1)(a)-(c). The entire Emergency Rule is to be printed in the *Louisiana Register* and submitted in accordance with Office of State Register guidelines. The Emergency Rule must be in the following order and in one electronic document:

- Opening Paragraph(s). (Agency Statement) This is a paragraph(s) explaining the nature of the emergency, pursuant to R.S. 953.1 (B)(1)(a), the department's basis and rationale for the action, the effective date, and the agency's rule making authority.
- Rule Text. The proposed rule should be in codified format showing its temporary placement in the *Louisiana Administrative Code*. (Title, Part, Chapter, Section...) If you are amending existing sections, an underline/strikethrough version of this document should be sent to the House and the Senate. The Office of State Register prints only the current text and will need a copy in that format.

4. Policy and Procedure Memoranda

Policy and Procedure Memoranda are published in the *Louisiana Register* after being approved by the Commissioner of the Division of Administration. Policy and Procedure Memoranda are placed within Title 4 of the *Louisiana Administrative Code* and should be codified appropriately.

5. Committee Reports

Committee Reports are published in the *Louisiana Register* after being approved by the oversight committee. The title for the report should include the corresponding Notice of Intent and/or Emergency Rule being reviewed along with the appropriate LAC citation.

6. Governor Reports

Governor Reports are published in the *Louisiana Register* after being approved by the governor. The title for the report should include the Committee Report being reference along with the appropriate LAC citation of the corresponding Notice of Intent and/or Emergency Rule being reviewed.

7. Public Notices

The Potpourri section contains a variety of notices that state agencies promulgate through the *Louisiana Register*.

All such notices are to be prepared and submitted for publication in MSWord.

Standardized formatting is required.

For substantive changes hearing notices, the document should be in the following order:

- Opening Paragraph(s). (Agency Statement) This is a paragraph(s) explaining the basis and rationale for the changes being made to the proposed rule. Cite where the original notice of intent can be viewed, the *Louisiana Register* volume and corresponding page number(s).
- Rule Text. The proposed changes should be in codified format showing the temporary placement(s) in the Notice of Intent (Title, Part, Chapter, Section...).
- Hearing Paragraph. A paragraph containing hearing information (where and when).

E. Technical Submittal Requirements

A document to be published in a given month must be submitted to the Office of State Register by noon on the tenth day of that month (for example: a document to be published in the April Register must be submitted by April 10). If the tenth of the month falls on a weekend, the deadline becomes noon on the preceding Friday.

The rule writer should be present upon document submittal. He/she will meet with an OSR representative to go over both electronic and hard copy submittal. Both electronic and hard copy submittal will need to be filed before the deadline. An incomplete filing will delay your printing date. The following materials must be submitted for each document.

- A Signed Insertion Order. The insertion order provides us with basic information about the document, such as the type of document, the document title, the rulemaking agency, and the contact person at the agency. Each individual document must be accompanied by an insertion order, and every insertion order must be signed by an agency designee.
- A copy of the document to be printed.
- MSWord copies of Emergency Rules, Notices of Intent and Potpourri Notices should be e-mailed to Reg.Submission@la.gov prior to office submittal. Each MSWord document must contain all materials to be printed, in specified order.
- An original approved Fiscal and Economic Impact Statement (FEIS) for each Notice of Intent.

1. Notices of Intent

Notices of Intent (proposed Rules) require Legislative submittal and Office of State Register submittal. Both submittals must be completed on the same day. These submittals may be done via email.

The email should include the following attachments:

- a. a signed insertion order. The insertion order provides OSR with basic information about the document, such as the type of document, the document title, the rulemaking agency, and the contact person at the agency. Each individual document must be accompanied by an insertion order, and every insertion order must be signed by an agency designee;
- b. a PDF copy of the Notice of Intent in strikethrough/underscore format;
- c. an MSWord copy of the Notice of Intent in paragraph overlay format (Register publication format);
- d. a PDF of the approved Fiscal and Economic Impact Statement (FEIS).

All e-mail submissions must include the words “Notice of Intent” in the subject line of the emails. The emailed submissions can be done in globo, one email including all recipients. For email addresses, refer to: <https://www.doa.la.gov/doa/osr/training/document-filing/>

Notices of Intent (proposed Rules) by boards who are classified as Occupational Licensing Boards require preapproval by the Occupational Licensing Review Commission.

