

State of Iowa

1961

IOWA DEPARTMENTAL RULES

JANUARY

1961

SUPPLEMENT

Containing

The permanent rules and regulations of general application promulgated by
the state departments from July 1, 1960 to January 1, 1961



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PREFACE

This volume is published in compliance with section 14.3 (7) of the Code. The rules of the various boards and departments are arranged in alphabetical order, using the names of the departments in general use.

Not all of the rules and regulations promulgated by the state departments have been included. The Act specifies "permanent" rules of "general application." Where rules have been omitted by the editor there is a notation indicating where such rules may be obtained.

January 1961

THE EDITOR

PUBLICATION OF DEPARTMENTAL RULES

Section 14.3 of the Code, subsection 7, requires the Code Editor to:

"Prepare the manuscript copy, and cause to be printed by the state superintendent of printing in each year in which a Code is published, a volume which shall contain the permanent rules and regulations of general application, promulgated by each state board, commission, bureau, division or department, other than a court, having statewide jurisdiction and authority to make such rules. The code editor may omit from said volume all rules and regulations applying to professional and regulatory examining and licensing provisions and any rules and regulations of limited application. The code editor may make reference in the volume as to where said omitted rules and regulations may be procured.

"This volume shall be known as the Iowa departmental rules and any rule printed therein may be cited as I.D.R. giving the year of publication and the page where the particular rule, by number, may be found.

"The code editor may provide cumulative, semiannual supplements for insertion in the latest published volume and a place shall be provided in the binding of said volume for insertion of such supplements."

IOWA DEPARTMENTAL RULES

JANUARY 1961

BANKING DEPARTMENT

[Filed November 16, 1960]

Pursuant to authority vested in the Superintendent of Banking by Section 524.10, Code of Iowa, Certain Rules and Regulations, effective March 8, 1954, pertaining to

the organization and management of Iowa chartered banks are hereby amended as follows:

(1) By rescinding Regulation 6.1 concerning Donations and Gifts as it appears on page 30 of the Iowa Departmental Rules, 1958.

COMMERCE COMMISSION

[Filed July 19, 1960]

Pursuant to authority vested in the Iowa State Commerce Commission by Section 490.18, Code of Iowa, rules and regulations appearing at 1958 I.D.R. pages 71, 72 and 73 are hereby rescinded and the following adopted in lieu thereof:

RULES AND REGULATIONS RELATING TO PIPELINES AND UNDERGROUND GAS STORAGE

Rule PL-94. Definitions. Terms not otherwise herein defined shall be understood to have their usual meaning.

(1) "Approximate right angle" shall mean within five (5) degrees of a 90 degree angle.

(2) "Commission" shall mean the Iowa State Commerce Commission.

(3) "Multiple Line Crossing" shall mean a point at which a proposed pipeline will either overcross or undercross an existing pipeline.

(4) "Permanent Permit" shall mean a permit issued after appropriate application to and determination by this Commission.

(5) "Permit" shall mean a permanent permit or renewal permit issued by the Iowa State Commerce Commission.

(6) "Pipeline" shall mean any pipe, pipes or pipelines used for the transportation or transmission of gas, gasoline, oils or motor fuels and/or inflammable fluids.

(7) "Pipeline Company" shall mean any person, firm, co-partnership, association, corporation or syndicate engaged in or organized for the purpose of owning, operating or controlling pipelines for the transportation or transmission of gas, gasoline, oils or motor fuels and/or inflammable fluids.

(8) "Renewal Permit" shall mean the re-issuance of a permanent permit after appropriate application to and determination by this Commission.

(9) "Underground Storage" shall mean storage of gas in a subsurface stratum or formation of the earth.

(10) Technical terms not herein defined shall be as defined in ASA B31.3 and .4—1959 and ASA B31.8—1958, and as the same may hereafter be revised.

Rule PL-95. Petition for Permit. Petition for Permit shall be made to this Commission upon the form prescribed. A typical set of Exhibits to such Petition, which Exhibits are labeled "A", "B", "C", "D" and "E" are described below:

Exhibit "A". A description of the proposed route of the pipeline. This should be as specific and detailed as circumstances permit. This Commission would prefer a legal description showing the general direction of the proposed route through each quarter section of land to be crossed, including township and range and whether on private or public property, public highway or railroad right of way, together with such other information as may be deemed pertinent. Construction deviation of 160 rods from proposed routing will be permitted.

If it becomes apparent that there will be deviation of greater than 160 rods in some area from the proposed route as filed with this Commission, construction of such line in such area shall be suspended. Exhibits "A", "B" and "E" reflecting such deviation shall be filed, and the procedure hereinafter set forth to be followed upon the filing of a Petition for Permit shall be followed.

Exhibit "B". Maps of proposed routing of the pipeline. Such maps shall have a minimum scale of not less than one inch to one mile. Strip maps will be acceptable. Two copies of such maps shall be filed.

Exhibit "C". A showing on forms prescribed by this Commission of engineering specifications covering the engineering features, materials and manner of construction of the proposed pipeline, its approximate length, diameter, and the name and location of each railroad and primary highway and the number of secondary highways to be crossed, if any, and such other information as may be deemed pertinent.

Exhibit "D". Satisfactory attested proof of solvency and financial ability to pay damages in the sum of \$50,000.00 or more; or surety bond satisfactory to this Commission in the penal sum of \$50,000.00 with surety approved by this Commission, conditioned that the petitioner will pay any and all damages legally recovered against it growing out of the operation of its pipeline and/or gas storage facilities in the State of Iowa; or security satisfactory to this Commission as a guarantee for the payment of damages in the sum of \$50,000.00.

Exhibit "E". Consent, or other showing of right, of appropriate public highway authorities or railroad companies, where the pipeline will be placed longitudinally on, over or under, or at other than an approximate right angle to railroad tracks or highway, when such consent is obtained prior to filing of the Petition and hearing thereon shall be filed with the Petition.

Should the exact and specific route be uncertain at the time of Petition, a statement shall be made by petitioner that all such consents or other showing of right will be obtained prior to construction and copies thereof filed with this Commission.

Additional Exhibits. If permission is sought to construct, maintain and operate facilities for underground storage of gas, said Petition shall include the following information, in addition to that stated above:

(a) A description of the public and/or private highways, grounds and waters, streams and private lands of any kind under which such storage is proposed, together with a map thereof.

(b) Maps showing the location of proposed machinery, appliances, fixtures, wells and stations necessary for the construction, maintenance and operation of such facilities.

Rule PL-96. Publication of Notice of Hearing. When a Petition for Permit is received by this Commission, accompanied by proper Exhibits, it shall be docketed for hearing and petitioner shall be advised of the time and place of hearing. Petitioner shall also be furnished copies of the Official Notice of Hearing which petitioner shall cause to be published once each week for two (2) consecutive weeks in some newspaper of general circulation in each county in or through which construction is proposed. Proof of such publication shall be filed prior to or at such hearing, together with receipts showing that costs of such publication have been paid by petitioner.

Rule PL-97. Objections. All whose rights or interests may be affected by the object of a Petition may file written objection thereto. Such written objection shall be filed with the Secretary of this Commission not less than five (5) days prior to date of hearing. This Commission may, for good cause shown, permit filing of objections less than five (5) days prior to hearing, but in such event petitioner shall be granted a reasonable time to meet such objections.

Rule PL-98. Hearing. Hearing shall be not less than ten (10) nor more than thirty (30) days from the date of last publication of Notice of Hearing.

Petitioner shall be represented by one or more duly authorized representatives or counsel or both. This Commission may examine the proposed route of the pipeline or location of the underground storage facilities which are the object of the Petition or may cause such examination to be made on its behalf by an engineer of its selection. One or more members of this Commission or a duly appointed hearing examiner shall consider such Petition and any Objections filed thereto and may hear such testimony as may be deemed appropriate. One or more Petitions may be considered at the same hearing. Petitions may be consolidated. Hearing shall be held in the office of this Commission or at such other place within the State of Iowa as this Commission may designate.

Rule PL-99. Permanent Permit. If after hearing and appropriate findings of fact it is determined a Permit should be granted, a Permanent Permit will be issued. Otherwise such Petition shall be dismissed with or without prejudice. Where proposed construction has not been established definitely, the Permanent Permit will be issued on the route or location as set forth in the Petition, subject to deviation of up to 160 rods on either side of such proposed route. If the proposed construction is not completed within two (2) years from the date of issue, subject to extension at the discretion of this Commission, such Permanent Permit shall be void and of no further force or effect. Upon completion of the proposed construction, maps of the final routing of the pipeline, bearing re-chain survey notes, shall be filed with this Commission.

A Permanent Permit shall normally expire twenty-five (25) years from date of issue. No such Permit shall ever be granted for a longer period than twenty-five (25) years.

Rule PL-100. Renewal Permits. Petition for Renewal of Permit may be filed at any time subsequent to issuance of a Permanent Permit and prior to the expiration thereof. Such Petition shall be made on the form prescribed by this Commission. Instructions for the use thereof are included as a part of such form. The procedure for Petition for Permit shall be followed with respect to Publication of Notice, Objections and Hearing. Renewal Permits shall normally expire twenty-five (25) years from date of issue. No such permit shall ever be granted for a longer period than twenty-five (25) years. The same procedure shall be followed for subsequent renewals.

Rule PL-101. Amendments of Permits. Petition may be filed for Amendment of Permanent or Renewal Permit to cover construction of a line paralleling an existing line of petitioner or to make contiguous extension of an existing underground storage area of petitioner. Such Petition for Amendment shall be made on the form prescribed by this Commission. Such Petition shall have attached those same Exhibits required for a Petition for Permit. If such Petition for Amendment is for paralleling construction and the same falls within the 160 rods permissive deviation of the Permanent Permit or subsequent Renewal Permit, the requirement of Publication of Notice and Hearing may be waived. Subject to such exception only, the procedure for Petition for Permit shall be followed in all instances. Upon appropriate determination by this Com-

mission, an Amendment to Permanent Permit will be issued. Such Amendment shall be subject to the same conditions with respect to completion of construction within two (2) years and the filing of final routing maps as attach to Permanent Permits.

Rule PL-102. Fees. All fees shall be payable to "Iowa State Commerce Commission".

All fees referred to below shall be paid in the year of issuance of the Permit to which they apply. Such fees shall be collected on the basis of approximate mileage as shown in the particular Petition. Upon the filing of final routing maps fees shall be paid or refunded on the basis of adjusted mileage.

Construction Inspection Fee. Upon issuance of a Permanent Permit, petitioner shall pay a fee of fifty cents (50¢) per inch of diameter for each mile or fraction thereof of pipeline covered by such Permit.

Annual Inspection Fee. For each calendar year subsequent to the year in which the Construction Inspection Fee was paid, for which year or fraction thereof a Permit (Permanent or Renewal) shall be effective, there shall be paid an Annual Inspection Fee of twenty-five cents (25¢) per inch of diameter for each mile or fraction thereof of pipeline. Such payment shall be made prior to January 1st of such calendar year.

Paralleling Line Fee. A Construction Inspection Fee shall be paid upon the issuance of an Amendment to Permanent Permit and an Annual Inspection Fee shall be paid for each year thereafter that such Permit is in force. Both such fees shall be determined as above.

Renewal Permit Fee. Upon issuance of a Renewal Permit, there shall be a fee of \$25.00 per Petition, as the same may be consolidated, plus a flat fee of fifty cents (50¢) per mile or fraction thereof of pipeline involved, irrespective of diameter, to cover the costs and expenses of the Commission in conjunction therewith. Such payment shall be in addition to the Annual Inspection Fee.

Rule PL-103. Inspections. This Commission shall from time to time examine the construction, maintenance and condition of pipeline, underground storage facilities and equipment used in connection with such pipeline or facilities in the State of Iowa to determine if the same is unsafe or dangerous. One or more members of this Commission, one or more duly appointed representatives hereof or the same together may enter upon the premises of any pipeline company within the State of Iowa for the purpose of making such inspections. Except under extreme circumstances, such inspections shall be made after adequate opportunity has been provided for a representative of such company to accompany such inspecting party.

Rule PL-104. Standards for Construction, Operation and Maintenance. All pipelines and underground storage facilities and all equipment used in connection therewith shall be constructed, operated and maintained in accordance with either Section 3—PETROLEUM REFINERY PIPING CODE (designated as ASA B31.3—1959), Section 4—OIL TRANSPORTATION PIPING CODE (designated as ASA B31.4—1959) or Section 8—AMERICAN STANDARD GAS TRANSMISSION AND

DISTRIBUTION PIPING SYSTEMS (designated as ASA B31.8—1958), of the American Standard Code for Pressure Piping published by the American Society of Mechanical Engineers, insofar as the same may be applicable, and as said Sections may be hereafter altered, amended or modified by said Society.

This Commission has adopted certain specifications for undercrossings of primary and secondary roads and railroads in addition to those found in such above-mentioned Code. Should conflict exist between such specifications, such conflict shall be resolved by this Commission after written information has been filed of such conflict by any party desiring clarification.

Rule PL-105. Undercrossing Permits. Undercrossings of primary or secondary highways and railroad right of ways shall be at an approximate right angle as herein defined, with an additional construction tolerance of five (5) degrees being permitted, unless permission to vary further therefrom is obtained from the proper authority and filed with this Commission.

Permission to undercross primary or secondary highways need be sought only from this Commission, except in case of undercrossings installed at other than an approximate right angle, as herein defined, in which case permission must be sought from either the Iowa State Highway Commission or the appropriate County Board of Supervisors.

It is recommended, however, that pipeline companies confer with appropriate highway authorities before crossing primary or secondary highways, in order that such companies may determine contemplated future changes in such highways which may influence the location of pipeline facilities. It is further recommended that pipeline companies give such authorities advance notice of their intent to cross highways. It is the policy of this Commission to give notice to highway authorities of Petitions of pipeline companies for authority to construct pipelines which will cross highways under the jurisdiction of such authorities.

No special permit need be obtained to cross rivers, waters and streams within the State of Iowa where such crossings are included within a Petition to this Commission.

Rule PL-106. River Crossings. This Commission has primary state jurisdiction to issue permits to cross rivers, waters and streams within the State of Iowa and its jurisdiction in such respect is paramount to that of the Iowa State Conservation Commission.

As a matter of co-operation, this Commission has agreed to furnish the Iowa State Conservation Commission information relative to crossings of rivers, waters and streams, together with plats of such crossings upon the filing of a petition indicating such crossings. Pipeline companies shall provide information direct to the Iowa State Conservation Commission pertaining to the date of commencement of construction where such crossings are involved.

Rule PL-107. Distribution Mains. No petition need be made for Permit to construct, operate or maintain a gas main or distribution main, as technically defined in ASA B31.8—1958, or high pressure distribution

lead, which will be operated at a pressure of less than 150 pounds per square inch, when such main or lead is located within the boundaries of cities and towns.

Rule PL-108. Accidents. A preliminary report shall be sent to this Commission by registered or certified letter within twenty-four (24) hours of any accident arising from, or in any way connected with the operation of a pipeline or underground storage facility within the State of Iowa, which accident results in personal injury or damage in excess of Five Hundred Dollars (\$500.00) to the property of others. Such preliminary report shall give the outstanding characteristics of such accident. Such report shall be followed within a reasonable time by a full written report giving complete details of such accident.

No preliminary report need be made in the event of an accident resulting only in damage to the property of the pipeline company. A written report of such accident shall be filed with the Secretary of this Commission within a reasonable time. Accidents involving damage to the pipeline or underground storage facilities of the pipeline company in an amount less than One Thousand Dollars (\$1,000.00), including costs of repair, need not be reported to this Commission.

The dollar amounts of damage and repair costs hereinabove referred to must necessarily be the results of the pipeline company's best estimates made at the time of such accident.

Rule PL-109. Removal or Relocation of Pipelines. Notice of removal from service or relocation of existing pipelines for which Permits have been obtained shall be supplied the Secretary of this Commission. Such Notice shall be accompanied by a plat of the pipeline as relocated or, in the case of removal from service, a plat showing the portion of pipeline removed. No such notice need be supplied of a relocation of Three Hundred (300) feet or less on either side of the survey center line as filed with this Commission unless said relocation would result in placing said pipeline within 300 feet of an occupied resident. Relocations of 160 rods or more shall require the filing of a Petition for Permit.

Rule PL-110. Sale or Transfer of Permit. No Permit shall be sold without prior written approval of this Commission. No transfer of a Permit prior to completion of construction shall be effective until the permittee shall file with this Commission written notice of date of transfer and name and address of the transferee.

Rule PL-111. Amendments to Rules and Regulations. These Rules and Regulations are subject to such amendments or exceptions as this Commission may deem advisable. Parties desiring to depart from these Rules and Regulations may make written request to this Commission, whereupon appropriate action will be taken. Amendments hereto shall apply only to Permits issued after the effective date of such amendments.

[Filed November 30, 1960]

Pursuant to authority vested in the commission by section 327.3, Code of Iowa, rules and regulations appearing at I.D.R. MT-1 through MT-62 are hereby rescinded and the following adopted in lieu thereof.

RULES AND REGULATIONS APPLICABLE TO TRUCK OPERATORS AND CONTRACT CARRIERS

RULE MT1. These Rules and Regulations are subject to such changes and modifications as the Commission from time to time may deem advisable in accordance with the provisions of Chapter 17A, Code 1958.

RULE MT2. Motor carriers authorized to operate under Chapter 325, truck operators authorized to operate under Chapter 327, and contract carriers authorized to operate under Chapter 327, shall not operate under more than one certificate of convenience and necessity or permit (viz. as a motor carrier, as a truck operator or contract carrier) where such operation is construed by the Commission as circumventing the law.

Any commodity which is authorized to be transported under a certain certificate of convenience and necessity shall not be transported over routes authorized in said certificate by virtue of a truck operator or contract carrier permit held by the holder of said certificate nor shall a like commodity be transported under a truck operator permit and a contract carrier permit which is held by the same person.

Rule MT3. Person Defined. The word "person" when used in the law or the rules and regulations of the Commission will be construed by the Commission as including any individual, firm, co-partnership, joint adventure, association, corporation, estate, trust, business trust, receiver, or any other group or combination acting as a unit and the plural as well as the singular number.

Rule MT4. Application. Application for a permit to operate as a truck operator or contract carrier shall be made to the Iowa State Commerce Commission, Des Moines, Iowa, on forms prescribed for that purpose and furnished upon request.

(A) An application for a truck operator permit must be accompanied by:

(1) Liability, property damage and cargo insurance policy or policies, certificate of insurance or surety bond in accordance with section 327.15, Code 1958.

(2) Two copies of tariff or power of attorney.

(3) The annual permit fee as provided in Rule MT6.

(B) Application for a contract carrier permit must be accompanied by:

(1) Liability and property damage insurance policy or policies, certificate of insurance or surety bond in accordance with section 327.15, Code 1958. (Cargo insurance not necessary.)

(2) A copy of each transportation contract which the applicant has entered into.

(Section 327.1, Code 1958, sub paragraph five reads in part as follows: "**The terms 'individual written contract' shall mean an agreement in writing between a contract carrier and a shipper, effective for a duration of at least three months, imposing mutual obligations to tender freight and perform transportation, specifying the charges**".)

(Not applicable to applications made under the provisions of section 327.23, Code 1958.)

(3) Annual permit fee as provided in Rule MT6.

Rule MT5. Filing of contracts other than with application. Whenever a contract carrier enters into a new transportation contract after having been issued a permit, said carrier shall file a copy of said new contract with the Commission before transporting any property for the shipper. Every contract carrier operating under a permit issued by the Commission prior to January 31, 1961, shall, on or before March 1, 1961, file with the Commission a copy of each transportation contract under which said contract carrier is operating on January 31, 1961, or under which said contract carrier will operate after January 31, 1961. (This Rule does not apply to contract carriers operating under the provisions of Section 327.23, Code 1958.)

Rule MT6. Annual permit fee. Application for a permit shall be accompanied by a remittance in the amount sufficient to pay the annual permit fee of \$5.00 for each motor truck described on form attached to application.

The remittance will cover the permit fee for each motor truck described from the date the permit is issued until the 31st day of December of the year in which the permit is issued.

The annual permit fee should be remitted to the Commission in form of a certified check, bank draft, cashier's check, express money order or postal money order, payable to the Iowa State Commerce Commission.

The annual permit fee of \$5.00 for each motor truck for each year, after the year in which the permit is issued, shall be due and payable on or before the first day of January of each succeeding year and shall be remitted in the form prescribed in paragraph 2 of this rule.

Rule MT7. Equipment changes or additions. Before placing any additional motor trucks in service, the holder of permit shall pay the Commission the annual permit fee and furnish a complete description of such motor truck, together with information as to the time to be placed in service. Description shall show make of equipment, license number, factory number and year built.

Rule MT8. Fee receipt. The holder of a permit shall be furnished a receipt for each permit fee paid. The receipt shall be carried with the described motor truck at all times.

Rule MT9. Holders of Interstate Permits. Application for a permit governing strictly interstate operation shall be made on the forms prescribed. Chapter 327, Code 1958, together with the rules and regulations thereunder adopted by the Commission insofar as may be applicable govern holders of permits affording service of a strictly interstate character.

Holders of permits of a strictly interstate character need not file with the Commission evidence of cargo insurance required by Rule MT3 and 13, nor comply with the provisions of Rule MT21 of these Rules and Regulations. Rule MT6 is not applicable to truck operators and/or contract carriers operating interstate exclusively as to trucks licensed and domiciled

in states reciprocal with Iowa on a comparable fee.

Rule MT10. Transfer of Permit. A truck operator permit or a contract carrier permit may be transferred if the transferee does not hold a like permit. Application for the Commission's approval of proposed sale and transfer of a permit must be filed with the Commission on form prescribed and furnished by the Commission, signed and sworn to be all parties. Insurance prescribed by law must be filed by transferee. (See Section 327.15, Code 1958.) Current permit fee receipt describing equipment to be transferred with permit must be returned. Permit fee for new equipment to be operated by transferee must accompany the application. The Commission will not approve transfer of truck operator permit until transferee has complied with Rules MT13 and MT21.

Rule MT11. Manner of Marking Equipment. Before placing any equipment in service, there shall be painted on each side of trucks, trailers, or semi-trailers (and/or on "Head Board") or on some suitable material securely placed on each side of such equipment, in letters and figures large enough to be easily read at a distance of fifty (50) feet and in a color in contrast to the background the following:

- (a) Name of truck operator or contract carrier.
- (b) Address of truck operator or contract carrier.
- (c) "Ia. C. C. P....."
(Permit Number)

Rule MT12. Reports of Accidents. When requested by the Commission, truck operators and contract carriers shall file with the Commission an immediate report, plainly written or typed on one side of the paper, on accidents arising from, or in connection with, the operation of equipment, which result in injury to any person or in damage to any property exceeding the sum of \$50.00, and shall set forth such information as required by the Commission.

Rule MT13. Insurance Requirements. Each truck operator and contract carrier shall at all times maintain on file with the Commission effective insurance policy, policies, or surety bond, made out in accordance with these rules and regulations, with limits required by Chapter 327, Code 1958, with respect to the motor trucks used in furnishing truck operator service and/or contract carrier service under a permit of the assured.

Such policy, policies or surety bond shall be written for a period of one year or more. A certificate of insurance in a form prescribed by the Commission may be filed in lieu of a policy.

Rule MT14. Endorsement for policy. Every policy filed or for which a certificate of insurance is filed with the Commission shall have attached thereto the prescribed and applicable required endorsement or endorsements.

Rule MT15. Certificates of Insurance. Certificates of Insurance filed with the Commission for truck operators and contract carriers in lieu of insurance policies written for limits as prescribed by Chapter 327, Code 1958, shall be in accordance with forms prescribed by the Commission.

Rule MT16. Insurance binders. Binders filed to comply with the insurance requirements of Section 327.15, Code 1958, and these rules and regulations pending the issuance and filing of an insurance policy or a certificate of insurance must be made out in accordance with the form prescribed by the Commission.

Rule MT17. Cancellation and reinstatements. Thirty (30) days' prior written notice shall be given the Commission of the cancellation of any policy, certificate of insurance or surety bond filed with the Commission for a truck operator or contract carrier. Notices of cancellation and reinstatement shall show the correct name and address of the assured as then shown in the policy, the correct name of the insurance company and correct number of the policy. Specific coverage under a policy may be cancelled when the notice of cancellation includes that information.

Rule MT18. Assignment of interest endorsement for policy. Assignment of interest endorsements filed for policies on file with the Commission or for policies for which certificates of insurance have been filed with the Commission shall be in accordance with the form prescribed by the Commission.

Rule MT19. Surety bond. In case a truck operator or contract carrier desires to file a surety bond to comply with the requirements of Section 327.15, Code 1958, the Commission will, upon request, prescribe the form of such bond.

