

US EPA ARCHIVE DOCUMENT

APPENDIX T

WV EMERGENCY RULE PROCESS

STEP PROCEDURE FOR LEGISLATIVE RULE-MAKING

- Step 1. RECOGNITION OF NEED** - An agency recognizes the need for filing a new rule, amending an existing rule or revoking an existing rule or part of a rule. This need may be based on changes in state statute, federal statute or rule, judicial order, request by interested groups or citizens, agency investigation of a problem, etc.
- Step 2. DRAFTING** - During the process of drafting a rule an agency should seek information on content from numerous sources, i.e., staff investigations, interest groups, other state rules, other state agencies, court rulings, scientific or association publications, the agency's Attorney General representative, etc. It is during the drafting stage when many problems, interests and jurisdictional conflicts can be dealt with preventing greater problems from arising during public hearings or legislative review.
- Step 3. REVIEW OF DRAFT** - When an agency files any draft of a proposed rule with the Secretary of State and Legislative Rule-making Review Committee (LRMRC), it **MUST** have prior written approval of the Cabinet Secretary with administrative supervision over the agency. If the agency is an agency, board or commission which is not administered by a Cabinet Secretary, the agency **MUST** have prior written consent of the agency head, board or commission.
- Step 4. THE PROPOSED RULE** - The final draft of the proposed rule **MUST** follow the format established by the Secretary of State's rule 153CSR6 Standard Size and Format for Rules and Related Documents Filed in the Secretary of State's Office. The agency must include as Section 1, a GENERAL section. Within the GENERAL section there must be the following subsections -- "scope", "authority", "filing date", effective date" and if necessary a provision for "repeal of a former rule". During the time the legislative rule is proposed, the "filing date" and the "effective date" shall be blank. If the agency is amending an existing rule, the new language **MUST** be underlined and the language to be deleted **MUST** be stricken through, but clearly legible. If the agency is proposing major changes to an existing rule, the agency may decide to repeal the existing rule and replace the rule as a new rule. If so, underlining and strike-throughs are not required but a provision **MUST** be placed in the GENERAL section of the proposed rule. **This should only be done if the agency is proposing major changes to the rule.**

All copies of the rules **MUST** be filed on 8 1/2 x 11 paper, single sided or double sided, but not a combination of both. The copy of the legislative rule filed with the Secretary of State's office **MUST** be an original with page numbering and no staples.

- Step 5. PUBLIC HEARING AND/OR COMMENT PERIOD - FILING** - The agency shall file its proposed rule with the Secretary of State for Public Hearing and/or Comment Period. The following documents must be included in this order when filing:
1. One copy of the Notice of Public Hearing and/or Comment Period, forms #1 or #2, signed
 2. One copy of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
 3. One copy of brief summary of the proposed rule
 4. One copy of statement of circumstances which require this rule
 5. One copy of the fiscal note, with name of contact person and telephone number
 6. One copy of the proposed rule with page numbering
 7. One copy of any relevant federal statutes or regulations, if applicable

The agency should decide whether it will hold a public hearing and/or a comment period for the proposed rule. The proper notice **MUST** contain the TIME, DATE AND PLACE of the public hearing and/or where the written comments may be mailed. **THE PUBLIC HEARING AND/OR COMMENT PERIOD NOTICE MUST BE FILED IN THE SECRETARY OF STATE'S OFFICE NOT LESS THAN THIRTY (30) DAYS NOR MORE THAN SIXTY (60) DAYS BEFORE THE DATE OF THE PUBLIC HEARING AND/OR THE END OF THE COMMENT PERIOD.** The notice must contain the rule title and an authorized signature for filing notice.

The agency should file one complete set of the proposed rule with the LRMRC at this time. Additional information may be requested by the committee following preliminary staff review.

Even though the Code only requires notice of Public Hearing and/or Comment Period to be filed with the Secretary of State for inclusion in the State Register and grants to each agency discretionary publication as a Class I legal advertisement, the following other distributions are prudent:

1. Capitol News Service
2. Interested or affected state and local agencies
3. Interested or affected federal agencies
4. Interested or affected associations
5. Interested or affected individuals, legislators and the Governor's Office

5A. CONDUCT OF PUBLIC HEARING AND/OR COMMENT PERIOD - The conduct of the public hearing is under the discretion of the agency and the procedure that best ensures the receipt of comments. However, the manner in which comments are received and the conduct of the hearing should be partially determined by the needs of the agency and the information required by the Administrative Procedures Act for legislative review and State Register filing.