2. Rules

Rules require Office of State Register submittal. This submittal may be done via email. The email should have “Rule” in the subject line and include the following attachments:

a. a signed insertion order. The insertion order provides OSR with basic information about the document, such as the type of document, the document title, the rulemaking agency, and the contact person at the agency. Each individual document must be accompanied by an insertion order, and every insertion order must be signed by an agency designee;

b. a PDF copy of the photocopy the Notice of Intent from the Register in which it was published with any technical changes marked in red.

c. a PDF copy of the Summary Report that was submitted for legislative oversight;

d. a PDF copy of the Occupational Licensing Review Commission approval (commission meeting minutes).

3. Emergency Rules

Emergency Rules require Governor’s Office submittal, Legislative submittal, Attorney General’s Office submittal and Office of State Register submittal. This is to be completed by the fifth day after adoption. See CCP 5059 for computation of time.

All e-mail submissions must include the words “Emergency Rules” in the subject line of the emails. The emailed submissions can be done in globo, one email including all recipients.

The email should include the following attachments:

a. a signed insertion order. The insertion order provides OSR with basic information about the document, such as the type of document, the document title, the rulemaking agency, and the contact person at the agency. Each individual document must be accompanied by an insertion order, and every insertion order must be signed by an agency designee;

b. a PDF copy of the signed and dated Emergency Rule in strikethrough/underscore format;

c. an MSWord copy of the Emergency Rule in paragraph overlay format (Register publication format);

F. Templates

1. Notices of Intent

A Notice of Intent is a compilation of all the requirements in R.S. 49:953 (A)(1)(a). The entire Notice of Intent is to be printed in the *Louisiana Register* and submitted in accordance with Office of State Register guidelines. The Notice of Intent must be in the following order and in one electronic document:

NOTICE OF INTENT

Department Name

Office Name

Title of Proposed Rule and LAC Citation

Example: Navigation Systems

(LAC 52:XIX.313 and 319)

Preamble

Example: Notice is hereby given in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950 et seq., and through the authority granted in R.S. 44:718(D) that the Board of Navigation proposes to amend Chapter 3 to facilitate the temporary registration of out-of-state vehicles containing factory navigation systems.

LAC Title Number

Title Name (UPPERCASE)

Part Number and Name

Chapter Number and Name

Section Number and Name

Codified Contents of Section

Authority Note

Historical Note

Continue Sections as applicable

Family Impact Statement

Poverty Impact Statement

Small Business Analysis

Small Business Statement (if required)

Provider Impact Statement (*HCR 170 of 2014*)

Public Comments or Interested Persons Paragraph

Public Hearing Paragraph (if applicable)

Name of Person Responsible and Title

Fiscal and Economic Impact Summary

This format is the same as is printed in the *Louisiana Register*. Please follow all guidelines outlined in the LAC Handbook for codification, capitalization and general grammar rules.

2. Emergency Rules

An Emergency Rule is a compilation of all the requirements in R.S. 49:953.1. The entire Emergency Rule is to be printed in the *Louisiana Register* and submitted in accordance with Office of State Register guidelines. The Emergency Rule must be in the following order and in one electronic document.

EMERGENCY RULE

Department Name

Office Name

Title of Proposed Rule and LAC Citation

Example: Navigation Systems

(LAC 52:XIX. 313 and 319)

Preamble

This is a paragraph(s) explaining the nature of the emergency, pursuant to R.S. 49:953.1, the department's basis and rationale for the action, when the Emergency Rule will be effective, and under what authority the agency is able to promulgate rules.

Example: The Department of Social Services, Office of Family Support, has exercised the emergency provision in accordance with R.S. 49:953(B), the Administrative Procedure Act to adopt LAC 67:III:5591, Jobs for America's Graduates Louisiana (JAGS-LA) Program as a new TANF initiative. This Emergency Rule effective July 1, 2022, will remain in effect for a period of 120 days.

Pursuant to House Bill 1 of the 2022 Regular Session of the Louisiana Legislature, the agency is adopting the JAGS-LA Program to keep in school those students at risk of failing in school, to capture out-of-school youth in need of a high school education, to provide an avenue for achieving academically, and to assist students in ultimately earning recognized credentials that will make it possible for them to exit school and enter post-secondary education and/or the workforce.

LAC Title Number

Title Name

Part Number and Name

Chapter Number and Name

Section Number and Name

Codified Contents of Section

Authority Note

Historical Note

Continue Sections as applicable

Name of Person Responsible and Title

This format is the same as is printed in the *Louisiana Register*. Please follow all guidelines outlined in the LAC Handbook for codification, capitalization and general grammar rules.

SR provides training on rule making content and procedure. For more information, contact the office at 225.342.5015, or visit: <https://www.doa.la.gov/doa/osr/>