Rule MT20. Policies, certificates and bonds to remain on file. Insurance policies, certificates of insurance and surety bonds filed with the Commission by truck operators and contract carriers shall remain on file in the office of the Commission and must not be removed therefrom except with the express permission of the Commission.

Rule MT21. Form and contents. All truck operators shall maintain on file with the Commission a tariff stating the rates and charges to be made for the services performed under their permits; also a classification, if class rates are to be assessed, stating the ratings which are to be applied in connection with the rates named in said tariff. Provided, however, that rates and charges to be applied to movements of household goods transported in Closed Body, Van Type equipment for distances of 15 miles and over shall be according to the Iowa State Commerce Commission's Household Goods Tariff No. 13. All tariffs and classifications must conform to the following regulations except as otherwise authorized by the Commission.

Section I Construction and Filing of Tariffs:

(a) All tariffs and amendments or supplements thereto must be in book, pamphlet or loose leaf form of size 8 x 11 inches. They must be plainly printed, mimeographed, planographed, stereotyped, or reproduced by other similar durable process on good quality paper.

No alteration in writing or erasure shall be made in any tariff or supplement thereto.

A margin of not less than five-eighths ($\frac{5}{8}$) inch, without any printing thereon must be allowed at the binding edge of each tariff and supplement.

(b) All tariffs and supplements must be filed and posted at least thirty (30) days prior to the effective date thereof, unless otherwise authorized by the Commission, except that tariffs, supplements, or adoption notices issued in connection with applications for truck operator permits, or the transfer of permits from one truck operator to another, may become effective on a date not earlier than the date on which permits are issued or transferred.

(c) Issuing truck operators or their agents shall transmit to the Commission two (2) copies of each tariff, supplement, or revised page. Both copies shall be included in one package accompanied by a letter of transmittal listing all tariffs enclosed and addressed to the Iowa State Commerce Commission, Rate Division, Des Moines. All postage or express must be prepaid.

Section II-

Title Page of every tariff and supplement shall show in the order named:

(a) Each tariff shall be numbered in upper right hand corner, beginning with Number 1. Such number shall be shown as follows: "Ia. C. C. No."

When tariffs are issued cancelling a tariff or tariffs previously filed, the Ia. C. C. number or numbers that have been cancelled must be shown in the upper right hand corner under the Ia. C. C. number of the new tariff.

(b) Supplements to a tariff in addition to showing the Ia. C. C. number of the tariff amended thereby shall be numbered beginning with the Number 1 and such information shall be shown in the upper right hand corner. Supplements shall also show in the upper right hand corner the number of any previous supplements cancelled thereby and also the numbers of the supplements containing all changes made in the tariff.

(c) Name of truck operator or name of agent issuing tariff. Whenever two (2) or more truck operators join in a through rate, the names of all participating truck operators must be shown. The name of each truck operator must be the same as that appearing in its permit (or application if no permit has been issued.)

If the truck operator is not a corporation, and a trade name is used, the name of the individual or partners must precede the trade name.

Whenever two (2) or more truck operators join in a through rate, authority by means of proper power of attorney or concurrence as provided in Sections VIII and IX hereof, must be given the agent or truck operator publishing the tariff.

(d) A brief description of the territory in which, or points from and to which, the tariff applies.

(e) Date of issue and date effective.

(f) Name, title and street address of truck operator or agent by whom tariff is issued.

Section III

Tariffs shall contain in the order named:

(a) Table of contents, arranged alphabetically showing the number of the page on which each subject may be found. If a tariff

contains so small a volume of matter that its title page or interior arrangement plainly indicates its contents, the table of contents may be omitted.

(b) A complete index of all commodities on which specific rates are named therein, together with reference to the page or items in which they are shown. No index need be shown in tariffs of less than five pages or if the rates are alphabetically arranged by commodities.

(c) Explanation of all abbreviations, symbols and reference marks used in the tariff.

(d) When a tariff names rates by classes, a classification of articles must be published in the tariff or in a separate tariff. When a classification is published in a separate tariff, reference must be made thereto on the title page of the rate tariff as follows:

Governed, except as otherwise provided herein, by the (here name) classification (showing issuing agent) Ia. C. C. No. supplements to or successive issues thereof.

All truck operators shown as participating carriers in a rate tariff which is governed by a separate classification must be named as participating carriers in such separate classification.

(e) Table of rates. All rates must be explicitly stated in cents or in dollars and cents, per 100 pounds, per mile, per hour, per ton of 2,000 pounds, per truck load (of stated amount), or other definable measure. Where rates are stated in amounts per package or bundle, definite specifications of the packages or bundles must be shown.

Tariffs containing tables of rates based on distances from point of origin to destination must show the mileages or indicate a definite method by which such mileages shall be determined.

(f) Truck operators or their agents may not publish class or commodity rates which duplicate or conflict with rates published by or for account of such truck operators.

(g) Truck operators or their tariff publishing agents may not publish rates on household goods transported in closed body, van type equipment for distances of 15 miles and over. Such rates are published in the Commission's Household Goods Tariff No. 13 or successive issue thereof.

Rates on household goods transported in open type equipment for all distances, and in closed body, van type equipment for distances under 15 miles, must be published in tariffs of the individual truck operators or in tariffs of their authorized agent.

Section IV

Commodity Rates:

Commodity rates on articles in stated truck load or in less-than-truckload quantities may be published, and where they differ from a published class rate basis, the lower rate shall take preference.

Section V

Tariff Changes:

(a) All rates, charges, and classifications which have been filed with the Commission must be allowed to become effective and remain in effect for a period of at least thirty (30) days before being changed, cancelled, or

withdrawn, unless otherwise authorized by the Commission.

(b) All tariffs, supplements and revised pages (including classifications) shall indicate changes from preceding issue by use of the following symbols:

↓ or (R) to denote reductions.

◆ or (A) to denote increases.

▲ or (C) to denote changes, the result of which is neither an increase nor a reduction.

The proper symbol must be shown directly in connection with each change.

Section VI

Posting Regulations:

Each truck operator must post and file at its principal place of business all of its tariffs and must also carry copies of such tariffs in every truck operated. All tariffs must be kept available for public inspection or examination at all reasonable times. It is not necessary that household goods tariff be carried in trucks.

Section VII

Applications for special permission:

Truck operators and agents when making application for permission to establish rates, charges, classification ratings or rule on less than statutory (30 days') notice shall use the form prescribed by the Commission.

Section VIII

Powers of Attorney:

(a) Whenever a truck operator desires to give authority to an attorney and agent to issue and file tariffs and supplements thereto in its stead, a power of attorney in the form prescribed by the Commission must be used.

Section IX

Concurrence Notice:

(a) Whenever a truck operator desires to concur in tariffs issued and filed by another truck operator or its agent a concurrence using the form prescribed by the Commission shall be issued in favor of such other truck operator.

(b) The original of all powers of attorney and concurrences shall be filed with the Commission and a duplicate of the original sent to the agent or truck operator in whose favor such document is issued.

(c) Whenever a truck operator desires to cancel the authority granted an agent or another truck operator by power of attorney or concurrence this may be done by a letter addressed to the Commission revoking such authority on sixty (60) days' notice, except for good cause shown the Commission will authorize a lesser notice. Copies of such notice must also be mailed to all interested parties.

Rule MT22. Receipt for freight. Every truck operator shall issue a receipt in triplicate on date freight is received for shipment which shall show the following:

- (1) Name of truck operator.
- (2) Date and place received.
- (3) Name of consignor.
- (4) Name of consignee.
- (5) Destination.

(6) Description of shipment.

(7) Signature of truck operator or agent issuing the receipt.

(8) Subject to the tariff and classifications in effect and on file with the Iowa State Commerce Commission on the date receipt is issued.

(9) Freight described in apparent good order unless an exception is noted.

Receipts shall be numbered consecutively; there shall be one copy for consignor, one for consignee and one to be kept by the truck operator. Operator's copy shall show total of all charges made for movement of freight and shall be kept by operator for a period of not less than one year, subject to inspection by Commission representatives at any reasonable time.

Rule MT23. Complaint on rates. All complaints filed with the Commission against truck operators, alleging violation of effective tariffs shall contain the following information in addition to that required by Rule 3 of the Commission's Rules of Practice:

(1) The name, address, and permit number of the truck operator against whom complaint is made.

(2) Complete information as to commodity transported, names of shippers and receivers of the freight, and definite information as to rates and charges assessed insofar as possible.

(3) An allegation setting out complainant's ground for complaint.

(4) Such other information as may be pertinent to the subject matter of the complaint.

(5) All complaints must be signed by complainant.

Rule MT24. Complaint on tariffs. A complaint against a truck operator charging that the rates, charges, classifications and rules and regulations pertaining thereto contained in the effective tariff of such truck operator are unjust, unreasonable or discriminating must be filed in accordance with the Commission's Rules of Practice and when so filed said complaint shall be set down for hearing and hearing held thereon as provided by the said Rules of Practice, provided that in addition to the persons who may file complaints under the provisions of the Rules of Practice, the Superintendent of Motor Transportation Division may file a complaint against a truck operator under this rule. On such hearing the Commission shall fix or approve the rates, charges, classifications and rules and regulations pertaining thereto, of the truck operator complained against.

Rule MT25. Annual report. Commencing January 1, 1961, every truck operator shall keep an accurate record of assets and liabilities, cost and depreciation of all equipment and other physical property used in his operations as a truck operator, receipts from operation, operating and other expenses, actual miles traveled within and without the state and other required information and shall file with the Commission for the calendar year an annual report, duly verified, in such form as the Commission may prescribe on or before March 31, of the year following that for which the report is filed. The first report shall be due March 31, 1962.

The Commission will prescribe the character of the information to be embodied in such annual report and will furnish a blank form therefor.

[Filed Nov. 30, 1960]

Pursuant to authority vested in the Commission by sections 325.3 and 325.11, Code of Iowa, rules and regulations appearing at I. D. R. MT-1 through MT-62 are hereby rescinded and the following adopted in lieu thereof.

RULES AND REGULATIONS GOVERNING THE OPERATIONS OF MOTOR CARRIERS AND CHARTER CARRIERS.

Rule MV-1. These Rules and Regulations are subject to such changes and modifications as the Commission from time to time may deem advisable in accordance with the provisions of Chapter 17A, Code 1958.

Rule MV-2. Motor Carriers authorized to operate under Chapter 325, truck operators authorized to operate under Chapter 327, and contract carriers authorized to operate under Chapter 327, shall not operate under more than one certificate of convenience and necessity or permit (vis. as a motor carrier, as a truck operator or contract carrier) where such operation is construed by the Commission as circumventing the law.

Any commodity which is authorized to be transported under a certain certificate of convenience and necessity shall not be transported over routes authorized in said certificate by virtue of a truck operator or contract carrier permit held by the holder of said certificate nor shall a like commodity be transported under a truck operator permit and a contract carrier permit which is held by the same person.

Rule MV-3. The word "person" when used in the law or the rules and regulations of the Commission will be construed by the Commission as including any individual, firm, co-partnership, joint adventure, association, corporation, estate, trust, business trust, receiver, or any other group or combination acting as a unit and the plural as well as the singular number.

INSURANCE REQUIREMENTS

Rule MV-4. Each motor carrier and charter carrier shall at all times maintain on file with the Commission effective insurance policy, policies or surety bond made out in accordance with these rules and regulations with limits required by Chapter 325, Code 1958, with respect to motor vehicles used in furnishing motor carrier or charter carrier service under a motor carrier or charter carrier certificate (ref. Sec. 325.26). Such policy, policies or surety bond shall be written for a period of one year or more. A certificate of insurance in a form prescribed by the Commission may be filed in lieu of a policy. Motor carriers and charter carriers operating exclusively in interstate commerce need not file with the Commission cargo insurance prescribed by Section 325.26, Code 1958.

Rule MV-5. Endorsement for policy. Every policy filed or for which a certificate of insurance is filed with the Commission shall have attached thereto the prescribed and applicable required endorsement or endorsements.

Rule MV-6. Certificates of insurance. Certificates of insurance filed with the Commission for motor carriers or charter carriers in lieu of insurance policies written for the limits as prescribed by Chapter 325, Code 1958, shall be in accordance with the forms prescribed by the Commission.

Rule MV-7. Insurance binders. Binders filed to comply with the insurance requirements of Section 325.26 Code 1958, and these rules and regulations pending the issuance and filing of an insurance policy, or a certificate of insurance must be made out in accordance with the form prescribed by the Commission.

Rule MV-8. Cancellation and reinstatements. Thirty (30) days' prior written notice shall be given the Commission of the cancellation of any policy, certificate of insurance or surety bond filed with the Commission for a motor carrier or charter carrier. Notices of cancellation and reinstatement shall show the correct name and address of the assured as then shown in the policy, the correct name of the insurance company and the correct number of the policy. Specific coverage under a policy may be cancelled when the notice of cancellation includes that information.

Rule MV-9. Assignment of interest endorsement for policy. Assignment of interest endorsements filed for policies on file with the Commission or for policies for which certificates of insurance have been filed with the Commission, shall be in accordance with the form prescribed by the Commission.

Rule MV-10. Surety bond. In case a motor carrier or charter carrier desires to file a surety bond to comply with the requirements of Section 325.26, Code 1958, the Commission upon request will prescribe the form of such bond.

Rule MV-11. Policies, certificates and bonds to remain on file. Insurance policies, certificates of insurance and surety bonds filed with the Commission by motor carriers or charter carriers, shall remain on file in the office of the Commission and must not be removed therefrom except with the express permission of the Commission.

Rule MV-12. Manner of marking equipment. Before placing any equipment in service there shall be painted on each side of the equipment (and/or on "Head Board") or on some suitable material securely placed on each side of such equipment, in letters and figures large enough to be easily read a distance of fifty (50) feet and in a color in contrast to the background the following:

MOTOR AND CHARTER CARRIER PASSENGER CARRYING MOTOR VEHICLES

Marking for all passenger carrying motor vehicles:

- (a) Name of motor carrier.
- (b) "Ia. C. C. Cert....."
(Number of Certificate)
- (c) Name of charter passenger carrier
- (d) "Ia. C. C. Cert. C. C....."
(Number of Certificate)

MOTOR CARRIER-FREIGHT CARRYING MOTOR VEHICLES

Marking for motor trucks, trailers, and semi-trailers:

- (a) Name of motor carrier.
- (b) Address of motor carrier.
- (c) "Ia. C. C. Cert....."
(Number of Certificate)

Rule MV-13. Reports of Accidents. When requested by the Commission, an immediate report, plainly written or typed on one side of the paper, shall be made on accidents arising from, or in connection with, the operations of equipment which result in injury to any person or in damage to any property exceeding the sum of \$50.00, and shall set forth such information as required by the Commission.

MOTOR CARRIER APPLICATION

Rule MV-14. Application for a certificate. Application for a Certificate of Convenience and Necessity to operate as a motor carrier shall be made to the Iowa State Commerce Commission, Des Moines, Iowa, upon the forms prescribed for that purpose. All such applications shall be typewritten.

Rule MV-15. Application for a Certificate of Convenience and Necessity must be accompanied by deposit sufficient to secure the payment of all costs and expenses of hearing and any preliminary investigation necessary in connection therewith. Such deposits shall not be less than one-hundred dollars (\$100.00); the Commission reserving the right to require such additional deposit as it may deem necessary.

Deposit should be made by certified check, bank draft, express money order or postal money order, payable to the "Iowa State Commerce Commission." Any unused balance of a deposit will be refunded to the applicant.

PUBLICATION OF NOTICE OF HEARING

Rule MV-16. The applicant will be notified as to the time and place for hearing as soon as named by the Commission, and furnished with copies of the official notice of hearing, which the applicant shall cause to be published on the same day of the week two (2) consecutive weeks in some newspaper of general circulation published in each county through or in which the proposed service will be rendered. The last publication of said notice must be made not less than ten (10) days prior to the date of hearing.

Proof of publication from each newspaper in which the notice was published must be filed with the Commission five (5) days prior to the date of hearing. Failure to file such proofs may result in the cancellation of the hearing. The applicant shall pay the cost of such publication and shall file receipt from each newspaper showing the cost of publication has been paid. Prior to publication applicant shall examine said notice and notify the Commission of applicant's approval of the form and content of the notice or submit a revised notice to the Commission.

PLACING MOTOR VEHICLES IN SERVICE

Rule MV-17. Annual Certificate Fee. The annual certificate fee of \$5.00 for each motor vehicle used in Intrastate Commerce for each

year or any part of the year in which the motor vehicle is used shall be due and payable on or before the first day of January or at the time a motor vehicle is placed in service and shall be remitted in the form of a certified check, bank draft, cashier's check, express money order or postal money order payable to the Iowa State Commerce Commission. A complete description of the motor vehicle on which the fee is paid shall accompany the remittance. (Certificate fees are not payable on tractor trucks.)

Rule MV-18. Equipment changes or additions. Before placing any additional or replacement bus, truck or trailer in intrastate service, the holder of a Certificate shall pay the Commission the annual certificate fee and furnish a complete description of such bus, truck or trailer with information as to the time to be placed in service.

Rule MV-19. Motor carriers must start operating within thirty (30) days after a Certificate of Convenience and Necessity has been issued. Service authorized shall commence within thirty (30) days from the effective date of the Certificate, or rights forfeited unless otherwise ordered by the Commission.

Rule MV-20. Interruptions of regular service. All interruptions of regular service, where such interruptions are likely to continue for more than twenty-four (24) hours, shall be promptly reported in writing to the Commission, and to the public along the route, with full statement of the cause of such interruption, and its probable duration.

Rule MV-21. Suspension of motor carrier service. Suspension of service for a period of five (5) consecutive days without notice to the Commission shall be cause for forfeiture of all operating rights.

EXCEPTIONS AND LIMITATIONS IN CERTIFICATE OF CONVENIENCE AND NECESSITY

Rule MV-22. Motor carriers holding a truck operator and/or a contract carrier permit shall not void exceptions or limitations in a certificate of convenience and necessity by using authority granted by a permit.

TIME SCHEDULES

Rule MV-23. Time schedule of operation. Time schedules must be printed or typewritten, numbered consecutively, beginning with Number 1, and shall show:

1. Name and address of motor carrier.
2. Number of schedule cancelled thereby.
3. Time of arrival at and departure from all terminals.
4. Time of departure from all intermediate points.
5. What days each scheduled trip is made.
6. What points, if any, on the route of the carrier to which service cannot be rendered, and reasons therefor.
7. Date issued.
8. Date effective.

Every application for a Certificate of Convenience and Necessity or to change time schedule, must be accompanied by a copy of the proposed schedule. Additional copies will be furnished when requested by the Commission.

No motor carrier shall change a time schedule until after at least fifteen (15) days' notice of the change proposed has been given the Commission; competitive motor carriers serving any portion of the same route, and the public. The notice to the public shall be given by posting a copy of the schedule in a conspicuous place at each station or stopping place affected.

After such notice the time schedule will be considered in full force and effect, unless ordered withdrawn, modified or suspended.

A copy of the effective time schedule shall be posted in a conspicuous place, easily accessible to public inspections, at each station or stopping place on the route, and a copy shall be in possession of each driver or operator.

Time schedules as filed with the Commission must be adhered to.

TARIFFS AND CLASSIFICATIONS

Rule MV-24. Governing the construction and filing of tariffs, schedules, and classification by motor carriers. Every applicant seeking authority to operate under a certificate of Convenience and Necessity must file tariffs which comply with the provisions of this rule before authority requested can be issued. All tariffs and schedules, including classifications filed on and after the date of approval hereof must conform to the following regulations, except as otherwise indicated herein or as otherwise authorized by the Commission.

The term "tariff" as used herein means a publication stating the rates, fares and charges of a motor carrier, and all rules which said motor carrier applies in connection therewith.

The term "classification" as used herein means a publication stating the ratings (first, second, third, fourth, etc.) which are to be applied in connection with the rates named in said rate tariff.

Section 1. Construction and filing of tariffs:

(a) All tariffs and amendments or supplements thereto must be in book, pamphlet or loose leaf form of size 8 by 11 inches. They must be plainly printed, mimeographed, planographed, stereotyped, or reproduced by other similar durable process on good quality paper.

No alteration in writing or erasure shall be made in any tariff or supplement thereto.

A margin of not less than five-eighths (5/8) inch, without any printing thereon must be allowed at the binding edge of each tariff and supplement.

(b) All tariffs, and supplements hereafter issued must be filed and posted at least thirty (30) days prior to the effective date thereof, unless otherwise authorized by the Commission, except the tariffs or supplements issued in connection with new or changed operating authority, or issued to reflect the transfer or leasing of operating authority from one motor carrier to another, may be filed and posted to become effective on less than thirty (30) days' notice, under authority of the Commission's Docket Number covering the establishment, changing, transfer, or leasing of operating authority.

(c) Issuing carriers or their agents shall transmit to the Commission, as aforesaid, two (2) copies of each tariff, supplement, or revised page. Both copies shall be included in one package accompanied by a letter of transmittal

listing all tariffs enclosed and addressed to the Iowa State Commerce Commission, Rate Division, Des Moines, Iowa. All postage or express must be prepaid.

Section II. Instruction governing construction of tariffs:

(a) Each tariff hereafter issued shall be numbered in upper right hand corner, beginning with Number 1. Such number shall be shown as follows:

"Ia. C. C. No."

When tariffs are issued cancelling a tariff or tariffs previously filed, the Ia. C. C. number or numbers that have been cancelled must be shown in the upper right hand corner under the Ia. C. C. number of the new tariff.

Example:

Ia. C. C. No. 2
Cancels
Ia. C. C. No. 1

(b) Amendments or supplements to a tariff in addition to showing the Ia. C. C. number of the tariff amended thereby shall be numbered beginning with the Number 1 and such information shall be shown in the upper right hand corner. Supplements shall also show in the upper right hand corner the number of any previous supplements cancelled thereby and also the numbers of the supplements containing all changes made in the tariff.

Example:

"Supplement No. 5
to
Ia. C. C. No. 1
Cancels Supplements Nos. 3 and 4
Supplements Nos. 2 and 5
contain all changes."

(c) Name of carrier or name of agent issuing tariff. Whenever two (2) or more carriers join in a through rate, fare or charge, the names of all participating carriers must be shown. The name of each such carrier must be the same as that appearing in its certificate.

If the carrier is not a corporation, and a trade name is used, the name of the individual or partners must precede the trade name.

Whenever two (2) or more carriers join in a through rate, fare or charge, authority by means of proper power of attorney or concurrence, as provided in Sections IX and X hereof, must be given the agent or carrier publishing the tariff.

(d) A brief description of the districts in which, or points from and to which, the tariff applies.

(e) Date or issue and date effective.

(f) Name, title and street address of officers or agent by whom tariff is issued.

Section III. Tariff publication shall contain in the order named:

(a) Index arranged alphabetically showing the number of the page on which each subject may be found. If a tariff contains so small a volume of matter that its title-page or interior arrangement plainly indicates its contents the index may be omitted.

(b) No index need be shown in tariffs of less than five pages or if the rates or fares to each destination are alphabetically arranged.

(c) Explanation of all abbreviations, symbols and reference marks used in the tariff.

(d) When a tariff names rates by classes, a classification of articles must be published in the tariff or in a separate tariff of classification.

When a rate tariff is governed by any separately published tariff of classification, tariff of classification exceptions, tariff or rules, or other similar publication affecting the provisions of the tariff reference shall be made in the rate tariff to such separate governing tariffs.

A rate tariff may not refer to another rate tariff for classification ratings, exceptions to the classification, rules, lists of commodities, list of points assigned rate groups or rate basis, or other governing provisions.

All carriers shown as participating carriers in a rate tariff which is governed by separately published governing tariffs, must be named as participating carriers in such separate governing tariffs.

(e) Tables of rates. All rates must be specifically stated in cents or in dollars and cents, per 100 pounds, per mile, per ton of 2,000 pounds, per stated truck load, or other definable measure. Where rates are stated in amounts per package or bundle definite specifications of the packages or bundles must be shown.

Tables of fares. An explicit statement of the fares in cents or in dollars and cents, together with the names or description of the points from and to which they apply. Tariffs containing tables of rates or fares based on distances from point of origin to destination must show how the mileage or indicate a definite method by which such mileage shall be determined.

(f) Carriers or their agents may not publish class or commodity rates which duplicate or conflict with other rates published by or for account of such carriers.

Section IV. Commodity rates:

Commodity rates, either specific point-to-point rates or based on distance scales, in stated truck-load or in less-than-truck-load quantities may be published, and where they differ from the regular class rate basis, the lower rate shall take preference.

Section V. Excursion fares:

(a) Fares for a round-trip excursion limited to a designated period of not more than three (3) days may be established without further notice, upon posting of tariff one (1) day in advance in a public conspicuous place where tickets for such round-trip excursion are sold and filing the required number of copies thereof with the Commission. Fares for a round-trip of more than three (3) days and not more than thirty (30) days, and fares for a series of daily round-trip excursions not exceeding thirty (30) days, may be established upon a like notice of three (3) days.