5B. FOLLOWING PUBLIC HEARING AND/OR COMMENT PERIOD - The agency should review all comments received to determine possible changes in the proposed rule. No comments can be reviewed and/or accepted after the close of the public hearing and/or comment period. The following actions are required to be documented and filed with the rule:

1. If a public hearing was held, a transcript of the hearing and names of all who attended
2. Comments received, both written and oral with a response to the comments
3. Amendments made to the proposed rule as a result of comments or other information received
4. Reasons for the amendments

Step 6. AGENCY APPROVAL OF PROPOSED RULE AND FILING WITH LRMRC - Again, before the agency files the agency approved rule with the Secretary of State and LRMRC, the agency **MUST** have prior written approval by the Cabinet Secretary, agency head, board or commission, who administers the agency. This must be done within ninety (90) days of the public hearing or close of comment period, or the rule will be deemed withdrawn (unless a specific exemption is granted by LRMRC).

This is a 2-step procedure. The agency **MUST** first file all documents with the Secretary of State's office. After properly filing with the Secretary of State's office, the agency is required to file the documents with LRMRC.

****REMEMBER THAT THIS IS A FILING OF AN AGENCY APPROVED RULE AND NOT THE FINAL FILING OF THE RULE. It is still a PROPOSED rule and must be approved by the Legislature.****

6A. FILING APPROVED RULE WITH THE SECRETARY OF STATE - Be sure to perform this step accurately and completely. The following documents **MUST** be filed in this order with the Secretary of State:

1. One copy of the notice of agency approval and submission to the LRMRC, form #3, signed
2. One copy of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
3. One copy of the completed LRMRC questionnaire, with name of contact person, clearly printed, address and telephone number
4. One copy of brief summary of agency approved rule
5. One copy of statement of circumstances which require this rule
6. One copy of the fiscal note
7. One copy of the agency approved rule, with page numbering

8. One copy of all documents listed in 5B

6B. FILING WITH THE LRMRC - The following documents are required to be included when filing an agency approved rule with the LRMRC:

- a. Fifteen (15) copies of the document package filed with the Secretary of State's office in Step 6A
- b. Any other information requested by the LRMRC rules. Additional information may be requested by the committee following preliminary staff review.

Filing may be at the LRMRC staff office, located at the Main Capitol, Room MB 47, or at a LRMRC meeting.

A proposed legislative rule will be placed on the LRMRC agenda following completion of staff analysis. It is therefore necessary that a proposed rule be filed early enough for this work to be accomplished. The agency will be notified at which meeting the proposed rules will be placed on the agenda. During the course of staff analysis it may be necessary to meet with committee staff. A copy of the analysis will be sent to the agency and a written response to the analysis by the agency may be filed with the LRMRC or responses may be delivered orally before the LRMRC. When filing with the LRMRC remember that all documents must be present and complete.

****IMPORTANT: The text of the proposed rule filed with the Secretary of State and with LRMRC MUST be identical - word for word, comma for comma. Failure to ensure this fact may result in the LRMRC's authorization of a rule different from the agency approved rule in the Secretary of State's Office. The Legislature may authorize a rule that is not filed with the Secretary of State and therefore not legally in existence.****

Step 7. LRMRC REVIEW - Department heads, board chairpersons or executive secretaries should be present at all meetings at which their agency approved rules are on the agenda. Support personnel may also attend the meetings to aid the department head or board chairperson. Be prepared to:

1. Explain the need for the rule
2. Explain the general content of the rule
3. Respond to questions of the committee members
4. Respond to staff analysis, etc.

The committee review shall also include those areas enumerated in W. Va. Code §29A-3-11(b). The committee may hold a public hearing on the proposed rules, delay action until later, recommend changes to be made by the agency prior to committee action at a later meeting or take action upon the rule. After the review the committee will recommend one of the following to the Legislature:

1. Authorize the promulgation of the legislative rule, or
2. Authorize the promulgation of part of the legislative rule, or
3. Authorize the promulgation of the legislative rule with certain amendments, or
5. Recommend that the proposed rule be withdrawn.

The committee shall immediately file a notice of which action occurs in the State Register and with the agency proposing the legislative rule. When the recommendation is other than the promulgation of the proposed legislative rule, a statement of the reasons for such recommendation will be stated in the notice to be filed in the State Register and with the agency.

