

OFFICE OF THE STATE REGISTER INSERTION ORDER (eff.08/02)
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(SUBMIT A SEPARATE INSERTION ORDER PER DOCUMENT)

EMERGENCY RULE **NOTICE OF INTENT** **RULE** **POTPOURRI**

REFER TO INSTRUCTIONS ON REVERSE SIDE

This is your authority to publish in the (month) _____, 20 ____ *Louisiana Register* the document indicated above.

Office/Board/Commission promulgating this document

Department under which office/board/commission is classified

(name) (title)
Name and title of person whose signature will appear in the publication (at the end of the document)

(name) (phone) (fax)
Name, phone number, and FAX number of person to contact regarding this document

E-mail address of contact person

Short descriptive listing for this document to be used in the *Louisiana Register's* TABLE OF CONTENTS/INDEX

File name

Important: If submitting both an Emergency Rule (ER) and a Notice of Intent (NOI) to be published this month, **AND** if the rule text in the ER is identical to the rule text in the NOI, check here:

Signature of Agency Head or Designee

Print Name and Title of Agency Head or Designee

CERTIFICATION OF AVAILABLE FUNDS

DOCUMENT # _____

ISIS AGENCY: I certify the availability of fiscal year _____ appropriated funds for the payment of the above referenced publication and authorize the processing of an Interagency Billing with the following coding on the 30th of the month of the publication. Attach supplemental sheet for additional lines of coding.

AGENCY ORGANIZATION # OBJECT SUB-OBJECT REPORTING CATEGORY

NON-ISIS AGENCY: I certify the availability of fiscal year _____ appropriated funds for the payment of the above referenced publication and agree to place corresponding invoice in line for payment upon receipt.

Billing Address for Agencies:

Signature of Agency Head or Designee - Phone #

Agency Name

Agency Contact Person for Billing

Agency E-Mail Address for Billing

Lines/Other Charges _____ Typesetting \$ _____ TOTAL \$ _____

EMERGENCY RULE (ER) INSTRUCTIONS:

1) For an ER which **HAS NOT BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous ER or as a NOI), send the **new** ER in MSWord and include with the completed insertion order: opening/introductory paragraphs containing effective date and number of days ER in effect; and rule text in LAC codified form with updated Authority and Historical Notes.

2) For an ER which **HAS BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous ER or as a NOI):

a) if **MINOR REVISIONS** are made, photocopy a copy of the previous ER or NOI from the *Louisiana Register*, and show changes/revisions with a red pen; or

*b) if **MAJOR REVISIONS** are made, send a **new** ER in MSWord and include with the completed insertion order: opening/introductory paragraphs containing effective date and number of days ER in effect; and rule text in LAC codified form with updated Authority and Historical Notes.

NOTE: All Emergency Rules should be submitted with a signed and dated hardcopy acknowledging adoption.

NOTICE OF INTENT (NOI) INSTRUCTIONS:

1) For a NOI which **HAS NOT BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous NOI or as an ER):

a) send the **new** NOI in MSWord and a hard copy. Include, with the original completed insertion order, the entire Notice of Intent: opening/introductory paragraphs, full text of the rule to be printed, family impact statement, poverty impact statement, provider impact statement, public comments paragraph, public hearing paragraph (if one is scheduled) and fiscal and economic impact summary. **ALSO** send fiscal and economic impact statement containing **ORIGINAL** signatures.

2) For a NOI which **HAS BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous NOI or as an ER):

a) if **MINOR REVISIONS** are made, photocopy the previous NOI or ER from the *Louisiana Register*, and show changes/revisions with a red pen and send the original completed insertion order. **ALSO** send the fiscal and economic impact statement containing **ORIGINAL** signatures; **OR**

*b) if **MAJOR REVISIONS** are made, send a **new** MSWord document with opening/introductory paragraphs, full text of the rule to be printed, family impact statement, poverty impact statement, provider impact statement, public comments paragraph, public hearing paragraph (if one is scheduled) and fiscal and economic impact summary. Send the original completed insertion order and fiscal and economic impact statement containing **ORIGINAL** signatures.

RULE (RUL) INSTRUCTIONS:

1) If the NOI was published in full (rule text included), photo copy the entire NOI from the *Louisiana Register* (including page numbers and document number at the end of the fiscal statement) and show changes/revisions with a red pen and include with the completed insertion order.

2) If the NOI referenced the reader to rule text in an ER, photo copy the entire NOI from the *Louisiana Register* (including page numbers and document number at the end of the fiscal statement) and photocopy the entire ER from the *Louisiana Register* (including page numbers and document number at the end of the document); show changes/revisions with a red pen and include with the completed insertion order.

3) If the NOI was referenced (rule text was not printed), photocopy the entire NOI from the Louisiana Register (including page numbers and document number at the end of the fiscal statement) and show changes/revisions with a red pen and include with the completed insertion order.

NOTE: Any Rule submitted for publication should be accompanied by corresponding receipts of Summary Report submittal to the Legislative Oversight Committees.

POTPOURRI (POT) INSTRUCTIONS:

Send a completed insertion order and a MSWord copy of the document to be printed.