(b) No supplement may be issued to any tariff which is published under this rule for the purpose of cancelling the tariff.

Section VI. Tariff changes:

(a) All rates, charges, and classifications which have been filed with the Commission must be allowed to become effective and remain in effect for a period of at least thirty (30) days before being changed, cancelled or withdrawn, unless otherwise authorized by the Commission.

(b) All tariffs, supplements and revised pages (including classifications) shall indicate changes from preceding issues by use of the following symbols which must be shown directly in connection with each change:

- ↓ or (R) to denote reductions.
- ◆ or (A) to denote increases.
- ▲ or (C) to denote changes, the result of which is neither an increase nor a reduction.

Section VII. Posting regulations:

Each carrier must post and file at some designated point at each of its stations or offices, all of the tariffs or schedules applying from, or to, or at, such station or office and must also post and file at its principal place of business all of its tariffs and schedules. All tariffs or schedules must be kept available for public inspection or examination at all reasonable times.

Section VIII. Applications:

Carriers and agents when making application for permission to establish rates, fares, charges, classification ratings or rule on less than statutory (30 days') notice shall use the form prescribed by the Commission.

Section IX. Powers of attorney:

(a) Whenever a carrier desires to give authority to an attorney and agent to issue and file tariffs and supplements thereto in its stead, a power of attorney in the form prescribed by the Commission shall be used.

Section X. Concurrence notice:

(a) Whenever a carrier desires to concur in tariffs issued and filed by another carrier or its agent a concurrence using the form prescribed by the Commission shall be issued in favor of such other carrier.

(b) The original of all powers of attorney and concurrences shall be filed with the Commission and a duplicate of the original sent to the agent or carrier in whose favor such document is issued.

(c) Whenever a carrier desires to cancel the authority granted an agent or another carrier by power of attorney or concurrence, this may be done by a letter addressed to the Commission revoking such authority on sixty (60) days' notice. Copies of such notice must also be mailed to all interested parties.

Rule MV-25. C.O.D. remittances. Upon collection of a C.O.D. bill, the carrier collecting same shall make prompt remittance. Remittance must be made to the consignor or party entitled to receive the amount as shown on the bill of lading within ten days after delivery of shipment to the consignee.

ANNUAL REPORTS

Rule MV-26. Every motor carrier shall keep an accurate record of assets and liabilities, cost and depreciation of all equipment and other physical property owned, receipts from operation, operating and other expenses, total amount of freight hauled in pounds by commodity, number of passengers carried, actual miles traveled within and without the state and other required information and shall file with the Commission for the calendar year an annual report, duly verified, in such form as the Commission may prescribe, on or before

February 28th, of the year following that for which the report is filed.

The Commission will prescribe the character of the information to be embodied in such annual report, and will furnish a blank form therefor.

EQUIPMENT OF MOTOR VEHICLES

Rule MV-27. Tools, extra parts, etc. Every motor vehicle used in the transportation of passengers shall at all times carry such tools and extra parts as may be necessary to make usual and ordinary repairs while on the road.

Rule MV-28. Inside lights. All motor vehicles used in the transportation of passengers, shall maintain a light or lights of not less than two (2) candle power each, within the vehicle and so arranged as to light up the interior thereof for the convenience and safety of the passengers, except that portion occupied by the driver.

Rule MV-29. Extra Tires. Every motor vehicle used in the transportation of passengers shall, when leaving a terminus, be equipped with at least one (1) extra serviceable tire.

DRIVERS

Rule MV-30. Every motor carrier or charter carrier who acts as a driver shall comply with all requirements of the law applying to drivers.

Motor carriers and charter carriers shall see that all prospective drivers are familiar with the provisions of Chapter 325, Code 1958, all other laws applying to motor carriers or charter carriers and these rules and regulations before being allowed to operate a motor vehicle. No driver or operator of any vehicle used in the transportation of passengers shall carry on any unnecessary conversation with passengers, collect fares or make change while such vehicle is in operation, nor shall the operator smoke in the vehicle while driving.

It shall be the duty of the driver or operator of passenger carrying motor vehicles to open and close the doors on the vehicle and a notice to that effect shall be posted on each door. Motor vehicles must at all times be operated in a safe manner in conformity with the Laws of the Road and duly prescribed street traffic regulations.

SAFETY REQUIREMENTS

Rule MV-31. Explosives, acids and inflammable articles not to be carried. No motor carrier shall knowingly carry or permit to be carried in any motor vehicle transporting passengers, any high explosives, acid or inflammable liquid or article.

Rule MV-32. Fire protection. Every motor vehicle used for the transportation of passengers shall be equipped with a fire extinguisher bearing the label of approval of the Underwriters Laboratories, Incorporated. Such extinguisher shall be attached to the vehicle in such a place as to be immediately accessible to the driver and shall be kept in satisfactory operative condition at all times.

Rule MV-33. Doors on passenger vehicles. Every motor vehicle used for transporting passengers will be equipped with an exit door at the side and an exit door at the rear thereof, or shall have a door on each side thereof,

free and clear of any steering apparatus or other obstruction. Such exit doors shall open outwardly toward the natural means of egress and shall always be unlockable from within.

GENERAL

Rule MV-34. No passenger motor carrier, or charter carrier shall transport express, other than newspapers, nor shall any freight motor carrier transport passengers, unless specifically authorized by the Commission to do so. Express transported on passenger carrying motor vehicles shall be of such character and not greater in amount than can be safely and conveniently transported without causing discomfort or hazard to passengers.

Rule MV-35. Receipts for freight and baggage. Every motor carrier shall issue in triplicate a receipt for freight received for shipment, which receipt shall contain the following:

1. Name of motor carrier.
2. Date and place received.
3. Name of consignor.
4. Name of consignee.
5. Destination.
6. Description of shipment.
7. Weight.
8. Rate and charges.
9. Signature of motor carrier or agent.

One copy of such receipt shall be furnished to the consignor, one to the consignee and one retained by the motor carrier.

Passenger motor carriers shall issue to passengers a check for baggage tendered to their care.

SALE, TRANSFER, LEASE OR ASSIGNMENT OF CERTIFICATE

Rule MV-36. Application for the Commission's approval of a proposed sale, transfer, lease or assignment of a motor carrier certificate of convenience and necessity must be typewritten; signed and sworn to by all parties interested; filed at least fifteen (15) days prior to the effective date proposed and contain: (Applications involving exclusively interstate authority need contain only information required by Paragraphs Nos. 1, 2, 3, 8, and 13.)

1. The name and address of the holder of the Certificate, the Certificate number, and the authority granted thereby.
2. The name and address of the person proposing to take over or lease the Certificate.
3. A statement as to whether it is proposed to sell, transfer, lease or assign the Certificate, the reasons therefor, and a request that the Commission approve such proposal.
4. A statement that a financial statement of the person proposed to take over or lease the Certificate is attached to the application. (Form of Financial Statement furnished by the Commission upon request.)
5. A statement that two (2) copies each of the Time Schedule and Tariff proposed to be placed in effect, are attached to the application.
6. The proposed consideration or amount to be paid for the Certificate.

7. A description of all property proposed to be sold, transferred, leased or assigned and the amount to be paid therefor.

8. A statement that a copy of the proposed lease is attached to the application, if it is proposed to lease the Certificate.

9. A statement that copies of all contracts, agreements and other stipulations between the parties to the application are attached to the application.

10. A complete description of each bus, truck, or combination tractor truck, semi-trailer or trailer, to be operated by person proposing to take over or lease the Certificate.

11. A statement that the proposed sale, transfer, lease or assignment is not for the purpose of hindering, delaying or defrauding creditors.

12. A statement, including the name and address of each of the transferor's known creditors, signed and sworn to, certifying that each has been mailed notice of proposed transfer.

13. The date on which it is desired that such proposed sale, transfer, lease or assignment shall become effective.

14. Such other facts as may be necessary to give the Commission complete information regarding the proposed transactions.

Rule MV-37. Heating ventilation and smoking. Passenger carrying motor vehicles shall be properly ventilated at all times and shall, when weather conditions require, be heated so as to be reasonably comfortable for passengers. No smoking shall be permitted in closed busses, except in designated section.

Rule MV-38. Established route. In all cases where the route or any part of the route of any motor carrier shall be closed by the public authorities for repairs or for any purpose, the detour prescribed by the public authorities as a substitute for such road shall be the authorized route of the motor carrier until such time as the regular route shall be reopened for public travel. No motor carrier shall receive or discharge passengers or freight on a detour. (Not applicable to charter carriers.)

Rule MV-39. Redemption of passenger tickets. Passenger motor carriers shall provide for the redemption of unused passenger tickets at the place of purchase and at the carrier's main office in accordance with the provisions of Section 479.99 and 479.100, Code 1958.

Rule MV-40. Interstate Carriers. Chapter 325, Code 1958, together with the Rules and Regulations thereunder adopted by the Commission insofar as may be applicable, govern motor carriers affording services of a strictly interstate character.

Application for a Certificate covering such an operation shall be made upon forms prescribed. Paragraphs 4, 5 and 6, section 325.12, are not applicable to interstate carriers. A showing of convenience and necessity before this Commission is not a condition precedent to the granting of an interstate Certificate. Therefore, no hearing is held for this purpose and Rules MV-15 and MV-16 of these Rules and Regulations may be disregarded when application is submitted. Applicant should have first complied with the Motor Carrier Act, administered by the Interstate Commerce Com-

mission and the Rules and Regulations thereunder adopted.

SELF INSURANCE (PASSENGER CARRIERS)

Rule MV-41. A Motor Carrier of passengers requesting self-insurance shall: make application in writing, file a balance sheet for the calendar year immediately preceding the current year up to and including the full quarter preceding the application.

Rule MV-42. Upon authorization by the Commission, a self-insurer shall file with the Commission balance sheets within thirty (30) days after the close of each quarter, during the period of self-insurance.

Rule MV-43. The applicant shall furnish any information the Commission may deem necessary with the application or at any time during the period of self-insurance.

Rule MV-44. The applicant shall file with the Commission a surety bond in the penal sum of one thousand dollars (\$1,000.00).

Rule MV-45. After receipt and consideration of the items and information required by Rules MV-41, MV-42, MV-43 and MV-44, the Commission may authorize a common carrier of passengers to self-insure.

Rule MV-46. The Commission shall have the right to cancel self-insurance at any time it may deem necessary.

Rule MV-47. Fee receipt. The holder of an intrastate certificate shall be furnished a receipt for each certificate fee paid. The receipt shall be carried with the described vehicle at all times.

[Filed Nov. 30, 1960]

Pursuant to authority vested in the Commission by section 327A.17, Code of Iowa, rules and regulations appearing at I.D.R. LC-1 through LC-29 are hereby rescinded and the following adopted in lieu thereof.

LIQUID TRANSPORT CARRIERS APPLICABLE RULES AND REGULATIONS

Rule LC-1. These Rules and Regulations are subject to such changes and modifications as the Commission from time to time may deem advisable in accordance with the provisions of Chapter 17A, Code 1958.

Rule LC-2. The word "person" when used in the law or the rules and regulations of the Commission will be interpreted by the Commission as including any individual, firm, co-partnership, joint adventure, association, corporation, estate trust, business trust, receiver, or any other group or combination acting as a unit and the plural as well as the singular number.

Rule LC-3. Each liquid transport carrier shall at all times maintain on file with the Commission effective insurance policy, policies or surety bond, made out in accordance with these rules and regulations with limits required by Chapter 327A, Code 1958, with respect to the vehicles used in furnishing liquid transport carrier service. Such policy, policies, or surety bond shall be written for a period of one year or more. A certificate of insurance in the form

prescribed by the Commission may be filed in lieu of a policy.

Rule LC-4. Endorsement for policy. Every policy filed or for which a certificate of insurance is filed with the Commission shall have attached thereto the prescribed and applicable required endorsement or endorsements.

Rule LC-5. Certificates of insurance. Certificates of insurance filed with the Commission for liquid transport carriers in lieu of insurance policies written for the limits as prescribed by Chapter 327A, Code 1958, shall be in accordance with forms prescribed by the Commission.

Rule LC-6. Insurance Binders. Binders filed to comply with the insurance requirements of Chapter 327A, Code 1958, and these rules and regulations pending the issuance and filing of an insurance policy or a certificate of insurance must be made out in accordance with the form prescribed by the Commission.

Rule LC-7. Cancellation and reinstatements. Thirty (30) days' prior written notice shall be given the Commission of the cancellation of any policy, certificate of insurance or surety bond filed with the Commission for a liquid transport carrier. Notices of cancellation and reinstatement shall show the correct name and address of the assured as then shown in the policy, the correct name of the insurance company and the correct number of the policy. Specific coverage under a policy may be cancelled when the notice of cancellation includes that information.

Rule LC-8. Assignment of interest endorsement for policy. Assignment of interest endorsements filed for policies on file with the Commission or for policies for which certificates of insurance have been filed with the Commission shall be in accordance with the form prescribed by the Commission.

Rule LC-9. Surety Bond. If a liquid transport carrier desires to file a surety bond to comply with the requirements of Chapter 327A, Code 1958, the Commission will, upon request, prescribe the form of such bond.

Rule LC-10. Policies, certificates and bonds to remain on file. Insurance policies, certificates of insurance and surety bonds, filed with the Commission by liquid transport carriers, shall remain on file in the office of the Commission and must not be removed therefrom except with the express permission of the Commission.

Rule LC-11. Manner of marking equipment. Before placing any equipment in service there shall be painted on each side of the semi-trailer (and/or on "Head Board") or on some suitable material securely placed on each side of such equipment in letters and figures large enough to be easily read at a distance of fifty (50) feet and in a color in contrast to the background the following:

- (a) Name of liquid transport carrier.
- (b) Address of liquid transport carrier.
- (c) Ia. C. C. LC.....
(Certificate number)

Rule LC-12. Application for Certificate. Application for a certificate of convenience

and necessity to operate as a liquid transport carrier shall be made to the Iowa State Commerce Commission, Des Moines, Iowa, upon the forms prescribed for that purpose. All such applications shall be typewritten.

Rule LC-13. Deposit. Application for a certificate of convenience and necessity must be accompanied by a deposit sufficient to secure the payment of all costs and expenses of hearing and any preliminary investigation necessary in connection therewith. Such deposit shall not be less than one hundred dollars (\$100.00). The Commission reserves the right to require such additional deposit as it may deem necessary.

Deposit must be made by certified check, bank draft, express money order or postal money order, payable to "Iowa State Commerce Commission." Any unused balance of a deposit will be refunded to the applicant.

Rule LC-14. Publication of notice of hearing. The applicant will be notified as to the time and place for hearing as soon as named by the commission and furnished with copies of the official notice of hearing, which the applicant shall cause to be published on the same day of the week two (2) consecutive weeks in some newspaper of general circulation published in each county through or in which the proposed service will be rendered. The last publication of said notice must be made not less than ten (10) days prior to the date of the hearing. Proof of publication from each newspaper in which the notice was published must be filed with the commission five (5) days prior to the date of the hearing. Failure to file such proofs may result in the cancellation of the hearing. The applicant shall pay the cost of such publication and shall file receipt from each newspaper showing the cost of publication has been paid. Applicant shall examine said notice prior to publication and notify the commission of applicant's approval of the form and content of the notice or submit a revised notice to the commission.

Rule LC-15. Sale, Transfer, Lease or Assignment of Certificate. Application for a proposed sale, transfer, lease or assignment of a Certificate of Convenience and Necessity must be typewritten, signed and sworn to by all interested parties and filed with the commission at least ninety (90) days prior to the proposed effective date.

Each application shall be made upon the forms prescribed for that purpose and applicant must comply with Rules LC 12, 13 and 14.

Rule LC-16. Notice by applicant to liquid transport carriers. Applicant filing an application for sale, transfer, lease or assignment of a liquid transport carrier certificate, in addition to the requirements of Rule LC-14, shall notify by registered or certified mail each liquid transport carrier holding a certificate of convenience and necessity issued by the commission to transport over, in, or through the area described in the application. Proof of notice by return signature card must be filed with the commission five (5) days prior to the date of the hearing. The applicants shall pay the cost of such mailings. Failure to file proof may result in cancellation of the hearing.

Rule LC-17. Annual Reports. Every liquid carrier shall keep an accurate record of assets and liabilities, costs and depreciation of all equipment and other physical property owned, receipts from operation, operating and other expenses, gross amount of liquids hauled, actual miles traveled within and without the state and other required information and shall file with the Commission for the calendar year an annual report, duly verified, in such form as the Commission may prescribe, on or before February 28th of the year following that for which the report is filed. The Commission will prescribe the character of the information to be embodied in such annual report, and will furnish a blank form therefor.

Rule LC-18. Receipt for freight. Every liquid carrier shall issue in triplicate a receipt for freight received for shipment, which receipt shall contain the following:

1. Name of liquid carrier.
2. Date and place received.
3. Name of consignor.
4. Name of consignee.
5. Destination.
6. Description of shipment.
7. Rate and charges.
8. Signature of liquid carrier or agent.

One copy of such receipt shall be furnished to the consignor, one to the consignee and one retained by the liquid carrier.

Rule LC-19. Interstate carriers. Chapter 327A, Code 1958, together with the Rules and Regulations thereunder adopted by the Commission insofar as may be applicable, govern carriers affording service of a strictly interstate character. Application for a Certificate covering such an operation shall be made upon forms prescribed by the Commission. A showing of convenience and necessity before this Commission is not a condition precedent to the granting of an interstate certificate. Therefore, no hearing is held for this purpose and Rules LC-13, LC-14, LC-20 and LC-22 of these Rules and Regulations may be disregarded when application is submitted. Applicant should have first complied with the Motor Carrier Act, administered by the Interstate Commerce Commission and the Rules and Regulations thereunder adopted. All interstate carriers shall file and maintain with this Commission appropriate liability and property damage insurance policy or policies, surety bond, or proper certificate (s) of liability and property damage insurance covering said motor vehicles used within the state of Iowa in accordance with Rule LC-3.

Rule LC-20. Annual Certificate Fee. Application for a certificate of convenience and necessity shall be accompanied by a remittance in an amount sufficient to pay the annual certificate fee of \$5.00 for each trailer described on the form attached to the application. The remittance will cover the certificate fee for each trailer described from the date the certificate is issued until the 31st day of December of the year in which the certificate is issued. The annual certificate fee shall be remitted to the Commission in the form of a certified check, bank draft, cashier's check or money order payable to the Iowa State Commerce Commission. The annual certificate fee of \$5.00 for each trailer for each year after

the year in which the certificate is issued shall be due and payable on or before the first day of January of each succeeding year and shall be remitted in the form prescribed above.

Rule LC-21. Fee receipt. The holder of an intrastate certificate shall be furnished a receipt for each certificate fee paid. The receipt shall be carried with the described trailer at all times.

Rule LC-22. Equipment changes or additions. Before placing any additional trailers in service, the holder of a certificate of convenience and necessity shall pay the Commission the annual fee and furnish a complete description of such trailer operated in intrastate commerce together with information as to the time to be placed in service. Description shall show registration of equipment and factory number.

Rule LC-23. Form and Contents. All liquid transport carriers shall maintain on file with the Commission a tariff stating the rates and charges to be made for the services performed under their certificates; also a classification, if class rates are to be assessed, stating the ratings which are to be applied in connection with the rates named in said tariff. All tariffs and classifications must conform to the following regulations, except as otherwise authorized by the Commission:

Section I—Construction and Filing of Tariffs:

(a) All tariffs and amendments or supplements thereto must be in book, pamphlet or loose leaf form of size 8 x 11 inches. They must be plainly printed, mimeographed, planographed, stereotyped, or reproduced by other similar durable process on good quality paper.

No alteration in writing or erasure shall be made in any tariff or supplement thereto.

A margin of not less than five-eighths (5/8) inch, without any printing thereon must be allowed at the binding edge of each tariff and supplement.

(b) All tariffs and supplements must be filed and posted at least thirty (30) days prior to the effective date thereof, unless otherwise authorized by the Commission, except that tariffs, supplements, or adoption notices issued in connection with applications for liquid transport carriers, or the transfer of certificates from one liquid transport carrier to another, may become effective on a date not earlier than the date on which permits are issued or transferred.

(c) Issuing liquid transport carriers or their agents shall transmit to the Commission two (2) copies of each tariff, supplement, or revised page. Both copies shall be included in one package accompanied by a letter of transmittal listing all tariffs enclosed and addressed to the Iowa State Commerce Commission, Rate Division, Des Moines. All postage or express must be prepaid.

Section II—Title Page of Every Tariff and Supplement Shall Show in the Order Named:

(a) Each tariff shall be numbered in upper right hand corner, beginning with Number I. Such number shall be shown as follows: "Ia. C. C. No."

When tariffs are issued cancelling a tariff or tariffs previously filed, the Ia. C. C. number or numbers that have been cancelled must be shown in the upper right hand corner under the Ia. C. C. number of the new tariff.

(b) Supplements to a tariff in addition to showing the Ia. C. C. number of the tariff amended thereby shall be numbered beginning with the number I and such information shall be shown in the upper right hand corner. Supplements shall also show in the upper right hand corner the numbers of any previous supplements cancelled thereby and also the numbers of the supplements containing all changes made in the tariff.

(c) Name of liquid transport carrier or name of agent issuing tariff. Whenever two (2) or more liquid transport carriers join in a through rate, the names of all participating liquid transport carriers must be shown. The name of each liquid transport carrier must be the same as that appearing in its certificate (or application if no certificate has been issued).

If the liquid transport carrier is not a corporation, and a trade name is used, the name of the individual or partners must precede the trade name.

Whenever two (2) or more liquid transport carriers join in a through rate, authority by means of proper power of attorney or concurrence, as provided in Sections VIII and IX hereof, must be given the agent or liquid transport carrier publishing the tariff.

(d) A brief description of the territory in which, or points from and to which, the tariff applies.

(e) Date of issue and date effective.

(f) Name, title and street address of liquid transport carrier or agent by whom tariff is issued.

Section III—Tariffs Shall Contain in the Order Named:

(a) Table of contents, arranged alphabetically showing the number of the page on which each subject may be found.

If a tariff contains so small a volume of matter that its title page or interior arrangement plainly indicates its contents, the table of contents may be omitted.

(b) A complete index of all commodities on which specific rates are named therein, together with reference to the page or items in which they are shown. No index need be shown in tariffs of less than five pages or if the rates are alphabetically arranged by commodities.

(c) Explanation of all abbreviations, symbols and reference marks used in the tariff.

(d) When a tariff names rates by classes, a classification of articles must be published in the tariff or in a separate tariff. When a classification is published in a separate tariff, reference must be made thereto on the title page of the rate tariff as follows:

Governed, except as otherwise provided herein, by the (here name) classification (showing issuing agent) Ia. C. C. No. supplements to or successive issues thereof.

All liquid transport carriers shown as participating carriers in a rate tariff which is governed by a separate classification must

be named as participating carriers in such separate classification.

(e) Table of rates. All rates must be explicitly stated in cents or in dollars and cents, per 100 pounds, per mile, per hour, per ton of 2,000 pounds, per truck load (of stated amount), or other definable measure.

Tariffs containing tables of rates based on distances from point of origin to destination must show the mileages or indicate a definite method by which such mileages shall be determined.

(f) Liquid transport carriers or their agents may not publish class or commodity rates which duplicate or conflict with rates published by or for account of such liquid transport carriers.

Section IV—Commodity Rates:

Commodity rates on articles in stated truckload or in less-than-truckload quantities may be published, and where they differ from a published class rate basis, the lower rate shall take preference.

Section V—Tariff Changes:

(a) All rates, charges, and classifications which have been filed with the Commission must be allowed to become effective and remain in effect for a period of at least thirty (30) days before being changed, cancelled, or withdrawn, unless otherwise authorized by the Commission.

(b) All tariffs, supplements and revised pages (including Classifications) shall indicate changes from preceding issues by use of the following symbols:

- ↓ or (R) to denote reductions.
- ◆ or (A) to denote increases.
- ▲ or (C) to denote changes, the result of which is neither an increase nor a reduction.

The proper symbol must be shown directly in connection with each change.

Section VI—Posting Regulations:

Each liquid transport carrier must post and file at its principal place of business tariffs, classifications, and governing rules and regulations. All tariffs must be kept available for public inspection or examination at all reasonable times.

Section VII—Applications for Special Permission:

Liquid transport carriers and agents when making application for permission to establish rates, charges, classification ratings or rule on less than statutory 30 days' notice shall use the form prescribed by the Commission.

Section VIII—Powers of Attorney:

(a) Whenever a liquid transport carrier desires to give authority to an attorney and agent to issue and file tariffs and supplements thereto in its stead, a power of attorney in the form prescribed by the Commission must be used.