Step 8. COMPLYING WITH RECOMMENDATIONS OF LRMRC - In the event of LRMRC authorizes the agency to promulgate the legislative rule as originally filed, the agency is not required to file any documents with the Secretary of State's office. The committee will submit the proposed legislative rule to the Legislature in its agency approved form.

In the event the agency or the committee decides to make changes or modifications to the proposed legislative rule, the agency should consult with committee staff on the preparation of such modifications. Again, before the agency complies with the recommendations of LRMRC, the agency **MUST** have prior written approval by the Cabinet Secretary, agency head, board or commission, who administers the agency. Within 10 days of the LRMRC meeting

the agency **MUST** file with the Secretary of State and LRMRC the following:

1. One copy of the Notice of Rule Modification of Proposed Rule, form #4
2. One copy of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
3. One copy of proposed legislative rule with modifications
4. Ten copies of the document package filed with the Secretary of State's office above in 1, 2 & 3 to be filed with LRMRC

If the committee recommends that the rule be withdrawn, the agency may comply by submitting a letter stating that the proposed rule be withdrawn with proper signatures to the Secretary of State's office to be published in the State Register.

Step 9. SUBMISSION OF LEGISLATIVE RULE TO LEGISLATURE - The LRMRC drafts a Bill of Authorization including a copy of the proposed legislative rule to be introduced prior to the 20th day of the Session. A notice of the submission to the Legislature will be filed in the State Register by the LRMRC prior to the 20th day of the Session.

Step 10. LEGISLATIVE SESSION - Bills of Authorization are treated like other bills and go through the usual enactment process. The agency may contact Committee staff or this office to determine the status of any particular Bill of Authorization during the Session.

Step 11. EFFECTIVE AND FILING DATE - The effective date may be established by the Legislature or the agency following passage of the **Bill of Authorization**. In either case the agency **MUST FINAL FILE** the proposed legislative rule with the Secretary of State. Again, before the agency files the final filed rule with the Secretary of State, the agency **MUST** have prior written approval by the Cabinet Secretary, agency head, board or commission, who administers the agency. The documents required to final file the rule are:

1. One completed copy of the Notice of Final Filing and Adoption, form #6
2. One copy of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
3. Promulgation history of the proposed rule
4. The effective date of the legislative rule, if the Legislature has not established the effective date in the **Bill of Authorization**. ****IMPORTANT**** The agency has up to 60 days following the Governor's signature of the **Bill of Authorization** to final file the legislative rule with the Secretary of State's office. The agency may set the effective date of the legislative rule up to 90 days from the date the legislative rules are final filed with the Secretary of State.
5. The agency **MUST** submit the legislative rule on a 3 1/2" disk, in a WordPerfect compatible format, to the Secretary of State's office. The disk copy **MUST** be a **CLEAN COPY**, with all underlining and strike-throughs taken out. The text of the computer filed rule **MUST** be identical - word for word, comma for comma as the hard copy authorized by the Legislature. Please state on the disk the format the rule is in and the title it is filed under.

Step 12. PROOFREADING - The final rule, as produced by the Secretary of State, shall be sent to the agency for review and proofing. The agency may have up to ten (10) working days to review the final rule and return any corrections or a statement of confirmation. Following confirmation or corrections, as the case may be, the Secretary of State shall submit to the agency a final version of the rule for their records. (153CSR10.8.b).

These twelve (12) steps constitute legislative rule-making. If there is to be a deviation from these procedures, **PLEASE** contact the LRMRC staff or the Secretary of State's office for guidance on specific cases. This information is not intended to replace W. Va. Code §29A (the Administrative Procedures Act) but is to assist the agency with its compliance. The APA is the controlling document and should be consulted during the entire rule-making process.

The Secretary of State's office understands the complexity of filing legislative rules for rule-making. If at anytime a question arises, **PLEASE CALL OUR OFFICE AND WE WILL BE GLAD TO HELP.**

STEP PROCEDURE FOR INTERPRETIVE OR PROCEDURAL RULE-MAKING

Definitions of **INTERPRETIVE** and **PROCEDURAL** rule: [W. Va. Code §29A-1-2(c) & (g)]

Interpretive means every rule adopted by an agency independently of any delegation of legislative power which is intended by the agency to provide information or guidance to the public regarding the agency's interpretations, policy or opinions upon the law enforced or administered by it and which is not intended by the agency to be determinative of any issue affecting private rights, privileges or interest.

