

**111—3.4 (17A) Notice of proposed rule making.****3.4(1) Contents.**

*a.* At least 35 days before the adoption of a rule, the department shall cause a Notice of Intended Action to be published in the Iowa Administrative Bulletin. The Notice of Intended Action shall include:

- (1) A brief explanation of the purpose of the proposed rule.
- (2) The specific legal authority for the proposed rule.
- (3) Except to the extent impracticable, the text of the proposed rule.
- (4) Where, when and how persons may present their views on the proposed rule.
- (5) Where, when and how persons may demand an oral proceeding on the proposed rule if the notice does not already provide for one.

*b.* Where inclusion of the complete text of a proposed rule in the Notice of Intended Action is impracticable, the department shall include in the notice a statement fully describing the specific subject matter of the omitted portion of the text of the proposed rule, the specific issues to be addressed by that omitted text of the proposed rule, and the range of possible choices being considered by the department for the resolution of each of those issues.

*c.* To facilitate transcription into alternative media, the complete text of the proposed rule shall be published in the Notice of Intended Action whenever possible.

**3.4(2) Incorporation by reference.** A proposed rule may incorporate other materials by reference only if it complies with all of the requirements applicable to incorporation by reference of other materials in an adopted rule that are contained in subrule 3.12(2).

**3.4(3) Copies of notices.** Persons desiring to receive copies of future Notices of Intended Action by subscription must file with the department a written request indicating the name and address to which such notices should be sent. Within seven days after submission of a Notice of Intended Action to the administrative rules coordinator for publication in the Iowa Administrative Bulletin, the department shall mail or electronically transmit a copy of that notice to subscribers who have filed a written request for either mailing or electronic transmittal with the department for Notices of Intended Action. The written request shall be accompanied by payment of a subscription price which may cover the full cost of the subscription service, including its administrative overhead and the cost of copying and mailing the Notices of Intended Action for a period of one year.

**3.4(4) Provision in alternative media.** Mailed copies of Notices of Intended Action shall be provided in standard print format, unless an individual requests provision of the notices in alternative media. Notices in the alternative media shall be provided in a timely manner.