Section IX—Concurrence Notice:

(a) Whenever a liquid transport carrier desires to concur in tariffs issued and filed by another liquid transport carrier or its agent a concurrence using the form prescribed

by the Commission shall be issued in favor of such other liquid transport carrier.

(b) The original of all powers of attorney and concurrences shall be filed with the Commission and a duplicate of the original sent to the agent or liquid transport carrier in whose favor such document is issued.

(c) Whenever a liquid transport carrier desires to cancel the authority granted an agent or another liquid transport carrier by power of attorney or concurrence this may be done by a letter addressed to the Commission revoking such authority on sixty (60) days' notice, except for good cause shown the Commission will authorize a lesser notice. Copies of such notice must also be mailed to all interested parties.

Rule LC-24. Complaints on rates. All complaints filed with this Commission against liquid carriers alleging violation of effective tariff shall be written and contain the following information:

- (1) The name, address and certificate number of the liquid carrier against whom claim is made.
- (2) Complete information as to type of liquid transported, name of shipper and receiver of freight and definite information as to rates assessed.
- (3) An allegation setting out complainant's ground for complaint.
- (4) Such other information as may be pertinent to the subject matter of the complaint.
- (5) Complaint must be signed by complainant.

Rule LC-25. Complaint on tariffs. A complaint against a liquid carrier charging that the rates, charges, classifications and rules and regulations pertaining thereto contained in the effective tariff of such liquid carrier are unjust, unreasonable or discriminating must be filed in accordance with the commission's Rules of Practice and when so filed said complaint shall be set down for hearing and hearing held thereon as provided by the said Rules of Practice, provided that in addition to the persons who may file complaints under the provisions of the Rules of Practice the Superintendent of Motor Transportation Division may file a complaint against a liquid carrier under this rule. On such hearing the commission shall fix or approve the rates, charges, classifications and rules and regulations pertaining thereto, of the liquid carrier complained against.

Rule LC-26. Drivers. Every liquid transport carrier who acts as a driver shall comply with all requirements of the law applying to drivers.

Liquid transport carriers shall see that all prospective drivers are familiar with the provisions of Chapter 327.A and all other laws applying to liquid transport carriers and these rules and regulations, before allowing them to operate a motor vehicle.

Rule LC-27. Definitions: (a) On duty: A driver is "on duty" from the time he begins to work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work. EXCEPT time spent resting in a sleeper berth

(c) The carrier's vehicle number or, if no such number is provided, the state license number of the power unit.

(d) Driver's home terminal address.

(e) The actual period or periods during the calendar day spent in the activities specified on lines 1, 2, 3 and 4 by drawing a continuous line between the appropriate time markers. The following directions are illustrative only and are not to be construed as modifying these definitions or Rules.

Line 1, off duty. All time, except that spent in a sleeper berth, when the driver is not working, is not required to be in readiness to work, or is not under any responsibility for performing work.

Line 2, sleeper berth. All time resting in a sleeper berth.

Line 3, driving. All time spent driving or riding on a moving vehicle, including all stops not in excess of 10 minutes, except that time spent in a sleeper berth or time spent traveling under the conditions named in Rule LC-19.

Line 4, on duty (not driving). All time spent by a driver in performing work other than driving, such as loading, or unloading, preparing reports, remaining in readiness to perform work, remaining in charge of disabled vehicles, stops for meals unless the driver has been relieved from duty, etc.

(f) Under "Remarks" the time and the name of the place where each such change of duty occurred, such as the place of reporting for work, starting to drive, stops exceeding 10 minutes in duration and where released from work. Explain any emergency resulting in hours exceeding those permitted by the regulations.

(g) In the column "total hours," the hours and fractions thereof shown in each of lines 1, 2, 3 and 4. The sum of the entries in this column must total 24 hours. Enter the place where the trip began and the final destination or farthest turn-around points. On trips requiring more than one calendar day, the log for each day shall show the origin and final destination at the bottom of the log with the points of beginning and ending the travel of that day shown as required by (f) in "Remarks." If a driver departs from and returns to the same place on any day, the "destination or turn-around point" shall be the farthest point reached before the driver begins his return trip.

NOTE: The Iowa State Commerce Commission will not provide supplies of the log. The log may be incorporated as a part of any daily form used by a carrier provided it is so ruled and the log appears distinct and separate from other portions of such form. In reproducing the log, dimensions of approximately 5¼ x 7½ inches shall be used. The full instructions for the use of the log must be reproduced either on the reverse side of each log sheet or, if logs are bound in book form, on either side of the book cover. Stocks of logs in the possession of carriers or their suppliers on the effective date of these regulations may be used.

QUALIFICATIONS OF DRIVERS

Rule LC-36. Every liquid transport carrier and his or its officers, agents, representatives

and employees who drive motor vehicles or are responsible for the hiring, supervision, training, assignment or dispatching of drivers, shall comply with the requirements of this Rule.

(a) Minimum Requirements. No person shall drive, nor shall any liquid transport carrier require or permit any person to drive any motor vehicle unless that person possesses the following minimum qualifications:

No loss of foot, leg, hand or arm—no mental or functional disease likely to interfere with driving—no loss of fingers, impairment of use of foot, leg, fingers, hand or arm or other structural defect or limitation likely to interfere with safety driving.

Visual acuity of at least 20/40 (snellen) in each eye either without glasses or by correction with glasses—ability to distinguish colors red, green or yellow—drivers requiring correction by glasses shall wear properly-prescribed glasses at all times when driving.

Hearing shall not be less than 10/20 in the better ear for conversational tones, without a hearing aid.

The driver shall not be addicted to the use of narcotics or habit-forming drugs or the excessive use of alcoholic beverages or liquors.

Every driver shall be experienced in driving some type of motor vehicle (including private automobiles) for not less than one year including experience throughout the four seasons.

Every driver shall be competent by reason of experience in driving the type of motor vehicle or motor vehicles which he drives.

Every driver shall be familiar with the Rules and Regulations established by this Commission and by the Department of Public Safety of Motor Vehicles.

Every driver shall be not less than twenty-one (21) years of age.

(b) Physical Examination of Drivers. No person shall drive nor shall any liquid transport carrier require or permit any person to drive any motor vehicle unless said person shall have been physically examined and shall have been certified by a licensed doctor of medicine as meeting the requirements of this Rule.

Every driver shall be physically re-examined and shall be certified by a licensed doctor of medicine as meeting the requirements of this Rule at least once in every thirty-six (36) months.

(c) Certificate of physical examination. Every liquid transport carrier shall have in its files at his principal place of business for every driver employed or used by it a legible certificate of a licensed doctor of medicine based on a physical examination as required by this Rule, or a legible photographically reproduced copy thereof and every driver of such carrier is required to have in his possession while driving such a certificate or photographically reproduced copy thereof covering himself.

A doctor's certificate shall certify as follows:

DOCTOR'S CERTIFICATE

This is to certify that I have this day examined.....in ac-

cordance with Rule LC-36 as required by the liquid transport carrier Rules of the Iowa State Commerce Commission and that I find him

Qualified under said rules.

Qualified only when wearing glasses.

I have kept on file in my office a completed examination form for this person

.....
(date)

.....
(place)

.....
(Signature of examining doctor)

.....
(Address of doctor)

Signature of driver.....

Address of driver.....

(d) Nothing contained in this Rule shall be construed as to prevent a liquid transport carrier from required additional or more stringent physical, mental or intellectual qualifica-

tions or age requirements than prescribed in this Rule.

HOURS OF DRIVING

Rule LC-37. (a) No liquid transport carrier subject to these regulations shall permit or require a driver in his employ to drive or operate for more than 12 hours in the aggregate in any period of 24 consecutive hours, unless such driver be off duty for 8 consecutive hours during or immediately following the 12 hour aggregate driving, and within said period of 24 consecutive hours; provided, however, that two periods of resting or sleeping in a berth may be accumulated to give the aforesaid total of 8 hours off duty.

(b) No liquid transport carrier subject to these regulations shall permit or require any driver in his employ to remain on duty for a total of more than 60 hours in any week; provided, however, that carriers operating vehicles on every day of the week may permit drivers in their employ to remain on duty for a total of not more than 70 hours in any period of 192 consecutive hours.

CONSERVATION COMMISSION

[Filed Aug. 15, 1960]

Pursuant to authority vested in this Commission by the provisions of Section 109.6, 111.47 and 107.24, Code of Iowa 1954, the following rules and regulations are hereby adopted as they apply to migratory waterfowl hunting.

SPECIAL HUNTING REGULATIONS FOR ODESSA AREA DURING WATER-FOWL SEASON

1. All persons hunting in the area shall possess a valid permit.
2. Permits are valid only for the date issued and are not transferable.
3. All hunters shall exchange their hunting licenses at a check station for a permit.
4. Not more than six (6) persons at a time shall hunt at a controlled site.

5. On controlled sites, decoys shall be placed within 30 feet of the numbered stake.

6. All hunting parties shall vacate controlled sites within thirty (30) minutes after filling bag limits.

7. Hunting shall cease each day at 3:00 P. M. (C. S. T.) (Subject to Federal regulations.)

8. All party members shall report to the check station before leaving the area.

9. All hunting parties shall check out at the stations not later than 4:00 P. M. (C. S. T.) each day.

10. A permit may be refused or revoked to any person or party upon conviction of violation of any of the preceding regulations or upon conviction of violation of any of the laws in Chapter 109, Code of Iowa, or migratory Federal bird regulations.

EMPLOYMENT SECURITY COMMISSION

[Filed Oct. 21, 1960]

Pursuant to authority vested in this Commission by Section ninety-six point eleven,

subsection two (96.11-2), Code 1958, Regulation thirty-three (33), appearing at I. D. R. 1958, page ninety-one (91), is hereby rescinded and is no longer in effect.

HEALTH DEPARTMENT

[Filed Nov. 8, 1960]

AMENDMENT TO RULES

Pursuant to the provisions of Section 135 C.14 Code of Iowa, Sub-paragraphs 6, 7, 8, and 9 of Section 4.3 (a) appearing on page 113 of the Iowa Departmental Rules 1958 are repealed and the following adopted in lieu thereof.

6. After June 1, 1961, in homes of a licensed bed capacity of less than twenty (20) beds, there shall be at least one qualified nurse on duty forty (40) hours per week, and on recall when not on regular assignment.

7. After June 1, 1961, in homes with a li-

censed bed capacity of twenty (20) to fifty (50), a nurse shall be on duty at least eighty (80) hours per week with one nurse on recall when not on regular assignment.

8. After June 1, 1961, in homes with a licensed bed capacity of fifty-one (51) to one-hundred (100), a nurse shall be on duty at least one-hundred twenty (120) hours per week, with one nurse on recall when not on regular assignment.

9. After June 1, 1961, in homes with a licensed bed capacity of over one-hundred (100), a nurse shall be on duty at least one-hundred sixty (160) hours per week, with one nurse on recall when not on regular assignment.

MERIT SYSTEM COUNCIL

[Filed Jan. 6, 1961]

Pursuant to the personnel provisions of the State Department of Social Welfare, Section 234.6, the Employment Security Commission, Section 96.11, the State Department of Health, Sections 135.6 and 135.11, the State Services for Crippled Children, Section 262.9, Code of Iowa, 1958, the Mental Health Authority, Chapter 353, Laws of the 52'd General Assembly of the State of Iowa, and the Civil De-

fense Administration, Chapter 82, Acts of the 58th General Assembly, and the Standards for a Merit System of Personnel Administration issued by the Federal Social Security Board on November 1, 1938, rules and regulations appearing at 1958 Iowa Departmental Rules, Page 242, Article VIII, Section 3, Intermittent Appointments, are amended by striking from line 4, Section 3, the following words: "for at least three months."

PUBLIC INSTRUCTION DEPARTMENT

[Filed Oct. 6, 1960]

Pursuant to authority conferred upon said board by provision of Section 257.10 (12), Code 1960, the amendments to rules and regulations governing the approval of school districts be and are hereby adopted.

Amend July 1958 Supplement I.D.R., pages 6 through 10, standards 1 through 82 (filed April 23, 1958) and July 1959 Supplement I.D.R., pages 15 and 17 (filed June 2, 1959), by striking all of said items and substituting in lieu thereof the following:

I. GENERAL

STANDARD 1. Educational Units Covered by Standards. The following standards govern the approval of school districts maintaining elementary and secondary schools through grade twelve and, if operated, junior colleges.

STANDARD 2. Approved Districts. Each school district shall be regarded as approved unless, by official action as provided by law, it has been removed from the approved list of districts.

STANDARD 3. How a District Is Listed as Approved. Each school district shall be listed either as an approved school district or a non-approved school district. In order for a school district to be kept on the approved list, each individual school or division such as elementary or secondary school or junior college maintained by said school district shall comply with the school laws and the standards, regulations and rules adopted by the State Board of Public Instruction.

STANDARD 4. Recognition of Districts According to Status Levels. Each approved school district shall eventually be recognized according to status levels.

STANDARD 5. When a District Shall Be Regarded as Non-Approved. A school district shall be regarded as non-approved when it has been removed from the list of approved school districts as provided by law. Such non-approval shall be effective from date of notification until such time as established standards are met.

II. ADMINISTRATIVE

STANDARD 6. School Board Minutes, Reports and Records. The school board shall adopt and maintain an accurate records system. It shall include minutes of all meetings of the board, coding of all receipts and expenditures, recording and filing all reports, census

records, and copies of reports relative to attendance upon private instruction of all children of compulsory school age.

STANDARD 7. Report of Attendance upon Private Instruction of Children of Compulsory School Age. Between September 1 and October 1 of each year the secretary of each school district shall request from each private school located in the district a report as provided in Section 299.3 of the Code of Iowa 1960. Such reports shall be submitted in duplicate on forms prescribed by the Superintendent of Public Instruction.

STANDARD 8. Activity Fund Records. Accurate, complete and up-to-date records of all pupil-activities funds shall be kept under a plan approved by the Department of Public Instruction.

STANDARD 9. Audit of Activity Fund Records. The financial records of all pupil-activities funds for which the superintendent or other staff member is responsible shall be audited annually, at least by the school board, and the results of such audit shall be made an official part of the records of the board.

STANDARD 10. Enrolled Public School Pupil Defined. A pupil shall be regarded as enrolled in a public school when he has been registered and is taking part in the full public school program at his grade level.

STANDARD 11. School Day Defined. A school day shall be defined as the time that school is actually in session for any given division of the school, and shall include a minimum of five and one-half (5½) hours for all grades above the third; four (4) hours for grades one, two and three, respectively; and two and one-quarter (2¼) hours for the kindergarten or primary grade. The above minimum hours in session shall be exclusive of the lunch intermission.

STANDARD 12. Day of School in Session Defined. A day of school in session shall be defined as a day on which the school is open and the pupils are under the guidance and direction of teachers in the teaching process. School shall be considered in session during the field trips and excursions only if pupils are engaged in school projects or activities under the guidance and direction of a regular teacher.

STANDARD 13. Day of Attendance Defined. A day of attendance shall be a day on which a pupil is present for the full school day under the guidance and direction of a teacher while school is in session. Where a kindergar-

ten or primary grade is limited to half-day sessions, each such half-day session shall count as a day of attendance. Pupils shall not be counted in attendance on a day when school is dismissed for county institute.

STANDARD 14. Aggregate Days of Attendance Defined. Aggregate days of attendance shall mean the sum of the days present of all pupils when school was actually in session during the school year.

STANDARD 15. Average Daily Attendance Defined. Average daily attendance shall be defined as that average obtained by dividing the aggregate days of attendance for the school year by the number of days school was in session. If school was in session 179 days and dismissed one day for county institute, the average daily attendance shall be computed by dividing the aggregate days of attendance for the 179 days by 179.

STANDARD 16. Member of a Class or School Defined. A pupil shall be considered a member of a class or school from the date he presents himself at school and is placed on the current roll until he permanently leaves the class or school. The date of permanent withdrawal shall be the date on which it is officially known that the pupil has left school, and not necessarily the first day after the date of last attendance. Membership shall be obtained by adding the total original entries and the total re-entries and subtracting the withdrawals; it may also be obtained by adding the total number present and the total number absent. This term is also known as the number belonging.

STANDARD 17. Aggregate Days of Membership Defined. Aggregate days of membership shall mean the sum of the days present and absent of all pupils when school was actually in session during the year.

STANDARD 18. Average Daily Membership Defined. Average daily membership shall mean the aggregate days of membership divided by the number of days school was actually in session.

STANDARD 19. Ages of Pupils Between Seventh and Sixteenth Birthdays Defined. In reporting on the number of children enrolled between the ages of seven and sixteen during a given school year, a pupil shall be counted if any portion of the school term falls between his seventh and sixteenth birthdays.

STANDARD 20. One Day of State Aid Per Pupil for County Institute. One day of state aid per pupil in average daily attendance shall be granted each year to a school which was dismissed a day for a legally called and approved county institute or other similar educational meeting.

STANDARD 21. Time Loss Adjustment Not Granted When School Term Ends Prior to May 30. Time loss adjustment on General Aid, for days of school lost, shall not be granted when the school term ends prior to May 30.

STANDARD 22. Minimum Length of School Year. The minimum length of the school year shall be 180 days; the day devoted to the county institute or other similar educational meeting shall be counted as one of the 180

days but the other 179 days shall be days of school in session as defined herein.

STANDARD 23. Permanent and Cumulative Records of Pupils. The school shall keep an accurate, complete permanent individual record of the scholastic achievement and attendance of every pupil enrolled. This record shall be kept up to date at all times. A copy of this record shall be supplied to the receiving school when a child transfers from one school or school system to another. It shall include the full name of the pupil, birth date, entry date, school previously attended, record of attendance, names of subjects and related activities in which he has been enrolled, health data, records of standardized test scores, grades or marks, number of units earned and the date of withdrawal or promotion.

This record for each pupil shall be kept permanently. It shall be placed in a fireproof safe or vault, or duplicate records shall be kept in a fire-safe depository outside the school building.

In addition to the permanent record, a cumulative folder shall be kept for each pupil. This folder shall contain all information on the pupil which may be of assistance in guidance and counseling by school personnel and it shall be made readily accessible to professional school personnel.

STANDARD 24. Records Required of the Board Regarding Each Member of Professional Staff Before Compensation Is Given for Services Rendered. The school board of each local school district shall require each employed member of the professional staff including each substitute teacher to supply evidence that he has registered with the local county superintendent of schools a certificate which is in force and valid for the type of position in which he is employed. The records of the board shall show that this evidence has been supplied for each such person before any compensation is given by the board for said person's services.

STANDARD 25. Records Required of Superintendents Regarding Members of the Professional Staff and Requirement that Teachers Be Assigned in Terms of Personnel Standards. The school board of each school district shall require its superintendent to have on file at the beginning of and throughout each school year complete official transcripts of the preparation of all regularly employed members of the professional staff.

The superintendent shall maintain for all regularly employed members of the professional staff, including substitute teachers, at the beginning of and throughout their periods of service, a file consisting of their legal certificates or copies of records made therefrom showing that they are legally eligible for the positions in which employed and that these certificates are registered in the office of the local county superintendent of schools.

All members of the employed professional staff, as well as being properly certificated for the positions in which they are employed, shall teach only in those subjects, grades or areas of special service in which they meet the personnel approval standards of the Board of Public Instruction.

STANDARD 26. Requirement that Each

Elementary-School Teacher Meet Personnel Standards. The pupils in each elementary-school grade shall be taught by a teacher who meets the personnel approval standards for school districts maintaining elementary and secondary schools.

STANDARD 27. Requirement that Superintendent and Professional Staff Evaluate Instructional Procedures and the Adequacies with Which Individual Differences of Pupils Are Met. The superintendent and the professional staff in each school system shall utilize techniques—such as self-appraisal, individual and group staff conferences, work-study groups, and/or standardized teacher attitudinal scales—to show the extent to which the professional staff demonstrates competencies and skills in instructional and administrative procedures, and the adequacies with which they meet individual differences of pupils.

STANDARD 28. Professional Library for Teachers. Each school district shall establish and maintain a library of books, magazines and other materials essential to the professional growth of its employed teachers.

STANDARD 29. Elementary School Defined. The elementary school shall be defined as consisting of kindergarten, if operated, and grades one through eight or grades one through six when grades seven and eight are included in the secondary school as defined herein.

STANDARD 30. Secondary School Defined. The secondary school shall be defined according to one of these four patterns: a junior high school comprising grades seven, eight and nine, and a senior high school comprising grades ten, eleven and twelve; a single junior-senior or six-year high school comprising grades seven through twelve; a junior high school comprising grades seven and eight, and a four-year high school comprising grades nine through twelve; or, when grades seven and eight are included in the elementary school, a four-year high school comprising only grades nine through twelve.

STANDARD 31. Junior High School Defined. The junior high school shall be defined as consisting of grades seven, eight and nine, or grades seven and eight, when such grades are contained in a unit which is separately organized and administered.

STANDARD 32. Senior High School Defined. The senior high school shall be defined as consisting of grades ten, eleven and twelve when such grades are contained in a unit which is separately organized and administered.

STANDARD 33. Junior-Senior or Six-Year High School Defined. The junior-senior or six-year high school shall be defined as consisting of grades seven, eight, nine, ten, eleven and twelve when such grades are contained in a unit which is separately organized and administered.

STANDARD 34. Four-Year High School Defined. The four-year high school shall be defined as consisting of grades nine, ten, eleven and twelve when such grades are contained in a unit which is separately organized and administered.

STANDARD 35. Requirement that Board

Adopt a Plan of Organization for Its Elementary and Secondary Schools. The board shall adopt a plan of organization for its elementary and secondary school consistent with the definitions outlined herein and the details of this plan shall be filed with the State Department of Public Instruction and with the local county superintendent of schools.

STANDARD 36. Separate Tuition Rate for Junior High School and Determination of Entitlement to State Transportation Aid. A separate tuition rate for junior high school, as provided in Section 282.20, Code of Iowa 1960, shall be established only if a junior high school, consisting of grades seven, eight and nine, or grades seven and eight, is contained in a unit which is separately organized and administered.

In the case of a junior-senior or six-year high school type of organization, as defined herein, grades seven and eight shall be included in the elementary tuition rate and grades nine, ten, eleven and twelve shall be included in the high school tuition rate.

In determining entitlement to state transportation aid, pupils in kindergarten and grades one through eight shall be considered elementary pupils. Pupils in grades nine through twelve shall be considered high-school pupils.

III. EDUCATIONAL PROGRAM, TESTING, PROGRAM EVALUATION AND GUIDANCE

STANDARD 37. Curriculum Defined. The word curriculum shall be defined as including all pupil experiences which take place under the guidance of the school. It shall be used to describe the school-connected learning experiences of any given pupil and also to indicate the arrangement of a group of courses to be taken by groups of pupils having a common objective; for example, preparation for college or preparation for an occupation.

STANDARD 38. Educational Program or Course of Study Defined. The educational program or course of study shall be defined as the written statement which lists the learning areas in which instruction is offered in the school system.

STANDARD 39. Requirement that Administrative Measures and Sequence of Learning Situations Designed to Provide Pupils with Well-Articulated, Developmental Learning Experiences Be Set Forth. The educational program shall set forth the administrative measures and the sequence of learning situations through which attempts are made to provide pupils with well-articulated, developmental learning experiences from the date of school entrance until high-school graduation.

STANDARD 40. Requirement that Elementary- and Secondary-School Educational Programs Officially Adopted by Board Be Described. The school board shall require its superintendent and professional staff to describe the total elementary- and secondary-school educational program which has been officially adopted by the board. This description of the educational program and all subsequent revisions thereof shall be filed with the Department of Public Instruction and with the local county superintendent of schools.

For the elementary-school program, this description shall include in sequential outline the manner in which pupils are served in each of the areas of instruction specified in Chapter 280, Code of Iowa 1960.

For the secondary-school program, it shall indicate the subjects, courses or areas of instruction offered and required of all pupils; the subjects, courses or areas of instruction offered but elective on the part of the pupils; and the subjects, courses or areas of instruction offered in alternate years. Schools offering subjects in alternate years in grades nine through twelve shall submit to the Department of Public Instruction a projected program of offerings covering a four-year sequence.

STANDARD 41. Requirement that There Be a Guide for Each Course Taught. Classroom instruction in the schools shall be based on careful planning as evidenced by the development of a guide for each course taught including a statement of the general and specific objectives; a broad outline of course content, available resources, and instructional activities; and a statement of the means of evaluating pupil progress during and at the end of the course.

STANDARD 42. Definition of an Offering. A school shall be judged as offering instruction in any given subject or field only when in each case the teacher to which said subject or field is assigned meets the personnel approval standards of the Board of Public Instruction, instructional materials and facilities are provided and pupils are informed, on the basis of their individual aptitudes, interests and abilities, as to the possible value of said subject or field for them.