Procedural means every rule which fixes rules of procedure, practice or evidence for dealings with or proceedings before and agency, including forms prescribed by the agency.

- Step 1. RECOGNITION OF NEED** - The agency recognizes the need for filing a new rule, amending an existing rule or revoking an existing rule or part of a rule. This need may be based on changes in state statute, federal statute or rule, judicial order, request by interested groups or citizens, agency investigation of a problem, etc.
- Step 2. DRAFTING** - The agency must classify the proposed rule as either Legislative, Interpretive or Procedural rule according to W. Va. Code §29A. The agency may reclassify a Interpretive or Procedural as a Legislative rule, but a Legislative rule can not become a Interpretive or Procedural rule. During the process of drafting a rule an agency should seek information on content from numerous sources, i.e., staff investigations, interest groups, other state rules, other state agencies, court rulings, scientific or association publications, the agency's Attorney General representative, etc. It is during the drafting stage when many problems, interests and jurisdictional conflicts can be dealt with preventing greater problems from arising during public hearings or legislative review.
- Step 3. REVIEW OF DRAFT** - When an agency files any draft of a proposed rule with the Secretary of State and Legislative Rule-making Review Committee (LRMRC), it **MUST** have prior written approval of the Cabinet Secretary with administrative supervision over the agency. If the agency is an agency, board or commission which is not administered by a Cabinet Secretary, the agency **MUST** have prior written consent of the agency head, board or commission.
- Step 4. THE PROPOSED RULE** - The final draft of the proposed rule **MUST** follow the format established by the Secretary of State's rule 153CSR6 Standard Size and Format for Rules and Related Documents Filed in the Secretary of State's Office. The agency must include as Section 1, a GENERAL section. Within the GENERAL section there must be the following subsections -- "scope", "authority", "filing date", effective date" and if necessary a provision for "repeal of a former rule". During the time the rule is proposed, the "filing date" and the "effective date" shall be blank. If you are amending an existing rule, the new language **MUST** be underlined and the language to be deleted **MUST** be stricken through, but clearly legible. If the agency is proposing major changes to an existing rule, the agency may decide to repeal the existing rule and replace the rule as a new rule. If so underlining and strike-throughs are not required but a provision **MUST** be placed in the GENERAL section of the proposed rule. **This should only be done if the agency is proposing major changes to the rule.**

All copies of the rules **MUST** be filed on 8 1/2 x 11 paper, single sided or double sided, but not a combination of both. The copy of the proposed rule filed with the Secretary of State's office **MUST** be an original with page numbering and no staples.

- Step 5. PUBLIC HEARING AND/OR COMMENT PERIOD - FILING** - The agency files their proposed rule with the Secretary of State for Public Hearing and/or Comment Period. The following documents must be included in this order when filing:
1. One copy of the Notice of Public Hearing and/or Comment Period, forms #1 or #2, signed
 2. One copy of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
 3. One copy of brief summary of the proposed rule and statement of circumstances which require this rule
 4. One copy of the fiscal note, with name of contact person and telephone number
 5. One copy of the proposed rule, with page numbering

The agency should decide whether it will hold a public hearing and/or a comment period for the proposed rule. The proper notice **MUST** contain the TIME, DATE AND PLACE of the public hearing and/or where the written comments

may be mailed. **THE PUBLIC HEARING AND/OR COMMENT PERIOD NOTICE MUST BE FILED IN THE SECRETARY OF STATE'S OFFICE NOT LESS THAN THIRTY (30) DAYS NOR MORE THAN SIXTY (60) DAYS BEFORE THE DATE OF THE PUBLIC HEARING AND/OR COMMENT PERIOD.** The notice must contain the rule title and an authorized signature for filing notice.

Even though the Code only requires notice of Public Hearing and/or Comment Period to be filed with the Secretary of State for inclusion in the State Register and grants to each agency discretionary publication as a Class I legal advertisement, the following other distributions are prudent:

1. Capitol News Service
2. Interested or affected state and local agencies
3. Interested or affected federal agencies
4. Interested or affected associations
5. Interested or affected individuals, legislators and the Governor's Office

5A. CONDUCT OF PUBLIC HEARING AND/OR COMMENT PERIOD - The conduct of the public hearing is under the discretion of the agency and the procedure that best ensures the receipt of comments. However, the manner in which comments are received and the conduct of the hearing should be partially determined by the needs of the agency and the information required by the Administrative Procedures Act, W. Va. Code §29A for legislative review and State Register filing.

5B. FOLLOWING PUBLIC HEARING AND/OR COMMENT PERIOD - The agency should review all comments received to determine possible changes in the proposed rule. No comments can be reviewed and/or accepted after the close of the public hearing and/or comment period. The following actions are required to be documented and filed with the rule:

1. If a public hearing was held, a transcript of the hearing and names of all who attended
2. Comments received, both written and oral with a response to comments
3. Amendments made to the proposed rule as a result of comments or other information received
4. Reasons for the amendments

Step 6. AGENCY ADOPTION OF PROPOSED RULE - Again, before the agency files the agency adopted rule with the Secretary of State, the agency **MUST** have prior written approval by the Cabinet Secretary, agency head, board or commission, who administers the agency. This must be done within six months of the public hearing or close of comment period, or the rule will be deemed withdrawn.

****AMENDMENTS TO THE RULE AFTER HEARING DO NOT REQUIRE AN ADDITIONAL HEARING BUT CANNOT CHANGE THE MAIN PURPOSE OF THE RULE.****

6A. FILING ADOPTED RULE WITH THE SECRETARY OF STATE - This is an extremely important and frequently omitted step. Be sure to perform this step accurately and completely. The following documents **MUST** be filed with the Secretary of State in this order:

1. One copy of the notice of agency adoption, form #5, signed
2. One copy of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
3. One copy of the agency adopted rule, with page numbering
4. One copy of the documents listed in Step 5B
5. The agency **MUST** submit the legislative rule on a 3 1/2" disk, in a WordPerfect compatible format, to the Secretary of State's office. The disk copy **MUST** be a **CLEAN COPY**, with all underlining and strike-throughs taken out. The text of the computer filed rule **MUST** be identical - word for word, comma for comma as the hard copy authorized by the Legislature. Please state on the disk the format the rule is in and the title it is filed under.

Remember to include the **effective date** of the rule. This can be established by the agency or the effective date will be thirty (30) days after filing, whichever date is later. The agency **MUST** adopt or withdraw the rule within six (6) months after the close of public comment and/or comment period or the rule will be deemed withdrawn.

- Step 7. PROOFREADING** - The final rule as produced by the Secretary of State shall be sent to the agency for review and proofing. The agency may have up to ten (10) working days to review the final rule and return any corrections or a statement of confirmation. Following confirmation or corrections, as the case may be, the Secretary of State shall submit to the agency a final version of the rule for their records. (153CSR10-8.b)

These are the seven (7) steps for adoption of an Interpretive or Procedural rule. They are quite similar to the steps for Legislative rules. Consult W. Va. Code §29A, the Administrative Procedures Act for guidance as to whether the agency's proposal falls within the definition of an interpretive or procedural rule and not within the definition of a legislative rule. Simply calling a rule interpretive or procedural does not make it so. The content and effect of the rule dictates its type, not the mere label.

AGAIN, IF THE AGENCY IS IN DOUBT OR HAS ANY QUESTIONS - PLEASE CALL THE SECRETARY OF STATE'S OFFICE!!!!

STEP PROCEDURE FOR EMERGENCY RULE MAKING

ONLY Legislative rules can be filed as an Emergency rule NOT Interpretive or Procedural rules. Emergency rules remain valid up to fifteen (15) months from filing.

- Step 1. RECOGNITION OF NEED** - Same as a Legislative Rule
- Step 2. DRAFTING** - Same as a Legislative Rule
- Step 3. REVIEW OF DRAFT** - Same as a Legislative Rule
- Step 4. THE PROPOSED EMERGENCY RULE** - Same as a Legislative Rule
- Step 5. FILING AN AGENCY ADOPTED EMERGENCY RULE** - Again, before the agency files the agency adopted emergency rule with the Secretary of State and LRMRC, the agency **MUST** have prior written approval by the Cabinet Secretary, agency head, board or commission, who administers the agency. The following documents **MUST** be filed in this order with the Secretary of State's office:
1. Fourteen (14) copies of Notice of an Emergency rule, form #7
 2. Fourteen (14) copies of Approval of Filing by the Cabinet Secretary, agency head, board or commission, who administers the agency
 3. Fourteen (14) copies of LRMRC Emergency Rule Questionnaire with the name of the contact person and telephone number clearly printed..
 4. Fourteen (14) copies of brief summary of the proposed Emergency rule, with statement of circumstances constituting the emergency.
 5. Fourteen (14) copies of Fiscal Note.
 6. Fourteen (14) copies of the proposed Emergency rule with page numbering with new language underlined and with language to be deleted from any existing rule stricken through but clearly legible

Be specific about the facts and circumstances constituting the emergency and cite the appropriate and applicable necessity enumerated in W. Va. Code §29A-3-15(f).