STANDARD 43. Manner in Which the Daily and Weekly Schedule Shall Be Organized. The daily and weekly schedule shall be organized in a manner which, in the judgment of local school officials, best fits the conditions within which the educational program is operated, provided that, if such courses are to yield one unit of credit when pursued for 36 weeks, at least 200 minutes per week shall be scheduled for each non-laboratory course, and at least 275 minutes per week shall be scheduled for laboratory science courses and courses in art, industrial arts, music, homemaking, typewriting, and such other courses which the State Board of Public Instruction may, from time to time, designate.

STANDARD 44. Unit of Credit Defined. A unit of credit (grades 9 through 12) shall be defined as that amount of credit gained by a pupil who successfully completes a course which is pursued for 36 weeks for the required number of minutes per week as specified by the State Board of Public Instruction. Fractional units shall be awarded only in a manner consistent with this standard in terms of the proportionate time devoted to the courses for which such units are granted.

STANDARD 45. Long-Range Program of Testing and Evaluation. There shall be a long-range program of systematic, periodic testing and evaluation of all pupils enrolled which shall be coordinated from kindergarten through the twelfth grade. Use shall be made of comparable tests yielding stabilized, consistent year-to-year data on each pupil's de-

velopment in terms of each of the various educational objectives covered by the test. The program of testing and evaluation shall indicate how teacher-made tests, observational records, and other informal, largely subjective appraisals of pupils' development fit into the overall program of testing and evaluation. This long-range program shall be placed on file with the Department of Public Instruction and the local county superintendent of schools.

Individual psychological examinations of pupils shall be administered by a person holding a valid certificate endorsed for service as a school psychologist or by a person who is specifically approved by the Department of Public Instruction as competent in the administration of individual psychological examinations.

STANDARD 46. Year-by-Year Evaluation of Effectiveness of Educational Program. The educational program shall be kept under systematic year-by-year evaluation to determine its effectiveness and its adequacy in terms of its scope. This evaluation shall involve the use of informal and/or standardized evaluation techniques such as follow-up studies of graduates, drop-out studies of pupils, identification of over- and under-achievers, and reactions of pupils, parents and professional staff members obtained through surveys, discussion groups, conferences and questionnaires.

STANDARD 47. Parent-Teacher Communications. Every school shall provide for parent-teacher communications for the purposes of improving mutual understandings of pupil, home, and school problems and relationships, and for more effectively meeting individual pupil needs.

STANDARD 48. Organized and Functioning Guidance Program Required in Secondary Schools. Every junior high school, junior-senior high school or senior high school shall have an organized and functioning guidance program to aid pupils with their personal, educational, vocational planning and problems. A guidance program, to be considered as organized and functioning, shall include the employment of approved counselors or teacher-counselors who are provided with adequate physical facilities as well as materials and with assigned time on the program schedule for guidance services. The program shall also provide for individual and group conferences with pupils and/or parents and/or professional staff.

STANDARD 49. Survey of Possibility of Extending Guidance Services to Elementary-School Level Required. School districts shall survey the possibility of extending guidance services to the elementary-school level.

IV. ACTIVITIES PROGRAM

STANDARD 50. Pupil Activities, General Guidelines. Each school district maintaining elementary and secondary schools through grade twelve, and community or junior colleges, if operated, shall provide a program of pupil activities sufficiently broad and varied to offer opportunities for all pupils to participate. The activity program shall be cooperatively planned by pupils and teachers and be supervised by qualified school personnel, and shall be designed to: (a) meet the needs and challenge the interests and abilities of all pupils in accordance with their individual stages of personal development; (b) contribute to the

physical, mental, aesthetic, civic, social, moral, emotional, and spiritual growth of all pupils; (c) offer opportunities for both individual and group activities; (d) be an integral part of the total school curriculum; (e) provide balance of program whereby a limited number of activities are not perpetuated at the expense of other worthwhile areas of participation; (f) be controlled to a degree that interscholastic activities do not unreasonably interfere with the regularly scheduled daily program; and (g) assure adequate guidance to pupils to make sure that individuals keep their participation in activities within such limits that their benefits from other aspects of the school program will not be jeopardized.

The school shall make reasonable effort to provide and maintain adequate facilities and equipment to develop and encourage a broad activities program.

STANDARD 51. Pupil Activities for Elementary Schools. Elementary schools shall provide a broad and balanced program of activities, closely integrated with the instructional program, and designed to aid pupils in achieving maximum personal development mentally, emotionally, physically, socially, and morally. Such a program shall include opportunities to participate in a variety of physical activities, art work, music, creative dramatics, homeroom and citizenship projects, class projects, hobby pursuits, and others as the school may provide.

STANDARD 52. Requirement that Interscholastic Physical Activities Shall Not Be Sponsored in Elementary Schools. Elementary schools comprised of kindergarten, and grades one through six, shall not encourage, promote, or sponsor interscholastic physical activities.

STANDARD 53. Supervised Intramural Sports. Supervised intramural sports shall be encouraged in grades seven, eight and nine.

For purposes of this standard two levels of priority shall be considered: first, the school system shall provide professional personnel, space and facilities, equipment and supplies, and a broad program of basic instruction in physical education, based upon individual and group needs for all pupils; second, the school system shall sponsor a broad and varied, voluntary program of intramural activities for all pupils in the upper elementary grades and junior high school.

STANDARD 54. Pupil Activities for Junior High Schools. The junior high school shall provide a program of activities of the same scope as required for the elementary schools. In addition opportunities shall be provided in the areas of clubs, intramural athletics, music groups, supervised social activities, student government embodying the principles of democracy, and other activities to meet the increasing range of interests, abilities and aptitudes of junior-high pupils.

STANDARD 55. Pupil Activities for Senior High Schools and Community Colleges. The community or junior college, if operated, and the senior high school shall provide an activities program based on mutual as well as individual pupils needs, interests, abilities and enthusiasms. The program shall be so organized and administered that broad and varied experiences will be available which will contrib-

ute to the enrichment of the total educational program. Opportunities in the following areas shall be provided: physical activity and athletics, including intramurals; speech activities and dramatics; vocal and instrumental music; student council organization embodying democratic principles; journalism; clubs; social activities; class activities; assemblies; and other areas as may be developed under adequate school supervision.

STANDARD 56. Requirement that Activities Program Shall Not Be Over Emphasized. The activities program in the senior high school in specific areas shall not be over emphasized to the extent that other worthwhile, constructive activities are unduly weakened or eliminated.

V. FACILITIES AND EQUIPMENT

STANDARD 57. Library-Type Equipment Required for Each Elementary-School Classroom. Each elementary-school classroom shall be provided with a reading table, chairs, and open bookshelves sufficient to accommodate 150 books, and a multiple-drawer filing cabinet.

STANDARD 58. Globes, Encyclopedias and Dictionaries Required in Elementary Schools and Classrooms. Each elementary-school classroom shall be provided with a globe of a type acceptable to the Department of Public Instruction and each elementary-school classroom in grades three through eight shall be provided with: (a) a multi-volume junior encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction or make adequate central library provisions in each building subject to the approval of the Department of Public Instruction; (b) a standard adult-level dictionary; and (c) one dictionary suitable for elementary-school pupils for each pupil enrolled. Each elementary school shall have one adult encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction.

STANDARD 59. Readers and Reading Materials Required in Each Elementary-School Classroom. In addition to the basic readers, each elementary-school classroom shall be provided with readers or reading materials sufficient to supplement the basic readers in the following ways: (a) to meet needs of average group; (b) to meet needs of accelerated readers; and (c) to meet needs of pupils with reading problems.

STANDARD 60. Collateral Reading Materials Required Supporting Each Unit or Topic Studied in Each Elementary-School Classroom. The pupils in each elementary-school classroom shall be provided with appropriate collateral reading materials supporting each unit or topic being studied as needed to supplement the basic textbooks used in each subject-matter area.

STANDARD 61. Periodicals Required in Each Elementary School. Each elementary school shall be provided with at least four general periodicals and at least three additional specialized periodicals appropriate for use by elementary-school pupils all to be selected from lists approved by the Department of Public Instruction.

STANDARD 62. Centralized and Cataloged Collection of Library Materials Required in Each Elementary School. Centralized library materials shall be provided in each elementary-school system, even though at any given time the bulk of the collection of books and other types of learning materials is actually housed in classrooms. Items such as books; pictures; maps; charts; audio-visual equipment with appropriate slides, films, film-strips and sound recordings; and museum items shall be included as parts of said materials. The entire collection shall be cataloged and classified according to the Dewey decimal or comparable system and made accessible to teachers and pupils alike.

STANDARD 63. Encyclopedias, Dictionaries, and Atlases Required for the Secondary-School Classrooms and Libraries. Each secondary-school classroom shall be supplied with at least one approved student dictionary; each secondary-school library including any grade from seven through twelve shall be provided with (a) at least one multi-volume, adult encyclopedia with a copyright date not more than ten years old; (b) at least one multi-volume, junior encyclopedia with a copyright date not more than ten years old; (c) at least one unabridged dictionary, and also student dictionaries in number sufficient to serve the number of pupils enrolled; and (d) at least one world atlas and one historical atlas.

All of the above items shall be purchased from lists approved by the Department of Public Instruction.

STANDARD 64. Central Library Required in Each Separately Operated Secondary School. Each separately operated junior high school, senior high school, junior-senior or six-year high school, or four-year high school shall have a central library.

STANDARD 65. Minimum Number of Books Required in Each Secondary-School Library. Each secondary-school library shall contain a minimum of 1750 books exclusive of encyclopedias, dictionaries, atlases, and biographical reference works. These books shall be distributed in a manner consistent with standard library classifications. In selecting these books consideration shall be given to the purchase of at least 75 per cent of them from recommend-

ed lists furnished to the various school districts or cited by the Department of Public Instruction.

STANDARD 66. Minimum Number of Periodicals Required in Each Secondary-School Library. Each secondary-school library shall be provided with a minimum of 20 periodicals. In choosing these periodicals consideration shall be given to a recommended list for use by secondary-school pupils furnished to the various school districts or cited by the Department of Public Instruction.

STANDARD 67. Daily Newspaper Required in Each Secondary-School Library. Each secondary-school library shall have a subscription to at least one daily newspaper.

STANDARD 68. Physical-Political Globe Required in Each Secondary-School Library. Each secondary-school central library shall be provided with a physical-political globe of a size, durability, clarity and completeness to meet the approval of the Department of Public Instruction.

STANDARD 69. Systematic Instruction of Pupils in the Use of Books Required in Each Elementary and Secondary School. Each elementary and secondary school shall make provision for the systematic instruction of pupils in the use of books and libraries.

STANDARD 70. Instructional Equipment and Supplies. Instructional equipment and supplies, such as: science apparatus, laboratory tables and demonstration desks; shop tools and machinery; gymnasium equipment, apparatus, and supplies; equipment for home economics and agricultural laboratories; equipment and supplies for business education, art, and music rooms; audio-visual aids equipment; maps, atlases and charts; library books, encyclopedias and reference books, textbooks, and supplies shall be adequate and shall be used in such manner as to meet the needs of instruction for all courses and activities offered.

STANDARD 71. Safe Buildings and Grounds Required. Every school shall be housed in a building which is structurally safe and the building and grounds shall be so maintained as to provide a safe and healthful environment at all times.

PUBLIC SAFETY DEPARTMENT

OFFICE OF THE FIRE MARSHAL

[Filed Aug. 1, 1960]

Pursuant to authority granted in Chapter 101, Code 1958, Rules and Regulations pertaining to Storage, Handling and Use of Flammable Liquids are amended as follows:

1. Amend 1958 I.D.R., Chapter VIII, Page

354, by adding the following new paragraph:
"802—Fuel Oil

The grade of fuel oil used in a burner shall be that for which the burner is listed and as stipulated by the manufacturer. Crankcase oil or any oil containing gasoline shall not be used."

OFFICE OF THE STATE FIRE MARSHAL

[Filed Dec. 19, 1960]

Pursuant to the authority conferred upon my office by the provisions of Chapter 100, Code of Iowa, 1958, the following rules and regulations for fire safety in schools and college buildings are hereby formulated, adopted and promulgated after public hearing held on or about the 7th day of April, 1960.

Fire Safety Rules and Regulations for Schools and College Buildings

DIVISION I

GENERAL REQUIREMENTS AND DEFINITIONS

Section 1. GENERAL REQUIREMENTS:

1.1 Every building or structure, new or old.

designed for school or college occupancy, shall be provided with exits sufficient to permit the prompt escape of students and teachers in case of fire or other emergency. The design of exits and other safeguards shall be such that reliance for safety to life in case of fire or other emergencies will not depend solely on any single safeguard; additional safeguards shall be provided for life safety in case any single safeguard is ineffective due to some human or mechanical failure.

1.2 Every building or structure shall be so constructed, arranged, equipped, maintained and operated as to avoid undue danger to lives and safety of its occupants from fire, smoke, fumes or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.

1.3 Exits shall be provided of kinds, numbers, location and capacity appropriate to the individual building or structure, with due regard to the character of the occupancy, the number of persons exposed, the fire protection available, and the height and type of construction of the building or structure, to afford all occupants convenient facilities for escape.

1.4 Fire escapes, where specified, shall be installed and the design and use of materials shall be in accordance with Chapter 103, Code of Iowa, and the fire escape regulations set forth in the Iowa Departmental Rules.

1.5 All changes or alterations to be made in any school or college building, whether new or existing, shall conform with the applicable provisions of these regulations.

1.6 Each school building of two (2) or more classrooms, not having a principal or superintendent on duty, shall have a teacher appointed by the school officials to supervise school fire drills and be in charge in event of fire or other emergency. This paragraph shall not apply to college buildings.

1.7 Compliance with these regulations shall not be construed as eliminating or reducing the necessity for other provisions for fire safety of persons using a school or college building under normal occupancy conditions nor shall any provision of these regulations be construed as requiring or permitting any conditions that may be hazardous under normal occupancy conditions.

Section 2. DEFINITIONS:

2.1 **School and College Buildings.** For the purpose of these regulations, school and college buildings are those used as a gathering of groups of persons for the purpose of instruction and they are distinguished from other types of occupancies in that the same occupants are regularly present and are subject to discipline and control.

2.2 **Elementary School.** An elementary school shall be those buildings that include kindergarten through sixth grade (K-6).

2.3 **Classroom.** Any room originally designed, or later suitably adapted to accommodate some form of group instruction on a day by day basis, excluding such areas as auditoriums, gymnasiums, lunch rooms, libraries, multi-purpose rooms, study halls and similar areas. Storage and other service areas opening into and serving as an adjunct to a particular classroom shall be considered as part of that classroom area.

2.4 **Exit.** An exit is a way to get from the interior of a building or structure to the open air outside at the ground level. It may comprise vertical and horizontal means of travel such as doorways, stairways, ramps, corridors, passageways and fire escapes. An exit begins at any doorway or other point from which occupants may proceed to the exterior of the building or structure with reasonable safety under emergency conditions.

2.5 **Story.** If the finished floor level directly above a basement or cellar is more than six (6) feet above grade, such basement or cellar shall be considered a story.

2.6 **Basement.** A basement is a story partly underground but having at least one-half of its height measuring from floor to ceiling above the grade level of the adjoining ground.

2.7 **New Construction.** Those buildings designed and constructed after the effective date of these regulations.

2.8 **Approved.** Approved is defined as being acceptable to the State Fire Marshal. Any equipment or device which bears the seal of the Underwriters Laboratories, Incorporated, Factory Mutual Laboratory, American Standards Association, or the American Gas Association shall be accepted as approved. In the case of standards for safety, the criteria shall be the National Fire Codes as published by the National Fire Protection Association.

2.9 **Fire Alarm System.** A fire alarm system shall be an electrically energized system approved by the State Fire Marshal, using component parts approved by the Underwriters Laboratories Incorporated, and providing facilities of a type to warn the occupants of an existence of fire so that they may escape or to facilitate the orderly conduct of fire exit drills.

DIVISION II

SCHOOL BUILDINGS

Section 3. EXITS

3.1 The population of all school buildings, for the purpose of determining the required exits and the required space for classroom use shall be determined on the following basis:

- (a) The square feet of floor space for persons in school buildings shall be one (1) person for each forty (40) square feet of gross area.
- (b) In the case of individual classrooms in schools, there shall be twenty (20) square feet of classroom space for each student.
- (c) In gymnasiums and auditoriums, the capacity for seating shall be on the basis of six (6) square feet net per person.

3.2 Exits shall be provided of kinds, numbers, location and capacity appropriate to the individual building.

3.3 Exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of every building or structure at all times when the building or structure is occupied. No locks or fasteners to prevent free escape from the inside of any building shall be installed.

3.4 Exits shall be clearly visible or routes to reach them shall be conspicuously indicated in such manner that every occupant of every

educational building who is physically and mentally capable will readily know the direction of the escape from any point and each path of escape in its entirety shall be so arranged or marked that the way to a place of safety outside is unmistakable.

3.5 In all school buildings where artificial illumination is needed, electric exit signs or directional indicators shall be installed and adequate lighting provided for all corridors and passageways.

3.6 Where additional outside stairs or fire escapes are required by law, they shall be Class B, double width (44 inches), and shall extend to the ground. Platforms for outside stairs or fire escapes shall have a minimum dimension of forty-four (44) inches. Outside stairs and fire escapes shall be constructed in accordance with the state law and regulations. Fire escapes shall not be permitted on new construction.

3.7 There shall be a minimum of two (2) means of exit remote from each other from each floor of every school building. The traveled distance from a classroom door to an exit shall not exceed one hundred (100) feet measured along the line of travel. In sprinklered buildings, the distance may be increased to one hundred fifty (150) feet.

3.8 Every room with a capacity of one hundred (100) persons or over and having more than two thousand (2,000) square feet of floor area shall have at least two (2) doorways as remote from each other as practicable. Such doorways shall provide access to separate exits but may open onto a common corridor leading to separate exits in opposite directions.

3.9 Each elementary classroom shall have a secondary avenue of escape. This may be a door leading directly outside the building, a window (see Section 6), another door to an alternate corridor or a connecting door to a second room and thence to a secondary route of escape.

Section 4. CORRIDORS:

4.1 Corridors used as means of access to exits, and corridors used for discharge from exits, shall provide a clearance of at least six (6) feet in width. Room doors or locker doors swinging into corridors shall not, at any point in the swing, reduce the clear effective width of the corridor to less than six (6) feet, nor shall drinking fountains or other equipment, fixed or movable, be so placed as to obstruct the required minimum six (6) foot width.

4.2 (a) In existing buildings, where clothes are hung exposed in exit corridors, they shall be separated by partitions of sheet metal or equivalent material. Partitions shall be placed at six (6) foot intervals, be a minimum of eighteen (18) inches in depth, extend at least one (1) foot above the coat hooks and within eight (8) inches of the floor.

(b) Where open clothing is hung in exit corridors as described above, an automatic fire detection system shall be installed in the corridor. Sprinkler systems may be installed in lieu of the automatic detection system.

4.3 In new construction, open clothing storage shall not be permitted in exit corridors.

4.4 Except as permitted in paragraph 4.2, no combustible materials shall be stored in exit corridors.

4.5 The walls of corridors, used for exit facilities, shall be solid partitions of noncombustible finish material.

4.6 Where borrowed light panels of clear glass are used in exit corridors, the requirements of Section 18, of these regulations, shall apply, except that clear glass windows in doors and transoms may be permitted in existing buildings when nonhazardous activities are carried on in the classroom.

4.7 Any single corridor or combination of corridors having an unbroken length of three hundred (300) feet or more shall be divided into sections by smoke barriers consisting of smoke stop doors. Doors may be of ordinary solid wood type not less than one and three-eighths (1 3/8) inches thick with clear wired glass panels. Such doors shall be of self-closing, double-swing type and may be either single or double. They shall close the opening completely with only such clearance as is reasonably necessary for proper operation.

4.8 There shall be no dead end in any corridor or hall more than twenty (20) feet beyond the exit.

Section 5. DOORS:

5.1 The entrance and exit doors of all school buildings and the doors of all classrooms shall open outward.

5.2 Doors shall be provided for main exit facilities leading to a platform connecting with either outside stairs or fire escapes. Doors leading to outside stairways or fire escapes shall have a minimum width of forty (40) inches, except that on existing buildings where it is not practical to install a door of forty (40) inch width, a narrower door at least thirty (30) inches in width may be installed.

5.3 The main exit and entrance doors and doors leading to fire escapes shall be equipped with panic type latches that cannot be locked against the exit.

5.4 Doors protecting stairways and doors leading to fire escapes or outside stairs may have wire glass panes installed providing that the size of any single pane does not exceed nine hundred (900) square inches.

5.5 Doors protecting vertical openings or fire doors installed where protection of hazardous rooms or areas are required shall be equipped with door closers and shall not be blocked open.

5.6 (a) Classroom doors, in new construction, shall be thirty-six (36) inches wide. In existing buildings, doors of not less than thirty (30) inches in width may be used.

(b) School buildings designed without doors to classrooms shall meet the requirements of Section 18 of these regulations.

5.7 Boiler, furnace or fuel room doors, communicating to other building areas, shall be one and one-half (1½) hour rated doors and frames normally closed and hung to swing into the boiler room.

Section 6. WINDOWS:

6.1 Windows below or within ten (10) feet of an outside stairway or fire escape shall have panes of wire glass.

6.2 Where a window is to be used as a secondary avenue of escape for elementary classrooms (see Exits), it shall (without the use of tools) be easily opened from the inside to provide a clear opening of adequate size to use in an emergency. The bottom of this window shall not exceed thirty-four (34) inches above the floor.

Section 7. STAIRWAY ENCLOSURES AND FLOOR CUTOFFS:

7.1 In buildings of more than one (1) story, stairs shall be enclosed with protected non-combustible construction except those in accordance with paragraph 7.2. Doors shall be one and three-fourths (1¾) inch solid wood construction or better with wire glass allowable.

7.2 In existing buildings of two (2) stories with no basement, where such buildings are fire-resistive construction throughout, or fire-resistive first story and noncombustible or heavy timber second story, the stairs need not be enclosed, provided, (1) all exitway finish is Class A (flame spread rating not exceeding twenty-five (25)), (2) no open storage of wardrobe, books, or furniture in exitways or spaces common to them and (3) the stairs from the second floor lead directly to an outside door or vestibule leading to the outside of the building.

7.3 In new construction, the enclosures or protection of vertical openings shall be of the same type of construction as the surrounding material used for walls and partitions.

7.4 In existing buildings, the stairway enclosures or the protection of vertical openings shall be the equivalent of wood studding with gypsum lath and plaster on both sides. The doors shall be at least one and three-fourths (1¾) inch solid core wood doors. Maximum nine hundred (900) square inch glass panels allowable.

7.5 Stairways from boiler, furnace or fuel rooms, communicating to other building areas, shall be enclosed at top and bottom. The entire stair enclosure shall be noncombustible construction. The doors (other than to the boiler room) may be one and three-fourths (1¾) inch solid wood with a maximum of nine hundred (900) square inches of wired glass allowable.

7.6 Except as provided elsewhere in this Section, interior stairways used as exits shall be enclosed. The construction of the enclosure shall be in accordance with the provisions of paragraph 7.1.

7.7 Cutoffs between floors for stairways not used as exit facilities shall use the same type of construction as provided in paragraph 7.1.

Section 8. INTERIOR FINISHES:

8.1 The interior finishes of all exit corridors and passageways shall have Class A ceiling finish with a flame spread rating of not more than twenty-five (25) as determined by the "fire tunnel tests" conducted by the Underwriters Laboratories Incorporated and assigned to materials used for interior finish.

8.2 Whenever the Fire Marshal determines the fire hazard is great enough, Class A materials for room finishes shall be used in science laboratories, shop areas, and such other

areas as the Fire Marshal shall designate, in addition to those areas designated by paragraph 8.1.

8.3 In new construction, all interior finishes shall be Class C or better.

Section 9. CONSTRUCTION:

9.1 Types of construction defined:

- (a) Fire-resistive.
- (b) Heavy timber.
- (c) Noncombustible.
- (d) Ordinary.
- (e) Wood frame.

9.2 Noncombustible, ordinary or wood frame construction may be modified by using materials giving one-hour or greater fire protection.

9.3 Types of construction permitted:

- (a) One story buildings and one story wings on multi-story buildings may be any of the types designated in paragraph 9.1, or combinations thereof, but with ordinary or wood frame construction, protected materials shall be used.
- (b) Two story buildings may be constructed of fire-resistive or protected noncombustible materials throughout, or the first story may be constructed of fire-resistive or protected noncombustible materials with the second story having either heavy timber of noncombustible materials.
- (c) Buildings of more than two (2) stories shall be fire-resistive throughout.

9.4 Construction of the floor located above a basement shall be of fire-resistive or protected noncombustible materials.

9.5 Construction of the floor located above a crawl space or a pipe tunnel shall be of fire-resistive or noncombustible materials.

9.6 Boiler rooms, furnace rooms or fuel rooms which have no stories located above may be constructed of fire-resistive, noncombustible, protected heavy timber or protected ordinary materials.

9.7 Boiler rooms, furnace rooms or fuel rooms with building above shall be of fire-resistive construction.

Section 10. FIRE ALARM SYSTEMS:

10.1 All schools having two (2) or more classrooms shall be equipped with a fire alarm system. Alarm stations shall be provided on each floor and so located that the alarm station is not more than seventy-five (75) feet from any classroom door. Horns or bells that provide a distinctive sound different from other bell systems shall be provided that will give audible warning to all occupants of the building in case of a fire or other emergency. A test device shall be provided for the purpose of conducting fire drills and tests of the alarm system.

10.2 Underwriter's Laboratory equipment and component parts shall be used in the installation of the fire alarm system. The electrical energy for the fire alarm system shall be on a separate circuit and shall be taken off the utility service to the school building ahead of the entrance disconnect.

10.3 Whenever the Fire Marshal determines it advisable, he may require that the

fire alarm system be extended or designed to provide automatic fire detection devices in unsupervised areas, boiler rooms, storerooms or shop areas.

Section 11. ELECTRICAL WIRING:

11.1 The electrical wiring of any educational building shall have enough circuits to provide adequate service without the need of overfusing the circuits.

11.2 The electrical wiring and component parts shall be properly maintained and serviced so as to eliminate the overheating or shorting that could cause a fire.

11.3 In new construction, electrical wiring shall be in metal raceways.

Section 12. HEATING EQUIPMENT:

12.1 Heating equipment shall be installed, where applicable, in rooms constructed in accordance with paragraphs 9.6 and 9.7.

12.2 Installation for any heating equipment shall be in accordance with the manufacturer's instruction and conditions of safe operation.

12.3 Acceptable evidence for complying with paragraph 12.2 shall be labeling or listed equipment by Underwriters Laboratories Incorporated, The American Gas Association Testing Laboratories, or approval of the State Fire Marshal.

12.4 Oil burning equipment shall be installed, maintained and operated in accordance with Chapter VIII of the Flammable Liquid Regulations of the State of Iowa.

12.5 All gas burning equipment shall be installed and maintained in accordance with Division VIII of the Liquefied Petroleum Gas Regulations of the State of Iowa.

Section 13. GAS PIPING:

13.1 Gas piping shall be in accordance with Division VIII of the Liquefied Petroleum Gas Regulations of the State of Iowa.

13.2 All gas service lines into buildings shall be brought out of the ground before entering the building and shall be equipped with a shutoff valve outside the building.

Section 14. FIRE EXTINGUISHERS:

14.1 Each school building shall be equipped with fire extinguishers of a type, size and number approved by the State Fire Marshal.

Section 15. BASEMENTS:

15.1 In existing elementary and junior high schools, basement classrooms may be used provided there is compliance with paragraph (a) or (b) and compliance with paragraphs (c), (d) and (e).

- (a) Direct access door from classrooms to the outside.
- (b) Classroom doors open into a corridor that leads directly outside.
- (c) Inside stairs from basement corridors, serving basement classrooms, shall not communicate with other stories above.
- (d) Doors from basement classroom corridors, to other areas of the basement, shall be Class B and equipped with door closers.
- (e) Buildings, unless of fire-resistive con-

struction, using the basement area for classroom purposes, shall have sprinkler or automatic alarm systems in the entire basement area.

15.2 In new construction, basement rooms shall not be used for classroom purposes in elementary and junior high school buildings. This provision shall not apply to that portion of a building built on a sloping site which faces the lower grade level.

Section 16. FIRE HAZARD SAFEGUARDS IN NEW AND EXISTING BUILDINGS:

16.1 Ventilating ducts discharging into attics of combustible construction shall be blocked off, protected with fire dampers or extended in a standard manner through the roof.

16.2 Cooking ranges and other cooking appliances in food service area kitchens shall be provided with ventilating hoods, grease filters, and shall be vented to the outside in an approved manner.

16.3 Discarded furniture, furnishings or other combustible material shall not be stored or allowed to accumulate in attics or concealed spaces. Designated storage space shall be provided for equipment that may be used periodically throughout the school year and necessary to the school operation or curriculum schedule.

16.4 Space under stairways in existing buildings shall not be used for storage unless the storage area is lined with material that will provide a one-hour, fire-resistant rating and provided with a tight-fitting door that has a comparable fire-resistant rating. Except when removing or storing stock, the door shall be kept closed and locked.

16.5 Waste paper baling and storage shall be in a room without ignition hazards and separated from other parts of the building by fire-resistant construction.

Section 17. AUTOMATIC SPRINKLERS:

17.1 Where automatic sprinkler protection is provided, other requirements of these regulations may be modified to such extent as permitted by other provisions in this Section.

17.2 Automatic sprinkler systems shall be of standard, approved types so installed and maintained as to provide complete coverage for all portions of the premises protected, except insofar as partial protection is specified in other paragraphs of this Section.

17.3 Automatic sprinkler systems for schools shall be those designed to protect occupancy classifications that are considered light hazard occupancies.

17.4 Automatic sprinkler systems shall be provided with water flow alarm devices to give warning of operation of the sprinkler due to fire, and such alarm devices shall be installed so as to give warning throughout the entire school building. The sprinkler alarm detection may be connected to the fire alarm system required by state law.

17.5 Partial automatic sprinkler systems shall provide complete protection in the basement and other hazardous areas. Above the basement area, stairwells and corridors shall be sprinklered. Nonhazardous classrooms are

not required to be sprinklered for partial systems.

- 17.6 (a) All automatic sprinklers installed in school buildings shall be provided with adequate and reliable water supplies.
- (b) Public water supplies for sprinkler systems in schools shall have a minimum of four (4) inch service pipe providing a minimum of five hundred (500) gallons of water per minute and shall have at least fifteen (15) pounds pressure at the highest sprinkler head.
- (c) Where public water supply is not available and a pressure supply tank is used, the tank shall be a minimum of six thousand (6,000) gallons capacity. The pressure tank shall operate at an air pressure adequate to discharge all of the water in the tank.

17.7 All automatic sprinkler systems required by these regulations shall be maintained in a reliable operating condition at all times and such periodic inspections and tests as are necessary shall be made to assure proper maintenance.

17.8 In existing buildings of ordinary or better construction, stairway enclosures will not be required if protected by a partial or standard sprinkler system. Basement cutoffs of vertical openings will be required. This modification of open stairways is permitted only in buildings that do not exceed a basement and two (2) full stories.

Section 18. OPEN PLAN BUILDINGS:

18.1 An "Open Plan Building" is defined as any building where there are no permanent solid partitions between rooms or between rooms and corridors that are used for exit facilities.

18.2 Open plan buildings shall have enclosed stairways and any other vertical openings between floors protected in accordance with paragraph 7.1.

18.3 Open plan buildings shall not exceed thirty thousand (30,000) square feet in undivided area. Solid walls or smoke stop partitions shall be provided at intervals not to exceed three hundred (300) feet. Such walls or partitions shall have doors of a type that are at least one and three-fourths (1 $\frac{3}{4}$) inch solid core wood doors and the partitions shall be the equivalent of one-hour construction.

18.4 Any cafeterias, gymnasiums or auditoriums shall be separated from the rest of the building by solid walls and no exits from other parts of the building shall require passing through such assembly areas.

18.5 Open plan buildings that do not have a direct exit door from each classroom to the outside shall be protected by a complete automatic fire detection system.

18.6 A sprinkler system may be installed in lieu of an automatic fire detection system in an open plan building.

18.7 Distance of travel to the nearest exit in an open plan building shall not exceed one hundred (100) feet from any point except that in a sprinklered building the distance may be increased to one hundred fifty (150) feet.

DIVISION III

NEW COLLEGE BUILDINGS

Section 19. EXITS:

19.1 Exits shall be provided of kinds, numbers, location and capacity appropriate to the individual building or structure, with due regard to the character of the occupancy, the number of persons exposed, the fire protection available, and the height and type of construction of the building or structure, to afford all occupants convenient facilities for escape.

19.2 The population of all college buildings, for the purpose of determining the required exits and the required space for classroom use, shall be determined on the following basis.

- (a) The square feet of floor space for persons in college buildings shall be one (1) person for each forty (40) square feet of gross area.
- (b) In gymnasiums and auditoriums, the capacity for seating shall be on the basis of six (6) square feet net per person.

19.3 Exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of every building or structure at all times when the building or structure is occupied. No locks or fasteners to prevent free escape from the inside of any building shall be installed.

19.4 Exits shall be clearly visible or routes to reach them shall be conspicuously indicated in such manner that every occupant of every educational building who is physically and mentally capable will readily know the direction of the escape from any point and each path of escape in its entirety shall be so arranged or marked that the way to a place of safety outside is unmistakable.

19.5 In all college buildings where artificial illumination is needed, electric exit signs or directional indicators shall be installed and adequate lighting provided for all corridors and passageways.

19.6 Fire escapes shall not be permitted on new construction.

19.7 There shall be a minimum of two (2) means of exit remote from each other from each floor of every college building. The traveled distance from a classroom door to an exit shall not exceed one hundred (100) feet measured along the line of travel. In sprinklered buildings, the distance may be increased to one hundred fifty (150) feet.

19.8 Every room with a capacity of one hundred (100) persons or over and having more than two thousand (2,000) square feet of floor area shall have at least two (2) doorways as remote from each other as practicable. Such doorways shall provide access to separate exits but may open onto a common corridor leading to separate exits in opposite directions.

Section 20. CORRIDORS:

20.1 Corridors used as means of access to exits, and corridors used for discharge from exits, shall provide a clearance of at least six (6) feet in width. Room doors or locker doors swinging into corridors shall not, at any point in the swing, reduce the clear effective width of the corridor to less than six (6) feet, nor shall drinking fountains or other equipment, fixed or movable, be so placed as to obstruct

the required minimum six (6) foot width.

20.2 In new construction, open clothing storage shall not be permitted in exit corridors.

20.3 No combustible materials shall be stored in exit corridors.

20.4 The walls of corridors, used for exit facilities, shall be solid partitions of noncombustible finish material.

20.5 Where borrowed light panels of clear glass are used in exit corridors, the requirements of Section 33, of these regulations shall apply.

20.6 Any single corridor or combination of corridors having an unbroken length of three hundred (300) feet or more shall be divided into sections by smoke barriers consisting of smoke stop doors. Doors may be of ordinary solid wood type not less than one and three-eighths ($1\frac{3}{8}$) inches thick with clear wired glass panels. Such doors shall be of self-closing, double-swing type and may be either single or double. They shall close the opening completely with only such clearance as is reasonably necessary for proper operation.

20.7 There shall be no dead end in any corridor or hall more than twenty (20) feet beyond the exit.

Section 21. DOORS:

21.1 The entrance and exit doors of all college buildings and the doors of all classrooms shall open outward.

21.2 Doors protecting stairways may have wire glass panes installed providing that the size of any single pane does not exceed nine hundred (900) square inches.

21.3 Doors protecting vertical openings or fire doors installed where protection of hazardous rooms or areas are required shall be equipped with door closers and shall not be blocked open.

21.4 (a) Classroom doors shall be thirty-six (36) inches wide.

(b) College buildings designed without doors to classrooms shall meet the requirements of Section 33 of these regulations.

21.5 Boiler, furnace or fuel room doors, communicating to other building areas, shall be one and one-half ($1\frac{1}{2}$) hour rated doors and frames normally closed and hung to swing into the boiler room.

Section 22. STAIRWAY ENCLOSURES AND FLOOR CUTOFFS:

22.1 In new college buildings, stairs shall be enclosed with protected noncombustible construction. Doors shall be one and three-fourths ($1\frac{3}{4}$) inch solid wood construction or better with wire glass allowable.

22.2 In new construction, the enclosures or protection of vertical openings shall be of the same type of construction as the surrounding material used for walls and partitions.

22.3 Stairways from boiler, furnace or fuel rooms, communicating to other building areas, shall be enclosed at top and bottom. The entire stair enclosure shall be noncombustible construction. The doors (other than to the boiler room) may be one and three-fourths ($1\frac{3}{4}$) inch solid wood with a maximum of nine

hundred (900) square inches of wired glass allowable.

Section 23. INTERIOR FINISHES:

23.1 The interior finishes of all exit corridors and passageways shall have Class A ceiling finish with a flame spread rating of not more than twenty-five (25) as determined by the "fire tunnel tests" conducted by the Underwriters Laboratories Incorporated and assigned to materials used for interior finish.

23.2 Whenever the Fire Marshal determines the fire hazard is great enough, Class A materials for room finishes shall be used in science laboratories, shop areas, and such other areas as the Fire Marshal shall designate, in addition to those areas designated by paragraph 23.1.

23.3 In new construction, all interior finishes shall be Class C or better.

Section 24. CONSTRUCTION:

24.1 Types of construction defined:

- (a) Fire-resistive.
- (b) Heavy timber.
- (c) Noncombustible.
- (d) Ordinary.
- (e) Wood frame.

24.2 Noncombustible, ordinary or wood frame construction may be modified by using materials giving one-hour or greater fire protection.

24.3 Types of construction permitted:

- (a) One story buildings and one story wings on multi-story buildings may be any of the types designated in paragraph 24.1, or combinations thereof, but with ordinary or wood frame construction, protected materials shall be used.
- (b) Two story buildings may be constructed of fire-resistive or protected noncombustible materials throughout, or the first story may be constructed of fire-resistive or protected noncombustible materials with the second story having either heavy timber or noncombustible materials.
- (c) Buildings of more than two (2) stories shall be fire-resistive throughout.

24.4 Construction of the floor located above a basement shall be of fire-resistive or protected noncombustible materials.

24.5 Construction of the floor located above a crawl space or a pipe tunnel shall be of fire-resistive or noncombustible materials.

24.6 Boiler rooms, furnace rooms or fuel rooms which have no stories located above may be constructed of fire-resistive, noncombustible, protected heavy timber or protected ordinary materials.

24.7 Boiler rooms, furnace rooms or fuel rooms with building above shall be of fire-resistive construction.

Section 25. FIRE ALARM SYSTEMS:

25.1 In new construction, resident halls shall be equipped with fire alarm systems. In other educational buildings where watchman service is provided and the occupancy is not deemed hazardous, alarm systems are not required. If an alarm system is required, it shall

comply with the provisions of Section 10 of these regulations.

Section 26. ELECTRICAL WIRING:

26.1 The electrical wiring of any educational building shall have enough circuits to provide adequate service without the need of over-fusing the circuits.

26.2 The electrical wiring and component parts shall be properly maintained and serviced so as to eliminate the overheating or shorting that could cause a fire.

26.3 In new construction, electrical wiring shall be in metal raceways.

Section 27. HEATING EQUIPMENT:

27.1 Heating equipment shall be installed, where applicable, in rooms constructed in accordance with paragraphs 24.6 and 24.7.

27.2 Installation for any heating equipment shall be in accordance with the manufacturer's instruction and conditions of safe operation.

27.3 Acceptable evidence for complying with paragraph 27.2 shall be labeling or listed equipment by Underwriters Laboratories Incorporated, The American Gas Association Testing Laboratories, or approval of the State Fire Marshal.

27.4 Oil burning equipment shall be installed, maintained and operated in accordance with Chapter VIII of the Flammable Liquid Regulations of the State of Iowa.

27.5 All gas burning equipment shall be installed and maintained in accordance with Division VIII of the Liquefied Petroleum Gas Regulations of the State of Iowa.

Section 28. GAS PIPING:

28.1 Gas piping shall be in accordance with Division VIII of the Liquefied Petroleum Gas Regulations of the State of Iowa.

28.2 All gas service lines into buildings shall be brought out of the ground before entering the building and shall be equipped with a shutoff valve outside the building.

Section 29. FIRE EXTINGUISHERS:

29.1 Each college building shall be equipped with fire extinguishers of a type, size and number approved by the State Fire Marshal.

Section 30. BASEMENTS:

30.1 Basement classrooms may be used provided there is compliance with paragraph (a) or (b) and compliance with paragraphs (c) and (d).

- (a) Direct access door from classrooms to the outside.
- (b) Classroom doors open into a corridor that leads directly outside.
- (c) Inside stairs from basement corridors, serving basement classrooms, shall not communicate with other stories above unless of fire-resistive construction.
- (d) Doors from basement classroom corridors, to other areas of the basement, shall be Class B and equipped with door closers except that solid frames and solid core wood doors, not less than one and three-fourths (1 3/4) inches thick, shall be permitted.

Section 31. FIRE HAZARD SAFEGUARDS IN NEW BUILDINGS:

31.1 Ventilating ducts discharging into attics of combustible construction shall be blocked off, protected with fire dampers or extended in a standard manner through the roof.

31.2 Cooking ranges and other cooking appliances in food service area kitchens shall be provided with ventilating hoods, grease filters, and shall be vented to the outside in an approved manner.

31.3 Discarded furniture, furnishings or other combustible material shall not be stored or allowed to accumulate in attics or concealed spaces. Designated storage space shall be provided for equipment that may be used periodically throughout the school year and necessary to the college operation or curriculum schedule.

31.4 Storage facilities for materials and supplies shall be in storage rooms designed for this purpose.

31.5 Waste paper baling and storage shall be in a room without ignition hazards and separated from other parts of the building by fire-resistant construction.

Section 32. AUTOMATIC SPRINKLERS:

32.1 Automatic sprinkler systems shall be of standard, approved types so installed and maintained as to provide complete coverage for all portions of the premises protected, except insofar as partial protection is specified in other paragraphs of this Section.

32.2 Automatic sprinkler systems for college buildings shall be those designed to protect occupancy classifications that are considered light hazard occupancies.

32.3 Automatic sprinkler systems shall be provided with water flow alarm devices to give warning of operation of the sprinkler due to fire, and such alarm devices shall be installed so as to give warning throughout the entire building. The sprinkler alarm detection may be connected to the fire alarm system required by state law.

32.4 (a) All automatic sprinklers installed in college buildings shall be provided with adequate and reliable water supplies.

(b) Public water supplies for sprinkler systems in college buildings shall have a minimum of four (4) inch service pipe providing a minimum of five hundred (500) gallons of water per minute and shall have at least fifteen (15) pounds pressure at the highest sprinkler head.

(c) Where public water supply is not available and a pressure supply tank is used, the tank shall be a minimum of six thousand (6,000) gallons capacity. The pressure tank shall operate at an air pressure adequate to discharge all of the water in the tank.

32.5 All automatic sprinkler systems required by these regulations shall be maintained in a reliable operating condition at all times and such periodic inspections and tests as are necessary shall be made to assure proper maintenance.

Section 33. OPEN PLAN BUILDINGS:

33.1 An "Open Plan Building" is defined

as any building where there are no permanent solid partitions between rooms or between rooms and corridors that are used for exit facilities.

33.2 Open plan buildings shall have enclosed stairways and any other vertical openings between floors protected in accordance with paragraph 22.1.

33.3 Open plan buildings shall not exceed thirty thousand (30,000) square feet in undivided area. Solid walls or smoke stop partitions shall be provided at intervals not to exceed three hundred (300) feet. Such walls or partitions shall have doors of a type that are at least one and three-fourths (1 $\frac{3}{4}$) inch solid core wood doors and the partitions shall be the equivalent of one-hour construction.

33.4 Any cafeterias, gymnasiums or auditoriums shall be separated from the rest of the building by solid walls and no exits from other parts of the building shall require passing through such assembly areas.

33.5 Open plan buildings that do not have a direct exit door from each classroom to the outside shall be protected by a complete automatic fire detection system.

33.6 A sprinkler system may be installed in lieu of an automatic fire detection system in an open plan building.

33.7 Distance of travel to the nearest exit in an open plan building shall not exceed one hundred (100) feet from any point except that in a sprinklered building, the distance may be increased to one hundred fifty (150) feet.

DIVISION IV

EXISTING COLLEGE BUILDINGS

Section 34. EXITS:

34.1 Exits shall be provided of kinds, numbers, location and capacity appropriate to the individual building or structure, with due regard to the character of the occupancy, the number of persons exposed, the fire protection available, and the height and type of construction of the building or structure, to afford all occupants convenient facilities for escape.

34.2 The population of all college buildings, for the purpose of determining the required exits and the required space for classroom use, shall be determined on the following basis.

- (a) The square feet of floor space for persons in college buildings shall be one (1) person for each forty (40) square feet of gross area.
- (b) In gymnasiums and auditoriums, the capacity for seating shall be on the basis of six (6) square feet net per person.

34.3 Exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of every building or structure at all times when the building or structure is occupied. No locks or fasteners to prevent free escape from the inside of any building shall be installed.

34.4 Exits shall be clearly visible or routes to reach them shall be conspicuously indicated in such manner that every occupant of every educational building who is physically and mentally capable will readily know the direction of the escape from any point and each path of escape in its entirety shall be so arranged or marked that the way to a place of safety outside is unmistakable.

34.5 In all college buildings where artificial illumination is needed, electric exit signs or directional indicators shall be installed and adequate lighting provided for all corridors and passageways.

34.6 Where additional outside stairs or fire escapes are required by law, they shall be Class B, double width (44 inches), and shall extend to the ground. Platforms for outside stairs or fire escapes shall have a minimum dimension of forty-four (44) inches. Outside stairs and fire escapes shall be constructed in accordance with the state law and regulations.

34.7 There shall be a minimum of two (2) means of exit remote from each other from each floor of every college building. The traveled distance from a classroom door to an exit shall not exceed one hundred (100) feet measured along the line of travel. In sprinklered buildings, the distance may be increased to one hundred fifty (150) feet.

34.8 Every room with a capacity of one hundred (100) persons or over and having more than two thousand (2,000) square feet of floor area shall have at least two (2) doorways as remote from each other as practicable. Such doorways shall provide access to separate exits but may open onto a common corridor leading to separate exits in opposite directions.

34.9 In existing buildings where exits do not comply with the requirements of Section 34 and in which hazardous conditions exist because of the number, width, construction or location of exits, the Fire Marshal may order additional exits to assure adequate safety of the occupants but under no condition may outside fire escapes exceed fifty (50) per cent of the required stairs.

Section 35. CORRIDORS:

35.1 Corridors used as means of access to exits, and corridors used for discharge from exits, shall provide a clearance of at least six (6) feet in width. Room doors or locker doors swinging into corridors shall not, at any point in the swing, reduce the clear effective width of the corridor to less than six (6) feet, nor shall drinking fountains or other equipment, fixed or movable, be so placed as to obstruct the required minimum six (6) foot width.

- 35.2 (a) In existing buildings, where clothes are hung exposed in exit corridors, they shall be separated by partitions of sheet metal or equivalent material. Partitions shall be placed at six (6) foot intervals, be a minimum of eighteen (18) inches in depth, extend at least one (1) foot above the coat hooks and within eight (8) inches of the floor.
- (b) Where open clothing is hung in exit corridors as described above, an automatic fire detection system shall be installed in the corridor. Sprinkler systems may be installed in lieu of the automatic detection system.

35.3 Except as permitted in paragraph 35.2, no combustible materials shall be stored in exit corridors.

35.4 The walls of corridors, used for exit facilities, shall be solid partitions of noncombustible finish material.

35.5 Where borrowed light panels of clear glass are used in exit corridors, the require-

ments of Section 49, of these regulations, shall apply, except that clear glass windows in doors and transoms may be permitted in existing buildings when nonhazardous activities are carried on in the classroom.

35.6 Any single corridor or combination of corridors having an unbroken length of three hundred (300) feet or more shall be divided into sections by smoke barriers consisting of smoke stop doors. Doors may be of ordinary solid wood type not less than one and three-eighths (1 3/8) inches thick with clear wired glass panels. Such doors shall be of self-closing, double-swing type and may be either single or double. They shall close the opening completely with only such clearance as is reasonably necessary for proper operation.

35.7 There shall be no dead end in any corridor or hall more than twenty (20) feet beyond the exit.

Section 36. DOORS:

36.1 The entrance and exit doors of all college buildings and the doors of all classrooms shall open outward.

36.2 Doors shall be provided for main exit facilities leading to a platform connecting with either outside stairs or fire escapes. Doors leading to outside stairways or fire escapes shall have a minimum width of forty (40) inches, except that on existing buildings where it is not practical to install a door of forty (40) inch width, a narrower door at least thirty (30) inches in width may be installed.

36.3 The main exit and entrance doors and doors leading to fire escapes shall be equipped with a latching device that cannot be locked against the exit.

36.4 Doors protecting stairways and doors leading to fire escapes or outside stairs may have wire glass panes installed providing that the size of any single pane does not exceed nine hundred (900) square inches.

36.5 Doors protecting vertical openings or fire doors installed where protection of hazardous rooms or areas are required shall be equipped with door closers and shall not be blocked open.

36.6 (a) In existing buildings, doors of not less than thirty (30) inches in width may be used.