IMPORTANT - The agency MUST file a notice for a public hearing and/or comment period with the Secretary of State's office WITHIN thirty (30) days of the date the emergency rule was filed. If the agency fails to do this, the emergency rule WILL EXPIRE on the thirty-first (31st) day.

The Secretary of State's office is required by law (W. Va. Code §29A-3-15) to review all emergency rules to determine:

1. That the scope of statutory authority has not been exceeded
2. Whether there exists a justified emergency
3. Whether the agency complied with these procedures

The Secretary of State has forty-two (42) days from the date the rule is filed as an emergency to make the above determination. The Secretary of State may disapprove an emergency rule for any of the reasons listed above. This decision is appealable to the Supreme Court of Appeals. The Secretary of State may solicit additional information, conduct a public hearing, meet with the agency or take other actions to acquire information needed to reach a decision to approve or disapprove an emergency rule.

The Secretary of State strongly urges agencies to at least conduct a public hearing and/or comment period on proposed rule before considering filing proposed rule as an emergency.

NOTE: An Emergency Rule will become effective upon the approval of the Secretary of State or upon the forty-second (42nd) day following filing, whichever occurs first. (W. Va. Code §29A-3-15).

Step 6. FILING WITH LRMRC - The filing of an agency adopted emergency rule requires the following documents to be filed with the LRMRC:

1. One copy of the documents filed with the Secretary in Step 5 above

Step 7. LRMRC REVIEW - The LRMRC may review the emergency rule to determine:

1. That the scope of statutory authority has not been exceeded
2. Whether there exists a justified emergency
3. Whether the agency complied with these procedures

The LRMRC may recommend to the agency, the Legislature or the Secretary of State such actions as it may deem proper.

The agency **MUST**, as part of the legislative rule making procedure, file the agency approved rule with the LRMRC. If the agency fails to file the agency approved rule with the Secretary of State and the LRMRC within ninety (90) days from the date the emergency rule was filed, the rule **WILL EXPIRE** on the ninety-first (91st) day.

****Remember** the filing of the emergency rule with the LRMRC (Step 6 above) is separate from the filing of the agency approved rule with the LRMRC (Step 6 of the Legislative rule-making procedure). **** DO NOT** confuse the two SEPARATE steps below:

- a. The filing of an emergency rule
- b. The filing of an agency approved rule to go through the legislative rule-making procedure.

****IMPORTANT** If an emergency rule expires due to the agency's failure to follow Steps 5, 6 & 7, the emergency rule cannot be revived by ANY method.**

Step 8. AMENDMENTS TO AN EMERGENCY RULE - if the agency wishes to amend an emergency rule the agency **MUST** have prior written approval by the Cabinet Secretary, agency head, board or commission, who administers the agency before filing with the Secretary of State and LRMRC. The agency **MUST** file with the Secretary of State the following:

1. Fourteen (14) copies of the Notice of an Emergency Amendment to an Emergency rule, form # 8, signed
2. Fourteen (14) copies of all documents in Step 5 above, with amendments
3. The agency is required to submit One copy of all documents filed above to the LRMRC

NOTE: The emergency amendment will become effective upon the approval of the Secretary of State or upon the forty-second (42nd) day following filing of the amendment, whichever occurs first. The amendment will be included into the original emergency rule **BUT** this does not gain the agency additional time or relieve you from Steps 6 or 7.

****REMEMBER** - The Emergency rule and/or the Emergency rule amendment will remain in effect for a **TOTAL** of fifteen (15) months, or until the Legislative rule goes into effect.

ONCE AGAIN IF THE AGENCY HAS ANY QUESTIONS ABOUT THE EMERGENCY RULE PROCESS - PLEASE CALL THE SECRETARY OF STATE'S OFFICE.