(b) Buildings designed without doors to classrooms shall meet the requirements of Section 48 of these regulations.

36.7 Boiler, furnace or fuel room doors, communicating to other building areas, shall be one and one-half (1 1/2) hour rated doors and frames normally closed and hung to swing into the boiler room.

Section 37. WINDOWS:

37.1 Windows below or within ten (10) feet of an outside stairway or fire escape shall have panes of wire glass.

Section 38. STAIRWAY ENCLOSURES AND FLOOR CUTOFFS:

38.1 In buildings of more than one (1) story, stairs shall be enclosed with protected noncombustible construction except those in accordance with paragraph 38.2. Doors shall be one and three-fourths (1 3/4) inch solid wood construction or better with wire glass allowable.

38.2 In existing buildings of two (2) stories with no basement where such buildings are fire-resistive construction throughout, or fire-resistive first story and noncombustible or heavy timber second story, the stairs need not be enclosed, provided, (1) all exitway finish is Class A (flame spread rating not exceeding twenty-five (25)), (2) no open storage of wardrobe, books or furniture in exitways or spaces common to them and (3) providing these stairs from the second floor lead directly to an outside door or vestibule leading to the outside of the building.

38.3 In existing buildings, the stairway enclosures or the protection of vertical openings shall be the equivalent of wood studding with gypsum lath and plaster on both sides. The doors shall be at least one and three-fourths (1 3/4) inch solid core wood doors. Maximum nine hundred (900) square inch glass panels allowable.

38.4 Stairways from boiler, furnace or fuel rooms, communicating to other building areas, shall be enclosed at top and bottom. The entire stair enclosure shall be noncombustible construction. The doors (other than to the boiler room) may be one and three-fourths (1 3/4) inch solid wood with a maximum of nine hundred (900) square inches of wired glass allowable.

38.5 Except as provided elsewhere in this Section, interior stairways used as exits shall be enclosed. The construction of the enclosure shall be in accordance with the provisions of paragraph 38.1.

38.6 Cutoffs between floors for stairways not used as exit facilities shall use the same type of construction as provided in paragraph 38.1.

38.7 Where existing buildings because of layout and/or construction make it impossible to comply with Section 38, the Fire Marshal shall make an analysis of the building and may then order remedial construction or installation of fire detection or equipment which will correct hazardous conditions.

Section 39. INTERIOR FINISHES:

39.1 The interior finishes of all exit corridors and passageways shall have Class A ceiling finish with a flame spread rating of not more than twenty-five (25) as determined by the "fire tunnel tests" conducted by the Underwriters Laboratories Incorporated and assigned to materials used for interior finish.

39.2 Whenever the Fire Marshal determines the fire hazard is great enough, Class A materials for room finishes shall be used in science laboratories, shop areas, and such other areas as the Fire Marshal shall designate, in addition to those areas designated by paragraph 39.1.

Section 40. CONSTRUCTION:

40.1 All additions to existing buildings shall comply with Section 24, paragraphs 24.1—24.7, inclusive, of these regulations.

Section 41. FIRE ALARM SYSTEMS:

41.1 Upon inspection, the Fire Marshal may order the installation of an alarm or detection system in an existing building. If so ordered, the systems shall comply with Section 10 of these regulations.

Section 42. ELECTRICAL WIRING:

42.1 Electrical service in existing buildings and all remodeling or additions to the electric service shall comply with Section 26 of these regulations.

Section 43. HEATING EQUIPMENT:

43.1 Heating equipment shall be installed, where applicable, in rooms constructed in accordance with paragraphs 24.6 and 24.7 of these regulations.

43.2 Installation for any heating equipment shall be in accordance with the manufacturer's instruction and conditions of safe operation.

43.3 Acceptable evidence for complying with paragraph 43.2 shall be labeling or listed equipment by Underwriters Laboratories Incorporated, The American Gas Association Testing Laboratories, or approval of the State Fire Marshal.

43.4 Oil burning equipment shall be installed, maintained and operated in accordance with Chapter VIII of the Flammable Liquid Regulations of the State of Iowa.

43.5 All gas burning equipment shall be installed and maintained in accordance with Division VIII of the Liquefied Petroleum Gas Regulations of the State of Iowa.

Section 44. GAS PIPING:

44.1 Gas piping shall be in accordance with Division VIII of the Liquefied Petroleum Gas Regulations of the State of Iowa.

44.2 All gas service lines into buildings shall be brought out of the ground before entering the building and shall be equipped with a shutoff valve outside the building.

Section 45. FIRE EXTINGUISHERS:

45.1 Each college building shall be equipped with fire extinguishers of a type, size and number approved by the State Fire Marshal.

Section 46. BASEMENTS:

46.1 In existing college buildings, basement classrooms may be used provided there is compliance with paragraph (a) or (b) and compliance with paragraphs (c), (d) and (e).

- (a) Direct access door from classrooms to the outside.
- (b) Classroom doors open into a corridor that leads directly outside.
- (c) Inside stairs from basement corridors, serving basement classrooms, shall not communicate with other stories above unless of fire-resistive construction.
- (d) Doors from basement classroom corridors, to other areas of the basement, shall be Class B and equipped with door closers except that solid frames and solid core wood doors, not less than one and three-fourths (1¾) inches thick, shall be permitted.
- (e) Buildings, unless of fire-resistive construction, using the basement area for classroom purposes, shall have sprinkler or automatic alarm systems in the entire basement area.

Section 47. FIRE HAZARD SAFEGUARDS IN EXISTING BUILDINGS:

47.1 Ventilating ducts discharging into attics of combustible construction shall be blocked off, protected with fire dampers or extended in a standard manner through the roof.

47.2 Cooking ranges and other cooking appliances in food service area kitchens shall be provided with ventilating hoods, grease filters, and shall be vented to the outside in an approved manner.

47.3 Discarded furniture, furnishings or other combustible material shall not be stored or allowed to accumulate in attics or concealed spaces. Designated storage space shall be provided for equipment that may be used periodically throughout the school year and necessary to the college operation or curriculum schedule.

47.4 Space used for storage under stairways in existing buildings shall not be allowed unless the storage area is lined with material that will provide a one-hour, fire-resistant rating and provided with a tight-fitting door that has a comparable fire-resistant rating. Except when removing or storing stock, the door shall be kept closed and locked.

47.5 Waste paper baling and storage shall be in a room without ignition hazards and separated from other parts of the building by fire-resistant construction.

Section 48. AUTOMATIC SPRINKLERS:

48.1 Paragraphs 48.2—48.9, inclusive, shall apply, if upon inspection by the Fire Marshal a building or area is deemed hazardous for life safety and a sprinkler system installation is ordered.

48.2 Where automatic sprinkler protection is provided, other requirements of these regulations may be modified to such extent as permitted by other provisions in this section.

48.3 Automatic sprinkler systems shall be of standard, approved types so installed and maintained as to provide complete coverage for all portions of the premises protected, except insofar as partial protection is specified in other paragraphs of this Section.

48.4 Automatic sprinkler systems for college buildings shall be those designed to protect occupancy classifications that are considered light hazard occupancies.

48.5 Automatic sprinkler systems shall be provided with water flow alarm devices to give warning of operation of the sprinkler due to fire, and such alarm devices shall be installed so as to give warning throughout the entire building. The sprinkler alarm detection may be connected to the fire alarm system required by state law.

48.6 Partial automatic sprinkler systems shall provide complete protection in basement and other hazardous areas. Above the basement area, stairwells and corridors shall be sprinklered. Nonhazardous classrooms are not required to be sprinklered for partial systems.

48.7 (a) All automatic sprinklers installed in college buildings shall be provided with adequate and reliable water supplies.

(b) Public water supplies for sprinkler systems in college buildings shall have

a minimum of four (4) inch service pipe providing a minimum of five hundred (500) gallons of water per minute and shall have at least fifteen (15) pounds pressure at the highest sprinkler head.

- (c) Where public water supply is not available and a pressure supply tank is used, the tank shall be a minimum of six thousand (6,000) gallons capacity. The pressure tank shall operate at an air pressure adequate to discharge all of the water in the tank.

48.8 All automatic sprinkler systems required by these regulations shall be maintained in a reliable operating condition at all times and such periodic inspections and tests as are necessary shall be made to assure proper maintenance.

48.9 In existing buildings of ordinary or better construction, stairway enclosures will not be required if protected by a partial or standard sprinkler system. Basement cut-offs of vertical openings will be required. This modification of open stairways is permitted only in buildings that do not exceed a basement and two (2) full stories.

Section 49. OPEN PLAN BUILDINGS:

49.1 In existing college buildings, where the design of the building lends itself to the classification of an open plan building, the requirements for fire safety of 49.2—49.8, inclusive, shall apply.

49.2 This will include regulations for all

buildings where there are no permanent solid partitions between rooms or between rooms and corridors that are used for exit facilities.

49.3 Open plan buildings shall have enclosed stairways and any other vertical openings between floors protected in accordance with paragraph 38.1.

49.4 Open plan buildings shall not exceed thirty thousand (30,000) square feet in undivided area. Solid walls or smoke stop partitions shall be provided at intervals not to exceed three hundred (300) feet. Such walls or partitions shall have doors of a type that are at least one and three-fourths (1¾) inch solid core wood doors and the partitions shall be the equivalent of one-hour construction.

49.5 Any cafeterias, gymnasiums or auditoriums shall be separated from the rest of the building by solid walls and no exits from other parts of the building shall require passing through such assembly areas.

49.6 Open plan buildings that do not have a direct exit door from each classroom to the outside shall be protected by a complete automatic fire detection system.

49.7 A sprinkler system may be installed in lieu of an automatic fire detection system in an open plan building.

49.8 Distance of travel to the nearest exit in an open plan building shall not exceed one hundred (100) feet from any point except that in a sprinklered building, the distance may be increased to one hundred fifty (150) feet.

BOARD OF REGENTS

[Filed Sept. 30, 1960]

Pursuant to the authority conferred in Section 262.9 (3) Code of Iowa, 1958, Rules and Regulations of the State Board of Regents under the title, "Admission Requirements of the State University of Iowa, Iowa State College of Agriculture and Mechanic Arts, and Iowa State Teachers College" as they appear on pages 6, 7, 8, 9, 10, 11, 12, 13, 14 and preceding the heading, "Department of Social Welfare" on page 15 in the Iowa Departmental Rules, January 1959 Supplement and amendments thereto, are rescinded, effective September 1, 1961 and the following adopted in lieu thereof:

ADMISSION REQUIREMENTS OF THE STATE UNIVERSITY OF IOWA, THE IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, AND THE IOWA STATE TEACHERS COLLEGE

The State Board of Regents has adopted the following regulations governing admission of students to the three institutions:

I. Regulations common to the three institutions.

II. Supplemental specific regulations for each institution.

In addition each institution is expected to carry such other information in its catalogue as is necessary to make the admissions process operate within the framework of these regulations.

Amendments and changes in these regulations normally are proposed by the institutions to

the Iowa Committee on Secondary Schools and College Relations, which examines the proposals and makes specific recommendations to the State Board of Regents, empowered by law to establish the admissions requirements.

I. REGULATIONS COMMON TO THE THREE INSTITUTIONS

A. ADMISSION OF FRESHMAN STUDENTS

A student desiring admission must meet the requirements in this section and also any special requirements for the curriculum, school, or college of his choice.

He must submit a formal application for admission and must have the secondary school provide a certificate of high school credits, including a complete statement of the applicant's high school record, rank in class, scores on standardized tests, and certification of high school graduation. The applicant must also submit any other evidence such as a certificate of health that may be required by the individual institution of higher learning.

1. A graduate of an approved Iowa high school who has the proper subject-matter background, who is in the upper one-half of his graduating class, and who meets specific curricular requirements will generally be admitted upon certification of graduation, if he applies for admission.

A candidate who is not in the upper one-half of his graduating class may be required to take special examinations and may after a review of his entire record and at the discretion of the Admissions Officers: (1) be admitted unconditionally, (2) be admitted on

probation, (3) be required to enroll for a try-out period during a preceding summer session, or (4) be denied admission.

2. A graduate of an accredited high school in another state must meet at least the same standards as a graduate of an Iowa high school. The options for admission by probation or tryout enrollment may not be open to these students. Each college reserves the right to demand higher standards from graduates of out-of-state high schools.

3. A graduate of a non-approved high school must submit all data as required above and in addition must take examinations which will demonstrate his general competence* to do successful college work.

4. An applicant who is not a high school graduate must submit all data required above in so far as it exists and must take examinations to demonstrate general competence* to do college work. Evidence of specific competence for admission to a given curriculum will also be required.

*Examinations for the determination of general competence to do college work are determined by the Iowa Committee on Secondary School and College Relations and are comparable for all three state institutions. Competence established at one is acceptable at all three, but due to different specific curricular requirements, does not guarantee admission to either of the other two.

B. ADMISSION OF UNDERGRADUATE STUDENTS BY TRANSFER FROM OTHER COLLEGES

1. Students from accredited colleges and universities. Transcripts of record are given full value if coming from colleges or universities accredited by the North Central Association of Colleges and Secondary Schools or similar regional associations. For schools not regionally accredited the recommendations contained in the current issue of the Report of Credit Given by Educational Institutions published by the American Association of Collegiate Registrars and Admissions Officers will be followed.

a. Each applicant shall submit an official transcript bearing the original seal and signature of the official in charge of records from each college or university which the student has attended previously. The student will also submit any other records or letters which the college may require to support his application for admission.

b. A transfer applicant shall be expected to have maintained a "C" average (2.00 based on an "A" grade being 4 points) for all college work previously attempted and not be under suspension from the last college attended. Students who are not residents of Iowa may be expected to have maintained a 2.25 grade index.

c. A student who is below the above standard may be permitted to take entrance examinations. If the applicant successfully completes the examinations he may be admitted on probation.

d. In general transfer applicants under academic suspension from the last college attended will not be considered for admission during the period of suspension or if for an indefinite period, until six months have passed since the last date of attendance. When eligible

for consideration the applicant will be considered as in "c" above.

e. A transfer applicant under disciplinary suspension will not be considered for admission until a clearance and a statement of the reason for suspension is filed from the previous college. When it becomes proper to consider an application from a student under suspension, the college must take into account the fact of the previous suspension in consideration of the application. An applicant granted admission under these circumstances will always be on probation and his admission subject to cancellation.

f. Applicants for admission by transfer who do not meet the standards may be denied.

g. Transfer credit from a junior college will not be accepted if that credit is earned after the total number of hours of credit accumulated by this student at all institutions attended exceeds one-half of the number of hours needed for the earning of the baccalaureate degree.

2. Students from nonaccredited colleges. A college may refuse to recognize credit from a nonaccredited college or may admit the applicant on a provisional basis and provide a means for the validation of some or all of the credit. The validation period shall not be less than one semester and will ordinarily be a full academic year. The college will specify to the student the terms of the validation process at the time of provisional admission. Each student from a non accredited college will be considered on his merits and his admission or rejection is at the discretion of the admissions officer.

C. APPLICATION DEADLINES

Applicants for admission must submit the required applications for admission and the necessary official transcripts and other required documents to the admissions officer of the appropriate college at least ten days prior to the beginning of orientation for the session for which the student is applying. Applications for admission from students who are required to take entrance examinations will not be considered unless the examinations can be completed at least five days before the beginning of orientation. This regulation may be waived by the admissions officer only for adequate reasons.

This regulation does not apply to the Colleges of Medicine and Dentistry at the University and the College of Veterinary Medicine at the Iowa State University. Regulations applying to these are given in the following sections: IIA2; IIA6; IIB1e.

All new undergraduate students must complete the Iowa College Scholarship and Placement Tests or the equivalent as determined by the admissions officer before the beginning of orientation for the session in which the student first registers.

D. CLASSIFICATION OF RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES

1. General

Students enrolling at one of the three state institutions shall be classified as Resident or

Non-resident for admission, fee, and tuition purposes by the Registrar. The decision shall be based upon information furnished by the student and all other relevant information. The Registrar is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student, including proof of emancipation, adoption, award of custody, or appointment of a guardian. The burden of establishing that a student is exempt from paying the non-resident fee is upon the student.

For purposes of resident and non-resident classifications, the word "parents" as herein used shall include legal guardians or others standing in loco parentis in all cases where lawful custody of any applicant for admission has been awarded to persons other than actual parents.

2. Residence for Tuition Purposes

Regulations regarding residence for admission, fee and tuition payment are generally divided into two categories—those that apply to students who are minors and those that apply to students who are over twenty-one years of age. The requirements in these categories are different. Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state. The two categories are discussed in more detail below.

3. Students Who Are Minors

The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father during his life, and after his death, the residence of the mother, is the residence of the unemancipated minor; but if the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he lives or to whom he has been assigned by court order. The parents of a minor applying for admission will be considered residents of Iowa only if they have had a domicile within the state for six months immediately prior to the date of the minor's enrollment at Iowa State University or the State University of Iowa, or Iowa State Teachers College.

A minor admitted before his parents have moved to Iowa or before they have been here six months, may be reclassified as a Resident at the next registration after his parents have had a domicile here six months. A minor student whose parents move their residence from Iowa to a location outside of Iowa shall be considered to be a non-resident after six months from the date of the parents' removal from the state.

4. Students Over Twenty-one Years of Age

A resident student twenty-one years of age or over is (1) one whose parents were residents of the state at the time he reached his majority and who has not acquired a domicile in another state, or (2) who, while an adult, has established a bona fide residence in the state of Iowa by residing in the state for at least 12 consecutive months immediately preceding registration. Bona fide residence in Iowa means that the student is not in the state primarily to attend a college; that he is

in the state for purposes other than to attempt to qualify for resident status.

Any non-resident student who reaches the age of 21 years while a student at any school or college does not by virtue of such fact attain residence in this state for admission or tuition payment purposes.

5. General Facts

The residence of a wife is that of her husband. A non-resident female student may attain residence through marriage, and correspondingly, a resident female student may lose residence by marrying a non-resident. Proof of marriage should be furnished to the Registrar at the time change of status is requested.

Persons who are moved into the state as the result of military or civil orders from the government, or the minor children of such persons, are entitled to residence status after residing in Iowa for six months. However, if the initial registration of the minor children precedes the arrival of the parents, non-resident tuition will be charged in all cases until the next registration after the conditions set forth above are met.

Dependents of persons whose legal residence is permanently established in Iowa, who have been classified as residents for tuition purposes may continue to be classified as residents so long as such residence is maintained, even though circumstances may require extended absence of said persons from the state. It is required that persons who claim an Iowa residence while living in another state or country will provide proof of a continual Iowa domicile such as (1) evidence that they have not acquired a domicile in another state, (2) they have maintained a continuous voting record in Iowa, and (3) they have filed regular Iowa Income tax returns during their absence from the state.

Ownership of property in Iowa, or the payment of Iowa taxes, does not in itself establish residence.

A student from another state who has enrolled for a full program or substantially a full program, in any type of educational institution will be presumed to be in Iowa primarily for educational purposes, and will be considered not to have established residence in Iowa. Continued residence in Iowa during vacation periods or occasional periods of interruption to the course of study does not of itself overcome the presumption.

All students not classified as resident students shall be classified as non-residents for admission, fee and tuition purposes. A student who willfully gives incorrect or misleading information to evade payment of the non-resident fees and tuition shall be subject to serious disciplinary action and must also pay the non-resident fee for each session attended.

An alien who has entered the United States on an immigration visa and who has established a bona fide residence in Iowa by living in the state for at least twelve consecutive months immediately preceding registration may be eligible for resident classification providing he is in the state for purposes other than to attempt to qualify for resident status as a student.

Men in military service (except career service men) who listed Iowa as their residence prior to entering service and who, immediately

upon release, return to Iowa to establish their residence or enter college, will be classified as residents unless their parents moved from the state while the individual was still a minor.

Change of classification from non-resident to resident will not be made retroactive beyond the semester or session in which application for resident classification is made.

6. Review Committee

The decision of the Registrar on the residence of a student for admission, fee and tuition purposes may be appealed to a Review Committee. The finding of the Review Committee shall be final.

II. SUPPLEMENTAL SPECIFIC REGULATIONS FOR EACH INSTITUTION

The following requirements are in addition to those given in Section I above.

A. STATE UNIVERSITY OF IOWA

All applicants for admission to any college of the State University of Iowa must submit a formal application for admission with the required official transcripts and other supporting material as required to the Dean of Admissions and Registrar. Students may not be registered until they have been issued an admission statement by the Dean of Admissions and Registrar.

1. College of Business Administration

For admission to the College of Business Administration an applicant must have

a. Satisfied the requirements of the College of Liberal Arts of the State University of Iowa as to Communication Skills, Mathematics Skills, and one* Core Course (Natural Science or Historical-Cultural or Literature). (For the Natural Science Core there may be substituted 8 semester hours of credit in mathematics, excluding Mathematics Skills and 22:51 and 22:52, Astronomy, or 4 semester hours of credit in Mathematics, with the same exclusion, plus 4 semester hours of credit in any natural science laboratory course.)

* It is recommended that a second Core Course requirement be satisfied by the end of the sophomore year. Completion of all three Cores is required for the B.B.A. degree.

Transfer students are permitted to satisfy the basic requirements in the following ways:

Communication Skills: By transferring 6 semester hours credit in English composition and rhetoric and 2 semester hours credit in speech.

Mathematics Skills: By transferring credit for any college course in mathematics.

Core Courses:

Natural Science: By transferring 8 semester hours credit in any of these areas: Astronomy, Bacteriology, Botany, Chemistry, Geology, Mathematics, Physics, Physiology, and Zoology.

Historical-Cultural: By transferring 8 semester hours credit in any of these areas: History, Philosophy, Religion, and History and Appreciation of Art, Music, or Drama.
Literature: By transferring 6 semester hours credit in literature.

b. Satisfied the Military Science requirement of the State University of Iowa to the

degree commensurate with his classification (sophomore, junior, etc.) and status. Transfer students may satisfy this requirement by transferring two years of work in Military Science; by transferring a minimum total of 40 semester hours credit; by having passed the twenty-third birthday prior to admission; or by presenting official evidence of having completed the basic training program in any of the armed services.

c. Received credit for a one-year course in either Principles of Accounting or Principles of Economics.

d. Maintained a grade-point average of not less than 2.0 on all work undertaken if admission is to be unconditional. A transfer student whose grade-point average is below 2.0 may be offered examinations to determine his eligibility to enter the College of Business Administration.

Students who have minor deficiencies in meeting the above requirements may petition the Registrar for conditional or probationary admission to the College of Business Administration.

2. College of Dentistry

The closing date for applications and credentials will be February 15 for the class to enter Dentistry the following September. Applicants are urged to file the completed application and the necessary official transcripts as soon as possible after October 1 preceding the September in which they enter Dentistry.

Applicants for admission to Dentistry are encouraged to complete a program leading to a standard bachelor's degree before entering Dentistry. Applicants should consider a combined program between Liberal Arts and Dentistry which would grant a standard bachelor's degree upon the completion of the freshman year in Dentistry. Preference will be given to students who have a bachelor's degree or who have completed the requirements for the degree on a combined program.

General Basis for Admission.

The college work outlined below will meet the minimum academic requirements for admission to the College of Dentistry of the State University of Iowa. Each applicant must place on file in the Office of the Dean of Admissions, the completed application form and official transcript from all colleges attended. The record must show the satisfactory completion of a high school program or its equivalent and the completion in a fully accredited college of arts and sciences of at least two full years of work comprising not less than sixty-four semester hours. The academic work presented must include the required courses which are listed below.

Applicants must have satisfied the Communication Skills requirement of the College of Liberal Arts of the State University of Iowa. Applicants who have done their work at other institutions may meet this requirement by presenting 6 semester hours of credit in English composition and rhetoric and 2 semester hours of credit in speech.

Biology: 8 semester hours, of which at least 4 must be in zoology with laboratory. In all cases, one-half the credit must be for laboratory work.

Physics: 8 semester hours, which must in-

clude at least 2 semester hours of work in a laboratory course.

Chemistry: A total of 16 semester hours, including a minimum of 8 semester hours of inorganic chemistry, at least twenty-five per cent of which must be laboratory hours, and 8 semester hours of organic chemistry, of which at least twenty-five per cent must be laboratory hours.

Electives: Enough additional arts courses to make the total of two full years or 64 semester hours. The electives should be chosen so as to give the applicant a well-rounded educational background.

Scholarship. To be considered for admission, an applicant must have attained a grade point average of at least 2.5 for all college work undertaken. As the quality of work in pre-dental science is very basic to success in Dentistry, special attention will be given by the Admissions Committee to grades in science. The grade point average is based upon the State University of Iowa's marking system in which a grade of "A" is equivalent to 4 points. Other marking systems will be evaluated by the Office of the Registrar and the Committee on Admissions of the College of Dentistry.

Fulfillment of the specific requirements for admission listed does not insure admission to the College of Dentistry. From the applicants meeting the minimum requirements the Admissions Committee will select the applicants who, in their judgment, appear to be the best qualified for the study and practice of dentistry. The Committee considers the applicants' academic averages, the scores on the required Dental Aptitude Tests, and several other factors.

Since the available places in the Freshman Class of the College of Dentistry are limited, preference will be given applicants who are residents of Iowa under the University's regulations on residence as determined by the University Registrar. If it is found possible to consider a limited number of applicants who are non-residents of Iowa under the University's regulations, preference will be given to applicants having the highest scholastic standing.

Personal interviews will be required of applicants for admission. Applicants will be notified when they should appear for the required interviews with members of the Admissions Committee.

Required Dental Aptitude Test. All applicants must complete the dental aptitude tests sponsored by the Council on Dental Education of the American Dental Association. All applicants for admission to the College of Dentistry will, if they meet the minimum requirements for admission, receive an application form from the University for the required tests. The required fee for the examination must be paid when the application is completed. The fee will entitle the applicant to request that his scores be sent to not more than five dental schools. Applicants are requested to submit applications well before the test deadline. Tests are given three times annually and the State University of Iowa is a testing center. Applicants wishing to apply for admission to the State University of Iowa's College of Dentistry are urged to complete the examination in either October or January as the class is selected early in the spring.

Deposit by Accepted Applicants. Accepted applicants are required to make the required deposit within two weeks after notification of favorable action on their applications. This deposit is not returnable but is credited toward the first fee payment. The applicant who fails to make the payment within the time specified forfeits his place in the entering class.

Physical Examination. Before registration each applicant must present evidence of having satisfactorily passed a physical examination by the University Student Health Service.

Advanced Standing. Applications for admission with advanced standing are handled as individual cases.

Combined Liberal Arts-Dentistry Course.

The provision for acceptance, by the College of Liberal Arts, of 30 semester hours of elective credit from any other college of the University makes it possible for the student who enters the College of Dentistry to obtain the bachelor's degree from the College of Liberal Arts upon the successful completion of the freshman year. To take advantage of this plan, the student must fulfill all specific requirements for the bachelor's degree, including the requirements for a major in some department or area of concentration. The successful completion of the last 30 hours in the College of Liberal Arts preceding enrollment in the College of Dentistry satisfies the College residence requirements.

3. College of Engineering

Applicants for Engineering must have satisfactorily completed the following college subjects for unconditional admission:

Trigonometry (equivalent to Mathematics 22:4 at the University). Prerequisites, Intermediate Algebra 22:3, or one and one-half years of high school algebra and one year of plane geometry or equivalent. Analytic Geometry (equivalent to Mathematics 22:5), Prerequisite, 22:4, or equivalent. Communication Skills (equivalent to Communication Skills 10:1).

To meet these requirements a student may: Enroll in the College of Engineering after graduation from high school and complete these requirements before registering for required subjects for which they are prerequisites provided he ranked in the upper half of his graduating class and attained satisfactory scores on the Iowa College Placement Tests; or Enroll in the College of Liberal Arts at the University or an accredited junior college or senior college to complete these requirements and then transfer to the College of Engineering provided his cumulative grade-point average is 2.0 (C) or better. Students who have not attained this grade-point average but who have completed Engineering Drawing, Chemistry, and mathematics through Integral Calculus may be admitted to the College of Engineering if their cumulative grade-point average is 1.8 or more.

As the number of applicants who can be admitted to Engineering is limited, the Admissions Committee will select the candidates who appear to be the best qualified for work in Engineering.

4. Graduate College

Graduates of any college or university accredited by regional accrediting associations may if the academic record is satisfactory be admitted to the Graduate College. Admission to the Graduate College is not the equivalent of acceptance as a candidate for an advanced degree. Such acceptance is given usually after the completion in residence of work at the University and upon recommendation of the major department and approval by the Dean of the Graduate College. The acceptance of a student as a degree candidate is determined upon the merits of each individual case.

A student who is within four semester hours of having satisfied all the requirements for the bachelor's degree in the State University of Iowa may be given a tentative admission to the Graduate College.

5. College of Law

Applicants for Law must present a C or 2.0 average on all college work attempted. A minimum of 90 semester hours exclusive of required courses in Air or Military Science and physical education in an accredited college of liberal arts must be completed prior to admission to the College of Law. Prospective students are urged to complete the requirements for a bachelor's degree prior to entrance or to complete requirements on a Combined Liberal Arts-Law curriculum so that the Bachelor of Arts degree can be granted prior to or at the time of graduation from the College of Law. Students with 90 hours of acceptable work, however, will be admitted to the College of Law. If such students complete the requirements and receive a Bachelor of Arts degree by the time they are ready to graduate from the College of Law, they will be entitled to the Juris Doctor degree, provided their scholastic averages meet requirements for that degree.

Students who transfer courses from other law schools and who wish to be candidates for degrees at the State University of Iowa must have satisfied admission requirements at this University at the time of admission to the other school.

6. College of Medicine

Address all inquiries regarding admission to the Dean of Admissions and Registrar, University Hall, State University of Iowa. Applications will be received beginning July 1 of the year preceding the beginning of the class for which application is being made. Students are urged to apply as early as possible since this will give the Admissions Committee more time to devote to each application. The closing date for receiving applications shall be January 1.

A fee of \$5.00 (for the evaluation of credentials) must accompany the application of all applicants who have not completed work in residence at the State University of Iowa.

Age. Applications from those who are more than 30 years of age will be considered for acceptance only in exceptional cases.

Admission Requirements. The completion of a four-year course in a liberal arts college, which should include the required subjects listed below, is strongly recommended, and students having the bachelor's degree will be preferred. It is expected that students plan-

ning to apply for admission after three years of liberal arts college work will have elected courses required by their college as satisfying the requirements for the bachelor's degree on a combined curriculum.

General Basis for Admission. Fulfillment of the specific requirements for admission listed below does not insure admission to the College of Medicine. From the applicants meeting the specific requirements, the Admissions Committee of the College of Medicine will select those applicants who in their judgment appear to be best qualified for the study and practice of medicine.

Students planning to study medicine should bear in mind that the college work is required because in addition to prerequisite sciences it offers an opportunity to secure a well-rounded education, which is of special importance to those entering the medical profession. In the selection of applicants, preference will be given to those who give evidence of having obtained such a broad education. Students are, therefore, urged to take courses in history, psychology, economics, philosophy, and foreign languages. Of the latter, Latin and Greek are not only of cultural value but afford valuable practical foundations for scientific and medical expression.

Secondary School Credit. The applicant should have graduated from an approved high school.

College Credits. The college work as outlined below will suffice to meet the minimal academic requirements for admission to the College of Medicine.

Applicants who have completed the required liberal arts courses five or more years prior to seeking admission to this College of Medicine will be considered by the Admissions Committee only under exceptional conditions.

The college curriculum must include at least three years (ninety semester hours, exclusive of credit in required military or air science and physical education) in an approved college of arts and sciences.

These ninety semester hours should include the following specific courses, but the requirements may be waived in part for students who have demonstrated unusual proficiency in advanced work in certain subjects:

Communication Skills and Literature: Applicants must have demonstrated satisfactory accomplishment in Communication Skills according to the requirements of the College of Liberal Arts and in addition must have received eight semester hours of credit in the Literature core courses. Applicants from other institutions may meet this requirement by presenting six semester hours of credit in English composition and/or speech plus six semester hours of credit in American or English literature.

Social Science: Six or more semester hours of approved introductory departmental courses in the following areas of study: economics, geography, American government, elementary psychology, and sociology and cultural anthropology.

Physics: One year (ordinarily 8 semester hours) of which one-fourth must be for laboratory work.

Mathematics: College algebra (including

logarithms and quadratic equations) and trigonometry.

Chemistry: Courses including general inorganic chemistry, qualitative analysis, quantitative analysis, and organic chemistry with appropriate laboratory work in each (ordinarily totaling 20 semester hours), of which one-fourth must be for laboratory work.

Biology: One year (ordinarily 8 semester hours). This requirement may be satisfied by a course of eight semester hours in either general biology or zoology and botany (not by botany alone), but in all cases one-half the credit must be for laboratory work.

If the student's interests lead him to take additional work in mathematics and science, courses in analytic geometry, calculus, physical chemistry, comparative anatomy and genetics are recommended.

Vertebrate Embryology: One semester (ordinarily four semester hours) which must include laboratory work.

Electives: Additional hours to make a minimum of ninety, but not including credit for required military science and physical education. The Admissions Committee will evaluate the applicant on the basis of the courses chosen. Suggestions are: languages (classical and modern foreign), history, philosophy, ethics, science, and advanced courses in required subjects.

Scholarship. To be considered for admission, an applicant must have attained a grade-point average of at least 2.5 for all college work undertaken. As the quality of work in pre-medical science is very basic to success in Medicine, special attention will be given by the Admissions Committee to grades in science. The grade-point average is based upon the State University of Iowa's marking system in which a grade of "A" is equivalent to 4 points. Other marking systems will be evaluated by the Office of the Registrar and the Committee on Admissions of the College of Medicine.

Residence and Aptitude Test. Preference will be given to applicants with high scholastic standing who are residents of Iowa, or who are sons or daughters of graduates of the University, but consideration may also be given to outstanding non-residents. Applicants for admission are required to take the Medical College Admissions Test which is administered for the Association of American Medical Colleges. Applicants are requested to take this test in October. Students may make arrangements to apply for this examination through the University Examinations Service, 114 University Hall, State University of Iowa.

Interviews. Personal interviews will be required. Applicants will be contacted for the appointment for required interviews.

Deposit for Accepted Applicants. Accepted applicants are required to make the required deposit after January 15.

After January 15, the deposit must be made within two weeks after notification of favorable action on the application. This deposit will not be refunded but is credited toward the first fee payment. If an applicant fails to make the payment within the time specified, the applicant forfeits a place in the entering class.

Physical Examinations. Not later than a date to be specified by the Admission Officer, all applicants must secure from the University Health Service a certificate that they have satisfactorily passed their physical examination including an X-ray film of the chest and successful vaccination against smallpox. Appointments for the above examination will be made only after credentials have been reviewed by the registrar and must be made two weeks in advance. Address the Dean, College of Medicine regarding the time and place for the physical examination.

Admission to Advanced Standing. If their work preparatory to entering a college of medicine would have met entrance requirements of this college, students from other approved medical colleges may be admitted to advanced standing according to the following conditions:

Only applicants of high scholastic standing will be considered.

They must present certificates showing that they have satisfactorily completed courses equivalent to those already pursued by the class they wish to enter.

The Committee on Admission to Advanced Standing will decide in each case whether examinations in the various subjects will be required.

Applications will be considered only upon receipt of a statement from the dean or registrar of the college from which the applicant comes, showing the actual amount of time the student has spent in the study of medicine, the courses taken, and the grades received, together with a statement of the work preparatory to entering upon the course in medicine.

No advanced standing will be granted to students from other than approved medical schools. Students may be granted subject credit upon recommendation of the head of the department concerned, for work taken in other than medical schools.

Applicants for admission to the College of Medicine who are not candidates for a degree but who desire to register for special subjects, will be admitted to any lecture or laboratory course only upon complying with all the regular requirements for admission to such course or by action of the faculty upon recommendation of the professor in charge of the course.

7. College of Nursing

Basic Program Leading to the Degree of Bachelor of Science in Nursing.

Applicants must file with the application and official transcript a certified copy of the birth certificate. As the number of students that can be admitted is limited by laboratory and teaching facilities, the Admissions Committee will select the applicants that appear to be best qualified for the profession of Nursing. Admission will be based upon academic achievement, performance in required examinations, the results of a required physical examination, and, if necessary, personal interviews.

All students finishing the Basic Nursing Program must have been registered in a school of nursing for at least three years, according to the statutes of Iowa.

Applicants for Nursing (Basic Degree Program) must present:

One year of college work in an accredited liberal arts college including satisfaction of the following minimum requirements: Thirty semester hours of college level work (exclusive of credit in physical education).

Satisfaction of the Communication Skills requirements of the SUI College of Liberal Arts or equivalent work.

Satisfactory accomplishment in Mathematics Skills as required by the SUI College of Liberal Arts.

Two semester hours of physical education or transfer of one year in physical education activities.

Eight semester hours of credit in one Historical-Cultural core course or transfer of eight semester hours of equivalent courses.

Eight semester hours of credit in Chemistry for Nurses. Applicants from other institutions should complete only one semester of general inorganic chemistry and complete the second semester during the sophomore year at SUI.

Completion of three-semester-hour course Orientation to Nursing. Transfer students must arrange with College of Nursing for completion of this requirement.

Completion of three-semester-hour course introduction to Human Nutrition. Applicants from other institutions should complete this during the sophomore year at SUI if an equivalent course which includes one-quarter time in laboratory work is not available.

A grade point average of C plus (2.2) on all college work attempted.

Applicants are required to take the American College Testing Program tests.

Applicants for admission and required official transcripts must be filed before March 1 for the class to enter in September.

General Nursing Program for Registered Nurses

Admission is based upon professional credentials and references, pre-admission examinations, and personal interviews. All applicants must be registered nurses or must be eligible for licensure. A maximum of 45 semester hours of credit may be allowed for previous nursing education. As the number of applicants that can be accepted for this program is limited by laboratory and teaching facilities, the Admissions Committee will select the applicants presenting the best academic backgrounds for further work in nursing.

Practical Nursing Program

Applicants between the ages of 18 and 25 years are required to have completed a high school education or the equivalent. Applicants over 25 years of age must have completed a tenth grade education. Admission is based upon high school records, required academic and physical examinations, and interviews. As the number of applicants that can be accepted for this program is limited, the Admissions Committee will select the applicants that appear to be the best qualified for work as practical nurses.

8. College of Pharmacy

General Basis for Admission

Fulfillment of the specific requirements for

admission does not insure admission to the College of Pharmacy. From the applicants meeting the specific requirements, the Admissions Committee will select those applicants who in their judgment appear to be best qualified. Applicants for admission to Pharmacy should have graduated from an approved high school or have an equivalent amount of training.

College Work

The college work as outlined below will meet the minimum academic requirements for admission to the College of Pharmacy. The minimum should include 32 semester hours of college level work exclusive of credit in Military and Air Science and Physical Education. The 32 semester hours must include:

Communication Skills. Applicants must have demonstrated satisfactory achievement in Communication Skills according to the requirements of the College of Liberal Arts at the State University of Iowa. Applicants from other institutions may meet this requirement by presenting 6 semester hours of credit in English Composition and Rhetoric and 2 semester hours of credit in Speech or an 8-semester-hour year course in Communication Skills.

Inorganic Chemistry and Qualitative Analysis, 8 semester hours

College Mathematics, 8 semester hours

Physics or Zoology, 8 semester hours

Students from other institutions may substitute a comparable 8 semester hour course in Biology in lieu of Zoology

Military or Air Science (if available) 0-2 semester hours

Students who present minor deficiencies in meeting the above requirements may be admitted to the College of Pharmacy upon the recommendation of the Dean of Admissions and the College of Pharmacy.

Scholarship and Application Deadline

To be considered for admission to the College of Pharmacy, students must have earned a 2.0 or C average on all collegiate work undertaken. The minimum grade point average of 2.0 is based on the State University of Iowa's marking system in which the grade of A is equivalent to four points. Applications for admission and the required official transcripts should be filed before March 1 for the class to enter Pharmacy in September.

Required Tests

Applicants for admission are required to take the American College Testing Program tests.

Current Requirements

Applicants who have completed work in a college of pharmacy accredited by the American Council on Pharmaceutical Education may if their college academic average is acceptable be admitted and granted advanced standing toward the degree of Bachelor of Science in Pharmacy.

9. College of Liberal Arts

Applicants for admission to Liberal Arts must meet the regulations that are common to

the three state institutions in Iowa as listed in this bulletin as Part I, Sections A, B, and C.

10. College of Education

Students at the University desiring professional work in Education are registered in the College of Liberal Arts or the Graduate College. Requirements for permission to take teacher training courses are listed in the University Catalogue.

B. IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

1. Undergraduate students

A minimum of one unit of algebra is required for admission to all curricula. A non-high school graduate, in addition to meeting standards in Section I above, must be at least 17 years of age and have an unqualified recommendation from his high school principal. Requirements for admission to the several Colleges are given below.

a. College of Agriculture. A minimum of one and one-half units of algebra is required of students entering any four-year curriculum. In addition, the curricula in agricultural journalism, forestry, industrial education, and landscape architecture require one unit of geometry. Students who have not completed all of the required mathematics courses may take geometry or third semester algebra at Iowa State University. The requirements for admission to agricultural engineering are the same as for the College of Engineering.

b. College of Engineering. One unit of geometry and one and one-half units of algebra are required. Students who have not completed all of these courses may take geometry or third semester algebra at Iowa State University.

c. College of Home Economics. Two units of mathematics are required. One of the units must be algebra. The other unit may be algebra, geometry and/or trigonometry in any combination. Students who have not completed all of the required mathematics courses may take geometry or third semester algebra at Iowa State University.

d. College of Sciences and Humanities. For the curricula in Sciences and Humanities and Chemical Technology one and one-half units of algebra and one unit of geometry are required. Students who have not completed all of these courses may take geometry and third semester algebra at Iowa State University. For the curriculum in Physical Education for Men one unit of algebra is required.

e. College of Veterinary Medicine. Admission to the College of Veterinary Medicine is granted only at the beginning of the Fall Quarter. College credits of the pre-professional work must average at least 2.25 on a four-letter marking system with "A" as the highest mark and "D" as the lowest passing mark if the application is to receive consideration by the Committee on Selective Admission. The above scholastic requirements are minimum.

Applicants for admission must present one and one-half units of algebra and one unit of geometry from high school and a total of not less than two years (90 quarter or 60 semester

credits) of work in an approved college or university. The college credits must include:

	Qr. Crs.	Sem. Crs.
*English	12	8
(General 12)		
Chemistry (Organic 8)	20	14
Mathematics and/or Physics.....	8	6
(Zoology 8)		
Biological Science (Botany 3).....	14	10
(Genetics 3)		
American Government or American History.....	3	2
**Animal Husbandry.....	9	6
Poultry Husbandry.....	3	2
Total Required Credits.....	69	49
Electives	21	11
GRAND TOTAL.....	90	60

*Must include 3 qr. crs. (2 sem. crs.) of speech-making.

**Must include 3 qr. crs. (2 sem. crs.) of animal feeding.

Students who desire to take pre-professional work in Veterinary Medicine at Iowa State University usually enroll in the College of Sciences and Humanities.

In selecting the candidates for the first-year class, a personal conference may be required with the members of the veterinary faculty or other persons designated by the Dean. If required, the applicant will be advised when this interview will be given. High school records, scholastic performance in pre-professional studies, aptitude rating, evidence of good character, and satisfactory personality will be given special consideration in the acceptance of applicants. Other qualifications being equal, residents of Iowa will be given preference.

Those who are applying for admission in September must file high school records and formal applications for admission by March 1. A transcript of all college courses completed up to that time should be sent to the Registrar. The transcript must also include a list of any additional courses that the applicant expects to complete by June 15.

A veterinary student who voluntarily withdraws from college, or who is dropped for cause, forfeits his standing and must apply for readmission at any future time.

2. Graduate College

a. Qualifications

An applicant who is a graduate of an institution in the United States whose requirements for the bachelor's degree are substantially equivalent to those at Iowa State University, and who ranks in the upper one-half of his class, may be admitted to the Graduate College. Admission does not constitute acceptance as a candidate for a degree.

Admission to the Graduate College may not be granted to a graduate of an institution in the United States which is not accredited by a recognized regional association.

b. Restricted Admission

An applicant may be granted restricted admission upon the recommendation of the department head and approval of the Graduate Dean. Acceptance of credit earned under re-

stricted admission and transfer to unrestricted admission requires recommendation by the department head and the approval of the Graduate Committee.

Graduates of recognized universities located outside the United States may be granted restricted admission only.

3. Technical Institute

One unit of geometry and one and one-half units of algebra are required. Students who have not completed all of these courses may take geometry or third semester algebra at Iowa State University. Provided, however, that unconditional admission to the Technical Institute may be granted to students who are not in the upper one-half of their graduating class.

C. IOWA STATE TEACHERS COLLEGE

1. Admission Policies for Undergraduate Students

As a professional college for the education of teachers, the Iowa State Teachers College

is obligated to consider scholarship, health, character, personality, and qualities of potential leadership of an applicant for admission. In specific cases it may be necessary for the Admissions Committee to interview and test the applicant and to deny admission to one who does not give reasonable promise as a college student and prospective teacher.

2. Admission Requirements for Graduate Students

A graduate of a college or university accredited by the National Council for the Accrediting of Teacher Education or by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency will be granted admission to graduate study if his application for admission has been approved by the Registrar.

A graduate of a college or university that is not accredited may be granted conditional admission at the discretion of the Registrar. Admission to graduate study does not guarantee admission to candidacy for an advanced degree.

SOCIAL WELFARE DEPARTMENT

A rule relating to residence requirements in the aid to dependent children program

[Filed Sep. 9, 1960]

The Rule appearing at 1958, I. D. R., at Page 396 under 239.2 (2) is hereby amended by striking from lines 24 and 25 the following, "if the child has resided in the state one year prior to leaving the state," and inserting in lieu thereof a period.

A rule relating to medical and remedial care in the old age assistance program

[Filed Sep. 30, 1960]

The Rule appearing in the July 1960, Supplement, I.D.R., at Page 21, Column 2 thereof, filed April 25, 1960, is hereby amended by inserting the following in the twelfth line after the word "services": "and nursing care in a licensed nursing home."

The Rule appearing in the January 1959, Supplement, I.D.R., at Page 15, Column 1 thereof, filed October 20, 1958 is hereby amended by striking Item 1 and inserting in lieu thereof:

"1. Hospitalization or any supplies, services or procedures performed in the hospital including surgery, drugs, laboratory, x-rays, etc. Exception: Payment will be made (1) for services rendered in the out-patient department of a hospital, (2) when practitioners, without the necessary equipment, refer their patients to the hospital for laboratory tests and x-rays on an out-patient basis."

A rule relating to requirements included in the grant in the aid to the disabled program

[Filed Nov. 23, 1960]

The Rule appearing in the July 1960, Supplement, I.D.R., at Page 22, Column 2, paragraph 2, relating to Medical and Remedial Care in the Aid to the Disabled Program, filed April 25, 1960, is hereby amended by striking

therefrom, "(Dental Only)," which appears following "Medical Care—Vendor Payments," by adding an asterisk (*) after "Medical Care—Vendor Payments" and adding the following paragraph:

"*Medical care is defined as medical or remedial services for which payment may be made by the Department and includes care in the home, office or clinic, provided or prescribed by medical doctors, osteopaths, chiropractors, chiroprudists and dentists licensed to practice in the State of Iowa, or by members of such professions in other states, provided such practitioners are duly licensed in that state. Such services shall include prescribed drugs, medications, laboratory, diagnostic, therapeutic and dental services; and such other services and supplies as may be authorized by practitioners within the scope of their practice and the limitations of the plan.

"Types of Service for which Payment may not be made through the Medical Plan See (b), 239.5 (Aid to Dependent Children)"

The Rule appearing in the January 1960, Supplement, I.D.R., at Page 15, Column 1 thereof, 9.5 (b), Amount of Assistance, filed August 12, 1959, is hereby amended by striking "(OAA-AB)," which appears under "Health Allowance."

A rule relating to medical care in the old age assistance program

[Filed Dec. 13, 1960]

The Rule appearing in the January 1959, Supplement, I.D.R., beginning on Page 15, column 1, relating to Medical and Remedial Care in the Old Age Assistance Program, filed October 20, 1958, is hereby amended by striking therefrom the last paragraph, which appears on Page 16, Column 1, and adding the following:

"The amount of any payment made directly to the vendor by the recipient, relatives or from other sources, including General Relief.

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shall be deducted from the established cost standard for the service provided, to establish the amount of the payment to be made by the department. Exception: This rule is not applicable to supplementation from General Relief for nursing care provided by a licensed hospital."

A rule relating to medical care in the aid to dependent children program

[Filed Dec. 13, 1960]

BE IT RESOLVED BY THE STATE BOARD OF SOCIAL WELFARE:

That the rule appearing in the January 1959

Supplement, I.D.R., beginning on Page 16, Column 1, relating to Medical and Remedial Care in the Aid to Dependent Children Program, filed October 20, 1958, is hereby amended by striking therefrom the last paragraph, which appears on Page 17, Column 2, and adding the following:

"The amount of any payment made directly to the vendor by the recipient, relatives or from other sources, including General Relief, shall be deducted from the established cost standard for the service provided, to establish the amount of the payment to be made by the department. Exception: This rule is not applicable to supplementation from General Relief for nursing care provided by a licensed hospital."